

Texas A&M Research Foundation Principal Investigator's Checklist

Environmental Protection Agency (EPA) Proposals via Grants.gov

Contact your Research Foundation Proposal ADMINISTRATOR

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

Discuss guidelines with PA to determine the exact items needed for submission; guidelines will vary according to program.

Provide PA with contact information for any subcontracts

Work with your PA on the project budget; allow at least four days prior to submission for internal routing process; more time is needed if multiple system members are involved.

Prepare and send the required PDF files to your PA:

EPA Key Contacts Form (for any subcontracts)

Project Summary/Abstract

Research Plan and Quality Assurance Statement (if applicable)

References and Citations

Resumes including Current and Pending

Letters of Intent (to be included with budget justification if applicable)