Grant Processing Checklist

1) Principal Investigator (PI) informs Administrator of intention to submit application
2) Check PI eligibility both internally and compared to solicitation
3) Meet with the PI to:
   a. Examine the agency guidelines including type/size specifications
   b. Establish a format
   c. Review the project needs
   d. Establish a basis for costs
   e. Obtain title of proposal and key words
4) Division Chief/Department Head and business manager should understand any issues or commitments related to projects. Be sure the PI has consulted with and has approval from their supervisor before starting the budget if any special considerations and/or commitments are made (space, services, cost sharing of salaries, matching funds, etc.)
5) Any proposed waiver and/or reduction of facilities and administrative costs (overhead) are proposed, it must be approved by the Dean.
6) Are there subcontracts involved in the proposal? If yes, make contact as soon as possible with subcontract institution to coordinate receipt of:
   a. Letter of support from PI of subcontract institution
   b. Biosketches of key personnel
   c. Institutional authorization signed by the authorizing official
   d. Budget including the subcontractor's indirect costs if allowed by the agency
   e. Statement of work
   f. Indirect cost rate agreement
   g. All relevant contact information for the Research
7) Are human subjects, animals, recombinant DNA, human stem cells, or radioactive materials to be used on this project? If yes, assist PI with appropriate approvals/submissions
8) Verify key personnel have completed ALL training and conflict of interest requirements
9) If this proposal will be submitted via the eRA Commons, does your PI have an active Commons account? If not, create account immediately. If yes, is all information in the account current?
10) Gather biosketches of all key personnel, facilities/resources, required compliance approvals
11) Prepare Proposal Development System (PDS) document
   a. If submitting System to System (S2S) add the following prior to approving the document:
      i. Cover page supplement
      ii. Other Project info
      iii. Performance sites
      iv. Budget
         1. verify none of the personnel proposed are debarred in the Excluded Parties List System (http://www.epls.gov/)
         2. If people from other departments are involved, verify salary/effort with their administrator(s). Put the administrator(s) contact information in the comment section of the PDS document.
      v. Key personnel, including biosketches (verify page limitations on biosketches)
      vi. Checklist information
      vii. Budget justification (calendar months only!)
      viii. Facilities/resources
      ix. Equipment
      x. Compliance approvals (animal, human, radioactive material, etc)

xi. Cover letter(s)
xii. Consortium letter(s)

12) Complete any required form pages including Proposal Certification Form
13) Obtain PI/Departmental signatures on all required documents
14) Verify PDS document is approved by Grants & Contracts (G&C). If not, make necessary changes and re-approve
15) Once PDS document is approved by G&C, take hard copy of required signature pages along with signed PDS document and other required documents (see attached) to the G&C Office. (under some circumstances, the G&C Office may allow you to fax/email signature pages, PT form and other documents talk to your grants specialist for details)
16) Electronic applications:
    a. Save your document often
    b. **All documents must be converted to PDF! Do not submit attachments in any other format**
    c. PDF issues:
        i. Do not use special characters in file names
        ii. Do not use headers or footers on any document
        iii. Disable all security features in the PDF document
        iv. Do not include active links in PDF document
        v. Do no send PDF documents with editable fields
        vi. If Word document was prepared on a Mac, convert files prior to sending to Windows PC to maintain integrity of formatting, font size and spacing
    d. Abstract should be no longer than 30 lines of text
    e. Project narrative should be written in lay language. Two to three sentences describing the relevance of this research to **public** health
    f. Research plan and human subjects sections are now required to be in several separate documents
    g. Build forms after all attachments have been added
        i. After building forms verify dollars are consistent with PDS document
    h. Validate proposal
    i. Check PI and Departmental Approvals
    j. Click Prepare to Submit button
    k. After submission an email will be sent to PI and G&C if there are any errors or warnings. G&C will contact administrator with error or warning messages. Errors must be corrected in order for the proposal to be accepted by the Commons. Warnings are advisory and will not stop the proposal from being sent to and accepted by the NIH or other eRA Commons agency
    l. If errors have been identified, correct all errors, mark the “Changed/Corrected” box on the PDS document and resubmit.
    m. After submission and acceptance by the agency, the PI may go into their Commons account to review the entire document. If changes are required, they must be completed and the proposal resubmitted within two days of acceptance by the agency.
    n. Changes to the proposal for aesthetic reasons should not be made.
17) Hard copy applications:
    a. Once all pieces of the application are compiled, make a copy of complete document for the PI to review
    b. Prepare FedEx envelope
    c. Pick up signature page(s) from the G&C Office
    d. Make appropriate copies of proposal, including all appendix materials in accordance with the solicitation guidelines
    e. Drop in FedEx box