

# Drake University Sponsored Programs Administration

## Proposal Checklist

Once a funding source is identified and eligibility is verified, you may utilize the following guidelines to assist in the submission of a complete proposal for SPA to review, prior to submission to the sponsor.

### **Internal Process:**

- Obtain permission from Department Chair
- Notify SPA of intent
- Obtain and complete Drake University Proposal Routing Form and attach budget
- Secure the following signatures on Proposal Routing Form:
  - Project Director/Principal Investigator (self)
  - Dean
  - Director of Sponsored Programs & Grants Management (SPA)
  - Business & Finance
  - Deputy Provost
- Submit final budget

### **Proposal Development:**

#### **Sponsor Guidelines:** (Solicitations, Request for Proposal (RFP))

- Read sponsor requirements thoroughly
- Provide a copy of the funding opportunity to Jayne Smith or Christina Sibouih in SPA as soon as it is identified

#### **General:**

- Follow required formatting rules (font, type, spacing, etc.)
- Adhere to page limits
- Determine # of copies required

#### **Content:**

- Follow sponsor outline or checklist, if available
- Use required current sponsor forms

#### **Budget:**

- Use correct budget format (Be aware that some agencies require specific forms)
- F&A rate—30% on campus or 12% off campus
- Employee benefit rate—23.6% standing academic & new full-time, 7.5% summer stipend and part-time employees
- Determine if cost share is a requirement
  - Identify source of cost share
  - Specify type of cost sharing and indicate on Drake Proposal Routing Form—In-kind or cash

**Subrecipients:**

- Institutionally-approved Subaward Endorsement Letter from all subrecipients
- Statement of Work from each Subrecipient
- Budget from each subrecipient

**Additional Documentation:** (Obtain from SPA)

- University Rate Agreement
- Annual Financial Report
- Environmental Review
- A-133 Audit Report
- Other: \_\_\_\_\_

**SPA will review the following for accuracy and completeness:**

- Cost-sharing identified and commitment approved
- Format and content of proposal
- Budget and Budget Justification
- Subawardee commitments
- Required Certifications & Representations
  
- SPA will assist in the submission of the proposal and will include a transmittal letter as necessary.

**After submission:**

- Submit one copy of final proposal to SPA

*You are encouraged to consult SPA staff at any time during proposal development. Assistance provided at an early stage can help avoid problems that might result in a sponsor's rejection of a proposal or resolve issues that could delay or prevent acceptance of an award.*

***It is particularly important to notify the SPA at the earliest date possible when responding to detailed proposal solicitations.***