

COEUS PREMIUM PROPOSAL DEVELOPMENT CHECKLIST

Before submitting your proposal for approval, use this checklist as a guide to make sure you have included all the necessary components of the proposal. Refer to Coeus Help online (http://jhuresearch.jhu.edu/COEUS/user_guides.htm) for detailed instructions or clarification.

PROPOSAL TAB

- Does the Narrative have a check beside it?
- Does the Budget have a check beside it?
- Is the Lead Unit Number correct for the PI?
- Is the PI's Descriptive Title less than 81 characters, and without special characters? *(NIH specific)*
- Do the Start and End Dates reflect the full project period?
- Is the Proposal Type correct?
This is critical for proper routing of the proposal.
- Is the Activity Type correct?
This is critical for correct calculation of overhead.
- Is the Anticipated Award Type correct?
- Is the Sponsor (Sponsor Code) correct?
- Is the Prime Sponsor field complete if JHU will be a sub-awardee?
Did you enter Sponsor Proposal Number, if applicable?
Required field for NIH / NSF Resubmission, Revision, Renewal, and Change/Corrected.
- Did you enter prior Award No., if applicable?
Required for Revision, Renewal, or Continuation submissions.
- Did you enter Original Proposal No., if applicable?
Required for Changed/Corrections, Revisions, Resubmissions or Progress Reports.
- Is the Notice of Opportunity / Special Program selection correct?
- Is the Subcontract checkbox marked if applicable?
- Is the Funding Opportunity Number or CFDA Number correct?
- Is the proposal connected to Grants.Gov? Do you see the logo?
- Did you enter the Agency Program Code and Agency Division Code? **For NSF submissions only:** <https://www.fastlane.nsf.gov/pgmannounce.jsp>

ORGANIZATION TAB

- Are additional Performance Sites (Locations) entered?
- Is the address completed for each entered Location?
- Is the Congressional District and DUNS number entered for each additional performing organization?

MAILING INFO TAB

- Is the date entered the date the proposal is due to the sponsor?

INVESTIGATOR TAB

- Are all PIs, Co-PIs & Co-Investigators listed on the Investigator Tab? *All should be JHU employees.*
- Is the lead unit correct?
- Did you enter the percent effort for the total project period for each Investigator?
- Are all the Investigators certified?

KEY PERSON TAB

- Are all key people listed, including PI/PPD/or Co-PI external to JHU, other significant contributors, consultants, and mentors?
- Are Key Person roles entered?
- Did you enter the percent effort for the total project period for each Key Person?
Only use 999% if submitting a PAPER 398 application to NIH, otherwise enter the appropriate % effort.

PROPOSAL PERSONNEL SCREEN

- Did you attach the required Personnel documents (*Biosketches, Other Support, etc.*) for all Investigators and Key Personnel?
- Did you verify there are no special characters in the file name?
- Are the Biosketches in the correct format?
(Refer to sponsor requirements)
- Did you verify the Person Details?
(eRA Commons User Ids, e-mail addresses, directory title, address, citizenship)
- For NIH Submissions** – Does PI's eRA Commons User ID in Coeus match their eRA Commons ID in Commons?
- For NSF Submissions** - Does PI's e-mail address in Coeus match their e-mail address in their Fastlane Profile?
- Did you verify the Degree information for each person?
(Rolodex entered persons require manual entry of degree info)

SPECIAL REVIEW TAB

- If your proposal has Human Research Participants or Laboratory Animal Care did you include them in this tab?
- If the Human Research Participants or Laboratory Animal Care protocol is approved, did you enter the approval date in the Appr. Field?
- If the Human Research Participants protocol is exempt, did you include the appropriate exemption code in the comments box?

SCIENCE CODE TAB

- Is the correct code/description filled out?
Choose any applicable terms to assist in administrative data collection.

OTHER TAB

- For NASA submissions only.**
Use NSPIRES user name or Authorized Organization Representative (AOR).
This is typically the person in Research Administration who submits the proposal to grants.gov.

GRANTS.GOV SCREEN

- For Change / Corrected applications, is that Submission Type selected on the Opportunity Tab?
- Are all the appropriate forms on the Forms Tab checked to "Include?" *(i.e. Modular Budget, Sub award Budget, Cover Letter)*
- Does the proposal pass the Grants.gov Validation?
- Do all the Uploads attach to the forms in the appropriate fields?
Choose print to review.
- Does the R&R Budget form display Senior and Other personnel correctly? Choose print to review.
(# of professionals, person months, salary, and fringe benefits)?

ABSTRACT SECTION

- For NSF Submissions** – If required by the notice of opportunity, did you list Suggested Reviewers or Reviewers Not to Include in the respective Abstract types?

Note: this section is used mainly for old PHS forms, most of this information should be uploaded as Narratives.

NARRATIVE MODULE

Note – Please refer to the Sponsor instructions for which Narrative Types to include with your proposal submission.

- Did you upload the final and correct versions of all the narratives necessary for business review?
- Did you verify that the correct narratives were attached to the corresponding Narrative Type?
- Are all narratives marked as "Complete?"
- Are all narratives in the sponsor required format? (i.e. word or PDF, margins, header/footer, etc.)
- If the submission is a Special Program, did you upload the sponsor instructions?
- Did you make sure there are no special characters in file names?

IF COPIED PROPOSAL

- Application type adjusted?
If necessary, be sure to change the grants.gov submission type as well. For example: a change/corrected resubmission.
- If NIH modular budget, check box filled in on Budget Summary Tab?
- All narratives copied and marked complete?
- Checked YNQs to see if any new questions have been added since last submission?

BUDGET MODULE

Detailed Budget

- Are Direct, Indirect, and Total costs entered for each period of the budget?
- Did you review/confirm the F&A rates applied to the proposal?
- Did you review the Budget Persons Table/Window?
 - Does each individual have the appropriate Appointment Type selected and the correct Effective Date, Calc. Base Salary & Salary Anniversary Date entered?
If no salary anniversary date is entered, default is July 1st.
 - Has the Effective Date on budget Persons screen been updated to reflect effective data of salary listed?
- Are all NAMED and TBA personnel entered correctly in the Personnel Budget Details of Salary Line items?
 - Are Start & End Dates correctly entered for the period of the work?
 - Is the correct Period selected?
 - Was both the % Charged & % Effort entered for each individual paid under that line item?
 - Have the budget salaries been reviewed and confirmed accurate?

***Note** – To populate the Grants.gov forms appropriately, all personnel must be included in the Personnel Budget Details of the Personnel Line Item and the valid cost center that they will be paid from.

- Does the budgeted personnel effort match the stated amount in the budget justification?
- Is the Budget Justification uploaded in the Narrative Module?
- Did you review each period of the budget?
- Is there Cost Sharing indicated?
 - Have you checked with Research Administration to confirm business rules?
- Are any equipment purchases of \$5,000 or more broken out onto separate lines?
 - If so, is there a description and justification in the line item detail?
- If there are subcontracts, are the sub award budgets appropriately uploaded in the Sub Award section of the budget?
- Have you verified that uploaded subcontractor forms populate forms properly/are actually in correct format?

Modular Budget

- Did you mark it as Modular on the Budget Summary Tab and save immediately?
- Did you sync the Modular budget to the Detailed Budget?
- Are all of your modules correct and consistent?
- Did you recalculate the IDC base using the Modular Total Direct Cost if need be?
- Did you include the Modular Budget justifications in the Narrative Module?

General Budget Items

- Did you mark a budget version as Final?
- Did you mark the selected final budget as complete?
- Did you select the appropriated Budget Forms to be included in the Grants.gov submission?

RESEARCH COMPLIANCE QUESTIONNAIRE

- Did you complete the research compliance questionnaire?
- Did you complete other questionnaires, if listed?

YES/NO QUESTIONS

- Are all of the questions reviewed & answered?
- Are the Explanation fields complete for questions that require explanations?
- Are the answers appropriate to this sponsor/submission?

PREPARE FOR ROUTING

- Did you run validation checks? Coeus and Grants.gov.
- Create a pdf of application to review form set and verify that all information appears correctly.