

## Minimum Proposal Requirements

- ❖ Streamlined process that allows OCGA to review relevant/critical documents while PI finalizes Research Plan, secures necessary signatures and completes other internal forms.
- Minimum documents **allow OCGA to conduct meaningful preliminary review** of the application.
- Remaining documents that constitute a complete application **allow OCGA to approve and submit applications** or provide institutional endorsement for hard copy submission.

Minimum Requirements for Review	Requirements for Review, Approval & Submission
Completed EPASS with <b>PI Signature</b>	Completed EPASS with <b>all required signatures</b>
Sponsor Guidelines	Sponsor Guidelines
All Sponsor forms requiring OCGA signature	Final Proposal (budget, science, agency required signatures, biosketches, etc.)
Final Budget with Budget Justification	Subaward Documents (if applicable)
Brief description of the proposal aims or proposal abstract	PI Exception Letter (if applicable)
Subaward Documents (if applicable)	Signed/Completed COI forms (if applicable)

- ❖ OCGA will remind departments of those minimum number of proposal items that are needed in order to perform a preliminary review and those documents that constitute a full review of the proposal.
- ❖ Proposal Documents are due into **OCGA 5 Business Days** prior to Sponsor Deadline.
- ❖ Submitting departments, units, and schools may have their own review timeline that is outside the scope of the OCGA 5 business day deadline. Both OCGA and the PI's submitting department need adequate time to review and approve proposal submissions. Proposals submitted without a sufficient review may be at a greater risk of being rejected/invalidated from the various electronic systems over which OCGA has no control and/or by the sponsor.