

PROPOSAL CHECKLIST

NOTE: Proposal requirements vary by sponsor. Please contact the Office of Sponsored Programs as early in the preparation process as possible to assist with Sponsor specific submission requirements.

- Discuss proposal opportunity with your Dean and Department Head.
- E-mail OSP as soon as possible. Please send a link to the sponsor guidelines and the due date if available.
- Review the proposal guidelines issued by the sponsor, noting format and special program requirements.
- Prepare proposal abstract, summary and narrative. Pay close attention to requirements specified in the guidelines.
- Estimate proposal budget to include the following (as applicable):
 - Project personnel and required effort on project
 - Equipment costs
 - Supply costs
 - Travel costs
 - Other costs (publication; tuition for graduate students, etc.)
 - Institute cost-share requirements
- Identify faculty release time requirements.
- Prepare budget justification.
- Obtain necessary cost-sharing approval (when applicable). Fully signed Cost Share Commitment Form 32(s) must be included with the proposal. Written verification of any cost sharing provided by outside sources must be provided.
- If subcontracts are involved, ensure that subcontract data includes a work statement, a budget and an approval of the individual at the subcontractors who is authorized to commit the institution.
- Ensure that space is available for project. Any additional space commitments must be documented and approvals contained in the proposal.

- Obtain appropriate clearances from the [Institutional Research Board](#) if project involves use of human subjects.
- Complete sponsor required forms, including application, budget forms, budget narrative, biographical sketch, curriculum vitae, and facilities.
- Collect biographical sketch for project key personnel.
- Collect other supporting documentation needed (letters of support, IDC agreement, etc.).
- Discuss proposal status with your Dean and Department Head prior to approval routing.