PROPOSAL PREPARATION CHECKLIST

The following proposal checklist is provided to assist with proposal preparation. For further information, please refer to the Proposal Preparation Guidelines and Proposal Forms 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. Refer to the Budgeting & Costing Guide and Budget Templates for assistance. Include cost share/match only if specifically required by funding agency.

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

- COST SHARE APPROVAL FORM (if applicable)
  Provide completed form with approval signatures or other written approval.

- REQUEST TO SERVE AS PRINCIPAL INVESTIGATOR FORM (if applicable)
  Provide completed form with approval signatures along with curriculum vitae for PIs or Co-PIs normally considered ineligible to serve in these roles. Refer to the Principal Investigator Eligibility Policy for assistance.

- ELECTRONIC APPLICATION (if applicable)
  Provide completed electronic application or access to completed electronic application. Final copies are required 2 business days 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.

- SUBCONTRACTS (if applicable)
  Provide statement of work, budget, budget justification, F&A Rate Agreement and Information and Compliance Form for Subrecipients for all subcontractors.