

### ***Checklist for Proposal Review and Approval***

This page is for the Principal Investigator's use in preparing a proposal for submission to the Office of University Research Services; please do not submit it with the signed Proposal Review and Approval Form.

Are all questions on the Proposal Review and Approval Form answered?

Have all participating faculty members/employees signed the form?

Have all department chairpersons with participating faculty members signed the form?

Have all college deans with participating faculty members signed the form?

Have all divisional vice presidents with employees who will be involved in the project (with the exception of the Provost) signed the form?

Have you attached a project summary?

Have you attached the final budget?

Have any administrators obligating cost share to the project signed the addendum?

If the conflict of interest question is answered "yes," have you completed, signed, and attached a Disclosure Form?

The Office of University Research Services will obtain all signatures for the divisional vice president(s).