

COPH Grant/Contract Proposal Preparation

Checklist for Extramural Grant Proposals

NOTE: The following information is necessary to initiate grant preparation from the COPH Dean's Office. The checklist needs to be **submitted to Marilyn Bowman and Sam Smith at least 4 weeks prior to the application due date** to assure adequate time to properly prepare all documents. If your checklist is submitted later than 4 weeks prior to the submission deadline, there is a possibility that the documents will NOT be completed in time.

Principal Investigator/Program Director: _____

PI Contact Information: Phone _____ E-mail _____

COPH Department: _____

Other Contact Person(s): _____

Contact Information: Phone _____ E-mail _____

Proposal Title: _____

Funding Agency: _____

Project Funding Period: _____

Funding Agency Due Date: _____

Application Guidelines:

NIH SF424

PA/RFA: _____

Other (Please attach guidelines or website for information)

Is this an electronic submission? YES NO

Is there cost share or match involved? YES NO

*Note: Cost sharing or a fiscal match must be approved in writing (or e-mail) by the PI's home department and the Dean of COPH at least two weeks prior to due date. **VOLUNTARY COST SHARE IS NOT ALLOWED.***

Are any personnel salaries above the NIH salary cap? YES NO

Note: Current NIH salary cap is \$181,500. <http://grants.nih.gov/grants/policy>

Is the Indirect Cost Rate the standard UAMS research rate? (49% as of 07/01/2013)

YES NO

If NO, what indirect cost rate will be applied? _____

Note: Indirect cost rates other than the standard UAMS research rates must be approved in writing (or e-mail) by the Dean of COPH at least 2 weeks prior to due date and indirect support for fiscal administration must be included on the budget. Also, we will be required to provide ORSP with documentation that the funding agency has a cap on IDC.

List of Key Personnel (Name, Role and Department/School):

Note: Please include any consultant or subcontract personnel that may be considered key personnel for the project.

Is there a subcontract(s) involved? YES NO

If YES, please provide the fiscal contact person at the subcontract agency:

Organization: _____ Name: _____

Phone: _____ E-mail: _____

Note: Proposals that include a substantial subcontract or a number of subcontracts may require more intensive fiscal administration and therefore increased fiscal administrator effort may be required. If there are multiple subcontracts, please attach a separate page with the contact information for each agency.

Date you anticipate submitting the final proposal to the Office of Research and Sponsored Programs (must be at least 8 **business days** (3 days for COPH and 5 days for ORSP) prior to funding agency deadline): _____

Note: The COPH Dean's Office needs adequate time to review the proposal before sending to ORSP, and to make any necessary modifications after the ORSP review. The Principal Investigator must be available for signing the proposal face page on the day the proposal is submitted to ORSP. For more clarification on the ORSP submission timeline, please see the examples on the ORSP website:

http://www.uams.edu/orsp/submitting_grant_proposals.asp

If any additional office space is required, please attach a memo with specifications.

Note: Please specify what type of space you will need, i.e. cubicle or private office (please include any off campus space needed).

PI Signature: _____ Date: _____