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**Office of Sponsored Programs (OSP)**

**Checklist for Submitting a Grant Proposal/Contract**

**Link to** <https://research.tcu.edu/sponsored-programs/>

 Identify Funding Opportunity for Grant Proposal

 Will TCU issue a Subaward OR Is TCU a Subawardee?

 Complete *Subaward Request* form found at <https://research.tcu.edu/sponsored-programs/> (click “forms”); email to the OSP

 Review the solicitation in detail for particulars related to the project – IMPORTANT!

 Meet with the OSP staff to determine timelines and strategies for proposal preparation

 Contact program official (Contact person noted on solicitation) to establish rapport and discuss viability of proposal

 If human subjects or animals will be used in your research, apply for TCU approval by completing documents found under “Compliance” at <http://www.research.tcu.edu/>

 Email completed *Intent to Submit* form found at <https://research.tcu.edu/sponsored-programs/> (click “forms”); along with funder’s solicitation to the OSP **as soon as possible** so your project can be placed in our queue.

 Email completed budget & budget justification found at <https://research.tcu.edu/sponsored-programs/> (click “forms”); and email to the OSP for review prior to Purple Sheet routing

 If cost sharing/in-kind is utilized, route *Cost Sharing Memo* found at found at <https://research.tcu.edu/sponsored-programs/> and deliver completed, signed original to the OSP

 If agency application is needed, complete and email to the OSP for review prior to routing

 After the OSP approves budget & budget justification, PI will upload all pertinent documents (including completed application package) to Purple Sheet (<https://grants.tcu.edu/>) and **click Route**.

 If Financial Conflict of Interest (FCOI) training has not been completed within the past 4 years, please read the policy at <https://research.tcu.edu/sponsored-programs/policies-and-procedures/>, take training at <https://www.citiprogram.org>, and note date of completion on Purple Sheet. Email copy of completion certificate to OSP.

 After all Purple Sheet approvals are secured, the proposal is ready for submission. The OSP is chartered to submit the grant (unless otherwise stipulated).

**NOTE:**

* The project cannot be started, staff cannot be hired and monies cannot be spent until the OSP receives funding approval from the sponsor. Data collection cannot be started until IRB/IACUC approval is obtained (if applicable).
* If the sponsor contacts you, please forward approval/denial to the OSP.
* Once project is approved, the OSP will prepare a Notification of Award (NOA) and send it to the PI and Research Accounting. Work on the project may now proceed. Utilize your new project number noted on the NOA for all correspondence.

Office of Sponsored Programs staff

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