

## For Prime Institution

1.

- Letter of Intent

2.

- Budget

3.

- Budget Justification

4.

- Biosketch (CV) Key Personnel (formatted)

5.

- Facilities & Resources

6.

- Scope of Work (SOW) Abstract

7.

- Review of Sponsor Guidelines

## Sub award Requirements (collaborations)

1.

- Scope of Work (Abstract)

2.

- Letter of Commitment (Consortium agreement)

3.

- Budget

4.

- Budget Narrative (Justification)

5.

- Biosketch (CV) Formatted for NIH or NSF, Key senior Person

6.

- Facilities

7.

- Review of Sponsor Guidelines

# Proposal Checklist

1. Effort/ Fringe /F&A Budget
2. No cost sharing
3. Letters of Support ( If applicable)
4. Fonts, Margins, etc.
5. Proposal Summary page complete
6. COI Financial Form (PHS or non-PHS)
7. Export Control Questionnaire
8. Copy of Responsible Conduct of Research CITI Training
9. Review Program Announcement
10. Consult with OGRA staff prior to sponsor deadline

NSF-Data management/ Post Doc mentoring  
NIH-SFI Forms