

# Checklist of Proposal Documents Required for Initial OCGA Proposal Review

4 days prior to Sponsor Published Deadline for grants/subaward grants

5 days prior to Sponsor Published Deadline for contracts/subaward contracts

Completed/Final Elements for Initial OCGA Review			
	Proposal Package Section	Status	Notes
<input type="checkbox"/>	Request for Extramural Support (RES) Form	Complete and Signed	Indicate date and time (Pacific Standard Time) of Sponsor Published Deadline
<input type="checkbox"/>	Sponsor Funding Announcement		Opportunity #, RFP, web site link, etc.
<input type="checkbox"/>	Conflict of Interest Form 9510 or 700-U	If required by Sponsor  Complete and Signed	<ul style="list-style-type: none"> <li>• <a href="#">700-U</a></li> <li>• <a href="#">9510</a></li> <li>• <a href="#">Addendum</a></li> <li>• <a href="#">Disclosure Requirements Quick Reference</a></li> </ul>
<input type="checkbox"/>	Budget	Complete/Final	<ul style="list-style-type: none"> <li>• <a href="#">Budget Forms</a></li> <li>• <a href="#">Budget Preparation Components</a></li> </ul>
<input type="checkbox"/>	Budget Justification	Complete/Final	<a href="#">Budget Justification Information</a>
<input type="checkbox"/>	All other sponsor documentation	Complete/Final	Forms and/or required elements published in sponsor funding announcement
Draft Elements for Initial OCGA review			
	Proposal Package Section	Status	Notes
<input type="checkbox"/>	Statement of Work/ Sciences portion	Draft	In progress draft version
Proposal Elements when applicable			
	Proposal Package Section	Status	Notes
<input type="checkbox"/>	PI Exception Form	Confirmation of draft in progress	Required for applicable academic titles when required at proposal submission – see <a href="#">guidelines</a>
<input type="checkbox"/>	PI Assurance Form	Complete and Signed	Only for NIH new or renewal proposals - <a href="#">form</a>
<input type="checkbox"/>	Cost Sharing (included on RES form)	Complete and Signed	<a href="#">Cost Sharing Guidelines</a>
<input type="checkbox"/>	Subaward information including: <ul style="list-style-type: none"> <li>• <a href="#">Subrecipient Commitment Form</a></li> <li>• Statement of Work</li> <li>• Budget</li> <li>• Budget Justification</li> </ul>	Complete and Signed by Subrecipient	Sign-off from sub contractor’s authorized official (as soon as practical). Refer to definition for <a href="#">subawards</a> .
<input type="checkbox"/>	Consultants and/or Collaborators Letters of Commitment/Support	Complete/Final	Ideally provide at time of proposal

Refer to [Timely Submission of Proposals Notice and guidelines](#)