OSP Proposal Review Responsibilities

☐ In guidelines/RFP confirm the following
  ☐ Eligibility to apply
  ☐ Submission deadline
  ☐ F&A rate
  ☐ Cost share requirements
  ☐ Budget restrictions
  ☐ Method of submission
  ☐ Required forms

☐ Check KRPD Proposal Basics tab
  ☐ Proposal title included and conforms to sponsor and OSP titling requirements
  ☐ Proposal type is appropriate
  ☐ Project dates are included
  ☐ Submission method and deadline are included

☐ Review KRPD budget
  ☐ Sponsor specific guidelines followed (e.g. F&A rate restrictions and/or exemptions, unallowable items, total allowable budget)
  ☐ Confirm Activity Type, F&A rate, and F&A rate type are correct and make sense for project
  ☐ Review F&A waiver requests
  ☐ If cost share is included, confirm appropriate documentation is included
  ☐ Review budget justification for unallowable cost categories/items, cost-share commitments not itemized in the budget

☐ Review KRPD attachments for all documentation necessary for OSP review
  ☐ OSP will sign completed SF424 and SF424a forms
  ☐ OSP will include necessary institution-level certifications in submission to sponsor
  ☐ OSP will scan the Scope of Work document if included for submission compliance elements

☐ Review sub-recipient documents for sub-recipient compliance monitoring
  ☐ Sub Budget and Justification reviewed in same manner as budget in KRPD
  ☐ Statement of Work has been provided
  ☐ Subrecipient commitment form or FDP letter is complete, including work with humans and/or animals

☐ In the application portal and/or forms
  ☐ Confirm that KR PD title matches sponsor portal or document title
  ☐ Confirm necessary documentation is present/uploaded in portal
  ☐ Confirm that KR PD budget matches submission budget (with allowance for rounding discrepancies)
  ☐ Confirm correct Animal Welfare, Federal Wide Assurance #, CFDA, EIN, and DUNs information is entered correctly (as applicable)
  ☐ Complete applicable assurances, representations and certifications forms or sections of the application (as applicable)

☐ PHS FCOI Training and CSU COI Disclosure statuses for Key Personnel are ‘current’ (as applicable)

OSP Is Not Responsible For

X Reviewing proposals for spelling, grammatical, formatting errors/issues
X Reviewing technical/scientific aspects of proposals
X Developing proposal budgets
X Creating or populating KRPD records