



# PROPOSAL CHECKLIST: A UND SMHS GUIDE

\*\*\*\*\*Please notify [SMHSgrants@und.edu](mailto:SMHSgrants@und.edu) when planning to submit proposal\*\*\*\*\*  
 SMHS grants management request at least 7 business days to review and route for approval.

## Getting Started

1. Read the funding opportunity (RFA, RFP, NOFO, etc.). Check for:
  - a. Sponsor: \_\_\_\_\_
  - b. Submission platform: \_\_\_\_\_
  - c. Budget maximum: \_\_\_\_\_
  - d. Indirect cost rate: \_\_\_\_\_
  - e. Eligibility requirements (such as \_\_\_\_\_)
  - f. Proposal submission due date: \_\_\_\_\_
  - g. Project years/periods limit: \_\_\_\_\_

## 2. Proposal Packet Requirements:

<u>Document</u>	<u>Required / Not Required</u>	<u>Page Limit</u>	<u>Completed</u>
1. Abstract / Project Summary	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
2. Appendix	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
3. Bibliography and References	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
4. Biographical Sketch, CV, and/or ScienCV	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
5. Budget	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
6. Budget Justification	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
7. Cover Letter	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
8. Equipment	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
9. Facilities and Other Resources	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
10. Human Subjects (IRB)	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
11. Vertebrate Animals (IACUC)	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
12. Letters of Support, Commitment letter, and/or Reference Letters	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
13. Scope of Work, Research Strategy, and/or Project Narrative	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
14. Consortium / Contractual Agreement	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
15. Data Management & Sharing Plan	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
16. Resource Sharing Plan	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
17. Current and Pending Support or Other Sponsored Projects	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
18. Specific Aims	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
19. Letter of Intent	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
20. Other Requirement: _____	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>



### 3. Common Internal UND SMHS Required Documents

<u>Document</u>	<u>Required / Not Required</u>	<u>Page Limit</u>	<u>Completed</u>
1. Institutional Letter of Support	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
2. Indirect Cost Rate Waiver and Reduction Form	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
4. Other Requirement: _____	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>
5. Other Requirement: _____	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		<input type="checkbox"/>

## Proposal Development

Project Title: \_\_\_\_\_

Project Type (research, training, other sponsored programs, etc): \_\_\_\_\_

Dates of project: \_\_\_\_\_

### 1. Personnel


- eRA Commons ID (if applicable)
- Project role and effort
- Biosketch / ScienCV in the correct format (required for key personnel)
- Current and pending (other) support (if required)

### 2. Budget

- Add all personnel's salary, effort, and fringe – important that these are correct and up to date. If the salary cap applies to project, ensure that their effort is properly allocated.
- Add equipment costs (if applicable).
- If a project includes a subcontract or subaward, total cost will need to be added to budget.
- Add all other direct costs to the budget. Ensure that they are reasonable costs and compliant to sponsor, institutional, and/or federal regulations.
- Budget should include all project periods and accurately reflect scope and needs of project.
- Verify that the rate you are using is correct and complies with proposal type, institutional regulations, and / or sponsor regulations. Unless specified by the sponsor, indirect costs should be based on institutional regulations. NOTE:
  - Only the first \$25,000 of a subcontract is subject to indirect costs.
  - Participant support, graduate student tuition, scholarships/fellowships, and equipment are not subject to indirect costs.
  - Participant incentives do not qualify as participant support and are subject to indirect costs.
- Overall budget will need to be under maximum limit (verify whether limit includes F&A / indirect costs or not).

### 3. Budget Justification

- Add all personnel and include FTE, a description of project role, and salary cost of each individual working on the project.
- Except in the case of a modular budget, a budget justification should include a description and breakdown of all requested funds.

- 
- Costs included in justification should be separated by category. Ensure that costs are categorized correctly and that any limitations or exclusions for certain categories are followed.
  - Explain any increases or decreases to budget periods.
  - Consider whether costs are allowable and essential for the project.
  - Budget justification and budget need to match by categories, cost breakdowns, and totals.

#### 4. Subcontracts / Subawards

- Verify whether a subcontract is allowable and review the duties of the sub to ensure that it, in fact is a subaward, not a consultant.
- In addition to being added to the budget, the sub will need their own set of completed documents:
  - Indirect cost rate agreement
  - Scope of work
  - Budget
  - Budget justification
  - Signed UND consortium agreement
  - Sub PI biosketch

#### 5. Compliance terms

- If human subjects are a part of the project, IRB approval will be required. Include human subjects assurance number and any necessary supporting documentation.
- If vertebrate animal subjects are a part of the project, IACUC approval will be required. Include animal welfare assurance number and any necessary supporting documentation.
- If biohazardous materials are a part of the project, IBC approval will be required. Include assurance number and any necessary supporting documentation.
- If any toxins, controlled substances, or radiation are being used in project, you will be required to outline safety protocols that will be taken when these substances are being used.

#### 6. Facilities / Institutional Environment


- List and describe facilities that will be used for project (i.e. labs, storage for animals, computer, office, clinical practice, etc.).
- If multiple sites are going to be used, list and describe each site.
- Ensure that the extent of resources available for the project are explained with proper context.

#### 7. Letters of Support / Commitment

- All letters of institutional commitment should be final and included in Novelution if there are stated commitments to be met.
- Any outlined resource commitments should be documented.

#### 8. Other Support and Biosketches

- Other Support (if applicable)
  - Must contain accurate information
  - Must address effort, financial, or scientific overlap
- Biosketches / CV / ScienCV

- 
- Should follow sponsor requirements / guidelines
  - Effort should not be listed on most biosketches

### **Final Proposal Check**

- Conduct a final review of all documents. Ask someone in the department to also review and give feedback.
- If the proposal needs to be submitted via federal application platform or requires the final submission to be done by AOR, begin adding proposal information and documents to application platform. DO NOT submit your proposal. Run validation check on platform and make necessary edits until no errors come up.
- Add proposal information and documents to Novelution (ERAC) for UND approval. DO NOT submit your proposal. When finished, contact the UND SMHS grants management team so that they can review the proposal. If there are no errors, they will begin routing for approval.
- SMHS grants management team will guide you through the remaining steps for the final submission of your proposal.