

This PDF is intended to help PI's keep track of all the moving parts associated with putting together a successful grant proposal. This list provides a general guide, links to important documents, and space for PI's to keep track of important steps or tasks.

**Project Name/Topic:**

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**Potential Funder(s):**

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**Target Deadline:**

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### PI Checklist

- Notify Department Chair about your project, and let them know you are planning on pursuing funding
- Do you need an IRB? If so what are the considerations or potential issues?
- Figure out timeline for when you would like to start actively working on the project
- Think over any special requirements such as course buy-outs, indirect costs, or anything else that may require additional coordination between the university and funder

### If you already know where you are applying:

- Contact WIPAR to begin the formal process
- Fill out "Get Started Forms," and return them to WIPAR
  - o [Click Here](#)
- Share the opportunity due date with WIPAR and Department Chair, and share announcement number with WIPAR
- Come up with a rough budget, and share with WIPAR
- Draft technical proposal (share with WIPAR if possible)
- Re-read the RFP to see if there are any specific requirements
- Explore electronic submission process to see if there are any specific requirements and to make sure there are no issues
- IF working on a sub-award check in periodically to make sure documents are being shared properly and according to every institutions procedures
- Track updates, let us know what you have done and what needs to be completed
- Input pieces of the final package into the organizations electronic submission portal
- Do not forget to print the confirmation page and share with WIPAR

### Other Tasks: