ORSP PAF / Proposal Review Checklists for Limited and Full Reviews

**Limited Review**

When a finalized Proposal Approval Form (PAF) and final proposal are received in ORSP less than 32 business hours prior to the Submission Deadline, but at least 15 business hours prior to the Submission Deadline, ORSP will check the following items:

- If applicable, provide ORSP with sponsor system access to submit your proposal.
- If sponsor is a Managed Entity, appropriate U-M office (e.g., University Development, Business Engagement Center) is contacted prior to submission.
- If Project Team notes that sponsor limits number of submissions from U-M, UMOR or Medical School Office of Research approval uploaded to PAF.
- Project Long Title on PAF corresponds to title of proposal
- Class code on PAF is correct.
- Sponsor(s) properly identified on PAF, including Sponsor role, ID and contact information.
- Submission Deadline on PAF is correct or is not entered when no deadline exists.
- Faculty named on PAF correspond to faculty listed in proposal (and vice versa).
- Answers to questions about compliance-related research activities (e.g. animal research, human subjects) on PAF correspond to answers to related questions in the proposal.
- Start/end dates on PAF correspond to proposal.
- Budget on PAF corresponds to funding requested in proposal.
- For Federal funds only, if time allows:
  - Budget items in proposal consistent with Uniform Guidance (2 CFR 200).
  - Uniform Guidance monitored costs appropriately justified in proposal.
- F&A cost rate on PAF corresponds to F&A cost rate used in proposal.
- F&A cost rate does not exceed rate appropriate to class code.
- U-M Cost Sharing and Non-U-M Cost Sharing appropriately recognized and documented on PAF.
- Subrecipient’s commitment to participate and status of its FCOI policy (when applicable) are uploaded to PAF.
- PI conflict of interest question answered on PAF.
Full Review – Additional ORSP Checks

When a finalized PAF and final proposal are received in ORSP 32 business hours or more prior to the Submission Deadline, ORSP will check all of the items listed for a Limited Review, and will review and work with the Project Team to resolve issues with respect to the following:

☐ Whenever sponsor limits number of submissions from U-M, UMOR or Medical School Office of Research approval uploaded to PAF.
☐ Relationship to previous Award ID disclosed on PAF is correct.
☐ Related agreements, both funded and unfunded, do not prohibit proposal submission.
☐ Use of third party intellectual property disclosed on PAF does not prohibit proposal submission.
☐ Use of U-M proprietary technology disclosed on PAF does not prohibit proposal submission.
☐ Encumbrances to third parties of U-M intellectual property disclosed on PAF disclosed to sponsor.
☐ Other U-M Commitments appropriately recognized and documented and correspond to proposal.
☐ Funding Opportunity Announcement or equivalent (or applicable link, when allowed) provided.
☐ Signatures/approvals present and correct (e.g. for Admin. Home, Personnel with Effort, Cost Sharing).
☐ When Project Team submits proposal via sponsor’s online system, the proposal information provided by Project Team matches information provided in the PAF.
☐ When ORSP submits proposal via sponsor’s online system, the proposal information in sponsor’s system matches information provided in the PAF.
☐ Administrative data in proposal complete and correct (e.g. EIN, DUNS, FWA, authorized official, etc.).
☐ Required components of proposal included.
☐ Sponsor’s file naming and format conventions followed.
☐ Page length limits observed.
☐ Budget compliant with sponsor guidelines/requirements, for example:
  ☐ Sponsor’s restrictions and requirements met (e.g. sponsor prohibits equipment purchases or restricts funds to student stipends).
  ☐ Cost sharing requirements met.
  ☐ F&A cost rate does not exceed rate allowed by sponsor.
  ☐ Budget items consistent with Uniform Guidance (2 CFR 200) (for Federal funds only).
  ☐ Uniform Guidance monitored costs appropriately justified (for Federal funds only).
☐ Compliance-related research activities (e.g. animal research, human subjects) are correctly identified in proposal.
☐ Sponsor-required representations, certifications and other forms acceptable or modified as necessary.
☐ Non-negotiable terms and agreements reviewed and, whenever possible, necessary institutional approvals for submission obtained.
☐ Signatures/approvals present and correct.
☐ Agreement negotiated prior to submission, when required (e.g., Teaming Agreements).