

## 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.
  
- Transmittal Form**  
After the UGA PI and Co-Investigators have completed and signed the transmittal form, the form should be routed through the respective Department Head(s) and Dean's office(s) for approval and signature.<sup>1</sup>
  
- 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 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.**