

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.