## **Two-Week Checklist**

Prior to submitting your grant, please review this list to ensure that you have completed all necessary components of your application**:**

Have I sent my draft out for [review](http://research.wvu.edu/researchers/proposal-development/pre-submission-proposal-review-program)?

Have I completed my budget?

Are all recommendations contacted?

Is my [IRB](http://eberly.wvu.edu/r/download/180568) submitted?

Are other [compliance issues](http://oric.research.wvu.edu/) (animals, biohazards) accounted for?

Do I need [export control](http://exportcontrol.wvu.edu/procedures)?

Are all attachments obtained and completed? (may include any or all of the following):

Bio (properly formatted)

Budget justification

[Data management plan](http://eberly.wvu.edu/eberly-research/data-management-plans)

Letters of support

Facilities description

Equipment description

Current & pending grants (including this submission)

Bibliography/Works Cited

Have I completed coordination with [subcontractors](file:///C:\Users\rekelley\Desktop\Subcontractor%20Certification.doc)?

Is my abstract written?

Is my [KC Blue Sheet](https://kc.wvu.edu/kc/portal.do) submitted?