



FY 2020-2021 Board of Regents Support Fund

Internal Checklist

Review No. 1

ORSP reviewers of first round BoRSF submissions should check each PI's documents for the following and provide feedback to the PI, as needed. One page program [Fact Sheets](#) should be used to crosscheck individual program requirements, allowable fund requests, etc.

Narrative Review

- Does the proposed project fall within an eligible discipline? Yes/No
- Complete basic grammar check, including:
 - o Flag incomplete sentences & thoughts
 - o Correct improper subject / verb agreement
 - o Correct improper use of capital letters, end punctuation, apostrophes & commas
 - o Edit for missing articles (an/an/the)
 - o Correct spelling errors
- Is narrative in required BoRSF format (i.e., margins, font, etc.)? Yes/No
 - o If no, simply inform the PI.
 - o Please see narrative templates [here](#).
 - o Review 2 will tackle the details
- Does the narrative follow the required outline format (i.e., all required sections & subsections)?
 - o *Detailed review required here.*
 - o Use ORSP narrative templates as a checklist.
 - o Provide detailed feedback to PIs here.
 - o Note missing sections, etc.
 - o Point PI to narrative outlines, if needed.
- Does the narrative meet the page limits?
 - o Comprehensive ENH – 25 pages
 - o Targeted ENH – 15 pages
 - o ITRS – 15 page limit
 - o P-o-C/P – 10 page limit
 - o RCS One Year – 5 page limit
 - o RCS – 15 page limit
 - o ATLAS – limits within narrative
 - Account of Career – 2 page limit
 - Context for Project & Work Plan – 3 page limit

Internal Budget Review

- Reminder! Use [Program Fact Sheets](#) to cross-check individual program requirements. Of note:
 - o RCS & ITRS budgets should, typically, decrease year over year
 - o Equipment cost share of 25% (cash match) required for RCS, ITRS & P-o-C/P
- Do the narrative & proposed budget line up? i.e., All activities proposed in narrative budgeted for?
- Fringe rate budgeted at 45.90% for year 1 and increases by 2% in subsequent years?
- Student tuition is budgeted as \$4574/semester for year 1 and increases appropriately year over year?
- Do budgets comply with maximum funding requests?
- Are only supported funds requested?
- Is the budget detail appropriate and reasonable?
- Compare budget spreadsheet to budget justification
 - o Justification narrative provided for each budget year?
 - o Do all justification numbers (totals, fringe, etc.) match those provided in spreadsheet?

Routing Form Review

- Verify form is submitted
- No detailed form review needed – Completed in Review 2

Cost Share Form Review

- Verify form is submitted
- No form review needed – Completed in Review 2