

Coeus Lite Guide for the preparation of

## Recovery Act Limited Competition: NIH Challenge Grants in Health and Science Research (RC1)



**Request for Application Number: RFA-OD-09-003**

<http://grants.nih.gov/grants/guide/rfa-files/RFA-OD-09-003.html>

**Grants.gov Submissions ONLY:** NIH will not accept paper applications

This opportunity is available for Coeus System-to-System submission to Grants.gov.  
Coeus is the Institute's preferred mechanism for transmission.

**\*\*This guide is to assist with the specific requirements of this solicitation and you will still need to refer to the SF424 (R&R) Application Guide.\*\***


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# Purpose of Document

This document is intended to help you complete the proposal submission entitled Recovery Act Limited Competition: NIH Challenge Grants in Health and Science Research (RC1). It does not give step-by-step instructions on how to complete a proposal in Coeus. For those instructions, you will be referred to the *Coeus Lite 4.3 Proposal Development User Guide* ([http://web.mit.edu/coeus/www/documents%20&%20forms/CoeusLite\\_Proposal\\_Development\\_Guide.pdf](http://web.mit.edu/coeus/www/documents%20&%20forms/CoeusLite_Proposal_Development_Guide.pdf)). Instead, this guide is intended to highlight the elements that are specific to the NIH Challenge Grants in Health and Science Research (RC1). These specific entries are shown in a box like the one below:

## Example

 **NEW FOR RC1**

1. Complete the following fields:

---

Field Name	Description/Action:
Funding Opportunity Number	Enter RFA-OD-09-003.

# Specific Requirements and Restrictions for this NIH Opportunity

**Complete Instructions at:** <http://grants.nih.gov/grants/guide/rfa-files/RFA-OD-09-003.html>

## **Application Due Date**

April 27, 2009

Completed proposals due to OSP by 9AM on April 21, 2009

## **Proposal Type:**

New

Renewals and Resubmissions are NOT permitted for this one-time-only solicitation.

## **Earliest Anticipated Start Date**

September 30, 2009

## **Project Period**

Maximum project period allowed is two (2) years.

## **Funding Levels**

Maximum of \$1,000,000 total costs over a two-year project period. The budget may not exceed \$500,000 total costs per year. Please note that is Total Cost, including MIT F&A and Subaward direct costs and F&A. Foreign subs cannot exceed 10% or \$25,000 aggregate, whichever is less.

## **Budget Type**

R&R Budget (Detailed) required for all applications. (No modular budgets will be accepted.)

## **Page Limits**

*The Research Plan is limited to 12 pages.*

*Biographical sketch limited to two (2) pages.* The number of publications cited in the PD/PI's biosketch is limited to ten (10) or fewer items

*Specific Aims limited to 1 page*

The broad **Challenge Area** and the specific **Challenge Topic** being addressed **must** be explicitly cited in the Project Summary/Abstract Component of the application.

**Applicants must begin their Project Summary/Abstract citing the specific topic identifier listed in the table of Challenge Areas and Topics**

Challenge Areas listed at: [http://grants.nih.gov/grants/funding/challenge\\_award/Omnibus.pdf](http://grants.nih.gov/grants/funding/challenge_award/Omnibus.pdf)

# General Info Screen

General Info

General Proposal Information
Budget : ✕ Narrative : ✕

\* Indicates Mandatory Fields

\*Proposal Type:

\*Start Date:

\*Activity Type:

\*End Date:

Original Proposal Number:  [Search](#)      Award #:  [Search](#)

\*Agency/Sponsor:  [Search](#)

Prime Sponsor:  [Search](#)

Proposal Deadline Date:        Receipt     PostMarked

NSF Science Code:

Anticipated Award Type:

Sponsor Proposal No :

\*Title:

Program Title:

Proposal in Response:       Sub Contract:

Funding Opportunity Number:

Agency Program Code:       CFDA Number:

Agency Div Code:

The **General Proposal Information** screen is the default view when opening an existing proposal, or when creating a new proposal. Users can select **General Info** from the left navigation bar to return to this screen. Fields with a red asterisk (\*) are required to save and to generate a proposal number.

Resubmission and Renewals are not allowed for this submission.

For detailed instructions on how to do this, please refer to the *Coeus Lite 4.3 Proposal Development User Guide, page 11*.

**NEW FOR RC1**

1. Complete the following fields:

Field Name	Description/Action:
<b>Proposal Type</b>	Select <b>New</b> from drop down
<b>Start and End Date</b>	Enter <b>9/30/2009</b> for Start Date    Enter <b>9/29/2011</b> for End Date
<b>Funding Opportunity Number</b>	Enter <b>RFA-OD-09-003</b>

# Organization Screen

Organization	
<b>Organization:</b>	
<b>Proposal Organization:</b>	
<b>Proposal Organization</b> Address: Christy Michelle D Massachusetts Institute of Technology 77 Massachusetts Ave. E19-750 Cambridge	Location: Massachusetts Institute of Technology Cong Dist: MA-008 Remove Add Cong District
<b>Performing Organization:</b>	
<b>Performing Organization</b> Address: Massachusetts Institute of Technology 77 Massachusetts Ave. E19-750 Cambridge Middlesex	Location: Massachusetts Institute of Technology Search Cong Dist: MA-008 Remove Add Cong District
<a href="#">Add Organization / Location</a>	
<b>Save</b>	

Coeus maintained data for MIT will automatically populate this screen. Performing Organization indicates the primary site where the work will be performed. **If a portion of the project will be performed at any other site(s), a new organization/location needs to be added.**

For detailed instructions on how to add a location, please refer to the *Coeus Lite 4.3 Proposal Development User Guide*, page 18.

# Investigator/Key Persons Screen

**Investigators/Key Persons**

### Investigators/Key Study Personnel Details

Investigator/Key Study Personnel Name is a searchable field, it cannot be entered.  
Unit is required for Investigators.  
Key Person Role is required for Key Personnel.

[Employee Search](#) | [Non Employee Search](#)

Name:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>
Commons User Name:	<input type="text"/>	Fax:	<input type="text"/>	Mobile:	<input type="text"/>
Unit:	<input type="text"/>	<a href="#">Search</a>			
Proposal Role:	<input type="text" value="Principal Investigator"/>	<b>Multi PI</b>	<input type="checkbox"/>	% Effort:	<input type="text"/>
% Academic Year Effort:	<input type="text"/>	% Summer Year Effort:	<input type="text"/>	% Calendar Year Effort:	<input type="text"/>

### List of Investigators/Key Study Personnel

Name	Department	LU	MPI	Role	% Effort			
					T	A	S	C

By default, Coeus designates the first person entered with the **Proposal Role** Principal Investigator (PI). Use the **Multi PI** checkbox to designate Investigators as Multiple PIs (*including* the PI). The PI role is recognized as the Contact PI by NIH. At this time, **NIH is the only sponsor that utilizes Multi PI; please review your NIH opportunity for more submission requirements.**

In Coeus, information for the Contact PD/PI populates item 15 of the SF424 (R&R) Cover component. All other PDs/Pis are listed in the Research & Related Senior/Key Person component and assigned the project role of "PD/PI." Please remember that all PDs/Pis must be registered in the eRA Commons prior to application submission. **The Commons ID of each PD/PI must be included in the "Credential" field of the Research & Related Senior/Key Person component. Failure to include this data field will cause the application to be rejected.** All projects proposing Multiple PDs/Pis will be required to include a new section describing the leadership plan approach for the proposed project.

**Multiple PD/PI Leadership Plan:** For applications designating multiple PDs/Pis, a new section of the research plan, entitled "Multiple PD/PI Leadership Plan", must be included. A rationale for choosing a multiple PD/PI approach should be described. The governance and organizational structure of the leadership team and the research project should be described, and should include communication plans, process for making decisions on scientific direction, and procedures for resolving conflicts. The roles and administrative, technical, and scientific responsibilities for the project or program should be delineated for the PDs/Pis and other collaborators.

If budget allocation is planned, the distribution of resources to specific components of the project or the individual PDs/Pis should be delineated in the Leadership Plan. In the event of an award, the requested allocations may be reflected in a footnote on the Notice of Award (NoA).

The NIH requires the PD(s)/PI(s) to fill in his/her Commons User ID.

For detailed instructions on how to enter this information, please refer to the *Coeus Lite 4.3 Proposal Development User Guide, page 20.*

# Certify PI Screen

**Certify**

Investigator:	Donahue, Noelle E	Proposal #:	00004341 (In Progress)
Agency/Sponsor:	000340 : NIH	Proposal Period:	09/30/2009 - 09/29/2011
Title:	RC1 Guide		

### Investigators/Key Study Personnel Details

*Investigator/Key Study Personnel Name is a searchable field, it cannot be entered.*  
*Unit is required for Investigators.*  
*Key Person Role is required for Key Personnel.*

[Employee Search](#) | [Non Employee Search](#)

Name:  Email:  Phone:

Commons User Name:  Fax:  Mobile:

Unit:  [Search](#)

Proposal Role:  Multi PI:  % Effort:

% Academic Year Effort:  % Summer Year Effort:  % Calendar Year Effort:

### List of Investigators/Key Study Personnel

Name	Department	LU	MPI	Role	% Effort				Remove	Certify	✕	Details
					T	A	S	C				
Donahue, Noelle E	• Center for Coeus Training	<input checked="" type="checkbox"/>		Principal Investigator	0.0	0.0	0.0	0.0				

Before your proposal can be submitted for routing, each PI must certify the proposal.

For detailed instructions on how to certify a PI, please refer to the *Coeus Lite 4.3 Proposal Development User Guide*, page 26.

# Special Review Screen

**Special Review**

Special Reviews [Proposal No. - 00004341]

\*Indicates Required Fields

**Special Review**

\*Special Review :  \*Approval:

Protocol No:  Application Date:  Approval Date:

Comments:

## Use of Humans

If activities involving human subjects are planned at any time during the proposed project at any performance site, the YES box must be checked, **even if the proposed project is exempt** from Regulations for the Protection of Human Subjects. To answer YES to Human Subject Involvement, navigate to the **Special Review screen** and enter your special review details. If answer is YES and you do not have an approved protocol, select "Pending" in the Approval drop down.

## Use of Animals

If activities involving vertebrate animals are planned at any time during the proposed project at any performance site, the YES box must be checked. If no, skip the remaining questions about Vertebrate Subjects. To answer YES to Vertebrate Animals use: navigate to the **Special Review screen** and follow the instructions below to enter your special review details. Once input, Coeus will check the appropriate boxes in items 2 and 2a, and input the Institutional IACUC approval date. If answer is YES and you do not have an approved protocol, select "Pending" in the Approval drop down.

If you answer yes to either humans or animals, separate narrative uploads are required. See pages 14-16 of this guide for details.

For detailed instructions on how to enter this information please refer to the *Coeus Lite 4.3 Proposal Development User Guide*, page 28.

# Others Screen

Others

Others

\* Indicates Mandatory Fields


ARRA Funding  [Search](#)

MIT Major Initiatives  [Search](#)

NSPIRES USER NAME

[Save](#)

A field for ARRA (American Recovery and Reinvestment Act) funding has been added to the Others Screen for tracking purposes. If this submission is in response to a solicitation with ARRA funding, please mark this field as "Yes" by following the instructions below.

 **NEW FOR RC1**

1. Complete the following fields:

Field Name	Description/Action:
ARRA Funding	Click <a href="#">Search</a> to the right of the field and a pop up box will appear.

**Lookup Values**

Value	Description
No	No
Yes	Yes

2. Select **Yes** and then click [Save](#)

# YNQ (Yes/No Questions) Screen

YNQ		
YNQ:		
Proposal Questions		
Question Id	Question	
11	Is there space change on this proposal <input type="radio"/> Yes <input type="radio"/> No	<a href="#">More</a>
12	NSF Beginning Investigator <input type="radio"/> Yes <input type="radio"/> No	<a href="#">More</a>
13	NIH Beginning Investigator <input type="radio"/> Yes <input type="radio"/> No	<a href="#">More</a>

All questions need to be answered to complete the proposal. These can begin being answered, saved and completed later, if necessary.

For detailed instructions about this screen please refer to the *Coeus Lite 4.3 Proposal Development User Guide*, page 30.

# Grants.gov Screen

Grants.Gov			
Funding Opportunity Number:	Opportunity Title		Details
RFA-OD-09-003	Recovery Act Limited Competition: NIH Challenge Gr...	Select	show

Once you have entered and saved all required fields and the *Funding Opportunity Number*, you can navigate to the **Grants.gov screen** and **CoeusLite will launch a search of Grants.gov for the sponsor's submission package.**

For detailed instructions on how link to Grants.gov, please refer to the *Coeus Lite 4.3 Proposal Development User Guide, page 14.*

# Budget Screen

Budget

<ul style="list-style-type: none"> <li>✓ Budget Versions</li> <li>✓ Budget Summary</li> <li>Print</li> <li><b>Budget Set Up</b></li> <li>Personnel &gt;&gt;</li> <li>Adjust Periods</li> <li>✓ Proposal Rates</li> <li><b>Budget Periods</b></li> <li>Personnel Budget</li> <li>Equipment</li> <li>Travel</li> <li>Participant/Trainee</li> <li>Other Direct Costs</li> <li>Modular Budget</li> <li>Cost Sharing Distribution</li> <li>Under Recovery Distribution</li> </ul>	<div style="border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">Budget Personnel</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name</th> <th style="width: 20%;">Job Code</th> <th style="width: 20%;">Appointment Type</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;"> <a href="#">Add Employee</a>   <a href="#">Add Non Employee</a>   <a href="#">Add TBA</a> </td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 10px 0;"> <input type="button" value="Save"/> </td> </tr> </tbody> </table> </div>	Name	Job Code	Appointment Type	<a href="#">Add Employee</a>   <a href="#">Add Non Employee</a>   <a href="#">Add TBA</a>			<input type="button" value="Save"/>		
Name	Job Code	Appointment Type								
<a href="#">Add Employee</a>   <a href="#">Add Non Employee</a>   <a href="#">Add TBA</a>										
<input type="button" value="Save"/>										

Please note that a DETAILED budget is required for this submission, not Modular.

For complete budgeting instructions please refer to the *Coeus Lite 4.3 Proposal Development User Guide, page 32.*

**NEW FOR RC1**

**SF424 (R&R) Detailed Budget**

**Funding Levels:** Maximum of \$1,000,000 **total costs** (including direct, F&A, and Subaward) over a two-year project period. The budget may not exceed \$500,000 total costs per year

**Budget Justifications**

**Attachment Type: BudgetJustification in the Coeus Narrative Uploads section**

*For Detailed Budget submissions:*

Use the budget justification to provide the additional information requested **in each budget category** utilized (including Fringe Benefits, F&A, and Lab Allocations) and any other information you wish to submit to support your budget request. Note this is a single justification for all budget years so include all justification information for all years in the same file.

Budget Justifications also list the names, role (e.g., Post-Doc or Graduate Student), associated effort in months (NOT %) and fringe benefit rate for all Research Staff, Postdoctoral Associates and Graduate Students included in the Budget Section. Include names and role of Other Significant Contributors in this section as well. Include a justification for any significant increases or decreases from the initial year budget. Also, justify budgets with more than a standard escalation from the initial to the future year(s) of support If the application includes a subaward/consortium budget, a separate budget justification must be submitted for that budget as an attachment to the RR Subaward Budget. See [http://web.mit.edu/coeus/www/documents%20&%20forms/Premium\\_Proposal\\_Development\\_Guide.pdf](http://web.mit.edu/coeus/www/documents%20&%20forms/Premium_Proposal_Development_Guide.pdf) page 65 for uploading subaward budget form instructions. If assistance is needed in uploading your subaward budget attachment, please contact your OSP Administrator. Foreign subs cannot exceed 10% or \$25,000 aggregate, whichever is less.

# Upload Attachments Screen

Upload Attachments

Upload Proposal Attachments Upload Personnel Attachments Upload Institutional Attachments

Add Documents

Attachment Type:

Description:

File Name:  Browse...

Save

All uploads follow the same guidelines as all other NIH submissions with the exceptions noted below.

For NIH formatting requirements on uploads see Page I-20 at :

[http://grants.nih.gov/grants/funding/424/SF424\\_RR\\_Guide\\_General\\_Adobe\\_VerA.pdf](http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerA.pdf)

For complete upload instructions please refer to the *Coeus Lite 4.3 Proposal Development User Guide, page 69*.

## NEW FOR RC1

### Project Summary/Abstract

**Attachment Type: ProjectSummary**

***Project Summary/Abstract: Limited to one (1) page.***

Begin this section by stating the broad Challenge Area and the specific Challenge Topic that this application addresses ([http://grants.nih.gov/grants/funding/challenge\\_award/Omnibus.pdf](http://grants.nih.gov/grants/funding/challenge_award/Omnibus.pdf)).

Use the following format: This application addresses broad Challenge Area (01) Behavior, Behavioral Change, and Prevention and specific Challenge Topic, 01-GM-104; Mechanisms of Behavior Change Research

### Bibliography

**Attachment Type: Bibliography**

***Limited to one (1) page.***

### Intro to Application

*DO NOT USE for RC1 Submissions. Not Allowed.*

### Specific Aims

**Attachment Type: PHS\_ResearchPlan\_SpecificAims**

***Limited to one (1) page.*** List the broad, long-term objectives and the goal of the specific research proposed, for example, to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

### Background and Significance

*DO NOT USE for RC1 Submissions. Not Allowed.*

### Preliminary Studies/Progress Report

*DO NOT USE for RC1 Submissions. Not Allowed.*


Preliminary data can be included as part of the "Approach" section of the Research plan narrative.

# Upload Attachments Screen (continued)

Upload Attachments

Upload Proposal Attachments | Upload Personnel Attachments | Upload Institutional Attachments

**Add Documents**

Attachment Type:  

Description:

File Name:

## NEW FOR RC1

### Research Design and Methods

#### Attachment Type: PHS\_ResearchPlan\_ResearchDesignMethods

Research and Design Methods upload consists of the following 4 elements and is **limited to 12 pages** (Specific Aims not included in page count limit):

- A statement of the Challenge Area and specific Challenge Topic;
- The Challenge and Potential Impact;
- The Approach; and
- Timeline and Milestones.

Upload this 12- page Research Plan encompassing all of these elements as a single PDF document. Figures and illustrations may be included but must fit within the 12-page limit. Do not include links to Web sites for further information. Do not include animations.

Organize the Research Plan in the specified order using the instructions provided below. Start each section with the appropriate section heading (i.e., Statement of the Challenge Area and the specific Challenge Topic, The Challenge and Potential Impact, The Approach, Timeline and Milestones.) See previous page for link to topics.

**Research Area:** State which broad Challenge Area (e.g., 01: Behavior, Behavioral Change, and Prevention) described within this FOA and specific Challenge Topic (e.g., *Mechanisms of Behavior Change Research: 01-GM-104*) will be addressed. Also include the project title on the first page.

**The Challenge and Potential Impact:** What is the research opportunity, scientific knowledge gap or technology that will be addressed? How broad is the potential impact in science and/or health? Which community (ies) will be affected? What is (are) the size(s) of the community(ies)? Will the potential impact be major?

**The Approach:** How will you attempt to explore or solve the stated research problem? How will your rationale and/or approach overcome existing challenges or barriers in the field? If you propose to improve existing technologies or to develop new technologies, which needs are being addressed and what is unconventional and exceptionally innovative about your approach? Provide enough information for reviewers to determine what you are proposing to do, but do not include a detailed experimental plan.

**Timeline and Milestones:** Provide a timeline for the proposed research indicating points where intermediate objectives will be assessed and decisions will be made regarding the course and direction of the continuing research effort. Possible alternative paths that may be followed at critical junctures in the project plan should be described and indicated on the timeline.

Preliminary data are not required but may be included, if necessary to demonstrate the feasibility of the proposed studies. The presentation must be clear and particularly compelling. No detailed scientific plan should be provided, but timelines must be presented.

# Upload Attachments Screen (continued)

Upload Attachments

Upload Proposal Attachments | Upload Personnel Attachments | Upload Institutional Attachments

**Add Documents**

Attachment Type:

Description:

File Name:

 **NEW FOR RC1**

**Inclusion Enrollment Report (for renewals and revisions only)**

*DO NOT USE for RC1 Submissions. Not Allowed.*

**Progress Report Publication List (for renewals only)**

*DO NOT USE for RC1 Submissions. Not Allowed.*

**Protection of Human Subjects (may be required for this submission)**

**Attachment Type: PHS\_ResearchPlan\_ProtectionOfHumanSubjects**

*Required if Human Subjects Special Review added in proposal details.*

This section covers only the initial information regarding the Protection of Human Subjects.

Follow the instructions in the full NIH SF424 guide (<http://grants1.nih.gov/grants/funding/424/index.htm>):

Part II, [Supplemental Instructions for Preparing the Human Subjects Section of the Research Plan](#).

*See separate sections below for other human subjects related sections that may apply.*

# Upload Attachments Screen (continued)

Upload Attachments

Upload Proposal Attachments | Upload Personnel Attachments | Upload Institutional Attachments

Add Documents

Attachment Type:

Description:

File Name:

## NEW FOR RC1

### **Inclusion of Women and Minorities (may be required for this submission)**

**Attachment Type:** PHS\_ResearchPlan\_InclusionOfWomenAndMinorities

*Required if Human Subjects Special Review added in proposal details.*

### **Special Instructions for RC1 submissions Inclusion of Women, Minorities, and Children in Challenge Grant Studies**

For Challenge Grant applications that propose human subjects research, applicants are expected to set forth sex/gender-based hypotheses and plans for data analysis based on a consideration of the relevant literature if the proposed study has the potential for such consideration. The purpose of this approach is three-fold: to ensure compliance with the NIH Guidelines for Inclusion of Women and Minorities in Clinical Research; to capitalize on the growing body of research demonstrating sex/gender differences in all areas of NIH research from basic to clinical and translational; and to ensure that any sex/gender-specific solutions/answers to the stubborn questions are not overlooked, thus resulting in incorrect conclusions/generalizations with respect to men or women. If these sex/gender-based hypotheses are not relevant to the proposed research, applicants should provide scientific justification for why sex/gender analysis would not be relevant.

Applicants for Challenge Grants are expected to address the inclusion of members of minority groups and their subpopulations in developing a research design appropriate to the scientific objectives of the study and set forth racial/ethnic-based hypotheses and plans for data analyses based on a consideration of the relevant literature. The purpose of this approach is to: 1) ensure compliance with the NIH Guidelines for Inclusion of Women and Minorities in Clinical Research; 2) address gaps in what is known about health disparities between racial/ethnic groups; and 3) ensure that any potential answers to stubborn questions are not overlooked, thus resulting in incorrect conclusions and/or generalizations. If the inclusion of members of minority groups and their subpopulations is not relevant to the proposed research, applicants should provide scientific justification for why racial/ethnic analyses would not be relevant.

Applicants for Challenge Grants that include children are expected, consistent with the "[NIH Policy and Guidelines on the Inclusion of Children as Participants in Research Involving Human Subjects](#)," to set forth age-appropriate hypotheses and plans for data analyses based on a consideration of the relevant literature. This approach is designed: 1) to promote better compliance with the NIH Pediatric Inclusion policy; 2) to address wide gaps in what is known about clinically significant differences, between children and adults and among children of different ages and developmental stages, in the diagnosis and treatment of diseases and conditions; and 3) to ensure that any potential answers to stubborn questions in pediatrics, as well as in early origins of adult disease, are not overlooked. If age-appropriate hypotheses are not relevant to the proposed research, applicants should provide a specific, scientific justification for why age-appropriate analyses would not be relevant.

# Upload Attachments Screen (continued)

Upload Attachments

Upload Proposal Attachments | Upload Personnel Attachments | Upload Institutional Attachments

**Add Documents**

Attachment Type:

Description:

File Name:

## NEW FOR RC1

### Targeted/Planned Enrollment (may be required for this submission)

**Attachment Type:** PHS\_ResearchPlan\_TargetedPlannedEnrollmentTable

*Required if Human Subjects Special Review added in proposal details.*

If this application involves the Inclusion of Women and Minorities, complete the [Targeted/Planned Enrollment Table](#)

### Inclusion of Children (may be required for this submission)

**Attachment Type:** PHS\_ResearchPlan\_InclusionOfChildren

*Required if Human Subjects Special Review added in proposal details.*

To determine if Inclusion of Children applies to this application, follow the instructions in the full guide for Supplemental Instructions for Preparing the Human Subjects Section of the Research Plan.

### Vertebrate Animals (may be required for this submission)

**Attachment Type:** PHS\_ResearchPlan\_VertebrateAnimals

*Required if Animal Special Review added in proposal details.*

If you indicated that Vertebrate Animals are involved in this project, address the following five key points. In addition, when research involving vertebrate animals will take place at collaborating site(s) or other performance site(s), provide this information before discussing the five points. Although no specific page limitation applies to this section of the application, be succinct.

Provide a detailed description of the proposed use of the animals in the work outlined in the Research Design and Methods section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work. Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.

Provide information on the veterinary care of the animals involved.

Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.

Describe any method of euthanasia to be used and the reasons for its selection. State whether this method is consistent with the recommendations of the Panel on Euthanasia of the American Veterinary Medical Association. If not, present a justification for not following the recommendations.

### Appendix

*DO NOT USE for RC1 Submissions. Not Allowed.*

# Upload Attachments Screen (continued)

Upload Attachments

Upload Proposal Attachments | Upload Personnel Attachments | Upload Institutional Attachments

**Add Documents**

Attachment Type:

Description:

File Name:

## NEW FOR RC1

### Resource Sharing Plan

#### Attachment Type: PHS\_ResearchPlan\_Resource\_Sharing\_Plan

NIH considers the sharing of unique research resources developed through NIH-sponsored research an important means to enhance the value and further the advancement of the research. When resources have been developed with NIH funds and the associated research findings published or provided to NIH, it is important that they be made readily available for research purposes to qualified individuals within the scientific community. If the final data/resources are not amenable to sharing, this must be explained in the Resource Sharing section of the application .

*Data Sharing Plan:* Regardless of the amount requested, applicants under this FOA are expected to include a brief 1-paragraph description of how final research data will be shared, or explain why data-sharing is not possible. Applicants are encouraged to discuss data-sharing plans with their NIH program contact (see [Data-Sharing Policy](#) or <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-03-032.html>.)

*Sharing Model Organisms:* Regardless of the amount requested, all applications where the development of model organisms is anticipated are expected to include a description of a specific plan for sharing and distributing unique model organisms and related resources or state appropriate reasons why such sharing is restricted or not possible (see [Sharing Model Organisms Policy](#), and [NOT-OD-04-042](#).)

*Genome-Wide Association Studies (GWAS):* Regardless of the amount requested, applicants seeking funding for a genome-wide association study are expected to provide a plan for submission of GWAS data to the NIH-designated GWAS data repository, or provide an appropriate explanation why submission to the repository is not possible. A genome-wide association study is defined as any study of genetic variation across the entire genome that is designed to identify genetic associations with observable traits (e.g., blood pressure or weight) or the presence or absence of a disease or condition. For further information see Policy for Sharing of Data Obtained in NIH Supported or Conducted Genome-Wide Association Studies (go to [NOT-OD-07-088](#), and <http://grants.nih.gov/grants/gwas/>

Data Sharing Plan, Sharing Model Organisms and Genome-Wide Studies (GWAS) sections, if included, should be combined into one Resource Sharing Plan document.

# Upload Attachments Screen

The screenshot shows the 'Upload Attachments' interface. At the top, there are three tabs: 'Upload Proposal Attachments', 'Upload Personnel Attachments' (which is highlighted with a red box), and 'Upload Institutional Attachments'. Below the tabs is a section titled 'Add Documents'. This section contains four input fields: 'Attachment Type' (a dropdown menu with 'Please Select' selected), 'Person' (a dropdown menu with 'Please Select' selected), 'Description' (a text input field), and 'File Name' (a text input field with a 'Browse...' button to its right). At the bottom of the 'Add Documents' section is a 'Save' button. Below the 'Save' button is a link labeled 'List of Personnel Attachments'.

Please make sure you click on the **Upload Personnel Attachment Tab** .

## NEW FOR RC1

### Biographical Sketch

**Attachment Type: Biosketch**

*Special Instructions for Other Project Information for RC1 submissions: Each Biographical sketch **limited to two (2) pages**. The number of publications cited in the PD/PI's biosketch is limited to **ten (10) or fewer items**. PD/PIs should cite their most relevant publications and those that highlight the significance of past accomplishments.*

### Current and Pending Support

**Attachment Type: Current and Pending**

*Not Applicable: for NIH RC1.*

### Multi Leadership Plan

**Attachment Type: PHS\_ResearchPlan\_MultiplePILeadershipPlan**

*For applications designating multiple PDs/PIs, a leadership plan must be included*

### Subaward Contractual Arrangements

**Attachment Type: PHS\_ResearchPlan\_ConsortiumContractualArrangements**

*For applications that including a Subaward, the contractual arrangements must be included*

Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s). If consortium/contractual activities represent a significant portion of the overall project, explain why the applicant organization, rather than the ultimate performer of the activities, should be the grantee.

# Finalize Budget

Budget

Budget Summary

Budget Summary : Version 1

Budget Status:	Incomplete	Final:	<input type="checkbox"/>	Modular Budget:	<input type="checkbox"/>
On/Off Campus:	Incomplete	Total Cost Limit:			\$0.00
Residual Funds:	None	Total Direct Cost Limit:			\$0.00
OverHead Rate Type:	MTDC	Underrecovery Rate Type:	MTDC		

Comments:

Save

Before submitting a proposal for approval routing, the budget *must be marked as **Final and Complete***.

For detailed instructions about this screen please refer to the *Coeus Lite 4.3 Proposal Development User Guide, page 68*.

# Validate Proposal

<b>Validate</b>			
Investigator:	Donahue, Noelle E	Proposal #:	00004341 (In Progress)
Agency/Sponsor:	000340 : NIH	Proposal Period:	09/30/2009 - 09/29/2011
Title:	RC1 Guide		
<b>Please review the following items before continuing the routing process for Proposal 00004341</b>			
This proposal 00004341 validated with the following warnings.			
Department:Massachusetts Institute of Technology Please check your narratives before submitting to make sure you can read them			
<input type="button" value="OK"/>			

On the **Proposal navigation pane**, select **Validate** to check your proposal against any internal rules, which will help you verify that your proposal is complete and ready to be submitted for approval. Review any messages that appear and verify that appropriate files have been uploaded, questions answered, investigators certified, etc.

If your application is to be submitted electronically via Grants.gov and you've selected and saved a valid opportunity, the S2S validation check will also be performed. Make any corrections, additions, or changes as required and then perform the validation again. Once you pass the validations, you are ready to submit your application for approval routing.

For detailed instructions about this screen please refer to the *Coeus Lite 4.3 Proposal Development User Guide*, page 73.