

Proposal Review Guidelines

Matters Encompassed in Review	FULL REVIEW If provided to OGCA \geq 5 full business days* before proposal deadline:	LIMITED REVIEW If provided to OGCA $<$ 5 and $>$ 2 full business days* before proposal deadline:	NO REVIEW If provided to OGCA \leq 2 full business days* before proposal deadline: (Review for Institutional Risk Only)
Legend: Ⓢ = OGCA will Review			
A. Sponsor Analysis/Review	Ⓢ	Ⓢ	
B. Internal Notification and Consultation with Other Administrative Offices	Ⓢ	Ⓢ	
C. Sponsor's Guidelines*			
1. Presence and nature of terms and conditions	Ⓢ	Ⓢ	Ⓢ
2. Limitations on number of applicants	Ⓢ	Ⓢ	Ⓢ
3. Submission method and deadline	Ⓢ	Ⓢ	Ⓢ
4. Certifications and assurances	Ⓢ	Ⓢ	Ⓢ
D. Internal Routing Form			
1. Form complete	Ⓢ	Ⓢ	
2. Official/Authorized Signatures present and correct	Ⓢ	Ⓢ	
3. Data consistent with proposal	Ⓢ	Ⓢ	
E. PI Eligibility			
1. Form for non-eligible PIs (PI Exemption)	Ⓢ	Ⓢ	Ⓢ
F. Institutional, Federal and State Compliances			
1. Conflict of Interest/Conflict of Commitment	Ⓢ	Ⓢ	Ⓢ
2. Human Participants	Ⓢ		
3. Animal Subjects	Ⓢ		
4. Genetically Modified Organisms	Ⓢ		
5. Radiation	Ⓢ		
6. Biological Agents and Toxins	Ⓢ		
7. Hazardous Materials	Ⓢ		
8. International Activities	Ⓢ		
9. UAF Chancellor/Board of Regents Approval (If applicable)	Ⓢ	Ⓢ	Ⓢ
10. Renovation/Facilities	Ⓢ		
11. Export Control	Ⓢ		
12. Background Intellectual Property	Ⓢ		
13. Other	Ⓢ	Ⓢ	
G. Proposal			
1. Application package/form is correct	Ⓢ		
2. Cover/Face Page	Ⓢ		
3. Abstract or Project Summary	Ⓢ		
4. Narrative/Research Plan/Scope of Work	Ⓢ		
5. Bibliography/References	Ⓢ		
6. Curriculum Vitae/Biosketch	Ⓢ		
7. Other Support	Ⓢ		
8. Budget	Ⓢ	Ⓢ	Ⓢ
9. Budget Narrative/Justification	Ⓢ	Ⓢ	Ⓢ
10. Inclusion of appropriate F&A and fringe benefits rates	Ⓢ	Ⓢ	Ⓢ
11. Resources & Facilities	Ⓢ		
13. Current and Pending Support	Ⓢ		
14. Appendices/Supplemental Documents	Ⓢ		
14. Subcontract Plan/MBE/WBE	Ⓢ		
H. Subaward Proposal			
1. Letter of Commitment/Commitment form	Ⓢ	Ⓢ	Ⓢ
2. Scope of Work	Ⓢ	Ⓢ	
3. Subaward Budget	Ⓢ		
4. Negotiated Rate Agreement	Ⓢ		
5. Subrecipient/Contractor determination	Ⓢ		

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Legend: ⑤ = OGCA will Review			
I. Data Security Plan (if applicable)	⑤		
J. Intellectual Property Management Plan (if applicable)	⑤		
K. Technology Control Plan (if applicable)	⑤		
L. Related Agreements Review (if applicable)	⑤		

*Adherence to Sponsor Guidelines includes; among other things, length, margins, line spacing, font size, file name and type, required info provided (e.g. Broader Impacts Statement); eligibility criteria; etc.

Risk Assessment

# Business Days before proposal Deadline	FULL REVIEW If provided to OGCA $>$ 5 full business days* before proposal deadline:	LIMITED REVIEW If provided to OGCA 3 or 4 full business days* before proposal deadline:	NO REVIEW If provided to OGCA $<$ 2 full business days* before proposal deadline:
1. Risk of proposal rejection due to non-compliance w/ sponsor guidelines	Low	Medium	High
2. Risk of proposal rejection due to system failure	Low	Medium	High
3. Risk of department/unit incurring financial burden due to budget errors or omissions	Low	High	High
4. Risk of withdrawal of proposal by OGCA after submission and or rejection of the award	Low	Medium	High

* A full business day is an official UAF work day between 8:00 am and 5:00 pm

Administrative Components

Internal Routing Form
RR Performance Sites
Project Summary/Abstract (draft)
Project Narrative (draft)
Facilities and Other Resources
Equipment
Biographical Sketch
Current and Pending Support (if required)
Budget
Budget Justification/Narrative
Cost Sharing
PI Eligibility

Scientific Components

Bibliography & references Cited
Introduction to Application
Project Summary/Abstract (final)
Project Narrative (final)
Specific Aims
Research Strategy
Progress Report/Publications List
Human Subjects Sections
Vertebrate Animals
Inclusion Enrollment Report
Appendices (if allowed)
Authentication of Key Biological and/or Chemical Resources