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](https://osp.finance.harvard.edu/provost-criteria)
- Does the proposal comply with Harvard policies (ex. Export controls, etc.)? [https://hcsra.sph.harvard.edu/Policies](https://hcsra.sph.harvard.edu/Policies)
- Has cost sharing been mitigated? [https://osp.finance.harvard.edu/cost-sharing-policy](https://osp.finance.harvard.edu/cost-sharing-policy)
- Does the proposal commit additional resources such as space?

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](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](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](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?

<table>
<thead>
<tr>
<th>Key contacts for easy reference (add your department’s contacts):</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA AD: ____________________ IRB review specialist: ____________</td>
</tr>
<tr>
<td>HR Partner: ______________ OER contact: ______________________</td>
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