Proposal Review, Approval and Processing

	PI	UNIT ADMIN	ORSP*	FSP	OTHER
Proposal Review					
Conduct department/school/college level administrative review of proposal relative to consistency with University unit objectives, resource utilization or other concerns	I	A/R	C		
Verify Sponsor ID and contact information		S	A/R		
Verify PAF signatures/approvals present and correct		R	A/R		
Verify PAF data is consistent with proposal		R	A/R		
Coordinate internal review of limited submissions	I	I/R	I		UMOR / A/R
Ensure that the applicant is eligible and/or approved to be a university principal investigator	I	R	A		
Confirmation of limited submission ability to submit	R	I/R	A		
Approve request for additional space or alterations to existing space		A/R			
Approve proposal budget and justification, if required by the sponsor		A/R	R		
Ensure budget items are in accordance with Uniform Guidance and the cost accounting standards		R	A/R		
Approve Dean or department funds to be used for matching funds		A/R			
Approve UMOR funds to be used for matching funds			A/R		UMOR / C
Verify sponsor required cost sharing commitments are met, documented, and approved		R	A/R		
Review and approve requests for F&A rate reductions or waivers		A/R			UMOR / C
Review the application for scientific accuracy	A	R			
Review the application administrative components of the proposal for accuracy	C	A/R	R/C		
Review the application administrative components of the proposal for completeness	C	R/C	A/R		
Proposal Finalization and Submission					
Finalize PAF	C	A/R	I		
Communicate required revisions and corrections for proposal submission, if needed	I	I	A/R		
components of the proposal after institution review, but prior to submission	R/C	A/R	I		
Make revisions and corrections to non-administrative components of the proposal	A/R	R/C/I	I		
Provide unit-level information needed for completion of sponsor-required certifications and assurances	C	A/R	I		
Verify compliance with and provide signed certifications and assurances	C/I	C/I	A/R		

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Write sponsor-required letters that make representations on behalf of University (i.e., ORSP "Happy to Participate/Pleased to Submit" template letters, letters indicating institutional agreement with or taking exception to sponsor award terms in a Request for Proposal or sponsor Program Announcement, etc.)			**A/R**		**BEC, FR / R**
Write (1) elective letters, (2) sponsor-required letters that only make commitments on behalf of unit, (3) letters that provide supporting documentation, and (4) any other letter not requiring an authorized University signature (e.g., requests for NIH study section assignment, cost sharing commitment letters not requiring an institutional signature, letters of support or recommendation)		**A/R**	**C**		**BEC, FR / R**
Write (1) modified versions of ORSP template letters, and (2) sponsor-required letters that make commitments on behalf of unit (e.g., cost sharing) but require an authorized University signature.		**A/R**	**C**		**BEC, FR / R**
Sign as the Institutional Official on behalf of the institution assuring institutional oversight			**A/R**		**BEC, FR / R**
Return signed documents to PI for submission to Sponsor	**I**	**I**	**A/R**		
If ORSP is submitting the proposal, comply with Sponsor submission method and deadline	**I**	**I**	**A/R**		
If project team is submitting the proposal, comply with Sponsor submission method and deadline	**A/R**	**R**	**I**		**BEC, FR / R**
Log/post unit-submitted proposal into eRPM	**I**	**A/R**	**I**		
Log/post ORSP-submitted proposal into eRPM	**I**	**I**	**A/R**		
*** Responsibility/accountability conditional on proposals being received within deadline policy**					