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|  | **PROPOSAL SUBMISSION AND PREPARATION CHECKLIST FOR FEDERAL AND PRIVATE AGENCIES**  UPDATED 14 MAY 2019  *Questions? Contact Penny J. Miceli, PhD, CRA (pmiceli@wellesley.edu)* |

**OVERVIEW**

This checklist is intended to provide principal investigators/project directors with a general checklist of typical proposal components. This checklist is not meant to be all inclusive nor does it substitute a thorough reading/review of the proposal against the sponsor guidelines and/or proposal development instructions. Applicants are also encouraged to have their submissions reviewed by a peer to ensure clarity in the discipline-specific sections of the proposal.

**YOUR FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) GUIDELINES: [Link] (can be customized by OSR...please contact us)**

**YOUR TIMELINE: (can be customized by OSR...please contact us)**

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| **Sponsor Deadline (Date) XX/XX/XXXX** | **Internal Deadlines** |
| **Initiate a Proposal in Sponsor System (if applicable) & Ensure OSR has Access**  *Inform OSR if you will need added hands-on support (e.g. budget worksheet drafting, budget justification drafting, narrative review, formatting, or navigating the sponsor’s system, etc.). These* ***enhanced services*** *may require extra time to be built into the timeline, but generally can be accomplished over the course of the month leading up to the sponsor’s deadline, if we have enough notice.* | *30 days prior to deadline* |
| **If including Subrecipients, secure appropriate paperwork from collaborating institution**   * Subrecipient Commitment Form, signed by institutional official * Sub Budget and Budget Justification * Statement of Work * Biosketches for Subrecipient Key Personnel | *10 days prior to deadline* |
| [**Internal Routing Process**](https://webapps.wellesley.edu/sponsored_research/index.php) **completed by this date. Note, it can take several days to gather the required institutional approvals, so plan accordingly.**   * Requires Proposal Summary (basic project description, can be draft form) * Requires Final [Internal Budget Worksheet](https://www.wellesley.edu/sponsoredresearch/forms) * Requires [Financial Conflicts of Interest Screening/Disclosure](https://docs.google.com/forms/d/e/1FAIpQLSdM5qDqpFy7obek75J2WLzfeUFzc4dpQay-ih9qNiY_2Ej0jA/viewform) (required at least annually) | *7 days prior to deadline* |
| **Upload Documents to Sponsor System (if applicable) or provide via email for OSR Review**  Everything should be in final form *except* for Proposal Summary/Abstract, Proposal Narrative, and References Cited (which may be in draft form for this stage of review). | *4 days prior to deadline* |
| **Proposal Completion**  Provide or Upload (if applicable) *Final* Proposal Summary, *Final* Proposal Narrative, and *Final* References Cited for final OSR review and submission. | *2 days prior to deadline* |

**PROPOSAL PLANNING TASKS**

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| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | **Departmental Planning:**  As applicable, discuss course release, unpaid leave, additional staffing, or other unusual needs with Department Chair. | |
|  |  | | **Personnel Planning:**  For assistance with new personnel salary estimates contact Kelly Robinson in Human Resources (krobins5@wellesley.edu). In the Science Center, discuss additional staffing plans with Cathy Summa. | |
|  |  | | **Space, Facilities, & Equipment Planning:** Discuss new space needs (lab/studio/office), significant equipment/maintenance, or unusual requirements (e.g., biohazards) with your building coordinator. (Sciences: contact Cathy Summa) | |
|  |  | | **Accessing templates/samples/tools:** OSR website has boilerplate/template/sample materials available. OSR also maintains a Successful Proposal Library (not posted, contact OSR for sample proposals if available). <https://www.wellesley.edu/sponsoredresearch/proposals> | |
|  |  | | **Computing Resources Planning:** Assistance is available for identifying resources and obtaining pricing estimates for your proposal. <https://www.wellesley.edu/sponsoredresearch/proposals/high-performance-computing-needs> | |
|  |  | | **Data Management Planning:** Contact your research data librarian for support <http://libguides.wellesley.edu/open/DMP> | |
|  |  | | **Subrecipient Planning:** If you plan to include subrecipient institutions, follow guidance on OSR webpage. <https://www.wellesley.edu/sponsoredresearch/proposals/collaboration-with-other-institutions> | |

**PROPOSAL DEVELOPMENT**

**PROPOSAL FORMAT**

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| **Complete**  **X** | **N/A**  **X** | **RFP Page #** | **Component** |
|  |  |  | Download the Request for Proposals and the sponsor’s required forms/application package. |
|  |  |  | Review the proposal development instructions to determine special electronic submission requirements (file names, types, size, etc.). |
|  |  |  | Review the proposal development instructions to determine pagination requirements. |
|  |  |  | Review the proposal development instructions to identify the proper font type and size. In some instances, sponsors may also require no more than a certain number of characters/text within a vertical inch. If no font is specified, applicants are encouraged to carefully consider readability and utilize a sans-serif font (such as Arial, Helvetica, or Verdana). |
|  |  |  | Review the proposal development instructions to determine page margin sizes. If no page margins are specified, applicants are encouraged to carefully consider readability and utilize at least 0.5” margins. |
|  |  |  | Smaller type size may typically be used in figures, graphs, diagrams, charges, tables, figure legends, and footnotes, but it should be in a black font color, and follow the font typeface requirement (if applicable). Color may typically be used in figures, but all text must be in a black font color, clear, and legible. It is important to note that in some instances, applicants may not be guaranteed that their proposal will be reproduced in color for the reviewers. |
|  |  |  | Carefully review the proposal development instructions to determine if there are page limits for each section of the proposal. |
|  |  |  | For resubmissions: The proposal should have been significantly changed to reflect the reviewers’ comments and/or sponsor’s feedback. |

**COVER PAGE**

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| **Complete**  **X** | **N/A**  **X** | **RFP Page #** | **Component** |
|  |  |  | Standard institutional information is available on the [Office of Sponsored Research](https://www.wellesley.edu/sponsoredresearch/proposals/institutional-data) website (EIN, DUNS, Congressional District, etc.). |
|  |  |  | If applicable, applicants must route their final cover page to the Office of Sponsored Research and Programs for an authorized institutional official’s signature. |

**PROJECT SUMMARY**

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| **Complete**  **X** | **N/A**  **X** | **RFP Page #** | **Component** |
|  |  |  | The project summary should include a self-contained description of the project. |
|  |  |  | Review the proposal development instructions to determine the required length of the project summary. |
|  |  |  | Sponsors may have specific requirements for a project summary; carefully review the proposal development instructions to determine if additional information must be included in the project summary. |

**PROJECT DESCRIPTION/NARRATIVE**

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| **Complete**  **X** | **N/A**  **X** | **RFP Page #** | **Component** |
|  |  |  | Review the proposal development instructions to determine the required length of the project description/narrative. |
|  |  |  | Review the proposal development instructions to determine the required sections of the project description/narrative. Applicants are encouraged to carefully align their proposal content/layout with the sponsor’s stated guidelines in order to facilitate review. |
|  |  |  | Typical content includes: a problem statement or statement of need; goals, objectives, and anticipated outcomes; methodology; timeline; evaluation; personnel and qualifications; and dissemination. |

**BIOGRAPHICAL SKETCH/VITAS/RESUMES**

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| **Complete**  **X** | **N/A**  **X** | **RFP Page #** | **Component** |
|  |  |  | At a minimum, a biographical sketch or vita is typically required for the principal investigator/project director. |
|  |  |  | Carefully review the proposal development instructions to determine if additional biographical sketches/vitas/resumes are required for other personnel: co-principal investigators, co-investigators, post-docs, consultants, external evaluators, etc. |
|  |  |  | Review the proposal development instructions to determine the required length of the biographical sketches/vitas/resumes. Typically, each biographical sketch/vita/resume is limited to one to four pages based on the sponsor requirements. |

**BUDGET & BUDGET JUSTIFICATION**

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| **Complete**  **X** | **N/A**  **X** | **RFP Page #** | **Component** |
|  |  |  | Carefully review the proposal development instructions to determine allowable costs. Sponsors may restrict some or all categories of support. |
|  |  |  | **Determine if cost sharing is required. If so, contact OSR to discuss sources of match in support of the application. All sources of cost share must be documented at the time of proposal submission.** |
|  |  |  | Carefully review the proposal development instructions to determine the required format/length of the budget and/or budget justification. |
|  |  |  | If applicable/necessary, cost estimates for equipment or other significant components of a proposal may be included as an appendix. |

**APPENDICES**

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| **Complete**  **X** | **N/A**  **X** | **RFP Page #** | **Component** |
|  |  |  | Review the proposal development instructions to determine if appendices to the proposal are permitted, and if so, whether page limitations apply. |
|  |  |  | Appendices may include: Consortium Agreements; Memorandums of Understanding that demonstrate the existence of a relationship between two or more entities; Letters of Support; Letters of Commitment; Additional Data that Demonstrate Project Need; Sample Evaluation Materials; Institutional Financial/Audit Data; and/or other materials requested by the sponsor. |
|  |  |  | Letters of Support versus Letters of Commitment: Carefully review the guidelines to determine whether letters of support and/or letters of commitment are permitted as an appendix. Letters of support are statements of support for a particular project—the writer does not commit to participation or the provision of resources in support of the project. Letters of commitment are statements that outline institutional commitments, such as personnel, equipment, data, access to facilities/services, etc., on behalf of the organization. |

**FINAL PREPARATION AND CONSIDERATIONS**

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| **Complete**  **X** | **N/A**  **X** | **Component** |
|  |  | Carefully review the Cover Page to ensure it aligns with the remaining sections of the proposal (personnel, budget request, institutional match, project title, etc.). |
|  |  | Carefully review the final budget justification. All costs identified in the budget form should be thoroughly detailed in the budget justification and show the cost calculations for the reviewers. |
|  |  | Carefully review the final budget, budget justification, and project description/narrative. All proposed costs must align with the project description/narrative. |
|  |  | For projects that involve research with animals, human subjects, bio-hazardous materials, export controls, and/or other compliance issues, it is the principal investigator’s/project director’s responsibility to adhere to institutional compliance policies at both the pre-award and post-award phase. |

**NOTES:**