

DOE Proposal Review Checklist – Quick Guide

Purpose: This checklist is intended to assist DCP research administrators in preparing and reviewing DOE proposals. It provides a high-level compliance checklist and supplemental guidance; however, it does not replace the applicable DOE Funding Opportunity Announcement (FOA), program-specific instructions, or DOE proposal preparation requirements.

- DOE requirements vary significantly by **Funding Opportunity Announcement (FOA)**, so the first item should always be to review the FOA and any **DOE-specific instructions**.
- DOE commonly uses **PAMS, Grants.gov, and eRA Commons (for some opportunities)**, so submission system requirements should be confirmed.
- DOE often has more extensive compliance documentation (e.g., **Data Management & Sharing Plans, Transparency of Foreign Connections, Current & Pending, etc.**) that should be reviewed carefully.

General Proposal Review

- ☐ Review the DOE Funding Opportunity Announcement (FOA) and all program-specific requirements.
- ☐ Confirm the FOA number, funding mechanism, and any program-specific deviations or additional requirements.
- ☐ Confirm the proposal submission system and institutional requirements (e.g., PAMS, Grants.gov, or other DOE designated systems).
- ☐ Confirm all Key and Senior Personnel have completed the required Financial Conflict of Interest (FCOI) disclosure via [eDisclose](#).
 - Where to verify: UFIRST > SFI Tab
- ☐ Confirm all required personnel have completed the Research Security Training.
 - Where to verify: UFIRST > Summary Page
 - How to complete: [Research Security - UF Research](#)
- ☐ Maintain ready access to the [DCP Review & Approval Workflow](#) to ensure that required approvals are obtained when necessary.

Cover Page / Proposal Information:

- ☐ Confirm project title, project dates, PI information, and organization details are accurate.
- ☐ Confirm Human Subjects and Animal Subjects are correctly identified.
- ☐ Confirm any required DOE classifications or special designations are completed.

Technical Narrative:

- ☐ Confirm the Technical Narrative follows DOE FOA requirements, including page limitations, formatting, and required sections.
- ☐ Confirm technical narrative aligns with:
 - Scope of Work (SOW)
 - Budget and budget justification
 - Personnel effort and responsibilities
 - Project timeline and milestones
- ☐ Confirm all required DOE-specific sections are included, such as:
 - Scientific/technical approach
 - Project objectives
 - Expected outcomes and anticipated impacts
 - Management plan (if applicable)
 - Milestones and go/no-go criteria (if applicable)

Statement of Work (SOW)

- ☐ Confirm SOW includes:
 - Project objectives
 - Specific tasks and subtasks
 - Responsible personnel or organizations
 - Deliverables and expected outcomes
 - Timeline or period of performance
- ☐ Confirm the SOW aligns with the Technical Narrative and budget.

Budget & Budget Justification

- ☐ Confirm the budget follows DOE FOA requirements and any funding limitations.
- ☐ Confirm salary, effort, fringe benefits, travel, supplies, equipment, participant support costs (if applicable), and other direct costs are appropriate, reasonable, and adequately justified.
- ☐ Review for potential CAS concerns (e.g., administrative/clerical salaries, office supplies, routine telephone costs).
- ☐ Confirm the correct UF F&A (IDC) rate and calculations are applied.
- ☐ Confirm all domestic and foreign travel includes adequate justification:
 - Purpose of travel
 - Destination (if known)
 - Number of travelers
 - Estimated costs
- ☐ Confirm equipment purchases are necessary, reasonable, and consistent with project objectives.
- ☐ Confirm computing devices (e.g., laptops, desktops, tablets) are essential, allocable to the project, and meet UF CAS requirements.
- ☐ Confirm the Budget Justification addresses all requested cost categories.

- ☐ Complete the applicable SF424 Research & Related forms using the UFIRST SF424 feature when submitting via Grants.gov.

Guidance: UF does not track employee compensation using hourly rates for sponsored research effort. If a sponsor's budget template requires hourly rates, include the following statement in the Budget Justification:

Federal regulations applicable to sponsored research at colleges and universities (2 CFR 200.430, "Compensation—Personal Services") require that each institution maintain internal controls to ensure that remuneration paid under sponsored programs is reasonable, conforms to established written policies consistently applied to Federal and non-Federal activities, and maintains standards for documentation of these expenses. The University of Florida uses an effort reporting system to provide a reasonable basis for distributing salary charges among institutional activities.

Cost Share (If Applicable)

- ☐ Review the FOA to determine whether cost share is required.
- ☐ Confirm cost share commitments are documented and approved.
- ☐ Confirm cost share amounts align throughout:
 - Budget
 - Budget justification
 - Technical narrative
 - Cost share commitment documentation
- ☐ Confirm all cost sharing has received appropriate departmental and college approvals prior to submission.

Subawards (If Applicable)

- ☐ Confirm the following subaward documents are obtained:
 - Scope of Work (SOW)
 - Budget
 - Budget Justification
 - Letter of Intent (LOI), Statement of Intent, or Consortium Agreement signed by the subrecipient's Authorized Official
 - Applicable F&A rate agreement or documentation of the approved indirect cost rate
 - DOE-required subrecipient forms or certifications (if applicable)
- ☐ Confirm the subaward budget and scope of work align with the prime proposal.
- ☐ Confirm any subrecipient cost-sharing commitments are documented (if applicable).

Biographical Sketches and Personnel Documents

- ☐ Confirm all required Senior/Key Personnel provide a DOE-compliant biographical sketch.
- ☐ Verify biosketch formatting, page limitations, and required content based on the FOA.

Current & Pending Support / Other Support

- ☐ Confirm all required personnel provide Current and Pending Support documentation in the

DOE-required format.

- ☐ Confirm all projects requiring a commitment of effort are included, regardless of funding source.
- ☐ Confirm all required information is included for each entry, as applicable:
 - Sponsor/organization
 - Project title
 - Project period
 - Total project amount (if required)
 - Person-months or level of effort
 - Overlap or relationship to the proposed work (if required)

Guidance: When a project period begins in one calendar year and continues into the next, use the ending calendar year of the first budget period as Year 1 when reporting effort for each project period and continue this convention for subsequent periods.

DOE Transparency and Foreign Disclosure Requirements

- ☐ Use the current DSP-approved [DOE Transparency and Foreign Connections Disclosure form](#) and complete the required sections:
 - Section 1: Items (h) and (i)
 - Section 2: Questions 1, 11, and 12
- ☐ Add a PI signature line to the end of the form and obtain the PI's signature before attaching it in UFIRST for DSP review and signature.
- ☐ Confirm any foreign affiliations, appointments, participation in foreign programs, or outside activities are disclosed as required by DOE.
- ☐ Confirm disclosures are consistent between:
 - Current & Pending Support
 - Biosketches
 - DOE Transparency and Foreign Connections Disclosure form
 - Proposal documents

Facilities, Equipment, and Other Resources

- ☐ Confirm facilities, equipment, and resources necessary to complete the project are described as required by the FOA.
- ☐ Confirm resources listed are consistent with the proposed scope of work.
- ☐ Confirm no unallowable cost commitments or institutional commitments are included unless approved.

Data Management and Sharing Plan (DMSP)

- ☐ Confirm a Data Management and Sharing Plan is included if required by the FOA.
- ☐ Confirm the plan follows DOE-specific requirements, including any page limitations.

- ☐ Confirm the plan addresses:
 - Types of data generated
 - Data preservation and access
 - Data sharing and restrictions
 - Responsibilities for data management

Additional Required Documents

- ☐ Review the DOE FOA for any additional required proposal documents, which may include:
 - Project management plan
 - Milestone plan
 - Commercialization plan
 - Environmental, Safety, and Health (ES&H) information
 - Letters of commitment or support
 - Collaboration documentation
 - Collaborator Template
 - Identification of Merit Review Conflicts
 - SF424 Form (Use UFIRST SF424 feature, when submitting via Grants.gov)
 - Research and Related Other Project Information (Use UFIRST SF424 feature, when submitting via Grants.gov)
 - Other DOE-specific forms or certifications

Final Proposal Review

- ☐ Confirm that all required approvals were obtained in accordance with the [DCP Review and Approval Workflow](#) prior to proposal submission in UFIRST.
- ☐ Review all UFIRST, SF424, and submission system validations, errors, and warnings prior to submission.

Reminder: UFIRST error checks do not identify:

- FOA-specific requirements
 - Budget compliance issues
- ☐ Confirm all required proposal documents are uploaded and final versions are included.
- ☐ Confirm all proposal documents are consistent regarding:
 - Project title
 - Project dates
 - Personnel
 - Budget amounts
 - Cost share commitments
 - Subaward information
- ☐ Confirm the FOA has been reviewed one final time.

Reminder: DOE program and FOA-specific requirements override this checklist.

Common Issues

- ☐ Missing or outdated DOE biosketch or Current & Pending Support formats.
- ☐ Inconsistencies between the Technical Narrative, SOW, budget, and personnel effort.
- ☐ Missing DOE transparency or foreign disclosure documentation.
- ☐ Data Management and Sharing Plan does not address all required elements.
- ☐ Cost share commitments are not properly documented or approved.
- ☐ Subaward documentation is incomplete or not signed by the subrecipient's Authorized Official.
- ☐ DOE-specific forms, certifications, or supplementary documents are missing.

Resources

- ☐ Websites
 - [Home | Grants.gov](#) – A federal portal used for the electronic submission of grant applications and forms.
 - [UF Research](#)
 - [Forms & Templates - UF Research](#)
- ☐ Instructions/Guides
 - [UFIRST Toolkits](#)
 - [SF424 Course Guide](#)
 - At UF, [UFIRST SF424](#) is used to create and submit most grant applications through Grants.gov.
 - An exception is NSF applications, which are submitted through Research.gov.
 - If an opportunity is not supported by UFIRST SF424, Grants.gov Workspace must be used to submit the application.
 - [Using Grants.gov Workspace](#)
 - [Grants.gov Registration Guidance](#)
 - [Grants.gov Profile setup Guidance](#) – Adding an organization to a profile
 - [Grants.gov Online User Guide](#)
 - [Grants.gov Error Message Guidance](#)