

## Standard Proposal Review Guidelines

The Office of Research review will incorporate a review of regulatory items and approved University indirect costs and fringe benefit rates. Budgetary items will be reviewed to ensure they are allowable under the sponsor's and University's guidelines and policies. All remaining aspects of the proposal submission, including budget calculations, will be the responsibility of the submitting area/department. Any revisions that may be required will also be the responsibility of the area/department. The Office of Research deadline for proposals will remain five business days for all electronic submissions and two business days for paper submissions.

### Items that will be reviewed by the Office of Research:

- Cover page Information
- Individual items of costs reflected in the budget/justification for allowability and appropriateness of costs.
- Application of fringe benefit and indirect cost rates
- All necessary compliance items such as COI, IRB, IACUC, ISER training etc.

For guidance on submitting proposal through Grants.gov and Fastlane, please see the following links from the Office of Research web page:

NIH and NSF Grants.gov

[http://www.pitt.edu/~offres/proposal/grants.gov\\_pitt.html](http://www.pitt.edu/~offres/proposal/grants.gov_pitt.html)

NSF Fastlane

<http://www.pitt.edu/~offres/eralinks.html> (scroll down to National Science Foundation)

As a reminder, the OR will not reject any Grants.gov application that was originally submitted without errors unless there was a systems problem with the transfer of the application from Grants.gov to the agency which results in inaccurate or garbled images. The director of the Office of Research or his designee will make the decision if and error free application can be resubmitted. All requests for resubmission of error free applications must be submitted in writing to the director.

### ***Please Note:***

- **HRSA** applications may have a 2 step process which requires submission of part of the application through Grants.gov and the remainder through HRSA's system the **E-handbook**.