Grants proposal submission process at the Department of Biology
Drexel University

Information needed for COEUS

4 weeks before sponsor due date

1) Type of proposal: new, competitive renewal, resubmission, revision, pre-proposal.
2) Program announcement/solicitation number or website link.
3) For NIH proposal: the agency when you know it.
4) Project title.
5) Project dates (Start & end dates)
6) Sponsor submission deadline date.
7) List names of PI, Co-Pi and other key resources and their % effort.
8) Credit split for indirects between key personnel inside of Drexel.
9) Budget (use Budget Template located at

   http://www.drexel.edu/biology/resources/facultyStaff/Forms/

10) Budget justification
11) Project abstract or project summary
12) Conflict of interest - Form 1:
    
    Required for ALL persons involved on a federal grant (since 12/26/14 from 2 CFR 200.112)
    
    Non-federal grant: key personnel.

    Conflict of interest - Form 2: if answered “Yes” to any questions in Part B of Form 1.

13) For application that includes a sub award

   For COEUS:
   A. Collaborator’s budget
   B. Collaborator’s budget justification.
   C. Subrecipient Commitment Form (included the Subrecipient F&A Rate agreement)
   D. Statement of Work
   E. Collaborator’s contact information & address

   For application:
   F. Collaborator’s Letter of support (For NIH)
   G. Collaborator’s Bio sketch (for NSF/NIH).

14) Section completed by PI in COEUS when requested by Karenne.

   A. PI Certify (under Investigator/Key person)
   B. Yes /No questions (YNQ)
   C. Export Controls. At question #9: name all persons working on the project and include their citizenship.