

PI NAME: _____

PROPOSAL TITLE: _____

RFA: _____

RASCAL: _____

IMPORTANT DATES

ADMIN PAPERWORK DUE TO SCA: ____/____/____
(10 business days prior to SPA deadline)ADMIN PAPERWORK DUE TO SPA: ____/____/____
(7 business days prior to deadline)SCIENCE DUE TO SPA: ____/____/____
(5 business days prior to deadline)SUBMISSION TO SPONSOR: ____/____/____
(agency deadline)

REQUIRED DOCUMENTS

ITEM NEEDED	COMPLETED	NOTES
HUMAN SUBJECTS (Y/N)? IRB?		
PROJECT SUMMARY/ABSTRACT		
PROJECT NARRATIVE		
BIBLIOGRAPHY & REFERENCES CITED		
FACILITIES & RESOURCES		
RESEARCH STRATEGY		
SPECIFIC AIMS		
PROTECTION OF HUMAN SUBJECTS		
INCLUSION OF WOMEN & MINORITIES		
TARGETED/PLANNED ENROLLMENT TABLE		
INCLUSION OF CHILDREN		
CONSORTIUM ARRANGEMENTS		
LETTERS OF SUPPORT		
APPENDIX		
BUDGET		
BUDGET JUSTIFICATION		
COVER LETTER		

BIOSKETCHES NEEDED	REQUESTED	RECEIVED	REVIEWED	SALARY CONFIRMATION
KEY PERSONNEL #1:				
KEY PERSONNEL #2:				
KEY PERSONNEL #3:				

SUBCONTRACT INSTITUTION: _____

ADMINISTRATIVE CONTACT: _____

ADDITIONAL DOCUMENTS AS NEEDED

ITEM NEEDED	REQUESTED	COMPLETED	NOTES
SUBCONTRACT PROPOSAL FACE PAGE			
DETAILED BUDGET			
BUDGET JUSTIFICATION			
FACILITIES/RESOURCES			
SCOPE OF WORK			
DUNS #			
CONGRESSIONAL DISTRICT			
PERFORMANCE SITE LOCATION			
DHHS AGREEMENT			
BIOSKETCHES FOR ALL KEY PERSONNEL			
FCOI CERTIFICATION			
INTERNAL DOCUMENTS/CERTIFICATIONS	REQUESTED	COMPLETED	NOTES
LOW IC ANALYSIS APPROVAL			
INTERNATIONAL ANNEX			
SUBAWARD PRE-APPROVAL			
IN-KIND LETTERS			
HIRE LETTERS			
PI ELIGIBILITY APPROVAL FROM STEVE SHEA			
HIPAA CERTIFICATION			
FCOI FORM			
FCOI RASCAL EXAM			
PHS CERTIFICATION			
CONSULTANT FCOI CERTIFICATION			
FOREIGN DEPARTMENT SALARY CONFIRMATION			