



## Proposal Preparation Checklist

(revised -04/17/18)

### General Considerations

	Are you applying to the correct Funding Opportunity Announcement (FOA)?
	Is the individual applying authorized to be a PI on the project? Contact ORA if there is any doubt. See <a href="#">PI Eligibility Policy</a> .
	Did you read and follow the guidelines in the FOA and the application instructions?
	Does the proposal conform to page and font size limitations imposed by the sponsor?
	Does the proposal include all necessary attachments (e.g., biographical sketches, certifications and assurances, quotes, etc.)
	Do you have Sponsor Credentials, if required (i.e., Commons ID, NSF ID)? Have they been updated?
	If collaborators are included in the project, are the letters of collaboration included?
	If it is a <a href="#">limited submission project</a> , did you work with the Office of the Vice Provost for Research? Is the approval letter from the Office of the Vice Provost for Research included?
	If anyone on the proposal has a VA appointment, is the Memo of Understanding included?
	Does this abide by the <a href="#">Nepotism in Research policy</a> ? If a familial relationship, does it include Nepotism Memo?
	Have all conflicts or potential conflicts of interest been disclosed? If NIH funding is being sought, has the PI and personnel on the project abided by the <a href="#">Conflict of Interest Policy</a> and disclosed any conflicts of interest using the <a href="#">UDisclose System</a> ?
	Has the <a href="#">PCRFL</a> been completed accurately and have all approvals been obtained?
	Are you complying with the <a href="#">Application Deadline Policy</a> ?

### Budget

	If the project is being submitted to NIH and the budget is more than \$500,000 in direct costs per year, is the sponsor's approval included?
	Does the budget add up?
	Does it conform to the <a href="#">Cost Principles Policy</a> ?
	If there are administrative and clerical salaries included in the budget, do these personnel costs meet all of the following criteria: 1) individual is <b>integral</b> to the project, 2) individual can be specifically identified to the project; 3) costs have been explicitly budgeted and justified as to the project? Note: General Purpose Costs, such as administrative salaries and office supplies are recovered under F&A and should <b>NOT</b> be included in the budget, except under specific circumstances.
	Does the project conform to any limitations imposed by the sponsor (e.g., salary caps, prohibition on the purchase of equipment, etc)?
	Are the proper <a href="#">F&amp;A rates</a> being used? See <a href="#">F&amp;A Waiver Policy</a> and <a href="#">F&amp;A Moratorium</a> .
	Are the proper <a href="#">Fringe Rates</a> being used?
	Does the budget match the justification?
	Have cost sharing commitments been approved by the department? See <a href="#">Cost Sharing Policy</a> .

### External Collaborators

	Have you looked at the scope to distinguish if external collaborators are subawardees or consultants? Subawardees perform a portion of the scope of work. See <a href="#">Subrecipient vs. Contractor resource</a> .
	If other institutions are participating in the proposal as a subrecipient, have appropriate approvals from the participating institutions been obtained? Is the subrecipient form included?
	Is the role of each institution clearly stated in the proposal to avoid misunderstandings and potential disputes?
	If Consultants are included in the project, do you have the consultant letter detailing: 1) what they are doing, 2) dollar amount, 3) dates of the service?