VSU Office of Sponsored Research and Programs Pre-proposal planning checksheet

This document should be submitted to OSRP no less than 30 days before your grant is due.

Investigator		Phone
Department		Email
Funding agency		Proposal deadline

Please provide a link to the RFP

Yes	No	Will your project require:
		purchases of over $5000 or contracts with outside parties, including consultants? If yes, please complete and attach a procurement planning form.
		hiring additional personnel (excluding students)? If yes, please complete and attach a human resources planning form.
		purchases of computer related hardware or software, or the hosting of a website? If yes, please complete and attach a technology planning form.
		addition or modification of existing facilities (ex. Buildings)? If yes, please complete and attach a facilities planning form.
		any form of cost sharing? If yes, please complete and attach a cost sharing form.

In the space below, please list any letters of support that are needed for your proposal and why they are needed.

Letter needed from	Purpose of letter

Signatures (to be completed AFTER all pre-proposal planning meetings have occurred):

Investigator	OSRP