Administrative Shell Checklist

The “administrative shell” consists of all proposal elements that are non-technical in nature – i.e., everything but the science. The following represents a list of elements that are typically part of the administrative shell and should be finalized and available for OSR review 5 business days prior to proposal deadline. Please keep in mind that this checklist does not replace a thorough reading of the solicitation; if sponsor guidelines indicate additional, non-technical documents are required, these are also considered part of the administrative shell.

Required Documents

The following documents are part of the administrative shell in all full proposal situations.

☐ Proposal Routing Form & Necessary Approvals
  Note that the proposal must have all necessary approvals (i.e., completed pre-route) for the administrative shell to be considered complete.

☐ Statement of Work (SOW) / Abstract
  Note that a draft of this document is required.

☐ Budget

☐ Budget Justification

☐ Solicitation
  Note that a copy of the solicitation is not required to be provided in all situations (e.g., when responding to a parent R01 solicitation); however, it should be considered a best practice to provide this document, and at minimum, the solicitation number must be identified.

Required Documents As Applicable

The following documents are part of the administrative shell in situations where a proposal solicitation requires them (e.g., biographical sketch) or where they are being included as part of the proposal (e.g., subcontracts). Note that while the following items are not applicable in all proposal situations, they are considered part of the administrative shell if required or included as part of the proposal submission.

☐ Biographical Sketches

☐ Current & Pending Document(s)

☐ Facilities, Equipment & Other Resources Document(s)

☐ Required FCOI Disclosures
  Note that this is not a document, but disclosures must be completed in FASIS as applicable.

☐ Subrecipient Commitment Package(s)
  At minimum, a subrecipient commitment package includes a letter of intent (LOI), statement of work (SOW), budget and budget justification.

☐ Cost Share Documentation

☐ Other Documents
  The above does not represent an exhaustive list of all documents that are considered part of the administrative shell as solicitation guidelines may require additional supplementary information.