

Three Steps...

to get grants and contracts out the door before deadline:

Step 1:

Four (4) weeks before deadline go to <http://www.csulb.edu/research> (Forms) and complete and submit **Notice of Intent**.

Step 2:

Three (3) weeks before deadline submit **draft budget** to Annette Lujan @ alujan2@csulb.edu
If unable to make contact Annette, send a notice to OUR @ grants@csulb.edu, or phone 562/985-5314 to request budget assistance.

Step 3:

Two (2) weeks before deadline: Initiate contact with Annette Lujan @ alujan2@csulb.edu to begin **internal clearance**, or telephone the **Office of University Research** @ 985-5314 for assistance.

Before Deadline: University's authorized Organizational Representative (the AVP for Research or designee) will submit proposal.