

Procedures for submitting Capacity Building Grant Proposals

Research, Teaching, and Extension

1. Letter of Intent to Dr. Shelton by **December 1st, 2009**
 - a. One page with proposed title
2. Logic Model
 - a. Elective Workshop **December 8th, 2009** from 11:00 am to 12:00 noon in Hazel Hall conference room.
 - b. Submit Draft to Dr. Shelton on **December 15th, 2009**
 - c. Final Logic Model Due to Dr. Shelton on **January 6th, 2010.**
 - d. Contact Dr. Thess Hinnant-Bernard for more information (thbernard@umes.edu or 6063)
3. Webinars
 - a. Teaching, **December 16th, 2009** 9am - 11am
 - b. Research, **December 17th, 2009** 9am - 11am
 - c. Extension, **December 18th, 2009** 9am - 11am
 - d. Additional information is available on the *Resources for Investigators website**
4. Draft proposal in Microsoft Word
 - a. Draft Due **January 15th, 2010** to Dr. Shelton
 - b. Additional information is available on the *Resources for Investigators website**
5. Draft Budget in Excel and Budget narrative
 - a. Draft Due to **January 15th, 2010** to Laura Duck
 - b. Template available on *Resources for Investigators website**
 - c. Contact Laura Duck for more information (lrduck@umes.edu or 6078)

6. Grants.gov Application
 - a. Download application
 - b. Enter your proposal into the Grants.gov application
 - i. One person should enter all the information, you can not merge documents
 - ii. All attachments must be in .pdf format
 - c. Additional information available on *Resources for Investigators website**
 - d. Contact Tracie Bishop for information or assistance (tjbishop@umes.edu or 6383)
7. Completed proposal in Grants.gov application package due to Dr. Shelton for final approval by **January 29th, 2010**

*See *Resources for Investigator website*

<http://www.umes.edu/AES/Default.aspx?id=7230> for templates and additional information

Or go to **UMES home page**,

Then click on **ACADEMICS AND RESEARCH**,

Then click on **School of Agricultural and Natural Sciences**,

Under QUICK LINKS, click on **Agricultural Experiment Station**

Under QUICK LINKS again, click on **Resources for Investigators**