

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)?

- 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?

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?

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

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.)?

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.

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](#).*

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

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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?

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

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?

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?

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

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

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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](#), [Datashet](#), 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.