



Office of Research and Sponsored Programs

FY 2020-2021 Board of Regents Support Fund Internal Checklist Review No. 2

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

Narrative Review

NO grammar or spelling check required (was completed in Review 1)

- Is narrative in required BoRSF format?
 - Font 12 pt or larger?
 - All margins are 1-inch?
 - Pages are numbered?
 - Does the narrative follow the required outline format? ([Cross-check w/ templates or RFP](#))
 - Single-spaced?
- Does the narrative follow the required BoRSF outline precisely? Check PI narrative against narrative outlines & RFP.
- Does the narrative meet the page limits?
 - Comprehensive ENH – 25 pages
 - Targeted ENH – 15 pages
 - ITRS – 15 page limit
 - P-o-C/P – 10 page limit
 - RCS One Year – 5 page limit
 - RCS – 15 page limit
 - ATLAS – limits within narrative
 - Account of Career – 2 page limit
 - Context for Project & Work Plan – 3 page limit
- Do biosketches meet the formatting requirements and page limits (2)?

Internal Budget Review

- Reminder! Use [Program Fact Sheets](#) to cross-check individual program requirements. Of note:
 - RCS & ITRS budgets should, typically, decrease year over year
 - Equipment cost share of 25% (cash match) required for RCS, ITRS & P-o-C/P
- Project start date noted as June 1, 2021?
- Fringe rate budgeted at 45.90% for year 1 and increases in subsequent years?
- Student tuition is budgeted as \$4574/semester for year 1 and increases appropriately?

- Do budgets comply with maximum funding requests?
- Salary support request not exceeded?
- Are only supported funds requested?

Routing Form Review

- Does the title match the narrative/NOI?
- Requested amount matches the budget?
- Cost shared amount matches budget?
- Correct indirect type and rate is selected?
- Cost sharing is checked properly?
- Subawards are noted properly?

Cost Share Form Review

- Included, as appropriate?
- Title matches routing form?
- Start & end dates match routing form?
- Cost share documentation is attached?
- Numbers in description table match budget?
- Cost share summary numbers match budget?
- Review for hidden cost share.

Current & Pending Support

- Correct format used?
- Current proposal listed as pending?
- Minimum of past five years noted?
- Note required information for previous BoRSF awards.

Subaward Review

- Ensure all sub-award docs have been received, are correct & complete.

LOGAN Review

- Have all required docs been uploaded to LOGAN?
- Are all uploaded docs correct & complete?
- Has the proposal been submitted to ORSP through the system?

Proposal ID #: _____

Reviewer's Initials: _____