



Research Administrator's Proposal Review Checklist

<p>Note: This checklist is intended to serve as a guide of frequently needed proposal information, but is not intended to be a complete list for all proposal submissions. Please refer to the RFP or sponsor guidelines for specific proposal instructions.</p> <p>For additional information, contact the Office of Sponsored Programs (OSP) at sponsoredprograms@fau.edu</p>	<p>Yes or No</p>
<p>1. Is Faculty or Staff eligible to serve as Principal Investigator or Co-Investigator? Review Principal Investigator Eligibility Policy <i>If individual is not eligible, contact OSP for guidance.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2. As an entity, is FAU eligible to submit a proposal? FAU can submit proposals as an Institution of Higher Education and also as a tax-exempt non-profit organization. However, FAU is not considered a 501c3 organization, which is a specific type of charitable non-profit organization. <i>Review the RFP for eligibility requirements and contact OSP if FAU is not eligible.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>3. Does sponsor require only 501c3 organizations to submit proposals? <i>If yes, the proposal cannot be submitted by FAU. However, the proposal can still be submitted by the FAU Foundation (FAUF) as they are a 501c3 organization. Contact OSP for guidance when a 501c3 organization is required.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>4. Does the sponsor require cost-share or matching to be included in the proposal? Note: Only mandatory cost-share and matching is allowed per FAU policy. <i>If cost-share is required by the sponsor, attach in Novelution the language from the RFP requiring the cost-share or match.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5. Will the proposal submission meet the five (5) business day submission policy? <i>If no, then the proposal may not receive a full review by OSP which may increase the risk of rejection. When a proposal is late and does not route through Novelution 5 days prior to the sponsor deadline, please notify the PI. Review Proposal Submission Deadline Policy</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>6. Does the sponsor have any limitations to the number of proposals allowed by the institution? <i>If yes, contact the Research Development Office (RDO) at limited@fau.edu for instructions on limited submissions. The RDO Office will identify which PIs have been given approval to submit for the limited submission. Upload the approval by the Research Development Office as an attachment in Novelution.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>7. Does sponsor restrict or limit the indirect cost rate (IDC) which is also called F&A costs?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>



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<p><i>Include the RFP as an attachment in Novelution which shows the restriction. Any restriction or limitation to IDC (F&A) must either be stated in the RFP (application instructions) or stated in a sponsor policy or on their website. If sponsor does not limit IDC (F&A), then FAU's approved F&A rates should be used.</i></p>	
<p>8. Does sponsor have any other budget restrictions or budget requirements? <i>Include the RFP showing budget restrictions as an attachment in Novelution.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>9. Does sponsor limit or cap the amount allowed for student salaries and tuition? <i>If yes, include the RFP showing limit or cap as an attachment in Novelution.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>10. Does the Scope of Work provide sufficient detail regarding the project's deliverables, payment processes and milestones? <i>For guidance on developing a Scope of work, refer to FAU's Scope of Work template.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>11. Does the budget include graduate student salaries? <i>If yes, include the appropriate tuition based on the FTE of the research assistant position. *The amount should be the matriculation portion of tuition costs times the number of credits. Tuition Breakdown Costs</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>12. Does the budget include salary/effort for all senior/key personnel? <i>Senior/Key Personnel include the PI, Co-PIs, and any other senior key personnel named in proposal. Please review Time and Effort Certification Policy.</i></p> <p><i>If sponsor does not allow salaries for the key personnel to be included in the budget, then the salary/effort must be entered in Novelution as cost-share. Include the RFP showing the salary instruction as an attachment.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>13. Are there any subawards listed in proposal? <i>If yes, include the following for each subrecipient on the project.</i></p> <ul style="list-style-type: none"> • FAU's Subrecipient Commitment Form signed by their authorized official • Detailed Budget and Budget Justification • Statement of Work • F&A (IDC) rate agreement (if using federally negotiated rate) 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>



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<p>14. Are there any consultants listed in proposal? <i>If yes, a Letter of Intent signed by the consultant should be included as an attachment in Novelution. The letter should include:</i></p> <ul style="list-style-type: none">• <i>The consultant's hourly rate</i>• <i>estimated number of hours planned for the project</i>• <i>brief statement of consulting work.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>15. Is there travel planned? <i>If yes, provide sufficient details in the budget justification.</i></p> <ul style="list-style-type: none">• <i>Travel destination (name of conference, if applicable)</i>• <i># of travelers,</i>• <i># of days of trip.</i>• <i>Hotel, airfare, per diem, parking/taxi, registration fees</i> <p><i>For foreign travel, include name of country of destination and purpose.</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>16. How is the proposal being submitted to sponsor? Is PI submitting via email or does OSP need to submit electronically through a sponsor website or proposal system? <i>PIs are responsible for submitting hard copy or e-mail submissions to the sponsor once the proposal has been approved by OSP.</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>17. Is the proposal being submitted electronically through Grants.gov, Research.Gov, ASSIST, NSPIRE or other electronic portal? <i>OSP will submit electronic proposals when sponsor requires submission by an authorized official.</i></p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Note:

When filling out various applications or grant proposals on behalf of a PI, the sponsor may request specific FAU institutional information. Please refer to the [Administrative Information](#) page for frequently requested information such as EIN, DUNS, congressional district, authorizing official information, banking information, etc.