

REQUIRED FOR GRANT RELATED ITEMS ONLY

Office of Research *MANDATORY Grants Management* **PROPOSAL SUBMISSION** Cover Page

The Office of Research cannot process your proposal until ALL documents are received.

Institution #(if applicable) _____

If your request is received without this coversheet the action will be returned to your department unprocessed.

If the proposal will be submitted to the NIH, please indicate the mechanism (i.e. R01, R03, R21, K, F, U, P, etc.) _____

<u>New/Competitive Renewal/Change of Grantee Institution</u>	
<i>A proposal being submitted for the first time</i>	
Full Funding Opportunity Announcement or an Electronic Link	<input type="checkbox"/>
Completed Pages 1 and 2 of the Form 136	<input type="checkbox"/>
PI Verification Form (if PHS)	<input type="checkbox"/>
File Uploaded to the Office of Research Server via the Form 136 Site if GG	<input type="checkbox"/>
Budget and Justification	<input type="checkbox"/>
Abstract	<input type="checkbox"/>
Subaccount Stock Waivers (if applicable)	<input type="checkbox"/>
Subaward Documents (if applicable)	<input type="checkbox"/>
Completed Face/Cover Page (for submission completed in hardcopy)	<input type="checkbox"/>
Checklist Page	<input type="checkbox"/>

<u>Progress Reports</u>	
(202 requested at the time of activation)	
Completed Pages 1 and 2 of the Form 136 (including I# and account #)	<input type="checkbox"/>
PI Verification Form (if PHS)	<input type="checkbox"/>
Budget and Justification	<input type="checkbox"/>
Subaccount Stocks	<input type="checkbox"/>
Subaward Documents (if applicable)	<input type="checkbox"/>
Completed Face/Cover Page (for progress reports submitted in hardcopy)	<input type="checkbox"/>
Checklist Page	<input type="checkbox"/>
All Current Applicable Approval Letters	<input type="checkbox"/>

<u>New Incoming Subaward Proposal</u>	
Full Funding Opportunity Announcement or an Electronic Link	<input type="checkbox"/>
Completed Pages 1 and 2 of the Form 136	<input type="checkbox"/>
PI Verification Form (if PHS)	<input type="checkbox"/>
Budget and Justification	<input type="checkbox"/>
Abstract	<input type="checkbox"/>
Subaccount Stock Waivers (if applicable)	<input type="checkbox"/>
Statement of Intent and/or 398 Face Page	<input type="checkbox"/>
Checklist Page	<input type="checkbox"/>

<u>Revision (Supplement)</u>	
<i>To request additional funds for an existing project</i>	
Full Funding Opportunity Announcement or an Electronic Link	<input type="checkbox"/>
Completed Pages 1 and 2 of the Form 136	<input type="checkbox"/>
PI Verification Form (if PHS)	<input type="checkbox"/>
File Uploaded to the Office of Research Server via the Form 136 Site if GG	<input type="checkbox"/>
Budget and Justification	<input type="checkbox"/>
Abstract	<input type="checkbox"/>
Subaccount Stock Waivers (if applicable)	<input type="checkbox"/>
Subaward Documents (if applicable)	<input type="checkbox"/>
Completed Face/Cover Page (for submissions completed in hardcopy)	<input type="checkbox"/>
Checklist Page	<input type="checkbox"/>

<u>Resubmission</u>	
<i>Prior submitted proposal that was not funded</i>	
Full Funding Opportunity Announcement or an Electronic Link	<input type="checkbox"/>
Completed Pages 1 and 2 of the Form 136 with the I# clearly marked	<input type="checkbox"/>
PI Verification Form (if PHS)	<input type="checkbox"/>
File Uploaded to the Office of Research Server via the Form 136 Site if GG	<input type="checkbox"/>
Budget and Justification	<input type="checkbox"/>
Abstract	<input type="checkbox"/>
Subaccount Stock Waivers (if applicable)	<input type="checkbox"/>
Subaward Documents (if applicable)	<input type="checkbox"/>
Completed Face/Cover Page	<input type="checkbox"/>
Checklist Page	<input type="checkbox"/>

<u>Pre-application/proposal</u>	
<i>A pre-application where OR must either sign or submit</i>	
Full Funding Opportunity Announcement or an Electronic Link	<input type="checkbox"/>
Completed Pages 1 and 2 of the Form 136	<input type="checkbox"/>
Copy of the Pre-application	<input type="checkbox"/>

Comments:

Department Contact Person

Department Contact Person Phone/Email