

Before submitting your JCATI application, have you:

- ✓ Read through the RFP
- ✓ Followed the RFP directions
- ✓ Used the correct font and margins
- ✓ Filled out the face page
- ✓ Collected all signatures for both the budget and face page
- ✓ Correctly spelled the PI/Co-PI/industry partner names
- ✓ Included all industry partner letters of support
- ✓ Assembled all components in the correct order
- ✓ Assembled the correct version and not a draft version
- ✓ Verified the file size is less than 4 MB (file limit)
- ✓ Clarified who on your team is responsible for proposal submission: you? A designated student? Grant manager?
- ✓ Allowed plenty of time for submission and application upload