Office of Sponsored Programs

Pre-Award Proposal Checklist

Introduction

In order to provide the greatest chance of success for AU proposals, the Office of Sponsored Programs team wants to *add value* to all proposals being submitted to outside sponsors. As part of that mission to add value, the following checklist is provided to assist departmental grant administration units and others in the sponsored project development process. This checklist provides the common pre-award elements for a complete proposal submission to OSP in a timely fashion, which allows OSP to review and approve *complete* proposals prior to submission.

Proposal Package Elements to OSP

1. Completed OSP Routing & PI Assurance Form
2. Completed PI conflict of Interest Form
3. Well Developed Proposal Draft
4. Final Budget
5. Final Budget justification
6. Final Subrecipient/Subaward Documentation (SOW, Budget, Budget Justification, Institutional letter(s) of Support)
7. Completed Sponsor Forms Requiring OSP Signatures

Comments

With regards to the budget and budget justification elements above (whether AU is the prime or sub), it is important that those areas be *as specific as possible*. This is not just because the sponsor requires it, but also because it is very helpful for PIs and OSP to ensure the technical and administrative success of their projects.

Some proposals are more complicated than others. For instance, some will involve cost sharing, space renovation, and research compliance issues (human subjects, animals, biosafety, export controls, etc.). In those cases, it is even more critical that the full proposal package be transmitted to OSP five business days before the sponsor deadline.