



Proposal Development and Submission Checklist

The checklist is intended to serve as a tool to assist you in compiling all components of a grant proposal or application before submitting it to the Office of Research and Sponsored Programs (ORSP) for final submission. Faculty and staff are encouraged to use this checklist for planning and submission purposes which will help facilitate a smooth process for review of the proposal, and hopefully, a successful proposal package.

Review Funding Guidelines for Proposal Preparation and Submission

- Obtain external program announcement and review guidelines, forms and application requirements.
- Is it a limited submission?
- Note submission deadline _____
- Is a letter of Intent due? Deadline _____
- Are their cost-sharing requirements for this proposal? Submit request for Cost share to Dean/VPAA.
- Is this an electronic submission?
Which electronic system? Grants.gov Fastlane Other _____

Contact ORSP and Develop an Application Timeline

- Notify the grants/contracts officer in ORSP as soon as the application is going forward.
- Complete the Proposal Initiation/Approval Form and meet with Dean/Chair for approval
- Develop and submit Letter of intent if needed
- Develop a timeline with your ORSP to complete the application.
 - Application components (including budget) are due to ORSP 5 business days before deadline.
 - Final Proposal Narrative is due at least 2 business days before application deadline.
- Review all administrative information and budgetary requirements
- Follow up with ORSP with questions as you need assistance

Review Scientific Compliance Guidelines

- Meet with ORSP to discuss compliance requirements
- Does the research plan involve Human Subjects? (Is the IRB application pending or approved?)
- Does the research plan involve biohazardous or radioactive materials?
- Are there approvals and documentation needed for the application?
- Other compliance requirements that may apply. _____

Develop and Revise Proposal

- Develop Project Plan/Proposal Narrative
- Contact your Institutional Research office early in the proposal development phase if institutional data is needed
- Check proposal against required elements in the proposal instructions
- Secure an external evaluator to assist in development of project evaluation plan
- Submit drafts to ORSP for review as required in Proposal timeline



Develop and Revise Proposal Budget

- Prepare a preliminary project budget above, including project expenses.
- Include all applicable F&A rates.
- Include mandatory approved cost-share in budget if approved by Dean/VPR.
- Review against funding guidelines and adjust against research plan.
- Review project costs against funding guidelines and ASU policies to ensure all costs are allowable and allocable to the project.
- Develop detailed budget justification
- Review project budget and justification with investigator; make edits based on PI feedback.
- Adjust research budget and enter into indicated application package, submitting it to OSR for pre-review, prior to deadline. Incorporate OSR feedback into proposal package.

Required Documentations as needed

- Job descriptions of Key Personnel
- Biosketches/Resumes
- Letters of Support
- Letters of Commitment
- MOA/MOU
- Reps and Certifications
- Compliance Documents (e.g. IRB approvals, FCOI statements)
- Equipment quotes
- Facilities and Resources
- Subcontractor Information
- Other documentation as described in the proposal instructions _____

Finalize and Submit Application Package

- Submit draft application for ORSP review within 5 days of submission deadline for final review and edits
- Submit science to ORSP 2 days before deadline
- ORSP sign off on the final proposal and submit to funder
- ORSP provides validation of submission and acceptance by Agency
- ORSP provides electronic copy of complete submitted proposal