

Call for Proposals Checklist

RFP/RFA/FOA Title:

Sponsor:

Principal Investigator:

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- ☐ Do you have the most recent guidelines? Is there more than one set to be referring to (call specific & several agency general guidelines are possible)?
- ☐ Deadline date – electronic receipt, postmarked, or machine stamped (if a hard copy is hand-delivered)?
- ☐ Time deadline – local time or sponsor’s time?
- ☐ Electronic or paper submission? Optional? Mandatory? Both required?
- If electronic, is there any guidance about submission mechanism (e.g., FastLane, Grants.gov, email)?
 - If paper, do multiple copies of proposal need to be sent to different addresses?
- ☐ What type of funding instrument anticipated – Grant, Contract, subaward (if you are unsure what these are, please refer to the [Proposal Preparation & Submission](#) handbook)? What type of terms (e.g. under the FDP)?
- ☐ Is this a [limited submission proposal](#) (limit to the # of proposals that can be submitted by an institution)?
- ☐ Is there more than one stage of proposal preparation (e.g. Letter of Intent or pre-proposal)? What are the deadlines for each?
- ☐ Are there any Principal Investigator eligibility requirements? For UC Davis PI eligibility requirements, see [PPM 230-02](#).
- ☐ Technical requirements (e.g. collaboration between various scientific fields)?
- ☐ Limit on how much funding can be requested?
- ☐ Limit on project duration (e.g., one year – five years)?
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- ☐ Limit on number of PI's or Co-PI's?
 - ☐ Earliest start date for project?
 - ☐ Cost sharing – Mandatory? Encouraged? Volunteer cost sharing allowed?
 - ☐ Any categories not allowable (e.g. foreign travel)? View the current [Federal Policies](#).
 - ☐ What is the F&A rate allowed by the sponsor? If it is different from UC Davis' [Federal Rate Agreement](#), does the sponsor have a written policy re: F&A restrictions?
 - ☐ Any time/effort commitments required? Any guidance regarding effort without compensation?
 - ☐ Any caps of any sort (e.g. salary, equipment)?
 - ☐ Page limitations?
 - ☐ Format restrictions (e.g. margins, font type and font size)?
 - ☐ Appendices allowed? Expected?
 - ☐ Training component allowed? Expected? Students paid stipend or salary?
 - ☐ Special forms or formats, schedules or cost breakdowns?
 - ☐ Subaward/Subcontract restrictions (e.g., FFRDC)?
 - ☐ Unusual considerations (e.g., conferences, alteration or renovation)?
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