University of Cincinnati
Coeus Premium
Proposal Development Detailed Checklist

Please take a few minutes to review your proposal to make sure everything is correct & all required information has been included before submitting the proposal for approval.

PROPOSAL DETAILS WINDOW

PROPOSAL TAB

☐ Do the Narrative and Budgets have a green check beside them?

☐ Is the Title less than or equal to the maximum number of characters specified by the sponsor?

☐ Is all the information correct? IE – dates match budget, sponsor/prime correct/activity type?

☐ Please contact coeus@uc.edu before creating a budget hierarchy.

ORGANIZATION TAB

☐ Have any required additional performance sites/locations been added (e.g. for subawards)?

☐ Have any required additional congressional districts been added?

MAILING INFO TAB

☐ Did you include the date the proposal is due to the sponsor as the deadline date?
INVESTIGATOR TAB
- Is the home unit for each PI/Co-PI correct?
- Did you assign the proper credit and effort for each PI/Co-PI? (credit required even if there is only one Investigator)
- Has the PI certified the proposal? (note the green check mark)

KEY PERSON TAB
- Did you list all the key persons for the proposal as required by the sponsor and include effort?
- Have roles been entered for each key person?
- Check to be sure there is no duplication of people between Key Person and Investigator tabs

SPECIAL REVIEW TAB
- Did you add human subjects, animal subjects or biohazards (if applicable)?
- Has an appropriate approval status been selected (approved, pending, exempt)?
- If protocol held at another institution, is the institution name entered in the comments section?
- If approved, has the approval date been entered?
BUDGET MODULE

☐ Are any equipment purchases over $5,000 broken onto separate lines with their descriptions?
☐ Did you mark the final budget as complete AND final?

BUDGET PERSONS TAB

☐ Did you change the effective date to the date of the person’s last raise?

NARRATIVES MODULE
GENERAL

☐ Did you upload the complete and final copy of the narrative file(s)?
☐ Are all narrative files valid PDF?
☐ Are all narratives marked as “Complete”?
☐ Do all narrative files open properly in Coeus?
☐ Are required documents uploaded?

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 $1,000?
☐ 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?

Questionnaire

☐ Did you answer all required questionnaires?
Note: the UC specific Questionnaire is required for all proposals.
Coeus System to System Grants.gov Additional items checklist
If you are submitting via the Coeus s2s Grants.gov connection, please verify these additional items.

PROPOSAL DETAILS WINDOW

PROPOSAL TAB
☐ Is there a valid Funding Opportunity Number?
☐ Is the Grants.gov logo on the proposal tab?
☐ If doing a changed/corrected or resubmission, have the Original Proposal and Previous Grants.gov Tracking ID been filled in and Grants.gov page marked :change/corrected?
If doing a revision (supplemental funding), has the award number been filled in?

INVESTIGATOR TAB

If Multi-PI (for NIH only), has the “Multi-PI” box been checked for all principal investigators, including the lead PI?
PROPOSAL PERSONS MODULE

☐ Have sponsor-specific bios been uploaded for each key person?
☐ Has the Commons ID been entered for all PIs in the Person Details Window for NIH applications?

☐ For fellowship applications, has the citizenship info code been entered in the Person Details Window?

BUDGET MODULE

☐ Do all investigators who are budgeted have at least some effort inserted?
☐ Have descriptions been entered for all equipment items?
☐ Did you provide descriptions where appropriate?
☐ If the budget is an NIH modular, has the Modular Budget section been completed, synced, and rounded to appropriate 25,000 increments, and is the Modular Budget boxed checked on the Budget Summary tab?
NARRATIVES MODULE

- Have all required PDF files been uploaded under the correct narrative types?
- "Other" files that are not to be sent via s2s should use narrative type "Other - Internal Use only (not submitted to sponsor)."
- Has the correct justification been uploaded to correspond to budget component being used (Personnel Justification for modular, Budget Justification for detailed)?
- Have all program specific attachments been uploaded in accordance with the instructions in the program announcement?
- Have all page limitations been observed in accordance with the program announcement?

SUBAWARD BUDGETS

- Is the subaward budget file marked as "include" in the Grants.gov Forms tab?
- Are the subaward budget justification file names each different?
**GRANTS.GOV CONNECTION**

- Has the connection been made to Grants.gov and the correct application package selected?

- Has the correct Submission Type been selected on the Opportunity Tab?

- Have all necessary non-mandatory forms been checked for inclusion in the Grants.gov Forms tab (including appropriate budget form)?

- Have you printed and reviewed the Grants.gov forms?

- Has the application been validated prior to Submission for approval?
If doing a changed/corrected or resubmission, have the Original Proposal and Previous Grants.gov Tracking ID been filled in and Grants.gov page marked :change/corrected?

Be sure to upload all checked forms.

Validate before submitting.

Print uploaded forms.