PROPOSAL PREPARATION CHECKLIST

This proposal checklist will assist you in preparing and double checking your grant proposal. For further information, please refer to Sponsored Program Service’s Proposal Review Policy. All forms can be found on the SPS website.

MATERIALS CAN BE HAND DELIVERED, EMAILED (preaward@uconn.edu), OR FAXED (486-3726)

TO BEGIN THE REVIEW PROCESS, THE FOLLOWING ITEMS ARE REQUIRED:

- INTERNAL PROPOSAL REVIEW FORM
  Provide page 1 of form.

- BUDGET SPREADSHEET
  Provide estimate of expenses for each budget category. Refer to SP’s Budgeting & Costing Guide for assistance. Include cost share/match only if specifically required by funding agency.

- BUDGET JUSTIFICATION
  Provide detailed explanation for all items listed in budget.

- PROPOSAL GUIDELINES FROM SPONSORING AGENCY
  Provide sponsor guidelines or website link to guidelines.

TO COMPLETE THE REVIEW PROCESS, THE FOLLOWING ITEMS ARE REQUIRED 5 BUSINESS DAYS PRIOR TO THE SPONSOR DEADLINE:

- INTERNAL PROPOSAL REVIEW FORM
  Provide page 2 of form with required signatures. If cost share is included, add cost share commitments.

- SIGNIFICANT FINANCIAL INTEREST REVIEW FORM
  Provide forms with required signatures for all key personnel.

- PROPOSAL COVER SHEET
  Provide SP Cover Sheet, if sponsor agency does not provide one.
  Provide Cooperating Institution Consortium Statement, if subcontract proposal.

- PROPOSAL NARRATIVE
  Describe objectives, methodology and significance of proposed project. Draft copies are required 5 business days prior to submission to sponsor agency.

- ELECTRONIC APPLICATION (if applicable)
  Provide completed electronic application or access to completed electronic application 2 business days prior to submission to sponsor agency.

- ADDITIONAL ITEMS (if applicable)
  Provide additional items required by sponsor agency, i.e. agency forms and certifications, bibliography, curriculum vitae, current & pending support, consultant letters.

- SUBCONTRACTS (if applicable)
  Provide statement of work, budget, budget justification and Subrecipient Checklist/Consortium Statement for all subcontractors.