

PROPOSAL PREPARATION CHECKLIST

This proposal checklist will assist you in preparing and double checking your grant proposal. For further information, please refer to Sponsored Program Service's [Proposal Review Policy](#). All forms can be found on the [SPS website](#).

MATERIALS CAN BE HAND DELIVERED, EMAILED (preaward@uconn.edu), OR FAXED (486-3726)

TO BEGIN THE REVIEW PROCESS, THE FOLLOWING ITEMS ARE REQUIRED:

- INTERNAL PROPOSAL REVIEW FORM**
Provide **page 1** of form.
- BUDGET SPREADSHEET**
Provide estimate of expenses for each budget category. Refer to SP's [Budgeting & Costing Guide](#) for assistance. Include cost share/match only if specifically required by funding agency.
- BUDGET JUSTIFICATION**
Provide detailed explanation for all items listed in budget.
- PROPOSAL GUIDELINES FROM SPONSORING AGENCY**
Provide sponsor guidelines or website link to guidelines.

TO COMPLETE THE REVIEW PROCESS, THE FOLLOWING ITEMS ARE REQUIRED 5 BUSINESS DAYS PRIOR TO THE SPONSOR DEADLINE:

- INTERNAL PROPOSAL REVIEW FORM**
Provide page 2 of form with required signatures. If cost share is included, add cost share commitments.
- SIGNIFICANT FINANCIAL INTEREST REVIEW FORM**
Provide forms with required signatures for all key personnel.
- PROPOSAL COVER SHEET**
Provide SP Cover Sheet, if sponsor agency does not provide one.
Provide Cooperating Institution Consortium Statement, if subcontract proposal.
- PROPOSAL NARRATIVE**
Describe objectives, methodology and significance of proposed project. *Draft copies are required 5 business days prior to submission to sponsor agency.*
- ELECTRONIC APPLICATION (if applicable)**
Provide completed electronic application or access to completed electronic application 2 business days prior to submission to sponsor agency.
- ADDITIONAL ITEMS (if applicable)**
Provide additional items required by sponsor agency, i.e. agency forms and certifications, bibliography, curriculum vitae, current & pending support, consultant letters.
- SUBCONTRACTS (if applicable)**
Provide statement of work, budget, budget justification and Subrecipient Checklist/Consortium Statement for all subcontractors.