

McCormick Research Administration Proposal Review Guidance

McCormick research administrators are responsible for ensuring all components of a proposal are prepared in conjunction with Northwestern, McCormick and sponsor's guidelines, terms and conditions. The Sponsored Research office (SRo) is responsible for reviewing compliance components of a proposal. McCormick Research Administration (MCCRA) aims to avoid duplication of SRo review, but alternatively reviews components bearing more risk to the school if they were otherwise un-reviewed.

Required components in InfoEd prior to MCCRA review:

- Sponsor solicitation guidelines/terms & conditions. RA must review complete solicitation and identify key components and restrictive terms prior to route. Any restrictive terms should be noted in the PRF, with action taken. Solicitation with RA highlights is preferred.
- Statement of work/abstract
- Key personnel – all are listed with accurate effort
- Budget (preferably McCormick budget template)
- Budget justification
- Completed budget and effort tabs in InfoEd PD
- Completed proposal routing form w/ comments section documenting helpful information for reviewers and SRo
- If NU is sub, documentation from prime of required documents and method of submission

If applicable:

- Subaward documentation (uploaded as one PDF file per subaward) including¹:
 - Subrecipient commitment form
 - Letter of intent
 - Statement of work
 - Budget
 - Budget justification
- Cost share or funding commitments documentation¹
- Commitment of funds for project costs not covered by sponsor
- Invitation/permission to submit

MCCRA School Approvers will review and verify:

(within 24 hours of proposal being received by approvers)

- PI eligibility
- Proposing department or center is correct
- Proposal deadline date and time is correct

¹ Or note of status

- Required components (as listed above) are uploaded in internal docs
- Proposal routing form accuracy
- Proposal routing form notes included for reviewers & SRO, including any pending cost share commitments, PI eligibility issues, and F&A waivers
- Cost sharing and/or funding commitments addressed
- Budget, justification and InfoEd budget match
- Effort commitments are reasonable
 - For faculty overly committed, or nearly overly committed, approver should reach out to PI or RA regarding concern. Notify BA as necessary.
- Verification that identified restrictive terms have been addressed by RA
 - Fundamental research
 - Organizational COI
 - Cyber Security /Controlled Unclassified Information /CMMC / FISMA
 - DFARS 252.204-7018 / DFARS 252.204-7012 / NIST 800-53 / NIST 171 / FAR 52.204-21 / ISO 27001/27002
 - Export Controls
 - Foreign/ DOE Order 142.3A
- McCormick RA proposal checklist is uploaded and matches proposal requirements

Optional Comprehensive Review

McCormick research administrators may request MCCRA to perform a comprehensive review in special cases in which the proposal is complex in nature, has many components or for other reasons the RA feels a second review would benefit the proposal. If an RA would like to request an MCCRA comprehensive review, an email should be sent to their manager with details about what should be reviewed and where to find the necessary files.