****

**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

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 Financial Conflict of Interest (FCOI) training has not been completed within the past 4 years, please take training at <https://www.citiprogram.org>, (*log in through my institution*) and email copy of completion certificate to OSP.

If human subjects or animals will be used in your research, apply for TCU approval (either now or once funding is awarded, depending on when data collection is planned to begin), by completing applicable documents found under “Research Compliance” at <http://www.research.tcu.edu/>

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

Email all pertinent documents to OSP

1. Completed budget template & budget justification (forms found at <https://research.tcu.edu/sponsored-programs/forms/>)
2. Completed *Subaward Request* form found at <https://research.tcu.edu/sponsored-programs/forms/> (if issuing a subaward)
3. 3. Completed application package (if agency application is needed, OSP will review and acquire authorized signatures prior to routing)

OSP will secure institutional approvals from Dean, Chair and Finance and notify you when your submission is ready. 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).
* Please forward approval/denial notification from the sponsor 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

LeAnn Forsberg Director [LeAnn.Forsberg@tcu.edu](mailto:LeAnn.Forsberg@tcu.edu)

Teresa Miles Hendrix Assistant Director [teresa.m.miles@tcu.edu](mailto:teresa.m.miles@tcu.edu)

Laurie Heidemann Administrative Program Specialist [laurie.heidemann@tcu.edu](mailto:laurie.heidemann@tcu.edu)