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|  | **Proposal Submission and preparation Checklist for federal and private agencies**  updated 17 May 2016 |

**Overview**

This checklist is intended to provide principal investigators/project directors with a general checklist of typical proposal components. This checklist is not meant to be all inclusive nor does it substitute a thorough reading/review of the proposal against the sponsor guidelines and/or proposal development instructions. Applicants are also encouraged to have their submissions reviewed by a peer to ensure clarity in the discipline-specific sections of the proposal.

For additional assistance, please contact a [Pre-Award Specialist](http://uwm.edu/officeofresearch/contact/#pre-award) for guidance on proposal development and submission.

**Pre-submission Compliance Requirements**

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| **Complete** | **N/A** | **Component** |
|  |  | All individuals designated as Senior/Key Persons have completed an [Outside Activities Report](https://oar.uwm.edu/cgi-bin/login.pl) within the last 12 months. |
|  |  | If this is an application to a non-federal agency that uses the [Public Health Service Financial Conflict of Interest](http://sites.nationalacademies.org/PGA/fdp/PGA_070596) regulations, all individuals designated as Senior/Key Persons have completed a [Significant Financial Interest Disclosure](https://www4.uwm.edu/grad_school/fcoi/) within the last 12 months. |

**Proposal Format**

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| **Complete** | **N/A** | **RFP Page #** | **Component** |
|  |  |  | Download the Request for Proposals and the sponsor’s required forms/application package. |
|  |  |  | Review the proposal development instructions to determine special electronic submission requirements (file names, types, size, etc.). |
|  |  |  | Review the proposal development instructions to determine pagination requirements. |
|  |  |  | Review the proposal development instructions to identify the proper font type and size. In some instances, sponsors may also require no more than a certain number of characters/text within a vertical inch. If no font is specified, applicants are encouraged to carefully consider readability and utilize a sans-serif font (such as Arial, Helvetica, or Verdana). |
|  |  |  | Review the proposal development instructions to determine page margin sizes. If no page margins are specified, applicants are encouraged to carefully consider readability and utilize at least 0.5” margins. |
|  |  |  | Smaller type size may typically be used in figures, graphs, diagrams, charges, tables, figure legends, and footnotes, but it should be in a black font color, and follow the font typeface requirement (if applicable). Color may typically be used in figures, but all text must be in a black font color, clear, and legible. It is important to note that in some instances, applicants may not be guaranteed that their proposal will be reproduced in color for the reviewers. |
|  |  |  | Carefully review the proposal development instructions to determine if there are page limits for each section of the proposal. |
|  |  |  | For resubmissions: The proposal should have been significantly changed to reflect the reviewers’ comments and/or sponsor’s feedback. |

**Cover Page**

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| **Complete** | **N/A** | **RFP Page #** | **Component** |
|  |  |  | Standard institutional information is available on the Office of Sponsored Program’s Frequently Requested Information page (EIN, DUNS, Congressional District, etc.). |
|  |  |  | If applicable, applicants must route their final cover page through WISPER in order to obtain an Authorized Institutional Official’s signature on the document. |

**PROJECT SUMMARY**

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| **Complete** | **N/A** | **RFP Page #** | **Component** |
|  |  |  | The project summary should be written in the third person and include a self-contained description of the project. |
|  |  |  | Review the proposal development instructions to determine the required length of the project summary. |
|  |  |  | Sponsors may have specific requirements for a project summary; carefully review the proposal development instructions to determine if additional information must be included in the project summary. |

**PROJECT DESCRIPTION/NARRATIVE**

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| **Complete** | **N/A** | **RFP Page #** | **Component** |
|  |  |  | Review the proposal development instructions to determine the required length of the project description/narrative. |
|  |  |  | Review the proposal development instructions to determine the required sections of the project description/narrative. Applicants are encouraged to carefully align their proposal content/layout with the sponsor’s stated guidelines in order to facilitate review. |
|  |  |  | Typical content includes: a problem statement or statement of need; goals, objectives, and anticipated outcomes; methodology; timeline; evaluation; personnel and qualifications; and dissemination. |

**biographical sketch/vitas/resumes**

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| **Complete** | **N/A** | **RFP Page #** | **Component** |
|  |  |  | At a minimum, a biographical sketch or vita is typically required for the principal investigator/project director. |
|  |  |  | Carefully review the proposal development instructions to determine if additional biographical sketches/vitas/resumes are required for other personnel: co-principal investigators, co-investigators, post-docs, consultants, external evaluators, etc. |
|  |  |  | Review the proposal development instructions to determine the required length of the biographical sketches/vitas/resumes. Typically, each biographical sketch/vita/resume is limited to one to four pages based on the sponsor requirements. |

**Budget & budget justification**

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| **Complete** | **N/A** | **RFP Page #** | **Component** |
|  |  |  | Carefully review the proposal development instructions to determine allowable costs. Sponsors may restrict some or all categories of support. |
|  |  |  | **Determine if cost sharing is required. If so, contact your department chair, unit director, and/or dean/division head to discuss sources of match in support of the application. All sources of cost share must be documented at the time of proposal submission.** |
|  |  |  | Carefully review the proposal development instructions to determine the required length of the budget and/or budget justification. |
|  |  |  | If applicable/necessary, cost estimates for equipment or other significant components of a proposal may be included as an appendix. |

**Appendices**

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| **Complete** | **N/A** | **RFP Page #** | **Component** |
|  |  |  | Review the proposal development instructions to determine if appendices to the proposal are permitted, and if so, whether page limitations apply. |
|  |  |  | Appendices may include: Consortium Agreements; Memorandums of Understanding that demonstrate the existence of a relationship between two or more entities; Letters of Support; Letters of Commitment; Additional Data that Demonstrate Project Need; Sample Evaluation Materials; Institutional Financial/Audit Data; and/or other materials requested by the sponsor. |
|  |  |  | Letters of Support versus Letters of Commitment: Carefully review the guidelines to determine whether letters of support and/or letters of commitment are permitted as an appendix. Letters of support are statements of support for a particular project—the writer does not commit to participation or the provision of resources in support of the project. Letters of commitment are statements that outline institutional commitments, such as personnel, equipment, data, access to facilities/services, etc., on behalf of the organization. |

**FINAL PREPARATION and considerations**

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| **Complete** | **N/A** | **Component** |
|  |  | Carefully review the Cover Page to ensure it aligns with the remaining sections of the proposal (personnel, budget request, institutional match, project title, etc.). |
|  |  | Carefully review the final budget justification. All costs identified in the budget form should be thoroughly detailed in the budget justification and show the cost calculations for the reviewers. |
|  |  | Carefully review the final budget, budget justification, and project description/narrative. All proposed costs must align with the project description/narrative. |
|  |  | For projects that involve research with animals, human subjects, bio-hazardous materials, export, and/or other compliance issues, it is the principal investigator’s/project director’s responsibility to adhere to institutional compliance policies at both the pre-award and post-award phase. |

**Notes**

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