

Tuskegee University

Sponsored Programs Preliminary Checklist

PRE-AWARD PROCESS

Required preliminary documents when notifying OSP of your intent to submit: (MANDATORY)

- Internal Proposal Routing Form (IRF)
- Conflict of Interest Form (COI)
- Abstract/Project Summary/Statement Work
- Tentative Budget
- Tentative Budget Justification
- Solicitation
- Indirect Cost Rate Adjustment Form (if applicable)
- Cost Sharing and Matching Sources (CSMS) (if applicable)
- Subawardee's OSP Contact Information (OSP will send out the Subrecipient Form to be completed and signed and **MUST** be received **BEFORE** the submission takes place)
- Once **ALL** required documents are received the assigned Grants Specialist will send you a timeline to adhere to with all required deadline dates to submit and upload documents.

and approve your budget and budget justification **BEFORE** submission. In addition, it is **MANDATORY** to send the assigned Grants Specialist a copy of the submission after the full proposal has been submitted.

Other information needed for a complete submission:

- Biographical Sketch – most agencies are requesting for submitters to use SciENcv
- Current and Pending - most agencies are requesting for submitters to use SciENcv
SciENcv website: <https://www.ncbi.nlm.nih.gov/sciencv/>

POST-AWARD PROCESS (OSP)

If your proposal is funded OSP will contact you if any additional information is needed. OSP will complete the following steps:

- Budget/BAR setup
- Notify you of your GL account number once it has been assigned.
- Issue sub-agreement(s) to the sub-awardee(s) outlined in the proposal.

*******Please refrain from signing ANY documents on behalf of the university. ONLY the CFO, VP for Research, or the President can sign on behalf of the university unless it stipulates the PI must sign. If you require clarity before signing, please contact your assigned Grants Specialist.***