**PROPOSAL DEVELOPMENT PROCESS**

The promotion of research and scholarly activities that stimulate active learning is central to the mission of Clayton State University and a top priority for the Office of the Provost & Academic Affairs and the Business Operations Budget & Grant Accounting Division.

In continued pursuit of ever greater accomplishments in research and student success, the Business Operations Budget & Grant Accounting Division as the primary support staff for budget creation during the proposal development phase through the provision of timely information, technical expertise and assistance.

The Department Head (Chair or Associate Dean) is responsible for collaborating with faculty/staff to identify department/college funding priorities, and providing proposal writing, as needed. For more information about the budget development process contact Nicole Harris at (678) 466-5497 or NicoleHarris@clayton.edu, CSU East, Woodland Hall.

<http://www.clayton.edu/Grant-Contract-Programs/Links>