

PROPOSAL TAB

- There is a number in the proposal number box
- The status approval is in progress
- The proposal hierarchy narrative has a green check beside it
- The proposal hierarchy budget has a green check beside it
- The lead unit is correct for the PI
- The project title is a descriptive research title and matches what is submitted to the sponsor
- The start date and end dates are correct (*Compare dates to other documentation to see if they match*)
- If applicable, there is an IP number in the Original Proposal field, and it's correct
- The Sponsor and Prime Sponsor listed is correct (*compare to other documents*)

Proposal Type:

- | | |
|--|--|
| <input type="checkbox"/> Admin. Action: <i>Must reference original IPN</i> | <input type="checkbox"/> Renewal: <i>Must reference original IPN</i> |
| <input type="checkbox"/> Continuation: <i>Must reference original IPN</i> | <input type="checkbox"/> Resubmission |
| <input type="checkbox"/> Internal Application | <input type="checkbox"/> Revision: <i>Must reference original IPN</i> |
| <input type="checkbox"/> JHU Limited Submission | <input type="checkbox"/> Supplement: <i>Must reference original IPN</i> |
| <input type="checkbox"/> Negotiation only: <i>Master Agreement</i> | <input type="checkbox"/> Task Order: <i>Used for projects under an existing Master Agreement</i> |
| <input type="checkbox"/> New | |
| <input type="checkbox"/> Pre-Application | |

Activity Type:

You must read the Statement of Work to determine activity type. See F&A Determination Form for more info.

- Organized Research: *All research and development activities sponsored by Federal and non-Federal agencies that are separately budgeted and accounted for*
- Instruction and Training: *Teaching and training activities at JHU funded by grants and contracts from Federal or non-Federal sponsors*
- Other Sponsored Activities: *Programs and projects funded by Federal and non-Federal agencies and organizations that involve the performance of work other than Instruction and Organized Research*

Anticipated Award Type:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Grant | <input type="checkbox"/> Cooperative Agreement |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Clinical Trial |
| <input type="checkbox"/> Subgrant | <input type="checkbox"/> Fixed Fee |
| <input type="checkbox"/> Subcontract | |

ORGANIZATION TAB

- The first location is Johns Hopkins University
- Consortia/subrecipients on the proposal are listed, if applicable

MAILING INFORMATION TAB

The proposal deadline is listed

If there is no published deadline, the date listed should be 3 days from receipt of the proposal for grants, and 2 weeks from receipt of the proposal for contracts

INVESTIGATOR TAB

The PI is listed and the PI box is checked

All JHU Co-Investigators are listed, if applicable

The faculty box is checked, if applicable

The % effort listed matches the budget and budget justification: *At least 1% is required*

The multi-PI box is checked, if applicable

KEY PERSON TAB

All key personnel are listed, including subrecipient PIs

Each key person has a role (Co-PI, Mentor, Student, etc.)

The % effort listed matches the budget and budget justification

SPECIAL REVIEW TAB

Human Subjects

Radioactive Materials

Animals

Hazardous and highly-toxic chemicals

Biohazardous Materials

Involve use of recombinant DNA

SCIENCE CODE TAB

AIDS/HIV

HIPAA

Cancer

IPA

Vaccine

ARRA

Maryland

Master Agreement

Baltimore

Signature Initiatives

Career Award

Competitive Supplement

International Programs

Administrative Supplement

Foundation Relations

No Cost Extension

OTHER TAB

The proposal contact information is complete

The SAP responsible cost center is correct

BUDGET MODULE

The COEUS budget matches the uploaded budget in the narrative

Each COEUS budget period has a total direct and indirect cost amount

Cost-sharing box is checked, if applicable

The budget meets sponsor guidelines

All years of a multi-year project are included

NARRATIVE MODULE

- Scope of work
- Internal detailed budget
- Budget Justification
- Other sponsor documentation
- F&A Recovery work sheet and checklist
- Cost-sharing approval, if applicable
- Subaward documents: *Budget, SOW, Subrecipient Determination Form*
- Proposal announcement

INVESTIGATOR CERTIFICATIONS

- If the PI did not certify electronically, the yes/no and 5 question cert is uploaded and signed
- There is a signed FCOI form for every JHU PI and Investigator, if applicable
- The PI and designated key personnel have completed the FCOI training
- There is an FCOI form for every subrecipient, if applicable
- The subrecipient is in the FDP clearing house
- Answers to compliance questions match other documentation in record (IRB, COI, etc.)

REVIEWING THE PROGRAM ANNOUNCEMENT

- All forms that require a signature have been forwarded to JHURA
- There are unusual IDC requirements, including unallowable costs, base other than MTDC, inclusion or exclusion of subrecipient IDC in total cost
- There is a cap on direct costs
- There is a cap on total costs
- There is a draft agreement or terms and conditions that need to be reviewed

COMMENTS