Principal Investigator or Project Director (PI/PD):
Develop project goals and objectives.

- Locate funding agency
- PI/PD: Write a Proposal w/Budget
- Consult with Department Chair

Does the proposal require SMTD space, staff, and/or recording?

- YES
  - (Facilities & Staff)
  - Complete an EVENT PROPOSAL FORM
    [http://tinyurl.com/event-proposal-form]
  - Events Committee

- NO
  - (Recording & Staff)
  - Complete a RECORDING PROJECT PROPOSAL FORM
    [http://tinyurl.com/rec-proj-proposal-form]
  - Research Process Coordinator

Does the funding agency require cost sharing on direct costs?

- NO
  - Request cost sharing for direct costs from the Faculty Research Fund
  - Faculty Research Committee

- YES
  - Request cost sharing funds as in-kind contributions from the Dean.
1. Consultation available from SMTD Office of Research. <smtdresearch@umich.edu>

2. Assistance available from
   a) Research Process Coordinator for database searches of government, corporate, and foundation sponsors
   b) Funding Opportunities @UMOR

3. Consultation available from the Director of Research.

4. Concerning research grants, contracts, and agreements, the University's Standard Practice Guide states that "the Regents assigned responsibility for compliance with the policy to the four levels in the regular channels for review and authorization of research grants, contracts, and agreements -- the principal investigator, the department [chair], dean/director, and the Vice President for Research. At each level this responsibility involves consideration of the sponsored research in the context of the mission of the institution, the principles of open scholarly exchange and academic freedom, and the University’s tradition of conducting research aimed at enhancing human life and the human condition." (SPG 303.1, Part I)

5. SMTD Research Office <smtdresearch@umich.edu> provides the Request for Institutional Waiver of Indirect Cost form.

6. Required signatures, prior to the Dean's signature, include the PI/PD and the Department Chair.

7. University of Michigan Office of Research (UMOR)

8. Examples include the Center for Research on Learning and Teaching (CRLT), International Institute, Center for World Performance Studies, Confucius Institute, Institute for Research on Women & Gender, Institute for the Humanities, and the Center for Chinese Studies.

9. The Office of Research and Sponsored Projects (ORSP) enables and safeguards the conduct of research and other sponsored activity for the University of Michigan. We apply specialized regulatory, statutory and organizational knowledge in a timely and professional manner in order to balance the university's mission, the sponsor's objectives, and the investigator's intellectual pursuits. <http://orsp.umich.edu/contacts/drda/mission.html>