

Review Priorities for RPPR (Non-SNAP) Continuations (Forms G)

NOTE: Auditing is done to all PDF files uploaded in the application for compliance of font type, font size, characters per inch, lines per vertical inch, PDF filename and PDF file type guidelines, US Letter paper size, URL, Hyperlinks, images, and videos.

Application Information	Form Completion	Review Responsibility	Additional HSSPPO Auditing
A. Cover Page			
All fields	Department	Department	Ensures all fields are completed properly - no blank responses
Project/Grant Period	Department	Department	Ensures completed properly
Requested Budget Period	Department	Department	Ensures completed properly
UEI	Department	Department	Ensures completed properly
Recipient ID	Department	Department	Required field. List the KR IP# of the original grant
Signing Official	Department	Department	Ensures completed with HS SPPO Grant Analyst
B. Accomplishments			
All fields	Department	Department	Ensures all fields are completed properly - no blank responses
C. Products			
All fields	Department	Department	Ensures all fields are completed properly - no blank responses
Publications	Department	Department	Ensures all publications are in compliance or removed
D. Participants			
All fields	Department	Department	Ensures Commons ID, project role and effort are listed for all Key Personnel
Other Support	Department	Department	Ensures format, data integrity and electronic signatures comply with guidelines. No hyperlinks and/or URLs are allowed unless specified in the FOA
E. Impact			
All fields	Department	Department	Ensures all fields are completed properly - no blank responses
F. Changes			
All fields	Department	Department	Ensures all fields are completed properly - no blank responses
G. Special Reporting Requirements			
All fields	Department	Department	Ensures all fields are completed properly - no blank responses
G.9 Foreign Component	Department	Department	Ensures completed and any foreign componenants addressed
G.10.a Estimated Unobligated Balance	Department	Department	Ensures unobligated balance is <25% or needs to be addressed here
H. Budget			
All Fields	Department	HS SPPO	Depending on submission timeline, ensures completed properly & IDC calculation
Budget Justification	Department	Department	Audit for consistency and compliance (i.e. effort, UC/VA, cost-sharing, tuition remission, use of HFT, NGN, HS-TSC, equipment quotes). No hyperlinks and/or URLs are allowed unless specified in the FOA.
Subaward Budget (if applicable)	Department	Department	Audit for completeness and free of submission errors

Subaward Budget Justification	Department	Department	Adheres to guidelines. No hyperlinks and/or URLs are allowed unless specified in the FOA
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