



Research Administrator's Proposal Review Checklist

Note: This checklist is intended to serve as a guide of frequently needed proposal information, but is not intended to be a complete list for all



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<p><i>Include the RFP as an attachment in Novelution which shows the restriction. Any restriction or limitation to IDC (F&A) must either be stated in the RFP (application instructions) or stated in a sponsor policy or on their website. If sponsor does not limit IDC (F&A), then FAU's approved F&A rates should be used.</i></p>	
<p>8. Does sponsor have any other budget restrictions or budget requirements? <i>Include the RFP showing budget restrictions as an attachment in Novelution.</i></p>	<p>Yes No</p>
<p>9. Does sponsor limit or cap the amount allowed for student salaries and tuition? <i>If yes, include the RFP showing limit or cap as an attachment in Novelution.</i></p>	<p>Yes No</p>
<p>10. Does the Scope of Work provide sufficient detail regarding the project's deliverables, payment processes and milestones? <i>For guidance on developing a Scope of work, refer to FAU's Scope of Work template.</i></p>	<p>Yes No</p>
<p>11. Does the budget include graduate student salaries? <i>If yes, include the appropriate tuition based on the FTE of the research assistant position. *The amount should be the matriculation portion of tuition costs times the number of credits. Tuition Breakdown Costs</i></p>	<p>Yes No</p>
<p>12. Does the budget include salary/effort for all senior/key personnel? <i>Senior/Key Personnel include the PI, Co-PIs, and any other senior key personnel named in proposal. Please review Time and Effort Certification Policy.</i></p> <p><i>If sponsor does not allow salaries for the key personnel to be included in the budget, then the salary/effort must be entered in Novelution as cost-share. Include the RFP showing the salary instruction as an attachment.</i></p>	<p>Yes No</p>
<p>13. Are there any subawards listed in proposal? <i>If yes, include the following for each subrecipient on the project.</i></p> <ul style="list-style-type: none"> • FAU's Subrecipient Commitment Form signed by their authorized official • Detailed Budget and Budget Justification • Statement of Work • F&A (IDC) rate agreement (if using federally negotiated rate) 	<p>Yes No</p>



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<p>14. Are there any consultants listed in proposal? <i>If yes, a Letter of Intent signed by the consultant should be included as an attachment in Novelution. The letter should include:</i></p> <ul style="list-style-type: none">• <i>The consultant's hourly rate</i>• <i>estimated number of hours planned for the project</i>• <i>brief statement of consulting work.</i>	Yes No
<p>15. Is there travel planned? <i>If yes, provide sufficient details in the budget justification.</i></p> <ul style="list-style-type: none">• <i>Travel destination (name of conference, if applicable)</i>• <i># of travelers,</i>• <i># of days of trip.</i>• <i>Hotel, airfare, per diem, parking/taxi, registration fees</i>	