PROPOSAL ROUTING CHECKLIST

___ The most updated version of the routing form is used
http://www.umresearch.umd.edu/ORAA/forms/umoraa.html#9

___ The routing form is completely filled out and signed by all parties (including
Chairs and Deans of co-PI’s outside of the administering unit)

___ Documentation attached for other than full F&A (indirect cost) rate

___ *Documentation for cost share included

___ Subcontract information included (endorsement from sub’s authorizing
signature official, SOW, budget and budget justification)

___ Correct number of proposal copies attached (minimum for ORA: orig + 2)

___ Copy of sponsor guidelines attached (or url site, etc.)

___ Proposal cover page or signature page included for institutional endorsement

___ Budget correct

___ All required sponsor forms included

___ Proposal content must include as a minimum a Statement of Work, itemized
budget and budget justification page. Sponsor’s guidelines will dictate proposal
contents.

*Include a breakdown of cost sharing amounts by department so it’s understood who’s
committing what type of campus resources, documentation should be AGNR’s Cost
Sharing Worksheet bearing appropriate signatures (Dept. Chair or designees)
http://agnr.umd.edu/administrative-services/procurement-grants-contracts/cost-share-
worksheet