

Auburn University at Montgomery
Office of Sponsored Programs and Research (OSPR)
Grant Applications Checklist

TASK	COMPLETED
<ul style="list-style-type: none">• Review Request for Proposals/Guidelines/Application	_____
<ul style="list-style-type: none">• Complete Proposal Transmittal Form (PTF) for Internal Processing and Obtain Chair and Dean signatures	_____
<ul style="list-style-type: none">• Meet/Communicate with OSPR and Key Stakeholders	_____
<ul style="list-style-type: none">• Develop Letter of Intent, if required	_____
<ul style="list-style-type: none">• Proposal Development See Request for Proposals (RFP)/Request for Applications (RFA)/Guidelines/ Instructions for specific mandatory components and supporting documentation	_____
<ul style="list-style-type: none">• Final application review with OSPR 7 business days prior to submission deadline.	_____

Note: If you receive any information relative to the submitted grant application, please forward to OSPR.