

Before JCATI application submission, have you:

- ✓ 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 your industry partner(s) names
- ✓ Included all industry partner letters of support
- ✓ Assembled 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. There always is a lag between submission and the time stamped receipt by the JCATI Program Manager.