

Grant Submission Planning Record

Principal Investigator:	
Grant Title:	
Granting Agency:	
Agency Deadline:	

I. Budget Review (to Chair) [4 working days prior to Fiscal due date; or 10 working days if contains significant budget items]	(Check One) Major _____ Minor _____	Due Date: _____	Submitted to Chair: _____ Meeting ? _____ Returned to P.I.: _____ Comments: _____
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II. Budget/Justification (to Lea Mountjoy) [4 working days prior to Grant Data Form due date]	Due Date: _____ Meeting ? _____ Returned to P.I.: _____	Due Received: _____	
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III. Grant Data Form (to David Knipp) OSP Deadline: _____	Due Date: _____ Submitted to Fiscal Office: _____ Meeting ? _____ Returned to P.I. _____ Comments: _____
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IV. Complete grant proposal to Psych Fiscal Office [2 working days prior to OSP deadline] OSP Deadline: _____	Due Date: _____ Date Rec'd: _____ Signatures Obtained: _____ # of Copies Required: _____ P.I. _____ Copies Made: _____ Psych Chair _____ A&S Dean _____ Other Chair _____ Other Dean _____
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V. Grant to OSP [4 working days prior to agency deadline] OSP Deadline: _____	Due Date: _____ Date Delivered: _____ Comments: _____
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