## **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%3A%5CUsers%5Crekelley%5CDesktop%5CSubcontractor%20Certification.doc)?

[ ] Is my abstract written?

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