



Harvard-Smithsonian Center for Astrophysics

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Division of Theoretical Astrophysics

Grant Proposal Process and Checklist

30 days prior to deadline:

Inform the grant administrator of your interest in submitting a proposal. Information that should be offered:

- Working title
- Sponsor / Program Announcement
- Due date of proposal to Sponsor
- Budget estimate or budget cap
- Duration of project
- Preferred start date of project

14 days prior to deadline:

- Final title of proposal
- Budget
- Budget justification, including travel plans
- Current & Pending Support form, updated
- Biosketch with relevant publications
- Facilities and Equipment

6 days prior to deadline:

- Final budget justification
- Letters of Commitment / Collaboration
- Final Science
- Dean's Approval Form, signed

On, or before, the due date the final proposal will be uploaded by Harvard Office of Sponsored Projects to NSPIRES, FASTLANE, STGMS or another portal.

For more info, contact: **Nina Zonneville**

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