

Checklist for Submitting a Proposal


Revised: 12/19/2024

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 Executive VP for 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


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.