

Grant Proposal Check List

Things to check **before** routing SPS record for approval...

- SPS record has been saved with a complete check
- PI signed (& dated) the Duke Proposal Approval Form (DPAF)
- PI checked "yes" or "no" to the conflict of interest question on the DPAF
- Signed DPAF has been attached in the internal document field of SPS
- The proposal guidelines/instructions have been uploaded in SPS
- All NIH proposals must have a Program Announcement (PA) or Funding Opportunity Announcement (FOA) (use Parent FOA if PI doesn't provide something different)
http://grants1.nih.gov/grants/guide/parent_announcements.htm
- Due date, Project period, & Budget period all match guidelines
- Salary confirmation obtained
- Salaries are prorated correctly (2% for NIH or 3% increase factored in for each Duke Fiscal Year which starts 7/1)
- NIH salary caps have been used (if applicable) and cost-sharing is correct
- Justification uses calendar months rather than % effort - if it's a NIH proposal
- Effort listed on the detailed budget page matches what is listed on justification page
- All dollars listed on the justification page match amounts listed on the detailed budget page (and they add up correctly)

For New NIH proposals using S2S

- Grants.duke.edu has been checked and SPS related warnings/errors have been addressed

Proposals with a Consortium/Subcontract...

- Subs Institutionally signed PHS398 (or PHS2590) has been uploaded in SPS
- Summary of work has been uploaded
- Budget and Justification have been uploaded and look correct (R&R budgets should be used for NIH electronic submissions)

For Non-Competing renewals...

- Total Budget matches what is listed on most recent NoA (Notice of Award)
- F&A percentage matches what is listed on current NoA (example if NOA used 56% be sure to override SPS to use it rather than the new F&A rate)
- Print the most recent closed period in R/3 and check carryover
- If carryover looks like it will be 25% or greater make sure justification is clear
- Check to see if there has been a change in the effort of Key Personnel and include updated Other Support as needed.
- Check SES (Sponsored Effort System) to verify that the Other Support is correct. <https://adgapps.duhs.duke.edu/sb>
- Check All Personnel report
- Check IRBs, IACUC or IBCs approvals to make sure they are up-to-date
- Check eSNAP if applicable

If Non-Competing renewal has an IRB upload the Citi Human Subject certifications in SPS

Also, include this Human Subject Statement in eSNAP...

Name(s) of Individual(s): _____, _____, _____ and _____

The named individuals have completed Duke Medicine mandatory educational training in research ethics and the protection of human subjects. Duke Medicine has adopted the Collaborative institutional Training Initiative (CITI) biomedical modules for certification in Human Subject Protection Training. All Duke Medicine personnel who participate in the conduct of research with human subjects fulfill this training requirement. In addition, all Duke Medicine staff involved in the review, approval, or oversight of research involving human subjects completes this training. The training meets the October 1, 2000 National Institutes of Health requirements for education and training in the protection of human subjects. Additional information is available at http://medschool.duke.edu/modules/som_research/index.php?id=10