

# CMNST

COLLEGE OF MATHEMATICS, NATURAL SCIENCES AND TECHNOLOGY

## Grant Proposal Reminder Checklist

PI Name: \_\_\_\_\_ Department: \_\_\_\_\_


Agency: \_\_\_\_\_

Solicitation Name: \_\_\_\_\_ Deadline: \_\_\_\_\_ Time: \_\_\_\_ AM/PM

Deadline to OSP: \_\_\_\_\_

Deadline for internal review by Dean: \_\_\_\_\_

Policies & procedures are available at: <http://www.desu.edu/research/policies-and-procedures>

| Done  | Date | Action  |
|--|------|---|
|  |      | Sent first notification to the CMNST Dean & Department Chair of intent to prepare grant, and determine whether institutional support is desired.  |
|  |      | Completed on-line notification regarding intention to submit grant at Office of Sponsored Programs. The web form is found at: <a href="http://www.desu.edu/faculty-proposal-submission-response-form">http://www.desu.edu/faculty-proposal-submission-response-form</a>   |
|  |      | If applicable, secured persons to write support letters (i.e., Dept Chairperson, Dean, Provost, President, Collaborators, external stakeholders, anyone who must deliver on a commitment for the project to succeed). Make sure to provide project information and/or draft letters to support letter-writers. Include a due date for letter receipt. |
|  |      | Followed up on support-letters.   |
|  |      | Submitted proposed budget for review to Vanessa Nesbit , Office of the Dean, then OSP. (Note: Any requests for commitment of release time, space, or other resources requires coordination with Dean at the start of budget development.)   |
|  |      | Email/submit finalized budget to OSP—agreed upon by PI, OSP, Chairperson, and Dean.   |
|  |      | Completed internal review of proposal draft completed. Names of reviewers (optional):<br>_____<br>_____   |
|  |      | Final drafts of proposal, budget, & internal processing form submitted to Dean's Office for Dean's signature and forwarding to OSP 7-10 business days prior to agency deadline.   |

**Please refer to this form prior to submitting Internal Processing Form to the Dean's Office.  
Thank you.**