NYU | SILVER SCHOOL OF SOCIAL WORK

SSSW OFFICE for RESEARCH (OFR)

GRANT SUBMISSION CHECKLIST

PI _____ PI Signature _____

Funder _____ Due Date of Final Support Documents _____
Due Date of Final Narrative _____

	Principal Investigator	**SSSW Office for Research**	**Date**
A minimum of 30 days before deadline	Notify SSSW OFR about intent to apply to external funding opportunity.	1. Add proposal to list of planned submissions that is e-mailed weekly to OSP (include funding opportunity number) 2. Review submission criteria	
A minimum of 21 days before deadline	1. Meet with SSSW OFR to develop budget 2. PI identifies all collaborators and consultants and notifies them of the time line for competition.	1. Develop budget in proper format. 2. Provide PI with Opportunity-specific checklist 3. Alert PI of any special requirements in RFP. 4. Begin to draft budget justification and complete administrative forms. 5. Assist PI with collecting required materials from collaborators. 6. Discuss special submission issues with PI.	
A minimum of 10 days before deadline	1. Obtain approval from SSSW OFR for any deviations from standard process (e.g. cost sharing, reduced indirect, RA support). 2. Provide e-mail Buyout approval confirmation from Dean (if applicable).		
**WORKDAY IS DEFINED AS M-F 9:00-5:00 EXCLUDING HOLIDAYS.**		
A minimum of 7 Working days before deadline	Provide SSSW OFR with final budget numbers and other administrative sections (human subjects, enrollment tables, etc.) as well as "submittable" proposal (all sections complete, in proper format) by 10AM.	1. Compile administrative sections (Justification, Biosketches, Letters, Environment, etc.) 2. Upload proposal to Cayuse so administratively complete. 2. Review and correct errors as needed. 3. By 5:00 pm notify OSP via e-mail that grant is ready for review.	
A minimum of 6 Working days before deadline	Respond to feedback provided by SSSW OFR and provide any additional materials needed.	Provide feedback to PI on any missing pieces or technical issues.	
A minimum of 5 Working days before deadline	By 10:00 am provide **final version of research plan** to the SSSW OFR with all issues identified by OSP corrected.	Upload **full and final proposal** to Cayuse and notify OSP by 3 pm.	
**OSP CANNOT GUARANTEE SUBMISSION OF PROPOSALS SUBMITTED LESS THAN 5 WORKING DAYS PRIOR TO DEADLINE**		
After Submission	1. Office of Sponsored Programs emails the SSSW OFR and the PI with confirmations of submission. 2. PI or designee reviews submitted proposal and submits via email to the SSSW OFR the validation or confirmation of system (if applicable). 3. OSP, Principal Investigator, and SSSW OFR work together to correct any outstanding issues (Errors) of submission and re-submits proposal (if applicable).		
Validation Process	1. Office of Sponsored Programs emails SSSW OFR and Principal Investigator with final system validation (if applicable). 2. Principal Investigator confirms with SSSW OFR that final validation appears within eRA Commons/Grants.gov system (if applicable).		