

Checklist and Notes for KUALI Submissions to Grants.gov

Quick Checklist for Last Minute S2S Submissions to eCommons

Only to be used if the **deadline is within 30 minutes and** you have **NOT** had a chance to review the proposal in it's entirety.

***Go to S2S tab and print all Included Forms and use this checklist to review.

		Earliest Start Date
_____	Start date is withing the guidelines	Cycle I Jan, Feb, Mar, April Deadline-- Sept / Dec
		Cycle II May, Jun, Jul, Aug Deadline-- April
		Cycle III Sep, Oct, Nov, Dec Deadline-- July

_____ 9 digit zip codes for ALL US addresses

_____ Performance Sites

_____ Key Personnell

_____ Email and Phone number

_____ Degree Info for PD/PI (includes Mulit-PI's)

_____ commons user name for PD/PI (includes Mulit-PI's)

_____ All attachments are marked FINAL

_____ Biosketches 5 page limit

_____ Intro for Resubmissions

_____ Specific Aims 1 page

_____ Research Strategy Page limit

R01 12 pages _____

R03 and R21 6 pages _____

_____ **MAKE SURE ALL FILE NAMES ARE DIFFERENT!**

_____ Human Subjects in Special Review

Protection of Humans _____

Inclusion of Women and Minorities _____

Inclusion of Children _____

Targeted Planned Enrollment _____

_____ Vertabrate Animals (if included in special review tab)

_____ Budget Selected

Modular Budget _____

Detailed _____

Effort for all personnel in calendar months _____ (FOR ALL YEARS?)

Sub budget included? _____

Effort for all personnel in calendar months _____ (FOR ALL YEARS?)

Budget Justification for sub as PDF file _____

If time permits....

_____ Page size for each attachment is 8.5 x 11