

Proposal Preparation Checklist

Inform your Research Administrator and any other applicable office

Alert your Grants Manager or other college pre-award support service contact as soon as you decide to submit a proposal.

- Send them a link to the sponsor's program guidelines and deadline(s).
- Let the Grant Manager know if the sponsor requires an online submission. Not all online proposal submission systems are immediately accessible, so early notification is key so SPA can ensure we are set up in the sponsor's system.
- Contact your Grant Manager or other pre-award support service contact for assistance with developing a budget, budget justification, and final proposal review.

Verify Opportunity Details

Ensure that you have all the details for the current funding opportunity.

- Verify the sponsor's form or package is the current version.
- Note the proposal deadline date and time; whether it's before close of business, or if it is in a different time zone.
 - Work backward from that date. The proposal must be received by SPA at least three days prior to the sponsor's published deadline to ensure successful proposal review and submission.
- If the sponsor limits F&A, include a copy of the sponsor's F&A policy from the proposal guidelines
- Indicate if cost share is required so the grants team can take the appropriate action for approval.

Check for Equipment you may Need?

Compile Your Budget

Work with your grants management team to develop your project's budget.

- Follow our Budget Development Guidance (link to Budget Development Drop Down)
- Follow the sponsor's guidelines regarding allowable costs.
- Cost share or match funds should only be committed if required by the sponsor's guidelines.
 - [Information on Vanderbilt's Cost Share Policy](#)
- [Budget full F&A](#) or the maximum allowed by the nonprofit or government agency.
 - Does the project qualify for the off-campus F&A rate?