PROPOSAL PREPARATION CHECKLIST

The following proposal checklist is provided to assist with proposal preparation. For further information, please refer to Sponsored Program Service’s Proposal Review Policy. All required forms can be found on the SPS website.

<table>
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<tr>
<th>MATERIALS CAN BE HAND DELIVERED, EMAILED (<a href="mailto:preaward@uconn.edu">preaward@uconn.edu</a>), OR FAXED (486-3726)</th>
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### PLEASE FORWARD THE FOLLOWING DOCUMENTS 5 BUSINESS DAYS PRIOR TO THE SPONSOR DEADLINE FOR REVIEW AND APPROVAL:

- **INTERNAL PROPOSAL REVIEW FORM**
  - Provide completed form with required signatures.

- **COST SHARE APPROVAL FORM (if applicable)**
  - Provide completed form with approval signatures or other written approval.

- **BUDGET SPREADSHEET**
  - Provide estimate of expenses for each budget category. Refer to SPS’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.

- **PROPOSAL COVER SHEET**
  - Provide completed form, if sponsor agency does not provide one.

- **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. Final copies are required 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, F&A Rate Agreement and Information and Compliance Form for Subrecipients for all subcontractors.