Checklist for Sponsored Project Proposals

PROPOSAL PROCESS: PRE-AWARD

The Provost's office can help support the grant submission process. It is strongly suggested that Investigators leave a reasonable lead time for completing the process. Investigators are encouraged to follow the checklist. Please contact the Provost's Office as soon as you decide to apply for a sponsored project, preferably at least 45 days prior to the submission deadline. Policies and forms related to this process are located here:: http://www.wittenberg.edu/administration/provost/ir/sponsored-research

Investigator responsibilities:

1. Read the funder's proposal guidelines thoroughly for your ability to meet eligibility requirements, documentation, and deadlines.

2. As you prepare to apply for a sponsored research or project grant, consider these overarching questions:
   a. How will students, faculty, and staff of Wittenberg benefit from the project?
   b. How will students, faculty, and staff of Wittenberg be involved with the project?
   c. How will engaging in the work of the sponsored project impact your work at Wittenberg and your future aspirations at Wittenberg?

3. Develop a preliminary budget and submit for feedback as soon as possible to the Assistant Director (52(l)10.6 (o)7g.)-13.8 ( )-7.75 Tw u (o)-685 -ET/SpanTd( )TjE8C /LBodBTdy0g.8 ( )]D 36 De

Staff responsibilities:
- o Business Office creates account numbers for the grant and tracks expenditures, provides summary of expenditures to Principal Investigator on a quarterly basis
- o Business Office submits financial reports on a quarterly basis to funding agencies
- o Record and book indirect costs
- o Initiate cash drawdowns and/or generate invoices as needed
- o Develop Post-Award reporting schedule indicating reports' due dates
- o Ensures compliance with Grant Fiscal Management policies