



## **Grant Application Checklist**

### **Guidelines**

Each sponsor has different guidelines for preparation and submission of an application, but there are some general steps that most sponsors require:

- Identify extramural funding source
- Obtain program announcement
- Review program guidelines
- Note submission deadline
- Review forms and content specifications, selection criteria, and method of submission (electronic or paper)

### **Contact**

Contact your Sponsored Programs office well in advance of submission deadline to:

- Review program guidelines
- Develop a timeline to complete application
- Review administrative information and budgetary items

### **Evaluate Research Components**

If your research involves the use of Human and/or Animal subjects or the use of biohazard or radioactive materials, you must contact the Office of Research Compliance. Check sponsor guidelines to ensure that all necessary actions are taken.

**NOTE:** Some sponsors require IRB and other approvals prior to proposal submission, while others allow applications that are pending approval. Review the guidelines carefully!

### **Budget Development**

- Develop an "Internal" or "Working" Budget. Most sponsors require the use of specific budget forms; an internal document will allow you to perfect the numbers before completion of the application form.
- Make sure all costs are appropriate to the program
- Check all rates
- Bring draft budget to Sponsored Programs office for review.

## **Collaborating with another institution**

(If applicable) The following materials must be obtained from the collaborating institution:

### **Letter of Commitment**

- Scope of Work
- Budget
- Rate Agreement

### **Prepare Internal Documents**

College Face Sheet and Conflict of Interest Forms ††Get review approval and signature by the PI, Co-PI's (at Upstate), & the Chair of the Department.

- Submit completed forms to the Sponsored Programs Office PRIOR to proposal submission.

### **Finalizing the Application Package**

**NOTE:** Restrictions on the number of pages, font size, margin size, and all of the required formatting/forms ARE taken seriously. If these specifications are not adhered to, the proposal can be returned without review.

- Follow the guidelines as indicated in the Program Announcement.
- Work closely with the Sponsored Programs office to complete all necessary forms.
- Obtain all required signatures on the application and CFS.
- Make the required number of copies
- Deliver the submission package to the Sponsored Programs office for final review and mailing.

### **Special Instructions for Electronic Submissions**

To ensure timely submission, please supply the Sponsored Programs office with your application package THREE-BUSINESS DAYS PRIOR TO DEADLINE.

**NOTE:** Sponsored Programs cannot guarantee on-time electronic delivery, if the application package is received later than three days before the deadline