

Five-Day Proposal Submission Check List (adapted from the University of Michigan)

- x Administrative data complete and correct (e.g., EIN, DUNS, FWA, authorized official data, etc.). Page length limits observed.
 - x Budget compliant with sponsor guidelines/requirements.
 - x Sponsor's restrictions and requirements met.
 - x Cost sharing requirements, if any, met.
 - x Indirect cost rate is justified if lower than TTU federally negotiated rate.
 - x
necessary.
- x Institutional approvals necessary for nonnegotiable terms and conditions obtained.
- x Signatures/approvals present and correct.
- x Agreement negotiated prior to submission, when required (e.g., Teaming Agreements).