

Amsterdam Public Health



Proposal development checklist	Design, Plan & Propose - Proposal	
	VERSION	1.0

PRELIMINARY PLANNING (for PI)

- Read Request for Proposal!
- If possible, assign a program coordinator/grant manager responsibility for compiling necessary forms and information entry.
- Arrange planning meetings for all team members and include support staff in relevant meetings.
- Keep department and division heads in loop on collaborative large interdisciplinary proposals.
- See Research Grant Support: www.amsterdamumc.org/research/support/about/grant-support.htm
- Are matching funds mandated by the agency? PI confers with departmental chair about matching funds. PI contacts Research Grant Support, to request matching funds.
- Support letters: send out requests for support letters (write draft of letter for supporter).
- Budget: map out preliminary budget. See Financial items checklist.
- Subcontracts: start the process; communicate early with other university and industry/foundation collaborators.
- Does the Request for Proposal require a data management plan?
- Will you need computing services?
- Is new space needed? PI confers with departmental chair about (new) space.
- Will human subjects be involved? Make sure you know the Ethics requirements: www.amsterdamumc.org/research/support/about/ethical-review.htm
- Will toxins or biohazards be involved? If so, contact environmental health & safety for forms and procedures.
- Will export controls apply to this research?
- Do you have any conflict of interest related to this research or outside collaborators?

COORDINATION (for PI and grant manager)

- Register: PI and all co-PIs on website of the agency if required.

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- Cover page: gather and enter information.
- Budget finalized by PI: compose and check.
- Get Subcontract materials early: budget, research plan and signed cover letter by subcontractors.
- Budget Justification: remind PI to write and sign it, do draft for PI if necessary.
- Project Summary: get short description of work from PI.
- Draft of Project Proposal: work on final version for submission.
- Prior support: include results from prior support - part of Project description.
- References: collect and check formatting per sponsor guidelines.
- CVs or biosketches: collect CVs/biosketches from all PIs. make sure formatting follows sponsor instructions.
- Current and Pending support: collect from all PIs. This can be time consuming. Make sure the format matches sponsor requirements.
- Facilities: outline any new facilities or renovations needed.
- Compose list of suggested reviewers on advice from PI.
- Human subjects, animal care, and/or environmental health & safety: make sure all requirements are taken in consideration.
- Gather support letters (from industry, foundations, institutes etc.), start this early to make sure they arrive on time.
- Final project proposal: upload final version onto the agencies website, double check formatting, in particular margins and point size.

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LINKS

	Link
Grant support - Amsterdam UMC	https://www.amsterdamumc.org/research/support/about/grant-support.htm
Grant support VU	https://www.vu.nl/en/research/support/grants-desk/index.aspx
Grant support UvA - HvA	https://grant-support.uva.nl/

DOCUMENT HISTORY

Version	Status	Date	Name
1.0	Document created	26FEB2021	Dr. Erik Timmermans Dr. Femke Lamers

DOCUMENT APPROVAL

Role	Name	Date
Project Leader	Dr. Seta Jahfari	30APR2021