

SPONSORED RESEARCH REVIEW CHECKLIST FOR APPLICATIONS -- **NONCOMPETING**

School of Medicine, Office of Research Support Services
270 Anatomy-Chemistry (215) 573-2290

DRAFT v2 FOR TRANSMITTALS SUBMITTED ON-LINE

Name of P.I.	Department/Org.
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Key: N.A. OK! If there are problems, leave blank until resolved -- make notations as necessary.

School of Medicine Requirements

ORSS Reviewer Initials _____ Date _____

PRE-REVIEW

ACTION

<input type="checkbox"/> # of copies	Call or return to department for missing information/signatures.
<input type="checkbox"/> Due date correct; acceptable date and explanation for need-by date	
<input type="checkbox"/> CREF OK	
<input type="checkbox"/> Correct data entry for sponsor grant type and award no.	
<input type="checkbox"/> PI, BA, and Chair signatures, including Conflict of Interest checks/initials	
<input type="checkbox"/> Log-in to SOMERA	

ORSS STAFF REVIEW

<input type="checkbox"/> Participating department signature(s) form (not required if no changes)	ORSS obtain signatures if form provided
<input type="checkbox"/> V.A. MOU, Chair-designee signatory on file	Obtain from department
<input type="checkbox"/> Forms (current and completed properly, including SOMERA-printed forms)	Obtain correct forms whenever possible

General Administrative & Budget Issues:

<input type="checkbox"/> Bios, other support, POR statement for new key personnel (evaluate inclusion, not format)	Advise department, no delay in review
<input type="checkbox"/> Allowable expense (check NGA)	FAIL, notify department
<input type="checkbox"/> F&A rate and amount and MTDC base correct or subvention letter is included if not previously approved	Recalculate or request from department
<input type="checkbox"/> Personnel Report correct / complete information (verify with GRAM / SALMGMT / Business Objects)	FAIL, notify department

SNAP Issues (includes many 'K' awards):

<input type="checkbox"/> Three Questions' at start of Progress Report form (verify with GRAM / FinMIS / Business Objects)	FAIL, notify department
<input type="checkbox"/> Other Support if SNAP Q1 = "yes"	Advise department, no delay in review
<input type="checkbox"/> No unrequired forms (e.g., form pages 2 & 3, checklist)	Remove from application

Non-SNAP Issues:

<input type="checkbox"/> Form pages 2 and 3 (verify unobligated \$\$\$ and evaluate 25% significant variance by Fund Summary)	FAIL, notify department
<input type="checkbox"/> Institutional Salary Base or correct fed cap used for NIH; NO cap for non-NIH unless sponsor limits	FAIL or ORSS provide from SALINC
<input type="checkbox"/> Personnel funds requested = effort or salary waiver letter included if not previously approved	FAIL, notify department
<input type="checkbox"/> Current EB rates (spot check only)	FAIL, notify department
<input type="checkbox"/> Other Support for all personnel (evaluate inclusion, not format)	Advise department, no delay in review
<input type="checkbox"/> Subcontract(s) letter(s) of intent, budget/administrative document(s) if necessary	Call department or use preprinted letter

'T' Grants:

<input type="checkbox"/> NRSA substitute pages; current stipend/expense levels, actual tuition/fees requested	FAIL, notify department
<input type="checkbox"/> Trainee Report (verify any names no longer on payroll)	FAIL, notify department
<input type="checkbox"/> Checklist	FAIL, notify department

APPROVE IN SOMERA -- DEAN'S REVIEW NOT REQUIRED FOR ROUTINE SUBMISSIONS.

Research Services Requirements

RS Reviewer Initials _____ Date _____

ACTION

<input type="checkbox"/> Most recent transmittal	Check with ORSS reviewer, FAIL as necessary
<input type="checkbox"/> Department Contact Name, Phone Number	
<input type="checkbox"/> Sponsor Contact, Address, Phone Number	
<input type="checkbox"/> Sponsor Face Page complete and accurate	
<input type="checkbox"/> Sponsor Checklist complete and accurate	
<input type="checkbox"/> Application form(s) dollars = university transmittal dollars = GPTS dollars	Contact department BA or PI, FAIL as necessary
<input type="checkbox"/> Regulatory Affairs information complete, accurate, current, including POR certification	
<input type="checkbox"/> Conflict of interest	