

Proposal Review Checklist for Research Administrators

LOGISTICAL CONSIDERATIONS

- Principal Investigator (PI)**
 - Is the PI clearly identified in the proposal?
 - Does the proposal coversheet minimally provide her/his name, phone, email address for contacting?
 - Is the PI a full time faculty member?
 - Does the PI have an actual or potential financial conflict of interest in relationship to externally sponsored projects?

- Other Faculty or Researchers Involved**
 - Are additional faculty or researchers participating in the proposed project?
 - In what capacity would they participate (co-investigators, research associates)?
 - What indication do you have that they have agreed to be involved in the project?
 - Are all salaried positions actually employees of your institution?

- Department and College Approval**
 - Have the department chair, dean and/or other appropriate official reviewed the proposal and approved the levels of effort and commitment in space and resources required for the project?

- Type of Application**
 - Is this proposal a new application, a competitive renewal, a noncompetitive renewal, a supplemental request or a budget revision?
 - Is the application for a federal grant or contract?
 - Have the appropriate forms and format been used?
 - Have the forms been completed correctly?

- Proposed Project**
 - Does the proposed project conflict in any manner with department, college, or institutional policies/mission?

- Period of Performance**
 - Have the proposed start date and project period been clearly identified and held consistent throughout the proposal?
 - Is the start date realistic?

- Place of Performance**
 - Where will the project be conducted, on grounds or off grounds or both?
 - If both, what proportion of the project will be performed off grounds?

- Space**
 - Is adequately equipped space available to conduct the project?
 - Will extra space need to be assigned to the PI for the execution of the project?
 - If so, have the appropriate institutional personnel agreed to these commitments?

- Level of Effort**
 - What level of effort has each investigator committed for the project?
 - Is the level of effort stated reasonable?
 - Will the level of effort proposed be commensurate with the actual costs that will be charged to the award?

- Commitments**
 - Does the proposal promise institutional commitments to staff beyond the project period of the award?
 - Are cost-sharing requirements allowable and supportable?
 - Will new employees be hired for this project only?

- Curricular Programs**
Does the proposal involve a new curricular program?
If so, has the Academic Affairs Dean/College or other such appropriate official given approval for the proposal to be submitted?
- Human Subjects**
Does the project involve human subjects?
If so, has the proposal been submitted to the appropriate human participant IRB for review and/or already have approval from the IRB?
- Use of Animals in Research**
Does the project involve the use of vertebrate animals?
If so, has the proposal been submitted for review and/or already have approval from Institutional Animal Care and Use Committee (IACUC)?
- Research Risks**
Does the project involve the use of any hazardous, toxic, or carcinogenic materials, chemicals or recombinant DNA?
If so, has the abstract of the proposal been forwarded for review to the Office of Environmental Health & Safety?
- Patents and Copyrights**
Does the proposal contain a potential patent or copyright?
Are there restrictions indicated in the agency guidelines?
- Publishing**
Does the agency or sponsor impose any restrictions on the PI's or GRA's from freely publishing research results?
- Assurances**
Are all the appropriate assurance forms included as part of the proposal?
Human subjects, animals, non-construction programs, assurance statements?
- Certifications**
Have all certifications been correctly filed and signed by the institutional authorizing official?
i.e., Lobbying, Debarment, Drug-Free Workplace
- Terms and Conditions**
If contract clauses are incorporated by reference, are they appropriate and acceptable for your institution and/or do they agree with institutional policy?
- Formatting**
Does the proposal formatting follow sponsor guidelines?
i.e., number of pages, page numbering, spacing, font, table of contents, readability issues, narrative reflects timeline and tables/graphs, etc.
- Type of Project**
Is type or purpose of project clearly defined? i.e., research, instruction, outreach
- Authorized University Official**
Has the proposal been signed by the authorized university official?

FISCAL CONSIDERATIONS

- Budget**
 - Have the correct budget categories been used?
 - Are all the budget costs allowable according to UVA's cost principles? According to Cost Accounting Standards?
 - Is the proposed budget arithmetically correct?
 - Are estimated costs proposed in the manner in which the costs will be expended?
 - Can all costs be supported?
 - Do all budget forms agree?

- Fringe Benefits**
 - Have the current approved rates been used and correctly applied to the proper salary bases?

- Indirect Costs**
 - Has the appropriate indirect cost rate been used and applied to correct MTDC base?

- Travel/Equipment/Other Direct Costs**
 - Are the proposed costs necessary for the proper conduct of the project?
 - Are the costs reasonable, allowable and in accordance with sponsor guidelines?

- Institutional Facilities**
 - Does the proposal involve use of institutional facilities (e.g. animal care, computing facility, TV station, conference center, research facility)?

- Cost Sharing or Matching Funds**
 - Does the proposed project require funds from the institution to support this project, other than the contributed effort (if any) of project personnel and associated fringe benefits and indirect costs?
 - If so, have the sources of these funds been identified and committed to this project?

- Subcontractors**
 - Is a budget included for each proposed subcontractor?
 - Does the proposal contain a letter of commitment from each subcontractor, by their institution, indicating their willingness to participate in the project?

Adapted from Fundamentals of Research Administration Handout by Rebecca Claycamp, CRA