

GRANT SUBMISSION CHECKLIST

PI _____	PI Signature _____
Funder _____	Due Date of Final Support Documents _____ Due Date of Final Narrative _____

	Principal Investigator	Steinhardt Office of Research	Date
A minimum of 30 days before deadline	Notify Steinhardt Office of Research about intent to apply to external funding opportunity.	1. Add proposal to list of planned submissions that is e-mailed weekly to OSP (include funding opportunity number) 2. Review submission criteria.	
A minimum of 21 days before deadline	1. Meet with Steinhardt Office of Research to develop budget 2. PI identifies all collaborators and consultants and notifies them of the time line for competition.	1. Develop budget in proper format. 2. Alert PI of any special requirements in RFP 3. Begin to draft budget justification and complete administrative forms. 4. Assist PI with collecting required materials from collaborators . 5. Discuss special submission issues with PI.	
A minimum of 10 days before deadline	1. 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.		

WORKDAY IS DEFINED AS M-F 9:00-5:00 EXCLUDING HOLIDAYS.

A minimum of 7 Working days before deadline	Provide Steinhardt Office of Research with final approved budget, justification, CV's and other administrative sections (human subjects, etc.) as well as submittable proposal (all sections complete, in proper format) by 10AM.	1. Compile and upload proposal to Cayuse so administratively complete. 2. Review and correct errors as needed. 3. By 5:00 pm notify OSP via e-mail that grant is ready for review.	
A minimum of 6 Working days before deadline	Respond to feedback provided by Steinhardt Office of Research and provide any additional materials needed.	Provide feedback to PI on any missing pieces or technical issues.	
A minimum of 5 Working days before deadline	By 10:00 am provide final version of project narrative to the Steinhardt Office of Research with all issues identified by OSP corrected.	Upload full and final proposal to Cayuse and notify OSP by 3pm.	

OSP CANNOT GUARENTEE SUBMISSION OF ANY PROPOSAL SUBMITTED LESS THAN 5 WORKING DAYS BEFORE THE DEADLINE

WITHOUT EXCEPTION ALL PROPOSALS SUBMITTED TO THE STEINHARDT OFFICE OF RESEARCH LATER THAN 3 WORKING DAYS BEFORE THE DEADLINE WILL NOT BE SUBMITTED

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).	
Validation Process	1. Office of Sponsored Programs emails Steinhardt Office of Research and Principal Investigator with final system validation (if applicable). 2. Principal Investigator confirms with Steinhardt Office of Research final validation appears within system (if applicable).	