

Proposal Checklist & Document Guidance

This checklist is designed to assist administrators in collecting the information needed to enter a proposal record in UFIRST. This checklist is a resource document, not an official research form. The suggested use for this document is to copy these questions into an e-mail and ask that the PI provide the proposal details in a response.

Has the Principal Investigator (PI) provided the following information:

- Principal Investigator:
- Mentor/Responsible Faculty Member:
- Title:
- Sponsor:
- Deadline:
- Start Date:
- Budget Years:
- Submission Method:
- Third Party Collaborators (if applicable):
- UF Collaborators and Respective Departments (if applicable):
- Non-UF Collaborators and Respective Institutions (if applicable):
- Proposal Purpose (Research, Extension, Instruction, or Other):
- Keywords:
- Special notes for this proposal:
- Requested date & time for meeting to develop budget and all other proposal elements:

Has the Principal Investigator (PI) indicated that the project will involve:

- Human Subjects including human tissue and data- (Yes/No)
- Animal Subjects- (Yes/No)
- Clinical Services- (Yes/No)
- Space Renovation or other Construction- (Yes/No)
- Major New Equipment- (Yes/No)
- Cost Sharing- (Yes/No)

Guidance on Documentation

The following documents are the most commonly requested supporting proposal items. This list is not all-inclusive as requirements vary depending on the sponsor. Please review the Funding Opportunity Announcement (FOA) for a complete list of requirements.

Required Documentation for DSP Review:

- Sponsor Guidelines/Funding Opportunity Announcement
- Budget
- Budget Justification
- Scope of Work/Abstract
- Letters of Intent to Establish Consortium (if including Subawardees)
- Financial Conflict of Interest forms (if sponsor required)

Other Common Documentation for Submission to Sponsor:

- Biographical Sketches for each Key Person
- Other Support/Current & Pending for each Key Person
- Facilities and Resources
- References
- Agency specific forms or packages

Contact Information:

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