

## Checklist for Sponsored Project Proposals

### PROPOSAL PROCESS: PRE-AWARD

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*The Provost's office can help support the grant submission process. It is strongly suggested that Investigators leave a reasonable lead time for completing the process. Investigators are encouraged to follow the checklist. Please contact the Provost's Office as soon as you decide to apply for a sponsored project, preferably at least 45 days prior to the submission deadline. Policies and forms related to this process are located here: <http://www.wittenberg.edu/administration/provost/ir/sponsored-research>*

#### *Investigator responsibilities:*

1. Read the funder's proposal guidelines thoroughly for your ability to meet eligibility requirements, documentation, and deadlines.
2. As you prepare to apply for a sponsored research or project grant, consider these overarching questions:
  - a. How will students, faculty, and staff of Wittenberg benefit from the project?
  - b. How will students, faculty, and staff of Wittenberg be involved with the project?
  - c. How will engaging in the work of the sponsored project impact your work at Wittenberg and your future aspirations at Wittenberg?
3. Develop a preliminary budget and submit for feedback as soon as possible to the Assistant Director (52(l)10.6 (o)7g.)-13.8 (-)-7.75 Tw u (o)-685 -ET/Spand( )TjE8C /LBodBTdy0g.8 ( )ID 36 De



## CHECKLIST FOR SPONSORED PROJECT PROPOSALS

### *Staff responsibilities:*

- Business Office creates account numbers for the grant and tracks expenditures, provides summary of expenditures to Principal Investigator on a quarterly basis
- Business Office submits financial reports on a quarterly basis to funding agencies
- Record and book indirect costs
- Initiate cash drawdowns and/or generate invoices as needed
- Develop Post-Award reporting schedule indicating reports' due dates
- Ensures compliance with Grant Fiscal Management policies