**Proposal Package Checklist when UL Lafayette is the Prime**

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|  | **Item** | **Comments** |
| ❑ | Internal Proposal Approval Form (IPAF)  | IPAF must be complete and signed by all investigators, Department Heads, and Deans of all investigators |
| ❑ | Facilities and Administrative Cost Waiver/Reduction Form | The submittal of the Facilities and Administrative Cost Waiver/Reduction Request Form is required only on those rare occasions in which the PI requests a waiver or reduction of the F&A rate below the maximum allowed by the sponsor. This form is NOT required if the F&A rate in the proposal is the maximum permitted by the sponsor’s written policy even when that rate is lower than the University’s federally negotiated/approved rate. In those cases, attach a copy of the sponsor’s policy to the proposal for routing. |
| ❑ | Cost Share/Matching Funds Approval Form | The Cost Share/Matching Funds Approval Form is required when the proposal budget include cost sharing or matching funds. |
| ❑ | Complete proposal text | Including all narrative sections |
| ❑ | Budget | Budget should be prepared on sponsor budget forms. If the sponsor does not indicate a specific form, PI can use ORSP templates. |
| ❑ | Budget Justification | Budget justification for UL Lafayette’s portion of the work. |
| ❑ | Forms/Information required by sponsor | Including but not limited to application forms, special budget forms, bio sketches, facilities & equipment forms, current/pending forms, etc. |
| ❑ | Proposal for each named subaward and/or subcontract | Subaward/subcontract proposal includes:* Letter of collaboration signed by authorized representative
* Scope of Work
* Detailed budget
* Budget Justification
* Indirect Costs Rate Agreement if their budget includes indirect costs
* Fringe rate agreement/documentation if their budget includes fringe benefits
* Any required sponsor forms or information (bio sketches, facilities & equipment forms, current/pending forms, etc.)
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| ❑ | Proposal for all named consultants and vendors | Proposal transmitted on letterhead includes quote or cost proposal with detailed description of goods or services to be provided |
| ❑ | Letter of Commitment for all Third Party Contributors | For each outside entity providing third party cost share or match (cash or in-kind), provide a letter from an authorized individual of the organization providing a detailed description and value of items to be provided |
| ❑ | Financial Conflict of Interest and Disclosure Form | Required for all investigators for NSF & PHS (including NIH) proposals or for an individual investigator if a financial conflict of interest exists regardless of sponsor |
| ❑ | Approval from applicable Institutional Review Committee | Documentation of IACUC, IRB, IBC, Radiation Safety Committee approval if project involves animal subjects, human subjects, radioactive materials or biohazardous materials. |
| ❑ | Electronic proposal record required by sponsor |

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| For electronic submission, the following must be sent to your Pre-Award Administrator at least 24 hours prior to the submission deadline (not including weekends). |
| * For grants.gov submission: Adobe form with all files uploaded (or electronic files to be uploaded)
* For submission on sponsor website (NSF Fastlane, NASA NSPIRES, Dept of Ed egrants, etc): complete proposal and all required forms on site and with appropriate access for ORSP review and submission
* For electronic submission via e-mail: All required files sent via e-mail
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