COEUS NSF-GRANTS.GOV PROPOSAL REVIEW CHECKLIST

REVIEWER: _____

Proposal Development No: _____   Date Due to Sponsor: _____   Date Review Completed: _____

YES	NO	
☐	☐	Has the Program Announcement been reviewed? ☐ Program Solicitation ☐ Instrumentation/Equipment Grant ☐ Supplement ☐ Other

🔵 NSF Collaborative Proposal – please use the Coeus Non-Grants.gov Proposal Review Checklist

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? Ⓓ ○ New *(new application)* ○ Renewal *(competing continuation of an existing award)*
☐	☐		Is the **Activity Type** correct? *(defines the rate type in the budget section)*
☐	☐		Is the **Anticipated Award Type** correct? Ⓓ
☐	☐		Is the **Sponsor** correct? Ⓓ
☐	☐		Is *"No Prime Sponsor"* selected in the **Prime Sponsor** field? Ⓓ
☐	☐	☐	Is the **Sponsor Proposal No.** correct? Ⓓ ○ Required for Pre-Application and Renewal type of applications
☐	☐	☐	Is the **Award No.** complete? Ⓓ ○ For Revision and Renewal type of submissions
☐	☐		Is the **NSF Code** correct?
☐	☐	☐	Is the **Original Proposal** selected? ○ For reviewer reference only if a pre-application proposal was submitted
☐	☐	☐	Is the correct type of **Notice of Opportunity** selected? Ⓓ ○ i.e. Unsolicited, Solicited, SBIR, STTR, URI, Special Programs, CAREER, MURI, etc.
☐	☐	☐	Is the **Funding Opportunity Number** correct?
☐	☐		Is the **Agency Program Code** correct? Confirm with **https://www.fastlane.nsf.gov/pgmannounce.jsp**
☐	☐		Is the **Agency Div Code** correct? Confirm with **https://www.fastlane.nsf.gov/pgmannounce.jsp**
☐	☐		Is the **Subcontract** 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
☐	☐	☐	Is the status indicator for the Narrative marked as Incomplete?

GRANTS.GOV SECTION REVIEW

YES	NO	N/A	
☐	☐		Is the proposal connected to a **valid Grants.gov Opportunity**? ○ i.e. Closing Date has not passed, etc.
☐	☐		Are all the required Grants.gov forms set to **"Include"**? ○ i.e. RR SubAward Budget Form, NSF Deviation Authorization, NSF Suggested Reviewers

ORGANIZATION TAB REVIEW

YES	NO	N/A	
☐	☐	☐	Is the **Subawardee** entered?
☐	☐	☐	Is the Subawardee registered in Fastlane? Confirm with **https://www.fastlane.nsf.gov/n1/N1AddInst.html**
☐	☐	☐	Is the **Performance** site entered?
☐	☐	☐	Is the **address** complete for each Subawardee and/or Performance Site? ○ i.e. 9 – digit Postal Code
☐	☐	☐	Do all Subawardees have a **DUNS Number**?
☐	☐	☐	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		
☐	☐		Is the **Deadline Date** and **Type** correct? *(Confirmed with Program Announcement?)*

			INVESTIGATOR TAB REVIEW
YES	NO	N/A	
☐	☐		Are all the **PIs and Co-PIs** listed?
☐	☐	☐	Are the **Efforts** for the PIs and Co-PIs listed? *(% of effort based on 12 months and averaged over the life of the project)*

			KEY PERSON TAB REVIEW
YES	NO	N/A	
☐	☐	☐	Are the **Efforts** for all Brown Key Personnel listed? o % of effort based on 12 months and averaged over the life of the project
☐	☐	☐	Are the **Roles** for all Key Personnel correct? 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	
☐	☐		Are **Human Subjects** involved? 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
☐	☐	☐	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?

☐	☐		Are **Vertebrate Animals** involved?
			  o If "YES", make sure the approval status is selected
			  o If approval status is "Approved" make sure the Approval Date is entered

☐	☐	☐	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	
☐	☐	☐	Is/are **Science Code(s)** selected? *(required for Bio-Med)*

			ABSTRACT SECTION REVIEW
YES	NO	N/A	
☐	☐		Is the Brown specific abstract appropriate/relevant to the proposal?
☐	☐		Are **Suggested Reviewers** included? o Confirmed with the Department/PI if not included
☐	☐		Are **Reviewers Not to Include** included? o Confirmed with the Department/PI if not included
☐	☐	☐	Is **Deviation Authorization** included? o Required if proposal deviates from the guidelines

			YES/NO QUESTIONS SECTION REVIEW
YES	NO	N/A	
☐	☐		Have the **Yes/No Questions** been reviewed?
☐	☐	☐	Is **Yes/No question 0B16** *(Is the F&A rate applied in proposal budget the maximum F&A rate allowed by the sponsor?)* 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
YES	NO	N/A	
☐	☐		Is the **NSF Cover Page Questionnaire** section complete?
☐	☐		Is the **NSF Additional Investigator(s) Questionnaire** section complete?
☐	☐		Have all the **Brown Investigators** been identified?
☐	☐		Is the **Grants.gov Questionnaire** section complete?

☐	☐		Have the answers on the **Grants.gov Questionnaire** been reviewed?
☐	☐	☐	If **question 8** "Does this project involve activities outside of the U.S. or partnerships with International Collaborators?" is marked **Yes**, is/are the country(ies) identified in accordance with the **NSF 2-Digit Country Code** (see link to Codes on Coeus website under Coeus Agency Specific Proposal Preparation Guides).
☐	☐	☐	Is the **Cost Sharing – Direct Cost Questionnaire** complete? o This Questionnaire must be completed whenever there is Cost Share identified in the Budget.
☐	☐	☐	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?
☐	☐	☐	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?
☐	☐	☐	Is the **Cost Sharing – Indirect Cost Questionnaire** complete? 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".)
☐	☐	☐	Is the **Indirect Cost – Cost Sharing** appropriately documented on the Cost Sharing Commitment Form uploaded in the Narrative Section? o 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.
☐	☐		Have the **Questionnaire Questions** been reviewed?

YES	NO	N/A	**PROPOSAL PERSONNEL SECTION REVIEW**
☐	☐		Are the **Biosketches** uploaded for each individual?
☐	☐		Are the **Current and Pending Support** documents uploaded for each individual?
☐	☐		Are the attachments in **correct format** per FOA instructions?
☐	☐		Is the **address** complete for each individual? o i.e. 9 – digit Postal Code, Phone Number, E-Mail Address
☐	☐		Have you **verified with the Department** to see if the e-mail is correct for the PI? o Same as the e-mail in FastLane account

YES	NO	N/A	**DEGREE DETAILS SECTION REVIEW** *While in the Proposal Personnel Section, select the Individual and then select Edit → Degree Info from the Menu Bar
☐	☐		Is the **Degree Information** entered for the **PI** and each **Co-PI**?

YES	NO	N/A	**NARRATIVES SECTION REVIEW**
☐	☐		Are all the **required attachments** uploaded in accordance with the Program Announcement? o i.e. Correct sections and sub-sections within the attachments, page limitations, margins
☐	☐		Are the attachments uploaded under the **correct Narrative Type**?
☐	☐		Are the attachments in the **correct format** per Agency/Sponsor guidelines? o i.e. Correct font, page limitations, margins
☐	☐		Is the **Data Management Plan** included? o Limited to 2 pages.
☐	☐	☐	If the proposal includes Post-Docs, is the **Post-Doc Mentoring Plan** included? o Limited to 1 page

YES	NO	N/A	**DETAILED BUDGET SECTION REVIEW**
☐	☐		Are the appropriate **FY** represented in the Rates Table?
☐	☐		Are the standard **University Approved Rates** used? *(The **Institute Rate** column in the Rates Table)*
☐	☐	☐	If the standard **University Approved Rates** are not used, are the **modified rates justified**? *(The **Applicable Rate** column in the Rates Table)*
☐	☐		Is the correct **F&A Rate** applied based on the Agency/Sponsor guidelines and does it correspond with **Yes/No question 0B16**?
☐	☐	☐	Are the individuals entered correctly in the **Budget Persons Window**? *(correct appointment type, eff. date and base salary)*
☐	☐	☐	Are all **Named** and **TBA Personnel** entered into the correct cost elements categories *(line items)*?
☐	☐	☐	In the **Personnel Budget Details**, do the individuals have the correct **start and end dates** entered?
☐	☐	☐	In the **Personnel Budget Details**, do the individuals have the correct **Period** selected?
☐	☐	☐	In the **Personnel Budget Details**, do the individuals have the correct **%Charged and %Effort** entered?

☐	☐	☐	For each **PI, Co-PI and Key Person** included, does the **%Effort** entered in the **Budget** match the **%Effort** entered in the **Investigator/Key Person Tab?**
☐	☐	☐	Are all **equipment purchases of $5,000.00** or more broken out into separate line items?
☐	☐	☐	Is a **description** entered for each equipment line item?
☐	☐	☐	If there are subcontracts, are the **Subcontract Budget uploaded** correctly in the **Sub Award Section** of the Budget?
☐	☐	☐	If there are subcontracts, does a **File Name** appear in the **Attachments** box of the **Sub Award Section** of the budget?
☐	☐	☐	Do the **subcontract line items** generated by Coeus correspond to the uploaded document?
☐	☐	☐	Are the **subcontracts line items** entered per Agency/Sponsor instructions?
☐	☐		Is there **Cost Sharing**?
☐	☐	☐	If **Cost Sharing** consists of **both** NIH Salary Cap <u>and</u> 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**?
☐	☐	☐	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)?
☐	☐	☐	If there is any Cost Sharing from a Subcontract, is the Cost Share amount entered in the Subcontract line items?
☐	☐	☐	If there is Cost Sharing, is it **mandatory/required by the solicitation**? o NSF prohibits cost sharing unless specifically required by the Program Announcement
☐	☐	☐	If the Cost Sharing is mandatory/ required, is the "**Submit Cost Sharing" box** checked on the Budget Summary tab? Ⓓ
☐	☐	☐	If there is Cost Sharing, are the **approvals** uploaded in the Narrative Module?
☐	☐	☐	If there is Cost Sharing, are the applicable **Questionnaires answered**? (Cost Sharing – Direct Cost and Cost Sharing – Indirect Cost – when applicable)
☐	☐	☐	For multi-year proposals, are **all Budget Periods** generated?
☐	☐		Do the costs, quantities and rates shown in the **Budget Justification** match those in the **Budget**? o Budget Justification is limited to 3 pages.

			OTHER TAB REVIEW
YES	NO	N/A	
☐	☐	☐	If **Yes/No question H1** is answered **YES**, are **Country 1- Country 4** fields completed?
☐	☐		Is the number of **Undergraduate Students** correct?

			GRANTS.GOV SECTION REVIEW
YES	NO	N/A	
☐	☐		Do all the Grants.gov forms **populate the information correctly** and are the attachments attached to the forms in the correct fields? o RR Personal Data Form will only display the Individual's Name. All the other information will not be populated.
☐	☐	☐	For Subcontract Budgets, is the **role for the Sub PI** consistent with the role on the R&R Senior/Key Person (Expanded) Form?
☐	☐		Does the proposal pass the **Grants.gov validations**?

			SUMMARY
YES	NO	N/A	
☐	☐		Are all the **printed & signed certifications** submitted to OSP?
☐	☐		Have the **certifications** been reviewed?
☐	☐	☐	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
☐	☐		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