

# COEUS PROPOSAL FINAL CHECKLIST

## *NIH Grants.gov submissions*

### PROPOSAL DETAILS

#### PROPOSAL TAB

- Does the Narrative have a check beside it?
- Does the Budget have a check beside it?
- Is the Lead Unit correct? (should be the PI's department of primary appointment)
- Do you have the correct start and end dates?
- Is the proposal type correct? Remember that
  - Continuation means a non-competing continuation
  - Renewal means a competing continuation
  - Resubmission means an amended or revised application
  - Revision means a supplement to an existing award
  - Task Order is used for projects funded under a Master Agreement
- Is the Activity Type correct?
- Did you enter the Sponsor Proposal Number for NIH Renewals and Resubmissions? Is the NIH number in the format of this example? HL098765
- Did you enter the Original Proposal for Changed/Corrected submissions?
- Is the Grants.gov logo shown?

#### ORGANIZATION TAB

- Did you ADD your performance site(s)?

#### MAILING INFORMATION TAB

- Did you enter the Sponsor's deadline date for the proposal? (NOTE: If UMB is the subrecipient, enter the date the proposal is due to the applicant institution.)

#### INVESTIGATOR TAB

- Did you list only the PI on this tab? Or, if this is a multiple-PI application, did you list all the PIs on this tab with the PI checkbox checked for the Contact (Lead) PI?

- Does the effort listed here match what is in the budget and/or budget justification?
- Did the PI(s) certify?
- Did you print the certification, have it signed by the PI, and submit it to ORD?

#### KEY PERSON TAB

- Did you list all Key Persons for the proposal, followed by Other Significant Contributors (as defined by NIH), including consultants for which you will submit a biosketch?
- Did you include the role for each person, knowing that the choices do not include "Co-PD/PI"?
- Does the effort you indicated for each person match what is in the budget and/or budget justification?
- Did you indicate which Key Persons are UMB faculty members?

#### PROPOSAL PERSONNEL (access from Edit menu)

- Did you add a PDF biosketch for each Investigator and Key Person?
- Is each biosketch 4 pages or less, in NIH format?
- Did you verify Person Details, especially the PI eRA Commons username and email address?
- Did you add relevant degree details for the PI(s), using MM/DD/YYYY format in the "Graduation Date" field? (access from Edit menu while in this screen)

#### SPECIAL REVIEW TAB

- Did you add human subjects and/or animal use (if necessary)?
- For Grants.gov proposals, did you mark human subjects and/or animal use protocols as "Pending" or "Approved" or "Exempt"?
- For exempt human subject protocols, did you include the exemption number in the Comments box in the following format: E4 (with the digit being the exemption number)

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### **GRANTS.GOV TABS (access from Action menu)**

- For changed/corrected applications, did you select this submission type on the "Opportunity" screen?
- On the "Forms" screen, did you include all applicable forms? (detailed OR modular budget, subaward budget, cover letter)
- Did you Validate your proposal?

### **YES/NO QUESTIONS (access from Edit menu)**

- Did you answer all the questions?
- Did you provide explanations where appropriate?

### **NARRATIVES**

- Did you upload the final and correct versions of all the narratives, justifications and biosketches required for submission?
- Are all narratives (except the detailed Subaward budget) in PDF format?
- Are all narratives marked "complete"?
- Does the Personnel Justification list all personnel, with names, roles and person months devoted to the project?
- Does the Consortium Justification provide the organization name, estimate of total costs rounded to the nearest \$1000, and a list of personnel with names, roles and person months, for each subrecipient organization?
- Does the Consortium Justification indicate whether each subrecipient organization is domestic or foreign?
- Is the Project Summary 30 lines or fewer?
- Is the Project Narrative limited to 2-3 sentences?

- For R01s, do the four sections of the Research Plan (Specific Aims, Background/Significance, Preliminary Studies/Progress Report, Research Design/Methods) total  $\leq 25$  pages when combined?
- Are the human subjects narratives included if the use of human subjects was indicated on the Special Review tab?
- Is the animal use narrative included if use of animals was indicated on the Special Review tab?

### **BUDGET MODULE**

- Did you mark your final budget as Final and Complete?

### **DETAILED BUDGET**

- Did you include each UMB Senior/Key Person who is committing effort to the project in the Personnel Budget Details for the line item (Cost Element) "Senior Personnel Salary"?
- Did you include only equipment with a cost  $> \$5000$  in the Equipment cost element? Did you describe each piece of equipment?
- If you have subrecipient(s), did you include the totals in the line item budget for each period?
- Did you allocate each subrecipient budget between the  $\leq 25k$  and  $> 25k$  Subcontract cost elements?
- Did the subrecipient use the Coeus-specific PureEdge Subaward Budget?
- Did you check the subrecipient's DUNS number and budget type?
- Is the subrecipient's budget justification attached as a pdf document?

### **MODULAR BUDGET**

- Did you ensure that F&A costs are calculated on the requested modular amount for that budget period, less any exclusions (Equipment, Subawards  $> 25k$ )?