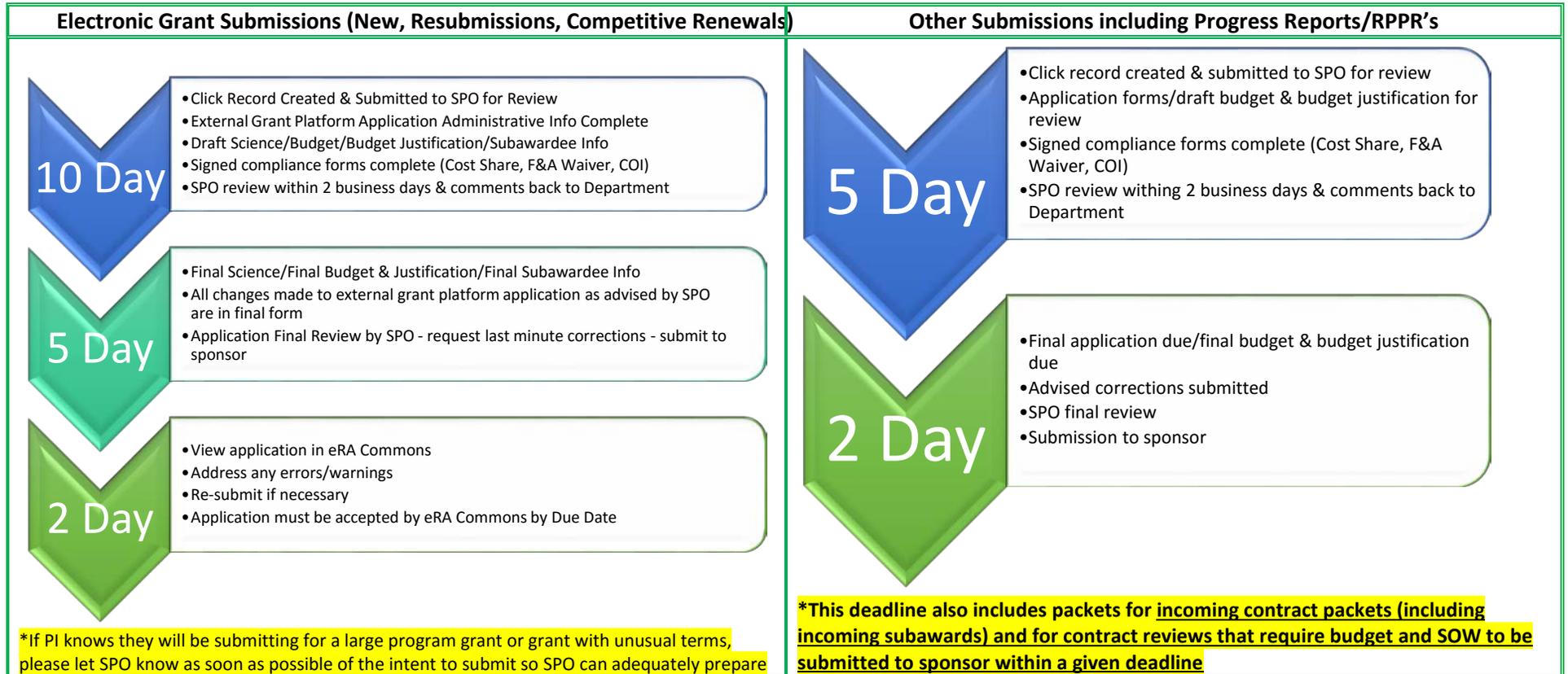


## SPO Grant/Progress Report/RPPR Submission Review Timelines (Business Days)



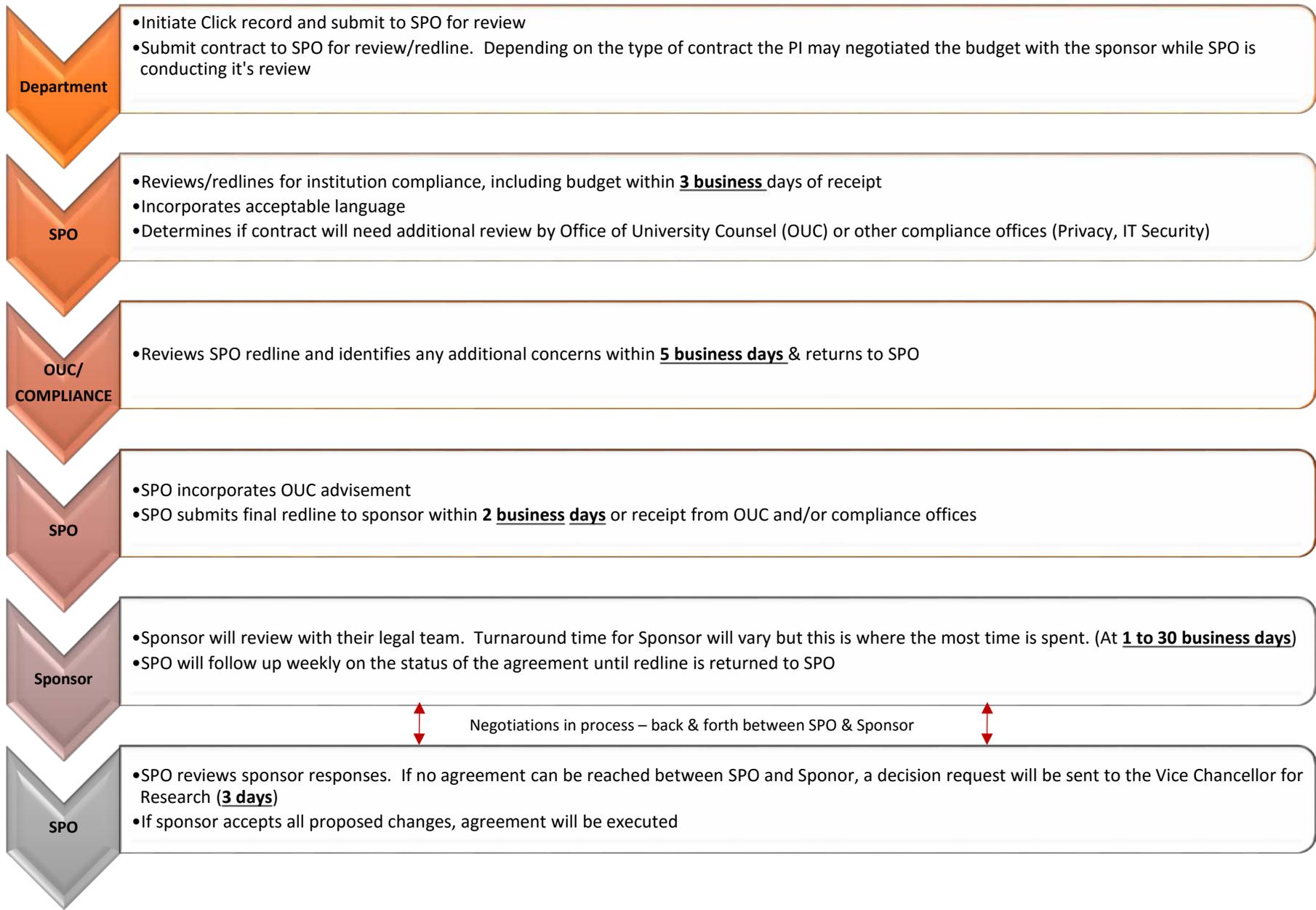
### What Are the Major Items SPO Looks for in Proposal Reviews

- 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 If SPO sees a basic misspelling, we may advise, however SPO's role is to ensure applications are not administratively withdrawn by sponsor due to non-compliance with RFA/PA terms.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 President for Research). 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.**