UNIVERSITY OF WASHINGTON
COLLEGE of ENGINEERING

OFFICE OF NEW INITIATIVES

A Community of Innovators

Office of New Initiatives

FIRST THINGS FIRST

COMMUNICATE WITH DEPARTMENTAL GRANT & CONTRACT SUPPORT
STAFF

- Be specific: OSP due date, sponsor due date, sponsor name, award amount, team players, scope of work, etc.
- Give them materials and check back often…do not disappear.

GET REGISTERED ON ELECTRONIC SYSTEMS:

- FastLane (include Co-PIs)
- NIH ERA commons
- Review Grants.gov system, forms
- Access to ASTRA for eGC-1

TIMING IS EVERYTHING

FINISH THESE KEY PARTS OF YOUR PROPOSAL AND ROUTE with eGC-1 TO OSP 10 WORKING DAYS AHEAD OF SPONSOR DUE DATE:

- Budget first. It's your foundation.
  - *START YOUR eGC-1*
- Budget Justification
- Agency Cover Sheet (for signature at OSP)
- Subcontracts (time consuming)
- Project Summary
- Current & Pending Support for you and Co-PIs
- Biosketches
- Facilities needed, if any (most do not need new facilities)
- Forms for Human Subjects, Animal Care, EH&S
- DRAFT of your PROJECT DESCRIPTION & REFERENCES
  - *COMPLETE YOUR eGC-1 FOR ROUTING*

GIVE YOURSELF THE GIFT OF TIME

- UPLOAD YOUR **FINAL PROJECT DESCRIPTION AT LEAST 5 DAYS AHEAD** OF DUE DATE FOR FASTLANE, GRANTS.GOV (ERA COMMONS).

- DO THE ROTE TASKS FIRST

- YOU WILL HAVE TIME FOR YOUR SCIENCE

- YOU WILL HAVE PEACE OF MIND

REMEMBER: For review OSP looks at money and compliance, not the details of your science. Give them what they need EARLY.

BE PROACTIVE

- STAY IN CONTACT WITH YOUR DEPARTMENTAL SUPPORT AND OSP.
  - Find out preferred communication: email? phone?

- DON'T TAKE ANYTHING FOR GRANTED
  - Unless you've received official email notification your proposal has been submitted assume it has not.

- OSP RARELY MISSES A DEADLINE but it DOES HAPPEN.

- THE ENVELOPE HAS BEEN PUSHED TO THE MAX.