

DCP Proposal & Sponsor Guidelines Checklist

This checklist is designed to assist administrators and Principal Investigators (PIs) 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
- ☐ Sponsor-required forms and documents
- ☐ Copy of the completed proposal application, if the PI is submitting through a sponsor portal
- ☐ Sponsor's guidelines and/or communication outlining program requirements.
- ☐ Proposal Submission Instructions
- ☐ If a subaward is included, the following minimum documentation must be provided for each subaward:
 - ☐ Scope of Work (SOW)
 - ☐ Budget
 - ☐ Budget Justification
 - ☐ Letter of Intent (LOI), Statement of Intent, or Consortium Agreement signed by the subrecipient's Authorized Official
 - ☐ Sponsored-required subaward forms and documents
 - ☐ Applicable F&A/IDC rate agreement or supporting rate documentation

Sponsor-required documents should be attached under "Submission Documents" in UFIRST. Any additional internal documentation should be attached under "Internal Documents."

Sponsor Guidelines:

Review the sponsor guidelines to confirm that all relevant requirements, expectations, and restrictions have been addressed, including, but not limited to, the following:

- ☐ Proposal Due Date
- ☐ Submission Requirements (e.g., submission method, submission location, and whether the proposal must be submitted by an individual or an organization)
- ☐ Project Period limitations or restrictions
- ☐ Personnel eligibility or restrictions
- ☐ Budget Cap
- ☐ Budget limitations or restrictions
- ☐ Facilities & Administrative (F&A), Indirect Costs (IDC) or Overhead limitations (if any, must be published by the sponsor)
- ☐ Cost Sharing requirements or restrictions
- ☐ List of required proposal documents
- ☐ Documents restrictions (e.g., page limits, formatting requirements, or word count)
- ☐ Subaward or Collaborator restrictions
- ☐ Subaward or collaborator document requirements