VCU Division of Sponsored Programs (DSP) “SOFEW” Guidance and Work Flow

- Funding Proposal (FP) arrives in DSP for review
- DSP Reviewer begins SOFEW check same day, or by next business day
- DSP Reviewer logs comment in RV (SOFEW Precheck: pass, in progress, or fail+)
- DSP Reviewer notifies dept. of any missing SOFEW documents or approvals
- DSP Reviewer and dept. continue communications and update FP as needed
- DSP Reviewer updates SOFEW comment to pass when all applicable info received

+ Proceed with review if school/college has specifically annotated in public comments the missing item and the date by which the omission/correction will be provided.

**S**
Subrecipient (if applicable)

- All subrecipient packages are complete, signed by subrecipient’s AOR, and uploaded to primary budget

**O**
Other Support (if applicable)

- Any required Current/ Pending (Other) Support for senior/key personnel have been uploaded to FP-smart form

**F**
FIR check (required)

- Financial Interest Reporting date for all COI investigators is up-to-date

**E**
PI Eligibility (if applicable)

- Any needed PI eligibility form has been signed and uploaded to the FP-smart form

**W**
F&A Waiver (if applicable)

- Any required F&A waiver has been signed and uploaded to primary budget

v. 07/27/2023