Dos and Don'ts

DO

- Notify Annmarie Rivera, Jaime Cheung and Janerie Rodriguez in the Office of Research Administration at least two weeks before the proposal deadline
- Make an appointment to review the grant guidelines, requirements, deadlines and submission plan, develop the budget, and obtain endorsement of Department Chair and Dean Work on the required components of the application and save them as separate document files, which will have to be converted to PDF (Research Administration can assist with the conversion to PDF)
- Send files to your Research Administration contact via e-mail (if the files are not too big for the Hunter servers) bring to Research Administration on flash drive, as far in advance of the deadline as possible.
- Keep electronic back-up copies of everything. Observe page limitations for each section.

Don't

- Don't attempt to register Hunter College in Grants.gov – Hunter College is already registered.
- Don't leave your review of the application guidelines and instructions until so late in the process that the grant application cannot be completed with care and attention to detail.
- Don't upload the proposal application package except to use it as a guide. The proposal must be submitted by the College's authorized signing official.
- Don't assume there will be no other Hunter proposals on the day of your deadline.
- Don't assume the Hunter or CUNY or Grants.gov server will be waiting to process your proposal as rapidly as possible – there is much competition for the server.
- Don't disappear or become inaccessible after the proposal is initially submitted, as there may be warning and error messages that must be addressed within the ensuing days.
- Don't assume weather problems will automatically result in a time extension for proposal submission – by the time we are notified of the authorized time extension, it is generally already after the proposal submission deadline time.