

**ONR GRANT REVIEW CHECKLIST – Department Approver**  
(Competing SON grant)

**eGC1**

- Did you perform a full review of the eGC1?
- Is the organizational code receiving funding correct?
- Are there Faculty/Key Personnel with Joint Appointments? If yes, add joint appointments on question FG-9
- Have all Investigators completed FCOI training?
- Have all Investigators entered SFI information in FIDS?
- Is this an existing or modified award? If yes, make sure NIH award number, current budget #, and the last eGC1 # are listed.
- Is the NIH grant announcement listed?

**BUDGET**

- Is the correct F&A rate used (on-campus, off-campus, etc)?
- Is the F&A rate applied consistently in budgets and justification?
- Are budget amounts consistent between eGC1, budget spreadsheets, consortium budgets, SF424 budget forms?
- Is the SoN budget spreadsheet attached (or is a budget linked to the eGC1 via the SAGE Budget Module)?
- Is subcontract documentation attached?
- Are Institutional Base Salaries (IBS) correct?
- Are there any physician faculty in clinical departments? Contact the dept to get the entire institutional base salary.
- Are there salary promotions that have been included?
- Review faculty effort on the grant.

**COST SHARING**

- Is there cost sharing? If yes, see GIM 21.
- Are addendums properly calculated and dollar-amounts included in eGC1?

**SPACE**

- Is the space for all faculty listed in the proposal available, suitable and assigned to the Dept./PI?
- Are there research sites other than UW On-Campus or Harborview which should be noted in question FG2?
- Are there any statements that require new or additional space? Are alterations or renovations required?
- Are there heavy computer resources, special services, etc. listed either available or required?

**OTHER**

- If Multiple PIs, have they been added to the eGC1 with the Multiple PI approval statement attached to the eGC1 (or inserted into the approvals comments)?
- Are any letters from the Dean needed? Are they attached?
- Are there any other special issues or questions for Departmental or School review?

**ROUTING**

- Will the eGC1 with final business make it to OSP by the 7-day deadline?
- Will it be *Ready to Submit* by the 3-day deadline?