

CLAS
Checklist for Grant/Contract Submissions
(Proposals should be submitted to Dean's Office 8 days before Agency deadline)

Deadline _____

PI _____

Agency _____

_____ Completed FES with all appropriate signatures

_____ Abstract/Summary of Work

_____ Budget page(s) & budget justification

_____ Subcontracts/consortium agreements. The appropriate documentation required from other institution(s).

Department – Please check one. Information must be on FES.

_____ Please call PI when proposal is ready for pick up

_____ Please email PI when proposal is ready for pick up

_____ Please call Proposal Coordinator when proposal is ready for pick-up

_____ Please email Proposal Coordinator when proposal is ready for pick up

_____ Please deliver to SPA (Dean's Office to email PI and Proposal Coordinator day of delivery)

PI or Proposal Coordinator signature

Date

*****For Dean's Office Use Only*****

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|---|
| Delivered to Dean's Office _____ |
| Proposal signed and approved _____ |
| Delivered to SPA _____ |
| Delivered to PI's Department _____ |
| Picked up by PI or Representative _____ |