

GRANT SUBMISSION CHECKLIST

PI _____ Funder _____ Due Date _____			
30 Days	Meet with Steinhardt Office of Research to develop budget		
10 Business Days	Completed and Returned OSP Synopsis Form and Financial Disclosure Forms for ALL significant personnel on the project.	Obtain approval from Dean of Research for any deviations from standard process (e.g. cost sharing, reduced indirect, RA support). 2. Provide e-mail confirmation from Chair of Buyout approval if applicable. 3. Provide signed OSP form and Project Specific Researcher Disclosure Statement.	
7 Business days	ALL FINAL MATERIALS DUE (all sections complete, in proper format) by 10AM.		
<u>WITHOUT EXCEPTION ALL PROPOSALS SUBMITTED TO THE STEINHARDT OFFICE OF RESEARCH LATER THAN 3 WORKING DAYS BEFORE THE DEADLINE WILL NOT BE SUBMITTED</u>			
After Submission	1. Office of Sponsored Programs emails the Steinhardt Office of Research and the PI with confirmation of submission. 2. PI or designee reviews submitted proposal and submits via email to the Steinhardt Office of Research the validation or confirmation of system (if applicable). 3. OSP, Principal Investigator, and Steinhardt Office of Research work together to correct any outstanding issues (Errors) of submission and re-submits proposal (if applicable).		