Coeus Validations and Common Submission Errors:

How Coeus can help identify errors before submission

Coeus can help you identify errors on your proposal before you submit it to Grants.gov. Finding issues early increases the probability of error-free proposal submissions. Business rule validations are built in Coeus to mimic Grants.gov and some sponsor proposal compliance checks.

There are a handful of fields in the Coeus development proposal record which are required to initially save the record. These are identified with a red asterisk: Proposal Type, Activity Type, Agency/Sponsor, Title, Start and End Date.

First Tier Validations - All Proposals

Other information is required before a proposal can be routed for approval:

- Sponsor
- Principal investigator
- Certification of all named Investigators (not Key Persons)
- Yes/No questions answered
- Any required Questionnaires
- Proposal Deadline Date (Deadline Date is actually rule driven validation applied to all proposals)
- Budget, marked Complete and Final – NU requires at least summary budget information although a detailed budget is strongly recommended

Grants.Gov Validations

When a proposal is linked to a Grants.Gov opportunity, Coeus will pull in all associated forms – mandatory and optional. All mandatory forms are required. Optional forms can be checked off on the Grants.Gov screen of the proposal to be included in the submission. Proposal entries along with institutional information stored in Coeus populate these forms. Grants.Gov validations confirm that all proposal entries that map to required fields on all included forms are made.

Grants.gov validations trigger when the proposal is submitted for routing and any errors display on screen. Alternately these validations can be run from the Grants.Gov screen by clicking on the Validate link at the bottom of the screen.
Rule-Driven Validations

Rule-Driven Validations may be Errors or Warnings.

**Errors** prevent the proposal from routing and must be addressed.

**Warnings** should be addressed whenever possible but do not prevent proposal routing. Occasionally Warnings serve as helpful reminders and no action may be needed.

Like all other validations, rule-driven validations trigger when a proposal is submitted for routing. These validations can also be run prior to routing from the Proposal Summary screen using the **Validation Checks** link on the left navigation bar. Instructional validations messages appear on screen.

1. **Access the Proposal Summary screen using the link at the top of the left navigation bar.**

2. **Run Validations using the link on the left navigation bar of the Proposal Summary screen.**

A number of validations have been established in Coeus to help prevent downstream errors in sponsor systems such as FastLane and eRA Commons. Sponsor systems generally have their own set of specific validations. A proposal may be submitted successfully to Grants.Gov but then could error when retrieved by the sponsor’s system.

⚠️ **Important Note:** There can be a significant window – up to 1 ½ hours with NSF – before a proposal is validated by the sponsor system and errors communicated back. This can jeopardize meeting proposal submission deadlines.

### Rule-Driven Validations for NSF S2S Proposals

<table>
<thead>
<tr>
<th>Validation</th>
<th>Issue</th>
<th>User Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF S2S Proposals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities narrative missing</td>
<td>E</td>
<td>Specified Narrative Type (facilities) not uploaded. Please upload the required Facilities narrative.</td>
</tr>
<tr>
<td>NSF S2S - Check for NSF ID</td>
<td>W</td>
<td>NSF ID is missing for at least one investigator. Please check the Agency Credentials field on the Details screen for each investigator and update as needed.</td>
</tr>
<tr>
<td>NSF S2S - Check for spaces in NSF ID</td>
<td>E</td>
<td>Spaces have been found in NSF ID. Please remove any spaces in all investigator’s NSF IDs.</td>
</tr>
<tr>
<td>Equipment narrative missing</td>
<td>E</td>
<td>Specified Narrative Type (equipment) not uploaded. Please upload the required Equipment narrative.</td>
</tr>
<tr>
<td>Bibliography narrative missing</td>
<td>E</td>
<td>Specified Narrative Type (bibliography) not uploaded. Please upload the required Bibliography narrative for references cited.</td>
</tr>
<tr>
<td>NSF S2S Missing Attachments</td>
<td>E</td>
<td>Facilities Narrative is missing, Bibliography Narrative is missing, or Project Description Narrative is missing. Please attach the missing narratives: facilities narrative, bibliography narrative, and/or project description narrative.</td>
</tr>
</tbody>
</table>
## Rule-Driven Validations for NSF S2S Proposals

<table>
<thead>
<tr>
<th>Validation</th>
<th>Issue</th>
<th>User Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF S2S Proposals</td>
<td>Project Description narrative missing</td>
<td>E Specified Narrative Type (Narrative) not uploaded</td>
</tr>
<tr>
<td>NSF S2S - Data Management Plan Required</td>
<td>Specified Narrative Type (other) not uploaded</td>
<td>All NSF submissions require a data management plan. Please upload it in the Other narrative type. The narrative description must be entered as: Data Management Plan</td>
</tr>
<tr>
<td>NSF S2S - Data Management Plan Required</td>
<td>General Reminder: Specified Narrative Type &quot;Other&quot; does exist in the proposal (but it could be for a Postdoctoral Mentoring Plan)</td>
<td>Reminder: All NSF submissions require a data management plan. Please remember to upload in the Other narrative type. The narrative description must be entered as: Data Management Plan</td>
</tr>
<tr>
<td>NSF S2S Proposals</td>
<td>Salary for a Postdoctoral Associate is specified in the budget and Specified Narrative Type (Other) not uploaded</td>
<td>Your budget includes support of a post doc. Please remember to include a narrative attachment, type Other for your mentoring plan. The file name must include the words: Mentoring Plan</td>
</tr>
<tr>
<td>NSF S2S - Includes Subcontract</td>
<td>General reminder: Subcontracts costs are identified in the budget</td>
<td>Reminder: Confirm that the Post Doctoral Mentoring Plan has been attached if the subcontract budget includes support of a post doc. Please remember to use attachment type: Other and include the words: Mentoring Plan in the file name.</td>
</tr>
<tr>
<td>NSF S2S - Check for Missing Program and Division Code</td>
<td>Program OR Division Code is Missing</td>
<td>All NSF submissions require the Program and Division Code. Please be sure that both have been entered in the appropriate Coeus fields. Enter the solicitation number at <a href="https://www.fastlane.nsf.gov/pgmannounce.jsp">https://www.fastlane.nsf.gov/pgmannounce.jsp</a> to obtain these numbers as needed.</td>
</tr>
<tr>
<td>NSF S2S - International Country Names</td>
<td>If response to S2S questionnaire question: &quot;Does this project involve activities outside of the United States or partnerships with international collaborators?&quot; is Yes</td>
<td>NSF requires that country names only be entered in the field. Including special characters or additional text such as &quot;and&quot; will cause the submission to error. Please review your questionnaire response and confirm that the field complies.</td>
</tr>
</tbody>
</table>

## Rule-Driven Validations for NIH S2S Proposals

<table>
<thead>
<tr>
<th>Validation</th>
<th>Issue</th>
<th>User Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH S2S - RR Other Projects Form</td>
<td>Project Summary/Abstract Attachment File Required for all NIH S2S Submissions</td>
<td>E Narrative Type: ProjectSummary is missing</td>
</tr>
<tr>
<td>NIH S2S - RR Other Projects Form</td>
<td>RR Other Project Forms are missing</td>
<td>A Project Summary/Abstract attachment is required. This is limited to 3 pages. Please upload a PDF file using Coeus attachment type: &quot;ProjectSummary&quot; or A Project Narrative Attachment File is required. Please upload a PDF using attachment type: &quot;Narrative&quot;</td>
</tr>
<tr>
<td>NIH S2S - RR Other Projects Form</td>
<td>Project Narrative Attachment File Required for all NIH S2S Submissions</td>
<td>E Narrative Type: Narrative is missing</td>
</tr>
<tr>
<td>NIH S2S - Equipment Attachment File Required for all S2S Submissions</td>
<td>E Narrative Type: Equipment is missing</td>
<td>An Equipment attachment file is generally required. Please confirm with the solicitation and upload a PDF using attachment type &quot;Equipment&quot; as appropriate</td>
</tr>
<tr>
<td>NIH S2S - Facilities Attachment File Required for all S2S Submissions</td>
<td>E Narrative Type: Facilities is missing</td>
<td>A Facilities and Other Resources attachment file is generally required. Please confirm with the solicitation and upload a PDF using attachment type &quot;Facilities&quot; as appropriate</td>
</tr>
<tr>
<td>NIH S2S - Bibliography Attachment File Required for all S2S Submissions</td>
<td>E Narrative Type: Bibliography is missing</td>
<td>A Bibliography/Literature Cited attachment file is generally required. Please confirm with the solicitation and upload a PDF using attachment type &quot;Bibliography&quot; as appropriate</td>
</tr>
</tbody>
</table>
## Rule-Driven Validations for NIH S2S Proposals

### NIH S2S - Missing Special Review Entry
- **Human Subjects Special Review Entry Missing**
  - *E* One of the following narratives are not attached: PHS\_ResearchPlan\_ProtectionOfHumanSubjects OR PHS\_ResearchPlan\_InclusionOfWomenAndMinorities OR PHS\_ResearchPlan\_TargetedPlannedEnrollmentTable OR PHS\_ResearchPlan\_InclusionOfChildren AND Human Subjects Special Review Entry
  - The proposal contains PHS attachments that indicate a Human Subjects Special Review Entry is needed. Please add the required review marked as pending.

### NIH S2S - Research Plan Human Subjects Attachments
- **W** A Human Subjects special review has been specified in the proposal but not all required narratives are uploaded
  - Your proposal includes a Human Subjects Special Review. Please upload all the required PHS attachments: Protection of Human Subjects, Inclusion of Women and Minorities, Targeted/Planned Enrollment Table, and Inclusion of Children. All four are required. If an attachment is not applicable provide a statement to that effect.

### NIH S2S - Career Specific Aims
- **E** Narrative Type: Career Specific Aims is missing
  - Please attach Career Specific Aims

### Animal Usage Special Review Entry is Missing
- **E** The PHS\_ResearchPlan\_VertebrateAnimals attachment has not been uploaded but there is Animal Usage Special Review
  - The proposal contains the PHS\_ResearchPlan\_VertebrateAnimals attachment. Please add the required Animal Usage Special Review marked as pending.

### NIH S2S - Research Plan Animal Usage Attachment
- **W** An animal usage special review has been specified in the proposal but the required narrative, PHS\_ResearchPlan\_VertebrateAnimals is missing
  - Your proposal includes an Animal Usage Special Review. Please upload the required PHS attachment for Vertebrate Animals

### NIH S2S - Planned Enrollment Form reminder
- **W** Reminder - Human Subjects are included in this proposal. Include the "user attached S2S Forms" and check box on Grants.gov screen.
  - The special review tab indicates Human Subjects are included in this proposal. Please remember to include the required "User Attached S2S Forms" and check the appropriate box on the Grants.gov screen in order to include the forms with the submission.

### NIH S2S - Modular Budget Form Not Included
- **E** The Modular Budget form is not checked off on the Grants.gov screen as included in the submission for the proposed modular
  - Please go to the Grants.gov screen and select to include the Modular Budget Form

### NIH S2S - No Consortium Attachment for Sub
- **W** PHS\_ResearchPlan\_ConsortiumContractualArrangements is missing
  - Please attach the required PHS\_ResearchPlan\_ConsortiumContractualArrangements narrative

### NIH S2S - Multi PI/PD and No Leadership Plan
- **W** Multi PI/PD and leadership plan is missing
  - Your proposal includes Multi PI's. NIH requires a leadership plan. Please attach either PHS\_ResearchPlan\_MultiplePILeadershipPlan or PHS\_MultiPILeadershipPlan

### NIH S2S - PHS 998 Cover Letter Form Selection
- **W** A cover letter attachment is uploaded, but the PHS Cover Letter Form on the Grants.gov window is unchecked - the form will not be transmitted
  - A Cover Letter attachment is uploaded but the PHS Cover Letter Form is unchecked on the Grants.gov window. Select the form to transmit the attachment.

### NIH S2S - PHS 998 Specific Aims
- **E** PHS\_ResearchPlan\_SpecificAims is missing
  - Please attach PHS\_ResearchPlan\_SpecificAims

### NIH S2S - Research Strategy
- **E** PHS\_ResearchPlan\_ResearchStrategy is missing
  - Please attach PHS\_ResearchPlan\_ResearchStrategy

### Biographical Sketch
- **E** Biographical Sketch for each Senior/Key Person is missing
  - Please upload a Biographical Sketch for each Senior/Key Person

### NIH S2S - Letters of Support Attachment
- **W** Consultants are indicated in the budget but narrative: PHS\_ResearchPlan\_LettersOfSupport is missing
  - Reminder - Consultant Costs are included in the proposal budget. Letters of Support attachment is required

### NIH S2S Check for eRA Commons User Name
- **W** eRA Commons User Name is missing
  - eRA Commons User Name is required for all PIs and Co-PIs

### NIH S2S Check for spaces in eRA Commons User Name
- **E** Spaces have been found in eRA Commons User Name
  - Please remove any spaces in all Investigators' eRA Commons UserNames

---

**Important Note:** Coeus can validate for a specific narrative type to confirm it is present in the proposal. It does not read the attachment content.

- For example, the NSF Data Management Plan may be attached with the “Other” narrative type. This narrative type is also used for the Postdoctoral Mentoring Plan. Coeus cannot tell how the narrative type is used. Be sure to use the appropriate narrative types as required by the sponsor.
- Also, Coeus does not validate for appropriate content or page count. Follow the sponsor solicitation guidelines and adhere to the proposal submission requirements.
Other Rule-Driven Validations

- **Deadline Date** – *Error* - Checks for required entry of Deadline Date (sponsor deadline should be entered)
- **Proper Link to Grants.Gov** – *Warning* - checks for proper link to Grants.Gov when a Funding Opportunity No. is entered on the General Info screen (Grants.Gov logo should be in top right corner of proposal header)

  ![Grants.Gov Logo](Image)

- **Special Characters** – *Warning* - Checks for special characters in the proposal narrative attachment filenames, as well as descriptions of narrative type Other*, and special characters in the sub award organization name.
  * Due to Coeus’ detection of spaces as special characters, please note this warning will be triggered on proposals using NSF Cover Page v 1.3. These proposals require the Data Management Plan be uploaded as narrative type Other with the exact description “Data Management Plan” which includes spaces. For proposals using NSF Cover Page v 1.3, please remember to verify there are no special characters in proposal narrative attachment filenames, or any sub award organization name.

- **Check for Complete Narratives** – *Warning* - A proposal may be submitted for routing with draft science *(see note below)*. When uploading draft documents the “*Complete*” box should be *unchecked* and the file name should contain the word “*draft*”.

  ![Upload Proposition Attachments](Image)

This validation warning is especially useful to Grant Officers to alert them to the presence of draft documents in the proposal. This helps to prevent submission of draft documents to the sponsor.

⚠️ *Note:* Final science must be sent to the Grant Officer by 48 hours prior to the sponsor deadline. The Grant Officer will replace the draft documents in the proposal with the final.

### Getting Help

**Coeus Support**
RDOST-help@neu.edu

**Office of Research Administration & Finance (ORAF)**
Grant Officer: [http://www.northeastern.edu/research/raf/contact/](http://www.northeastern.edu/research/raf/contact/)