

Institutional Pre-Award Checklist

The following information is submission guidance for faculty from the Office of Sponsored Programs
Updated September 2023

Before proposal submission to OSP – Work with your college Research Coordinator and/or OSP Proposal Coordinator

- Notify the Dean/Chair of your intent to apply. Obtain approvals for course buyouts, [cost-sharing \(if required\)](#), equipment, space, or other departmental needs.
- Identify important sponsor-specific details about deadlines, format, required signatures, [cost share](#), letters of eligibility, equipment quotes if appropriate.
- Review the guidelines of the solicitation for eligibility and limited submission. In the case of a limited submission, reach out to [Strategic Research Initiatives](#) for more information.
- Initiate a proposal entry in [Kuali Research](#) for institutional routing.
- Identify proposal type: pre-proposal, new, continuing, resubmission, etc.

Before Creating a Budget – Consider the Following

- Use the [OSP excel template](#) and refer to the [OSP budget manual](#).
- Follow [2 CFR 200 Cost Principles](#) and sponsor guidelines for allowable vs. unallowable costs.
- Apply the [correct fringe rates](#): faculty, staff, and post docs 28%, GRA & DRA 17%, undergrads, and hourly students 1.25%
- Follow sponsor guidelines for permanent equipment, travel, participant support costs, tuition, and other direct costs (materials & supplies, publication costs, computer services, subawards).
- [Subaward vs. Vendor](#): If there is a subaward, let OSP know ASAP so TXST can contact the other institutions to request proposal forms and budget.
- Apply the correct [Indirect Cost \(F&A\) Rate Information](#)

Compliance Requirements - [About Research Integrity and Compliance](#)

- Complete [CITI compliance training](#), if necessary
- [Export Control](#)
- [IRB](#) – Institutional Review Board, if you are unsure if your proposal, fill out the [IRB Determination Form](#)
- [Significant Financial Interest \(SFI\) & Conflicts of Interest](#)
- [IACUC](#) – Institutional Animal Care and Use Committee
- [Research Data Service Request Form](#)

Abide by the Three-Day Submission Policy

For the proposal to meet the 3-day rule, the following must be submitted to OSP 3 days before the sponsor deadline, with all proposal components complete with the exception of the final project narrative (or scope of work equivalent) in final print or entered/uploaded into the sponsor's website or application portal.

- UPPS No. 02.02.01 Section 03.04 - Pre-Award Support Services must receive the complete proposal package (including a complete budget, narrative, executive summary, and all required sponsor forms) no later than [three working days prior](#) to the submission deadline or proposal submission is not guaranteed.
- Be available until the proposal is submitted. OSP must have PI approval before the final submission.