Note: This checklist is intended to serve as a guide of frequently needed proposal information, but is not intended to be a complete list for all proposal submissions. Please refer to the RFP or sponsor guidelines for specific proposal instructions.	Yes or No
1. Is Faculty or Staff eligible to serve as Principal Investigator or Co-Investigator? Review Principal Investigator Eligibility Policy	☐ Yes ☐ No
2. Is FAU eligible to submit a proposal? FAU is an Institution of Higher Education and also a non-profit organization. FAU is not a 501c3 organization. *Review the RFP for eligibility requirements.*	☐ Yes ☐ No
3. Does sponsor require a 501c3 organization? *If yes, proposal can be submitted through the FAU Foundation, however the proposal should still be entered into grantsERA and routed for review and approval by the Chair and Dean's Office prior to the Foundation submitting the proposal.*	☐ Yes ☐ No
4. Does the proposal include cost-share? *If yes, include the completed and signed cost-share form in the attachments section of grantsERA.*	☐ Yes ☐ No
5. Will the proposal submission meet the five (5) business day submission policy? *If no, the college will need to submit an exception request. This request should be requested by an authorized approver.* Review Proposal Submission Deadline Policy	☐ Yes ☐ No
6. Does the sponsor have any limitations to the number of proposals allowed by the institution? *If yes, contact the Proposal and Grant Development Office for instructions on limited submissions.* http://www.fau.edu/research/research-development/limited-submissions.php	☐ Yes ☐ No
7. Does the proposal include graduate students? *If yes, include tuition in the proposed budget.* *If sponsor does not allow tuition to be charged to the project and a tuition waiver is needed, contact the college's administrator for review and approval. Each college is allocated funds each year to cover tuition waivers.*	☐ Yes ☐ No
8. Is the sponsor name listed correctly in grantsERA? *If unsure, review the grant instructions or RFP to determine the original source of funding, i.e. federal flow.*	☐ Yes ☐ No
9. Is this a new sponsor to FAU? *(check sponsor list in grantsERA)* *If sponsor is new, contact Sponsored Programs at pcochran@fau.edu to add sponsor to sponsor list.*	☐ Yes ☐ No
10. Is salary/effort included in budget for all senior/key personnel?. *Review Time and Effort Certification Policy. If sponsor does not allow salaries to be charged to the project, then the effort must be cost-shared. Complete and include a cost-share form as an attachment in grantsERA.*	☐ Yes ☐ No
11. Does sponsor restrict or limit the indirect cost rate (IDC)? *Include a copy of the restriction as an attachment in grantsERA. Any restriction or limitation must either be stated in the sponsor's policies or included in the RFP/proposal guidelines.*	☐ Yes ☐ No

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12. Does sponsor have any other budget restrictions or budget requirements? *Include a copy of the budget requirements as an attachment in grantsERA.*	☐ Yes ☐ No
13. For NIH proposals, does PI/Co-Investigator Salaries exceed the NIH salary cap? *If yes, attach a completed cost-share form in grantsERA for the salary portion over the cap.*	☐ Yes ☐ No
14. Does sponsor limit or cap the amount allowed for student salaries and tuition? *If yes, include a copy of the restriction as an attachment in grantsERA.*	☐ Yes ☐ No
15. Does proposal include Protected Health Information (HIPPA)? *If yes, contact the college's IT representative to see if any additional data security fees or equipment should be included in the proposal budget.*	☐ Yes ☐ No
16. Does RFP include requirements for Data Security? *If yes, contact the college's IT representative to ensure FAU can comply with data security requirements.*	☐ Yes ☐ No
17. Have all FAU senior/key personnel signed the Disclosure of Significant Financial Interest Form (FCOI) for this proposal submission?	☐ Yes ☐ No
18. Are there any subawards listed in proposal? *If yes, attach the following in grantsERA from the subrecipient: Letter of Intent, Budget and Budget Justification, Statement of Work, and IDC rate agreement.* Sample Letter of Intent	☐ Yes ☐ No
19. Are there any consultants listed in proposal? *If yes, attach the Letter of Intent signed by the consultant which includes their hourly rate and estimated number of hours for the project as an attachment in grantsERA.*	☐ Yes ☐ No
20. Is there travel planned? *If yes, provide the following information on routing sheet: Travel destination (if attending a conference, provide conference name), # of people attending, # of days of trip. For foreign travel, include name of country of destination. If foreign travel detailed information is not provided in proposal, it must be submitted to sponsor for approval prior to travel occurring.*	☐ Yes ☐ No
21. Is the proposal being submitted hard copy or via e-mail? *PIs are responsible for submitting hard copy or e-mail submissions to the sponsor once the proposal has been approved by Sponsored Programs.*	☐ Yes ☐ No
22. Is the proposal being submitted electronically through Grants.gov, Fastlane/Research.Gov, ASSIST or other electronic portal? *The Sponsored Programs office will submit electronic proposals when sponsor requires submission by an authorized official.*	☐ Yes ☐ No