

# PROPOSAL CHECKLIST FOR ARTS & SCIENCES

<u>ACTIVITY</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>COEUS</b> Routed to BARA	_____	_____	_____
<b>ABSTRACT/Statement of Work</b>	_____	_____	_____
<b>BUDGET</b> (Current/Cumulative)			
<b>Percent of Effort/Salary</b> (Check)	_____	_____	_____
<b>Fringe Benefits</b> (Correct & Prorated)	_____	_____	_____
<b>Student Stipends</b>	_____	_____	_____
<b>Graduate Student Support</b> (See note 1)	_____	_____	_____
<b>Foreign Travel</b> (Must detail & justify)	_____	_____	_____
<b>Equipment</b> (Must detail & justify)	_____	_____	_____
<b>Computer Costs</b> (Provide rates)	_____	_____	_____
<b>Consultants</b>	_____	_____	_____
<b>Subawards</b> (See Subaward Manual)	_____	_____	_____
<b>Tuition &amp; Health Ins. Rates-Grad student</b> (Call BARA Office for rates)	_____	_____	_____
<b>Post Doc Surcharge</b> (% of Post Doc salary –call BARA office for rate)	_____	_____	_____
<b>Cost Sharing (See Cost Sharing Form)</b> (Requires written approval of Vice Dean for Science & Research)	_____	_____	_____
<b>Indirect Rates</b> (Correct & Prorated)  <i>If reduced or no IDC, must have agency directive         or high level of secretarial/student support, faculty         academic salary and/or administrative allowance.         Reduced or waived F&amp;A requires Vice Dean's approval</i>	_____	_____	_____
<b>Off Campus IDC Rate</b> (Requires written approval of Vice Dean for Science & Research)	_____	_____	_____
<b>GENERAL</b>			
<b>Are there agency specific requirements?</b> (E.g., certifications, type size, page limitation, etc.)	_____	_____	_____
<b>Human Subjects</b> (IRB Approved?)	_____	_____	_____
<b>Animal Care &amp; Certification</b> (IACUC approved?)	_____	_____	_____
<b>Foreign Export Requirements</b> (Includes information exchange, software, data and equipment not in the public domain)	_____	_____	_____
<b>Restrictions On:</b>			
<b>Intellectual property ownership</b>	_____	_____	_____
<b>Drug-free workforce (instead of workplace)</b>	_____	_____	_____
<b>Indemnification issues</b>	_____	_____	_____

NOTE 1: Requires graduate student salary and 20% tuition on all proposals when allowable and feasible. Proposals with no graduate student support must be justified.

NOTE 2: Administrative salaries charged as "direct" must be justified for Federal Agencies or Federal Subrecipients.