## SR Administrative Proposal Review Criteria

### Reviewed

<table>
<thead>
<tr>
<th>InfoEd Record &amp; Compliance</th>
</tr>
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<tbody>
<tr>
<td>Sponsor Solicitation Guidelines/Terms &amp; Conditions</td>
</tr>
<tr>
<td>PI Eligibility</td>
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<tr>
<td>Agency Signature Page or System Access</td>
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<tr>
<td>Statement of Work / Abstract</td>
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<tr>
<td>Performance Sites</td>
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<tr>
<td>Key Personnel (To Determine COI)</td>
</tr>
<tr>
<td>Regulatory Compliance (IRB, IACUC) Marked as Pending and (If Applicable) IRB Letter</td>
</tr>
<tr>
<td>Cost Share Documentation (If Applicable)</td>
</tr>
<tr>
<td>Invitation/Permission to Submit (If Applicable)</td>
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Personnel, Budget, & Justification

- Proposed Effort is correct
- Consultants (Letter required if not TBD)
- Participant Support Costs
- Equipment:
  - Confirm meets Agency/NU definition
  - If Applicable, Quotes for capital equipment if equipment is $200K or more (not aggregate total)
- All Direct Costs: For allowability as per sponsor guidelines
- Budget Calculations Confirmed:
  - Fringe, F&A rates, and base calculation
  - Total Off-Campus/Other rates
  - Total Direct Costs
  - Total Costs
  - Waivers (F&A) of any kind
- Justification: Confirm standard statements used (e.g. NU/NMG VA appts., ANL & FERMI Joint appointments, Salary Cap language)

Subawards / Consortium Items

- Subrecipient Commitment Documentation
- LOI amount matches the NU budgeted amount
- Subaward Proposal includes LOI, SOW, Budget, Justification, and (If Applicable) IRB Approval Letter

### Excluded From Review

<table>
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<tr>
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<td>Multiple PI Plan (If Applicable)</td>
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Technical Proposal / Science / Research Strategy

- Introduction
- Specific Aims
- Human Subjects
- Vertebrate Animals
- Select Agents
- Research / Data Sharing Plan

Personnel, Budget, & Justification

- Base Salary
- Tuition Costs and Tuition remission
- Equipment: Quotes for capital equipment if equipment is less than $200K
- Budget & Justification: Confirm budget amounts match (justification) [Note: Not reconciling the dollar values in the justification to the budget]

Formatting & Other Inclusions

- Margins / Fonts
- Cover Letter
- Biosketches & CVs
- Other Support / Current & Pending Support
- Bibliography & References
- Appendices

Subawards / Consortium Items

- Subaward Budget amounts match Subaward Detailed Budgets

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Note: The criteria are for the endorsement and submission of competing grant proposals ONLY and specifically exclude corporate/pharmaceutical funding and progress report (i.e. RPPR) submissions.

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