

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 KR PD 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

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