**Grant Proposal Planning Checklist**

**Project Title:** Click or tap here to enter text.

**Principal Investigator (PI):** Click or tap here to enter text.

**Co-Principal Investigator(s):** Click or tap here to enter text.

**Have all co-PIs and senior personnel been informed that they are named on the proposal?** [ ]  **Yes** [ ]  **No**

**External Partners:** Click or tap here to enter text.

**Grant ID/Reference #:** Click or tap here to enter text.

**Funding Agency:** Click or tap here to enter text.

**Submission Due Date:** Click or tap here to enter text.

**Project Timeline**

|  |  |  |
| --- | --- | --- |
| **Major Action Items** | **Assigned To** | **Due By** |
| Final Rough Draft | Click or tap here to enter text. | Click to enter date. |
| Final Budget/Budget Narrative | Click or tap here to enter text. | Click or tap to enter a date. |
| Campus Approvals | Click or tap here to enter text. | Click or tap to enter a date. |
| Final Submission | Click or tap here to enter text. | Click or tap to enter a date. |

**Proposal Pre-Planning**

*Prior to the submission, have you…*

| **Task:** | **Due Date** | **Notes** | **Complete** |
| --- | --- | --- | --- |
| Read entire agency guidelines to determine eligibility for the grant? | Click or tap to enter a date. | Click or tap here to enter text. |[ ]
| Developed rough draft of project goals, objectives and plan/design? | Click or tap to enter a date. | Click or tap here to enter text. |[ ]
| Met with OSP to develop the budget?  | Click or tap to enter a date. | Click or tap here to enter text. |[ ]
| Notified appropriate leadership of intention to submit grant (i.e., department chair, dean, OSP)? | Click or tap to enter a date. | Click or tap here to enter text. |[ ]
| Confirmed that all co-PIs/senior personnel have active accounts in online submission platforms (i.e., Research.gov, FastLane, NIH ERA Commons, etc.)? | Click or tap to enter a date. | Click or tap here to enter text. |[ ]
| Requested letters of commitment? | Click or tap to enter a date. | Click or tap here to enter text. |[ ]
| Submitted protocols for human/animal subjects? | Click or tap to enter a date. | Click or tap here to enter text. |[ ]
| Submitted a signed Conflict of Interest form to OSP? | Click or tap to enter a date. | Click or tap here to enter text. |[ ]
| Other, as applicable to agency guidelines? | Click or tap to enter a date. | Click or tap here to enter text. |[ ]

**Budget Pre-Planning**

|  |  |  |
| --- | --- | --- |
| ***Personnel*** | **Notes** | **Estimate** |
| Do you plan to receive compensation from this grant (course release, summer salary, etc.)? Please explain. | Click or tap here to enter text. | Click or tap here to enter text. |
| Will any additional investigators or other personnel receive compensation from this grant (course release, summer salary, etc.)? Please explain.  | Click or tap here to enter text. | Click or tap here to enter text. |
| Do you plan to hire research assistants on this grant? If yes, how many and at what level (undergraduate or graduate)? | Click or tap here to enter text. | Click or tap here to enter text. |
| **Equipment, Supplies & Materials** |  |  |
| Will any equipment (>$5,000) be ordered for this grant? | Click or tap here to enter text. | Click or tap here to enter text. |
| Will any computer technology items be ordered for this grant? If so, quotes from UCT will be needed for pricing purposes. | Click or tap here to enter text. | Click or tap here to enter text. |
| What sort of materials and supplies are needed to fulfill needs of this grant? | Click or tap here to enter text. | Click or tap here to enter text. |
| **Contract Services** |  |  |
| Will any contract services be utilized for this grant? | Click or tap here to enter text. | Click or tap here to enter text. |
| **Travel** |  |  |
| Is travel required for this grant? If yes, how many trips and where will the travel take you? | Click or tap here to enter text. | Click or tap here to enter text. |
| **Participant Support** |  |  |
| Will any participant stipends be given for this grant? | Click or tap here to enter text. | Click or tap here to enter text. |
| **Tuition** |  |  |
| Are tuition and fees paid for students on this grant? If yes, for how many students and for what length of time?  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Subawards** |  |  |
| Are other institutions involved in this grant, or is this a subaward of another institution’s grant? | Click or tap here to enter text. | Click or tap here to enter text. |
| **Indirect Costs (F & A)** |  |  |
| Will this research be conducted ON campus or OFF campus? | [ ]  **ON Campus** [ ]  **OFF Campus** | Click or tap here to enter text. |

**Application Elements:**

*Include these as applicable to agency guidelines:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Component:** | **Due Date** | **Notes** | **Complete** |
| Cover Sheet | Click to enter date. | Click or tap here to enter text. |[ ]
| Title Page | Click to enter date. | Click or tap here to enter text. |[ ]
| Table of Contents | Click to enter date. | Click or tap here to enter text. |[ ]
| Project Abstract | Click to enter date. | Click or tap here to enter text. |[ ]
| Project Narrative | Click to enter date. | Click or tap here to enter text. |[ ]
| Budget | Click to enter date. | Click or tap here to enter text. |[ ]
| Budget Justification | Click to enter date. | Click or tap here to enter text. |[ ]
| Works Cited/Bibliography/References | Click to enter date. | Click or tap here to enter text. |[ ]
| Appendices | Click to enter date. | Click or tap here to enter text. |[ ]
| Biographical Sketches | Click to enter date. | Click or tap here to enter text. |[ ]
| Current and Pending Grant Activities  | Click to enter date. | Click or tap here to enter text. |[ ]
| NSF: Collaborators and Other Affiliations form  | Click to enter date. | Click or tap here to enter text. |[ ]
| Letters of Commitment  | Click to enter date. | Click or tap here to enter text. |[ ]
| Facilities, Equipment, Resources | Click to enter date. | Click or tap here to enter text. |[ ]
| Suggested Reviewers | Click to enter date. | Click or tap here to enter text. |[ ]
| Certifications | Click to enter date. | Click or tap here to enter text. |[ ]