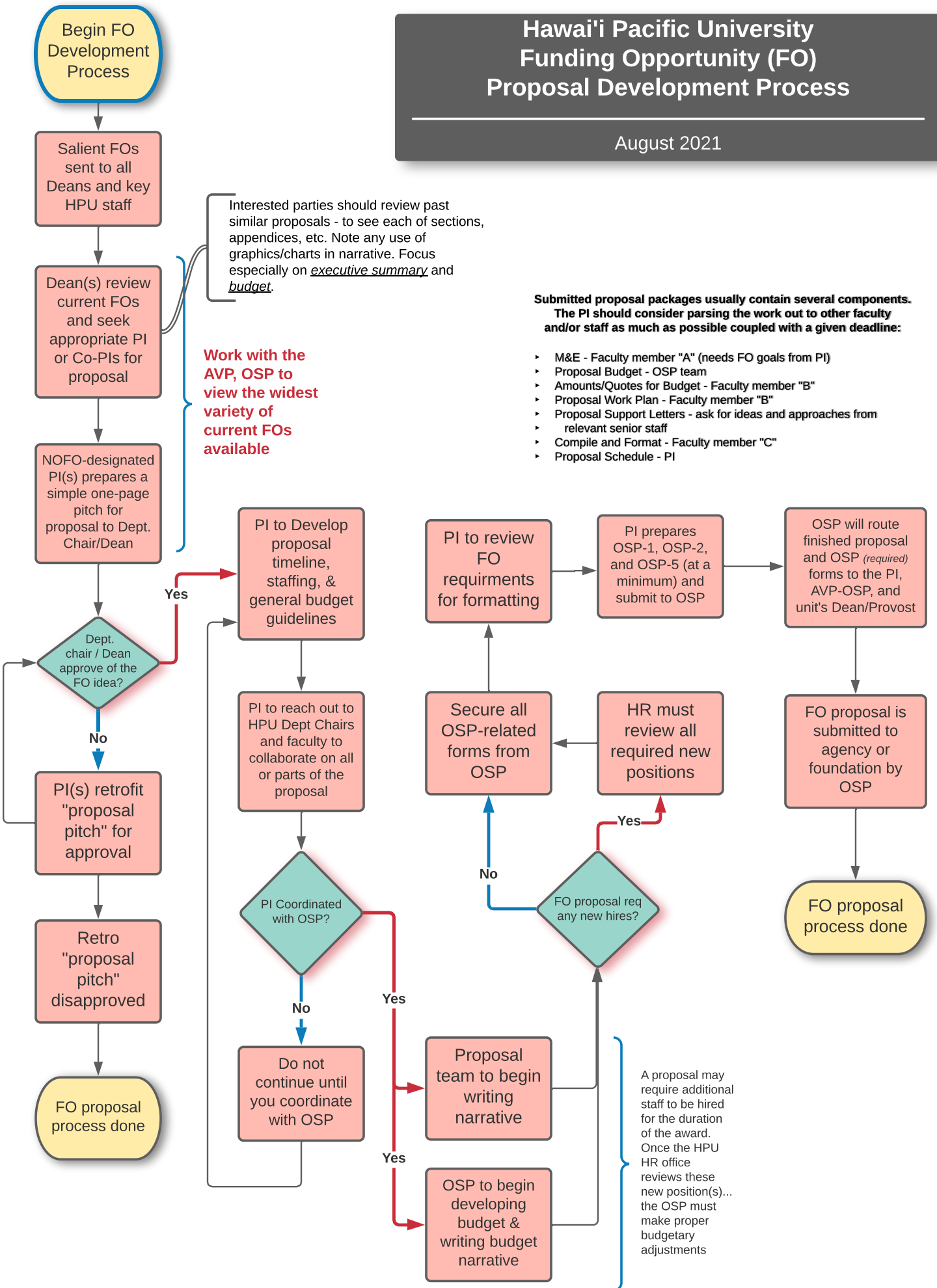


Hawai'i Pacific University Funding Opportunity (FO) Proposal Development Process

August 2021



Interested parties should review past similar proposals - to see each of sections, appendices, etc. Note any use of graphics/charts in narrative. Focus especially on executive summary and budget.

Work with the AVP, OSP to view the widest variety of current FOs available

Submitted proposal packages usually contain several components. The PI should consider parsing the work out to other faculty and/or staff as much as possible coupled with a given deadline:

- ▶ M&E - Faculty member "A" (needs FO goals from PI)
- ▶ Proposal Budget - OSP team
- ▶ Amounts/Quotes for Budget - Faculty member "B"
- ▶ Proposal Work Plan - Faculty member "B"
- ▶ Proposal Support Letters - ask for ideas and approaches from relevant senior staff
- ▶ Compile and Format - Faculty member "C"
- ▶ Proposal Schedule - PI

A proposal may require additional staff to be hired for the duration of the award. Once the HPU HR office reviews these new position(s)... the OSP must make proper budgetary adjustments