



# PROPOSAL EVALUATION COVER SHEET

For guidance on the review and approval of sponsored programs, see *ORSP Standard Operating Procedure 102*.

*This tool is designed to provide continuity with the institutional evaluation processes of sponsored program proposals. The administrative goal is to identify and proactively mitigate concerns with funding requests prior to committing institutional resources.*

## PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR INFORMATION

PI/PD Name: Click or tap here to enter text.

CoPI/CoPD Name(s): Click or tap here to enter text.

Department: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

## PROJECT INFORMATION

Title: Project Title

Sponsor: Sponsor Name

Submission Date: Date

Total Request: \$Request \$

F&A Recovered: \$Overhead \$

Cost Share: \$Cost Share \$

# Business Hours: Hours

ORSP Support: Click or tap here to enter text.

Policy Alignment Review: Click or tap here to enter text.

## SECTION I – PROPOSAL PACKET

Packet contains all documentation required for evaluating alignment with institutional principles and commitments.

- Proposal
- Budget with Justification
- Program Solicitation
- F&A Waiver Documentation
- Supporting Documentation

☐

Yes

☐

No

☐

N/A

## SECTION II – BUDGET REVIEW

Budget aligns with the Uniform Guidance (2 CFR 200)

- Compensation
- Fringe Benefits
- Materials and Supplies
- Equipment
- Vendors / Sub-Recipients
- F&A Recovery
- Cost Share

☐

Yes

☐

No

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N/A

All proposed salary increases are calculated by average. If no increase is authorized or if lower than request, surplus salary will be distributed to other cost centers (e.g., salary (increased FTE), supplies, travel, etc.) within the budget. Salaries must align with the PI/PD's approved payroll remuneration for FTE.

Budget justification aligns with costs outlined in the budget?

☐

Yes

☐

No

☐

N/A

Cost share commitments properly identified and documentation provided?

☐

Yes

☐

No

☐

N/A

Budget / Proposal identifies faculty course release(s)

☐

Yes

☐

No

☐

N/A

Budget / Proposal identifies new personnel hire(s)?

☐

Yes

☐

No

☐

N/A

Budget / Proposal identifies the creation of a new unit?

☐

Yes

☐

No

☐

N/A

Budget / Proposal identifies major equipment purchases and/or additional space and/or space modifications?

☐

Yes

☐

No

☐

N/A

### SECTION III – SUB-RECIPIENT EVALUATON

Sub-Recipient documentation aligns with the Federal Funding Accountability and Transparency Act (PL 109-282) and the Uniform Guidance (2 CFR 200) <ul style="list-style-type: none"> <li>• Sub-Recipient Commitment Form</li> <li>• Sub-Recipient Scope of Work</li> <li>• Sub-Recipient Budget with Justification</li> <li>• Sub-Recipient F&amp;A Agreement</li> <li>• Sub-Recipient Cost Share</li> <li>• Sub-Recipient Supplemental Documentation</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Classification:
Sub-Recipient’s budget justification supports outlined in the budget? The costs represented are both allowable and allocable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Sub-Recipient is neither debarred nor restricted from receiving funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

### SECTION III – SUB-RECIPIENT EVALUATON (Continued)

Sub-Recipient Preliminary Risk Assessment

Low

Medium

High

### SECTION IV – RESEARCH OVERSIGHT ALIGNMENT

Financial Conflict of Interest	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Human Subjects Research (IRB)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Animal Care and Research Activities (IACUC)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Export Controls	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Hazardous Materials (IBC)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Classified / Confidential / HIPPA Information Use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Remotely Piloted Aerial Systems	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

### SECTION V – APPLICABLE TRAINING CURRENCY

Animal Care and Use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Conflict of Interest / Conflict of Commitment (PHS/NIH, DOE, & USDA)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Ethical Human Subjects Research	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Ethics in Research (RCR - NIH & NSF)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

### SECTION VI – PLAN DEVELOPMENT REQUIREMENTS

Combating Trafficking in Persons (FAR)	<input type="checkbox"/> Yes	<input type="checkbox"/> Ukn	<input type="checkbox"/> N/A	
Data Management (various)	<input type="checkbox"/> Yes	<input type="checkbox"/> Ukn	<input type="checkbox"/> N/A	
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> Ukn	<input type="checkbox"/> N/A	
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> Ukn	<input type="checkbox"/> N/A	

### SECTION VII – COMMENTS

