

Submitting a Proposal (a.k.a. 'Grant')?

FIRST THINGS FIRST!

- 1) Forward the URL or Program Announcement to Michele McTernan.
- 2) Please provide this information to Michele so a Coeus proposal can be created for you:

Principal Investigator:

Key Personnel:

Mentor(s)/Consultant(s):

Grant Title:

Sponsor:

Sponsor Deadline:

Project Anticipated Start Date:

Project Anticipated End Date:

- 3) Coeus proposal DEADLINE is **ten (10)** business days **BEFORE** sponsor's due date.
DO YOURSELF A FAVOR: Remember the campus deadline & forget the sponsor due date!
- 4) Request letters of support and biosketches from colleagues as needed.

Table 1: Forms required for Coeus (Campus Approvals Routing System)

Form	Responsibility
Coeus Proposal Form	Research Administrator
New or updated Conflict of Interest Declaration (CID)	PI or PI's assistant; Research Administrator will prepare on request.
Budget	PI + Research Administrator
Budget Justification	PI + Research Administrator
Facilities & Other Resources, Equipment Description(s)	PI. Some sponsors require separate forms. Please determine the requirements for your proposal.
Abstract / Project description	PI. Use the 30-line abstract/project description, not the 2-3 sentence project narrative (*see NIH notes, pp3.)
Biographical sketch(s) – for PI, co-PI, co-investigators, key persons	PI or PI's assistant.
Biographical sketch(s) – for collaborators, and/or consultants	Request from collaborator/consultant; required if support of any type is being offered.
Letter(s) of Support	Required for Coeus IF the writer is promising support of any kind.

Please submit all forms in Word or Excel. PDFs will be created for you.

This list only covers the documents required for campus approvals. Other documentation depends on your proposal requirements. The PI and the Research Administrator are equally responsible for reading the proposal guidelines and instructions and ensuring that all requirements are met.

Budget/Budget Justification:

Please work with Michele McTernan to establish your budget and construct your budget justification. She will obtain current salaries, fringe benefit rates, and indirect (facilities & administrative) costs rates, and will use a budget spreadsheet provided by Sponsored Programs.



Coeus, Greek Titan of Intelligence

Guidelines for PIs with proposal-submission experience:

- The PI may elect to prepare all documents without Michele’s help. However, the Coeus proposal must be submitted by Michele, and all forms MUST be submitted to Michele for review before submission.
- Formatting specifications (contained in your Program Announcement and/or instructions) must be followed. This should be done by the PI or the PI’s assistant. If a PI does not have a dedicated assistant, Trish De Martino will assign one for this project.
- Allow Michele McTernan or Michelle Schenke to edit your documents for grammar and punctuation. Even an English major can use a second pair of eyes before submitting.

Guidelines for inexperienced or first-time PI’s:

- You must work closely with Michele and your mentor(s) in all steps of the submission process.
- If you do not have a dedicated assistant, Trish De Martino will assign one to help with this project.

This table will be used for tracking progress:

Form	To Be Prepared By	Draft Complete	Final Edit Complete	Entered in COEUS	Added to NIH Form
Biographical Sketches					
Consultant/ Collaboration Letters					
Narrative Abstract					
Project Summary					
Facilities Description					
Equipment					
Budget					
Budget Justification					
Specific Aims					
Research Strategy					
Human Subjects, Vertebrate Animals Sections					
Bibliography/References					
<i>Other Sections as Required:</i>					

Some Notes Regarding Documents for NIH proposals (See SF424 Application Guide for complete instructions)

Michele McTernan will maintain the NIH application package for your proposal. She will enter all of the routine institutional information and will upload your documents in the required format for you. It is her responsibility to transmit your actual application to Sponsored Programs. Your application must be submitted to NIH by our Grants Administrator in Sponsored Programs.

You will be submitting the following documents:

***Project Summary/Abstract**

- Limited to 30 lines of text using 0.5" margins and 11pt Arial, Helvetica, Palatino Linotype, or Georgia font; offers "a succinct and accurate description of the proposed work when separated from the application"

Project Narrative

- No more than 2-3 sentences, "describe the relevance of this research to **public** health. ... (using) succinct and use plain language that can be understood by a general, lay audience."

Bibliography & References Cited

- No page limitation, but should be concise and pertinent to the proposed research. Please include the PMID number; if not available, include the PMC or NIH Manuscript Submission number.

Biosketch(es)

- The NIH changed the Biosketch format in 2009. If it's been over 3 years since you last prepared one, please see the instructions. To summarize;
 - A "Personal Statement" is now required.
 - Peer-reviewed publications are limited to the 15 most relevant and/or significant, must be published or in press, and must include the PMID, PMC, or NIH Manuscript Submission number.
 - Research Support should include only the past three years.
- The most recent version should be kept in "CVs Biosketches" file on Anesthesiology exchange drive.

Cover Letter

- This "letter" is a brief, structured document that is very helpful to the NIH for routing the proposal. (see NIH guide). Optional for new proposals, but applicants are strongly encouraged to include one. Michele will write this for you on request.

Additional Documents That May Be Required [Depending on Your Project] (see guide/instructions):

Human Subjects Sections: Protection of Human Subjects, Inclusion of Women & Minorities, Targeted/Planned Enrollment Table, Inclusion of Children

Vertebrate Animal Research

Select Agent Research

Multiple PD/PI Leadership Plan

Consortium/Contractual Arrangements

Letters of Support

Resource Sharing Plan(s)

Last and Most Important:

Specific Aims (1 page) and Research Strategy (6 pages or 12 pages, depending on program)

The research plan can be submitted after the forms required for Coeus. However; there is no grace period for incorrect submissions! Please submit your final proposal to Michele McTernan **at least two business days** before the deadline. She will submit your final proposal to our Grants Administrator in Sponsored Programs, and the Grants Administrator will submit the proposal to the sponsor.