

Proposal Review Roles & Responsibilities

The University of Florida is committed to acting with integrity in the management of sponsored programs. The goal of this document is to provide descriptions of key individuals or units and their responsibilities within the management and oversight of sponsored programs. All individuals involved in research and other sponsored activities should take personal responsibility for their actions in pursuit of individual and organizational excellence. Each individual should uphold the highest standards of ethical and professional conduct in accordance with University, sponsor, state, and federal policies and regulations.

Given the variety of support structures throughout the University, this document will differentiate responsibilities for the Principal Investigator (PI), Unit Support and Leadership (Unit), and the Division of Sponsored Programs (DSP). This document tries to make clear when particular parties are primarily responsible for an action. The creation of a successful proposal is a team effort with potential for overlapping responsibilities. This document is not meant to be exhaustive as each proposal and unit structure is unique.

The responsibilities of the Unit Support and Leadership role may sometimes be fulfilled by lab managers, clinical coordinators, departmental support, shared service centers, research administrators, and/or college administration. Where specific Unit titles must approve a particular action – such as the UFIRST appointed Unit Fiscal Authority (UFA), Chair, or Dean – they are identified under the Unit column in parentheses. Unit functions may also be delegated to the PI. The division of duties within each college or major unit is decided by the Academic Unit Leadership (often a Dean or Director) of that Unit. Duties and responsibilities of Academic Unit Leadership that are delegated to other Unit positions ultimately remain the responsibility of the Academic Unit Leadership.

The guidelines for PIs are considered the minimum requirements for producing a proposal that can receive UF approval. The guidelines for Units and DSP are considered best practices for proposal processing and the standard expectations for the work to be performed on a given proposal.

In an effort to further the mission of UF Research and support the eligibility, competitiveness, and compliance in the proposal process, Sponsored Programs Officers are charged with making inquiries to identify any issues in a proposal that, in their professional opinion, would preclude qualification for funding or put the University at risk of non-compliance and communicating those issues.

				Review Area
	PI	Unit	DSP	General Guidelines
1-1	x			Identify funding opportunities that are appropriate for the project.
1-2		x		Ensure that the correct opportunity or solicitation is identified and selected in UFIRST.
1-3		x		If sponsor requires individual login to their electronic system for proposal submission or award management, register for individual account as appropriate.
1-4			x	If sponsor requires an institutional level account for their electronic system for submission or award management, verify that UF holds an account or establish an account as appropriate.
1-5		x		If guidelines have limitations on the types of organizations that can apply for funding, ensure that UF as an institution is eligible (i.e.. must be a 501(c)3 or institution of higher education or similar restriction).
1-6		x		If Institution <i>must</i> hold IRS 501(c)3 status to be eligible to submit, assist with routing proposal documents to UF Foundation.
1-7			x	Verify documentation of UF eligibility when guidelines have limitations on the types of organizations that can apply for funding, and confirm the need to route to UF Foundation due to IRS 501(c)3 status requirement.
1-8		x		If guidelines have special provisions related to individuals who can work on the project, verify the PI and any project staff or students are eligible (i.e. specific citizenship status, Early-Career status, student GPA required, etc.).
1-9		x		Ensure that PI is eligible under UF Principal Investigator Eligibility policy. If not, submit request with documentation in UFIRST under the Proposal Ad Hoc Approval activity. If a mentor is listed in UFIRST, ensure that the program is truly a mentored program and the entry isn't a Co-PI or Co-Investigator.
1-10			x	If a mentor is listed in UFIRST, ensure that the program is truly a mentored program and the entry isn't a Co-PI or Co-Investigator.
1-11	x			If guidelines indicate the program is a Limited Opportunity, submit required documents into the InfoReady Portal. Questions should be directed to limitedprograms@ufl.edu.
1-12			x	If guidelines indicate the program is a Limited Opportunity, check the Division of Research Program Development infoready website that lists approved proposals.

1-13	x			Read and follow the guidelines to create proposal appropriately.
1-14		x		Ensure that guidelines are appropriately and accurately followed.
1-15		x		Attach PDF of the full, specific solicitation in UFIRST.
1-16			x	Verify deadline.
1-17		x		Provide instructions for how and by whom the proposal will be submitted to the sponsor (i.e. via email by DSP, via email by PI, or via agency website, as appropriate).
1-18		x		Define project period per guidelines and consistently represent it throughout UFIRST and proposal documents.
1-19			x	Verify accuracy and consistent use of project period of performance.
1-20	x			Identify and secure regulatory items required by the guidelines (i.e. required permits or licenses).
1-21		x		Ensure regulatory items required by the guidelines, and facilitate securing the regulatory items (i.e. required permits or licenses).
1-22	x			Identify and adhere to any F&A cost limitation indicated in the guidelines.
1-23		x		Confirm any F&A cost limitation indicated in the guidelines.
1-24			x	Verify F&A limitations are correctly followed.
1-25	x			Identify and comply with any formatting standards required by the guidelines.
1-26		x		Ensure accurate use of any formatting standards required by the guidelines.
1-27	x			Identify and provide required administrative proposal components (i.e. data management plan, biographical sketches, budget justification, references).
1-28		x		Assist with and ensure inclusion of any required administrative proposal components (i.e. data management plan, biographical sketches, budget justification, references).
1-29			x	Verify that all necessary administrative proposal documents required by the guidelines are included.
1-30	x			Provide copies of draft or template documents that require institutional signature (i.e. subrecipient forms, certification forms, letters of consortium).
1-31		x		Assist with obtaining draft or template documents and facilitating signature process for documents that require institutional signature (i.e. subrecipient forms, certification forms, letters of consortium).
1-32			x	Review, complete, and sign documents that require institutional signature (i.e. subrecipient forms, certification forms, letters of consortium).
1-33		x		Notify DSP if Terms and Conditions, or a draft agreement document, is outlined or referenced in the guidelines.
1-34			x	Review any Terms and Conditions set forth in guidelines. If terms are included that may be unacceptable, draft, sign, and provide a Letter of Exception to be submitted with proposal.
1-35			x	Serve as a resource in review of all guidelines as requested by Unit or PI.

Review Area

Scientific and Technical Documents

2-1	x			Identify the technology, equipment, lab space and other resources needed for the project.
2-2	x			Produce any scientific or technical documents required for the application which may include sections such as the research strategy, scope of work, facilities & resources, project description, abstract, specific aims, and/or human or animal subject sections.
2-3	x			Prepare and provide clear and coherent documents, ensuring text is free of spelling and grammatical errors and that any illustrations or figures show as intended.
2-4	x			Follow guidelines for document formatting requirements (such as font, font color, or font size; heading or document attachment labels; margin allowances; word or character limits; page limits; use of any sponsor-required template; publication list formatting; use of hyperlinks or URLs, etc.) .
2-5		x		Ensure that any formatting requirements (such as font, font color, or font size; heading or document attachment labels; margin allowances; word or character limits; page limits; use of any sponsor-required template; publication list formatting; use of hyperlinks or URLs, etc.) are followed appropriately.
2-6	x			Identify and follow any content requirements for scientific and technical documents as required by the guidelines (data, publication lists, Results from Prior Sponsor Support, etc.). Ensure that the content of scientific and technical documents appears in the appropriate sections and/or attachments.

Review Area

Submission

GENERAL REVIEW ITEMS REGARDLESS OF MODE OF SUBMISSION

3-1		x		If a non-standard deadline time is required by the solicitation (i.e. before 5pm) provide specific time to be submitted. This information should be entered in Page 1.0 (General Information) section 8.0 of the proposal SmartForm. Identify and provide the accurate deadline (published or target; date and time) in UFIRST, adjusting as needed if the deadline falls on a weekend, after hours, UF or federal holiday, etc.
3-2		x		Ensure that UFIRST proposal SmartForm contains accurate data such as federal or non-federal sponsor and submission type (i.e. new, revised, renewal, continuation).
3-3			x	Verify that UFIRST proposal SmartForm contains accurate data such as federal or non-federal sponsor and submission type (i.e. new, revised, renewal, continuation).
3-4		x		If sponsor is not in UFIRST system, request addition by completing new sponsor request form linked in UFIRST proposal Smartform.
3-5		x		If UF is proposed to be a subrecipient to another organization, ensure that the prime sponsor is identified in the UFIRST proposal SmartForm.
3-6			x	Verify that if UF is proposed to be a subrecipient to another organization that the prime sponsor is identified in the UFIRST proposal SmartForm.
3-7		x		If the proposal includes a subrecipient, ensure that the minimum required documents, including a letter of consortium, scope of work, budget, and justification, have been completed and that each document is reviewed in accordance with the project and sponsor guidelines and uploaded to UFIRST. Also, provide any additional subrecipient documentation as required by sponsor.
3-8		x		Attach all proposal documents required by the sponsor, guidelines, and UF policy to the UFIRST proposal record.
3-9	x			Review and sign any documents that require PI signature (i.e. letter of consortium).
3-10			x	Review, complete, and sign documents that require institutional signature (i.e. subrecipient forms, certification forms, assurances, letters of consortium).
3-11		x		Review all proposal components for completeness and accuracy based on sponsor guidelines, solicitation, and UF policy.
3-12	x			Certify the proposal in UFIRST.
3-13		x		Ensure all Significant Financial Interest (SFI) activities are complete in UFIRST
3-14			x	Verify that all Significant Financial Interest (SFI) activities are complete in UFIRST
3-15	x			Provide any documents or communication that supports any special arrangements needed for the proposal. Examples include letters of support, cost share letters, new or remodeled space, or similar arrangements.
3-16		x		Document and upload to UFIRST communication that supports any special arrangements needed for the proposal. Examples include letters of support, cost share letters, new or remodeled space, or similar arrangements.
3-17		x		When complete, submit the proposal for review in UFIRST to capture approvals. If needed, capture approvals using the Ad Hoc Approval Request activity in UFIRST (i.e. NIH NRSA Fellow).
3-18			x	Once proposal is approved, record reporting data and finalize/lock the UFIRST proposal record.
The following are specific ways that proposals can be submitted to sponsors. Specific requirements for each submission method are included below.				
Review Area				
	PI	Unit	DSP	Submission
SF424 Submission				
4-1		x		Following the guidelines, complete all required information fields and upload/attach all required files in the UFIRST SF424 workspace.
4-2		x		Validate and pre-check the SF424 workspace.
4-3			x	Validate, pre-check, and submit the SF424 workspace.
4-4			x	Document and confirm submission status to PI/Unit (status may include "Validated", "Received by Agency", etc.). If any errors are noted by grants.gov or the agency, work with the PI/Unit to solve errors.
4-5	x			As applicable for submission from SF424 to a sponsor-specific portal, once application is received by agency, log into sponsor portal and verify and check for errors.
4-6	x			Initiate request to withdraw and submit a corrected proposal by contacting Unit. Provide brief rationale or reason for request and provide revised documents.
4-7		x		Unit contacts DSP with the rationale or reason for submitting a corrected proposal. Once the corrected proposal is complete, unit will notify DSP that the corrected proposal is now ready for submission.
4-8			x	DSP will follow sponsor instructions regarding changed/corrected applications. After DSP receives notice that the revision is ready for submission, DSP will validate, pre-check, and submit the revised proposal.

NIH Proposals – Special Submission Considerations				
5-1	x			Provide accurate eRA Commons user names and roles (i.e. PI, sponsor) for key personnel.
5-2		x		Confirm the accuracy of provided eRA Commons user names and roles (i.e. PI, sponsor).
5-3			x	Verify that eRA Commons user names have been provided.
5-4		x		If a UF Key Personnel does not have a needed eRA Commons Role (i.e. PI, mentor), request an eRA Commons ID per the online DSP NIH eRA Commons Registration Form.
5-5	x			If proposal is a re-submission, renewal, or revision, provide the accurate previous Federal Identifier Number (i.e. CA123456) from the original submission in NIH eRA Commons.
5-6		x		If proposal is a re-submission, renewal, or revision, confirm accuracy of previous Federal Identifier Number (i.e. CA123456) when compared to original submission in NIH eRA Commons.
5-7			x	If proposal is a resubmission, DSP should mark the previous UFIRST proposal as "not funded" in UFIRST.
Sponsor Online Portal Submission – DSP Submits (e.g. Research.gov, NSPIRES)				
6-1		x		If proposal will be submitted via a sponsor's portal/website, provide DSP information on which portal/website will be used under Submission Methods in the UFIRST proposal SmartForm.
6-2		x		Following the sponsor's portal/website guidelines, complete all required information fields and upload/attach all required files.
6-3	x			Once proposal is final and ready, allow access for DSP to view/edit/submit the proposal in any sponsor system that requires submission by an authorized official (e.g. Research.gov, Fastlane, Proposal Central, GrantSolutions, NSPIRES, ezFedGrants).
6-4		x		Once proposal is final and ready, create and upload to UFIRST a PDF of the full final proposal as it will be submitted to the sponsor, and verify that DSP has access for view/edit/submit in the sponsor's portal.
6-5			x	Once the proposal is in Core Office Review with the final proposal uploaded into the sponsor's portal, review the portal documents and compare to the UFIRST Smartform and budget workspace with the information contained in the sponsor's portal/website.
6-6			x	In the sponsor portal, electronically sign/approve or sign any required signature pages and upload signed documents to the portal/website as applicable. If the sponsor portal does not allow DSP to electronically sign/approve or upload signatures, send the signed documents to the PI and/or RA to upload to the portal.
6-7			x	Submit using the sponsor portal. Send confirmation of submission to the PI/RA and attach a copy of the full proposal to UFIRST under the submission documents. Add reporting data and finalize/lock the UFIRST proposal record.
Sponsor Online Portal Submission – PI Submits				
7-1	x			If proposal will be submitted via a sponsor's portal/website by the PI, provide to Unit information on which portal/website will be used.
7-2		x		If proposal will be submitted via a sponsor's portal/website by the PI, provide name of portal/website under Submission Methods in the UFIRST proposal SmartForm.
7-3	x			Once proposal is final and ready, indicate that you have allowed access for DSP to view the proposal in the sponsor's portal/website (if this functionality exists).
7-4		x		Once proposal is final and ready, create and upload to UFIRST a PDF of the final proposal as it will be submitted to the sponsor.
7-5			x	Review sponsor's portal documents and compare Smartform and budget workspace contained in the UFIRST proposal record to the information contained in the sponsor's portal/website. Confirm the complete proposal documents are uploaded in UFIRST under submission documents.
7-6			x	In the sponsor portal, electronically sign/approve or sign any required signature pages and upload signed documents to the portal/website as applicable. If the sponsor portal does not allow DSP to electronically sign/approve or upload signatures, send the signed documents to the PI and/or RA to upload to the portal.
7-7			x	Once proposal has been reviewed by DSP and has the DSP reviewer's approval for submission, release the proposal for submission in UFIRST. Add reporting data and finalize/lock the UFIRST proposal record.
7-8	x			Submit the proposal via the sponsor's portal/website.
7-9		x		Upload, or email the sponsored programs officer, confirmation of submission and a copy of the final submitted proposal under the submission documents in UFIRST.
Email Submission				
8-1	x			Provide to the Unit all submission information, including whether the PI or DSP will submit, the sponsor contact information, and requested documents.
8-2		x		Confirm and include sponsor contact information, with a list of the requested documents, under Submission Methods in the UFIRST proposal SmartForm. Upload any specific guidelines from the sponsor under the Internal Documents.

8-3		x		Upload a final copy of all proposal documents in UFIRST under submission documents. Make sure only documents being submitted to the sponsor are listed in the submission documents.
8-4			x	Verify sponsor contact information is listed in the UFIRST Submission Method.
8-5			x	Sign any required documents and verify all sponsor requested files are uploaded under submission documents. If the PI will submit, after full review, load signatures to UFIRST submission documents.
8-6			x	If PI/Unit is submitting, notify PI/Unit that proposal is released for submission. Request that PI/Unit attach any copies of confirmation e-mails that are received after actual submission, or copy sponsor programs officer in the email to the sponsor.
8-7		x		Submit approved documents, located under the submission documents tab in UFIRST, to sponsor and copy sponsor programs officer. If PI/Unit is submitting, email documents to DSP sponsored programs officer.
8-8			x	If DSP submits, email final documents to sponsor with copy to PI/Unit and forward a copy of the email into UFIRST.
Review Area				
Budget				
	PI	Unit	DSP	
9-1	x			Assess the needs of the project, including but not limited to personnel, supplies, equipment, travel, publication, consultants, tuition and subrecipients, and communicate these needs to the Unit.
9-2		x		PI/Unit collaboratively prepare a budget and matching budget justification that is consistent with UF and sponsor guidelines and accurately accounts for all costs necessary to complete the proposed scope of work.
9-3	x			Provide final review of budget and budget justification prior to proposal submitted for department review.
9-4		x		Identify any cost share requirements for submission and assist PI with identifying sources for cost share.
9-5		x		If possible, confirm external costs such as equipment prices, consultant rates, etc. Retain documentation in case requested by Sponsor.
9-6			x	Review budget and budget justification, verifying they match each other and ensuring they follow sponsor guidelines and UF policy.
9-7		x (UFA)		Confirm adherence to UF cost sharing policy and approves use of funds to cover cost sharing.
9-8			x	Verify that University cost sharing approvals have been obtained.
9-9		x		Ensure personnel effort, current base salaries, and current fringe rates are accurately applied in budget and budget justification.
9-10			x	Verify personnel effort, current base salaries, and current fringe rates have been accurately applied in budget and budget justification.
9-11		x		Confirm appropriate and accurate entry of key personnel effort in the UFIRST proposal budget workspace.
9-12		x		Identify and apply any salary cap required by guidelines.
9-13			x	Verify accurate use of any salary cap required by guidelines.
9-14		x		If working internationally, ensure the budget accounts for all reasonable and necessary costs including but not limited to exchange fees, visas, immunizations, and security.
9-15		x		PI and unit work collaboratively to ensure appropriate determination and budgeting of Subaward.
9-16			x	Verify appropriate determination and budgeting of Subaward vs. Vendor vs. Consultant.
9-17		x		Ensure that items that are an exception to UF Cost Accounting Standards (CAS) are not included (i.e. stamps, pens, binders). If CAS items are budgeted, include rationale within budget justification.
9-18		x		Ensure that equipment is appropriately categorized in budget and that F&A base calculation is accurate (i.e. equipment is excluded in an MTDC base).
9-19			x	Verify that equipment has been categorized accurately on the budget.
9-20		x		Ensure the budget workspace in UFIRST closely matches the final submission package and follow both UF policy and guidelines.
9-21		x		If the modular budget format has been used (only allowable for NIH applications under \$250,000 in direct costs), ensure that the correct budget option has been chosen in UFIRST.
9-22			x	Verify that budget workspace closely matches the final submission package and follow both UF policy and guidelines.
9-23		x		Ensure that budget includes correct F&A per activity type, location, UF policy, and sponsor guidelines.
9-24		x		Ensure that the appropriate tuition amount and credits, as applicable to sponsor requirements, are included for any graduate students planned to have effort on the project.
9-25			x	Verify that tuition is included for any graduate students planned to have effort on the project per UF and sponsor guidelines.

9-26		x		Ensure that any Auxiliary/FSEA(Fee-for-Service Educational Activity) costs are budgeted correctly per available official rate information.
9-27		x		Ensure that any administrative or clerical salary costs are budgeted and justified correctly per federal guidance and UF policy.
9-28			x	Verify that any administrative or clerical salary costs are budgeted and justified correctly per federal guidance and UF policy.
9-29		x		Ensure that any and all internally required documentation is included in UFIRST proposal record per F&A policy, cost share policy, graduate student tuition policy, i.e.
9-30			x	Verify that budget includes correct F&A per activity type, location, UF policy, and sponsor guidelines.
Review Area				
	PI	Unit	DSP	F&A Costs
10-1	x			Provide scope of work as justification for selected F&A rate & base type applied in budget.
10-2		x		Before creating budget, identify correct F&A rate & base based on a) Type of Project (research, OSA, instruction), b) Location (on- or off-campus), c) Sponsor (federal, state, local, industry, non-profit).
10-3		x		Before creating budget, check guidelines for Sponsor or Program specific F&A rates per UF F&A policy. These rates must be published and universal (i.e. used for all similar entities applying) and not simply at request of program manager to UF.
10-4		x		Ensure F&A costs are calculated accurately per sponsor guidelines and UF policy.
10-5		x		After direct cost budget is created, appropriately calculate the applicable F&A costs for the project.
10-6			x	Verify in UFIRST that the F&A type, base & rate are appropriately selected and applied.
Review Area				
	PI	Unit	DSP	Personnel
11-1	x			Identify personnel required and effort to complete scope of work and determine their Project Role and status as Key, Non-Key, or Other. If required by guidelines, identify the faculty member that will serve as the Mentor (i.e. for a fellowship).
11-2		x		Enter the correct Personnel and Project Roles in UFIRST and application.
11-3			x	Verify the Personnel and Project Roles in UFIRST and application match.
11-4		x		Confirm effort and Project Roles for appropriate personnel while adhering to UF and unit policies.
11-5			x	Verify that proposed effort of personnel adhere to guidelines and UF policies.
11-6		x		Accurately apply personnel effort, base salary, and current fringe rates in UFIRST and the application, including the budget and budget justification.
11-7		x		Add 3% yearly escalation if appropriate.
11-8			x	Verify appropriate salaries and current fringe rates are applied to personnel.
11-9		x		Identify and apply any salary cap required by guidelines.
11-10			x	Verify accuracy of any salary cap applied to personnel.
11-11		x		Identify and adhere to any required minimum or maximum base salary levels required by guidelines (i.e. NIH post-doctoral fellowships).
11-12			x	Verify accuracy of any required minimum or maximum base salary levels applied to personnel.
Review Area				
	PI	Unit	DSP	Subrecipients
12-1	x			Identify any subrecipients required to carry out the scope of work and inform subrecipient of any budget and/or scope of work limitations.
12-2		x		Review Subaward v. Vendor v. Consultant chart to ensure correct determination of subrecipient has been made.
12-3		x		Coordinate with subrecipient to obtain (and review for accuracy) all of the following required subrecipient documents: Budget, Budget Justification, Scope of Work, Letter of Consortium, and any additional sponsor-required documents such as CV's or Biosketches.
12-4			x	Verify that subrecipient meets UF subaward definition.
12-5		x		Input subrecipient information in UFIRST Proposal SmartForm.

12-6		x		If the prime sponsor is US federal government, confirm that if the subrecipient has a Negotiated Indirect Cost Rate Agreement if charging IDC, and the subrecipient has an UEI number.
12-7		x		If the prime sponsor is US federal government, and the proposed subrecipient does not have a NICRA, ensure that the subrecipient included only the allowable F&A.
12-8		x		Upload or incorporate all required subrecipient documents to UFIRST and to the submission package, SF424 or sponsor portal, as applicable.
12-9			x	Verify that all required subrecipient documents are provided and that the subrecipient budget is accurately entered in UFIRST.
12-10		x		Incorporate into UF's budget the appropriate UF F&A on the subrecipient budget (i.e. for an MTDC base, UF F&A is applied to the first \$25,000 of each subrecipient's total costs).
12-11			x	Verify that UF F&A is accurately calculated and applied to subrecipient budget (i.e. for an MTDC base, UF F&A is applied to the first \$25,000 of each subrecipient's total costs).
Review Area				
	PI	Unit	DSP	Patient Care Costs
13-1	x			Determine the type of tests or services required for the project.
13-2	x			Determine the number of patients participating in the project.
13-3	x			Indicate the basis for estimating cost, including the number of patient days, estimated cost per day, and cost per test or treatment.
13-4	x			If both inpatient and outpatient costs are requested, provide costs for each separately.
13-5	x			If multiple sites are to be used, provide detailed information, number of patients, estimated cost per day, cost per test or treatment by each site.
13-6	x			Determine if the tests or services are to be performed by a hospital(s), facility outside the hospital (fee for service bases) or a laboratory test performed at a medical school/university. Provide the names of any hospitals and/or clinics and the amounts requested for each.
13-7		x		Verify the budgeted costs meet the definition of patient care costs as defined by NIH.
13-8		x		Verify that research-related patient care costs are computed in an amount consistent with the principles used by program for determining the portion of Medicare reimbursement based on reasonable costs.
13-9			x	Verify that patient care costs are justified in budget justification.
13-10			x	Verify that F&A costs have been appropriately calculated.
13-11			x	Verify that human subjects use is appropriately indicated in any application forms as well as on the UFIRST SmartForm.
Review Area				
	PI	Unit	DSP	Computing Devices (including, but not limited to, desktop and laptop computers, iPads, tablets, printers, external hard drives)
14-1	x			Determine the type and quantity of computing devices needed for the performance of the project.
14-2		x		Assist with determination of costs for any computing devices needed for the performance of the project.
14-3		x		If computer devices will be directly charged, confirm that they are allowable, allocable (provide a benefit), and used in the actual conduct of the proposed project.
14-4		x		Ensure that computing device costs are allowable per the sponsor guidelines.
14-5		x		Confirm that budget justification explains how the items are essential to the performance of the project.
14-6		x		Ensure F&A costs are appropriately applied to computing device that are directly charged.
14-7			x	Verify that F&A costs are appropriately applied to any computing devices that are directly charged.
Review Area				
	PI	Unit	DSP	Participant Support Costs (PSC)
15-1		x		Confirm project involves a workshop, training or conference and that proposed PSC meet definition and requirements.
15-2			x	Verifies project involves a workshop, training or conference and that proposed PSC meet definition and requirements.
15-3		x		Confirm that participants are not UF employees and will be acting in a participant role.
15-4		x		Confirm that the solicitation allows PSC and check for any restrictions or special conditions. If NIH, confirm that PSC are approved in original funding announcement.
15-5			x	Verify that the solicitation allows PSC. If NIH, verify that PSC are approved in original funding announcement.

15-6		x		Categorize participant support costs appropriately in sponsor budget and justify in budget justification.
15-7			x	Verify the participant support costs are appropriately categorized in sponsor budget and justification.
Review Area				
	PI	Unit	DSP	Equipment
16-1	x			Evaluate the scope of work and current resources and decide what equipment, if any, must be purchased to complete the project.
16-2		x		Determine if equipment is an allowable expense per sponsor's guidelines and UF policy.
16-3			x	Verify that equipment is an allowable expense per sponsor's guidelines and UF policy.
16-4		x		Identify how equipment is defined based on sponsor's guidelines. If the sponsor's monetary threshold differs from UF's criteria, ensure that it is being categorized correctly in UFIRST based on UF's definition.
16-5	x			If required by sponsor, obtain the necessary number of quotes that meet scientific specification requirements .
16-6		x		If required by sponsor, include any quotes with proposal documents as specified.
16-7		x		Ensure that equipment is appropriately categorized in budget and that F&A base calculation is accurate (i.e. equipment is excluded in an MTDC base).
16-8		x		If HiPerGator is being budgeted, ensure that the correct rates (hardware vs. service) and category are being applied. If budgeted as equipment, ensure that the language in the budget justification clearly supports it.
16-9		x		Provide justification for any equipment that is included in the budget and ensure that the justification has been included in the proposal per the sponsor's guidelines.
16-10			x	Verify that any equipment listed in the budget is included in the budget justification and that the F&A base calculation is accurate (i.e. equipment is excluded in an MTDC base).
Review Area				
	PI	Unit	DSP	Graduate Research Assistant Salaries and Tuition
17-1	x			Determine if a graduate research assistant will work on the project.
17-2		x		Ensure any sponsor limits on the allowability of graduate research assistant salary, fringe, or tuition and apply these limitations appropriately in the budget.
17-3		x		Ensure the graduate research assistant salary meets UF Unit and graduate school minimum salary level.
17-4		x		Budget the graduate research assistant salary, level of effort, and fringe in the personnel section category.
17-5			x	Verify that graduate research assistant salary is reasonable, and that fringe has been calculated correctly.
17-6		x		Ensure that graduate research assistant salary, level of effort, and fringe appear in the appropriate category (and are not budgeted as stipend, fellowship, or participant support costs).
17-7			x	Verify that graduate research assistant salary, level of effort, and fringe appear in the appropriate category (and are not budgeted as stipend, fellowship, or participant support costs).
17-8			x	Review the graduate research assistant salary, fringe, and tuition in the budget and budget justification and ensure compliance with UF and sponsor requirements.
17-9		x		Ensure that tuition is appropriately categorized in budget, and that F&A base calculation is accurate (i.e. tuition is excluded in an MTDC base).
17-10			x	Verify that tuition is appropriately categorized in budget and that F&A base calculation is accurate (i.e. tuition is excluded in an MTDC base).
17-11	x			If sponsor does not allow tuition costs, or if not budgeted for, identify the source of funds that will cover tuition and provide this information to the Unit.
17-12		x		Ensure the source of funds for tuition are identified in UFIRST if not budgeted in the proposal.
Review Area				
	PI	Unit	DSP	Admin and Clerical Costs
18-1	x			Determine if administrative and/or clerical staff costs will be needed to carry out the proposed project.
18-2		x		Ensure administrative and/or clerical staff costs are allowable per sponsor guidelines.
18-3		x		For federal sponsors, verify that administrative and clerical support included as a direct cost is necessary and integral (minimum 20% FTE budgeted) and that individuals involved in the project can be specifically identified. Identify these personnel, their effort, and their role clearly in the budget justification.

18-4		x		For non-federal sponsors, follow the sponsor guidelines for budgeting and for identifying these personnel in the justification.
18-5			x	Verify that any administrative and clerical costs included in the budget are included appropriately per sponsor guidelines and UF policy.
Review Area				
	PI	Unit	DSP	Travel
19-1	x			As required by sponsor guidelines, if travel is required to complete the proposed scope of work, identify who will travel and for what specific project purpose. Provide the purpose, duration, travelers (names and/or their project roles), and location (if known) for each proposed trip to the Unit.
19-2	x			Identify and budget for costs associated for international travel, consider whether the following costs may also be required and budget accordingly: consultants, drivers, guides, permits, shipping or customs fees, space rental/office set up fees, taxes, translators, vaccines/inoculations, and visas/passports.
19-3		x		Identify and budget for costs associated with each trip, such as: meals, lodging, transportation to destination, and transportation within destination (including parking).
19-4		x		Ensure that all travel costs are appropriate and allowable per UF policy, sponsor guidelines, and appropriate state and federal regulations.
19-5			x	Verify that all travel costs are appropriate and allowable per UF policy, sponsor guidelines, and appropriate state and federal regulations.