

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 for this PI?
- 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 (as defined by NIH), 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?

KEY PERSON TAB

- Did you list all Key Persons for the proposal, followed by Other Significant Contributors (as defined by NIH), including key consultants?
- 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 providing measurable effort match what is in the budget and/or budget justification?

PROPOSAL PERSONNEL (select Edit → Proposal Personnel)

- Did you add a PDF biosketch for each Investigator and Key Person?
- Is each biosketch 4 pages or less, in NIH format? (check FOA for specific limitations)
- Did you verify Person Details, especially the eRA Commons username and email address for the PI(s)?
- Did you add relevant degree details for the PI(s)? (select Edit→Degree Details while in this screen)

SPECIAL REVIEW TAB

- Did you add human subjects and/or animal use (if applicable)?
- 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 format of this example? E4 (with the digit being the exemption number)

GRANTS.GOV SUBMISSION DETAILS (select Action → Grants.gov)

- For changed/corrected applications, did you select this

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- 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 (select Edit → Yes No Questions)

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

NARRATIVES

- Did you upload the final and correct versions of all narratives required for the FOA?
- Are all narratives 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 ≤ 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?
- For multiple PI applications (as defined by NIH), is the Leadership Plan attached?

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?

Budgets with Subrecipient

- 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 you attach the Subaward Budget form?
- Did you check the subrecipient's DUNS number, budget type, and dates?
- 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 $> 25k$)?
- Did you check "Modular Budget" on the Budget Summary screen?