

Proposal Checklist

RESEARCH & SPONSORED PROGRAMS • UNIVERSITY OF HOUSTON-VICTORIA

PDs/PIs must comply with the deadlines given at the bottom of this form.

You do not need to return this checklist to ORSP. Maintain this form for your records.

1 of 5. GENERAL INFORMATION

PD(s)/PI(s):	
Sponsor:	
Funding Opportunity Title:	
CFDA/Solicitation No.:	

2 of 5. LETTER OF INTENT/PRE-PROPOSAL (if applicable)

<input type="checkbox"/> Due Date:	
<input type="checkbox"/> LOI/Pre-proposal complies with instructions:	

3 of 5. PROPOSAL

<input type="checkbox"/> Start date is not earlier than	
<input type="checkbox"/> Duration does not exceed	
<input type="checkbox"/> Project does not include any unallowable activities named in solicitation:	
<input type="checkbox"/> Project includes required activities named in solicitation:	
<input type="checkbox"/> Proposal follows the sponsor's formatting guidelines:	
<input type="checkbox"/> Proposal documents follow sponsor instructions and do not exceed given page limits:	

Document and Standard Agency Instructions	Maximum Length

4 of 5. BUDGET

<input type="checkbox"/>	Budget meets the matching requirement of	<input type="text"/>
<input type="checkbox"/>	Budget does not include any unallowable items named in solicitation	<input type="text"/>
<input type="checkbox"/>	Budget request does not exceed the following limits:	
<input type="text"/>	Direct costs	Per year
<input type="text"/>	Direct costs	For entire project
<input type="text"/>	Indirect costs	For entire project
<input type="text"/>	Direct + indirect costs	For entire project

5 of 5. DEADLINES

Due date <i>if ORSP must complete budget</i> (2 weeks before sponsor deadline):	<input type="text"/>
Due date <i>if PI/PD completes budget</i> (1 week before sponsor deadline):	<input type="text"/>
Anticipated submission date (1-2 days before sponsor deadline):	<input type="text"/>
Sponsor due date:	<input type="text"/>
Award notice date:	<input type="text"/>