

CRI - THE CENTRE FOR RESEARCH & INNOVATION

#UnlockingInnovation

PI Checklist

Before Writing Begins

- Review Fanshawe's policies and procedures about research
- Consult with Research Office and Associate Dean on the scope of the project
- Review all funder protocols that are needed for submitting a proposal or application

Preparing the Proposal or Application

- Review and complete if necessary the components for submission:
 - Researcher Profile
 - Research Ethics Board approval
 - Budget
- Review overall composition and budget with Research Office
- Submit for internal sign-offs
- Submit application to Research Office for review a minimum of 2 weeks before deadline

After a successful Notice of Intent (NOI)

- If informed directly, notify the Research Office and Associate Dean

After a successful Application or Proposal

- If informed of an award directly, notify the Research Office and Associate Dean
- Meet with Research Office to review all reports and their associated deadlines
- Work with Research Office to determine contracts for project participants (e.g. students) and contractors
- Ensure that all Research Ethics and other required reviews are completed and approved prior to commencement of project work

Internal and Final Reports

- Confer with Research office regularly to ensure that financial records are accurate
- Complete all reports in a timely manner and ensure that adequate time is allocated for report signatures
- Submit all reports by stipulated deadlines