



Office of Sponsored Programs

SOUTHERN UNIVERSITY AND A&M COLLEGE

Pre-Award Checklist

Name: _____

Date: _____

The Pre-Award phase represents the beginning of the grant lifecycle. It provides key resources to develop and prepare proposals for successful implementation. The Pre-Award Specialist assists Principal Investigators/Project Directors with the preparation and submission of all proposals. Let's get started. 😊

Have You.... 🧠

Status
*Complete/Need
Something Additional*

Found a Funding Opportunity?	Yes – Great! Submit an OSP Notice of Intent (NOI) https://forms.office.com/r/6F52r6kiB4	No – Please visit the “Funding Opportunities” section of our website. https://www.subr.edu/page/2083	
Submitted a Notice of Intent?	Yes – Great! Read the RFP. The OSP Pre-Award Specialist will respond to your NOI soon. The email will contain current institutional rates and an internal review deadline.	No – Please visit our website and complete the Notice of Intent in its entirety. https://forms.office.com/r/6F52r6kiB4	
Read the Request for Proposals (RFP), Notice of Funding Opportunity (NOFO), etc. thoroughly?	Yes – Great! If you have any questions, please contact OSP and/or the Program Officer(s) listed in the announcement.	No – Please take some time to do so. It is very imperative to follow the guidelines set forth by the funding agency.	
Completed your Narrative, Project Description, etc.?	Yes – Please forward to OSP for review by the deadline.	No – Please adhere to the internal review deadline. OSP has the right to refuse the acceptance of any proposal that does not meet its requirements.	
Does your proposal require IRB approval?	Yes – Please consider the process and time to obtain approval. Access our SUBR IRB website for information. https://www.subr.edu/page/396	No –	
Completed a Routing Form?	Yes – Make sure it’s completed in its entirety. Signatures are required for all personnel listed as PI/Co-PI. Contact OSP for questions.	No – Get Started! It’s due to OSP prior to the proposal’s submission to the agency	

Your Budget.... \$ \$ (please forward to OSP by the deadline.)

Status
Complete/Need
Something Additional

Does it include Cost Share/Matching, or Release Time?	Yes – Prepare a Cost Share/Release Time letter on your department’s letterhead, signed by the Dean, Chair and Interim Vice Chancellor for Academic Affairs. Sample letters are provided on our website as a guide. https://www.subr.edu/page/5110	No –	
Does it include Subawards?	Yes - Please access our website for a list of what is needed from collaborators when SUBR is the lead institution. https://www.subr.edu/page/7202	No –	
Have you created your budget narrative?	Yes – Make sure all line items are detailed in the order listed on the budget; all salaries are detailed by academic, summer, release time, etc.; all equipment is detailed if over \$5,000. If the agency has a required budget form, please utilize the agency’s required form.	No – Get Started! Remember, you have a deadline.	
Are you using the correct Fringe Benefits rates?	Yes – Please visit the OSP website for current rates before you prepare your budget (see the Policies and Procedures section). https://www.subr.edu/assets/subr/OSP/ProposalPreparation11-2023.pdf	No – Revise your budget to reflect the current rates. (See chart below.)	
Are you using the correct Indirect Cost Rate?	Yes – Reference the Institutional Profile to make sure. https://www.subr.edu/assets/subr/OSP/ProposalPreparation1-2024.pdf	No – Please go back and change your rates. Research ON: 43% of MTDC Research OFF: 26% of MTDC	

FRINGE BENEFIT RATES			
Category	Full-Time Faculty, Staff & Support Personnel	*Extra-Comp. or Summer Salary (Faculty)	Part-Time Contingent Labor, Special Hire & Transients
FICA	0.00%	0.00%	6.20%
Insurance	10.50%	0.00%	0.00%
Medicare	1.45%	1.45%	1.45%
Other/Contingency	1.00%	1.00%	0.00%
Retirement	24.10%	24.10%	0.00%
Unemployment	0.07%	0.07%	0.07%
Total	37.12%	26.62%	7.72%

*Insurance (10.50%) is not charged on Extra- Compensation or Summer salary for Faculty.
Please use a rate of 26.62% (37.12% - 10.50%) when calculating Fringe Benefits.*