Proposal Submission

UD Financials: PeopleSoft User Guide

Table of Contents

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:

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:

Version	Description of Document and Revisions	Date Issued
1.0	Initial "UD Financials: PeopleSoft User Guide for Proposal Submission" created by the Research Office.	9/16/2019

Overall Process Steps

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

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

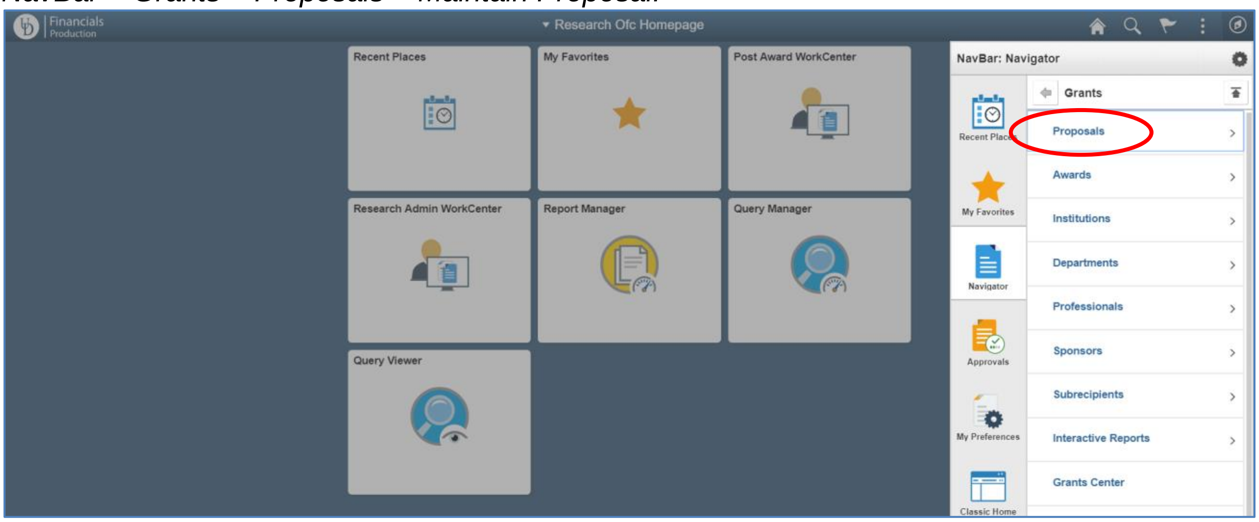
- **Proposal:** The proposal is the component that consists of the statement of work, research plans, technical documentation, the proposal budget, as well as administrative, personnel, and submission information required by external funding agencies. The proposal number is assigned to a proposal when 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*.

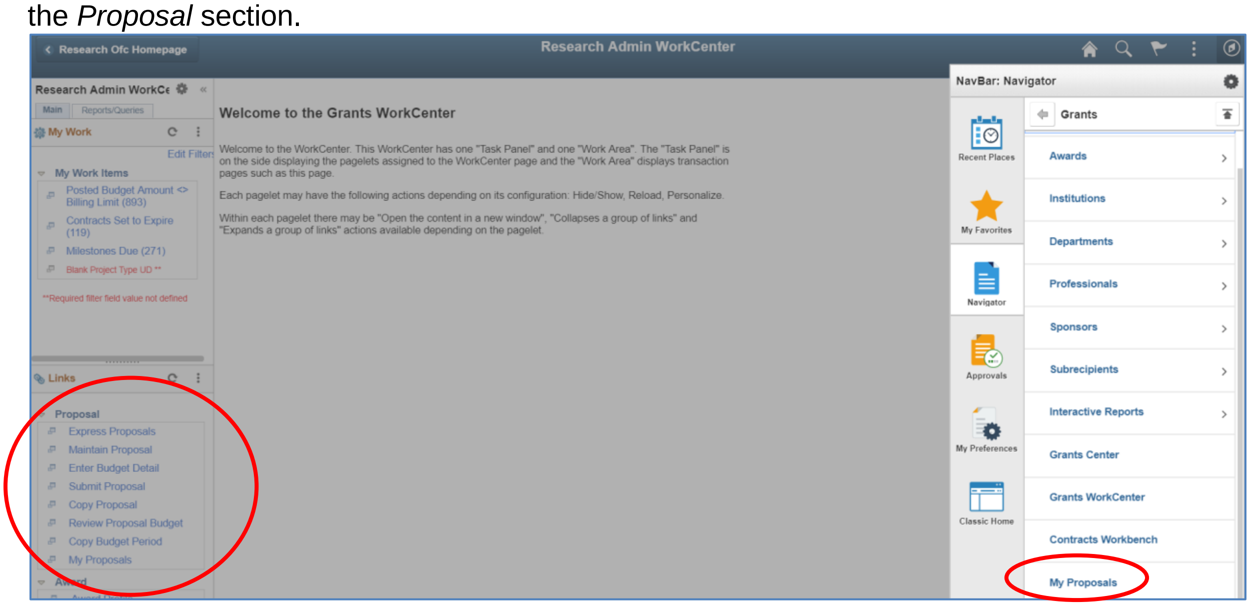
Traditional Navigation

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.



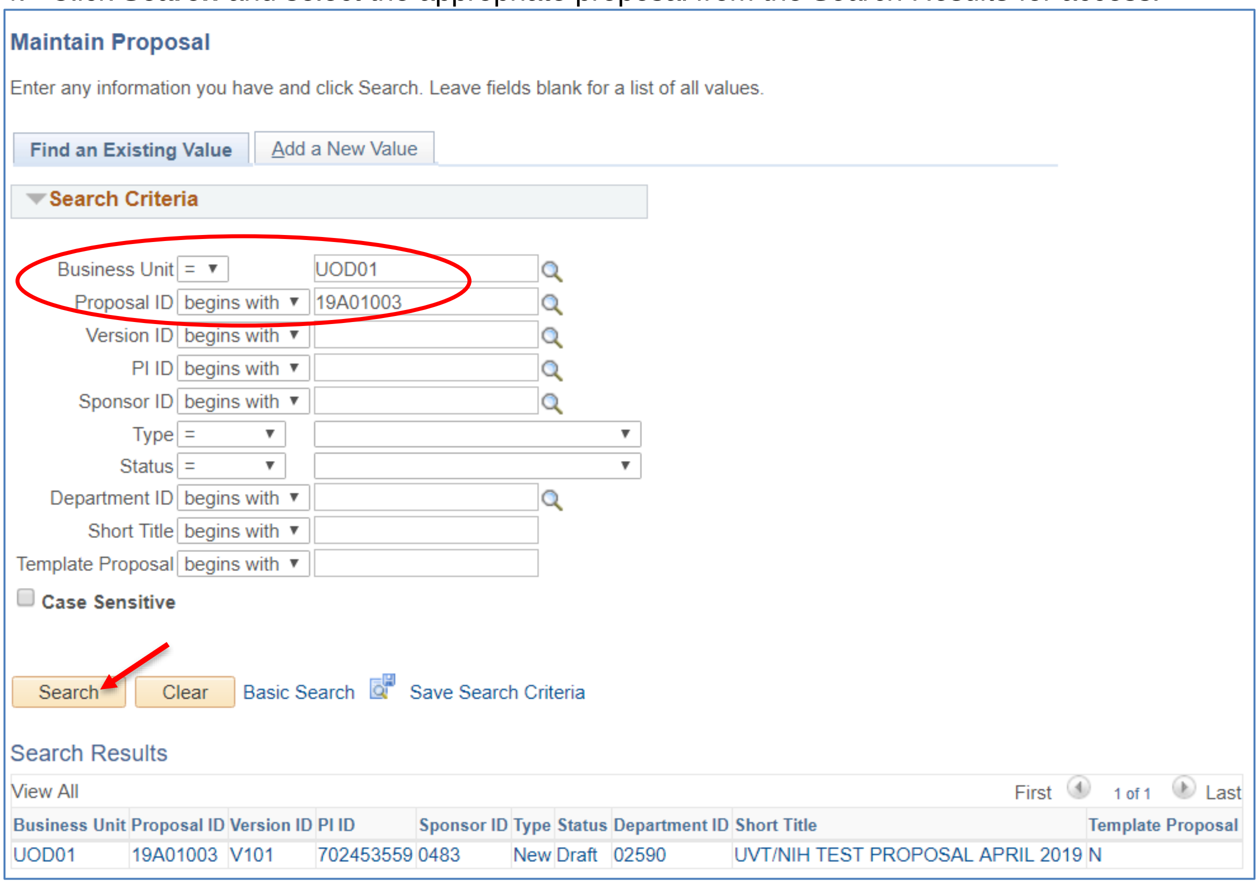
Express Proposals Tool

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

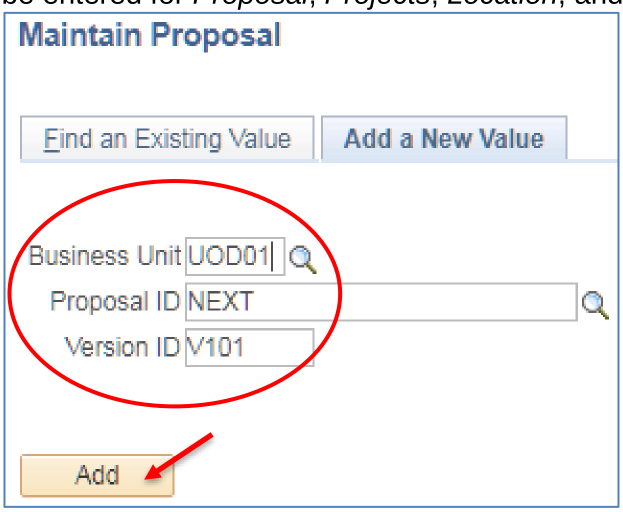
A new proposal record can be created in UD Financials via three methods. *Maintain Proposal (Add a New Value)* and *Copy a Proposal* are detailed below. The *Express Proposals Tool* is detailed in Appendix E.

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.
   c. **Version ID:** Accept default "V101" for new proposals.
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).



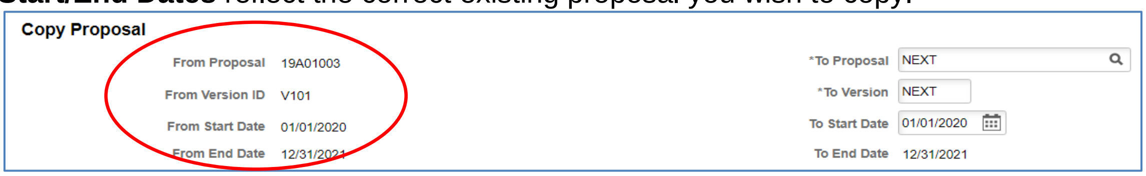
5. Complete full data entry per the Enter Proposal Information section of this guide.

1.2 Copy Proposal: New Proposals (Version "V101")

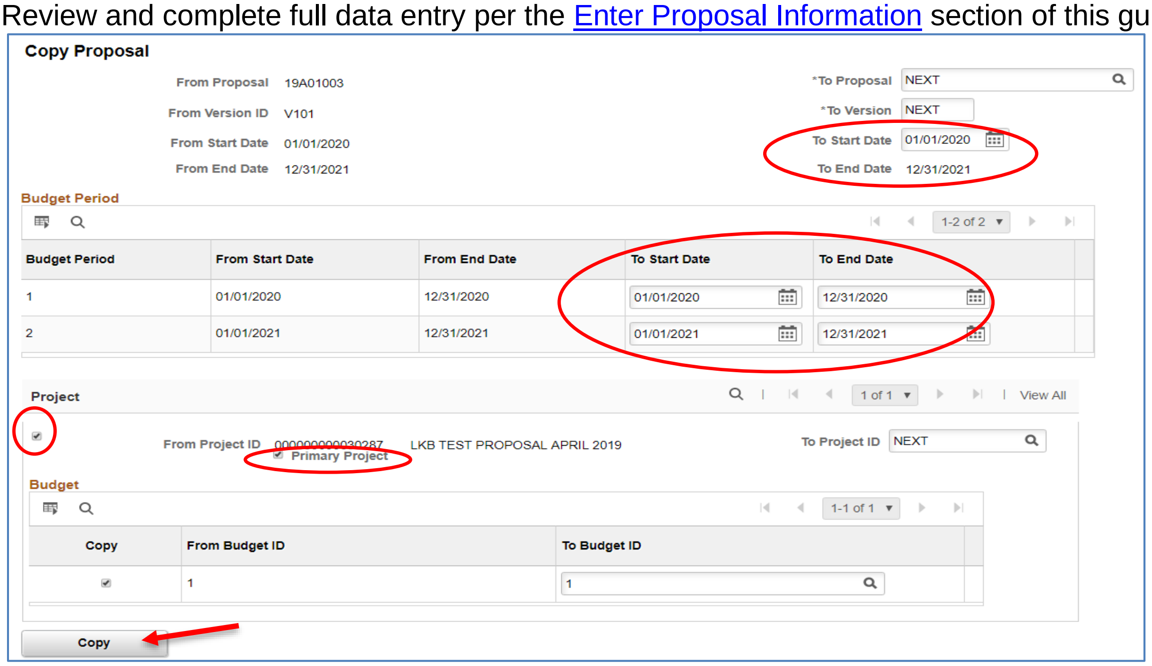
The *Copy Proposal* feature allows a new proposal to be created which is identical to an existing proposal record previously entered. This enables you to copy information (*Proposal*, *Project(s)*, and *Budget Period(s)*) from one proposal to another without reentering data. However, close review is 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.

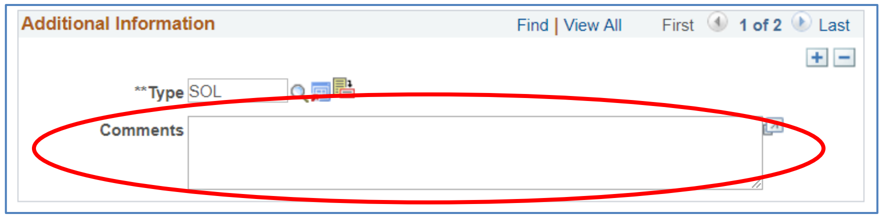
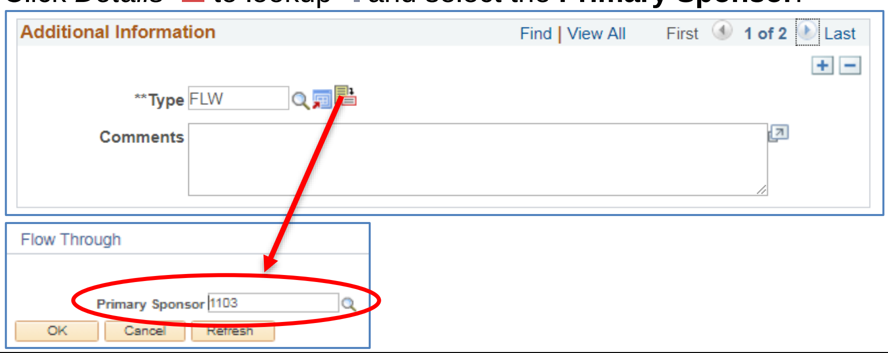
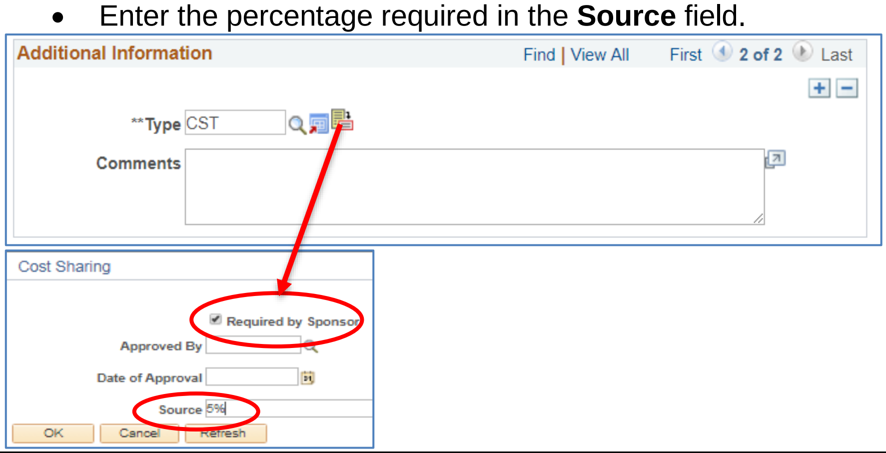
2.1 Proposal

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

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

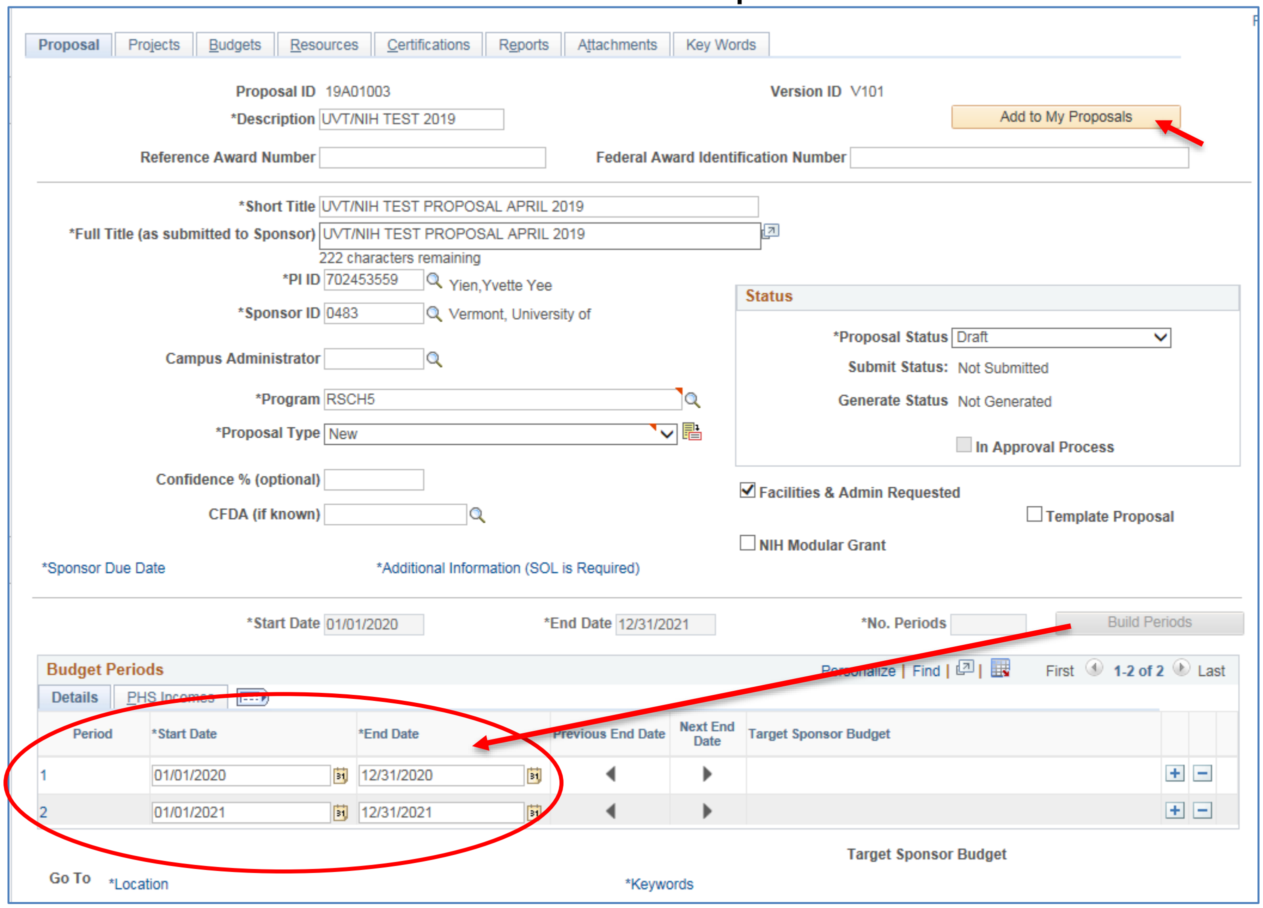
1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to *Maintain Proposal* via one of the following methods:
   a. Traditional**:** *NavBar > Grants > Proposal > Maintain Proposal*
   b. WorkCenter**:** Click on the *Research Admin Work Center tile* or go to *NavBar* **>** *Grants > Grants 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 deparmental 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. **ALN:** Enter or lookup the Assistance Listing Number (ALN) number (Required by Research Office for federal and federal flow-through grants). If the ALN number in the solicitation isn't available, contact your C&G. In the meantime, use the generic sponsor ALN 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:

Type	Entry Instructions
Solicitation (SOL)	Paste the reference URL to submission guidelines into **Comments**, and click *Details* to add the Solicitation Title: 
Flow Through (FLW)	Click *Details* to lookup and select the **Primary Sponsor**: 
Cost Sharing (CST)	Click *Details* to add information for mandatory cost share: • Select the **Required by Sponsor** checkbox. • Enter the percentage required in the **Source** field. 
Other (OTH)	Add other pertinent information for the proposal in the **Comments** box (ex: "Continuation of Award #...")

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.



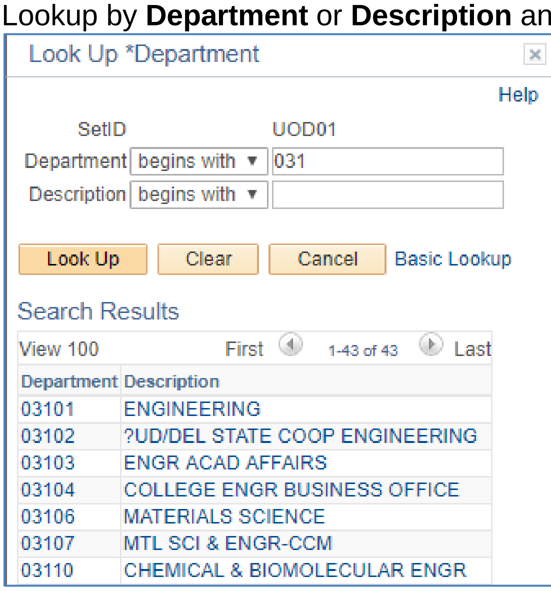
2.2 Projects

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

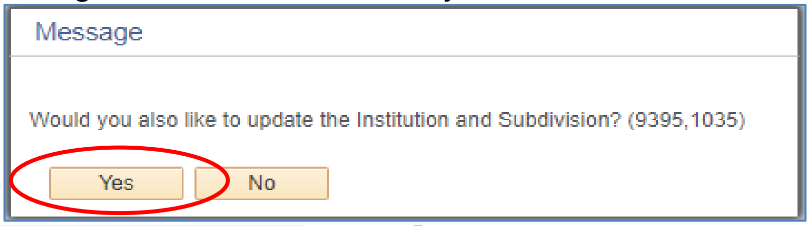
Note: If you are entering a proposal with multidisciplinary projects, all projects must be listed under your department until submission time. Once you list a project under a department different from your own, you will lose the ability to edit the budget information for that project.

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*:



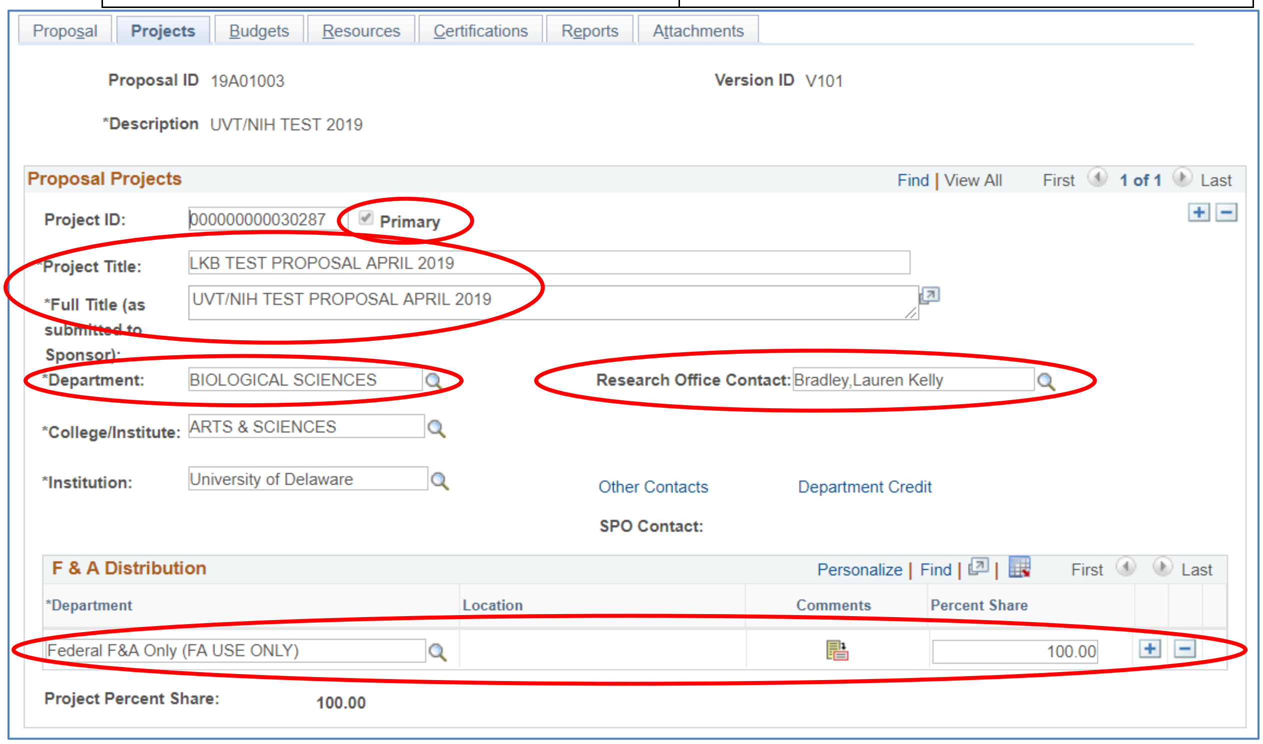
- Select "Yes" in response to the pop-up message; This will update the **Institution** and **College/Institute** fields based on your selection:



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:

Department	Description
FA_FEDERAL	Federal F&A Only (FA USE ONLY)
FA_STATE	State F&A Only (FA USE ONLY)
FA_OTHER	Other F&A Only (FA USE ONLY)



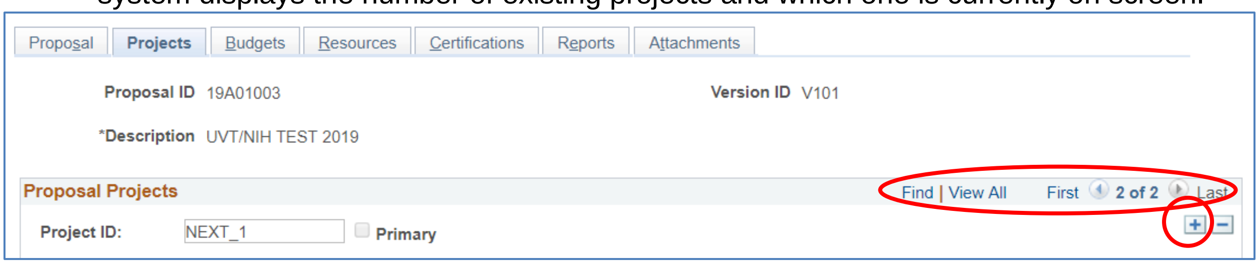
Adding Multiple Projects

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.
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

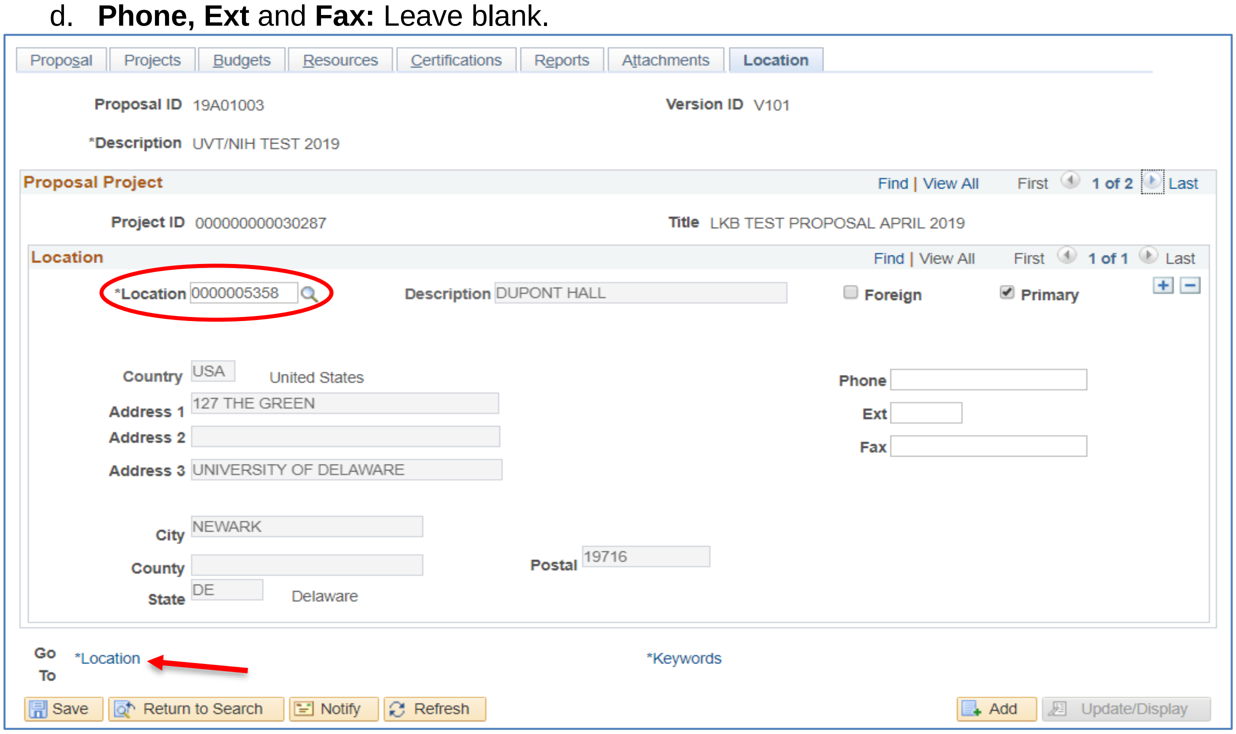
The Location tab remains hidden until it is accessed via the *Location* link on the bottom of the Proposal, Projects, Budgets, Resources, Certifications, Reports, and Attachments pages.

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

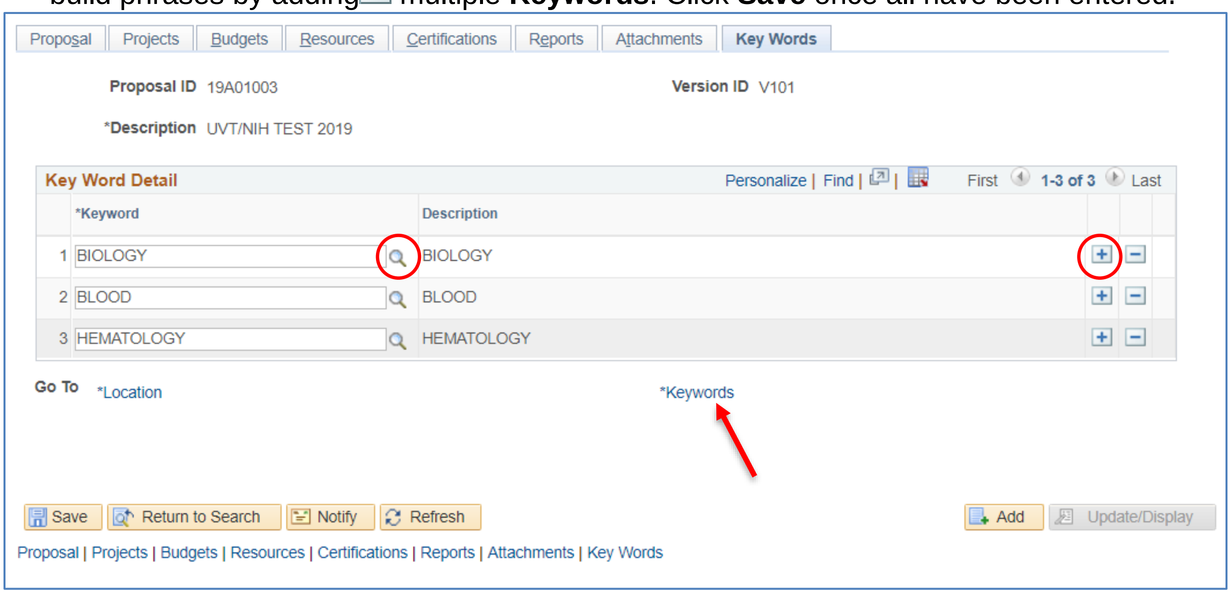
The Keywords tab remains hidden until it is accessed via the *Keywords* link on the bottom of the Proposal, Projects, Budgets, Resources, Certifications, Reports, and Attachments pages.

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.



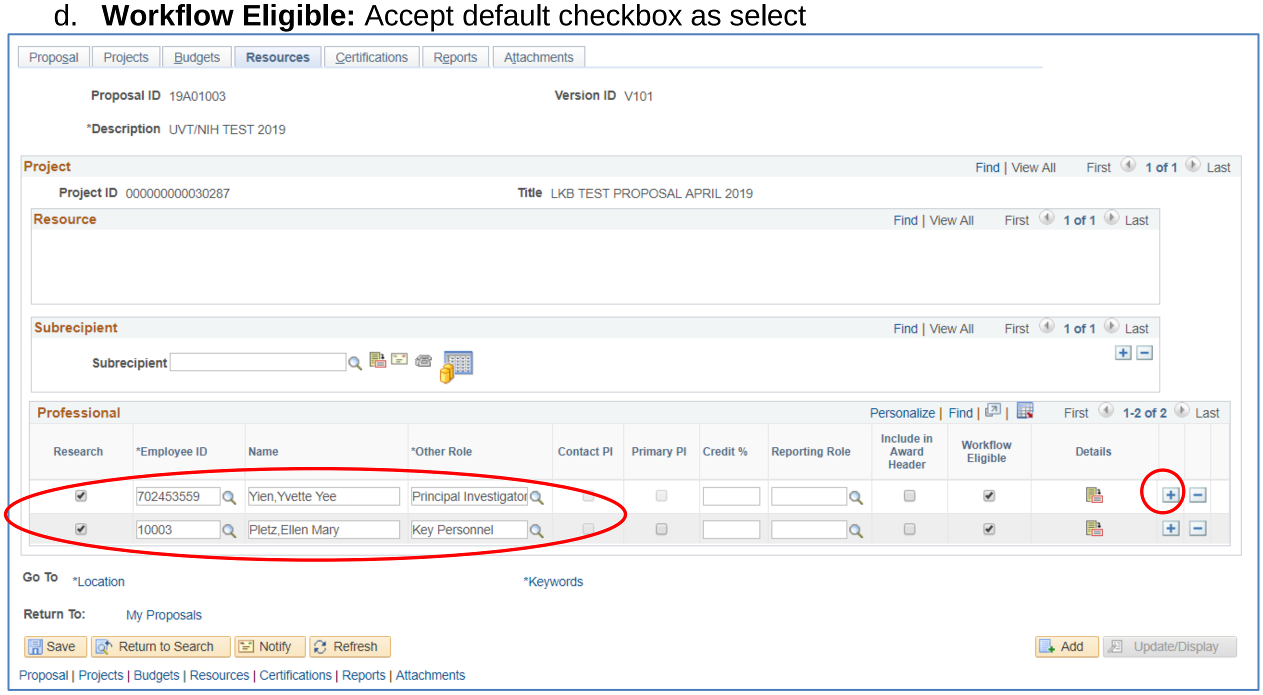
2.5 Resources

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.
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/ 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



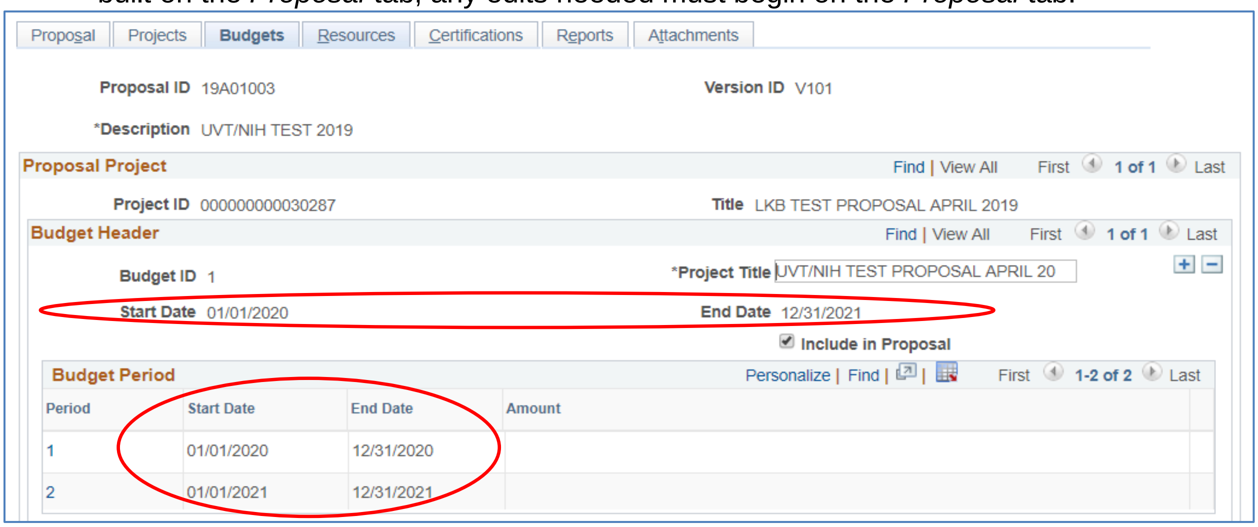
2.6 Budgets

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

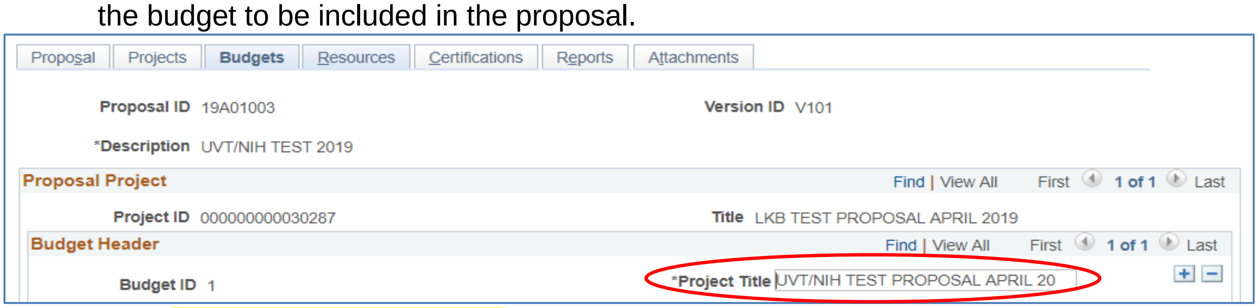
- The *Proposal* tab contains fields to build *Budget Periods*. Once the budget periods are built, detailed budgets can be updated via the *Budgets* tab and the *Enter Budget Detail* module.

Budgets (Main Tab)

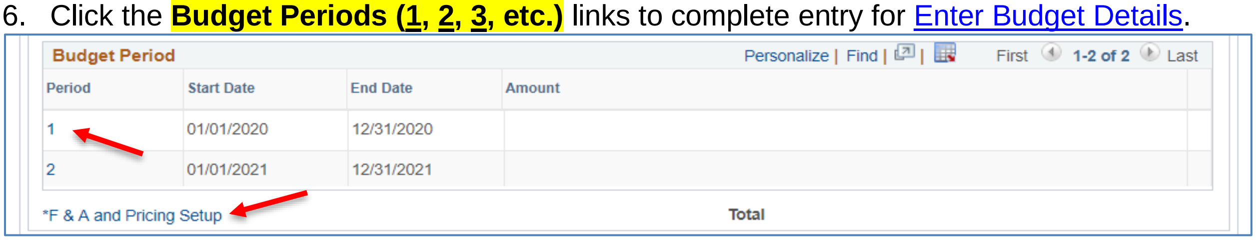
1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to the Proposal *Budget* via one of the following methods:
   a. Traditional**:** *NavBar > Grants > Proposal > Maintain Proposal > Budgets* tab
   b. WorkCenter**:** *WorkCenter > Maintain Proposal > Budgets* tab
3. Verify default information 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](#).



F&A and Pricing Setup

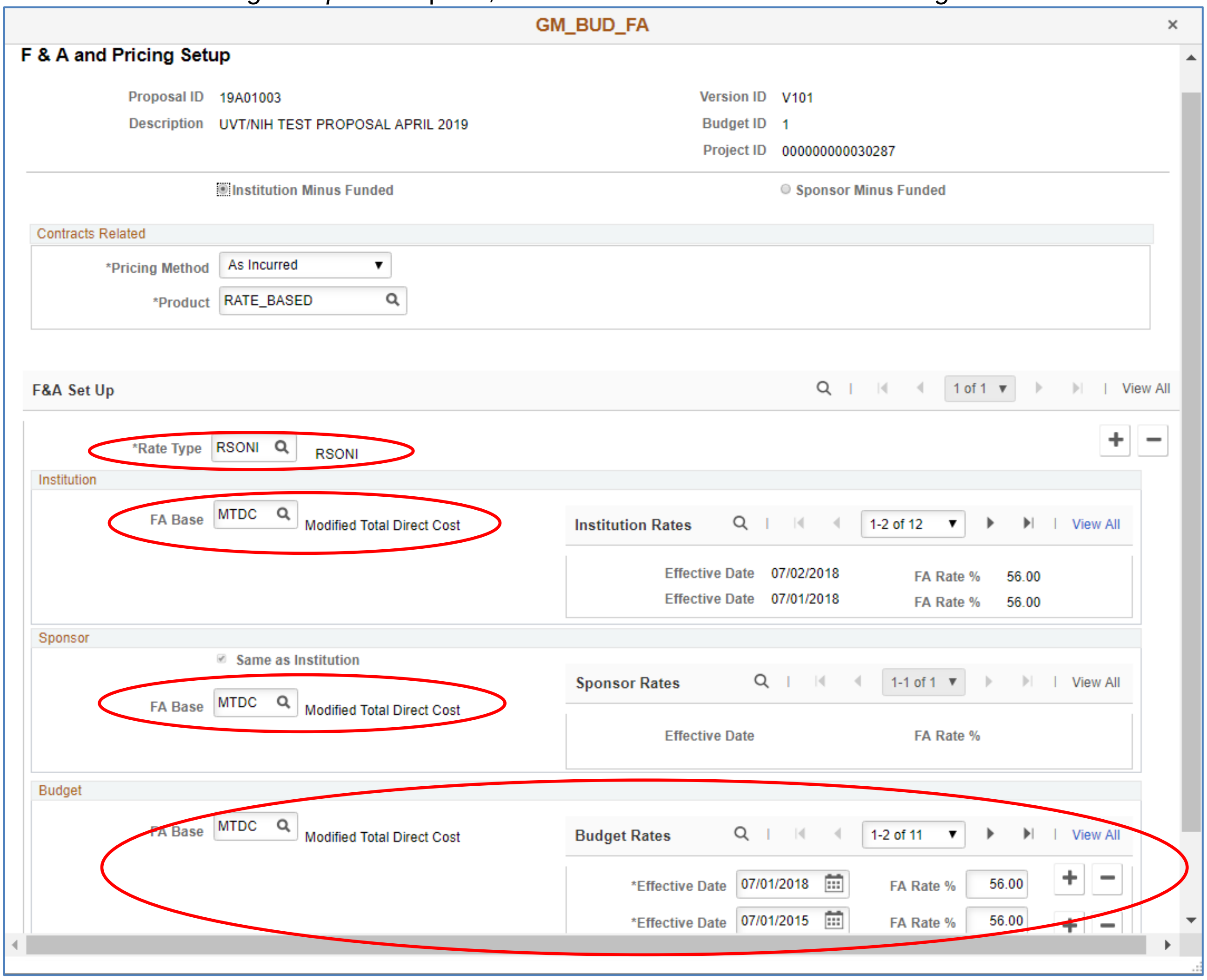
1. Access the *F&A and Pricing Setup* page for each project within the proposal (see navigation instructions on the prior page).
2. Populate fields below on the *F&A and Pricing Setup* page (see screenshot on next page):
   a. **Institution Minus Funded:** Accept radio button default as selected; this 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**	**Description**
AGOFF	AG Federal Research Off Campus	RSONS	State Research On Campus
AGOFI	AG Industrial Research Off Campus	SVOFC	Federal Service Off Campus
AGOFS	AG State Research Off Campus	SVOFI	Industrial Service Off Campus
AGONF	AG Federal Research On Campus	SVOFS	State Service Off Campus
AGONI	AG Industrial Research On Campus	SVONF	Federal Service On Campus
AGONS	AG State Research On Campus	SVONI	Industrial Service On Campus
DA*	Delegated Authority	SVONS	State Service On Campus
DAE*	Delegated Authority Education	TROFF	Federal Training Off Campus
RSOFF	Federal Research Off Campus	TROFI	Industrial Training Off Campus
RSOFI	Industrial Research Off Campus	TROFS	State Training Off Campus
RSOFS	State Research Off Campus	TRONF	Federal Training On Campus
RSONF	Federal Research On Campus	TRONI	Industrial Training On Campus
RSONI	Industrial Research On Campus	TRONS	State Training On Campus

   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:

F&A Set Up Section	**F&A Set Up Instructions**
Institution rates will default based on UD’s currently negotiated F&A.	**F&A Base, F&A Rate %,** and **Effective Date** – Accept defaults (these are based on the selected Proposal **Rate Type** and should always indicate “MTDC”).
Sponsor rates should reflect the sponsor’s F&A reimbursement.	**F&A Base** – Verify default per sponsor’s allowable F&A base (this should match the selected **Rate Type**). **F&A Rate %** and **Effective Date** – Accept defaults as blank with the “Same as Institution” checkbox selected.
Budget* rates should reflect the sponsor guidelines for F&A reimbursement as applicable to the specific proposal. *Note: Waived F&A is calculated if the **Budget** F&A Rate % is less than the **Institution** F&A Rate %. Such cases require an explanation be provided in the Proposal Approval Summary Webform prior to routing.*	**F&A Base** – Enter an option below per the sponsor’s allowable F&A base for the proposal: • “FXTDC” Fixed Total Direct Cost (no exclusions) • “MTDC” Modified Total Direct Cost (excludes equipment, any subrecipient agreement exceeding $25,000, patient care costs, participant support, scholarships, fellowships, tuition, ship charges, and rent); this is the most common. • <u>**Do Not Use**</u>**:** “NOFA” No Facilities and Admin Costs - Choose “MTDC” with a rate of 0% instead. • <u>**Do Not Use**</u>**:** “REU” Research Exp for Undergraduates - Choose “MTDC” with a rate of 0% instead. • “SLNWG” Salary and Wages (excludes all costs except salary, wages and fringe benefits) **F&A Rate %** – Enter the sponsor’s allowable F&A rate percentage(s) specified for the proposal (note this rate % is used to calculate the actual F&A for budget categories). **Effective Date –** Adjust effective date(s) for each rate based on sponsor requirements.

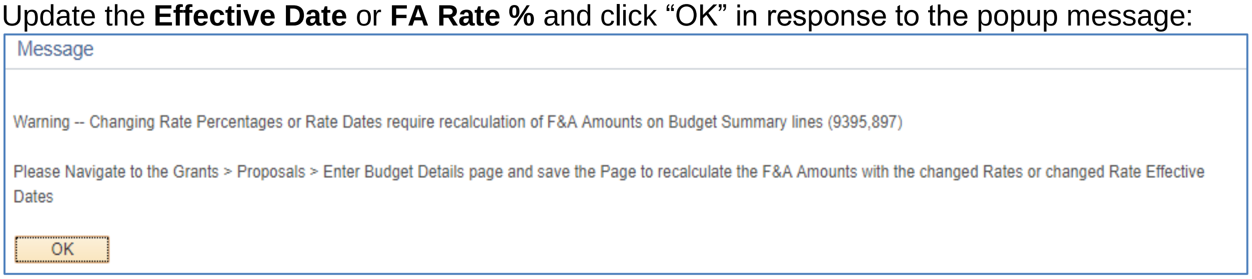
3. Once *F&A Pricing Setup* is complete, click **OK** to return to the *Budget* tab and **Save**.



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.

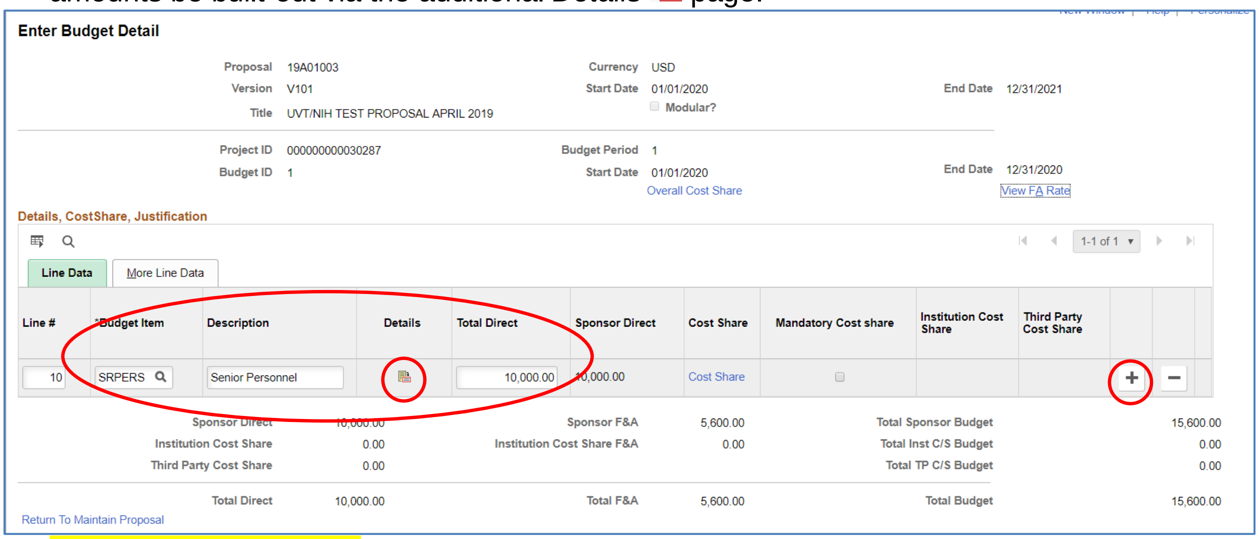
- The *Line Data* section provides a breakdown of all entered budget lines.
- The *Details* page is used to capture additional information and build-out budget lines.
- The *Cost Share* page captures proposal cost share details. Cost share is not directly charged to the sponsor; however, it is an actual 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>
<tr><th>Budget Item</th><th>Details Entered</th></tr>
<tr><td>Personnel/Salary (PERSON, SRPERS, OSRPER, etc.)
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>Enter the salary and fringe breakdown within the Details page for each salary Budget Item:
Start Date and End Date: Accept defaults (this matches the Budget Period and ensures F&A calculates correctly).
Fringe Rate: Verify this is the current and appropriate fringe rate for the applicable Budget Item.
DO NOT USE: Cost of Living Increase Pct, Merit Increase Pct, Annual Fringe Amt, Fixed Fringe Amt.
For the PI, Co-PIs and any faculty with effort:
Row No: Lookup and select the individual listed on the Resources page. This maps to the Proposal Approval Summary Webform effort section.
Job Code and Rate Type: Accept defaults (per HR records).
Appointment Type: Select per the applicable Budget Item (i.e. PERSON = Summer; SRPERS = Academic; OSRPER = Calendar).
Effort Pct: Enter the effort percent; common entries below:
<table><tr><th colspan="2">Common Effort Percent Rates</th></tr><tr><th>Months</th><th>Effort %</th></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></table></td></tr>
</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.

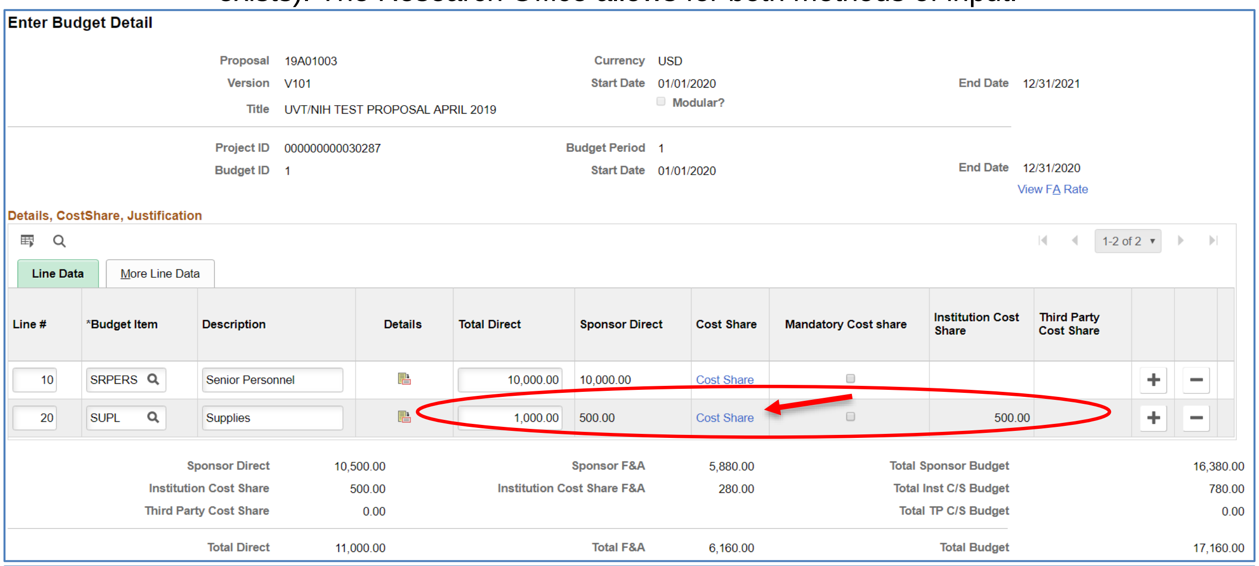


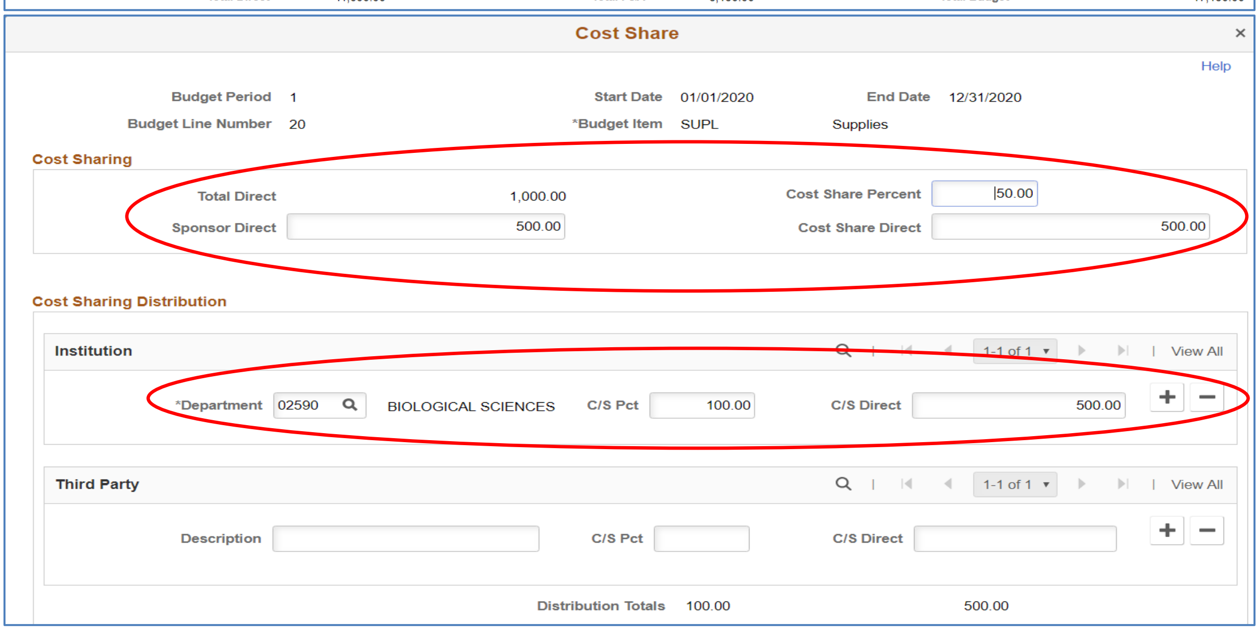
f. **Mandatory Cost Share:** Select checkbox for all budget lines with related cost-share.

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:

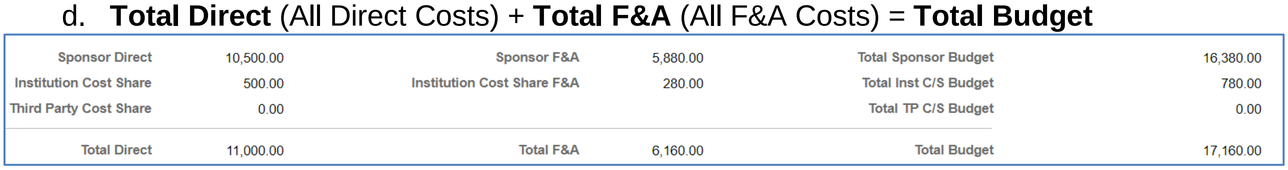
- Update the *Cost Share* section to reflect the total cost share for the budget item in one of 3 ways:
  - **Cost Share Percent:** Enter the percent of direct cost covered by cost share and the system will calculate the **Cost Share Direct** field.
  - **Cost Share Direct:** Enter the amount of direct 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%.

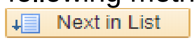
- Cost Share Notes:
    - Input on the *Cost Share* page maps to the *Proposal Approval Summary Webform* and will facilitate institutional approvals for cost share commitments.
    - Cost share can be indicated on the same line as the sponsor amount as indicated in the instructions above and in the screenshots 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.





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**



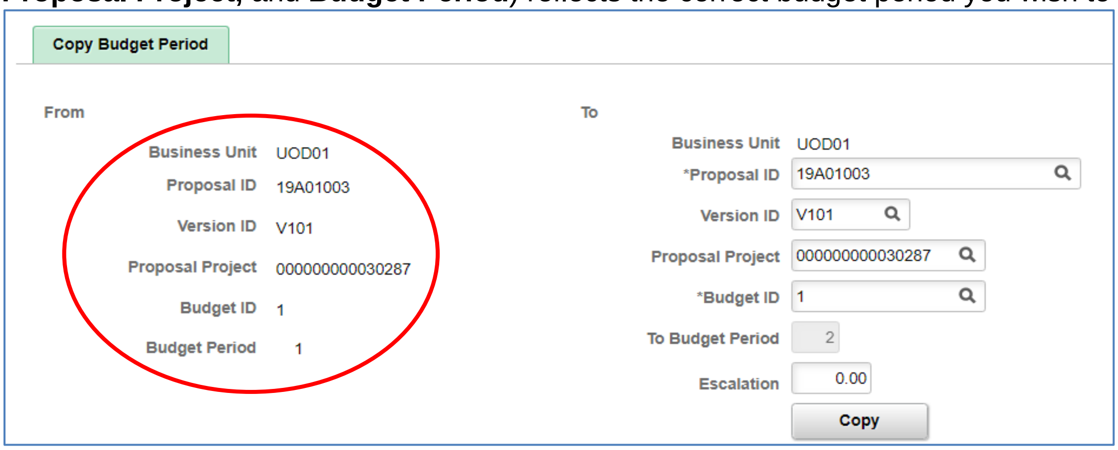
5. Complete budget entry for all projects and budget periods associated to the proposal; this may be completed via the following methods:
    a. Use the **Next in List** 

 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.

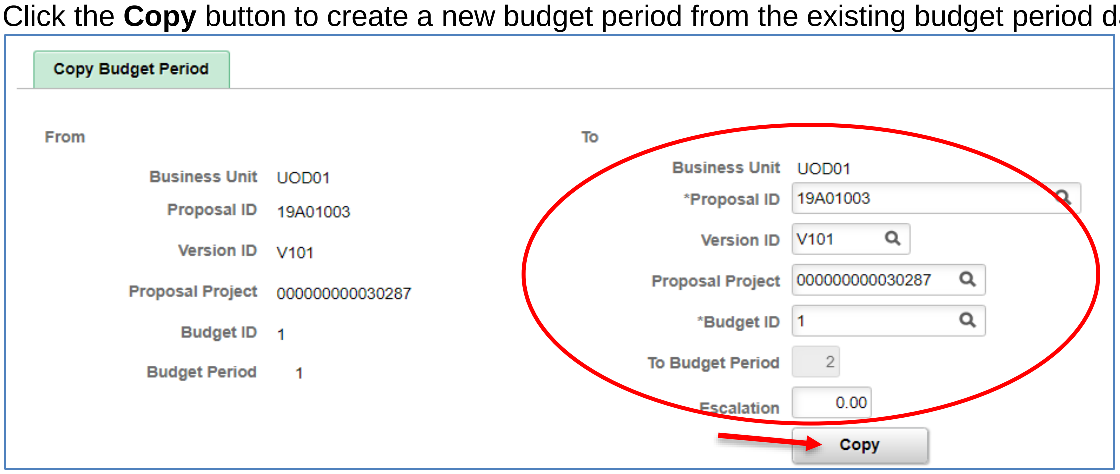
Copy Budget Period

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:

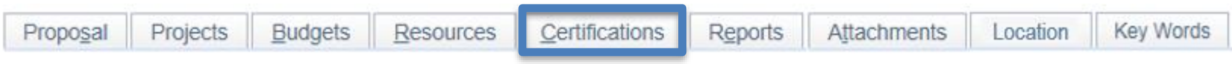


4. Enter the *"To"* information on the *Copy Budget Period* page:
    a. **Proposal ID**: Lookup and select the proposal you want to copy the budget period to.
    b. **Version ID:** Equals "V101" for initial proposals.
    c. **Proposal Project:** Lookup and select the project you want to copy the budget 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



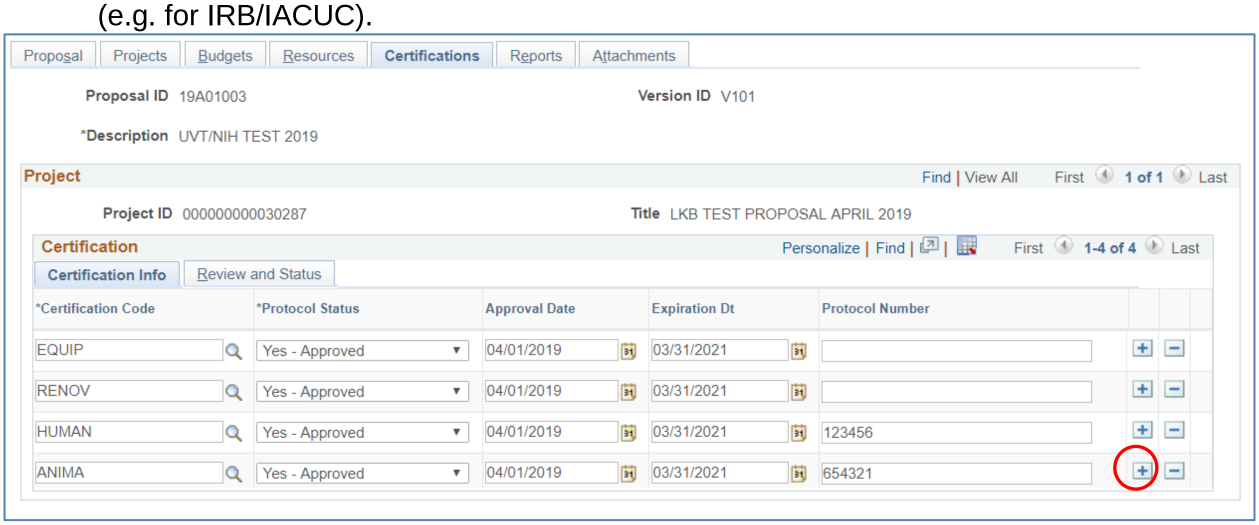
The proposal *Certifications* page provides a central data storage location for all relevant proposal-specific certifications/assurances. Multiple certifications can be entered for each proposal project.

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):

Certification Code	Instructions
Equipment and Renovation (EQUIP and RENOV)	Both codes are required if equipment is budgeted. Indicate a **Protocol Status** of "Yes" or "No" depending on whether associated renovation is required.
Environmental Health & Safety (DNA, INFEC, HAZMAT, etc.)	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 & Safety* department.
Vertebrate Animals or Animal Tissues (ANIMAL)	Required for proposals involving animals. The PI will be responsible for obtaining applicable approval from UD's *Institutional Animal Care & Use Committee (IACUC).*
Human Subjects (HUMAN)	Required for proposals involving human subjects. The PI will be responsible for obtaining applicable approval from UD's *Human Subject Institutional Review Board (IRB).*

   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

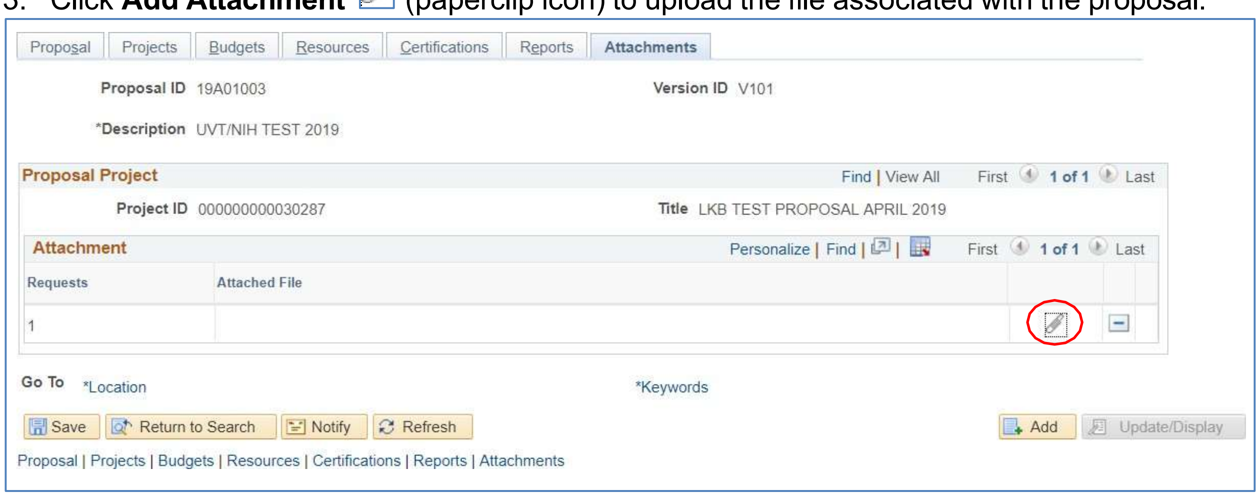
The proposal *Attachments* page is used to collect attached documents. Any number of documents, diagrams, pictures, etc. can be attached to a proposal as needed, as long as attachments are within the sponsor guideline limitations.

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.

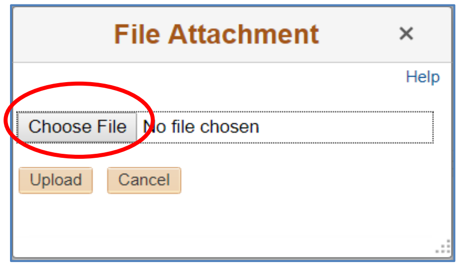
Attachments (as applicable)	Document Name (per naming convention)
Proposal Abstract/ Project Description	ProposalID_abstract
Budget Justification	ProposalID_budjust
Subaward Documents (examples listed below; scan together and attach as one document) • Statement of Work • Letter of Intent • Budget & Budget Justification • Subrecipient Commitment Forms • Provider Category Determination Worksheet	ProposalID_SOW_NAME
F&A Reduction	ProposalID_Other_FA
Match Notes	ProposalID_matchnotes
PI Eligibility	ProposalID_Other_PIEligibility
Tuition Exceptions	ProposalID_Other_Tuition
Exception Request	ProposalID_Other_ExceptionRequest
Other (i.e. IRB approval, FOA, etc.)	ProposalID_Other Note: Add "Other" to any proposal document outside of the naming conventions above.

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

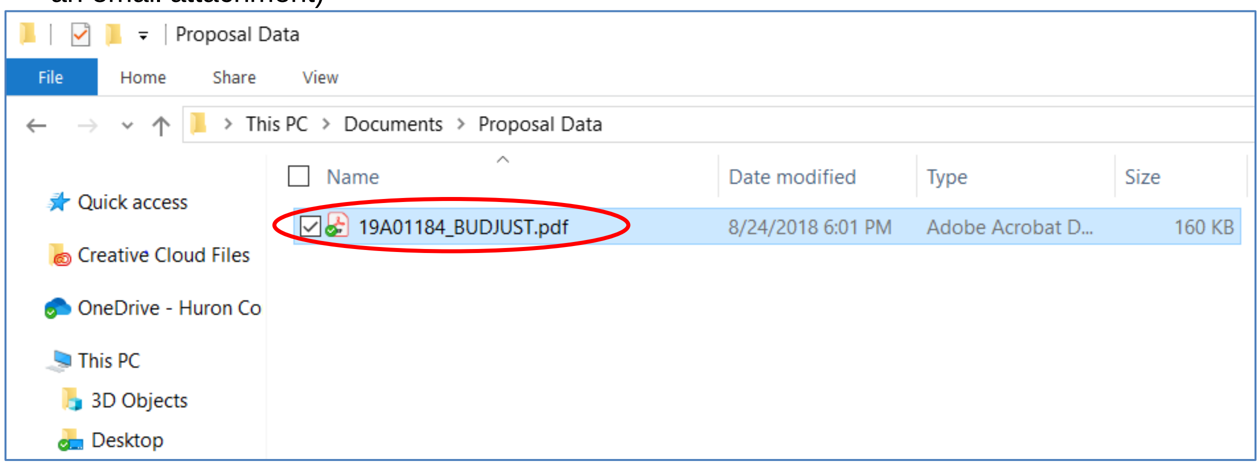
1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to the Proposal *Budget* via one of the following methods:
   a. Traditional: *NavBar > Grants > Proposal > Maintain Proposal > Attachments* Tab
   b. WorkCenter: *WorkCenter > Maintain Proposal link > Attachments* Tab
3. Click **Add Attachment**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



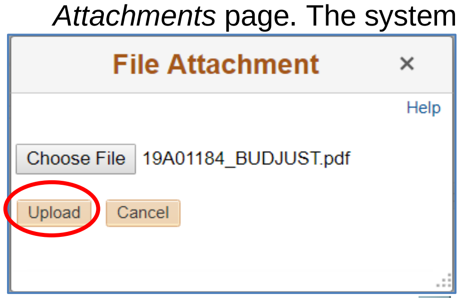
4. Click **Choose File** on the *File Attachment* popup page to search for a document.



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



   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.



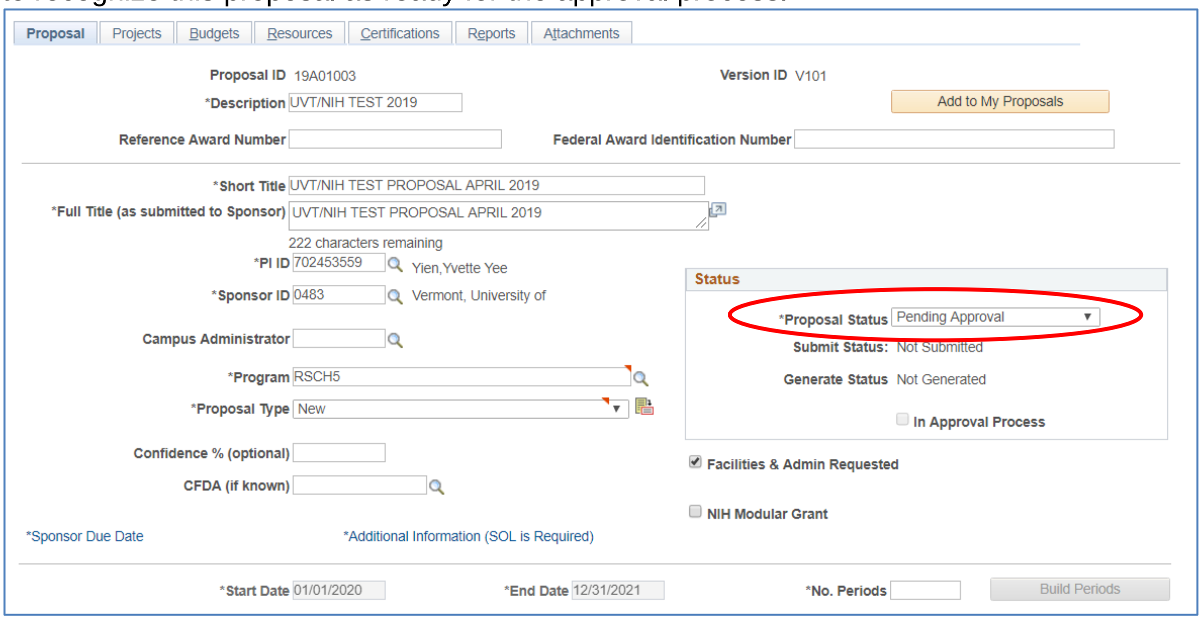
5. Repeat directions above to add all documents associated with the proposal.
   a. View any of the documents by clicking the **View Attachment** icon
   b. Delete any document by clicking the Delete Attachment icon – *Make sure you want to delete this file, as this is a one-click delete button*.

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

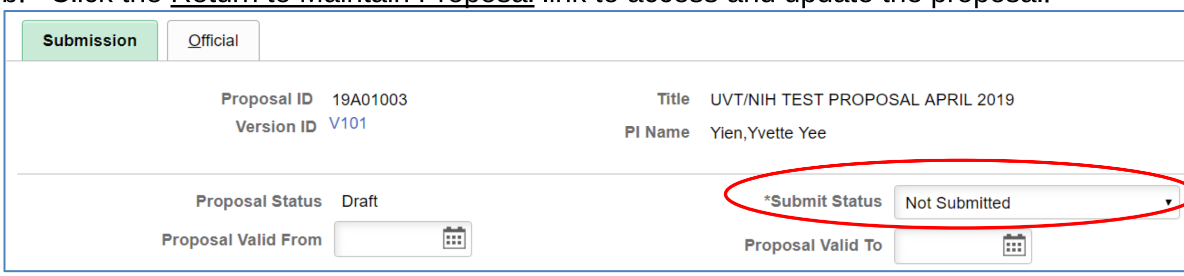
   b. Select your proposal from the available list and click **Next Step**.
   c. Complete the webform steps to complete the proposal approval routing process.
5. Once the webform approval routing is complete, the **Proposal Status** will automatically change from “Pending Approval” to “Submitted” to indicate that the proposal has been submitted to the sponsor. Subsequent status updates will follow per Appendix C.

3.1 Un-Submit a Proposal

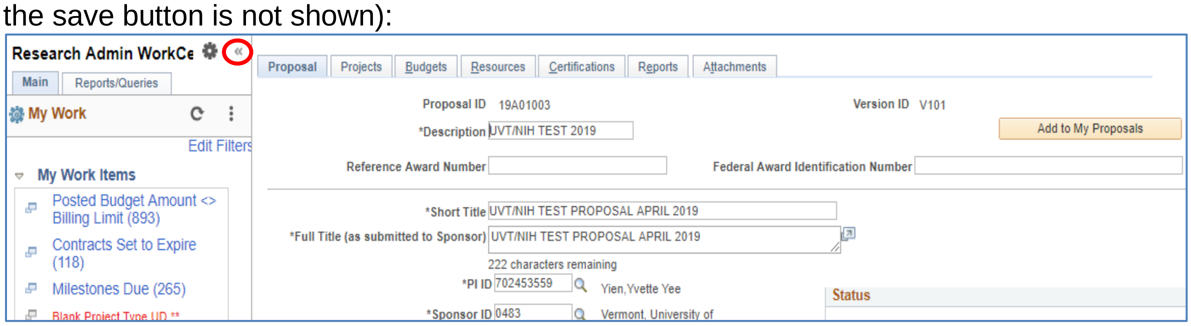
The Research Office or campus may need to make changes to a proposal after it has been submitted. Departments should work with their C&G to determine what changes need to be made to the proposal and who should un-submit and re-submit the proposal and if a new proposal approval webform is necessary. *Un-submit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

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

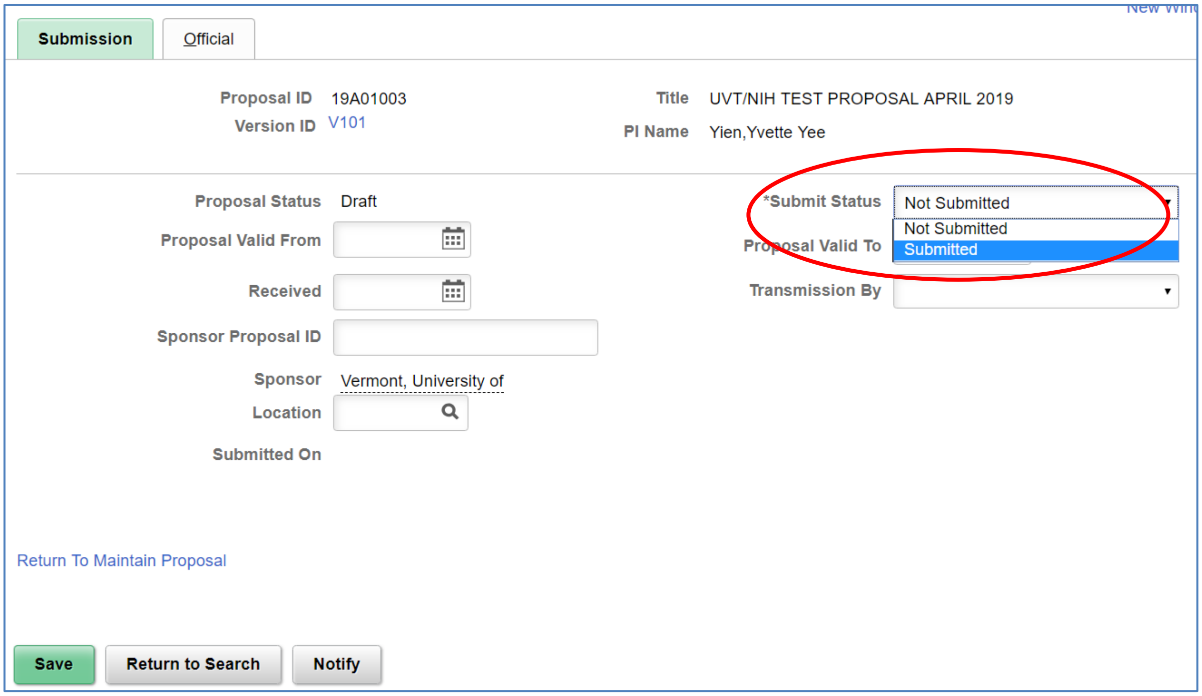
1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to *Submit Proposal* via one of the following methods:
   a. Traditional: *NavBar > Grants > Proposal > Submit Proposal*
   b. WorkCenter: *NavBar* **>** *Grants > Grants WorkCenter > Submit Proposal link*
3. Enter below fields in the *Search 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.**


Submission
Official
Proposal ID 19A01003
Version ID V101
Title UVT/NIH TEST PROPOSAL APRIL 2019
PI Name Yien,Yvette Yee
Proposal Status Draft
Proposal Valid From
Received
Sponsor Proposal ID
Sponsor Vermont, University of
Location
Submitted On
*Submit Status Not Submitted
Not Submitted
Submitted
Proposal Valid To
Transmission By
Return To Maintain Proposal
Save
Return to Search
Notify

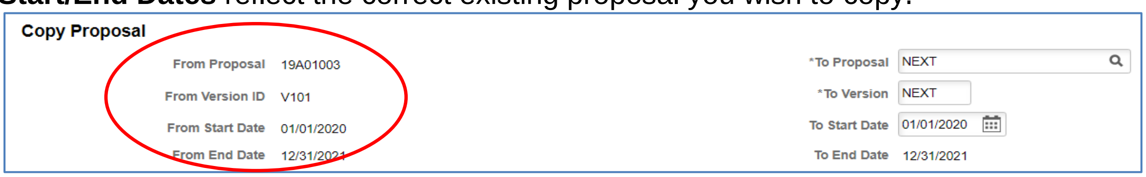
4.0 Copy Proposal: Final Proposals and Rebudgets (Version "F101")

The Research Office requires that final proposals and any funded proposal with budget changes be copied to a new "F101" Proposal **Version ID.**

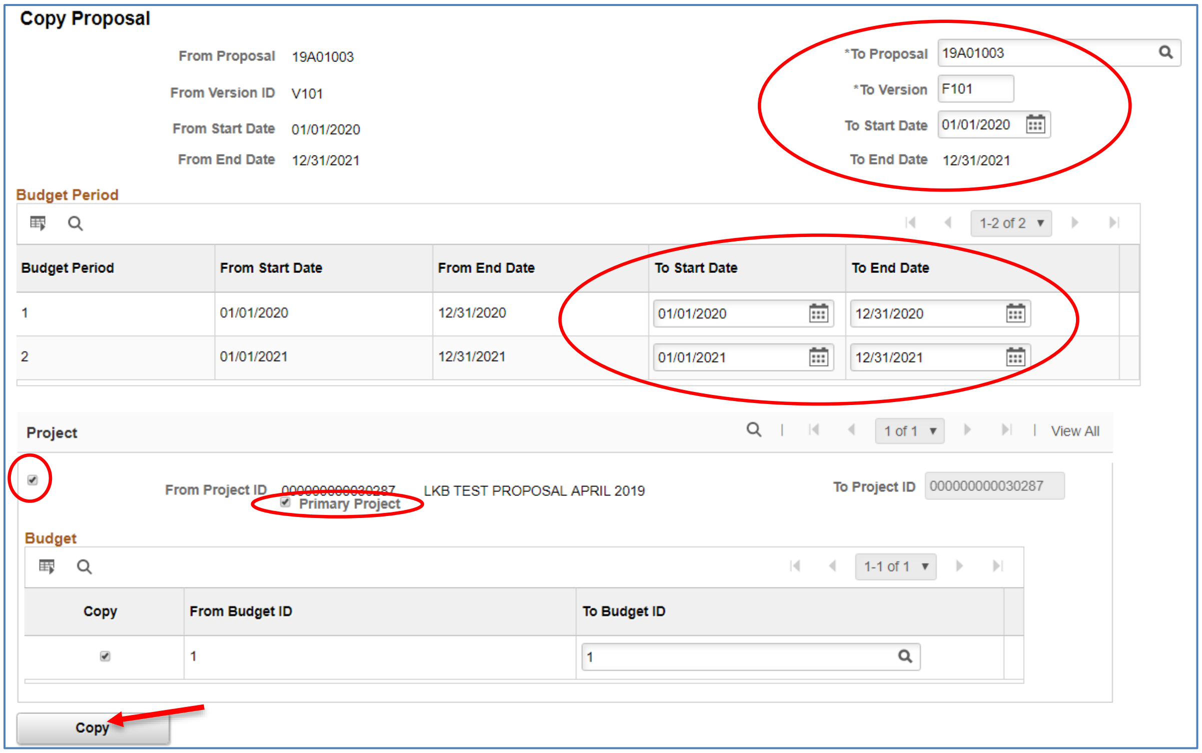
- In order to accurately report metrics for proposals submitted to sponsors, **no changes should be made to the original "V101" proposal after submission to the sponsor**. The "V101" proposal serves as the record of information originally submitted to the sponsor.
- After a proposal has been submitted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

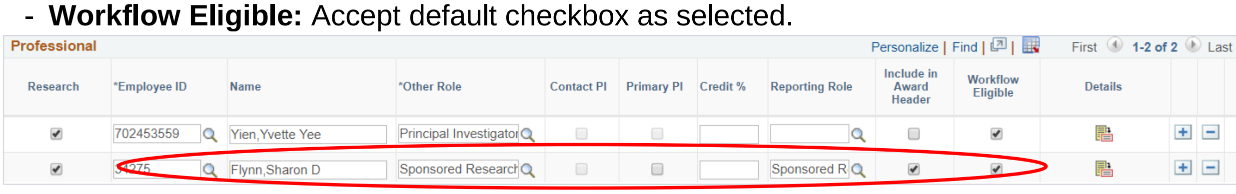
1. Login to UD Financials at www.udel.edu/grants.
2. Navigate to *Copy Proposal* via one of the following methods:
   a. Traditional: *NavBar > Grants > Proposal > Copy Proposal*
   b. WorkCenter: *WorkCenter > Copy Proposal* link
3. Enter below fields in the *Search Criteria* on the *Find an Existing 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.


Copy Proposal
From Proposal 19A01003
From Version ID V101
From Start Date 01/01/2020
From End Date 12/31/2021
*To Proposal NEXT
*To Version NEXT
To Start Date 01/01/2020
To End Date 12/31/2021

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.

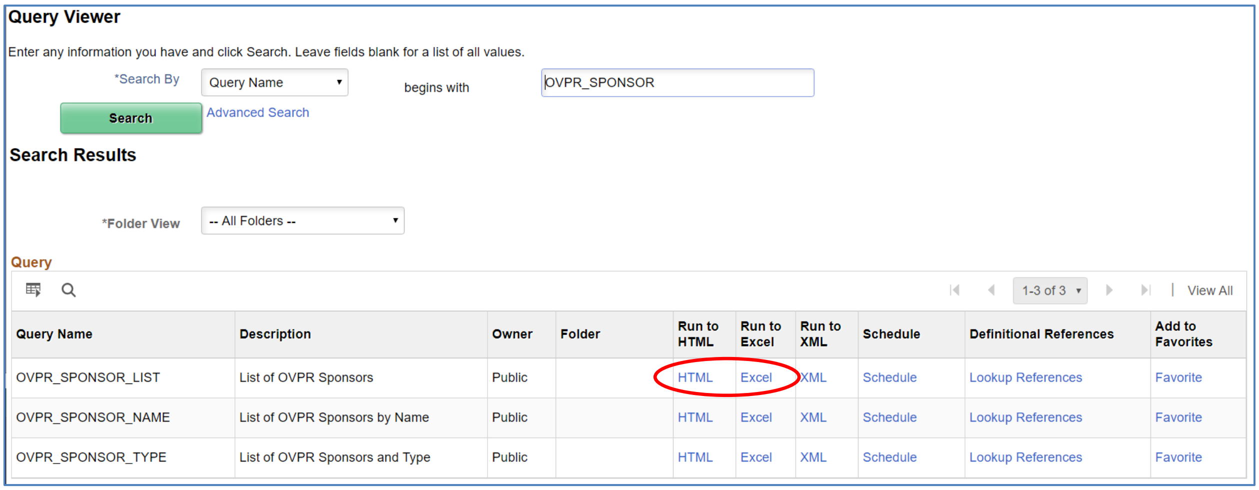


   b. Navigate to Enter Budget Details to update the budget for the final proposal if necessary.
      - If the budget amount is increasing, a revised webform must be routed once the F101 budget is updated to capture required UD institutional approvals.

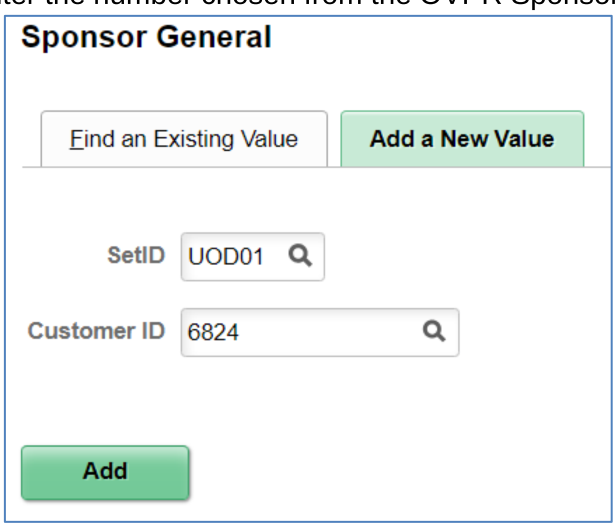
5.0 Setup New Sponsor Code

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”

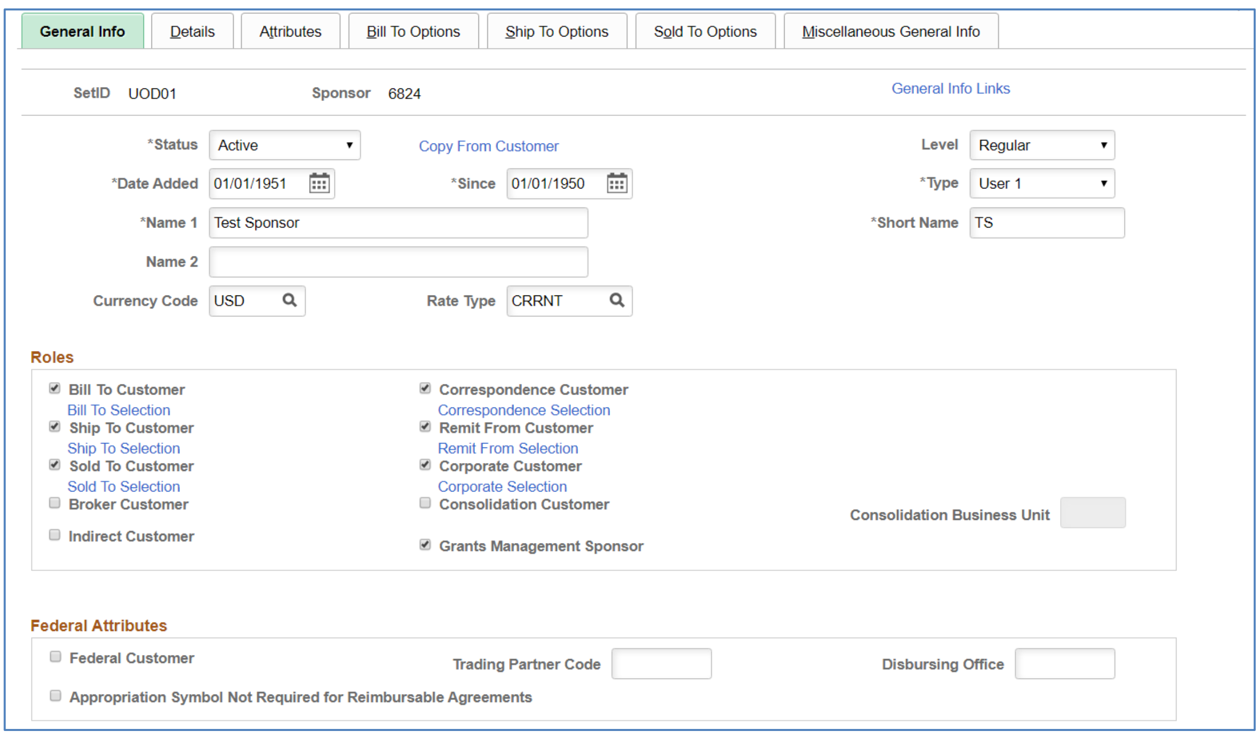
General Information tab

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.



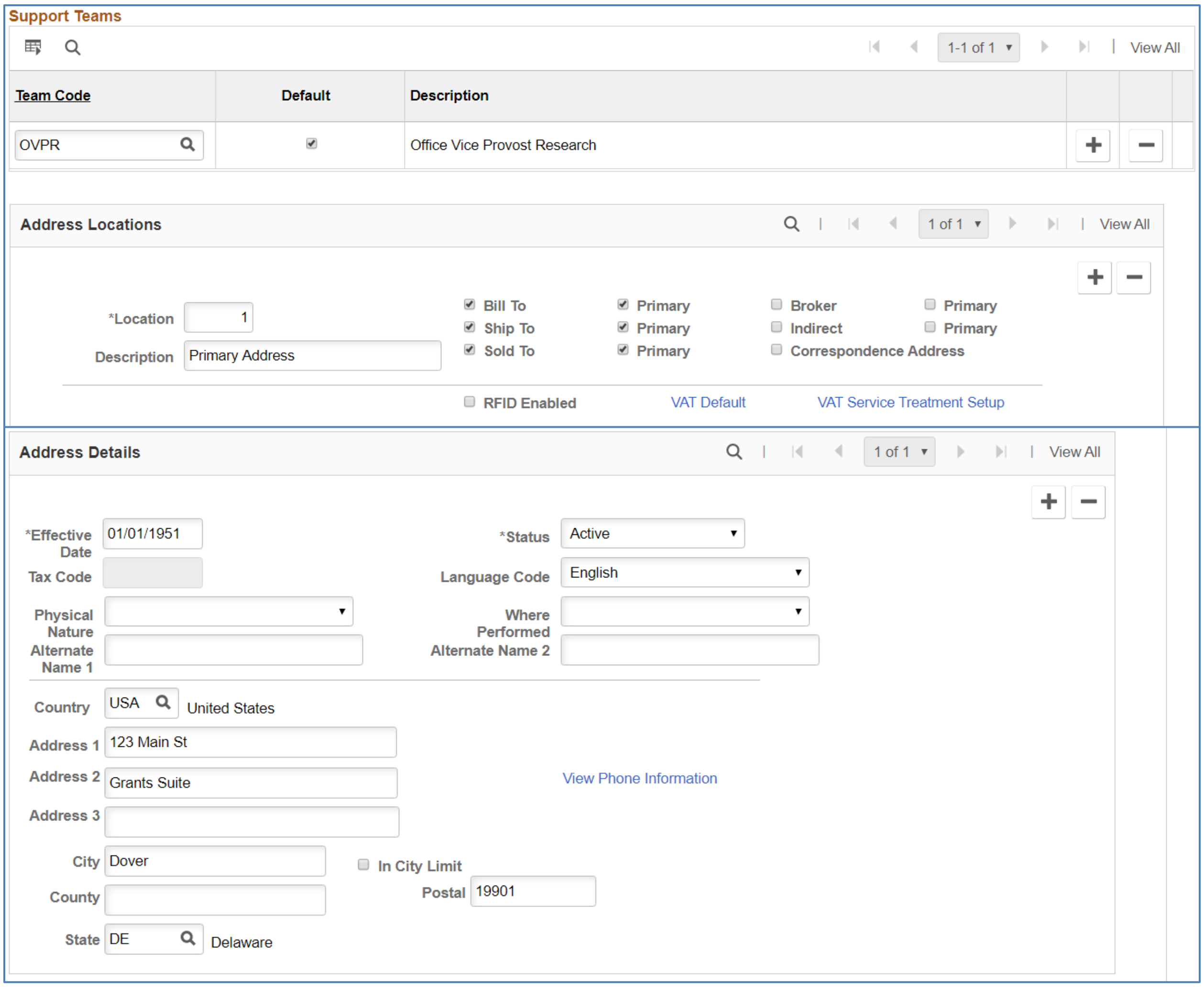
Continuing at the General tab:

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

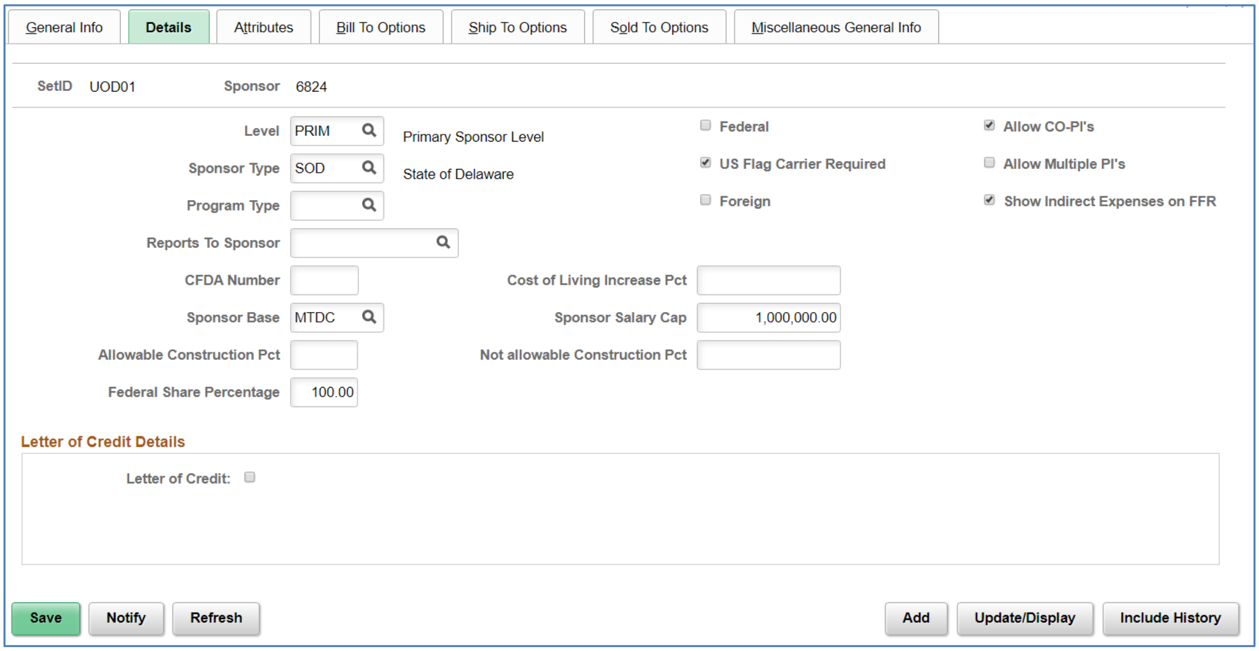


Details tab

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. **Assistance Listing Number (ALN)**: 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

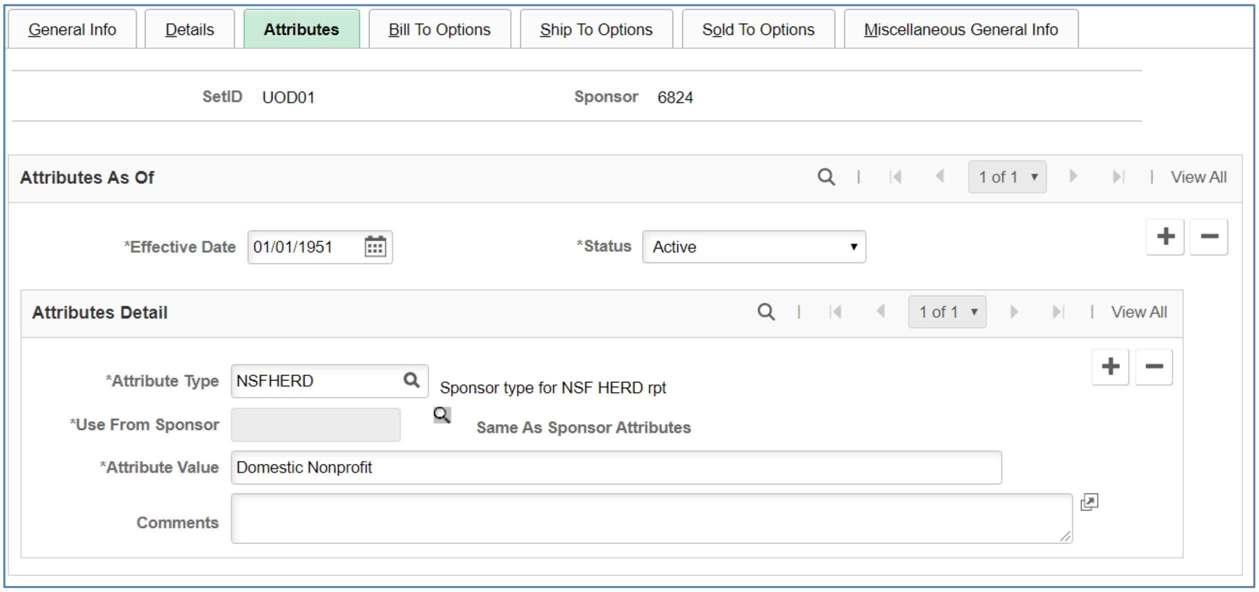


Attributes tab

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

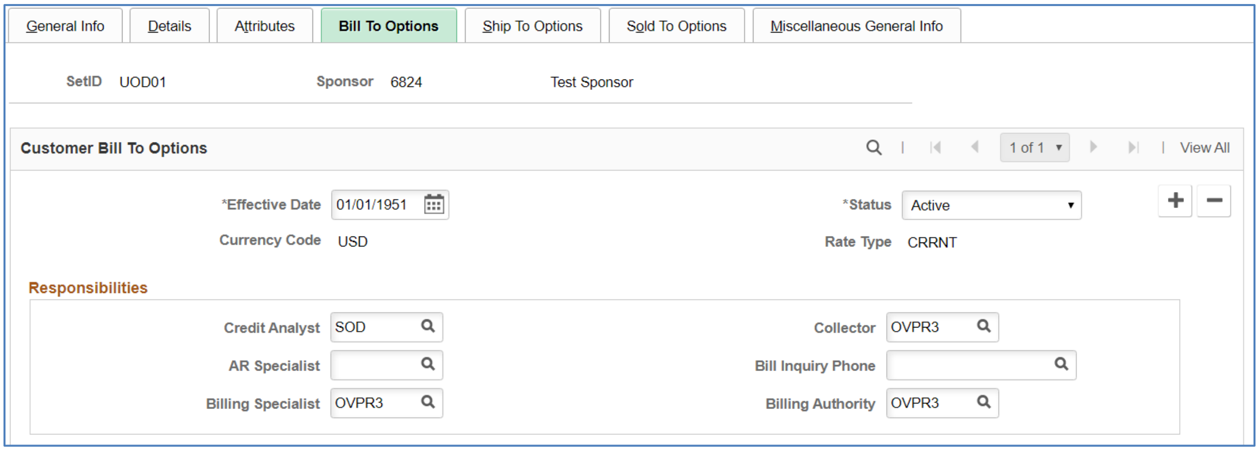
DO NOT SAVE



Bill To Options tab

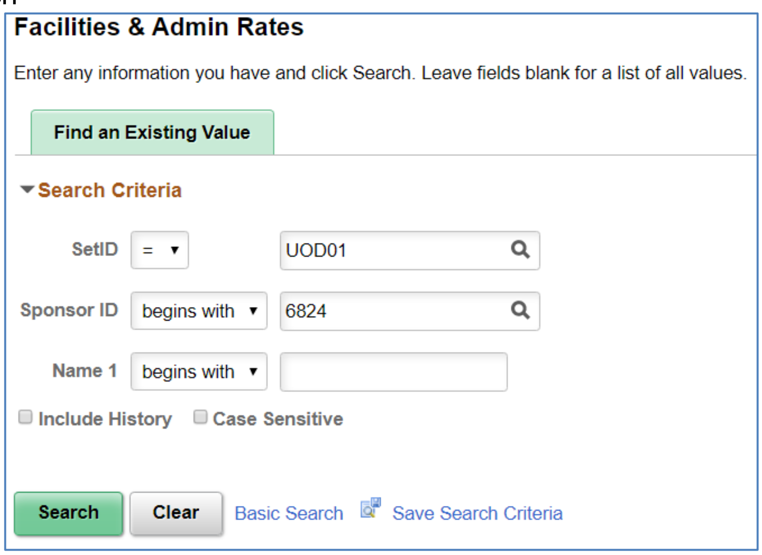
1. **Effective Date**: 01/01/1951
2. **Credit Analyst**: Enter the same value as **Sponsor Type** on the "Details" tab
3. **Collector**:
   a. "OVPR" for all federal and higher education sponsors, as well as sponsors that primarily distribute public ally funding
   b. "OVPR3" for all other sponsor types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

6. Click “Save”



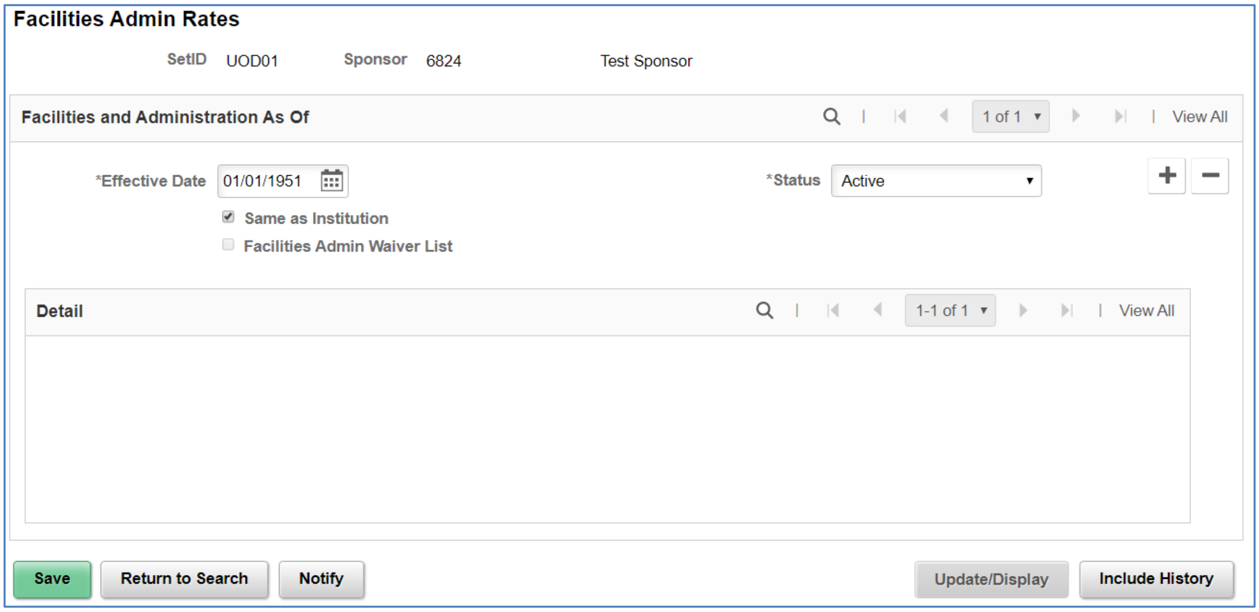
Sponsors/Facilities Admin Rates

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”


Facilities Admin Rates
SetID UOD01 Sponsor 6824 Test Sponsor
Facilities and Administration As Of
1 of 1
View All
*Effective Date 01/01/1951
*Status Active
Same as Institution
Facilities Admin Waiver List
Detail
1-1 of 1
View All
Save
Return to Search
Notify
Update/Display
Include History

Appendices

A. Program Types

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

B. Proposal Types

Proposal Type	Description
Internal	Proposal being submitted to a program being funded from internal UD sources, rather than to a sponsor outside of UD. “Pilot grants” 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.
Pre-Proposal	Short summary of a proposal idea sometimes required by Sponsors as a first step in a two-step proposal process. The Sponsor evaluates the “pre-proposals” to choose which will be invited to submit a “full proposal.”
New	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 “New” at UD).
Resubmission	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.
Non-Competing Continuation	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 “non-competing continuation”).
Renewal	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 “competing continuation”).
Supplement	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.

C. Proposal Statuses

Status	Description	User
Draft	UD Financials automatically assigns “Draft” as a default status for initial proposals undergoing proposal data entry.	System-Assigned
Discontinued	The proposal status is changed to “Discontinued” if the PI decides to discontinue proposal before submission to the sponsor.	Research Office
Pending Approval	The proposal status is changed to “Pending Approval”; saving will allow the *Proposal Approval Summary Webform* to be launched.	Department
Submitted	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.	System-Assigned
Withdrawn	The proposal status is changed to “Withdrawn” if UD notifies sponsor that the proposal is withdrawn upon decision of the PI.	Research Office
Declined by Sponsor	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.	Research Office
Not Funded	Proposal was not selected by the agency. Equates to the legacy GMS status of rejected.	Research Office
Pre-Proposal Not Advanced	Pre-Proposal not invited for full proposal	Research Office
Awarded	UD Financials automatically changes the proposal status to “Awarded” when the *Generate Award* process runs. The Research Office Contract & 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.	System-Assigned <u>or</u> Research Office

D. Certification Codes

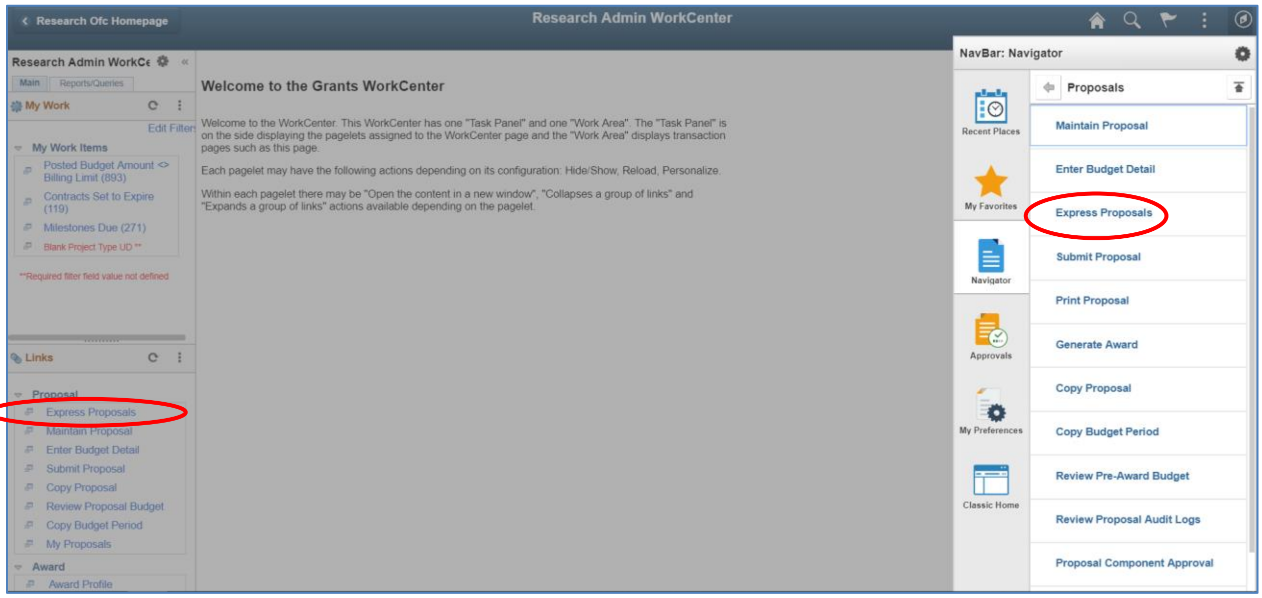
Certification Code	Short Description	Description
ANIMAL	Animal	Vertebrate Animals
CLIN	CLINICAL	Clinical Trial
COI	COI	Financial Conflict of Interest
DNA	Recomb DNA	Recombinant DNA
ENVIR	ENVIR	Environmental Certification
EQUIP	EQUIP	Equipment Request in Budget
EXPCT	Export	Export Controls
HAZMAT	Hazardous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

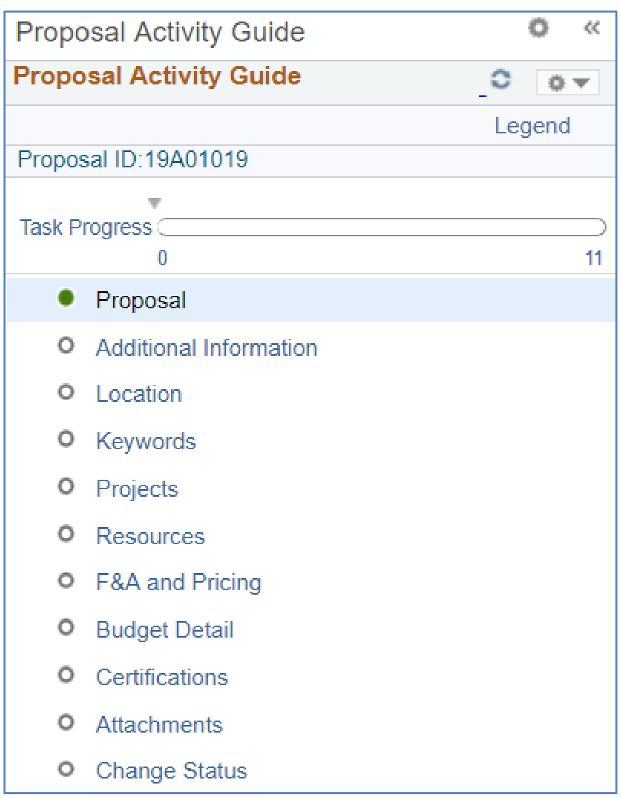
E. Express Proposals Tool

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.





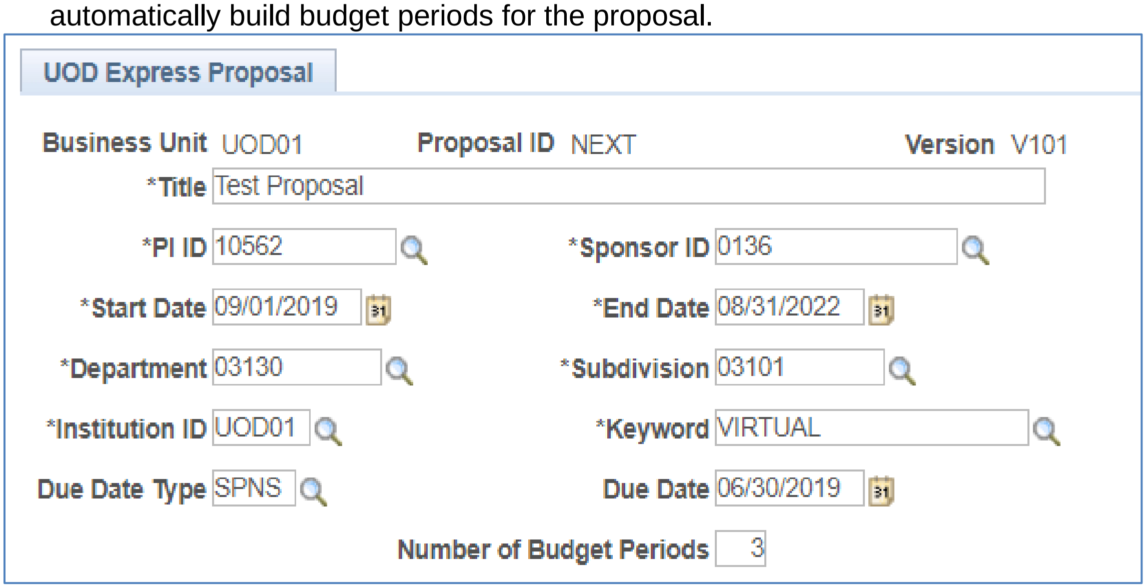
Create a New Proposal

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.


UOD Express Proposal

Business Unit UOD01 Proposal ID NEXT Version V101

*Title Test Proposal

*PI ID 10562 *Sponsor ID 0136

*Start Date 09/01/2019 *End Date 08/31/2022

*Department 03130 *Subdivision 03101

*Institution ID UOD01 *Keyword VIRTUAL

Due Date Type SPNS Due Date 06/30/2019

Number of Budget Periods 3

4. Click **Save** to generate a new proposal; this will create new a **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.

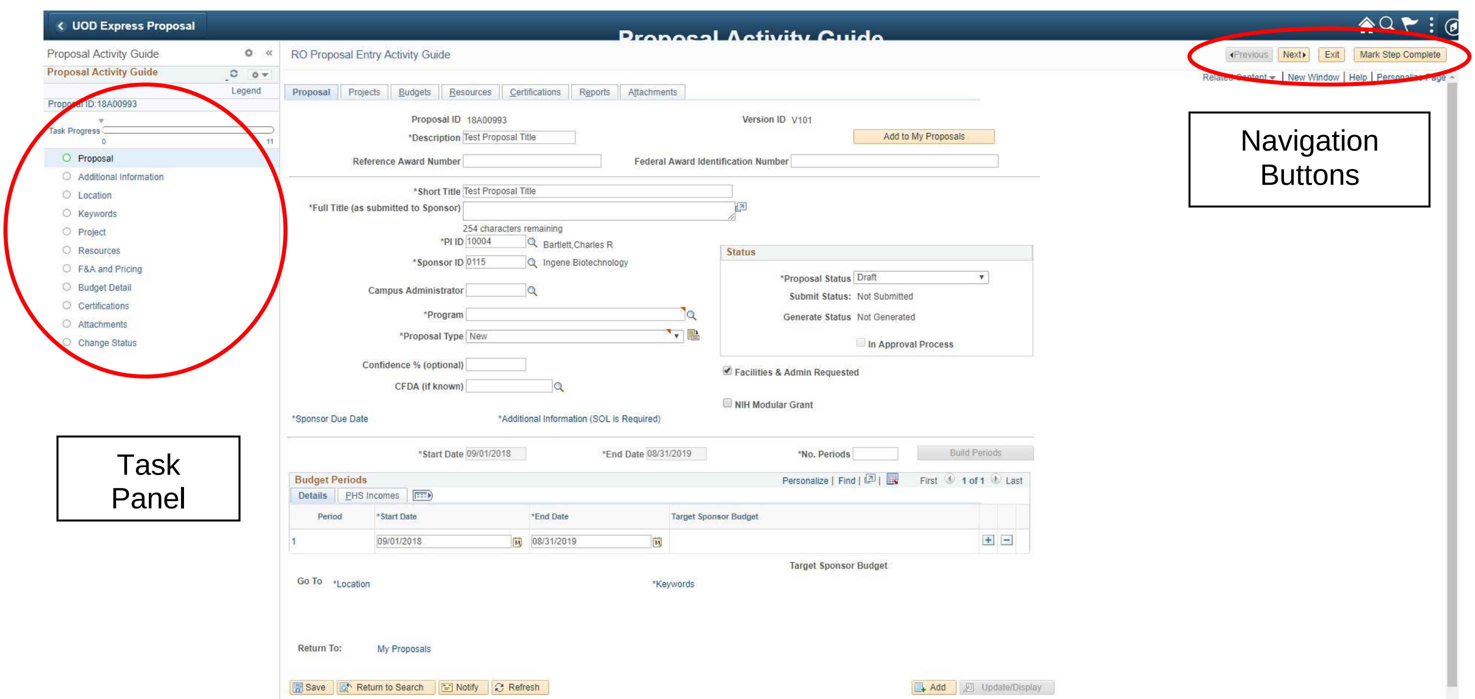
Previous: Takes the user back one step. For example, if the user is on the “Project” step, clicking Previous will take the user to the “Keywords” step.

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.

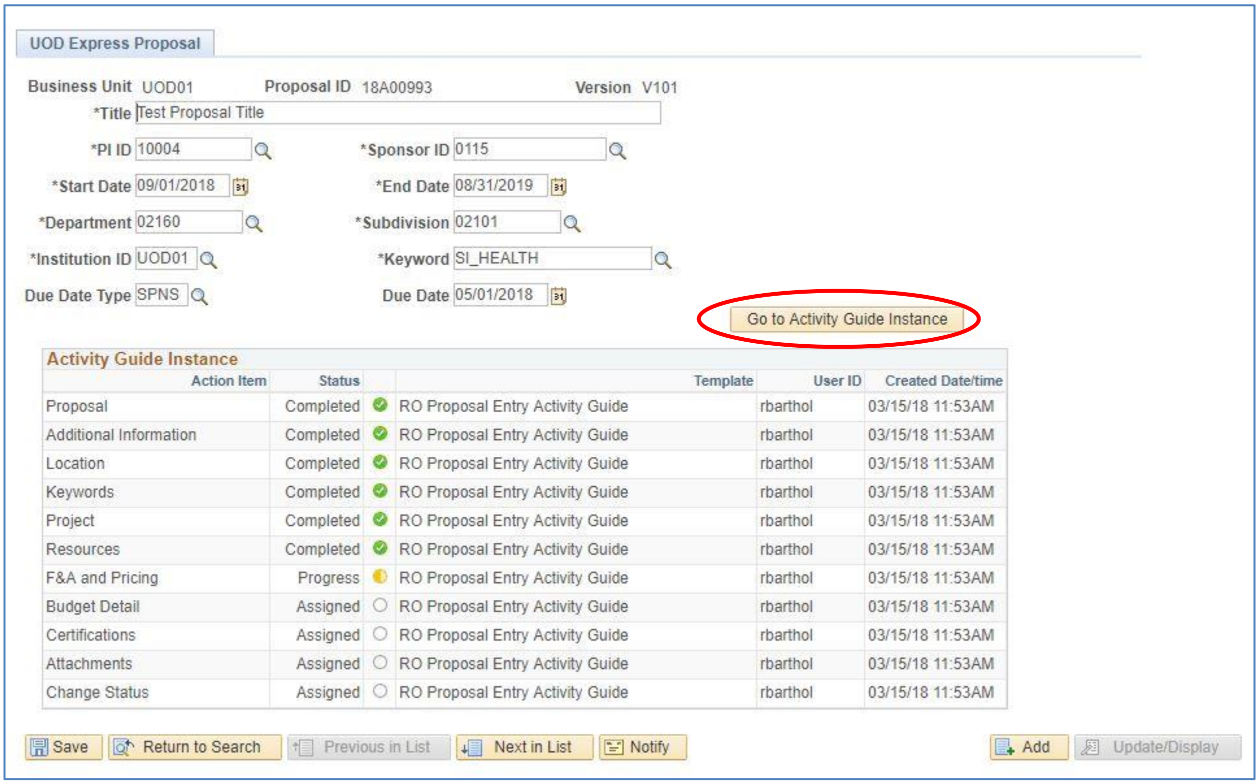
Mark Step Complete: Indicates that all the information required on a page has been input, and the step is complete. Clicking this will partially fill the progress bar and causes a green checkmark to appear next to the step that was just completed.



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.


UOD Express Proposal

Business Unit UOD01 Proposal ID 18A00993 Version V101
*Title Test Proposal Title
*PI ID 10004 *Sponsor ID 0115
*Start Date 09/01/2018 *End Date 08/31/2019
*Department 02160 *Subdivision 02101
*Institution ID UOD01 *Keyword SI_HEALTH
Due Date Type SPNS Due Date 05/01/2018

Go to Activity Guide Instance

Activity Guide Instance

Action Item	Status	Template	User ID	Created Date/time
Proposal	Completed	RO Proposal Entry Activity Guide	rbarthol	03/15/18 11:53AM
Additional Information	Completed	RO Proposal Entry Activity Guide	rbarthol	03/15/18 11:53AM
Location	Completed	RO Proposal Entry Activity Guide	rbarthol	03/15/18 11:53AM
Keywords	Completed	RO Proposal Entry Activity Guide	rbarthol	03/15/18 11:53AM
Project	Completed	RO Proposal Entry Activity Guide	rbarthol	03/15/18 11:53AM
Resources	Completed	RO Proposal Entry Activity Guide	rbarthol	03/15/18 11:53AM
F&A and Pricing	Progress	RO Proposal Entry Activity Guide	rbarthol	03/15/18 11:53AM
Budget Detail	Assigned	RO Proposal Entry Activity Guide	rbarthol	03/15/18 11:53AM
Certifications	Assigned	RO Proposal Entry Activity Guide	rbarthol	03/15/18 11:53AM
Attachments	Assigned	RO Proposal Entry Activity Guide	rbarthol	03/15/18 11:53AM
Change Status	Assigned	RO Proposal Entry Activity Guide	rbarthol	03/15/18 11:53AM

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

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.