**Augusta University**

**Division of Sponsored Programs Administration (DSPA)**

**Sample Proposal Checklist**

**Notes:**

* This is a sample checklist that can be used as a project management tool and is intended to be tailored to meet your specific proposal needs. Only common proposal requirements are addressed below.

| Proposal Section/Consideration | Comments/Notes | PI/Dept Admin notes |
| --- | --- | --- |
| General |  |  |
| Proposal Due Date |  |  |
| Is AU Research Institute eligible for funding opportunity? | AURI is a 501c3 nonprofit educational organization. AURI should be the primary applicant, except where a sponsor does not allow AURI to apply. |  |
| Is AU eligible for funding opportunity? | AU is an institution of higher education (college/university). AU is not an HBCU, Minority Serving Institution, or a Primarily Undergraduate Institution. |  |
| Is faculty eligible to be the Principal Investigator? | AU policy is that full time faculty can be PIs. Sponsors may have more specific requirements, such as faculty academic rank. |  |
| Is there a limit on number of proposal submissions per university/entity? | Some funding opportunities may limit the number of submissions by entity. If this is the case, contact [DSPA Operations](https://www.augusta.edu/research/spa/dspa-operations.php). |  |
| Letter of Intent Required? | Some sponsors request or require letters of intent prior to submission of full proposals. Note deadlines and LOI requirements. |  |
| Award Period | Look for the number of years a project will be funded as well as the project start date. This information is critical as you begin to develop your project scope, timelines and budget. |  |
| Any budget limitations, such as a cap on total or direct costs? |  |  |
| Any unallowable cost categories? |  |  |
| Any limitations on indirect/F&A costs? |  |  |
| Any cost sharing/matching funds required? |  |  |
| Submission process | Are proposals to be submitted as hard copy, electronically or some combination of the two? If hard copy, in addition to the original, how many copies are required? For electronic submission, what system will be used – Grants.gov, FastLane, ProposalCentral, sponsor-specific system, e-mail, etc.? |  |
| Sponsor Contact Information | Note whether sponsor contact is encouraged. Most federal sponsors strongly encourage investigators to contact the program officer or program staff well before the submission deadline with questions about proposal fit, how best to situate the project to be competitive at that agency, etc. Other sponsors may limit contact, at least at the proposal stage. When sponsor contact is encouraged, be ready to talk to the program officer about your specific project in a concise, knowledgeable manner. |  |
| Formatting Requirements |  |  |
| Font size and style | What fonts and font sizes are allowable? Are there different font and/or font size requirements for graphics, tables, figures, diagrams? |  |
| Page limits | May be page limits on entire proposal or specific parts of the proposal |  |
| Word or character limits | Some sponsors specify the number of words or characters allowed for specific proposal sections such as abstracts. When the sponsor denotes number of characters allowed, ascertain if the sponsor includes spaces as characters. |  |
| Margins and Spacing | What margins does the sponsor stipulate? Does the sponsor specify single or double line spacing? |  |
| Required Forms | Many sponsors use their own form sets with which you will need to become familiar. Others have requirements for the information to be included but do not supply specific forms |  |

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| --- | --- | --- | --- |
| Proposal Components | Comments/Notes | Responsible Person for Completing Task | Complete? |
| InfoEd Routing | Routing should be initiated as soon as a PI knows he/she will be applying for a grant, and routing should be complete by the proposal is submitted. |  |  |
| Project Summary/Abstract |  |  |  |
| Project Description/Research Plan |  |  |  |
| References |  |  |  |
| Description of Facilities, Equipment and Programs | See [Facilities/Resources/Environment for grant applications](https://augustauniversity.box.com/s/th8zn27vsyd8bciqwkuq7gwwt3wuu2w4) document to help get you started |  |  |
| Subcontractors/Collaborators |  |  |  |
| Detailed Budget |  |  |  |
| Budget Justification |  |  |  |
| Other Support or Current/Pending Support |  |  |  |
| Letters of Commitment |  |  |  |
| Biosketch/CVs | [NIH Biosketch Guidance](https://augustauniversity.app.box.com/s/iga9w45tuswtcdkolmxes2f4co8of5nk). Creating Biosketch in [SciENcv instructions](https://augustauniversity.app.box.com/s/972bkj2m3h79mrshzzvtzr5ryugjjcx6). Check sponsor’s guidelines on project personnel who are required to provide a biosketch or CV |  |  |
| Cover Page |  |  |  |
| Data Management Plan | PIs can use the free [DMPTool](https://dmptool.org/) to create DMP. PI is responsible for compliance with their plan, per [AU Policy](https://augustauniversity.box.com/s/or8c06os0aoxybyab4o1k7gmmi8ixv5g). |  |  |
| Human Subjects Plan |  |  |  |
| Animal Research Plan |  |  |  |
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| Add your own unique proposal requirements here: |  |  |  |
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