

OVPR Pre-Award General Proposal Checklist

Intake Information from Principal Investigator (PI)

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| <input type="checkbox"/> FOA or Sponsor Guidelines | <input type="checkbox"/> Project Title |
| <input type="checkbox"/> Budget, SOW/Abstract | <input type="checkbox"/> Type of Activity (R&D, Other) |
| <input type="checkbox"/> Collaborators (subrecipients/contractors) | <input type="checkbox"/> Establish timelines for receipt of proposal documents |
| <input type="checkbox"/> Start and End Date of project | <input type="checkbox"/> Submission Deadline |
| <input type="checkbox"/> FCOI (<i>must be completed before submission</i>) | |

Budget Information (as applicable)

- | | |
|---|--|
| <input type="checkbox"/> F&A Rate | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Supplies/Materials | <input type="checkbox"/> Multi-School Routing Form |
| <input type="checkbox"/> Other Direct Costs | <input type="checkbox"/> Cost Share Form |
| <input type="checkbox"/> GW Personnel: PIs, Faculty/Staff, Hourly/Wage Employees | |
| <input type="checkbox"/> GRA Stipend and/or Tuition | |
| <input type="checkbox"/> Equipment (<i>price quotes must be provided and indicate if equipment is dedicated to the project</i>) | |
| <input type="checkbox"/> Subrecipients (<i>If yes, make sure to include</i>) | |
| <input type="checkbox"/> FDP Member (Proposal-Specific Documents Only) | |
| <input type="checkbox"/> Non-FDP Member (GW Subrecipient Commitment Form with Attachments) | |

Compliance Information (as applicable)

- Human Subjects, Animals or Biohazardous Materials
- Award, RFP, Contract Review (*if applicable, submit to GW Contracting Officer*)
- Proposal Formatting (section headings, page limits, fonts, margins, etc.)

Internal Routing and Submission Method

- Final proposal should route 5 Business Days before submission deadline
- Method of Submission: Hard Copy Electronic (Email or Portal)

Requirements for Submission

- FCOI (*must be completed before submission*)
- Copy of FOA/Sponsor Guidelines (*as applicable*)
- Statement of Work/Abstract
- Budget
- Budget Justification
- Subrecipient Package (*as applicable*)
- Cost Share Form (*if applicable*)
- Multi-School Routing Form (*if applicable*)
- Sponsor Package (*as applicable*)