HOW TO GET STARTED

The American Recovery and Reinvestment Act of 2009 (ARRA), signed into law by the President on February 17, 2009, addresses our present economic crisis and builds a foundation for our future. To ensure the accountability and transparency of the funding opportunities, the following steps should be taken:

**Step 1:** Identify grant opportunities using either the links under Recovery Funding Opportunities or the Federal Agencies link.

**Step 2:** Complete Declaration of Interest Form.

**Step 3:** The FAMU Federal Stimulus-Recovery Committee (FFSRC), will review the Declaration of Interest Form and provide feedback within five (5) business days.

**Step 4:** Upon approval, submit the following documents to Office of Sponsored Programs, within thirty (30) days of the proposal due date:

- Proposal Review Transmittal Form (PRTF)
- Agency Guidelines
- Abstract
- Budget
- Budget Justification

*Please note: The PRTF must have the signatures of Division Chair and Dean prior to submission to the Office of Sponsored Programs.*

**Step 3:** To ensure the submittal of proposal within agency deadline, submit full proposals to the Office of Sponsored Programs at least six (6) business days prior to the agency’s deadline (receipt/postmark) date. If the proposal consists of several budgets, a consortium, or multiple-year funding, please submit proposal to the Office of Sponsored Programs at least ten (10) business days prior to the agency’s deadline date. *Please note: Sections of proposal should be organized according to the agency guidelines.*