

Department of Geography Proposal Preparation Checklist

OR Record Number: _____	Deadline: _____
PI: _____	Co-PI(s): _____
Sponsor: _____	
Method of Submission: _____	Submission by: GEOG <input type="checkbox"/> SPO <input type="checkbox"/> PI <input type="checkbox"/>
Date GEOG was notified: _____	

Timeline

GEOG Deadline _____

OR Deadline _____

Campus Submission _____

Sponsor Submission _____

PI Eligibility

Is PI eligible? Yes No

Form 99 Required? Yes No

Form 99 Approved? Yes No

Sponsoring PI: _____

Guidelines

- Receive, print and save to proposal folder
- Read and note special conditions, budgetary specifications, etc.

Budget

IDC Rate _____

Project Contributions Yes No

Program Income Yes No

Unallowable Expenses & Budget Notes

Subcontracts

Will this include a PSA or Subcontract? Yes No

Subk max budget: _____

Does the PI/Co-PI have a relationship with the sub that would require COI review? Yes No

Complete the following forms as needed:

- Subrecipient vs. Contractor Determination Sheet
- Sub Commitment Form (SK Form 100 or MCA)
- Sole Source Justification (SK Form 200)
- SK Form 800 Part A-1 or Part A-2

SubK Request was sent: _____

SubK proposal due: _____

1st Email to PI

- Timeline
- If applicable, note ORCOI requirements for all key personnel
- Note signatures on internal forms required PRIOR to submission
- Request information to start budget development
- Note any sponsor-required registrations (Fastlane/NASA/eRA Commons)
- Outline what documents needed from PI as well as any special formatting requirements; uploads/narratives, subk forms, biosketches, etc.
- Outline what GEOG will do (sponsor forms, campus forms, etc.) and timelines

OR Review

Proposal sent to OR for review: _____ Review Comments Received: _____
Forwarded Comments to PI: _____
Signatures Received: _____ Signatures Submitted: _____
DCR Form Submitted: _____ ORCOI Completed: Yes No

Transmittal

- Obtain PI OK to submit; print for file
 - Via online system, submitted by _____, date _____
 - Via email, submitted by _____, date _____
 - Via common carrier (FedEx), submitted by _____, date _____
- Make all required copies, pack, and send. Note tracking number for file.

Final Actions

- Notice of Proposal submission (PI and/or OR)
- OR efinals
- Dept. Complete copy
 - eFinal Name: _____
- GUS

Proposal Checklist

Proposal items to SPO for Pre-Review:

- Info Sheet
- Guidelines
- Datasheet
- Sponsor Forms
- Attachments
- Detailed Budget
-
-
-
-

Prior to Submission:

- Respond to Review Comments
- Signed Datasheet – to SPO
- Signed EH&S Form + Abstract – to EH&S
- Signed DCR – to COI
-
-
-

After Submission:

- efinal – to SPO
- subfinal(s) – to SPO
-
-
-

Proposal Preparation Checklist

Submission to GSER On time? <input type="checkbox"/> Late? <input type="checkbox"/> No deadline? <input type="checkbox"/>
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PI: _____	Co-PI(s): _____
Sponsor: _____	
Deadline: _____	Deadline Type: _____
Date SPOOF Submitted: _____	
Date C&G was notified: _____	Submission by: GSER <input type="checkbox"/> SPO <input type="checkbox"/> PI <input type="checkbox"/>

Set Up the Electronic Proposal File under the PIs name

- ___ Download all applicable sponsor forms & campus forms (e.g. Project Contribution form, UC Cash request form, cover page, Letters of Support, subcontract forms)

Guidelines

- ___ Print and save to proposal folder
- ___ Read and note special conditions, budgetary specifications, etc.

Notes: _____

Timeline

- GSER Deadline: _____
- OR Deadline: _____
- Campus Submission Deadline: _____
- Sponsor Submission Deadline: _____

Budget

- Proposed period of performance? _____ to _____
- Substantial ITG needs? Y N
- Unallowable Expenses: _____

Project Contributions or other special requirements: _____

Email to PI

Date: _____ Follow Up: _____

- ___ Timeline
- ___ Include the Internal Questions (IQ) form as an attachment
- ___ Request information to start budget development
- ___ Outline documents needed from PI (Form B, if applicable)
- ___ Outline what C&G will prepare (Sponsor forms, campus forms, etc.)
- ___ Note sponsor required registrations (e.g. eRA commons / Fastlane)
- ___ Note signatures on internal forms required PRIOR to submission
 - o Will PI or Co-PIs be available for signatures the week before submission?
- ___ *If applicable*, note ORCOI requirements for ALL key personnel
- ___ Is PI eligible? Y N *If no*, attach exception form 99 & explain process
- ___ Request letter of commitment from any off-campus sites
- ___ Will there be incentives? Y N *If yes*, inform of need to match HS protocol
- ___ Will there be PSAs? Y N *If yes*, inform of insurance requirements/process
- ___ Subcontracts? Y N
 - Date sent to subcontractor: _____
 - Sub's deadline: _____
 - o Alter submission timeline
 - o Prepare subk determination form & Part A
 - o Request contact information and forward list of requirements
 - SOW, detailed budget, budget justification, Commitment Form & if applicable, sponsor forms

Notes: _____

Proposal Preparation Checklist

When proposal is received

date received: _____

- ___ Complete sponsor forms
- ___ Complete campus forms
- ___ Complete data sheet

Proposal to OR for review

date sent: _____

- ___ Assemble package
 1. OR info sheet / datasheet
 2. Internal documents (including subk forms)
 3. Proposal
 4. Guidelines

Route to KH for Review: _____

- ___ Notify PI that proposal is at OR for review
 - ___ if applicable: provide a PDF of Cayuse/Fastlane proposal for review

Receive OR comments

date received: _____

- ___ Make corrections
- ___ Obtain all necessary signatures
 - ___ PI on data sheet, DCR, internal forms, proposal
 - ___ Dean on data sheet, Form 110, proposal
 - ___ OR on proposal, internal forms (eg Form 99)

date responded: _____

- ___ PI confirmed required ORCOI disclosures have been completed

Signed data sheet to OR

date sent: _____

Signed DCR to COI@research.ucsb.edu n/a

date sent: _____

Human Subjects Status: n/a pending submission/review linked to ORBiT record

Transmittal Obtain PI OK to submit Y

date submitted: _____

- ___ Via online system, submitted by _____
- ___ Via email, submitted by _____
- ___ In hard copy (FedEx), submitted by _____
 - Multiple copies?

Email to PI/OR

- ___ Notice of proposal submission

Final actions

- ___ Electronic finals to OR
- ___ Complete copy in paper file
- ___ Ensure electronic file complete
- ___ KH - Add to quarterly proposal list