



LEHIGH

U N I V E R S I T Y

Use the checklist below to ensure proposal completeness at each stage of review:

Department Review

To be complete at the time of department review:

- Funding Opportunity Announcement
- Complete Proposal SmartForm
- Complete Budget SmartForm
- Initiation of SF424 Forms package (if applicable)

Specialist Review

To be complete five business days before sponsor due date:

- Funding Opportunity Announcement
- For incoming subs: documentation of requested documents
- Complete Proposal SmartForm
- Complete Budget SmartForm
- Completed SF424 Forms package (if applicable)
- All non-SF424 proposal documents uploaded in Attachments tab of Proposal Workspace
- Complete ancillary review (if applicable)
- PI Proposal Certification must be completed