CAS Dean’s Office Proposal Review Criteria

To make our review process more transparent, we’ve outlined specifics we need and the criteria we use when reviewing proposals. (Reference GIM 1 for criteria OSP needs for review.) Our review is not meant to nullify the diligence that each department should take in reviewing the proposal before it reaches our office; per GIM 1 the department reviewer/approver is responsible for these administrative areas:

- Budget calculations are correct and all costs are allowable; current fringe & F&A rates used
- Personnel are available and qualified to participate; appointment information is accurate & Institutional Base Salary (IBS) has been verified
- Any proposed cost-share is accurate and proper documentation is included
- Necessary facilities to conduct project are/or will be available
- F&A waiver and/or GIM 19 waiver is approved and attached, if necessary

Necessary documents needed before Dean’s review can begin

If your sponsor does not have specific forms, please make a note in the comments. However, we will be looking for documents that correspond with the following:

- Draft proposal (at the minimum) with final scope of work. Since the Dean’s Office does not have access to government online interfaces [e.g. NSF Fastlane, grants.gov, etc.], you will need to attach a PDF file of these proposals
- Sponsor’s face page ? must be in final form [Example Facepage](#)
- Sponsor’s budget page(s) ? must be in final form
- Sponsor’s budget justification ? must be in final form
- Spreadsheet outlining budget calculations, fringe rates used, etc., if not using SAGE budget module
- Any contract, IPA or sharing agreements, etc.

If the UW is a subcontractor, grant content should indicate the UW’s role in the project and the e-GC1 should identify the lead organization’s PI and the source of funds (see NG-3 on eGC-1)

Criteria reviewed by Dean’s office staff
General

- All items listed above are included; see GIM 1
- URL for RFP listed on eGC-1
- All financial requirements of RFP met
- Project dates and costs correspond between eGC-1 and sponsor documents
- Individual listed as PI is eligible under CAS guidelines; for guidelines, see A&S factsheet:
- Check that sponsor due date is within GIM 19 guidelines; if not, waiver must be attached
- If FG-4 is marked ?Yes? (new, rental or renovated space is required), all space needs have been addressed
- Although we don?t specifically check grammar and punctuation, if we see errors we will approve the eGC1 and make a note in the comments

Budget

- Correct fringe rates used, as per GIM 3
- Correct F&A rate used, as per GIM 13
- All participant effort clarified; either in salary or as cost share: see GIM 21
- If cost share and/or matching are indicated, all relevant documentation is attached to the eGC-1
- Any administrative costs that are included are justified for project necessity (as per GIM 23, Section VI,A)
- Any equipment indicated is above the $2,000 threshold; as per OSP?s proposal preparation page

**NOTE**

Please add additional notes in the comments section of the eGC-1 if:

- You have been unable to provide any of the above information and why
- Your proposal includes anything out of the ordinary
- You have been in contact with anyone from OSP and they have instructed you on how to proceed

Files:
- Example Facepage

Source URL: https://admin.artsci.washington.edu/deans-office-proposal-review-criteria

Links:
[1] https://admin.artsci.washington.edu/sites/adming/files/facepage_example__docx