

Researcher Pre- Submission Proposal Checklist
CSET Office of Research
Jackson State University

- ✓ Review of Opportunities from CSET Office of Research – Website/e-mail
- ✓ Discussion and Review of Project Goals/Objectives of possible opportunities with Department Chair, Dean, and/or Researchers for potential collaborations
- ✓ Develop Proposal Development Timeline
- ✓ Make necessary contacts for “Letters of Support”, as needed
- ✓ Consult with Office of Research for assistance (on a need basis)
- ✓ Submission to specified “Collaborative Review Committee” and/or “Cluster”
- ✓ Prepare Draft Proposal and/or Proposal for Submission to the CSET Office of Research
- ✓ Ensure that Sub-Contract supporting documentation if needed, is attached with Proposal
- ✓ Insure that all routing forms are attached “ Proposal Tracking Form” and Office of Sponsored Programs Internal Routing Form
- ✓ Submit Proposal to the CSET Office of Research for Review