Proposal Submission Checklist

This checklist outlines mandatory minimum requirements and recommended requirements for proposals. **Mandatory** items are required for Sponsored Programs to approve a proposal or to process an award. Submission of **Recommended** items will enhance the speed with which Sponsored Programs can process any resulting awards.

While processing a proposal, the Sponsored Programs analyst will request from the PI any outstanding mandatory or recommended items. If an item is not outlined below, it is not required review for Sponsored Programs staff. Missing recommended items will *not* impact the submission of a proposal to the sponsor. For more details about each of these items, please visit our Proposal Review page.

The preparing department is responsible for addressing program-specific requirements, such as page limitations, font size, and specific components.

Item	Included	Notes
MANDATORY ITEMS		
Signed Sponsored Programs Data Sheet	☐ Yes ☐ No	
Signature/Cover Page	☐ Yes ☐ No	
Statement of Work[1]	☐ Yes ☐ No	
Budget and Budget Justification, including:		
a. PI minimum effort	☐ Yes ☐ No	
b. Appropriate indirect cost rate	☐ Yes ☐ No	
c. Accurate calculations	☐ Yes ☐ No	
d. Graduate student fees and non-resident tuition	☐ Yes ☐ No	
e. Subcontractor costs, if applicable	☐ Yes ☐ No	
f. Allowable and allocable costs	☐ Yes ☐ No	
Sponsor- and program-specific administrative requirements	☐ Yes ☐ No	
Form 800, if applicable	☐ Yes ☐ No	
Informed participation, if applicable	☐ Yes ☐ No	
Limited Submission selection documentation (if applicable)	☐ Yes ☐ No	
RECOMMENDED ITEMS		
Form 700-U, if applicable	☐ Yes ☐ No	
IRB approval, if applicable	☐ Yes ☐ No	
IACUC approval, if applicable	☐ Yes ☐ No	
BUA approval, if rDNA or pathogenic agents	☐ Yes ☐ No	
Approval to conduct stem cell research, if applicable	☐ Yes ☐ No	
Approval for use of anatomical specimens, if applicable	☐ Yes ☐ No	

[1] A draft Statement of Work can be provided with the initial proposal package. A **final** Statement of Work is required before submission to the sponsor.

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