

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

YES NO N/A

Has the Program Announcement been reviewed?

What is the proposal mechanism?

- Revised Budget (*Yes/No Question 0B19 must be answered "YES" and proposal type must be "Resubmission"*)
- Subcontract
- Non-Federal Proposal
- Grants.gov eligible Proposal but not available through Coeus
- NSF Collaborative Proposal
- Federal – Paper Submission

PROPOSAL TAB REVIEW

Ⓢ - Data Override feature available

YES NO N/A

- Does the **Title** comply with Agency/Sponsor requirements? Ⓢ
- Do the **Start** and **End Date** comply with Agency/Sponsor requirements?
- Is the **Proposal Type** correct? Ⓢ
 - Continuation (*non-competing continuation of an existing award*)
 - *****NOTE***** For **Continuation Proposals**, please ensure that the Proposal is **NOT** connected to Grants.gov
 - New (*new application*)
 - Resubmission (*amended or revised budget*)
 - Renewal (*competing continuation of an existing award*)
 - Revision (*supplement to an existing award*)
 - Task Order (*project funded under a master agreement*)
- Is the **Activity Type** correct? (*used for reporting, defines the rate type in the budget section*)
- Is the **Anticipated Award Type** correct? Ⓢ
- Is the **Sponsor** correct? Ⓢ
- Is the **Prime Sponsor** correct? Ⓢ
 - Required if submitting as a subawardee
 - Otherwise entry of "No Prime Sponsor (000867)" is required
- Is the **Sponsor Proposal No.** correct? Ⓢ
 - For Resubmission, Revision, Renewal and Any-Changed/Corrected type of applications
- Is the **Award No.** complete? Ⓢ
 - For Revision, Renewal and Continuation type of submissions
- Is the **NSF Code** correct?
- Is the **Original Proposal** selected?
 - For any Resubmission, Revised Budget, and Renewal type of submissions.
- Is the correct type of **Notice of Opportunity** selected? Ⓢ
 - i.e. Unsolicited, Solicited, REUs, MURI, Special Programs, SBIR, STTR, URI, Special Programs, CAREER, etc.
- Is the **Funding Opportunity Number** correct?
- Is the **Subcontract** box checked? Ⓢ
 - Box required to be checked if Brown will be issuing a subcontract on this grant
 - If "YES", make sure the subawardee organization is entered in the Organization Tab
- Is the status indicator for the Narrative marked as Incomplete?

ORGANIZATION TAB REVIEW

YES NO N/A

- Is the Subawardee entered?
- Is the Performance site entered?

MAILING INFO TAB REVIEW

YES NO

- Is the **Deadline Date** and **Type** correct? (*Confirmed with Program Announcement?*)

			INVESTIGATOR TAB REVIEW
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Are all the PIs, Co-PIs and Co-Is listed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the Efforts for the PIs, Co-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"/>	<input type="checkbox"/>	If this is a Revised Budget, is Yes/No question 0B19 answered "YES"?
<input type="checkbox"/>	<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 and the information is correctly reflected in the Budget and add a note in the Coeus Note Pad as necessary.

			QUESTIONNAIRE SECTION REVIEW
			NOTE THIS SECTION APPLIES ONLY IF THE SPONSOR OR THE PRIME SPONSOR ON THE PROPOSAL IS PHS OR NSF OR IF THERE IS COST SHARING INCLUDED IN THE PROPOSAL! To view the list of the Questionnaire Questions please visit Coeus Website.
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the Sponsor or Prime Sponsor is NIH or PHS, is the NIH Additional Investigator(s) Questionnaire section complete?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the Sponsor or Prime Sponsor is NIH or PHS, have all the Brown and Non-Brown Investigators been identified?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the Sponsor or Prime Sponsor is NSF, is the NSF Additional Investigator(s) Questionnaire section complete?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the Sponsor or Prime Sponsor is NSF, have all the Brown Investigators been identified?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all appropriate forms been collected (i.e. "Subrecipient Certification..." form and if PHS the "Assurance of Compliance" form for individual Investigators)?
<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"> 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 on the Cost Sharing Commitment Form uploaded in the Narrative Section? <ul style="list-style-type: none"> Whether the under-recovered F&A is being funded by OVPR and/or by the Department, it must be appropriately documented in the Cost Sharing Commitment Form uploaded in the Narrative Section.

NARRATIVES SECTION REVIEW			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a copy of the proposal attached?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the proposal in the correct format according to Agency/Sponsor guidelines?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the agency/sponsor instructions uploaded? (For Special Programs)

BUDGET SECTION REVIEW			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the appropriate FY represented in the Rates Table?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the standard University Approved Rates used? (The <i>Institute Rate</i> column in the Rates Table)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the standard University Approved Rates are not used, are the modified rates justified ? (The <i>Applicable Rate</i> column in the Rates Table)
<input type="checkbox"/>	<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"/>	For Progress Reports (eSNAP, Continuation), are the Total Costs, Direct Costs, Indirect Costs and if applicable Cost Sharing entered for the next project period?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the individuals entered correctly in the Budget Persons Window ? (correct appointment type, eff. date, base salary, and if applicable, anniversary date) <ul style="list-style-type: none"> If a date is entered in the Anniversary Date field, verify that the date is entered correctly. (i.e. month and date match the Effective Date)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all Named and TBA Personnel entered into the correct cost elements categories (line items)?
<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-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"/>	Are the subcontracts line items entered per Agency/Sponsor instructions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there Cost Sharing ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If Cost Sharing consists of both NIH Salary Cap and salary charged to the project for the same individual, has the salary charged to the project been entered in the budget using a non-NIH Salary Cap Cost Element ?
<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
<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"/>	If there is Cost Sharing, are the approvals uploaded in the Narrative Module?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For multi-year proposals, are all Budget Periods generated?
<input type="checkbox"/>	<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?

SUMMARY		
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YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all the printed & signed certifications submitted to OSP? <i>(Not required for Revised Budgets)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have the certifications been reviewed? <i>(Not required for Revised Budgets)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the Department approvals submitted to OSP? <ul style="list-style-type: none"> o Required if Co-PIs and Co-Is are from a department that is not the Lead Unit of the proposal

YES	NO	N/A	
			NON-BROWN INVESTIGATOR FINANCIAL CONFLICT OF INTEREST ***NOTE*** THIS SECTION APPLIES ONLY IF THE SPONSOR OR THE PRIME SPONSOR ON THE PROPOSAL IS PHS! **NOTE** If the proposal includes non-Brown Individual Investigators from any institution including from Lifespan (ex: Primary Mentor), please flag the Questionnaire and give the proposal to the Administrative Manager after submission.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any non-Brown Investigators identified in the Coeus NIH Additional Investigator(s) Questionnaire Section ? <ul style="list-style-type: none"> o If no, please omit the remaining questions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is each subrecipient institution (other than Lifespan) identified on the FDP Clearinghouse? <ul style="list-style-type: none"> o If yes, no additional forms needed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For each subrecipient institution (other than Lifespan) NOT identified on the FDP Clearinghouse, is a “Subrecipient Certification...” form attached in the Narrative Section?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has each “Subrecipient Certification...” form been reviewed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has any subrecipient institution checked Part I, Box B ? <ul style="list-style-type: none"> o If YES, please flag the form and give the proposal to the Administrative Manager after submission
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For each non-Brown Investigator included as an individual investigator (including from Lifespan), is an “Assurance of Compliance” form attached in the Narrative Section? <ul style="list-style-type: none"> o If any individual investigators are included, please flag the form and give the proposal to the Administrative Manager after submission o *NOTE* any “Primary Mentor” is automatically considered an Investigator and must submit an “Assurance of Compliance” form

			COMMENTS/CORRECTIONS
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>		Communicated the necessary comments to the department administrator and PI for corrections/follow-up on _____ via: <ul style="list-style-type: none"> <input type="checkbox"/> Rejection Comment field in COEUS <input type="checkbox"/> E-Mail <input type="checkbox"/> Phone



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