PROPOSAL DEVELOPMENT CHECKLIST

The following is a general proposal development checklist. It is not geared toward any specific sponsor and is only to be used as a general resource for preparing to submit a proposal in Kuali Research (KR) to the Office of Research Administration (ORA).

This is not intended to replace specific sponsor directions or requirements for sections of the application. Those guidelines must also be reviewed and followed in conjunction with this checklist

BASICS TAB

Proposal Details Tab

- ❑ *Proposal Type* – Select the correct proposal type.
- ❑ *Activity Type* – Select activity type based on the type of work being performed (note: F&A rate should also be appropriate for the Activity Type)
- ❑ *Project Dates* - Enter project dates. Ensure dates are consistent throughout the proposal. If proposal is S2S and has a subaward(s), make sure the subaward dates match UM proposal exactly.
- ❑ *Project Title* – Enter project title; ensure it is consistent throughout the proposal.
- ❑ *Sponsor* – Select correct sponsor. Should the sponsor be listed as "Proposal Only"? For example, NIH - Proposal Only, NASA – Proposal Only, etc.
- ❑ *Prime Sponsor* – If there is a prime sponsor, enter it.

S2S Opportunity Search

If proposal is S2S, ensure the following:

- ❑ Correct Opportunity ID selected.
- ❑ Correct forms are selected.

Delivery Info

- ❑ *Submission By* – Enter who is submitting the proposal, i.e. ORA (OSP), Dept.
- ❑ *Submission Type* – Select how proposal should be submitted, i.e. electronic, paper.
- ❑ *Submission Description* – Enter specific description for submission instructions, i.e. Fastlane, NSPIRES, ASSIST, Grants.gov, etc. **If by email, enter contact name and email address.**

Sponsor & Program Information

- ❑ *Sponsor Deadline* – Enter date and time for firm deadline (*Sponsor Deadline Type:* Receipt). If there is no firm deadline date or time choose either of the following options: (a) use date 01/01/2099 or (b) enter a reasonable requested date for submission (*Sponsor Deadline Type:* Target); email/call your CA to discuss deadline for proposal.
- ❑ *Sponsor Deadline Type* – Enter whether its receipt date or target date.
- ❑ *Subawards* – If there is a subaward(s), this should be marked "true".
- ❑ NSF Science Code – Enter the correct code for the proposal.

- ❑ *Anticipated Award Type* – Select award type and ensure it corresponds to the inclusion of the correct questionnaire, i.e. Funded, Non-Funded.
- ❑ *Prev. Grants.Gov Tracking ID* - If re-submitting a Change/Corrected S2S make sure the previous tracking number is included, i.e. GRANT12345678. If not applicable, leave blank.
- ❑ *Agency Routing Number*- If submitting a renewal / continuation / revision / resubmission S2S that requires the Federal Identifier enter it here.

Organization and Location

- ❑ *Performance Site Locations* – If there are any off-campus locations being used for this proposal enter those locations here.
- ❑ *Other Organizations* – If there are any subrecipients enter location(s) here.

KEY PERSONNEL TAB

Personnel

- ❑ *Investigator Certification* – Ensure PI and Co-PIs answer certification questions correctly (e.g., if equipment will not be purchased for the project the answer is "N/A"; if sponsor/prime sponsor is not a PHS agency the answer is "No" for question asking if the proposal will be submitted to a PHS sponsor or sponsor that follows the PHS Financial Conflict of Interest (FCOI) guidelines.

Credit Allocation

- ❑ Credit split should add up to 100%. PI and Co-PI(s) should appear on this tab. If an individual is listed as a Co-PI in the SOW or budget, they should be listed as a Co-PI in KR too.

COMPLIANCE TAB

- ❑ Include all applicable compliance sections. If there is a compliance item on the questionnaire, it should be included here too. All PHS funding (not just NIH) should have the FCOI compliance item entered. **Note:** There are non-PHS agencies (e.g., American Lung Association, American Cancer Society, Susan G. Komen Foundation) that follow the PHS FCOI requirement; therefore, please check to confirm prior to routing proposal.
- ❑ If S2S and the application includes Animal (IACUC) and/or Human Subjects (IRB), review compliance information to verify the correct information is reported in KR to translate to grants.gov. i.e., if the IRB or IACUC is pending, approved or is under an exemption, as applicable.

ATTACHMENTS TAB

There are five tabs under the attachments section in KR. Those tabs are:

Proposal (for S2S proposals only)
Personnel (for S2S proposals only)
Abstracts (not required by UM, but some departments use it)
Internal (for all proposals including S2S proposals)
Notes (not required by UM, but some departments use it)

If the proposal is an S2S proposal, there may be documents uploaded under:
Proposal tab
Personnel tab
Internal tab

- ❑ Ensure proper naming conventions are used for attachments and that all attachments required by the solicitation package are included on the Proposal and Personnel tabs.

If the proposal is non-S2S proposals, **attachments should only be uploaded under**:
Internal tab

- ❑ Ensure required attachments are uploaded under Internal tab – this includes Solicitation, Statement of Work or Proposal (non-S2S), Budget, Budget Justification, Cost Share documentation (if applicable), Subaward documentation (if applicable), F&A policy/waiver request (if applicable), Significant Project Request (if applicable), at least two ORA Placeholders.
- ❑ If the attachments uploaded are final, mark the attachment "Complete".

QUESTIONNAIRE TAB

- ❑ Select correct Questionnaire section, i.e. Funded vs. Non-Funded – *see Anticipated Award Type*.
- ❑ Read and answer all questions as they apply to the proposal/project.
- ❑ If it is an MPowering the State, include the MPower unit code under the PI's unit.

BUDGET TAB

- ❑ Enter appropriate budget (Detailed, Summary, or Modular) and ensure it matches Excel spreadsheet uploaded under the Internal tab in Attachments sections.
- ❑ If applicable, enter cost share commitment for the proposal in the Budget tab under Institutional Commitments - Cost Share Subsection.

SUPPLEMENTAL INFORMATION TAB

- ❑ *IDC Rate Type* – Enter correct IDC Rate Type.
- ❑ *Sponsor Contact Name, Email, & Phone* – Enter sponsor contact information.
- ❑ *Budget Contact Email, Name, & Phone* – Enter budget contact information.
- ❑ *IDC Rate* – Enter correct IDC Rate.
- ❑ *IDC Reason* – Enter correct IDC Reason.
- ❑ *Admin Costs Included* – Indicate correct response by unit (i.e., organized research unit) or budget (e.g., admin costs included/admin cost not included, not federal).

If any section of this checklist is unclear or you are unsure of the accurate information to enter, please contact your Contract Administrator. Contact information may be found on ORA's website at www.ora.umd.edu/staff.