**Proposal Submission Guide & Checklist**

**BMC Primary (Lead) Institution & System to System (S2S)**

The following guide and checklist is designed for the most frequent system-to-system proposal submission types (e.g **National Institute of Health (NIH), Agency for Healthcare Research and Quality (AHRQ), Health Resources and Services Administration (HRSA), Department of Defense (DOD) and Centers for Disease Control and Prevention (CDC)**. The checklist is a resource to help Principal Investigators (PI) and Research Administrators (RA) see at a glance the general elements required for proposal development and review, and as a tool to identify where each section of the application can be placed in the **InfoEd Proposal Development (PD) System to System (S2S)** module.

**Particular funding opportunity announcements have specific requirements that may not be included in this checklist. As a best practice, Research Operations recommends that PIs/RAs refer to sponsors guidelines and specific solicitations to identify and include all required components.**

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| **Types of Documents Submission** | **Initial Review of Administrative Components due** | **Completed Administrative Components due** | **Final Application Due** |
| **InfoEd PD Proposals System to System** | **10 business days before the sponsor deadline** | **5 business days before the sponsor deadline** | **2 business days before the sponsor deadline** |

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|  | **Internal Documents for Applications** |

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|  | **Element to Complete** | **Notes** | **Sponsor** | **System to System Tab** |
|  | Budget Excel File | Research Administrator(RA)/PI’s developed budget (optional) | **All** | **Internal Documents** |
|  | Guidelines, Instructions | Sponsor guidelines e.g. RFA, RFP | **All** |
|  | Electronic Proposal Summary Form (ePSF) | Form is automatically generated in InfoEd and can be found in **Internal documents**. See [ePSF Instructions](http://internal.bmc.org/grants/nihcommons.html) | **All** |
| Financial Conflict of Interest Date for **BMC Key Personnel and Significant contributors** |
| Cost Share Account, **if applicable** |
| IACUC, **if applicable.**  Indicate pending or, if available, the protocol # and date approved |
| IRB, **if applicable**  Indicate pending or, if available, the protocol # and date approved |
| Radioisotopes, **if applicable**  Indicate pending or, if available, the protocol # and date approved |
| Foreign Collaborators, **if applicable** must check off applicable boxes. |
| If **Mentored application**, check off “mentors required” and add names, department and e-mail of mentors |

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|  | **Administrative Components for Applications** | | | |
|  | **Element to Complete** | **Notes** | **Sponsor** | **System to System Tab** |
|  | InfoEd Proposal Development Record | Create new proposal, complete questionnaire to get proposal number | **All** | **Setup Questions** |
|  | Face Page | Contact Information for Institution and PI | **All** | **SF424 (R&R)** |
|  | Cover Letter | 1 Page | **All** |  |
|  | Proposal Summary/Abstract | No longer than 30 lines of text, single spaced | **NIH** | **Project Summary** |
|  | Attachments | Refer to instructions for section and page limitations. | **HRSA, DOD, CDC** | **S2S Forms** |
|  | Other Project Information | Refer to sponsors instructions. | **HRSA, DOD, CDC** | **S2S Forms** |
|  | Project Narrative | 2-3 Sentences | **NIH** | **Project Narrative** |
|  | Facilities & Other Resources | The following categories should be addressed:   * Laboratory * Clinical * Animal * Computer * Office * Intellectual Environment (only for Early Stage Investigators)   Other Resources e.g. Subcontractors | **NIH** | **Resources** |
|  | Equipment | Include a list of major items available for the project | **NIH** |
|  | Other Attachments | When applicableinclude description(e.g. Foreign Collaborators on project) | **NIH** | **Other Attachments** |
|  | Biographical Sketch | **5 Page Limit** \*NEW FORMAT\*- required for all Key Personnel and Significant Contributors | **All** | **Personnel** |
|  | Budget | **Modular Budget** (Never AHRQ)  (R21, R34, and R01 when less than 250K per year (excluding F&A costs), increments of 25K | **NIH** | **Budget** |
| **Detailed Budget**  (if Direct Costs exceed 500K then prior approval is required by NIH) Contact 6 weeks prior to due date | **All** |
|  | Budget Justification | **Recommended order**:   * Key Personnel, PI and Co-Investigators * Postdoctoral Fellow * Technician * Consultant * Materials and Expenses * Other Expenses * Travel * Publications   \* **Modular Budget** should only include Personnel justification (and Consortium when applicable) | **All** |
|  | **Element to Complete** | **Notes** | **Sponsor** | **System to System Tab** |
|  | Multiple PD/PI Leadership Plan | If applicable | **NIH** | **PHS398 Research Plan** |
|  | Consortium/Contractual Arrangements | Upload the signed LOI & SOW from the consortium | **NIH** |  |
|  | Letters of Support | Optional | **NIH** |  |
|  | Resource Sharing Plan | If applicable, go to [NIH Guidance](https://grants.nih.gov/grants/peer/guidelines_general/Resource_sharing_plans.pdf) | **NIH** |

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|  | **Compliance Components for Applications**  **(Applies to research on clinical, animal or select agents)** | | | |
|  | Human Subjects Sections | Protection of Human Subjects  Clinicaltrials.gov verification section (if applicable) | **NIH** | **PHS 398 Research Plan** |
| Inclusion of Women and Minorities |
| Inclusion of Children |
|  | PHS Inclusion Enrollment Report | Electronic form required for any application that involves NIH-defined clinical research. | **S2S** |
| Select whether the enrollment table reflects:  Planned Enrollment or  Cumulative (Actual) Enrollment   * used for renewal/revision applications | **S2S** |
|  | Vertebrate Animals | [NIH Vertebrate Animals Checklist](https://grants.nih.gov/grants/olaw/VASchecklist.pdf) | **PHS 398 Research Plan** |
|  | Select Agent Research | Generally, the following is addressed:   * Select agent(s) identified * Registration status of all entities * Description of all facilities where the select agent(s) will be used |

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|  | **Scientific Components for Applications** | | | |
|  | References Cited |  | **All** | **References Cited** |
|  | Introduction | Resubmission & Renewal Applications only | **NIH** | **PHS 398 Research Plan** |
|  | Specific Aims | 1 Page Limit | **NIH** |
|  | Research Strategy | \*R01= 12 Page Limit  R21, R03- 6 Page Limit | **NIH** |
|  | Progress Report Publication List | (Renewal Application Only) | **NIH** |
|  | Authentication of Key Resources Plan | Includes cell lines, specialty chemicals, antibodies and other biologics | **NIH** |
|  | Appendix | If applicable, see [NIH NOT-OD-17-035](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-035.html) | **All** |

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|  | **Sub-recipient/Consortium Documents for Application\*** | | | |
|  | **Element to Complete** | **Notes** | **Sponsor** | **System to System Tab** |
|  | Letter of Intent & Scope of Work (LOI & SOW) | Signed by the sub-recipient institutional official | **All** | **Internal Documents** |
|  | Detailed Budget | NIH R&R Subaward form | **All** | **Budget** |
|  | Budget Justification | **Detailed Required,** even if it is a modular budget application | **All** | **Budget** |
|  | Fringe and Administration Rate Agreement | Sub-recipient F&A rate agreement letter | **All** | **Internal Documents** |

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| **\*If you are unsure whether your collaborator on the project is a subrecipient /subawardee OR a contractor/vendor, consult with your Grant Administrator, who will help you make this determination.  Generally, subrecipients will be a part of the design, conduct and reporting of the research, while contractors/vendors are for goods and service where participation on the project is minimal.** |
| **\*If the sub-recipient does not appear in the Budget Subaward Directory, contact your Grants Administrator who will add it to the InfoEd Subaward/Consultant Database.** |
| **\* The section above only applies if there is a sub-recipient on the application.** |

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| **Check Basic Elements of Proposal Prior to Initial Review by Research Operations**   * Reference the **BU** and **BMC Fact Sheet** <http://internal.bmc.org/grants/BMC_factsheet2017.pdf> * Verify the **Project Title** and **Project Dates** * Verify that the **Human Subjects** and **Animals** are checked off accurately for the project * Verify that Clinicaltrials.gov statement is added to Human Subjections section (if applicable) * Ensure that all **Project Performance** Sites are listed. * Verify the PI’s **ERA Commons username** * Verify that the **Budget** and **Budget Justification** are identical * Verify if **Modular Budget** (increments of $25k) or **Detailed Budget** should be used for application * Verify that the **Budget Justification** is **used to explain the dollar amounts given on the budget** with the exception if the application is modular which only require the **Personnel Justification** * Verify that the **accurate indirect cost rate** is used and **correct fringe benefits rate** is assessed for **all personnel** on the budget by determining if personnel are **BU vs BMC and Professional vs Support Staff** * Verify that the **Modified Total Direct Costs (MTDC)** exclusion of equipment (single item priced at over $5,000), patient care costs, tuition remission, alterations/renovation and subcontracts in excess of the first $25,000 is accurate * Double check that the [**page limits**](http://grants.nih.gov/grants/forms_page_limits.htm) for the application is correct * Verify that the [**New Biosketch**](http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx)format is followed; **Section C. Contribution of Science** is included and **Section D Research Support** does not list any calendar months and project amounts |

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| **Common Errors that may hold up Submission**   * Does the **DUNS number** match the DUNS number on the **BMC Fact sheet**? * Did you save the **file name** correctly, meeting 51 character limit, removing all Ampersands (&), and special characters? * Did you include the **eRA Commons ID** in the Credential field of the **Personnel Tab**, for all PD/PIs and project leads of multi-project components? \**NIH Only* * If submitting a **Multiple-PD/PI** application, did you give all PIs the **PD/PI role** on the **Personnel Tab**? \**NIH Only* * Did you include **Organization** **name** and **contact information** for all Senior/Key listed on the **Personnel Tab**? * Did you follow the **page limits** and include **required attachments** specified in the FOA and application guide? * Did you include **effort > 0** for all Sr/Key listed in the Budget?   Did you include the **last four-digits of zip code** for all addresses? | | |
|  | **Research Operations Internal Review Process** | |
|  | Grey Folder and Pre-Award Proposal Review Form | |
|  | Internal Required Documents | |
|  | ePSF (FCOI information, IRB, IACUC, IRB, Cost Share, etc) | |
|  | Review Entire Proposal | All Documents and S2S Tabs as described in checklists above |
| **Important for Review**  Proposal Development Budget Summary & Personnel Tab |

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| 1. Once notified by the Research Administrator (RA) that the application is ready for review, the Grant Administrator (GA) reviews makes a copy of all the documents mentioned in this check list to be placed in the grey folder. 2. The initial review consists of reviewing the budget and justification ensuring that they are identical (at least 10 days prior to sponsor deadline). This is extremely important because the InfoED PD budget is populated into the ePSF form which needs to be emailed to all responsible parties of the application by the GA. This is to obtain the Principal Investigator(s) “approval” which serves as their electronic signature. **Note:** *If there are foreign collaborators on the proposal and have been indicated on the PSF, a copy of the PSF should be sent to Heather Skinner (*[*hskinner@bu.edu*](mailto:hskinner@bu.edu)*) after the “I agree” has been given by the PI.* 3. The GA offers suggested corrections to the budget and justification. Once the budget is finalized, the Research Administrator should finalize the remaining administrative components of the grant application except for the science which can be submitted two business days prior to the grant deadline. The GA will assist the RA with any questions regarding the proposal. Also, the PI/RA can request assistance from the GA based on the complexity of the application. 4. Once all corrections are made, another review is done by the GA on all the final application components (received at least 5 days before sponsor deadline). After GA’s review, the application is transmitted to the Associate Director who provides a final review of the completed application. 5. The GA or Associate Director sends the assembled application (S2S) to the RA and the PI, and requests that the PI review the application for completion and accuracy. Once the PI confirms that the application can be submitted, the application is then transmitted to the Director by the Associate Director for final review and submission. 6. The Director or designee will submit the application via InfoEd’s System-to-System module. The Director informs all responsible parties of the status of the application by forwarding emails from the sponsor unless the sponsor does not accept S2S. 7. If there are any errors with the submission that can’t be fixed by the Director, then the GA and RA must work together to make the necessary edits. 8. The GA then finalizes the InfoEd record two days after the grant is submitted to ensure that the PI doesn’t want to recall the application. **Note:** *A recall can only be done prior to the submission deadline, when the PI finds additional edits (major edits) that they would like to make to any of the grant components.* 9. The application is logged into the control log by the Associate Director and the InfoEd record is changed from PD to Proposal Tracking (PT). 10. The Director then changes the status to ‘Pending-Sponsor’ and other required pre-award fields are updated. The grey folder is filed in the pre-award cabinet. |