

PROPOSAL CHECKLIST

- _____ Project has been **initiated in Portal**
- _____ **Proposal Guidelines from the Sponsor**
- _____ **Award terms agreed to** at proposal submission (send for legal review if needed)
- _____ **Escalation:** unusual proposals (as determined by GO/GS) should be escalated to the Director of SPA Pre-Award. Proposals to the following sponsors should *always* be escalated:
 - _____ U.S. Department of State
 - _____ U.S. Department of Justice
 - _____ U.S. Department of Labor
 - _____ National Endowment for the Arts
 - _____ Corporation for National & Community Service
 - _____ National Endowment for the Humanities
 - _____ USAID
- _____ **PI Eligibility**
- _____ **Limited Submission**
- _____ **SPA Pre-Award has Signature Authority to submit**
- _____ **Signature from President or Provost**
 - _____ Blue routing sheet
 - _____ Abstract explaining the scope of the research and funding source;
 - _____ List of institutional commitments and notation of whether they are new or existing
- _____ **Verify F&A Rate**

If different from UGA allowable rates, check one:

 - _____ The sponsor is a non-profit and has a written policy capping F&A
 - _____ The sponsor is federal and F&A is limited by statute or by Solicitation
 - _____ The PI has obtained an F&A waiver from VP for Research or delegate
 - _____ The funding is from a non-profit for graduate student salary/fringe only
 - _____ Formerly Sales & Service but is now being handled by SPA Pre-Award (through FY 2016 only)
- _____ **Cost Share**
 - _____ Approved by department head/dean
 - _____ Will be approved ex post facto
- _____ **Subcontracts**
 - _____ Consortium Statement/Letter of Commitment or Intent to Collaborate
 - _____ Name and contact info of Negotiator
 - _____ Statement of Work
 - _____ Budget
 - _____ Other forms required by Sponsor
- _____ **Final review**
 - _____ Final check for Correct RFP/RFA/Solicitation
 - _____ Proposal Narrative/SOW
 - _____ Budget
 - _____ Budget Justification
 - _____ Subcontracts (if applicable)
 - _____ Indirect Costs
 - _____ Supplemental Documentation (if applicable)
 - _____ OVPR match – letter confirming the match assigned by VP for Research
 - _____ Third party match – documentation of commitment provided by third party