## Coeus Proposal Checklist

### General Information

- Did you complete all mandatory fields (marked with an *)?
- Did you choose an NSF Science Code?
- Make sure that you included the sponsor Due Date?
- Did you check the Sub Contract field, if needed?

### Organization

- Did you add other project sites & organizations, if applicable?

### Investigator/Key Persons

- Did you verify that all PI's, Co-I's have activated their COEUS account?
- Did you include % effort for PI, Co-I's and all key personnel?
- Have the PI and all Co-I's certified?

### Credit Split

- Did you add key personnel departments if they are different from PI and Co-I departments and they are to receive credit?

### Special Review

- Did you include all special reviews - use of human subjects, vertebrate animals, rDNA, etc.

**Abstract - Skip this section. Stony Brook is not using.**

**Other - Skip this section. Stony Brook is not using.**

### Proposal Roles

- Did you assign the Aggregator role to PI's and Co-I's so they have access to certify?
- Did you assign the Aggregator role to your Sponsored Programs official?
- Did you send notifications to all people that need to certify?

### Questionnaire

- Did you complete all four questionnaires?

**Grants.gov Proposals - skip this section Stony Brook is not using this feature**

### Budget

If no budget was loaded into COEUS, did you choose "Complete" and "Final" in the Budget Section?

If you completed the budget section, did you mark the budget version as "Complete" and "Final"?

### Upload Attachments

- Did you upload all proposal attachments?
- Did you upload all institutional attachments?

    | COEUS Proposal Form               |                  |
    | Any forms required by your Chair or Dean? |                  |
    | For all Clinical Trials- have you upload the SOM offset form? |                  |
    | For Sponsor - Initiated Clinical Trials only - have you included an OCT approved budget? |                  |
    | Did you upload all Sub Contract attachments? |                  |
    | Subrecipient Commitment form       |                  |
    | Statement of Work (SOW)            |                  |
    | Detailed Budget and Justification  |                  |