

Five-Day Proposal Submission Check List (adapted from the University of Michigan)

- Administrative data complete and correct (e.g., EIN, DUNS, FWA, authorized official data, etc.).
- Required components of proposal included.
- Sponsor's file naming and format conventions followed.
- Page length limits observed.
- Budget compliant with sponsor guidelines/requirements.
- Sponsor's restrictions and requirements met.
- Cost sharing requirements, if any, met.
- Indirect cost rate is justified if lower than TTU federally negotiated rate.
- Budget items consistent with Uniform Guidance (2 CFR 200) and the Cost Accounting Standards, when applicable.
- Uniform Guidance monitored costs appropriately justified.
- Compliance factors (e.g., animal research, human subjects) properly disclosed.
- Sponsor-required representations, certifications and other forms acceptable or modified as necessary.
- Institutional approvals necessary for non-negotiable terms and conditions obtained.
- Signatures/approvals present and correct.
- Agreement negotiated prior to submission, when required (e.g., Teaming Agreements).