PROPOSAL FINALIZATION CHECKLIST

☐ ☐ ☐ ☐	Compare PAF to SF424: • Titles match (Cover Page and Cover Letter) • Senior/Key personnel match • Dates match (Cover Page and Budget Pages) • Dollars match (Cover Page 2 and Budget Pages)
☐	Confirm the Credential Agency Login is listed in the profile for the PI(s) & the entry matches the Biosketch(es)
☐	Verify no effort % or dollars are included on any Biosketches
☐ ☐ ☐	Human Subjects? If YES, ensure all 4 human subjects required attachments are included (regular, women/minorities, enrollment table, children) • Verify that the enrollment table has the correct title and the columns add appropriately • Ensure the children attachment addresses individuals 21 and under *(NIH defines children as 21 and under, do not use 18)*
☐	Vertebrate Animals? If YES, ensure the required attachment is included
☐	Ensure consultant letters are included for any consultants listed in the justification
☐	Review Letters of Support for content (hidden cost share)
☐	Verify a data sharing plan is attached (if required)
☐	Confirm all documents are in PDF format with appropriate naming conventions *Tip – the file name might look OK on the 424 upload screen because you have the ability to rename it at upload, but if it was loaded from a file on your hard drive with an incorrectly formatted name it may cause errors. It is the underlying file name that is important.
☐	Double check page limits of attachments
☐	Look for glaring organization errors (bad figure, formatting, etc.) while scrolling through
☐	Complete the "Validate Submission" activity
☐	Complete the "Generate PDF Version" activity and have the PI review
☐	Finalize the PAF upon PI approval of the PDF