

PROPOSAL CHECKLIST

- Are proposed personnel available within the department?
- Are proposed salaries and benefits within the University ranges and appropriate to the anticipated effort? Are reasonable increases budgeted from year to year?
- Is space available and assigned within the department?
- If the proposal is for a training grant, have all required tuition and fee costs been included?
- Are accurate rates for fringe benefits and indirect cost used in all aspects of budgeting?
- Has the application been reviewed and approved by the appropriate department chairman, dean, and the Office of Sponsored Programs?
- If a proposal is to be submitted to a private foundation, the Developmental Office must be contacted for assistance. Contact the Development Office at 302-857-6055.
- Is review and approval of protocol for animal care required?
- If the research involves human subjects, has it been reviewed and approved by the IRB?
- If the research involves hazardous or potentially hazardous biological agents, has the approval of the appropriate hazardous substances committee been secured?