

APPLICATION TO A GRANTING AGENCY

PHASE 1: ANNOUNCING INTENT TO APPLY

Timeline: Phase 1 must be completed a minimum of five (5) weeks prior to the agency deadline.

Links

01

START THE PROCESS

- Contact the Research Coordinator and Manager to express interest in starting the grant application process, request documentation, and share any process-related questions.

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02

PREPARE GRAF

- Complete sections A/B of the Grant Request Application Form (GRAF).
 - *Section B is only required for applications where Waypoint is the primary applicant site, or for external applications where Waypoint resources beyond Investigator time are required for the project.*

[GRAF \(A/B\)](#)

03

SUBMIT FOR INTERNAL REVIEW (for informational purposes only)

- Submit GRAF to the Research Coordinator to inform WRI leadership.

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04

APPROVALS

Research Coordinator will circulate the completed GRAF to the Research Manager, Director, and VP*.

- VP, Research provides sign-off on the GRAF. This acknowledges that the department is aware of the upcoming grant application.

**Sign-off will occur within two (2) business days.*

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05

SET TIMELINES

- Research Coordinator provides the review timeline.
- Research Coordinator schedules the Grant Review Committee meeting and invites the Principal Investigator (PI).

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NEXT STEPS

Proceed to "Phase 2" and begin preparing all documents required for the grant application.

[GRANT PHASE 2](#)

SUPPORT AND RESOURCES

- Contact Research Coordinator and Research Manager for additional support with the GRAF or the application process.