



Sponsored Projects Proposal Memo Form (SP-9)

Please complete and upload this form to the InfoEd proposal record when preparing a sponsored project proposal. This information will be used to determine completeness and submission instructions for proposals that have routed to Sponsored Projects via InfoEd.

General Information

From Prepared By:

InfoEd Proposal #:

Proposal Due Date/Preferred Submission Date:

Original Funding Source (if applicable):

Proposal Submission Process

Please indicate how this proposal is to be submitted or processed.

Website Portal

Portal Name:

Portal Application #:

Notes for Sponsored Projects (e.g., only PI can access portal, will mark as final/ready to submit when ready to review, etc.)

Email Submission (documents checked below will be submitted to sponsor unless otherwise noted)

Contact Name:

Contact Email:

Notes for Sponsored Projects (e.g., do not include internal budget spreadsheet with submission, etc.)

No need to submit (please explain below)

Other (please explain below)

Additional Information

Please provide any additional information that may be helpful for the Sponsored Projects pre-award team regarding this proposal:

Proposal Elements

Please check all required proposal elements as identified in the FOA/RFP.

Application Document (e.g., SF 424)

Statement of Work

Project Summary/Abstract

Project Description/Narrative

References Cited

Detailed Budget

Budget Justification

Current & Pending Support

Biosketch(es)

Facilities & Other Resources

Equipment Description (including quotes for purchase if required)

Assurances/Terms & Conditions

Documentation of Required Cost Share

Documentation of Required F&A Limit

Other (e.g., Mentoring Plan, Data Management Plan, Letters of Collaboration/Support, etc.)

Sponsor Institution Subrecipient Form (when UNR is receiving a subaward)

Subrecipient Documents (when UNR is issuing a subaward)—please list documents below: