

# UVA SCHOOL OF MEDICINE PROPOSAL CHECKLIST

<http://www.healthsystem.virginia.edu/internet/grants/>

- |        |  |         |        |
|--------|--|---------|--------|
|        | <b>1. <u>Proposal Approval Sheet</u></b>   | [ ]     |        |
| Page 1 | a. Complete <a href="#">Oracle</a> Information   | [ ]     |        |
|        | b. Include PTAO (on renewals, continuations, and supplements)  | [ ]     |        |
|        | c. Denote quantity of research - % Laboratory vs. % Clinical   | [ ]     |        |
|        | d. All questions answered (including question about space allocation)  | [ ]     |        |
|        | e. Leave page 2 (Central Admin) blank for SOM Grants Office to complete  | [ ]     |        |
| Page 3 | f. Complete & sign Cost Accounting Standards (CAS) Exception Request (when applicable)   | [ ]     |        |
|        | g. Fill in Transaction controls (if CAS)   | [ ]     |        |
| Page 4 | h. Complete Cost Share with signatures (when applicable)   | [ ]     |        |
|        | i. Obtain PI and Dept Chair signatures on pg.1, & pgs 3&4 if applicable  | [ ]     |        |
|        | <b>2. Guidelines</b> <i>This is your key to type of budget and other requirements!</i>   | [ ]     |        |
|        | a. Prior to proposal preparation, did you review sponsor specific webpage for deadline & guidelines?   | Yes [ ] | No [ ] |
|        | b. Review and include a copy of PA, PAR, RFA, RFP for <b>all</b> sponsors (e.g., NIH, DOD, American Heart Assoc., American Cancer Society, etc.) | [ ]     |        |
|        | c. Review & include NIH institute-specific guidelines for NIH PPG Center Proposals   | [ ]     |        |
|        | d. <a href="#">NIH</a> proposal applications requesting \$500,000 or more in direct costs  | [ ]     |        |
|        | <b>3. Sponsor's Grant Application</b>  | [ ]     |        |
|        | a. Face Page completed and signed (if NIH, utilize <a href="#">SOM-populated</a> version)  | [ ]     |        |
|        | b. Abstract  | [ ]     |        |
|        | c. <b>Budget</b>   |         |        |
|        | i. <b>Detailed budget(s)</b>   | [ ]     |        |
|        | 1. Accurate <a href="#">Faculty</a> and Classified Staff Salaries  | [ ]     |        |
|        | 2. <a href="#">Fringe Benefit Rates</a> calculated correctly   | [ ]     |        |
|        | 3. Sponsor Guidelines for allowable costs followed   | [ ]     |        |
|        | 4. Budget Justification  | [ ]     |        |
|        | ii. <b>Modular budget</b> (if \$250k or less/year)   | [ ]     |        |
|        | 1. Modular budget justification  | [ ]     |        |
|        | 2. Include detailed budget (for internal purposes)   | [ ]     |        |
|        | 3. Include budget for entire proposed project period   | [ ]     |        |
|        | d. Biographical Sketches/CVs of <b>all</b> key personnel   | [ ]     |        |
|        | e. Resources Page complete   | [ ]     |        |
|        | f. Draft (if final not ready)of Specific Aims and Research Plan  | [ ]     |        |
|        | g. NIH Checklist page (include previous grant number for revisions, continuations, renewals, and supplements)                                    | [ ]     |        |
|        | <b>4. Other Forms (required when applicable)</b>   | [ ]     |        |
|        | a. IRB/HIC approval (indicate if pending)  | [ ]     |        |
|        | b. IRB/IACUC (animal) approval   | [ ]     |        |
|        | c. <a href="#">Environmental Health &amp; Safety</a> approval  | [ ]     |        |
|        | d. <a href="#">Animal Cost</a> sheet   | [ ]     |        |
|        | e. <a href="#">Time Release</a> forms with appropriate signatures and salary   | [ ]     |        |
|        | <b>5. Letter of Support</b>  |         |        |
|        | a. Institution support including Dept. Chair, Dean(s) & Vice President's if applicable   | [ ]     |        |
|        | b. Collaborators and consultants on other projects   | [ ]     |        |
|        | <b>6. Consortiums/Contractual Cost Guidelines</b>  |         |        |
|        | a. See <a href="#">Consortium Checklist</a> and Consortium <a href="#">Letter</a> of Agreement   | [ ]     |        |
|        | b. <a href="#">Sole Source Justification</a> if For Profit or Private Academic Institutions  | [ ]     |        |