

## **PAPERWORK THAT IS MINIMALLY REQUIRED TO PROCESS A PROPOSAL**

- This information should be submitted to the Pre-Award Office as a complete package
- Submit all similar external forms required by the proposal guidelines and contain the information below

### **NEW or REVISED or COMPETITIVE RENEWAL PROPOSAL:**

*Where WSU is Applicant Organization*

1. Form for External Support
  - Cost Sharing/In-Kind Documentation (*if applicable*)
2. Cover Page, Face Page(s) and/or Signature Page
3. Abstract Page/Scope of Work/Goals and Objectives
4. Budget Required by Grantor
5. Budget Justification Required by the Grantor
6. Other Administrative Documents
  - Examples include: senior/key personnel, applicant information, administrative information, assurances/lobbying information
7. Resources and Environment/Committed Resources
8. Checklist (*if applicable*)
9. Guidelines or Web address
10. Cover letter (*if applicable*)
11. Subcontractor documents (*if applicable*)
  - Consortium letter or signed face page
  - Budget for the entire period
  - Budget justification
  - Checklist (*if applicable*)

### **NEW or REVISED or COMPETITIVE RENEWAL SUBCONTRACT PROPOSAL**

*Where WSU is NOT the Applicant Organization*

1. Form for External Support
  - Cost Sharing/In-Kind Documentation (*if applicable, except for over the cap*)
2. WSU Face Page and Signature Page (*if separate and required by Prime*)
3. WSU Abstract Page/Scope of Work/Goals and Objectives
4. WSU Budget Required by Grantor
5. WSU Budget Justification required by the Grantor
6. Other Administrative Documents
  - Examples include: WSU senior/key personnel, WSU assurances/lobbying information
7. WSU Resources and Environment/Committed Resources
8. WSU Checklist (*if applicable*)
9. Guidelines or Web address
10. WSU Subcontractor documents (*if applicable*)
  - a. Consortium letter or signed face page
  - b. Budget for the entire period
  - c. Budget justification
  - d. Checklist (*if applicable*)

## **NEW or REVISED or COMPETITIVE RENEWAL SBIR/STTR SUBCONTRACT PROPOSAL**

1. Form for External Support
2. Cost Sharing/In-Kind Documentation (*if applicable*)
3. Prime Sponsor's Face Page
4. Prime Sponsor's Budget
5. WSU Face Page and Signature Page (*if separate and required by Prime*)
6. WSU Abstract Page/Scope of Work/Goals and/Objectives
7. WSU Budget Required by Prime Sponsor
8. WSU Budget Justification Required by the Grantor
9. Checklist
10. Resources and Environment/Committed Resources
11. Guidelines or Web address
12. Subcontractor documents (*if applicable*)
  - a. Consortium letter
  - b. Budget for the entire period
  - c. Budget justification
  - d. Checklist (*if applicable*)

## **INDUSTRIAL or PHARMACEUTICAL CONTRACT**

1. Form for External Support
2. Cost Sharing/In-Kind Documentation (*if applicable*)
3. Internal Budget
4. Budget Justification
5. Protocol or Research Plan
6. 2 copies of the Contract including all attachments and exhibits (*if available*)
7. Affirmation Memo (*if contract is included*)
8. Sponsor Contact Information

## **NON-COMPETING RENEWAL (Paper Submission)**

1. Form for External Support
2. Cost Sharing/In-Kind Documentation (*if different than time of award*)
3. Face Page and Signature Page (*if separate*)
4. Budget (*if required by Grantor or different from time of award*)
5. Budget Justification (*if required by the Grantor or different than time of award*)
6. Answers to the 3 questions and corresponding documentation if yes (*NIH only: this is either done at the beginning of the progress report or use the supplemental form*)
7. Checklist (*if applicable*)
8. Personnel Sheet (*if applicable*)

## **NIH NON-COMPETING RENEWAL (Electronic Submission)**

### *Preferred Method*

1. Form for External Support
  - Cost Sharing/In-Kind Documentation (*if different than time of award*)
2. Budget (*if different from time of award*)
3. Budget Justification (*if different from time of award*)
4. E-Snap routed to Per-Award Officer

## **SUBCONTRACT RENEWAL**

1. Form for External Support
  - Cost Sharing/In-Kind Documentation (*if different than time of award*)
2. Face Page and Signature Page (*if separate and required by Prime*)
3. Budget (*if different from original award or required by Subcontractor*)
4. Budget Justification (*if different from original award or required by the Subcontractor*)
5. Checklist (*if applicable*)

<p>Sponsored Programs Administration requires proposal to be submitted 5 business days before the submission date and 8 business days for complex proposals. This in order to give SPA time to properly review and process all proposals</p> <p style="text-align: right;"><i>Updated 6/02/06</i></p>
---