

Proposal Development Checklist

PI Name _____ Proposal Development Meeting Date/Time _____

Sponsor, Solicitation/CFDA # (Example: DOE-OSERS 84.325K) _____

Project Title (draft is okay) _____

Project Activity Research Instruction Other Sponsored Activity

Project Type New Resubmission Revision/Continuation

Applicable Sponsor Stipulations Cost Sharing/Matching Effort Limits Indirect Cost Rate Limit
 N/A Other (not listed) _____

Sponsor's Submission Deadline Date _____ Time _____

Project Start Date _____ Project End Date _____

Existing effort commitment(s) that may overlap

Course Buyout? Yes No

Cost sharing/ matching must be listed in the budget and justification per SPS policy. These are discouraged unless specifically required by the sponsor.

Budget meeting Has been scheduled/occurred Has not been scheduled/occurred

Proposal amount requested \$ _____ Maximum request allowed \$ _____

Indirect Cost Rate (aka F & A rate) _____%. If not the full rate, SPS requires an F & A (Facilities and Administration) Cost Waiver. (usually found in the RFP) or a waiver request from dean.

List all PI(s), dept heads, college(s), and subcontracts(s) _____

Credit for Award Distribution and Finance and Administrative Allocation % splits with Co-PI(s)

Name: _____ Name: _____ Name: _____

Your CA /F&A ____/____ Co-PI CA /F&A ____/____ Co-PI CA /F&A ____/____ Co-PI CA /F&A ____/____

These splits must be determined before the UAR Doc can be routed to SPS.

Check all that apply: Subcontract(s) Consultant(s)
 Human Subjects Documents Requiring Signature

Conflict of Interest (COI) completed Yes No If not, complete it at <http://uavpr.arizona.edu/COI/> and notify Courtney. It must be renewed every year.

Process: The UAR doc (budget, justification, and abstract) will be e-routed through UA Research to the PI, Lead Unit, Dept Head, Dean, and, finally SPS. Include extra time for routing outside the College. Check your UAccess Research Action List at <http://uaccess.arizona.edu/>

*SPS has a firm deadline of 3 business days prior to the sponsor's deadline. They do not guarantee submission of your proposal if received past the deadline.

Deadlines

UAR doc routing: _____ Proposal to SPS: _____ Sponsor: _____