

CHECKLIST FOR PROPOSALS
RFP WEBSITE SUPPORTING DOCUMENTATION
AQUACULTURE & FISHERIES CRSP PROPOSAL COMPLETENESS

This checklist is used by the ME to determine proposal completeness and mechanical adherence to RFP rules.

- 1. Cover Sheet Form
- 2. Summary Page Form
- 3. Research Proposal Narrative (30 pages maximum)
 - a. Executive Summary; Introduction; and Vision Statement (2-page limit)
 - b. Investigations (5-pg limit for each investigation; up to 10 investigations total; 26 pp total)
 - c. Outreach and Dissemination Plan (1-page limit)
 - d. Gender Inclusivity Strategy (1-page limit)
- 4. New HC Research Location Considerations (2-page limit)
- 5. Budget
 - (3) single-year budgets for Lead. Include budgets for subcontractors and HC institutions (up to 9 single-year budgets)
 - (1) combined year budget for Lead. Include the combined-year budget for subcontractors and HC institutions (up to 3 combined-year budgets)
- 6. Budget Justification for Lead, Subcontractors, and HC for each year (up to 9 forms)
- 7. Pending Funds Form
- 8. Conflict-of-Interest Form for each (Lead, US, and HC) PI
- 9. List of names of 5 reviewers (names, address and email, areas of expertise)
- 10. Letters of Commitment from HC PIs *and* from US and HC partners
- 11. Statement of institutional track record and experience in the proposed HC (2-page limit)
- 12. Lead Institution supporting information:
 - Animal Use Approval (or written waivers)
 - Human Subjects Approval (or written waivers)
 - NICRA for Lead Institution (Negotiated indirect cost rate agreement)
 - Institutional & Agency Certifications and Assurances (5 forms)
- 13. CVs of Lead PI and all US and HC Co-PIs (2-page limit per CV)