

SHP Proposal Submission Checklist

PROPOSAL DUE DATE: _____

P.I.'s Name: _____

(1) Provide the following information to Joyce Pfaff (pfaffj@health.missouri.edu) as soon as you see an interesting funding opportunity. (IT IS NEVER TOO SOON!)

(Joyce can review the guidelines, interpret them if needed, and alert you to any extra requirements.)

Funding Agency

Name: _____

Funding Agency Announcement Title

and/or Number: _____

Funding Agency URL (location of proposal guidelines): _____

(2) Provide the following information to Joyce Pfaff (pfaffj@health.missouri.edu) as soon as you have an idea of your funding needs. (IT IS NEVER TOO SOON!)

Brief Description of Project (**bold key search words** only): _____

(3) Provide as much of the following information as possible To help create the Proposal Routing Sheet and budget:

Information on Project Personnel

Last name, first	Title of Position on Grant	Project FTE	Cost Sharing Required?	Shared Credit Percentage	Department/College/School If Not SHP Faculty/Staff
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		

(4) Provide The following to Joyce Pfaff (516 Lewis Hall) no later than 5 working days prior to the proposal submission deadline. Remember: the final proposal with all required copies must be to OSPA 3 full business days before the day it must be submitted.

√ PeopleSoft Proposal Submission Form, signed by all necessary parties except the SHP director of research or dean.

√ Full proposal, signed by PI, with all copies required by the sponsor PLUS 2 extra copies (for SHP and OSPA)

Questions? Give Joyce a call at 884-9496 or email her at pfaffj@health.missouri.edu **whenever** you need help with a grant proposal (forms, budget, etc.) or have a grant-related question – at **any stage** in the process. She works as your liaison among SHP, the sponsoring agencies, collaborating university grants personnel (both MU and other), and OSPA so **you can do your research.**

