

# Grant Submission Checklist

Steps	Checklist
1. Secure approval signatures on the Proposal Planning Sheet. (This must be accomplished <b>PRIOR</b> to writing the proposal.)	<input type="checkbox"/>
2. Turn in the Proposal Planning Sheet with approval signatures to Associate Vice President, Office of Sponsored Programs and Research	<input type="checkbox"/>
3. Research and write the proposal.	<input type="checkbox"/>
4. Proposal budget review with the Associate Vice President, Office of Sponsored Programs and Research. (This review should be conducted when the budget is sufficiently developed to allow a review and revision - if necessary - prior to submitting the proposal to the President for signature.)	<input type="checkbox"/>
5. Duplicate proposal. (Be sure to duplicate a sufficient number of copies for submission and internal use.)	<input type="checkbox"/>
6. Submit proposal to funding agency. If electronic submission, please contact OSPR 30 days before submission.	<input type="checkbox"/>
7. Submit a hard copy and an electronic copy to Associate Vice President, Office of Sponsored Programs and Research. (Danley Hall, RM 208)	<input type="checkbox"/>
8. Grant Award Notification. (It is the Principal Investigator's responsibility to conduct the award negotiations and notifications.)	<input type="checkbox"/>
9. Submit a copy of the official notification of either award or rejection to the Office of Sponsored Programs and Research.	<input type="checkbox"/>
10. Prepare line item budget, a copy of the proposal, and a copy of the official award letter to the Office of Sponsored Programs and Research.	<input type="checkbox"/>