

**Pre-Award Checklist**

**Name:**

**Date:**

The Pre-Award phase represents the beginning of the grant lifecycle. It provides key resources to develop and prepare proposals for successful implementation. The Pre-Award Specialist assists Principal Investigators/Project Directors with the preparation and submission of all proposals. Let’s get

started. ������

**Have You….🤔🤔**

# Status

## Complete/Need Something Additional

|  |  |  |  |
| --- | --- | --- | --- |
| **Found a Funding Opportunity?** | Yes – Great! Submit an OSP Notice  of Intent (NOI) <https://forms.office.com/r/6F52r6kiB4> | No – Please visit the “Funding Opportunities”  section of our website. <https://www.subr.edu/page/2083> |  |
| **Submitted a Notice of Intent?** | Yes – Great! Read the RFP. The OSP Pre-Award Specialist will respond to your NOI soon. The email will contain current institutional rates  and an internal review deadline. | No – Please visit our website and complete the Notice of Intent in its entirety. <https://forms.office.com/r/6F52r6kiB4> |  |
| **Read the Request for Proposals (RFP), Notice of Funding Opportunity**  **(NOFO), etc. thoroughly?** | Yes – Great! If you have any questions, please contact OSP and/or the Program Officer(s) listed in the  announcement. | No – Please take some time to do so. It is very imperative to follow the guidelines set forth by the funding agency. |  |
| **Completed your Narrative, Project Description, etc.?** | Yes – Please forward to OSP for review by the deadline. | No – Please adhere to the internal review deadline. OSP has the **right to refuse** the acceptance of **any** proposal that does not meet  its requirements. |  |
| **Does your proposal require IRB approval?** | Yes – Please consider the process and time to obtain approval. Access our SUBR IRB website for information. <https://www.subr.edu/page/396> | No – |  |
| **Completed the Routing Process (CAYUSE)** | Yes – Make sure it’s completed in its entirety. Contact OSP if you do not receive a Routing Task within 10 days after submitting your NOI. | No – Get Started! It’s due to OSP prior to the proposal’s submission to the agency |  |

**Your Budget….💲💲💲💲 *(please forward to OSP by the deadline.)***

# Status

## Complete/Need Something Additional

|  |  |  |  |
| --- | --- | --- | --- |
| **Does it include Cost Share/Matching, or Release Time?** | Yes – Prepare a Cost Share/Release Time letter on your department’s letterhead, signed by the Dean, Chair and Interim Vice Chancellor for Academic Affairs. Sample letters are provided on our website as a guide.  <https://www.subr.edu/page/5110> | No – |  |
| **Does it include Subawards?** | Yes - Please access our website for a list of what is needed from collaborators when SUBR is the lead institution. <https://www.subr.edu/page/7202> | No – |  |
| **Have you created your budget narrative?** | Yes – Make sure all line items are detailed in the order listed on the budget; all salaries are detailed by academic, summer, release time, etc.; all equipment is detailed if over $5,000. If the  agency has a required budget form, please utilize the agency’s required form. | No – Get Started! Remember, you have a deadline. |  |
| **Are you using the correct Fringe Benefits rates?** | Yes – Reference the Institutional Profile to make sure.  <https://www.subr.edu/assets/subr/OSP/ProposalPreparation.pdf> | No – Revise your budget to reflect the current rates. **(See chart below.)** |  |
| **Are you using the correct Indirect Cost Rate?** | Yes – Reference the Institutional Profile to make sure.  <https://www.subr.edu/assets/subr/OSP/ProposalPreparation.pdf> | No – Please go back and change  your rates.  **Research ON: 43% of MTDC Research OFF: 26% of MTDC** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fringe Benefit**  **Category** | **Faculty**  **Full-Time** | **Faculty**  **Extra Comp/Summer** | **Staff & Support Personnel**  **Full-Time** | **Staff & Support Personnel**  **Extra-Comp** | **Part-Time/Contingent**  **Labor/Transients/Special Hire** |
| **FICA** | **0.00%** | **0.00%** | **0.00%** | **0.00%** | **6.20%** |
| **Insurance** | **10.50%** | **0.00%** | **10.50%** | **0.00%** | **0.00%** |
| **Medicare** | **1.45%** | **1.45%** | **1.45%** | **1.45%** | **1.45%** |
| **Other/Contingency** | **1.00%** | **1.00%** | **1.00%** | **1.00%** | **0.00%** |
| **Retirement** | **20.88%** | **20.88%** | **22.10%** | **22.10%** | **0.00%** |
| **Unemployment** | **0.05%** | **0.05%** | **0.05%** | **0.05%** | **0.05%** |
| **Total** | **33.88%** | **23.38%** | **35.10%** | **24.60%** | **7.70%** |

\*\*Insurance (10.50%) is not charged on Extra-Compensation and Summer pay\*\*

Faculty Extra-Compensation/Summer Rate: 23.38% (33.88% - 10.50%)

Staff Extra-Compensation Rate: 24.60% (35.10% - 10.50%)