OVPR Pre-Award General Proposal Checklist

Intake Information from Principal Investigator (PI)

- FOA or Sponsor Guidelines
- Budget, SOW/Abstract
- Collaborators (subrecipients/contractors)
- Start and End Date of project
- FCOI (must be completed before submission)
- Project Title
- Type of Activity (R&D, Other)
- Establish timelines for receipt of proposal documents

Budget Information (as applicable)

- F&A Rate
- Supplies/Materials
- Other Direct Costs
- Travel
- Multi-School Routing Form
- Cost Share Form
- GW Personnel: PIs, Faculty/Staff, Hourly/Wage Employees
- GRA Stipend and/or Tuition
- Equipment (price quotes must be provided and indicate if equipment is dedicated to the project)
- Subrecipients (If yes, make sure to include)
  - FDP Member (Proposal-Specific Documents Only)
  - Non-FDP Member (GW Subrecipient Commitment Form with Attachments)

Compliance Information (as applicable)

- Human Subjects, Animals or Biohazardous Materials
- Award, RFP, Contract Review (if applicable, submit to GW Contracting Officer)
- Proposal Formatting (section headings, page limits, fonts, margins, etc.)

Internal Routing and Submission Method

- Final proposal should route 5 Business Days before submission deadline
- Method of Submission: Hard Copy Electronic (Email or Portal)

Requirements for Submission

- FCOI (must be completed before submission)
- Copy of FOA/Sponsor Guidelines (as applicable)
- Statement of Work/Abstract
- Budget
- Budget Justification
- Subrecipient Package (as applicable)
- Cost Share Form (if applicable)
- Multi-School Routing Form (if applicable)
- Sponsor Package (as applicable)