Need to Create a GRANT APPLICATION? 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.

**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/](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

✓ **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.