Application Submission Checklist

This checklist is provided for the PI and the grant team and defines internal tasks and deadlines associated with the grant application process. It is designed to assist the PI, faculty, and staff in following the necessary steps to submit an application for external funding. The completed checklist does NOT need to be submitted to the Grants Office.

Application Submission Deadline: _____

Budget Documents Deadline: _____
(2 weeks prior to submission deadline)

Final Application Deadline: _____
(3 business days prior to submission deadline)

All internal forms and information can be found on the Office of Grants and Contracts website:
www.siumed.edu/adr/grants

☐ Notify grants@siumed.edu as soon as possible when planning to submit an external grant application
- In the email, provide the following:
  - PI name
  - Funding agency
  - Subcontract/Consortium details
  - URL or attachments with guidelines/instructions
  - Submission deadline date

☐ Read the funding opportunity announcement and guidelines/instructions
- Identify all requirements, such as:
  - Funding priorities
  - Submission process
  - Eligible expenses
  - Documents required for submission

☐ Confirm with Grants Office that all personnel are appropriately registered for the submission site
- Common sites include:
  - Grants.gov
  - eRA Commons

☐ Confirm that all individuals listed on federal grant applications are up-to-date on CITI FCOI training

☐ Submit the following documents to grants@siumed.edu for review 2 weeks prior to submission deadline
- Application Certification for External Funding
- Excel Budget Template
- Word Budget Justification
- If applicable, Excel Waiver Request for Voluntary Cost Sharing
- If applicable, signed Subrecipient Commitment Form and associated subaward documents

☐ Submit the following items to grants@siumed.edu for review and submission 3 business days prior to submission deadline
- FCOI Attestation Form for all individuals listed on federal grant application
- Finalized application prepared for submission and all associated documents