Step 5:
Final Internal Approval and Submission

Preparing the final packet

Once you have finally completed your proposal, you are ready to submit it. At this point, you should have your final proposal packet ready to go, including all form pages, narrative information, supporting documents, and so on. You have reviewed the package for correctness and completeness. And hopefully, you have allowed yourself some time in case unforeseen problems arise (the server breaks down, a freak snowstorm blows in, et cetera!).

Here is a checklist of documents you should have ready prior to submission:

- A copy of your preliminary approval form (completed and signed off on)
- A final copy of the proposal packet, which includes all of the form pages and supporting materials
- The original copy of the Internal Approval Form, with all of the appropriate signatures
- Make sure the Director of Grants knows you are working on a proposal and has planned time to help you get through the submission process. Contact her at least two weeks prior to the deadline and let her know you are planning on submitting a proposal. Tell her the deadline, share any specific or general concerns you might have, and provide her with a copy of the sponsor guidelines.
- Make sure you have all of the form pages and documents you need to submit the proposal.
- Review the submission instructions, making sure to note any special instructions about number of copies of the proposal required, mailing addresses, and so on.
- Keep a copy of all documents for your records. A copy of all documents should also be given to the Director of Grants.

Remember, **YOU ARE** ultimately **RESPONSIBLE** for your proposal!!

A final thought on the submission process: Many sponsors are now requiring electronic submission of grant proposals through either e-mail or web-based systems. This can add time to the submission process. Just make sure to keep everyone informed and plan ahead!