

# GRANT DEVELOPMENT AND SUBMISSION CHECKLIST

*For Faculty/Staff - to help you stay on track with all the components*

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| <input type="checkbox"/> Initial OSP consult             | <input type="checkbox"/> Final Budget                              |
| <input type="checkbox"/> Proposal development form       | <input type="checkbox"/> Subcontract/subaward agreement(s)         |
| <input type="checkbox"/> Submission timeline set         | <input type="checkbox"/> ESP activities description                |
| <input type="checkbox"/> Review of announcement language | <input type="checkbox"/> New employment plan                       |
| <input type="checkbox"/> Schematic/logic model review    | <input type="checkbox"/> Biosketch/Resume                          |
| <input type="checkbox"/> Registration with funder        | <input type="checkbox"/> Facilities and Equipment                  |
| <input type="checkbox"/> Initial budget building meeting | <input type="checkbox"/> Student internship paperwork              |
| <input type="checkbox"/> IDC/F&A rate approval           | <input type="checkbox"/> IRB correspondence                        |
| <input type="checkbox"/> Dean approval for submission    | <input type="checkbox"/> IACUC correspondence                      |
| <input type="checkbox"/> Release time negotiated         | <input type="checkbox"/> External review feedback incorporated     |
| <input type="checkbox"/> Editing support                 | <input type="checkbox"/> Letters of support                        |
| <input type="checkbox"/>                                 | <input type="checkbox"/> Final narrative (all sections)            |
| <input type="checkbox"/>                                 | <input type="checkbox"/> Final Intent to submit signatures         |
| <input type="checkbox"/>                                 | <input type="checkbox"/> Notification of final OSP review complete |
| <input type="checkbox"/>                                 | <input type="checkbox"/> Notification of upload complete           |
| <input type="checkbox"/>                                 | <input type="checkbox"/> Notification of upload accepted           |

*priorities & other notes:*

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N NOT NEEDED  
Y COMPLETE

! NEED HELP WITH  
\* WAITING ON DOCUMENTS