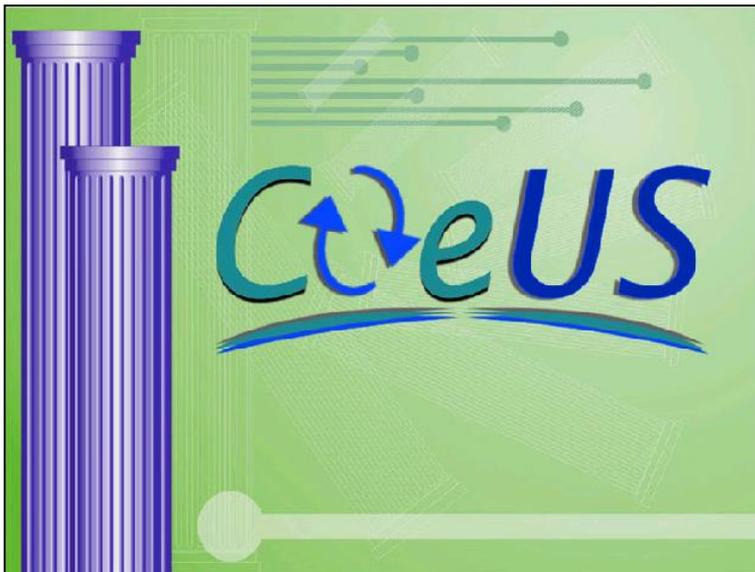


Coeus Lite Guide for the preparation of

Ruth L. Kirschstein National Research Service Awards (NRSA) Training Programs



Request for Application: Institutional Research Training Grants

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.

Additional NIH NRSA Training Grant proposal prep resources including *the NIH Training Grant Checklist* as well as the *NIH Training Grant Budget Workbook for the PHS Training Budget Questionnaire* are available on the Coeus website: <http://osp.mit.edu/coeus/user-guides/agency-specific-proposal-preparation-guides>

****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 submissions for the Ruth Kirschstein National Research Service Awards (NRSA) Institutional Research Training Grants.

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 Proposal Development User Guide* <http://osp.mit.edu/coeus/user-guides/coeuslite-user-guide/coeuslite-user-guide>

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

Example

For Training Grants

1. Complete the following fields:

Field Name	Description/Action:
Funding Opportunity Number	Enter PA-14-015 for parent announcement

Specific Requirements and Restrictions for this NIH Mechanism

Parent Announcement: <http://grants.nih.gov/grants/guide/pa-files/PA-14-015.html> and **Complete Instructions:** http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf See Section 8

Application Due Date

To Sponsor: January 25, May 25, Sept. 25

Note: Applicants should check with relevant IC since some do not accept applications for all three dates

To OSP: Completed proposals due to OSP five business days in advance

Proposal Type:

New

Resubmissions are allowed.

Renewals are allowed.

Earliest Anticipated Start Date:

See NIH standard due date, review and award cycles: <http://grants.nih.gov/grants/funding/submissionschedule.htm>

Project Period:

Maximum project period allowed for T32 is five (5) years.

Funding Levels:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-046.html>

Stipend

Predoctoral		22,476
Years of Experience:	0	42,000
	1	43,680
	2	45,432
	3	47,244
	4	49,128
	5	51,096
	6	53,148
	7 or more	55,272

Tuition: Request full amount. *Grantees are reminded that these formulas are for award calculation purposes only. Grantees should continue to request full needs in all competing applications; the formula will be applied at the time of the award.*

F&A costs are restricted to 8% MTDC (excluding tuition and fees). MIT does not take F&A on stipends.

Page Limits:

Sections 2-4 of the Research Training Plan is limited to 25 pages.

Biographical sketch is limited to four (4) pages. The suggested limit on number of publications cited in the PD/PI's biosketch is fifteen (15) or fewer items.

Introduction on Resubmission is limited to three (3) pages

Note: *The Coeus PHS 398 Training Budget Questionnaire should be completed and answered **before** the budget is completed!*

General Info Screen

General Info

General Proposal Information Budget : ✕ Narrative : ✕

* Indicates Mandatory Fields

*Proposal Type: *Activity Type:

*Start Date: 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: CFDA Number:

Agency Program Code: 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.

Revisions and Renewals are allowed.

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

For Training Grants

1. Complete the following fields:

Field Name	Description/Action:
Proposal Type	Select New, Renewal or Resubmission from drop down
Start Date	See http://grants.nih.gov/grants/funding/submissionschedule.htm
Funding Opportunity Number	Enter PA-14-015 for parent announcement or the appropriate FOA for the specific program.

Grants.gov Screen

Grants.Gov

Investigator:	Mann, Kimberly	Proposal # :	00020203 (In Progress)
Agency/Sponsor:	000340 : NIH	Proposal Period:	02/01/2014 - 01/31/2015
Title:	KD TEST of Training grant application		Deadline Date:

Grants.Gov

Funding Opportunity Number:	Opportunity Title	Details
PA-14-015	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 Proposal Development User Guide*.

Organization Screen

Organization

Organization:	
Proposal Organization Address: Christy Michelle D Massachusetts Institute of Technology 77 Massachusetts Ave. NE18-901 Cambridge	Location: Massachusetts Institute of Technology Cong Dist: <input type="text" value="MA-007"/> Remove
Add Cong District	
Performing Organization:	
Performing Organization Address: Massachusetts Institute of Technology 77 Massachusetts Ave. NE18-901 Cambridge Middlesex	Location: Massachusetts Institute of Technology Search Cong Dist: <input type="text" value="MA-007"/> 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 Proposal Development User Guide*.

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"/>	Search			
Proposal Role:	Principal Investigator	Multi PI	<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	View Certification	COI Disclosure Status
Name	% Effort	Certify
Department	T A S C	
LU MPI Role		

By default, Coeus designates the first person entered with the **Proposal Role** Principal Investigator (PD/PI). Use the **Multi PI** checkbox to designate Investigators as Multiple PIs (*including* the PI). The PI role is recognized as the Contact PD/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.

NOTE: See pages 14 and 15 of this guide for upload instructions.

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 Applicant 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 Proposal Development User Guide*.

Proposal Certification

Investigators/Key Persons

Send Certification Request

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				View Certification	COI Disclosure Status
Name	Department	LU	MPI Role	% Effort T A S C	Certify

Before your proposal can be submitted for routing, you must follow the steps provided in the quick reference cards listed below allowing the PI, Co-I's and those Key Persons to certify the proposal.

The Coeus Lite Proposal Certification quick reference card for Aggregators may be found here:

http://osp.mit.edu/coeus/sites/coeus/files/qc-lite_invest_kp-phs-multi-pdpi-kerberos-id-2013-12-10.pdf

*Aggregators, **Note** the process for adding non-MIT personnel may require MIT guest account. Detailed instructions are in this guide.

The Coeus Lite Proposal Certification quick reference card for Investigators and Key Persons may be found here:

<http://coi.mit.edu/research/sites/coi/files/qc-coi-proposal-certification-2013-09-27.pdf>

The MIT Financial Conflicts of Interest Website is found here:

<http://coi.mit.edu/research/>

*Further NIH specific information including **Who is an investigator?**, NIH **Key Person Maintenance** at award stage, and the **NIH Training Requirement** may be found here:

<http://coi.mit.edu/research/sponsor-specific-guidelines/nih>

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:

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](https://www.avma.org/KB/Policies/Documents/euthanasia.pdf) (see <https://www.avma.org/KB/Policies/Documents/euthanasia.pdf>). 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 Proposal Development User Guide*.

Questionnaire: Questions for Grants.gov S2S Forms

Questionnaire

Questions for Grants.gov S2S Forms

Questions for Grants.gov S2S Forms

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

1) Is this a Grants.gov system-to-system (s2s) submission? If Yes, you will be presented with questions related to the forms in your sponsor opportunity. [More](#)

Yes No

Save & Proceed **Print**

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 PHS 398 Training Budget 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.

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

Questionnaire: PHS 398 Training Budget

Questionnaire

PHS398 Training Budget V1-0

- General Info
- Organization
- Investigators/Key Persons
- Credit Split
- Special Review
- Abstract
- Others
- YINQ
- Proposal Roles
- Questionnaire
- NSFCover Page -required
- PHS398 Training Budget V1-0
- Grants.Gov
- Budget
- Upload Attachments
- Validate
- Submit for Approval
- Print
- Copy Proposal
- Email
- Add New Rolodex Entry

Investigator: _____ **Proposal # :** 00005532 (In Progress)
Agency/Sponsor: 000340 : NIH **Proposal Period:** 08/01/2009 - 07/31/2010
Title: Noelle's Test

PHS398 Training Budget V1-0
[Previous](#) [Modify](#) [Start Over](#)

1) Are you requesting any funds for Budget Period 1? [More](#)
 Yes No

Save & Proceed Print

This questionnaire should be completed **BEFORE** you begin your budget. The stipend printed on the training budget form will be automatically calculated based on your answer to that question. You must still enter the amount listed in the NIH Funding levels into your detailed Coeus budget.

The Questionnaire will become available when 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 398 Training Budget V1-0 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.

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



For Training Grants

1. Complete the following fields:

Field Name	Description/Action:
Questionnaire: PHS 398 Training Budget V1-0	Answer each question appropriately when prompted. Click Save & Proceed to continue on to the next question.

Budget Screen

Budget

Budget Participant / Trainee

Type	Description	Qty	Funds Requested (\$)	
Stipends - Not MTDC	Stipend	8.00	\$169,440.00	Edit Remove
Training Grant - Trainee Travel Expens	TRE	8.00	\$33,600.00	Edit Remove
Total Participant/Trainee Support Costs			\$203,040.00	

[Add Participant/Trainee](#) | [Calculate](#)

Save

Budget Other Direct Costs

Type	Description	Funds Requested (\$)	
Tuition - Other - Not MTDC	Tuition for 8 Trainees	\$128,000.00	Edit Remove
Total Other Direct Costs		\$128,000.00	

[Add Direct Costs](#) | [Calculate](#)

Save

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

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



For Training Grants

SF424 (R&R) Detailed Training Budget

Budget should be set at MTDC

Rates should be changed to 8% on and off campus. U/R will be generated. Use 0000001 as the source account and in the budget comments put "DLC is not required by Institute policy to fund the U/R on Training Grants."

Follow the next steps in order:

- 1. Stipend Funding Levels (students):** Use: **422315 – Stipends – Not MTDC** These do not need to be separated out in your budget; a single line item with the total for all stipends using this g/l can be entered for each year. *Stipends for Postdocs and Other may use 400315-Non-Student Fellows – Not MTDC This must be calculated using the NIH Funding Levels.* <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-046.html>**

HINT: Users should be careful to use the authorized NIH Stipend Rate for each category to coordinate with the Questionnaire calculated amounts. An Excel workbook is available to aid in coordinating the entries. Follow this link: [NIH Training Grants Excel Tool](#) or find it here: <http://osp.mit.edu/coeus/user-guides/agency-specific-proposal-preparation-guides>

- 2. Tuition and Fees:** Use **422311-Tuition-Other-Not MTDC** Request full tuition expense expected. *Grantees are reminded that these formulas are for award calculation purposes only. Grantees should continue to request full needs in all competing applications; the formula will be applied at the time of the award.*

- 3. Trainee Travel:** Use **TRGTTRVL: Training Grant-Trainee Travel Expenses** \$400-\$1,000 per trainee varies by NIH Institute.

- 4. Training Related Expenses:** Use **420172 – Fellowship Expense** Predoc is \$4,200; Postdoc is \$7,850

****We recommend that you print the training budget form after entering Stipend to confirm that budget has 0 for other expenses. This must match the Questionnaire.**

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 information starting on Page I-20 at:

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf

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

Research Training Plan: Sections 2-4 limited to **25 pages total**. Note that all limits in NIH guide take precedence.

For Training Grants

1. Intro to Application

Attachment Type: PHS_ResTrainingPlan_Introduction

Resubmissions only. Limit three pages.

2. Background

Attachment Type: PHS_ResTrainingPlan_Background

3. Program Plan

Attachment Type: PHS_ResTrainingPlan_ProgramPlan

4. Recruitment and Retention Plan to Enhance Diversity

Attachment Type: PHS_ResTrainingPlan_RecruitmentPlan

5. Instruction in Responsible Conduct of Research

Attachment Type: PHS_ResTrainingPlan_RespConductResearch

Required for All. If a Renewal, it must describe any changes.

6. Progress Report

Attachment Type: PHS_ResTrainingPlan_ProgressReport

Renewals only

Sections 2-4 are limited to **25 pages total**.

Cont'd...

Upload Attachments Screen (continued)

Upload Attachments

Upload Proposal Attachments | Upload Personnel Attachments | Upload Institutional Attachments

Add Documents

Attachment Type: 

Description:  

File Name:

For Training Grants

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

Attachment Type: PHS_ResTrainingPlan_HumanSubjects

8. Vertebrate Animals (may be required for this submission)

Attachment Type: PHS_ResTrainingPlan_VertAnimals

Required if Animal Special Review added in proposal details.

9. Select Agent Research

Attachment Type: PHS_ResTrainingPlan_SelectAgentResearch

10. Multiple PD/PI Leadership Plan

Attachment Type: PHS_ResTrainingPlan_PILeadershipPlan

11. Consortium and Contractual Arrangements

Attachment Type: PHS_ResTrainingPlan_ConsContractual

12. Participating Faculty Biosketches

Attachment Type: PHS_ResTrainingPlan_FacBiosketches

Limit 4 pages per person

NIH suggested limit not to exceed 15 publications cited

13. Data Tables

Attachment Type: PHS_ResTrainingPlan_DataTables

14. Letters of Support

Attachment Type: PHS_ResTrainingPlan_SupportLetters

15. Appendix

Attachment Type: PHS_ResTrainingPlan_Appendix

Applicant must follow instructions on Appendix materials described at:

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf

Cont'd...

Upload Attachments Screen (continued)

Upload Attachments

Upload Proposal Attachments | Upload Personnel Attachments | Upload Institutional Attachments

Add Documents

Attachment Type: 

Description:  

File Name:

For Training Grants

Project Summary/Abstract

Attachment Type: ProjectSummary

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

Facilities & Other Resources

Attachment Type: Facilities

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

Equipment

Attachment Type: Equipment

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

Other Attachments

Attachment Type: Other

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

Budget Justifications

Attachment Type: PHS_Train_Budg_Just in the Coeus Narrative Uploads section

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 Complete	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 Proposal Development User Guide*.

Validate Proposal

Proposal Summary >>

Approval Actions
Validation Checks

Investigator:	Donahue, Noelle E	Proposal #:	00004341 (In Progress)
Agency/Sponsor:	000340 : NIH	Proposal Period:	09/30/2009 - 09/29/2011
Title:	RC2 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 Summary Screen from the navigation pane, select Validation Checks 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 Proposal Development User Guide*.

Print Preview Proposal



Form Name	Mandatory	Include	Desc	Select to Print: All Included None
RR SF 424 V2-0	✓	✓	Available	<input type="checkbox"/>
Performance Site V2-0	✓	✓	Available	<input type="checkbox"/>
RR Other Projects V1-3	✓	✓	Available	<input type="checkbox"/>
RR Key Person Expanded V2-0	✓	✓	Available	<input type="checkbox"/>
PHS398 Training Budget V1-0	✓	✓	Available	<input type="checkbox"/>
PHS398 Training SubAward Budget V2-0		<input type="checkbox"/>	Available	<input type="checkbox"/>
PHS398 Cover Page Supplement V2-0	✓	✓	Available	<input type="checkbox"/>
PHS398 Research Training Program Plan V2-0	✓	✓	Available	<input checked="" type="checkbox"/>

Print-Preview your Proposal Forms

To preview your application and confirm that all the forms are accurately populated and the narrative uploads are attached, use one of the Coeus print functions to generate a PDF file, which can be viewed on-screen, printed to paper, or saved to your local computer. All required fields and uploaded attachments must be completed prior to print-previewing the Grants.gov forms. The Grants.gov validations are run against the form(s) selected during the print request.

***NOTE:** Try selecting individual forms to preview instead of **All Included** when you are in the beginning stages of preparation.

To Print-Preview from the Grants.gov screen:

1. (See **Red** arrow above) Selecting **All Included** will supply checks in the boxes in the **Select to Print** column for the Mandatory and marked to include forms.
2. (See **Green** arrow) Alternatively, click in the white box in the **Select to Print** column for the individual form or forms to preview. Then select **Print Selected Forms**. A new browser window will open to display the PDF file. Use your browser functions to Print or Save the file to your local computer, as desired.