



## Proposal Submission Deadline Checklist

**Full Review:** When a final proposal is received by Sponsored Programs Administration (SPA) in the Office of Research 5 full business days or more prior to the submission deadline, SPA will check all the items listed below as part of a Full Review and will work with the project team to resolve any issues prior to submission. Proposals receiving a Full Review will be compliant with the sponsor's guidelines and will be submitted by the Submission Deadline.

**Limited Review:** I (i)5 (42im)-J(1)3 (I (i)5 i)5 fi (m)(m)5(1)0MDTf-0.004 Tc -912.00sas4.5 (b)2 (-)-018(t)TD(S).7)1





## **REPRESENTATIONS & CERTIFICATIONS (REPS & CERTS)**

- Sponsor's representations, certifications, and other forms acceptable or modified.
- If a sponsor requires submission of forms, these are submitted or completed prior to submission.

## **TERMS & CONDITIONS**

- Non-negotiable terms binding upon submission reviewed and, whenever possible, exceptions noted or necessary institutional approvals for submission obtained.

## **NEEDED PRIOR AGREEMENT**

- Agreement negotiated prior to submission, when required (e.g., Teaming Agreements).

## **APPROVALS**

- Signatures/approvals present and correct.