SOM Dean's Office – Kuali Research (KR) Review Checklist

1. Basics
Proposal Details
☐ Proposal Type entered and correct
Note:
- Administrative supplements: the proposal type should be entered as *Revision/Supplement*, *Revision*, or *Supplement–Changed/Corrected*.
- Transferring awards: the proposal type should be entered as *"Revision"* for NIH awards or *"New–Transfer"* for all other transferring awards.

☐ Activity Type entered and correct
☐ Sponsor entered and correct

Sponsor & Program Information reviewed
☐ For NIH proposals, internal routing deadlines met

Organization & Location reviewed
☐ Performance Site Location and Congressional District entered
　☐ Performance Site Location is the actual location where work will be completed, not 620 W. Lexington Street.
☐ Matches the KR budget On-Campus / Off-Campus setting

2. Key Personnel
Personnel
☐ PI appointment is **>50%**

Organization
☐ Total effort entered for all Key Personnel (not blank)
　☐ Percent effort entered as **numeric value** (e.g., 20% should be 20, not 0.20 or 2.4)
　☐ Percent effort matches across:
　　☐ Key Personnel tab
　　☐ KR budget
　　☐ Budget Justification / Internal Budget
　☐ Minimum PI effort for New Research (Applied, Basic or Dev.) is ≥1%
　Note: PI effort is not required for Revisions/Supplements, Continuations, Clinical Trials, or Other Sponsored Activities

Unit Details
☐ Lead Unit verified
☐ If routing under a Program / Center / Institute, PI's Academic Unit (Department) is listed
☐ Confirm no HR code present/No central admin routing stop

3. Compliance
☐ Special Review tab completed correctly (if applicable)
　☐ Human Subjects - IRB approval information entered or "pending" selected if protocol is not yet approved).
　☐ Vertebrate Animals – IACUC approval information entered or "pending" selected if protocol is not yet approved

☐ Biohazards – IBC approval information entered or "pending" if protocol is not yet approved

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4. Attachments

Proposal Attachments
☐ Final Budget Justification uploaded —or— Internal Budget uploaded (if sponsor does not require justification)
    ☐ Confirm personnel effort in attached budget/justification matches effort in:
        ☐ KR Key Personnel tab
        ☐ KR Budget
☐ Appropriate attachments uploaded for the submission (proposal MUST have an attachment).

Internal Attachments
☐ F&A documentation provided if IDC differs from UMB negotiated F&A Rates
▪ Acceptable documentation: Sponsor guidelines (RFA, website screenshot, etc.), **or** Signed F&A waiver uploaded
☐ Cost sharing documentation (except for NIH over the salary limit cost sharing)
▪ Acceptable documentation: Sponsor guidelines specifying no, or limited, PI salary **or** a signed waiver or cost-share commitment form must be uploaded.

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5. Budget

Budget
☐ Budget marked **Complete**

Budget Settings
☐ On-Campus / Off-Campus setting matches Performance Site Location
☐ F&A rate type correct

Periods & Totals
☐ No unrecovered F&A unless supported by documented rate change
☐ No negative unrecovered F&A

Rates
☐ Correct rate used for budget calculation
☐ If not UMB federally negotiated rate, sponsor guidelines or approved waiver uploaded

Personnel Costs
☐ Personnel assigned to periods correctly (Under 'Assign Personnel to Periods')
☐ Effort matches across Key Personnel tab, Budget, Budget Justification / Internal Budget

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6. Supplemental Information

Baltimore – General Tab
☐ NIH/AHRQ proposals only, enter the NIH/AHRQ Activity Code:
    ☐ Correct Activity Code entered.
    ☐ Activity Code matches Opportunity Title in S2S Opportunity section (or "Other" as applicable)