

## Department Head's QUICK CHECKLIST for Proposal Review

- ✓ Project compatible with University, college, and department mission
- ✓ Total amount requested reasonable for scope of work
- ✓ Technical competence of principal/co-investigator
- ✓ Reasonable % effort listed for the scope of work
- ✓ Total time commitments will not exceed 100%
- ✓ Pending support considerations
- ✓ PI/Co-I Conflict of Interest – outside financial involvement with the sponsor
- ✓ Adequate space available for project; arrangements for additional space and/or renovations
- ✓ Adequate equipment available for project
- ✓ Adequate departmental administrative support available for the project
- ✓ Program income identified on application and routing sheet
- ✓ Budget based on actual salary rates, price quotes, fringe benefit and F&A cost rates
- ✓ Fabrication of equipment presented correctly in budget with F&A costs applied
- ✓ Administrative salaries directly-budgeted and justified only in exceptional circumstances
- ✓ Appropriate F&A cost rate
- ✓ Waiver of F&A cost rate, appropriateness of justification
- ✓ Cost Sharing amount is reasonable for the project and appropriate source of funding identified
- ✓ Just-in-time approvals and required training in process for human subjects, animal subjects, good laboratory practices, radiation, recombinant DNA
- ✓ If more than one PI/department/college, arrangements made regarding:
  - Responsibility for financial administration
  - Split of credit for the award
  - Split of F&A cost revenue
  - Facilities and space
- ✓ “90 day advance” contract payment terms
- ✓ Possible Inventions/Intellectual property issues
- ✓ Package contains at least: Proposal Routing Sheet, cover page, abstract, budget, budget justification