

## SPONSORED PROGRAMS PROPOSAL CHECKLIST

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### **Proposal Guidelines from the Sponsoring Agency**

*Request for Proposal (RFP), Program Description, Agency Forms and Certifications (if applicable), etc.*

Please provide these guidelines to your Sponsored Programs contact person as soon as possible in the proposal preparation process so that he/she can assist you in ensuring that all of the guidelines have been met before proposal submission.

### **eResearch Portal**

The eResearch Portal Grants and Awards (“Grants Portal”) provides a single solution for the handling of all proposal and award processes on campus. The portal is UGA’s method to submit federal proposals through [grants.gov](http://grants.gov). Approvals previously captured on the OSP Transmittal form are now routed through the eResearch Portal.

### **Proposal Cover Sheet**

If the agency does not provide a proposal cover sheet, please use the respective form below based on the type of project you are proposing: Descriptions of [Sponsored Project Types](#) are available on our website.

[Download proposal cover sheet.](#)

### **Proposal Narrative**

At a minimum, a Statement of Work is required.

### **Budget**

If the agency does not specify a budget format, please use the respective form below: [UGARF/UGA Budget Spreadsheet](#):

### **Budget Justification**

The narrative explanation of the itemized budget should parallel the budget line items.

### **Subcontracts (if applicable)**

If known subcontractors are identified in the proposal narrative and/or budget, please provide the following documentation for each subcontractor: a Statement of Work, a budget and budget justification, and an institutional letter of approval.

### **Supplemental Documentation (if applicable)**

**Compliance:** Please provide a copy of your compliance application and/or existing certification for projects involving **Animal Use, Human Subjects, and/or Biohazards**. The original application should be sent to the respective compliance department.

**Indirect Costs:** Our federally-negotiated indirect cost rates will be used whenever possible. Should an agency limit or prohibit indirect costs, please provide documentation.

**The proposal should be submitted to your  
Sponsored Programs representative  
at least 5 business days before the proposal deadline.**