**Proposal Support Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Investigator (PI):** |  | **Agency Submission Deadline:** |  |
| **Funding Opportunity:** |  | **OSP Submission Deadline:** |  |

The Office of Sponsored Programs (OSP) strives to support you on this proposal to your full satisfaction; please help us by reviewing the following timeline and checklist carefully.

**Ideal Submission Timeline:**

|  |  |
| --- | --- |
| 1 month before Agency Deadline | OSP Budget & Justification Deadline |
| 2 weeks before Agency Deadline | OSP Draft Materials Deadline |
| 1 week before Agency Deadline | OSP Final Submission Deadline |

We are flexible and we will work with you to customize this timeline. If this is a continuation or renewal, it will take less time to review, and the timeline can be adjusted. This timeline is to allow us to serve you better and improve chances of a successful submission. We will do our best to submit without this timeline, but we cannot guarantee success.

**Proposal Checklist:**

Complete instructions for creating and submitting your proposal can be found: [RFP Link]

|  |
| --- |
| OSP Typically Prepares These Items: (Bolded are required for this proposal) |
|  | **Proposal Section** | **Preparer** | **OSP Deadline** | **Notes** |
|[ ]  Cover Sheet | OSP |  |  |
|[ ]  Table of Contents | OSP |  |  |
|[ ]  SF424/Application for Federal Domestic Assistance | OSP |  |  |
|[ ]  Project/Performance Site Locations | OSP |  |  |
|[ ]  R&R Other Project Information | OSP |  |  |
|[ ]  Research & Related Budget | OSP |  |  |
|[ ]  Senior/Key Person Profile | OSP |  |  |
|[ ]  Budget Review and Approvals | OSP |  |  |
|[ ]  Institutional Review, Signature, and Submission | OSP |  |  |
| PI Typically Prepares These Items: (Bolded are required for this proposal) |
|  | **Proposal Section** | **Preparer** | **OSP Deadline** | **Notes** |
|[ ]  Project Summary/Abstract | PI |  |  |
|[ ]  Project Narrative | PI |  |  |
|[ ]  Bibliography/References Cited | PI |  |  |
|[ ]  Biosketches/Resumes/CVs | PI |  |  |
|[ ]  Budget | PI |  |  |
|[ ]  Budget Justification | PI |  |  |
|[ ]  Current and Pending Support  | PI |  |  |
|[ ]  Facilities, Equipment and Other Resources | PI |  |  |
|[ ]  Data Management Plan | PI |  |  |
|[ ]  Letters of Commitment/Support | PI |  |  |
|[ ]  Collaborators and Other Affiliations | PI |  |  |
|[ ]  Appendices | PI |  |  |
|[ ]  Subaward Budget/Justification/Scope of Work\* | PI/Sub |  |  |
|[ ]  Human or Animal Subjects/Research Compliance | PI |  |  |
|[ ]  Conflicts of Interest | PI |  |  |
|[ ]  Routing & Certification Form with Department Head Signature | PI |  |  |
|[ ]  Other:  | PI |  |  |

Note other agency-specific sections here, such as:

* Formatting

\*Subawards: Please give OSP the contact information for the relevant research administrator at the subaward institution in order to coordinate subaward documentation.

\*\*Please submit all required materials to OSP in Word or Excel format (not PDFs).