

Proposal Preparation Checklist

This checklist and the attached diagram that includes the business system professionals who will be able to assist you (the Hub) are provided as a tool to assist you in the preparation of your proposal. The following elements may need to be considered to ensure the proposal is fully completed and adheres to sponsor guidelines, state and federal requirements and Southern Research Institute's policies and procedures.

	<i>PROPOSAL CONSIDERATIONS</i>	<i>CONTACT INFORMATION</i>	<i>APPROVAL, if necessary</i>
1	<input type="checkbox"/> Export Control Certification		
	✔ Contact John McCullough	✔ jmccullough@southernresearch.org	✔ <input type="checkbox"/> Approved
2	<input type="checkbox"/> Environmental		
	✔ Contact Lance Sanders	✔ mailto:lsanders@southernresearch.org	✔ <input type="checkbox"/> Approved
3	<input type="checkbox"/> Hazardous / Toxic Waste Disposal		
	✔ Contact David Peoples	✔ mailto:dpeoples@southernresearch.org	✔ <input type="checkbox"/> Approved
4	<input type="checkbox"/> Radiology / Safety Concerns		
	✔ Contact Lance Sanders	✔ mailto:lsanders@southernresearch.org	✔ <input type="checkbox"/> Approved
5	<input type="checkbox"/> Human Blood / Blood Products / Tissues / Body Fluids		
	✔ Contact Matt Maland or	✔ mailto:mmaland@southernresearch.org	✔ <input type="checkbox"/> Approved
	✔ Sarah Ziegler	✔ mailto:szego@southernresearch.org	
6	<input type="checkbox"/> BSL3 Space Required		
	✔ Contact Sarah Ziegler	✔ mailto:szego@southernresearch.org	✔ <input type="checkbox"/> Approved
7	<input type="checkbox"/> Infectious Agents / Biological Toxins / Recombinant DNA Techniques / Products		
	✔ Contact Matt Maland or	✔ mailto:mmaland@southernresearch.org	✔ <input type="checkbox"/> Approved
	✔ Sarah Ziegler	✔ mailto:szego@southernresearch.org	
8	<input type="checkbox"/> Other Safety Hazards		
	✔ Contact Lance Sanders	✔ mailto:lsanders@southernresearch.org	✔ <input type="checkbox"/> Approved
9	<input type="checkbox"/> Electrical/Mechanical Work Orders		
	✔ Contact Cindy Harman	✔ mailto:charmon@southernresearch.org	✔ <input type="checkbox"/> Approved
10	<input type="checkbox"/> Animals		
	✔ James Toomey	✔ mailto:jtoomey@southernresearch.org	✔ <input type="checkbox"/> Approved

If you have any questions or concerns, please contact your Contracts Business Partner.

Hub

