



INTERNAL APPROVAL PROCESS FOR GRANT PROPOSAL SUBMISSIONS

ALL APPLICATIONS

- ___ 1. Read the *entire* solicitation/guidelines/RFP/FOA
- ___ 2. Contact your Chair and Dean and inform them of your intent to apply
- ___ 3. Contact the [Office of Research](#) with the following information, or fill it out in [SmartGrant](#), **at least 2 weeks before the submission deadline**:
 - ___ a. Proposal Title
 - ___ b. Project period dates
 - ___ c. Funding opportunity/solicitation number or URL link to program page
 - ___ d. Names of co-PIs/Senior Personnel (*if applicable*)
 - ___ e. Name of Collaborating/Subaward Organization(s) (*if applicable*)
 - ___ f. Is IRB, IACUC, or IBC approval required? Check the applicable website ([IRB](#), [IACUC](#), [IBC](#)) or contact irb@kennesaw.edu if you need clarification. As the PI you are responsible for ensuring that you have the applicable approvals before award.
- ___ 4. SmartGrant Electronic Routing Approval
 - <http://research.kennesaw.edu/smartgrant/support.php>
 - This must be complete before submission – Start this process **at least 2 weeks prior to the deadline**
 - Contact Kelly Millsaps at kmillsa3@kennesaw.edu for assistance or use guidelines available at the link above.
- ___ 5. Cost Share Authorization Form (*if applicable*)
 - Inclusion of cost share in a budget is only allowable if required by the funding agency
 - Must complete and have this form signed before submission:
http://research.kennesaw.edu/docs/forms/cost_share_authorization.pdf
- ___ 6. Have final (reviewed and approved) budget and justification ready **at least 5 days before the deadline**
- ___ 7. Have final (reviewed and approved) documents ready **at least 2 days before the deadline**

FEDERAL & FEDERAL FLOW-THROUGH AGENCY APPLICATIONS

- ___ 8. Conflict of Interest Form(s) – NSF and PHS agencies only
 - <http://research.kennesaw.edu/compliance/fcoi-nsf.php>
 - Needed from all personnel responsible for design, conduct, or reporting of project
 - Fill out, sign, and return to Office of Research before submission (scan or digital signature OK)
- ___ 9. Drug Free Workplace Certification
 - <http://research.kennesaw.edu/compliance/drug-free-workplace/>
 - Only required to do once for your tenure at KSU – complete if this is your first federal proposal or contact kmillsa3@kennesaw.edu if you are not sure if you have completed this

COLLABORATIVE PROPOSALS

KSU AS SUBAWARDEE

- ___ 10. Get contact information for Subcontract-granting organization grants office

KSU AS LEAD APPLICANT

- ___ 11. Subrecipient Commitment Form
 - <http://research.kennesaw.edu/resources/forms.php>
 - Subawardees must complete this form and have it signed by their Authorized Representative
 - Subawardees must submit the documents listed in Section C with the signed form