



Tuesday Tips is an outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit [OGCA website](#).

Components of a Proposal

What should be included in a proposal?

The format or presentation of a proposal will depend on the requirements of the sponsor to whom you are applying. Most sponsors have developed policies and procedures for the submission of proposals and may require the use of specific application forms. Other sponsors are less directive. In any case, PIs should obtain the most recent version of the guidelines and should follow the required proposal format.

Please note: All proposals which include subrecipients must be accompanied by [Subaward in Proposal Package \(SubProp\)/Subrecipient Statement of Collaborative Intent](#) documents at the time of submission. Please use the [SubProp](#) to submit basic subrecipient information as well as compliance assurances. Additional documentation that is required is listed below.

The following may be used as a guide to components of a proposal when requirements are not specific:

SECTION	DESCRIPTION
Title Page	Includes the title and duration of the project, amount requested, name and address of the PI and of the institutional contact (in most cases, this will be the Office of Grants and Contracts Administration (OGCA)).
Abstract or Proposal Summary	Describes the objectives, methodology and significance of the proposed project. The abstract should be able to stand alone and should provide the reader with a first impression of the request.
Introduction	Should specifically and concisely state the importance of the research being proposed.
Description of the Project	This is the heart of the proposal and should be a complete written description in paragraph form of what is to be undertaken. It should clearly describe the specific aims, goals, methodology, as well as the PI's role in carrying out the proposed activities. Once awarded and subject to modification by both funder and UAF, this description will be incorporated by reference into the grant or contract and be the legal description of the activities to be undertaken, and important to assess the type of agreement utilized, the approvals needed, and the creation of a budget, with the appropriate indirect cost rate.

SECTION	DESCRIPTION
Bibliography	Should list references cited in the body of the proposal.
CV/Biographical Sketch	Should be submitted for all key personnel, indicating background, professional interests, research capabilities and publications.
Budget and Budget Justification	Should reflect a reasonable estimate of expenses necessary to conduct the project. Consult OGCA Institutional Data for fringe benefit rates, graduate student tuition and stipends, and facilities and administrative rates (indirect costs).
Facilities and Resources	Describes equipment or other relevant resources that will be available for use on the project. Examples of such resources include laboratory and office spaces, library resources, animal facilities, and computer services or equipment.
Transmittal/Cover Letter	If the sponsor does not provide a form asking for an institutional signature, OGCA may provide a cover letter to accompany the proposal indicating UAF's approval of the application.
Subrecipient Information	Subrecipient information to be included in every proposal is the scope of work, budget, budget justification, SubProp forms, and other documents as required by the proposal solicitation.

For additional information visit the [Office of Grants and Contracts Administration](#)