

## Proposal Review, Approval, & Submission (PRAS) Checklist *(revised 03/03/2016)*

Once a funding source is identified and eligibility is verified, the following checklist is designed to help you submit a complete proposal package to OGCA for review, prior to submission to the sponsor. You are encouraged to consult OGCA at any time during proposal development. Assistance provided at an early stage can help avoid problems that might result in a sponsor's rejection of a proposal or resolve issues that could delay or prevent acceptance of an award. It is particularly imperative to notify OGCA as early as possible when responding to detailed proposal solicitations.

It is important to note that not all sections or criteria will apply to all proposals. The sponsor's format should be followed in all cases. This checklist includes common sections for proposals but should not be considered a definitive outline for preparing a proposal for an external sponsor where guidelines are available. Links for additional information are provided where applicable.

### **PI Eligibility**

- The PI on the project is eligible per [UAF policy](#), or a signed [PI Policy Exemption Waiver Form](#) has been included for OGCA review and approval, if the PI is not automatically eligible

### **General Proposal Package**

- UAF is eligible to apply, verified in the funding opportunity announcement (FOA)
- A full copy of the FOA, sponsor's general guidelines, or URL where the guidelines can be located is included in the proposal folder on the [OGCA Shared Drive](#)
- Proposal package materials follow the FOA-specific guidelines or sponsor's general guidelines
- Proposal is in FINAL DRAFT form using [OGCA's naming conventions](#) for pre-award review, approval and submission
- OGCA Pre-Award has been [e-mailed](#) and informed that the proposal is ready for final review
  - E-mail subject follows OGCA Pre-Award [naming conventions](#)

### **Banner Entry in FRAPROP**

- The proposal has been completely entered in Banner FRAPROP and an 'S' number has been generated using the [Banner FRAPROP Entry Guidelines](#)

### **Budget and Budget Justification**

- The [UAF internal budget spreadsheet](#) showing how budget is calculated is in the proposal folder on the OGCA Shared Drive
- All costs budgeted meet [Federal Cost Accounting Standards](#) (reasonable, allowable, allocable, consistently treated) and all costs are correctly budgeted as either [direct costs](#) or [indirect costs](#)
  - Benefit rates conform to [UAF's current negotiated benefits agreement](#)
  - F&A rates conform to [UAF's current negotiated F&A agreement](#) or sponsor guidelines and meet [UAF's policies on F&A](#)
  - [Tuition](#) is included for any graduate students budgeted on the project during the academic year
  - [Health insurance](#) is budgeted for any graduate students
- A 10-key check of the budget adds up correctly
- Items listed in the budget spreadsheet are fully justified in the budget justification and vice versa
- The totals listed on all applicable documents with budgetary information (Routing Form, budget spreadsheet, justification, Match/Cost Sharing Form, F&A Waiver Form, etc.) are consistent
- A [budget justification](#) is included with the proposal, regardless of sponsor requirements

### **F&A Reductions**

- The [UAF F&A Policy Exemption Request Form](#) is completed, if applicable
- The published terms from the sponsor's FOA or general guidelines are included, showing a mandatory reduced F&A rate

### **Matching/Cost Share (M/CS)**

- The [Authorization for Matching Funds/Cost Sharing Form](#) is completed, signed, and included with the proposal to OGCA
- Any 3rd Party M/CS includes a signed letter committing the funds by their AOR or equivalent
- The published terms from the sponsor's FOA, general guidelines, or program officer e-mail are included, showing that M/CS is mandatory
- MC/S amounts are verified and meet the requirements of the sponsor

### **Subrecipients**

- A signed letter from the AOR or equivalent, a statement of work, and budget with justification for each subrecipient listed in proposal has been received, with a copy in the proposal folder on the OGCA Shared Drive
- A [Subrecipient Commitment Form](#) has been received for each subrecipient listed in the proposal

### **Internal Approvals and Routing**

- A [Routing Form](#) has been fully signed by the PI, all Co-Is, each unit Dean/Director with resources committed in the proposal, and the Fiscal Officer or Proposal Coordinator for each unit, and is included in the proposal folder on the OGCA Shared Drive.
- All other internal forms or sponsor forms have been signed by the appropriate project or administrative personnel, where necessary
- The complete proposal package is being submitted to OGCA Pre-Award for review at least 5 business days before the sponsor's deadline, per [UAF Policy 10.07.021](#)