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

9/2/2015