Hunter College Office of Research Administration
Electronic Grant Submission
"Rule of Two"

1. **NOTIFY THE OFFICE OF RESEARCH ADMINISTRATION OF YOUR INTENT TO SUBMIT A GRANT <u>TWO WEEKS</u> PRIOR TO THE DEADLINE.**

   Notify Carolynn Julien or Annmarie Rivera in the Office of Research Administration, at least two weeks before the application deadline, to make an appointment to review the grant guidelines, determine the grant requirements, deadlines, submission plan, etc., and also obtain a proposal routing form to secure endorsement from your Department Chair and Dean. The requirement is to manage workload and coordinate scheduling of submissions as there may be several proposals from Hunter College being prepared for a given deadline.

2. **ALL DOCUMENTS MUST BE RECEIVED BY THE OFFICE OF RESEARCH ADMINISTRATION AND SUBMISSION MUST OCCUR <u>TWO DAYS</u> PRIOR TO DEADLINE.**

   Grant applications must be submitted at least two days before the deadline to address errors/warnings or to make any necessary changes. We also make this request because there may be several grants being submitted on a deadline and we must ensure that all grant submissions meet the deadline.