


UTC Office of Grants & Research

GRANT PROPOSAL CHECKLIST

For All Prospective principal Investigators / Proposal Writers

	DATE	ACTION ITEM
		Notify your staff liaison or the Director / Associate Director immediately, via phone call or email, of intent to submit a grant proposal. <i>Must be a minimum of 15 working days prior to the deadline.</i>
		Schedule and attend meeting with OGR staff to discuss proposal development, budget development, and submission. A brief meeting is recommended even if you do not need assistance.
		Secure and review copies of sample funded proposals (your grants liaison can assist with this) and, if applicable, copies of reviewer comments from previous submissions (if you are re-submitting a proposal).
		Contact the program officer of the funding organization to ask any questions that you have about the project, describe your project, and get feedback from the program officer. Even if you don't have any specific questions, making contact with a representative of the funding agency is an important key to success. Your grants liaison can help you prepare to make contact with the program officer.
		Make arrangements for an external reviewer with expertise in your field to review and critique your proposal prior to submission. Your grants liaison can help advise you and facilitate this process; in some cases, the grants office can provide funds to compensate an expert reviewer.
		Submit required documentation to HCDE for approval. <i>For projects involving Hamilton County Department of Education only. HCDE requirements must be met (see Policies & Procedures).</i>
		Begin drafting narrative of proposal following the sponsor's guidelines.
		Begin drafting budget for proposal following sponsor & UT guidelines and policies . Make sure that your budget contains all the information necessary for the internal approval process. If your budget is not detailed, please also complete and submit to OGR the Budget Worksheet .
		Schedule and attend a meeting with OGR staff for final stages of proposal development and planning for grant submission. <i>It is strongly recommended that you provide a draft budget and proposal narrative at least 24 hours prior to the meeting.</i>
		Request and secure approval of release time from Department Head and Dean. Submit documentation that all release time is approved to OGR via email. <i>Must be a minimum of 7 working days prior to the deadline.</i>
		Request and secure written approval (email or hard copy agreement) from responsible administrators for all matching / cost-share—from UTC as well as partnering organizations.
		Gather curriculum vitae (if required) of all faculty, staff, and collaborators involved in the project.
		Secure documentation of support / commitment from UTC and partnering organizations (if required).
		Finalize budget and submit it along with a completed narrative, draft narrative, or executive summary of your project to OGR. <i>Must be submitted a minimum of 5 working days prior to the deadline.</i>
		Identify and complete other forms, documents, attachments, assurances, and certifications as required by the sponsor. Make arrangements to secure appropriate signatures. Diane Miller, Director of Grants & Research is UTC's Authorizing Official. <i>Forms requiring Ms. Miller's signature must be submitted to OGR with the full, completed application package at least 48 hours prior to the deadline.</i>
		Submit completed proposal to OGR for copying and submission assistance (electronic or overnight delivery <i>at least 48 hours prior to the deadline</i>). OGR will attempt—but can not guarantee—to provide these services for proposals received less than 48 hours before the deadline. For electronic submissions, you must schedule a time to submit the proposal together with your staff liaison.

Contact the Office of Grants & Research at 4431 with any questions or need for assistance.

Good Luck!