

**Princeton University
Coeus Premium 4.2
Proposal Development**

✔ Checklist ✔

Please take a few minutes to review your proposal to make sure everything has been included before submitting the proposal for approval.
(December 18, 2008)



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?

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 final and correct versions of all narrative files?
- Did you verify the correct narrative types were attached?
- Are all narratives marked as "Complete"?
- Are all narratives PDF files & open correctly?

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?

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?