

Administrative Shell Checklist

The “administrative shell” consists of all proposal elements that are non-technical in nature - i.e., everything but the science. Sponsor guidelines can vary, but the following represents a list of elements that are typically part of the administrative shell and should be finalized and available for OSR review five (5) business days prior to proposal deadline. Please keep in mind that this list 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.

- InfoEd Proposal Development (PD) Routing Form & Approvals
The proposal must have all necessary approvals with a status of “pre-route complete” for the administrative shell to be considered complete.
- Statement of Work (SOW) / Abstract
Note that at minimum, a draft of this document is required.
- Budget
- Budget Justification
- Sponsor Solicitation / Guidelines

Other Required Documents As Applicable

The following documents, regulatory assurances, and information 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.

- Required FCOI Disclosures
When required, personnel must have current training / disclosures in eDisclosure.
- Biographical Sketches
- Current & Pending and/or Other Support Document(s)
- Facilities, Equipment, and Other Resources Document(s)
- Letters of Support or Collaboration
Consultant letters must include hourly rate and estimated number of hours of work on the project.
- Capital Equipment Quote(s)
- Sponsor-Specific Forms/System Access
There may be sponsor-specific forms (e.g. budget templates) or system access needed in order for OSR to review the proposal. These forms should be completed and access provided to OSR.
- Invitation or Permission to Submit
- Subrecipient Commitment Package(s)/Documentation
At minimum, a subrecipient entity included on Northwestern’s proposal must provide a letter of intent (LOI) signed by an authorized institutional official, statement of work, budget, and budget justification. As applicable, FCOI documentation may also be required; Refer to the [Decision Matrix Relative to Subrecipient COI Compliance at Proposal Submission](#) for guidance.
- 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.