DOM DRA: ITEMS NOT REVIEWED
Revised December 1, 2022

Below are items that DOM DRA does **NOT** review when reviewing a grant proposal.

Reminder: It is the PI's responsibility to review the entire proposal for accuracy.

Funding Opportunity Announcement (FOA) Information
- <u>Correct FOA:</u> Reviews will be based on the FOA selected by the FM in Cayuse/S2S.

- <u>PI Eligibility:</u> DOM DRA does NOT review for:
    - Eligibility as per the FOA requirements.
    - Eligibility for NIH Continuous Submission privileges.
    - PI ORCID IDs linked to NIH Commons account (currently required for NIH Ks).

SF424 RR
- <u>Item 4.a. Federal Identifier:</u> For resubmission/renewals/revisions, DOM DRA does not review for accuracy of the federal identifier number. The FM needs to confirm with PI that the federal identifier is correct.

- <u>Item 8 Type of Application:</u> It is the responsibility of the PI and FM to determine the appropriate [proposal application type](#).
    - PIs can submit one Resubmission application using the same FOA.
    - If the PI is submitting an additional application, or changing FOAs, then the application must be submitted as a New application.

Performance Sites
- FM needs to assure the lab address is current and accurate.

Key Persons Section
- <u>Position/Title:</u> We do not review to assure the accuracy of the faculty member's Position/Title. The FM should verify current title in [UCPath](#) or with the MSO.

- <u>Credential, e.g., agency login:</u> PI and FM need to assure the information is correct in order to avoid receiving an error during Sponsor validation.
    - [NIH eRA Commons ID](#):
        - FM needs to assure Commons ID for PI is *associated with UCLA* (especially for new UCLA faculty who have transferred from another university).
        - FM needs to assure the *role of PI is assigned* to PI's Commons ID (especially for young faculty who may have previously been post-docs and/or trainees).

Scientific Sections (Abstract, Project Narrative, Research Plan, Human Subjects, etc.)
- Assuring no prior grant information is included anywhere within a 'New' proposal
    - Example: this application was submitted as New, but Project Summary states, "The proposal is a continuation of a project within a Program Project Grant (HLXXXXX, J. Bruin, PI). The NHLBI recently ruled that such PPGs cannot extend beyond 2 cycles and, therefore, we seek R01 funds to continue our work.

- Scientific material or its contents.

- Letters of Support (LOS): DRA does not review LOS to assure compliance with NIH policy.

- PI and FM must determine the appropriate Human Subjects usage (e.g. human subject data only vs. Exemption #4 vs. full IRB required)

Budget & Justification
- <u>On or Off Campus:</u> DRA checks current On or Off campus rate is correctly listed (26% or 56%), but does not check if the performance site is accurately categorized as On or Off Campus.

- <u>Salary Verification:</u> FM must assure accurate <u>salary information</u>.

- <u>Benefit Calculation:</u> FM must assure the <u>composite benefit rate (CBR)</u> used is accurate based on the category for each individual.

- <u>Justification:</u> DRA will provide a cursory review of the breakdown of expenses to assure the expenses add up to the totals and match the budget amount. If there are extended tables containing a very detailed itemized breakdown of expenses, DRA does not review to assure accuracy.

Overall
- <u>Hyperlinks/Hypertexts:</u> <u>Hypertexts is restricted by the NIH</u>; only allowing them in very specific documents, such as publication list in section C of the bioskech. DRA will provide a general review of various documents but it is the responsibility of the PI and FM to ensure compliance.

Internal Documents
- <u>EPASS:</u> DRA does not review if the <u>COI date</u> is accurate.

- <u>PI Exception status check:</u> DRA will check PI Exception Letter is attached if EPASS states it is required, but DRA does not check if PI category is a <u>Policy 900 eligible PI</u>.

Please contact Raellen Man (<u>rman@mednet.ucla.edu</u>) if you have any questions regarding this policy.