

Proposal Submission Checklist

- ☐ Identify a funding **opportunity**. Consider using the Faculty Research Development Office (FRDO) tools for help finding new opportunities: https://frdo.unm.edu/?q=funding_opportunities
- ☐ Download the excel **budget template** and consult other resources on the Office of Sponsored Projects (OSP) website: <https://osp.unm.edu/>
- ☐ Attend/view training on correct use of Streamlyne (streamlyne.unm.edu). Contact the Faculty Research Development Office or trained staff members for **support** with project development and proposal submission <https://frdo.unm.edu/>
- ☐ Initiate a **Streamlyne** proposal record using either the S2S template for Grants.gov proposal submissions or the "All Others" template for all other submissions (including NSF, non-federal sponsors, subawards to another org). Record your proposal number for future reference.
- ☐ Schedule a comprehensive proposal review **appointment** with OSP. This is required before proposal submission: <https://osp.unm.edu/>
- ☐ Obtain any required administrative **pre-approvals**, such as for cost sharing, off-campus F&A request, F&A splits, or extra compensation. See <https://osp.unm.edu/> for additional guidance and relevant forms.
- ☐ Ensure that all investigators named on the proposal have completed **Conflict of Interest (COI)** requirements. COI disclosures can be accessed from the Main Menu in Streamlyne.
 - All projects require that investigators have completed an annual disclosure within the past year *prior to proposal submission*. A project-specific disclosure will be required before an award can be processed.
 - Dept. of Energy and Public Health Service (e.g., NIH) proposals require that project-specific disclosures are complete *prior to proposal submission*.
- ☐ Ensure that the proposal record is **complete** and accurate *prior to* the scheduled OSP appointment.
 - For Grants.gov submissions, all proposal and budget components will be completed within the Streamlyne record for system-to-system submission.
 - For all other proposals (including NSF), prepare all proposal and budget components in the Sponsor's portal and complete an abbreviated proposal record using the Streamlyne non-S2S proposal template.
 - All proposals require uploading internal documentation, including budget worksheets
- ☐ All UNM Principal Investigators and Co-investigators must complete the Proposal **Certification** Questions (located in the Key Personnel section).
- ☐ Use the Streamlyne **Data Validation** tool (Proposal Actions section) to check proposal for errors.
- ☐ During the OSP appointment time, work with a Proposal Specialist to complete a **final review** of the submission for completeness and accuracy. When review is complete, the PIs will approve the final proposal for submission.
- ☐ The proposal will be routed for **approval** to PIs and relevant unit and college administrators. Proposals must be approved within 3 business days of routing.