



DREXEL UNIVERSITY
Office of
Research

NIH ASSIST Proposal Submission: “So Many Attachments, So Little Time”



National Institutes
of Health



ASSIST

Sponsored by the National Institutes of Health

Stuart Politi, Assistant Manager, Grants
Andrew Kunitskiy, Program Administrator, Grants
Pre-Award Team
Office of Research



Presentation Outline

- COUES Record
- ASSIST Record
- Proposal specific Attachments([R01](#), [R21](#), [K](#) (Individual Career Development), [F](#)(Fellowship), [T](#)(Training Award)
- Biosketch



ITEMS NEEDED TO SUBMIT A PROPOSAL IN ASSIST

COUES RECORD

Internal Approvals

ASSIST RECORD

Proposal to the Sponsor



COUES RECORD

The screenshot shows the CoeusLite web application interface. At the top left is the CoeusLite logo. Below it is a navigation bar with tabs: Coeus Home, My Negotiations, My Proposals, My COI, My IRB Protocols (highlighted in red), My IACUC Protocols, Inbox, and My ARR. On the left side, there is a sidebar with links: Coeus Lite, Grants. Gov, and Help. The main content area has a heading "Welcome to CoeusLite" and a section titled "Primary Features of Coeus Lite include:". Below this, there are four paragraphs describing the features: My Protocols, My Proposals, COI Disclosure, and Inbox. On the right side, there is a sidebar with a heading "Coeus Mi" and a paragraph of text.

CoeusLite

[Coeus Home](#) [My Negotiations](#) [My Proposals](#) [My COI](#) [My IRB Protocols](#) [My IACUC Protocols](#) [Inbox](#) [My ARR](#)

Coeus Lite
[Grants. Gov](#)
[Help](#)

Welcome to CoeusLite

Primary Features of Coeus Lite include:

My Protocols - Allows Principal Investigators to prepare and submit protocol applications and review detailed information associated with their existing protocols.

My Proposals - Allows Users to view and prepare grant applications and route their applications for Institutional Approval. Institution Administrators can see and approve grant applications. Institute Approvers can view, approve, or reject proposals for correction. OSP Authorized Administrators can submit applications to Grants.gov.

COI Disclosure - Allows individuals to provide data and required updates on entities in which they hold interest.

Inbox - List of Resolved and Unresolved messages from Coeus application with active links to Coeus Lite proposals listed by title and number.

Coeus Mi
To create support electronic manage sponsore proposal through while fos practices innovativ the know national research



WHAT IS THIS?

- COEUS is Drexel's internal routing system. This “tells” Drexel that the PI wants to apply for a Sponsored Research Project.
- The Research Administrator (RA)/Principal Investigator (PI) role is to create the COUES record.
- Pre-Award's role is to review and approve COEUS Proposal.
- Pre-Award does not create COUES Proposals. That is up to the Department.
- We can assist with what data goes where, but we do not perform this task.
- NO COEUS NO SUBMIT (more on this...)



COUES Help

On this page, there is a training exercise guide that walks you through setting up the record:

<https://drexel.edu/research/proposal/electronic-research-administration/>

This page also answers general questions about the COEUS process

If you require help with any COUES related issues, please email COUES@Drexel.edu for further assistance.



WHY DO WE NEED A COUES?

- COUES not System to System so we need to know what the PI is submitting. InfoEd system will fix this issue in the future.
- Need all dept level approvals to submit to sponsor
- COEUS Lite transfers data to COEUS premium.
 - We can not set up an award without a COEUS Lite Proposal.
- If the PI submits to a Sponsor directly, they will still need a COEUS Proposal.
- If the PI received an award that they applied to privately, they still need a COEUS Proposal.



How to get started?

- **Solicitation** – Example: <https://grants.nih.gov/grants/guide/pa-files/PA-19-056.html>
- **SF424 Guide** <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general-forms-e.pdf>



WHAT ATTACHMENTS SHOULD BE UPLOADED INTO COUES?

- **Budget Justification** (Drexel's)
- **Abstract** (either uploaded as a separate document in Upload Attachments or populated in the Abstract tab of the COEUS Proposal)
- **FCOI** Conflict of interest forms for each Key Personnel on the project working at Drexel University.
 - Must be signed by PI.
 - Dated within the last year.
- **Subcontractor Documentation** (if applicable)
 - Budget (separate from main budget)
 - Budget Justification (separate from main budget, includes federally-negotiated F&A/ Indirect Cost rate)
 - Statement of Work (SOW)
 - Subrecipient Commitment Form(s)



COUES BUDGET AND BUDGET JUSTIFICATION

- Subrecipient's budget that is separate from the overall budget
- Subrecipient's detailed budget justification which includes their federally-negotiated F&A/ Indirect Cost rate (Drexel does not negotiate the F&A rate. Our rate can be different from Subrecipient's F&A rate.



Subrecipient's Statement of Work

Should clearly state:

- Background Information
- Scope
- Objectives
- Services to be performed



SUBRECIPIENT COMMITMENT FORM


- The Subrecipient Commitment Form is designed to collect information about each Subrecipient named in a Drexel proposal.
- The information on the Subrecipient Commitment Form helps ORA conduct a risk assessment of the Subrecipient.
- Commits the subrecipient to working with Drexel if the proposal is awarded.
- Subrecipient certifies that the information submitted is true and correct.

SCF Template:


<https://drexel.edu/research/proposal/prepare/proposal-processing/>




ASSIST RECORD

 U.S. Department of Health & Human Services

eRA Commons Home Logout Service Desk

 **ASSIST**
Sponsored by the National Institutes of Health



Actions ?

MANAGE ACCESS

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation Show Help

Application Information ?

Tip:

Some actions (e.g., Preview Application) are only available from this screen. The Return to Application action can be used to return to this screen.

Summary

R&R Cover

Cover Page Supplement


Other Project Information

Sites

Sr/Key Person Profile

R&R Budget

Research Plan

 Application Information

DREXEL UNIVERSITY • PHILADELPHIA, PA • DREXEL.EDU **LIVE IT.**

13



ASSIST ATTACHEMENTS FORMAT

- JPEG or PNG format
- File names max 50 characters
- Font | 11+ | Arial | Georgia | Helvetica | Palatino Linotype recommended fonts
- Headings | Highly encouraged (e.g., Significance, Innovation) within attachments
- Hyperlinks & URLs | Limited to publications in biosketches & publication list
- Margins | 0.5+ top, bottom, right, left | No page numbers | No headers or footers
- Page Size | 8½ x 11



Tools for Assist Applications

- SF424 Guide - <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general-forms-e.pdf>
- Specific FOA - <https://grants.nih.gov/grants/guide/pa-files/PA-20-185.html>
- Page Limits - <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm>
- Biosketch Instructions - <https://grants.nih.gov/grants/forms/biosketch.htm>



ATTACHMENTS NEEDED





R&R Cover



Pre-Application – If Applicable

Cover Letter – Resubmissions



Other Project Information



- Project Summary/Abstract
- Project Narrative
- Bibliography & References Cited
- Facilities & Other Resources
- Equipment



Sr/Key Person Profile



- Biosketches for Sr/Key Personnel
- Refer to the following link for instructions:
<https://grants.nih.gov/grants/forms/biosketch.htm>



R&R Budget/Subaward Budget



- Drexel's Budget Justification



- Subrecipient Budget Justification (Separate from Drexel's Justification)



Research Plan

Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	R&R Budget	R&R Subaward Budget	Research Plan	Human Subjects and Clinical Trials	Assignment Request Form
---------	-----------	-----------------------	---------------------------	-------	-----------------------	------------	---------------------	---------------	------------------------------------	-------------------------

Introduction (if Resubmission and Revision Application)	Consortium/Contractual Arrangements (if Subaward is on the application)
Specific Aims	Letters of Support
Research Strategy	Resource Sharing Plan(s)
Vertebrate Animals	Authentication of Key Biological and/or Chemical Resources
Multiple PD/PI Leadership Plan	Appendix (If applicable)



Human Subjects and Clinical Trials Information

Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	R&R Budget	R&R Subaward Budget	Research Plan	Human Subjects and Clinical Trials	Assignment Request Form
---------	-----------	-----------------------	---------------------------	-------	-----------------------	------------	---------------------	---------------	---	-------------------------

- If Human Subject are involved, a study record is needed with the following attachments (depending on responses to questions in this section)

Inclusion of Women, Minorities, and Children	Data and Safety Monitoring Plan
Recruitment and Retention Plan	Overall Structure of the Study Team
Study Timeline	Statistical Design and Power
Inclusion Enrollment Report(s)	Dissemination Plan
Protection of Human Subjects	



BIOSKETCH

OMB No. 0925-0001 and 0925-0002 (Rev. 09/17 Approved Through 03/31/2020)

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME:

~~eRA~~ COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY

A. Personal Statement

B. Positions and Honors

C. Contributions to Science

D. Additional Information: Research Support and/or Scholastic Performance

<https://grants.nih.gov/grants/forms/biosketch.htm>



BIOSKETCH

- Use the sample format page that is approved through 03/31/2020.
- Max 5 pages.
- No figures, tables, or graphics



BIOSKETCH CONTINUED

4 complete sections:

A. Personal Statement

Cite up to 4 publications or research products.

B. Positions and Honors

List in chronological order.

C. Contributions to Science.

Describe up to 5 contributions.

Max ½ page per entry.

Cite up to 4 publications or research products per contribution

D. Additional Information

Research Support and/or Scholastic Performance.



Common Biosketch Mistakes

- Biosketch is over 5 pages
- More than 4 publications in Contributions to Science
- Research Support section contain projects with expired end dates



Questions?





THANK YOU

- for participating today!

We will be emailing you a copy of this PowerPoint presentation so that you may use it for reference.



ADDITIONAL QUESTIONS?

- Andrew Kunitskiy ak3924@drexel.edu
- Stuart Politi sgp48@drexel.edu



Additional Resources:

Please visit drexel.edu/research for the following resources:

- Training and Tutorials on COEUS
- A list of PAs by School/Department
- Links to the Advance Account Form
- FAQs

Always feel free to contact Pre-award with any questions or for additional information: <http://drexel.edu/research/about/pa/>