# Department Checklist

*This tool is optional. It is a printable/interactive document.*

Whether the user is new or experienced this checklist can help with organization and completing all the necessary components that the Research Administration Office requires for submission. It can also be saved, printed and used as documentation.

☐ Click on the **More actions** button (ellipsis) in the upper right corner.
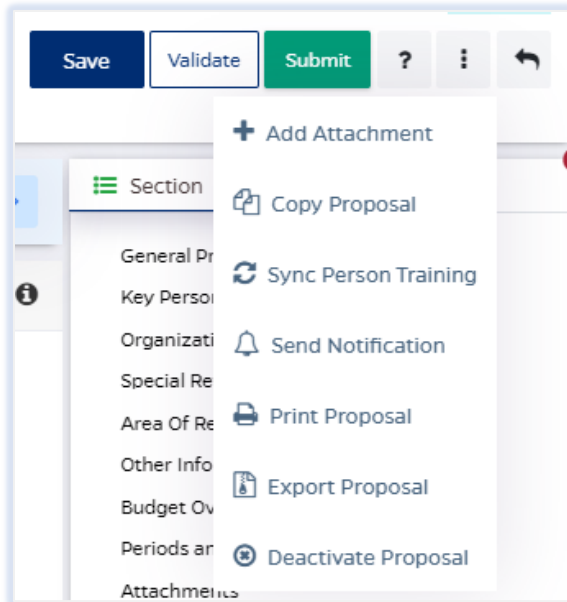
☐ Click on **Print Proposal.**

☐ Choose a template from the dropdown menu to print the proposal. Mark the check box next to **DeptChecklist.**
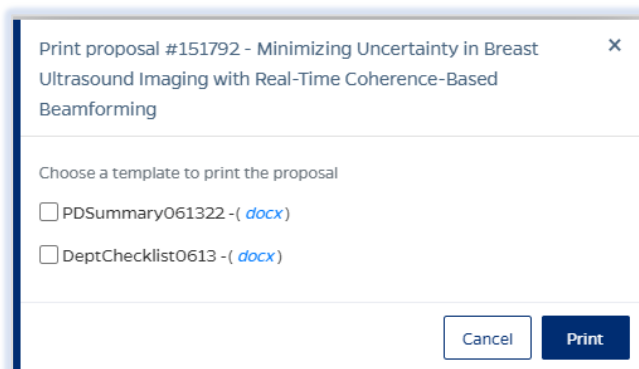
☐ Click **on the Print** button.

The interactive form will open as a Word document in a new window and can be saved to the user's files.

   ☐ Click on **File** > **Save as** > **This PC**.

Fibi fills in the available information from the Proposal record. The form will open in a new window with information Fibi imports from the Proposal record (PD). Users can review information on the checklist to either check off what has been done or see what else might need to be added to or addressed in the PD.

   ☐ Click on the boxes to indicate a completed item.