## San José State University Research Foundation Office of Sponsored Programs

## **Proposal Preparation Checklist**

Department:

| Sponsor:                            | Sponsor Deadline:              |                |                  | Target Submission Deadline: |                            |
|-------------------------------------|--------------------------------|----------------|------------------|-----------------------------|----------------------------|
| Collaborative? Yes No               | Project Peri                   | od:            |                  | Budget Period:              |                            |
| RFA #:                              | Att                            | ached? Ye      | s No             | Submission Type:            |                            |
| PI Notified: Chair Dea              | n Pre-Aw                       | ard Manage     | r Approval:      |                             | Date:                      |
| Proposal Contents                   | Indicate Limit (if applicable) | Docu<br>Respor | ment<br>sibility | Status?                     | Target Date of Completion* |
|                                     |                                | Manager        | PI               |                             |                            |
| Final Budget: (Direct/Indirect Cap) |                                |                |                  |                             |                            |
| Direct Costs Cap                    |                                |                |                  |                             |                            |
| Indirect Costs Cap                  |                                |                |                  |                             |                            |
| F&A Rate Allowed                    |                                |                |                  |                             |                            |
| Font and Size:                      |                                |                |                  |                             |                            |
| Margin:                             |                                |                |                  |                             |                            |
| Required Attachment Files:          |                                |                |                  |                             |                            |
|                                     |                                |                |                  |                             |                            |
|                                     |                                |                |                  |                             |                            |
|                                     |                                |                |                  |                             |                            |
|                                     |                                |                |                  |                             |                            |
|                                     |                                |                |                  |                             |                            |

**Compliance Information** 

Yes No N/A Pending/Notes:

College:

IRB Paperwork Required IACUC Paperwork

PI:

PI Provided List of Personnel Deemed Investigators of the Project (enter names under the Additional Information section)\*\*

FCOI/COI Disclosure Forms for All Deemed Investigators

| Cost Share Information |     |    |                                   |                     |  |
|------------------------|-----|----|-----------------------------------|---------------------|--|
| Cost Share Required?   | Yes | No | If yes, documentation is provided | Type of Cost Share: |  |
|                        |     |    | Additional Information            |                     |  |

<sup>\*\*</sup>PI is required to provide the list of personnel who will be deemed investigators of the project.



<sup>\*</sup>If documents are not completed by this date, full review and approval of proposal cannot be guaranteed.