

Sponsored Programs Proposal Internal Review and Approval Checklist

I. Proposal Processing Form

- Completed Clemson University (CU) Sponsored Programs [Proposal Internal Processing Form](#)
 - If this is for an NIH submission, then complete Supplement #2 of the CU Sponsored Programs Internal Processing form
 - If cost sharing is proposed attach a completed and signed Clemson University [Cost Sharing Agreement](#)
- Signatures **must** be obtained from each individual authorized to commit funding for that source. If one of the funding sources is the Vice President for Research, approval **must** be obtained prior to proposal routing
- If Human Subjects, Animal Subjects, Biohazards/Chemicals or Recombinant DNA are involved, provide the protocol number and the approval dates or note “to be submitted” or “submitted pending approval” whichever is applicable at the time of the proposal routing.
- [Required Signatures](#) on the proposal processing form:
 - All University Individuals listed on the proposal
 - Department Chair or Director of each investigator(multiple investigators from same department - one Dept. Chair signature is sufficient)
 - Dean or designee of each investigator (multiple investigators from same college - one Dean signature is sufficient)

Note: Signatures represent reviewers have addressed areas of responsibilities. See [Proposal Reviewer Responsibilities Guidelines](#) for more information.

II. Proposal

- A copy of the **entire** proposal
 - All sponsor required forms
 - Complete technical narrative
 - Budget and Budget Justification/Explanation/Narrative
 - Where applicable:
 - Subcontract Documentation
 - Consultant Documentation
 - Equipment quotes
- Copy of the proposal guidelines or solicitation
- [Institutional Signatures](#) on the proposal. College Grants Coordinator will obtain the authorized institutional signature.

All signatures are required prior to submission of proposal to the sponsor.