

# RAPID Checklist

03/02/2010

## Division: Non Federal WFO Proposal Data Entry

**Non-Federal WFO Division Data Entry:** This Checklist is provided only for the review of the data entered by division personnel. It outlines "Who is responsible" and "OSPIP's Review" for each field.

### Getting Ready.

- What Type of Proposal?
- Is the PI in the RAPID Professionals Database?
- Is the Sponsor in the Sponsor Database?

### Add a New Proposal

✓	Field	Who is responsible	OSPIP Review?
	Proposal ID	System	No
	Version ID	Division	No

### Proposal Header

✓	Field	Who is responsible	OSPIP Review?
	Description	Division	No
	Due Date	Division	Yes - Must be after rec'd by OSPIP and reflect Sponsor guidance
	PI Name	Division	Yes - Must be same as OSPIP Proposal Package
	Long Title	Division	Yes - Must be same as OSPIP Proposal Package
	Sponsor	Division	Yes - Div should request new sponsor setup from the OSPIP CO prior to proposal submission to OSPIP
	Proposal/Award Category	Division	Yes - Category drives the data fields for completion of RAPID proposal data. If this is the wrong Category, must be corrected.
	Proposal Status	Division	Yes - Proposal must be set to Apvd by Div to indicate Div has completed the proposal and reviewed its RAPID Data
	Start Date	Division	Yes - Must be same as OSPIP Proposal Package
	End Date	Division	Yes - Must be same as OSPIP Proposal Package
	Proposal Type	Division	Yes - Must reflect the type of proposal/award action
	ARRA Type	Division/OSPIP	Yes - If funded by ARRA Stimulus funds, then must identify them as primary, secondary or tertiary
	CFDA	Division/OSPIP	Yes - If the proposal is for a grant or for a sub-award of a grant funded by ARRA Stimulus funds, then the Catalog of Federal Domestic Assistance Fund number must be provided. Note that no CFDA is required for Interagency Agreements (IAGs) unless it's a subaward of a grant.
	Purpose	Division	Yes - Must reflect the type of research or service to be provided
	Additional Info Adv Invoice	Division	Yes - Check only that it is there. Division responsible for cash management. If not there, Division must correct.
	Additional Info Flow Thru	Division	Yes - If proposal is a subaward, select Flow Thru Sponsor should be included

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**Division: Non Federal WFO Proposal Data Entry****Proposal Project**

✓	Field	Who is responsible	OSPIP Review?
	ProjID	Division	No - OSPIP cannot correct. If proposal becomes an award, it can be corrected on the Award Generation page by OSPIP CO or in Project Setup by the Division after Award is Authorized.
	Proj Title	System	Inherited from the Header.
	Subdivision	Division	No
	Department	Division	No
	Dept Contact/ Div Contact	Division	No
	Dept Rep/ Division Dir	Division	Yes - Must be Division Director or designee who signs the SPPFs. OSPIP will check signature on the SPPF

**Resources**

✓	Field	Who is responsible	OSPIP Review?
	Professionals	Division	Yes - OSPIP will check to see if PI is same as Proposal Header. If the proposal is a fellowship, OSPIP will check that a second line has been added so the Mentor is named on the proposal.

**Reports**

✓	Field	Who is responsible	OSPIP Review?
	Abstract	Division	No

**Certification\*** [Additional Certification Actions by OSPIP COs are covered in separate guidance.]

✓	Field	Who is responsible	OSPIP Review?
	Animal	Division	Yes - OSPIP will check for completion
	ARRA	OSPIP	If this is an ARRA Award, the OSPIP CO completes the ARRA Approval Certification line with the date the award is fully executed. It is the date used to report an ARRA Award.
	COI - 700U	Division	Yes -OSPIP will check for complete copy of COI package signed by the PI
	COI - NIH/NSF COI if appropriate	Division	Yes - OSPIP will check for complete copy of COI package(s) signed by the PI and Key Personnel. (NOTE: Proposals without an "exempt" sponsor may have both a 700U and NIH/NSF COI Pkg)
	Human	Division	Yes - OSPIP will check for completion
	NEPA/CEQA	Division	Yes - OSPIP will check for completion

**Overall Budget/General Info**

✓	Field	Who is responsible	OSPIP Review?
	Include in Proposal Flag	Division	Yes - OSPIP will check for completion so budget info will print on DOE forms, etc.
	Budget ID	Division	No
	Description	Division	No
	Target Sponsor Budget	Division	Yes - OSPIP will check against proposal detail budget.
	Start Date	System	No - Inherited from Proposal Header
	End Date	System	No - Inherited from Proposal Header

**Overall Budget/Periods**

✓	Field	Who is responsible	OSPIP Review?
	Periods and Target Sponsor Budget	Division	Yes - OSPIP will check for completion against proposal budget so budget info will print on DOE forms, etc.

**DOE Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	Uniqueness	PI/Division	Yes - OSPIP will check for completion
	Work within Mission	PI/Division	Yes - OSPIP will check for completion
	No Adverse Impact	PI/Division	Yes - OSPIP will check for completion
	No Detrimental Future Burden	PI/Division	Yes - OSPIP will check for completion
	Subcontracting Justification	PI/Division	Yes - OSPIP will check for completion
	BAA	PI/Division	Yes - OSPIP will check for completion
	Waiver	PI/Division	Yes - OSPIP will check for completion
	Human/Animal	PI/Division	Yes - OSPIP will check for completion
	Building Modification	PI/Division	Yes - OSPIP will check for completion
	Freedom CAR	PI/Division	Yes - OSPIP will check for completion
	IP Right Allocation	PI/Division	Yes - OSPIP will check for completion

**Intellectual Property Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	Sponsor Declines	PI/Division	Yes - OSPIP will check for completion
	Research Tools	PI/Division	Yes - OSPIP will check for completion
	Field of Use	PI/Division	Yes - OSPIP will check for completion
	Federal Flow Thru	PI/Division	Yes - OSPIP will check for completion. OSPIP will also check if Proposal Header/Additional Info/Flow Thru completed.
	UC	PI/Division	Yes - OSPIP will check for completion
	Special	PI/Division	Yes - OSPIP will check for completion
	Other Issues	PI/Division	Yes - OSPIP will check for completion

**COI Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	Non-Federal 700U	PI/Division	Yes - OSPIP will check for completion
	Subaward with Indirect NIH/NSF Funding	PI/Division	Yes - OSPIP will check for completion. Proposals without an "exempt" sponsor (i.e. domestic universities), may have both a 700U and NIH/NSF COI Package

**Department of Homeland Security Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	Mass Destruction	PI/Division	Yes, if any of these are answered yes, then OSPIP will check for the signature of the LBNL DHLS Program Manager on SPPF
	Threat Analysis	PI/Division	Yes, if any of these are answered yes, then OSPIP will check for the signature of the LBNL DHLS Program Manager on SPPF
	Other NNA Work	PI/Division	Yes, if any of these are answered yes, then OSPIP will check for the signature of the LBNL DHLS Program Manager on SPPF
	Proliferation Detection	PI/Division	Yes, if any of these are answered yes, then OSPIP will check for the signature of the LBNL DHLS Program Manager on SPPF

**NEPA/CEQA Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	All Fields	PI/Division	Yes, OSPIP will check for complete a copy of the NEPA/CQEA form signed by the PI in the proposal package.

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**Division: Non Federal WFO Proposal Data Entry****Related Budget and Reporting Code**

✓	Field	Who is responsible	OSPIP Review?
	B&R Classification	PI/Division	Yes, OSPIP will check for completion

**Proposal Burdens**

✓	Field	Who is responsible	OSPIP Review?
	Proposal Burdens	PI/Division	No

**Background Intellectual Property Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	Confidential Info in Proposal	PI/Division	Yes, OSPIP will review and work with PI/Division on how to mark proposal confidential
	Background Intellectual Property	PI/Division	Yes, this information is part of the standard Non-Fed WFO Agreement.
	Does a Sponsor Want a License	PI/Division	No, PI to work with TTD and Sponsor on this issue.

**Approvals Page**

✓	Field	Who is responsible	OSPIP Review?
	Proposal Status	Division	Yes, OSPIP will not review proposal unless set to Approved by Division Status
	PI Review	Division	Yes, OSPIP will check to see if the signature is the same as person named in the RAPID Proposal
	Division Director	Division	Yes, OSPIP will check to see if the signature is the same as person named in the RAPID Proposal
	Institutional Review	Division/OSPIP	Yes, OSPIP will assure it is the OSPIP CO review the proposal

**Submission Page**

✓	Field	Who is responsible	OSPIP Review?
	Transmission Code	Division	No, OSPIP will use along with Mailing Instructions and Contact Page for Proposal Submission.
	Mailing Instructions	Division	No, OSPIP will use along with Transmission Code and Contact Page for Proposal Submission

**Contact Page**

✓	Field	Who is responsible	OSPIP Review?
	All Fields	Division	No, OSPIP will use the Contact Information for submitting the proposal to and communicating with the Sponsor Contacts

End of Review of Division RAPID Proposal Data.