PAPERWORK THAT IS MINIMALLY REQUIRED TO PROCESS A PROPOSAL

- This information should be submitted to the Pre-Award Office as a complete package
- Submit all similar external forms required by the proposal guidelines and contain the information below

NEW or REVISED or COMPETITIVE RENEWAL PROPOSAL:
Where WSU is Applicant Organization

1. Form for External Support
   - Cost Sharing/In-Kind Documentation (*if applicable*)
2. Cover Page, Face Page(s) and/or Signature Page
3. Abstract Page/Scope of Work/Goals and Objectives
4. Budget Required by Grantor
5. Budget Justification Required by the Grantor
6. Other Administrative Documents
   - Examples include: senior/key personnel, applicant information, administrative information, assurances/lobbying information
7. Resources and Environment/Committed Resources
8. Checklist (*if applicable*)
9. Guidelines or Web address
10. Cover letter (*if applicable*)
11. Subcontractor documents (*if applicable*)
   - Consortium letter or signed face page
   - Budget for the entire period
   - Budget justification
   - Checklist (*if applicable*)

NEW or REVISED or COMPETITIVE RENEWAL SUBCONTRACT PROPOSAL
Where WSU is NOT the Applicant Organization

1. Form for External Support
   - Cost Sharing/In-Kind Documentation (*if applicable, except for over the cap*)
2. WSU Face Page and Signature Page (*if separate and required by Prime*)
3. WSU Abstract Page/Scope of Work/Goals and Objectives
4. WSU Budget Required by Grantor
5. WSU Budget Justification required by the Grantor
6. Other Administrative Documents
   - Examples include: WSU senior/key personnel, WSU assurances/lobbying information
7. WSU Resources and Environment/Committed Resources
8. WSU Checklist (*if applicable*)
9. Guidelines or Web address
10. WSU Subcontractor documents (*if applicable*)
   a. Consortium letter or signed face page
   b. Budget for the entire period
   c. Budget justification
   d. Checklist (*if applicable*)
NEW or REVISED or COMPETITIVE RENEWAL SBIR/STTR SUBCONTRACT PROPOSAL

1. Form for External Support
2. Cost Sharing/In-Kind Documentation (if applicable)
3. Prime Sponsor’s Face Page
4. Prime Sponsor’s Budget
5. WSU Face Page and Signature Page (if separate and required by Prime)
6. WSU Abstract Page/Scope of Work/Goals and/Objectives
7. WSU Budget Required by Prime Sponsor
8. WSU Budget Justification Required by the Grantor
9. Checklist
10. Resources and Environment/Committed Resources
11. Guidelines or Web address
12. Subcontractor documents (if applicable)
   a. Consortium letter
   b. Budget for the entire period
   c. Budget justification
   d. Checklist (if applicable)

INDUSTRIAL or PHARMACEUTICAL CONTRACT

1. Form for External Support
2. Cost Sharing/In-Kind Documentation (if applicable)
3. Internal Budget
4. Budget Justification
5. Protocol or Research Plan
6. 2 copies of the Contract including all attachments and exhibits (if available)
7. Affirmation Memo (if contract is included)
8. Sponsor Contact Information

NON-COMPETING RENEWAL (Paper Submission)

1. Form for External Support
2. Cost Sharing/In-Kind Documentation (if different than time of award)
3. Face Page and Signature Page (if separate)
4. Budget (if required by Grantor or different from time of award)
5. Budget Justification (if required by the Grantor or different than time of award)
6. Answers to the 3 questions and corresponding documentation if yes (NIH only: this is either done at the beginning of the progress report or use the supplemental form)
7. Checklist (if applicable)
8. Personnel Sheet (if applicable)
NIH NON-COMPETING RENEWAL (Electronic Submission)

Preferred Method

1. Form for External Support
   - Cost Sharing/In-Kind Documentation *(if different than time of award)*
2. Budget *(if different from time of award)*
3. Budget Justification *(if different from time of award)*
4. E-Snap routed to Per-Award Officer

SUBCONTRACT RENEWAL

1. Form for External Support
   - Cost Sharing/In-Kind Documentation *(if different than time of award)*
2. Face Page and Signature Page *(if separate and required by Prime)*
3. Budget *(if different from original award or required by Subcontractor)*
4. Budget Justification *(if different from original award or required by the Subcontractor)*
5. Checklist *(if applicable)*

Sponsored Programs Administration requires proposal to be submitted 5 business days before the submission date and 8 business days for complex proposals. This in order to give SPA time to properly review and process all proposals  

*Updated 6/02/06*