

Duke University - Foundation Relations (FR) 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 FR** to proceed with the submission.			
5. Review ORS checklist (https://ors.duke.edu/checklists) and contact ORS re: indirect costs, etc.			
6. Complete funder's application or develop proposal per funder's instructions. Plan to submit early.			
7. Request endorsement or cover letter from President, dean or program head, if needed. Note: presidential letters require extra time (contact FR for process).			
8. Development officer (DO) documents solicitation as a "Ready" in DADD.			
9. Work with ORS and FR to develop the budget, and work with departmental grant manager (GM) to enter budget into Sponsored Programs System (SPS)*.			
10. GM routes the SPS entry to ORS for approval. Allow minimum 5 working days prior to due date. ORS will obtain required institutional signatures and prepare proposal cover sheet (if no cover letter).			
11. Receive approval from ORS.			
12. If mailing, assemble final packet including official Duke signatures*, ORS documents, narrative, budget, and all attachments. If using a portal, upload all pieces required.			
13. Submit proposal per funder's instructions. If mailing, allowing ample time to reach destination by due date. Proposals are typically sent via FedEx or electronically via a portal.			
14. Confirm delivery and/or receipt of the proposal.			
15. PI should notify DO of the funder decision; DO will document decision in DADD.			
16. If a grant is awarded: Please note that award letters may be signed only by official signatories* of the University (the President or his designee). Original documents (including stewardship requirements) should be sent to ORS with copies to FR. DO sends pledge/payment schedule to ADR for entry in DADD.			

*Check with the Office of Research Support (ORS) www.ors.duke.edu or telephone 681-5132 if you need assistance or more information.

**Questions re: approval process, contact: Beth Eastlick (beth.eastlick@dev.duke.edu) for foundations.