

# Proposal Checklist for PI's

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- Who is the lead or Principal Investigator (PI)?
- Who are the Co-PI's?
- Please send the RFA and sponsor to your Contracts and Grants Specialist
- What is the program you are applying to?
- What is the due date for the program you are applying to?
- What is the F&A for this grant? If there is a withholding or reduction please state the reason.
- What are start and end dates for the research proposed?
- Please provide the long title.
- Please provide a budget using current rates (current rates can either be provided by your Business Administrator or by going to our negotiated agreements <http://www.udel.edu/research/pdf/UD-FY16-18-Ext-Agree-Signed.pdf> (F&A) and <http://www.udel.edu/research/pdf/FY16-Fringe.pdf> (Fringe Benefits)).

- Please provide a budget justification (a template can be found at <http://www.udel.edu/research/preparing/proposalguide.html> under “budget justification template”)
- Please provide a project summary
- Please provide a facilities and an equipment document
- Please provide an updated Conflict of Interest form
- Please provide an updated Current and Pending document

### **Sub awards:**

You will need the following from each sub-award institution on your proposal:

- Statement of work
- Sub-recipient commitment form:  
[http://www.udel.edu/research/pdf/Subrecipient Commitment Form.pdf](http://www.udel.edu/research/pdf/Subrecipient%20Commitment%20Form.pdf)
- Three B contact sheet and page 2:  
[http://www.udel.edu/research/preparing/documents/attachment 3B subrecipient.pdf](http://www.udel.edu/research/preparing/documents/attachment%203B%20subrecipient.pdf)  
and [http://www.udel.edu/research/preparing/documents/attachment 3B subaward.pdf](http://www.udel.edu/research/preparing/documents/attachment%203B%20subaward.pdf)
- Sub-recipient budget
- Sub-recipient budget justification
- Provider Category Determination document (UD PI must fill out): found here under “proposal check list”: <http://www.udel.edu/research/preparing/proposalguide.html>
- Name and contact information for each of the sub-recipients

