

Proposal Submission Checklist

PI Name		Due Date	
Co-PI Name: (be sure to put in Psoft):			
Internal Grant Preparation Form completed by PI and approved by Leadership			
Sponsor		Solicitation/RFP#	Budget Meeting Date
Title			
Proposal #		Project #	
F&A Rate		F&A Base	
Begin Date		End Date	
WCR budgeted		Data Storage/Infrastructure/AUX	

KEY PERSONNEL	Conflict of Interest Received	Biosketch Received

SUBCONTRACTS		NOTES
Scope of Work		
Budget		
Justification		
Conflict of Interest		
Electronic budget file		
Consortium Letter		
Biosketches		

CONSULTANTS			
Letter of Support			
Biosketch			

OPTIONAL FORMS COMPLETED/APPROVALS	NOTES
Clinical Trial Budget Checklist	
Intellectual Property	
Cost Share Approval (Email)	

Budget Approved by PI and Leadership		
Application Approved by PI and Leadership		
Proposal Information in work share folder and smartsheet		
Proposal Information entered into Wizehive		
Submitted in UFirst and Final Package sent to PI		
Approved by Leadership		Approved by Divison Lead
Approved by DSP		Submitted to Agency