

CHECKLIST FOR SUBMISSION OF GRANTS, SUB AWARDS, CONTRACTS, OR COOPERATIVE AGREEMENTS

TO DO LIST	Done
1. <u>YOU MUST BE REGISTERED ON GRANTS.GOV</u>	
2. READ the Request for Application/Proposal (RFA/RFP) thoroughly for specific directions.	
3. Submit SU Ag Letter of Intent to your Vice Chancellor (use required form/format).	
4. Submit First Draft for first level reviews (Internal Technical Review Comm.)	
5. Submit your Second Drafts for Internal and External reviewer's review	
6. <u>Create Workspace on Grants.Gov</u> [if submitting via Grants.Gov] (Office of Grants and Contracts can assist)	
7. Develop and complete full proposal (or scope of work if the project is a sub award), including SUMMARY, NARRATIVE, budget, BUDGET NARRATIVE, and other collaborative requirements. Note: <ul style="list-style-type: none"> a) Use the required project summary template /format b) Use the required project narrative cover page c) Table of contents d) Logic model (if required). e) Obtain Letters of Collaboration (when applicable) 	
8. Submit FULL (Program Summary, Narrative, Budget and Budget Narrative) proposal (or scope of work if the project is a sub award), to your Vice Chancellor for review and approval.	
9. Request your Vice Chancellor to solicit an Institutional Letter , letter of support, or letter of commitment from the Chancellor-Dean . Provide information as to whom the letter should be addressed. At least 14 working days before due date	
10. After the VC's review and approval; submit proposal budget, budget narrative, and proposal summary to SU Ag Center Finance Office for review along with the Proposal Routing Form* . At least 7 working days before due date	
11. Complete ALL CHANGES-UPDATES proposed by Reviewers and Finance	
12. Complete entry of forms on Workspace, complete application package with required attachments in portable document format (PDF). You may need the following documents: (1) Current and Pending Support, (2) Biosketch, CV, or Resume ; (3) Conflict of Interest Form	
13. Schedule an appointment with the Grants and Contracts Office to submit your application package (if applicable). At least 4 working days before due date Your application package must be submitted via Grants.Gov to USDA/NIFA at least a day before the due date.	

Notes:

***Make sure the Routing Form is signed by each office!**

SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application.