Office for Nursing Research (ONR)

ERROR-FREE CHECKLIST

The following is a list of most common errors that stop a grant. It is not a complete listing of all possible errors. Check all information that has been entered into your grant application carefully.

The most recent instructions and guidelines to fill out the SF 424 form: http://nursing.uw.edu/research/office-for-nursing-research/grant-help/sf424-forms.html-0

General

- ❒ There should be no yellow (required) fields remaining in the grant.
- ❒ All filled forms must be moved into the "Documents for Submission" boxes.
- ❒ All required forms must be filled out.
- ❒ All optional forms that are needed for that particular grant must be filled out. Make sure that you do not need the form before submitting it blank.
- ❒ The funding opportunity number listed on the main page of the application must be the one to which the PI wants to apply.

SF 424 form

- ❒ The EID number should have no dashes in it.

Research Plan

- ❒ All margins must be 0.5".
- ❒ All fonts must be at least 11 points, except for those in tables and figures.
  - o Those in tables and figures must be legible by most persons at 100% magnification.
- ❒ All typefaces must be Arial, Helvetica, Palatino Linotype, or Georgia.
  - o (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)
- ❒ Check the final PDF documents of the research plan and make sure it is within the page limits.
- ❒ If there are Human Subjects, each human subject section must be filled out.

Personnel

- ❒ All persons need to have the organization field filled out.
- ❒ All persons need to have a position title.
- ❒ The position title may not be "Co-PI." If they will not be heading the grant, they should be listed as "Faculty" or some other designation. If they will be part of the grant leadership, they should be listed at "PI" and a leadership plan should be prepared for section 14 of the Research Plan.
- ❒ The position title may not be "Other Professional." If they do not fit any of the designations, they should be called "Other."
- ❒ Every person with the title "PI/PD" must have an ERA Commons ID.
- ❒ All Biosketches must be converted to PDF files before they are uploaded.

Budget

- ❒ Check the base calculation.
- ❒ Check the personnel fringe benefit rates and make sure they are current.
- ❒ Check the F&A rate and see that it is correct.
- ❒ The dates on the Budget forms and SF 424 and eGC-1 forms must match.
- ❒ The dates for the project periods should be sequential and one-year segments.
- ❒ The dollar amounts on the Budget forms, SF 424 and eGC-1 forms must match.
- ❒ The project roles should match those selected in the senior/key persons form.
- ❒ The Cognizant Federal Agency field should be filled in.
- ❒ The calendar months on the budget justification should match those on the budget form.
- ❒ Under “other” categories, put tuition, rent, and any dollars that are not included in the base in a separate line.

Check the Attachments

- ❒ All file names must be devoid of special characters, numbers or spaces. They may only have alpha and underscore (_) characters.
- ❒ All documents must be in PDF format.

SAGE

- ❒ If there are multiple PIs, the contact PI should be listed as the eGC-1 PI (first PI on the list).

Cross-check the PI’s account in ERA Commons with the SF 424 forms

- ❒ The PI’s current appointment on ERA Commons must match their current position. They must have an appointment at the Applicant Organization.
- ❒ The PI’s name must be on the grant exactly as it is in ERA Commons. Make sure that middle names/ initials are exactly the same in the proposal forms and in ERA Commons.