

## SHP Proposal Submission Checklist

PROPOSAL DUE DATE: \_\_\_\_\_

P.I.'s Name: \_\_\_\_\_

**(1) Provide the following information to Joyce Pfaff ([pfaffj@health.missouri.edu](mailto: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](mailto: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](mailto: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.**