

SOM Dean's Office Kualu Research Checklist

Basics:

- Proposal Details
 - Proposal Type – entered and correct
 - Activity Type – entered and correct
 - Sponsor – entered and correct
- Sponsor & Program Information – if an NIH proposal, the SOM internal grant routing deadline has been met (using the Sponsor deadline as the due date of the proposal)
- Organization & Location
 - Performance Site Location – entered and matches the KR budget for on/off campus

Key Personnel:

- Personnel:
 - PI has an appointment >50%.
- Organization:
 - Total Effort has been entered (is not blank).
 - Percent effort should be in numeric form not the multiplier or calendar months (i.e., for 20% it should say 20 not 0.20 or 2.4)
 - Percent effort entered for all Key Personnel matches what is listed on budget justification and budget.
 - Percent effort for the PI of a **new research** proposal must be $\geq 1\%$ (this does not apply to revisions/supplements).

Compliance:

- If vertebrate animals, human subjects, or biohazards are proposed in the application, it is indicated on special review tab.

Attachments:

- Proposal:
 - Final Budget Justification or internal budget (if sponsor does not require a budget justification) is uploaded and the effort for key personnel matches the effort in the key personnel tab and the KR budget.
- Internal:
 - If the F&A rate for the proposal is different from the standard rate, either the agency guidelines specifying the allowable F&A rate or a signed waiver must be uploaded.
 - If the proposal includes cost sharing (except for NIH over the salary limit cost sharing), the agency guidelines specifying no, or limited, PI salary, or a signed waiver must be uploaded.

Budget:

- Budget is marked complete.
- Budget Settings:
 - On/Off Campus matches performance site location. (Default is considered on campus).
 - F&A rate type is correct.
- Periods & Totals: No unrecovered F&A is shown unless there has been a documented F&A rate change. No negative unrecovered F&A should be present.
- Rates: Correct rate being used to calculate budget. If not UMB federally negotiated rate, sponsor guidelines or approved waiver must be uploaded as an internal document in the attachments.
- Personnel Costs: Under 'Assign Personnel to Periods' the effort for the personnel must match the effort listed in the key personnel tab and all uploaded budget documents, including the budget justification.