

Proposal Preparation Worksheet

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| PI Name: | | |
| Agency Name: | | |
| Agency Due Date: | | |
| Project Title: | | |
| Project Dates: | | |
| Program Announcement # (PA, RFA, FOA, RFP): | | |
| Target Budget Amount: | | |
| Mandatory Cost Sharing? | | |
| Are you the lead or consortium/subaward PI? | | |
| If subaward, who is the prime PI? | | |
| Institution Name: | | |
| Research Type: Select only one based on the majority of the research in this project.: | YES | NO |
| Basic Research | | |
| Applied Research | | |
| Development | | |

| Compliance | | |
|---|------------|-----------|
| Area | YES | NO |
| Laboratory Animals | | |
| Human Subjects | | |
| Human Embryonic Stem Cells | | |
| Radioactive Materials | | |
| Recombinant DNA | | |
| Will any technology or technical information used or developed in connection with this research have an identified military application? | | |
| To your knowledge, has any aspect of this project been designated by the sponsor as export-controlled under the federal Export Control Laws (International Traffic in Arms Regulations ITAR or Export Administration Regulations EAR) | | |
| To your knowledge, will the sponsor place any restrictions on your ability to publish research results and/or are there any restrictions on the participation of non-U.S. citizens in the research? | | |
| Does the proposal have previous internal funding from Washington University? | | |
| Does the project have an international component? If yes: | | |
| Overseas field work? | | |
| Collaboration? | | |
| Outgoing Shipments? | | |
| Subcontract or consortium agreement with a foreign entity? | | |
| Specify country or countries involves: | | |

Information needed for Subrecipients:

- Administrative Contact Person Name and Email Address
- Letter of Intent (template will be provided to administrator)
- Scope of Work
- Detailed Budget
- Budget Justification
- F&A Rate Agreement
- Biographical Sketches (if necessary)
- Facilities/Resources statement (if necessary)