This tool is a simple reference list of items to consider when building and reviewing a proposal. Please note that this serves as a guide and should not be considered an exhaustive list of items.

HARVARD POLICIES:

____ Does the proposal meet any Provost criteria? https://osp.finance.harvard.edu/provost-criteria

____ Does the proposal comply with Harvard policies (ex. Export controls, etc.)? https://hcsra.sph.harvard.edu/Policies

____ Has cost sharing been mitigated? https://osp.finance.harvard.edu/cost-sharing-policy

____ Does the proposal commit additional resources such as space?

____ Are the conflict of interest statements completed for key personnel?
https://www.hsph.harvard.edu/faculty-affairs/outside-activities/conflicts-of-interest-and-commitment-reporting-website/

SPONSOR REQUIREMENTS:

____ Are page limits, formatting, versions and other sponsor requirements respected?

____ Are all sponsor requirements completed as per the funding announcement?

____ Are human subjects or animals involved and if so, are required sections completed?

____ Has the proposal been reviewed for items that may trigger ERA Commons errors?
http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm

BUDGET REQUIREMENTS & PERSONNEL:

____ Are the correct F&A rates used? https://hcsra.sph.harvard.edu/rates

____ Are costs in lieu of overhead budgeted?

____ Is the correct MTDC base being applied?

____ Are the correct fringe rates applied? https://hcsra.sph.harvard.edu/rates

____ Are annual salaries accurate as per Wasabi?

____ Are compensation totals in line with effort?

____ Do salary levels adhere to sponsor guidelines?

____ Is escalation used for expenses each year?

____ Have faculty appointments been verified?

____ Are the key person profiles accurate in GMAS (ex. Address, title, NIH Commons username, etc.)?

____ Is total effort less than or equal to 95% at all times for Faculty?

____ Does the budget justification match the budget?

____ Are all expenses allowable and allocable and is enough funding being requested to complete the project?

____ Has the budget justification been reviewed and cross referenced with the GMAS budget?

SUBCONTRACTOR REQUIREMENTS (if applicable):

____ Has the correct type of agreement been chosen for the third party (ie. Subaward, billing agreement, service contract or consultant)?

____ Are subcontractor documents present with appropriate signatures?

INITIATING PROPOSAL REVIEW:

____ Have you contacted your SRA to tell them that you are ready to initiate internal review?

____ Are all the requirements entered into GMAS including the final budget, administrative pieces, draft science and all relevant attachments?

____ Has the PI reviewed the application and in the case of S2S, has the PI used the preview function to view the full application?

____ Has the SRA contacted the department within 2 business days to provide review feedback?
If the feedback is not ready within 2 business days, has the SRA contacted the department and cc'd their Associate Director?

Key contacts for easy reference (*add your department's contacts*):			
SPA AD: _____		IRB review specialist: _____	
HR Partner: _____		OER contact: _____	