

PROPOSAL PREPARATION CHECK LIST: Items needed are the following.

Note: web form and proposal need to reach the Research Office 72 hrs. prior to deadline.

Solicitation number: _____ / **Agency name:** _____

Proposal # & pin if NSF: _____

Deadline date : _____

Start & End dates : _____

Full title : _____

Short abstract needed for internal web form.

BUDGET NEEDS:

PI / Co-PI support : _____
(buyouts / summer)

Senior Personnel : _____

Grad. Support : _____
(academic / summer / winter)

Undergrad. Support: _____
(REU / hourly)

Travel / Domestic / Foreign: _____
(details on where / what travel is for, especially Foreign)

Misc. Supplies & Exp: _____

Computers : _____
(detailed explanation stating significance and purpose for this grant)

Subcontracts : _____

FYI.....

Fringe rates = 32% for PI / Co-PI ----- 8.2% for Grads ----- 7.9% for Sr. Personnel off campus