NSF S2S submissions: Checklist



If not mentioned here, complete the Coeus proposal following the usual guidelines. The format of Narratives and allowable expenses in the Budget should be followed as outlined by NSF in the <u>GPG</u>.

Action needed	Coeus Lite Tab	Coeus Lite Field Name	Instructions
Enter Type of Submission.	Grants.gov	Submission Type	Select from the drop-down menu. (For NSF, the term preliminary proposal is synonymous with preapplication. Preliminary Proposals and Supplements must be submitted via use of the NSF FastLane System.)
Enter Type of Application.	General Info	Proposal Type	Select from the list: New, Resubmission, Renewal, Continuation, or Revision. (For the purpose of NSF, the boxes for Resubmission, Continuation and Revision will not be utilized and must not be checked)
Enter Descriptive Title of Proposed Project.		Title	The title of the project must be brief, scientifically and technically valid. (NSF may edit the title of the project prior to making an award.)
Enter number from solicitation.		Funding Opportunity Number	Enter number exactly as it appears in a solicitation/program announcement.
Add Division Code.		Agency Division Code	Indicate which NSF Unit should consider the application. Go to
Add Program Code.		Agency Program Code	www.fastlane.nsf.gov/pgmannounce.jsp to search by the Funding Opportunity to identify the appropriate Division and Program for the programs accepting applications through Grants.gov
Connect to Grants.gov	Grants.gov	Select	When a correct solicitation number has been entered, Coeus will retrieve the Grants.gov number and ask if you would like to Select it for this submission. Choose select. Mark any of the forms that are optional that you would like to include by using the checkbox next to each item. Mandatory forms are already selected.

Add Project Director/Principal Investigator.	Investigators/ Key Persons	Add Employee link	Add one person as the PD/PI. For collaborations with more than 1 PD/PI must use NSF Fastlane. (Applications submitted to NSF may identify a maximum of 4 co-PIs. In case where applications are submitted that include more than 4 co-PIs, NSF will only use the first 4 co-PIs entered on this form. Any person identified as a co-PI after the first 4 co-PIs listed will have their role changed to Senior Key Person" in the NSF's FastLane System.) NOTE: If you have more than 8 Senior/Key Person, EVERY TIME you save the budget, COEUS will generated a new attachment for additional senior/key person; however it will not delete the previously generated Additional Senior/Key person attachment. You have to go to the Narrative section and delete the modules that you do not need so that the correct attachment is included with the budget.
Review Project Director/Principal Contact Info.		Details link	Review the contact information for each person, making sure that the information is complete and accurate.
Credential, e.g., agency login.			If the PD/PI is already registered in the NSF FastLane System, enter the NSF ID for the PD/PI in this field. (When an application is pulled from Grants.gov, NSF checks to see if the PI is registered in FastLane using the NSF ID entered in the credential field AND the e-mail address on file with Fastlane.
Upload Project Summary/ Abstract.	Upload Attachment Proposal Attachments	Narrative Type: Project Summary	Users must prepare a document containing the required information and upload it as a pdf file. (This section must be no longer than one page and must be suitable for public. It must clearly address in separate statements the intellectual merit of the proposed activities and the broader impacts resulting from the proposed activities.)
Upload Project Narrative.		Attachment Type: Narrative	Users must prepare a document containing the required information and upload it as a pdf file. (The Project Narrative including the Results from prior NSF Support must not exceed 15 pages and must be prepared in accordance with the guidance specified in the NSF GPG.)
Upload Bibliography & Literature Cited.		Attachment Type: Bibliography	Users must prepare a document containing the required information and upload it as a pdf file, and add a description title. (Provide a bibliography of any references cited in the Project Narrative.)
Upload Facilities & Other Resources.		Attachment Type: Facilities	Users must prepare a document containing the required information and upload it as a pdf file. (Describe only those resources that are directly applicable to the proposed work.)
Equipment		Attachment Type: Equipment	Users must prepare a document containing the information about available equipment and upload it as a pdf file.

Upload Data Management Plan.		Attachment Type: Other	For each upload, title/description is required . Users must prepare documents containing the required information and upload it as a pdf file. NOTE : COEUS will generate and display Field 12 only when the narrative type "Other" is uploaded in the proposal, otherwise this field description will not appear on the COEUS generated form. Multiple lines will be generated, as required, for each upload. (Each application must include a supplementary document of no more than two pages labeled "DataManagementPlan" in the attachment name. Also, each application that requests funding to support postdoctoral researchers must include, as a supplementary document, a Mentoring Plan (1 page limit)
Upload Biographical Sketch.	Upload Attachments → Personnel Attachments	Attachment Type: Biosketch	Select the Attachment Type, then choose the Person requiring the attachment.
Upload Current & Pending.		Attachment Type: Current & Pending	Click on the Description Field and enter a name for the attachment, then upload the needed file. (Biographical Sketch is limited to 2 pages and must be provided in the format established in the NSF GPG. It is required for the PD/PI and each senior/key person. Current and Pending Support attachment is required for the PD/PI and each senior/key person.)
Upload Budget Justification.		Attachment Type: Budget Justification	Use the budget justification to provide the additional information requested in each budget category identified above and any other information the applicant wishes to submit to support the budget request. (The following budget categories must be justified, where applicable: equipment, travel, participant/trainee support and other direct cost categories.)
Uncheck Submit Cost Sharing	Budget -> Budget Summary	Uncheck Cost Sharing Box	In most circumstances, NSF does not want to see cost sharing. Uncheck the box so that cost sharing does not show on the form pages.
Answer: Principal Investigator Information?	Questionnaire → NSF Cover Page	Question ID 1	Select YES or NO. Answer YES if currently serving (or have previously served) as PI, Co-PI or Program Director (PD) on any <u>Federally</u> funded project. Otherwise, answer NO .
Answer: Is this a Beginning Investigator?		Question ID 2	Select YES or NO. (Note that this box applies only to PIs who are submitting applications to the Directorate for Biological Sciences. See Chapter III, Section 4.1 of this Guide for further information.)
Answer: Does proposal request RAPID?		Question ID 3	Select YES or NO.
Answer: Does proposal request EAGER?		Question ID 4	Select YES or NO.
Answer: Is proposal an accomplishment based renewal?		Question ID 5	Select YES or NO.

	Answer: Does the proposal include High Resolution Graphics Where Exact Color Representation is Required for Proper Interpretation.		Question ID 6	Select YES or NO .
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If Applicable to **your** submission:

Enter Text for the Deviation Authorization information.	Abstract	Deviation Authorization	Type or paste-in text to the Deviation Authorization Abstract Screen. Formatting will not be translated to the form, so keep the text entered as basic as possible.
Notate If Human Subjects are involved.	Special Review	Review Type: Human Subjects	If activities involving human subjects are planned at any time in the project at any performance site, must select here and show status.
Notate if Animals will be involved.	Special Review; Upload Attachments	Review Type: Animal Subjects	Use the drop down list to show if activities involving vertebrate animals are planned at any time during the proposed project at any performance site. (For applications involving the use of vertebrate animals, sufficient information must be provided within the 15-page project description to enable reviewers to evaluate the choice of species, number of animals to be used, and any necessary exposure of animals to discomfort, pain or injury.)
Upload SubAward Budget	Ask Your PA to do	Ask Your PA to do	A completed PDF R&R Subaward Budget Attachment form must be uploaded to the COEUS Premium Budget. NOTE: Complete Subaward budget is only required when the prime grantee is submitting a detailed budget using the R&R Budget Component. (Each Subaward Organization included on the R&R Subaward Budget Attachment(s) Form must currently be registered in NSF's FastLane System).
Upload Letters of Commitment	Upload Attachments → Personnel Attachments	Letter of Commitment	Letters of support/ commitment may be attached to a particular person.

List any suggested reviewers	Abstract	Suggested Reviewers	Type or paste-in text to the Suggested Reviewers Abstract Screen. Formatting will not be translated to the form, so keep the text entered as basic as possible. (Applicants may include a list of suggested reviewers who they believe are especially qualified to review the application. Provide the First, Middle, and Last Name of suggested reviewers that the applicant believes are especially well qualified to review this application.)
List any reviewers not to include		Reviewers Not to Include	Type or paste-in text to the Reviewers Not to Include Abstract Screen. Formatting will not be translated to the form, so keep the text entered as basic as possible. (Applicants may designate persons they would prefer not review the application, indicating why. Provide the First, Middle, and Last Name of suggested reviewers that the applicant believes are especially well qualified to review this application. Grant Proposal Guide Chapter II, Exhibit II-2, Potentially Disqualifying Conflicts of Interest, contains information on conflicts of interest that may be useful in preparation of this list.)
Upload of Additional Equipment	Upload Attachments → Proposal	Attachment Type: Additional_ Equipment	Total funds requested for all equipment should be listed in the attached file. Dollar amount for each item should exceed \$5000. NOTE: All Equipment must be budgeted using individual line items for EACH piece of equipment with a description entered in the description field. If you plan on purchasing more than 10 pieces of equipment, COEUS will list 10 pieces of equipment on the Grants.gov form only. Anything else will be included in an attachment generated by COEUS. Equipment listed in the attachment is selected randomly by COEUS and not in the order that it was entered in the system.

A Note About File Names

Coeus will automatically convert file names to the acceptable characters for S2S attachments types, for other attachments, be sure that the *only* characters used are:

Uppercase letters: A to Z
 Lowercase letters: a to z

Numbers: 0 to 9Underscore: _Hyphen: -

Remember – spaces are special characters! Delete spaces in file names and descriptions, or replace them with underscores or hyphens.

Any attached file must be in PDF format. Drexel has Adobe Acrobat Pro available for download here. Just click the "software site" link and login with your Drexel One credentials to begin downloading.