

**Office of Grants, Research and Sponsored Programs
Slippery Rock University**

Grant Application & Submission Checklist

The Grant Application & Submission Checklist is a comprehensive guide to help applicants prepare for and submit grant proposals.

Notification of Intent to Submit to GRASP Office, Chair/Director, and Dean/VP	Completed	Incomplete	Attention Needed	Not Applicable
This task is required and should be done ASAP (no less than 30 working days prior to sponsor deadline)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>This task involves gathering all the necessary information and documents required for the grant program that you are applying to.</p> <ul style="list-style-type: none"> • Review the grant application guidelines to understand the specific information and make sure SRU is eligible to apply • Create a checklist of all the required information and documents • Discuss with Chair/Director and Dean/VP • Notify the Director of GRASP of intent to submit and forward all information 				
Prepare the Application and Budget	Completed	Incomplete	Attention Needed	Not Applicable
This task is required and should be done at least 20 working days prior to sponsor's deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>This task involves preparing a grant application. It is an important step in the process of applying for funding. The application must be carefully and thoroughly completed to increase the chances of success. It requires gathering the relevant information, filling out the forms, writing a compelling proposal, and submitting all required documents.</p> <ul style="list-style-type: none"> • Review the grant application guidelines again to understand the requirements and criteria • Gather all necessary information and supporting documents, such as financial statements, project plans, and letters of support • Fill out required forms accurately and completely • Write a clear and persuasive proposal that highlights the project's goals, objectives, and expected outcomes • Proofread the application for any errors or inconsistencies • Ensure all required documents are included and organized in the application package • Send final proposal narrative draft to GRASP Office for peer review and/or external review • Send draft budget to GRASP Office and Grant Accountant for review 				
Submission for Administrative Review	Completed	Incomplete	Attention Needed	Not Applicable
This task is required and should be started at least 10 working days prior to sponsor's deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>This task involves completing the Transmittal Form for External Proposals and attaching the final proposal, budget and any other appendices required by the sponsor.</p> <ul style="list-style-type: none"> • Make final revisions to proposal narrative and budget 				

- Complete any additional forms required (i.e., Cost Share Form, Internal Collaborators Form, etc.)
- GRASP Office will obtain any attachments sponsor requires not easily accessible to the Project Director (i.e., Financial Statements, IRS Determination Letter, etc.)
- Complete Transmittal Form for External Proposals (link to DocuSign found under Forms section on website) and attach proposal, budget, and any other appendices required by sponsor
- Double-check all the information provided in the application for accuracy
- Attach any requiring supporting documents as specified in the guidelines
- Transmittal Form will automatically route to Chair/Director and Dean/VP

FINAL STEP	Completed	Incomplete	Attention Needed	Not Applicable
This task is required and all information should be in the GRASP Office at least 5 working days prior to sponsor's deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>This task involves receiving the Transmittal Form for External Proposals along with the final proposal, budget and any other appendices required by the sponsor.</p> <ul style="list-style-type: none"> • Once the Chair/Director and Dean/VP signs the Transmittal Form, it will automatically be sent to the GRASP Office. • Once the GRASP Office Director reviews and approves, the form will automatically go to the Grant Accountant, then to the Associate Provost of Academic Management and then to the President. • Notification will be sent to the Project Director whether administrative approvals were obtained. • Submission of grant proposal! 				
<p>It is important to remember that while the GRASP Office is here to support grant writing efforts, ultimately, the proposal is the Project Director's responsibility. In order to ensure timely submittal of proposals, the GRASP Office requires a complete package of the proposal, which includes Chair/Director and Dean/VP signatures, 5 working days prior to the sponsor's due date to allow adequate time for administrative reviews, revisions and sign-offs. Proposals not submitted to the GRASP Office in this timeline may not be administratively approved due to insufficient time to adequately review the proposal. SRU reserves the right to withdraw any proposal or decline funding from proposals not administratively approved prior to submission.</p>				

Steps for Creating a Proposal

STEP	PROJECT DIRECTOR RESPONSIBILITY	SERVICES OF GRASP
1 Develop the project idea	<p>Review the literature</p> <p>Relate the idea to a purpose</p> <p>Consult with other experts</p> <p>Make initial contacts with potential external partners/collaborators</p> <p>Hold preliminary discussions with your Department Chair, Dean and GRASP</p>	Analyze Federal, state and private agency programs to potential funding sources
2 Begin pre-proposal activities	<p>Determine potential sponsors</p> <p>Determine the project director</p> <p>Determine what personnel will be needed (both SRU and non-SRU)</p> <p>Discuss project with off-campus partners and define the role of each partner</p> <p>Confer with the sponsor about the project</p> <p>Develop preparation schedule to meet deadline</p> <p>Inform GRASP of intent to submit a proposal</p>	<p>Assist in selecting potential sponsors</p> <p>Obtain proposal guidelines</p> <p>Facilitate contacts at the sponsoring agency</p> <p>Explain policies for human subjects/animal subjects for review process</p> <p>Explain SRU policies for submitting a proposal</p> <p>Assist in clarifying proposal requirements and sponsor guidelines</p>
3 Plan the budget	<p>Determine % of time for SRU personnel</p> <p>Determine any matching requirements and in-kind contributions (if applicable)</p> <p>Obtain estimates of unusual items (e.g., equipment)</p> <p>Prepare budget and budget justification</p>	Work with Grant Accountant to obtain salary and fringe benefit information and correct estimates of in-kind matches (if applicable) NOTE: Grant Accountant will assist project director with budget development if requested
4 Prepare draft of the proposal	<p>Share draft of proposal with colleagues for feedback</p> <p>Obtain letters of collaboration from external partners</p> <p>Request review of the proposal and budget by Department Chair and Dean</p> <p>Submit copy of entire proposal to GRASP</p>	<p>Prepare on-line sponsor's forms</p> <p>Provide editing of draft proposal (if requested by project director)</p> <p>Review draft of proposal for adherence to sponsor's guidelines and university policies</p> <p>Make recommendations for change</p>
5 Prepare final proposal & obtain approvals	<p>Send Word and/or PDF documents of proposal to GRASP via email</p> <p>Prepare "Transmittal Form for External Proposals"</p> <p>Obtain signatures of Department Chair and Dean</p> <p>Deliver complete copy of proposal to GRASP along with Transmittal Form at least 5 working days prior to the sponsor's deadline</p>	<p>Review proposal for completeness and adherence to compliance issues</p> <p>Obtain signatures from institutional officials</p> <p>Upload proposal information into on-line system</p> <p>Notify project director when proposal has been administratively approved</p>
6 Submit proposal to sponsor	<p>Hit the "submit" button for on-line submissions (if appropriate) NOTE: all Federal submissions are required to be sent by GRASP</p>	<p>Hit the "submit" button for on-line submissions</p> <p>Send confirmation to the project director of successful submission</p>
7 Pending proposals	Be patient – most sponsors take several months to review proposal and make funding decisions	Serve as the liaison between the sponsor and the project director for any correspondence and/or telephone contact
8 Negotiation with the sponsor	<p>Be available for discussion on technical, programmatic and financial aspects of the proposal</p> <p>Prepare revised budget, budget justification and/or program narrative if requested by the sponsor</p>	<p>Negotiate the budget with the sponsor</p> <p>Obtain approval for the negotiated budget and budget justification from Grants Accountant</p> <p>Submit negotiated budget and/or revised program narrative to sponsor</p>
9 Receipt of Award	<p>Notify GRASP if award notification is sent directly to the project director</p> <p>Accept the terms and conditions of the award</p> <p>Obtain IRB and/or IACUC approval (if appropriate)</p>	<p>Notify project director if award notification is sent directly to GRASP</p> <p>Prepare Notice of Award form for project director to accept the terms and conditions of the award</p> <p>Prepare and send Project Activation Request form to Grant Accountant once all approvals have been obtained</p>

Developing a Grant Proposal

Every grant application and process will differ. PLEASE carefully review the sponsor's guidelines and follow directions precisely. The GRASP Office will help ensure this process is done efficiently to meet all requirements.

Basic elements of a proposal:

- Cover letter
- Table of Contents
- Abstract/Project Summary
- Project Narrative
 - Problem Statement/Statement of Need
 - Project Description
 - Goals and Objectives of Project
 - Dissemination Plan
 - Evaluation Plan
 - Data Management Plan
- Project Time Line
- Key Personnel Roles
- Budget & Budget Justification/Narrative
- Appendices
 - Bibliography
 - Support Documents
 - Biosketch/Resume/CV of Key Personnel