# OVPR Pre Award SPA’s Checklist

## Introductory e-mail to Principal Investigator (PI)
- Request Budget, SOW/Abstract, ___ Project Title
- Sponsor Guidelines ___ Type of Activity
- Lead Unit ___ Establish timelines for receipt of proposal documents
- Start and End Date of project ___ Conflict of Interest (if government sponsor) completed before submission

## Budget Information
- F&A Rate to be used ___ Travel
- F&A Distribution for routing form ___ Fringe
- Supplies ___ Cost Share (if necessary)
- Other Direct Costs
- GWU Personnel: PI’s, Faculty, Classified, Wage employees *(If receiving federal funding, classified administrative staff FTE should be sufficiently justified)*
- GRA’s Stipend and Tuition
- Equipment *(if computers are included PI’s need to provide justification and indicate if they are dedicated to the project)*
- **Subcontractors** *(If yes, make sure to include)*
- Signed letter of commitment ___ Budget & Budget Justification
- Statement of work ___ Subrecipient Commitment Form

## Allowable and unallowable costs according to sponsor Guidelines
- Human or Animal Subjects
- Contract Review *(if necessary, submit questions to Assistant Director)*
- Proposal Formatting *(page limits, fonts, margins, etc.)*

## Deadline *(Sponsor and Internal 5-day)*
- Method of Submission: ___ Hard Copy OR ___ Electronic
  ___ Email(s) to PI & Department Administrator

## Routing
- Statement of Work from PI ___ Budget
- Budget Justification from PI *(if we have it)*
- Subcontractors Information *(if we have it)*
  ___ Budget