Review Description	Timeline
Administrative "everything but the Science" Review *(All documents must be finalized)*	**Three days before proposal due date**
Required Documentation when Submitting for Administrative Review	

System-to-System	Non-System-to-System	

Vera Proposal Smart Forms Completed
▪ Biosketch*
 	
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.
	VERA Proposal Smart Forms Completed
	▪ Sponsor announcement/Solicitation/request email
	Additional Documents (if required by sponsor)
	▪ Budget Justification
	▪ Subaward Documents
	▪ SSCI, SOW, budget justification, etc.)
	▪ OS if required
	▪ Documents requiring signature
	▪ Additional pertinent information for Specialists
	  ▪ Study Section Submission
	  ▪ Sponsor communication regarding the proposal
	  ▪ Preapplication information
		(If the Validated SF-424 is submitted with the Administrative Review portion, at least three days before the due date, the Specialist will conduct a full package proposal review – see below)

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

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