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

1. Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Opportunity Number</td>
<td>Enter PA-14-015 for parent announcement</td>
</tr>
</tbody>
</table>

For Training Grants
Specific Requirements and Restrictions for this NIH Mechanism


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](http://grants.nih.gov/grants/funding/submissionschedule.htm)

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

Funding Levels:

<table>
<thead>
<tr>
<th>Stipend</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Predoctoral</td>
<td>22,476</td>
</tr>
<tr>
<td>Years of Experience:</td>
<td>42,000</td>
</tr>
<tr>
<td>1</td>
<td>43,680</td>
</tr>
<tr>
<td>2</td>
<td>45,432</td>
</tr>
<tr>
<td>3</td>
<td>47,244</td>
</tr>
<tr>
<td>4</td>
<td>49,128</td>
</tr>
<tr>
<td>5</td>
<td>51,096</td>
</tr>
<tr>
<td>6</td>
<td>53,148</td>
</tr>
<tr>
<td>7 or more</td>
<td>55,272</td>
</tr>
</tbody>
</table>

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!*

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General Info Screen

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*.

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### For Training Grants

1. Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description/Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposal Type</strong></td>
<td>Select <strong>New, Renewal or Resubmission</strong> from drop down</td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td>See <a href="http://grants.nih.gov/grants/funding/submissionschedule.htm">http://grants.nih.gov/grants/funding/submissionschedule.htm</a></td>
</tr>
<tr>
<td><strong>Funding Opportunity Number</strong></td>
<td>Enter <strong>PA-14-015 for parent announcement</strong> or the appropriate FOA for the specific program.</td>
</tr>
</tbody>
</table>
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 to link to Grants.gov, please refer to the Coeus Lite Proposal Development User Guide.
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*. 
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 eRACommons User ID. To obtain an eRA Commons ID, please contact nih-help@mit.edu.

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


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


The MIT Financial Conflicts of Interest Website is found here: [http://coi.mit.edu/research/](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/sporesspecific-guidelines/nih](http://coi.mit.edu/research/sporesspecific-guidelines/nih)
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:

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 (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. It 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.
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*. 
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 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.

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**For Training Grants**

1. Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questionnaire: PHS 398</td>
<td>Answer each question appropriately when prompted. Click to continue on to the next question.</td>
</tr>
<tr>
<td>Training Budget V1-0</td>
<td></td>
</tr>
</tbody>
</table>

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5/15/2014

Coeus 4.5 Training Grant Guide
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](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](http://osp.mit.edu/coeus/user-guides/agency-specific-proposal-preparation-guides) or find it here: [http://osp.mit.edu/coeus/user-guides/agency-specific-proposal-preparation-guides](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

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/SP424_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

Cont’d...
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:

Cont’d...
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
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*. 

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**Budget Summary**

<table>
<thead>
<tr>
<th>Budget Summary : Version 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Status:</strong> Complete</td>
</tr>
<tr>
<td><strong>On/Off Campus:</strong> Complete</td>
</tr>
<tr>
<td><strong>Residual Funds:</strong> Complete</td>
</tr>
<tr>
<td><strong>Overhead Rate Type:</strong> MTDC</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
</tr>
</tbody>
</table>

**Save**
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

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.