Program Announcement Considerations

☐ What agency guidelines should be followed for proposal preparation instructions?

☐ Electronic or paper submission? Optional? Mandatory? Both required?

☐ Deadline date – receipt, postmarked, or machine stamped?

☐ Time deadline – local time or sponsor’s time?

☐ What is the expiration date of the PA/RFA?

☐ What type of funding instrument anticipated – Grant, Contract, subaward? What type of terms (e.g. under the FDP)? What is the mechanism of support/type of grant to be awarded?

☐ Is there more than one stage of proposal preparation (e.g. Letter of Intent or pre-proposal)?

☐ Limited submission, e.g. only one proposal can be submitted by an institution?

☐ Multiple copies of proposal need to be sent to different addresses?

☐ Limit on project duration (one year – five years)?

☐ Limit on number of PI’s or Co-PI’s?

☐ Earliest start date for project?

☐ Is there a cap on how much funding can be requested?

☐ Is the budget Modular or Detailed?

☐ Cost sharing – mandatory? Encouraged? Volunteer cost sharing allowed?

☐ Any budget categories not allowable, or required (e.g. foreign travel?)

☐ What is the F&A rate?

☐ Is there guidance on PI’s Salary?

☐ Any time/effort commitments required? Any guidance regarding effort without compensation?

☐ Page limitations for Research Plan or other sections of the proposal?

☐ Format restrictions (e.g. margins, font type and font size)?

☐ Any unusual Research Plan requirements?

☐ Appendices allowed? Expected?

☐ Training component allowed? Expected? Students paid stipend or salary?
☐ Special forms or formats, schedules or cost breakdowns?

☐ Subawards allowed?

☐ Are Resubmission and/or Renewal applications allowed?

☐ Are there any other unusual requirements that you should bring to the PI’s attention?