

Call for Proposals Checklist

RFP/RFA/FOA Title:

Sponsor:

Principal Investigator:

Do you have the most recent guidelines? Is there more than one set to be referring to (call specific & several agency general guidelines are possible)?

Deadline date – electronic receipt, postmarked, or machine stamped (if a hard copy is hand-delivered)?

Time deadline – local time or sponsor’s time?

Electronic or paper submission? Optional? Mandatory? Both required?

- If electronic, is there any guidance about submission mechanism (e.g., FastLane, Grants.gov, email)?
- If paper, do multiple copies of proposal need to be sent to different addresses?

What type of funding instrument anticipated – Grant, Contract, subaward (if you are unsure what these are, please refer to the [“Proposal Preparation & Submission”](#) online course)? What type of terms (e.g. under the FDP)?

Is this a [limited submission proposal](#) (limit to the # of proposals that can be submitted by an institution)?

Is there more than one stage of proposal preparation (e.g. Letter of Intent or pre-proposal)? What are the deadlines for each?

Are there any Principal Investigator eligibility requirements? For UC Davis PI eligibility requirements, see [PPM 230-02](#).

Technical requirements (e.g. collaboration between various scientific fields)?

Limit on how much funding can be requested?

Limit on project duration (e.g., one year – five years)?

Limit on number of PI's or Co-PI's?

Earliest start date for project?

Cost sharing – Mandatory? Encouraged? Volunteer cost sharing allowed?

Any categories not allowable (e.g. foreign travel)? View the current [Charging Practices for Federally Funded Grants and Contracts](#).

What is the F&A rate allowed by the sponsor? If it is different from UC Davis' [Federal Rate Agreement](#), does the sponsor have a written policy re: F&A restrictions?

Any time/effort commitments required? Any guidance regarding effort without compensation?

Any caps of any sort (e.g. salary, equipment)?

Page limitations?

Format restrictions (e.g. margins, font type and font size)?

Appendices allowed? Expected?

Training component allowed? Expected? Students paid stipend or salary?

Special forms or formats, schedules or cost breakdowns?

Subaward/Subcontract restrictions (e.g., FFRDC)?

Unusual considerations (e.g., conferences, alteration or renovation)?
