

Office of Grants and Contracts

Nova Southeastern University
954-262-5372

Step by Step: A Checklist for Proposal Preparation

Getting Started-

- Download and print the Sponsor's Request for Proposal (RFP) or Proposal Guidelines and the application forms
- Read them thoroughly!
- Check eligibility.
- If you are the PI/PD, discuss your plan and budget with your administration to seek approval
- Contact the *Office of Grants and Contracts (OGC)* for assistance regarding proposal preparation and submission.
- Contact Grant Writing Manager (grantlab@nova.edu or 954-262-7517) to discuss and get assistance regarding all aspects of proposal development and writing.
- Check the proposal submission method – paper or electronic? If electronic, then contact your Grants Officer to set you up before it's too late!
- Questions to ask:
 - Is this a NSF proposal? If so, are you set up to use Fastlane?
 - Is this an NIH proposal? Is the budget modular or regular (detailed)?
Is it new or a renewal?
 - Check the OGC website *Resources & Link* for current proposal preparation information (e.g. indirect cost, fringe benefit rates, etc.)

Preparing the proposal-

- Prepare all the required components of the proposal according to the guidelines.
- Prepare the budget and justification using the guidelines and budget forms or contact OGC for assistance
- Prepare the budget justification or contact OGC for assistance
- Prepare other required forms such as the biosketches, "Other" support, a description of available facilities for the project, etc.
- Follow the formatting requirements such as fonts, font size, margins, etc. specified in the guideline.

Jumping through the hoops: internal paperwork and clearances-

- Fill out and print a *NSU Proposal Approval Record Form (PAR)*: circulate the form with the abstract and budget for all required signatures:
 - PI/PD
 - Dean or Chair of the PI/PD
 - Chancellor for Health Professions Division (HPD) submissions
 - Business Managers, Financial Managers, and Comptrollers (if applicable)
 - OGC
- Fill out and print the *PI/PD Responsibilities of a Sponsored Projects*
- Fill out and print the *Financial Conflict of Interest Disclosure Form* (required for all HHS or Federal Grants)
- Fill out and print the *PI/PD Assurance and Certification Institutional Compliance Requirement for Submitting an Application to the PHS* (required for all PHS grants)
- Fill out and print the *Statement of Intent* (required if collaborating with another institution)
- Fill out and print the *Cost Sharing Approval Form* (if applicable)
- Fill out and print the *Waiver of Facilities and Administrative (F&A) Costs* (if applicable)

Other additional requirements-

- | Need | Done | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | If a cost sharing is required, letters of commitment and a cost sharing form from each contributor. |
| <input type="checkbox"/> | <input type="checkbox"/> | If subcontractors are part of the project, proposals from each subcontractor are required. |
| <input type="checkbox"/> | <input type="checkbox"/> | If the project requires the use of vertebrate animals, an approved protocol from the Institutional Animal Care and Use Committee (IACUC) (this can be pending) |
| <input type="checkbox"/> | <input type="checkbox"/> | If the project requires the use of human subjects, an approved protocol from the Institutional Review Board (IRB) (this can be pending) |
| <input type="checkbox"/> | <input type="checkbox"/> | If the PI/PD is from HPD, an approved review form from the HPD Research Committee (this can be pending) |

Seek assistance from OGC anytime-

Your Grants Officer can start reviewing sections of a proposal and give you feedback as you are working on them. *Call or email* the Grants Officer assigned for your college/center/department who will arrange to work along with you so the final preparations and submission mailing go smoothly.

Bringing it to the Office of Grants and Contracts-

Bring to the OGC at the University Park Plaza **5 business days before** the due date

- One copy of the proposal (or the cover page, abstract, budget and budget justification at a minimum).
- A completed and signed *PAR* form: **REQUIRED**
- A completed and signed *PI/PD Responsibilities of a Sponsored Projects*: **REQUIRED**
- Other forms that may need to be submitted depending on the type of proposal (**refer to ‘Jumping Through the Hoops’ section of this document**)

Sending it off-

- Mail paper copies
 - One original
 - _____ copies
 - _____ appendices
 - Any pages that do not get copied?
 - Send by courier?
 - Send by regular mail?
- Submit by Fastlane, Grants.gov, or any other electronic means.

For Office of Grants and Contracts Information:

Principal Investigator/Project Director Name: _____
College/Center: _____
Phone Number: _____
Email Address: _____
Sponsoring Agency: _____
Agency Due Date: _____
Proposal Title: _____