



## PROPOSAL REVIEW CHECKLIST

This proposal checklist will assist you in preparing and double checking your grant proposal. To allow adequate time for review and modification, if necessary, proposals are [required by OSP at least 5 business days prior to the sponsor deadline.](#) For further information, please refer to OSP's [Proposal Review Policy.](#)

MATERIALS CAN BE HAND DELIVERED, EMAILED ([preaward@uconn.edu](mailto:preaward@uconn.edu)), OR FAXED (486-3726)

### **TO BEGIN THE REVIEW PROCESS, THE FOLLOWING ITEMS ARE REQUIRED:**

- INTERNAL PROPOSAL REVIEW FORM**  
Provide **page 1** of form.
- BUDGET SPREADSHEET**  
Provide estimate of expenses for each budget category. Refer to OSP's [Budgeting & Costing Guide](#) for assistance. Include cost share/match only if specifically required by funding agency.
- BUDGET JUSTIFICATION**  
Provide detailed explanation for all items listed in budget.
- PROPOSAL GUIDELINES FROM SPONSORING AGENCY**  
Provide sponsor guidelines or website link to guidelines.

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### **TO COMPLETE THE REVIEW PROCESS, THE FOLLOWING ITEMS ARE REQUIRED:**

- INTERNAL PROPOSAL REVIEW FORM**  
Provide page 2 of form with required signatures. If cost share is included, provide page 3 with required signatures.
- SIGNIFICANT FINANCIAL INTEREST REVIEW FORM**  
Provide forms with required signatures for all key personnel.
- PROPOSAL COVER SHEET**  
Provide [OSP Cover Sheet](#), if sponsor agency does not provide one.  
Provide appropriate [Letter of Intent](#), if subcontract proposal.
- PROPOSAL NARRATIVE**  
Describe objectives, methodology and significance of proposed project. *Draft copies are acceptable until submission to sponsor agency.*
- ELECTRONIC APPLICATION (if applicable)**  
Provide completed electronic application or access to completed electronic application.
- ADDITIONAL ITEMS (if applicable)**  
Provide additional items required by sponsor agency, i.e. agency forms and certifications, bibliography, curriculum vitae, current & pending support, consultant letters.
- SUBCONTRACTS (if applicable)**  
Provide statement of work, budget, budget justification and [Subrecipient Checklist/Consortium Statement](#) for all subcontractors.