Cayuse SP IPF Proposal Review Quick Checklist

Dean/ADR/Department Chair

Overall, review for consistency with department/school policy/priorities.

**Review Items** \(^1\) Listed in Order they appear in Cayuse SP

**General Information**
- Sponsor and Project Dates\(^2\)
- If a subaward, who is the Prime applicant?

**Investigators/Research Team**
- PI, Co-PIs, and Personnel: funded effort, cost-shared effort\(^3\)
- Allocation of credit (i.e. F/A distribution)\(^4\)

**Budget (tab)**
- Inclusion of F/A\(^5\)
- Cost-sharing/matching funds for your department/unit\(^6\)
- 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 made\(^9\)

**Locations of Sponsored Activities, Conflict of Interest & Other Support, Innovation and Commercialization, Community Engagement & Public Service, Proposal Abstract**\(^10\)
- 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/](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.\(^13\)

For a full guide to approving Cayuse IPF proposals, please visit [go.uncg.edu/cayuse](go.uncg.edu/cayuse)

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\(^1\) 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.

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