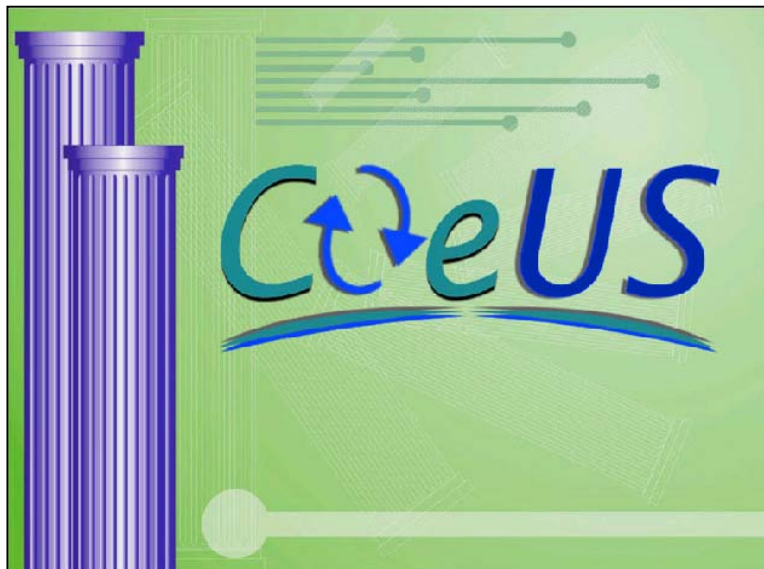


Coeus Lite Guide for the preparation of

Ruth L. Kirschstein National Research Service Awards (NRSA) (F31 and F32)



Request for Application Number:

PA-09-208 – Individual Predoctoral Fellows (F31)

PA-09-209 – Individual Predoctoral Fellows to Promote Diversity (F31)

PA-09-210 – Individual Postdoctoral Fellows (F32)

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) Fellowship Application Guide for NIH and AHRQ.****

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Purpose of Document

This document is intended to help you complete the proposal submissions for the Ruth Kirschstein National Research Service Awards (NRSA).

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).

Instead, this guide is intended to highlight the elements that are specific to the NRSA F Series opportunity. These specific entries are shown in a box like the one below:

Example

 NEW FOR F Series				
1. Complete the following fields:				
<table border="1"><thead><tr><th>Field Name</th><th>Description/Action:</th></tr></thead><tbody><tr><td>Funding Opportunity Number</td><td>Enter PA-09-208, PA-09-209 or PA-09-210</td></tr></tbody></table>	Field Name	Description/Action:	Funding Opportunity Number	Enter PA-09-208, PA-09-209 or PA-09-210
Field Name	Description/Action:			
Funding Opportunity Number	Enter PA-09-208, PA-09-209 or PA-09-210			

Specific Requirements and Restrictions for this NIH Opportunity

Complete Instructions at: http://grants1.nih.gov/training/F_files_nrsa.htm and http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_Fellowship.pdf

Application Due Date

August 8, 2009 (due to weekend, due date is **August 10, 2009**)

Completed proposals due to OSP by 9AM on August 4, 2009.

Proposal Type:

New

Resubmissions are allowed.

Renewals are NOT permitted.

Revisions are NOT permitted.

Project Period

Maximum project period allowed for **F31** is five (5) years but is often limited to 2-3 years.

Maximum project period allowed for **F32** is three (3) years.

Funding Levels

F31 Individual Predoctoral

Stipend: Rate determined at \$20,976 per year.

Tuition and Fees: 60% of the level requested ;up to \$16,000 per year for those enrolled in a doctoral degree program; up to \$21,000 per year for those enrolled in a dual degree.

Institutional Allowance: \$4,200 per year

F32 Individual Postdoctoral

Stipend: Rates determined by NIH due to years of Postdoc experience.

See <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-075.html>

Tuition and Fees: 60% of the level requested ;up to \$4,500 per year; up to \$16,000 per year for those in a formal degree-granting program. **(This is very rare).**

Institutional Allowance: \$7,850 per year.

Page Limits

Sections 2-5 of the Research Training Plan is limited to 10 pages.

Restrictions

Electronic submission of reference letters is a separate process from submitting an application electronically. Reference letters are submitted directly through the eRA Commons and do not use Grants.gov. Applicants for this fellowship must arrange to have at least three (but no more than five) letters of reference submitted on their behalf to the eRA Commons web site at <https://commons.era.nih.gov/commons/reference/submitRefereelInformation.jsp>.

F&A costs are NOT permitted.

COI required only for the Mentor. The Fellowship Applicant can answer the certification question as “No” which will trigger the statement of “ I have not submitted a Financial Disclosure for this NIH/NSF Fellowship application. My Sponsor, however, will submit one as required for this application.” onto the Fellow’s certification form.

General Info Screen

General Info

General Proposal Information
Budget : ✕ Narrative : ✕

* Indicates Mandatory Fields

***Proposal Type:** -----Please Select-----

***Start Date:**

Original Proposal Number: [Search](#)

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

Prime Sponsor: [Search](#)

Proposal Deadline Date:

NSF Science Code: -----Please Select-----

Anticipated Award Type -----Please Select-----

Sponsor Proposal No :

***Title:**

Program Title:

Proposal in Response: -----Please Select-----

Funding Opportunity Number:

Agency Program Code:

***Activity Type:** -----Please Select-----

End Date:

Award #: [Search](#)

Receipt PostMarked

Sub Contract:

CFDA Number:

Agency Div Code:

Save

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.

Revisions 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 F Series

1. Complete the following fields:

Field Name	Description/Action:
Proposal Type	Select New or Resubmission from drop down
Activity Type	Select Fellowship –Pre Doctoral or Fellowship – Post Doctoral from drop down
Agency/Sponsor	Insert sponsor code 000340 for NIH Enter PA-09-208 for Individual Predoctoral Fellows (F31)
Funding Opportunity Number	Enter PA-09-209 for Individual Predoctoral Fellows to Promote Diversity (F31) Enter PA-09-210 for Individual Postdoctoral Fellows (F32)

Grants.gov Screen

Grants.Gov			
Investigator:	Donahue, Noelle E	Proposal # :	00000265 (In Progress)
Agency/Sponsor:	000340 : NIH	Proposal Period:	09/30/2009 - 09/29/2011
Title:	Test Proposal		
Grants.Gov			
Funding Opportunity Number:	Opportunity Title		Details
PA-09-210	Ruth L. Kirschstein National Research Service Awar...	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.

Organization Screen

Organization	
Organization:	
Proposal Organization:	
Proposal Organization 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
Performing Organization:	
Performing Organization 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
Add Organization / Location	
Save	

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: 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			
					T	A	S	C

Only one PD/PI may be designated on the application.

For further agency instruction, please see http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_Fellowship.pdf, Section 4.5.

The NIH requires the PD/PI to fill in his/her eRA Commons User ID. To obtain an eRA Commons ID, please contact [nih-help@mit.edu](mailto:.nih-help@mit.edu).

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

 **NEW FOR F Series**

1. Complete the following fields:

Field Name	Description/Action:
------------	---------------------

Principal Investigator	The Fellowship Applicant must be listed as the PI.
-------------------------------	--

Key Person	The Faculty Mentor will be designated as a Key Person with the role of Sponsor.
-------------------	---

Certify PI Screen

[Certify](#)

Investigator:	Donahue, Noelle E	Proposal #:	00004723 (In Progress)
Agency/Sponsor:	000340 : NIH	Proposal Period:	01/01/2010 - 12/31/2011
Title:	Noelle's Test for F Series 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: Key Person Role: % Effort:
 % Academic Year Effort: % Summer Year Effort: % Calendar Year Effort:


[Save](#)

List of Investigators/Key Study Personnel											
Name	Department	LU	MPI	Role	% Effort				Remove	Certify	Details
					T	A	S	C			
Donahue, Noelle E	• Massachusetts Institute of Technology	<input checked="" type="checkbox"/>		Principal Investigator	0.0	0.0	0.0	0.0	Remove	Certify	✕ Details
Holden, Amy E				Sponsor	0.0				Remove		Details

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

COI **required only** for the Mentor. The Fellowship Applicant can answer the certification questions as “No” which will trigger the statement of “ I have not submitted a Financial Disclosure for this NIH/NSF Fellowship application. My Sponsor, however, will submit one as required for this application onto the Fellow’s certification form.

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

 **NEW FOR F Series**

1. Complete the following fields:

Field Name	Description/Action:
COI	Required only for the Faculty Mentor.

Special Review Screen

Special Review

Special Reviews [Proposal No. - 00004341]

*Indicates Required Fields

Special Review

*Special Review : <input type="text" value="----Please Select----"/>	*Approval: <input type="text" value="----Please Select----"/>	
Protocol No: <input type="text"/>	Application Date: <input type="text"/>	Approval Date: <input type="text"/>
Comments: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		

Save

Human Subjects Research

If the proposed research involves human subjects, the applicant must be responsive to the instructions in the SF424 (R&R) Individual Fellowship Application Guide for NIH and AHRQ. The adequacy of plans to include appropriate human subjects is included in the fellowship evaluation (see Additional Review Criteria below). Note that NIH defines children as individuals under 21 years of age. Consult the decision tree for the exemptions that apply:

http://grants.nih.gov/grants/peer/tree_children_hs.pdf.

Care and Use of Vertebrate Animals in Research

If vertebrate animals are to be used in the project, the applicant must follow the instructions in the SF424 (R&R) Individual Fellowship Application Guide for NIH and AHRQ. A Fellowship application needs to provide a complete Vertebrate Animal section that fully addresses each of the five key points of animal research listed in the instructions, below. The adequacy of plans for the care and use of vertebrate animals is assessed as part of the fellowship evaluation (see Additional Review Criteria below).

1. Provide a detailed description of the use of animals in the work previously outlined in the experimental design and methods section. Identify species, strains, ages, sex, and numbers of animals to be used.
2. Justify the use of animals, choice of species, and number of animals to be used.
3. Provide information on veterinary care for the animals involved.
4. Describe procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable to conduct scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury. Describe any euthanasia method 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.

Biohazards

The investigator and the sponsoring institution are responsible for protecting the environment and research personnel from hazardous conditions. If materials or procedures are proposed that are potentially hazardous to research personnel and/or the environment, the procedures to be taken in order to ensure adequate protection must be described.

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

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	More
12	NSF Beginning Investigator <input type="radio"/> Yes <input type="radio"/> No	More
13	NIH Beginning Investigator <input type="radio"/> Yes <input type="radio"/> No	More

All questions need to be answered to complete the proposal. These can begin being answered, saved and completed later, if necessary. This is separate from the Questionnaire and will still need to be completed for this submission.

If you need any further explanation of the questions, please click [More](#) on the right hand side to get a more detailed version of the question.

NOTE: Question 13 should be answered as “YES” for this submission.

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

Questionnaire Screen

Questionnaire

PHS Fellowship required form data

- ✓ General Info
- ✓ Organization
- Investigators/Key Persons
- Credit Split
- Special Review
- Abstract
- Others
- YNQ
- ✓ Proposal Roles
- Questionnaire**
- PHS Fellowship required form data >>
- Grants.Gov
- Budget
- Upload Attachments
- Validate
- Submit for Approval
- Print
- Copy Proposal
- Email
- Add New Rolodex Entry

Investigator:

Agency/Sponsor: 000340 : NIH

Title: Noelle's Test

Proposal # : 00005532 (In Progress)

Proposal Period: 08/01/2009 - 07/31/2010

PHS Fellowship required form data

[Previous](#) [Modify](#) [Start Over](#)

1) Is Human Subjects involvement in this project indefinite? [More](#)

Yes No

2) Does this project include a Clinical Trial? [More](#)

Yes No

Save & Proceed

Print

The questionnaire is a NEW function in Coeus Proposal Development to assist with the creation of your proposals. It is mapped to the sponsor form and directly populates the form based on the answers provided.

The Questionnaire will become available if the Activity Type of Fellowship-PreDoctoral or Fellowship-PostDoctoral has been selected from the dropdown, the sponsor has been entered as NIH, 000340, and the link to the Grants.gov opportunity has been selected.

The link to the Questionnaire will appear on the left hand menu. Click Questionnaire: PHS Fellowship Required Form Data to access the module.

When completing this questionnaire, there is the option to see Previous Answers, Modify Answers and Start Over. These links are on top of the questionnaire screen. The Questionnaire must be completed in full before any modifications can be made. All data will be lost if you try to go back and modify previous answers before it is complete.

If you need any further explanation of the questions, please click More on the right hand side to get a more detailed version of the question.

NEW FOR F Series

1. Complete the following fields:

Field Name	Description/Action:
Questionnaire: PHS Fellowship Required Form Data	Answer each question appropriately when prompted. Click Save & Proceed to continue on to the next question.

Budget Screen

The screenshot shows a web-based interface for budget management. On the left is a vertical navigation menu with the following items: Budget Versions (checked), Budget Summary (checked), Print, Budget Set Up (highlighted), Personnel (with a right-pointing arrow), Adjust Periods, Proposal Rates (checked), Budget Periods (highlighted), Personnel Budget, Equipment, Travel, Participant/Trainee, Other Direct Costs, Modular Budget, Cost Sharing Distribution, and Under Recovery Distribution. The main content area is titled 'Budget Personnel' and features a table with three columns: 'Name', 'Job Code', and 'Appointment Type'. Below the table are three links: 'Add Employee', 'Add Non Employee', and 'Add TBA'. A 'Save' button is located below the links.

The Coeus budget module must contain the line items noted below.

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

NEW FOR F Series

Do not enter the Institutional Allowance in the Coeus Budget.

Do not enter Stipend in the Coeus Budget except for Senior Fellow Applications.

Predocctoral Fellowship Applications

G/L **422311** – Tuition –Other-not MTDC

Enter total amount **requested**

Tuition and Fees: 60% of the level requested; up to \$16,000 per year for those enrolled in a doctoral degree program; up to \$21,000 per year for those enrolled in a dual degree

Postdoctoral Fellowship Applications

G/L **422311** – Tuition –Other-not MTDC

Enter total amount **requested**

Tuition and Fees: 60% of the level requested; up to \$4,500 per year; up to \$16,000 per year for those in a formal degree-granting program. **(This is very rare).**

Upload Attachments Screen

Upload Attachments

Upload Proposal Attachments | Upload Personnel Attachments | Upload Institutional Attachments

Add Documents

Attachment Type: -----Please Select-----

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_Fellowship.pdf

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

Research and Training Plan: Sections 2-5 limited to **10 pages total**. Note that all limits in NIH FOA guide take precedence.

NEW FOR F Series

Intro to Application

Attachment Type: PHS_Fellow_IntroductionToApplication

Resubmissions only. Limit one page.

Specific Aims

Attachment Type: PHS_Fellow_SpecificAims

Background and Significance

Attachment Type: PHS_Fellow_BackgroundSignificance

Preliminary Studies/Progress Report

Attachment Type: PHS_Fellow_PrelimStudies_ProgRpt

Research Design and Methods

Attachment Type: PHS_Fellow_ResearchDesignMethods

Inclusion Enrollment Report

Attachment Type: PHS_Fellow_InclusionEnrollmentRpt

Renewals only

Progress Report Publication List

Attachment Type: PHS_Fellow_ProgressReport_PubList

Renewals only

These are Sections 2-5 and limited to 10 pages total.

Upload Attachments Screen (continued)

Upload Attachments

Upload Proposal Attachments | Upload Personnel Attachments | Upload Institutional Attachments

Add Documents

Attachment Type:

Description:

File Name:

NEW FOR F Series

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

Attachment Type: PHS_Fellow_ProtectionOfHumanSubjects

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

Attachment Type: PHS_Fellow_InclusionOfWomenAndMinorities

Required if Human Subjects Special Review added in proposal details.

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.

Select Agent Research

Attachment Type: PHS_Fellow_SelectAgentResearch

Upload Attachments Screen (continued)

Upload Attachments

Upload Proposal Attachments | Upload Personnel Attachments | Upload Institutional Attachments

Add Documents

Attachment Type:

Description:

File Name:

NEW FOR F Series

Resource Sharing Plan

Attachment Type: PHS_Fellow_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 (see http://grants.nih.gov/grants/policy/data_sharing/data_sharing_faqs.htm).

(a) *Data Sharing Plan*: Not Applicable.

(b) *Sharing Model Organisms*: Regardless of the amount requested, all applications in which 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 NIH Guide NOT-OD-04-042).

For many individual fellowships, it is anticipated that plans of this nature would have already been reported to the NIH by the sponsor in his/her research application. When this has occurred, indicate so in this section and include the appropriate grant number. However, if the development of a new model organism is anticipated, applicants will include a description of a specific plan for sharing and distributing unique model organism research resources or will state appropriate reasons why such sharing is restricted or not possible. For additional information on this policy, see [Sharing Model Organisms Policy](#). If model organisms are not part of the planned research training plan, omit this section. *This description is not included in the Research Training Plan page limits.*

(c) *Genome Wide Association Studies*: Not Applicable.

Upload Attachments Screen (continued)

Upload Attachments

Upload Proposal Attachments | Upload Personnel Attachments | Upload Institutional Attachments

Add Documents

Attachment Type:

Description:

File Name:

NEW FOR F Series

Respective Contributions

Attachment Type: PHS_Fellow_RespectiveContributions

Limit one page

Selection of Sponsor and Institution

Attachment Type: PHS_Fellow_SelectionSponsorInstitution

Limit one page

Responsible Conduct of Research

Attachment Type: PHS_Fellow_ResponsibleConductResearch

Limit one page **NOTE: No award will be made if an application lacks this component.**

Every fellow must receive instruction in the responsible conduct of research

(<http://grants.nih.gov/grants/guide/notice-files/not92-236.html>).

Concurrent Support

Attachment Type: PHS_Fellow_ConcurrentSupport

Limit one page

Goals for Fellowship Training and Career

Attachment Type: PHS_Fellow_Goals_FellowshipTrainingCareer

Limit one page

Activities Planned Under This Award

Attachment Type: PHS_Fellow_ActivitiesPlanned

Limit one page

Doctoral Dissertation and Other Research Experience

Attachment Type: PHS_Fellow_DocDissertOtherResExperience

Limit two pages

Appendix

Attachment Type: PHS_Fellow_Appendix

Applicant must follow instructions on Appendix materials described at:

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_Fellowship.pdf

Upload Attachments Screen (continued)

Upload Attachments

Upload Proposal AttachmentsUpload Personnel AttachmentsUpload Institutional Attachments

Add Documents

Attachment Type:

Description:

File Name:

NEW FOR F Series

Project Summary/Abstract

Attachment Type: ProjectSummary

Follow the instructions in the SF424 (R&R) Fellowship Application Guide. Should be not longer than 30 lines of text.

Project Narrative (Public Health Relevance Statement)

Attachment Type: Narrative

Using no more than two or three sentences, describe the relevance of this research to public health. In this section, be succinct and use plain language that can be understood by a general, lay audience.

Bibliography

Attachment Type: Bibliography

Follow the instructions in the SF424 (R&R) Fellowship Application Guide.

Facilities & Other Resources

Attachment Type: Facilities

Follow the instructions in the SF424 (R&R) Fellowship Application Guide.

Equipment

Attachment Type: Equipment

Follow the instructions in the SF424 (R&R) Fellowship Application Guide.

Other Attachments

Attachment Type: Other

Follow the instructions in the SF424 (R&R) Fellowship Application Guide.

Required Other Attachments: Research Support Available, Sponsor's/Co-Sponsor's Previous Fellows/Trainees, Training Plan, Environment, Research Facilities, Number of Fellows/Trainees to be Supervised During the Fellowship, Applicant's Qualifications and Potential for a Research Career.

Additional Required Other Attachments: Collaborators and Dissertation Advisor(s), if applicable, List of Referees.

Optional Other Attachments: Attach any other project information not provided above or in accordance with the announcement and/or agency-specific instruction. **The Diversity F31 requires an institutional letter certifying the applicant eligibility. Attach that document here.**

Upload Attachments Screen

The screenshot shows a web interface for uploading attachments. 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 'Add Documents' section is a link labeled 'List of Personnel Attachments'.

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

NEW FOR F Series

Biographical Sketch

Attachment Type: Biosketch

Limit 4 pages per person. Required for Fellowship Applicant and Faculty Mentor.

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

Validate			
Investigator:	Donahue, Noelle E	Proposal # :	00004341 (In Progress)
Agency/Sponsor:	000340 : NIH	Proposal Period:	09/30/2009 - 09/29/2011
Title:	F Series Guide		
Please review the following items before continuing the routing process for Proposal 00004341			
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			
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.