

GRANT SUBMISSION CHECKLIST

Checklist for process and communication flow - prior and during Grant submission

INVESTIGATOR

- ☐ Send email to Pediatric department notifying intent to pursue grant funding. (Dr. Taylor, Natalie Hutto, & Shanda Barrett)
- ☐ 10 working days before submission to OSP, submit the following documents to the Pediatric department for review.
 - ☐ Notice of funding opportunity/RFA/RFP
 - ☐ Transmittal form
 - ☐ Detailed Budget
 - ☐ Grant Application
 - ☐ SOW
 - ☐ OSP forms
 - ☐ Deliverables
- ☐ After consulting with the Pediatric compartment for any issues, submit all above documents to OSP

OSP – PRE AWARD [\(CLICK FOR OSP FORMS\)](#)

- ☐ 5 days prior to deadline - All items are submitted to sponsoredprograms@umc.edu,
- ☐ Assigned to a Grant & Contract Administrator
- ☐ Review completed by GCA
- ☐ Submitted to Sponsor
- ☐ Negotiates with Sponsor
- ☐ Accepts Award
- ☐ Executes Research Agreement
- ☐ Assurances (triggers effort reporting for awards pending IRB approval, negotiations, etc.)
- ☐ Transfers to Post Award

OSP – POST AWARD

- ☐ Sets up Activity in Lawson
 - ☐ Monitors expenditures *
 - ☐ Monitors labor distribution *
 - ☐ Monitors effort reporting *
 - ☐ Monitors IDC returns*
- (*Departmental Notification & Action Required)

SPONSOR

- ☐ Application is reviewed by central agency for compliance with applicable laws, regulations and policies.
- ☐ Application is sent to funding agency and is reviewed and scored by peers (normally 3).
- ☐ Application is reviewed in committee by larger group of peers (if scored highly).
- ☐ If scored highly in peer review committee, second level of review by advisory council.
- ☐ Advisory council sends recommended projects for funding to director for final decisions.

Action	Responsible
Transmittal Form Signatures	PI/Division Chair/Dept. Chair. Copy to Shanda
Communicate Assurances Cleared	PI/Pre-Award to Shanda
Route Expenses	PI/project team to Courtney.
Communicate Changes in personnel & effort	PI/Project Team to Post Award & Shanda