

Items to consider when you begin preparing a new grant proposal:

RFP/RFA/FOA Title:

Sponsor:

Principal Investigator:

Basic Questions

Is this proposal solicited (a specific call for proposals has been issued or this is an NIH Parent Announcement) or unsolicited (no call for proposals has been issued)?

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If it is solicited, what is the Request for Applications (RFA) or Program Announcement (PA) # or website?

Do you have a website or other documentation for instructions/policies on proposal submission not included in the funding announcement?

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Who is the sponsor?

If they are not federal, state or local government, how did you find them? Have you (or someone else at UC Davis) ever had a contract or grant with them before? Have you researched their viability as a funding source?

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Is this a [Limited Submission Proposal](#)?

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Is this an electronic/web-based submission, or hard copy paper submission?

If submission is electronic/web based, what is the mechanism for submission (e.g., Grants.gov, FastLane, email, etc.)?

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What is the due date listed on the RFP?

- What date does this need to be ready for submission (keep in mind mailing time if a hard copy is needed)? **Five business days** before this will be the minimum Sponsored Programs due date.

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What type of proposal is this, e.g. grant, contract, clinical trial, subaward, etc.? *If you are unsure what each of these are, please review the [Glossary](#).*

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What is the project period/start date (not necessarily always the earliest start date allowable)?

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Items to consider when you begin preparing a new grant proposal:

☐ How many budget years will there be?

Are there any co-PIs on this project? If yes, who are they, and with what Universities/Organizations are they affiliated? Will they be contributing to the proposal?

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Who are your other key personnel/consultants/Other Significant Contributors on this proposal?

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Are there animal or human subjects involved? Is there an [IACUC/IRB](#) protocol for this project? If yes, is it listed in your name? If no, have you started the paperwork yet?

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☐ Is this a revision/resubmission? If so, do you have a copy of the original grant submission or the SPO number?

What is the address of the research/lab facility for this project?

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When do you expect to be done with the scientific research plan/scope of work?

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Are there any outgoing subawards? If yes, are any to foreign institutions/entities?

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Items to consider when you begin preparing a new grant proposal:

Questions to Determine Project Needs for Budget Purposes

☐ Does the sponsor require a detailed budget? Remember that UCOP still requires a budget to be justified, even if the sponsor does not.

☐ If this is an NIH proposal, will the direct cost budget equal or exceed \$500,000 in any given year? If so, prior approval from NIH may be required.

☐ Who is on the research team for this project, e.g., post docs, graduate students, faculty, lab assistants? At what percent of effort?

☐ Will this project include fee remission for graduate students?

☐ Is there a limit to the total amount of direct cost funding?

☐ Are there any F&A (overhead, indirect cost) rate restrictions? If yes, is there a written sponsor policy available?

☐ Will there be any consultants on this project? Who, and what will they be doing?

☐ What materials and supplies are needed and where can they be acquired?

☐ Are there any [equipment](#) needs? If yes, please describe.

☐ Will the project involve travel? If yes, how many people? To where? For what purpose?

☐ What services are needed?

☐ Will this project involve any [patient care](#)? If yes, what procedures?

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Initial Action Items to start working on immediately:

- ☐ Obtain updated Biosketches for all key personnel/consultants/Other Significant Contributors
- ☐ Draft detailed budget, including a justification of the budget, even if the grant is modular. For modular budgets, this will allow for determining how many modules to request.
- ☐ Acquire the contact name/numbers/email for any subawards
- ☐ Contact the Subaward institution early to get them started on their proposal packet (See [Subaward Quick Guide](#))
 - ☐ Budget and Budget Justification
 - ☐ Scope of Work
 - ☐ BioSketches
 - ☐ Subrecipient Monitoring Form (if needed; see [requirements for subrecipient monitoring forms](#))
 - ☐ Letter of Commitment from the institution (not simply the PI)
- ☐ If human subjects - copies of IRB training certificates (IRB training through CITI) for all key personnel. These are not necessary at time of proposal, but it's a good idea to get started on them as soon as possible.
- ☐ Start Form 800/700U ([if applicable](#)), [PI Exception](#), [Datasheet](#), etc. to obtain necessary signatures early so that it can be submitted to SPO. The School of Medicine Dean still requires review and sign off for School of Medicine forms.