**Standard Proposal Review**

The Office of Sponsored Programs reviews the following aspects of a proposal prior to submission to the sponsor:

* Adherence to proposal guidelines (i.e., RFAs, FOAs), sponsor guidelines (e.g. NSF PAPPG, NIH GPS), University requirements, and Federal guidance (e.g., Uniform Guidance)
* Correct sponsor-mandated forms (e.g. FORMS-D vs. FORMS-E)
* Verification of eligibility/institutional selection for Limited Submissions
* Individual items of cost reflected in the budget/justification for allowability and appropriateness of costs
* Application of fringe benefit and indirect (F&A) cost rates
* Modified Total Direct Cost (MDTC) exclusions
* Completion on the annual Conflict of Interest Disclosure by all investigators
* Potential conflict of interest issues
* If applicable, consortium Statement/Letter of Intent (SOI/LOI), budget, justification and scope of work
* Compliance approvals (e.g., RBL Letters)
* Sponsor receipt confirmation

***All remaining aspects of the proposal submission, including budget calculations, will be the responsibility of the submitting area/department. Any revisions that may be required will also be the responsibility of the area/department.***

The Office of Sponsored Programs deadline for proposal submission is **four (4) business days** for all submissions.

As a reminder, the OSP does **not** typically reject Grants.gov applications originally submitted without errors unless there was a system problem with the transfer of the application from Grants.gov to the agency resulting in inaccurate or garbled images. Requests for resubmission of error-free applications must be submitted in writing to the Vice Chancellor for Sponsored Programs and Research Operations or designee.

***Please Note:***

* **HRSA** applications may have a 2-step process, which requires submission of part of the application through Grants.gov and the remainder through HRSA’s system, the **E-handbook.**