

To: Principal Investigators and Department Administrators  
From: Pre Award Staff, Office of Sponsored Projects  
Date: September 23, 2009  
Re: Paper copy of proposals and applications

In an effort to streamline proposal processing workflow, OSP is relaxing its requirements for hard copy documents at proposal deadline time. Effective immediately OSP is encouraging departments to discontinue printing a full paper copy of proposals which will be submitted in electronic format (e.g., grants.gov, NIH Commons, NSF FastLane, etc.) or uploaded to COEUS.

The following components should still be provided to OSP in hard copy as applicable:

- PSAF with original signatures from PI & Department Head and one copy to be returned to the department. PSAF form is found here: [http://research.brown.edu/pdf/PSAF\\_9\\_03\\_09.pdf](http://research.brown.edu/pdf/PSAF_9_03_09.pdf) -OR- Proposal Summary Form generated from COEUS Proposal Development.
- Signed Certification pages such as the Additional PHS/NSF Investigator Certification , found here: [http://research.brown.edu/pdf/PHS-NSF\\_Coi.doc](http://research.brown.edu/pdf/PHS-NSF_Coi.doc), or the Individual NRSA Fellowship Certification, found here: <http://research.brown.edu/pdf/PSAF%20Continuation%20Page%20for%20Individual%20NRSA.pdf>
- Other materials necessary for review that are not included in the e-proposal, for example: NIH salary cap worksheet, excel budgets. If you choose to submit these items in electronic format, please coordinate with your Contract Administrator.
- Subrecipient/ Subaward materials from organizations external to Brown:
  - Letter of Institutional Endorsement
  - Scope of Work
  - Budget & Budget Justification
  - F&A (Indirect Cost) Rate Agreement

If your department is submitting proposals through COEUS, you may upload these documents in the proposal development record.

In addition to saving on paper cost and processing time, we hope that this will ease the effort expended for meeting deadlines 5 days in advance of the Agency due date.

Please be advised we now require that all proposals be logged in at the OSP front desk to establish date and time of delivery.

Please contact your Pre Award Contract Administrator if you have any questions.