Proposal Checklist:

1) Obtain the funding opportunity announcement (FOA). This will specify application requirements, proposal due dates and any budgeting limitations. For applications being submitted to federal agencies via Grants.gov it will provide the appropriate grants.gov application package with applicable forms.

2) Create proposal shell in COEUS (see appendix A) and notify BMRA of upcoming submission.

3) Obtain signed PI certification form and, if needed, additional investigator assurance forms.

4) Send BMRA an outline of budget needs including:
   a. List of personnel who will work on the project and percent effort devoted to the project
   b. Amount needed for research supplies/consumables
   c. Amount needed for equipment, if any
   d. Will the proposal include a subcontract to collaborator? If so, obtain letter of intent (Appendix B – sample subaward letter of intent), budget, budget justification, workscope, biosketch and resources/facilities statement
   e. Will the proposal include a paid consultant? If so, obtain consulting letter of intent including consultant rate and anticipated total (Appendix C –sample consultant letter)

5) Obtain final versions of narrative sections from PI and upload to COEUS. Each FOA will specify what elements are required in an application but here’s a list of some universal proposal components:
   a. Research plan or Research strategy
   b. Proposal abstract /project Summary
   c. Biosketches for key personnel
   d. Resources & Facilities Statement
   e. Budget Justification
   f. Current and pending support (some sponsors require at time of award so not included in the proposal)
   g. Bibliography or References Cited
   h. Vertebrate Animal or Human Subjects justifications if applicable

6) Run validation checks in COEUS (Brown and Grants.gov validation checks)

7) Upload signed PI certification and Route complete proposal via COEUS (ACTION – Submit for Approval) in time to meet Brown’s internal deadline which is 5 days prior to the sponsor due date.
Appendix A

Data needed to setup a proposal shell in COEUS:

1) Project Title

2) Project Start and End Dates

3) Sponsoring Agency and if applicable the Funding Opportunity announcement (FOA)

4) Proposal Type (New, Resubmission, Revision, Continuation)

5) Brief Layman Abstract (This is for internal purposes only but required)

6) Completed yes/no questions (blank form follows)

7) NSF Activity code which is required for ALL proposals not just those funded by NSF.

8) One or more key words:
<table>
<thead>
<tr>
<th>Question ID</th>
<th>Question Description</th>
<th>Answer</th>
<th>Form</th>
</tr>
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<tbody>
<tr>
<td>0B01</td>
<td>Human research participants</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B02</td>
<td>Laboratory animal care</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B03</td>
<td>Recombinant DNA</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B04</td>
<td>Potentially infectious agents, including human blood or tissues</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B05</td>
<td>Generate hazardous waste</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B06</td>
<td>Select agents</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B07</td>
<td>Export controls (ITARS/EARS) (Does the research involve physical export of pathogens, select agents, high performance computers, lasers, space-related equipment, GPS systems, military devices or related technology or involve travel to an embargoed country? Is any equipment being used for the research controlled under the ITAR and identified on the US Munitions List?)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B08</td>
<td>Biohazards</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B09</td>
<td>Radioactive materials or radiation producing equipment</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B10</td>
<td>Additional Personnel</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B11</td>
<td>Equipment</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B12</td>
<td>Fabricated equipment</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B13</td>
<td>Additional space</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B14</td>
<td>Alterations</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>0B15</td>
<td>Does this project contain any potentially patentable information? (If yes, mark information confidential in proposal)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>0B16</td>
<td>Is this the maximum F&amp;A rate allowed by sponsor? (Note: If the Sponsor does not allow F&amp;A , the answer is Yes).</td>
<td>☐</td>
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<tr>
<td>0B18</td>
<td>If applicable, are proposed salaries over the cap? If yes, include NIH salary Cap Worksheet with submission.</td>
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<tr>
<td>0B19</td>
<td>Is this Submission a Revised Budget?</td>
<td>☐</td>
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<td>0B 20</td>
<td>Does this project contain any proprietary information? (If yes, please indicate the appropriate sections of the proposal as described)</td>
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<tr>
<td>0B23</td>
<td>Nanomaterials</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>H1</td>
<td>Does this project involve activities outside the U.S. or partnership with International Collaborators? If yes, identify which countries in the Explanation field.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
SUBRECIPIENT LETTER OF COMMITMENT

Project Title: 

Project Period: 

Applicant Institution Name: 

Address: 

City, State, Zip: 

Applicant Institution Email: 

Applicant Institution PI: 

Prime Sponsor: Brown University 
Office of Sponsored Projects 
350 Eddy Street, Box 1929 
Providence, RI 02912-9002 
DUNS: 00-178-5542 Congressional District: RI-001 

Brown University PI: 

Brown Subaward Total$: $ 

Brown Cost Share, if applicable: 

This proposal has been reviewed and approved by the appropriate official of Brown University, and certified to its accuracy and completeness. The appropriate programmatic and administrative personnel of each institution involved in this grant application are aware of the awarding agency’s policies, agree to accept the obligation to comply with award terms, conditions and certifications, and are prepared to establish the necessary inter-institutional agreement consistent with that policy.

The following documents are attached to this Statement of Intent and/or will be provided upon notice of award:

☐ STATEMENT OF WORK    ☐ BUDGET JUSTIFICATION
☐ DETAILED BUDGET        ☐ OTHER

Mary E. Norton, Director BioMed Research Administration    Date
Appendix C:

PAID CONSULTANT SAMPLE LETTER OF INTENT

March 3, 2008

(NAME BROWN UNIVERSITY PI)
Brown university
Providence, RI 02912

Dear Dr. (NAME):

I am pleased to confirm my willingness and intent to participate in the project entitled “(TITLE OF PRIMARY PROPOSAL)” submitted to (agency name) by Brown University.

My role on the project will be to (describe role). I will receive (identify remuneration e.g. $482 per day for 20 days of each grant year for a total of $9,060.00 per year).

I look forward to collaborating with Brown University in these important studies.

Sincerely

(Signature of collaborator/Consultant)

Note: the letter should not be on institutional letterhead. Use of institutional letterhead implies one is working through the institution and therefore a subcontract would be the appropriate mechanism of payment.