Minimum Requirements for a Proposal Development Record in Coeus

JHURA requires all of the following uploaded as separate documents at least 3 days prior to the due date.

JHURA will review the announcement to determine all required components of a proposal, all of which must be uploaded into the Coeus record subject to 3-2-1 Proposal Review.

If the department must submit the proposal directly to the sponsor, the department must upload a full copy of the complete proposal to the Coeus PD record for review prior to submission.

- **Program Announcement**
  - If you have a program announcement/RFP/BAA, you must upload it as an attachment in the Coeus record. We require a copy to be kept on file when it is not easily accessible in a federal sponsor’s submission system. Links are not sufficient, as they often expire and are not accessible later.

- **Scope of Work/Narrative/Project Summary**

- **Budget** (Detailed Budget)
  - Coeus Budget Fields need only include direct and indirect amount fields completed.
  - Uploaded Budget must be detailed and include direct costs, indirect costs, fringe rates, MTDC base (if applicable), and exclusions (if applicable).

- **Budget Justification**
  - Include documentation of sponsor F&A rate if other than our NICRA rate (published sponsor policy or email from a Grants Officer)

- **Coeus Compliance Questionnaires** – Must be signed by the JHU PI, either electronically or on paper and uploaded (one per record)
  - Competing Compliance Questionnaire
  - Non-Competing Compliance Questionnaire

- Investigator Certification questions must be completed by everyone listed on the investigator tab and key personnel tab (in Coeus)

The following documents are required when certain criteria apply:

If **Cost sharing** is part of the proposal:

- **Cost share documentation** – demonstrating approval from the divisional business office/department’s or school’s designated official and/or requirement from the sponsor

If outgoing **subaward(s)** is/are part of the proposal:

- **Subaward documents**, if subrecipient(s) are listed on the budget
  - Statement of Intent found under JHURA Forms
  - Subrecipient Determination Form signed by the PI
  - Subrecipient budget
  - Subrecipient budget justification
  - Subrecipient statement of work
  - Subrecipient’s Federally Negotiated Indirect Cost Rate Agreement (NICRA)
    - If the Subrecipient is in the FDP Clearinghouse, the NICRA is not necessary.
    - If the subrecipient does not have a Federally Negotiated Indirect Cost Rate, you must use the deminimus rate of 10% or 8% for foreign subs sponsored by NIH.
    - If the Sponsor requires a different rate, attach the Sponsor’s policy
As required by the Sponsor:

ALL OTHER forms requiring JHURA signatures, which can include but are not limited to:

☐ Letter of Intent – LOI (Also called Letter of Commitment or Statement of Intent)

☐ Exception Letter - If there are contract terms included, JHURA will review all the terms and may need to include an exception letter with the proposal.

☐ Sponsor Reps and Certs