

Checklists for Grants and Contracts

In an effort to streamline the submission process, these checklists are provided to ensure all documentation is in place to submit to Sponsored Programs Administration. Please contact [Melanie Schrack](#) if you have questions.

Grant Checklist

- Instructions and Funding Source
- [PI Assurance Form](#) (for NIH Grants)
- Regulatory Approval (IRB approval letter, IACUC certification)
- [SPAdmin Disclosure Form](#) (MS Word document)
- Budget
- [F&A Waiver](#) - if different than university standard percent (Adobe Acrobat file)
- **Please note for electronic grant submissions, Sponsored Programs requires your grant application to be submitted on a CD. They discourage submitting it to them via electronic mail.**

Clinical Trials

- [SPA Admin Contract Questionnaire](#) (MS Word document)
- Contract from Company/Agency
- Study Protocol
- Regulatory Approval (IRB approval letter)
- [SPAdmin Disclosure Form](#) (MS Word document)
- Budget
- F&A Waiver (if different than university standard percent)

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