Pre-Award Specialists from Faculty Services, InCHIP, CESE: What do they do?

Faculty Services, InCHIP, and CESE Pre-Award Specialists handle all administrative pieces of a proposal. They perform the following tasks:

- ✓ Review sponsor guidelines and provide PI with summary of requirements
- ✓ Complete all internal administrative documents
- ✓ Develop and finalize budget and budget justification with PI
- ✓ Assist with document preparation
- ✓ Build the application in the sponsor's system
- ✓ Provide PI with a checklist
- ✓ Provide PI with a timeline for submission, which includes:
  - ✓ Deadline to SPS Pre-Award for final review and approval, and
  - ✓ Deadline for on-time submission to the sponsor

What is needed for a Proposal Submission?

- ✓ Internal forms
- ✓ Proposal documents. Examples include:
  - Project summary
  - Project narrative
  - PI forms, such as Biosketches, Conflict of Interest, Current and Pending forms
  - Data Management Plan
  - Facilities and Equipment documents
- ✓ Budget
- ✓ Budget justification
- ✓ Supplemental information, such as subrecipient data

What is Needed for Subrecipient Information?

To team with organizations outside of UConn, information is required of proposed subrecipients. Examples include:

- ✓ Budget
- ✓ Budget justification
- ✓ Scope of work
- ✓ Signed subrecipient form
- ✓ PI forms of key personnel
- ✓ Conflict of Interest documents for key personnel
- ✓ Current & Pending forms for key personnel
- ✓ Letters of commitment

This list varies depending on the needs of the project.

Your Pre-Award Specialist will guide you.

What are my responsibilities as PI?

- ✓ Contact your Pre-Award Specialist as soon as you ***consider*** submitting a proposal.

  Months ahead of time is not too early!

- ✓ Supply the Pre-Award Specialist with sponsor application

- ✓ Turn in all material on time

- ✓ Keep your specialist informed of any time off