



# Office of Sponsored Programs

## UNIVERSITY of ALASKA ANCHORAGE

### Pre-Award Checklist

Remember to allow at least five business days for proposal review! Late and/or incomplete proposals are subject to an expedited review fee.

#### NA Routing Form Is Complete

- All boxes are checked, including p. 2 compliance and space requirements boxes
- All blanks are filled in (e.g., location code, PI/fiscal contact ID #, distribution code, etc.)
- Statewide requires three (3) research theme codes on p. 2, item q
- All signatures obtained (PI, Co-Is, Dean/Director, Fiscal Review)
- Dates filled out (due dates, project dates)
- Budget section is completed (consistent with amount listed on other pages)
- For continuations, include the related proposal/grant number in section 1.b.
- Document any circumstances out of the ordinary in the notes section

#### Proposal Package

- Documents requiring signatures submitted to [uaa\\_preaward@uaa.alaska.edu](mailto:uaa_preaward@uaa.alaska.edu) via DocuSign, with Pre-Award receiving a copy (not as a signer) after all signatures are in
- Email all other materials (excluding the signature documents) separately to [uaa\\_preaward@uaa.alaska.edu](mailto:uaa_preaward@uaa.alaska.edu)
- Include this checklist, with items completed and checked off or marked as not applicable**
- Follow sponsor's general or program-specific guidelines, and include all externally required documents, preferably NOT in pdf format (e.g., NSF Current & Pending, etc.)
- Proposal is in FINAL form
- A copy of the sponsor's guidelines or the web address is included with the proposal to Pre-Award

#### Budget and Justification

- All costs meet cost accounting standards (direct vs. indirect, allowable, etc.)
- An internal spreadsheet showing how budget was calculated is included for Pre-Award. All costs must be itemized; travel in particular must show # of people traveling, # of days/nights and # of trips per year
- Benefit rates conform to UAA's negotiated agreement
- Indirect rates conform to UAA's negotiated agreement –or– sponsor guidelines
- Tuition is included for any graduate students on the project during the academic year
- Justification follows budget categories – all line items are mentioned and justified
- The totals listed on the Routing Form, any cover pages, and in the budget all are consistent

#### Matching / Cost Share (M/CS)

- The UAA M/CS Form is completed, signed, and included with the proposal to Pre-Award
- For any 3<sup>rd</sup> Party M/CS, a signed letter committing the funds by their AOR or equivalent
- The published sponsor terms (RFP, program officer e-mail) showing mandatory M/CS

#### F&A Reductions

- The UAA F&A Policy Exemption Request Form is completed, if applicable
- The published sponsor terms showing F&A rate limitation

#### Subrecipients

- The UAA Subrecipient Commitment Form is completed, signed and included with the proposal to OSP for each Sub
- For NSF proposals, the subawardee budget and justification is entered in FastLane

#### Cost Account Standards (CAS) Exemption Form

- The UA CAS Exemption Request Form is completed, if applicable