Texas A&M Research Foundation
Principal Investigator's Checklist

NSF Proposals via Grants.gov

- ☐ **Contact your Research Foundation Proposal Administrator**
  http://rf-web.tamu.edu/preaward/proposaladm.html
- ☐ **Make sure you are registered with NSF Fastlane system (your PA can assist with this)**
- ☐ **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 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 (all separate files):**
  - ☐ **Project Summary/Abstract**
  - ☐ **Project Description**
  - ☐ **Bibliography & References Cited**
  - ☐ **Facilities & Other Resources**
  - ☐ **Equipment**
  - ☐ **Biographical Sketch**
  - ☐ **Current & Pending Support**