

# The Department Side of the Proposal- Need to Create a GRANT APPLICATION?

ver.03.28.2018

## Where do I start ...

### ✓**Program Announcement / application guidelines**

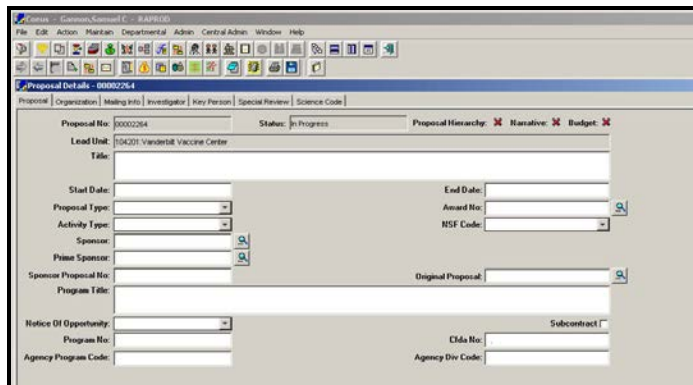
- Printout announcement/guidelines from Sponsor's website or get a copy from your Principal Investigator (PI)
- Determine if sponsor/agency is Federal or non-Federal and method of submission.
  - FEDERAL – (partial listing....)
    - NSF – (National Science Foundation)
    - DOD – (Department of Defense)
    - DOE – (Department of Education)
    - NIH – (National Institute of Health)
    - HRSA – (Health Resources and Services Administration)
    - Center for Disease Control (CDC)
    - ....
  - NON-FEDERAL – (partial listing....)
    - Mellon Foundation
    - Bill and Melinda Gates Foundation
    - Juvenile Diabetes Research Foundation (JDRF)
    - Susan G. Komen Foundation
    - March of Dimes
    - Lance Armstrong Foundation (LAF)
    - Other agencies and foundations.....
- Read guidelines and underline items related to:
  - Submission deadline (note if deadline is mailing or received date)
  - Project period – 1, 2, 3 years?
  - Anticipated award amount – per year / total project
  - Allowed expenses
  - Non-allowed expenses
  - Facilities and Administrative costs allowance (indirect cost)
  - Length of application
  - Bio-sketches, if required
  - Other Support, if required
  - Research Plan
  - Abstract
  - Institutional and/or department signature, if required
  - Application Face Page / Cover Letter
  - Effort requirement
  - Salary for PI and/or additional personnel
- Meet with PI to determine the following items:
  - Additional PI/PD or Key Personnel / Departments involved
  - Human Subjects involvement/participation (IRB) (Human subject training)
  - Use of animal testing involved in project (IACUC)
  - Effort for PI and/or additional personnel
  - Salary for PI and/or additional personnel
  - Budget - additional cost of project, i.e., lab supplies, animal care, human subject participation, travel, equipment, etc.
  - Any sub-contracts - participation of personnel and/or research from other institutions

## ✓Enter Proposal into Coeus -

### Coeus - A relational database (uploaded to workstation)

Maintains Pre and Post award files for research related projects funded by external sources

- Users are able to build proposals and budgets
- Proposals are approved in an electronic, real-time process
- Faculty able to submit most federal proposals to Grants.gov via Coeus (S2S)
- Vanderbilt able to manage all research awards based on variety of sponsor terms and conditions
- Able to provide specific reports related to PI, Sponsor, Department, School or College, etc.



The screenshot shows the 'Proposal Details' window for proposal 0000264. The 'Lead Unit' is 'Vanderbilt Vaccine Center'. The 'Status' is 'In Progress'. The 'Start Date' and 'End Date' fields are empty. The 'Proposal Type' and 'Activity Type' are dropdown menus. The 'Sponsor' and 'Prime Sponsor' fields are empty. The 'Sponsor Proposal No.' and 'Program Title' fields are empty. The 'Notice Of Opportunity' dropdown is empty. The 'Program No.', 'Agency Program Code', 'CIDA No.', and 'Agency Div Code' fields are empty. The 'Original Proposal' field is empty. The 'Subcontract' checkbox is unchecked.

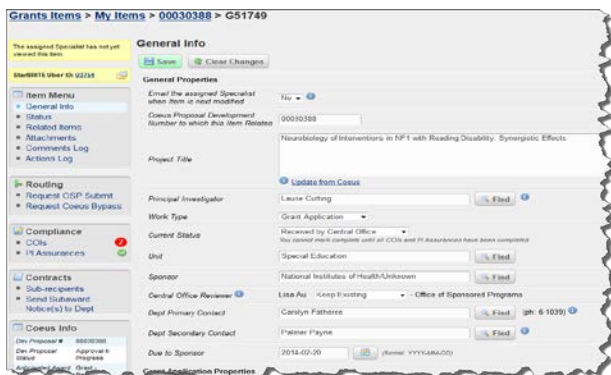
**\*\*There is no longer a required training module to access COEUS. Now, Contact COEUS Support and request access to COEUS (beginning fall 2017).**

## ✓Create PEER log for PI Assurance Certification and Conflict of Interest

PEER (Paperless Environment for Electronic Review) - Web-based software program developed by Vanderbilt.

<https://peer.mc.vanderbilt.edu/>

- Used by to obtain PI Assurances and COIs
- Used by to capture necessary information for contract negotiations
- In addition SPA uses PEER to track internal requests for changes to existing grant award, i.e., carry-forward of unobligated funds, re-budgeting for equipment purchases, effort changes, project extensions



The screenshot shows the 'General Info' page for a grant item with ID 00030388. The 'Project Title' is 'Neurobiology of Interventions in NPI with Reading Disability: Synergistic Effects'. The 'Principal Investigator' is 'Laura Cutting'. The 'Work Type' is 'Grant Application'. The 'Current Status' is 'Received by Central Office'. The 'Sponsor' is 'National Institutes of Health/Unknown'. The 'Dept Primary Contact' is 'Carilyn Fatherson'. The 'Dept Secondary Contact' is 'Palmer Payne'. The 'Due to Sponsor' date is '2014-02-20'. The 'General Application Properties' section is partially visible at the bottom.

✓Route application via Coeus to departments of faculty and personnel listed as Key Persons on the project and to the Office of Sponsored Programs (OSP) for review/approval.