### Review Description

<table>
<thead>
<tr>
<th>Administrative “everything but the Science” Review</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>(All documents must be finalized)</td>
<td>Three days before proposal due date</td>
</tr>
</tbody>
</table>

#### Required Documentation when Submitting for Administrative Review

<table>
<thead>
<tr>
<th>System-to-System</th>
<th>Non-System-to-System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vera Proposal Smart Forms Completed</td>
<td>VERA Proposal Smart Forms Completed</td>
</tr>
<tr>
<td>▪ Biosketch*</td>
<td>▪ Sponsor announcement/Solicitation/request email</td>
</tr>
</tbody>
</table>

#### Additional Documents

- **Budget Justification***
- **Facilities/Other Resources/Equipment***
- Subaward Documents *(required for all sub-recipients listed in proposal)*
  - SSCI, SOW, budget justification, etc.)
- **OS if required**
- Anything that requires signature
- Additional pertinent information for Specialists
  - Study Section Submission
  - Sponsor communication regarding the proposal
  - Pre-application information

*If required by sponsor, documents can be uploaded to SF-424 and do not need to be uploaded in the Attachments section.*

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### Validated SF-424 Review

<table>
<thead>
<tr>
<th>Validation</th>
<th>If Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full review of all final documents within SF-424 (Complete proposal package, review of all documents listed above)</td>
<td>With VERA Proposal – 3 days before the due date</td>
</tr>
<tr>
<td>Partial Review of principal documents and requirements (items that will give errors, budget, signatures)</td>
<td>One day before the due date</td>
</tr>
<tr>
<td>No review – just submission to sponsor</td>
<td>After 12 p.m. (noon) on the due date</td>
</tr>
</tbody>
</table>

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### Full Package Proposal Review

**National Institutes of Health (NIH)**

- Announcement – correct announcement used and everything that is required is included;
- Commons IDs;
- Narrative 3 sentences;
- Check for hyperlinks (other than Biosketch);
- Budget (totals, justification, effort, equipment, tuition, participant support costs, subcontract, IDC);

**National Science Foundation (NSF)**

- Title matches announcement naming convention;
- Broader impacts, NSF Prior support in project description – NO hyperlinks;
- Current and Pending, Biosketch

**Department of Defense (DOD)**

- Document naming conventions;
- Person profile – included degree type and year