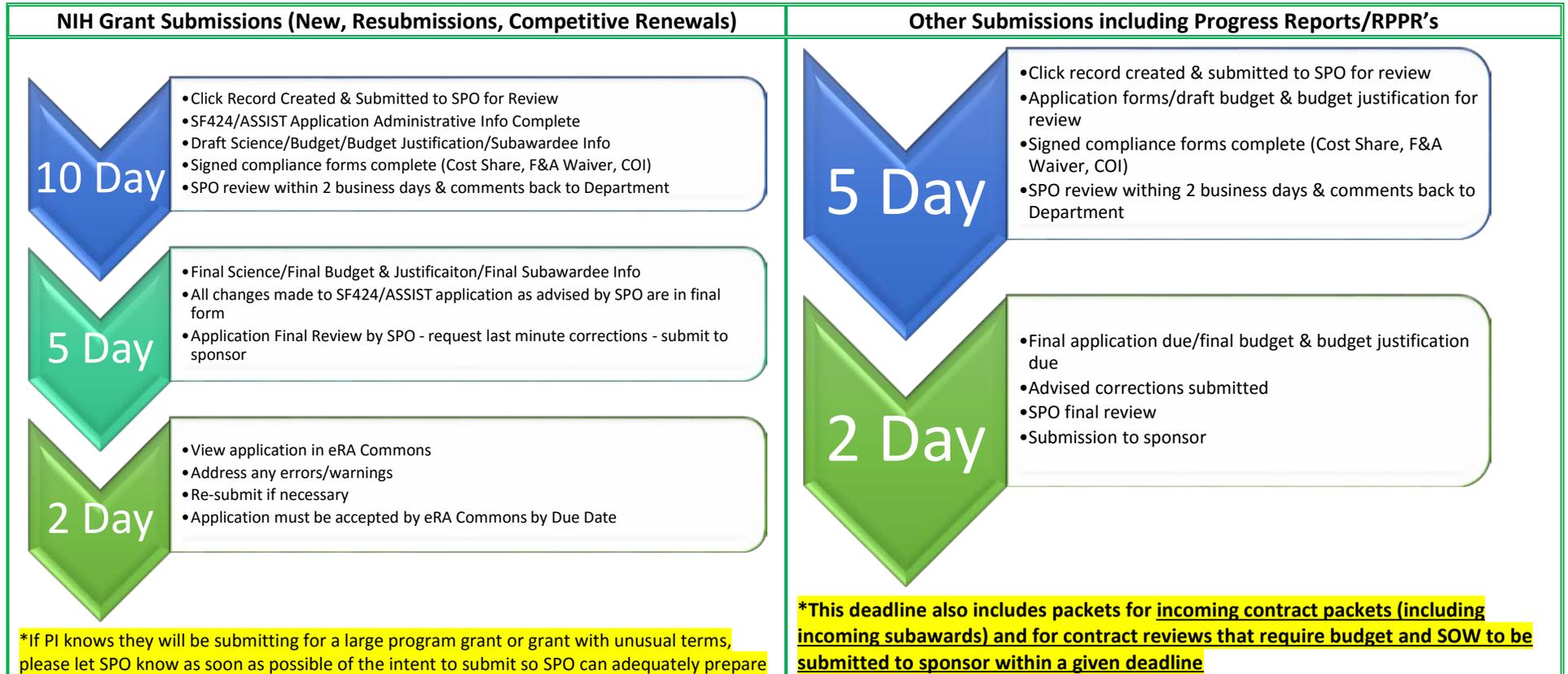


SPO Grant/Progress Report/RPPR Submission Review Timelines (Business Days)



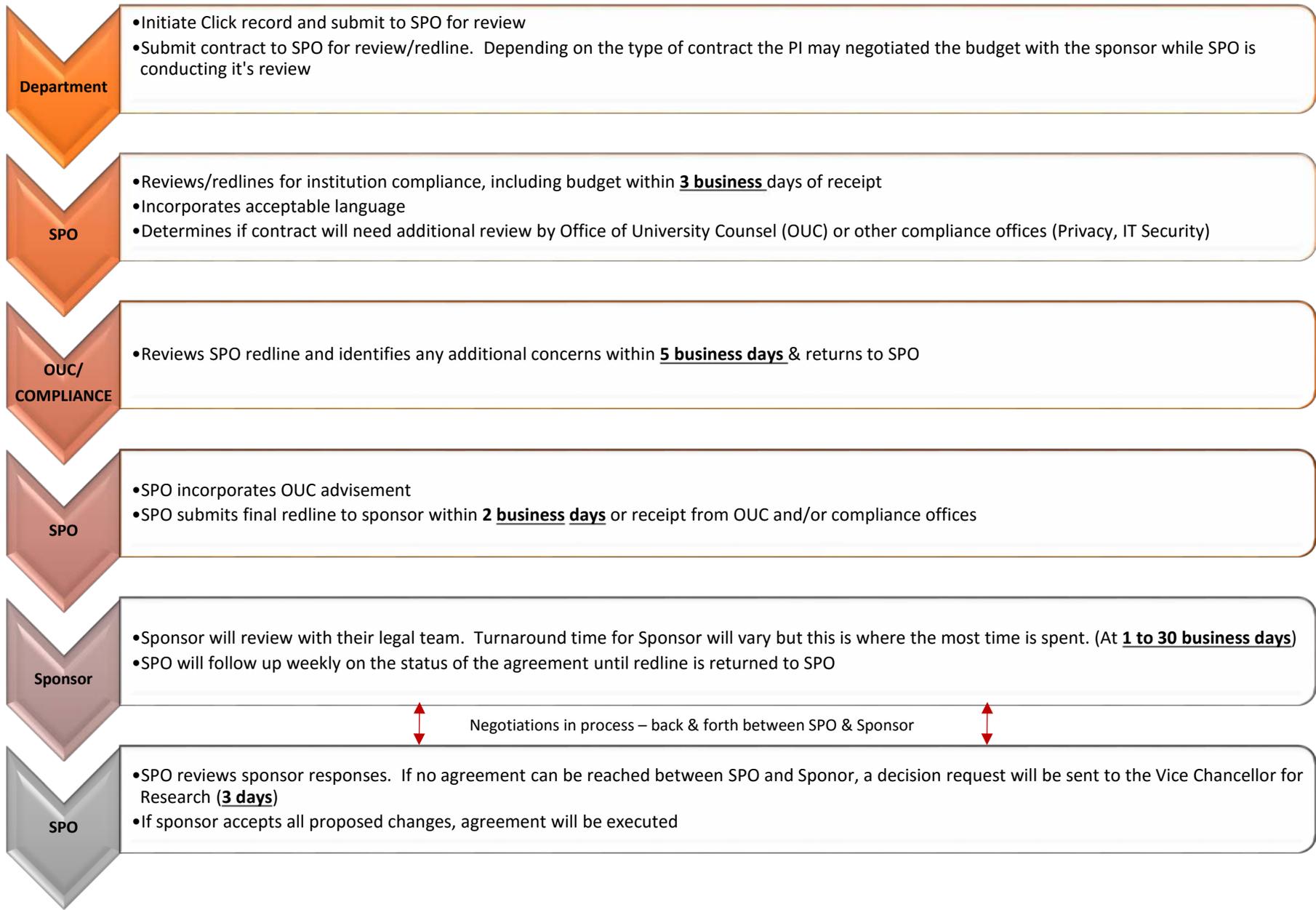
What Are the Major Items SPO Looks for in Proposal Reviews

- SPO will review grant application against the Program Announcement or Sponsor Guidelines
- SPO ensures administrative information is accurate and complete
- SPO ensures proper application forms and formats are being used to include bio-sketches, budget forms (depending on \$'s) and pieces are assembled correctly
- SPO review budget to ensure all items requests are allowable and allocable according to federal, state, and institutions regulations and policies
- SPO reviews to ensure budget justification properly justifies costs being requested

*SPO is not qualified to advise on the science in proposals therefore SPO does not review for scientific criteria and proper spelling of medical terms. If SPO sees a basic misspelling, we may advise, however SPO's role is to ensure applications are not administratively withdrawn by sponsor due to non-compliance with RFA/PA terms.

If projects are not submitted within the timelines above (10 & 5 Business Day), you will need to obtain a timeline waiver from the Vice Chancellor of Research (Dr. Richard Larson). It is important SPO has sufficient time to review projects to maximize the potential for funding.

SPO Contract Review Timelines



All contracts will not fall within the above guidelines – it will depend on the purpose/type of contract. SPO enters status updates and negotiation comments into Click so you can always have the latest info on where your contract is in negotiations.