Cayuse Proposal Review Guidelines

Proposal Contents -

A grant proposal is a commitment. Reviewers need to ensure that the staff and participating units are ready to deliver as described and that the project can be successfully executed. If the scope of work is too large for the requested amount, for example, the participating units may need to invest other resources.
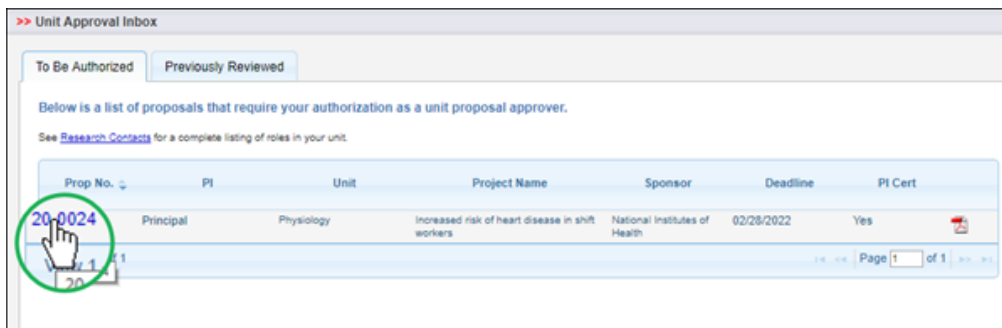
Authorizing or Rejecting a Proposal -

When a proposal is submitted, it will be routed through a chain of approvers before being submitted to the proposal sponsor. If you are an approver and your unit is in a proposal's routing chain, you will need to approve the proposal before it can progress further through the approval chain.

Reviewing a Submission -

If you have submissions to approve, you will see a number next to **Unit Approval Inbox**. Click on your **Unit Approval Inbox**.
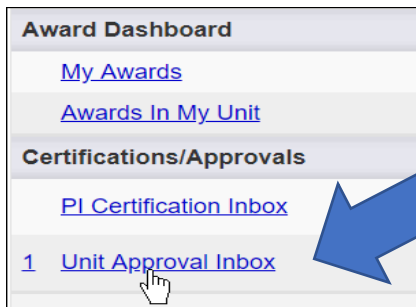
Beneath the To Be Authorized tab, you will see a list of proposals in need of approval. Click on the proposal number to visit the routing status page.

The Proposal Routing Status Page -

1. **General Information**: shows basic information, such as proposal and project numbers, lead PI, sponsor, and submission deadline.
2. **Proposal Review**: provides options to review, authorize, or reject a proposal. You can also authorize or a reject a proposal when viewing it.
3. **Informational Tabs**: provides additional data regarding the submission, including awards and pre-award spending requests. The Compliance tab will show associated research protocols, but only after the submission has been approved.
4. **Routing Information**: shows a list of authorizing individuals and units and where the submission is within the routing process. If a unit does not have an authorizing person, one will need to be added for that unit before a submission can advance through the routing chain. Contact your administrator to add an approver to a unit.
5. **Status History**: shows time stamps of submission status changes.

<u>Reviewing a Submission -</u>

To review a submission, click **View IPF** on the proposal routing screen.
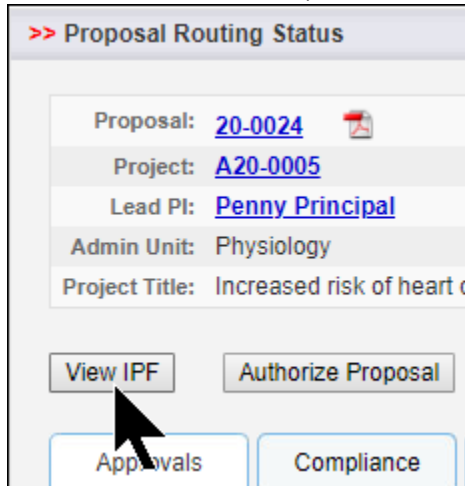
When viewing the proposal, you can use the left-hand menu to toggle between each section and view its contents, a detailed list of expectations is included below.

1) General Information—Who is the sponsor, what is the timeline, and what is the deadline?
2) Investigator/Research Team
   a) Allocation of Credit—For multi-unit proposals, the percentage(s) indicate the indirect cost or facilities and administrative cost split for the portion that flows to colleges, departments/schools, and PIs. Do you approve the plan?

b) List of Personnel—Sponsored Effort is paid by the funder, while Cost-Shared Effort is any additional time estimated for the project for the first year. Person Months converts the percentages into contract months. Is the time estimate realistic?

3) Budget
   a) Comments—See any notes regarding items like indirect cost rate.
   b) Cost Sharing—Can the unit match the sponsor funds as indicated? Are the resources available? If there is any third-party cost sharing, how sure are those commitments? Sponsor-required cost sharing must be met and documented for the sponsor.
   c) Additional Resources—Is the unit willing and able to provide the additional resources described?

4) Proposal Abstract—What are the main goals?

5) Proposal Attachments:
   a) Proposal guidelines—What is the sponsor seeking, and are there any constraints?
   b) Proposal or scope of work—Is the plan clear and feasible?
   c) Budget – Detailed (Internal)
      i) Are all costs reasonable, allocable, consistently treated, and allowable?
      ii) Are the project's impacts fully captured? The unit will be responsible for expenses beyond the budget or not allowed by the sponsor.
      iii) Personnel:
         (1) Is PI and staff time sufficient for the scope of work and in relation to other commitments? Is it clear and acceptable if faculty time will be bought out during the academic year, paid during summer months, or both?
         (2) Are there new hires? Generally, an employee's FTE should not be 100% from a grant, as all university employees perform some university (non-grant) functions.
         (3) If any grant-funded staff are budgeted at 98% FTE (for example), from which account will the remaining 2% FTE be paid?
      iv) Equipment: Where will it be stored, how will it be maintained, etc.?
      v) Participant Support (non-employees taking part in conferences or training projects ONLY): How many, and is the funding sufficient?
      vi) Other Costs
      vii) Subawards: See Attachments section for details. [Only the first $25,000 of a subaward is eligible for Indirect or Facilities/Administrative Costs.]
   d) Budget Justification:
      i) Are expenses justified and synced with the scope of work?
      ii) This document aligns with the external budget that is submitted to the sponsor.
   e) Other attachments—Is there any additional context? Any concerns?

6) Approving Units—Are any potential shared commitments and expenses clearly divided and documented?

7) Submission Notes—Are there any clarifying comments from the PI or Pre-Award staff?

IPF Approvers (Deans, Chairs, Directors, or their designees) are notified via an automatic email when a proposal record requires authorization. Units within an institution must authorize in the routing order specified on the proposal record.

Only one authorization is required at each level. After all units have been authorized, the proposal record is assigned to the Office of Research and Sponsored Programs (RSP) for review.

Authorizing or Rejecting a Proposal -
1. After reviewing a proposal (see instructions immediately above).
2. At the bottom of the proposal menu, click **Authorize Proposal** or **Reject Proposal** on the Proposal Routing Status screen.
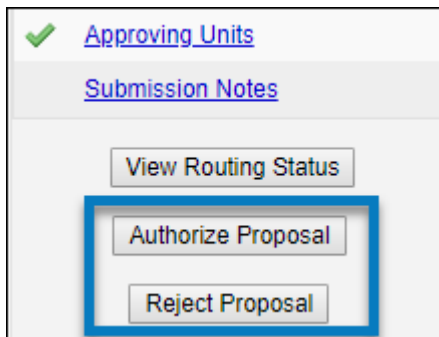
3. Enter any comments you have regarding the proposal. This field is required. Your comments will be visible to the Research Team, proposal reviewers, and RSP.
4. Click **Submit Authorization** or **Submit Rejection** to acknowledge the authorization statement.
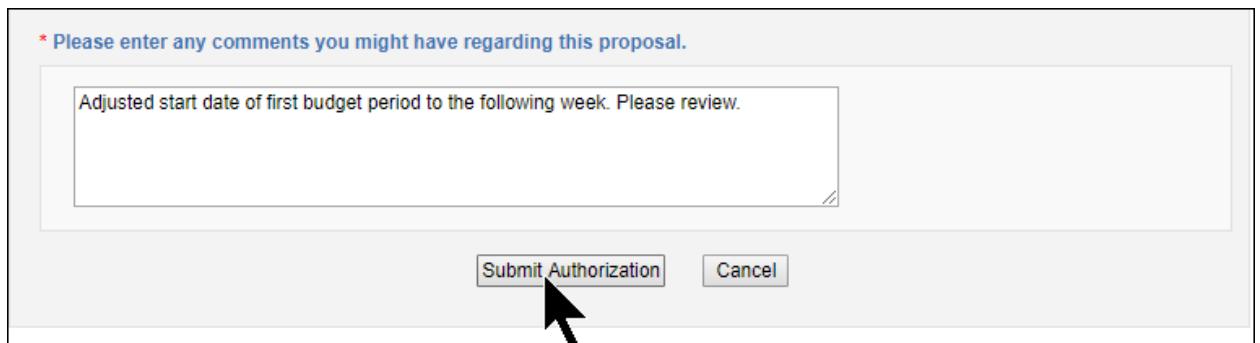
When you reject a proposal, it receives the status Reopened, and the Research team and creator will be able to edit it and resubmit it for routing.
If you authorize the proposal, the next Approver will receive an email notifying them that they need to review the proposal.