**Investigator Submission Checklist**

**Budget due to Sponsored Projects Financial Mgmt**

*10 working days in advance of deadline*

**Sponsor deadline**

**Research Affairs completes final review, certifications, and submits**

**Completed transmittal due in Research Affairs**

*2 working days in advance of deadline*

**Final proposal uploaded into electronic system**

*5 working days in advance of deadline*

***You have a brilliant idea:*** Look for funding opportunities, discuss with collaborators, write a draft. If you decide to submit a proposal and want to know what needs to be done, what the deadlines are and how to make the process go smoothly, contact RA for assistance and advice. We are here to assist you.

***10 working days prior to sponsor deadline...budget*** is due to SPFM

Before that, talk with SPFM for pointers and assistance. The budget is integral to the rest of your project as it involves personnel and their effort, subcontractors/consultants, supplies, etc. Ask for too little and you will not have sufficient funds to do the project; ask for too much and the reviewers may not look favorably on the proposal. *What is required:*

|  |  |
| --- | --- |
| * Detailed budget * Budget justification * Subcontractor packets completed | * List of all personnel & committed effort on project * Defined roles for all personnel on project |

***5 working days prior to sponsor deadline…entire proposal uploaded*** into electronic system

Consider this a dry run. Trust us, there will be something that you have missed or will take longer than you think to finish. Those annoying little details can keep a grant from being submitted. *Examples of common corrections needed:*

|  |  |
| --- | --- |
| * COI disclosures have not been turned in for *all* personnel on the project * Biosketches missing or in the wrong format * Performance sites missing DUNS # or Congressional District | * Incomplete documents from subcontractors * Wrong font used or document in wrong format * Page numbers and/or headers/footers have been included and need to be removed |

Print the proposal for approvals, then take a break for a few minutes. When you come back, review the proposal one last time for the final tweaking. Research Affairs will also be reviewing the proposal and will let you know if corrections are needed. We want your proposal to be in the best possible shape for submission and review.

***2 business days prior to sponsor deadline… THE deadline for you.*** (And yes, this really does mean you.) Turn in your completed application and transmittal, breathe a sigh of relief and *walk away.* This is the latest date we can receive the***FINAL proposal*** and guarantee submission (assuming the other deadlines were met).

***Why 2 days in advance?***

Remember, just like you we have other deadlines and duties. There will likely be other proposals with the same deadline and we need to give adequate attention to each one. Therefore, out of respect and courtesy to the rest of the Loma Linda research community please respect our deadlines. If we do not have time to do our jobs, we cannot guarantee your proposal will go out.

Second, electronic submission deadlines are not flexible. A 5:00 pm deadline means that a proposal submitted at 5:01 pm will not be accepted. Technical difficulties, system failures, and internet outages can delay or stop a submission. Though we do everything in our power to avoid technical difficulties before the deadline, many parts of the electronic submission process are outside of our control. We need time to resolve glitches that may arise during the submission.

Questions, comments, or need a general venting session? Call Sherie at x83911.