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 its 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 Mutlt-PI's)

_______ commons user name for PD/PI (includes Mutlt-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

Budget 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