

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 checks beside them?

Proposal Details - 0000056

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

Proposal No: 0000056 Status: In Progress Proposal Hierarchy: Narrative: ✓ Budget: ✓

Lead Unit: 50000004: Training Unit COM child

Title: Training Demo Worksheet 1

Start Date: 01-Jul-2011 End Date: 30-Jun-2016

Proposal Type: New Award No:

Activity Type: Research NSF Code:

- 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?

Proposal Details - 00001186

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

Organization/Location

Type	Location
Proposal Organization	University of Cincinnati
Performing Organization	University of Cincinnati

Address/Contact

Ucci, Mary
University Hall, Ste 530,51 Goodman Dr Cincinnati OH 45221

Congressional District

Name
OH-001

MAILING INFO TAB

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

Proposal Details - 0000056

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

Deadline
 Date: 01-Jul-2011
 Type: Postmark Receipt

Mail By
 [Red Arrow: Proposal Due Date]

Type
 Regular
 Express Courier
 Electronic

Mail Account: _____
 Carrier Code: _____
 Carrier Code Type: _____
 No. Of Copies: _____

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

Proposal Details - 00001186

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

Name	Role	% Effort	Faculty
Steven S. Manning	Sr Grant Admin	85.00	<input type="checkbox"/>
Constance Lynn Kendall Theado	Asst Professor	10.00	<input checked="" type="checkbox"/>

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?

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

Person Name	PI	Multi PI	Faculty	Effort %	Academic Year Effort %	Summer Year Effort %	Calendar Year Effort %	Certify
Carole H Donnellon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20.0	.00	.00	.00	<input checked="" type="checkbox"/>

Investigator Credit Split

	Recognition
Carole H Donnellon (PI)	100.0
000001 - University of Cincinnati	100.0
Unit Total	100.0
Investigator Total	100.0

Correct effort and credit assigned?

Buttons: Add, Delete, Find Rolodex, Find Person, Certify, **Credit Split**

Proposal Details - 00000629

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

Special Reviews

Special Review	Approval	Protocol No.	Appl. Date	Appr. Date
Animal Usage	Approved	02-04-06-08		15-Jul-2012
Human Subjects	Pending			
Biohazard Materials	Approved			09-May-2012

Special Review Comments :
CCHMC

Enter application date, if known, for pending protocols

Approval Date for approved protocols

Enter protocol holder info if not UC

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?

Select Budget

Proposal Number: 00000056
Sponsor: H000000: National Institute of Health

Budget Status: Complete Final Version: 1

Version	Status	Start Date	End Date	Total Cost	Final
1		01 Jul 2011	30 Jun 2016	\$50,000.00	<input checked="" type="checkbox"/>

OK Cancel New

BUDGET PERSONS TAB 

- Did you change the effective date to the date of the person's last raise?

Budget Persons

Proposal Number: 00000056 Version: 1

Name	Job Code	Appointment Type	Eff Date	Calc Base
Carole H Donnellon	JOBCDE	12M DURATION	01-Jul-2011	\$100,000.00

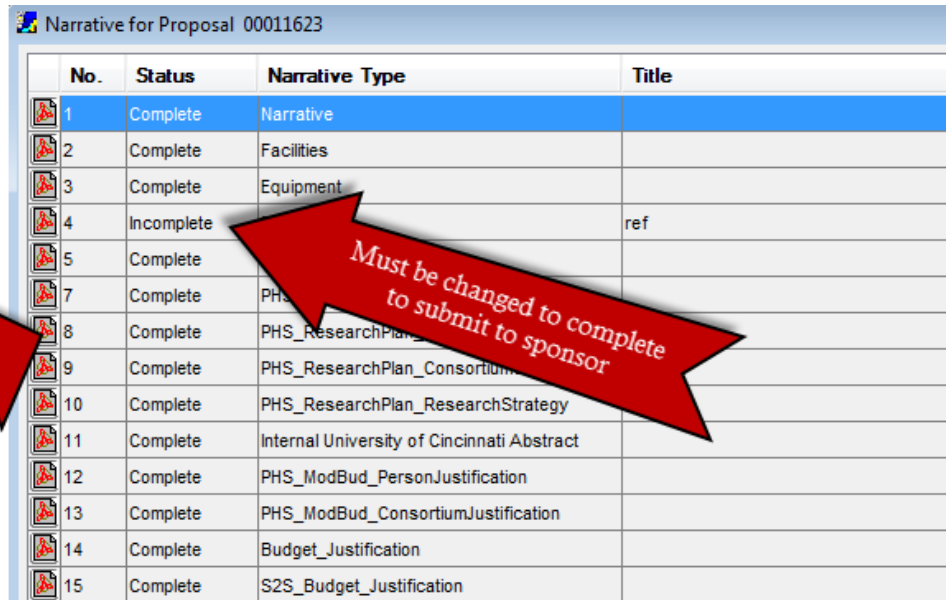
OK Cancel Add Find Person

Date of 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?



No.	Status	Narrative Type	Title
1	Complete	Narrative	
2	Complete	Facilities	
3	Complete	Equipment	
4	Incomplete		ref
5	Complete		
7	Complete	PHS_ResearchPlan	
8	Complete	PHS_ResearchPlan	
9	Complete	PHS_ResearchPlan_Consortium	
10	Complete	PHS_ResearchPlan_ResearchStrategy	
11	Complete	Internal University of Cincinnati Abstract	
12	Complete	PHS_ModBud_PersonJustification	
13	Complete	PHS_ModBud_ConsortiumJustification	
14	Complete	Budget_Justification	
15	Complete	S2S_Budget_Justification	

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?

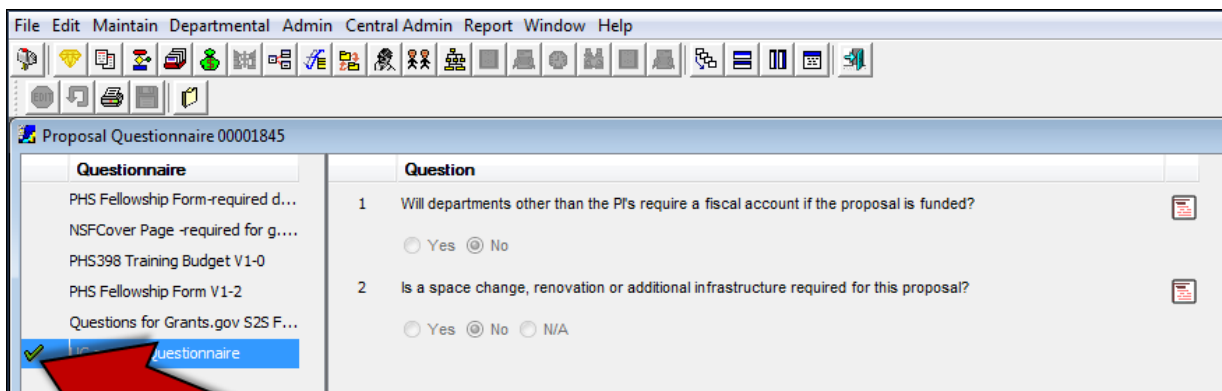
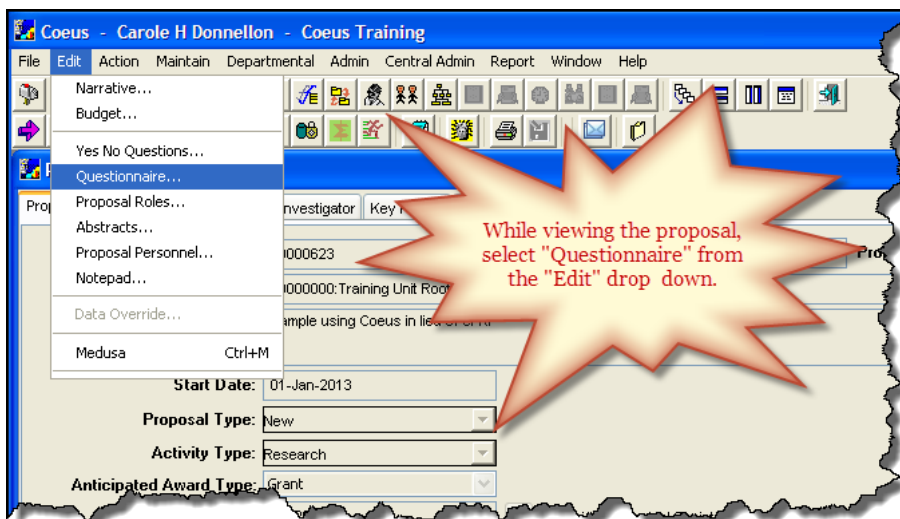
NIH CONSORTIUM JUSTIFICATION

- 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.



Required questionnaires indicated by green check

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?

Proposal Details - 00001186

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

Proposal No: 00001186 Status: In Progress Proposal Hierarchy: ✕ Narrative: ✕ Budget: ||

Lead Unit: 000001:University of Cincinnati

Title: Sample for Screen Shot

Start Date: 01-Nov-2010 End Date: 31-Oct-2015

Proposal Type: New Award No: [Search]

Activity Type: Research NSF Code: [Dropdown]

Anticipated Award Type: [Dropdown]

Sponsor: H00003 National Institutes of Health

Prime Sponsor: [Search]


Sponsor Proposal No: [Search] Original Proposal: [Search]

Program Title: G.g AT07 and NIH Ext-UAT Test FOA (R01)

Notice Of Opportunity: Federal Solicitation Subcontract

Funding Opportunity Number: PA-BB-R01 CFDA Number: 93.838

Agency Program Code: [Search] Agency Div Code: [Search]



□ 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?

Proposal Details - 00011623

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

Proposal No: 00011623 Status: In Progress Proposal Hierarchy: ✕ Narrative: || Budget: ||

Lead Unit: 60000342:COM Internal Medicine

Title: Test

Start Date: 01-Apr-2014 End Date: 31-Mar-2019

Proposal Type: Resubmission Award No: [Search]

Activity Type: Research NSF Code: [Dropdown]

Anticipated Award Type: [Dropdown]

Sponsor: H00003 National Institutes of Health

Prime Sponsor: [Search]

Sponsor Proposal No: [Search] Original Proposal: 12010061 [Search]


Program Title: G.g AT07 and NIH Ext-UAT FOA (R01)

Notice Of Opportunity: Federal Solicitation Subcontract

Funding Opportunity Number: PA-C-R01 CFDA Number: .

Agency Program Code: [Search] Agency Div Code: [Search]

Agency Routing Identifier: [Search] Previous Grants.gov Tracking ID: GRANT00111072 [Search]



- 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?

Person Name	PI	Multi PI	Faculty	Effort %
Carole H Donnellon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	.00
Christine C. Jones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	.00
Ketaki Ashutosh Mhaisekar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	.00

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?

Person Details
Organization Personal Contact Info Misc Other

Address 1: 2930 Scioto St., Apt# 613
Address 2:
Address 3:

City: Cincinnati County:
State/ Province Name: Ohio Postal Code: 45219
Country: USA Fax:
Pager: Mobile:
eRA Commons User Name: Mhaise

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

Person Details
Organization Personal Contact Info Misc Other

Citizenship Info: US Citizen

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?

Modify Budget for Proposal 00004003, Version 1

Summary | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Total

Version: 1 Final: Start Date: 01-Sep-2011 End Date: 31-Aug-2016

Residual Funds: \$0.00 Total Cost Limit: \$0.00 OH Rate Type: MTDC

Total Cost: \$1,959,650.01 Total Direct Cost Limit: \$0.00 Direct Cost: \$1,250,000.00

Indirect Cost: \$709,650.01 Underrecovery: \$0.00 Cost Sharing: \$0.00

Comments:

Budget Status: Complete

UR Rate Type: MTDC

Off Campus: Default

Modular Budget:

Submit Cost Sharing:

Proposal Hierarchy:

Modular Budget checked

Modular Budget for Proposal 00004003, Version 1

Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Cumulative

Total Costs, Entire Project Period

Total Direct Cost less Consortium F&A for Entire Project Period: \$1,250,000.00

Total Consortium F&A for Entire Project Period: \$0.00

Total Direct Costs for Entire Project Period: \$1,250,000.00

Total Indirect Costs for Entire Project Period: \$709,650.01

Total Direct Costs and Indirect Costs for Entire Project Period: \$1,959,650.01

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?

Narrative for Proposal 00004003

No.	Status	Narrative Type	Title
1	Complete	Narrative	Research Narrative
2	Complete	Equipment	Equipment
3	Complete	Bibliography	Bibliography
4	Complete	PHS_ResearchPlan_SpecificAims	Specific Aims
5	Complete	PHS_ResearchPlan_VertebrateAnimals	Vertebrate Animals
6	Complete	PHS_ResearchPlan_ResourceSharingPlans	Sharing Plan
7	Complete	PHS_ModBud_NarrativeJustification	Budget Justification Modular
8	Complete	PHS_Cover_Letter	Cover Letter
9	Complete	PHS_ResearchPlan_ResearchStrategy	Research Strategy

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?

Proposal Details - 00011623

Proposal | Organization | Mailing Info | Investigator | Key Person | Special Review | Science Code | Other

Proposal No: 00011623 Status: In Progress Proposal Hierarchy: ✖ Narrative: || Budget: ||

Lead Unit: 60000342.COM Internal Medicine

Title: Test

Start Date: 01-Apr-2014 End Date: 31-Mar-2019

Proposal Type: Resubmission Award No: [Search]

Activity Type: Research NSF Code: [Dropdown]

Anticipated Award Type: [Dropdown]

Sponsor: H00003 National Institutes of Health

Prime Sponsor: [Search]

Sponsor Proposal No: [Search] Original Proposal: 12010061 [Search]

Program Title: G.g AT07 and NIH Ext-UAT FOA (R01)

Notice Of Opportunity: Federal Solicitation Subcontract

Funding Opportunity Number: PA-C-R01 CFDA Number: .

Agency Program Code: [Search] Agency Div Code: [Search]

Agency Routing Identifier: [Search] Previous Grants.gov Tracking ID: GRANT00111072

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

Grants Gov Submission Details

Proposal Number : 00004003
Sponsor : H00003 : National Institutes of Health

Opportunity | Forms | Submission Status

Funding Opportunity Number: PA-BB-R01
Opportunity Title: G.g AT07 and NIH Ext-UAT Test FOA (R01)

Submission Type: Application

Submission End Point: 2007 End Point

Revision Type

Increase Award Increase Duration Other (Specify)

Decrease Award Decrease Duration

CFDA Number : 93.838 Competition Id : ADOBE-FORM5-B

Opening Date : 05-Oct-2009 12:00:00 AM Closing Date : 05-Oct-2012 12:00:00 AM

Schema URL : http://at07apply.grants.gov/apply/opportunities/schemas/applicant/oppPA-BB-R01-cfda93_838-cidADOBE-FORM5-B.xsd

Instruction URI : <http://at07apply.grants.gov/apply/opportunities/instructions/oppPA-BB-R01-c>

Selected 2 out of 4 Available Optional Forms

- 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?

Grants Gov Submission Details

Proposal Number : 00004003
Sponsor : H00003 : National Institutes of Health

Opportunity Forms Submission Status

Form Name	Mandatory	Incl...	Available
RR SF 424 V1-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
Performance Site V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Other Projects V1-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Key Person Expanded V1-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Cover Page Supplement V1-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Research Plan V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Checklist V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS Cover Letter V1-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Modular Budget V1-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Budget V1-1	<input type="checkbox"/>	<input type="checkbox"/>	Available
RR SubAward Budget V1.2	<input type="checkbox"/>	<input type="checkbox"/>	Available

Selected 2 out of 4 Available Optional Forms

Be sure to upload all checked forms

Validate before submitting

Print uploaded forms

Select Opportunity
Delete Opportunity
Validate
Submit
Refresh
Save
Print
Close

- 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?

Proposal Details - 00011623

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

Proposal No: 00011623 Status: In Progress Proposal Hierarchy: X Narrative: || Budget: ||

Lead Unit: 6000342.COM Internal Medicine

Title: Test

Start Date: 01-Apr-2014 End Date: 31-Mar-2019

Proposal Type: Resubmission Award No:

Activity Type: Research NSF Code:

Anticipated Award Type:

Sponsor: H00003 National Institutes of Health

Prime Sponsor:

Sponsor Proposal No:

Program Title: G.g AT07 and NIH Ext-UAT FOA (R01)

Original Proposal: 12010061

Notice Of Opportunity: Federal Solicitation Subcontract

Funding Opportunity Number: PA-C-R01

CFDA Number:

Agency Program Code:

Agency Routing Identifier:

Previous Grants.gov Tracking ID: GRANT00111072

GRANTS.GOV

Grants Gov Submission Details

Proposal Number : 00011623
Sponsor : H00003 : National Institutes of Health

Opportunity Forms Submission Status

Funding Opportunity Number: PA-C-R01

Opportunity Title : G.g AT07 and NIH Ext-UAT FOA (R01)

Submission Type: Change/Corrected Application

Submission End Point : 2007 End Point

Revision Type

Increase Award Increase Duration Other (Specify)

Decrease Award Decrease Duration

CFDA Number : Competition Id : FORMS-C

Opening Date : 25-Jun-2013 12:00:00 AM Closing Date : 25-Jun-2018 12:00:00 AM

Schema URL : <http://at07apply.grants.gov/apply/opportunities/schemas/applicant/oppPA-C-R-01-cdFORMS-C.xsd>

Instruction URI : <http://at07apply.grants.gov/apply/opportunities/instructions/oppPA-C-R01-cl>

Selected 0 out of 3 Available Optional Forms

Select Opportunity
Delete Opportunity
Validate
Submit
Refresh
Save
Print
Close