

Purpose

This Standard Operating Procedure (SOP) establishes a standardized process for managing the entire research grant lifecycle at THiNK—from identifying funding opportunities to preparing projects for implementation after an award has been secured.

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Specifically, this SOP provides guidance on:

- Identifying and tracking strategic funding opportunities.
- Developing competitive research and innovation proposals.
- Managing pre-award activities following proposal selection.
- Planning implementation activities during the award-to-disbursement period.
- Ensuring project implementation readiness before funds are received.
- Building and maintaining strategic partnerships with funders and collaborators.
- Ensuring compliance with funder, institutional, financial, and ethical requirements throughout the grant lifecycle.

This SOP applies to all THiNK staff involved in grant scouting, proposal development, partnership management, budgeting, project planning, and grant implementation.

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