Proposal Checklists

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

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

☐ RFP (request for proposal) or the agency and announcement number so it can be downloaded
☐ Title of the proposal
☐ Activity Type
☐ Budget with Period of Performance if not noted in the RFP
☐ Budget Justification/Narrative (if required)
☐ Draft of at least the Project Summary/Abstract or Project Description/Narrative
☐ If you have subcontractors you need to provide contact information to your administrators so they can obtain the needed documents and sign-off

If USC is the Subcontractor or Subawardee:

☐ Administrative contact at the Lead Organization
☐ Funding Level and budget specific items from Lead Organization
☐ Title of the Proposal from Lead Organization
☐ Who to send the USC final documents to at the Lead Organization

NSF Collaborative Proposals if USC is not the Lead Organization:

☐ Administrative contact from the Lead Organization
☐ Funding Level and budget specific items from Lead Organization
☐ Title of the Proposal from the Lead Organization
☐ Who to send our NSF Proposal ID and PIN to

NIH Proposals:

☐ Ensure Annual Disclose is submitted
☐ Ensure Conflict of Interest training is complete

Proposals with cost sharing:

☐ Need to submit Viterbi on-line cost share request 14 days in advance for single school requests
☐ For large scale center type submissions or with multiple schools the due date is 30 days in advance
☐ Draft budget is needed

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.