

## Proposal Preparation - PROPOSAL CHECKLIST

### Principal Investigator Proposal Checklist

**Use this list to ensure you haven't overlooked any steps.**

\_\_\_\_\_ Compatibility with application guidelines

\_\_\_\_\_ Appropriate forms used

\_\_\_\_\_ Page limitations

\_\_\_\_\_ Type size and line spacing limitations

\_\_\_\_\_ All elements of proposal included

\_\_\_\_\_ Budget checked and approved by GSPAR

\_\_\_\_\_ All necessary expenses items included

\_\_\_\_\_ Source (Federal, Federal pass through, Non-Federal)

\_\_\_\_\_ Correct rates used

\_\_\_\_\_ F & A (Facilities & Administration)/Indirect Costs

\_\_\_Fringe

\_\_\_\_\_ Compatibility with JCSU mission and policies and procedures

\_\_\_\_\_ Foundation/corporation contacted through appropriate channels (Office of Corporate and Foundation Relations guidelines followed)

\_\_\_\_\_ Limitation on number of proposals from institution

\_\_\_\_\_ Institutional Review Board (IRB) human or animal subjects training and approval secured (if appropriate)

\_\_\_\_\_ Compatibility with JCSU Proposal Clearance Form (PCF)

\_\_\_\_\_ Hazardous materials

\_\_\_\_\_ Project related income

\_\_\_\_\_ Project related conflict of interest

\_\_\_\_\_ Space needs

\_\_\_\_\_ Cost sharing/matching

\_\_\_\_\_ Signatures and mailing

\_\_\_\_\_ Appropriate signatures/approval received

\_\_\_\_\_ All attachments included, e.g., subcontractor commitment letter

\_\_\_\_\_ All certifications included

\_\_\_\_\_ Correct number of copies

\_\_\_\_\_ Mailing address, method of transmittal