

*checklist does not replace the solicitation. Please review program specific solicitation for compliance and completeness.

DUE DATE AND AWARD INFORMATION	
Internal deadline	5 business days prior to sponsor deadline

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PROPOSAL DOCUMENTS	
Proposal Considerations	
<input type="checkbox"/>	Completeness
	<ul style="list-style-type: none"> ✔ Are all required documents attached to the Cayuse SP record for review? <ul style="list-style-type: none"> ○ Reference the Complete Proposal Checklist ✔ Is the Cayuse record complete? ✔ Has a solicitation been provided?
Solicitation Considerations	
<input type="checkbox"/>	Solicitation
	<ul style="list-style-type: none"> ✔ Read sponsor requirements thoroughly ✔ For solicitations submitted to agencies with established guidelines, notate deviations and whether proposal is compliant: <ul style="list-style-type: none"> ○ Deviation 1: ○ Deviation 2: ○ Deviation 3:
<input type="checkbox"/>	Due Date
	<ul style="list-style-type: none"> ✔ Date due: ✔ Date Reviewed:
<input type="checkbox"/>	Eligibility
	<ul style="list-style-type: none"> ✔ University eligible to apply? ✔ PI submission or university submission? ✔ PI Waiver required?
<input type="checkbox"/>	Limited Submission
	<ul style="list-style-type: none"> ✔ Has RDS approved the submission?
<input type="checkbox"/>	Award Type
	<ul style="list-style-type: none"> ✔ Grant, Cooperative Agreement, Contract, Gift, etc.:
<input type="checkbox"/>	Budget Limitations and Restrictions
	<ul style="list-style-type: none"> ✔ How many awards will be given? ✔ Minimum and maximum amounts?

	<ul style="list-style-type: none"> ✔ Salary caps ✔ Unallowable expenses ✔ IDC allowed? Any limits? <ul style="list-style-type: none"> ○ IDC waiver requested, if necessary?
<input type="checkbox"/>	Type of application
	✔ New, resubmission, revision, supplemental, etc.:
<input type="checkbox"/>	Project Period
	<ul style="list-style-type: none"> ✔ Minimum and maximum time periods ✔ Base and option periods?
<input type="checkbox"/>	Letter of Intent required?
<input type="checkbox"/>	Mechanism to submit
	<ul style="list-style-type: none"> ✔ Online, paper, email, etc.? ✔ One step submission? Two step submission? ✔ Registered in applicable systems – fastlane, era commons, grants.gov, etc.? ✔ Documents in the online external system match those attached in Cayuse?
<input type="checkbox"/>	Font Type and Size
<input type="checkbox"/>	Line spacing
<input type="checkbox"/>	Margins
<input type="checkbox"/>	Page size
<input type="checkbox"/>	Headers and footers
<input type="checkbox"/>	Page numbers
<input type="checkbox"/>	Page limits
<input type="checkbox"/>	Cost sharing required?
<input type="checkbox"/>	Use required current sponsor forms
Programmatic Considerations	
<input type="checkbox"/>	PI Eligibility
	<ul style="list-style-type: none"> ✔ Is the PI clearly identified in the proposal? ✔ Does the PI meet the eligibility requirements of the University? <ul style="list-style-type: none"> ○ If no, is there a PI Waiver on file or has one been requested? ✔ Does the PI meet the eligibility requirements of the solicitation? ✔ Does the PI have an actual or perceived conflict of interest in her/his relationship to the external sponsor?
<input type="checkbox"/>	Co-PI
	<ul style="list-style-type: none"> ✔ Is the co-PI clearly identified in the proposal? ✔ Does the co-PI meet the eligibility requirements of the University? <ul style="list-style-type: none"> ○ If no, are the necessary approvals on file? ✔ Does the co-PI meet the eligibility requirements of the solicitation? ✔ Does the co-PI have an actual or perceived conflict of interest in her/his relationship to the external sponsor?
<input type="checkbox"/>	Other faculty involvement (e.g. key personnel)
	<ul style="list-style-type: none"> ✔ Are any additional faculty or researchers participating in the proposed project? ✔ In what capacity – i.e., co-investigator, research associate, etc. ✔ What evidence exists that these persons have agreed to be involved in the project? ✔ Are all persons for whom salaries are being requested employees of UCM? ✔ Are these faculty committing effort and salary or just effort? <ul style="list-style-type: none"> ○ If just effort, is cost sharing appropriate in the solicitation and approved by the university?
<input type="checkbox"/>	Period of Performance

<input type="checkbox"/>	<ul style="list-style-type: none"> ✔ Have the proposed start and end dates been clearly stated and are they consistently used throughout the proposal? ✔ Given the proposal submission date, is the proposed start date realistic? ✔ Are the start and end dates compliant with the solicitation?
<input type="checkbox"/>	Place of Performance
<input type="checkbox"/>	<ul style="list-style-type: none"> ✔ Will the project effort be conducted on-campus, off-campus, or both? ✔ Are there any indirect costs or subcontracting considerations for off-campus activities? ✔ Conference or travel grant? Domestic or foreign?
<input type="checkbox"/>	Cover Page
<input type="checkbox"/>	✔ Current and accurate information for all sections
<input type="checkbox"/>	Abstract
<input type="checkbox"/>	<ul style="list-style-type: none"> ✔ Easily understood by the average person not in the field ✔ Follow sponsor outline
<input type="checkbox"/>	Table of contents
<input type="checkbox"/>	<ul style="list-style-type: none"> ✔ In order? ✔ Correct page numbers?
<input type="checkbox"/>	Narrative/Research Plan/Project Description
<input type="checkbox"/>	<ul style="list-style-type: none"> ✔ Follow sponsor outline, checklist or review criteria, if available ✔ Aligns with solicitation requirements
<input type="checkbox"/>	References
<input type="checkbox"/>	<ul style="list-style-type: none"> ✔ Include names of all authors, article & journal title, book title, volume number, page numbers & year of publication ✔ Aligns with solicitation requirements
<input type="checkbox"/>	Biosketch
<input type="checkbox"/>	<ul style="list-style-type: none"> ✔ Required for all senior project personnel ✔ Follow sponsor outline/template
<input type="checkbox"/>	Current and Pending
<input type="checkbox"/>	<ul style="list-style-type: none"> ✔ Required for all senior project personnel ✔ Include the proposed project as pending ✔ Verify past and completed projects are not listed ✔ Use template (if provided)
<input type="checkbox"/>	Facilities, Resources and Equipment
<input type="checkbox"/>	<ul style="list-style-type: none"> ✔ Will extra space need to be made available? <ul style="list-style-type: none"> ○ If so, have the appropriate institutional officials approved these commitments? ✔ Will any alterations be required to the facilities being utilized? ✔ Aligns with solicitation requirements
<input type="checkbox"/>	Data Management/Resources Sharing Plan, if applicable
<input type="checkbox"/>	✔ Follow sponsor outline
<input type="checkbox"/>	Supplementary Documentation/Appendix
<input type="checkbox"/>	<ul style="list-style-type: none"> ✔ Are letters of support or collaboration provided? <ul style="list-style-type: none"> ○ If so, are the compliant with any restrictions identified in the solicitation? ✔ All required docs uploaded ✔ Unallowable items included? ✔ Uploaded to correct sections?
Fiscal Considerations	
<input type="checkbox"/>	Budget
<input type="checkbox"/>	✔ Is the proposed budget within the solicitation limit and time period?

<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ✔ Is it accurate and complete? ✔ Have the correct budget categories been used? ✔ Are all budgeted costs allowable and allocable in accordance with sponsor guidelines and/or the appropriate federal cost principles? ✔ Are estimated costs proposed in the manner that they will be expended? ✔ Can all costs be supported under audit? ✔ Have appropriate increases been applied to the out years? ✔ Is the correct budget format used? Correct, current forms?
<input type="checkbox"/>	Salaries and Wages
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ✔ Pay rates (academic/summer, GSR rate, student hourly, etc.) are identified and accurate ✔ Academic effort has been approved by appropriate authorities? <ul style="list-style-type: none"> ○ Course buyout, if necessary ✔ Overall faculty level-of-effort, from all sources, is not greater than 100% ✔ Is the level of effort proposed in the same manner that the actual costs will be incurred? ✔ Justifications are provided for administrative/clerical staff support in accordance with Uniform Guidance ✔ Cost of living adjustments are appropriate ✔ Salary cap of sponsor taken into consideration?
<input type="checkbox"/>	Fringe Benefits
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ✔ Have fringe benefits been added for all employees? ✔ Is there a cap or restriction on fringe benefits?
<input type="checkbox"/>	Equipment
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ✔ All equipment meets the definition of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more? ✔ Are equipment costs based upon vendor quotes (provided in the supplementary docs/appendix)? ✔ Exempt from IDC calculation? ✔ Does fabrication of equipment include time and effort of support staff? ✔ Have all other costs been accounted for such as shipping and taxes, maintenance fee, warranty charges, etc.?
<input type="checkbox"/>	Travel
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ✔ Allowable per solicitations? ✔ Broken down based on foreign and domestic travel ✔ Costs do not exceed any sponsor caps
<input type="checkbox"/>	Participant Support Costs
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ✔ Does not include payments to employees ✔ Exempt from IDC calculation
<input type="checkbox"/>	Materials and Supplies
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ✔ Items costing less than \$5,000 ✔ Consumable and disposable routine lab supplies ✔ I.e., Laboratory items, teaching aids, computer software, research supplies, etc.
<input type="checkbox"/>	Publication Costs
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ✔ Costs for dissemination of research results
<input type="checkbox"/>	Consultant Costs
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ✔ Rates are documented and within agency guidelines ✔ Amount of time they are committing is documented ✔ Letter of commitment included for each consultant, paid or otherwise?

	<ul style="list-style-type: none"> ✔ Ensure the consultant’s role meets the criteria and definition of a consultant, which is advisory in nature
<input type="checkbox"/>	Subcontracts/Subawards
	<ul style="list-style-type: none"> ✔ All subcontractors are identified and agree to participate ✔ Include for all subcontractors: <ul style="list-style-type: none"> ○ Letter of Commitment signed by authorized official ○ Scope of work ○ Budget and justification on appropriate agency forms ✔ Any subcontractor cost share is documented by a signed letter stating the value of the specific monetary and/or in-kind commitment
<input type="checkbox"/>	Tuition
	<ul style="list-style-type: none"> ✔ Should ONLY be included for graduate students who have NOT passed their PhD qualifying exam ✔ Follows guidelines for costing established by the Graduate Division <ul style="list-style-type: none"> ○ Discounts taken are appropriate ✔ If sponsor requires cost sharing, has the tuition been used to satisfy the requirement? ✔ Consistent with any sponsor caps
<input type="checkbox"/>	Other
	<ul style="list-style-type: none"> ✔ Non consumable/disposable routine lab supplies ✔ I.e., recharge fees, postage, testing/analysis fees
<input type="checkbox"/>	Indirect Costs
	<ul style="list-style-type: none"> ✔ UCM’s federally negotiated rate are used unless a different rate has been specified by the sponsor (documentation attached) or approved by the PI, Dean and Vice Chancellor for Research (IDC Waiver form completed and signed by all parties) ✔ Have the correct and appropriate exclusions been made? ✔ If sponsor limits IDC recovery, can UCM’s under-recovery be used for any required cost sharing?
<input type="checkbox"/>	Budget Justification
	<ul style="list-style-type: none"> ✔ Explain the roles and effort commitment of all personnel ✔ List out all requested budget categories and provide detailed information for what has been included ✔ Equipment does not include a specific make or model, allowing flexibility to purchase newer type model or best value once award is made ✔ Explains the necessity and need of any equipment and ties back to benefitting scope of project with a high degree of accuracy ✔ Travel is described in sufficient detail to be able to determine reasonableness
<input type="checkbox"/>	Cost Sharing
	<ul style="list-style-type: none"> ✔ Is cost sharing required? ✔ If so, have the sources of this funding been identified and approval obtained by required officials? ✔ Is there any “hidden” cost sharing identified in the body of the proposal that could become mandatory cost sharing in the event an award is made? ✔ Do any matching funds have to be raised during the life of the project? <ul style="list-style-type: none"> ○ Have the fundraising sources been identified? ○ Has this activity been approved by the Dean? ○ Is University Relations aware of this commitment? ✔ External cost share (third-party) is documented by a letter of specific support from the collaborator ✔ In-Kind is identified by provider and amounts used are substantiated through documentation

Administrative Considerations	
<input type="checkbox"/>	Export Control
	<ul style="list-style-type: none"> ✔ Research Compliance has been notified ✔ Necessary approvals have been obtained
<input type="checkbox"/>	IDC Waiver
	<ul style="list-style-type: none"> ✔ If the use of a different rate has been used, the IDC waiver has been approved and signed by the PI, Dean and Vice Chancellor of Research and submitted to the Office of the President
<input type="checkbox"/>	Cayuse Entry
	<ul style="list-style-type: none"> ✔ All Cayuse entry has been completed and matches proposal ✔ All documents uploaded
<input type="checkbox"/>	Human Subjects
	<ul style="list-style-type: none"> ✔ Does the project involve the use of human subjects? ✔ Are all necessary requirements for human subjects met – narrative, pending application, etc?
<input type="checkbox"/>	Animals
	<ul style="list-style-type: none"> ✔ Does the project involve the use of vertebrate animals? ✔ Are all necessary requirements for animals met – narrative, pending application, etc?
<input type="checkbox"/>	Research Risks
	<ul style="list-style-type: none"> ✔ Does the project involve the use of any hazardous, toxic, carcinogenic materials, chemicals or recombinant DNA? ✔ Has Research Compliance been notified?
<input type="checkbox"/>	Patents and Copyrights
	<ul style="list-style-type: none"> ✔ Does the project contain any potentially patentable or copyrightable materials? ✔ Are there restrictions indicated in the sponsor guidelines? ✔ If proprietary material is included, has the proposal been marked appropriately? ✔ Has the Business Development Office been notified? ✔ Are any agreements necessary prior to work – i.e. NDA?
<input type="checkbox"/>	Publications
	<ul style="list-style-type: none"> ✔ Does the sponsor or agency impose any restrictions on investigators or graduate students from freely publishing research results?
<input type="checkbox"/>	Assurances and Certifications
	<ul style="list-style-type: none"> ✔ Are all required assurance forms included as part of the proposal (i.e., human subjects, animals, assurance statements, etc.)? ✔ Have all required certifications been completed correctly and signed by the institutional authorizing official (i.e., representations and certifications, lobbying, debarment and suspension, drug-free workplace, etc.)?
<input type="checkbox"/>	Terms and Conditions
	<ul style="list-style-type: none"> ✔ If the award terms to be incorporated in an award are made or known in advance, are they appropriate for and acceptable to the University (i.e., indemnification, ownership of intellectual property, publishing, reporting requirements, etc.)?