TITLE: Grant Review and Editing

DESCRIPTION AND RESPONSIBILITY

Once the investigator has finished writing a proposal and has addressed the elements that require University review and approval, he or she should review the completed package to ensure that it meets sponsor guidelines. It is the Principal Investigator's responsibility to ensure that all sponsor guidelines are met. Principal Investigators should pay particular attention to any formatting requirements. Sponsored Programs Administration can help the Principal Investigator with this review; however, to ensure a thorough review, all grant applications are required to be submitted to Sponsored Programs Administration via the InfoEd electronic submission system at least five business days prior to the sponsor's deadline.

If a grant application is submitted to routing in the InfoEd system fewer than five business days before the deadline, Sponsored Programs Administration staff will provide a cursory review in order to route the proposal and obtain the requiredapprovals. Sponsored Programs Administration staff will later perform a complete and thorough review and, if it is determined the application includes information or terms the University is unable to accept, the Principal Investigator may be required to contact the sponsor and withdraw the application from consideration.

Sponsored Programs Administration's review will include the following elements:

- Check the application in InfoEd to ensure it has been completed and is correct
- Check to ensure that all Conflict of Interest training and disclosure forms have been completed
- If an NIH application, check to ensure that the Principal Investigators on the proposal have taken the NIH Tutorial on Financial Conflict of Interest
- Check to ensure that Principal Investigators on proposals for Federal funding have taken the Responsible Conduct of Research course
- Check that all items are included in the package for routing and completed according to the sponsor guidelines
- Review the budget for the following:
    - Accurate salary calculations
    - Appropriate fringe benefit rates
    - Personnel effort committed to the project with no salary requested (cost sharing)
    - Appropriate approvals for cost sharing and matching funds

- o   Appropriate approval or copy of relevant sponsor guidelines for any deviation from standard indirect cost rate
- o   Accurate indirect cost calculations
- o   Adherence to Cost Accounting Standards (see Grants Accounting policy GAPL 03, "Direct and Indirect (Facilities Administrative)") for allowable and unallowable costs
- Check that the budget justification is complete and matches the budget

EDITORIAL SERVICES

It is not uncommon for a proposal to be returned by the funder without review because it has the wrong margins or font size or exceeds the page limit. Sponsored Programs Administration can provide assistance in this review if adequate time is allotted for and if a complete copy of the proposal and sponsor guidelines are provided. Proposals must be given to Sponsored Programs Administration no less than five days before the submission date in order to receive a review/edit. Sponsored Programs Administration can provide the following editing services:

- Correct errors in spelling and grammar
- Revise punctuation, numbers, capitalization, and similar matters according to an agreed upon standard of style (style sheet, style guide, style manual)
- Resolve inconsistencies in style
- Check statements that seem incorrect
- Check formatting and content against grant/RFP specifications

If the proposal is received at least two to three weeks before the date of submission, the following services may be available:

- Reorganize and reword sentences to correct misleading or vague sentence structure. Usually the writer and the editor complete this process in collaboration.
- Rewrite sentences to avoid over-use of passive voice.
- Suggest "grant-savvy" language.
- Correct and rewrite text to ensure a consistent voice throughout the proposal.
- Edit to ensure that documents conform to the policies of the university.

Investigators are responsible for writing the actual proposal; the Senior Manager will not write the draft. However, Sponsored Programs Administration can provide assistance in developing the entire grant application.

BUDGET ASSISTANCE

Sponsored Programs Administration can provide in-depth assistance for budget development and preparation. Investigators should contact the Sponsored Programs Administration at least 10 business days prior to the proposal due date for assistance with budget development.