

Reviewing Proposals

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Programs
Indiana State University

Faculty Torture 101



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ISU Context

- Doctoral Granting & Public Engagement
- Research Intensive
- 10,000 students
- Teachers College to University history

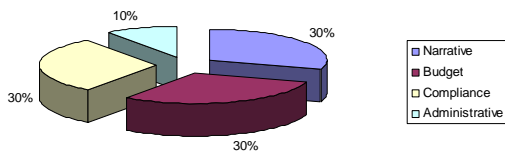
Context cont.

- 412 faculty
- Centralized Sponsored Programs Office for pre-award services
- \$17 Million in Grants and Contracts

Routing Form

- <http://www.indstate.edu/osp>
- Basic Information
- Budget details
- Compliance questions
- Certifications
- Cost sharing commitment approvals
- Students must have faculty sponsor

Proposal Review



Processing Details

- Narrative Review
- Budget Review
- Compliance Review and final ok
- Forwarded to Chief Research Officer for signature
- Mailing or submitting online

Proposal Check-Off Form

- Used by OSP professional staff
- Details each reviewers comments, considerations
- Ensures that nothing is forgotten
- Is copied to the post-award staff, but NOT to the PI
- Historical record of review concerns, suggestions to PI

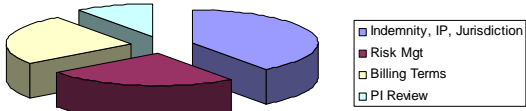
Checklist for Proposals

- Used by OSP support staff
- Details the copying, scanning, and sending processes
- Internal OSP use only

Contract Review

- Director of OSP negotiates contracts
- Contracts always need approval of post-award staff for billing purposes
- Contracts always need PI approval/input
- Insurance clauses need Risk Mgt review

Contract Review



Contract Agreement Check-Off

- Used by OSP professional staff
- Lists concerns and notes about contract review
- Ensures that post-award staff receives copy and gives approval
- Ensures that PI receives copy and gives approval

Checklist for Contract review

- Used by support staff
- Ensures that copies are made and files maintained properly
- Standardizes the review process
- Minimizes staff training time

Report Routing Form

- Reports requiring official signature must be routed
- Reports with financial information must be approved by post-award staff
- OSP reviews for obvious errors or problems
- Difficulty in verifying report data
