

PRINCIPAL INVESTIGATOR'S CHECKLIST FOR PROPOSAL SUBMISSION

- Completed, signed Transmittal Form
 - ° All questions answered
 - ° Signatures and/or Initials
 - Principal Investigator
 - Center Director, etc., if applicable
 - Department Chair
 - Dean's Office, if applicable (See Instructions)
 - ° Same signatures as above for investigators in collaborating departments/schools
 - ° IRB Status

- Sponsor guidelines/RFP/RFQ/Request for Bid, Etc., attached to Transmittal

- Completed Sponsors application cover/signature page, Face page or similar with PI signature and other signatures as may be required by Sponsor.

- Abstract (if required by Sponsor)

- Performance sites/Key Personnel (if required by Sponsor)

- Final budget on Sponsor form, if required, & Michigan Tech internal budget spreadsheet

- Budget justification

- Completed Sponsor checklist (if required)

- Biosketch for PI (if required by Sponsor)

- For each proposed subcontractor:
 - ° Subrecipient Commitment Form
 - Authorized Budget
 - Budget justification
 - Scope of work at subcontracting institution

- Letters of collaboration from all consultants, if named

- Project plan or scope of work (Draft OK)

- Other forms as required by application instructions

- If applicable: Commitment letter for required Cost-Share, and/or Cost share/matching support form

- If less than full overhead required by sponsor, supply written documentation of required reduction.