

So, you’re thinking of submitting a proposal for external funding…congratulations.

Below are several checklists that we hope will aid you in putting together your application for funding.

Lead time is critical to the success of your submission. Please be sure to let SPA know as soon as you decide you will be applying to a funding opportunity. If at any time in the process of putting together your proposal you need some assistance, please do not hesitate to contact SPA. Michelle and Debbie have a combined 40+ years experience in proposal development and submission and are here to support you.

Michelle Plaud X8509 Debbie Dolan X8173

What you’ll need for **YOUR PROPOSAL**

* Link to the funding opportunity announcement to which you are applying
* Project title
* Scope of Work/Narrative (a brief narrative suitable for public announcement if funded)
* Detailed budget
* Budget justification
* Biosketches for all Key Personnel
* Resources & Facilities page
* Any other forms required by the sponsor
* Completed and signed Proposal Routing Form (PRF)
* Completed and signed Conflict of Interest (COI) for PI and Co-PI’s

If the proposal includes **SUBAWARDS**

Complete documentation for each proposed subaward is required, including:

* Letter of intent to subcontract signed by institutional official of subcontract site
* Scope of work
* Budget/budget justification
* Biosketches for key personnel
* Subrecipient’s most recent negotiated rate agreement
* Facilities/resources pages (if applicable)
* IRB and [IACUC](http://www.bu.edu/researchsupport/glossary/iacuc/) approvals (if applicable)
* Any other documents required by prime sponsor

If the proposal includes **CONSULTANTS**

* Consultant letter(s) of commitment (including consulting rate if paid consultant) and Biosketch.
* If sponsor has specific requirements for consultants, required documents should be included.
* A completed W9 (If your Consultant is new to UMass Dartmouth)

If the proposal requests an **F&A RATE** lower than the sponsor’s published rate

* Attached documentation of reduced rate or reference a posting on the sponsor’s website or included in email from appropriate institutional officer.

If the proposal involves **COST-SHARING**

* Documentation and signatures on Proposal Routing Form (PRF) for all cost sharing requests

The PI is responsible for preparing all required documents and uploading to Cayuse, FastLane, etc. The PI will notify Sponsored Projects when the proposal is complete and ready for review and submission.

If the proposal is being submitted as a hard copy, the PI is responsible for preparing all required documents and providing the completed proposal to SPA for final review and preparation of a transmittal letter and representations and certifications as required.

**OTHER UMass Dartmouth Information**

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Signing Officials:

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Congressional District: MA 009

EIN: 04.3167352

NIH EIN: 1043167352E8

DUNS #: 79.947.7427

NSF Institutional Code: 0022103000

Single Audit (A133): https://www.umassp.edu/controller/reports