

Proposal Checklist for Principal Investigators

| Item | | Description | Proposal Package |
|--------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Agency and Program Rules and Regulations | Obtain sponsoring agency guidelines or RFP and applicable forms. | Submit copy with Proposal |
| <input type="checkbox"/> | Collaborative Subagreement(s) | If a proposal includes a collaboration with an outside entity, the potential subawardee must provide an institutionally endorsed proposal. | Submit copy of concurrence letter(s) and proposal from subawardee(s) with Proposal. |
| <input type="checkbox"/> | Cost Sharing | When a proposal involves cost sharing with university funds or resources, the person authorized to commit the funds or resources must provide a statement or letter verifying that the cost sharing can be honored. | Submit signed Cost Share Authorization Form including the Peoplesoft Project ID# if applicable with Proposal |
| <input type="checkbox"/> | Third-Party Commitment(s) | When a proposal involves a commitment from a third party to cost share, a detailed letter of concurrence from the third party is required | Submit One copy of concurrence letter(s) with Proposal. |
| <input type="checkbox"/> | Environment, Health and Safety | Follow Environmental Health & Safety guidelines when planning to use any of the following: regulated carcinogens; regulated biological materials; hazardous chemicals, radioactive waste, or medical waste; toxic gases; or radioactive materials and radiation-producing machines, use of Class III-B or Class IV lasers, etc | Contact EHS at (202) 806-1006 thru (202) 806- 1009 for documentation requirements. |
| <input type="checkbox"/> | Animal Use | Research involving animal use must have the approval of the campus IACUC . Submit protocols to IACUC. | Contact IACUC for documentation requirements. |
| <input type="checkbox"/> | Human Subjects | Research involving human subjects must have the approval of IRB . Submit protocol to IRB. | Contact IRB for documentation requirements. |
| <input type="checkbox"/> | Conflict of Interest Statement | Require financial disclosure for every proposal for all key personnel. | Submit One Completed Signed Original Conflict of Interest Form with Proposal. |
| <input type="checkbox"/> | Institutional Base Salary Letters | Required for all key personnel. | Submit copy of IBS Letter for each key personnel listed. |
| <input type="checkbox"/> | Facilities & Administrative Costs | Awards are funded according the established campus facilities and administrative cost rate. Some sponsoring agencies do not reimburse f&a costs at the full rate. The university will consider these exceptions when the organization has written guidelines or will provide a letter stating agency policy on payment of f&a costs. | Submit Completed Waiver and a copy of the sponsor's written policy or letter. |
| <input type="checkbox"/> | PI Release Time | Must be properly approved | |
| <input type="checkbox"/> | Proposal | Prepare proposals according to sponsoring agency guidelines. | Preferred submission: 5 working days before agency deadline to allow time for thorough review |
| <input type="checkbox"/> | Electronic Proposal | Follow agency guidelines for electronic submission; check for special computer requirements; plan ahead and allow adequate time for submission. NSF FastLane requirements: PIN number issued by SPO, Adobe Acrobat software. | One printed copy in addition to electronic submission. Preferred submission: 5 working days before agency deadline to allow time for thorough review. |
| <input type="checkbox"/> | Application to Seek Off Campus Funds | The Application to Seek Off Campus is the internal campus document that authorizes proposal submission with the signatures of the PI(s), the chair or director, and dean. | Completed Signed Original with Complete Proposal |