SRAS Proposal Project Management Checklist

Project Management:

This applies to all proposals with the exception of industry clinical eIAFs prepared by the department or CCTS. Check any items that should be identified and addressed with the faculty member at the eIAF stage.

Link to FOA or Funding Announcement if available:

☐   NIH Only: Which Institute is the PI targeting for funding?   Confirmation targeted institute participates in FOA.

☐   GPS has performed a "Control F" search with the word "required"

☐   Departure from COM Effort Guidelines. If so, noted in Comments if commensurate existing funding? Or, Approval by Vice Dean?

☐   Faculty with Enrichment Splits

☐   Allocation of Enrichment to Correct Department (ie, any Internal Medicine units roll up to 7H350)

☐   Any faculty with Compensation Plan Salary. If so, added in Budget Justification.

☐   Unusual Deadline Requirements (such as a deadline that is not 5 PM Eastern Time, or due on a weekend or holiday)

☐   Unusual submission requirements, such as a mailed copy of the proposal. If a mailed hard copy is required, determine and note whether it is a receipt or postmark date; and who will mail (dept, PI, OSPA) and send confirmation to our office. Include details in eIAF Comments.

☐   Mandatory Letter of Intent/Pre-Application

☐   Limited Submission Requirements (notify RA and PDO immediately)

☐   Authorized Official, PI or Collaborator Letters (either options or required)

☐   For any Letter of Support needed from the VPR, who is coordinating with the VPR's office and the timeframe for securing the letters (particularly where there is dollar cost share)

☐   Intergovernmental Review Requirements (notify RA immediately and check with sponsor if review won't be completed by the proposal deadline)

☐   For NIH, any indication that the proposal budget requires prior approval for direct costs exceeding $500,000 in any one budget year (excluding consortium F & A, if any)

☐   Identification of CAS Items, if any, and ensuring the GPS has addressed these with the PI and in the budget justification prior to eIAF routing

☐   If an FOA has an outreach or training component (ie R25, T32), then make sure you list in the comments whether training expenses are allowable per the guidelines. If so, these must be specifically budgeted in the proposal.

☐   Other Support Documentation, particularly if there are unusual requirements that differ from standard NIH or DoD Other Support requirements

☐   Any Attachments Requiring a Signature (such as PI, Chair, Dean, AOR, UK Tech Transfer)

☐   Required Unusual or Non-Standard Attachments (such as Required Appendices or Other Programmatic documents—please list on this checklist. Is it also is a strongly suggested best practice that you note these in your eIAF comments, and send those comments separately to the PI noting special programmatic documents are required)

☐   Any Other Unusual or Non-Standard Attachments that are not Required

☐   If PI-Submitted, highlighting OSPA's required approval and coordination of how review will occur (for example, via screen shots or print-screens sent by the PI to the GPS and RA)

☐   If using Cayuse, confirming plans for who will upload documents and when they will be available SRAS

☐   If using Cayuse, upon package creation, ensuring all left-side bar boxes denoting sections to be included in the proposal, are checked.

☐   Any Other Proposal Requirements discussed with the PI (please specify below):

Submission/Post-Submission:

☐   Save any proposal files that are not readily accessible via a sponsor platform (NIH Commons, for example) as specified by the SRAS Proposal File Saving Instructions (available shortly). If printing in Cayuse, make sure your print option is "select included forms".

Please let your supervisor know in a timely manner if there are any issues with these items so as to build-in time to determine the best course to resolution or if other items need to be added to this list.☐

Timeline Management

3 Day Deadline:

6 Day Deadline:

Sponsor Deadline:

Target Date eIAF Routing:

Target Date Proposal Package Creation/Proposal Received from PI:

Target Date for Final Proposal to SRAS for Review:

Notes—Special Circumstances:

Relationship Management

Note any PI-identified priorities, concerns with previous submissions or other special circumstances.

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