

## DEPARTMENTAL GRANT APPLICATION CHECKLIST

This checklist is a tool to assist you in preparation of new/renewal grant applications submitted to Sponsored Research Services. It is expected that the grant administrator in the department will check the documents prior to attaching them in Coeus.

1. Coeus Proposal, with appropriate signatures. This includes PI, Business Administrators (BA), Department Head (DH), and Dean. Also BA, DH and Dean from other departments if applicable. This is required when staff from other departments is involved, regardless of whether they are receiving salary support from the grant.
2. Narrative Attachments:
3. See Sponsor guidelines for required documents.
4. System to System (S2S) submission documents may include: (Be sure to check the RFP for a complete list)
  - a. The face page and/or all pages requiring signatures.
  - b. Letter of commitment from dean/unit director/vice president for any required cost sharing.
  - c. The abstract.
  - d. Biographic Sketches prepared according to guidelines.
  - e. Other support (current and pending) pages, if applicable.
  - f. Resources and environment pages.
  - g. Any checklist which is submitted along with the application to the agency.
  - h. All letters of intent to collaborate or consult, appropriately signed by the collaborating institution's official or the individual consultant.
5. **If application is a not S2S submission include completed application**
6. For those applications which do not contain a signature line for an institutional signature (other than dean, sponsor, or the investigator), a cover letter may be prepared for signature by Sponsored Research Services <http://www.srs.uc.edu>.
7. **For applications involving subcontracts, supply the items listed below.**
  - a. Face Page or (signed by PI and Institutional Official).
  - b. Abstract page
  - c. Budget pages and budget justification
  - d. Biographical Sketch
  - e. Other Support
  - f. Resources and Environment
  - g. Checklist
8. **Coeus Proposal**
  - a. Credit Split
    - i. Scientific Credit must be assigned to other personnel if separate accounts will be requested at award stage
      1. This credit does not reflect % effort on project
      2. It also does not guarantee and separate account. The decision is the PI's and his/her dept.
  - b. Funding Agency/Prime sponsor
    - i. Sponsor is who UC will be getting the money from
    - ii. Prime Sponsor is the highest tier the money is coming from
      1. Ex. CHMC is submitting a proposal to NIH and we will be a sub on it.
        - a. Funding agency is CHMC
        - b. NIH is Prime Sponsor
  - c. Submittal Deadline:
    - i. The date should be 5 days from when SRS receives the full proposal and the ePRF has all its required signatures.
  - d. Protocols
    - i. All IRB, IACUC, Biohazard, and Radiation Hazard protocols should be listed for the project.

1. If the protocol is pending type pending in both the protocol # and date fields

## 9. Budget basics:

- a. FB rates:
  - i. Be sure to select the correct appointment type for each person
  - ii. Please note that there is now a Dual Compensation type for the clinical faculty.
- b. Equipment:
  - i. Single items over \$5000 must be listed as equipment and do not get overhead
- c. Tuition:
  - i. Not subject to overhead
- d. Overhead (F&A):
  - i. Current rate is 60%
  - ii. Cognizant agency rate agreement
    1. DHHS-Arif Karim-214-767-3600
    2. Agreement date 3/15/17
  - iii. F & A Waiver:
    1. Need if requesting other than full overhead
      - a. Not needed if amount is restricted by funding agency
  - iv. Off Campus Verification:
    1. If 50% or more of the work will be done off campus a lower F&A rate of 26% can be used.
- e. NIH Salary Cap
  - i. Difference between UC base and cap must be cost shared.
    1. Current 12 mo faculty cap: \$187,000
    2. Current 9 Mo Acad. Cap: \$11,5076.92
    3. Current 9 mo Rec. Base: \$50,346.15
- f. Cost Share
  - i. Must be listed if needed so the dept. can approve

ALLOW FIVE (5) WORKING DAYS PRIOR TO DUE DATE FOR SPONSORED RESEARCH SERVICES REVIEW AND SIGNATURE ON APPLICATION. ANY APPLICATION RECEIVED AFTER THE FIVE DAY DEADLINE WILL BE RETURNED BY SRS.

Here is SRS's website-please bookmark it and use it as a reference tool.

[Researchhow2@uc.edu](mailto:Researchhow2@uc.edu)