### SPA Proposal Checklist

#### Mandatory Elements
- ☐ Completed and signed COI forms
- ☐ Complete proposal/application
- ☐ Budget (must be entered in GMAS and included in the proposal)
- ☐ Budget justification
- ☐ RFP/RFA/sponsor guidelines/instructions

#### Mark applicable statements below to determine if any conditional document requirements apply
- ☐ This is a proposal to a new sponsor – complete 1, and email to both ethlyn_ogarro@harvard.edu and appropriate SPA team e-mail.
- ☐ This is a proposal to a new industry sponsor – complete 1, and email to both Julie_Hamill@harvard.edu and appropriate SPA team e-mail.
- ☐ Costshare is offered – see 2.
- ☐ This is a fellowship application – include 3 for both fellow and mentor and secure signatures in GMAS.
- ☐ This project will include subawards – include 4
- ☐ This proposal includes third party contributions – include 5
- ☐ This proposal uses name of Harvard Medical School and/or Harvard School of Dental Medicine – see 2 and 6

#### Conditional Items/Actions
1. New sponsor form
2. Mark “YES” in GMAS
3. COI form for each additional person
4. Consortium proposal for each subaward, including
   a. LOI to establish a consortium or other certification page signed by an authorized institutional official
   b. Detailed Statement of Work (SOW)
   c. Detailed budget with justification
5. Commitment letter from the contributing party
6. Follow the same procedure and formatting needed for Provost criteria.

#### Provost criteria specific to HMS (requests to be sent to appropriate SPA team e-mail ASAP)
- ☐ This project is U.S. based and has an aggregate budget of more than $10 million
- ☐ This project is international program whose annual budget is greater than $5 million
- ☐ The project involves the public use of Harvard University’s name and/or trademark.
- ☐ The project supports the establishment of any new international site
- ☐ The project is international and involves human subjects research that requires IRB expedited or full review
- ☐ The project involves, or is allied with, the direct provision of medical or clinical services
- ☐ A majority of funds in the project (over 50%) will be expended through vendors or subcontractors other than Harvard (does not apply to affiliated hospitals)
- ☐ The project has a substantial risk of violating Harvard’s anti-discrimination policy
- ☐ The sponsor or project may present a serious reputational risk for the University or may otherwise attract significant adverse publicity to the University
- ☐ The project involves activities for which there is inadequate or uncertain program, financial and/or managerial infrastructure, which may be special concern in projects that take place outside the United States
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- ☐ The project involves a scope, scale, or type of work that is beyond the University’s teaching and research mission or is especially unusual or complex.