OSRAA Proposal Review Tiers of Service

Tier One- Full Proposal Review

Tier Two- Rush Proposals (submitted under 5 days)

Tier Three- College Certified proposals

Tier Four- Large Project Support

Tier One- Full Proposal Review

1. Check Deadline: Date & time for accuracy, Hard or Soft Deadline, has it already been submitted
2. Cayuse SP completion check:
   a. Check status of Cayuse certification by PI & co-PI's
   b. Ensure department/college routing is correctly listed
   c. Check submission notes for additional information
   d. Ensure "Activity Code" on aligns with Outreach percentages
   e. Research the Previous Index Number provided (if applicable) with NOLIJ info for consistence of dates, Activity Code, Proposal Type, Instrument Type, indirect rate.
   f. Ensure "Sponsor" and "Prime Sponsor" are correct
   g. Calculate Investigator Screen months and Effort % for accuracy and consistent with budget info. Check eligibility of Lead PI.
   h. Ensure correct F&A rate is used. Check number of budget periods, dates of Current Period, and Cost Share.
   i. Add reminders to review for Regulatory Compliance (e.g. IRB or IACUC protocol), if applicable. Ensure the Regulatory Compliance information agrees with proposal description.
   j. Ensure all subawards/subcontractors have been added to Cayuse.
   k. Add reminders to review for Export Control and Intellectual Property, if applicable (and ensure the info agrees with proposal description)
   l. Check "Location" screen for accuracy and consistency with proposal description
   m. Confirm that the "Abstract" screen is completed
3. Review Attachments:
   a. Statement of Work or Project Narrative - title & dates match, co-PI's included
   b. Budget Review
      i. Check for allowability, allocability, reasonableness
      ii. Check costs included in the correct budget categories
      iii. Check reasonable costs for salary/fringe, tuition rates, etc.
      iv. Confirm cost share
      v. Check tuition included for most GRAs who receive salary on the grant
      vi. Check costs included in participant support budget category
      vii. Check costs included in equipment category (equipment fabrication form may be needed)
      viii. Check budget compliance with all applicable OSU/federal/sponsor guidelines
   c. Budget Justification Review
      i. Check alignment between budget justification and with budget
      ii. Confirm justification includes detail as required by sponsor guidelines

4. Subawards
   a. Check (i) Statement of Work (ii) Budget (iii) Budget Justification, (iv) Letter of Commitment, (v) F&A rate documentation.
   b. Check subawardee budget for category totals and red flags only - Participant Support/Cost Share/etc.
   c. Check title & project dates
   d. Ensure Letter of Commitment has signature of a institutional authority
5. Check sponsor required documents for inclusion of required elements, as applicable
   a. Biosketches
   b. CVs
   c. References Cited
   d. Narrative
   e. Summary
   f. Current & Pending - check consistency of info listed for this proposal
6. Review 424/Fastlane/sponsor website for accuracy and consistency with Cayuse SP info/docs
7. Prepare/sign OSU letter of commitment if OSU is an subawardee or if required by sponsor
8. Complete Sponsor required representation/certification documents

Tier Two- Rush Proposals (submitted under 5 days)

Rush Proposal Definition: A proposal received by OSRAA (after department routing/certification is completed) with less than three days prior to submission deadline.

Meet Sponsor Requirements:
- Confirm hard deadline
- Request for Proposal- PI is responsible for meeting the full list of sponsor guidelines. OSRAA provides a quick review of major budget limitation and cost share requirements.
- Resolve Errors/Warnings for Sponsor portal submission (e.g. Cayuse 424, Fastlane), if applicable- Some Error messages prevent submission of proposal.
- Confirm/Complete documents requiring OSRAA signature (e.g. OSU letter of commitment if OSU is the sub, representation and certification documents)

Meet OSU Requirements:
- Cayuse SP check for completion (e.g. PI and unit certification, matching budget totals)
- High-level budget review for red flags (e.g. indirect, unallowable expenses, participant support, cost share)
- Check third party commitment letters are included if third party cost share is included. Check OSU cost share commitment.
- Check F&A rate of OSU budget and all subawardee budgets
- Other needed steps: Subawardee letters of commitment, vendor setup, indirect cost rate agreement.

Tier Three- College Certified proposals

Certain colleges have opted to participate in a program that allows the college administrative staff to certify certain proposals.

OSRAA Proposal Review Tiers of Service

Meet OSU Requirements:
- Cayuse SP check for successful approvals (e.g. PI and unit certification)
- Check third party commitment letters are included if third party cost share is included. Check OSU cost share commitment.
- Check F&A rate of OSU budget and all subawardee budgets

Meet Sponsor Requirements:
- Resolve Errors/Warnings for Sponsor portal submission (e.g. Cayuse 424, Fastlane), if applicable- Some Error messages prevent submission of proposal.

Tier Four- Large Project Support

Subject to OSRAA's limited staffing resources, we are available to assist with large and/or complex proposal development. Please contact the Assistant Vice President for Research-Administration and Development for input on available resources to support large proposals. Specific additional services will be based on what is most helpful to the individual project.