**Question Checklist – Proposals**

**April 4, 2012**

Prior to submitting any application or proposal to a federal funding agency, the PI and Departmental Grant Manager, where appropriate, will be asked the following questions as part of the University’s enhanced due diligence to ensure that all statements made in the submission are factually accurate:

**FTE**

1. Are you aware of any facts that suggest the FTE levels for any employee reflected in the proposed budget are inflated beyond hours expected to be worked in order to provide a pay increase for that employee in response to a pay freeze, furlough or otherwise?

2. Are you aware of any facts that suggest the FTE levels for any employee reflected in the proposed budget are inflated beyond hours expected to be worked for any reason?

3. What steps have you taken to determine the accuracy of FTE levels reflected in the proposed budget?

**Overtime and Stipends**

4. Are you aware of any facts that suggest that any overtime for any employee reflected in the proposed budget are inflated beyond hours expected to be worked in order to provide higher pay, in response to a pay freeze, furlough, or otherwise?

5. Are you aware of any facts that suggest any overtime for any employee reflected in the proposed budget are inflated beyond hours expected to be worked for any reason?

6. Are you aware of any facts to suggest that stipends or similar payments reflected in the proposed budget are intended to be paid to Unit employees for work that will not be performed?

7. Are you aware of any facts that suggest stipends or similar payments for any employee reflected in the proposed budget are inflated for any reason?

8. What steps have you taken to determine the accuracy of overtime or stipends data reported to the government?

**Other**

9. Are you aware of any statements in the proposal which are not true, accurate and correct?

10. What steps have you taken to determine the accuracy of the proposal generally?