PROPOSAL CHECKLIST
SCHOOL OF HUMAN ENVIRONMENTAL SCIENCES

Pre proposal submission
- Obtain approval from Department Chair
- Extension: Obtain Assistant Director approval
- Budget review/preparation by HES Budget Manager
- Review effort and enrichment fund (formerly indirect cost return, incentive funds) distribution (if applicable) with Chair

Proposal is Complete:
- Sponsor required forms are complete
- Proprietary Notice (if applicable)
- Table of Contents
- Narrative
- Budget
- Budget Justification
- Bibliography
- Biographical Sketches/Vitae
- Appendices, reprints, etc.
- Pages are numbered, following sponsor guidelines, etc.

Institutional Forms: MUST BE COMPLETED AND GONE THROUGH ALL APPROVAL LEVELS BEFORE PROPOSAL WILL BE SUBMITTED TO SPONSOR BY OSPA
- IAF processed through electronic process. All approvals/signatures obtained prior to proposal deadline.
- Budget, budget justification, scope of work/abstract attached to document
- Cost Sharing, if included in the proposal, is indicated on the IAF.
- If sponsor does not allow full indirect rate, the portion not covered by sponsor is listed under University Column on IAF
- Sponsor Indirect Cost Guidelines, if indirect costs are less than the UK full rate, are attached.
- Indirect Cost Incentive Funds section is completed.
- Disclosure of Financial Interest form(s) for key personnel is signed and attached or sent to College Grant Officer

Protocol Review: When applicable, regulatory approval has been sought and is indicated on the IAF:
- Human Subjects
- Animal Subjects
- Hazardous Materials
- Radiation Safety

Internal Deadline: The completed proposal ready for submission must be received by the OSPA Research Administrator three (3) business days in advance of the sponsor’s deadline.

Disclaimer: This checklist is designed as a general guide to assist you in proposal development; individual sponsors may have additional submission requirements

Approved by Leadership Committee August 2, 2011