



Grant Procedures Checklist

If you do not meet the requirements of this timeline, the ability to submit the proposal will be dependent upon the availability of OGSP staff.

1 INITIAL PLANNING

At least six months before the grant deadline or immediately following the release of the Request for Proposal:

- Generate an abstract that briefly describes the project's big picture, rationale, goal, specific objectives, activities and strategies, evaluation, and significance/importance.
- Generate a brief budget for the grant.
- Complete [research interest form](#).
- Notify OGSP of your intention to apply for a grant by emailing [Patti](#) or [Amy](#).
- Complete a [form](#) if requesting course releases or additional compensation during the academic year or summer and submit to the Associate VPAA.
- Complete a hiring justification review form (under HR and payroll in <http://my.framingham.edu>) if adding a new full-time or part-time employee and submit to the Associate VPAA.
- Review [OGSP Grant Procedures](#).

2 PLANNING

At least three months prior to the grant deadline:

- Submit a letter of intent ahead of grant submission, if required in the RFP.
- Set up a project meeting with OGSP.
- Provide the grant solicitation or request for proposals (RFP) to OGSP.
- Fill out and submit [OGSP Grant Sponsored Program Contract Approval Form](#).
- Determine if other entities on campus are planning to apply for the same funding with OGSP.
- Request and obtain approval for course release, if necessary. This requires you to obtain Provost/VPAA approval and build the course release into the grant budget. This requires executive staff approval post-award.
- Request and obtain approval for any included additional compensation during the academic year or the summer. This requires approval by the Provost/VPAA.
- Request and obtain approval for adding new positions, whether full-time or part-time. This requires approval by the Provost/VPAA pre-award and exec staff approval post-award.
- Request and obtain approval by the Provost/VPAA if the RFP expects institutionalization of the work or cost-matching. This requires executive staff approval post-award.
- Write the narrative and recruit collaborators as applicable with setting planning meetings with them.
- Use the [budget form](#) on OGSP website to generate the budget. Generate a budget justification by following the guidelines of the funding agency.



- Determine if you will need an external evaluator and add this to budget.
- Determine if you will need IRB approval, and, if so, complete an IRB application form providing supporting documents.
- Contact Institutional Research (IR) to obtain specific institutional data. See [IR guidelines](#) for data requests.
- Obtain facilities and IT approvals for grants that include those areas.
- Draft proposal to OGSP at least two weeks ahead of grant deadline.
- Obtain any needed support or commitment letters.
- Generate or obtain biographies or any needed documents (according to funding agency) for all involved personnel. Note: it is the responsibility of the PI/PD to check what types of documents are requested by the funding agency.
- Generate or obtain summaries on facilities, equipment, and other resources.
- Generate summary on data sharing and security if applicable.

3 SUBMISSION

At least two weeks prior to the grant deadline.

- List FSU as the applicant's organization, regardless of role on the application. Listing another organization is not allowed.
- Send budget with justification and grant solicitation or RFP to Business Office and obtain Business Office approval.
- Work with OGSP to submit the application.

4 POST SUBMISSION

Awarded:

- Get post-award executive staff approval.
- Check that the budget was correctly set up in Banner.
- Meet with OGSP and the Business Office for PI training (accessing funds, etc.)
- Generate an excel file to track the expenses against the grant and confirm that they match what is seen on banner.
- Meet all reporting deadlines, narrative and financial. Work with the Business Office on financial reports.

Not Awarded:

- If rejected, meet with OGSP to review funder's comments and plan future strategies.