

## **Proposal Submission Checklist**

### **Determining if you are ready to submit your proposal**

Before you submit your proposal to the sponsor, be sure that you confirm the following:

- ✓ The OSP has reviewed and approved the proposal budget.
  - ✓ The department head, dean, and OSP have reviewed and endorsed the proposal plans and narrative.
  - ✓ The participating and authorized personnel have signed the PCF (PI, co-PI and correlating department chairs, deans, director of OSP, and VCR).
  - ✓ The necessary information, certifications, and forms to comply with the sponsor's requirements are included in the proposal.
  - ✓ The proposal has been compiled in the proper order.
  - ✓ If a paper submission, the correct number of copies requested by the sponsor are included.
  - ✓ If an electronic submission, the format and submission method are as required.
  - ✓ The sponsor's checklist and requirements have been reviewed, and the proposal includes all the required parts and addresses all the factors important to obtaining excellent reviews.
  - ✓ OSP has a complete copy or e-copy to file.
  - ✓ Any required cover letters have been prepared.
  - ✓ Any required support letters have been obtained and are included.
  - ✓ The envelope has been addressed properly or the electronic submission method has been verified and communicated to OSP.
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- ❖ Be sure that when you send your proposal, it will reach its destination by the specified deadline.
  - ❖ If the proposal requires an e-submission (online portal), make sure to follow the same procedures, but communicate the submission method to OSP well ahead of the deadline.