

**Overview:**

This Quick Card serve as a list of items required, things to be done, or points to be considered when preparing to submit a proposal for OSP review. The checklist contains questions to ask the PI(s) concerning the proposal.

**Notes:**

- Per Institute policy, complete, **final (not draft) proposals are due in OPS 5 full business days prior to a Sponsor's deadline date.**
- Please consider this checklist as a guideline, and always refer to Institutional Policy.

**Who is the Sponsor?**

Checkbox	Question
<input type="checkbox"/>	<b>Federal?</b>
<input type="checkbox"/>	<b>Industrial?</b>
<input type="checkbox"/>	<b>Foundation/Non Profit</b> – For Foundation sponsors, on research, non-research proposals, has PI been working with the MIT Foundation Relations Office? (Note – Fellowship proposals <b>do not</b> need to be discussed with Foundation Relations).
<input type="checkbox"/>	If the Sponsor is another university and/or the MIT PI will be submitting a subcontractor proposal, <b>which is the Prime Sponsor (Federal, Industrial, Foundation/Non Profit)?</b> Where are the funds ultimately coming from?


**Is this a new proposal (never submitted to this Sponsor)?**

Checkbox	Question
<input type="checkbox"/>	If this is a <b>resubmission</b> of a proposal previously submitted to this Sponsor, <b>what was the original MIT proposal #?</b> (A resubmission proposal is when a proposal has been previously submitted to the Sponsor, but no award has been issued to MIT to date and there is no MIT Account #).
<input type="checkbox"/>	If this is a <b>supplement</b> of a proposal previously submitted and awarded by this Sponsor, <b>what is the present MIT account #?</b> (A revision proposal is when a proposal has been previously submitted to the Sponsor, and MIT has received an award from the Sponsor. There is a MIT Account #).

**What are the Sponsor's instructions for submitting a proposal?**

Checkbox	Question
<input type="checkbox"/>	<b>Federal Sponsors</b> – there should be a solicitation number or funding opportunity number associated with Federal Proposals- what is the #? What are the special instructions for this proposal?
<input type="checkbox"/>	<b>Industrial Sponsors</b> – is there a website with a solicitation announcement or instructions for submitting a proposal?
<input type="checkbox"/>	<b>Foundation/Non Profit Sponsors</b> – is there a website with a solicitation announcement or instructions for submitting a proposal?
<input type="checkbox"/>	If the <b>Sponsor is another university, and/or PI</b> , MIT will be submitting a subcontractor proposal. Is there Prime Sponsor solicitation announcement or instructions for submitting a proposal?

<input type="checkbox"/>	In the absence of any Sponsor instructions, proposals should contain at least an MIT PI work statement and a budget for MIT's work.
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 **Note:** Some Sponsors may have special instructions for submission, which **may require the MIT PI and/or Departmental Administrators to establish an account to access and submit via a Sponsor's online system**, such as NASA NSPIRES, EERE Exchange, etc. Please discuss with your OSP Contract Administrator prior to routing a proposal if you have questions

**What is the Sponsor's deadline date for submitting a proposal?**

Checkbox	Question
<input type="checkbox"/>	If submitting a proposal in response to a specific solicitation #, the solicitation instructions will state the Sponsor's deadline date for submitting a proposal
<input type="checkbox"/>	If there is no Sponsor solicitation announcement or instructions with a specified deadline date, this field should be left blank in Kuali Coeus.

When answering this question, keep in mind the Institute policy on proposal deadline, referenced in the above "Notes" section of this Quick Card.

**What are the Start and End dates of this proposal?**

Checkbox	Question
<input type="checkbox"/>	<b>Start and End dates</b> – must be within the parameters of the Sponsor solicitation instructions, if provided.
<input type="checkbox"/>	<b>Start dates</b> should be a date in the future, not a date in the past.

<input type="checkbox"/>	Do the dates in the uploaded attachments match the dates entered in Quali Coeus?
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**Is the SOW in Final form?**

Checkbox	Question
<input type="checkbox"/>	<b>OSP</b> cannot grant final approval of proposals with the SOW in draft form. <b>Special Note</b> - it is the SOW that obligates the work to be performed by MIT if award received by Sponsor.
<input type="checkbox"/>	Is this a research program? A non-research/other program? A fellowship?

**What is the total funding for this proposal?**

Checkbox	Question
<input type="checkbox"/>	Are there Co-PIs, Key personnel, students?
<input type="checkbox"/>	Are there subcontract costs, consultant costs?
<input type="checkbox"/>	Are material and service costs needed?
<input type="checkbox"/>	Are travel funds needed? Domestic and/or Foreign?
<input type="checkbox"/>	Are major equipment funds needed? Are quotes provided for major equipment?
<input type="checkbox"/>	

	Are any expenses considered unallowable by the Sponsor (noted in the Sponsor instructions)?
<input type="checkbox"/>	Are there special considerations concerning MIT's F&A rates? Does the sponsor allow MIT to charge full F&A rates, if a research proposal? (If not, underrecovery may be required).
<input type="checkbox"/>	Justify all costs, preferably in order in which they occur on the MIT budget page(s).
<input type="checkbox"/>	Do the numbers in the budget match the numbers (if cited) in the justification?
<input type="checkbox"/>	If the budget was not prepared in Kualii Coeus, do the numbers in the uploaded budget attachment match the numbers entered in the Kualii Coeus Budget Summary (direct, indirect, total)?

**Will the work performed by MIT personnel be performed on campus?**

Checkbox	Question
<input type="checkbox"/>	If work performed by MIT personnel will take place off campus, do we have facility name/address? Do we have a letter from off campus facility approving MIT use of facility?

## Are there Subcontractors?

Checkbox	Question
<input type="checkbox"/>	Subcontractor's proposal(s) (including signed letter from subcontractor's organization/OSP office) are to be included in the MIT PI's proposal <b>prior</b> to routing the proposal to OSP.

## Are there Consultants?

Checkbox	Question
<input type="checkbox"/>	If there are consultants, do we have a letter from them stating their fees and number of hours/days/weeks they will commit? Consultant letters are to be included in the MIT PI's proposal <b>prior</b> to routing the proposal to OSP.

**Notes:** For requests to add New Organizations to the Kualii Coeus Database, or to request Kualii Coeus User Authorizations in response to an upcoming proposal, please allow up to one (1) business day to process.

**Are there any foreign organization or person working on this proposal?**

Checkbox	Question
<input type="checkbox"/>	Do we have a letter(s) from the foreign organization or persons agreeing to work under MIT's proposals?

**Are there animal or human subjects involved in this proposal?**

Checkbox	Question
<input type="checkbox"/>	Is there an IACUC (animal) or IRB/COUHES (human) protocol for this project?
<input type="checkbox"/>	If no approval, has the PI started the paperwork for these approvals? (Maybe marked under "Special Review" as "Pending").