

The AABS Proposal Checklist for Contract Administration

(Note: AABS is able to provide some contract proposal support if requested.)

1. The Principal Investigator (PI) should identify the Proposal Submission deadline, method of submission, and any forms required by the sponsor in their notice for the Request for Proposals (RFP) for your planning purposes.
2. Please inform the AABS Sponsored Contracts and Agreements (SCA) team as soon as you are certain that you will be submitting a proposal so that we are aware we may be asked to provide assistance. Contact the AABS SCA Team by email at contraabs@tamu.edu.
3. AABS Sponsored Contracts and Agreements (SCA) team is available to assist the PI with development of the budgets.
 - a. The PI should send the basic budget information to SCA, including start and end dates, personnel with % effort and months, other direct costs including material/supplies, travel, publications, equipment (value), tuition, and any other miscellaneous costs.
 - b. If time allows, AABS SCA Team will want to review the budget in context of the general scope of work to be sure nothing is missed and only allowable costs are included.
 - c. If requested, SCA will assist the PI in putting the budget into the format required by the RFP.
4. The PI will route the proposal to the department head and Office of the Provost for approval. The PI may request assistance from the [Department of Contract Administration](#) if there are questions concerning any contractual issues that arise during the proposal stage.
5. Basics to include in the routing and submission of proposals:
 - a. Upon request from the department, SCA will assist in review of the draft proposal narrative to help make sure the budget information encompasses all that is included in the proposal. If assistance is needed, please send the request along with the drafted proposal and budget information to the SCA Team at least two to three weeks prior to the submission deadline to will allow the SCA Team time to review the proposal and possibly spot any items that may need to be changed.
 - b. Some forms must be routed through the Office of the Vice President for Research (VPR) for approval if applicable to the proposed project: Cost share (whether required or voluntary), Indirect Cost Waivers, conflict of interest forms, and matching request forms. Contact your SCA for assistance or visit the VPR website to find out more about these forms. <http://vpr.tamu.edu/resources/forms>
 - c. Depending on the nature of the sponsored contract or service, a proposal may include a subaward. The PI should gather documentation explaining the need for and scope of the subaward and something from the subawardee indicating that they are committed to perform the service if TAMU is awarded the contract. The required subaward

information includes budget, scope of work, and a letter of commitment from the subawardee.

- d. The final proposal (including cost-sharing approved by VPR) should be routed for campus approval at least 5 working days prior to the due date. Approvals typically route through the PI, the department head, and the Provost Office.
 - e. The final approved proposal should be sent back to the PI to complete the submission.
6. Please notify the AABS SCA team of the submission using our team email contraabs@tamu.edu. Include in the email the following information:
- a. Email Subject Heading should have the following naming convention: [Department Code] Proposal Submission. E.g. "PROV Proposal Submission"
 - b. The text of the body of the email should include the name of the PI, the name of the sponsor; the proposed begin and end dates of the contract, the proposed project name, and the date listed by the sponsor to notify successful proposal submissions.