

PROPOSAL CHECKLIST (includes steps for NSF FastLane, Grants.gov)

PRELIMINARY PLANNING (for Principal Investigator):

- _____ **If possible, assign a coordinator responsibility for compiling necessary forms and information for the FastLane or Grants.gov entry.**
- _____ Arrange planning meetings for all team members.
- _____ Keep Dean & Associate Deans in loop on collaborative large interdisciplinary proposals See COE's time-line for large multi-PI proposals: <http://www.engr.washington.edu/research/>
- _____ **Are matching funds needed?** PI confers with Departmental Chair about **matching funds**. Chair contacts Associate Dean Schwartz, New Initiatives, to request matching funds.
- _____ **Is new space needed?** PI confers with Departmental Chair about **new space** – Chair contacts Associate Dean Schwartz, Office of New Initiatives, to request new space.
- _____ **Will Human Subjects be involved?** If so, contact Human Subjects for forms and procedures: <http://depts.washington.edu/hsd/>
- _____ **Will vertebrate animals be involved?** If so, contact Animal Care for forms and procedures: <http://depts.washington.edu/compmed/iacuc/>
- _____ **Will toxins or biohazards be involved?** If so contact Environmental Health & Safety for forms and procedures: <http://www.ehs.washington.edu/ResearchPlan/Index.htm>

COORDINATION (for Grant Coordinator and/or Principal Investigator)

- _____ **PERSONAL ID NO. FOR PI** on FastLane OR NIH Commons- **get this through OSP.**
- _____ **REGISTER ALL CO-PIs** on NSF FastLane. This is done through OSP.
- _____ **GET SUBCONTRACT MATERIALS, if any:** budget, scope of work and signed cover letter by subcontractor's SRO or CFO.
- _____ **START eGC-1:** electronic UW proposal transmittal form.
- _____ **COVER PAGE:** gather and enter information.
- _____ **BUDGET finalized by PI:** compose on FASTLANE, Grants.gov, etc. Enter on eGC-1.
- _____ **BUDGET JUSTIFICATION:** remind PI to write it, do draft for PI if necessary.
- _____ **PROJECT SUMMARY:** get short description of work from PI.

_____ **DRAFT OF PROJECT DESCRIPTION:** Attach draft to eGC-1, work on final for FastLane or Grants.gov.

_____ **FOR NSF – Include Results from Prior NSF Support:** part of Project Description.

_____ **REFERENCES:** collect and check formatting per sponsor guidelines.

_____ **BIOSKETCHES:** collect CV's from all PIs. Make sure formatting follows sponsor instructions.

_____ **CURRENT & PENDING SUPPORT:** Collect from all PIs. This can be time consuming. Make sure the format matches sponsor requirements.

_____ **FACILITIES:** Outline any new facilities or renovations needed. Check required box in eGC-1.

_____ Compose list of suggested reviewers on advice from PI.

_____ **COMPLETE eGC-1 form.**

_____ **Human Subjects, Animal Care, and/or Environmental Health & Safety:** make sure forms and procedures have been submitted.

_____ **FINAL PROJECT DESCRIPTION:** Upload final onto FastLane, Grants.gov and eGC-1, double check formatting, in particular margins and point size.

REMINDERS - FASTLANE and GRANTS.GOV PROPOSAL COORDINATION

Timing is essential with submitting proposals through OSP. They ask for **10 business days lead-time.** To ensure that proposals are routed in a timely manner, especially proposals that also require NSF FastLane submittal, do the following:

- Complete an electronic GC-1, Cover Page, **FINAL Budget**, including subcontracts if any, **FINAL budget Justification**, Project Summary, with **DRAFT Project Description**, C&P, CV's, Facilities, etc.
- **Start routing the proposal for electronic signatures and OSP review at least 10 BUSINESS DAYS BEFORE THE DUE DATE.** Be prepared to provide a proposal hard copy – depending on the college. COE does **not** require a hard copy.
- Once this is out of the way you can finish the Project Description and make any adjustments to the Current & Pending and CV's before FastLane or Grants.gov uploading. **However, you SHOULD NOT change the budget after official GC-1 signature and submittal to OSP.**
- **Final FastLane and Grants.gov submittal to OSP is required 3 DAYS BEFORE THE DUE DATE.**