

## **CVMBS/OSP T2 Proposal Business Process**

### Department

- ☐ Review complete guidelines (font, page numbers, # of pages, margins, correct forms, etc.)
- ☐ Review Biosketches for formatting
- ☐ Review Current and Other Support, ensuring effort does not exceed 100% or 12 calendar months
- ☐ Work directly with the PI
- ☐ Create Budget
- ☐ Verify salary is correct
- ☐ Coordinate with PI to replace any placeholders with final documents
- ☐ Obtain all subrecipient forms and verify completeness (Proposal Subrecipient Commitment, Sub Budget, Sub Budget Justification, and Sub SOW)
- ☐ Obtain Letters of Support, Commitments (Institutional or Department), as needed
- ☐ Initiate Indirect Cost Waivers, if appropriate
- ☐ Initiate/Review Indirect Cost Split requests
- ☐ Verify eRA Commons User IDs

### College

- ☐ Review Guidelines for allowable costs/budget thresholds
- ☐ Review Budget, including calculation checks
- ☐ Review for ICR, fringe, and salary
- ☐ Scrub budget justifications
- ☐ Cost Share/Matches
- ☐ Review ICR waivers (forward to RAD for review)
- ☐ Review proposals looking for implications on the college (college interest)
- ☐ COI Management Plan
- ☐ Review for space needs, need for developing new processes, etc.
- ☐ Review subrecipient forms
- ☐ Review ICR Split Requests

### OSP

- ☐ Review KR PD budget
  - ☐ Confirm ICR rate type is correct and makes sense for project
  - ☐ Sponsor specific guidelines followed (e.g. unallowable items not included, not exceeding total allowable budget)
  - ☐ Confirm if cost share is included that appropriate approvals have been obtained
  - ☐ Review subawardee documents for sub-recipient compliance monitoring
    - Budget and Justification reviewed in same manner as above
- ☐ FCOI Training (if applicable); Check for all KEY CSU personnel (questions must be manually enables for key personnel other than the PI for NIH funded projects)
- ☐ Understand budget justification (no unallowable cost categories/items)
- ☐ Read guidelines for required forms and method of submission
- ☐ Leverage experience across all colleges in review
- ☐ Review/Process ICR waiver requests
- ☐ Confirm correct Animal Welfare, CFDA, EIN, and DUNs information was entered correctly
- ☐ Complete applicable assurances, representations and certifications pages