



OSP Proposal Submission Checklist

Principal Investigator

	Are you applying for the correct Funding Opportunity Announcement (FOA)?
	Is the individual applying authorized to be a PI on the proposal? Contact OSP if there is any doubt.
	Did you read and follow the guidelines in the FOA and the application instructions?
	Does the proposal conform to page and font size limitations imposed by sponsor?
	Does the proposal include all necessary attachments (e.g., biographical sketches, certifications and assurances, quotes, current/pending/other support, budget and budget justification)?
	If collaborators are included in the proposal, are the letters of collaboration included?
	Does the sponsor have a limitation on the number of proposals permitted to be submitted by the University? If so, has this been coordinated with VPR and OSP?
	If the sponsor is a foundation or a corporation, has the BC Corporation and Foundation Relations Office been notified?
	Have you sat down with your DRA to ensure that all required elements of the proposal included?
	Have all subcontractors sent budgets and completed Commitment Form signed by their institutional officials? Have these been forwarded to OSP?
	Has the PI notified DA (department administrator) of his/her intent to submit proposal?
	Has the PI reviewed the electronic Proposal Transmittal Form & completed Conflict of Interest?
	Has the PI approved the electronic Proposal Transmittal Form?

Department Administrator

	DA initiates a new Proposal Transmittal Form in Proposal Transmittal Module in PeopleSoft and sends email to OSP pre-award contact with PTF number .
	Review the budget. Does the budget accurately reflect the work proposed? Has the budget been calculated correctly?
	Review the entire proposal to ensure it meets all the criteria of the FOA i.e. font size, word limits?
	Are the correct fringe benefit and F&A cost rates (aka, indirect cost rate) used? VPR approval is required for waived F&A. Chair approval needed for buyouts.
	Has the DA sent a completed copy of the proposal to OSP 5 days prior to deadline for review?
	Have all subcontractors sent budgets and completed a Commitment Form signed by their institutional officials? Have these been forwarded to OSP?
	Has the DA completed the entire Proposal Transmittal Form including: uploading entire proposal, the Request for Proposal (RFP), sub commit form and other sub documents (if necessary) and creates work flow for approval.
	Has the routing of the Proposal Transmittal Form been completed?
	Has an OSP signature been obtained on the application forms and/or cover letter prior to submission?
	Has the DRA set up meetings with the PI to go over proposal requirements/budgets formats.
	Remember to provide OSP a copy of the final submission.
	Is the deadline date a postmark or receipt date?
	Has the DRA contacted Corporate Foundations Relations if this proposal is a foundation proposal?

OSP Pre-Award

	OSP pre-award provides final review of the proposal for compliance with BC and sponsor regulations and policies.
	OSP pre-award receives PTF and confirms information on PTF matches what was submitted to the sponsor.
	OSP pre-award provides necessary official signatures, submits proposal and approves PTF.