

PERA FP Pre-Submission Audits

Audits for Specialist

- Ancillary Reviews – PI Certification – ensures that all PI approvals are complete prior to proposal submission.
- Ancillary Reviews – all other - checks for outstanding Ancillary Reviews that need to be completed prior to submission.
- Proposals with Null Proposal Department –Ensuring that all proposals have Academic Credit indicated.
- Past Due Proposals – ensure all proposals submitted (or deadlines changed) for month end closing.
- Submission Date Metrics Needed – tracking of Proposal Deadline Metrics, Complexity and Submit Date.

Audits for Support Staff

- Sponsor & Prime Sponsor – Direct Sponsor that contains “University”. Check to see if the FP needs a prime sponsor added.
- Sponsor is TBD – create a new sponsor code and add it in before submission.
- Active DNU Sponsors – ensure sponsors with DNU are not used.
- Sponsor without Sponsor Code - Create a sponsor code and add it in before submission.
- International Scope with blank countries –Verify countries are listed if International Scope is marked.
- Specialist vs. Admin Contact – Admin contact should match the Specialist on the proposal.
- Pending Submission to Sponsor – This shows records in “Pending Submission to Sponsor” state.