**General Proposal Checklist**

*This checklist is designed to assist Principal Investigators (PIs) and research administrators in preparing and submitting proposals for external funding. Please review each section carefully to ensure compliance with sponsor guidelines and UMaine policies.*

**Proposal Information**

**RFP/RFA/FOA Title:**  
   
**Sponsor:**  
   
**Principal Investigator:**

**Guidelines and Requirements**

* Do you have the most recent version of the sponsor’s guidelines?
* Are there multiple guidelines to consider (call-specific and general agency guidelines)?

**Submission Deadline:**  
**Date:** ☐ Electronic receipt ☐ Postmarked   
**Time:** ☐ Sponsor’s local time ☐ UMaine local time

**Submission Method**

**Electronic or Paper Submission:**  
☐ Electronic ☐ Paper ☐ Both

If **electronic**: Which system is required?  
☐ Grants.gov ☐ Research.gov ☐ Sponsor portal ☐ Email ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If **paper**: Are multiple copies required?  
Where should each copy be sent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal Type & Eligibility**

* Type of funding instrument anticipated:  
  ☐ Grant ☐ Contract ☐ Subaward ☐ Cooperative Agreement
* Is this a limited submission proposal (limited number of submissions per institution)?
* Are there multiple proposal stages?  
  ☐ Letter of Intent ☐ Pre-proposal ☐ Full proposal
  + What are the deadlines for each? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Are there PI eligibility requirements?
* Are there technical requirements (e.g., interdisciplinary collaboration)?

**Budget and Project Limits**

* Funding limits: Is there a cap on the amount of funding that can be requested?
* Project duration limits (e.g., 1-5 years)?
* Limits on number of PIs or Co-PIs?
* Earliest start date for the project?
* Cost sharing:  
  ☐ Mandatory ☐ Encouraged
* Are any cost categories restricted or prohibited (e.g., foreign travel)?
* F&A (Facilities & Administrative) rate:
  + Sponsor’s allowed rate and whether a written policy on F&A restrictions exists.
* Time and effort commitments required?
* Is there guidance on effort without compensation?
* Are there any salary caps or equipment purchase limits?

**Proposal Content and Format**

* Page limitations?
* Format restrictions (e.g., margins, font type, font size)?
* Appendices: ☐ Allowed ☐ Expected ☐ Not allowed
* Are special forms, formats, schedules, or cost breakdowns required?

**Subawards and Special Considerations**

* Subaward/Subcontract restrictions (e.g., limitations on certain types of institutions)?
* Are there any unusual considerations?  
  ☐ Conferences  
  ☐ Alterations/renovations  
  ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes**

* Contact the **Office of Research Administration (ORA)** early in the proposal process to ensure compliance with submission guidelines and internal deadlines.

**ORA Process Reminders**:  
☐ Register for PARS and complete CITI Financial Conflict of Interest training .  
☐ Submit Notice of Intent (NOI) in PARS.  
☐ Work with assigned ORA staff on budget, justification, and abstract .  
☐ Route through PARS for approvals.  
☐ Prepare final proposal package with ORA staff.  
☐ Submit proposal to sponsor.