

# Coeus 4.5.1P2 Proposal Development Checklist

Updated October 2018



## PROPOSAL TAB

- Does the Narrative have a green check beside it?
- Does the Budget have a green check beside it?
- Is the Lead Unit number correct?
- Is the Proposal Type correct?
- Is the Activity Type correct?
- Is the Title less than or equal to the maximum number of characters specified by the sponsor?
- Are special characters omitted from the title?
- Is the Sponsor Name correct?

## MAILING INFO TAB

- Did you include the deadline date (the date the proposal is due to the sponsor)?

## INVESTIGATOR TAB

- If the proposal is being routed through a center or institute, is the correct center or institute checked as the lead?
- Is the home dept for each PI/Co-PI correct?
- Did you certify each PI?
- Only Princeton people should be listed.

## KEY PERSON TAB

- Did you list only key persons for the proposal as required by the sponsor?
- Do not include TBA people.
- Do not list the same person on both the investigator and key person tabs. It's one tab or the other.
- Only Princeton people should be listed.

## SPECIAL REVIEW TAB

- Did you add human subjects, animal subjects or biological agents as applicable?
- Did you include equipment exported, travel abroad, work with non-US persons or ITAR controlled items as applicable?

## YES/NO QUESTIONS

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

## CERTIFICATION FORM

- Did the PI and all co-PIs each sign their own certification form?

## BUDGET MODULE

- Are any equipment purchases over \$5000 broken onto separate lines with descriptions?
- If cost sharing is involved, is the cost sharing entered into the budget and is the cost sharing distribution screen completed?
- Did you mark the final budget as final?
- Did you mark the final budget as complete?

## NARRATIVES MODULE

### **GENERAL**

- Did you upload the complete and final copy of the narrative file(s)?
- Did you upload all signed PI certification Forms?
- Did you upload the RFP?
- If cost sharing is involved, did you upload the cost sharing commitment forms and letters as appropriate?
- Are all narratives marked as "Complete"?
- Do all narrative files open properly in Coeus?

### **PERSONNEL JUSTIFICATION**

- Does the Personnel Justification list all personnel, including names, number of person months devoted to the project (indicate academic, calendar and/or summer) and roles on the project with no individual salary info?

### **NIH CONSORTIUM JUSTIFICATION**

- Does the Consortium Justification provide an estimate of total costs (direct plus F&A) for each year, rounded to the nearest \$1000?
- Does the Consortium Justification list the individuals/organizations with whom consortium or contractual arrangements have been made, along with all personnel, including percent of effort (in person months) and roles on the project?
- Does the Consortium Justification omit individual salary information?
- Does the Consortium Justification indicate whether the collaborating institution is foreign or domestic?
- Are the total consortium/contractual costs on the Consortium Justification included in the overall requested modular direct cost amount?