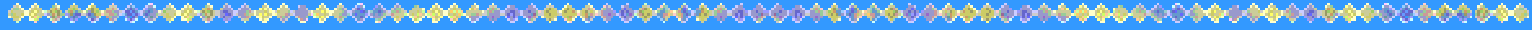




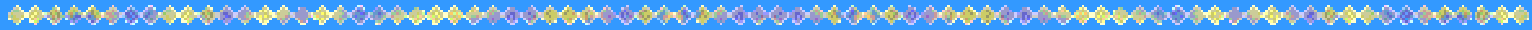
Proposal Development review and submission to Grants.Gov, Coeus Tools Available to the Research Administrator

Agenda Topics



- System Configuration Requirements
 - Coeus Roles required for Proposal Approvals and Proposal submission.
 - Coeus workflow basics
- Using the Coeus In-Box
- How to delegate approvals, bypass approvals, and add additional approvals on the fly.
- Data Override functionality and the edits available to Research Admin while the proposal is Approval in Progress.
- When you should reject the proposal.
- Post-Submission approval process
- Differences between Coeus Premium and CoeusLite for approvals.
- Submission to Grants.gov, what happens next.
 - Change/Corrected process and demonstrate linking the change/corrected proposal to the original submission.
- Discussion regarding the number of days BEFORE the sponsor's deadline do they need in order to review the proposal.
- Discussion on alternative routing requirements
- Use of Job Aides to assist with departmental review BEFORE submitted to OSP

Coeus Roles



- Process begins with Proposal Creator role. By default, the Proposal Creator is the Proposal Aggregator (additional aggregators can be predefined via User Maintenance). Only a proposal aggregator can submit the proposal for approvals.
- Business rules are evaluated to determine the approval path for the proposal.
- Once proposal reaches the sponsored projects office, OSP Administrator and/or Proposal Submission roles kick in. (only a user with Proposal Submission role can actually submit the proposal to the sponsor).

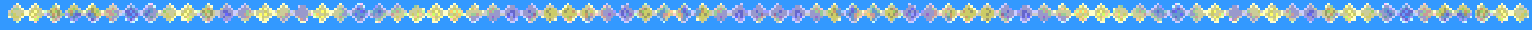
Note – there is no specific role to assign as “APPROVER”. This role is inferred based on being named in an approval map.

Coeus Rights associated with Roles



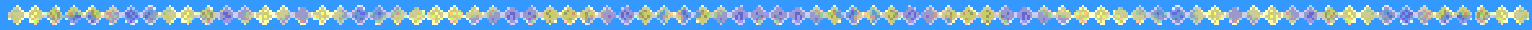
- **Proposal Creator**
Create a New Proposal
 - **Proposal Aggregator**
Certify; Maintain Proposal Roles; Maintain Proposal Hierarchy; Maintain Routing (direct maps); Modify Proposal, Budget, and Narrative; Submit for approval
 - **OSP Administrator**
Change proposal master data, Approve the proposal at OSP, Maintain Note Pad entries, View all parts of the proposal
 - **Proposal Submission**
Change proposal master data, Approve the proposal at OSP, Print a proposal on sponsor specific forms, Submit the proposal to the sponsor
- Note – Coeus 4.3 will allow you to easily create customized roles

Workflow Basics



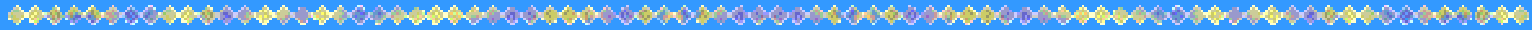
- Business Rules – There are three types of rules: Validation, Notification, and Routing.
 - Validation - When the proposal meets certain conditions (e.g. use of animals), Coeus can be configured to issue hard stops or warnings.
 - Notification – define conditions when a notification should be sent (approval not required).
 - Routing – When proposal development records meet certain conditions (e.g. budget contains cost sharing), the routing path is dynamically built and electronically moves the proposal through the Institution for ultimate submission to the Sponsor.
- Approval Maps – Defines the “stops” to make based on notification and routing rules. Note – There is no system role to grant for approvals. Simply naming a user in a map makes them an approver.

Coeus In-Box



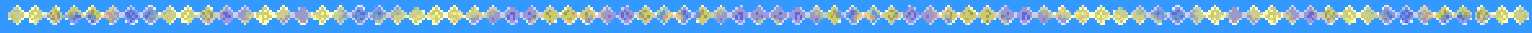
- When a proposal is submitted for approval, Coeus will generate a message to the Approver(s) on the first level of the routing map, alerting them a proposal is waiting for their review and approval. The first level Approver is typically at the Department, Lab or Center.
 - Coeus Users can select to have Coeus In-box messages forwarded to the email address stored on their Coeus Person record. Email messages will include a link to the CoeusLite view of the proposal.
- The Coeus In-box has two named panels, Unresolved and Resolved:
 - Unresolved messages are those items which you have not read nor resolved.
 - Resolved messages are those items which you have approved or resolved.

Coeus In-Box, continued



- There are three types of entries that may appear in your Inbox:
 - Notification entries will have a subject of Notification, and a proposal number in the Proposal column. Notifications remain in your Unresolved tab until you either delete them from the Inbox or change their status to Resolved.
 - Approval entries will have a subject of Approval, and a proposal number in the Proposal column. Approval entries will move automatically from the Unresolved tab to the Resolved tab when you approve or reject the proposal.
 - Rejection entries will have a subject of Rejection, and a proposal number in the Proposal column. These entries appear in the Inbox of the Aggregator when the proposal is rejected by an approver.
- Each unresolved notification is color coded to indicate the due date for submission to the sponsor:
 - Red: 3 or less days until due to sponsor
 - Yellow: 4-5 days until due to sponsor
 - Green: 6-10 days until due to sponsor
 - No Color: +10 days until due to sponsor

Built-in Validations



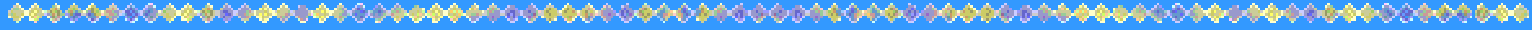
- One of the tremendous benefits of using Coeus for system-to-system proposal development is the validation checks which occur when a proposal aggregator selects Submit for Approvals.
 - Coeus system validations
 - Grants.gov validations (and some agency specific validations)
 - Local (custom) validations
- System validations and Grants.gov validations are hard stops, meaning the proposal cannot go forward until all validations are passed.
- Coeus 4.3 allows for local validations to be configured as hard stop or warnings.

Approving a Proposal Development Record



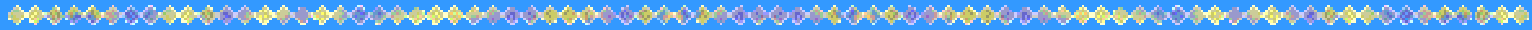
- When you are notified of a proposal which requires approval, you should review the proposal carefully before approving it, making sure that the areas you are responsible for are complete and correct.
- If you are an approver at more than one stop, you have the option to approve the proposal for all stops.

Conducting your review



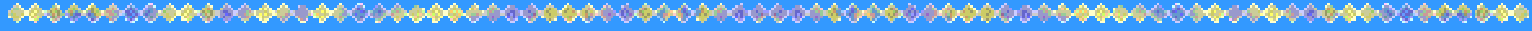
- The proposal details module tabs will help you confirm the details of the proposal:
 - PROPOSAL TAB: includes sponsor, mechanism and title
 - ORGANIZATION TAB: performance sites
 - INVESTIGATOR TAB: PI information and departments involved
 - KEY PERSON TAB: other key persons involved in the proposal
 - SPECIAL REVIEW TAB: information on internal reviews including animal/human subjects
 - SCIENCE CODE TAB: may be used to store key words
- The Proposal Modules will help you confirm the budget, narratives and questions relevant to the proposal:
 - NARRATIVES: includes all documents uploaded to the proposal with the exception of the biosketch and other support
 - BUDGET: includes both detailed and modular budgets for the proposal
 - QUESTIONS: includes the “Yes-No-N/A” included in many of the applications submitted to sponsors
 - ROLES & USERS: includes all the selected users for the proposal and their roles (creator, viewer, approver, writer, etc.)
 - ABSTRACTS: includes narrative portions that populate certain sponsor forms
 - PERSONNEL: includes details about the PI and key persons including degree information, address, title, biosketch and other support
 - NOTEPAD: includes comments and/or notifications regarding the proposal

Additional functionality for Approvals



- Delegate
 - Coeus allows approvers to delegate their approval responsibilities to another Coeus User. Delegated approver is added to approval path once the proposal is submitted for approval.
- By-pass
 - This right is associated with the Application Administrator role. We customized the Proposal Submission role to include this right. Allows you to by-pass an approval stop in the workflow. Coeus sends a message to the by-passed user alerting them that their approval has been by-passed.
- Add additional approvers
 - Insert another approver at the same level. You can also identify an alternate for this person, or completely pass your approval onto this person (conflict of interest).
- Rejections
 - When you reject the proposal, you should provide an explanation as to why you are rejecting the proposal. The text of your rejection appears in the message, and is stored in the notepad section of the proposal. May be used for audit trail. Rejected proposals go back to the proposal aggregator (does not require prior approvers to also reject). When proposal is resubmitted, it will follow the default approval path.

Data Override



- Both the OSP Administrator and Proposal Submission roles have the ability to override defined data fields on the proposal. Proposal Aggregator(s) are notified of data fields that have been changed. Proposal number field changes to the color red to visually indicate this record has had data override. No limit on the number of overrides.
- Special Review tab is also available for OSP to make changes. Changes made on this tab are not recorded.

Proposal Development Editable Columns

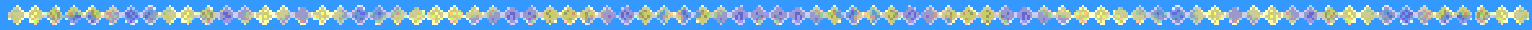
The screenshot displays the 'Code Table Maintenance' application interface. On the left is a tree view of code tables, with 'Proposal Dev Editable Columns' selected. The main area shows a table with the following columns: Column Name, Column Label, Data Type, Data Length, Has Look..., Lookup Window, and Lookup Argument. The 'TITLE' row is highlighted. To the right, a 'ColumnNames' dialog box is open, listing the column names from the table.

Column Name	Column Label	Data Type	Data Length	Has Look...	Lookup Window	Lookup Argument
AGENCY_DIVISION_CODE	NSF Agency Division Code	VARCHAR2	50	No		
AGENCY_PROGRAM_CODE	NSF Agency Program Code	VARCHAR2	50	No		
CONTINUED_FROM	Original Institute Proposal	VARCHAR2	8	No		
DEADLINE_DATE	Deadline Date	DATE	10	No		
DEADLINE_TYPE	Deadline Type	CHAR	1	No		
MAIL_BY	Mail By	CHAR	1	No		
MAIL_TYPE	Type	VARCHAR2	3	No		
NOTICE_OF_OPPORTUNITY_CODE	Notice of Opportunity	NUMBER	3	Yes	W_ARG_CODE_TEL	Notice Of Opportunity
NSF_CODE	NSF Expenditure Survey Code	VARCHAR2	15	No		
ORGANIZATION_ID	Organization ID code	VARCHAR2	8	No		
PERFORMING_ORGANIZATION_ID	Performing Organization code	VARCHAR2	8	No		
PRIME_SPONSOR_CODE	Prime Sponsor Code	CHAR	6	No		
PROGRAM_ANNOUNCEMENT_NUMBER	Program Number	VARCHAR2	15	No		
PROPOSAL_TYPE_CODE	Proposal Type	NUMBER	3	Yes	W_ARG_CODE_TEL	Proposal type
SPONSOR_CODE	Sponsor Code	CHAR	6	No		
SPONSOR_PROPOSAL_NUMBER	Sponsor Proposal Number	VARCHAR2	70	No		
SUBCONTRACT_FLAG	Subcontract Flag	CHAR	1	No		
TITLE	Title	VARCHAR2	150	No		

The 'ColumnNames' dialog box lists the following column names:

- ACTIVITY_TYPE_CODE
- BASE_PROPOSAL_NUMBER
- BUDGET_STATUS
- CARRIER_CODE
- CARRIER_CODE_TYPE
- CFDA_NUMBER
- CREATE_TIMESTAMP
- CREATE_USER
- CREATION_STATUS_CODE
- CURRENT_ACCOUNT_NUMBER
- CURRENT_AWARD_NUMBER
- DURATION_MONTHS
- INTR_COOP_ACTIVITIES_FLAG
- INTR_COUNTRY_LIST
- MAILING_ADDRESS_ID
- MAIL_ACCOUNT_NUMBER
- MAIL_DESCRIPTION
- NARRATIVE_STATUS
- NUMBER_OF_COPIES
- OTHER_AGENCY_FLAG
- OWNED_BY_UNIT
- PROGRAM_ANNOUNCEMENT_TITLE
- PROPOSAL_NUMBER
- REQUESTED_END_DATE_INITIAL
- REQUESTED_END_DATE_TOTAL
- REQUESTED_START_DATE_INITIAL
- REQUESTED_START_DATE_TOTAL
- STATUS_CODE
- TEMPLATE_FLAG
- UPDATE_TIMESTAMP
- UPDATE_USER

When should you reject the proposal



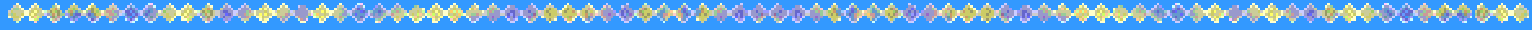
- Not every proposal is approved. If data elements are missing, or the proposal aggregator incorrectly commits the Institution to cost share, space, or other requirements, you may need to reject the proposal.
- This action sends the proposal to the proposal aggregators with a Rejected status, which allows the proposal to be modified. The proposal should be corrected accordingly, and resubmitted for approval.
 - When you reject a proposal, type a comment explaining why the proposal was rejected, and providing information on what must be changed to permit approval. This comment will be saved with the proposal, and can be viewed in Notepad.
 - Use of data override functionality may have unintended consequences (e.g. Activity Type code change)

Allowing for updated Narrative Types



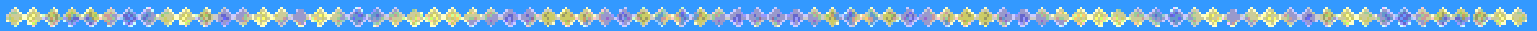
- Recognizing that the research plan may be in draft form and will continue to undergo revision by the Principal Investigator during the review process, Coeus allows the Proposal Aggregator and/or those with Narrative Writer role for the proposal to replace any of the uploaded .pdf files in the narrative module with finished versions of the files.
- This allows the proposal to be routed internally while the Principal Investigator continues to refine the research plan. Once the proposal is at the final stop in the approval map, all uploaded narratives should be in their final form.
- Should a narrative type be replaced while the proposal is in Approval in Progress, Coeus will send a notification to anyone who has already approved the proposal, indicating which narrative type has been replaced.

Grants.Gov Submission




- Final Approval and Grants.gov submission are two separate tasks:
 - Final Approval:
 - Proposal types New, Revision, Continuation and Task Order, Coeus will first generate a new Institute Proposal record for the submission.
 - Proposal types Resubmission and Grants.Gov submission type of Change/Corrected, you will be prompted to link this proposal to the previously generated Institute Proposal, generate a new one, or just approve and not generate an institute proposal record (may chose this option for non-competing continuations). Image on next slide.
 - Grants.gov Submission:
 - Must have the Proposal Submission role for this window to appear.
 - Be sure appropriate optional FORMS have been selected to “include” with the submission.

FY08 Grants.Gov Submission




AGENCY	2006	2007	Grand Total
DOD	196	10	206
DOE	68	0	68
ED	4	0	4
AHRQ	34	0	34
CDC	62	0	62
HRSA	29	0	29
NIH	7471	24	7495
FDA	8	0	8
NEH	2	1	3
NSF	33	0	33
USDA	66	2	68
USDOJ	3	0	3
Grand Total	7976	37	8013

Grants.Gov Submission

Institute Proposal Number 

Development proposal 00001770 is a revision

If you know the original proposal number:

Enter the original proposal number: 

If you do not know the original Institute Proposal number:

Generate a new Institute Proposal number.

(Choose this option only if you are sure there is no Institute Proposal in the system)

Do NOT generate a new institute proposal number.

(The proposal will not be submitted to the sponsor)

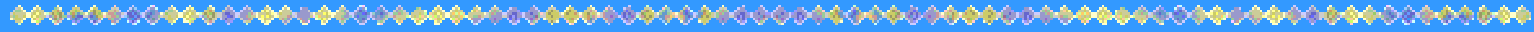
OK

Post-Submission Approval



- Post-submission functionality allows every proposal to be reviewed by another committee after submission to the sponsor.
- For post-submission to be initiated you must have a map that contains users that do NOT carry the proposal submission role.
- Each time someone approves a proposal, Coeus looks up the chain to see if any of the next stops contain approvers that carry the submission role. If there are still approvers that have submission authority, the normal routing process continues.
- However, if the subsequent map(s) contain approvers with no proposal submission authority, then the status of the proposal will become “post-submission approval in progress.” The submission window will burn-through for the last person with proposal submission role to allow the Grants.gov submission to initiate and Institute Proposal to be created.

Post-Submission Rejection



- Should the post-submission review result in a rejection, the status goes to post-submission rejected, but nothing else happens. The OSP office would have to manually withdraw the proposal from the sponsor and edit the Institute Proposal module since the proposal has already been submitted to the sponsor.

Coeus Premium vs. CoeusLite



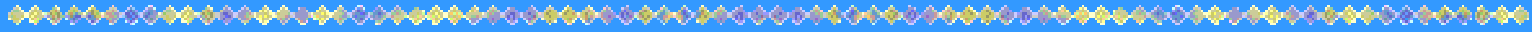
- CoeusLite requires text to be entered in the comments box when approving.
- The last stop of the routing map must use Coeus Premium for the Grants.gov submission process.
- To perform Data Overrides, you must use Coeus Premium.
- To make changes to the Special Review tab, you must use Coeus Premium.
- To add approvers, you must use Coeus Premium.
- To add viewers once the proposal is in Approval in Progress, you must use Coeus Premium.

How many days in advance of deadline?



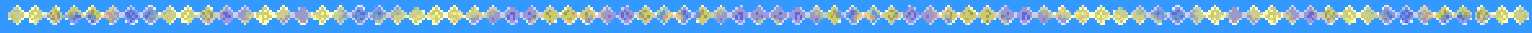
- The time required for review of a proposal varies with its length, complexity, accuracy, and the care taken in its preparation and prior review.
- Depends upon the present workload in OSP.
- To allow for necessary corrections, revisions, and for greater assurance that you will meet the sponsor deadline.
- Some proposals that contain cost-sharing commitments, legal conditions, or compliance, may require additional lead-time.

How many days in advance of deadline?

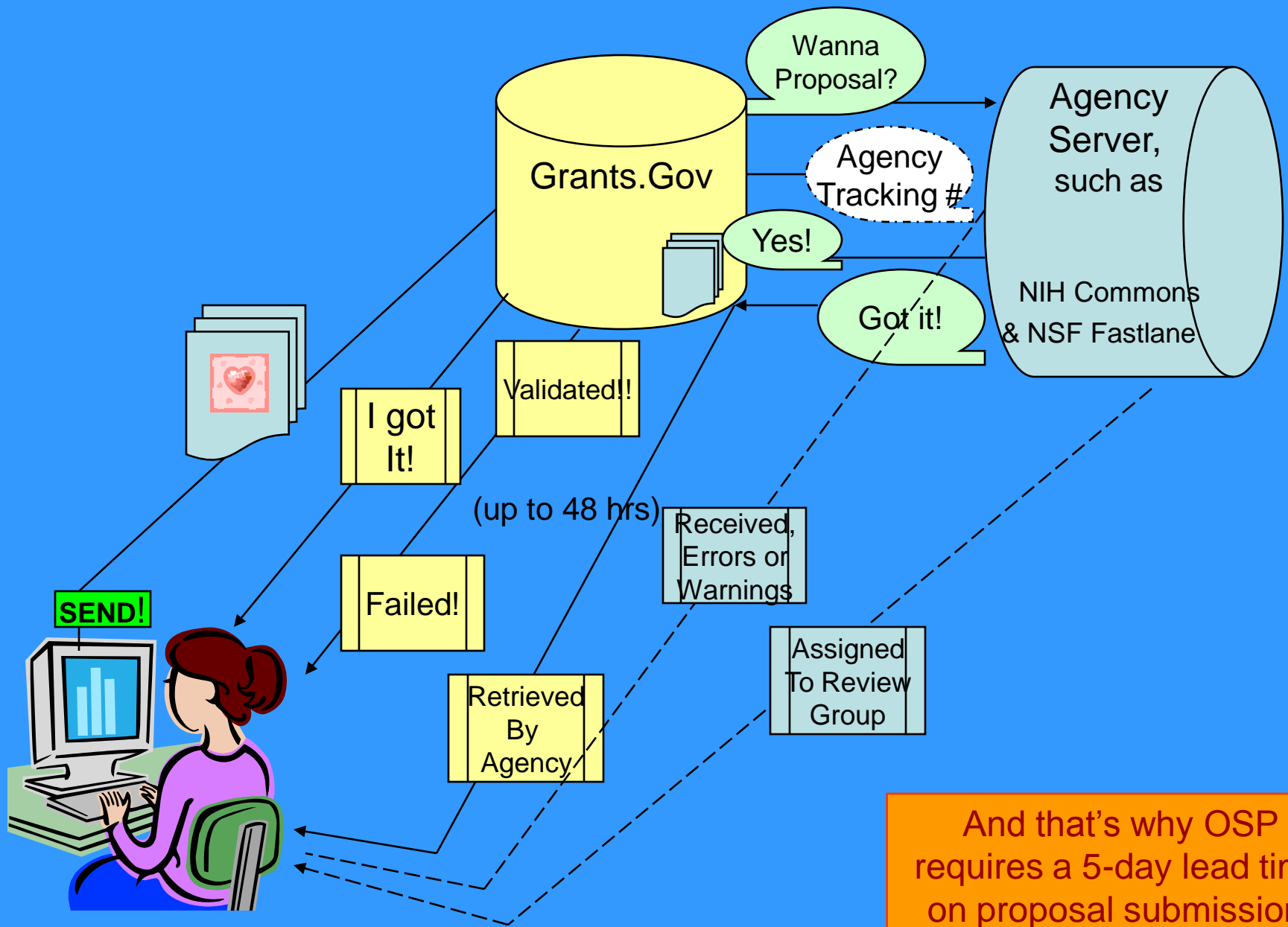


- The OSP office has responsibility to review all proposals on behalf of Institution. The OSP Administrator's review confirms that all administrative and financial elements are accurate and in accordance with sponsor guidelines. Specifically, OSP is required to:
 - Review the budget
 - Review matching and cost sharing requirements and commitments
 - Ensure proper indirect costs calculations
 - Check the accuracy of administrative and institutional information
 - Ensure that all regulatory requirements have been satisfied
 - Make certain that proposed contract award language conforms with Institutional policies
 - Check that any potential conflicts of interest have been managed or eliminated
 - Evaluate potential export control issues
 - Guarantee that all required representations and certifications are included
- Given the volume of proposals processed for each application deadline, OSP may find it difficult to continue to fulfill its obligations on behalf of the Institution with limited time to process the proposals.
- In addition, many sponsors with electronic proposal processing allow time prior to the deadline to review the proposal once it has been received and to correct errors for a limited period of time. This means that added time will be needed in order to take advantage of the error clearing process.

So, what's the magic number?

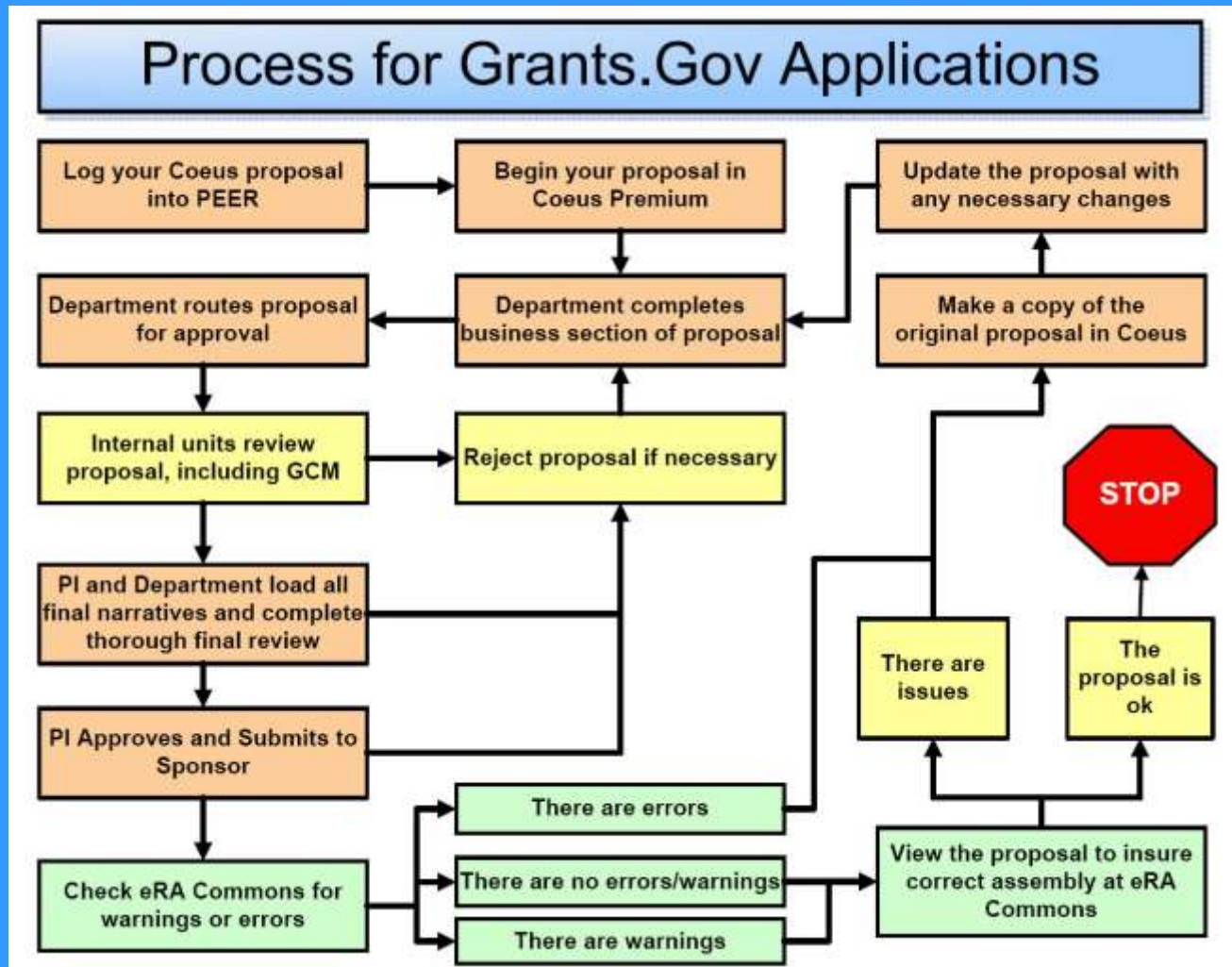


- A quick review of Coeus Schools' OSP websites indicate that most require at least 5 business days before the sponsor's published deadline.
- A couple state 10 business days, a couple others state 48 hours.
- 5 days seems to be the general rule of thumb.



And that's why OSP requires a 5-day lead time on proposal submission!

Alternative Process

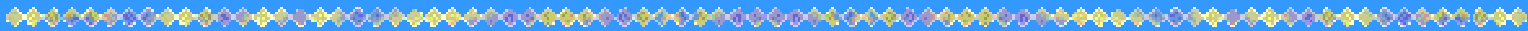


Job Aides

Coeus Proposal Checklist

- Create proposal:**
 - Complete Proposal, Mailing Info (Deadline Date), Investigator, and Key Person windows.
 - Create Budget
 - Add personnel
 - Add personnel line items
 - Add non-personnel line items
 - Generate remaining periods
 - Edit periods, as needed
 - Calculate and save
 - Consolidate justifications
 - Add project/grants for cost sharing
 - Create Abstracts, if needed
 - Create Narrative modules, if needed
 - Finalize budget and change status to Complete
 - Change status of Narrative modules to complete
- Submit proposal for approval**
- When approved, print the proposal using the appropriate sponsor form, and bring it to ORPA for signature.**
- Distribute signed proposal:**
 - Make necessary copies
 - Send original with narrative and requested copies to sponsor
 - Send requested copies to ORPA
 - File your copies
- Await Sponsor Approval**

Job Aides



Coeus Proposal Development Checklist

Before you submit your proposal for approval, take a few minutes to review it to make sure everything has been added that should be there. This will reduce the likelihood that your proposal will be rejected during the approval process. It is also a good idea to involve your GCM or DSR contact prior to routing for an application pre-review.



PROPOSAL DETAILS WINDOW

PROPOSAL TAB

- Does the Narrative have a check beside it?
- Does the Budget have a check beside it?
- Is the Lead Unit number correct?
- Is the PIs Descriptive Title less than 82 characters (including spaces and punctuation)?
- Do you have the correct start and end dates? Start date should be 4/1/2026.
- Is the proposal type correct? For June 5, it should be "New."
- Is Activity Type marked as "Research"?
- Do you have the right sponsor number? For investigator initiated, it should be 000772.
- Did you successfully connect with grants.gov (in the logo shown)?

ORGANIZATION TAB

- Did you add any additional performance sites? Were their addresses entered correctly?
- Did you add your department as the performance location (optional)? Is it correct?

MAILING INFORMATION TAB

- Did you include the date the proposal is due to NIH as the deadline?
- Did you mark "Department" and "Electronic"?

INVESTIGATOR TAB

- Did you list only the PI (or Contact PI) on the Investigator Tab?
- Does the effort listed here match what is in the budget?
- Did you mark PI as faculty (if the a VU faculty member)?
- Did you include all the units that will need to sign the transcript, including the units for the individuals listed on the Key Person Tab?
- Did you Certify the PI?

KEY PERSON TAB

- Did you list all the key persons for the proposal, including other significant contributors, consultants and mentors for whom you will submit a biosketch?
- Did you include the role for each person, knowing that the choices do not include Co-PI/PI or Co-Investigator?
- Does the effort you indicated for each person match what is in the budget?
- Did you indicate which Key Persons were VU faculty members?

SPECIAL REVIEW TAB

- Did you add the Effort Reporting Certification for the PI with "approved," his/her last name and the date?
- Did you add human and/or animal subjects (if necessary)?
- Did you indicate the VA and/or VUMC (if necessary)?

GRANTS.GOV

- Did you indicate the forms you will use (cover letter, modular/detailed budget, subaward budget)?
- Did you validate your proposal?

BUDGET MODULE

DETAILED BUDGET

- Are any equipment purchases of \$3,000 or more broken out onto separate lines?
- Are different personnel members listed on different lines?
- Is travel separated into domestic and foreign?

MODULAR BUDGET

- Did you mark it as Modular and edit it for completeness?
- Are all of you modules correct and consistent?
- Did you add the appropriate F&A for your subaward?
- Do all budget periods balance?
- Did you sync the modular budget?

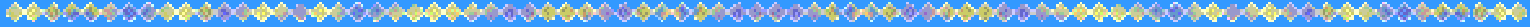
SUBAWARD BUDGET

- Did you upload and translate this in the Subaward Window?
- Did you check the budget justification for accuracy and to make sure that it is a PDF document?
- Did you check the DUNS number, period and budget type?

GENERAL

- Did you mark you final budget as complete?
- Did you mark you final budget as final?

Job Aides



COEUS PROPOSAL FINAL CHECKLIST *NIH Grants.gov submissions*

PROPOSAL DETAILS

PROPOSAL TAB

- Does the Narrative have a check beside it?
- Does the Budget have a check beside it?
- Is the Lead Unit correct? (should be the PI's department of primary appointment)
- Do you have the correct start and end dates?
- Is the proposal type correct? Remember that
 - Continuation means a non-competing continuation
 - Renewal means a competing continuation
 - Resubmission means an amended or revised application
 - Revision means a supplement to an existing award
 - Task Order is used for projects funded under a Master Agreement
- Is the Activity Type correct?
- Did you enter the Sponsor Proposal Number for NIH Renewals and Resubmissions? Is the NIH number in the format of this example? HL998765
- Did you enter the Original Proposal for Changed/Corrected submissions?
- Is the Grants.gov logo shown?

ORGANIZATION TAB

- Did you ADD your performance site(s)?

MAILING INFORMATION TAB

- Did you enter the Sponsor's deadline date for the proposal? (NOTE: If UMB is the subrecipient, enter the date the proposal is due to the applicant institution.)

INVESTIGATOR TAB

- Did you list only the PI on this tab? Or, if this is a multiple-PI application, did you list all the PIs on this tab with the PI checkbox checked for the Contact (Lead) PI?

- Does the effort listed here match what is in the budget and/or budget justification?
- Did the PI(s) certify?
- Did you print the certification, have it signed by the PI, and submit it to GRD?

KEY PERSON TAB

- Did you list all Key Persons for the proposal, followed by Other Significant Contributors (as defined by NIH), including consultants for which you will submit a biosketch? Did you include the role for each person, knowing that the choices do not include "Co-PI/PI"?
- Does the effort you indicated for each person match what is in the budget and/or budget justification? Did you indicate which Key Persons are UMB faculty members?

PROPOSAL PERSONNEL (access from Edit menu)

- Did you add a PDF biosketch for each Investigator and Key Person? Is each biosketch 4 pages or less, in NIH format?
- Did you verify Person Details, especially the PI eRA Commons username and email address?
- Did you add relevant degree details for the PI(s), using MM/DD/YYYY format in the "Graduation Date" field? (access from: Edit menu while in this screen)

SPECIAL REVIEW TAB

- Did you add human subjects and/or animal use (if necessary)? For Grants.gov proposals, did you mark human subjects and/or animal use protocols as "Pending" or "Approved" or "Exempt"? For exempt human subject protocols, did you include the exemption number in the Comments box in the following format: E4 (with the digit being the exemption number)

Job Aides

Go / No-Go Check List for NIH Applications:

Proposal Tab:

- Does the Narrative have a green check?
- Does the Budget have a green check?
- Is the Lead Unit correct for this PI?
- Are the Start and End dates correct for this application?
- Is the Proposal Type correct?
Continuation = a non-competing continuation of an existing award
New for new applications
Resubmission = amended or revised application
Renewal = competing continuation of an existing award
Revision = a supplement or change proposal for an existing award
Task Order = a project funded under a master agreement
- Is the Sponsor Code correct?
- Is the Prime Sponsor Code correct and required? (only needed if submitting as a subawardee)
- Is the Activity Type correct?
- Is the Sponsor Proposal number entered correctly?
Required for NIH Resubmission, Revision, Renewal and Change/Corrected:
Proposal > Sponsor Proposal No field 2-1tr; 5-digit (CA123456) format
- If Revision, Renewal, or Continuation: Is the Prior Award entered?
- If Change/Corrected, Renewal, Revision, or Continuation: Is the Prior Proposal No. entered?
- Is the NSF Code selected?
- Is the Notice of Opportunity selection correct?
- Is the Program Number (opportunity) correct for this submission?
- Is the CFDA number entered? (Note, for many NIH submissions. This MAY be blank.)

Organization Tab:

- Confirm Institutional Information: Address, Congressional District, Type of Applicant
- Is there an additional Performing Site? Is the address complete and contains no special characters?

Mailing Info Tab:

- Is the Due date correct for this submission?

Investigator Tab:

- For NIH, is Only the PI listed on the Investigator tab?
- If more than the PI, is this a Multiple PI application?

- Does the effort inserted (not required) match the level in the budget and justification?
- Is the PI Certified?
- Are the Certifications at DSP?
- Are there COI's for all named design/conduct/reporting personnel?

Key Person Tab:

- Are the Key Person Roles correctly entered? (i.e. Other Significant Contributor, etc.)
- Does the effort inserted (not required) match the level in the budget and justification?
- For Rolodex entered persons, are the details input complete and contain no special characters?

Proposal Personnel Screen:

- Are there Biosketches for all Investigators and Key Personnel?
- Are the Biosketches in the correct format? (PDF, less than 4 pages, no footers/headers, contain research support?)
- Did you verify the Person Details? (eCommons User ID's, email addresses, address)
- Did you verify the Degree information? (Rolodex entered persons require manual entry of degree info.)

Special Review Tab:

- Are there any active Special Reviews listed?
- If Human Subjects or Animal Use, did you confirm this is the relevant protocol for this PI and research area?
- If Humans or Animals, did you confirm that protocol is still active?
- For Exempt Human Subjects, did you confirm the correct exemption number was inserted in the Comments box?

Yes/No Questions:

- Did you review the YNQ's?
- Are the answers appropriate to this sponsor/submission?
- Are the Comments filled in correctly for questions answered Yes?

Grants.Gov Screen:

- For Change/Corrected applications, is that submission type selected on the Opportunity tab?
- Are all the appropriate Forms checked to Include on the Forms tab? (i.e. Modular Budget, Subaward Budget, Cover letter)
- Does the proposal Validate?
- Do all the uploads attach to the forms?
- Are there any uploads attached that should NOT be there?