

Texas A&M Research Foundation Principal Investigator's Checklist

U.S. Department of Energy Proposals via Grants.gov

Contact your Research Foundation Proposal Administrator

<http://rf-web.tamu.edu/preaward/proposaladm.html>

Provide PA with contact information on all Senior Personnel/Consultants involved with the project

Provide PA with contact information on any subcontracts

Work with your PA on the project budget; allow a minimum of four days prior to submission for internal routing process; more time is needed if multiple system members/subcontracts are involved

Prepare and send the required PDF files to your PA (all separate files):

Project Summary/abstract

Project Narrative

Budget justification

Biographical Sketch File

Letters of commitment (if applicable)

Appendices (if applicable)