

Section 1.2

Working with Chico State Enterprises Development Staff

The primary mission of Chico State Enterprises (CSE) development staff is to find funding sources and assist with proposal development. To take full advantage of the services the CSE has to offer, contact us early in your proposal process. At that point, a development specialist will be assigned to you. He or she will be your primary link with our office.

Each development specialist will:

- assist you in developing your concept into a grant proposal
- identify appropriate funding sources
- obtain application materials
- research relevant background information about potential sponsors
- assist in writing and editing your proposals
- develop the budget with you
- secure approvals of your budget
- prepare application forms
- review proposals to ensure consistency with guidelines
- obtain necessary signatures of approval
- submit your proposal

As the proposal writer, you need to provide your development specialist with:

- a copy of the Request for Proposal (RFP) as soon as you have it
- a completed Notice of Intent to Submit a Proposal
- an electronic or hard copy of your project description and budget **ten working days before the proposal due date to meet the approval requirements before the proposal leaves campus.**
- approvals from chairs and deans for all personnel on your budget for academic-year buyouts from teaching assignments, for additional employment, and for any cost share being provided by your department or college.