

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 <b>Title</b> comply with Agency/Sponsor requirements? Ⓛ	
<input type="checkbox"/>	<input type="checkbox"/>		Do the <b>Start</b> and <b>End Date</b> comply with Agency/Sponsor requirements?	
<input type="checkbox"/>	<input type="checkbox"/>		Is the <b>Proposal Type</b> correct? Ⓛ ○ For the purposes of NASA, proposal types of Resubmission, Continuation and Revision are not utilized as all proposals are considered "NEW" regardless of their previous history of NASA funding.	
<input type="checkbox"/>	<input type="checkbox"/>		Is the <b>Activity Type</b> correct? <i>(defines the rate type in the budget section)</i>	
<input type="checkbox"/>	<input type="checkbox"/>		Is the <b>Anticipated Award Type</b> correct? Ⓛ	
<input type="checkbox"/>	<input type="checkbox"/>		Is the <b>Sponsor</b> correct? Ⓛ ○ Specify the Agency you are submitting the proposal to (i.e. NASA)	
<input type="checkbox"/>	<input type="checkbox"/>		Is " <b>No Prime Sponsor</b> " selected in the <b>Prime Sponsor</b> field? Ⓛ	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the <b>Sponsor Proposal No.</b> correct? Ⓛ ○ Should be blank unless specifically asked by opportunity to enter a specific value in the Federal Identifier field.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the <b>Award No.</b> complete? Ⓛ	
<input type="checkbox"/>	<input type="checkbox"/>		Is the <b>NSF Code</b> correct?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the <b>Original Proposal</b> selected?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the correct type of <b>Notice of Opportunity</b> selected? Ⓛ ○ i.e. Unsolicited, Solicited, Special Programs, CAREER, etc.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the <b>Funding Opportunity Number</b> correct?	
<input type="checkbox"/>	<input type="checkbox"/>		Is the <b>Subcontract</b> box checked off? Ⓛ ○ Box required to be checked off if Brown will be issuing a subcontract on this grant ○ If "YES", make sure the subawardee organization is entered in the Organization Tab	
<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"/>		Is the proposal connected to a <b>valid Grants.gov Opportunity</b> ? ○ 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 <b>"Include"</b> ? ○ i.e. RR Budget Form, NASA Senior Key Person Supplemental Data Sheet, etc.

			ORGANIZATION TAB REVIEW
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the <b>Subawardee</b> entered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the <b>Performance</b> site entered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the <b>address</b> complete for each Subawardee and/or Performance Site? ○ i.e. 9 – digit Postal Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all Subawardees have a <b>DUNS Number</b> ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does every Subawardee and/or Performance Site have a <b>Congressional District</b> entered and in the correct format (i.e. RI-001)?

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

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

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

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

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

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

<b>YES/NO QUESTIONS SECTION REVIEW</b>			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Have the <b>Yes/No Questions</b> been reviewed?
<input type="checkbox"/>	<input type="checkbox"/>		Is <b>Yes/No question OB16</b> <i>(Is the F&amp;A rate applied in proposal budget the maximum F&amp;A rate allowed by the sponsor?)</i> answered " <b>NO</b> "? 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.

<b>QUESTIONNAIRE SECTION REVIEW ***NOTE*** To view the list of the Questionnaire Questions please visit Coeus Website.</b>			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Is the <b>Grants.gov Questionnaire</b> section complete?
<input type="checkbox"/>	<input type="checkbox"/>		Have the answers on the <b>Grants.gov Questionnaire</b> been reviewed? <ul style="list-style-type: none"> <li>o Answer to Q13 "Will any civil service personnel work on this project?" must be answered as No. Coeus cannot support the mandatory Fiscal Year/Financial support request fields required if the answer is Yes. If the answer must be Yes, the proposal must be submitted directly through NSPIRES.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the <b>Cost Sharing – Direct Cost Questionnaire</b> complete? <ul style="list-style-type: none"> <li>o This Questionnaire must be completed whenever there is Cost Share identified in the Budget.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If " <b>IN KIND</b> " 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 " <b>Equipment Funded by OVPR</b> " 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 <b>Cost Sharing – Indirect Cost Questionnaire</b> complete? <ul style="list-style-type: none"> <li>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 OB16 is answered as "NO".)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the <b>Indirect Cost – Cost Sharing</b> appropriately documented in the Cost Sharing Commitment Form uploaded in the Narrative Section? <ul style="list-style-type: none"> <li>o Whether the under-recovered F&amp;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.</li> </ul>

<b>PROPOSAL PERSONNEL SECTION REVIEW</b>			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Are the <b>Biosketches</b> uploaded for each individual?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If required, are the <b>Current and Pending Support</b> documents uploaded for each individual? <ul style="list-style-type: none"> <li>o <b>ROSES Proposals</b>: If the proposal requires a <b>Summary Table of Work Effort</b>, this table needs to be uploaded as the first page of the PI's Current and Pending Support attachment.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If required, are the <b>Letters of Commitment</b> documents uploaded for each applicable individual under the <b>Statement of Commitment</b> document type? <ul style="list-style-type: none"> <li>o Every Co-PI, Co-I, Collaborator, etc. identified as a participant on the proposal's cover page or in the</li> </ul>

			Scientific/Technical/Management Section must acknowledge his/her intended participation in the proposed effort through a statement of commitment.
<input type="checkbox"/>	<input type="checkbox"/>		Are the attachments in <b>correct format</b> per FOA instructions?
<input type="checkbox"/>	<input type="checkbox"/>		Is the <b>address</b> complete for each individual? <ul style="list-style-type: none"> <li>o i.e. 9 – digit Postal Code, Phone Number, E-Mail Address</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you verified with the Department to see if all team members are registered in NSPIRES?

<b>NARRATIVES SECTION REVIEW</b>			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Are all the <b>required attachments</b> uploaded in accordance with the Program Announcement? <ul style="list-style-type: none"> <li>o i.e. Correct sections and sub-sections within the attachments</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>		Are the attachments uploaded under the <b>correct Narrative Type</b> ?
<input type="checkbox"/>	<input type="checkbox"/>		Are the attachments in the <b>correct format</b> per Agency/Sponsor guidelines? <ul style="list-style-type: none"> <li>o i.e. Correct font and margins, page limitations</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If <b>"Other" Narrative Type</b> is included, is the <b>Module Title</b> correct? <ul style="list-style-type: none"> <li>o i.e. No spaces and/or special characters, correct spelling, correct title based on FOA instructions</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a <b>Program Specific Data</b> form is required, is it attached under the correct <b>NASA OPI ProgramSpecificData</b> narrative type? <ul style="list-style-type: none"> <li>o Make sure that the answer to any particular question does not go beyond what is visible in the text box. If the entire text in the box is not visible, please ask user to follow instructions outlined in the NASA Specific Grants.gov Instructions document (<a href="http://www.brown.edu/research/sites/brown.edu.research/files/uploads/NASA_Specific_Grants.gov_Instructions.pdf">http://www.brown.edu/research/sites/brown.edu.research/files/uploads/NASA_Specific_Grants.gov_Instructions.pdf</a>)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the project involves non-U.S. Organizations is the <b>Non-U.S. Organization Letter of Endorsement</b> attached under the correct <b>NASA OPI Non-U.S.OrganizationalLetterofEndorsement</b> narrative type? <ul style="list-style-type: none"> <li>o If the proposal involves the conduct of research by a non-U.S. organization, appropriately signed letter(s) of certification must be included that verify that their support will be provided by a responsible organization(s) or government agency(ies) should the proposal be selected by NASA.</li> </ul>

<b>DETAILED BUDGET SECTION REVIEW</b>			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Are the appropriate <b>FY</b> represented in the Rates Table?
<input type="checkbox"/>	<input type="checkbox"/>		Are the standard <b>University Approved Rates</b> used? ( <i>The Institute Rate column in the Rates Table</i> )
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the standard <b>University Approved Rates</b> are not used, are the <b>modified rates justified</b> ? ( <i>The Applicable Rate column in the Rates Table</i> )
<input type="checkbox"/>	<input type="checkbox"/>		Is the correct <b>F&amp;A Rate</b> applied based on the Agency/Sponsor guidelines and does it correspond with <b>Yes/No question 0B16</b> ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the individuals entered correctly in the <b>Budget Persons Window</b> ? ( <i>correct appointment type, eff. date, base salary, and if applicable, anniversary date</i> ) <ul style="list-style-type: none"> <li>o If a date is entered in the <b>Anniversary Date</b> field, verify that the date is entered correctly. (<i>i.e. month and date match the Effective Date</i>)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all <b>Named</b> and <b>TBA Personnel</b> entered into the correct cost elements categories ( <i>line items</i> )?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the <b>Personnel Budget Details</b> , do the individuals have the correct <b>start and end dates</b> entered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the <b>Personnel Budget Details</b> , do the individuals have the correct <b>Period</b> selected?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the <b>Personnel Budget Details</b> , do the individuals have the correct <b>%Charged and %Effort</b> entered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For each <b>PI, Co-I and Key Person</b> included, does the <b>%Effort</b> entered in the <b>Budget</b> match the <b>%Effort</b> entered in the <b>Investigator/Key Person Tab</b> ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all <b>equipment purchases of \$5,000.00</b> or more broken out into separate line items?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a <b>description</b> entered for each equipment line item?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there are subcontracts, are the <b>Subcontract Budget uploaded</b> correctly in the <b>Sub Award Section</b> of the Budget?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there are subcontracts, does a <b>File Name</b> appear in the <b>Attachments</b> box of the <b>Sub Award Section</b> of the budget?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the <b>subcontract line items</b> generated by Coeus correspond to the uploaded document?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the <b>subcontract line items</b> comply with Agency/Sponsor instructions?
<input type="checkbox"/>	<input type="checkbox"/>		Is there <b>Cost Sharing</b> ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the proposal contains <b>non-Brown Cost Sharing</b> , (i.e. collaborating organization cost sharing that is not a Subcontract), has the <b>"Non-Brown Cost Share" Cost Element</b> 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 <b>Cost Sharing</b> , is the "Submit Cost Sharing" box checked on the Budget Summary tab? ① <i>(Should only be checked if Cost Sharing is being submitted to Sponsor.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there is Cost Sharing, are the <b>approvals</b> uploaded in the Narrative Module?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there is Cost Sharing, are the applicable <b>Questionnaires answered</b> ? (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 <b>all Budget Periods</b> generated?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the costs, quantities and rates shown in the <b>Budget Justification</b> match those in the <b>Budget</b> ?
<b>OTHER TAB REVIEW</b>			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If <b>Yes/No question H1</b> is answered <b>YES</b> , are <b>Country 1- Country 4</b> fields completed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the number of <b>Undergraduate Students</b> correct?
<b>GRANTS.GOV SECTION REVIEW</b>			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Do all the Grants.gov forms <b>populate the information correctly</b> and are the attachments attached to the forms in the correct fields?
<input type="checkbox"/>	<input type="checkbox"/>		Does the proposal pass the <b>Grants.gov validations</b> ?
<b>SUMMARY</b>			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Are all the <b>printed &amp; signed certifications</b> 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 <b>Coeus Validations</b> addressed?

**NASA Contact Info:**

If you have questions on a S2S submission and its retrieval from Grants.gov, Susan Keddie at NASA has confirmed that she can be contacted and checks email regularly. If Susan is unavailable, please contact the NSPIRES Help Desk. In your email, please include the directorate to which the proposal is being submitted.

Susan Keddie, PhD, SAIC NASA Research and Education, Support Services (NRESS) Phone: 202-479-9030 Ext. 231 Email: skeddie@nasaprs.com	NSPIRES Help Desk Phone: 202-479-9376 Hours: 8am – 6pm Email: nspires-help@nasaprs.com
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**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