

ORSP Internal Forms (can be found on the [ORSP website](#))

	Proposal Coversheet signed by PI and Chief.
	PHS Financial COI disclosure for PI, Key Personnel and other individuals who the PI determines could influence the design, conduct or reporting of the project's scope of work. Conflict of Interest Form for outside collaborators meeting that definition and not working under a subcontract.
	Non PHS Financial COI disclosure for PI, Key Personnel and other individuals who the PI determines could influence the design, conduct or reporting of the project's scope of work.
	Cost share request form (if applicable)
	Completed Budget Template (the most updated version should always be used)
	Participation Agreement (if applicable)
	Fabricated Equipment Request (if applicable)

Common Proposal Elements

	Sponsor Face Page
	Budget/Budget Justification (complete in sponsor's format)
	Abstract
	Biosketch/CV for Key Personnel and Other Significant Contributors (complete in sponsor's format)
	Research Plan/Science
	Resources Page
	Letters of Collaboration and/or Consulting (if applicable)
	Please provide copy of sponsor guidelines (PA, RFA, RFP, etc.) or web URL

If application contains a subrecipient/consortium, also include the following:

	Statement of Intent and Scope of Work signed by institutional official
	Budget/Budget Justification. Include PHS 398 Checklist form for NIH proposals.
	For proposals responding to federal and state <i>contract</i> solicitations, subrecipient should include as required by sponsor: Representations and certifications signed by institutional official, F&A rate agreement letter, justification and cost/price analysis signed by PI
	Biosketch/CV for Key Personnel and Other Significant Contributors
	Resources Page as required.