



Office of Research and Sponsored Programs

All external funding grant proposals and contracts to be submitted or received by Mercer University faculty must be reviewed and approved internally before they are submitted to or executed by the sponsor. The Principal Investigator is responsible for assembling the Proposal Package which is to be routed for university approval signatures. Please use the following checklist to ensure convenient and accurate provisions for submission.

PROPOSAL CHECKLIST

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| ☐ | PROPOSAL GUIDELINES FROM SPONSORING AGENCY
Please provide the guidelines to the Office of Research and Sponsored Programs as soon as possible in the proposal preparation process so that we can assist you in meeting the necessary requirements before proposal submission. |
| ☐ | PROPOSAL TRANSMITTAL FORM
The Principal Investigators must complete and sign the Proposal Transmittal Form (PTF) then obtain needed signatures up to the University Approval Section. |
| ☐ | PROPOSAL NARRATIVE
Project Description, Proposal Summary Statement of Work |
| ☐ | BUDGET
A full, detailed budget must be submitted with the proposal package. |
| ☐ | BUDGET JUSTIFICATION
The narrative explanation of the itemized budget should parallel the budget line items. |
| ☐ | SUBCONTRACTS (IF APPLICABLE)
If subcontracts have been identified in the proposal narrative and/or budget, please provide the following documentation for each subcontractor: a Statement of Work, a budget and budget justification, and an institutional letter of approval. |
| ☐ | ADDITIONAL DOCUMENTATION
Compliance: Please provide documentation of pending or approved compliance for projects involving Animals, Human Subjects, or Biohazards. |
| ☐ | INDIRECT COSTS
Our institutional indirect costs rate will be used whenever possible. If the sponsor limits below the institutional rate or prohibits indirect costs, please provide documentation. |

Please note that because the internal review and approval process can be time consuming, we highly recommend that Principal Investigators submit proposal/application packages to the Office of Research and Sponsored Programs at least **10 business days** before the agency deadline date.

If you have any questions or comments regarding the proposal preparation process please contact Patrick Ingram by phone (478) 301-2801 or email GrantsandContracts@mercer.edu.

Updated July 1, 2025