

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.

General

- Are all required fields filled out? Are there any remaining fields that are colored yellow?
- Are all filled out forms moved into the "Documents for Submission" boxes?
- Have all required forms been filled out?
- Are all needed "optional" forms filled out? Make sure you do not need the form before submitting it blank.

Cover Page Supplement

- Have the PI/PD's degrees been filled in even if (s)he is not a new investigator?

Personnel

- Are any listed personnel as a 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.
- Is the ERA commons ID entered for all that have been designated as PIs?

Research Plan

- Are all margins ½"?
- Are all fonts 11 except for those in tables and figures?
- Are the fonts Arial, Helvetica, Palentina, or Georgia?
- Is the research plan 12 pages? (check the final pdf documents to confirm this.)

Budget

- Has the base been calculated correctly?
- Are the personnel benefit rates current?
- Is the F&A rate 56% for on-campus and 26% for off-campus?
- Do the dates on the Budget forms and SF 424 and eGC-1 forms match?
- Does the dollar amount match on the Budget forms, SF 424 and eGC-1 forms?

Check the Attachments

- Do the names have any special characters, numbers or spaces in them? Change them so they only include alpha and underscore (_) characters.
- Are all documents pdf?

Cross-check the the PI's account in ERA commons with the SF 424 form

- Is the PI's current appointment correct? The PI will need an appointment at the applicant organization.
- Do the PI's degrees match those listed on the grant?
- Is the PI's name on the grant exactly as it is in commons? Make sure that middle names/ initials are exactly the same for the grant and in commons.