

Proposal Submission Checklist for Principal Investigators

Office of Sponsored Projects (OSP) Smithsonian Institution

Use this checklist as a guide in collecting the information required by OSP to begin the proposal submission process. Forward all information to your assigned OSP Grant Administrator. Upon receipt, your budget will be reviewed, all clearances will be obtained, and a Proposal Brief will be sent to your attention for review and authorized signature(s). Once the Proposal Brief is fully routed and returned to the Grant Administrator, the proposal will be submitted. *(Note: In special circumstances when the proposal is submitted directly by the unit to the sponsor, a full copy must be provided to OSP to retain in the institutional file/record located at OSP.)*

	Title of proposal
	The name and full contact information of the Sponsor
	Copy or link to program solicitation or guidelines info.
	Due date of proposal submission or planned submission date
	The start and end dates of the project
	Project Type (select one) ___ research; ___ collection; ___ education; ___ exhibition; ___ administration; ___ capital projects
	Most recent draft of the proposal sent to OSP
	Proposal budget (see the attached budget template)
	Does the project include subcontracting/consulting to an outside organization/individual? ___ Yes ___ No (If Yes, complete the Proposal Submission Checklist and the Subcontract/Consultant Contract Checklist —Page 2)
	Budget (see the attached budget template)
	Budget Justification
	The name and full contact information of the Smithsonian PI and Co-PIs responsible for the project
	The name and full contact information of the Smithsonian Fund Manager that will be assigned to this project
	Does this proposal involve audiovisual (<i>filming</i>) components as part of the project? ___ Yes ___ No (If Yes, the Office of the Under Secretary for History and Culture will need to be advised of proposal submission and consulted on the terms of any potential award.)
	Does the project involve research or activity with animals or human subjects? ___ Yes ___ No (If Yes, indicate how. Animals? Humans?)
	Mandatory cost sharing information-See SI Directive 320 in prism (if required)

If the Smithsonian is a Subcontractor on another organization's proposal (please provide all of the above and the following)

	Lead contact information for PI and OSP
	Scope of Work (short paragraph)

National Science Foundation ONLY (please provide all of the above and the following)

	If a NSF collaborative proposal is being submitted and SI is lead, please provide non lead's contact information for PI and OSP and temporary proposal #s
	If a NSF collaborative proposal is being submitted and SI is non-lead, please provide lead contact information for PI and OSP