

How to Complete the Proposal Cover Sheet

1. Include the deadline date in the upper-left corner of the sheet. This will eliminate confusion or delay in the delivery of your proposal. Also, if this funding opportunity requires hard copies, mark whether the application must be received by the deadline or if being postmarked is sufficient. If the delivery mechanism is electronic please print the name of the service such as Grants.gov or Fastlane.
2. In the **Application Data** section, provide all possible information you can about the funder/sponsor. The "sponsor" is the entity giving you the funds. This will streamline the submission process and allow for immediate and efficient contact with the sponsor if problems arise. Be **sure** to fill out the project beginning and ending dates.
3. You are the **PI**. For the same reasons, please give all information possible about yourself, your Co-PIs, and your department. Also, indicate the **Person(s) in your College/Dept. with Banner access**. This person will handle the financial aspects of the project for your college and/or department. He or she will need Banner access.
4. The **Proposal Data** section of the sheet contains information that will help us catalog the proposal, and quickly identify potential conflicts and protocols that could slow down the submission/award process. Please check all the boxes that apply to the project or proposal.
5. The **Underwrites** section should only be checked "Yes" if there are assurances from the sponsor that your project will be funded. If funds are approved for underwrite and the project is not funded, your college will be responsible for the reimbursement of any spent funds. The **Underwrites** section should not be filled out without first contacting the Associate Director of ORSP.
6. Filling out the **Compliance Data** field correctly is crucial, as the areas of Human Subjects, Laboratory Safety, Animal Subjects and Hazardous Materials are heavily regulated. Please contact ORSP if you are unsure.
7. Needs and Obligations – In the **Space and Equipment Needs** area, only check "Yes" if construction is involved.
8. **Funded Projects** contains questions that might be unusual or difficult to answer. The majority of the time the answers to these questions can be found in the RFP or Program Announcement. If not, contact the program officer or us.
9. The **Conflict of Interest** and **Intellectual Property** sections are self-explanatory and simple, but important. Be sure to check the appropriate box.
10. The **Proposed Year 'X' and Project Cumulative Budget** section is informally known as the **Budget** section. If your sponsor or the program you are submitting to does not allow or will not pay indirect costs (F&A), INDICATE THIS IN THE **Comments**

BOXES UNDER BUDGET TABLE. This will save time in the review. If you need assistance completing this part of the coversheet please contact us.

11. The **Detailed Cost Share/Match** section must be filled out for any funds and/or in-kind commitment from UALR. Include where the cost share/match is coming from.

12. **Time and Effort** – Increasing regulations, oversight and audits require more documentation of your committed time and effort for each project you are working on. The fields are self explanatory, but if you have any questions please contact our office as soon as possible.

13. Finally sign, obtain your Chair and Dean's signatures, and deliver the coversheet along with your proposal to our office.