

## PI PROPOSAL CHECKLIST

The following documents are commonly required for electronic grant submission.

### I. OSP Proposal Routing

New Application-grant type, funding entity, project dates, title

Revision, renewal-Grant number, title

Animal protocol-number and date if approved or pending

### II. Cayuse Documentation

Project Summary/Abstract (30 lines, >11pt font; 0.5 in margins)

Project Narrative (2-3 sentences about relevance of research to public health)

Research plan-

Introduction/Response to Reviewers

Specific Aims

Background/Significance

Preliminary Data/Progress Report

Research Design and Methods

Progress Report Publication List

Vertebrate Animals

Appendix materials

Facilities/Resources

Key personnel-Project role, biosketch, letters of support

Budget-modular, total costs

Budget justification-Personnel cost (effort months PI, post-docs, GRA), equipment, tuition, travel, supplies

Cost-share-if applicable

Subcontract-if applicable

Cover letter