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| OFFICE FOR NURSING RESEARCH | GRANT REVIEW CHECKLISTS |

1. [Competing: School of Nursing](#CompetingSON)
2. [Competing: All other Schools](#CompetingNonSON)
3. [Non-competing: All](#NonCompetingAll)
4. [Department Reviewers](#DepartmentReview)
5. [Staff Appointments (IPA/JPA/SA)](#StaffAppointments)

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| OFFICE FOR NURSING RESEARCH | GRANT REVIEW CHECKLISTS: Competing SoN |

**SAGE**

* **Funding opportunity**: RFA is active. Special requirements in RFA are addressed.
* **Personnel**:
  + Multiple PIs: All PIs have approved, and a leadership plan is attached
  + FCOI Training and SFI disclosures: Completed as indicated by SAGE
* **IRB Questions**: IRB information is filled out
* [**GIM 23 Questions**](https://www.washington.edu/research/policies/gim-23-sponsored-program-costing-policy/): Administrative costs are properly justified, accurate, and clearly described in the budget justification. [Justification: Costs are integral to a project/activity; Individuals involved can be specifically identified with the project; explicitly included in the budget; are not recovered as IDC].
* **Required Attachments [Business Elements]**:
  + Draft application/Scope of work
  + Budget detail & justification
  + Subaward documents
  + Resources
  + Required justifying documents [F&A waiver, Shortfall coverage from the Dean (F31s), Limited submission approval (Memo 41), cost share commitments, MPI Leadership Plan]
* **Non-fiscal Compliance:** [Foreign components](https://www.washington.edu/research/compliance/foreign-interests-in-sponsored-programs/#foreign-components-nih) have been identified and export/security concerns have been flagged. [Export concerns might come up with significant foreign travel with University property- Laptops OR data]
* [GIM 19 Internal deadlines](https://www.washington.edu/research/policies/gim-19-internal-deadlines-for-proposals-to-external-entities/) are met.
* **Cost Sharing** is adequately documented, authorized, and approved.
  + Allowed when mandatory by the sponsor or if doing so will increase competitiveness of proposal
  + Justification must include detailed rationale
* Committed match funds from other schools/depts attached to eGC1
* F&A is accurate for location and activity

**Budget/Justification**

* Faculty/staff named in the budget also appear on the eGC1 personnel page.
* Budget annual DC/IDC on spreadsheet match those on sponsor budget form and eGC1
* Budget justification amounts match the budget form for key categories.
* Project roles on the justification/budget should match those on the senior/key personnel form.
* Budget dates/project periods match across documents
* Unallowable costs in the budget justification are either justified on the GC-1 or removed
  + Admin/Clerical Salaries (e.g., *Directors, Student Asst., Program Ops Spec, Program Coordinator*)
  + On campus office supplies, telephone services, cell phones
  + Routine copying [ok if justified for large, project specific work]
  + UW Tech fees
  + Memberships, Journals, Subscriptions

**SF424 form**

*Research*

* Facilities/Resources: LIT not TIER; named individuals are listed as personnel, watchers added for facility/resource use [LIT & Simulation Lab: Barber; SoN Lab (LTS): Tolentino]

*Personnel*

* Title for all listed persons matches biosketch (e.g., assistant vs associate)
* Multiple PIs designated as PI/PO and not "Co-PI”, check MPI plan does not reference Co-PI.
* All key personnel and consultants have an ERA commons ID listed on biosketches
* Biosketches follow guidelines: 5 pages max, 5 contributions, 4 publications per contribution max, PMCID #’s included, ongoing research is still ongoing. List of published works only includes .gov links.

**OTHER**

* All other departments have signed off
* Use built in error check to flag additional warnings

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| OFFICE FOR NURSING RESEARCH | GRANT REVIEW CHECKLIST: Competing non-SoN |

**SON Resources**

* Does this grant use SON space that the departments do not have capacity for?
* Grants that use SON computing/lab/facility resources should have appropriate watchers added [LIT & Simulation Lab: Barber; SoN Lab (LTS): Tolentino]

**SAGE**

* **Personnel**:
  + Multiple PIs: All PIs have approved, and a leadership plan is attached
  + FCOI Training and SFI disclosures: Completed as indicated by SAGE
* **Required Attachments [Business Elements]**:
  + Draft application/Scope of work
  + Budget detail & justification
  + Resources
  + Justifying documents [cost share commitments, MPI Leadership Plan]

**Budget**

* Check the personnel fringe benefit rates for accuracy
* Check the F&A rate for accuracy
* Check salary rates used

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| OFFICE FOR NURSING RESEARCH | GRANT REVIEW CHECKLIST: Non-Competing- All |

**Budget**

* Check that the personnel fringe benefit rates are current
* Check the F&A rates are current

**SAGE**

* Compliance: Check to see if any changes have been made to questions/answers

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| DEPARTMENT APPROVER | GRANT REVIEW CHECKLIST: Competing SoN |

**eGC1**

* **Organizational code** receiving funding is accurate
* PI meets **eligibility requirements** to serve as PI
  + Professor
  + Research Professor
  + Associate Professor
  + Research Associate Professor
  + Assistant Professor
  + Research Assistant Professor
  + [Others on case-by-case basis](https://uwnetid.sharepoint.com/sites/SoN_Research/SitePages/PI-Eligibility.aspx)
* **Joint Appointments** for faculty/key personnel are added to FG-9 when appropriate
* **FCOI Training and SFI disclosures** are complete as indicated by SAGE (none are bolded)
* Existing or modified awards have NIH award number, current budget #, and the last eGC1 # listed
* Grant announcement listed and/or attached (e.g. foundations with specific requirements)?
* Short title is functional for department needs

**BUDGET**

* Institutional Base Salaries (IBS) used in accordance with [GIM 35](https://www.washington.edu/research/policies/gim-35-effort-reporting-policy-for-sponsored-agreements/) or email explanation provided [Includes Admin and Endowed Supp.]
* Physician faculty in clinical departments have correct institutional base salary
* Salary promotions have been included when necessary
* Email faculty to confirm effort on grant and confirm faculty are knowledgeable of the grant
* F&A/benefit rates are:
  + accurate (e.g., on-campus vs off-campus or OSA vs Research)
  + applied consistently in budgets and justification
* \*\*Budget totals are consistent across forms: eGC1, budget spreadsheets, consortium budgets, SF424 budget forms
* \*\* SoN budget spreadsheet is attached, or SAGE budget module is linked
* F&A waiver or GIM 19 Internal deadline waivers are signed and attached (if needed)

**COST SHARING**

* Cost sharing is adequately documented, authorized, and approved. [See GIM 21](https://www.washington.edu/research/policies/gim-21-cost-share-on-sponsored-programs/)
* Addendums are properly calculated, and dollar-amounts included in eGC1

**SPACE**

* Will this project need new space/resources and is there a plan for providing?
  + Space in proposal for faculty is available, suitable, and assigned to the Dept/PI
  + Research sites other than UW On-Campus or Harborview are noted under Activity Locations
  + Identify statements in the budget justification or resource section suggesting new/additional space is required. Identify any alterations or renovations required
  + Heavy use of computer resources, special services, etc. are available or able to be supported (e.g. Several TBN Research Coordinators may need computers and offices)

**OTHER**

* Required subcontract documents are attached ([GIM 7:](https://www.washington.edu/research/policies/gim-7-sponsored-program-subaward-administration/) SOW, Budget, Justification, LOI, others) and budget numbers on LOI match eGC1/SF424 budgets
* Multiple PIs have both approved
* Required documents from the Dean or ONR are attached
  + Matching funds: Documentation sufficiently describes who pays and how much.
  + Shortfall Coverage for F31s, P30s, T32 tuitions/stipends
* Special issues or questions that need Departmental or School review

**ROUTING**

* eGC1 with final business can make it to OSP by the 7-day deadline
* Will it be *Ready to Submit* by the 3-day deadline?

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| ALL | GRANT REVIEW CHECKLIST: Staff Appointments |

**eGC1**

* Refer to OSP instructions found under **“Affiliated Institutions”** for staff appointments.
  + <https://www.washington.edu/research/myresearch-lifecycle/plan-and-propose/sponsor-requirements/non-federal/>
  + As of 10/20/20, there are affiliation agreements for the following institutions:
    - FHCRC
    - SCRI
    - SIBCR
    - VA