This tool is a simple reference list of items to consider when building and reviewing a proposal. Please note that this serves as a guide and should not be considered an exhaustive list of items.

HARVARD POLICIES:
___ Does the proposal meet any Provost criteria?  http://hlcra.harvard.edu/research-policies
___ Does the proposal comply with Harvard policies (ex. Export controls, etc.)?  http://hlcra.harvard.edu/all-policies
___ Has cost sharing been mitigated?  http://vfp-web.harvard.edu/osp/quick_links/policies/#costsharing
___ Does the proposal commit additional resources such as space?
___ Are the conflict of interest statements completed for key personnel?  http://www.hsph.harvard.edu/administrative-offices/faculty-affairs/outside-activities/outside-professional-activities.html

SPONSOR REQUIREMENTS:
___ Are page limits, formatting, versions and other sponsor requirements respected?
___ Are all sponsor requirements completed as per the funding announcement?
___ Are human subjects or animals involved and if so, are required sections completed?
___ Has the proposal been reviewed for items that may trigger ERA Commons errors?  http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm

BUDGET REQUIREMENTS & PERSONNEL:
___ Are the correct F&A rates used?  http://hlcra.harvard.edu/sph-rates
___ Are costs in lieu of overhead budgeted?
___ Is the correct MTDC base being applied?
___ Are the correct fringe rates applied?  http://hlcra.harvard.edu/sph-rates
___ Are annual salaries accurate as per Wasabi?
___ Are compensation totals in line with effort?
___ Do salary levels adhere to sponsor guidelines?
___ Is escalation used for expenses each year?
___ Have faculty appointments been verified?
___ Are the key person profiles accurate in GMAS (ex. Address, title, NIH Commons username, etc.)?
___ Is total effort less than or equal to 95% at all times for Faculty?
___ Does the budget justification match the budget?
___ Are all expenses allowable and allocable and is enough funding being requested to complete the project?
___ Has the budget justification been reviewed and cross referenced with the GMAS budget?

SUBCONTRACTOR REQUIREMENTS (if applicable):
___ Has the correct type of agreement been chosen for the third party (ie. Subaward, billing agreement, service contract or consultant)?
___ Are subcontractor documents present with appropriate signatures?

INITIATING PROPOSAL REVIEW:
___ Have you contacted your SRA to tell them that you are ready to initiate internal review?
___ Are all the requirements entered into GMAS including the final budget, administrative pieces, draft science and all relevant attachments?
___ Has the PI reviewed the application and in the case of S2S, has the PI used the preview function to view the full application?
___ Has the SRA contacted the department within 2 business days to provide review feedback?
If the feedback is not ready within 2 business days, has the SRA contacted the department and cc’d their Associate Director?

Key contacts for easy reference (add your department’s contacts):
SPA AD: _____________________  IRB review specialist: _____________________
HR Partner: _____________________  OER contact: _____________________