

# Proposal Preparation Checklist

Sponsor's Due Date

Principal Investigator

Date Due to Sponsored Projects Services

Sponsor:

Funding Opportunity Title:

Proposal Title

**Read the Sponsor's Guidelines Carefully. Contact Sponsored Projects Services or the Sponsor with questions.**

## Confirm Eligibility to Submit

University of Arizona

Principal Investigator

## Type of Submission

Paper

Electronic

## Create Proposal in UAccess Research

Document Number \_\_\_\_\_

Description \_\_\_\_\_

## Proposal Components

### Research Plan/Statement of Work

All specifications completed

Within page limitations

Biosketches or CV's. Match sponsor guidelines.

Facilities and equipment statement

Current and Pending Support

References or Letters of Support, as needed

### Budget

Review Sponsor Guidelines

3% Escalation factor for future years

Verify salaries/stipends for proposal personnel

Foreign Travel

Materials and Supplies. List as required by sponsor.

Consultants

Budget Justification.

Other

Project Period. Confirm earliest start date with sponsor.

Current ERE rate

Travel Costs

Equipment. Any items over \$5,000?

Publication costs

Fixed-Price Contracts

F&A Calculation. Use negotiated rate or SVPR approval.

**Consultants**

Letter outlining role, research experience, rate (if required)

Other

**Subrecipients**

Scope of Work

Letter of support

Biosketches for key personnel

Letter of Commitment

Other

Budget

Copy of F&A rate agreement, if needed

Facilities/equipment/other resources, if needed

**Compliance**

Human Subjects

Animal Usage

Export Control

Conflict of Interest

Biohazardous Materials

Radioactive Isotopes

Other

**Other Review Components**

International Activity

Foundation Relations

Other

**College/Department Approval**

Dean            Chair

Other

**Other UA approvals**

Cost Sharing or Matching

Facility, staff, students from other departments

Other

F&A Cost Waivers

**Proposal or Sponsor Specific Requirements:**

**Contact Information:**