

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)
 - a. Brown Validations – choose Action – Validations
 - b. Grants.gov Validations – choose Action-Grants.gov-Validate
- 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.
https://www.brown.edu/research/sites/research/files/Coeus_NSFCode_July2015-1.pdf
- 8) One or more key words:
https://www.brown.edu/research/sites/research/files/Coeus_Science_Code_July_2015.pdf

Please respond Yes or No as appropriate. These questions are required for ALL proposal submissions.				
Question ID	Question Description	Answer		Form
		Y	N	
0B01	Human research participants	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B02	Laboratory animal care	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B03	Recombinant DNA	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B04	Potentially infectious agents, including human blood or tissues	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B05	Generate hazardous waste	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B06	Select agents	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B07	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?)	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B08	Biohazards	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B09	Radioactive materials or radiation producing equipment	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B10	Additional Personnel	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B11	Equipment	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B12	Fabricated equipment	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B13	Additional space	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B14	Alterations	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B15	Does this project contain any potentially patentable information? (If yes, mark information confidential in proposal)	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B16	Is this the maximum F&A rate allowed by sponsor? (Note: If the Sponsor does not allow F&A , the answer is Yes).	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B18	If applicable, are proposed salaries over the cap? If yes, include NIH salary Cap Worksheet with submission.	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B19	Is this Submission a Revised Budget?	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B 20	Does this project contain any proprietary information? (If yes, please indicate the appropriate sections of the proposal as described)	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
0B23	Nanomaterials	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal
H1	Does this project involve activities outside the U.S. or partnership with International Collaborators? If yes, identify which countries in the Explanation field.	<input type="checkbox"/>	<input type="checkbox"/>	Brown Internal



SUBRECIPIENT LETTER OF COMMITMENT

Project Title: _____

Project Period: _____

Applicant Institution Name: _____

Address: _____

City, State, Zip: _____

Applicant Institution Email: _____

Applicant Institution PI: _____

Prime Sponsor: _____

Subrecipient: **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.