

Checklist for Proposal Development and Submission

- Determine principal investigator and organization's eligibility based on the Request for Proposal (RFP).
- Contact your department's Unit Business Manager (UBM) Intermediate and Chair.
- Update your Conflict of Interest if necessary.
- Research involving human subjects, animals, biohazardous materials and/or other potential research risks may require prior approval of protocols well in advance. Please see the [UofL Compliance Offices page](#) for information and links to the various compliance offices.
- Proposals requiring Intellectual property agreements may require additional time to assemble. Contact the [Office of Technology Transfer \(OTT\)](#) or the [A&S Research Office](#) for assistance.
- Draft a budget prepared according to sponsor and university guidelines and submit it to your department UBM Intermediate/A&S Research Office for review. The A&S Research Office can also provide assistance. Please include your budget justification and scope of work.
- Complete the [Proposal Clearance Form \(PCF\)](#), and required documents including:
 - Detailed budget and budget justification. (Also budget on sponsor's forms if different format is required.)
 - Scope of Work
 - Documentation of cost sharing or matching commitments from the college, department, VP for Research and Innovation or other third parties.
 - Complete all proposal forms according to sponsor and university guidelines.
 - Quote for equipment greater than or equal to \$5,000 per unit.

Proposal Preparation – Follow ALL Proposal Guidelines Carefully

Your department UBM Intermediate or the A&S Research Office can assist with forms.

- Face/cover page information.
- All sponsor forms.
- Supporting documents included as required by the funding announcement.
- Pages numbered sequentially in proposal text and table of contents, if required.
- Table of contents, if required.
- Appendices labeled.
- Principal investigator transmittal/cover letter (optional).

Subaward information and authorization.

- Include completed Subrecipient Commitment Form with authorized signature for collaborator(s).
- Include scope of work.
- Include budget and budget justification in format prescribed by the sponsor.

Principal Investigators (PIs) are not allowed to sign any contracts involving University projects. Only Sponsored Programs Administration and the Office of Industry Contracts are authorized to provide institutional signatures on grants and contracts.

- IRB, IACUC, IBC, RSO or DEHS numbers and approval dates (if required and available) recorded on the PCF in Section 16 a through h.
- Departments may have additional requirements. Please check with your department prior to proposal submission.
- Complete proposal package (**including the fully signed and initialed PCF**) should be delivered to the A&S Research Office (320 Gardiner Hall) a **minimum of 7 business days before the sponsor deadline**. This will provide 2 business days for the A&S Research Office to review, sign and deliver to Sponsored Programs Administration or the Office of Industry Engagement (both requiring 5 business days to review and provide institutional signatures). **Institutional signatures are required for all proposals.**

College of Arts and Sciences Research Office Contact Information

College of Arts and Sciences Research Office, Gardiner Hall, Room 320

<http://louisville.edu/artsandsciences/research>

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