Proposal Checklists

The following is the list of necessary information for various types of proposals:

If USC is the Subcontractor or Subawardee:

☐ Start date from the Lead Organization
☐ Duration of the project from the Lead Organization
☐ Funding Level from Lead Organization
☐ Title of the Proposal from Lead Organization
☐ Administrative contact at the Lead Organization
☐ Who to send the USC final documents to

NSF Collaborative Proposals:

☐ Start date from the Lead Organization
☐ Duration of the project from the Lead Organization
☐ Funding Level from Lead Organization
☐ Title of the Proposal from the Lead Organization
☐ Who to send our NSF Proposal ID and PIN to
☐ Anticipated submission date and the contact of who to coordinate the submission of USC’s section so the submissions are in sync

For all proposals in order for your administrator to complete the TARA routing package:

☐ RFP or at least the agency announcement number so it can be downloaded
☐ Title of the proposal
☐ Budget
☐ Budget Justification/Narrative (if required)
☐ Draft of at least the Project Summary
☐ If you have subcontractors you will need to provide contact information to your administrators so they can obtain the needed documents and sign-off

Finally, this is the complete list of needed materials for starting the proposal approval process:

☐ RFP
☐ USC routing document through TARA
☐ Cover Page (Either the required from agency or one of the templates for signature if USC is a subcontract or subawardee; unless submitting System 2 System via Grants.gov tab in TARA)
☐ Budget
☐ Budget Justification/Narrative (if required)
☐ Draft of at least the Project Summary

PLEASE NOTE: If there is a change to the Budget once the proposal has been approved by the Viterbi Business Affairs Research Administration Office it will need to be rerouted through the approval process in TARA.