

**Princeton University
Coeus Premium 4.4
Proposal Development**



Please take a few minutes to review your proposal to make sure everything has been included before submitting the proposal for approval. *(Revised September 29, 2010)*

PROPOSAL DETAILS WINDOW

PROPOSAL TAB

- Does the Narrative have a green check beside it?
- Does the Budget have a green check beside it?
- Is the Lead Unit number correct?
- Is the Proposal Type correct?
- Is the Activity Type correct?
- Is the Title less than or equal to the maximum number of characters specified by the sponsor?
- Are special characters omitted from the title?
- Is the Sponsor Name correct?

MAILING INFO TAB

- Did you include the date the proposal is due to the sponsor as the deadline date?

INVESTIGATOR TAB

- If the proposal is being routed through a center or institute, is the correct center or institute checked as the lead?
- Is the home unit for each PI/Co-PI correct?
- Did you certify each PI?
- Did you correctly mark "faculty" for **only** faculty members?

KEY PERSON TAB

- Did you list all the key persons for the proposal as required by the sponsor?

SPECIAL REVIEW TAB

- Did you add human subjects, animal subjects or biohazards (if applicable)?

CERTIFICATION FORM

- For NSF or NIH: Did you print and have the PI and all co-PIs each sign their own certification form?

BUDGET MODULE

- Are any equipment purchases over \$5000 broken onto separate lines with their descriptions?
- Did you mark the final budget as final?
- Did you mark the final budget as complete?

NARRATIVES MODULE

GENERAL

- Did you upload the complete and final copy of the narrative file(s)?
- Are all narrative files valid PDF (no Grants.gov Adobe packages)?
- Are all narratives marked as "Complete"?
- Do all narrative files open properly in Coeus?

PERSONNEL JUSTIFICATION

- Does the Personnel Justification list all personnel, including names, number of person months devoted to the project (indicate academic, calendar and/or summer) and roles on the project with no individual salary info?

NIH CONSORTIUM JUSTIFICATION

- Does the Consortium Justification provide an estimate of total costs (direct plus F&A) for each year, rounded to the nearest \$1000?
- Does the Consortium Justification list the individuals/organizations with whom consortium or contractual arrangements have been made, along with all personnel, including percent of effort (in person months) and roles on the project?
- Does the Consortium Justification omit individual salary information?
- Does the Consortium Justification indicate whether the collaborating institution is foreign or domestic?
- Are the total consortium/contractual costs on the Consortium Justification included in the overall requested modular direct cost a amount?

YES/NO QUESTIONS

- Did you answer all the questions?
- If you responded "yes" to the use of human or animal subjects, did you include the appropriate info in the Special Review tab?
- Did you provide explanations where appropriate?

Acknowledgment: Thank you to Sam Gannon at Vanderbilt Medical School. This proposal checklist is an edited version of the VMS's checklist.

Coeus System to System Grants.gov Additional items checklist

If you are submitting via the Coeus s2s Grants.gov connection, please verify these additional items.

PROPOSAL DETAILS WINDOW

PROPOSAL TAB

- Is there a valid Funding Opportunity Number?
- Is the Grants.gov logo on the proposal tab?
- If doing a changed/corrected or resubmission, has the Sponsor Proposal Number been filled in?
- If doing a revision (supplemental funding), has the award number been filled in?

ORGANIZATION TAB

- Have any required additional performance sites/locations been added (e.g. for subcontractors)?
- Have any required additional congressional districts been added?

INVESTIGATOR TAB

- If Multi-PI (for NIH only), has the "Multi-PI" box been checked for all principal investigators, including the lead PI?

KEY PERSON TAB

- Have all non-PI key personnel (including Co-investigators) been added?
- Have roles been entered for each key person?
- If a person was listed on the investigator tab, has the same person NOT been listed on the Key Person tab (no duplication of people between tabs)?

SPECIAL REVIEW TAB

- Has an appropriate approval status been selected (approved, pending, exempt)?
- If exempt, has the exemption number been entered in the Comments field as E with the number (i.e. E4) and the approval date entered in the Approved box?
- If approved, has the approval date been entered?

PROPOSAL PERSONS MODULE

- Have sponsor-specific bios been uploaded for each key person?
- Has the Commons ID been entered for all PIs in the Person Details Window for NIH applications?
- For fellowship applications, has the citizenship info code been entered in the Person Details Window?

YES/NO QUESTIONS

- If answering yes to Human Embryonic Stem Cells, has an NIH-approved cell line been entered in the Comments field?

BUDGET MODULE

- Do all investigators who are budgeted have at least some effort inserted (i.e. a non-zero number of months)?
- Have descriptions been entered for all equipment items?
- If the budget is an NIH modular, has the Modular Budget section been completed, synced, and rounded to appropriate 25,000 increments, and is the Modular Budget boxed checked on the Budget Summary tab?
- Did you provide descriptions where appropriate?

NARRATIVES MODULE

- Have all required PDF files been uploaded under the correct narrative types?
- "Other" files that are not to be sent via s2s should use narrative type "Other - Internal Use only (not submitted to sponsor)" or any narrative type after that on the narrative list.
- Has the correct justification been uploaded to correspond to budget component being used (Personnel Justification for modular, Budget Justification for detailed)?
- Have all program specific attachments been uploaded in accordance with the instructions in the program announcement?
- Have all page limitations been observed in accordance with the program announcement?

SUBAWARD BUDGETS

- Did you press "Check File for Errors" in each subaward file before uploading to Coeus?
- Is the subaward budget file marked as "include" in the Grants.gov Forms tab?
- Are the subaward budget justification file names each different?

GRANTS.GOV CONNECTION

- Has the connection been made to Grants.gov and the correct application package selected?
- Have all necessary non-mandatory forms been checked for inclusion in the Grants.gov Forms tab (including appropriate budget form)?
- Has the application been validated prior to Submission for approval?
- Has the correct application type been selected on the Opportunity Tab?
- Have you printed and reviewed the Grants.gov forms?
- If changed/corrected, is the correct tracking number on proposal tab in "sponsor proposal number" box & application type is "change/corrected" in the Opportunity Tab?

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