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This document provides step-by-step guidance on how to enter and maintain Proposals in UD Financials: PeopleSoft. Use Ctrl+Click to jump to specific sections of this guide listed below:

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*Date Issued: 3/10/2020*
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Overview
This document provides step-by-step guidance on how to enter and maintain Proposals in UD Financials: PeopleSoft. **Required fields for system entry are highlighted throughout this guide.**

Document Version Control
The table below provides a history of versions and revisions for this document:

<table>
<thead>
<tr>
<th>Version</th>
<th>Description of Document and Revisions</th>
<th>Date Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Initial “UD Financials: PeopleSoft User Guide for Proposal Submission” created by the Research Office.</td>
<td>9/16/2019</td>
</tr>
</tbody>
</table>

Overall Process Steps
The overall process for proposal data entry and submission involves the general steps below:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Create a New Proposal Record&lt;br&gt;Principal Investigator identifies an upcoming funding opportunity.&lt;br&gt;Department/College Administrators coordinate with the PI to draft the proposal and create a new proposal record in UD Financials*.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter/Update Proposal Information&lt;br&gt;Department/College Administrators update the proposal record in UD Financials* until all information is complete. &lt;br&gt;Research Office Contract &amp; Grants Specialists (C&amp;Gs) assist with questions regarding proposal entry and development.</td>
</tr>
<tr>
<td>3.</td>
<td>Route Proposal for UD Approval/Submission&lt;br&gt;Department/College Administrators initiate routing of the Proposal Summary Approval Webform to capture all relevant University proposal approvals. &lt;br&gt;Research Office Contract &amp; Grants Specialists review the proposal and submit** approved proposals to the sponsor.</td>
</tr>
<tr>
<td>4.</td>
<td>Final Proposals and Rebudgets&lt;br&gt;Research Office Contract &amp; Grants Specialists receive information from the sponsor regarding proposal revisions and award funding. &lt;br&gt;Department/College Administrators copy the original proposal (&quot;V101&quot;) to a final proposal (&quot;F101&quot;) to capture applicable updates.</td>
</tr>
</tbody>
</table>

*This guide covers proposal steps for UD Financials: PeopleSoft. Cayuse is a UD system also used in addition to UD Financials: PeopleSoft in order to facilitate proposal submissions to grants.gov.
**Certain cases permit the Department/College Administrator or PI to submit the proposal to the sponsor instead of the Research Office Contract & Grants Specialist.

Definitions
Below are key terms and definitions used throughout this guide:

- **Proposal:** The proposal is the component that consists of the statement of work, research plans, technical documentation, the proposal budget, as well as administrative, personnel, and submission information required by external funding agencies. The proposal number is assigned to a proposal when the record is first saved.
- **Award:** The information you create and maintain in the award profile establishes an award, defined as an executed agreement between an institution and a sponsor, within the post-award system. An award is associated with one business unit, one billing sponsor, and one award sponsor; each award must have at least one project and at least one activity. The bulk of this award setup information defaults in when the Research Office runs the award generation process, thus saving the time from having to re-enter data.
- **Project:** The project is where all financial activity occurs. There must be one primary project associated with an award. The project number on the proposal assigned by the system will be unique. Multiple projects can be associated with an award. (Note: if the proposal is awarded, the proposal project number will be over-written to conform with UD naming convention based on the Purpose.)
- **Budget Period:** The budget periods provide a breakdown of allocated budget for each project and period of performance. Each project has at least one budget period associated.
System Navigation Methods
To access UD Financials: PeopleSoft, go to www.udel.edu/grants and login with your credentials. There are three methods to access and enter proposals in UD Financials: the traditional page-by-page navigation, navigating via the WorkCenter, and navigating via the Express Proposals tool. Once a proposal is saved, it can be accessed via Maintain Proposal.

Traditional Navigation
Traditional navigation is used by clicking the compass icon (NavBar) on the top right of the screen and clicking through to the relevant page. The navigation for this technique will look like NavBar > Grants > Proposals > Maintain Proposal.

WorkCenter Navigation
WorkCenter navigation is used by accessing the proposal pages via the Research Admin WorkCenter. The Research Admin WorkCenter can be accessed from the homepage tile, or via the NavBar > Grants > Grants WorkCenter. Once in the WorkCenter, all system pages relevant to proposal submission and maintenance are located on the left-hand sidebar under Links for the Proposal section.

Express Proposals Tool
Refer to Appendix E for instructions on how to use the Express Proposals tool and the Proposal Activity Guide.
Access an Existing Proposal

Once a proposal is saved, it can be accessed via instructions below:

1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to Maintain Proposal via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal
   b. WorkCenter: Click on Research Admin Work Center tile or NavBar > Grants > Grants WorkCenter > Maintain Proposal link
   c. Express: NavBar > Grants > Proposals > Express Proposals > Proposal step
3. Enter below fields in the Search Criteria on the Find an Existing Value tab:
   a. Business Unit: This is always “UOD01”
   b. Proposal ID, Sponsor ID, PI ID, or Department ID: Enter one or more search values.
4. Click Search and select the appropriate proposal from the Search Results for access.
1.0 Create a New Proposal Record
A new proposal record can be created in UD Financials via three methods. Maintain Proposal (Add a New Value) and Copy a Proposal are detailed below. The Express Proposals Tool is detailed in Appendix E.

1.1 Maintain Proposal (Add a New Value)
The Maintain Proposal (Add a New Value) method of proposal creation requires traditional page-by-page data entry. If this method is used, the proposal record cannot be saved until all required fields for Proposal, Projects, Location, and Key Words pages are complete.

Complete the steps below to create a new proposal via Maintain Proposal (Add a New Value):
1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to Maintain Proposal via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal
   b. WorkCenter: Click on the Research Admin Work Center tile or go to NavBar > Grants > Grants WorkCenter > Maintain Proposal link
3. Enter the following fields on the Add a New Value tab:
   a. Business Unit: Always enter “UOD01”.
   b. Proposal ID: Accept “NEXT” default value. This allows the auto numbering feature to automatically assign the proposal, award, and project ID numbers.
4. Click the Add button to begin entry for the new proposal.
   a. A new Proposal ID will be created after the proposal is saved (all required fields must be entered for Proposal, Projects, Location, and Key Words pages in order to save).
5. Complete full data entry per the Enter Proposal Information section of this guide.
1.2 Copy Proposal: New Proposals (Version “V101”)
The Copy Proposal feature allows a new proposal to be created which is identical to an existing proposal record previously entered. This enables you to copy information (Proposal, Project(s), and Budget Period(s)) from one proposal to another without reentering data. However, close review is required to ensure data entry is accurate for the new proposal record.

Complete the steps below to create a new “V101” proposal via Copy Proposal:
1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to Copy Proposal via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Copy Proposal
   b. WorkCenter: WorkCenter > Copy Proposal link
3. Enter below fields in the Search Criteria on the Find an Existing Value tab to search for the existing proposal record you wish to copy:
   a. Business Unit: Always enter “UOD01”.
   b. Proposal ID, Sponsor ID, PI ID, or Department ID: Enter one or more search values.
   c. Click Search and select the appropriate proposal from the Search Results.
4. On the Copy Proposal page, verify the From Proposal, From Version ID, and From Start/End Dates reflect the correct existing proposal you wish to copy.
5. Verify/update the following fields on the Copy Proposal page:
   a. To Proposal, To Version, To Project ID: Accept default values as “NEXT” (these will be system-assigned after the proposal is copied). If the proposal has multiple projects:
      - It is strongly suggested to click View All to review details for all projects together.
      - Deselect the “Copy” checkbox for any projects which are not needed.
   b. To Start/End Dates: Accept default dates or change them as needed for the new Proposal and Budget Periods.
   c. Primary Project: Select this checkbox for the primary project.
   d. To Budget ID: Accept default of “1”
6. Click the Copy button to create a new proposal and project(s) from existing proposal data.
7. Review and complete full data entry per the Enter Proposal Information section of this guide.
2.0 Enter/Update Proposal Information

Several pages of information must be populated to create a full proposal record in UD Financials. Once saved, a unique Proposal ID will be assigned to the proposal record for ongoing access and updates to data fields.

2.1 Proposal

The Proposal page contains summary-level demographic information for the proposal.

Follow the steps below to complete data entry for the Proposal page:
1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to Maintain Proposal via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal
   b. WorkCenter: Click on the Research Admin Work Center tile or go to NavBar > Grants > Grants WorkCenter > Maintain Proposal link
3. Populate the following fields on the Proposal tab:
   a. Description: Type a brief description similar to the Short Title in ALL CAPS.
   b. Version ID: Defaults to “V101”; accept this field for new proposals.
      - This field enables the user to track proposal changes. “F101” will be used after the “V101” proposal is submitted to the sponsor.
   c. Short Title: Enter a proposal name reflective of the overall nature of the proposal, per the naming convention below (max 30 characters):
      - Use ALL CAPS and denote the sponsor acronym plus a brief project title (ex: NSF COMBINED RESEARCH ROBINSON). When UD is a subrecipient, include the Prime Recipient/Sponsor (ex: UCLA/NSF RESEARCH ROBINSON).
      - Ensure this title reflects the overall nature of the proposal; it will show up on all the proposal’s projects and will eventually feed over to the award title in the system.
   d. Full Title: Type the full proposal title as it appears on the documentation submitted to the sponsor (max 256 characters; text can be cut and pasted from other sources).
   e. PI ID: Lookup and select the PI’s EMPLID (5 or 9-digit code).
      - This will display the PI’s name, auto-populate the Location page, and create a picklist of Key Words for the PI.
   f. Campus Administrator: Lookup and select the EMPLID of the proposal’s departmental administrator.
   g. Sponsor ID: Lookup, and select the funding sponsor (4-digit code).
   h. Program: Enter or lookup the program code from those listed in Appendix A.
   i. Proposal Type: Defaults to “New”; additional options are provided in Appendix B. Click Details to add more information/notes if needed.
   j. Confidence %: Enter a number from 1 (lowest) to 100 (highest) representing your confidence level of this proposal being awarded. A color-coded dot will appear.
   k. CFDA: Enter or lookup the Catalog of Federal Domestic Assistance (CFDA) number (Required by Research Office for federal and federal flow-through grants). If the CFDA number in the solicitation isn’t available, contact your C&G. In the meantime, use the generic sponsor CFDA as a placeholder (i.e. NIH = 93.000, NSF = 47.000).
   l. Proposal Status: Defaults to “Draft”; accept this for initial proposals.
      - The only time “Draft” is used is for a new proposal, or if an existing proposal is copied using Copy Proposal. Other statuses are listed in Appendix C.
   m. Facilities & Admin Requested: Always leave this checkbox checked. This indicates that the institution is requesting Facilities and Administrative (indirect) cost recovery. This must remain checked regardless of the F&A rate, even if F&A is not being requested.
n. **NIH Modular Grant**: Do not use this checkbox.

o. **Sponsor Due Date**: Click this link to enter the date the sponsor proposal due date (if none, input 1/1/1951).

p. **Additional Information**: Click the link to lookup and add each applicable **Type** of additional information; common **Types** and entry instructions are below:

<table>
<thead>
<tr>
<th>Type</th>
<th>Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitation (SOL)</td>
<td>Paste the reference URL to submission guidelines into Comments, and click Details to add the Solicitation Title:</td>
</tr>
<tr>
<td>Flow Through (FLW)</td>
<td>Click Details to lookup and select the Primary Sponsor:</td>
</tr>
<tr>
<td>Cost Sharing (CST)</td>
<td>Click Details to add information for mandatory cost share:</td>
</tr>
<tr>
<td></td>
<td>- Select the <strong>Required by Sponsor</strong> checkbox.</td>
</tr>
<tr>
<td></td>
<td>- Enter the percentage required in the <strong>Source</strong> field.</td>
</tr>
<tr>
<td>Other (OTH)</td>
<td>Add other pertinent information for the proposal in the Comments box (ex: “Continuation of Award #…”)]</td>
</tr>
</tbody>
</table>

q. **Start Date and End Date**: Enter the proposal begin and end dates (MM/DD/YYYY).

r. **Budget Periods**: Enter proposal budget periods via one of the following methods:
   - **No. Periods**: Enter the number of budget periods the overall start/end dates represent, and click the **Build Periods** button to auto-create the **Budget Periods**:
     - Note: Once the **Budget Periods** are created, fields for **Start Date, End Date** and **No. Periods** are “greyed” out and closed for editing. To reopen these fields for editing, delete all the **Budget Periods** and restart entry.
   - Otherwise, manually add individual budget periods and enter the **Start Date** and **End Date** for each.
s. **Add to My Proposals:** Select this button to add the proposal to a list based on your login name, accessible via the *My Proposal* navigation menu item.
- **Note:** This feature cannot be used until a **Proposal ID** is created.
2.2 Projects

The proposal Projects page enables a proposal to be subdivided into separate projects.

Note: If you are entering a proposal with multidisciplinary projects, all projects must be listed under your department until submission time. Once you list a project under a department different from your own, you will lose the ability to edit the budget information for that project.

Follow the steps below to complete data entry for the Projects page:
1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to Proposal Projects via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal > Projects Tab
   b. WorkCenter: WorkCenter > Maintain Proposal > Projects Tab
3. Populate the following fields on the Projects tab:
   a. Primary: Select this checkbox for the primary project of the proposal (every proposal must have one primary project).
   b. Project ID: Accept default as “Next_1”; this will become a system-assigned number when the proposal is saved.
   c. Project Title: Enter a name for this particular project per the naming convention below (max 30 characters):
      - All CAPS Sponsor Acronym plus a brief project title.
      - Make sure it reflects the overall nature of the project.
      - If the proposal includes only one project, this title should match the Short Title on the Proposal tab
   d. Full Title: This defaults from the Full Title entered on the Proposal tab; it should match the full proposal title as it appears on documentation submitted to the sponsor.
   e. Department: This defaults from the PI’s information and auto-populates the related Institution and College/Institute; lookup, and select a different department if needed:
      - Lookup by Department or Description and select an option under Search Results:
- Select “Yes” in response to the pop-up message; This will update the **Institution** and **College/Institute** fields based on your selection:

![Message box]

f. **Research Office Contact**: Lookup and select the assigned Research Office Contract & Grants Specialist.

g. **F&A Distribution**: Enter only one of the values below at **Percent Share**=100%, depending on sponsor type:

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA_FEDERAL</td>
<td>Federal F&amp;A Only (FA USE ONLY)</td>
</tr>
<tr>
<td>FA_STATE</td>
<td>State F&amp;A Only (FA USE ONLY)</td>
</tr>
<tr>
<td>FA_OTHER</td>
<td>Other F&amp;A Only (FA USE ONLY)</td>
</tr>
</tbody>
</table>

![Proposal Projects screen]
Adding Multiple Projects

Multiple Projects may be associated with a single Proposal. Reasons for adding more than one project to a proposal include:

- Another department will be doing work on this grant. Each department will be associated with a different project, and each project will have its own budget.
- Two or more people from the same department will be working on the grant and you want separate budgets for each of them.
- **NOTE:** If you add a project and then find that you do not need the project on the proposal, **DO NOT delete the project!** This will cause errors during the proposal and award process. Instead, fill out the basic requirements for the project and save. **Title this project “BAD PROJECT - DO NOT USE.”** The budget for the “DO NOT USE” project can be left blank.

Follow the steps below to add new projects to the Projects page:

1. Login to UD Financials at [www.udel.edu/grants](http://www.udel.edu/grants).
2. Navigate to Proposal Projects via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal > Projects Tab
   b. WorkCenter: WorkCenter > Maintain Proposal > Projects Tab
3. Click the + button to enter another project for this proposal.
   a. Note: Navigate between multiple projects via the arrows, View All, First and Last. The system displays the number of existing projects and which one is currently on screen.
4. Populate all project fields per the [Enter Proposal Information: Projects section](#) of this guide. Please note the following:
   a. The system auto-numbers the Project ID (NEXT_1, NEXT_2, etc.) until the proposal is saved. Once it is saved, the project(s) will be assigned number(s).
   b. This Primary checkbox defaults to the initial/first project created; it will appear unchecked for the additional project and can be adjusted as necessary. Only one primary project may be selected.
   c. For multiple projects, the suggested naming convention for Project Title is to include the PI’s name at the end. For example:
      i. Project 1 - DOE PHASE II TESTING BLACK
      ii. Project 2 - DOE PHASE II TESTING WHITE
2.3 Location

The Location tab remains hidden until it is accessed via the Location link on the bottom of the Proposal, Projects, Budgets, Resources, Certifications, Reports, and Attachments pages.

The Location page stores the address information for the site where the research work will be performed. This corresponds to the performance site in the sponsor application, as applicable.

- The Location page auto-populates based on the PI selected on the Proposal page.
- If multiple projects exist, the Location information may be updated for each project if needed. Use the “View All” or arrow keys to toggle between each project.

Reviewing/Updating the default information on the Location page is not required by the Research Office; however, this may be updated at the unit’s discretion (e.g. if certain departments/colleges utilize this information for PeopleSoft reporting) per the steps below:

1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to the proposal Location page via one of the following methods (the Location page will appear as a temporary tab at the top of the page):
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal > Location link on the bottom of the page
   b. WorkCenter: WorkCenter > Maintain Proposal > Location link on the bottom of the page
3. Verify below default information on this page (this is auto-populated based on the PI selected on the Proposal tab); update fields below if needed for each project:
   a. **Location:** Lookup and select the appropriate **Location Code** per below:
      i. To narrow your search, lookup the building name (E.G. “Dupont”) in Description.
      ii. Double-click on the correct location code in the Search Results to select.
      iii. When a new location is selected, the system populates the address information.
      iv. The address fields will “gray-out” if you use the lookup to change the Location.
   b. **Foreign:** Select this checkbox if the location is outside of the United States.
   c. **Address (1, 2, 3, etc.):** Accept default address fields based on the selected Location.
   d. **Phone, Ext and Fax:** Leave blank.
2.4 Keywords

The Keywords tab remains hidden until it is accessed via the Keywords link on the bottom of the Proposal, Projects, Budgets, Resources, Certifications, Reports, and Attachments pages.

Proposal Key Words are used to track proposals by subject category (for example: disease, avian, solar, etc.) and to link multiple science codes to a project. These identifiers are important for reporting both internally and externally by science categories.

- Key Words are associated with the Proposal (not Projects).
- The primary PI will only have his/her own Key Words to select from in the lookup list.
- New Key Words cannot be added on this page; please use the Employee Demographic Data (EDD) webform to request additional Key Words for the primary PI.

Follow the steps below to complete data entry for the Keywords page:
1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to proposal Key Words via one of the following methods (a temporary Key Words tab will appear at the top of the page):
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal > Keywords link on bottom of the page
   b. WorkCenter: WorkCenter > Maintain Proposal > Keywords link on bottom of the page
3. Keywords: Lookup and select all applicable Keywords associated with the primary PI; build phrases by adding multiple Keywords. Click Save once all have been entered.
2.5 Resources

The proposal Resources page stores information about resources for each project including:

- **Subrecipients**: Identifies those collaborating entities (institutions) having responsibility for programmatic decision-making and performance responsibility.
- **Professionals**: Identifies all PI’s, Co-PI’s, and other faculty with effort on the proposal.
- If the proposal has multiple projects, Resources must be updated for each project.

Follow the steps below to complete data entry for the Resources page:

1. Login to UD Financials at [www.udel.edu/grants](http://www.udel.edu/grants).
2. Navigate to proposal Resources via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal > Resources Tab
   b. WorkCenter: WorkCenter > Maintain Proposal link > Resources Tab
3. (Optional) Update the Subrecipient information section per below:
   a. **Subrecipient**: Add, lookup, and select related subrecipients (use the “contains” search box dropdown with the Name 1 field for better Search Results):
   b. If the subrecipient is not yet available for selection, leave this field blank. Visit [https://udapps.nss.udel.edu/w9_vendorReg/](https://udapps.nss.udel.edu/w9_vendorReg/) to add a new subrecipient; Procurement will need the organization’s W-9. If awarded, forward the above link to the new subrecipient for completion.
4. (Required) Add all PI’s, Co-PI’s, and other faculty with effort commitments under the Professional section:
   a. **Research**: Accept default checkbox as selected.
   b. **Employee ID** and **Name**: Defaults per the PI listed on the first Project; update according to the applicable professional.
   c. **Other Role**: Lookup and select the appropriate role for each professional:
      - All involved faculty must have an **Other Role** of “PI”, “Co-PI” or “Key”, regardless of their role on the sponsor application. Those roles will appear on the Proposal Approval Summary Webform (via the budget) to approve committed effort.
   d. **Workflow Eligible**: Accept default checkbox as select.
2.6 Budgets

The proposal Budgets identify project costs such as salaries, fringe benefits, equipment, research supplies, and facilities and administration (F&A) costs.

- The Proposal tab contains fields to build Budget Periods. Once the budget periods are built, detailed budgets can be updated via the Budgets tab and the Enter Budget Detail module.

Budgets (Main Tab)

1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to the Proposal Budget via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal > Budgets tab
   b. WorkCenter: WorkCenter > Maintain Proposal > Budgets tab
3. Verify default information based on the Budget Periods entered on the Proposal page:
   a. Start/End Dates: Verify defaults for duration and number of Budget Periods previously built on the Proposal tab; any edits needed must begin on the Proposal tab.

4. Populate the following fields on the Budgets tab (per each project).
   a. Budget ID: Accept the default of “1”.
   b. Project Title: Enter the same Project Title used on the Projects tab.
   c. Include in Proposal: Accept checkbox default as selected for all projects; this allows the budget to be included in the proposal.

5. Click the F & A and Pricing Setup link to complete entry for F&A and Pricing Setup.
6. Click the Budget Periods (1, 2, 3, etc.) links to complete entry for Enter Budget Details.
Proposal Submission

F&A and Pricing Setup
1. Access the F&A and Pricing Setup page for each project within the proposal (see navigation instructions on the prior page).
2. Populate fields below on the F&A and Pricing Setup page (see screenshot on next page):
   a. **Institution Minus Funded**: Accept radio button default as selected; this allows a waived F&A to be calculated.
   b. **Pricing Method**: Accept default as “As Incurred”; do not change.
   c. **Product**: Accept default as “RATE_BASED”; do not change.
   d. **Rate Type**: Lookup and select the appropriate F&A rate type for the Proposal.
      - The selected rate applies to the entire proposal. This should be congruent with “Program” selected on Proposal tab (i.e. research, service, or training).
      - “Off Campus” applies when >50% of work is performed in facilities not owned by UD.
      - The available types and descriptions are listed in the table below:

   | F&A Rate Types and Descriptions (* = Not Used for Sponsored Programs) |
   |--------------------------|--------------------------|--------------------------|
   | Type                    | Description              | Type                    |
   | AGOFF                   | AG Federal Research Off Campus | RSONS                   |
   | AGOFI                   | AG Industrial Research Off Campus | SVOFI                   |
   | AGOFS                   | AG State Research Off Campus | SVOFI                   |
   | AGONF                   | AG Federal Research On Campus | SVOFS                   |
   | AGONI                   | AG Industrial Research On Campus | SVONF                   |
   | AGONS                   | AG State Research On Campus | SVONI                   |
   | DA*                     | Delegated Authority       | TROFF                   |
   | DAE*                    | Delegated Authority Education | TROFI                   |
   | RSOFF                   | Federal Research Off Campus | TROFS                   |
   | RSOFI                   | Industrial Research Off Campus | TRONF                   |
   | RSOFS                   | State Research Off Campus | TRONI                   |
   | RSONF                   | Federal Research On Campus | TRONFS                  |
   | RSONI                   | Industrial Research On Campus | TRONS                   |

   e. **F&A Base, F&A Rate %, and Effective Date**: Verify/update values for each F&A Set Up section (Institution, Sponsor, and Budget) per details outlined in the table below:

<table>
<thead>
<tr>
<th>F&amp;A Set Up Section</th>
<th>F&amp;A Set Up Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution rates will default based on UD’s currently negotiated F&amp;A.</td>
<td>F&amp;A Base, F&amp;A Rate %, and Effective Date – Accept defaults (these are based on the selected Proposal Rate Type and should always indicate “MTDC”).</td>
</tr>
<tr>
<td>Sponsor rates should reflect the sponsor’s F&amp;A reimbursement.</td>
<td>F&amp;A Base – Verify default per sponsor’s allowable F&amp;A base (this should match the selected Rate Type). F&amp;A Rate % and Effective Date – Accept defaults as blank with the “Same as Institution” checkbox selected.</td>
</tr>
<tr>
<td>Budget* rates should reflect the sponsor guidelines for F&amp;A reimbursement as applicable to the specific proposal.</td>
<td>F&amp;A Base – Enter an option below per the sponsor’s allowable F&amp;A base for the proposal:</td>
</tr>
<tr>
<td>Note: Waived F&amp;A is calculated if the Budget F&amp;A Rate % is less than the Institution F&amp;A Rate %. Such cases require an explanation be provided in the Proposal Approval Summary Webform prior to routing.</td>
<td><strong>Do Not Use</strong>: “NOFA” No Facilities and Admin Costs - Choose “MTDC” with a rate of 0% instead.</td>
</tr>
<tr>
<td><strong>Do Not Use</strong>: “REU” Research Exp for Undergraduates - Choose “MTDC” with a rate of 0% instead.</td>
<td><strong>Do Not Use</strong>: “SLNWG” Salary and Wages (excludes all costs except salary, wages and fringe benefits)</td>
</tr>
<tr>
<td>F&amp;A Rate % – Enter the sponsor’s allowable F&amp;A rate percentage(s) specified for the proposal (note this rate % is used to calculate the actual F&amp;A for budget categories). Effective Date – Adjust effective date(s) for each rate based on sponsor requirements.</td>
<td></td>
</tr>
</tbody>
</table>
3. Once F&A Pricing Setup is complete, click OK to return to the Budget tab and Save.

Revise/Refresh F&A and Pricing Setup

If either the Effective Date or FA Rate % field needs to be changed after the proposal budget has been created, follow the steps below to ensure the F&A amounts are re-calculated in the proposal’s budget details:

1. Update the Effective Date or FA Rate % and click “OK” in response to the popup message:

2. Click OK to return to the main Budget page and click Save button to save changes.

3. Navigate to Research Admin WorkCenter > Proposal Section > Enter Budget Detail > Search by Proposal ID > Click the Budget Period “1” of the first Project.

   i. Click the Save button and notice that the Sponsor F&A and Total Sponsor Budget amounts change.

   ii. Click Next in List button and click Save button in every Budget Period, for all projects in the proposal.
Enter Budget Detail

The Enter Budget Detail page hosts all budgetary details for the proposal Budget and its underlying Projects and associated Budget Periods. This page reflects total proposal funding from the sponsor and committed cost share from UD and/or third parties. Funding is allocated via direct cost categories and indirect F&A amounts.

- The Line Data section provides a breakdown of all entered budget lines.
- The Details page is used to capture additional information and build-out budget lines.
- The Cost Share page captures proposal cost share details. Cost share is not directly charged to the sponsor; however, it is an actual cost incurred by UD and/or Third Party entities. Both voluntary and mandatory cost share amounts must be reflected in the budget.
- The system keeps running totals of sponsor direct costs, cost share (institution and third party) amounts, F&A (sponsor and institution cost share) and total budget.

1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to the Enter Budget Detail page via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Enter Budget Detail > Search by Proposal ID
   b. WorkCenter: WorkCenter > Enter Budget Detail link > Search by Proposal ID
3. Add line-by-line budget details under the Line Data section of the page:
   a. Line #: Accept the default number value.
   b. Budget Item: Lookup and select the applicable budget category.
      - See the full list of available budget categories on the Research Office website.
      - These categories map to accounts in the award setup process and accumulate fringes and F&A during the budget calculation.
   c. Description: Defaults based on the selected Budget Item; update as needed.
   d. Details: Click the details icon to add additional information and/or build-out budgets for applicable Budget Items per the table below:
      - Note: Budgets built-out on the Details page will overwrite the total amount displayed on the Enter Budget Detail page under the summary Line Data section.

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Details Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel/Salary (PERSON, SRPERS, OSRPER, etc.)</td>
<td>Enter the salary and fringe breakdown within the Details page for each salary Budget Item:</td>
</tr>
<tr>
<td>NOTE: Additional personnel should not be added within the Details page; the preferred method is to add separate Budget Items on the main Enter Budget Detail page and update the Details for each item. For example, when a person has both Academic (SRPERS) and Summer (PERSON) salary on a proposal, enter separate Budget Items for the person and complete associated Details for each line.</td>
<td></td>
</tr>
<tr>
<td>Start Date and End Date: Accept defaults (this matches the Budget Period and ensures F&amp;A calculates correctly).</td>
<td></td>
</tr>
<tr>
<td>Fringe Rate: Verify this is the current and appropriate fringe rate for the applicable Budget Item.</td>
<td></td>
</tr>
<tr>
<td>DO NOT USE: Cost of Living Increase Pct, Merit Increase Pct, Annual Fringe Amt, Fixed Fringe Amt.</td>
<td></td>
</tr>
<tr>
<td>For the PI, Co-PIs and any faculty with effort:</td>
<td></td>
</tr>
<tr>
<td>Row No: Lookup and select the individual listed on the Resources page. This maps to the Proposal Approval Summary Webform effort section.</td>
<td></td>
</tr>
<tr>
<td>Job Code and Rate Type: Accept defaults (per HR records).</td>
<td></td>
</tr>
<tr>
<td>Appointment Type: Select per the applicable Budget Item (i.e. PERSON = Summer; SRPERS = Academic; OSRPER = Calendar).</td>
<td></td>
</tr>
<tr>
<td>Effort Pct: Enter the effort percent; common entries below:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Common Effort Percent Rates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Months</td>
<td>Effort %</td>
</tr>
<tr>
<td>.5 Months</td>
<td>4.17%</td>
</tr>
<tr>
<td>1 Month</td>
<td>8.33%</td>
</tr>
<tr>
<td>2 Months</td>
<td>16.67%</td>
</tr>
<tr>
<td>3 Months</td>
<td>25%</td>
</tr>
</tbody>
</table>
**Budget Item** | **Details Entered**
---|---
Subawards (SUB<25, SUB>25) | If a subaward is budgeted, the first $25,000 will be budgeted in SUB<25 and all remaining costs will be budgeted in SUB>25.
- Enter the name of the sub-recipient in the **Details** page (e.g. University of South Carolina; verify the name is the same as what was entered on the **Resources** page).
- For multiple sub-recipients, add multiple **Details** pages.
- This maps to the **Proposal Approval Summary Webform** sub-recipient section showing the total amount of funds requested per each subaward.

Supplies (SUPL) | (Optional) Add multiple rows within the **Details** page to specify individual supply costs.

e. **Total Direct**: Enter the total budget amount for **Budget Items** which do not require amounts be built-out via the additional **Details** page.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Budget Item</th>
<th>Description</th>
<th>Details</th>
<th>Total Direct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SPEM</td>
<td>Senior Personnel</td>
<td>▼</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

f. **Mandatory Cost Share**: Select checkbox for all budget lines with related cost-share.

g. **Cost Share**: Click this link to apply cost share to a budget line item via updating the following fields on the **Cost Share** page:
- Update the **Cost Share** section to reflect the total cost share for the budget item in one of 3 ways:
  - **Cost Share Percent**: Enter the percent of direct cost covered by cost share and the system will calculate the **Cost Share Direct** field.
  - **Cost Share Direct**: Enter the amount of direct cost covered by cost share and the system will calculate the **Cost Share Percent** field.
  - **Sponsor Direct**: Enter the sponsor’s direct cost amount and the system recalculates the **Cost Share Direct** and **Cost Share Percent** fields.
- Update the **Cost Share Distribution** section to indicate **Institution** (UD unit) versus **Third Party** (non-UD entity) cost share contributions:
  - **Department**: Lookup and select a contributing UD unit’s department ID. If multiple UD units are contributing, add a row for each.
  - **Description**: Enter the name of a contributing non-UD entity (e.g. DuPont). If multiple non-UD entities are contributing, add a row for each.
  - **C/S Pct or C/S Direct**: Enter the amount of contributed cost share as either a percent or amount (the other unentered field will auto-calculate).
  - **Distribution Totals**: This must equal 100%.
- **Cost Share Notes:**
  - Input on the **Cost Share** page maps to the **Proposal Approval Summary Webform** and will facilitate institutional approvals for cost share commitments.
  - Cost share can be indicated on the same line as the sponsor amount as indicated in the instructions above and in the screenshots below or can be input as its own row separate from the sponsor direct amount row (if one exists). The Research Office allows for both methods of input.

![Budget Details](Image)

4. Click **OK** to return to the **Enter Budget Details** page and review all system-calculated totals:
   a. **Sponsor Direct** (Total Sponsor Direct Costs for all Budget Items) + **Sponsor F&A** (System-Calculated F&A, based on F&A and Pricing Setup) = **Total Sponsor Budget**
   b. **Institution Cost Share** (UD Unit Contributions) + **Institution C/S F&A** (System-Calculated F&A, based on F&A Pricing Setup) = **Total Institution C/S Budget**
   c. **Third Party (TP) Cost Share** (Non-UD Entity Contributions) = **Total TP C/S Budget**
   d. **Total Direct** (All Direct Costs) + **Total F&A** (All F&A Costs) = **Total Budget**

![Budget Summary](Image)
5. Complete budget entry for all projects and budget periods associated to the proposal; this may be completed via the following methods:
   a. Use the **Next in List** button to access the next *Budget Period* for the same *Proposal Project*. Budget details may be entered via repeating instructions above.
   b. Use the **Copy Budget Period** page to generate a *Budget Period* identical to one already created. This is a useful tool which helps to cut down line-by-line budget data entry.
Copy Budget Period

The Copy Budget Period page enables you to copy information from a source budget period to subsequent budget periods, thus avoiding excess data entry:

1. Navigate to Copy Budget Period via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Copy Budget Period
   b. WorkCenter: WorkCenter > Copy Budget Period link

2. Enter fields below to search for the existing budget period you wish to copy:
   a. Business Unit: Always enter “UOD01”
   b. Proposal ID: Search for the related proposal number.
   c. Click Search and select the desired Proposal Project ID and Budget Period (1, 2, 3, etc.) you wish to copy from under the Search Results.

3. On the Copy Budget Periods page, verify the “From” information (Proposal ID, Version ID, Proposal Project, and Budget Period) reflects the correct budget period you wish to copy:

4. Enter the “To” information on the Copy Budget Period page:
   a. Proposal ID: Lookup and select the proposal you want to copy the budget period to.
   c. Proposal Project: Lookup and select the project you want to copy the budget period to.
   d. Budget ID: Always equals “1”
   e. Budget Period: This will default to the next budget period available for the “To” project.
   f. Escalation: Enter the percentage increase that is applied across all budget categories.

5. Click the Copy button to create a new budget period from the existing budget period data.

6. Update the new budget period per instructions in Enter Budget Detail section of this guide.

7. Repeat steps above for additional budget periods you wish to copy.
2.7 Certifications

The proposal Certifications page provides a central data storage location for all relevant proposal-specific certifications/assurances. Multiple certifications can be entered for each proposal project.

Follow the steps below to complete data entry for the Certifications page:

1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to the Proposal Budget via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal > Certifications tab
   b. WorkCenter: WorkCenter > Maintain Proposal > Certifications tab
3. Add all applicable certifications (per each project) under the Certification Info tab:
   a. Certification Code: Lookup and select the certification; the table below provides instructions for common codes (see Appendix D for a full list of available certifications):

<table>
<thead>
<tr>
<th>Certification Code</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment and Renovation (EQUIP and RENOV)</td>
<td>Both codes are required if equipment is budgeted. Indicate a Protocol Status of “Yes” or “No” depending on whether associated renovation is required.</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety (DNA, INFEC, HAZMAT, etc.)</td>
<td>Required for proposals involving recombinant DNA, infectious agents, or hazardous chemicals. The PI will be responsible for obtaining applicable approval from UD’s Environmental Health &amp; Safety department.</td>
</tr>
<tr>
<td>Vertebrate Animals or Animal Tissues (ANIMAL)</td>
<td>Required for proposals involving animals. The PI will be responsible for obtaining applicable approval from UD’s Institutional Animal Care &amp; Use Committee (IACUC).</td>
</tr>
<tr>
<td>Human Subjects (HUMAN)</td>
<td>Required for proposals involving human subjects. The PI will be responsible for obtaining applicable approval from UD’s Human Subject Institutional Review Board (IRB).</td>
</tr>
</tbody>
</table>

   b. Protocol Status: Select the approval status from the dropdown for each certification.
   c. Approval Date: Enter the actual certification date when proposal-specific approval is issued (e.g. for IRB/IACUC).
   d. Expiration Date: Leave blank unless a true expiration applies (e.g. for IRB/IACUC).
   e. Protocol Number: Enter the protocol number when proposal-specific approval is issued (e.g. for IRB/IACUC).
2.8 Attachments

The proposal Attachments page is used to collect attached documents. Any number of documents, diagrams, pictures, etc. can be attached to a proposal as needed, as long as attachments are within the sponsor guideline limitations.

The table below gives the naming convention for each of the potential document types to be attached for a proposal. This naming convention is used to populate the attachments section on the Proposal Approval Summary Webform; if an attachment does not conform to any of the main documents below, use the “Other” naming convention.

<table>
<thead>
<tr>
<th>Attachments (as applicable)</th>
<th>Document Name (per naming convention)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Abstract/ Project Description</td>
<td>ProposalID_abstract</td>
</tr>
<tr>
<td>Budget Justification</td>
<td>ProposalID_budjust</td>
</tr>
<tr>
<td>Subaward Documents (examples listed below; scan together and attach as one document)</td>
<td>ProposalID_SOW_NAME</td>
</tr>
<tr>
<td>Statement of Work</td>
<td></td>
</tr>
<tr>
<td>Letter of Intent</td>
<td></td>
</tr>
<tr>
<td>Budget &amp; Budget Justification</td>
<td></td>
</tr>
<tr>
<td>Subrecipient Commitment Forms</td>
<td></td>
</tr>
<tr>
<td>Provider Category Determination Worksheet</td>
<td></td>
</tr>
<tr>
<td>F&amp;A Reduction</td>
<td>ProposalID_F&amp;A</td>
</tr>
<tr>
<td>Match Notes</td>
<td>ProposalID_matchnotes</td>
</tr>
<tr>
<td>PI Eligibility</td>
<td>ProposalID_PI</td>
</tr>
<tr>
<td>Tuition Exceptions</td>
<td>ProposalID_Tuition</td>
</tr>
<tr>
<td>Other (i.e. IRB approval, FOA, etc.)</td>
<td>ProposalID_other</td>
</tr>
<tr>
<td></td>
<td>Note: Add “other” to any proposal document outside of the naming conventions above.</td>
</tr>
</tbody>
</table>

Follow the steps below to complete document uploads for the Attachments page:

1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to the Proposal Budget via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal > Attachments Tab
   b. WorkCenter: WorkCenter > Maintain Proposal link > Attachments Tab
3. Click Add Attachment (paperclip icon) to upload the file associated with the proposal.
4. Click **Choose File** on the *File Attachment* popup page to search for a document.

   ![Choose File](image)

   a. Select a document from your computer to attach by double-clicking on it (this is just like an email attachment)

   ![Select Document](image)

   b. Click **Upload** on the *File Attachment* popup page to attach the document to the proposal *Attachments* page. The system should accept all file formats as attachments.

   ![Upload](image)

5. Repeat directions above to add all documents associated with the proposal.

   a. View any of the documents by clicking the **View Attachment** icon

   ![View Attachment](image)

   b. Delete any document by clicking the Delete Attachment icon – *Make sure you want to delete this file, as this is a one-click delete button.*

   ![Delete Attachment](image)
3.0 Route the Proposal for UD Approval/Submission

Once proposal entry is completed, the Proposal Approval Summary Webform is used to route the proposal for institutional review, signature, and subsequent submission to the sponsor.

Follow the steps below to route the proposal for UD approval and submission:

1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to Maintain Proposal via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Maintain Proposal
   b. WorkCenter: Click on the Research Admin Work Center tile or go to NavBar > Grants > Grants WorkCenter > Maintain Proposal link
3. Change the Proposal Status from “Draft” to “Pending Approval”. This will enable webforms to recognize this proposal as ready for the approval process.
4. Login to the UD Webforms system (www.udel.edu/webforms) to initiate approval routing:
   a. Click the Blanks tab and select the Proposal Approval Summary Webform:
      FIN Proposal Approval Summary
   b. Select your proposal from the available list and click Next Step.
   c. Complete the webform steps to complete the proposal approval routing process.
5. Once the webform approval routing is complete, the Proposal Status will automatically change from “Pending Approval” to “Submitted” to indicate that the proposal has been submitted to the sponsor. Subsequent status updates will follow per Appendix C.
3.1 Un-Submit a Proposal

The Research Office or campus may need to make changes to a proposal after it has been submitted. Departments should work with their C&G to determine what changes need to be made to the proposal and who should un-submit and re-submit the proposal and if a new proposal approval webform is necessary. *Un-submit should be used only for “V101” proposals.*

Follow the steps below to complete data entry for the Proposal page:

1. Login to UD Financials at [www.udel.edu/grants](http://www.udel.edu/grants).
2. Navigate to Submit Proposal via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Submit Proposal
   b. WorkCenter: NavBar > Grants > Grants WorkCenter > Submit Proposal link
3. Enter below fields in the Search Criteria on the Find an Existing Value tab to search for the proposal record you wish to un-submit:
   a. **Business Unit:** Always enter “UOD01”.
   b. **Proposal ID, Sponsor ID, PI ID, or Department ID:** Enter one or more search values.
   c. Click **Search** and select the appropriate proposal from the Search Results.
4. On the Submission page, update the following:
   a. **Submit Status:** Select “Not Submitted” from the dropdown box and click **Save**.
   b. Click the Return to Maintain Proposal link to access and update the proposal.
5. Update the proposal information and **Save** (click double arrows to display breadcrumb list if the save button is not shown):
6. Return to the Submission page to update the Submit Status to “Submitted” and click **Save**.
4.0 Copy Proposal: Final Proposals and Rebudgets (Version “F101”)
The Research Office requires that final proposals and any funded proposal with budget changes be copied to a new “F101” Proposal Version ID.

- In order to accurately report metrics for proposals submitted to sponsors, **no changes should be made to the original “V101” proposal after submission to the sponsor.** The “V101” proposal serves as the record of information originally submitted to the sponsor.

- After a proposal has been submitted to the sponsor, the original “V101” proposal should be copied to a final “F101” proposal version. Edits to the “F101” version are typically made under the following scenarios:
  - In preparation for award generation due to funding received.
  - If a budget revision needs to be completed (e.g. in preparation for award setup).

Complete the steps below to create a new “F101” proposal via Copy Proposal:
1. Login to UD Financials at [www.udel.edu/grants](http://www.udel.edu/grants).
2. Navigate to Copy Proposal via one of the following methods:
   a. Traditional: NavBar > Grants > Proposal > Copy Proposal
   b. WorkCenter: WorkCenter > Copy Proposal link
3. Enter below fields in the Search Criteria on the Find an Existing Value tab to search for the existing proposal record you wish to copy:
   a. **Business Unit**: Always enter “UOD01”.
   b. **Proposal ID, Sponsor ID, PI ID, or Department ID**: Enter one or more search values.
   c. Click Search and select the appropriate proposal from the Search Results.
4. On the Copy Proposal page, verify the From Proposal, From Version ID, and From Start/End Dates reflect the correct existing proposal you wish to copy.

5. Verify/update the following fields on the Copy Proposal page:
   a. **To Proposal**: Type the proposal number from the Notice of Award or copy/paste the value of the From Proposal.
   b. **To Project ID**: Accept default values (these will mirror projects under the To Proposal). If the original proposal has multiple projects:
      - It is strongly suggested to click View All to review details for all projects together.
      - Deselect the “Copy” checkbox for any projects which are not needed.
   c. **To Version**: Update this to “F101” for final proposals and rebudgets.
   d. **To Start/End Dates**: Accept default dates or change them as needed for the final Proposal and Budget Periods.
   e. **Primary Project**: Select this checkbox for the primary project.
   f. **To Budget ID**: Accept default of “1”
6. Click the Copy button to create a final “F101” proposal and project(s) based on the original “V101” proposal data.
7. Update information for the final “F101” proposal version:
   a. Navigate to Resources to add the Research Office Sponsored Research Accountant (SRA) under the Professionals section:
      - **Research**: Accept default checkbox as selected.
      - **Employee ID** and **Name**: Lookup and select the assigned Sponsored Research Accountant for the primary department the award belongs to. If you are unsure of who the department’s SRA is, use the UD Research Office Administrator Directory.
      - **Other Role**: Lookup and select the “Sponsored Research Accountant” role.
      - **Reporting Role**: Same as Other Role (“Sponsored Research Accountant”).
      - **Include in Award Header**: Must be checked.
      - **Workflow Eligible**: Accept default checkbox as selected.
   b. Navigate to Enter Budget Details to update the budget for the final proposal if necessary.
      - If the budget amount is increasing, a revised webform must be routed once the F101 budget is updated to capture required UD institutional approvals.
5.0 Setup New Sponsor Code

Before entering any data into UD Financials, assign a 4-digit number to the Sponsor by running the OVPR_SPONSOR_LIST query.

1. Login to UD Financials at www.udel.edu/grants
2. Navigate to Query Viewer via one of the following methods:
   a. Traditional: NavBar > Reporting Tools > Query > Query Viewer
   b. WorkCenter: WorkCenter > Query Viewer link
3. Type “OVPR_SPONSOR” into the Search box
   a. OVPR_SPONSOR_LIST: Click on the HTML or Excel link to retrieve the list of current sponsors and sponsor codes.

4. Choose an available number from the list. RO sponsors should have only four digits. Other units on campus use five digits.
5. Navigate to Sponsor General Information via one of the following methods:
   a. Traditional: NavBar > Grants > Sponsors > General Information
   b. WorkCenter: WorkCenter > Sponsors link
6. Click “Add a New Value” tab
   a. SetID: UOD01
   b. Customer ID: Enter the number chosen from the OVPR Sponsor List query.
   c. Click “Add”
**General Information tab**

1. **Customer Status**: verify it says “Active”
2. **Date Added**: 01/01/1951
3. **Date Since**: 01/01/1951

Note: If the following error message appears, click YES:

*This will change effective dates on other records. Do you wish to continue? (9030,134)*

*Changing the Date Added field while in Add mode will change the effective date on all effective dated records being added that have an effective date matching the prior Date Added value*

4. **Name 1**: Enter full name of sponsor
5. **Short Name**: Enter the acronym chosen to represent the sponsor
6. **Currency Code**: USD
7. **Rate Type**: CRRNT
8. Check off the following Roles:
   a. Bill to Customer
   b. Ship to Customer
   c. Sold to Customer
   d. Grants Management Sponsor

Note: The Correspondence Customer, Remit From Customer, and Corporate Customer roles will be automatically selected.

Continuing at the General tab:

9. **Team Code**: OVPR.
10. Check the **Default** checkbox
11. **Description**: Enter Primary Address
12. Check off:
   a. Bill To   d. Primary
   b. Ship To   e. Primary
   c. Sold To   f. Primary

13. **Effective Date**: 01/01/1951
13. Enter sponsor’s full address including street Address, City, State, and Postal Code

**DO NOT SAVE**

Details tab

1. **Level**: PRIM
2. Enter **Sponsor Type**. The same selection should be made for **Credit Analyst** on the “Bill To Options” tab.
3. **Program Type**: Leave blank
4. **Reports to Sponsor**: Leave blank
5. **CFDA Number**: Leave blank
6. **Sponsor Base**: MTDC
7. Check **US Flag Carrier Required**
8. If sponsor is a foreign-owned source, check **Foreign**
9. Check **Allow CO-PI's**
10. **Sponsor Salary Cap**: Enter the relevant cap or 1,000,000
11. Check **Letter of Credit** if applicable
12. **Cost of Living Increase**: Leave blank

**DO NOT SAVE**

---

### Attributes tab

1. **Effective Date**: 01/01/1951
2. Select the **Attribute Type** "NSFHERD"
3. In the **Attribute Value** box, type one of the following values that best describes the entity as defined below:
   - **Foreign Govt**
     Definition: All levels of foreign government, including national, regional, municipality or other local government
   - **Foreign Business**
     Definition: Foreign for-profit organization. A company’s nonprofit foundation should be classified as Nonprofit
   - **Foreign Nonprofit**
     Definition: Foreign nonprofit foundations and associations; does not include institutes of higher education
   - **Foreign Higher Education**
     Definition: Foreign colleges and universities and units owned, operated and controlled by such institutions
   - **Domestic Govt**
     Definition: All levels of domestic government, including national, regional, municipality or other local government
   - **Domestic Business**
     Definition: Domestic for-profit organization. A company’s nonprofit foundation should be classified as Nonprofit
   - **Domestic Nonprofit**
     Definition: Domestic nonprofit foundations and associations; does not include institutes of higher education
- **Domestic Higher Education**
  Definition: Domestic colleges and universities and units owned, operated and controlled by such institutions

- **All Other Sources**
  Definition: All other entities

**DO NOT SAVE**

---

**Bill To Options tab**

1. **Effective Date**: 01/01/1951
2. **Credit Analyst**: Enter the same value as Sponsor Type on the “Details” tab
3. **Collector**:
   a. “OVPR” for all federal and higher education sponsors, as well as sponsors that primarily distribute publically funding
   b. “OVPR3” for all other sponsor types
4. **Billing Specialist**:
   a. “OVPR” for all federal, higher education sponsors, as well as sponsors that primarily distribute publically funding
   b. “OVPR3” for all other sponsor types
5. **Billing Authority**:
   a. “OVPR” for all federal, higher education sponsors, as well as sponsors that primarily distribute publically funding
   b. “OVPR3” for all other sponsor types
6. Click “Save”

Sponsors/Facilities Admin Rates
1. Navigate to Facilities Admin Rates via one of the following methods:
   a. Traditional: NavBar > Grants > Sponsors > Facilities Admin Rates
   b. WorkCenter: WorkCenter > Sponsors – FA Rates link
2. SetID: UOD01
3. Sponsor ID: Enter ID of the sponsor being set up
4. Click “Search”
5. Effective Date: 01/01/1951
6. Check the Same as Institution checkbox
7. Click “Save”
# Appendices

## A. Program Types

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACDLB</td>
<td>Academic Library</td>
<td>RSCH1</td>
<td>Federal Research</td>
</tr>
<tr>
<td>ACDSP</td>
<td>Academic Support</td>
<td>RSCH2</td>
<td>State Research</td>
</tr>
<tr>
<td>ADALL</td>
<td>Admin. Allowance</td>
<td>RSCH3</td>
<td>Industry Research</td>
</tr>
<tr>
<td>AGEXT</td>
<td>Ag Extension</td>
<td>RSCH4</td>
<td>Foundations Research</td>
</tr>
<tr>
<td>FAFEL</td>
<td>Fellowship</td>
<td>RSCH5</td>
<td>Other Sponsored Research</td>
</tr>
<tr>
<td>FASCH</td>
<td>Scholarship</td>
<td>RSCH6</td>
<td>UD Funded Match</td>
</tr>
<tr>
<td>INST1</td>
<td>Training</td>
<td>RSCH7</td>
<td>UD Sponsored Research</td>
</tr>
<tr>
<td>INST3</td>
<td>Activities of Educ Depts</td>
<td>RSEXP</td>
<td>AG Experimental Station</td>
</tr>
<tr>
<td>PUBSV</td>
<td>Public Service</td>
<td>SPINS</td>
<td>Sponsored Institutes</td>
</tr>
</tbody>
</table>

## B. Proposal Types

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td>Proposal being submitted to a program being funded from internal UD sources, rather than to a sponsor outside of UD. &quot;Pilot grants&quot; are a common example, which are small grants funded by an existing source of UD funding, in order to facilitate research or other activity as one of the purposes of the larger award.</td>
</tr>
<tr>
<td>Pre-Proposal</td>
<td>Short summary of a proposal idea sometimes required by Sponsors as a first step in a two-step proposal process. The Sponsor evaluates the &quot;pre-proposals&quot; to choose which will be invited to submit a &quot;full proposal.&quot;</td>
</tr>
<tr>
<td>New</td>
<td>Proposal for a Scope of Work that has not been submitted previously to this Sponsor. Also used when transferring a proposal from another institution (the proposal is &quot;New&quot; at UD).</td>
</tr>
<tr>
<td>Resubmission</td>
<td>A proposal that is a revised version of a proposal submitted to the same Sponsor in a previous call for proposals, usually modified to address concerns expressed by reviewers in the earlier round.</td>
</tr>
<tr>
<td>Non-Competing Continuation</td>
<td>Proposal for a subsequent budget period of an existing award, which adds time and funding for the next period, but is not subject to competitive review because it continues the work that was part of the scope of the original award (Also called a &quot;non-competing continuation&quot;).</td>
</tr>
<tr>
<td>Renewal</td>
<td>Proposal submitted to request another, separate award that builds on or continues the work in an existing award. The renewal proposal is reviewed in a competitive process. (Also called a &quot;competing continuation&quot;).</td>
</tr>
<tr>
<td>Supplement</td>
<td>Proposal submitted to request additional funding to add to an existing award, that was not included in the original proposal for that award. This proposal does not necessarily add time to the duration of the existing award. Examples are requests to add funding to perform additional work that expands the project scope or funding for an item needed to perform the existing award such as a piece of equipment that was not included in the initial proposal.</td>
</tr>
</tbody>
</table>
C. Proposal Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>UD Financials automatically assigns “Draft” as a default status for initial proposals undergoing proposal data entry.</td>
<td>System-Assigned</td>
</tr>
<tr>
<td>Discontinued</td>
<td>The proposal status is changed to “Discontinued” if the PI decides to discontinue proposal before submission to the sponsor.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>The proposal status is changed to “Pending Approval”; saving will allow the Proposal Approval Summary Webform to be launched.</td>
<td>Department</td>
</tr>
<tr>
<td>Submitted</td>
<td>UD Financials will automatically update the proposal status to “Submitted” once the Proposal Summary Approval Webform has been fully-approved. The proposal will be submitted to the sponsor by the Research Office Contract and Grants Specialist, PI, or Department/College Administrator as appropriate.</td>
<td>System-Assigned</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>The proposal status is changed to “Withdrawn” if UD notifies sponsor that the proposal is withdrawn upon decision of the PI.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Declined by Sponsor</td>
<td>The proposal status is changed to “Declined by Sponsor” if the proposal is returned without review from sponsor; this most often occurs due to an issue with following the specified proposal guidelines.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Not Funded</td>
<td>Proposal was not selected by the agency. Equates to the legacy GMS status of rejected.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Pre-Proposal Not Advanced</td>
<td>Pre-Proposal not invited for full proposal</td>
<td>Research Office</td>
</tr>
<tr>
<td>Awarded</td>
<td>UD Financials automatically changes the proposal status to “Awarded” when the Generate Award process runs. The Research Office Contract &amp; Grants Specialists will manually change the proposal status to “Awarded” if a new award will not be generated (usually for supplemental funding). This status is also used for proposals associated with pre-award accounts.</td>
<td>System-Assigned or Research Office</td>
</tr>
</tbody>
</table>

D. Certification Codes

<table>
<thead>
<tr>
<th>Certification Code</th>
<th>Short Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANIMAL</td>
<td>Animal</td>
<td>Vertebrate Animals</td>
</tr>
<tr>
<td>CLIN</td>
<td>CLINICAL</td>
<td>Clinical Trial</td>
</tr>
<tr>
<td>COI</td>
<td>COI</td>
<td>Financial Conflict of Interest</td>
</tr>
<tr>
<td>DNA</td>
<td>Recomb DNA</td>
<td>Recombinant DNA</td>
</tr>
<tr>
<td>ENVIR</td>
<td>ENVIR</td>
<td>Environmental Certification</td>
</tr>
<tr>
<td>EQUIP</td>
<td>EQUIP</td>
<td>Equipment Request in Budget</td>
</tr>
<tr>
<td>EXPCT</td>
<td>Export</td>
<td>Export Controls</td>
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<tr>
<td>HAZMAT</td>
<td>Hazardous</td>
<td>Hazardous Materials</td>
</tr>
<tr>
<td>HUMAN</td>
<td>Human Subj</td>
<td>Human Subjects</td>
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<tr>
<td>INFEC</td>
<td>Infectious</td>
<td>Infectious Agents</td>
</tr>
<tr>
<td>INVPT</td>
<td>Inventions</td>
<td>Inventions and Patents</td>
</tr>
<tr>
<td>PERMT</td>
<td>Permit</td>
<td>Other Permit/Regulations</td>
</tr>
<tr>
<td>RADTN</td>
<td>Radiation</td>
<td>Radiation Safety</td>
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<tr>
<td>RENOV</td>
<td>Renovation</td>
<td>Facilities Renovation</td>
</tr>
<tr>
<td>SELAG</td>
<td>Select Ag</td>
<td>Select Agents</td>
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<td>STEM</td>
<td>Stem Cells</td>
<td>Stem Human Cells</td>
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</tbody>
</table>

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E. Express Proposals Tool
This section provides information related to the Express Proposals Tool. This tool can be utilized to expedited saving a new proposal record and entering all related information.

**Navigation**
The Express Proposals Tool contains all pages necessary to complete a proposal, similar to the WorkCenter. To access the Express Proposals Tool, either navigate to NavBar > Grants > Proposals > Express Proposals or click the Express Proposals link in the WorkCenter. Once in the Express Proposal Tool, all system pages can be accessed by clicking on steps in the left-hand Task Progress sidebar.
Create a New Proposal

The Express Proposals Tool can be used to create a new proposal based on only nine initial system-required fields. This method is useful for quickly saving a new proposal record.

Complete the steps below to create a new proposal using the Express Proposals Tool:

1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to NavBar > Grants > Proposals > Express Proposals. Click on “Add a New Value.”
3. Enter the fields below to launch a new proposal:
   a. **Title**: This will become the Short Title and the Description on the Maintain Proposal page. Enter a proposal name reflective of the overall nature of the proposal, per the naming convention below (max 30 characters):
      - Use ALL CAPS and denote the sponsor acronym plus a brief project title (ex: NSF COMBINED RESEARCH ROBINSON). When UD is a subrecipient, include the Prime Recipient/Sponsor (ex: UCLA/NSF RESEARCH ROBINSON).
      - Ensure this title reflects the overall nature of the proposal; it will show up on all the proposal’s projects and will eventually feed over to the award title in the system.
   b. **PI ID**: Lookup and select the primary PI’s EMPLID (5 or 9-digit code).
   c. **Sponsor ID**: Lookup and select the funding sponsor (4-digit code).
   d. **Start Date and End Date**: Enter the proposal begin and end dates (MM/DD/YYYY).
   e. **Department**: Lookup and select the Department ID.
   f. **Subdivision**: Lookup and select the Subdivision ID.
   g. **Institution**: Always enter “UOD01”.
   h. **Keyword**: Lookup and select an applicable Keyword associated with the primary PI.
   i. **Due Date Type and Due Date**: Enter “SPNS” and enter the proposal due date per the sponsor’s solicitation (if none, leave blank).
   j. **Number of Budget Periods**: Enter the total number of budget periods; this will automatically build budget periods for the proposal.

4. Click **Save** to generate a new proposal; this will create a new Proposal ID.
5. Complete full data entry per the Enter Proposal Information section of this guide.
Activity Guide Layout

When the Activity Guide launches, the first page you will be taken to is the “Proposal” page. This is the 1st step of 11 necessary to submit a complete proposal. On the left side of the screen is the Task Panel, which lists the 11 steps of the Activity Guide. Each step is a single page that requires information prior to submission. On the top of the steps is a progress bar that will fill as you complete each step. On the right side of the screen is the page associated with the step. This page is no different than when it is navigated to outside of the Activity Guide.

On the top right of the screen are four yellow buttons: Previous, Next, Exit, and Mark Step Complete.

Previous: Takes the user back one step. For example, if the user is on the “Project” step, clicking Previous will take the user to the “Keywords” step.

Next: Takes the user forward one step. For example, if the user is on the “Proposal” page, clicking Next will take the user to the Additional Information step.

NOTE: Navigation is also possible by clicking on the step within the Task Panel. If the user wants to navigate from the Proposal step to the Attachments step, clicking “Attachments” is a quicker way to navigate than clicking Next 9 times.

Exit: Allows the user to leave the Activity Guide and complete the proposal later. Clicking Exit will prompt the user to save if they haven’t done so, and will take the user to the Express Proposals search page.

Mark Step Complete: Indicates that all the information required on a page has been input, and the step is complete. Clicking this will partially fill the progress bar and causes a green checkmark to appear next to the step that was just completed.
Returning to a Proposal in Progress

You are able to save and exit the Activity Guide anytime after completing the Express Page without having to worry about losing the proposal in-progress. In order to return to a proposal, whether that proposal is in-progress or complete, navigate to the “Express Proposals” link in the Research Admin WorkCenter.

1. On the “Find an Existing Value” tab, enter any information you have for the proposal.
2. Once you locate the proposal you are looking for, you will land on the Proposal Overview page. This page shows the progress of each step of the proposal you are working on.

3. Click “Go to Activity Guide Instance” to re-enter your proposal.
Submitting the Proposal and Completing the Activity Guide
The process for submitting a proposal and routing it to UD Web Forms remains the same as it was prior to the Activity Guide. The last step of the Activity Guide, “Change Status,” is specifically for the user to change the Proposal Status from “Draft” to “Pending Approval.” Changing the status and clicking “Save” will route the proposal to the Web Form, where the process for approval remains exactly the same.

Activity Guide Tips and Tricks
1. Users still have the option to enter proposals outside of the Activity Guide, through the “Maintain Proposal” page. The pages in the Activity Guide are exactly the same as the pages in “Maintain Proposal.”
2. If a proposal is started in the Activity Guide, it can be continued outside of the Activity Guide if the user desires (using “Maintain Proposal”). If any changes are made while outside of the Activity Guide, those changes will be reflected in the Activity Guide if the user re-opens the proposal through the “Express Proposals” link.
3. If a proposal is started outside of the Activity Guide, it cannot be continued in the Activity Guide. A proposal cannot be worked on in the Activity Guide if it is not created using the Express Proposals page.
4. If the user navigates to a different tab while on a step (for example, clicking on the “Projects” tab while on the “Proposal” step), they can still enter and save information. This information will still appear when the user eventually navigates to the step the tab is featured on.