| Documentation related to the submission of a proposal, including but not limited to: | Proposal
| Proposal
| Proposal_ASSIST
| Proposal_RESGOV
| Proposal_FASTLANE
| Proposal_WORKSPACE

- Final proposal submitted S2S
- Final proposal submitted Non S2S (this is updated by OSP)
- Copy of proposal from Prime Institute
- Receipt of Proposal Submission
- Correspondence related to the proposal
- Confirmation of 51% Off Campus Work
- Effort Approval for Graduate Student
- Hospital Resident Supervisor Approval
- Small Business Subcontracting Plan
- NSF Project Personnel List Spreadsheet
- Yale Letter of Intent (requires signature)
- Yale Letter of Intent (signed) (this is updated by OSP)
- Cover Sheet/Face Page etc (requires signature)
- Cover Sheet/Face Page etc (signed) (this is updated by OSP)

| Proposal
| Assembled Doc (default in ROOT folder)
| Final Submitted_Proposal
| Final Submitted_Supplement
| Final Submitted_Extension
| Final Submitted_Revised Budget
| Final Submitted_LOI

| PRIME Proposal
| Submission Confirmation
| Corres_“Short Description” (within 40 characters)
| Off Campus Confirmation
| Grad Student Approval
| Resident Approval
| SBSP
| Project Personnel

| LOI for signature
| Signed Letter of Intent
| Cover Sheet for signature
| Face Page for signature
| Signed Cover Letter
| Signed Endorsement Letter
| Signed Face Page |
### Subawards
To be uploaded under the ‘Subaward’ category and
Uploaded under the ‘Subawards’ SubFolder

- Sub statement of work, budget, justification, etc.
- Sub FDP Letter of Intent / SIC

```
SubDocs_Name of Institute
  i.e.: SubDocs_U Washington
SubDocs_Name of Institute_SIC
```

**NOTE:** SubDocs should be uploaded as 1 PDF where possible. If locked documents prevent you from merging, 2 uploads are permitted, following the first listed naming convention

### Compliance
To be uploaded under the ‘Compliance’ category

- Cost Sharing Approval Form
- Cost Share Form for Confidential Payroll
- Sponsor confirmation that 3rd Party cost sharing will not be tracked
- F&A Waiver Request
- PI Status Request Form
- NASA China Certification Form
- National Research Service Award Assurance
- HRPP sIRB Approval Letter
- Approval of Financial Interest Disclosures (OSP to upload)
- PPAA when paper disclosure completed
- YNHH Personnel Inclusion Form
- Selection to submit on behalf of University for Limited Submission opportunity
- PI IRES route approval (non electronic)
- Verification of signature when not wet/electronic

```
Cost Share Form
Cost Share_Confidential Payroll
3rd Party Cost Share Exclusion
F&A Waiver
PI Status Form
NASA Cert_Last Name
NRSA Certification
sIRB Approval
COI Approval_FID Form
PPAA_Last Name
YNHH Approval
Limited Submission Approval
PI Certification
Signature Confirmation (only if unable to merge this corres with the form itself)
```

### Sponsor Guidelines
To be uploaded under the ‘Sponsor Guidelines’ category

Documentation related to sponsor guidelines for proposal or award, including but not limited to:

- Instructions/guidelines such as an RFA or RFP
- Confirmation of IDC Policy
- Instructions from Prime Institute
- Instructions from Sponsor

```
Guidelines or i.e.: PA-20-185
IDC Confirmation
Prime Guidelines
Sponsor Guidelines
```
<table>
<thead>
<tr>
<th>Terms &amp; Conditions from Sponsor (if separate to instructions/guidelines)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permission to extend the deadline</td>
</tr>
<tr>
<td>Instructions regarding Revised Budget</td>
</tr>
<tr>
<td>Sponsors invitation to submit full proposal</td>
</tr>
<tr>
<td>DOD Pre-Application Notification</td>
</tr>
<tr>
<td>Relinquishing Statement</td>
</tr>
<tr>
<td>Copy of Award from previous institution</td>
</tr>
<tr>
<td>Request for OSP Proposal Manager to submit on behalf of the PI</td>
</tr>
<tr>
<td>OANDA Foreign Currency conversion</td>
</tr>
<tr>
<td>Terms &amp; Conditions</td>
</tr>
<tr>
<td>Deadline Extension</td>
</tr>
<tr>
<td>Rev Budget Request</td>
</tr>
<tr>
<td>Invitation to Submit</td>
</tr>
<tr>
<td>Pre-Application Confirmation</td>
</tr>
<tr>
<td>Relinquishing Statement</td>
</tr>
<tr>
<td>Prime NOA</td>
</tr>
<tr>
<td>AOR Submission Request</td>
</tr>
<tr>
<td>Currency Conversion</td>
</tr>
</tbody>
</table>