

ONR GRANT REVIEW CHECKLIST
(Competing SON Grant)

SAGE

- Funding opportunity:** Are there any special requirements? Has the RFA expired?
- Personnel:** Are there multiple PIs? Have they all approved? Is there a leadership plan? Is it appropriate for the grant?
- IRB Questions:** Is the IRB information filled out? Does the sponsor allow JIT?
- GIM 23 Questions:** Have administrative costs been properly justified? Does it match the budget justification?
- Attachments:** Is the application present? Is the budget present? Are any justifying documents present?

Budget

Spreadsheet Check

- Check the base calculation.
- Check the personnel fringe benefit rates and make sure they are current.
- Check the F&A rate to ensure it is correct.
- Check salary rates used - were supplements added? Any promotions expected?
- Has TIER approved?
- Has SoN Lab Manager approved?

Crosscheck

- Are there faculty/staff named that are not on the GC-1?
- The project roles should match those selected in the senior/key personnel form.
- The dates on the Budget forms and SF 424 and eGC-1 forms must match.
- Project period dates should be sequential and one-year segments.
- Dollar amounts on the Budget forms, SF 424 and eGC-1 forms must match.
- Look for unallowable costs in the budget justification and see that they are justified on the GC-1
- The budget justification should match the budget form.

SF424 form

General

- Have the required optional forms been filled out?
- Is the appropriate budget page filled out
- All file names must be devoid of special characters, numbers or spaces.
- All documents must be in PDF format.

Research

- Is the human subjects Targeted/Planned Enrollment form filled out including Federal assurance # 00006878?
- Is the resource sharing plan required? Does it reflect the current grant?

Personnel

- Do all persons have the organization field filled?
- All persons have an appropriate position title. (No other professional/Co-PI, no paid or unpaid UW consultants)
- Are all multiple PIs designated at PI/PO and not "Co-PI."
- Do all key personnel and consultants have an ERA commons ID on biosketches?
- Are Biosketches 4 pages max, 15 publications max, PMCID #'s included?

ONR GRANT REVIEW CHECKLIST
(Non-competing grants)

Budget

- Check that the personnel fringe benefit rates are current
- Check the F&A rates are current
- Check salary rates used - were supplements added?

SAGE

- Compliance: Check to see if any changes have been made to questions/answers.

eSNAP forms (SON only)

- Check carry-forward justification
- Check for justifications for changes in effort
- Check major changes (should any have been made via compliance letter.)