Checklist and Notes for KC Submissions to Grants.gov

Proposal No._____   Deadline: _____   PI(s): _____

Proposal Type: Funding Op?_____   Dept: _____

_____ New

_____ Resubmission   Sponsor Proposal No.?_____   required if resubmission or supplement

_____ Competing Renewal   Original Proposal No.?_____   changed/corrected, resubmission, suppl

_____ Supplement   Previous Grants.gov Tracking #   for changed/corrected - verify pulled in when copied

_____ Continuation (non-competing)   _____ Start date within guidelines? (see FOA)

_____ Title 200 characters or less?

_____ Foreign Key Person, Performance Site or Subrecipient? If yes, email Janet Simons with KC proposal #

_____ UMB Questionnaire complete

_____ Grants.gov Questionnaire complete

Key Person Tab - Details for EACH PERSON

Check Key Person Tab - Person Details:

	Role (PI/PI, Co-Inv, OSC, etc) - "Co-PI" not accepted
	Commons UserID for NIH (or eBRAP User ID for DOD) for all PD/PIs
	Verified Commons UserID is correct (Commons--Admin)
	Degree entered for all PD/PIs
	Phone #, email, & Directory Title are entered for all Key Persons
	9-digit zipcodes (US only)
	Biosketch - NIH 5-pg limit; no headers/footers
	COI training?

Proposal Tab-Organization Location

	SUBRECIPIENTS LISTED AS OTHER ORGANIZATION? (Not under KC "Perf Site")
	Congressional Dist? (Foreign Use 00-000)
	9-DIGIT ZIP CODES FOR ALL US ADDRESSES?
	on or off campus for UMB personnel (ck that budget is same)

Special Review

* Questionnaire, special review tab, and attachments consistent for animals, humans, select agents?
* IF H.S. marked as "exempt" must have been approved as exempt by IRB. If not, must mark as Pending
* Status must be "pending" or "approved" - If "approved" need appvl date

KC ATTACHMENTS

* Each attachment (incl sub budget just) has a different file name; <20 characters with no special characters
* Attachment description in KC (e.g., Other Attachments) <20 characters, no special characters
* No blank pages. No headers/footers on any attachments
* All attachments are PDF, 8 1/2 x 11; 11 point font size; at least .50" margins (check FOA for exceptions)
* Sponsor page limits checked and correct
* Sponsor required attachments checked and correct
* Subrecipient Commitment Form - attach at Internal Attachments; required for each subrecipient

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BUDGETS
THE VERSION OF THE SUB BUDGET FORMS MUST MATCH THE VERSION OF THE OVERALL APPL

MODULAR

FOR NIH (only) USE MODULAR BUDGETS WHEN DIRECT COSTS ARE LESS THAN $250,000

☐	Personnel Justification (personnel roles; effort in calendar months (no non-personnel items incl)
☐	Narrative Justification (only used if different # of modules are requested in any yr, to explain why needed)
☐	Subaward Justification (Name of Inst, Totl Amt rounded to nearest $1K, personnel roles & months effort)
☐	UMB MTDC correct? (= Total Directs -Total Sub $ + $25kper sub - Equip and other exempt items)
	The direct cost limit excludes the consortium F&A*
☐	Verify Direct costs - consortium F&A does not exceed Direct cost limit (& amt is in $25K modules)
☐	Verify F&A amount is correct (MTDC x F&A rate)

R&R DETAILED BUDGET

☐	FOR NIH: USE DETAILED BUDGET WHEN DIRECT COSTS EXCEED $250,000 (LESS SUB F&A)
☐	BUDGETS > $499,998 direct/yr MUST HAVE A LETTER OF AUTHORIZATION FROM NIH (in cvr ltr PDF)

UMB Budget		**Subaward Budget**	
☐	S2S_Budget Justification	☐	Sub RR Budget uploaded & shows in S2S "print forms"
☐	Has Calendar Months effort in all yrs?	☐	Has effort in budget? Matches effort in BJ?
☐	Effort in budget matches effort in BJ?	☐	Has F&A and Cognizant Agy (if appl)?
☐	Has correct F&A rate?	☐	Role Titles on budget are same as Key P Tab
☐	Role Titles same as on Key P Tab	☐	Justification PDF has **different** file name for each sub

MTDC (Exemptions from F&A Base Calculation)

☐	Equipment - each item costs over $5,000 (under $5K per item goes in Supplies budget)
☐	Subcontracts - over $25,000 (use cummulative years to calculate base)
☐	Patient Care Costs (=tests/procedures done in hospital. If in research labs not Pt Care Costs. Pt Reimb is not Pt Care Costs)
☐	Tuition & Fees
☐	Rent

==***FINAL REVIEW BEFORE SUBMISSION!==

☐	Open the S2S tab in KC.
☐	Select and include all forms that must be included for this application.
☐	**REVIEW ALL FORMS IN THE S2S TAB!! Print each separate form and correct any errors**

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How to Submit a Change Corrected Application when application has been assigned an AN number

1._____ Write down financial department from old proposal
2._____ Copy Proposal
3._____ Mark as Change Corrected application - S2S Tab - Opportunity - Submission Type
4._____ Enter IP# from first submission in the original proposal field (on Proposal Tab)
5._____ Enter prev. GRANT number on Proposal Tab/Sponsor & Program Info/Previous Grants Tracking ID #
6._____ Certify PI on Key Personnel Tab & add Owner Department for Center in Unit Details (if not there)
7._____ Enter Financial Department on Custom Data Tab
8._____ Finalize Attachments
9._____ Finalize Budget (Check Modular if appl. Check that RR sub budgets are uploaded if applicable)
10.____ Permissions Tab - If needed, add departmental personnel and PI here
11.____ Don't forget to make your changes to correct the Errors found by Commons
12.____ Refuse/reject prior application in Commons
13.____ Bypass and approve the proposal
14.____ Submit proposal S2S
15.____ Triage the new proposal to yourself in Action Form (do not click button to send to the dept)
  (note in Action Form Comments that this is changed/corrected to replace AF # ___)

Application was rejected with errors from grants.gov, and never made it to the agency. (NIH & DOD)
OR, No AN# has been assigned by Commons. No need to mark as change corrected.

1._____ Write down financial department from old proposal
2._____ Copy Proposal
3._____ Enter IP# from first submission in the original proposal field (on Proposal Tab)
4._____ Do not enter previous GRANT tracking number (remove if auto-copied by KC)
5._____ Certify PI on Key Personnel Tab & add Owner Department for Center in Unit Details (if not there)
6._____ Enter Financial Department on Custom Data Tab
7._____ Finalize Attachments
8._____ Finalize Budget **(**Check Modular if appl. Check that RR sub budgets are uploaded if applicable**)**
9._____ Permissions Tab - If needed, add departmental personnel and PI here
10.____ Don't forget to make your changes to correct the Errors found by Commons
See 13-15 above

How to Bypass a Proposal
Open to Proposal Actions Tab
View the Route Log
View the Show Future
Super User Action:
  Select FYI (if showing) and Approve
  Write Comments
  Click-**Take Selected Actions**
Click on Custom Data Tab then Return to Proposal Actions Tab (this refreshes record allowing you to go on)
Repeat steps above until proposal is at SPA level