

## GENERAL REQUIREMENTS FOR ELECTRONIC GRANT APPLICATIONS

For grant applications to be submitted electronically, the following documents should be submitted to the OSP 10 working days prior to the sponsor deadline:

- 1) Signed Review & Approval (R&A) form with applicable attachments:
  - a. Sponsor guidelines
  - b. Conflict of Interest Certifications for all individuals required to submit one;
  - c. All assurances (e.g., human subjects, animal welfare, etc.) **required by the sponsor** at the time of submission;
  - d. Exception letters for indirect cost waivers and cost sharing
- 2) Administrative and Financial portions of the application **on the sponsor forms**, i.e., enter the information (e.g., PI and institutional information, budget, etc.) on the **on-line sponsor forms** and SAVE. Then either allow OSP access to the saved sponsor forms **or** print and provide OSP with a hard copy.

If OSP is to submit the final application to the sponsor, that final application (complete with science) should be received in OSP 3 working days prior to the external deadline.