

## Proposal Support Plan

<b>Principal Investigator (PI):</b>		<b>Agency Submission Deadline:</b>	
<b>Funding Opportunity:</b>		<b>OSP Submission Deadline:</b>	

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)				
	<b><u>Proposal Section</u></b>	<b><u>Preparer</u></b>	<b><u>OSP Deadline</u></b>	<b><u>Notes</u></b>
<input type="checkbox"/>	Cover Sheet	OSP		
<input type="checkbox"/>	Table of Contents	OSP		
<input type="checkbox"/>	SF424/Application for Federal Domestic Assistance	OSP		
<input type="checkbox"/>	Project/Performance Site Locations	OSP		

<input type="checkbox"/>	R&R Other Project Information	OSP		
<input type="checkbox"/>	Research & Related Budget	OSP		
<input type="checkbox"/>	Senior/Key Person Profile	OSP		
<input type="checkbox"/>	Budget Review and Approvals	OSP		
<input type="checkbox"/>	Institutional Review, Signature, and Submission	OSP		
<b>PI Typically Prepares These Items: (Bolded are required for this proposal)</b>				
	<b><u>Proposal Section</u></b>	<b><u>Preparer</u></b>	<b><u>OSP Deadline</u></b>	<b><u>Notes</u></b>
<input type="checkbox"/>	Project Summary/Abstract	PI		
<input type="checkbox"/>	Project Narrative	PI		
<input type="checkbox"/>	Bibliography/References Cited	PI		
<input type="checkbox"/>	Biosketches/Resumes/CVs	PI		
<input type="checkbox"/>	Budget	PI		
<input type="checkbox"/>	Budget Justification	PI		
<input type="checkbox"/>	Current and Pending Support	PI		
<input type="checkbox"/>	Facilities, Equipment and Other Resources	PI		
<input type="checkbox"/>	Data Management Plan	PI		
<input type="checkbox"/>	Letters of Commitment/Support	PI		
<input type="checkbox"/>	Collaborators and Other Affiliations	PI		
<input type="checkbox"/>	Appendices	PI		
<input type="checkbox"/>	Subaward Budget/Justification/Scope of Work*	PI/Sub		
<input type="checkbox"/>	Human or Animal Subjects/Research Compliance	PI		
<input type="checkbox"/>	Conflicts of Interest	PI		
<input type="checkbox"/>	Routing & Certification Form with Department Head Signature	PI		
<input type="checkbox"/>	Other:	PI		

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Note other agency-specific sections here, such as:

- Formatting
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\*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).