

**Proposal Checklist**

**Project Title:** \_\_\_\_\_ **Funder/Sponsor Name** \_\_\_\_\_ **Application Deadline** \_\_\_\_\_

Item/Action	Due Date	To Be Done by Whom	Notes
1. Review funder's guidelines and requirements.			
2. Obtain dean/director approval for the project.			
3. Request Principal Investigator (PI) status if needed – contact ORS*.			
4. Request approval from OFR to proceed with the submission.			
5. Review ORS checklist ( <a href="http://www.ors.duke.edu/orsmanual/proposal-review-and-approval-duke">http://www.ors.duke.edu/orsmanual/proposal-review-and-approval-duke</a> ) and contact ORS re: indirect costs, etc.			
6. Complete funder's application or develop proposal per funder's instructions.			
7. Request endorsement or cover letter from President, dean or program head, as needed.			
8. Document solicitation intent as a MOVE in DADD.			
9. Work with ORS and OFR to develop the budget, and work with departmental budget manager to enter budget into Sponsored Programs System (SPS)*.			
10. Submit draft proposal narrative, final budget, and required forms (including DPAF*) to ORS for approval. Allow at least 5 working days in advance of mail/submit date. ORS will obtain all required institutional signatures and prepare proposal cover sheet.			
11. Receive approval and pick up final documents with official signatures from ORS.			
12. Assemble final packet including official Duke signatures*, ORS documents, narrative, budget, and all attachments.			
13. Submit the proposal per funder's instructions, allowing ample time to reach destination by due date. Proposals are typically sent via FedEx, or electronic submission.			
14. Confirm delivery and/or receipt of the proposal.			
15. Proposal disposition: Document proposal decision in DADD when notified.			
16. If a grant is awarded: Please note that award letters may be signed only by official signatories* of the University. Original documents (including stewardship requirements) should be sent to ORS with copies to FR. Document pledge/payment schedule in DADD.			

\*Check with the Office of Research Support (ORS) [www.ors.duke.edu](http://www.ors.duke.edu) or telephone (919) 684-3030 if you need assistance or more information.

\*\*Questions about the approval process? Contact Beth Eastlick ([beth.eastlick@duke.edu](mailto:beth.eastlick@duke.edu)).