Tuesday Tips is a new 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.

Sponsor Compliance

Navigating the complex web of sponsor guidelines can easily become overwhelming. Many sponsors such as the National Science Foundation (NSF) and the National Institutes of Health (NIH) have several sets of guidelines that must be considered in addition to specific guidelines mentioned in a solicitation.

Below are some tips to help make the proposal development process easier:

- Begin planning early on. Check in with pre-award support staff in your department or college for help.

- Carefully review the most recent applicable guidelines. In addition to the solicitation, you will want to review the sponsor's general instructions. For NIH, you can review the Forms Library   For example, R01 proposals follow the 'Research' instructions, while F32 fellowship proposals follow the 'Fellowship' instructions.

  For NSF, you should review the Proposal & Award Policies and Procedures Guide

- Compare the instructions in the solicitation to the general guidelines. The solicitation always takes precedence when the two diverge. If the solicitation is unclear on the content of a specific document, refer to the general guidelines.

- Pay special attention to attachment format. These directions often apply to all proposals submitted to that sponsor and contain information regarding acceptable font type, size, and color, margin size, file naming conventions, citations, and other formatting rules. These instructions will also discuss whether things like images, videos, URLs, headers, pages numbers, etc. are required, allowed, or should be excluded.

- Double check that you have included all required documents. After reviewing the general guidelines and the solicitation, you should have a good sense of which documents you are required to include. Put together a checklist if the sponsor does not provide one to be sure you have everything covered.

As always, the [OGCA](#) staff is available to assist with any questions or concerns you may have throughout the proposal development, review and submission process.

Additional information can be found at: https://uaf.edu/ogca/lifecycle/3-develop/index.php