

Proposal Routing Checklist

Please include the following documents as described in the Office of Sponsored Projects Deadline Policy when submitting your grant proposal for review.

Reminder: OSP requires a full electronic copy of the proposal as submitted to the sponsor within 10 working days AFTER sponsor deadline. This requirement is not applicable for Grants.gov, Fastlane or NSPIRES applications.

(A) Required of All Proposals (Non-Electronic)

7 business days prior to sponsor deadline

- OSP Routing Form completed and signed by PI and Department Chair. For Arts and Sciences, the Dean's signature is required in addition to the above. If the Department Chair is the PI, the Dean's signature is required.
- Specific Sponsor Guidelines
- Cover Page
- Proposal Abstract
- Budget/Justification
- List of Key Personnel
- Special Administrative Documents required by the sponsor or prime collaborator (examples: NIH checklist for paper submissions, Reps&Certs, etc.)

(B) Required of All Electronic Proposals (NSF FastLane, Grants.gov, etc.)

7 business days prior to sponsor deadline

- OSP Routing Form completed and signed by PI and Department Chair. For Arts and Sciences, the Dean's signature is required in addition to the above. If the Department Chair is the PI, the Dean's signature is required.
- Specific Sponsor Guidelines
- Application Package without Research Plan
- Application Package in FINAL form ***(2 business days prior to deadline)***

(C) Proposals with Dartmouth as a Subcontractor

7 business days prior to sponsor deadline

- OSP Routing Form completed and signed by PI and Department Chair. For Arts and Sciences, the Dean's signature is required in addition to the above. If the Department Chair is the PI, the Dean's signature is required.
- Brief Statement of Work (we need to know Dartmouth's role in the project)
- Budget/Justification
 - *Grants.gov package Subaward budget/justification for applications submitted using full budget format
 - *NSF FastLane Subaward budget/justification (uploaded onto NSF website). Proposal ID and PIN number must also be provided.
- Checklist Page for NIH paper submissions
- Letter of Commitment on Dartmouth letterhead
- Leadership Plan from the Prime Institution (if NIH Multiple PI Application)

(D) Proposals that include consortium/subcontract – Dartmouth is the Prime

7 business days prior to sponsor deadline

Please provide everything in Section A (Non-Electronic) or Section B (Electronic) and the following:

- Letter of Commitment signed by an Authorized Institutional Official
- Brief Statement of Work from the consortium
- Budget/Justification for *electronic* applications
 - *Grants.gov package Subaward budget/justification for applications submitted using full budget format
 - *Modular consortia/subaward justification for electronic applications being submitted in modular format
 - *NSF FastLane Subaward budget/justification (uploaded onto NSF website)
- Budget/Justification for PAPER applications
 - *Full Budget/Justification for applications submitted using NIH full budget format
- Checklist Page for NIH paper submissions

(E) NIH Non–Competing Progress Report (*paper submissions*)

[OSP Non–Competing Renewal Form](#) must be completed, signed and accompany the paper non–competing renewal application when routing through OSP.

If the PI answers “yes” to any of the questions on the Non–Competing Renewal Form, the form AND a proposal routing form must be included when materials are routed to OSP.

- NIH Face Page
- Detailed Budget (Form Page 2)
- Budget Justification (Form Page 3)
- NIH Checklist (Form Page 6)
- Personnel Report (Form Page 7)

Electronic NIH e–SNAP Progress Report:

[OSP Non–Competing Renewal Form](#) must be completed and signed prior to the submission of the e–SNAP progress report.

If the PI answers “yes” to any of the questions on the Non–Competing Renewal Form, the form AND a proposal routing form must be submitted to OSP, prior to electronic submission of the progress report.

(F) Other Progress Reports

An OSP Non–Competing Renewal Form is not required for progress reports to the following agencies:

NSF DOD NASA ONR DOE

Helpful Links:

[NIH Application Forms and Instructions.](#)

[NIH eRA Commons](#)