

OVPR General Pre-Award Proposal Checklist

Introductory e-mail to Principal Investigator (PI)

- | | |
|---|--|
| <input type="checkbox"/> Request Budget, SOW/Abstract, | <input type="checkbox"/> Project Title |
| <input type="checkbox"/> Sponsor Guidelines | <input type="checkbox"/> Type of Activity |
| <input type="checkbox"/> Lead Unit | <input type="checkbox"/> Establish timelines for receipt of proposal documents |
| <input type="checkbox"/> Start and End Date of project | |
| <input type="checkbox"/> Conflict of Interest (if government sponsor) completed before submission | |

Budget Information

- | | |
|---|---|
| <input type="checkbox"/> F&A Rate to be used | <input type="checkbox"/> Travel |
| <input type="checkbox"/> F&A Distribution for routing form | <input type="checkbox"/> Fringe |
| <input type="checkbox"/> Supplies | <input type="checkbox"/> Cost Share <i>(if necessary)</i> |
| <input type="checkbox"/> Other Direct Costs | |
| <input type="checkbox"/> GWU Personnel: PI's, Faculty, Classified, Wage employees <i>(If receiving federal funding, classified administrative staff FTE should be sufficiently justified)</i> | |
| <input type="checkbox"/> GRA's Stipend and Tuition | |
| <input type="checkbox"/> Equipment <i>(if computers are included PI's need to provide prices quotations and indicate if they are dedicated to the project)</i> | |
| <input type="checkbox"/> Subcontractors <i>(If yes, make sure to include)</i> | |
| <input type="checkbox"/> Signed letter of commitment | <input type="checkbox"/> Budget & Budget Justification |
| <input type="checkbox"/> Statement of work | <input type="checkbox"/> Subrecipient Commitment Form |

Allowable and unallowable costs according to sponsor Guidelines

- Human or Animal Subjects
- Contract Review *(if necessary, submit questions to Assistant Director)*
- Proposal Formatting (page limits, fonts, margins, etc.)

Deadline (Sponsor and Internal 5-day)

- Method of Submission: Hard Copy OR Electronic
- Email(s) to PI & Department Administrator

Routing

- Statement of Work from PI
- Budget
- Budget Justification from PI (if we have it)
- Subcontractors Information (if we have it)
- Budget