

PROPOSAL SUBMISSION CHECKLIST

Check

A proposal is ready for submission when the following items have been adequately addressed given the nature and circumstances of the proposed project:

A. RFP/SPONSOR GUIDELINES

- 1. Obtained copy of solicitation and provided copy or link to RSC
- 2. Read, discussed as needed w/ RSC

B. Routing Sheet

- 1. Used and signed current [Routing Form](#) from Proposal in a Page link
- 2. Routed through appropriate Chair/Dean for signatures
- 3. Obtained appropriate Compliance approvals OR indicated the status i.e., intention of obtaining approval
 - a. Human Subjects
 - b. Animals
 - c. Radiation
 - d. Hazmat/rDNA
- 4. Indicates project location & adequacy of facilities and equipment (If not, requirements and the source of funding for obtaining necessary items must be attached via Cost Sharing/ Facilities Reqs Approval Form)
- 5. Obtained signature approvals on correct [Cost Sharing / Facilities Form](#) for any Cost Sharing/Facilities requirements
 - a. Direct Costs (categories and org.) have been identified

- b. Indirect Costs are correctly applied
- c. Explanation/justification for the cost sharing – attach sponsor requirement as applicable.
- 6. Financial Interest Disclosure form – completed & signed for each PI & others with significant roles with approval signatures by Chair and Dean
- 7. Other forms attached as applicable
- a. Cost Sharing & Facilities Requirements
- b. Additional Investigator Information & Approvals
- c. Allocation-Multiple Investigators/Units
- 8. Completion
- a. All appropriate forms attached & filled out completely
- b. All Routing Form blocks filled in & all signatures obtained
- c. Signature blocks for authorized official completed on all forms & tabbed

C. Technical Proposal

- 1. Follows sponsor guidelines
- 2. Provides description of proposed project
- 3. Effort commitments & other references match budget
- 4. All commitments (cost sharing, facilities, compliance activities, etc) identified in budget and routing sheet
- 5. Provides documentation for facilities/services described & external to PI department
- 6. Common sense factor (appropriate activities, statements, etc)

D. Cost Proposal

- 1. Costs requested are allowable and appropriate to the scope of work described
- 2. Personnel budgeted match commitments made in technical/SOW
- 3. Detail budget matches budget justification
- 4. Funds budgeted for current personnel based on current salaries (plus allowance for merit increases incorporated throughout program period)
- 5. Salaries & titles proposed for new hires appear reasonable
 - a. for particular dept/school
 - b. are with in stated ranges for the position per Handbook Section 8.1.1.
 - c. include appropriate merit increase allowance increases throughout period

- d. individual meets minimum reqs for position
- 6. [Fringe Benefits](#) calculated at the appropriate rate(s)
- 7. Justification & documentation (quotes) for equipment/services (at least one for proposal submission,
- 8. Student support (stipend/tuition) reasonable, appropriate and justified
 - a. Training component or other basis
 - b. Stipend rate appropriate for particular dept/school
 - c. [Payment Characterization Checklist](#) (stipend) attached
 - d. Tuition calculated at appropriate rate(s) w/ breakdown
- 9. Subaward backup
 - a. [Subaward Checklist](#)/ form
 - b. Statement of Work, budget, institutional signature, rate agreement, Reps and Certs Subaward Checklist/ form all correct
- 10. Other 3rd party backup (independent contractors)
 - a. Rate & qualifications bases
 - b. OMB Circular A-110 memo (services) / sole source procurement form as needed
 - c. [20 Factors Test](#) & supplement (individual – consultant or services)
- 11. Off-campus projects include space rent and other necessary direct costs (telephone, etc) normally included as part of IDC for on-campus projects
- 12. Other direct costs reasonable and justified
- 13. [F&A](#) (Indirect) costs calculated at the appropriate rate(s)

E. Administrative

- 1. Adherence to RFP/sponsor guidelines
- 2. Administrative Data Sheet, Reps and Certs, rate agreement &/or other attachments as required or applicable are attached
- 3. Original, complete proposal prep for signature, sent to OCRO Proposal Specialist w/ mailing disposition instructions
- 4. Completed proposal is:
 - a. Noted to be picked up by PI for duplication & delivery or
 - b. With note to OCRO to duplicate and dispatch by OCRO at the PI's request