# SPECIALIST PROPOSAL REVIEW CHECKLIST
~ to be completed prior to sending for Manager/Approver Review ~

|  | **Action** |
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| **Draft State** | **For Budget & Admin Stage Review Only:** |
|  | Submit to Manager/Reviewer via Ancillary Review "Pre-Submission Proposal Review". |
|  | ** Note: let the reviewer know via Teams or Outlook message that it is being sent. |
| **For Full Proposal Review – Checklist** |  |
| **Draft** | Validate SmartForm one final time to check for errors. |
|  | If there were any changes after PI submitted SmartForm, ensure that the appropriate fields were updated. |
|  | All CoPIs must be listed as Read-Only/Viewer on Personnel page. |
|  | Major Goals section is complete on the SmartForm. |
|  | Remove documents in the SmartForm or Budgets that are no longer relevant. |
|  | All Ancillary Reviews have been initiated and notifications sent. Reference Ancillary Review Matrix. |
|  | All response required Ancillary Reviews have been approved/denied by reviewer. |
|  | All PI and Co-PI's have Certified the proposal via Ancillary Review. |
|  | PDD completed for proposals requiring disclosure prior to submission. |
|  | Deadline date is correct if not a firm submission. (date hasn't passed, year is typed in correctly) |
|  | Data Management has been reviewed and the correct option has been selected. Verify PURR selections. |
|  | Add "Final" to Budget Names in PERA that are included in proposal submission and marked as "include in financials". Exception: Final Cost Share should be marked "not included in financials". |
|  | Upload all documents as outlined in Document Management instructions. |
|  | Complete Central Office Data activity. |
|  | Complete Record Submission Date Metrics activity. |
|  | Include Notable information in the "Add Comment" activity. All notes become a permanent part of the Funding Proposal viewable by every person with View Access. |
|  | Send email to Reviewer: PERA Proposal Notes. Include the following: |
|  | FP# and sponsor due date including time due (firm/target): |
|  | Proposal Type (New, resubmission, revision): |
|  | Submission Method & Sponsor System Application ID#: |
|  | Cost Share (Y/N) and type: |
|  | F&A Rate (include rate explanation if different from Federally negotiated rate): |
|  | Subawards included (Y/N) and list of subaward organizations: |
|  | Notable Information if applicable: All notes become a permanent part of the Funding Proposal viewable by every person with View Access. |
| **Submit for Department Review**: if not available, go to Manage Access, verify Specialist is listed as Admin Contact.<br>Note: Department Head and Dean approvals are no longer processed in the system. A monthly report from Cognos will be sent (from Data Team). | |
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| **If Proposal was submitted by Reviewer, notify PI via email that the proposal has been submitted to sponsor.** | |

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| | **SPECIALIST PROPOSAL REVIEW CHECKLIST** <br> – to be completed after Manager/Approver Review -- |
| | **Action** |
| **Specialist Review State** | Submit proposal to the sponsor if not submitted by Reviewer. |
| **When Proposal has been submitted, notify PI via email that the proposal has been submitted to sponsor.** | |
| | Make any changes needed to data points identified by Reviewer. |
| | Ensure "FINAL" is in the title of ALL Budgets that are included in the proposal submission. |
| | Confirm all final documents are uploaded as outlined in the Document Management instructions to the "Add Attachment" Activity including submission confirmation, if applicable. |
| **Submit Final Review**: from Activity list select "Final Review".  This Activity will lock the Funding Proposal from further edits. | |
| **Pending Submission to Sponsor State** | Select appropriate "submission" activity from the activities list and include any comments needed. |
| | Check the required box and enter the date the proposal was submitted to the Sponsor. (Not the date of this action is PERA.) |
| **Pending Sponsor Review State** | If Cost Share Commitment table needs to be completed, send email to Pre-Clerk. <br> If FP has a related Provisional Agreement, send email to Contracting Analyst. |
| | If there is no sponsor submission, forward notification to Awards@purdue.edu. |
| | Move K:drive proposal folder to the applicable Submitted Proposals folder. |