HOSTOS COMMUNITY COLLEGE
OFFICE OF GRANTS & RESEARCH ADMINISTRATION
PROPOSAL SUBMISSION & PROJECT SET-UP CHECKLIST

	PRE PROPOSAL **(prior to starting any proposals)**	
Principal Investigator	PI Name: _____ PI Signature: _____ Date: _____ Submission Deadline: _____	☐
Notice of Intent	https://www.hostos.cuny.edu/Administrative-Offices/Office-of-Academic-Affairs/Information,-Policies,-and-Guidelines/Grants/NOI	☐
Co-Principal Investigator	Co-PI Name: _____ Dept. Chair Signature: _____	☐
Subcontract	Subcontract Name: Subcontract PI Name: _____ N/A	☐ ☐
Subcontract Documents	1. Budget 2. Budget Justification 3. Letter of Commitment 4. Abstract (SOW)	☐
Grant Office Review	Carefully review the call paying particular attention to the following: **Indirect Cost Restrictions:** F&A restrictions by sponsor (on-campus vs. off-campus rate) **Award Maximums**: Annual disbursement schedule **Deadlines**: Date and time of final submission **Submission Method**: Electronic or mail **Formatting:** Page limits, margins, fonts, etc. **Budget Details:** Travel, equipment, fringe	☐
	PREPARING THE PROPOSAL **(for each proposal undertaken)**	
Add Proposal to ORSP Activity Board	Alert OGRA of grant and provide information for file	☐
Review Proposal Components	Encourage PI to contact Program Officers with questions Ensure Priorities of the Program Announcement are addressed per section Proposal should be outlined to correspond with each section of the Program Announcement	☐
Proposal Request	Letter of Intent (If applicable) Letter of Commitment (If applicable) Budget Budget Narrative/Justification Scope of Work (SOW) / Abstract IRB or IACUC Approvals (If applicable)	☐
DEPT. CHAIR APPROVAL	Dept. Chair Signature: _____	☐
RELEASE-TIME EFFORT APPROVAL	Daliz Perez-Cabezas DPEREZ-CABEZAS@hostos.cuny.edu Signature: _____	☐

COMPLIANCE FORMS	Financial Disclosure Form: https://www.hostos.cuny.edu/Administrative-Offices/Office-of-Academic-Affairs/Information,-Policies,-and-Guidelines/Grants/Responsible-Conduct-in-Research-IRB-and-Other-Comp Responsible Conduct in Research CITI training certificate: (required of all faculty and staff, whether proposals involve research or not): https://www.cuny.edu/research/research-compliance/training-education/citi-training/#1454098290405-e01928e5-d88f Human Subjects CITI training certificate (if applicable): https://www.cuny.edu/research/research-compliance/training-education/citi-training/#1454098290405-e01928e5-d88f Isabel Diaz ISDIAZ@hostos.cuny.edu Signature: _____	☐
Submission	Follow up with PI and review prior to submission: Kelba Sosa: _____ Amanda Howard: _____	☐
File Creation	1. Create a grant file 2. Components: Final Budget, Budget Justification, Abstract (SOW)	☐
POST AWARD UPDATING AND TRACKING **(perform once proposal is awarded)**		
Update File	1. Obtain a copy of award notice from RF (File) 2. Change status of application on Report to "Awarded" 3. Update "RF Number" 4. Input Agency ID information from award	☐
Summer Salary request	1. Submit summer salary payment authorizations, upon receipt of internal payment authorization form from PI. 2. When summer salary certification system is available, alert PI's that they must submit their certifications to be in compliance with funding agency, University and RFCUNY policies.	☐ ☐
Track Academic Year Effort Reporting	1. Submit staff effort notice to reconcile faculty and staff effort as indicated in approved budget. 2. When effort reporting system is available, alert PI's that they must submit their certifications to be in compliance with funding agency, University and RFCUNY policies.	☐
Other	1. After initial account establishment form is submitted to RF, alert PI and project team to review web report to ensure it is allocated according to approved budget. 2. PI should follow-up with Grants Office and project administrator at RF if web report different from approved budget. 3.During account set-up, encourage PI's to meet with Grants Office team for "award-kick off meeting" to review RF electronic systems, assigned project administrators, hiring and other matters relevant to that specific project.	☐