

Checklist for Proposal Submissions

Submission types and due dates to AHS

- ◆ Grants.gov submission (NIH, USDA, SSA) due at least 10 business days prior to the due date to the agency.
- ◆ Electronic submission through email or another grant portal it is due at least 10 business days prior to the due date.
- ◆ Mail submissions are due at least 7 business days prior to the due date.
- ◆ If your proposal does not fit into the above categories please contact Julie at 333-1818 or jtownsnd@illinois.edu

Information needed from subcontractors on proposals

- ◆ Consortium agreement signed off on by the PI and the institutional official. Julie has a template if the subcontractor does not.
- ◆ Budget/Budget Justification
- ◆ Scope of Work
- ◆ Biosketch
- ◆ If a grants.gov submission budget on SF-424 sub budget form.

Information needed from consultants on proposals

- ◆ Letter of support for project along with hourly rate in the same document.
- ◆ Biosketch

Proposals with an international component

- ◆ Since each international component is different when it involves locations, subcontractors and consultants please contact Julie as to what is needed.

Proposal Submission to AHS

- ◆ 2 transmittal forms with original signatures
- ◆ 2 copies of the proposal for file if an electronic grants.gov submission Julie will print out.
- ◆ Number of proposals to go to granting agency (mail submission)
- ◆ CD if required by granting agency

If your proposal does not fit into the above categories or you have questions please contact Julie at jtownsnd@illinois.edu , 333-1818.