

Application Submission Checklist
Office of the Associate Dean for Research

This checklist is provided for the PI and research 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 necessary steps to successfully submit a funding application.

The completed checklist does not need to be submitted to ADR and should be retained at the department level for reference during the submission process.

Application Submission Deadline: _____ **Budget Submission Deadline:** _____

Application to Grants Office: _____

- Notify grants@siumed.edu as soon as possible when planning to submit an application for external funding.**
 - In the e-mail, provide the PI name, funding agency, subcontract/consortium details, website URL or attachment with guidelines/instructions, and due date.

- Read the Funding Opportunity Announcement (FOA), application guidelines and/or requirements, and mission statement from the funding agency.**
 - Identify all requirements; e.g. funding priorities, due date, submission process, eligible expenses, required documents.
 - For Federal Grants - Read and Review the SF424 Instructions:
<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general-forms-e.pdf>

- Register PI and other Key Personnel on the application submission site, if applicable.**
 - Enable access for SIUSOM Authorized Representative to submit application.

- Update Conflict of Interest (COI) Attestation for the PI and all key personnel**
 - Federal PHS applications: Attestation COI updates are required for no more than 90 days before submission deadline at <https://coi.siumed.edu/>.
 - Non-federal applications: COI updates are required for applicable financial changes in addition to annual COI updates.

- Submit the following budget items to grants@siumed.edu for review **no later than 2 weeks prior** to submission deadline:**
<http://www.siumed.edu/adr/grants/process/grant-submission-process-forms.html>
 - Application Certification for External Funding
 - Budget Justification in Word document
 - Excel Budget Template
 - Waiver Request for Voluntary Cost Sharing, if cost sharing is included in budget
 - Subrecipient Commitment Form for subawards, subcontracts, or consortiums, if applicable

- Submit completed application to grants@siumed.edu **no later than 3 business days prior** to submission deadline.**