

COEUS PROPOSAL FINAL CHECKLIST

NIH Grants.gov submissions

1. 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
 - o Continuation means a noncompeting continuation
 - o Renewal means a competing continuation
 - o Resubmission means an amended or revised application
 - o Revision means a supplement to an existing award
 - o Task Order is used for projects funded under a Master Agreement
- Is the Activity Type correct?
- Is the Anticipated Award Type correct?
- Did you enter the Sponsor Number?
- 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 Notice of Opportunity and the Funding Opportunity Number?
- Did you enter the Original Proposal for Changed/Corrected submissions?
- Is the Grants.gov logo shown?
- If there is a Subaward data file uploaded is this checked?

ORGANIZATION TAB

- Is the JHU performance site(s) displayed?
- Are the other organizations listed?

MAILING INFORMATION TAB

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

INVESTIGATOR TAB

- Did you list all JHU key personnel 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 budget justification?
- Did you certify the key personnel?

KEY PERSON TAB

- Did you list all other 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 budget justification?
- Did you indicate which Key Persons are JHU faculty members?

PROPOSAL PERSONNEL (access from Edit menu)

- Did you add a PDF biosketch for each Investigator and Key Person and 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 degree details for the PI(s), in the Person Details under personal tab for graduation year and degree?

SPECIAL REVIEW TAB

- Did you add human subjects, animal use, or biohazard use (if necessary)?
- For Grants.gov proposals, did you mark human subjects, animal use, or biohazard protocols as "Pending" 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)

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?

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QUESTIONNAIRE (access from Edit menu)

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

2. 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"?
- Is the Project Summary 30 lines or fewer?
- Is the Project Narrative limited to 2-3 sentences?
- Is the Budget Justification complete and accurate and do the calendar months of effort agree with the detail budget and key person tab?
- Is the Specific Aims limited to one page?
- Does the Facilities upload include new statement?
- Does the Research Strategy comply with the FOA?
 - < 12 for R01
 - < 6 for R21
 - (check PA, PAR or RFA)
- Are the human subjects narratives included if the use of human subjects was indicated on the Special Review tab?
 - Protection of Human Subjects
 - Inclusion of Women&Minorities
 - Inclusion of Children
 - Targeted Planned Enrollment
 - Inclusion Enrollment
- Is the animal use narrative included if use of animals was indicated on the Special Review tab?
- If modular, did you include a Narrative Justification if the direct costs are different in each year to explain why.
- SUBAWARD uploads:
 - Facilities and Equipment information should be included with the JHU information.
 - If modular, does the Modular Personnel Justification list all personnel, with names, roles and person months devoted to the project?

- If modular, does the Consortium Justification provide the organization name, estimate of total costs rounded to the nearest \$1000, a table of direct and indirect costs by year, and a list of personnel with names, roles and person months, for each subrecipient organization?
- If modular, does the Consortium Justification indicate whether each subrecipient organization is domestic or foreign?
- Does the Consortium/Contractual Arrangement upload include a workscope and letter of intent one of which needs the sub statement ** (only if you don't have a face page).

3. BUDGET MODULE:

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

DETAILED BUDGET

- Did you include each JHU Person who is committing effort to the project in the Personnel Budget Details for the line item and correct Cost Element? 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 <=25k and >25k Subcontract cost elements?
- If non modular, did the subrecipient use the Coeus-specific Adobe Subaward Budget file for the budget and is the Subaward uploaded and correct?
- 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

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exclusions (Equipment, Subawards
>25k)?

- Did you sync the detail budget for each year?
- Did you generate the modular budget and sync?

*** The appropriate programmatic and administrative personnel of each organization involved in this grant application are aware of the **agency's** consortium agreement policy and are prepared to establish the necessary inter-organizational agreement(s) consistent with that policy.*