

SPONSORED PROGRAMS

PROPOSAL CHECKLIST

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. 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.**