

FAS Research Administration Services

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Review Responsibilities

In the weeks leading up to the review period, FAS Research Administration Services (RAS) provides assistance to the Department / Principal Investigator (PI) on proposal and leadership on application procedures, and relevant policies as described in these **Apply for Funding** pages. Once the proposal is routed through GMAS for internal review by RAS and the Office for Sponsored Programs (OSP), each entity focuses on a set of distinct but related criteria.

- **Department Level Review**
- **School Level Review (RAS)**
- **University Level Review (OSP)**
- **Authorization and Submission (OSP)**

Department Level Review

The Department Chair or Lab Director signature indicates approval of the PI as a member of the department in good standing, knowledge and approval of the subject area of the proposal, approval of departmental resources (e.g. space and facilities, explicit or implied Cost-Sharing, personnel) used by and/or committed to the project, and that the proposal is complete.

School Level Review: RAS (FAS Dean's Designee)

- Conducts a high level review of sponsor's guidelines and requirements for any non-standard items or requirements needed for submission
- Pays specific attention to the following school-level review criteria:
 - cost-sharing
 - subcontracts or subawards
 - non-standard indirect cost rate
 - PI appointment end date with respect to project completion
 - new PI/Transfers
 - industry sponsored research agreements (ISRAs)
 - school level commitments
 - intellectual property concerns
 - human subjects, vertebrate animals, or human stem cells
 - any other atypical items.

*For those departments that have a **Lab Director with school level signing authority**, RAS review is not needed unless the total project budget exceeds \$1,000,000 **or** any of the school level criteria listed above are present. For a select number of postdoctoral fellowships that do not allow overhead (see the list of fellowships on the **Personnel***

page), RAS review is not needed unless the proposal meets any of the other school-level criteria aside from the non-standard indirect rate.

- Review and approve budget & budget justification (i.e., appropriate use of Overhead rate (On-Campus, Off-Campus, or Other Sponsored), fringe rates, Cost-Sharing, Effort, CAS compliance etc.)
- Review key personnel and check for appropriate PI rights and fCOI disclosures as necessary

University-level Review: OSP (AOR Signature)

In addition to reviewing for accuracy and compliance with sponsor guidelines and policy, proposal review by the Office for Sponsored Programs warrants that the legal and fiscal interests of the University are protected, and that detailed contract provisions involving patents and copyrights, restrictions on publication or other sharing of data or research results, external control over hiring practices, etc., conform with those considered acceptable by the University.

It is OSP's primary responsibility to:

- Review sponsor's guidelines and requirements
- Review all sponsored related proposals for compliance and accuracy
- Review GMAS data integrity
- Collaborate with Provost on proposals meeting any one of the Provost Review criteria, as well as other Central offices as needed (Office of Technology Development, Office of the General Counsel, etc.)
- Review for compliance with University Policies
- Collaborate with RAS/Department/PI to correct and revise proposals
- Track project and person approvals in our systems of record in order to be in compliance as needed

Authorization and Submission: OSP

Once review is complete, OSP:

- Negotiates Terms and Conditions at the proposal stage (e.g. Representations and Certifications)
 - Coordinates the Statements or Letters of Intent (SOI or LOI) for Subaward Proposals
 - Coordinates Authorized Organizational Representative (AOR) sign-off
 - Submits proposals to sponsors
 - Communicates any errors/warnings from sponsors to the Department / PI
 - Problem-solves any technical or systematic issues (e.g., Grants.gov, e-commons and GMAS System to System (S2S))
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