# Proposal Review Guidelines

<table>
<thead>
<tr>
<th>Matters Encompassed in Review</th>
<th>FULL REVIEW</th>
<th>LIMITED REVIEW</th>
<th>NO REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>If provided to OGCA ≥ 5 full business days* before proposal deadline:</td>
<td>OGCA will Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If provided to OGCA &lt; 5 and &gt; 2 full business days* before proposal deadline:</td>
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<td>OGCA will Review</td>
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<td>If provided to OGCA ≤ 2 full business days* before proposal deadline:</td>
<td>(Review for Institutional Risk Only)</td>
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## 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
    - [ ]
12. Current and Pending Support
    - [ ]
13. 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
   - [ ]
### Proposal Review Guidelines

#### Matters Encompassed in Review

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<tr>
<td>I. Data Security Plan (if applicable)</td>
<td>●</td>
<td>●</td>
<td>(Review for Institutional Risk Only)</td>
</tr>
<tr>
<td>J. Intellectual Property Management Plan (if applicable)</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>K. Technology Control Plan (if applicable)</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>L. Related Agreements Review (if applicable)</td>
<td>●</td>
<td>●</td>
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*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

<table>
<thead>
<tr>
<th># Business Days before proposal Deadline</th>
<th>FULL REVIEW</th>
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<tbody>
<tr>
<td>1. Risk of proposal rejection due to non-compliance w/ sponsor guidelines</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>2. Risk of proposal rejection due to system failure</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>3. Risk of department/unit incurring financial burden due to budget errors or omissions</td>
<td>Low</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>4. Risk of withdrawal of proposal by OGCA after submission and or rejection of the award</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
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* A full business day is an official UAF work day between 8:00 am and 5:00 pm