

Proposal Submission Checklist

This checklist outlines **minimum** requirements and **recommended** requirements for proposals. These items are required for UC ANR Office of Contracts and Grants (OCG) to approve a proposal or to process an award. Submission of **recommended** items will enhance the speed with which Office of Contracts and Grants can process any resulting awards.

While processing a proposal, the OCG analyst will request from the PI any outstanding items required by Sponsor or recommended items. If an item is not outlined below, it is not required review for OCG staff. Missing recommended items will *not* impact the submission of a proposal to the sponsor. For more details about each of these items, please visit our [Contracts and Grants Overview](#) page.

The Principal Investigator is responsible for addressing program-specific requirements, such as page limitations, font size, and specific components.

Item	Included	Notes
MINIMUM ITEMS		
GTS Entry	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Statement of Work ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Budget and Budget Justification, including:		
a. PI minimum effort	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Appropriate indirect cost rate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c. Accurate calculations	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d. Subcontractor costs, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No	
e. Allowable and allocable costs	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sponsor- and program-specific administrative requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
AS APPLICABLE REQUIRED ITEMS (Project Specific)		
PI Eligibility / PI Exception Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Conflict of Interest Form 800 or PHSCOI Form 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cost Share Approval Letters	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature/Cover Page	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Subcontractor Commitment Form , Letter of Support, Scope and Budget	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Informed participation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Limited Submission selection documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
RECOMMENDED ITEMS		
Form 700-U , if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IRB approval, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IACUC approval, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No	
BUA/CUA approval, firearms approval ,or if rDNA or pathogenic agents	<input type="checkbox"/> Yes <input type="checkbox"/> No	

¹ A draft Statement of Work can be provided with the initial proposal package. A **final** Statement of Work is required before submission to the sponsor.