

# Grants.gov (S2S) Required Attachments

If you plan to submit your proposal to the sponsor through Coeus (S2S), all required attachments must be uploaded to be submitted electronically. Below are the general narrative requirements for proposals submitted to Grants.gov. Please review the specific solicitation and be sure to follow specific instructions for that mechanism, pay particular attention to the "Application and Submission Information" section and if you have questions, please do not hesitate to contact [Coeus-help@drexel.edu](mailto:Coeus-help@drexel.edu) or your Program Administrator at the Office of Research.

Narrative files are attached in the Upload Attachments tab → Proposal Attachments, with one exception: the Biographical Sketch is uploaded in Personnel Attachments. Drexel University allows you to attach blank "placeholder" files so it is *not necessary* for all science to be final before routing!

All Narrative Attachments must be pdf files. Any text entered into the Attachments Description field should not contain ANY spaces or special characters, as other characters or symbols will cause errors in transmission.

\*See [NSF Checklist](#) for NSF S2S instructions.

## NIH - R01/R03/R21 Standard

Always required:

NIH Requirement	Coeus Attachment Name	Comments
Biographical Sketch	Biosketch	4 page limit
Project Summary/Abstract	Project_Summary	30-line limit
Project Narrative	Narrative	2-3 sentences; relevance to public health
Bibliography & References Cited	Bibliography	For publicly available citations; URLs or PMC submission identification numbers may accompany the full reference
Facilities & Other Resources	Facilities	
Equipment	Equipment	list equipment available to the program
Specific Aims	PHS_ResearchPlan_SpecificAims	Limit these 4 sections to 25 pages for R01s; ignore white space that results from creating 4 pdf documents
Background and Significance	PHS_ResearchPlan_ResearchStrategy	
Preliminary Studies/Progress Report		
Research Design and Methods		

A Situational Requirement:

NIH Requirement	Coeus Attachment Name	Comments
Introduction to Application	PHS_ResearchPlan_IntroductionToApplication	For Resubmission or Revision applications



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Cover letter	PHS_Coverletter	Include a Cover letter for NIH use, which will not be shared with peer reviewers
Progress Report Publication List	PHS_ResearchPlan_ProgressReportPublicationList	For Renewal applications
Inclusion of Women/Minorities	PHS_ResearchPlan_InclusionOfWomenAndMinorities	Required when Human Subjects is included in Special Review tab
Targeted/Planned Enrollment	PHS_ResearchPlan_TargetedPlannedEnrollmentTable	
Protection of Human Subjects	PHS_ResearchPlan_ProtectionOfHumanSubjects	
Inclusion of Children	PHS_ResearchPlan_InclusionOfChildren	
Inclusion Enrollment Report	PHS_ResearchPlan_InclusionEnrollmentReport	For Renewal or Revision applications that involve clinical research
Vertebrate Animals	PHS_ResearchPlan_VertebrateAnimals	Required when Animal Usage is included in Special Review tab
Select Agent Research	PHS_ResearchPlan_SelectAgentResearch	Required when Select Agents is included in Special Review tab
Multiple PI Leadership Plan	PHS_ResearchPlan_MultiplePILeadershipPlan	Required when more than one Principal Investigator is added on the Investigator/ Key Person tab
Consortium/Contractual Arrangements	PHS_ResearchPlan_ConsortiumContractualArrangements	Required if a Subcontract is included in DU Budget
Letters of Support	PHS_ResearchPlan_LettersOfSupport	Scan multiple letters as one multi-page pdf document
Resource Sharing Plan(s)	PHS_ResearchPlan_ResourceSharingPlans	
Appendix	PHS_ResearchPlan_Appendix	May be chosen multiple times for up to 10 appendices; use a different module title for each
Personnel Justification	PHS_ModBud_PersonJustif	Required for all modular budgets
Consortium Justification	PHS_ModBud_ConsortiumJustif	Required for modular budgets that include funds for a subrecipient
Additional Narrative Justification	PHS_ModBud_NarrativeJustif	Required for modular budgets that have a variance in the number of modules requested per budget year
Budget Justification	Budget_Justification	Required for all detailed budgets



## DOE/ ARO

### Narratives required:

Sponsor Requirement	Coeus Attachment Name	Comments
Narrative	Narrative	Scientific Description
Project Summary	Project_Summary	Objectives and Description of Proposed Project including Cover letter, Table of Contents, Appendices...etc
Budget Justification	Budget_Justification	Detail planned expenses
Any Additional Forms	Attachments	Label the FILENAME as sponsor specifies the name of file eg. "form2B.pdf"

## DARPA

### Narratives required:

DARPA Requirement	Coeus Attachment Name	Comments
Volume I	Attachments	Label the FILENAME as DARPA required attachment, eg. "vol_1.pdf"
Volume II	Attachments	Label the FILENAME as DARPA required attachment, eg. "vol_2.pdf"

## HRSA

### Narratives required:

HRSA Requirement	Coeus Attachment Name	Comments
Project Summary/ Abstract	Project_Summary	Paragraph to describe
Budget Justification	Budget_Justification or Budget_Justification_Fed_NonFed	Detail planned expenses
Project Narrative	Narrative	Full Research Plan
All other required files	Attachments	Add the Attachment files in the <u>exact</u> order specified by the solicitation. <b>Contact <a href="mailto:Coeus-Help@drexel.edu">Coeus-Help@drexel.edu</a> !</b>



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