

Departmental General Proposal Review Checklist

Please consider the following prior to submitting a proposal for submission to the Office of Research:

- Have you reviewed the sponsor's most recent guidelines?
- Are there terms and conditions that bind the university into an agreement at the proposal stage?
- Will these terms and conditions result in a publication restriction?
- Is the Prime Sponsor Federal or Non-Federal and have you used the corresponding Fringe Benefit and F&A rates?
- Is the proposal a new, competitive renewal, progress report, resubmission, or Revision (Supplement)?
- Is the proposal being submitted hardcopy or electronically?
 - If electronically, will the proposal be submitted by the OR or by the department? **If submitted by OR, please check with the OR to ensure that the university is registered with the sponsor.**
 - Hardcopy proposals signed by the authorized official will be signed and returned to the department for submission.
- Have the PI and other key personnel been identified clearly?
- Has current Conflict of Interest Superform been completed for all Pitt Key Personnel?
- Have subaccount waivers for faculty/staff outside of the department submitting the proposal been obtained?
- Has a level of effort according to sponsor guidelines been indicated for all key personnel? (effort must be requested even if salary support is not requested)
- Are all budget costs allowable according to the sponsor's guidelines?
- Is cost sharing required? If so, has the proposal addressed this issue?
- Are subcontractors included in the project?
- Has a budget/justification been included for each subcontract?
- Has a signed Statement of Intent or Face Page been completed for each subcontract?
- Has a Scope of Work been included for each subcontractor?
- Has the Stock 136 Form been completed accurately and signed by all appropriate persons?

- Does the proposal require a signature from an Authorized University Official**?

****Authority to review, negotiate, and endorse sponsored agreements has been delegated to Office of Research. Individual investigators, chairs, or deans are not authorized to negotiate or endorse sponsored agreements on behalf of the Institution.**

- If other signatures are required, were they obtained prior to the proposal being submitted to the Office of Research?
- Do the documents require a Secretarial signature from the Board of Trustees Office?