

## Proposal Review Roles & Responsibilities

The University of Florida is committed to acting with integrity in the management of sponsored programs. The goals of this document are to provide descriptions of key individuals or units and their responsibilities within the management and oversight of sponsored programs. All individuals involved in research and other sponsored activities should take personal responsibility for their actions in pursuit of individual and organizational excellence. Each individual should uphold the highest standards of ethical and professional conduct in accordance with University, sponsor, state, and federal policies and regulations.

Given the variety of support structures throughout the University, this document will differentiate responsibilities for the Principal Investigator (PI), Unit Support and Leadership (Unit), and the Division of Sponsored Programs (DSP). This document tries to make clear when particular parties are primarily responsible for an action. The creation of a successful proposal is a team effort with potential for overlapping responsibilities. This document is not meant to be exhaustive as each proposal and unit structure is unique.

The responsibilities of the Unit Support and Leadership role may sometimes be fulfilled by lab managers, clinical coordinators, departmental support, shared service centers, research administrators, and/or college administration. Where specific Unit titles must approve a particular action – such as the UFIRST appointed Unit Fiscal Authority (UFA), Chair, or Dean – they are identified under the Unit column in parentheses. Unit functions may also be delegated to the PI. The division of duties within each college or major unit is decided by the Academic Unit Leadership (often a Dean or Director) of that Unit. Duties and responsibilities of Academic Unit Leadership that are delegated to other Unit positions ultimately remain the responsibility of the Academic Unit Leadership. The guidelines for PIs are considered the **minimum** requirements for producing a proposal that can receive UF approval. The guidelines for Units and DSP are considered best practices for proposal processing and the standard expectations for the work to be performed on a given proposal.

### GLOSSARY

*Attachments:*

Any documentation that will be included in the final submission package including administrative forms and other documents not generally considered scientific and technical documents

*Guidelines:*

Any solicitation, announcement, or other document inviting applications for funding from a sponsor. Where no program specific solicitation exists, these may be simple guidance on a potential funder's website

*Scientific and Technical Documents:*

Any documentation that pertains to the project, whether it is research, instructional, testing or other service

*Sponsor System:*

Sponsor's online portal used to submit proposals (i.e. NASA NSPIRES, NSF Fastlane, ProposalCentral or UFIRST SF424)

*Submission Package:*

Amalgamation of all documents sent to the Sponsor as the proposal including attachments and scientific and technical documents

				Review Area
	PI	Unit	DSP	Guidelines
1	x			Identify funding opportunities that are appropriate for the project.
2		x		Verify that the correct opportunity or solicitation is identified and selected in UFIRST.
3			X	Confirm that the selected opportunity or solicitation matches the proposal.
4		x		If sponsor requires individual login to their electronic system for proposal submission or award management, register for individual account as appropriate (see: <a href="http://research.ufl.edu/dsp/proposals/other-eproposal-systems.html">http://research.ufl.edu/dsp/proposals/other-eproposal-systems.html</a> ). Some systems require that account registration be done solely by PI.
5			x	If sponsor requires an institutional level account for their electronic system for submission or award management, verify that UF holds an account or establish an account as appropriate.
6		x (Chair)		Ensure intended project area is appropriate for the mission or strategy of the PI and their responsibilities within their department and college.
7		x	x	If guidelines have limitations on the types of organizations that can apply for funding, verify that UF as an institution is eligible (ie. must be a 501(c)3 or institution of higher education or similar restriction).
8		x	x	If Institution <b>must</b> hold IRS 501(c)3 status to be eligible to submit, assist with routing proposal documents to UF Foundation.
9	x			If guidelines have special provisions related to individuals who can work on the project, verify the PI and any project staff or students are eligible (i.e. specific citizenship status, Early-Career status, student GPA required, etc.).
10		x		Verify that PI is eligible under UF Principal Investigator Eligibility policy. If not, submit request with documentation in UFIRST under the Proposal <i>Ad Hoc Approval</i> activity (see: <a href="http://research.ufl.edu/dsp/proposals/eligibility-to-submit-a-proposal-for-external-funding.html">http://research.ufl.edu/dsp/proposals/eligibility-to-submit-a-proposal-for-external-funding.html</a> ). If a mentor is listed in UFIRST, ensure that the program is truly a mentored program and the entry isn't a Co-PI or Co-Investigator.
11			x	Confirm PI is eligible under UF Principal Investigator Eligibility Policy. Review and consider PI eligibility waivers (see: <a href="http://research.ufl.edu/dsp/proposals/eligibility-to-submit-a-proposal-for-external-funding.html">http://research.ufl.edu/dsp/proposals/eligibility-to-submit-a-proposal-for-external-funding.html</a> ). If a mentor is listed in UFIRST, ensure that the program is truly a mentored program and the entry isn't a Co-PI or Co-Investigator.
12	x			If guidelines indicate the program is a Limited Opportunity, contact limitedprograms@ufl.edu for approvals and notify the Unit (see: <a href="http://research.ufl.edu/finding-funding/limited-submission.html">http://research.ufl.edu/finding-funding/limited-submission.html</a> ).
13			x	If guidelines indicate the program is a Limited Opportunity, check the internal calendar for approvals by Division of Research Program Development.
14	x			Read and follow the guidelines to create proposal appropriately.

	Review Area			
	PI	Unit	DSP	Guidelines
15		x	x	Verify that guidelines are appropriately and accurately followed.
16		x		Attach PDF of the full, <i>specific</i> solicitation in UFIRST.
17		x		Identify and provide the accurate deadline (published or target; date and time) in UFIRST, adjusting as needed if the deadline falls on a weekend, after hours, UF or federal holiday, etc.
18			x	Verify deadline.
19		x		Provide instructions for how and by whom the proposal will be submitted to the sponsor (i.e. via email by DSP, via email by PI, or via agency website, as appropriate).
20		x		Identify and consistently use the same project period of performance within the guidelines throughout proposal .
21			x	Verify accuracy and consistent use of project period of performance.
22	x			Identify and secure regulatory items required by the guidelines (i.e. required permits or licenses).
23		x		Confirm regulatory items required by the guidelines, and facilitate securing the regulatory items (i.e. required permits or licenses).
24			x	If specific regulatory items are required, check with PI and Department to ensure they are (or will be) secured.
25	x			Identify and adhere to any F&A cost limitation indicated in the guidelines.
26		x		Verify any F&A cost limitation indicated in the guidelines.
27			x	Confirm F&A limitations are correctly followed.
28	x			Identify any mandatory cost share requirements required by the guidelines and identify sources of cost sharing.
29		x		Review and verify cost sharing requirements and commitments.
30			x	Confirm cost sharing requirements are correctly followed.
31	x			Identify and comply with any formatting standards required by the guidelines.
32		x		Verify accurate use of any formatting standards required by the guidelines.
33	x			Identify and provide required proposal components (i.e. data management plan, biographical sketches, budget justification, project summary, references, etc.).

Review Area				
	PI	Unit	DSP	Guidelines
34		x		Assist with and verify inclusion of any required proposal components (i.e. data management plan, biographical sketches, budget justification, project summary, references, etc.).
35			x	Verify that all necessary proposal documents required by the guidelines are included and complete.
36	x			Provide copies of draft or template documents that require institutional signature (i.e. subrecipient forms, certification forms, letters of consortium).
37		x		Assist with obtaining draft or template documents and facilitating signature process for documents that require institutional signature (i.e. subrecipient forms, certification forms, letters of consortium).
38			x	Review, complete, and sign documents that require institutional signature (i.e. subrecipient forms, certification forms, letters of consortium).
39		x		Notify DSP if Terms and Conditions, or a draft agreement document, is outlined or referenced in the guidelines.
40			x	Review any Terms and Conditions set forth in guidelines. If terms are included that may be unacceptable, draft, sign, and provide a Letter of Exception to be submitted with proposal.
41			x	Serve as resource and review guidelines for any unusual or important elements.

				Review Area
	PI	Unit	DSP	Scientific and Technical Documents
1		X (Chair)		Ensure intended project area is appropriate for the mission or strategy of the PI and their responsibilities within their department and college.
2	x			During the planning stages of the application, identifies the technology, equipment, lab space and other resources needed for the project.
3		X (Chair)		Approves the use of any technology, equipment, lab space or other resources needed for the project.
4	x			Produces any scientific or technical documents required for the application which may include sections such as the research strategy, scope of work, facilities & resources, project description, abstract, specific aims, and/or human or animal subject sections.
5	x			Prepares and provides clear and coherent documents, ensuring text is free of spelling and grammatical errors and that any illustrations or figures show as intended.
6	x			Follows guidelines for document formatting requirements (such as font, font color, or font size; heading or document attachment labels; margin allowances; word or character limits; page limits; use of any sponsor-required template; publication list formatting; use of hyperlinks or URLs, etc.) .
7		x		Verify that any formatting requirements (such as font, font color, or font size; heading or document attachment labels; margin allowances; word or character limits; page limits; use of any sponsor-required template; publication list formatting; use of hyperlinks or URLs, etc.) are followed appropriately.
8	x			Identify and follow any content requirements for scientific and technical documents as required by the guidelines (data, publication lists, Results from Prior Sponsor Support, etc.). Ensures that the content of scientific and technical documents appears in the appropriate sections and/or attachments. (Placing content outside of appropriate sections or in the wrong attachments may be interpreted as subverting any imposed page limits and lead to proposal disqualification by the sponsor.)

				Review Area
	PI	Unit	DSP	Submission
<b>GENERAL REVIEW ITEMS REGARDLESS OF MODE OF SUBMISSION</b>				
1		x		If a non-standard deadline time is required by the solicitation (i.e. before 5pm) provide specific time to be submitted.
2		x		Attach PDF of the full, specific solicitation in UFIRST.
3		x		Provide instructions for how and by whom the proposal will be submitted to the sponsor (i.e. via email by DSP, via email by PI, or via agency website).
4		x		Verify that UFIRST proposal SmartForm contains accurate data such as federal or non-federal sponsor and submission type (i.e. new, revised, renewal, continuation).
5			x	Confirm that UFIRST proposal SmartForm contains accurate data such as federal or non-federal sponsor and submission type (i.e. new, revised, renewal, continuation).
6		x	x	If UF is proposed to be a subrecipient to another organization, ensure that the prime sponsor is identified in the UFIRST proposal SmartForm.
7		x		If proposal includes another organization as a subrecipient, ensure that the minimum required documents including a Letter of Consortium, Scope of Work, Budget, and Justification have been completed and uploaded to UFIRST. Also ensure that the potential subrecipient has provided any additional documents required by the sponsor.
8		x		Attach all proposal documents required by the sponsor, guidelines, and UF policy to the UFIRST proposal record.
9		x		Provide copies of draft or template documents that require institutional signature (i.e. subrecipient forms, certification forms, assurances, letters of consortium).
10	x			Review and sign any documents that require PI signature (i.e. letter of consortium).
11			x	Review, complete, and sign documents that require institutional signature (i.e. subrecipient forms, certification forms, assurances, letters of consortium).
12		x	x	Review all proposal components for completeness and accuracy based on sponsor guidelines, solicitation, and UF policy.
13		x		For proposals to sponsors that require an FCOI, upload to UFIRST a completed FCOI form for all key personnel. (See COI Forms at: <a href="http://research.ufl.edu/compliance/conflict-of-interest-and-outside-activities.html">http://research.ufl.edu/compliance/conflict-of-interest-and-outside-activities.html</a> )
14	x			Accurately complete and sign any required FCOI form(s). Ensure that any Key Personnel also complete, sign, and provide completed FCOI forms.

Review Area				
	PI	Unit	DSP	Submission
15			x	Verify that FCOI forms for all key personnel are complete and accurate. If necessary, initiate review by the Division of Research Compliance.
16	x			Certify the proposal in UFIRST.
17		x		When complete, submit the proposal for review in UFIRST to capture approvals. If needed, capture approvals using the Ad Hoc Approval Request activity in UFIRST (i.e. multi-PI proposal certification, NIH NRSA Fellow).
18	x			Provide any documents or communication that supports any special arrangements needed for the proposal. Examples include letters of support, cost share letters, new or remodeled space, or similar arrangements.
19		x		Document and upload to UFIRST communication that supports any special arrangements needed for the proposal. Examples include letters of support, cost share letters, new or remodeled space, or similar arrangements.
20			x	Once proposal is approved, record reporting data and finalize/lock the UFIRST proposal record.

The following are specific ways that proposals can be submitted to sponsors. Specific requirements for each submission method are included below.

Review Area				
	PI	Unit	DSP	Submission
<b>SF424 Submission</b>				
21		x		Following the guidelines, complete all required information fields and upload/attach all required files in the UFIRST SF424 workspace.
22		x		Validate and pre-check the SF424 workspace.
23			x	Validate, pre-check, and submit the SF424 workspace.
24			x	Upload a final PDF copy of the full submitted proposal into UFIRST under "Submission Documents."
25			x	Document and confirm submission status to PI/Unit (status may include "Validated", "Received by Agency", etc.). If any errors are noted by grants.gov or the agency, work with the PI/Unit to solve errors.
26	x			Initiate request to withdraw and submit a corrected proposal by contacting Unit. Provide brief rationale or reason for request.

Review Area				
	PI	Unit	DSP	Submission
27		x		Unit contacts DSP with the rationale or reason for submitting a corrected proposal.
28			x	If proposal is to be corrected, DSP will mark the application type as "changed/corrected" and insert the previous grants.gov number.
29		x		Once corrected proposal is complete, Unit will notify DSP that the corrected proposal is now ready for submission.
30			x	After DSP receives notice that the revision is ready for submission, DSP will validate, pre-check and submit the revised proposal noting both submission attempts and GRANT# under reporting data.
<b>NIH Proposals – Special Submission Considerations</b>				
31	x			Provide accurate eRA Commons user names and roles (i.e. PI, sponsor).
32		x		Verify the accuracy of provided eRA Commons user names and roles (i.e. PI, sponsor).
33			x	Confirm the accuracy of provided eRA Commons user names and roles (i.e. PI, sponsor).
34		x		If a project member does not have a needed eRA Commons Role (i.e. PI, mentor), request of DSP that the Role be added (see: <a href="http://research.ufl.edu/dsp/proposals/other-eproposal-systems/nih-era-commons-registration-form.html">http://research.ufl.edu/dsp/proposals/other-eproposal-systems/nih-era-commons-registration-form.html</a> ).
35	x			For all proposals, once DSP has confirmed the status of the application as validated and assigned an Agency ID, log in to NIH eRA Commons and review and verify the application.
36	x			If proposal is a re-submission, provide the accurate previous grant ID (i.e. CA123456) from the original submission in NIH eRA Commons.
37		x		If proposal is a re-submission, confirm accuracy of previous grant ID (i.e. CA123456) when compared to original submission in NIH eRA Commons.
38			x	If proposal is a re-submission, verify that previous grant ID (i.e. CA123456) is accurate when compared to original submission in NIH eRA Commons.



<b>Sponsor Online Portal Submission – DSP Submits (i.e. Fastlane, NSPIRES)</b>			
39		x	If proposal will be submitted via a sponsor's portal/website, provide DSP information on which portal/website will be used under Submission Methods in the UFIRST proposal SmartForm.
40		x	Following the guidelines, complete all required information fields and upload/attach all required files in the sponsor's portal/website.
41		x	Once proposal is final and ready, create and upload to UFIRST a PDF of the full final proposal as it will be submitted to the sponsor.
42	x		Once proposal is final and ready, allow access for DSP to submit the proposal in any sponsor system that requires submission by an authorized official (i.e. Fastlane, AHA, JDRF, NSPIRES, ezFedGrants).
43			x After the proposal is marked as Ready to Submit to Sponsor, DSP will review and compare documents and budget contained in the UFIRST proposal record to the information contained in the proposal on the sponsor's portal/website.
44			x Sign any required signature pages for the proposal. If portal requires it, upload signed documents to the portal/website on behalf of the PI. If sponsor portal does not require DSP to upload, return signed documents to UFIRST for the PI/RA to upload to the portal.
45			x Submit using the sponsor portal. Send confirmation of submission to the PI/RA and attach a copy of the full proposal to UFIRST. Add reporting data and finalize/lock the UFIRST proposal record.
<b>Sponsor Online Portal Submission – PI Submits</b>			
46	x		If proposal will be submitted via a sponsor's portal/website by the PI, provide to Unit information on which portal/website will be used.
47		x	If proposal will be submitted via a sponsor's portal/website by the PI, provide name of portal/website under Submission Methods in the UFIRST proposal SmartForm.
48	x		Once proposal is final and ready, indicate that you have allowed access for DSP to view the proposal in the sponsor's portal/website (if this functionality exists).
49		x	Once proposal is final and ready, create and upload to UFIRST a PDF of the final proposal as it will be submitted to the sponsor.
50			x Review and compare documents and budget contained in the UFIRST proposal record to the information contained in the sponsor's portal/website.
51			x Sign any required signature pages for the proposal. If portal allows access and alteration by DSP, upload signed documents to the portal/website on behalf of the PI. If sponsor portal does not allow DSP to upload, return signed documents to UFIRST for the PI/RA to upload to the portal.
52			x Once proposal is approved, release the proposal for submission in UFIRST. Add reporting data and finalize/lock the UFIRST proposal record.

53	x			Submit the proposal via the sponsor's portal/website.
54		x		Upload any confirmation of submission and a copy of the final proposal into UFIRST.
<b>E-mail Submission</b>				
55	x			Provide to the Unit all submission information, including whether the PI or DSP will submit and the sponsor contact information.
56		x		Verify and include sponsor contact information under Submission Methods in the UFIRST proposal SmartForm.
57			x	Confirm sponsor contact information for Submission Method.
58		x		Upload a final copy of proposal documents in UFIRST under submission documents.
59			x	Sign any required documents. If the PI will submit, after full review, load signatures to UFIRST submission documents.
60			x	If PI will submit, notify PI/Unit that proposal is released for submission. Request that PI/Unit attach any copies of confirmation e-mails that are received after actual submission.
61			x	If DSP submits, email final documents to sponsor with copy to PI & Unit.

Review Area				
	PI	Unit	DSP	Budget
1	x			Before creating the budget, assess the needs of the project, including but not limited to personnel, supplies, equipment, travel, publication or presentation materials, consultants, tuition and any subrecipients, and communicate these needs to the Unit
2		x		PI and Unit collaboratively prepare a budget and matching budget justification that accounts for personnel, supplies, and any other necessary costs . PI provides final approval.
3		x		Based on the guidelines, identify sources of mandatory cost sharing.
4		x		Verify costs such as personnel salary, equipment costs, consultant rates, etc. Retain documentation in case required by Sponsor.
5			x	Review budget and budget justification, ensuring it follows sponsor guidelines and UF policy.
6		X (UFA)		If cost share is included, makes final determination whether it is attractive (voluntary) or required (mandatory) and approves use of funds to cover cost sharing (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/cost-sharing.html">http://research.ufl.edu/dsp/proposals/budgeting/cost-sharing.html</a> ).
7			x	Verify that University cost sharing approvals have been obtained.
8		x		Accurately apply personnel effort, base salary, and current fringe rates to budget and budget justification (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/fringe-benefits.html">http://research.ufl.edu/dsp/proposals/budgeting/fringe-benefits.html</a> ).
9		x		Identify and apply any salary cap required by guidelines.
10			X	Verify accurate use of any salary cap required by guidelines.
11	x			Write justification for employing graduate research assistants on project.
12		x		Review justification of graduate research assistant salary and tuition.
13		x		If working internationally, ensure the budget accounts for all reasonable and necessary costs including exchange fees, visas, immunizations, and security.
14			x	If working internationally, verify that the budget accounts for all reasonable and necessary costs including exchange fees, visas, immunizations, and security.
15		x		PI and unit work collaboratively to ensure appropriate determination of Subaward vs. Vendor vs. Consultant (see: <a href="http://research.ufl.edu/dsp/subcontracts.html">http://research.ufl.edu/dsp/subcontracts.html</a> )
16			x	Verify appropriate determination of Subaward vs. Vendor vs. Consultant (see: <a href="http://research.ufl.edu/dsp/subcontracts.html">http://research.ufl.edu/dsp/subcontracts.html</a> )

17		x		Verify that items that are an exception to UF Cost Accounting Standards (CAS) are not included (i.e. stamps, pens, binders). If CAS items are budgeted, include rationale within budget justification (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/cost-accounting-standards.html">http://research.ufl.edu/dsp/proposals/budgeting/cost-accounting-standards.html</a> ).
18			x	Confirm that items which are an exception to UF Cost Accounting Standards (CAS) are not included (i.e. stamps, pens, binders), or that rationale is included within budget justification (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/cost-accounting-standards.html">http://research.ufl.edu/dsp/proposals/budgeting/cost-accounting-standards.html</a> ).
19		x		Identify what monetary threshold is considered equipment based on guidelines. In absence of this, apply UF definition of equipment with a threshold of \$5,000.
20		x		Verify that equipment is appropriately categorized in budget and that F&A base calculation is accurate (i.e. equipment is excluded in an MTDC base).
21			x	Confirm that equipment has been shown accurately on the budget.
22		x		Ensure the budget and justification in UFIRST closely matches the final submission package and follow both UF policy and guidelines.
23		x		If the modular budget format has been used (only allowable for NIH applications under \$250,000 in direct costs), ensure that the correct budget option has been chosen in UFIRST.
24		x		If the modular budget format has been used (only allowable for NIH applications under \$250,000 in direct costs), ensure that a detailed budget has still been provided in the UFIRST budget workspace.
25			x	Verify that budget and justification match the final submission package and follow both UF policy and guidelines.

Review Area				
	PI	Unit	DSP	F&A Costs
1	x			Provide scope of work as justification for selected F&A type applied in budget.
2		x		Before creating budget, identify correct F&A rate based on a) Type of Project (research, OSA, instruction), b) Location (on- or off-campus), c) Sponsor (federal, state, local, industry, non-profit) (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/fa-rates-idx.html">http://research.ufl.edu/dsp/proposals/budgeting/fa-rates-idx.html</a> ).
3			x	In collaboration with PI and Unit, confirms use of correct F&A rate and provides guidance as necessary.
4		x		Before creating budget, identify if the sponsor has a standing exception under UF F&A Procedures & Directives (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/fa-rates-idx.html">http://research.ufl.edu/dsp/proposals/budgeting/fa-rates-idx.html</a> ).
5		x		Before creating budget, check guidelines for Sponsor or Program specific rates. These rates must be published and universal (i.e. used for all similar entities applying) and not simply at request of program manager to UF.
6		x		Before calculating F&A costs, ensure that the correct direct cost base (TDC, MTDC, or TFFA) is being used according to guidelines (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/fa-rates-idx.html">http://research.ufl.edu/dsp/proposals/budgeting/fa-rates-idx.html</a> ).
7		x		After direct cost budget is created, appropriately calculate the applicable F&A costs for the project.
8			x	Perform final review and verification that F&A type, base and rate were appropriately selected and applied per the criteria listed above.

Review Area				
	PI	Unit	DSP	Personnel
1	x			Identify personnel required to complete scope of work and determine their Project Role and status as Key, Non-Key, or Other. If required by guidelines, identify the faculty member that will serve as the Mentor (i.e. for a fellowship).
2		x		If the intended Principal Investigator is not PI-eligible under UF guidelines, submit request for PI eligible status to DSP following these instructions: <a href="http://research.ufl.edu/dsp/proposals/eliqibility-to-submit-a-proposal-for-external-funding.html">http://research.ufl.edu/dsp/proposals/eliqibility-to-submit-a-proposal-for-external-funding.html</a>
3			x	Review and respond to PI eligibility requests.
4		x		Determine effort for appropriate personnel required to complete the scope of work while adhering to guidelines and local unit policies for minimum or maximum effort levels and UF requirements for minimum PI effort (see: <a href="http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/EffortReportingDirectivesProcedures.pdf">http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/EffortReportingDirectivesProcedures.pdf</a> ).
5			x	Verify that proposed effort of personnel meet sponsor and UF effort requirements .
6		x		Accurately apply personnel effort, base salary, and current fringe rates to budget and budget justification (see: <a href="http://hr.ufl.edu/benefits-rewards/fringe-benefits-pool/">http://hr.ufl.edu/benefits-rewards/fringe-benefits-pool/</a> ).
7		x		Add 3% yearly escalation (5% for tuition) if appropriate.
8			x	Verify appropriate and current fringe rates are applied to all personnel.
9		x		Identify and apply any salary cap required by guidelines. (For a representative list of some of the sponsors that impose a cap, please see: <a href="http://www.fa.ufl.edu/wp-content/uploads/cost/OvertheCapSponsors.pdf">http://www.fa.ufl.edu/wp-content/uploads/cost/OvertheCapSponsors.pdf</a> .)
10			x	Verify accuracy of any salary cap applied to personnel.
11		x		Identify and adhere to any required minimum base salary levels required by guidelines (i.e. NIH post-doctoral fellowships).
12			x	Verify accuracy of any required minimum base salary levels applied to personnel.
13		x		If graduate students are included, apply salary in accordance with Department/College policy and budget for tuition in proportion to the student's effort (see: <a href="http://www.fa.ufl.edu/bursar/current-tuition-and-fees/#credit">http://www.fa.ufl.edu/bursar/current-tuition-and-fees/#credit</a> and <a href="http://research.ufl.edu/dsp/proposals/budgeting/graduate-student-salary-tuition-costs.html">http://research.ufl.edu/dsp/proposals/budgeting/graduate-student-salary-tuition-costs.html</a> ).
14			x	Verify that tuition is budgeted in proportion to graduate student effort.

				Review Area
	PI	Unit	DSP	Subrecipients <a href="http://research.ufl.edu/dsp/subcontracts.html">http://research.ufl.edu/dsp/subcontracts.html</a>
1	x			Identify any subrecipients required to carry out the scope of work and inform subrecipient of any budget and/or scope of work limitations.
2		x		Review Subaward v. Vendor v. Consultant chart to ensure correct determination of subrecipient has been made (see: <a href="http://research.ufl.edu/dsp/subcontracts.html">http://research.ufl.edu/dsp/subcontracts.html</a> ).
3		x		Coordinates with subrecipient to obtain (and review for accuracy) all of the following required subrecipient documents: Budget, Budget Justification, Scope of Work, Letter of Consortium, and any additional sponsor-required documents such as CV's or Biosketches.
4			x	Verify that subrecipient meets UF subaward definition.
5		x		Input subrecipient information in UFIRST Proposal SmartForm.
6		x		If the prime sponsor is US federal government, confirm the subrecipient's Negotiated Indirect Cost Rate Agreement (NICRA) and DUNS Number.
7		x		If the prime sponsor is US federal government, and the proposed subrecipient does not have a NICRA, ensure that the subrecipient included only the allowable F&A.
8		x		Upload or incorporate all required subrecipient documents to UFIRST and to the submission package, SF424 or sponsor portal, as applicable.
9			x	Verify that all required subrecipient documents are provided and that the subrecipient budget is accurately entered in UFIRST.
10		x		Incorporate into UF's budget the appropriate UF F&A on the subrecipient budget (i.e. for an MTDC base, UF F&A is applied to the first \$25,000 of each subrecipient's total costs).
11			x	Verify that UF F&A is accurately calculated and applied to subrecipient budget (i.e. for an MTDC base, UF F&A is applied to the first \$25,000 of each subrecipient's total costs).
12		x		If the prime sponsor is US federal government, ensure that any subrecipient budget intended to be awarded on a fixed price basis falls below the Simplified Acquisition Threshold (currently \$150,000) and is explicitly indicated in the budget justification.
13			x	If the prime sponsor is US federal government, review and confirm that any subrecipient budget intended to be awarded on a fixed price basis falls below the Simplified Acquisition Threshold (currently \$150,000) and is explicitly indicated in the budget justification.

				Review Area
				Patient Care Costs <a href="http://clinicalresearch.ctsi.ufl.edu/">http://clinicalresearch.ctsi.ufl.edu/</a>
	PI	Unit	DSP	
1	x	x	x	Verify the budgeted costs meet the definition of patient care costs (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/direct-costs.html">http://research.ufl.edu/dsp/proposals/budgeting/direct-costs.html</a> ).
2	x	x		Determine the type of tests or services required for the project.
3	x	x		Determine the number of patients participating in the project.
4	x	x		Indicate the basis for estimating cost, including the number of patient days, estimated cost per day, and cost per test or treatment.
5	x	x		Determine and justify if the costs of patient care funded by project are classified as Routine and Ancillary Services (provided by the hospital) or Usual Patient Care (standard of care). See <a href="http://clinicalresearch.ctsi.ufl.edu/">http://clinicalresearch.ctsi.ufl.edu/</a> for additional clarification on patient care costs classifications.
6	x	x		If both inpatient and outpatient costs are requested, provide costs for each separately.
7	x	x		If multiple sites are to be used, provide detailed information, number of patients, estimated cost per day, cost per test or treatment by each site.
8	x	x		Determine if the tests or services are to be performed by a hospital(s), facility outside the hospital (fee for service bases) or a laboratory test performed at a medical school/university. Provide the names of any hospitals and/or clinics and the amounts requested for each.
9	x	x		Verify that research-related patient care costs are computed in an amount consistent with the principles used by a Medicare Qualifying Clinical Trial.
10		x	x	Ensure patient care costs are justified in budget justification.
11		x	x	Verify that F&A costs have been appropriately calculated.
12		x	x	Verify that human subjects use is appropriately indicated in any application forms as well as on the UFIRST SmartForm.



Review Area				
	PI	Unit	DSP	Computing Devices (including, but not limited to, desktop and laptop computers, iPads, tablets, printers, external hard drives)
1	x			Determine the type and quantity of computing devices needed for the performance of the project.
2		x		Assist with determination of costs for any computing devices needed for the performance of the project.
3		x		If computer devices will be directly charged, confirm that they are allowable, allocable (provide a benefit), and used in the actual conduct of the proposed project (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/direct-costs.html">http://research.ufl.edu/dsp/proposals/budgeting/direct-costs.html</a> ).
4			x	Verify that computing device costs are allowable per the sponsor guidelines.
5		x		Confirm that budget justification explains how the items are essential to the performance of the project.
6			x	Verify that the budget justification explains how the items are essential to the performance of the project.
7		x		Ensure F&A costs are appropriately applied to computing device that are directly charged.
8			x	Verify that F&A costs are appropriately applied to any computing devices that are directly charged.

Review Area				
	PI	Unit	DSP	Participant Support Costs (PSC) (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/participant-support-costs.html">http://research.ufl.edu/dsp/proposals/budgeting/participant-support-costs.html</a> )
1		x		Confirm project involves a workshop, training or conference and that proposed PSC meet definition and requirements.
2			x	Verifies project involves a workshop, training or conference and that proposed PSC meet definition and requirements.
3		x		Confirm that participants are not UF employees and will be acting in a participant role.
4			x	Verify that participants are not UF employees and will be acting in a participant role.
5		x		Confirm that the solicitation allows PSC and check for any restrictions or special conditions.
6			x	Verify that the solicitation allows PSC.
7		x		As a best practice, create a separate PSC budget line in the UFIRST proposal budget workspace.
8		x		If NIH, confirm that PSC are approved in original funding announcement.
9			x	If NIH, verify that PSC are approved in original funding announcement.

				Review Area
	PI	Unit	DSP	Equipment
1	x			Evaluate the scope of work and current resources and decide what equipment, if any, must be purchased to complete the project.
2		x		Determine if equipment is an allowable expense per guidelines and UF policy.
3			x	Verify that equipment is an allowable expense per guidelines and UF policy.
4		x		Identify the monetary threshold considered equipment based on guidelines. In absence of any guideline specific indication, apply UF definition of equipment with a threshold of \$5,000 (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/direct-costs.html">http://research.ufl.edu/dsp/proposals/budgeting/direct-costs.html</a> ).
5		x		Alert the PI if guidelines require price quotes for equipment.
6	x			If required by guidelines, obtain the necessary number of quotes that meet scientific specification requirements .
7		x		If required by guidelines, include any quotes with proposal documents as specified.
8		x	x	Verify that equipment is appropriately categorized in budget and that F&A base calculation is accurate (i.e. equipment is excluded in an MTDC base).
9	x			Provide justification for any equipment included in the budget. If requested equipment is already available as a resource, such as those indicated in the Facilities & Other Resources section, include rationale in the budget justification to explain why requested equipment is required to accomplish the proposed research.
10		x		Include provided justification with proposal documents as specified.
11			x	Verify that equipment justification is sufficiently detailed.

Review Area				
	PI	Unit	DSP	Graduate Research Assistant Salaries and Tuition
1	x			Determine if a graduate research assistant will work on the project.
2		x		Verify any sponsor limits on the allowability of graduate research assistant salary, fringe, or tuition and apply these limitations appropriately in the budget.
3	x			If sponsor does not allow tuition costs, identify the source of funds that will cover tuition and provide this information to the Unit.
4			x	Verify that the sponsor does not allow tuition costs.
5		x		Verify the graduate research assistant salary meets UF College and graduate school minimum salary level.
6		x		Budget the graduate research assistant salary, level of effort, and fringe in the personnel section category.
7			x	Verify that graduate research assistant salary is reasonable, and that fringe has been calculated correctly.
8			x	Verify that graduate research assistant salary, level of effort, and fringe appear in the appropriate category (and are not budgeted as stipend, fellowship, or participant support costs).
9		x		Budget the appropriate tuition amount (proportional to effort on the project) and add escalation (5% recommended) for future years (see: <a href="http://research.ufl.edu/dsp/proposals/budgeting/graduate-student-salary-tuition-costs.html">http://research.ufl.edu/dsp/proposals/budgeting/graduate-student-salary-tuition-costs.html</a> ).
10			x	Review the graduate research assistant salary, fringe, and tuition in the budget and budget justification and ensure compliance with UF and sponsor requirements.
11		x		Ensure that tuition is appropriately categorized in budget and that F&A base calculation is accurate (i.e. tuition is excluded in an MTDC base).
12			x	Verify that tuition is appropriately categorized in budget and that F&A base calculation is accurate (i.e. tuition is excluded in an MTDC base).

				Review Area
	PI	Unit	DSP	Admin and Clerical Costs
1		x		In collaboration, determine if administrative and/or clerical staff costs will be needed to carry out the proposed project and whether they are allowable per sponsor guidelines.
2			x	Verify that administrative and clerical costs are allowable per sponsor guidelines.
3		x		For federal sponsors, verify that administrative and clerical support included as a direct cost is necessary and integral (minimum 20% FTE budgeted) and that individuals involved in the project can be specifically identified. Identify these personnel, their effort, and their role clearly in the budget justification.
4		x		For non-federal sponsors, follow the sponsor guidelines for budgeting and for identifying these personnel in the justification.
5			x	Verify that administrative and clerical costs are appropriately categorized in budget and that F&A base calculation is accurate.

DRAFT

				Review Area
	PI	Unit	DSP	Travel
1	x			If travel is required to complete the proposed scope of work, identify who will travel and for what specific project purpose. Provide the purpose, duration, travelers (names and/or their project roles), and location (if known) for each proposed trip to the Unit.
2	x	x		<p><b>Identify and budget for costs associated with each trip, such as:</b></p> <p>Meals</p> <p>Lodging</p> <p>Participant Support (typically only when training or hosting a workshop or conference)</p> <p>Transportation to destination</p> <p>Transportation within destination (including parking)</p> <p><b>For international travel, consider whether the following costs may also be required and budget accordingly:</b></p> <p>Consultants</p> <p>Drivers</p> <p>Guides</p> <p>Permits*</p> <p>Shipping or Customs Fees*</p> <p>Space Rental/Office Set Up Fees*</p> <p>Taxes*</p> <p>Translators</p> <p>Vaccines/Inoculations</p> <p>Visas/Passports</p>
3	x	x	x	Ensure that proposed international travel does not currently have federal restrictions (such as OFAC sanctions, see: <a href="https://www.treasury.gov/resource-center/sanctions/Pages/default.aspx">https://www.treasury.gov/resource-center/sanctions/Pages/default.aspx</a> ).
4		x		Confirm that all travel costs are appropriate and allowable per UF policy, sponsor guidelines, and appropriate state and federal regulations (see: <a href="https://www.qsa.gov/travel/plan-book/per-diem-rates">https://www.qsa.gov/travel/plan-book/per-diem-rates</a> ).
5			x	Verify that all travel costs are appropriate and allowable per UF policy, sponsor guidelines, and appropriate state and federal regulations (see: <a href="https://www.qsa.gov/travel/plan-book/per-diem-rates">https://www.qsa.gov/travel/plan-book/per-diem-rates</a> ).