

Cayuse SP IPF Approver Guide and Proposal Review Checklists



UNC Greensboro

Prepared by the Office of Sponsored Programs
Last Revised 6/15/2021



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IPF Approver Guide

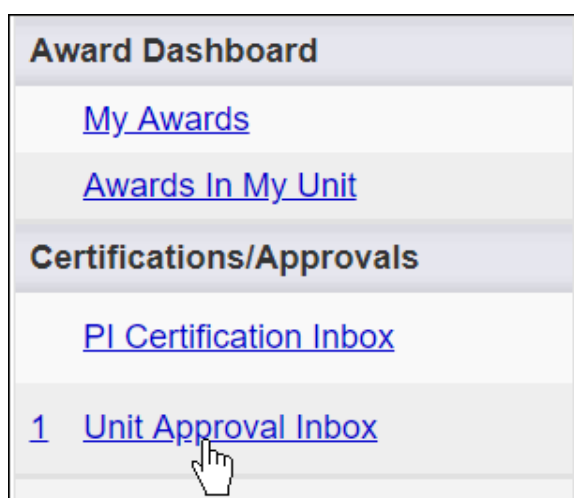
Reviewing a Proposal IPF

When a proposal is submitted, it will be routed through a chain of approvers before being submitted to the proposal sponsor. If you are an IPF approver and your unit is in a proposal's routing chain, you will need to approve the proposal before it can progress further through the chain.

Accessing Proposals to be Reviewed

If you have submissions to approve, you will see a number next to **Unit Approval Inbox**. You will also receive an email generated from the system.

To begin, click on your **Unit Approval Inbox**.



Beneath the To Be Authorized tab, you will see a list of proposals in need of approval. Click on the proposal number to visit the **routing status page**.

Unit Approval Inbox

To Be Authorized | Previously Reviewed

Below is a list of proposals that require your authorization as a unit proposal approver.


See [Research Contacts](#) for a complete listing of roles in your unit.

Prop No.	PI	Unit	Project Name	Sponsor
21-0049	Shelton	Off of Research and Engagement	SPAD 2019	HHS NIH National Institute of General Medical Sciences (NIGMS)



View 1 - 1 of 1

The Proposal Routing Status Page

Proposal Routing Status

1 Proposal: [21-0049](#)  Sponsor: HHS NIH National Institute of General Medical Sciences (NIGMS) Submission Deadline: 7/25/2019
 Project: Prime Sponsor: Proposed Begin-End Dates: 4/01/2020 - 3/31/2023
 Lead PI: [Terri Shelton](#) Instrument Type: NIH Grant Proposed Total Amount: \$855,770.00
 Admin Unit: Off of Research and Engagement Specialists: [Tamara Adams](#), [Rebecca Libera](#)
 Project Title: Research Administration Modernization Program at UNCG (RAMP UNCG) 2022

2

3 Approvals  

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the Office of Sponsored Programs.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Terri Shelton	Lead Principal Investigator	Certified on 06/11/2021 08:19 PM EDT

4 Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	Off of Research and Engagement	Barbara Hemphill , Terri Shelton	Not Yet Reviewed
2	Office of Sponsored Programs	Admin Office	

5 Status History

Status	Person	Date
Changed to: Dept Approval in Process	Changed by: Rebecca Libera	6/11/2021, 3:08 PM EDT
Changed to: Submitted for Routing	Changed by: Rebecca Libera	6/11/2021, 3:08 PM EDT
Changed to: In Draft/Not Submitted for Routing	Changed by: Rebecca Libera	6/11/2021, 3:05 PM EDT

General Information: shows basic information, such as proposal and project numbers, lead PI, sponsor, and submission deadline.

- 1. Proposal Review:** provides options to review, authorize, or reject a proposal. You can also authorize or a reject a proposal when viewing it.
- 2. Informational Tabs:** provides additional data regarding the submission, including awards and pre-award spending requests. The Compliance tab will show associated research protocols, but only after the submission has been approved.
- 3. Routing Information:** shows a list of authorizing individuals and units and where the submission is within the routing process. If a unit does not have an authorizing person, one will need to be added for that unit before a submission can advance through the routing chain. Contact your administrator to add an approver to a unit.
- 4. Status History:** shows time stamps of submission status changes.

Reviewing a Submission

To review a submission, click **View IPF** on the proposal routing screen.

Proposal Routing Status

Proposal: [21-0049](#)

Project:

Lead PI: [Terri Shelton](#)

Admin Unit: Off of Research and Eng

Project Title: Research Administration

View IPF Authorize Proposal

Approvals Compliance

When viewing the proposal, you can use the left-hand menu to toggle between each section and view its contents.

Item List 21-0049

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>
- ✓ [Investigators/Research Team](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Budget](#)
- ✓ [Conflict of Interest & Other Support](#)
- ✓ [Research Subjects and Materials](#)
- ✓ [Subrecipients](#)
- ✓ [Export Control & National Security](#)
- ✓ [Innovation and Commercialization](#)
- ✓ [Community Engagement & Public Service](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- ✓ [Approving Units](#)
- ✓ [Submission Notes](#)

View Routing Status

Authorize Proposal

Reject Proposal

When reviewing, use the [Quick Checklist](#) or [Detailed Attachment Review Checklist](#) as a reference.

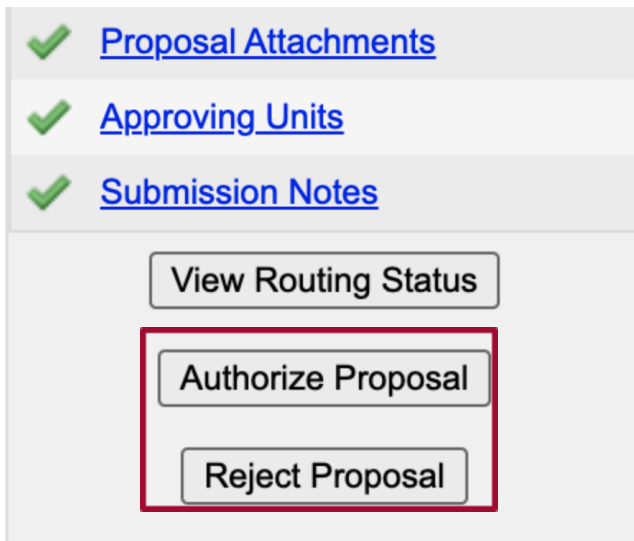
Overall, IPF approvers are asked to review for **consistency with unit policies and priorities**. In addition, as content experts, consider the proposed project strategy/research questions and compliance details (IRB, IACUC, IBC) in detail, with a keen **discipline-specific focus** regarding items that are not germane to the disciplines of other proposal reviewers and central office personnel.

Authorizing or Rejecting a Proposal

Only one authorization is required at each level. After all units have authorized, the proposal record is routed to the Central Administrative Offices for review.

Authorization/Rejection Steps

1. [Review the proposal.](#)
2. At the bottom of the proposal menu, click Authorize Proposal or Reject Proposal on the Proposal Routing Status screen.



3. Enter any comments you have regarding the proposal. This field is required. Your comments will be visible to the Research Team, proposal reviewers, and the Central Administrative Offices.
4. Click Submit Authorization or Submit Rejection to acknowledge the authorization statement.

 A screenshot of a form for entering comments. At the top, there is a red asterisk and the text: "* Please enter any comments you might have regarding this proposal." Below this is a text area containing the text: "Adjusted start date of first budget period to the following week. Please review." At the bottom of the form are two buttons: "Submit Authorization" and "Cancel". A mouse cursor is pointing at the "Submit Authorization" button.

When you reject a proposal, it receives the status *Reopened for Modifications*, and the Research team and creator will be able to edit it and resubmit it for routing.

If you authorize the proposal, the next Approver will receive an email notifying them that they need to review the proposal. *Certifying the proposal is giving your electronic signature to all aspects of the proposal.*

Cayuse SP IPF Proposal Review Quick Checklist

Dean/ADR/Department Chair: Overall, review for consistency with department/school policy/priorities.
Review Items¹ Listed in Order they appear in Cayuse SP

General Information

- Sponsor and Project Dates²
- If a subaward, who is the Prime applicant?

Investigators/Research Team

- PI, Co-PIs, and Personnel: funded effort, cost-shared effort³
- Allocation of credit (i.e. F/A distribution)⁴

Budget (tab)

- Inclusion of F/A⁵
- Cost-sharing/matching funds for your department/unit⁶
- Additional Information: personnel (new), course buyouts, equipment for your department/unit^{7,8}

Research Subjects and Materials

- Please ensure that the proper selections are made

Subrecipients

- Please ensure all subawardees are listed.

Export Control & National Security

- Please ensure that the proper selections are made⁹

Locations of Sponsored Activities, Conflict of Interest & Other Support, Innovation and Commercialization, Community Engagement & Public Service, Proposal Abstract¹⁰

- Review at your discretion

Attachments (including detailed Budget and Budget Justification)

- Is the budget sufficient for the scope of work and consistent with departmental requirements?
- Review stipend/tuition and postdoc amounts, for consistency with department priorities (in budget justification). Consider availability of students, effort levels, health insurance.¹¹
- Are there equipment requests in budget/budget justification attachment?¹²
- Ensure all salaries meet the minimum salary requirements.
https://hrs.uncg.edu/class_and_comp/
- Please evaluate role of any proposed subawardees (scope, compliance protocols, etc)

Submission Notes

- Note any unusual circumstances that other reviewers may need to be aware of.¹³

¹ Certifying the proposal is giving your electronic signature to all aspects of the proposal.

² Ensure start date and total project period are reasonable for the project scope to be completed.

³ Consider if the proposed personnel have effort available in their research/teaching/service load. Are sufficient funds budgeted for requested course releases? Is sufficient effort budgeted to meet goals?

⁴ Allocation of credit in Cayuse SP will determine post-award distribution of F/A.

⁵ If F&A is not included, PI or Research Administrator should have uploaded documentation or provided more information via *Submission Notes*.

⁶ Ensure the department allocations of cost-sharing are appropriate and approved. If the proposal includes cost-sharing, ensure cost-sharing is required; voluntary cost-sharing is typically not allowed by UNCG, and will require additional review.

⁷ Consider what additional space / resources, if any, will be needed from the department if the grant is funded. Consider space that is allocated to another faculty member who is not a PI/co-PI on the submission.

⁸ Consider the need for staff funding/effort that is specific to this project. Also consider the administrative support that will be required of current employees, but not budgeted as part of the request.

⁹ Consider foreign subawardees, international conference travel, foreign advisory board members, foreign nationals located in the US working on the project, foreign publishers, and transfer of information.

¹⁰ Abstracts are used as the basis for Award Notices and Campus Weekly announcements.

¹¹ This information is not often located anywhere except the uploaded budget and budget justification. Please consider consistency of funding within the department and also availability of students and tuition waivers.

¹² Will equipment purchases require specific physical space within the dept.? Will it require ongoing maintenance? Service contracts?

¹³ Cayuse SP should also reflect any previous arrangement you have discussed with faculty.

Review Tips

Definitions in Cayuse SP

For definitions of activity type, proposal type, personnel roles, and more, please refer to the Cayuse SP User Guide found at go.uncg.edu/cayuse.

Suggested Review Order

Start by reviewing the Cayuse SP IPF in this order to get a broad overview of the proposal before diving into the details:

- Due Date (Postmark/Receipt), method of submission
- Abstract
- Proposal Announcement Guidelines
- Submission Notes
- Research Subjects/Materials
- Export Control & National Security
- Review the remainder of the proposal in detail

Required attachments

At a minimum, the following attachments must be included at time of routing:

- Proposal Announcement Guidelines and any sponsor communications
- Internal Budget and/or Budget in sponsor format¹⁴
- Budget justification
- If UNCG is the lead, include subrecipient documentation¹⁵
- Project description / Proposal narrative (must include at least in draft form prior to routing the IPF)
- Any other sponsor required documents needed for the submission
- If appropriate, rate restriction/F&A waiver documentation

¹⁴ Minor changes to budget are acceptable during the review process; course release and summer effort should be included and **firm**

¹⁵ For projects with subawardees: subrecipient letter of intent, subrecipient scope of work, subrecipient budget and budget justification, subrecipient commitment and monitoring form

Attachment Detailed Review Checklist

Review Items

Narrative/research strategy/project description (attachment)

- Consider the proposed project strategy/research questions in detail, with a keen discipline-specific focus regarding items that are not germane to the disciplines of other proposal reviewers and central office personnel.
- Consider the scope of the project as it relates to the budget items outlined below.
- Consider if the needed effort, materials/supplies, facility or equipment requests made in the budget or noted in Cayuse SP appropriate for the successful completion of this project as described in the narrative
- Consider if project dissemination (presentation, open access fees, publishing costs) is fully described and budgeted.
- Ensure any cost-sharing noted in the narrative is required by the sponsor and also reflected in the budget.

Scope of Work (for subaward proposals) (attachment)

- Ensure sufficient detail is provided to fully describe a PIs contribution to a project.
- Consider outlining specific and clear objectives and deliverables, with the aim of protecting PIs from “scope creep.” Ensure deliverables are itemized, appropriately quantified (e.g. PI will participate in 2 conference calls per month), and time-limited.

Budget (attachment)

- Effort
 - Consider if the amount of effort budgeted is sufficient and appropriate for the scope of the proposed project.
 - Consider if the proposed personnel have effort available in their current research/teaching/service load.
 - Consider the timeframe of proposed effort - if work is to occur in AY or summer, ensure effort is reflected appropriately and sufficient.
 - Consider course release requests and summer add-pay requests. Are these sufficient and appropriate to complete the proposed project?
 - Consider if effort levels budgeted are consistent with other similarly-scoped proposed projects from faculty in the same department.
 - Ensure non-PIs are budgeted at appropriate effort levels for their contributions to the project.
 - Consider if staff support (Project Manager/Study Coordinator) positions are budgeted at effort levels that are appropriate to meet the needs of the proposed project.
 - Consider if staff support requested is consistent with other similarly-scoped proposed projects from faculty in the same department.
 - When allowed by the sponsor, consider a 3% increase included in multi-year projects to ensure sufficient funds are budgeted for any salary increases.

- Student Effort
 - Consider the use of graduate students and if the rate of pay is consistent with the unit the GRA will be housed.
 - Consider if GRA contributions are consistent with other similarly-scoped proposed projects from faculty in the same department.
- Tuition: Confirm that tuition is budgeted at the needed in/out-of-state amounts and if a health fee is needed (e.g. If health fee coverage is specified by the sponsor).
- Equipment (items over \$5,000 with a useful life longer than 1 year)
 - Consider any requested Equipment purchases. Will those purchases require specific physical space within the department? Will it require ongoing maintenance? Is the equipment purchase well-justified?
- Travel
 - Consider if requested funds for travel are sufficient and appropriate for the proposed destinations.
 - Ensure travel supports the goals of the project.
 - Especially consider if project dissemination travel is *not* budgeted, if there are budget or UNCG actions that could be taken to support project dissemination.
- Publication Costs:
 - Ensure appropriate publication costs are included in the budget to allow full dissemination of results, including open access fees.
- Subawards
 - Time permitting, review subaward budgets for consistency with UNCG budget. Especially note if there are any overlap in costs or if any costs that appear in the UNCG budget would be more appropriate in the subaward budget, and vice versa.
- Cost-sharing: Ensure any cost-sharing is required by the sponsor and offered at the minimum required levels.

Budget narrative/justification (attachment)

- Consider if the budget narrative “paints the story” and supports the research narrative.

Research Administrator Proposal Review Checklist

(draft 6/10/2021)

For informational purposes the following pages include a non-exhaustive list of items that departmental research administrators and OSP personnel typically review in a proposal.

Review Items

Listed in Order they appear in Cayuse SP

General Information

- Sponsor Program Name: For sponsors that offer more than one program, ensure the solicitation program named here aligns with the rest of the application/uploaded guidelines (i.e., is the uploaded RFP same as the program identified on this tab)
- Project Dates: Confirm if the timeline is allowable, per sponsor guidelines.
- Proposal Type: Note if this is a preproposal (LOI), new, renewal etc.
- Award Type: Note if this is a grant, contract, fellowship, subaward. This will impact what materials are needed for submission as well as budget items, including F/A.
- Award Admin Department: Ensure this is accurate. CGA will communicate with the person and department noted here for post-award administration.

Investigators/Research Team

- Confirm that effort levels, course reduction, and Summer effort requests match the attached budget.
- Confirm all UNCG personnel receiving salary support from this project are included.
- Confirm all UNCG personnel who are contributing programmatically to this project, whether paid or unpaid, are included.
- Confirm all needed administrative personnel are included. Consider if administrative personnel from other units need to be added so that they are able to view Cayuse SP file.
- Confirm allocation of credit is appropriate and adds up to 100% across all team members. Allocation of credit is related to post-award F/A distribution.

Location of Sponsored Activities

- After reviewing the abstract/scope/draft narrative, ensure that the proper selections are made.
- Consider the location of any subawardees, and note that this page should reflect only the UNCG portion of the project.

Budget (tab)

- Do budget totals here match the uploaded budget in *Proposal Attachments*?
- Do project dates here match Project Dates on the *General Information* tab.
- F&A Amount: If F/A is restricted, ensure this is a sponsor requirement, and is noted in the sponsor guidelines (in *Proposal Attachments*) and a note is included in *Submission Notes*. If 26% (off-campus) is used, is there approval from the Vice-Chancellor for Research?

- Cost-sharing:** Is any cost-sharing noted in the uploaded budget or the narrative reflected here? Ensure the department allocations of cost-sharing are appropriate and approved. Ensure cost-sharing required by sponsor; voluntary cost-sharing is typically not allowed by UNCG, and will require additional review.
- Did the team indicate the personnel requesting course buyout or if new personnel or equipment will be needed? If yes, did they provide sufficient detail, including names of personnel requesting the buyout?

Conflict of Interest & Other Support

- Communicate with all necessary members of the Research Team that COI disclosure (via the Cayuse COI Disclosure module) must be completed before OSP can submit the proposal to the sponsor.

Research Subjects and Materials

- After reviewing abstract/scope/draft narrative, consider if proper selections are made. (Department Chair/Deans are asked to evaluate as well)

Subrecipients

- Ensure any planned subawardees named in the narrative or budget are included here. (Department Chair/Deans are asked to evaluate research subjects as well)
- If any subawardees are foreign, cross-reference *Export Control & National Security* tab to ensure accurate Export Control information.

Export Control & National Security

- After reviewing abstract/scope/draft narrative, ensure that the proper selections are made.
- Consider foreign subawardees, international conference travel, foreign advisory board members, foreign nationals located in the US working on the project, foreign publishers.

Innovation and Commercialization

- After reviewing abstract/scope/draft narrative, ensure that the proper selections are made.

Community Engagement & Public Service

- After reviewing abstract/scope/draft narrative, ensure that the proper selections are made.

Proposal Abstract

- Is the Abstract in lay terms? This is used as the basis for Campus Weekly announcements.

Proposal Attachments

- Suggested considerations for review of attachments:
 - Narrative/research strategy/project description
 - Confirm page size, font, margins, spacing and page limits
 - Time permitting and PI requested, proofread for typos and/or content
 - Scope of Work (for subaward proposals)
 - Review for “scope creep.” Ensure deliverables are itemized, appropriately quantified (i.e. PI will participate in **2** conference calls per month), and time-limited.

- Budget
 - Review for alignment and consistency with guidance provided at <https://sponsoredprograms.uncg.edu/budget-preparation/>
 - Ensure all salaries meet the minimum salary requirements. https://hrs.uncg.edu/class_and_comp/
- Budget narrative/justification
 - Ensure alignment with budget and that all costs are fully described and justified.
 - Consider if the budget narrative “paints the story” and supports the research narrative.
- At a minimum, the following attachments must be included at time of routing:
 - Proposal Announcement Guidelines and any sponsor communications
 - Internal Budget and/or Budget in sponsor format (minor changes acceptable during the review process)
 - Course releases and summer effort should be included and **firm**
 - Budget justification
 - For projects with subawardees:
 - Subrecipient LOI
 - Subrecipient Scope of Work
 - Subrecipient Budget and budget narrative/justification
 - Subrecipient Commitment and Monitoring Form
 - Abstract and/or Draft proposal narrative/project description/research strategy
 - Scope of Work (for subaward proposals)
 - Any other sponsor required documents needed for the submission.
 - If appropriate, rate restriction/F&A waiver documentation
 - Any sponsor communications
- Other items that will need to be uploaded prior to submission:
 - Final narrative/project description/research strategy
 - Biosketches/CVs, if required by sponsor
 - Other Support/Current & Pending Support documents, if required by sponsor
 - Any other sponsor required documents: project summary, data management plan, postdoctoral management plan, Collaborators & Other Affiliations document, etc.

Approving Units

- Ensure that the department and corresponding school/college/Dean’s Office of each faculty/staff member noted in the attached budget and Cayuse SP *Investigators/Research Team* tab is reflected.
- Use the numbers under “routing order” to adjust order. Note, that some units may review and approve concurrently by assigning the same number in this column. Dean’s Offices must follow their corresponding departments.

Submission Notes

- If the sponsor restricts F/A (overhead) leave a note indicating where that guidance or policy can be found in the uploaded proposal announcement guidelines.
- If the sponsor requires a match (cost share) leave a note indicating where that guidance or policy can be found in the uploaded proposal announcement guidelines.
- For proposals in which UNCG is a subawardee, list the PI and administrative contact where materials are to be sent. Include the name, salutation (Dr., PhD, EdD), title, and email address of both parties.
- Make note of any unusual guidelines from the sponsor, i.e. “personnel cannot exceed 15% of the total budget” or “PI of record must be the Provost”
- If this is a paper proposal, list the receive-by date, number of copies, address, and any other mailing or binding instructions.
- Ensure any other special instructions regarding the project or the submission process are noted.