GENERAL GRANTS DO'S AND DON'TS

READ the full solicitation for details: There are **many significant changes** to recent solicitations as well as changes to the submission portals! **Highlight & bullet point the specific submission requirements to use as a "work-in-progress" checklist.**

Plan ahead:	Allow grants staff **at least 5 working days** prior to the due date to complete the budget and proposal processing. As soon as you are thinking about submitting a specific proposal, **please alert grants staff**.
Budget Template:	Always use a fresh template from the SRS website.
Provide documents:	**Final** Abstract, Budget, Justification, Solicitation and Contact Info subawardee is due **5 working days _before_ the due date**.
Don't assume:	Please ask for help especially if Conflict of Interest (COI), Export Control or review of Terms & Conditions are involved.
Signature Required:	Allow **7 working days** before the due date if special forms require General Counsel or Sponsored Research Services' review and signature.
Cost Share or F/A Waivers:	Allow **7-10 working days** before the due date. Coeus is required **when Cost Share is committed.** Also, first discuss with dep't head to obtain approval for the proposed cost share.
Indirect Rate:	Federal regulations **require** that we use our currently approved indirect rate on federal applications.
Letters of Intent:	Allow 2-3 days prior to the due date so that grants staff can review the solicitation.
Faculty effort:	Check with your college to find out your specific requirements.
OARs:	Must be submitted before any proposal can be submitted.
Student Stipends:	Check with your college/department to confirm required level
Tuition Minimum:	Check with your college/department to confirm required level
Final Science Part:	Check with your department but generally **due at 8 am on the due date**
UCRI Proposals:	Contact your college office to develop all UCRI budgets

Internal Competitions: Notify Grants Management Office and provide final applications for Internal Competitions such as CCTST proposals.

Faculty are not allowed to submit proposals **without prior approval** from the college/department **Grants Management Office**. Only the **Grants Management Office** staff are authorized to **submit proposals** for your college on behalf of the university – **except for submissions to UCRI**. The **GMO staff** will authorize faculty to submit proposals via other portals or mechanisms **only after proposal reviews are complete.**