

# NSF GRANT CHECKLIST

## 1. PLANNING

- ☐ Develop a project idea/hypothesis.
- ☐ Identify a funding opportunity. The best way is to search using broad keywords to obtain maximum hits
- ☐ Go through the synopsis to get an understanding of the opportunity and if it seems like a fit go through the guidelines.
- ☐ Check Eligibility.
- ☐ Check Restrictions.
- ☐ Prepare a timeline.
  - This should include everything including draft 1; budget review by Finance; Ancillary documents as required by the application and final draft and submission. The date for budget and signatures with a close to final draft should be 7 days prior to the submission deadline.
  - The final proposal for review and feedback needs to be sent to Vidya Ganapathy 3 days prior to submission deadline.
- ☐ Identify institutional signing officials.

***Reach out to Vidya Ganapathy ([vganapathy@rider.edu](mailto:vganapathy@rider.edu)) at anytime during this process with questions.***

## 2. PROPOSAL PREPARATION

- ☐ Outline your hypothesis and plan for the proposal.
- ☐ Start with the specific aims/project summary section. This should help in guiding the budget decisions and project timeline. This should also help in setting a timeline for preliminary data generation as required.
- ☐ If needed reach out to colleagues to get feedback on the project summary.
- ☐ Start working on the proposal ([Guidelines](#))- get first draft ready 6-8weeks before due date.
- ☐ Get feedback from Grant office on first draft.
- ☐ Get started with preliminary budget. Get feedback from Accounts.
- ☐ Prepare NSF [bio-sketch](#) and other support and collaborators and other affiliations forms.
- ☐ Two weeks prior to submission, share draft narrative and budget with your Chair and Dean for feedback if proposal requires elements listed above.

***Provide Rider Grants Officers with regular drafts of your narrative, supplemental proposal files and budget to receive constructive feedback before beginning the Grants Approval process.***

### **3. FINAL PACKAGE**

- ☐ Send final version of budget to Grants Accountant for review no less than ten business days prior to the submission deadline.
- ☐ Send final version of research proposal to the Director of Sponsored Programs and Research for review no less than five business days prior to the submission deadline.
- ☐ Identify reviewers you may want to include or not include. Reach out to Vidya Ganapathy to help with this.
- ☐ Check for typos and any missing information in the final version before submission.
- ☐ Ensure all steps are checked prior to providing consent for submission.

### **4. AFTER SUBMISSION**

- ☐ Ensure you get an email confirmation from the funding agency acknowledging receipt of your application.