

*Tuesday Tips* is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu). For more Tips visit [OGCA website](#).

## What are the Common Elements of a Proposal?

The elements outlined below are generally required for all proposals. However, not all of the elements are necessary for every proposal and the list is not exhaustive. Always review and understand the sponsor guidelines for instructions and proposal preparation.

Face Page/Cover Page:

The application cover page is an integral part of the proposal -- first because of the information it carries, and second because it bears the signatures that are required to make the proposal a formal, certified

Principal Investigator's name, address, phone number  
Title of proposal  
Sponsor name and address  
Period of performance with start and end dates  
Amount requested  
Institutional information (example UAF's EIN, address, etc.)  
Signature of Institution's Authorizing Official (AOR)

#### Abstract

The abstract describes the major objectives of the proposed research and the research strategy to meet these objectives. It serves a variety of purposes. Sponsors often use the abstract in assigning the proposal to the appropriate study section for review. Reviewers use the abstract to gain an initial perspective of the key concept of the study and its significance. After funding is secured, the abstract may be used for entry in national databases and its keywords are picked up for quotation indexes.

#### Statement of Work, Scope of Work or Research Plan

The Statement of Work is the most important part of any proposal. This section is sometimes referred to as the Scope of Work, the Research Plan, or the Protocol. Simply put, the Statement of Work should include sufficient information needed for evaluation of the project, independent of any other document.

The Statement of Work is a detailed program description, including an explanation of the objectives in clear and concise terms, and a description of the procedures to be followed in carrying out the objectives of the project.

#### Budget and Budget Justification

A detailed budget identifying all proposed costs needed to conduct the research must be prepared in compliance with the sponsor's guidelines, applicable cost principles and UAF policies.

A budget justification is one of the most important sections of the proposal. Where once it was enough to list the items needed and their costs, now one must make a case for almost everything needed to conduct the research. The better the case, the better the chance of getting the project fully funded. A budget justification identifies the need for a particular cost and

how the cost was estimated. It may seem redundant in many cases, but in fact it is usually not. The need for a particular piece of equipment, for instance, may be implied in the project description, but the implication is not necessarily apparent to a non-specialist reviewer or a contract or grant specialist. The need must be made explicit. The place to do this is in the budget justification.

total projected cost on the project. Include in the proposal a letter of collaboration and the consultant's curriculum vitae or biographical sketch.

*Subrecipients/Subawards*

Any subrecipient should be identified

