SPONSORED PROGRAM SERVICES
PROPOSAL PREPARATION CHECKLIST

The following proposal checklist is provided to assist with proposal preparation. For further information, please refer to the Proposal Preparation Guidelines, Proposal Forms, Budgeting & Cost Guide and Budget Templates available on the Sponsored Program Service’s website.

PROPOSALS SHOULD BE EMAILED TO preaward@uconn.edu
INCLUDE THE SPONSOR DUE DATE IN THE SUBJECT LINE

PLEASE FORWARD THE FOLLOWING DOCUMENTS FIVE (5) BUSINESS DAYS PRIOR TO THE SPONSOR DEADLINE FOR REVIEW AND APPROVAL:

☐ INTERNAL PROPOSAL REVIEW FORM
Provide completed form with required signatures.

☐ SPS PROPOSAL COVER PAGE
Provide completed form, if sponsor agency does not provide one.

☐ PROPOSAL GUIDELINES FROM SPONSORING AGENCY
Provide sponsor guidelines or website link to guidelines.

☐ PROPOSAL NARRATIVE
Describe objectives, methodology and significance of proposed project.
*Draft copies are accepted initially.*

☐ BUDGET SPREADSHEET
Provide estimate of expenses for each budget category.

☐ BUDGET JUSTIFICATION
Provide detailed explanation for all items listed in budget.

☐ COST SHARE DOCUMENTS (if applicable)
Provide completed cost share form with approval signatures or other written approval, cost share budget spreadsheet and cost share budget justification.

☐ SUBRECIPIENT DOCUMENTS (if applicable)
Provide Information and Compliance Form for Subrecipients, statement of work, budget, budget justification and F&A Rate Agreement.

☐ ELECTRONIC APPLICATION (if applicable)
Provide access to the completed electronic application with all required attachments uploaded. A draft of the science documents (summary, narrative, references) are fine initially. Final science documents are required by 12PM the business day prior to submission to sponsor agency.

☐ ADDITIONAL ITEMS (if applicable)
Provide additional items required by sponsor agency, i.e. agency forms and certifications, bibliography, curriculum vitae, current & pending support, consultant letters.