



Proposal Submission Deadline Checklist

Full Review: When a final proposal is received by Sponsored Programs Administration (SPA) in the Office of Research 5 full business days or more prior to the submission deadline, SPA will check all the items listed below as part of a Full Review and will work with the project team to resolve any issues prior to submission. Proposals receiving a Full Review will be compliant with the sponsor's guidelines and will be submitted by the Submission Deadline.

Limited Review



REPRESENTATIONS & CERTIFICATIONS (REPS & CERTS)

- Sponsor's representations, certifications, and other forms acceptable or modified.
- If a sponsor requires submission of forms, these are submitted or completed prior to submission.

TERMS & CONDITIONS

- Non-negotiable terms binding upon submission reviewed and, whenever possible, exceptions noted or necessary institutional approvals for submission obtained.

NEEDED PRIOR AGREEMENT

- Agreement negotiated prior to submission, when required (e.g., Teaming Agreements).

APPROVALS

- Signatures/approvals present and correct.