

Proposal Submission

UD Financials: PeopleSoft User Guide

University of Delaware Research Office Proposal Submission

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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:

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

Overall Process Steps

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

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

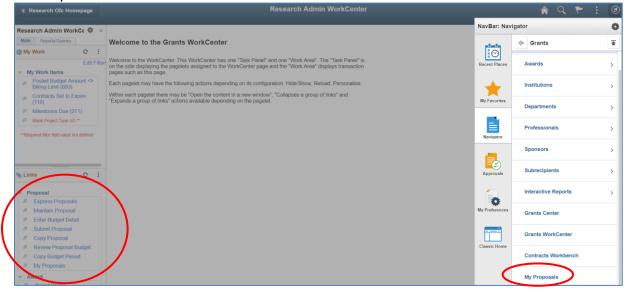
Traditional Navigation

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. <u>Traditional</u>: 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.

Maintain Pi	roposal											
Enter any infor	mation you	I have and	click Search	. Leave fie	lds bl	ank for	a list of all val	ues.				
Find an Exi	sting Value	e <u>A</u> dd	a New Value									
Search (Criteria											
Business	s Unit 😑 🔻]	UOD01		0	2						
	al ID begir		19A01003		0	2						
Versi	on ID begir	ns with 🔻			0	2						
	PI ID begir	ns with 🔻			0	2						
Spons	or ID begin	ns with 🔻			0	2						
	Type =						•					
s	tatus =	•					•					
Departme	ent ID begir	ns with 🔻			0	2						
Short	t Title begir	ns with 🔻										
Template Pro	posal begir	ns with 🔻										
Case Sen	sitive											
		_										
Search	Clear	Basic Se	earch 📴 🤅	Save Searc	ch Crit	teria						
Search Res	ults									_		
View All								Fi	rst (1	of 1 🔍	Last
Business Unit	Proposal ID	Version ID	PLID	Sponsor ID) Туре	Status	Department ID	Short Title		Temp	olate Pr	roposal
UOD01	19A01003	V101	702453559	0483	New	Draft	02590	UVT/NIH TEST PROPOSAL APRIL	201	9 N		

1.0 Create a New Proposal Record

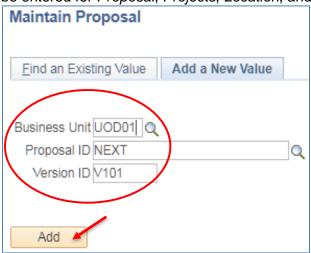
A new proposal record can be created in UD Financials via three methods. *Maintain Proposal* (Add a New Value) and Copy a Proposal are detailed below. The Express Proposals Tool is detailed in Appendix E.

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 <u>www.udel.edu/grants</u>.
- 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.

Copy Proposal				
Fron	n Proposal 19A01003			*To Proposal NEXT Q
From	Version ID V101			*To Version NEXT
From	Start Date 01/01/2020		\sim	To Start Date 01/01/2020
From	n End Date 12/31/2021			To End Date 12/31/2021
Budget Period				
EF Q				4
Budget Period	From Start Date	From End Date	To Start Date	To End Date
1	01/01/2020	12/31/2020	01/01/2020	12/31/2020
2	01/01/2021	12/31/2021	01/01/2021	12/31/2021
Project			Q I	◄ 1 of 1 ▼ ▶ ▶ I View All
From F Budget	Project ID 000000000020287	LKB TEST PROPOSAL	APRIL 2019 T	o Project ID NEXT Q
			∢ ∢	1-1 of 1 💌 🕨 🕨
Copy Fro	om Budget ID		To Budget ID	
€ 1			1	Q
Сору				

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

Proposal Projects Budgets Resources Certifications Reports Attachments Location Key	ey Words	
---	----------	--

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 Kev 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 <u>Appendix B</u>. Click Details he 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^Q, 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).
 - I. **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.

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- 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 deach applicable Type of additional information: common **Types** and entry instructions are below:

Туре	Entry Instructions					
Solicitation	Paste the reference URL to submission guidelines into Comments,					
(SOL)	and click Details 🖶 to add the Solicitation Title:					
	Additional Information Find View All First (1) of 2 (2) Last					
	•					
	**Type SOL					
	Comments					
Flow	Click Details 🖶 to lookup and select the Primary Sponsor :					
Through	Additional Information Find View All First (1 of 2) Last					
(FLW)	•					
	**Type FLW					
	Comments					
	Flow Through					
	Primary Sponsor 1103 Q OK Cancel Refresh					
Coot Choring						
Cost Sharing (CST)	Click Details to add information for mandatory cost share:					
(031)	Select the Required by Sponsor checkbox.					
	Enter the percentage required in the Source field. Additional Information Find I View All First ④ 2 of 2 ④ Last					
	Additional Information Find View All First (1) 2 of 2 (1) Last					
	**Type CST					
	Comments [2]					
	Cost Sharing					
	Required by Sponsor					
	Approved By Date of Approval					
	Source 5%					
	OK Cancel Refresh					
Other (OTH)	Add other pertinent information for the proposal in the Comments					
	box (ex: "Continuation of Award #")					
	End Date: Enter the proposal begin and end dates (MM/DD/YYYY).					
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.

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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.

Proposal I	ID 19A01003			Version ID V101		
*Descriptio	ON UVT/NIH TEST 2019			Add to My Proposals	-	
Reference Award Number	er	Federal A	ward Ident	ification Number		
*Short Tit	ILE UVT/NIH TEST PROPOSAL	L APRIL 2019				
*Full Title (as submitted to Sponso	or) UVT/NIH TEST PROPOSA		<u>م</u>			
222 characters remaining						
*PI	ID 702453559 Q Yien, Yv	vette Yee		Status		
*Sponsor	ID 0483 Q Vermon	it, University of				
				*Proposal Status Draft	\checkmark	
Campus Administrat	tor			Submit Status: Not Submitted		
*Progra	am RSCH5		Q	Generate Status Not Generated		
*Proposal Ty	pe New	•	✓ 📑	In Approval Process		
Confidence % (option	al)					
CFDA (if know				Facilities & Admin Requested		
CPDA (II KIIOW	vii)			Template Prop NIH Modular Grant	osai	
Sponsor Due Date	*Additional Informa	tion (SOL is Required)				
*Start Da	ate 01/01/2020	*End Date 12/31/2	2021	*No. Periods Build	Periods	
	0110112020	1210	2021			
Budget Periods				Personalize Find 🖾 🔢 🛛 First 🕚 1-2 (of 2 🕑 L	La
Details PHS Incomes [)						
Period *Start Date	*End Date	Previous End Date	e Next End Date	Target Sponsor Budget		
01/01/2020	12/31/2020	- II - I	►		+ -	-
01/01/2021	12/31/2021				+ -	-1

2.2 Projects

Proposal Proje	ects <u>B</u> udgets	Resources	<u>Certifications</u>	Reports	Attachments	Location	Key Words
----------------	----------------------	-----------	-----------------------	---------	-------------	----------	-----------

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:

Look Up	*De	epartment		2	×		
				Help)		
SetID)		UOD01				
Departmen	t be	gins with 🔻	031				
Description	n be	gins with 🔻					
Look Up		Clear	Cancel	Basic Lookup			
Search R	esul	lts					
View 100		First	1-43 of 4	43 🕑 Last			
Department	Department Description						
03101	ENGINEERING						
03102	?UD/DEL STATE COOP ENGINEERING						
03103	ENGR ACAD AFFAIRS						
03104	COL	LEGE ENG	R BUSINESS	OFFICE			
03106	MAT	FERIALS SC	IENCE				
03107	MTL	SCI & ENG	R-CCM				
03110	CHE	EMICAL & B	IOMOLECULA	AR ENGR			

- 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^Q and select the assigned Research Office Contract & Grants Specialist.
- g. **F&A Distribution:** Enter <u>only one</u> of the values below at **Percent Share**=100%, depending on sponsor type:

Depa	artment	Description
FA_F	EDERAL	Federal F&A Only (FA USE ONLY)
FA_S	STATE	State F&A Only (FA USE ONLY)
FA_C	DTHER	Other F&A Only (FA USE ONLY)
Proposal Project	ts <u>B</u> udgets <u>R</u> esources <u>C</u> ertifications <u>Reports</u> A	tachments
Proposal	ID 19A01003	Version ID V101
*Descriptio	DN UVT/NIH TEST 2019	
Proposal Projects		Find View All First 🕚 1 of 1 🕑 Last
Project ID:	00000000030287 🕜 Primary	+ -
*Project Title:	LKB TEST PROPOSAL APRIL 2019	
*Full Title (as submitted to	UVT/NIH TEST PROPOSAL APRIL 2019	
Sponsor): *Department:	BIOLOGICAL SCIENCES Q Research	Office Contact:Bradley,Lauren Kelly
*College/Institute:	ARTS & SCIENCES	
*Institution:	University of Delaware Q Other Co	ntacts Department Credit
	SPO Con	itact:
F & A Distributi	ion	Personalize Find 🔄 🔜 First 🕚 🕟 Last
*Department	Location	Comments Percent Share
Federal F&A Only	(FA USE ONLY)	100.00
Project Percent SI	hare: 100.00	

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. <u>WorkCenter</u>: 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.

Propo <u>s</u> al	Projects	Budgets	<u>R</u> esources	<u>C</u> ertifications	Reports	Attachments		
F	Proposal ID	19A01003				Version ID V101		
*[Description	UVT/NIH TES	ST 2019					
Proposal I	Projects						Find View All	
Порозан	Tojecta						Find View All	First 🕚 2 of 2 🕦 Last
Project II	D: NE	EXT_1	Prim	ary				

- 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

			1					
Proposal	Projects	Budgets	Resources	Certifications	Reports	Attachments	Location	Key Words

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.

Propo <u>s</u> al Projects <u>B</u> udgets <u>R</u> esources <u>C</u> e	tifications Reports Attachments Location	n
Proposal ID 19A01003	Version ID V101	
*Description UVT/NIH TEST 2019		
roposal Project		Find View All 🛛 First 🕚 1 of 2 膨 Las
Project ID 00000000030287	Title LKB TEST F	PROPOSAL APRIL 2019
Location		Find View All First 🕙 1 of 1 🕑 Last
*Location 0000005358 Q Des	cription DUPONT HALL	🗆 Foreign 🕑 Primary 😐 🖃
Address 1 127 THE GREEN Address 2 Address 3 UNIVERSITY OF DELAWARE		Ext Fax
City NEWARK		
County	Postal 19716	
State DE Delaware		
Go *Location	*Keywords	
📲 Save 🛛 🔯 Return to Search 🔄 Notify 📿 Re	iresh	📑 Add 🖉 Update/Display

*

2.4 Keywords

					-			
Proposal	Projects	Budgets	Resources	Certifications	Reports	Attachments	Location	Key Words

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. ٠
- 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 <u>www.udel.edu/grants</u>.
- 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^Q and select all applicable **Keywords** associated with the primary PI; build phrases by adding multiple Keywords. Click Save once all have been entered.

Proposal Projects Budgets Resources	Certifications Reports Attachments Key Words	
Proposal ID 19A01003	Version ID V101	
*Description UVT/NIH TEST 2019		
Key Word Detail	Personalize Find 🖉 🧱	First 🕚 1-3 of 3 🕑 Last
*Keyword	Description	
1 BIOLOGY	BIOLOGY	(+)=
2 BLOOD	Q BLOOD	+ =
3 HEMATOLOGY	A HEMATOLOGY	+ -
Go To *Location	*Keywords	
Return to Search Notify	2 Refresh	Add Update/Display
Proposal Projects Budgets Resources Certifica	tions Reports Attachments Key Words	

2.5 Resources

Proposal Projects Bu	udgets <u>R</u> esources	Certifications	Reports	Attachments	Location	Key Words
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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

Proposal Projects Budgets Resources Certifications Reports Attachments

		(-									
Propo	osal ID 19A01003			Version ID	V101						
*Desci	ription UVT/NIH TES	ST 2019									
Project									Find Vie	w All First (1)	l of 1 🕑 Last
-	00000000030287		Title		ROPOSAL A				Find vie	w Ali Filst 🐨 1	I OF 1 W Last
Resource	000000000000000287		nue	LKD TEST P	RUPUSAL A	PRIL 2019		The diam		(1) of 1 (1) Last	
Resource								Find Vie	WAII FIISU	U 1 OF 1 U Last	
Subrecipient								Find Vie	w All First	🕚 1 of 1 🕑 Last	
Subre	ecipient	Q 🖶 E	¹ @ <mark></mark>							+ -	
Professional								Personalize	Find 💷 🔠	First 🕙 1-2 o	of 2 🕑 Last
Research	*Employee ID	Name	*Other Role	Contact PI	Primary PI	Credit %	Reporting Role	Include in Award Header	Workflow Eligible	Details	_
	702453559 🔍	Yien, Yvette Yee	Principal Investigator				٩		¥	Pi -	+ -
	10003	Pletz,Ellen Mary	Key Personnel				٩				+ -
Go To *Location			*Key	words							
Return To:	My Proposals										
🔚 Save 🛛 💽 F	Return to Search	Notify 🕃 Refresh								📑 Add 🖉 Up	date/Display
		es Certifications Reports A	ttachments								
Froposar Frojecis	T Duugeta Resource	is recruiteduoris reports re	attacrimento								

2.6 Budgets

Proposal	Projects	Budgets	Resources	Certifications	Reports	Attachments	Location	Key Words
----------	----------	---------	-----------	----------------	---------	-------------	----------	-----------

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.

Propo <u>s</u> al	Projects	Budgets	<u>R</u> esources	<u>Certifications</u>	Reports	Attachments
P	roposal ID	19A01003				Version ID V101
*0	escription	UVT/NIH TES	T 2019			
roposal I	Project					Find View All First 🕚 1 of 1 📀 Last
	Project ID	0000000003	0287			Title LKB TEST PROPOSAL APRIL 2019
Budget H	leader					Find View All First 🕚 1 of 1 🕑 Last
	Budget ID	1				*Project Title UVT/NIH TEST PROPOSAL APRIL 20
<	Start Date	01/01/2020				End Date 12/31/2021
						Include in Proposal
Budge	t Period					Personalize Find 💷 👪 🛛 First 🕚 1-2 of 2 🕑 Last
Period	s	tart Date	End Date	An	nount	
1	0	1/01/2020	12/31/20	20		
2	0	1/01/2021	12/31/20	21		

- 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.

Proposal Projects	Budgets	Resources	Certifications	Reports	Attachments	
Proposal IE) 19A01003				Version ID V101	
*Descriptior	UVT/NIH TES	ST 2019				
Proposal Project					Find View All First 🕚 1 of 1 🕑	Last
Project IE	0000000003	30287			Title LKB TEST PROPOSAL APRIL 2019	
Budget Header					Find View All First 🕚 1 of 1 🕑	Last
Budget I	D 1				*Project Title UVT/NIH TEST PROPOSAL APRIL 20	

- 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.

Budget Pe	Start Date	End Date	Amount	Personalize Find 🖾 🔢	First 🕙 1-2 of 2 🕑 Last
1	01/01/2020	12/31/2020			
2	01/01/2021	12/31/2021			
*F & A and Pr	ricing Setup			Total	

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)
Туре	Description	Туре	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
RSOFI RSOFS RSONF RSONI	Industrial Research Off Campus State Research Off Campus Federal Research On Campus	TROFS TRONF TRONI TRONS	State Training Off Campus Federal Training On Campus Industrial Training On Campus 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	F&A Base, F&A Rate %, and Effective Date – Accept defaults (these are based on the selected Proposal Rate Type and
negotiated F&A.	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. <i>Note: Waived F&A is</i> <i>calculated if the Budget</i> <i>F&A Rate % is less than the</i> <i>Institution F&A Rate %.</i> <i>Such cases require an</i> <i>explanation be provided in</i> <i>the Proposal Approval</i> <i>Summary Webform prior to</i> <i>routing.</i>	 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**.

G	M_BUD_FA ×
F & A and Pricing Setup	· · · · · · · · · · · · · · · · · · ·
Proposal ID 19A01003	Version ID V101
Description UVT/NIH TEST PROPOSAL APRIL 2019	Budget ID 1
	Project ID 0000000030287
Institution Minus Funded	Sponsor Minus Funded
Contracts Related	
*Pricing Method As Incurred *Product RATE_BASED Q	
F&A Set Up	Q I I 1 of 1 🔻 🕨 I View All
*Rate Type RSONI Q RSONI Institution FA Base MTDC Q Modified Total Direct Cost	H → Institution Rates Q 1-2 of 12 ▼ ▶ View All Effective Date 07/02/2018 EA Rate % 56.00
	Effective Date 07/02/2018 FA Rate % 56.00 Effective Date 07/01/2018 FA Rate % 56.00
Sponsor Same as Institution	
FA Base MTDC Q Modified Total Direct Cost	Sponsor Rates Q I II II III View All
	Effective Date FA Rate %
Budget	
TA Base MTDC Q Modified Total Direct Cost	Budget Rates Q I I I I I I I I I View All
	*Effective Date 07/01/2018 📰 FA Rate % 56.00 + -
	*Effective Date 07/01/2015 🗰 FA Rate % 56.00 + -

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: Message

Warning Changing Rate Percentages or Rate Dates require recalculation of F&A Amounts on Budget Summary lines (9395,897)
Please Navigate to the Grants > Proposals > Enter Budget Details page and save the Page to recalculate the F&A Amounts with the changed Rates or changed Rate Effective Dates
OK

- 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 <u>www.udel.edu/grants</u>.
- 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.

on the Enter Budget Detail page under the summary Line Data section.						
Budget Item	Details 🔡	Entered				
Personnel/Salary (PERSON, SRPERS, OSRPER, etc.) NOTE: Additional personnel should not be added within the <i>Details</i> page; the preferred method is to add separate Budget Items on the main <i>Enter Budget Detail</i> page and update the <i>Details</i> 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 <i>Details</i> for each line.	each salary • Start D Budget • Fringe for the • DO NC Annua For the PI, • Row N Resour Webfor • Job Co • Appoir PERSO Calend	Budget Item : Date and End Date : Acceler the Period and ensures F&. Rate : Verify this is the of applicable Budget Item <i>DT USE</i> : Cost of Living I Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living I Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Cost of Living i Fringe Amt, Fixed Fri Co-PIs and any faculty vertices i Cost of Living i Cost of 	current and appropriate fr Increase Pct, Merit Incr nge Amt. with effort: the individual listed on th the <i>Proposal Approval S</i> cept defaults (per HR reco r the applicable Budget I = Academic; OSRPER = cent; common entries bel	s the ringe rate rease Pct, e cummary ords). tem (i.e. =		

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 <i>Details</i> page (e.g. University of South Carolina; verify the name is the same as what was entered on the <i>Resources</i> page). For multiple sub-recipients, add multiple <i>Details</i> pages. This maps to the <i>Proposal Approval Summary Webform</i> sub-recipient section showing the total amount of funds requested per each subaward.
Supplies (SUPL)	(Optional) Add multiple rows within the <i>Details</i> 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* hage.

Enter Budget Detail							
Proposal	19A01003	Currency	USD				
Version	V101	Start Date	01/01/2020		End Date	12/31/2021	
Title	UVT/NIH TEST PROPOSAL AF	PRIL 2019	Modular?				
Project ID	00000000030287	Budget Period	1				
Budget ID	1		01/01/2020			12/31/2020	
			Overall Cost Share		l	View F <u>A</u> Rate	
Details, CostShare, Justification							
■ Q						I	
Line Data More Line Data							
Line # Budget Item Description	Details	Total Direct Sponsor Dire	ct Cost Share	Mandatory Cost share	Institution Cost Share	t Third Party Cost Share	
10 SRPERS Q Senior Person	nel	10,000.00	Cost Share			(+) -
Sponsor Direct	10,000.00	Sponsor F&A	5,600.00	Total S	Sponsor Budget		15,600.00
Institution Cost Share	0.00	Institution Cost Share F&A	0.00	Total	Inst C/S Budget		0.00
Third Party Cost Share	0.00			Tota	I TP C/S Budget		0.00
Total Direct Return To Maintain Proposal	10,000.00	Total F&A	5,600.00		Total Budget		15,600.00

- f. Mandatory Cost Share: Select checkbox for all budget lines with related cost-share.
- g. <u>Cost Share</u>: 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.

Enter Bu	dget Detail											
		Proposal Version Title	19A01003 V101 UVT/NIH TE	ST PROPOSAL AP	RIL 2019	Currency Start Date			End Date	12/31/2021		
		Project ID Budget ID	0000000000 1	30287	E	Budget Period Start Date			End Date	12/31/2020 /iew F <u>A</u> Rate		
Details, Cos	stShare, Justificates ta More Line									1-2 of	2 *	
Line #	*Budget Item	Description		Details	Total Direct	Sponsor Dire	ct Cost Sha	re Mandatory Cost share	Institution Cost Share	Third Party Cost Share		
10	SRPERS Q	Senior Perso	nnel		10,000.00	10,000.00	Cost Sha	e 🛛			+	-
20	SUPL Q	Supplies			1,000.00	500.00	Cost Shar	e	500.0	0	+	-
		Sponsor Direct tution Cost Share Party Cost Share		,500.00 500.00 0.00		Sponsor F&A ost Share F&A	5,880.0 280.0	0 Total	Sponsor Budget Inst C/S Budget II TP C/S Budget			16,380.00 780.00 0.00
		Total Direct	11,	,000.00		Total F&A	6,160.0	0	Total Budget			17,160.00
						Cost Sha	are					×
		Budget Period t Line Number				Start Dat *Budget Iter		0 End Dat Supplies	te 12/31/2020			Help
Cost	Sharing	Total Direc			1,000.00			Cost Share Percent		0	50	0.00
	Sharing Distr	ibution						Q i 14	1-1 of	1.	`	/iew All
		*Department	02590	BIOLOGI	CAL SCIENCES	C/S Pct	100.00	C/S Direct		500.00	+	
Th	ird Party							Q 14	4 1-1 of	1 •	1.1	/iew All
		Description				C/S Pct		C/S Direct			+	
					Distr	ibution Tota	ls 100.00		500.00			

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

	```	,	``	, ,	
Sponsor Direct	10,500.00	Sponsor F&A	5,880.00	Total Sponsor Budget	16,380.00
Institution Cost Share	500.00	Institution Cost Share F&A	280.00	Total Inst C/S Budget	780.00
Third Party Cost Share	0.00			Total TP C/S Budget	0.00
Total Direct	11,000.00	Total F&A	6,160.00	Total Budget	17,160.00

#### Back to Table of Contents

- 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 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 <u>Copy Budget Period</u> 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:

Сору В	udget Period				
From			То		
	Business Unit	UOD01	Business Unit	UOD01	
/	Proposal ID	19A01003	*Proposal ID	19A01003	Q
	Version ID		Version ID	V101 Q	
	Proposal Project	00000000030287	Proposal Project	0000000030287	Q
	Budget ID	1	*Budget ID	1	Q
	Budget Period	1	To Budget Period	2	
			Escalation	0.00	
				Сору	

- 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.

Copy Budget Period					
From		То			
Business Unit	UOD01	В	usiness Unit	UOD01	
Proposal ID	19A01003		*Proposal ID	19A01003	X
Version ID	V101		Version ID	V101 Q	
Proposal Project	00000000030287	Prop	osal Project	00000000030287	Q
Budget ID	1		*Budget ID	1	Q
Budget Period	1	Το Βι	udget Period	2	
			Escalation	0.00	
				🔶 Сору	

- 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**

Proposal	Projects	Budgets	Resources	<u>C</u> ertifications	Reports	Attachments	Location	Key Words
----------	----------	---------	-----------	------------------------	---------	-------------	----------	-----------

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**: Lookup⁴ 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 <b>Protocol Status</b> 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 <i>Environmental Health &amp; Safety</i> department.
Vertebrate Animals or Animal Tissues (ANIMAL)	Required for proposals involving animals. The PI will be responsible for obtaining applicable approval from UD's <i>Institutional Animal Care &amp; Use Committee (IACUC).</i>
Human Subjects (HUMAN)	Required for proposals involving human subjects. The PI will be responsible for obtaining applicable approval from UD's <i>Human Subject Institutional Review Board (IRB)</i> .

- 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).

Propo <u>s</u> al	Projects	<u>B</u> udgets	Resources	Certifications	Reports A	Attachm	ients				
Proposal ID 19A01003						V	ersion ID V101				
*[	Description	JVT/NIH TEST 2019									
Project									Find View All First 🕚	1 of	1 🕑 Last
Project ID 00000000030287 Title LKB TEST PROPOSAL APRIL 2019											
Certific	cation						F	Perso	onalize   Find   💷   🔜 👘 First 🕚 1-4 o	f 4 🍳	Last
Certifi	cation Info	Review	and Status								
*Certifica	tion Code		*Protocol Statu	S	Approval Date		Expiration Dt		Protocol Number		
EQUIP		Q	Yes - Approve	ed 🔻	04/01/2019	21	03/31/2021	31		+	-
RENOV	RENOV Q Yes - Approved		ed 🔻	04/01/2019	31	03/31/2021	31		+	-	
HUMAN Q Yes - Approved		ed 🔻	04/01/2019	31	03/31/2021	31	123456	+	-		
ANIMA		Q	Yes - Approve	ed 🔻	04/01/2019	31	03/31/2021	31	654321	÷	-

#### **2.8 Attachments**

Proposal Projects Budgets Resources Certifica	ons Reports Attachments Location Key W
-----------------------------------------------	----------------------------------------

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.

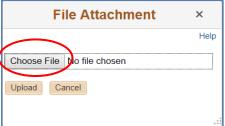
Attachments (as applicable)	Document Name (per naming convention)
Proposal Abstract/ Project Description	ProposalID_abstract
Budget Justification	ProposalID_budjust
<ul> <li>Subaward Documents (examples listed below; scan together and attach as one document)</li> <li>Statement of Work</li> <li>Letter of Intent</li> <li>Budget &amp; Budget Justification</li> <li>Subrecipient Commitment Forms</li> <li>Provider Category Determination Worksheet</li> </ul>	ProposalID_SOW_NAME
F&A Reduction	ProposalID_F&A
Match Notes	ProposalID_matchnotes
PI Eligibility	ProposalID_PI
Tuition Exceptions	ProposalID_Tuition
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. <u>Traditional</u>: NavBar > Grants > Proposal > Maintain Proposal > Attachments Tab
  - b. <u>WorkCenter</u>: WorkCenter > Maintain Proposal link > Attachments Tab
- 3. Click Add Attachment 🦉 (paperclip icon) to upload the file associated with the proposal.

Propo <u>s</u> al	I F	Projects	<u>B</u> udgets	<u>R</u> esources	<b>C</b> ertifications	Reports	Attachments						
Proposal ID 19A01003						Version	Version ID V101						
	*Des	cription	UVT/NIH TE	ST 2019									
Proposa	l Proj	ject						Find View All	First 🕚 1 of 1 🕑 Last				
	Pi	roject ID	0000000000	030287			Title Lł	KB TEST PROPOSAL APRIL 2019					
Attach	ment							Personalize   Find   🗖   🔢	First 🕚 1 of 1 🕑 Last				
Requests			Attached	File									
1													
GoTo ∗	Locati	ion					*Keywords						
🔚 Save	0	Return to	o Search	🖹 Notify 🕻	C Refresh				📑 Add 🛛 🖉 Update/Dis				
Proposal	Projec	cts   Budge	ets   Resour	ces   Certificatio	ons   Reports   Atta	achments							

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)

📕 🛛 🔁 📕 🗢 🛛 Proposal Data										
File Home Share View										
← → → ↑ 🖡 > This PC > Documents > Proposal Data										
Quick access	Name ^	Date modified	Туре	Size						
	19A01184_BUDJUST.pdf	8/24/2018 6:01 PM	Adobe Acrobat D	160 KB						
o Creative Cloud Files										
neDrive - Huron Co										
🧢 This PC										
📙 3D Objects										
声 Desktop										

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 in 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.

Proposal         Projects         Budgets         Resources         Certifications         Reports         Attachments										
Proposal ID 19A01003 *Description UVT/NIH TEST 2019	Version ID V101 Add to My Proposals									
Reference Award Number Federal Award Identification Number										
*Short Title UVT/NIH TEST PROPOSAL APRIL 2019 *Full Title (as submitted to Sponsor) UVT/NIH TEST PROPOSAL APRIL 2019 222 characters remaining *PI ID [702453559] Yien, Yvette Yee *Sponsor ID [0483] Vermont, University of	Status									
Campus Administrator Q *Program RSCH5 Q *Proposal Type New	*Proposal Status Pending Approval  Submit Status: Not Submitted Generate Status Not Generated In Approval Process									
Confidence % (optional) CFDA (if known)	✓ Facilities & Admin Requested									
*Sponsor Due Date *Additional Information (SOL is Required)	NIH Modular Grant									
*Start Date 01/01/2020 *End Date 12/31/2021	*No. Periods Build Periods									

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.

Submission Official		
Proposal ID 19A Version ID V10		tle UVT/NIH TEST PROPOSAL APRIL 2019 ne Yien,Yvette Yee
Proposal Status Dr Proposal Valid From	raft	*Submit Status Not Submitted

5. Update the proposal information and Save (click double arrows to display breadcrumb list if the save button is not shown):

Research Admin WorkCe 🏶 📀	Proposal         Projects         Budgets         Resources         Certifications         Reports         Attachments	
Main Reports/Queries	Proposal ID 19A01003 *Description JV/T/NIH TEST 2019	Version ID V101 Add to My Proposals
✓ My Work Items	Reference Award Number Federal Award Ide	ntification Number
Posted Budget Amount <> Billing Limit (893)	*Short Title UVT/NIH TEST PROPOSAL APRIL 2019	
Contracts Set to Expire (118)	*Full Title (as submitted to Sponsor) UVT/NIH TEST PROPOSAL APRIL 2019 222 characters remaining	
Milestones Due (265)     Black Project Type UD **	*PI ID [702453559 Q Yien, Yvette Yee *Sponsor ID [0483 Q Vermont, University of	Status

6. Return to the Submission page to update the Submit Status to "Submitted" and click Save.

# University of Delaware Research Office Proposal Submission

# UD Financials: PeopleSoft Version 9.2

Submission Official					New Will
Proposal ID Version ID	19A01003 V101	Title Pl Name	UVT/NIH TEST PROPOS Yien,Yvette Yee	SAL APRIL 2019	
Proposal Status Proposal Valid From Received	Draft		*Submit Status Proposal Valid To Transmission By	Not Submitted Not Submitted Submitted	
Sponsor Proposal ID Sponsor Location Submitted On	Vermont, University of				
Return To Maintain Proposal					
Save Return to Search No	otify				

# 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. <u>WorkCenter</u>: 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.

## University of Delaware Research Office Proposal Submission

Copy Proposal										
Fror	m Proposal 19A01003			*To Proposal 19A01003 Q						
From	From Version ID V101 *To Version F101									
From	From Start Date 01/01/2020 To Start Date 01/01/2020									
Fror	m End Date 12/31/2021			To End Date 12/31/2021						
Budget Period										
₽, Q				1-2 of 2 🔹						
Budget Period	From Start Date	From End Date	To Start Date	To End Date						
1	01/01/2020	12/31/2020	01/01/2020	12/31/2020						
2	01/01/2021	12/31/2021	01/01/2021	12/31/2021						
Project			Q   H	I of 1 ▼ ▶ ▶ I View All						
From Budget	Project ID 0000000000028Z I Primary Project	.KB TEST PROPOSAL A	APRIL 2019 To	o Project ID 00000000030287						
III Q			14 4	1-1 of 1 🔻 🕨						
Copy Fr	From Budget ID To Budget ID									
<b>⊘</b> 1			1	Q						
Сору										

- 7. Update information for the final "F101" proposal version:
  - a. Navigate to <u>Resources</u> 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.

Professional	Professional Personalize   Find   🖉   🧱 F										of 2 🕑 Last
Research	*Employee ID	Name	*Other Role	Contact PI	Primary PI	Credit %	Reporting Role	Include in Award Header	Workflow Eligible	Details	
Ø	702453559 🔍	Yien, Yvette Yee	Principal Investigator				Q			1	+ -
	31275 Q	Flynn,Sharon D	Sponsored Research Q				Sponsored R Q	•			+ -

- b. Navigate to <u>Enter Budget Details</u> to update the budget for the final proposal if necessary.
   If the budget amount is increasing, a <u>revised webform must be routed</u> 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.

Query View	ver										
Enter any inform	nation you have a	nd click Search. Leave field	ds blank for a list of all	values.							
	*Search By	Query Name			OVPR_SPONSOR						
	Search	Advanced Search									
Search Res	sults										
	*Folder View	All Folders	Ŧ								
Query										1-3 of 3 🔹	View All
Query Name		Description		Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
OVPR_SPON	SOR_LIST	List of OVPR Spons	ors	Public	(	HTML	Excel	XML	Schedule	Lookup References	Favorite
OVPR_SPON	SOR_NAME	List of OVPR Spons	ors by Name	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
OVPR_SPON	SOR_TYPE	List of OVPR Spons	ors and Type	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- 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. <u>Traditional</u>: 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.

Sponsor G	ieneral		
<u>F</u> ind an Ex	kisting Value	Add a New	Value
SetID	UOD01 Q		
Customer ID	6824	Q	
Add			

c. Click "Add"

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## **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.

General Info	tails	Attributes	Bill To Options	Ship To Optic	ons	Sold To Options	Miscellaneous General In	fo
SetID UOD01		Spo	nsor 6824				General Info	) Links
*Statu	Is Activ	ve	Copy From	Customer			Level	Regular •
*Date Adde	d 01/0	1/1951	*Sinc	01/01/1950			*Туре	User 1 •
*Name	1 Test	Sponsor					*Short Name	TS
Name	2							
Currency Coo	le USD	Q	Rate Type	CRRNT	Q			
Roles								
<ul> <li>Bill To Customer Bill To Selection</li> <li>Ship To Custome Ship To Selection</li> </ul>	r		Corresp Remit F	oondence Cust ondence Select from Customer	ion			
<ul> <li>Sold To Custome Sold To Selection</li> <li>Broker Customer</li> </ul>	-		Corpora Corpora	te Selection dation Custon	ner		Consolidation Bu	isiness Unit
Indirect Custome	r		Grants	Management S	ponso	r		
Federal Attributes								
E Federal Custome	r		Tradi	ng Partner Cod	le		Disbursing (	Office
Appropriation Sy	mbol No	t Required fo	r Reimbursable Agree	ments				

Continuing at the General tab:

- 9. Team Code: OVPR.
- 10. Check the **Default** checkbox
- 11. **Description**: Enter Primary Address

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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

Support Tear	ns						
■; Q					I	1-1 of 1 🔻	View All
Team Code		Default	Description				
OVPR	(	۵.	Office Vice Provost Res	search			+ -
Address Lo	ocations				Q    4		View All
			🗷 Bill To	✓ Primary	Broker	Primary	+ -
	*Location	1	Ship To	Primary	Indirect	Primary	
D	escription	Primary Address	Sold To	<ul> <li>Primary</li> <li>Primary</li> </ul>	Corresponde		
			RFID Enabl	ed VAT Defa	ult VAT Servi	ice Treatment Setup	
Address De	etails			(	२ । । । । 1	1 of 1 🔹 🕨	View All
*Effective Date Tax Code	01/01/1951		*Status Language Code	Active	T		+ -
Physical Nature Alternate Name 1		•	Where Performed Alternate Name 2		<b>Y</b>		
Country	USA Q	United States					
	123 Main S						
Address 2	Grants Suit	e		View Phone Information			
Address 3							
City	Dover		In City Limit				
County			Postal 19901				
State	DE	Delaware					

#### **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**

General Info Details Attribute	s <u>B</u> ill To Options	Sold To Options	s <u>M</u> iscellaneous General Info	
SetID UOD01 Sponsor	6824			
Level	PRIM Q Primary S	Sponsor Level	Ederal	Allow CO-PI's
Sponsor Type	SOD Q State of D	Delaware	US Flag Carrier Required	Allow Multiple PI's
Program Type	Q		Foreign	Show Indirect Expenses on FFR
Reports To Sponsor	Q			
CFDA Number		Cost of Living Increase Pct		
Sponsor Base	MTDC Q	Sponsor Salary Cap	1,000,000.00	
Allowable Construction Pct		Not allowable Construction Pct		
Federal Share Percentage	100.00			
Letter of Credit Details				
Letter of Credit:				
Save Notify Refresh			Add	Update/Display Include History

# 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

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- 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

General Info Details	Attributes	Bill To Options	Ship To Options	Sold To Options	Miscellaneous General Info	
Set	ID UOD01		Sponsor 682	24		
Attributes As Of				Q	<b>∢ ∢</b> 1 of 1 ▼	View All
*Effective Dat	e 01/01/1951		*Status Acti	ve	•	+ -
Attributes Detail				Q    4	I of 1 ▼ ▶ ▶	View All
*Attribute Type *Use From Sponsor	NSFHERD	Q Same	pe for NSF HERD rpt As Sponsor Attribute	S		+ -
*Attribute Value Comments	Domestic Nonprof	t				R

## **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"

<u>G</u> eneral Info	Details	Attributes	Bill To Options	Ship To Options	Sold To Options	Miscellaneous Gen	əral Info		
SetID	UOD01	S	ponsor 6824	Test Spo	nsor				
Customer Bill	To Options					Q	I II.	<ul> <li>▲ 1 of 1 ▼</li> </ul>	View All
		*Effective Date	01/01/1951			*Status	Active	٣	+ -
		Currency Code	USD			Rate Type	CRRNT		
Responsibili	ties								
		Credit Analyst	SOD Q			Collector	OVPR3	Q	
		AR Specialist	Q			Bill Inquiry Phone		Q	
	E	Billing Specialist	OVPR3 Q			Billing Authority	OVPR3	Q	

# **Sponsors/Facilities Admin Rates**

- Navigate to Facilities Admin Rates via one of the following methods:
   a. <u>Traditional</u>: 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"

Facilities & Admin Rates				
Enter any information you have	and click Search. Leave fie	lds blank for a list of all values.		
Find an Existing Value				
✓Search Criteria				
SetID = ▼	UOD01	Q		
Sponsor ID begins with •	6824	Q		
Name 1 begins with 🔻				
Include History Case S	Sensitive			
Search Clear Basi	c Search 🖉 Save Search	) Criteria		

- 5. Effective Date: 01/01/1951
- 6. Check the **Same as Institution** checkbox

## 7. Click "Save"

Facilities Admin Rates	
Facilities Admin Rates	
SetID UOD01 Sponsor 6824	Test Sponsor
Facilities and Administration As Of	Q   I I I of 1 • FI   View All
*Effective Date 01/01/1951 ✓ Same as Institution Facilities Admin Waiver List	*Status Active • •
Detail	Q     I I I I I I I I View All
Save Return to Search Notify	Update/Display Include History
Notify Notify	opuate/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	System-
Dian	initial proposals undergoing proposal data entry.	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 <i>Proposal Approval Summary Webform</i> to be launched.	Department
Submitted	UD Financials will automatically update the proposal status to "Submitted" once the <i>Proposal Summary Approval Webform</i> 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 <i>Generate Award</i> 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

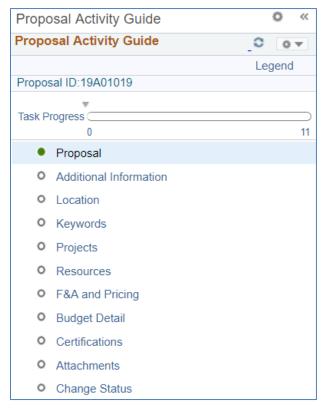
#### E. Express Proposals Tool

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 lefthand Task Progress sidebar.

Research Ofc Homepage	Research Admin WorkCenter		🏫 🤉 🏲 🕴 🤇
Research Admin WorkCe 🏶 👒		NavBar: Navi	igator
Main Reports/Queries	Welcome to the Grants WorkCenter		Proposals
🌐 My Work C 🚦		Ø	
Edit Filter	Velocime to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.	Recent Places	Maintain Proposal
Posted Budget Amount ⇔ Billing Limit (893)	Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.	- 🚣 🗄	Enter Budget Detail
Contracts Set to Expire (119)	Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.	My Favorites	Express Proposals
Milestones Due (271)		_	
Blank Project Type UD **     ""Required filter field value not defined			Submit Proposal
"Required tilter tield value not defined		Navigator	Print Proposal
S Links C i		Approvals	Generate Award
· Proposal			Copy Proposal
Express Proposals     Maintain Proposal		My Preferences	Copy Budget Period
Enter Budget Detail     Submit Proposal			Review Pre-Award Budget
Copy Proposal     Review Proposal Budget		Classic Home	
Copy Budget Period		Character Hollie	Review Proposal Audit Logs
# My Proposais			
⇔ Award			Proposal Component Approval
Award Profile			



#### 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:** Lookup⁴ 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^Q 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 *Title Test Proposa	Proposal ID NEXT	Version V101
*PI ID 10562	Sponsor ID 0136	Q
*Start Date 09/01/2019	*End Date 08/31/2022	31
*Department 03130	Subdivision 03101	Q
*Institution ID UOD01	*Keyword VIRTUAL	Q
Due Date Type SPNS 🔍	Due Date 06/30/2019	31
	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 Lavout

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 guicker 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.

	Proposal Activity Guido	<u>≜</u> Q v
oposal Activity Guide	« RO Proposal Entry Activity Guide	
oposal Activity Guide	0 0 1	Related Contant - New Window   Help   Person
pppm ID:18A00993	Legend Proposal Projects Budgets Besources Certifications Rgports Attachments	
*	Proposal ID 18A00993 Version ID V101	
k Progress	11 *Description Test Proposal Title Add to My Proposals	Navigation
O Proposal	Reference Award Number Federal Award Identification Number	INavigation
Additional Information		Buttons
O Location	*Short Title Test Proposal Title	20110110
C Keywords	*Full Title (as submitted to Sponsor)	
O Project	254 characters remaining	
C Resources	PFI ID 10004 Q Bartlett, Charles R Status	
> F&A and Pricing	*Sponsor ID 0115 Q Ingene Biolechnology *Proposal Status Draft *	
Budget Detail	Campus Administrator Q Submitted	
O Certifications	Program Q Generate Status Not odumited	
Attachments		
Change Status	*Proposal Type New  In Approval Process	
$\sim$ $\sim$	Confidence % (optional)	
	CFDA (If known) Q. CFDA (If known)	
	NIH Modular Grant	
	*Sponsor Due Date *Additional Information (SOL is Required)	
Task	*Sponsor Due Date *Additional Information (SOL is Required) *Start Date (9901/2019 *End Date (9901/2019 *Wo. Periods Build Periods	
Task	*Start Date (99/01/2018)         *End Date (99/01/2019)         *No. Periods         Build Periods           Budget Periods         Personalize   Find [22]         First % 1 of 1 @ Last	
Task Panel	*Start Date 09/01/2018 *End Date 09/31/2019 *No. Periods Build Periods	
	*Start Date (99/01/2018)         *End Date (99/01/2019)         *No. Periods         Build Periods           Budget Periods         Personalize   Find [22]         First % 1 of 1 @ Last	
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	*Start Date 09012018     *End Date 080312019     *No. Periods     Build Puriods       Budget Periods     Personalize   Fnd   [21]     First (1 of 1 (2))     East       Period     *Start Date     *End Date     Target Sponsor Budget     I     I       1     0901/2018     0903/32019     68     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I	
	"Start Date 0901/2018         "End Date 09031/2019         "No. Periods         Build Period:           Budget Periods         Personalize   End   [2]         First I of 1         Last           Period         "Start Date         "End Date         Target Sponsor Budget         Image: Target Sponsor Budget           1         0901/2018         09031/2019         060         Target Sponsor Budget         Image: Target Sponsor Budget	
	*Start Date 09012018     *End Date 080312019     *No. Periods     Build Puriods       Budget Periods     Personalize   Fnd   [21]     First (1 of 1 (2))     East       Period     *Start Date     *End Date     Target Sponsor Budget     I     I       1     0901/2018     0903/32019     68     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I     I	
	"Start Date 0901/2018         "End Date 09031/2019         "No. Periods         Build Period:           Budget Periods         Personalize   End   [2]         First I of 1         Last           Period         "Start Date         "End Date         Target Sponsor Budget         Image: Target Sponsor Budget           1         0901/2018         09031/2019         060         Target Sponsor Budget         Image: Target Sponsor Budget	
	"Start Date 0901/2018         "End Date 09031/2019         "No. Periods         Build Period:           Budget Periods         Personalize   End   [2]         First I of 1         Last           Period         "Start Date         "End Date         Target Sponsor Budget         Image: Target Sponsor Budget           1         0901/2018         09031/2019         060         Target Sponsor Budget         Image: Target Sponsor Budget	
	"Start Date 0901/2018         "End Date 09031/2019         "No. Periods         Build Period:           Budget Periods         Personalize   End   [2]         First I of 1         Last           Period         "Start Date         "End Date         Target Sponsor Budget         Image: Target Sponsor Budget           1         0901/2018         09031/2019         060         Target Sponsor Budget         Image: Target Sponsor Budget	
	*Start Date 08012018     *End Date 080312019     *No. Periods     Build Periods       Budget Periods     Personalize   Fnd   [21]     First (1 of 1 (2) Last       Period     *Start Date     *End Date     Target Sponsor Budget       1     09012018     00312019     60       06 To *Location     *Keywords     *Keywords	

#### 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.

siness Unit UOD01 P	roposal ID 1	18A/	00993 Version V101			
*Title Test Proposal Title						
*PI ID 10004	*	Spo	nsor ID 0115			
*Start Date 09/01/2018 3		*E	nd Date 08/31/2019			
Department 02160	*(	Sub	division 02101			
stitution ID UOD01			eyword SI_HEALTH			
e Date Type SPNS 🔍		D	ue Date 05/01/2018			
				Go to Activity Gu	ide Instance	
Activity Guide Instance						
Action Item	Status		Te	emplate User ID	Created Date/time	
Action Item Proposal	Status Completed	0	RO Proposal Entry Activity Guide	emplate User ID rbarthol	Created Date/time 03/15/18 11:53AM	
				An of the second s	the property of the second	
Proposal	Completed	0	RO Proposal Entry Activity Guide	rbarthol rbarthol	03/15/18 11:53AM	
Proposal Additional Information	Completed Completed	0	RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide	rbarthol rbarthol rbarthol	03/15/18 11:53AM 03/15/18 11:53AM	
Proposal Additional Information Location	Completed Completed Completed	0000	RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide	rbarthol rbarthol rbarthol rbarthol rbarthol	03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM	
Proposal Additional Information Location Keywords	Completed Completed Completed Completed	000000000000000000000000000000000000000	RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide	rbarthol rbarthol rbarthol rbarthol rbarthol	03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM	
Proposal Additional Information Location Keywords Project	Completed Completed Completed Completed Completed	000000000000000000000000000000000000000	RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide	rbarthol rbarthol rbarthol rbarthol rbarthol	03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM	
Proposal Additional Information Location Keywords Project Resources	Completed Completed Completed Completed Completed		RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide	rbarthol rbarthol rbarthol rbarthol rbarthol rbarthol rbarthol	03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM	
Proposal Additional Information Location Keywords Project Resources F&A and Pricing	Completed Completed Completed Completed Completed Completed Progress		RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide	rbarthol rbarthol rbarthol rbarthol rbarthol rbarthol rbarthol rbarthol rbarthol	03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM	
Proposal Additional Information Location Keywords Project Resources F&A and Pricing Budget Detail	Completed Completed Completed Completed Completed Progress Assigned		RO Proposal Entry Activity Guide RO Proposal Entry Activity Guide	rbarthol rbarthol rbarthol rbarthol rbarthol rbarthol rbarthol rbarthol rbarthol rbarthol	03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM 03/15/18 11:53AM	

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.