Use this checklist as a handy guide to ensure a smooth review process by the Office of Sponsored Programs.
Remember to allow at least five business days for proposal review!

**Routing Form Is Complete**
- All pertinent boxes are checked
- All signatures obtained (PI, Co-Is, Dean/Director, Fiscal Review)
- Banner ‘S’ Number
- Dates filled out (due dates, project dates)
- Budget section is completed (consistent with amount listed on other pages)

**Banner Entry in FRAPROP**
- Proposal is entered in Banner FRAPROP and ‘S’ number generated
- Marked as ‘I’ (in progress)
- Custom fields completed (match, tuition, subcontracts, etc.)

**Proposal Package**
- Follows sponsor’s general or program-specific guidelines
- Proposal is in FINAL DRAFT form
- A copy of the sponsor’s guidelines or the web address is included with the proposal to OSP

**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 OSP
- Benefit rates conform to UAF’s negotiated agreement
- Indirect rates conform to UAF’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
- 10-key check – budget adds up!

**Matching / Cost Share (M/CS)**
- The UAF M/CS Form is completed, signed, and included with the proposal to OSP
- For any 3rd 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 UAF F&A Policy Exemption Request Form is completed if applicable
- The published sponsor terms (RFP, program officer e-mail) showing F&A rate

**Subrecipients**
- An AOR (or equivalent) signed letter, statement of work, and budget for each sub.
- For NSF proposals, the subawardee budget and justification is entered in FastLane