

## OSP Checklist Instructions Internal Review and Approval of Sponsored Programs -Brief-

### ***When is the OSP checklist due to OSP?***

- **With the complete application three (3) business** days prior to the application deadline; but no later than the day of submission.

### ***Who needs to sign the OSP checklist?***

- The principal investigator **and all Key/Senior Personnel**, e.g. co-PIs, co-Investigators and other faculty and staff explicitly named in the application or budget as key participants in the project.
- **Chair and Dean** (except Arts & Sciences) or his/her designee **for the PI and all key/senior personnel.**
- The Dean of Arts & Sciences and Vice Chancellor when required by item(s) listed in #4.
- **The authorized individual of any other office**, institute or center that **offers cost-sharing.**

**NOTE:** Specific units may have additional requirements (i.e. budget managers, etc).

### ***Why do PI's and senior/key personnel have to sign the checklist?*** The signed checklist documents:

- i) the PI and project team's compliance with university, sponsor's policies, and federal laws/regulations;
  - The signed checklist is required by certain federal agencies.
- ii) the department(s) and school/college's awareness of and support for the activity; and
- iii) the authorizing department/unit/other's agreement to provide the all resources necessary for the proposed project's completion.

***Do I need to submit an OSP checklist when I'm going to be a subcontractor?*** Yes.

### ***What am I signing anyway?***

#### ***If you are the PI your signature certifies***

- that you will accept responsibly for the conduct of the project and provide the required progress reports if a grant is awarded, and to manage funds in compliance with sponsor's guidelines and University policies.
- That neither you nor anyone proposed to work on the project (including collaborators, subcontractors, consultants or vendors) are, to the best of your knowledge, debarred or suspended by any federal department or agency. In other words, all participants are eligible to participate in a project funded by tax payers dollars.  
See the excluded parties list at: <http://epls.arnet.gov/> or contact OSP for assistance.
- *For NIH applications:* your acknowledgement that any false, fictitious, or fraudulent statement or claims may subject you to criminal, civil or administrative penalties.

#### ***If you are the PI or Senior/Key Personnel (co-PIs, co-Investigators, etc), your signature certifies that:***

- the proposal, including the scope of work and budget, is true and accurate
- the proposal does not infringe on the property right of others.

#### ***Chairs, Directors, Deans, Others (responsibilities vary with role, circumstance)***

- Affirm that the project is consistent with department/unit mission.
- Affirm that the budget seems reasonable for scope of work.
- Confirm that PI effort is committed for research and other projects (e.g. demonstration, service, outreach).
- Authorize commitments of support, resources or cost-sharing reported on the first page of the OSP Checklist.
- In cases where the PI and co-PIs are in different administrative units, all respective department chairs/directors and deans (with the exception of Arts & Sciences) must sign the OSP checklist.

**NOTE:** When the PI has joint appointments in multiple schools/colleges, all represented deans (except Arts & Sciences) must sign the checklist.

- The "Other" signature is available to accommodate procedures applicable to a specific department, school or college. For example, this might include business administrators.