



Funding Proposal Review/Submission Checklist

Proposal Smart Forms Information		
Numbered items are skipped below when required information is self-explanatory. This list may vary slightly for non-federal sponsors.		
Princeton ERA Page	Description	Action
FP – General Proposal Description	2. Short Title of Proposal	Use upper and lower case carefully. Include prefix for major submissions followed by colon and then proposal title (i.e. MURI, Marie Curie, DDRIG, etc.). This title appears in the Dashboard and Inbox.
	3. Long Title	Use caps and lower case carefully. This title prints on the SF424 Application.
	5. Select the direct sponsor	
	5a. If the Direct Sponsor is not listed, type their name here	ERA team will review and perform VC screening.
	5b. If this will be a flow-through, select prime sponsor	Confirm correct prime sponsor is listed.
FP - Personnel	1. Program Director/ Principal Investigator/ Project Lead/Fellow	Is person listed eligible to be PI? Submit AR for PI approval. Not required for fellows.
	3a. Add other institutional key, non-key or other significant contributor personnel	This should include all Princeton PI, co-PI and other key personnel. Anyone listed here that is co-PI and not in a PI-eligible appointment must have AR for PI approval.
	3b. Add non-institutional personnel	This should include all non-Princeton key personnel (i.e. subaward PI, foreign collaborators, etc.) Overnight Visual Compliance screening is performed on all listed on this tab.
FP-Submission Information	3. Will this application be submitted S2S?	If yes, confirm the correct package is listed in Question 4. Confirm that all fields in the FP match those in the SF 424 before approving. SEE SEPARATE S2S checklist
	4b. Opportunity ID (federal only) 6. Add in any general submission documents	If not system to system, add in the RFP ID in this box and attach a copy to Question 6. IS THIS A LIMITED SUBMISSION? If so, add the Selection document as an attachment.
	Statement of Work	Can be submitted separately as a draft if using multi-prong approach. Using either send email activity or comment, confirm final scientific or research elements are complete. This will display on History tab. Uploaded via Add Attachments activity.
	Additional Proposal Specific Items	Sponsor specific certifications, etc. Upload using Add Attachments Activity.
		Completed and signed Subrecipient Commitment Form and/or Letter of Commitment with Exceptions to be included in item 6 on the Submission Information page (General Submission Documents) or via Add Attachments activity.
FP – Budget Periods and Key Dates	Questions 1 – 7.	Complete all required fields
Princeton ERA Page	Description	Action

FP- Compliance Review	Questions 1-12.	Confirm required information is completed for each question. Submit required AR and upload or request supporting documentation in the AR, response required. The attachments will appear on the Attachments tab.
Proposal Smart Forms Information		
FP- Additional Proposal Information		Complete all required fields
Funding Proposal Workspace Activities - Prior to Submitting to ORPA Specialist		
Manage AR Activity	Ancillary Reviews	Confirm all Ancillary reviews have been executed
Submit AR Activity	Ancillary Reviews	Confirm all Ancillary reviews have been submitted
Reviewers Tab	Ancillary Reviews	Confirm AR for Assurances and all other Ancillary Reviews have been marked YES for Required, Completed and Accepted.
Display Team COI Activity	Display Team COI Information	Confirm all disclosures and training are up to date for all PI/co-PI and key personnel
Budget Smart Forms Information		
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FP - General Budget Information	Questions 1-7	Complete all required fields. If F & A is not federally negotiated rate, confirm it is documented in the RFP. If a waiver was requested, confirm AR was submitted and approved. If off campus rate is used, confirm application of rate complies with policy
FP- Personnel Cost Definition		Confirm all roles, appointments and base salaries are entered. Confirm inflation rate
FP - Personnel Costs		Confirm all salary and effort is entered correctly and matches Other Support document
FP - General Cost Definition		Confirm all costs are entered correctly, with correct inflation
FP - General Costs		Confirm included in appropriate budget periods
FP - F & A Cost Overrides		Confirm there are no overrides unless specifically called for in RFP. If there are, a separate budget should be used.
FP - Attachment		Include detailed budget justification and any other budget documentation (i.e. quotes).
	Proposal includes Subawards	Subrecipient/Contractor Classification form, Subrecipient Commitment form including statement of work with deliverables, budget and budget justification including F & A documentation, Financial Status Questionnaire with attachments (see form for applicability), Sole Source Justification (for contracts only) should be uploaded in the Subaward Attachments tab and labeled appropriately.
	Proposal includes fixed price subawards	Justification statement for fixed price subaward must be included in Prime award budget justification; verification of DUNS and SAM.gov registrations as well as above referenced info. All are uploaded in the Subaward Attachments tab and labeled appropriately.
	Proposal includes Cost Sharing	Confirm cost share entity is submitting department in the Cost Share Budget. Confirm that the Execute Create/Update Cost Share Commitment Activity matches the cost share budget. Include Cost Sharing Approval Delegation Form and Cost Sharing Budget forms as attachments to Cost Sharing Budget.
	Mandatory and Voluntary Cost Sharing	AR required for departmental cost sharing approval. Include cost sharing delegation form if applicable.
	Voluntary Cost Sharing	AR approval from ORPA Director

ORPA Specialist Review		
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	Fundamental Research Considerations	<ul style="list-style-type: none"> • ITAR AR to Exports Controls ASAP in case TCP is required • DOD proposals should include NSDD189 reference in SOW that we are performing fundamental research • DOE proposals and RFP should be vetted for foreign national approval language – exclusion letter should be included that Princeton cannot comply • DOE – Foreign talent recruitment program certifications – advise PI that this may impact participation on the project • Intellectual property ownership issues
	Does the RFP include anything unusual requiring review?	Send AR to URB
	Does the RFP include IT Security requirements?	Send AR to IT Security Org.
	Assign Specialist	Assign to GCA performing review and approval if not already assigned
	Reviewer Tab	Confirm AR for Assurances and all other Ancillary Reviews have been marked YES for Required, Completed and Accepted. Award will not be made if AR's are incomplete.
	Display Team COI Information	Confirm all disclosures and training are up to date for all PI/co-PI and key personnel. Award will not be made if not final.
	Execute Final Review Activity	Status changes to FINAL SPO Review once executed
	Submit to Sponsor in Sponsor Portal	Must retrieve submitted document from sponsor portal for uploading in Princeton ERA
	Submit to Non-Grants.gov Sponsor	Upload final proposal documents for proposal submitted by ORPA.
	Submit to Sponsor via Proposal Team	Do not use this.
	Submit to Federal Sponsor	Upload final proposal documents for proposal submitted by ORPA (i.e. NSF)

8/31/20