KUALI COEUS

Overview:

This Quick Card serve as a list of items required, things to be done, or points to be considered when preparing to submit a proposal for RAS review. The checklist contains questions to ask the PI(s) concerning the proposal.

Notes:

- Per Institute policy, complete, **final (not draft) proposals are due in RAS 5 full business days prior to a Sponsor's deadline date**.

- Please consider this checklist as a guideline, and always refer to Institutional Policy.

Who is the Sponsor?

Checkbox	Question
☐	**Federal**?
☐	**Industrial**?
☐	**Foundation/Non Profit** – For Foundation sponsors, on research, non-research proposals, has PI been working with the MIT Foundation Relations Office? (Note – Fellowship proposals **do not** need to be discussed with Foundation Relations).
☐	If the Sponsor is another university and/or the MIT PI will be submitting a subcontractor proposal, **which is the Prime Sponsor (Federal, Industrial, Foundation/Non Profit)**? Where are the funds ultimately coming from?

Is this a <u>new</u> proposal (never submitted to this Sponsor)?

Checkbox	Question
☐	If this is a **resubmission** of a proposal previously submitted to this Sponsor, **what was the original MIT proposal #**? (A resubmission proposal is when a proposal has been previously submitted to the Sponsor, but no award has been issued to MIT to date and there is no MIT Account #).
☐	If this is a **supplement** of a proposal previously submitted and awarded by this Sponsor, **what is the present MIT account #**? (A revision proposal is when a proposal has been previously submitted to the Sponsor, and MIT has received an award from the Sponsor. There is a MIT Account #).

What are the Sponsor's instructions for submitting a proposal?

Checkbox	Question
☐	**Federal Sponsors** – there should be a solicitation number or funding opportunity number associated with Federal Proposals- what is the #? What are the special instructions for this proposal?
☐	**Industrial Sponsors** – is there a website with a solicitation announcement or instructions for submitting a proposal?
☐	**Foundation/Non Profit Sponsors –** is there a website with a solicitation announcement or instructions for submitting a proposal?
☐	If the **Sponsor is another university, and/or PI**, MIT will be submitting a subcontractor proposal. Is there Prime Sponsor solicitation announcement or instructions for submitting a proposal?

	In the absence of any Sponsor instructions, proposals should contain at least an MIT PI work statement and a budget for MIT's work.
☐	

Note: Some Sponsors may have special instructions for submission, which **may require the MIT PI and/or Departmental Administrators to establish an account to access and submit via a Sponsor's online system**, such as NASA NSPIRES, EERE Exchange, etc. Please discuss with your OSP Contract Administrator prior to routing a proposal if you have questions

What is the Sponsor's deadline date for submitting a proposal?

Checkbox	Question
☐	If submitting a proposal in response to a specific solicitation #, the solicitation instructions will state the Sponsor's deadline date for submitting a proposal
☐	If there is no Sponsor solicitation announcement or instructions with a specified deadline date, this field should be left blank in Kuali Coeus.

When answering this question, keep in mind the Institute policy on proposal deadline, referenced in the above "Notes" section of this Quick Card.

What are the Start and End dates of this proposal?

Checkbox	Question
☐	**Start and End dates** – must be within the parameters of the Sponsor solicitation instructions, if provided.
☐	**Start dates** should be a date in the future, not a date in the past.

Checkbox	Question
☐	Do the dates in the uploaded attachments match the dates entered in Kuali Coeus?

Is the SOW in Final form?

Checkbox	Question
☐	**RAS** cannot grant final approval of proposals with the SOW in draft form. **Special Note** - it is the SOW that obligates the work to be performed by MIT if award received by Sponsor.
☐	Is this a research program? A non-research/other program? A fellowship?

What is the total funding for this proposal?

Checkbox	Question
☐	Are there Co-PIs, Key personnel, students?
☐	Are there subcontract costs, consultant costs?
☐	Are material and service costs needed?
☐	Are travel funds needed? Domestic and/or Foreign?
☐	Are major equipment funds needed? Are quotes provided for major equipment?
☐	

	Are any expenses considered unallowable by the Sponsor (noted in the Sponsor instructions)?
☐	Are there special considerations concerning MIT's F&A rates? Does the sponsor allow MIT to charge full F&A rates, if a research proposal? (If not, underrecovery may be required).
☐	Justify all costs, preferably in order in which they occur on the MIT budget page(s).
☐	Do the numbers in the budget match the numbers (if cited) in the justification?
☐	If the budget was not prepared in Kuali Coeus, do the numbers in the uploaded budget attachment match the numbers entered in the Kuali Coeus Budget Summary (direct, indirect, total)?

Will the work performed by MIT personnel be performed on campus?

Checkbox	Question
☐	If work performed by MIT personnel will take place off campus, do we have facility name/address? Do we have a letter from off campus facility approving MIT use of facility?

Are there Subcontractors?

Checkbox	Question
☐	Subcontractor's proposal(s) (including signed letter from subcontractor's organization/RAS office) are to be included in the MIT PI's proposal *prior* to routing the proposal to RAS.

Are there Consultants?

Checkbox	Question
☐	If there are consultants, do we have a letter from them stating their fees and number of hours/days/weeks they will commit? Consultant letters are to be included in the MIT PI's proposal *prior* to routing the proposal to RAS.

Notes: For requests to add New Organizations to the Kuali Coeus Database, or to request Kuali Coeus User Authorizations in response to an upcoming proposal, please allow up to one (1) business day to process.

Are there any foreign organization or person working on this proposal?

Checkbox	Question
☐	Do we have a letter(s) from the foreign organization or persons agreeing to work under MIT's proposals?

Are there animal or human subjects involved in this proposal?

Checkbox	Question
☐	Is there an IACUC (animal) or IRB/COUHES (human) protocol for this project?
☐	If no approval, has the PI started the paperwork for these approvals? (Maybe marked under "Special Review" as "Pending").