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