



## Research Administrator's Proposal Review Checklist

<b>Note:</b> 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.	<b>Yes or No</b>
1. Is Faculty or Staff eligible to serve as Principal Investigator or Co-Investigator? <i>Review the RFP and check FAU PI eligibility policy.</i> <a href="http://www.fau.edu/research/docs/policies/sponsored-programs/pi-eligibility-policy-080120.pdf">http://www.fau.edu/research/docs/policies/sponsored-programs/pi-eligibility-policy-080120.pdf</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is FAU eligible to submit a proposal? FAU is an Institution of Higher Education, a Hispanic Serving Institution and also a non-profit organization. FAU is not a 501c3 organization nor a 170b. <i>Review the RFP for eligibility requirements.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does sponsor require a 501c3 organization? <i>If yes, proposal can be submitted through the FAU Foundation, however the proposal still needs to be entered into Novelution and routed for review and approval by the Chair and Dean's Office &amp; OSP prior to the Foundation submitting the proposal to the sponsor.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Will the proposal submission meet the five (5) business day submission policy? <i>If no, remind the PI of the risk of submitting a late proposal to OSP.</i> <a href="http://www.fau.edu/research/docs/policies/sponsored-programs/Proposal%20Submission%20Policy_Rev%2001-05-2018.pdf">http://www.fau.edu/research/docs/policies/sponsored-programs/Proposal%20Submission%20Policy_Rev%2001-05-2018.pdf</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does the sponsor have any limitations to the number of proposals allowed by the institution? <i>If yes, contact the Office of Research Development for instructions on limited submissions.</i> <a href="http://www.fau.edu/research/research-development/limited-submissions.php">http://www.fau.edu/research/research-development/limited-submissions.php</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does the proposal include cost-share? <i>If yes, include the completed and signed cost-share form in the Proposal attachments &amp; Other Documents section in Novelution.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does the proposal include graduate students? <i>If yes, include tuition in the proposed budget. If sponsor does not allow tuition to be charged to the project and a tuition waiver is needed, contact the college's administrator for review and approval. Each college is allocated funds each year to cover tuition waivers.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Is the sponsor name listed correctly in Novelution? <i>The sponsor is the entity that directly provides funding to FAU.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Is salary/effort included in budget for all senior/key personnel? <i>Review <a href="#">Time and Effort Certification Policy</a>. If sponsor does not allow salaries to be charged to the project, then the effort must be cost-shared. Complete and include a cost-share form as an attachment in Novelution.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No



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10. Does sponsor restrict or limit the indirect cost rate (IDC)? <i>Include a copy of the restriction as an attachment in Novelution. Any restriction or limitation must either be stated in the sponsor's policies or included in the RFP/proposal guidelines.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Does sponsor have any other budget restrictions or budget requirements? <i>Include a copy of the budget requirements as an attachment in Novelution.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. For NIH proposals, does PI/Co-Investigator Salaries exceed the NIH salary cap? <i>If yes, then a cost share form needs to be completed and uploaded in Novelution.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Does sponsor limit or cap the amount allowed for student salaries and tuition? <i>If yes, include a copy of the restriction as an attachment in Novelution.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Does proposal include Protected Health Information (HIPPA)? <i>If yes, contact the college's IT representative to see if any additional data security fees or equipment should be included in the proposal budget.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Does RFP include requirements for Data Security? <i>If yes, contact the <a href="#">college's IT representative</a> to ensure FAU can comply with data security requirements.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Have all FAU senior/key personnel signed the <a href="#">Disclosure of Significant Financial Interest Form</a> (FCOI) for this proposal submission?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Are there any subawards listed in proposal? <i>If yes, attach the following in Novelution from the subrecipient: Letter of Intent or Subrecipient Form, Budget and Budget Justification, Statement of Work, and IDC rate agreement.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Are there any consultants listed in proposal? <i>If yes, attach the Letter of Intent signed by the consultant which includes their hourly rate and estimated number of hours for the project as an attachment in Novelution.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Is there Foreign travel planned? <i>If yes, provide the following information: Travel destination (if attending a conference, provide conference name). If foreign travel detailed information is not provided in proposal, it must be submitted to sponsor for approval prior to travel occurring.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Is the proposal being submitted hard copy or via e-mail? <i>PIs are responsible for submitting hard copy or e-mail submissions to the sponsor once the proposal has been approved by OSP.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Is the proposal being submitted electronically through Grants.gov, Fastlane/Research.Gov, ASSIST or other electronic portal? <i>Office of Sponsored Programs office will submit electronic proposals when sponsor requires submission by an authorized official.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No