

Proposal Checklist

RESEARCH & SPONSORED PROGRAMS ♦ UNIVERSITY OF HOUSTON-VICTORIA

PDs/PIs must comply with the deadlines given at the bottom of this form.

You do not need to return this checklist to ORSP. Maintain this form for your records.

1 of 5. GENERAL INFORMATION

PD(s)/PI(s):

Sponsor:

Funding Opportunity Title:

CFDA/Solicitation No.:

2 of 5. LETTER OF INTENT/PRE-PROPOSAL (if applicable)

Due Date:

LOI/Pre-proposal complies with instructions:

3 of 5. PROPOSAL

Start date is not earlier than

Duration does not exceed

Project does not include any unallowable activities named in solicitation:

Project includes required activities named in solicitation:

Proposal follows the sponsor's formatting guidelines:

Proposal documents follow sponsor instructions and do not exceed given page limits:

Document and Standard Agency Instructions	Maximum Length
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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4 of 5. BUDGET

- Budget meets the matching requirement of
- Budget does not include any unallowable items named in solicitation

Budget request does not exceed the following limits:

<input type="text"/>	Direct costs	Per year
<input type="text"/>	Direct costs	For entire project
<input type="text"/>	Indirect costs	For entire project
<input type="text"/>	Direct + indirect costs	For entire project

5 of 5. DEADLINES

Due date if ORSP must complete budget (2 weeks before sponsor deadline):

Due date if PI/PD completes budget (1 week before sponsor deadline):

Anticipated submission date (1-2 days before sponsor deadline):

Sponsor due date:

Award notice date: