RAS

Research
Administration
Support

Proposal Review Process

Office of Sponsored Programs

Mary-Margaret Klempa

Director

www.osp.cornell.edu

mk636@cornell.edu

Proposal Review Process

- Background

- Revised Proposal Review Process
  - Administrative content
  - Research Content
  - Review Scenarios
  - OSP review

- Questions? Feedback?

OVPR Internal Communications Study Recommendation

Revise the proposal review process to allow faculty to submit proposals for administrative review without requiring the final version of the research content until close to the proposal deadline.

Proposal Review Process

Committee of Faculty, College and Department Research Administrators

1. Revise proposal review process per recommendation

2. Separate admin content and research content

3. Define OSP review elements

4. Timeline for submission

5. Process applies to CALS and Vet Research Offices

Jan-Mar. 2016

Proposal Review Process Committee

April 2016

Feedback from College Associate Deans, Research and Business Officers

May 2016

Pilot with Research Centers

August 2016

Revised Proposal Review Process posted and circulated

Admin vs Research Content

ADMIN CONTENT

- Form 10

- Application forms

- Budget and Budget Justification

- CV(s)/Biosketch(es)

- Current & Pending/Other support

- Cost share commitments

- Appendices/Suppl docs

- Subaward documents

- Letters of support

RESEARCH CONTENT

- Project Summary/Abstract

- Narrative/Research Strategy/Project Description

- Specific Aims

- References cited

OSP Review Policy

FULL REVIEW	LIMITED REVIEW	NO REVIEW
SUBMITTED TO OSP > 5 BUSINESS DAYS IN ADVANCE OF SPONSOR DEADLINE	SUBMITTED TO OSP 3 OR 4 BUSINESS DAYS IN ADVANCE OF SPONSOR DEADLINE	SUBMITTED TO OSP < 2 BUSINESS DAYS IN ADVANCE OF SPONSOR DEADLINE

Advance Notice of Upcoming Proposals

- Helps Grant and Contract Officer (GCO) to plan ahead

- Ensures best support and review by OSP

  o Time to understand solicitation, proposal and submission requirements

  o Plan for complicated online submission systems

  o Review problematic terms and conditions

  o Respond to last minute proposals

  o Prepare for complex proposals (center grants, program project grants, multiple Subawards, foreign components etc)

FULL OR LIMITED REVIEW

- Complete and final version of administrative content

- With or without draft or final research content

- Indication of when final research content will be provided (research content will not be reviewed at that time)

- OSP will make best efforts to review and provide feedback within 2 business days

- OSP will not submit until advised by PI or their administrative representative that package is ready for submission

NO REVIEW

- Complete and final version of proposal package (administrative and research content)

- OSP review limited to ensure Cornell's submission requirements (see below) are met

- Proposal is submitted as is (unless issues with Cornell requirements); no further follow up with PI or their administrative representative.

- Proposal may be withdrawn or award may not be accepted if significant issues with Cornell requirements, eligibility, budget and/or cost-share commitments are discovered post-submission

- Increased risk of submission failure, missed deadline

Review Element	Full Review	Limited Review	No Review
Sponsor Guidelines	√	√	
Form 10	√	√	√
PI Eligibility	√	√	√
Compliances	**All**	**COI**	**COI**
Proposal forms	√		
Budget	√	√	
Budget Justification	√		
F&A and Benefits Rates	√	√	√
Current and Pending	√		
CV/Biosketch	√		
Supplemental documents	√		
Resources and Facilities	√	√	
Subaward Documents	**All**	**Scope of work/Commitment**	**Commitment**

OSP Review

| Submission Requirements	To Be Resolved	Recommended
Form 10, completed, signed by PI, co-PI(s), Mentor(s), Chair(s)	Items that would prevent submission/system acceptance	Inclusion of supplementary /optional documents
FCOI disclosure for all Key Personnel	Budget (F&A, benefits, unallowable costs, errors)	Responsiveness to selection criteria
Subawardee letter of commitment (if applicable)	Cost share requirements and authorization	Deviations from sponsor guidelines
	PI eligibility	Budget justification
		Sponsor instructions that do no prevent submission
		Letters of support/collaboration

RAS
osp

Concerns addressed

PREVIOUS PROCESS

- Undocumented process

- Final package, including final research content, required for full review

- Required vs recommended changes unknown

- Concern that OSP would submit before PI ready

NEW PROCESS

- Clearly documented process

- Final administrative content, with or without draft research content, required for full review

- Delineation of required vs recommended changes

- OSP submits after consultation with PI

Review Type – FY 2016 selected data

927 New Federal Proposals

- ■ Full Review
- ■ Limited Review
- ■ No Review

33%
23%
44%
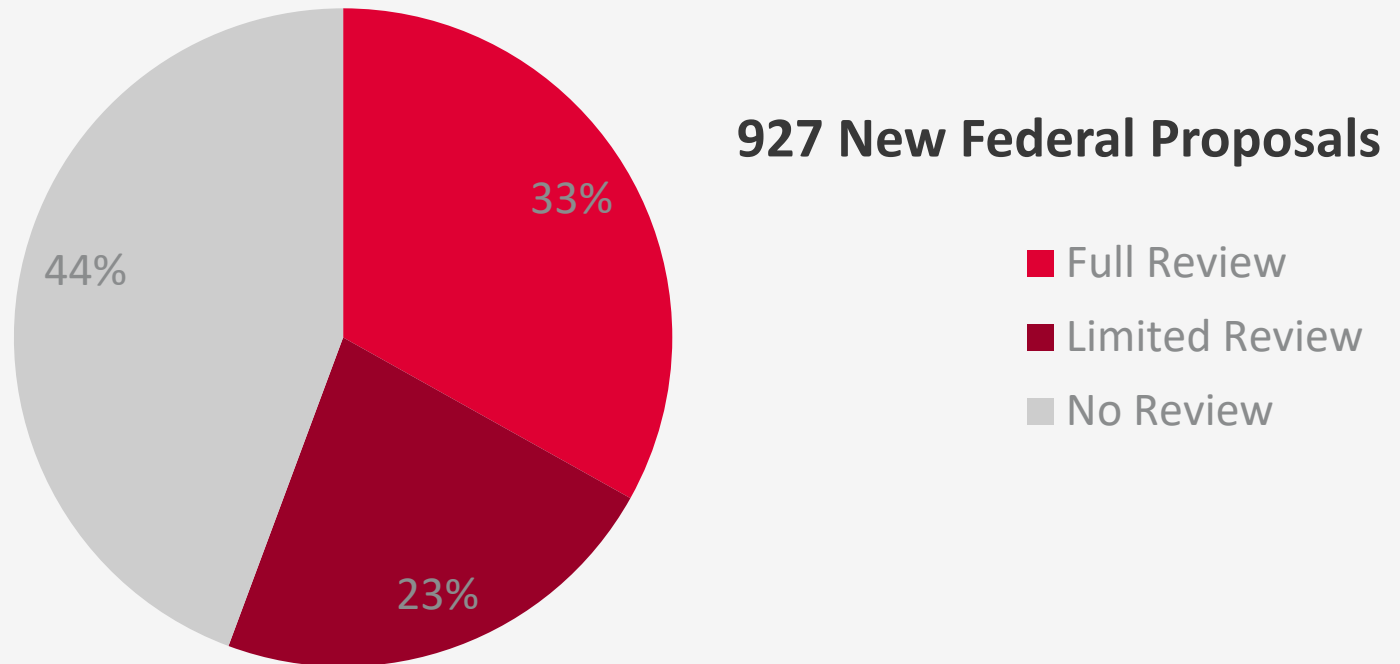
https://www.osp.cornell.edu/ProposalPrep/default.html

Questions and Feedback

osp-help@cornell.edu

or

mk636@cornell.edu