

Intent to Submit Grant Process and Checklist

PROCESS

1. Intent to Submit

Faculty and staff are **required** to submit an *Intent to Submit Grant Form*. The purpose of this form is to assess liability to the institution, evaluate the fiscal commitment required of the institution, and keep management informed. A completed *Intent to Submit Grant Form* should be submitted with one of the following: the project abstract, a concept paper, or the proposal AND a draft of the project budget at least one week prior to when the proposal is due. A proposal will not be submitted without an approved *Intent to Submit Grant Form*.

The faculty or staff submitting the *Intent to Submit Grant Form* should first discuss their project with their Chair and Dean, obtaining their approvals. Then the form should be submitted to the OSPR Director. The OSPR Director will consult with the Provost in cases where matching funds are required.

2. Faculty/Staff Develop/Write proposal

- a. Secures IRB or other hazard approvals
- b. Develops and finalizes budget in consultation with Chair, Dean (or designee), and OSPR Director (and Provost, as needed)
- c. Final Budget Approval by Dean, OSPR Director (with Jeff Slovak, as needed)
- d. Abstract Completed
- e. Three days before due date final approvals are secured for submission.
- f. Principal Investigator (PI) sends an electronic or hard copy of the full proposal to his/her Dean's Office.
- g. Two days before due date, final proposal electronically submitted by Director of OSPR to agency

3. Quarterly, an electronic-copy report of all grant submittals will be given by each Dean to the offices of OSPR and the Provost and will include:

- a. PI's Name
- b. Name of College and Program
- c. Date of Grant Submission
- d. Title of Grant
- e. Granting Agency
- f. Amount of Award Requested

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CHECK LIST
for
GRANT PROPOSAL SUBMISSIONS
to
Office of Sponsored Programs and Research
(OSPR)

Task	Check	Date Completed
1. Principal Investigator (PI) completes <i>Intent to Submit Grant Form</i>		
2. PI discusses and submits <i>Intent</i> form to each of the following: a. Chair b. Dean c. OSPR Director (OSPR Director briefs Provost)		
3. PI secures IRB or Other Hazard Approvals		
4. PI develops budget, in consultation with Chair; Dean or Designee; and OSPR Director		
5. PI submits e-copy of complete document to: a. Chair b. Dean		
6. Three (3) days before application's due date, submit hard copy and e-copy of final a) Abstract, b) Budget, and c) Full Proposal for review <u>and</u> signature by: a. Chair b. Dean c. OSPR Director d. Provost (if indicated)		
7. Two (2) days before application's due date, OSPR Director will submit complete proposal to funding agency.		