

## External Grant Proposal Checklist

This is a general checklist designed for Smith faculty and staff to assist in the grant proposal process. It is not an exhaustive list of steps for all applicants. See the “Contact” section below for additional assistance and information.

✓	ACTIVITY
1.	Looking for funding opportunities? Contact Denise Rodino in the Office of Corporate and Foundation Relations.
2.	Once you’ve identified a funding opportunity, start preparing your grant proposal <b>early</b> – at least one month in advance of the submission deadline.
3.	Notify Emily Robinson in the Sponsored Research Office about your intent to apply for a grant. Be sure to inform her of the funding opportunity name and/or number and submission deadline.
4.	Read the funding opportunity carefully and follow all instructions.
5.	Need help writing or editing your proposal? Need advice on what a funder is looking for? Contact Denise Rodino.
6.	Need assistance in developing a proposal budget? Contact Emily Robinson.
7.	Looking for assistance with data collection pertaining to institutional programs, outcomes, and performance? Contact Denise Rodino.
8.	Looking for budget rates, DUNS number, IRB FWA? Go to the Sponsored Research Office website and click on “Preparing Your Grant Proposal,” then “Grant Budget Rates and Information” and “Grant Proposal Information.” For assistance, contact Emily Robinson.
9.	Planning a course release or leave? Contact your department chair/program director and the Associate Provost.
10.	Does your application require cost-sharing or matching? Discuss this with your supervisor and the Associate Provost.
11.	All external grant proposals must be reviewed and approved by the college prior to submission. Go to the Sponsored Research Office website, download the “Grant Proposal Processing Form,” and follow the instructions. You must submit materials for review at least 10 business days prior to the submission deadline. For assistance, contact Emily Robinson.
12.	Before submission, read the funding opportunity again to ensure that all requirements are complete. You are responsible for ensuring that your proposal meets the requirements of the sponsor.
13.	If an institutional official is required to submit your proposal, contact Emily Robinson to coordinate this process.
14.	Make sure that the Sponsored Research Office has a copy of the final version of your proposal and budget.

**Contact:**

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 Office of Corporate and Foundation Relations  
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<http://www.smith.edu/future/cfr/resources.php>

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