

## Proposal Submission Summary Sheet (Subcontract to UF)

PI Name		Due Date	
Internal Proposal Info form completed by PI			
Sponsor		Solicitation/RFP#	
Title			
Proposal #		Project #	
F&A Rate		F&A Base	
Begin Date		End Date	

KEY PERSONNEL	Conflict of Interest Received	Biosketch Received

Required Documentation	Y/N NA		Y/N NA
Scope of Work		Budget	
Budget Justification		Conflict of Interest	
Consortium Letter		Biosketches	
Electronic budget file		Budget Checklist	
Grant Preparation Form/Division Lead Approved		NOTES:	

Budget Approved by PI	
Application Approved by PI	
Proposal Information in work share drive	
Proposal Information entered in Wizehive	

Submitted in UFirst		Approved by PI/Leadership (PDF file copy to PI)	
Approved by Chair		Submitted to Agency	
Approved by DSP		Uploaded in Smartsheet	

Notes:

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