DCP Sponsor Guidelines Checklist

This checklist is designed to assist administrators and Principal Investigators in reviewing and preparing their proposals to ensure compliance with sponsor guidelines and readiness for submission in UFIRST.

Minimum Proposal Document Requirements

All proposals **must** include the following documents, regardless of sponsor requirements:

- ☐ Scope Of Work (SOW)
- ☐ Budget
- ☐ Budget Justification
- ☐ Documents or forms required by the sponsor

Documents required by the sponsor should be attached under 'Submission Documents,' while any additional documents should be attached under 'Internal Documents.'

Sponsor Guidelines:
(If applicable)
- ☐ Proposal Due Date
- ☐ Submission Requirements (Example: Where to submit and whether the submission should be made by an individual or an organization.)
- ☐ Project Period Restrictions
- ☐ Personnel Restrictions
- ☐ Budget Cap
- ☐ Budget Restrictions
- ☐ Facilities & Administrative (F&A), Indirect Costs (IDC) or Overhead restrictions (if any, should be published)
- ☐ Cost Sharing Requirements or restrictions
- ☐ Subaward/Collaborator restrictions
    - ☐ Subaward/Collaborator Document Requirements
    - ☐ For UF, Subaward minimum requirements are:
        - • Scope of Work (SOW)
        - • Budget
        - • Budget Justification
        - • Consortium Agreement
        - • Sponsored Required Forms and Documents for subawards/collaborators
- ☐ Lis of Required Documents
    - ☐ Documents Restrictions (Example: Page limit, word count etc.)