

## Complete Proposal Checklist

In order for a proposal to be considered complete and ready for review by the Sponsored Projects Office (SPO), the Cayuse record must be complete and the items required by the sponsor in the solicitation must be provided. If the required items are not provided, SPO will reopen the proposal and the submission date for review will change to reflect the date when SPO received a complete package. Because solicitations can vary greatly, a checklist cannot be provided for all possible scenarios. The items listed as 'If Applicable' below are not to be considered a comprehensive list. Judgement must be exercised based on the solicitation.

The following documents are required for all proposals:

- Link to or copy of solicitation to which the proposal is being submitted.
- Scope of Work or Project Summary (draft documents are acceptable)
- Budget (Final or Final draft version)
  - The budgets provided (Cayuse 424/SP, Internal, and External) must all match one another.
- Financial Conflict of interest form (Final)

If applicable to the solicitation the following forms are also required:

- Biographical Sketch(es) (Final)
- Budget Justification (Final or Final Draft)
- Cost Share Documentation (Final)
- Current & Pending Support (Final)
- Data Management Plan (Final or Final Draft)
- Facilities, Equipment & Other Resources (Final or Final Draft)
- IDC Exception Request (Final)
  - Must match the budget being submitted.
- PI Exception Form (Final)
- Postdoctoral Mentorship Plan (Final or Final Draft)
- References (Final or Final Draft)

If subawards are included the following information is required:

- Budget
- Budget Justification
- List of Documents Required by the Prime Recipient
- Prime Recipient Contact Information
- Scope of Work
- Subrecipient Confirmation Form