ORSP PAF/Proposal Limited Review Checklist

When a finalized Proposal Approval Form (PAF) including a final proposal is 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 review and verify the following items:

- Submission Deadline is correct or is not entered when no deadline exists.
- UMOR/Medical School Office of Research approval is uploaded to PAF if Project Team identifies PAF as a limited submission competition.
- Appropriate U-M office (e.g., University Development, Business Engagement Center) is contacted prior to submission if sponsor is a Managed Entity.
- PAF data for faculty, title, start/end dates, budget, and F&A rate correspond to proposal content and, as needed, sponsor’s online system.
- Class code is correct.
- Indirect cost rate does not exceed rate appropriate to class code.
- Sponsor(s) and sponsor role (e.g., direct, prime) are properly identified.
- Answers to questions about compliance-related research activities in the proposal match answers to related questions on the PAF.
- UM Cost Sharing and Non-UM Cost Sharing are appropriately recognized and documented.
- Subrecipient’s commitment to participate and status of its FCOI policy (when applicable) are uploaded to the PAF.
- PI conflict of interest question is answered.
- For Federal Funds Only, if time allows:
  - Budget items are consistent with Uniform Guidance (2 CFR 200) and the Cost Accounting Standards, when applicable.
  - Uniform Guidance monitored costs are appropriately justified.