

Proposal Development No: _____ Date Due to Sponsor: _____ Target Review by date: _____ Date Review Completed: _____

YES NO Has the Program Announcement been reviewed?

PROPOSAL TAB REVIEW			Ⓣ - Data Override feature available
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Does the Title comply with Agency/Sponsor requirements? Ⓣ <ul style="list-style-type: none"> o If a pre-proposal was submitted prior to this proposal and was assigned a CDMRP Log Number, check to see that the CDMRP Log Number is listed in the Title field as CDMRP # - Title
<input type="checkbox"/>	<input type="checkbox"/>		Do the Start and End Date comply with Agency/Sponsor requirements?
<input type="checkbox"/>	<input type="checkbox"/>		Is the Proposal Type correct? Ⓣ <ul style="list-style-type: none"> o New (<i>new application</i>) o Resubmission (<i>amended or revised budget</i>) o Renewal (<i>competing continuation of an existing award</i>) o Revision (<i>supplement to an existing award</i>)
<input type="checkbox"/>	<input type="checkbox"/>		Is the Activity Type correct? (<i>defines the rate type in the budget section</i>)
<input type="checkbox"/>	<input type="checkbox"/>		Is the Anticipated Award Type correct? Ⓣ
<input type="checkbox"/>	<input type="checkbox"/>		Is the Sponsor correct? Ⓣ <ul style="list-style-type: none"> o Specify the Agency you are submitting the proposal to (<i>i.e. ONR</i>)
<input type="checkbox"/>	<input type="checkbox"/>		Is "No Prime Sponsor" selected in the Prime Sponsor field? Ⓣ
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Sponsor Proposal No. correct? Ⓣ <ul style="list-style-type: none"> o Required for Resubmission, Revision, and Renewal type of applications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Award No. complete? Ⓣ <ul style="list-style-type: none"> o For Revision and Renewal type of submissions
<input type="checkbox"/>	<input type="checkbox"/>		Is the NSF Code correct?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Original Proposal selected? <ul style="list-style-type: none"> o For Resubmission and Renewal type of applications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the correct type of Notice of Opportunity selected? Ⓣ <ul style="list-style-type: none"> o i.e. Unsolicited, Solicited, SBIR, STTR, URI, Special Programs, CAREER, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Funding Opportunity Number correct?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If applicable, is the Agency Division Code filed complete and correct?
<input type="checkbox"/>	<input type="checkbox"/>		Is the Subcontract box checked off? Ⓣ <ul style="list-style-type: none"> o Box required to be checked off if Brown will be issuing a subcontract on this grant o If "YES", make sure the subawardee organization is entered in the Organization Tab
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If applicable, are the appropriate topic chief's name, program officer and/or topic number entered in the Agency Program Code field?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the status indicator for the Narrative marked as Incomplete?

GRANTS.GOV SECTION REVIEW			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For Changed/Corrected applications, is the correct Submission Type selected?
<input type="checkbox"/>	<input type="checkbox"/>		Is the proposal connected to a valid Grants.gov Opportunity ? <ul style="list-style-type: none"> o i.e. Closing Date has not passed, the correct version of the forms is being used, etc.
<input type="checkbox"/>	<input type="checkbox"/>		Are all the required Grants.gov forms set to "Include" ? <ul style="list-style-type: none"> o i.e. RR Budget Form, RR SubAward Budget Form, Attachment Form, etc.

ORGANIZATION TAB REVIEW			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Subawardee entered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Performance site entered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the address complete for each Subawardee and/or Performance Site? <ul style="list-style-type: none"> o i.e. 9 – digit Postal Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all Subawardees have a DUNS Number ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does every Subawardee and/or Performance Site have a Congressional District entered and in the correct format (i.e. RI-001)?

MAILING INFO TAB REVIEW			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>		Is the Deadline Date and Type correct? <i>(Confirmed with Program Announcement?)</i>

			INVESTIGATOR TAB REVIEW
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Are all the PIs and Co-Is listed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the Efforts for the PIs and Co-Is listed? <i>(% of effort based on 12 months and averaged over the life of the project)</i>

			KEY PERSON TAB REVIEW
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the Efforts for all Brown Key Personnel listed? <ul style="list-style-type: none"> o % of effort based on 12 months and averaged over the life of the project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the Roles for all Key Personnel correct? <ul style="list-style-type: none"> o Make sure that the role entered is the individual's role on the project and not their title

			SPECIAL REVIEW TAB
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Are Human Subjects involved? <ul style="list-style-type: none"> o If approval status is "Approved" make sure the Approval Date is entered, if it is "Exempt", make sure the exemption code is entered in the Special Review Comment box and the Exemption date is entered in the Appr. Date field.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the Human Subjects approval status is " Approved " or " Exempt ," have you verified with RPO to make sure that the appropriate IRB approval is in place for this project?
<input type="checkbox"/>	<input type="checkbox"/>		Are Vertebrate Animals involved? <ul style="list-style-type: none"> o If "YES", make sure the approval status is selected o If approval status is "Approved" make sure the Approval Date is entered
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the Vertebrate Animals approval status is " Approved ," have you verified with RPO to make sure that the appropriate IACUC approval is in place for this project?

			SCIENCE CODE TAB REVIEW
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is/are Science Code(s) selected? <i>(required for Bio-Med)</i>

			ABSTRACT SECTION REVIEW
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>		Is the Brown specific abstract appropriate/relevant to the proposal?

			YES/NO QUESTIONS SECTION REVIEW
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Have the Yes/No Questions been reviewed?
<input type="checkbox"/>	<input type="checkbox"/>		Is Yes/No question 0B16 <i>(Is the F&A rate applied in proposal budget the maximum F&A rate allowed by the sponsor?)</i> answered " NO "? If "NO", make sure that the signed Cost Share Approval Form is uploaded in the Narrative Section, the information is correctly reflected in the Budget and the Cost Sharing – Indirect Cost Questionnaire is answered correctly. Add a note in the Coeus Note Pad as necessary.

			QUESTIONNAIRE SECTION REVIEW ***NOTE*** To view the list of the Questionnaire Questions please visit Coeus Website.
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Is the Grants.gov Questionnaire section complete?
<input type="checkbox"/>	<input type="checkbox"/>		Have the answers on the Grants.gov Questionnaire been reviewed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Cost Sharing – Direct Cost Questionnaire complete? <ul style="list-style-type: none"> o This Questionnaire must be completed whenever there is Cost Share identified in the Budget.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If " IN KIND " Cost Share has been included in the proposal, is it appropriately documented on the Cost Sharing Commitment Form uploaded in the Narrative Section?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If " Equipment Funded by OVPR " Cost Share has been included in the proposal, is it appropriately documented on the Cost Sharing Commitment Form uploaded in the Narrative Section?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Cost Sharing – Indirect Cost Questionnaire complete? <ul style="list-style-type: none"> o This Questionnaire must be completed whenever there is Indirect Cost - Cost Share identified in the Budget. (under-recovery is greater than 1 and YNQ 0B16 is answered as "NO".)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Indirect Cost – Cost Sharing appropriately documented in the Cost Sharing Commitment Form uploaded in the Narrative Section? <ul style="list-style-type: none"> o Whether the under-recovered F&A is being funded by OVPR and/or by the Department, it must be appropriately documented on the Cost Sharing Commitment Form uploaded in the Narrative Section.

			PROPOSAL PERSONNEL SECTION REVIEW ***NOTE*** The Biosketches and the Current and Pending Support attachments <u>may be</u> required to be uploaded as part of the
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YES	NO	N/A	<i>Narrative Section of the Proposal or as Other Supporting Documentation to the Proposal Attachment. Please review the FOA for details regarding these attachments and where they should be uploaded.</i>
<input type="checkbox"/>	<input type="checkbox"/>		Are the Biosketches uploaded for each individual?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If required, are the Current and Pending Support documents uploaded for each individual?
<input type="checkbox"/>	<input type="checkbox"/>		Are the attachments in correct format per FOA instructions?
<input type="checkbox"/>	<input type="checkbox"/>		Is the address complete for each individual? o i.e. 9 – digit Postal Code, Phone Number, E-Mail Address
<input type="checkbox"/>	<input type="checkbox"/>		If applicable, is the PI's CDMRP User Name included in the eRA Commons User Name field?

YES	NO	N/A	NARRATIVES SECTION REVIEW ***NOTE*** Please check program announcement carefully as DoD can be fairly particular on their attachment names. Also, since Coeus uses a "hard-coded" name for most attachments, the program officer may need to be contacted when the "hard-coded" names differ from the names in the guidelines to verify whether Coeus "hard-coded" file names will be acceptable. Submitting Proposal as Partnering Institution (Non-Lead): If proposal is being inserted into eBRAP, please remember that specific attachments must be inserted into specific slots on the Grants.gov Attachment form (ex: SOW.pdf must be inserted in Attachment 5 on grants.gov form). Please see eBRAP specific Grants.gov Instructions for details (http://www.brown.edu/research/sites/brown.edu.research/files/uploads/eBRAP_Specific_Grants.gov_Instructions.pdf)
<input type="checkbox"/>	<input type="checkbox"/>		Are all the required attachments uploaded in accordance with the Program Announcement? o i.e. Technical Attachments, Budget Attachments, etc.
<input type="checkbox"/>	<input type="checkbox"/>		Are the attachments uploaded under the correct Narrative Type ?
<input type="checkbox"/>	<input type="checkbox"/>		Are the attachments in the correct format per Agency/Sponsor guidelines? o i.e. Correct font and margins, page limitations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If "Other" Narrative Type is included, is the Module Title correct? o i.e. No spaces and/or special characters, correct spelling, correct title based on FOA instructions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If "Attachments" Narrative Type is included, is the Module Title correct? i.e. No spaces and/or special characters, correct spelling, correct title based on FOA instructions

YES	NO	N/A	DETAILED BUDGET SECTION REVIEW
<input type="checkbox"/>	<input type="checkbox"/>		Are the appropriate FY represented in the Rates Table?
<input type="checkbox"/>	<input type="checkbox"/>		Are the standard University Approved Rates used? (<i>The Institute Rate column in the Rates Table</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the standard University Approved Rates are not used, are the modified rates justified ? (<i>The Applicable Rate column in the Rates Table</i>)
<input type="checkbox"/>	<input type="checkbox"/>		Is the correct F&A Rate applied based on the Agency/Sponsor guidelines and does it correspond with Yes/No question 0B16 ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the individuals entered correctly in the Budget Persons Window ? (<i>correct appointment type, eff. date, base salary, and if applicable, anniversary date</i>) o If a date is entered in the Anniversary Date field, verify that the date is entered correctly. (<i>i.e. month and date match the Effective Date</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all Named and TBA Personnel entered into the correct cost elements categories (<i>line items</i>)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the Personnel Budget Details , do the individuals have the correct start and end dates entered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the Personnel Budget Details , do the individuals have the correct Period selected?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the Personnel Budget Details , do the individuals have the correct %Charged and %Effort entered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For each PI, Co-I and Key Person included, does the %Effort entered in the Budget match the %Effort entered in the Investigator/Key Person Tab ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all equipment purchases of \$5,000.00 or more broken out into separate line items?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a description entered for each equipment line item?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there are subcontracts, are the Subcontract Budget uploaded correctly in the Sub Award Section of the Budget?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there are subcontracts, does a File Name appear in the Attachments box of the Sub Award Section of the budget?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the subcontract line items generated by Coeus correspond to the uploaded document?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the subcontract line items comply with Agency/Sponsor instructions?
<input type="checkbox"/>	<input type="checkbox"/>		Is there Cost Sharing ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the proposal contains non-Brown Cost Sharing , (i.e. collaborating organization cost sharing that is not a Subcontract), has the "Non-Brown Cost Share" Cost Element been used? (All dollars should be in the Cost Share field)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there is any Cost Sharing from a Subcontract, is the Cost Share amount entered in the Subcontract line items?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there is Cost Sharing , is the "Submit Cost Sharing" box checked on the Budget Summary tab? ① (Should only be checked if Cost Sharing is being submitted to Sponsor.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there is Cost Sharing, are the applicable Questionnaires answered ? (Cost Sharing – Direct Cost and Cost Sharing – Indirect Cost – when

			applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For multi-year proposals, are all Budget Periods generated?
<input type="checkbox"/>	<input type="checkbox"/>		Do the costs, quantities and rates shown in the Budget Justification match those in the Budget ?
OTHER TAB REVIEW			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If Yes/No question H1 is answered YES , are Country 1- Country 4 fields completed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the number of Undergraduate Students correct?

GRANTS.GOV SECTION REVIEW			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Do all the Grants.gov forms populate the information correctly and are the attachments attached to the forms in the correct fields?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For Subcontract Budgets, is the role for the Sub PI consistent with the role on the R&R Senior/Key Person (Expanded) Form?
<input type="checkbox"/>	<input type="checkbox"/>		Does the proposal pass the Grants.gov validations ?

SUMMARY			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Are all the printed & signed certifications submitted to OSP?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the Department approvals submitted to OSP? o Required if Co-PIs and Co-Is are from a department that is not the Lead Unit of the proposal
<input type="checkbox"/>	<input type="checkbox"/>		Are all the Coeus Validations addressed?

COMMENTS/CORRECTIONS



Please discuss with your Supervisor prior to **REJECTING** a Proposal!

YES NO N/A

 Communicated the necessary comments to the department administrator and PI for corrections/follow-up on _____ via:
 Rejection Comments field in COEUS E-Mail Phone