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.

REMINDEARS - 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.