



**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**  
**Theoretical Astrophysics Division Administrator, 60 Garden Street, P-242**  
**[nzonneville@cfa.harvard.edu](mailto:nzonneville@cfa.harvard.edu), Tel: 617-495-7962, Fax: 617-495-7093**