THE OFFICE OF RESEARCH AND SCHOLARSHIP
TIPS FOR A SUCCESSFUL GRANT SUBMISSION

1. Review Grant Preparation Timeline

2. Meet with financial analyst to establish the budget and budget justification

3. Work closely with statistician on statistical analysis

4. Data manager should be included on grant. Meet with statistician to determine percentage of time for data manager

5. Set up reference manager – see librarian

6. Set up personal folder on CON k drive

7. Identify a study tracking system

Formatting the Document
1. Format left, right, top, and bottom margins at .5

2. Use Arial pt. 11 font for text

3. Use Arial pt. 8 or 9 for tables and graphs

4. No headers or footers

5. Unjustify right margin