

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?