

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

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

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.