

# OSRAA Proposal Review Tiers of Service

## Tier One- Full Proposal Review

## Tier Two- Rush Proposals (submitted under 3 days)

## Tier Three- College Certified proposals

## Tier Four- Large Project Support

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### 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

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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
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### **Tier Two- Rush Proposals (submitted under 3 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.
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### **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.

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### **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.