

PRE-PROPOSAL DEVELOPMENT CHECKLIST

Check

1. There is sufficient time to prepare a high-quality proposal. If unsure, consult with [RSC](#)
2. The facilities and space available are appropriate and sufficient for the project to be proposed. If not, discuss your needs with your department chair and/or dean early in the process.
3. The sponsor allows full recovery of facilities and administrative (indirect costs). If not, discuss with your department chair and/or dean for approval.
4. The sponsor requires cost sharing of direct costs. If so, any commitment of University funds must be discussed with your chair, dean, and/or the CRO (University side) or the AVPHRCTT (Medical side) well in advance of submitting the proposal.
5. Human subjects or animals are necessary for this project, or other compliance requirements such as HAZMAT, radiation, rDNA and so forth apply. If so, consult [Office of Health Research Compliance and Technology Transfer](#).
6. Is there a limit on the number of proposals GW can submit for this competition? If so, please notify the [Information Specialist](#) in the Office of the Chief Research Officer.
7. Letters of Intent, preliminary proposals or other pre-proposal activities are required. If so, consult with [RSC](#).
8. There are potential conflict of interest issues with this proposal. If so, contact an RSC or the CRO as soon as possible.