

CDRC Grants and Contracts Office PI Checklist

The CDRC Grants and Contracts Office (GCO) will not process any submission requests until the following steps are done:

1. PI completes and emails this form to Danielle Yesland and Don Lollar (email must be sent by PI themselves)
2. PI schedules and attends Face-to-Face Meeting with GCO
3. By sending form, the PI acknowledges the responsibilities of a PI and all due dates. PI will maintain contact with the GCO throughout the application process.

Funder _____

PI Name _____
Submission Working Title _____

PI to fill in Due Dates. Please visit the GCO website to determine what submission materials are required on which Due Dates. <http://www.ohsu.edu/oidd/grants/preaward/index.htm>

	Funder Due Date	Date that final application due to funder
	3 business days prior to Funder Due Date	Absolute deadline to provide COMPLETE and FINAL application to RGC
	10 business days prior to Funder Due Date	PI to submit to GCO by NOON all required materials that are due to RGC for review
	15 business days prior to Funder Due Date	PI to submit to GCO by NOON a completed PPQ, final budget, abstract, and (if applicable) approved cost share form
	Face-to-Face Meeting with GCO	PI to schedule kickoff meeting with GCO to review submission guidance and Timeline to Submission

How are submission guidelines being provided to the GCO?

- URL: _____
- Hard Copy Delivered to GCO
- Electronic Copy Emailed to GCO
- Other (specify): _____

Type of Submission

- Letter of Intent (Mandatory or Voluntary) – Letter to discuss funds to be requested
- New Grant – OHSU is applicant
- New Grant / Subaward In – another organization will issue subcontract to OHSU
- Amendment / Supplement
- Non-Competing Renewal / Annual Progress Report: Grant Number:: _____
- Other (specify): _____

Type of Funder:

- Federal State Foundation Other: _____

Will there be:

- Cost Share? If yes, is it: Required by Funder Not required by Funder
- Non-IDD personnel? If yes, role and department: _____
- Subawards Out? If yes, to whom? _____

Have patients, family, and/or community advocates been consulted on this project?

- No
- Yes, name: _____

Please list dates that you, the PI, will be out of the office in the three weeks prior to the funder due date:
