

# PROPOSAL PREPARATION CHECKLIST

## Transmittal Form (an internal document)

- \_\_\_ Contact (someone who is internal, available and knowledgeable) with phone number
- \_\_\_ Med School copy included
- \_\_\_ PI Status Exception needed

## Clearances

- \_\_\_ Conflict of Interest submitted electronically
- \_\_\_ Humans
  - \_\_\_ Protocol (If NIH, can be just-in-time)
  - \_\_\_ Protocol number \_\_\_\_\_
  - \_\_\_ Expiration date \_\_\_\_\_
- \_\_\_ Animals
  - \_\_\_ Protocol (If NIH, can be just-in-time)
  - \_\_\_ Protocol number \_\_\_\_\_
  - \_\_\_ Expiration date \_\_\_\_\_
- \_\_\_ Biosafety
  - \_\_\_ Protocol number \_\_\_\_\_
  - \_\_\_ Expiration date \_\_\_\_\_

## Face/Cover Page

Institutional Signator: Diane Barrett  
Financial Contact: Robert Andresen  
<http://www.rsp.wisc.edu/html/factualdata.html> for contact information

## Budget

- \_\_\_ Personnel from other department/college
- \_\_\_ E-mail indicating approval in Medical School copy
- \_\_\_ Edits on T-Form
- \_\_\_ Tuition Remission for Res Assts = 25% of stipend in "Other Expenses"
- \_\_\_ Equipment Match requested (\$10,000 - \$100,000 est. cost, federal sponsor)
- \_\_\_ Cost Sharing

## Indirect Cost (Facilities & Administration)

- \_\_\_ Standard Rate \_\_\_\_\_
- \_\_\_ Exception on file
- \_\_\_ Exception requires approval

## NIH Specific

- \_\_\_ Face Page 3F = Medical School
- \_\_\_ Human Subjects Training Certification attached when appropriate
- \_\_\_ Modular if \$250,000 or less per year)
- \_\_\_ > \$500,000/year approval required 6 weeks before submission
- \_\_\_ Biographical Sketch : 4 pages w/relevant research activity in past 3 years
- \_\_\_ UWMF Subagreement for clinical faculty
- \_\_\_ MOU for Faculty w/VA joint appointment (place after Biosketch)
- \_\_\_ Career Development Award (K series)
  - \_\_\_ 8% IC but do not send Checklist
  - \_\_\_ Form Page 5 with totals only, no categorical amounts
  - \_\_\_ Other Support for sponsors