

TIP SHEET

OSR ADMINISTRATIVE PROPOSAL REVIEW CRITERIA

WHAT IS IT?

The tables below detail which proposal elements are reviewed by OSR and required for initial submission of a proposal to OSR (“Reviewed”) and those which are not reviewed by OSR (“Excluded from Review”). Any item marked “if applicable” should be included in the initial submission when the application requires this information (e.g. cost share documentation is needed if the application proposes any cost sharing).

REVIEWED

InfoEd Record & Compliance

- Sponsor Solicitation Guidelines/Terms & Conditions
- PI Eligibility
- Agency Signature Page or System Access
- Statement of Work / Abstract
- Performance Sites
- Key Personnel (To Determine COI)
- Regulatory Compliance (IRB, IACUC) Marked as Pending and (If Applicable) IRB Letter
- Cost Share Documentation (If Applicable)
- Invitation/Permission to Submit (If Applicable)

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

InfoEd Record & Compliance

- Multiple PI Plan (If Applicable)

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

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.

Learn more: <https://osr.northwestern.edu/>