

## Checklist for Submitting a Proposal


Revised 3/28/23

NOTE: Completing a pre-proposal? Sponsors sometimes require a pre-proposal to measure what type and how many proposals they will receive in a submission period. You may be asked to complete a pre-proposal in order to be invited to apply for a grant. You can submit a pre-proposal without ORGSP's involvement if no signatures or budgets are required. Proposals that include signatures and approvals **MUST** involve ORGSP.

### Start PROPOSAL at ORGSP

- Notify ORGSP about proposals you will submit.

The following must be completed to submit an **Intent to Apply Form**

 [Intent to Apply Form](#)

- Project Summary
- Chair's approval and signature
- Dean/Supervisor's approval and signature

- Receive notification from the Executive Director that proposal has been acknowledged. ORGSP will assist in setting up access to awards portals if necessary.

### Begin the Drafting Process

- Develop a narrative that identifies the need, use, and anticipated results of your proposal.

- Develop your budget using ORGSP's cost calculating tool to calculate indirect costs, F&A, travel, etc., if necessary.




ORGSP can assist in this step. Reach out for assistance.

- Reach out to ORGSP for draft assistance, feedback/questions/clarification. Be certain that feedback is requested at a **minimum of 10 days** prior to the proposal's due date (this is five days prior to due date for review of the IRF by the VP of Academic Affairs).

## Proposals Involving Biological and Chemical Components


- Arrange for the review and approval of the protocol by the Institutional Biological and Chemical Safety Committee.

 [Institutional Biological and Chemical Safety Committee](#)

## Proposals Involving Human Subjects


- Arrange for the review and approval of the protocol by the Institutional Review Board (IRB).

 [Institutional Review Board](#)

 [irb@Imunet.edu](mailto:irb@Imunet.edu)


## Proposals Involving Animal Subjects

- Arrange for the review and approval of the protocol by the Institutional Animal Care and Use Committee (IACUC).

 [Institutional Animal Care and Use Committee](#)

## Complete the Internal Routing Form

- Complete an **Internal Routing Form for Grant/Contract Submission (IRF)** for your proposal.
- Submit IRF form and budget for the proposal to the Executive Director of ORGSP **AT LEAST Five (5) Days Prior** to proposal due date.
- Receive approval and/or feedback from ORGSP and the VP for Academic Affairs. If matching funds are required, the Vice President of Finance must also approve.

 [Internal Routing Form for Grant/Contract Submission](#)

## Submit Your Proposal

- Upload your proposal to the submission portal. If necessary/requested, ORGSP will assist.
  - Note: some sponsors require the signature of the Executive Director of ORGSP, or require that the submission be by the Executive Director. Be certain to review this potential requirement with ORGSP.