

# Kuali Research: Proposal Development Guide

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# **Proposal Development**

The Proposal Development module contains records of proposals created for routing and submission. Users enter data in this module and are limited to the Department with which they have the appropriate rights.

This module is open to certain campus users based on specific need and is not open to general campus users as the data contained within this module may be sensitive or proprietary. Investigators listed on a proposal can view that record and certify the proposal. Departmental and College Approvers have access to view and approve the proposals.

Access to this module is provided at a unit level based on business needs. Once the proposal has been submitted to the sponsor, the proposal data in this module may not be edited. No data in the Proposal Development module are included in the Data Warehouse and thus are not included on any institutional reports.

#### Please note:

- **Personnel:** Investigators and Key Persons are in the same section. You can determine who gets UMD credit, regardless of their role on the proposal.
- **Certification:** All UMD personnel (PI, Co-I, Multiple PI, Key Persons) <u>must</u> certify their proposal BEFORE the proposal can be submitted for routing. This can not be delegated to another user, and it can be done at any point before submitting the proposal for approval.
- **NSF Science Codes:** NSF Science Codes are required. The PI provides the science code, which is then added to the proposal on the Sponsor and Program Information section.

#### Kuali Research terminology

• **Cancel** means to "totally cancel". If you do cancel a proposal accidentally, you may copy it, but you cannot un-cancel the same proposal.

#### **Browser Navigation**

• DO NOT USE the browser navigation options when using KR Proposal Development. Doing so will prevent KR from performing its normal saves and validation checks as you move through the proposal.

## **Accessing Kuali Research**

To access Kuali Research visit: http://kr.umd.edu

On the Select Campus page, choose "UMD - College Park."

You will be prompted to log in with your UMD directory ID and password via the Central Authentication Service (CAS).

kuali				
Select Campus				
	UMaryland - Baltimore			
	UMD - College Park			

## **Dashboard Home Page**

When you log in to Kuali Research, the system displays the Dashboard Home Page. This page contains Dashboard cards and an expandable navigation bar that allows users to access various resources.

Navigation Bar					Fil	ter				Show/hid	e cards
KUALI RESEARCH	Dashboard										Show/hide cards
<ul> <li>Dashboard</li> <li>Search Records</li> </ul>	Proposals rout	ing to me		<b>▼</b> 2 F	ilter Applied   Sort by ~	Propos	als not routing				▼ Filter   Sort by ~
<ul> <li>Common Tasks</li> <li>All Links</li> </ul>	You're up! Alternate	You/reugit         Proposal #85198 - PI: Simon, Anne Elizabeth - Sponsor: USDA-Mational Institute of Food and Agric         Proposal         Proposal         But date: 701/2024         Last action: 7/01/2024 10:52 AM         Compliance							DF - test proposal f		
Reports     Configuration	You're up! Alternate	Proposal #84795 – PI: Simon, Jo Due date: 7/01/2024 Last actio	nathan Z – Sponsor: John n: 6/20/2024 2:03 PM	is Hopkins Univer Compliance	sity – Title: MEG Service	Prop	osal Proposal #8544 Due date: 10/31	4 – Pl. Varshney /2024 Last ac	y, Amitabh – Sponsor: tion: 10/24/2024 4:28	DOJ - US Department of J PM Compliance	ustice – Title: Questi
•					1-2 < >	Prop	osal Proposal #8544 Due date: 10/09	3 – PI: Fall, Djib /2024 Last ac	y – Sponsor: NASA - N tion: 10/24/2024 4:05	Aanagement Office – Title: PM	DF - test proposal f
	Proposal Proposal #85442 - PI: None - Sponsor: NASA - Intragegement Office - Title: DF - test validations - L Due date: 12/01/2024 Last action: 10/24/2024 3 56 MM						- test validations – L				
		$\backslash$				Prop	osal Proposal #8543 Due date: 12/15	9 – PI: Egloff, S /2024 Last ac	ally Louise – Sponsor: tion: 10/24/2024 1:05	US Department of the Inte	erior - National Park 1-5 of 2002 < >
	Proposal work	load assignments									▼ 1 Filter Applied
	Proposal Number	Principal Investigator	Sponsor	Lead Unit	Title			Due Date	↓ Last Action	Current Request(s)	Assigned Approver
🔿 Help 🖸	#84960	Santamaria Artigas, Andres Eduardo	NASA - Goddard Space Flight Center	CC010769	Participation in the ESA Sentir Ensure Surface Reflectance D	nel-3 NG Mission ata Continuity o	n Advisory Group to f NASA EOS Missions	07/09/2024	07/01/2024 5:44 PM	Hunsaker, Rebecca I	
(i) About	#85230	Stewart, Kathleen E	University of Maryland- Baltimore	CC010769	Epidemiological and ecological knowlesi malaria in Thailand	al determinants	of emerging Plasmodium	07/03/2024	06/26/2024 3:45 PM	Hunsaker, Rebecca I	
ப் Logout	<u>#79866</u>	Becker-Reshef, Inbal	Bill and Melinda Gates Foundation	CC010769	Enabling Crop Analytics at Sca	ale II (FCDO-DF)		01/15/2024	11/29/2023 4:28 PM	Loboda, Tatiana V.	
🕤 Miller, Carolyn LaLumiere 🖸	<u>#72495</u>	Potapov, Peter	Amazon Web Services	CC010769	GLAD Amazon Web Service O	pen Data Spons	orship Program	12/14/2022	12/12/2022 2:57 PM	Frankenfield, Jill Allane	
Expand/Collapse											

# Dashboard

After you log into Kuali Research, you will see the Dashboard Home page. There are three sections called "cards" presented, which are named "Proposals Routing to Me," "Proposals Not Routing," and "Proposal Workload" that all relate only to Proposal Development activities. You may elect to hide any cards you wish not to see by clicking on the "Show/Hide Cards" button and unchecking each.



#### **Proposals Routing to Me Card**

This card allows Proposal Development Approvers to easily monitor proposals queued up for their approval and watch for proposals they will soon have to approve. If you are not an approver, you will not see any records in this card and may choose to hide it if you prefer.

#### **Proposals Not Routing Card**

Proposal Creators may use this card to monitor which proposals they are still working on and haven't been submitted for approval yet. This card also allows Proposal Development Approvers to monitor which proposals have been created and not yet submitted for their approval. To open a proposal to view or edit, click on the entry. If you are a Proposal Creator with edit rights in the Proposal's Lead Unit, you will be placed in edit mode after clicking on the entry.

			F	ilter	So	rting Options	
Proposals not	routing					▼ Filter Sort by ~	
Proposal	Proposal #63162 - PI: Due date: 10/28/2021	Miller, Ca Last act	<b>rolyn – Sponsor: DH</b> tion: 9/29/2021 8:19	HS-Health R AM Com	esources pliance	and Services Administrati	
Proposal	Proposal #63161 - PI: Due date: 10/28/2021	Miller, Ca Last act	<b>rolyn – Sponsor: NA</b> tion: 9/28/2021 12:5:	SA - Propos 2 PM	al Only –	Title: Proposal for Investig	
Proposal	Proposal #63153 – PI: Miller, Carolyn – Sponsor: DHHS-Health Resources and Services Administrati Due date: 10/28/2021 Last action: 9/28/2021 10:47 AM Compliance						
Proposal	Proposal #63152 - PI: Due date: 10/28/2021	Miller, Ca Last act	<b>rolyn – Sponsor: DH</b> tion: 9/28/2021 10:4:	HS-Health R 2 AM Cor	esources npliance	and Services Administrati	
Proposal	Proposal #63151 – PI: Due date: 10/28/2021	Miller, Ca Last act	<b>Type</b> Human Subjects	Status Not yet ap	oplied	and Services Administrati	
		/	Financial COI	Not yet ap	oplied	1-5 of 1164	
Com	pliance Iter	ns	View	Addi	tion	al Records	

#### **Proposal Routing Card Features**

Both the "Proposals Routing to Me" and "Proposals Not Routing" cards have similar options that allow you to better utilize and tune the cards to better suit your needs.

#### **Compliance Items Tag**

If a proposal has a Compliance item listed, you may click on the "Compliance" Tag Compliance to get a quick view of each item and its status.

#### View Additional Records

Clicking on the directional buttons in the bottom right (\*) allows you to view the total number of records in each card and navigate through the full listing.

#### **Sorting Options**

You have options to sort the entries in each card based on your own preferences:

- **Deadline Date** Sort by the proposal deadline. This is a good option to prioritize proposals that will require approvals in the "Proposals Routing to Me" card or will need to be submitted for approval soon in the "Proposals Not Routing" card. (NOTE: If a deadline date wasn't added by the proposal creator it will be at the end of your list in both ascending and descending order)
- Last Action Taken Sort proposals by the most recently approved or saved activity.
- Principal Investigator Sort proposals by PI.
- Proposal Number Sort proposals by Proposal Number.
- **Sponsor Name** Sort proposals by Sponsor Name.
- **Step to Approve** (Only for "Proposals Routing to Me") Sort proposals by how many steps until they require your approval. This is also a good option that allows you to prioritize your view to show what proposals you may immediately act on to approve.

#### **Proposal Workload Card**

This card allows anyone with Proposal view access to see which proposals are still currently in the process of being approved across all routing stops. Unlike the "Proposals Routing to Me" card, you will see each proposal listed throughout the entire approval process once it has been submitted for approval. When viewing the "Current Request(s)" column you can observe who the current primary approver is (e.g. Chair, Dean, ORA Representative). The "Assigned Approver" field will always be blank. Once a proposal has been completely approved, it will be removed from this card. If a proposal is recalled or returned, it will also be removed from the card until it gets routed for approval again.

Proposal Number	Principal Investigator	Sponsor	Lead Unit	Title	Due Date	$\downarrow$ Last Action	Current Request(s)	Assig Appr
<u>#85198</u>	Simon, Anne Elizabeth	USDA-National Institute of Food and Agriculture	CC010861	SP: Enhancing the efficacy of current treatments to provide a lasting solution to HLB	07/01/2024	10/25/2024 2:00 PM	McIver, Kevin S.	
#84889	Shi, Meiqing	NIH-Proposal Only	CC010693	Mechanisms of brain invasion by Cryptococcus neoformans	07/03/2024	10/15/2024 12:26 PM	Vernon, Jessica A.	
#85269	Hui, Bronson	Language Learning Journal	CC010739	SLLC Language Learning Are Formulaic Sequences Actually Vocabulary: A Perspective from Assessment and the Contributions of PSTM and Exposure	07/15/2024	10/15/2024 12:15 PM	Scullen, Mary Ellen	
#85139	Ogawa, Sanshiroh	Educational Testing Service	CC010739	SLLC ETS Evaluation of the Use of AI Voices in the TOEFL Junior Standard Test Listening Section	07/15/2024	07/01/2024 6:18 PM	Wright, Julie O'Donnell	
#85397	Sztein, Marcelo B.	NIH-National Institutes of Health	10218000	Immune Mechanisms of Protection in Salmonella Infection and Vaccination in Humans	07/05/2024	07/01/2024 5:52 PM	UMB SOM Deans Office Approvers	
#84960	Santamaria Artigas, Andres Eduardo	NASA - Goddard Space Flight Center	CC010769	Participation in the ESA Sentinel-3 NG Mission Advisory Group to Ensure Surface Reflectance Data Continuity of NASA EOS Missions	07/09/2024	07/01/2024 5:44 PM	Hunsaker, Rebecca I	
#85348	Janowski, Miroslaw	University of Maryland, College Park	10403000	Automated Stem Cell Radiolabeling via 3D Microprinting-Enabled Microfluidics	07/02/2024	07/01/2024 5:41 PM	UMB SOM Deans Office Approvers	
<u>#84881</u>	Lee, Vincent T.	NIH-National Institutes of Health (Other Institute)	CC010861	Linear diribonucleotides regulation of bacterial physiology and chronic biofilm infections	07/05/2024	07/01/2024 5:37 PM	Peters, Stephanie L.	
#85338	Agonafer, Damena	University of Kansas Center for Research, Inc	CC010925	MOU for the Collaborative NSF EARTH Proposal (NSF 22-580) - Updated	07/08/2024	07/01/2024 4:31 PM	Egloff, Sally Lot	
#85188	Sin, Steve S	Culmen International	CC010752	Non-Disclosure Agreement between Culmen International and START for the Biological Laboratory Network Mapping Assessment and Optimization in Chile Project	06/26/2024	07/01/2024 4:10 PM	Egloff, Sally Lot 25	
Ĩ					David		Rows per page 10 ~	1-10 c

#### **View Additional Records**

You can view how many records there are in the card and navigate through the full listing by clicking on the directional buttons in the bottom right (< >). You may also increase the number or records visible per page by clicking on the "Rows per Page" option and selecting a larger number.

#### **Sorting Options**

You may sort any of the columns by clicking the column header to view either in ascending or descending order.

#### Hints and Tips!

## C Refreshing

When you return to the Dashboard page after approving or taking action in a proposal, you may not see those changes instantly reflected on the Dashboard page. The Dashboard page will refresh automatically every 5 minutes. If you want to refresh your results sooner than that, you may click on the refresh button in your web browser. (Shortcut Keys: "F5" in Windows, "Command" + "R" on Macs).

**NOTE:** Clicking on the Dashboard button (1) does not refresh the page while you are on it.

## Missing Updates?

If you performed an action between 3:30 am and 5:30 a.m. ET, it may not be reflected on the dashboard or "Search Records" page results due to a KR job that runs overnight to re-index dashboard data. You may reference emails (which still get sent during this timeframe) or use the Common Tasks > "Search Proposal Development" page to retrieve and review your proposal. If the proposal is edited or approved, it will show back up on the dashboard and "Search Records" page results that day. Otherwise, the proposal will appear as expected after the nightly job runs again.

## **Searching for an Existing Proposal**

You may find and open proposals from several different areas, including within Dashboard Cards, the Search Records page, and the traditional proposal development search page.

### Searching for an Existing Proposal within Dashboard Cards

Sort

In any of the cards, you may sort in various ways to see what proposals are still being worked on and what proposals are in the approval process. To open a proposal to view or edit, click on the entry. If you are a Proposal Creator with edit rights in the Proposal's Lead Unit, you will be placed in edit mode after clicking on the entry.





### **Proposal Workload Assignment**

Proposal workload assignments Click Any Column Header to Sort								▼ Filter	
Proposal Number	Principal Investigator	Sponsor	Lead Unit	Title	Due Date	↓ Last Action	Current Request(s)	Assigned Approver	
#84960	Santamaria Artigas, Andres Eduardo	NASA - Goddard Space Flight Center	CC010769	Participation in the ESA Sentinel-3 NG Mission Advisory Group to Ensure Surface Reflectance Data Continuity of NASA EOS Missions	07/09/2024	07/01/2024 5:44 PM	Hunsaker, Rebecca I		

#### Filter

In any of the cards, you may filter on various items. You can have multiple filters set simultaneously. To remove a filter, click on the X to the right of the filter.

E	ilter Choices	Remove Filter
		▼ Filter Sort by ~
Select 🗢	contains	
Select		Landisclosure
Activity Type		
Deadline Date	3/25/2020 1:52 PM	gwn rreugeerters Servi
Initiator		
Lead Unit Name	hen – Sponsor: Honeywell Interna	ational – Title: Nondisclo
Lead Unit Number	3/07/2020 1:52 PM	
Opportunity ID	ny – Sponsor: Element Aero – Tit	le: Nondisclosure Agree
Principal Investigator	2/15/2021 4:23 PM Complianc	е
Proposal Number	ap – Sponsor: Computing Resear	rch Association – Title: C
Sponsor	7/29/2021 1:41 PM	
Sponsor Code		1-5 of 538
Title		

Proposals Routing to Me and Proposals Not Routing have the same filters.

#### **Proposal Workload Assignment**

ilter Choices		Remove Filte
1		Filter
Select 🔶	contains	8
Select		
Activity Type		
Assigned Approver		
Current Request	, Jessica L	
Deadline Date	Jessica I	
Initiator		
Lead Unit Name	pmery, Wendy T.	
Lead Unit Number	omery, Wendy T.	
Opportunity ID		
Principal Investigator	1 Michael D.	
Proposal Number	Michael D.	
Sponsor		
Sponsor Code	okine, Busby Nii O	
Title	Jessica A	

#### Searching for an Existing Proposal Using the Search Records Page

You can search for Proposals by Proposal Number or Doc Number, for example, by using the Search Records page. If you are having trouble distinguishing the correct record, you may narrow your results by searching within specific categories like "Development Proposal Number" or showing additional columns.

K	Search Records		
۹	Search everywhere 👻 56965		
2			
Θ	↑ Development Proposal Number	Document Number	Document Type
	56965	3717284	DevelopmentProposal

#### Searching for an Existing Proposal from the Common Tasks

Click [Common Tasks] > click [Search Proposals] under [Proposal Development]

KUALI RESEARCH	Common Tasks
Dashboard	Proposal Development
Common Tasks	All My Proposals
cə All Links	Create Proposal Search Proposals

This will open the Development Proposal Lookup screen. Typing in search variables in multiple fields acts as an AND operator. Click on the  $\bigcirc$  to do a secondary lookup for that particular field.

On this search page you may optionally use search operators below to further limit your results.

Operator	Name	Example	Comment				
*	Wildcard Any Char	Title: *apple*	Search for "apple" anywhere in the title, regardless of the number of characters				
		Title: apple*	Search for "apple" at the beginning of the title				
		Title *apple	Search for "apple" at the end of the title				
?	Wildcard One Char	Title: ?ffect*	Search for a word that has any one character that precedes "ffect" (e.g. "affect" or "effect") in the beginning of a title				
(Vertical Bar)	OR	Lead Unit: *apple* *orange*	Search for "apple" OR "orange" in any order				
&&	AND	Title: *apple*&&*honeycrisp*	Search for "apple" AND "honeycrisp" in any order				
!	NOT	Title: *apple*&&!*tree*	Search for "apple" but not "tree"				
>=	GREATER THAN OR EQUAL TO	Lead Unit: >=CC010005	Search records with Lead Unit Greater than or Equal to "CC010005"				
>=	LESS THAN OR EQUAL TO	Lead Unit: <=CC010005	Search records with Lead Unit Less than or Equal to "CC010005"				
>=&&<=	SERIES	Lead Unit: >=CC010782&&<=CC010828	Search records with Lead Unit from "CC010782" to "CC010828" (Just like combining Greater Than or Equal to and Less Than or Equal to)				

**NOTE:** To ensure you get a complete set of UMD records returned, type in CC01\* | CC09\* in the Unit ID. The KR search algorithm limits the results to 500 records, so leaving this field blank may cause KR not to return all records.

Some older UMD development proposals (2007-2015) have UMCP as their lead unit. To include them in your broad search, type in UMCP | CC01\* | CC09\*

#### **Development Proposal Lookup Screen**

Using Kuali Research searching techniques, type in your search criteria and click on search. If you click on Cancel, the system will return you to the Welcome screen.

Proposal Number:		Proposal Number: internal tracking number for
Proposal Type:	select	proposal, no leading zeros
		pull down
Proposal State:	select ~	Proposal State: routing /approval status:
Project Title:		pulldown
Proposal Person:		۹ Project Title: title of proposal Proposal Proposal
Principal Investigator:		<ul> <li>Person listed on proposal</li> </ul>
Aggregator:		Principal Investigator: search by name of UMD nerson with role of PL only.
Participant:		Aggregator: name of a UMD person who has
Initiator Username:		<ul> <li>rights to create/compile a proposal</li> <li>Participant: not used at UMD</li> </ul>
Sponsor Deadline Date:		to Initiator Username: UMD directory ID of
Sponsor:		proposal creator
		Sponsor Deadline Date: date proposal is due to
Sponsor Name:		sponsor
Prime Sponsor Code:		Sponsor: sponsor code
		Sponsor Name: name of the sponsor
Prime Sponsor Name:	Q	Prime Sponsor Code: prime sponsor code
Load Units		Prime Sponsor Name: name of the originating
Lead Unit:	CC01* CC09*	q funding sponsor
Lead Unit Name:		Lead Unit: Unit ID: always include
Award ID:		CC01*   CC09* unless searching for a specific UMD unit
Opportunity ID:		Lead Unit Name: name of the lead unit
opportunity ID.		Award ID: ID of award tied to this record,
Hierarchy Status:	~	Renewals or Continuations only
Proposal Create Date:	to	Opportunity ID: funding opportunity ID
OSP Administrator Username:		0 Pronosal Create Date: date range of
		when proposal was created (inclusive)
Cancel Clear V	alues Search	OSP Administrator Username: directory ID of
		ORA Contract Administrator

**NOTE:** To ensure you get a complete set of UMD records returned, type in CC01\* | CC09\* in Unit ID. The KR search algorithm limits the results to 500 records, so leaving this field blank may cause KR not to return all records.

There are some older UMD development proposals (2007-2015) that have UMCP as their lead unit. To include them in your broad search, type in UMCP | CC01\* | CC09\*.

After clicking "Search" your results list will be at the bottom of the Lookup screen. Click on "view" to open a selected proposal in view-only mode. Click on "edit" to open a selected proposal in edit mode.

Show 10	¢ en	tries									CS	v xml xls
Actions	Proposal Number	Proposal Document Number	Proposál Type	Proposal≎ State	≎ Project Title	Prev Grants.Gov Tracking ID	Opportunity ID	Opportunity Title	CFDA ≎ Number	Agency Routing Identifier	≎ Sponsor Name	Principal ≎ Investigator
view copy medusa	37	1839599	New	Approved Post- Submission	A University-Public School Partnership Intervention on Adolescent Obesity and Physical Inactivity						NIH-National Institutes of Health (Other Institute)	Ang Chen
view copy medusa	370	1839949	New	Approved Post- Submission	Power Harvesting Magnetorheological (MR) Dampers						STMD-Maryland Technology Development Corporation	Norman M. Wereley
view copy medusa	371	1839950	New	Approved Post- Submission	Flight Dynamics Simulation Modeling of Advanced Heavy- Lift Rotocraft						NASA - Ames Research Center	Roberto Celi
view copy medusa	372	1839951	New	Approved Post- Submission	Integrative Summit on Substance Use and Anxiety Comorbidity (ISSAC)						NIH-National Institutes of Health (Other Institute)	Carl W. Lejuez
view copy medusa	373	1839952	New	Approved Post- Submission	ITQ: Enhancing Language and Cultural Competencies for						STMD-Maryland Higher Education Commission	Perla Blejer

NOTE: Search results may display proposals you don't have the rights to view. If you try to open a proposal such as this, you will receive an error "Error Message: user 'username' is not authorized to open document..."

# **Creating a New Proposal**

#### **Creating a New Proposal**

Click [Common Tasks] > click [Create Proposal] under [Proposal Development]

KUALI RESEARCH	Common Tasks		
Dashboard Q Search Records	Proposal Development		
Common Tasks	All My Proposals		
☞ All Links	Create Proposal Search Proposals		

On the Create Proposal page, all fields with an asterisk (\*) must be completed before you are allowed to save. Once data has been entered, click [Save and Continue]. If you click on Cancel, the system will return to the Welcome screen without saving any information you have typed.

Create Proposal * indicates required fields				
Proposal Type: *	New			~
Lead Unit: *	CC010728 - ARHU-History			
Activity Type: *	Research - Basic 🗸			
Project Dates: *	07/01/2025		06/30/2027	
Project Title: *	Sample Proposal for Proposal Development Guide			
				1
Sponsor: *	000088		Naval Research Laboratory	۹
	Cancel Save and Contin	nue		

Proposal Type (required): Please choose only from these proposal types:

- **New**: An application is submitted for funding for the first time.
- **Continuation**: A non-competing application for additional funding within the previously approved funding period.
- Pre proposal: as defined by the sponsor
- **Renewal**: (formerly called competing continuation) Previous years : The project has been funded for only a few years, and this proposal seeksing to continue the project.
- Resubmission (for S2S): (formerly called revision or amended application) Application previously submitted and reviewed by the sponsor but not funded. Used for System-to-System applications only.
- **Revision**: (formerly called supplement for NIH): An application that proposes a significant change in an existing award, change in scope of work, etc

**Lead Unit (required)**: If you have the rights to create proposals in more than one unit, a list of units will appear on the drop-down menu. Select the lead unit for the proposal.

NOTE: The Lead Unit can't be changed after a proposal is created; if it needs to be changed, a new or copied proposal must be created. Activity type (required): choose the correct award type from the drop-down box.

- **Research Basic:** a systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.
- **Research Applied:** research assessing and using some part of accumulated theories, knowledge, methods, and techniques for a specific driven purpose.
- **Research Development:** systematic application of knowledge or understanding, directed toward producing useful materials, devices, and systems or methods including design, development, and improvement of prototypes and new processes to meet specific requirements.
- **Clinical Trial:** research studying the effectiveness of a particular device/therapy/drug on humans.
- Training/Instruction: projects, which incorporate mainly teaching.
- **Fellowship:** projects which provide a stipend to faculty or students in support of their undirected research or advanced study.
- **IPA:** Intergovernmental Personnel Assignments of personnel on temporary assignment to federal agencies.
- Services/Other Sponsored Activities: projects, which involve the performance of work other than instruction/training and research. Examples of such projects are health and community service projects.

Project Dates (required): Enter the start and end dates for the proposal.

Project Title (required): Enter the title of the proposal. This is limited to 200

characters for Grants.gov proposals. Some sponsors require shorter titles. Do not use special characters in the title, use "smart quotes," or copy and paste text from other word processing programs such as MS Word.

**Sponsor (required)**: Start typing theType the sponsor's. Alternatively, you may click the looking glass icon next to the field to search for the sponsor. Select the spo or and click ok.

• **Proposal-OnOK Sponsors**: For some sponsors, we always will use "Proposal Only" when selecting them because we may not be sure which division may manage it if awarded. Please use this sponsor for these agencies.

Acronym	Sponsor Name	Sponsor Code
DOE	DOE-Proposal Only	202510
NASA	NASA-Proposal Only	205429
NIH	NIH-Proposal Only	012336
USDA	USDA-Proposal Only	208634

If you can't locate the sponsor, search for the Temp Sponsor in the Sponsor Code column (Temp Sponsor – ORA will review) or search for Sponsor ID: 207756. Email <u>kr-help@umd.edu</u> with the sponsor information and it will be created.

Click [Save and Continue]. Once it is saved, the Proposal Number will be assigned by Kuali.

# **Proposal Components and Navigation**

After creating a proposal, the Proposal Details screen is displayed. The screen has three parts - the Document Reference Information Box, the Proposal Sections Panel, and the tab bar for additional actions.

## **Document Reference Information Box (top right)**

Shows information about the document for this version of the Proposal Development record. S2S Connected: did/will this proposal be submitted directly to Grants.gov?

Initiator: directory ID of proposal creator

Status: status of the proposal - In Progress: not yet routed; Approval Pending: proposal is being routed

	-
Document Info	Document Info
Doc Nbr: 1850646	Doc Nbr: 1867241
S2S Connected: no	S2S Connected: yes
Initiator: ssimmon1	Initiator: dgriffi1
Status: Approved and Submitted	Status: Approved and Submitted
more	more

You can click on [more...] to see more information about the document. This contains more reference detail information for this development proposal. Click anywhere off the panel to close it.

	more
1850646	
ssimmon1	
Approved and Submitted	
Joseph F. JaJa	
02:29 PM 01/24/2011	
2011-01-26 14:09:03.0	
10506	
NSF	
	1850646 ssimmon1 Approved and Submitted Joseph F. JaJa 02:29 PM 01/24/2011 2011-01-26 14:09:03.0 10506 NSF

Doc Nbr: internal tracking number for this document Initiator: directory ID of person who created the proposal Status: current status of the proposal PI: name of PI assigned to the proposal Created: date and time proposal was created Updated: date and time proposal was last updated Proposal Nbr:internal tracking number for this proposal (note no leading zeroes) Sponsor Name: name of sponsor that this proposal will be/was submitted to 🗸 Data Validation (off) 🖶 Print 👁 Copy 🗮 Medusa 🗮 Hierarchy 💷 Budget Versions 🔗 Link 😨 Help 🗸

Tab bar for additional actions				
Icons	Description			
✓ Data Validation (off)	Turn on and off validations, which will flag issues prior to submission.			
🖶 Print	Displays the printable materials.			
👁 Сору	Allows you to create a copy of the current proposal.			
■ Medusa	Opens the Medusa Window – Award, Institute Proposal, Subcontract and Development proposal links to show the relationship among them. Allows one to move from one module to the next without searching within each separate module.			
≣ Hierarchy	UMD does not use this feature.			
Budget Versions	Displays all budget versions. It allows you to create, finalize, and select a specific budget version for proposal submission.			
& Link	Displays the proposal link.			
Help +	Displays the Kuali Research guidebook, not specific to UMD.			

### Navigation Buttons (on bottom)

Action Buttons	Description
Back	Click to navigate to the previous listing on the left menu
Save	Click to save any entered data and to stay on the same screen
Save and Continue	Click to save and continue button to navigate to the next section of the proposal/budget as listed in the navigation menu
Close	Click to close and exit the proposal

#### ALWAYS CLICK THE "CLOSE" BUTTON WHEN FINISHED

When you are finished editing a proposal, you must click the "Close" button at the bottom of the Proposal Development page in order to release the proposal lock.

WARNING: If you close your web browser or web browser tab while editing a proposal, this does NOT release the lock, and another aggregator in your department will be unable to edit the proposal so it's important that you click on the "Close" button when finished editing. For more information on proposal locks and how to clear them, see <u>Proposal Lock</u>.

## Proposal Sections (on left)

Proposal sections				
Left icon	Sub menu	Description		
Basics		includes Proposal Details, S2S Opportunity Search, Delivery info,		
Dreneral D	atalla			
Proposal D		Displays details of the proposal		
S2S Opport	unity Search	Displays the S2S opportunity and forms		
Delivery In	0	Displays the delivery information		
Sponsor &	Program Info	Displays information the sponsor needs or for routing		
Organizatio	on and Location	Displays the organization and performance sites		
L Key Personne	əl	Includes the Personnel and Credit Allocation		
Personnel		Displays PI, Co-I and/or Key personnel		
Credit Allo	ation	Displays the Credit Split		
Questionna	ire	Display any questionnaires applicable to proposal		
<ul> <li>Compliance</li> </ul>		Displays the Special Reviews		
S Attachment	S	Displays the narrative, personnel (CV/CP), Internal attachments		
Budget		Displays the list of the budget versions created for this proposal, and serves as a portal to navigate to the Budget via selecting an existing version or creating new version by adding or copying a budget		
Access		Displays users or modify permissions of current users of the proposal		
Supplemental Information		Displays F&A rates and account includes admin cost		
Summary/S	Submit	Reviews the summary for completion prior to using the Submit for Review button as well as using the View Route Log button to preview the approval routing prior to submission		
Notifications		Displays all notifications that have been generated for the proposal.		

# **Proposal Data Entry**

If you are in the view mode, click on the edit button at the bottom of the screen to put the proposal in edit mode. Once in edit mode, you can make changes as needed. If you leave the screen without saving, Kuali Research will automatically save the proposal. If you click on [Save and Continue], Kuali Research will save the proposal and go to the next logical screen.

## **Basic Section**

### **Proposal Details Subsection**

Open the [Basics] section > Open [Proposal details] subsection Edit any fields and add a Prime Sponsor Code, if applicable.

Proposal Deta	ails				
* indicates required fields					
Proposal Type: *	New	New			
Lead Unit:	CC010728 - ARHU-History				
Activity Type: *	Research - Basic			~	
Project Dates: *	07/01/2025	to	06/30/2027		
Project Title: *	Sample Proposal for Proposal Develop	oment Guid	le	/	
Sponsor: *	000088		Naval Research Laboratory	Q	
Prime Sponsor Code:				۹	

After creating the proposal and entering in all the required fields you will have additional fields available on the Basics page:

• **Prime Sponsor Code**: prime sponsor code and name of the organization providing funds to the sponsor of the proposed project

NOTE: If you selected a Proposal Type of Renewal, Resubmission(for S2S), Revision, or Pre Proposal you will see two additional fields to provide information on a related record if applicable:

- Award ID: for proposed projects with a previous award, enter the Kuali Research award ID
- **Original Institutional Proposal ID**: if a renewal or resubmission, enter the institutional proposal ID of the original proposal.

## S2S Opportunity Search Subsection (if not S2S, skip to Delivery Info Subsection)

If the proposal is an S2S proposal, select the S2S Opportunity information in this subsection. Click on Find an opportunity to identify the funding opportunity for this proposal.

### **Opportunity Tab**

### Add a Grants.gov opportunity

- Open [Basics] section > Open [S2S opportunity search] subsection
- Click Click Find an opportunity > Update the Search Domain to [Grants.Gov]
- Search by either the [Package ID] or [Opportunity ID] or the [AL Number] field > Click [Search]

Opportunity Search	
Search Domain *	Grants.Gov 🗸 🔍
Package ID	
Opportunity ID	
Competition ID	
Assistance Listing Number	

Search Domain: Select Grants.gov (Research.gov is not yet available)

**Package ID:** Package Identifier (PKG########) similar to the Opportunity ID, which allows you to retrieve a grant opportunity.

**Opportunity ID**: Funding opportunity number, which is the most common method for searching and may use many different formats depending on the sponsor (e.g. PAR-18-914, DE-FOA-0001986, USDA-NIFA-AFRI-006609, etc.).

**Competition ID:** For Opportunities that list multiple Competition IDs you may optionally include a Competition ID in your search to be more specific. This field cannot be searched on alone. **Assistance Listings Number:** ALN (formerly CFDA) represents federal agencies and programs (##.####), searches here will retrieve those available opportunities.

Actions	Opening Date	Closing Date	Package ID	Opportunity ID	Opportunity Title	Competition ID	Competition Title	Schema	URL
select	08/01/2022	08/01/2025	PKG00093302	PA-HO-K23	G.g. Training and NIH Ext-UAT FOA (K23- Clinical Trial Optional)	FORMS-H	Forms-H	https://tra	iningapply.grants.gov/apply/
	Assistance Listing Number								ALN Program Title Name
	93.855			Allergy and Infectious Dise					

In the search results, click on the Select button to choose the funding opportunity for the proposal.

On the Opportunity Search page > Opportunity Tab details are displayed about the opportunity. Review the grants.gov submission details and confirm the correct opportunity has been selected. The instruction page is also available to be downloaded here. CFDA is now ALN. instruction page is also available to be downloaded here. CFDA is now ALN.

Opportu	unity S	earch					
Opportunity	Forms	Submission Detail	User Attached Forms				
Opportur	nity						
Package ID		PKG0026152	1				
Opportunity ID		CAG-ML-FY2	0				
Opportunity Tit	le	IMLS CARES	Act Grants for Museums and Libraries				
Submission Ty	pe:	Application					
S2S Revision Type:							
Competition ID		CAG-ML-FY2	CAG-ML-FY20				
Competition Tit	tle	IMLS CARES	IMLS CARES Act Grants for Museums and Libraries				
Opening Date		05/08/2020	05/08/2020				
Closing Date		06/12/2020					
Instruction Pag	le:	Download Ins	tructions				
Schema URL:		View schema					
S2S Provider		Grants.Gov					
▼ CFDA							
Assistance	Listing Num	ber	ALN Program Title Name				
45.312			National Leadership Grants				

#### Forms Tab

On the Opportunity Forms Tab, check the checkboxes for any optional forms required per the funding opportunity instructions.

- Mandatory forms will always be marked to be included (has "YES" under [Include])
- Optional Forms may need to be added based on the Funding Opportunity and the details of the application. Click the appropriate checkbox under the Include column to ensure they will be submitted as part of the application.
- Click [Save] or [Save and Continue]

Opportunity Search				
■ Remove opportunity				
Opportunity Forms Submission Detail	User Attache	d Forms		
Forms	Mandatory	Include -	Description	Select +
PHS_AssignmentRequestForm	No	No	Unavailable	
PHS_Fellowship_Supplemental_3_1	No		Available	
PHS_Inclusion_Enrollment_Report	No		User Attached Form	
RR_SF424_2_0-V2.0	Yes	Yes	Available	
SF424C_2_0-V2.0	No	No	Unavailable	
			Create XML	Create PDF
Back Save Save and Continue	Close			

- If you need to include any forms that have a description of "Unavailable," you will need to go to the User Attached Forms tab to address those.
- After uploading a User Attached form, the optional forms will show as "User Attached Form" and not "Unavailable."

Forms				
Form Name	Mandatory	Include 🗸	Description	Select -
PHS_Inclusion_Enrollment_Report	No		User Attached Form	
PerformanceSite_2_0	No	Π	Available	
RR_SF424_2_0-V2.0	Yes	Yes	Available	
SF424C_2_0-V2.0	No	No	Unavailable	

#### **User Attached Forms Tab**

The User Attached Forms tab allows you to manually attach any missing forms unavailable to Kuali Research.

Opportunity Search				
(i) Document was successfully saved.				
Opportunity Forms	Submission Detail	User Attached Forms		
User Attached Forms				

• If you need to add a User Attached Form, note the form name(s) on the Forms Tab.

- Visit <u>https://www.grants.gov/web/grants/forms/r-r-family.html#sortby=1</u>
- Identify the form(s) needed; if not found, click through the different form families on the left until you find them.
- Click on the PDF link to download the form.

These are unstitched forms that will allow you to enter data and upload to Kuali Research.

R&R Family	R&R Family Forms:						Export Data
Agency Owner	▲ Form Name	Adobe Form	Form Schema	Form Items Description	GG Version	OMB Number	OMB Expiration
HHS	AENT Program Specific Data Forms	PDF	Schema	FID	1.0	0930-0367	06/30/2020
USDA	AFRI PROJECT TYPE	PDF	Schema	FID	1.0	0524-0039	10/31/2018
HHS	ANEW Program Specific Data Forms	PDF	Schema	FID	1.0	0930-0367	06/30/2020
Grants.gov	Assurances for Non-Construction Programs (SF-424B - R&R)	PDF	Schema	FID	1.1	4040-0007	01/31/2019
Grants.gov	Attachments	PDF	Schema	FID	1.2		
Grants.gov	Budget Information for Construction Programs (SF-424C)	PDF	Schema	FID	2.0	4040-0008	01/31/2019
000	00544 5						

• If the version of the form is not displayed and you need an older version, click on the FID link for the desired form.

R&R Family Forms:							Export Data
Agency Owner	▲ Form Name	Adobe Form	Form Schema	Form Items Description	GG Version	OMB Number	OMB Expiration
HHS	AENT Program Specific Data Forms	PDF	Schema	FID	1.0	0930-0367	06/30/2020
USDA	AFRI PROJECT TYPE	PDF	Schema	FID	1.0	0524-0039	10/31/2018
HHS	ANEW Program Specific Data Forms	PDF	Schema	FID	1.0	0930-0367	06/30/2020
Grants.gov	Assurances for Non-Construction Programs (SF-424B - R&R)	PDF	Schema	FID	1.1	4040-0007	01/31/2019
Grants.gov	Attachments	PDF	Schema	FID	1.2		
Grants.gov	Budget Information for Construction Programs (SF-424C)	PDF	Schema	FID	2.0	4040-0008	01/31/2019

 On the Form Items Description (FID) page, click on the "Download PDF" link for the version you need.

FORM ITE	FORM ITEMS DESCRIPTION (FID)				
Budget Information for Construction Programs (SF-424C)					
VERSION(S): Version	Name	Status	Actions		
2.0	Budget Information for Construction Programs (SF-424C)	Active	View Schema   Download PDF Download DAT		
1.0	Budget Information for Construction Programs (SF-424C)	Inactive	View Schema   Download PDF   Download DAT		

- Once you've downloaded the unstitched form(s), perform the necessary data entry on each.
- After the forms have been completed, they are ready to be uploaded via the User Attached Forms Tab.

#### **Adding User Attached Forms**

Click User Attached Forms tab > Click the button [+ Add User attached Form]

Opportunity Search				
■ Remove opportunity				
Opportunity Forms Submission Detail	User Attached Forms			
User Attached Forms				
+ Add User Attached Form				

Enter a description and attach a COMPLETED PDF file > Click [Add]

Add User Attached Form	×
Description: *	
SF424C_UMD_TESTs	
File: *	_
Choose File SF424C_2_0_V20UMDTST.pdf	
Add	

You will see the form now listed in the User Attached Forms list. If you need to edit the [Description] after uploading, click [Action] > Click [edit] If you need to view the PDF at any point, click on the Actions pulldown and click View PDF

User Attached Forms					
+ Add User Attache	d Form				
Description	Namespace	Form Name	File Name	Actions	Actions
SF424C_UMD_TESTs	http://apply.grants.gov/forms/SF424C_2_0- V2.0	SF424C_2_0	SF424C_2_0_V20UMDTST.pdf	Action- View XM View PD Edit	面 AL DF

### **Delivery info Subsection**

Delivery Info	
Submission By:	select
Submission Type:	select
Submission Account ID:	
Submission Name & Address:	Change Clear
Number of copies:	
Submission description:	
	1
Back Save	Save and Continue Close

**Submission by:** if the proposal will be sent electronically, select "OSP" (ORA) or if it is to be mailed, select "Department"

**Submission Type:** If the proposal is to be submitted electronically (e.g. grants.gov, email), select "Electronic", if it is to be mailed select "Regular", we do not use "Delivery Service"

Submission Account ID,

Submission Name & address,

Number of copies: not used at UMD Submission description: describe the electronic delivery method used for submission system (e.g. Grants.gov, Research.gov, email address, or instructions for ORA)

polisor & Program mormation subsection						
Sponsor & Program Infor	mation					
(i) Document was successfully saved.						
Sponsor Deadline Type:	Receipt					
Sponsor deadline:	03/01/2024		5:00 PM			
Notice of Opportunity:	Federal Solicitation					
Opportunity ID:	PA-HO-K23					
Opportunity Title:	G.g. Training and NIH Ext-UAT FOA (K23-Clinical Trial Optional)					
Subawards:	: • Yes, this proposal includes subaward(s)					
Sponsor Proposal ID:						
Sponsor Div Code:						
	Must be 8 characters long					
Sponsor Program Code:						
NSE Science Code:	Computer and Information Sciences	A 01				
Anticipated Award Type:	Grant					
Agency Routing Identifier:						
Prev Grants.Gov Tracking ID:						
ALN						
Assistance Listing Number		ALN Program Title Name				
93.855		Allergy and Infectious Diseases Resea	arch			

### Sponsor & Program information Subsection

**Sponsor deadline:** type in date. If there is no deadline date, enter 1/1/2099.

Enter deadline time in either in 24h format or use AM/PM. This is the Eastern time zone. 5:00 pm is 17:00.

**Sponsor deadline type:** Select Postmark, Receipt or Target, (Target: no deadline; if submitted early; subaward & etc)

Notice of opportunity: select type of solicitation

**Opportunity ID:** already entered based on Grants.gov opportunity previously selected

Opportunity Title: already entered based on Grants.gov opportunity previously selected

Subawards: Check yes if this project will include subawards

Sponsor Proposal ID: complete if directed to do so in FOA

**NSF Science Code**: see full listing on next page

**Anticipated Award Type:** select award type. Note that this selection determines the type of Questionnaire you will be required to answer.

Agency Routing Identifier complete if directed to do so in FOA

**Prev Grants.Gov Tracking ID:** used for Changed/Corrected or Resubmission S2S applications only **Assistance Listings Number:** completed based on Grants.gov opportunity

#### NSF Science Code (REQUIRED FOR ALL PROPOSALS): complete based on PI input; one code/one project

A.01 Computer and Information Sciences: A.01 B.01 Aerospace, Aeronautical, and Astronautical Engineering - Engineering: B.01 B.02 Bioengineering and Biomedical Engineering - Engineering: B.02 B.03 Chemical Engineering - Engineering: B.03 B.04 Civil Engineering - Engineering: B.04 B.05 Electrical, Electronic, and Communications Engineering - Engineering: B.05 B.06 Industrial and Manufacturing Engineering - Engineering: B.06 B.07 Mechanical Engineering - Engineering: B.07 B.08 Metallurgical and Materials Engineering - Engineering: B.08 B.09 Other Engineering - Engineering: B.09 C.01 Atmospheric Science and Meteorology - Geosciences, Atmospheric, and Ocean Sciences: C.01 C.02 Geological and Earth Sciences - Geosciences, Atmospheric, and Ocean Sciences: C.02 C.03 Ocean Sciences and Marine Sciences - Geosciences, Atmospheric, and Ocean Sciences: C.03 C.04 Other Geosciences, Atmospheric and Ocean Sciences - Geosciences, Atmospheric, and Ocean Sciences: C.04 D.01 Agricultural Sciences - Life Sciences: D.01 D.02 Biological and Biomedical Sciences - Life Sciences: D.02 D.03 Health Sciences - Life Sciences: D.03 D.04 Natural Resources and Conservation - Life Sciences: D.04 D.05 Other Life Sciences - Life Sciences: D.05 E.01 Mathematics and Statistics: E.01 F.01 Astronomy and Astrophysics - Physical Sciences: F.01 F.02 Chemistry - Physical Sciences: F.02 F.03 Materials Science - Physical Sciences: F.03 F.04 Physics - Physical Sciences: F.04 F.05 Other Physical Sciences - Physical Sciences: F.05 G.01 Psychology: G.01 H.01 Anthropology - Social Sciences: H.01 H.02 Economics - Social Sciences: H.02 H.03 Political Science and Government - Social Sciences: H.03 H.04 Sociology, Demography, and Population Studies - Social Sciences: H.04 H.05 Other Social Sciences - Social Sciences: H.05 I.01 Other Sciences: I.01 J.01 Education - Non-S&E Fields: J.01 J.02 Law - Non-S&E Fields: J.02 J.03 Humanities - Non-S&E Fields: J.03 J.04 Visual and Performing Arts - Non-S&E Fields: J.04 J.05 Business Management and Business Administration - Non-S&E Fields: J.05 J.06 Communication and Communications Technologies - Non-S&E Fields: J.06 J.07 Social Work - Non-S&E Fields: J.07 J.08 Other Non-S&E Fields - Non-S&E Fields: J.08

## **Organization and Location Subsection**

This section allows you to add Performance Sites and Subawardees if applicable to the proposal.



#### **Applicant Organization Tab**

The applicant organization cannot be changed in the proposal. Do not edit.

#### **Performing Organization Tab**

Performing organization: this should remain University of Maryland with the ORA address. Do not edit. **Performance Site Locations Tab** 

Performance Site(s) must be listed for any of the following instances identified for the project:

- an off-campus site where UMD work will take place for a minimum of three consecutive months
- a field work location

This tab is NOT for subawardees. The Address Book is used to lookup or create new entries that you may add to the Performance Site list.

 If an Address Book record already exists: Click [Performance Site Locations] tab > Click [Add Performance Site] > Search [address book] > Select the organization by clicking the box > Click [return selected]

#### **Create a New Performance Site in the Address Book**

If an Address Book does NOT exist, you may create one.
 Click on Add New Address Book to create a new entry in the Address Book.

Lookup	
Address Book Lookup	
	Add New Address Book
Address Book Id:	
Sponsor Code:	٩
Sponsor:	Q
Country	
Close	/alues Search

#### Address Book Document Overview Panel

Enter your initials or name of the performance site in the description field for the Address Book entry. This is a mandatory field that is not included when submitting to a sponsor.

			* indicates required field
<ul> <li>Document O</li> </ul>	verview		
Description: *		Explanation:	
Organization Document Number:			k



**Address Book - Performance Site** Address Book ID: internally assigned number Address Line 1/2/3 (Line 1 REQUIRED): address lines (only enter data in address line 1 and 2), City (REQUIRED): city name Comments: not used at UMD Country Code (REQUIRED): dropdown menu County: not used at UMD Delete Flag: not used at UMD Email Address: email of individual or organization **Fax Number:** fax phone number First name: first name of individual Middle name: middle name of individual Last name: last name of individual Organization (REQUIRED): name of organization for individual or performance site Owned by Unit (REQUIRED): enter "000001" Phone Number (REQUIRED): phone number of individual or organization Postal Code (REQUIRED): for US zip codes include the Zip+4 or for NON-US enter foreign postal code Prefix: prefix salutation (e.g. Mr., Mrs., Dr.) **Sponsor Code**: do not use, used only by sponsor records in KR State (REQUIRED if US or CANADA): drop-down, select state

**Suffix:** suffix salutations (e.g. Jr, Sr., III,) **Title:** title of the individual Once you add the performance site, you will need to add the congressional district.

Organization Name:	Olivetti Foundation
City:	
State:	
Address Line 1:	
Address Line 2:	
Postal Code:	
+ Add Congressional District	

#### How to Lookup the Congressional District

<u>https://www.house.gov/representatives/find-your-representative</u> - zip code search <u>https://www.govtrack.us/congress/members</u> - by address

Select the state, then put the district number.

The format of the District Number must be three digits with zero(s) in the front. (5th congressional district would be 005; 11th district would be 011)

Add Line	×
State: District Number:	▼
	Cancel Add

#### **Other Organizations Tab (Subaward)**

Use this tab to add subaward organizations if applicable to your proposal.

#### Add Organization

To add an Organization click [Add Organization]

Organizations &	& Locations		
Applicant Organization	Performing Organization	Performance Site Locations	Other Organizations
Other Organiza	tions		
<b>Q</b> Add Organization			

#### **Search Organization**

Search for the Subawardee by the Organization Name using an \* as a wildcard before and after (e.g. \*California\*) and click the Search button.

Lookup						
Organization Lookup						
Organization Id:	I					
Organization Name:						
Address:						
Federal Employer Id:						
Congressional District:						
DUNS Number:						
DUNS Plus Four Number:						
Human Sub Assurance:						
CAGE Number:						
DODAC Number:						
Number Of Employees:						
Close Clear V	Values Search					

NOTE: The organization name is the official legal name and may not be what is commonly used. (e.g. UCLA's legal name is the Regents of the University of California). If you're having trouble finding an organization, try trimming down your search to one word with the \* before and after.

Once you've found the desired organization, check the include box and click [return selected]. You may also click the Refine Search button to try searching again.

Lookup									
00001399	The Regents of the University of California - ANR	ANR Building, Hopkins Road, Davis, CA 95616-5270	946036494	CA-001	34903	047120084			
000943	The Regents of the University of California - Berkeley	2150 Shattuck Ave RM 313, Berkeley, CA 94720-5940	956006145	CA-009	33234	124726725			
Showing 1 to 10 c	of 20 entries	re	turn selected			First Previo	us 1 2	Next L	ast
		< Refin	e Search	Close					

If the Organization you plan on issuing a subaward to is not listed in the Organization table, send an email with the Organization name, address, and URL to <u>kr-help@umd.edu</u>.

**NOTE:** if an organization's information changes while the proposal is "in progress," the information will be changed in the proposal. If the organization's information changes once the proposal's status is "approval pending" and beyond, the new information will NOT be reflected in the proposal. However, if the proposal is recalled/returned, the new organization information will become part of the proposal.

## **Key Personnel Section**

All UMD employees listed on the proposal as Investigator or Senior/Key Person named on the project must be added to this section. When you add a person, you will select an "Employee" from UMD. Once you've searched and retrieved a person, you will need to assign a role. The roles of PI/Contact and PI/Multiple are available only when the proposal sponsor is NIH.

UMD employees added to the proposal as Investigators or Key Persons must complete a Certification for each proposal. UMD Investigators will automatically be included in Credit Split Allocation by default, while UMD Key Persons are not automatically included.

Non-NIH Sponsors	NIH Sponsors
<ul> <li>Principal Investigator: Lead PI of the project (must be UMD employee)</li> <li>Co-I (UMB Routing Req'd) :</li></ul>	<ul> <li>PI/Contact: Lead PI of the project(must be UMD employee)</li> <li>PI/Multiple: ONLY used for NIH Multi-PI projects, not applicable for other sponsors (must be UMD employee)</li> <li>Co-I (UMB Routing Req'd):</li></ul>
Co-Investigator (must be UMD employee) <li>Key Person: non-investigator role, once selected, you will need to add in a short description for this person's role (must be UMD employee)</li>	Co-Investigator (must be UMD employee) <li>Key Person: non-investigator role, once selected, you will need to add in a short description for this person's role (must be UMD employee)</li>

**NOTE**: In the Home Unit field, type in CC01\* | CC09\* to limit your search to UMD. UMD personnel who are assigned to a proposal and receiving credit (even if 0%) will be included in other UMD systems and reports.

If you need to add a Non-UMD investigator, consult <a href="mailto:kr-help@umd.edu">kr-help@umd.edu</a>.

## **Personnel Subsection**

#### Adding a UMD employee

Open [Key Personnel] section > Click [Personnel] subsection > Click [Add Personnel]



Search for	Employee Non Employee		
Last Name	kang		
First Name	C*		
User Name			
Email Address	user@domain.com		
Office Phone			
Home Unit	CC01* CC09*		
Campus Code		•	
		Continue	Cancel

Click [Employee] Radio Button > Enter search variables >Click [Continue] to execute the search If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.

**NOTE**: In the Home Unit, type in CC01\*|CC09\* to limit your search to UMD.

You may also see the grad/undergrad students during searches. Please confirm your investigators by using the User Name/Email Address

Ac	ld Personne	۶l						
Only	y the top 900 res	sults were	returned. If you cannot	find	what you are loo	oking for, ple	ase refine the searc	ch criteria
0	Full Name:	User ID:	Email Address:	\$	Unit Numbet:	Unit Name	: 0	Organization:
0	Caleb Kang	ckang3	ckang3@terpmail.umd	l.edu	CC010851	CMNS-Mat	hematics	CMNS-Mathematics
0	Christine Kang	ckang1	ckang1@umd.edu		CC011075	VPR-Resea	arch Administration	VPR-Research Administratio
Sho	wing 1 to 2 of 2	entries						First Previous
				0	Continue	Go back	Cancel	

Add Personnel × Assign a role: \* Principal Investigator Co-I (UMB Routing Req'd) Key Person Add Person Go back Cancel Identify the correct person and click on the radio button next to the correct person. Click [Continue] Click [Go Back] to return to the search query and refine the search. If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.

Click on the radio button next to the correct role for this Person > Click [Add Person]. Click [Go Back] to return to the search query and refine the search. If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.

**Co-I (UMB Routing Req'd)** is Co-investigator. Please ignore the (UMB Routing Req'd) for UMD, College Park personnel.

#### Adding a Non-UMD Employee (or future UMD Employee, not in PHR yet) NOTE: Only use this when directed by ORA (see <u>kr-help@umd.edu</u>) Open [Key Personnel] section > Click [Personnel] subsection > Click [Add Personnel]

				<	Key Personnel
Ē	Basics			>	Search for and add key personnel
2	Key Personne	el	1	~	Add Personnel 3
	Personnel		2		

Add Personnel		×
Search for	<ul> <li>⊖ Employee</li> <li>Non Employee</li> </ul>	
		Add New Address Book
First Name		
Middle Name		
Last Name		
Email Address	user@domain.com	
Phone Number		
Organization		
Title		
	Continue Cancel	

Add Personnel Only the top 500 results were returned. If you cannot find what you are looking for, please refine the search criteria Organization: Full Name: Email Address: Title: ٥ Doe, John jdown@umd.edu Statiscician Incorporated Inc. Showing 1 to 1 of 1 entries First Previous 1 Next Last Continue... Go back Cancel

Click [Non Employee] Radio Button > Enter search variables > Click [Continue] to execute the search.

If you cannot find the correct person you may click on [Add New Address Book] button to add a new person. After you've created the person, you'll need to search for them. If you click on Cancel, the system will return you to the Personnel screen without adding a person.

Click on the radio button next to the correct person > Click [Continue].

Click [Go Back] to return to the search query and refine the search. If you click on Cancel, the system will return you to the Personnel screen without adding a person.

Click on the radio button next to the correct role for this Person and click [Add Person] Click [Go Back] to return to the search query and refine the search

#### Create a Person in the Address Book

Before doing so consult <u>kr-help@umd.edu</u> to see if this is necessary. A person may be added to the Address Book only for the following reasons:

- A Non-UMD Person needs to added to the proposal (Non-UMD people should not need to be listed on non-S2S proposals)
- A UMD Person is being hired and not showing up as an Employee yet **AND** PHR cannot issue a non-paid appointment.

Open [Key Personnel] section > Click [Personnel] subsection > Click [Add Personnel]

<			Key Personne	l
Basics >		Search for and add key pe	rsonnel	
👤 Key Personne	1	~	▲ Add Personnel	3
Personnel	2			

Click on [Add New Address Book] button to add a new person.

Add Personnel			
Search for			
Employee			
Non Employee		Add New Address Book	
Document Overview	▼ hide		
----------------------------------	----------	-----------	
Document Overview			
* Description:			
Organization Document Number:	Explanat	ion: 6	
Edit Address Book	▼ hide		
New			
Address Book Id:	421634		
Address Line 1:		]	
Address Line 2:		]	
Address Line 3:		]	
City:		]	
Comments:		]	
Country Code:	<b>.</b>	]	
County:		]	
Delete Flag:		]	
Email Address:		]	
Fax Number:		]	
First Name:		]	
Middle Name:		]	
Last Name:		]	
* Organization:		~	
* Owned By Unit:		۹	
Phone Number:		]	
Postal Code:		]	
Prefix:		]	
	Ν	]	
Sponsor Code:		•	
State:		]	
Suffix:		]	
Title:		]	
Active:	8		

## Adding Address Book Record for a Person

**Description**: Enter your initials or name of the performance site in the description field for the Address Book entry. This is a mandatory field that is not included when submitting to a sponsor.

Address Book ID: KR generated number (read-only) Address Line 1/2/3 (Line 1 REQUIRED): address lines (only enter data in address line 1 and 2) City (REQUIRED): city name Comments: not used at UMD Country Code (REQUIRED): dropdown menu County: not used at UMD Delete Flag: not used at UMD Email Address (REQUIRED): email of individual Fax Number: fax number First name (REQUIRED): first name of individual Middle name: middle name of individual Last name (REQUIRED): last name of individual Organization (REQUIRED): name of organization for individual or performance site Owned by Unit (REQUIRED): 000001 Phone Number (REQUIRED): phone number of individual or organization Postal Code (REQUIRED): for US zip codes include the Zip+4 or for NON-US enter foreign postal code Prefix: prefix salutation (e.g. Mr., Mrs., Dr.) Sponsor Code: do not use State (REQUIRED IF US or CANADA): drop-down, select state

**Suffix**: suffix salutations (e.g. Jr, Sr., III,) **Title (REQUIRED)**: title of the individual **Active:** keep checked

If you click on **Cancel**, you will lose all the data you have typed, and the system will return to the Add Personnel screen.

# **Review and Update Each Person's Other Attributes**

Open [Personnel] subsection > Click on the [ ▶ ] to the left of the person's name to show tabbed information specific to that person. All UMD person data are loaded from PHR information. If a person's email address is incorrect for example, you may correct this field on a per-proposal basis in KR. In order to get the correct information to show up consistently and automatically in KR, the associated person would need to update their information in Workday.

Click on each of the person's tabs and ensure all information is accurate for this person. If any information is incorrect, you may change it.

Once	confirmed	CIICK	[Save]	

•	John C. Down (PI/Contact ) (Certification Incomplete)						Notify John C. Down
	Details	Organization	Extended Details	Degrees	Unit Details	Person Training Details	Certification

Details Tab:

- **IMPORTANT:** Enter the eRA Commons User Name for PIs on any NIH proposals.
- Include a Person in the Credit Split Allocation
   IMPORTANT: If this person is to be assigned DRIF/Credit, confirm the "Include in Credit Allocation" checkbox is checked and also ensure they answer the certification questions. The checkbox is checked by default for PIs and Co-I and is unchecked by default for any Key Persons.

Christine Kang (PI/Multiple ) (Certification Incomplete)						Î
Details Orga	anization	Extended Details	Degrees	unit Details	Person Training Details	
Certification						
Details						
Proposal Person Role Id:	PI/Multiple					
Full Name:	Christine K	ang		User Name:	ckang1	
First Name:	Christine			Last Name:	Kang	
Middle Name:			e	RA Commons Jser Name:		
Include In Credit Allocation:						

**Organization Tab:** 

- **IMPORTANT:** Email address, Primary Title, Office Location Address Line 1,2, (not 3), Zip +4 are ALL required for Grants.gov proposals.
  - Extended Details Tab:
- Citizenship type populated as unknown by default, you may change if required for a proposal.

# **Degree Tab**

• Not populated from PHR

# **Unit Details Tab:**

- Add/change any units necessary for the person.
- The PI/Contact must always have the lead unit included.
- Only UMD units should be added (use 000000 in Organization ID to limit to UMD units)
- IMPORTANT: For MPowering the State (MTS) proposals, which are collaborations between UMCP and UMB campuses, the unit CC011087 : VPR-MPowering the State should be added as a secondary unit for <u>all personnel receiving credit</u> (MTS receives 0% credit split)
- Key Persons must have at least one unit assigned and be UMD employees to be included in Credit Allocation.

# Add Units to Personnel

• Underneath the Unit Details title, click the "Lookup/Add Multiple Lines"

•	Christine	Christine Kang (Principal Investigator) (Certification Incomplete)						Notify Christine Kang
	Details	Organization	Extended Details	Degrees	Unit Details	Person Training Details	Investigator C	ertification
Unit Details Lookup/Add Multiple Lines Show 10  v entries							csv xml	
I	Unit Name		Unit Number	\$	Lead Unit?		\$	Actions
ARHU-History CC010728			Lead Unit - Ca	nnot delete		Delete		

• Search by the Unit Number or Unit Name, type in 000000 in the Organization ID (campus code 01 does NOT work here)

Lookup	
Unit Lookup	
Unit Number:	
Parent Unit Number:	Q
Organization Id:	000000 <b>Q</b>
Unit Name:	ARHU*
Campus Code:	
Active:	● Yes ○ No ○ Both

• Check the include checkbox and click [return selected] button

Show 10 v entries						xIIS		
•	Unit Number	Parent Unit 🗘	Organization \$	Unit Name	\$	Active		
	CC010707	University of MD, College Park	University of Maryland, College Park	ARHU-Dean-College of Arts & Humani	ties	true		
Showing 1 to 1 of 1 entries First Previous 1 Next Last					xt Last			
	return selected							

# Person Training Details Tab

• Not used at UMD.

# **Certification Tab**

• Displays the certification. (See <u>Certify</u>)

# Certify

ALL UMD Investigators and UMD Key Persons MUST certify each proposal they are listed on. In KR, you can send a notification to the UMD Investigators and UMD Key Persons to inform them this proposal requires their certification. Non-Employees should not be listed on the proposal unless it's S2S. Consult <u>kr-help@umd.edu</u> if you believe this to be necessary.

SPONSOR	Role	UMD EMPLOYEE	NON-EMPLOYEE
Non-NIH	Principal Investigator	Must Certify	Not Allowed
	Co-I (UMB Routing Req'd)	Must Certify	Not Allowed
	Key Person	Must Certify	UMD person must certify, non-UMD person does not certify and should not be listed unless S2S.
NIH	PI/Contact	Must Certify	Not Allowed
	PI/Multiple	Must Certify	Not Allowed
	Co-I (UMB Routing Req'd)	Must Certify	Not Allowed
	Key Person	Must Certify	UMD person must certify, non-UMD person does not certify and should not be listed unless S2S.

# **Certify Notification**

There are two ways to trigger a certification notification to be sent out to UMD personnel listed. The Notify button next to their name or the Notify All button.

Open [Personnel] section

1.) Click [Notify *NAME*] to send a message to that person's email as recorded in PHR that he/she needs to review the proposal and answer the certification questions. This method will send out a notification regardless of the status (complete or incomplete) of the certification.

	John C. Down (PI/Contact) (Certification Incomplete)	Notify John C. Down
--	--	---------------------

OR

2.) Alternatively, you can click on Notify All and then select which investigators to notify.

Key Personnel	
Document was successfully saved.	Х
Search for and add key personnel  Add Personnel	Notify All

Check the boxes for selected investigators and key persons and click on the Notify button.

Notify A	Notify All						
	Name	Last Notification					
	Sally Egloff	04/16/2024 01:48 PM					
	Carolyn LaLumiere Miller						
	Dave Fall	04/16/2024 01:48 PM					
		Notify					

**IMPORTANT:** If you would like to resend a certification request after a person has already certified so that they may make a change to their answers, you must use the "Notify" button listed next to that person's name. The "Notify All" button will NOT resend a certification request if that person has already certified.

You will see a date timestamp next to their name once they have completed the certification questionnaire. You may click on the Certification tab of that person to see their recorded answers, or if they have not yet answered some or all of the questions.

NOTE: All UMD Personnel (investigators and key persons) need to certify, and they must perform the certification themselves. This may not be delegated to anyone else. This must be completed before the proposal can be routed for approval.

# **Credit Allocation Subsection**

Enter Credit Split info for the project and all investigators.

Open [Credit Allocation] > Click editable boxes to change the credit allocation > Click [save] Investigator totals must equal 100%, Unit totals for each investigator must also equal 100%

		Recognition	
	Christine Kang	75	
The Investigator rows Must add	CC010707 - ARHU-Dean-College of Arts & Humanities	50	Each Investigator's
up to 100% in the Investigator Total at the	CC010728 - ARHU-History	50	units must add up to 100% for the Unit Total
Bottom	Unit Total:	100	
	John C. Down	25	
	CC010728 - ARHU-History	25	
	CC011075 - VPR-Research Administration	75	_
	Unit Total:	100	
	Investigator Total:	100	
	Back   Save   Save and Continue   Close		

All individuals who have the "Include in Credit Allocation" box checked on the Person's Details tab will be displayed here along with each of his/her units. Including an individual in Credit Allocation means that Credit/DRIF returns will be calculated based on this information AND this proposal and resulting awards will be included in standard and institutional reports for the person, department, and college. Not including someone in Credit Allocation means that the person will only be included on specific report requests for all Key Personnel and not official University reports.

If you are not seeing a person show up on the Credit Allocation, confirm that the person has at least one unit assigned. You can add units in the <u>Add Units to Personnel</u> section.

# **Questionnaire Section**

There will always be one or more questionnaires to answer based on:

- Anticipated Award Type selected on the <u>Sponsor and Program</u> Section
- If it's an S2S Grants.gov Proposal and/or S2S Fellowship

Based on Anticipated Award Typ	Based on S2S	
Funded Questionnaire	Non Funded Questionnaire	Grants.gov S2S
Grant	Non-Disclosure Agreement	Questionnaire
Contract	Teaming Agreement	S2S Funding Opp Assigned
Indefinite Delivery Contract	Equipment Loan	
Cooperative Agreement	Memorandum of Understanding	Fellowship Questionnaire
Consortium Membership		S2S Funding Opp Assigned
Other Transaction Agreement		AND Fellowship
Intergovernmental Personnel	MTA Questionnaire	
	Material Transfer Agreement	EDSF424 Supplement 4.0
		Questionnaire
	Data Use Agreement Questionnaire	
	Data Use Agreement	S2S Funding Opp Assigned and Dept of Education

NOTE: All Questionnaires must be answered except for the "Proposal Converted YNQs."

# **Answer Questionnaire Questions**

Click on the appropriate Questionnaire Tab and answer each question.

Click the Save button once complete. **Complete** will be displayed for completed questionnaires.

If you need to update any of your answers, go to the appropriate question as needed.

To start over or clear all of your answers, click on the Clear button.

Print generates a PDF of the questionnaire.

Funded Agreement 🛩	
Funded Agreement (Incomplete) Is this a pre-proposal submission? (i) Yes No	
Is this a MPowering the State (MTS) proposal? () O Yes O No	
Is part of this project to be subcontracted to another organization, as defined by the distinguishing factors between a subcontractor vs. vendor vs. consultant document? Available here: ORA Subawards ④ O Yes O No	
Is any of the UM portion of this project to take place off-campus for a minimum of 3 consecutive months? ③ ○ Yes ○ No	

# **Questionnaire Versions and Updating**

ORA updates questionnaires as the need arises. When this happens, any proposals in progress where a questionnaire had previously been answered will show an [Update Available] button to inform you that a newer version of the questionnaire is available. You will also see the [Update Available] button if you've copied a proposal that used an older version of the questionnaire. Please update the questionnaire if you see this button available. The [Update Available] button will be found on the right top corner of the Questionnaire Section on the previously answered Questionnaire.

• Click on the [Update Available]



• Two options will be available to select:



#### • Copy the Answers

If you select "Copy the answers from the old version of questionnaire to the new one. Only questions that have been changed in the new version will have to be answered." your previous answers will be applied to the new questionnaire. Any new questions will need to be answered.

• Do Not Copy Answers

If you select "Do not copy answers from previous version of the questionnaire. Every question in the new version of the questionnaire will have to be answered." your previous answers will be lost, and you will have to answer all questions again.

• Once you've completed the updated questionnaire, you will see a green (Complete) next to the funded agreement. The questionnaire has been completed.

# **Compliance Section**

The Compliance section lists special review items for the proposal. Special Review Items available for use:

- Human Subjects
- Animal Subjects
- Biological Materials
- Boats Used in Research
- Chemicals
- Conflict of Interest
- e-Verify
- Export Control
- F&A Waiver
- Financial COI

- GDPR data
- Highly Toxic Gases
- Indirect Cost Waiver
- Lab/Safety
- Open Access Blanket UM IP Waiver
- Proprietary Information
- Radioactive Materials IONIZING
- Radioactive Materials NON-IONIZING
- Recombinant DNA
- Scientific Diving
- Select Agent Toxins

## Add compliance

Click [Compliance] Section > Click [+ Add compliance entry]



Complete the required fields > Click [Add Entry]. If you click Cancel, the system will return to the Compliance screen.

Add Compliance E	intry	×
Type: *	select v	۹
Approval Status: *	select •	۹
Protocol Number:		
Application Date:		
Approval Date:		
Expiration Date:		
Exemption #:	Nothing selected	•
Comments:		1
	Add Entry Cancel	

Type: Select an appropriate compliance

**Approval Status:** always select Pending or Not Yet Applied for all types unless type is Human Subjects AND is exempt - select Exempt and state reason in Comments

Protocol No: leave blank

**Comments:** If the title of the protocol differs from the proposal title, enter the protocol title in the Comments.

**Reminder:** Some sponsors require investigators and senior/key personnel to complete a Financial Conflict of Interest disclosure prior to proposal submission, regardless of presence of potential conflict. If the proposal's sponsor or prime sponsor has this requirement, include the Financial COI item with the approval status set as Pending.

Sponsor requirements may change, but these often require FCOI disclosure prior to submission: Public Health Service (including NIH), NASA, NSF, and DOE.

# **Attachments Section**

The Attachments section has individual tabs for Proposal, Personnel, and Internal attachments. Proposal and Personnel attachments will be submitted to the Sponsor for S2S proposals when the appropriate forms are included. Internal attachments are always used for departmental and ORA use. UMD does not use Abstracts (with exception noted below) or Notes. **The attachment file size is limited to 25 MB**.

Attachm	nents			
Attachme	ents			
Proposal (0)	Personnel (0)	Abstracts (0)	Internal (11)	Notes (0)

# Attachments Tabs Use Overview

N	on-S2S Proposals
	Proposal – DO NOT USE
	Personnel – DO NOT USE
	Abstracts – DO NOT USE
	Notes – DO NOT USE
	<ul> <li>Internal – for UMD use only, not all files are submitted to the sponsor</li> </ul>
	<ul> <li>Required: ALL proposal documents, 2 UM - ORA/SPA Placeholders/Final Proposal</li> </ul>
	marked as draft, UM - Departmental Budget, UM- Funding opp/BAA,
	<ul> <li>Encouraged: UM - inTERP Disclosure Verification</li> </ul>
	<ul> <li>Check with your departmental supervisor and CA for other required internal files</li> </ul>
<b>S</b> 2	2S Proposals
	<ul> <li>Proposal – required Grants.gov attachments to be sent to the sponsor</li> </ul>
	<ul> <li>Personnel – required Grants.gov personnel-specific attachments to be sent to the sponsor</li> </ul>
	<ul> <li>Abstracts – Use only for SF424 Short Form - type in project description in Project Summary</li> </ul>
	Abstract Type.
	Notes – DO NOT USE
	<ul> <li>Internal – for UMD use only, is not submitted to the sponsor</li> </ul>
	<ul> <li>Required: 2 UM - ORA/SPA Placeholders/Final Proposal marked as draft, UM -</li> </ul>
	Departmental Budget, UM - Funding opp/BAA
	<ul> <li>Check with your departmental supervisor and CA for other required internal files</li> </ul>
NO	TE: Please add UM - Scope of Work for Non Monetary Agreements on the Attachment Section >
Inte	ernal tab with the appropriate file attached.
A-	the character Mountings
A	ttachments warnings
	Disclosure Verification attachment.

**For Placeholder:** Please include (2) "UM - ORA/SPA Placeholder/Final Proposal" Narrative type attachments in the Attachments section.

**For inTerp Disclosure Verification**: There is not a narrative type "UM - inTERP Disclosure Verification" included in this proposal. Adding the verification at the routing stage can streamline the compliance process required for proposal submission. More details available on the inTERP site (https://research.umd.edu/resources/research-compliance/conflicts-interest-coi/disclose-interp)

**Proposal Tab (use only for S2S proposals)** The Proposal Tab is where you attach all non-personnel documents that will be included in the Grants.gov package for an S2S proposal.

# Add Attachments:

Click [+Add ] to add a single attachment -OR-Click [Upload & Add] to add multiple documents at once Enter data for Attachment Type, Status, Description on each Under File > Click the [Choose File] Button to attach a file Click [Save]

NOTE: All filenames should be unique and not contain spaces or special characters.

Details	×
Attachment Type: *	
select	•
Status: *	
select	•
Contact Name:	
Email Address:	
Phone Number:	
Comments:	
	11
Description:	_
	-11
	_
Choose File No file chosen	
Save	

Attachment type (Narrative type): Select appropriate attachment type Status: Select appropriate status for the document.

**Description**: Add title for narrative type; no spaces or special characters in title, descriptions MUST be unique

How Do I Know Which Attachment Types to Use for my S2S Grants.gov Proposal? Use the <u>Kuali Research Attachment Types</u> and Grants.gov Crosswalk!

Use this spreadsheet by filtering on each Grants.gov form to see which attachment types will feed to which Grants.gov form. Not all types are required, review your FOA instructions to confirm.

# Shortcut!

By using "Set All Statuses," you can quickly set all statuses in this section to Final or Draft.

# Personnel Tab (use only for S2S proposals)

Final

Set All Statuses

The Personnel Tab is where you attach all personnel documents that will be included in the Grants.gov package for an S2S proposal. Examples are Biosketch, Current & Pending Reports, etc.

Attachments				
Proposal (0)	Personnel (0)	Abstracts (0)	Internal (0)	Notes (0)
Personnel (o)				
Add attachments to this proposal Add Upload & Add				

## Add Attachments:

Click [+Add ] to add a single attachment -OR-

Click [Upload & Add] to add multiple documents at once Enter data for Attachment Type, Status, Description on each Under File > Click the [Choose File] Button to attach a file Click [Save]

Details
Person: *
Type: *
select
Description:
File:
Choose File No file chosen
Save

**Person:** Select the appropriate person from the [personnel] selection **Type:** Select the appropriate type of document

How Do I Know Which Personnel Attachments are Required?

Review your FOA instructions to confirm what types of Personnel Attachments are required for your proposal.

# Abstract Tab

Do not use it unless this is an NSF proposal that would be submitted by grants.gov or the opportunity uses the SF 424 Short Form.

# Internal Tab (all attachments for non-S2S proposals)

The Internal Tab is where you attach all documents that do NOT need to be submitted to the sponsor and are for departmental and ORA use only. Some documents are required for every proposal by ORA while others your department/college may mandate need to be included.

Attachments				
Proposal (0)	Personnel (0)	Abstracts (0)	Internal (0)	Notes (0)
Internal (d	)			
+ Add				
Upload & Add				

**ORA Required Types** 

- UM Departmental Budget
- UM Funding Opp/BAA
- UM ORA/SPA Placeholder/Final Proposal (Include 2 ORA/SPA Placeholder/Final Proposal Files for ORA Usage, Placeholder files must have some text and may be a PDF)
- For Non-S2S Proposal Grants.gov proposals, include the Adobe Package (generated from Workspace).
- UM Scope of Work for Nonmonetary Agreements (requirement for the Non-Funded/MTA/DUA Questionnaires)

Department/College Required Types:

• See your departmental contact.

#### Add Attachments:

Click [+Add ] to add a single attachment -OR-Click [Upload & Add] to add multiple documents at once Under File > Click the [Choose File] Button to attach a file Click [Save]

Details			×
Type: *			
			•
Status: *			
select			
Description:			
			1.
File:			
Choose File No file chosen			
	Save		

Type: Select appropriate attachment type Status: Select appropriate status Description: Enter a description



#### Shortcut!

Using "Set All Statuses" you can quickly set all statuses in this section to Final or Draft.

#### Notes Tab

Auto populated by the system to track return/recall individual, date, and time.

#### View/edit rights

This will give rights to view and edit the attachment.

The list of people from the department/college/ORA will show up and you may edit as needed.

	File	Type *	Status *	Description	Uploaded By	Timestamp	Actions
1	Placeholder1.pdf	UM - ORA/SPA Placeholder/Final Proposal 👻	Draft 🗸	place holder for ORA	Miller, Carolyn LaLumiere	10/28/2024 01:14 PM	Details view/edit rights

# **Budget Section**

Section menu			
Icons	Description		
« Return to proposal	Takes you back to the proposal page.		
↓ <b>₽</b> Periods & Totals	Displays the budget periods and project cost information.		
Rates	Sync or adjust the rates (F&A, Fringe Benefits, and Inflations) as needed.		
Personnel Costs	Setup and budget for Personnel. Add and view persons who need to be budgeted for project activities.		
Non-Personnel Costs	Setup and budget for the non-personnel costs (equipment, materials and etc) in line items of the detailed budget.		
Not Subawards	Displays the uploaded subaward form and inserts system-generated line items for subaward funding values for each project period into the proposal budget.		
Institutional Commitments	Displays Cost Sharing.		
Project Income	Optional. If a proposed project activity will generate some kind of revenue.		
✓ Modular	Setup and create a modular budget on an existing detail budget or directly build a Modular Budget.		
Budget Notes	Add notes to the Budget as well as consolidate individual expense justifications entered at the line item level.		
Budget Summary	Provides a snapshot view of the entire budget.		

Top menu	
	Description
Icons	
✓ Data Validation (off)	Turn on/run Budget specific validations, located at the top of the navigation bar
Budget Settings	Basic summary information about the Budget such as status, dates, costs, rates, and totals. This is also where Budget Comments may be entered
I≡ Hierarchy	Displays the information on whether this budget is part of a proposal hierarchy.
Summary	Displays a budget summary of each personnel, non-personnel and total
Budget Versions	Displays all budget versions. Allow to create, finalize and include the budget version of user's choice on to the proposal
	generates the remaining budget periods with details
⑦ Help -	Displays guidebook

# Creating a Budget - Summary vs detail

- For S2S submissions, a detailed budget is required unless it's an NIH Modular Budget. Refer to the funding opportunity instructions to determine budget requirements.
- For non-S2S submissions, a summary budget is required.

## Create a New budget

On the Proposals Sections menu (left) > Click on the [Budget] section. This takes you to the Budget Versions page > Click on the [+ Add Budget] button.

R	Ide		c
DU	iug	je	LS



The Create a Budget Version menu displays.

The following budgets are linked to this proposal.

- Budget Name: Enter a description for your budget, this will come in handy if you create different versions of your budget to cover different scenarios. You cannot change the name of the budget or delete the budget after it is created.
- Detailed Budget or Summary?
  - Select "Start a Detailed Budget" for S2S Submissions
  - Select "Start a Summary Budget" for NON-S2S Submissions
- Modular Budget?
  - Select "Yes" if proposal is for a NIH and Modular Budget is Required and Select "Start a Summary Budget" above
- Click [Create Budget] Button. If you click on Cancel, the system returns to the Budgets screen and no data is saved.
- You cannot delete a budget. Only one budget can be marked "For Submission." All others are ignored.

Create a Budget Version	×
Proposal: 37220 Budget Name: "	
Detailed Budget - 2 GAs	
Would you like to create a detailed budget or enter a summary only?: *	
Will this be a modular budget?: " Yes   No	
Create Budget Cancel	

#### **Budget Document**

After creating a budget, the Budget Document Page will load.

Proposal #37220 > Budget #1 Budget #1: Deta	tiled Buc	lget - 2 archy ® Summa	GAs ₁y ▣ ε	3 Budget Ver	sions 😂	<sup>≩</sup> Autocalci	Marked For S Created: 08/0 Proposal: #3; more	ubmissio 6/2017 7220 ⑦ Help	n: No
« Return to proposal	Periods 8	Totals		[	Recalculate	e with chan;	ges Reset to p	eriod defai	ults
Rates	Period Start Date *	Period End o	் Months	Total Sponsør Cost	Direct: Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cos
Personnel Costs	08/01/2017	07/31/2018	12.0	0.00	0.00	0.00	0.00	0.00	0
Non-Personnel Costs	08/01/2018	07/31/2019	12.0	0.00	0.00	0.00	0.00	0.00	0
Subawards	08/01/2019	07/31/2020	12.0	0.00	0.00	0.00	0.00	0.00	0
Institutional Commitments     Project Income			Total: 36.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	To (
<ul> <li>✓ Modular</li> <li>■ Budget Notes</li> </ul>									
Budget Summary	J								

#### **Sections Menu**

Budget-specific Section Menu Buttons on the left-hand side.

#### **Budget Toolbar**

A series of budget-specific toolbar options will be listed at the top of the page.

**NOTE:** You may return back the Proposal details at any point by clicking the "Return to Proposal" button.

## **Budget Settings**

Budget Settings must be completed for both Summary or Detailed Budget. This should be done prior to entering any budget data. You may also mark a budget final within Budget Settings.



Budget Settings		Total Direct Cost Limit: optional Budget Status : complete/incomplete
Project Start Date Project End Date Total Direct Cost Limit Budget Status On/Off Campus Residual Funds Total Cost Limit Unrecovered F & A Rate Type F&A Rate Type Comments	08/01/2017 07/31/2020 0.00 Incomplete \$ Default \$ 0.00 0.00 MTDC-On or Off-Adjacent \$ MTDC-On or Off-Adjacent \$	<ul> <li>on/off campus         <ul> <li>Default: use when the budget is charging both on and off rates</li> <li>ALL on: use only on-campus rate</li> <li>ALL off: use only off-campus rate</li> </ul> </li> <li>Residual Funds: not used</li> <li>Total Cost Limit : optional</li> <li>F&amp;A rate type: select applicable</li> <li>Comments: optional</li> <li>Modular budget: check if applicable (NIH only)</li> <li>Submit Cost sharing: check if applicable</li> </ul>
Modular Budget: Submit Cost Sharing:	Apply Changes Close	

# Creating a Summary Budget

If your proposal is a non-S2S proposal, you will create a summary budget.

# 1. Configure Budget Settings

- Click on "Budget Settings" in the top toolbar to ensure you have the correct configurations set for:
- On/Off Campus Flag
- F&A Rate Type

	Budget Settings	
	Project Start Date	12/01/2019
	Project End Date	11/30/2022
	Total Direct Cost Limit	0.00
	Budget Status	Incomplete v
	On/Off Campus	All On 🔻
	<b>Residual Funds</b>	0.00
	Total Cost Limit	0.00
<sup></sup>	Unrecovered F & A ≀ate Type	MTDC-On or Off-Adjacent
	F&A Rate Type	MTDC-On or Off-Adjacent v
	Comments	
	Modular Budget:	6
	Submit Cost Sharing:	8
	Exclude Subcontract F&A from Direct Cost Limit:	
		Apply Changes Close

# 2. Configure Rates for F&A

If our institutional rates are being used on the project then no changes to the rates section are required. Please see **ORA's F&A Information page** for details on current institutional rates.

However, if the sponsor mandates a rate lower than our institutional rates (but greater than 0%) you will need to enter that value in the applicable rates column on the appropriate on/off campus rows. This will ensure the correct rate gets pulled into the Institutional Proposal when generated later. Also, be sure to include the appropriate documentation on the sponsor mandated F&A rate requirement in the attachment section of the proposal if an institutional rate is not being used.

NOTE: If a rate type of 0% is mandated by the sponsor then the F&A Rate Type of Other is used and already reflects 0% under applicable rates sections.

« Return to proposal		Verify the default rates set by your in Research - Basic F & A Fring	stitution. You c	n override the	n if necessary by	clicking	g the edit icon to th	e right of eacl	n row.		
Rates V		Research - Basic F 8	δA						Sync to Current	Institutional Rates	Reset to Default Rates
Personnel Costs	>	Description	0 On Can	pus 0	Fiscal Year	٥	Start Date	0 Institu	te Rate	Applicable	Rate * 0
Non-Personnel Costs		MTDC - On or Off Adjacent - DOD	Contract								Check
🕅 Subawards		MTDCA DOD Contract	No		2020		07/01/2019	30.00		30.00	Applicable
A Institutional Commitments	>	MTDCA DOD Contract	Yes		2020		07/01/2019	57.00		57.00	Rates
Project Income		MTDCA DOD Contract	No		2021		07/01/2020	30.00		30.00	
✔ Modular	C	MTDCA DOD Contract	Yes		2021		07/01/2020	57.00		57.00	
Budget Notes		MTDCA DOD Contract	No		2022		07/01/2021	30.00		30.00	
Budget Summary		MTDCA DOD Contract	Yes		2022		07/01/2021	57.00		57.00	

# 3. Create the Summary Budget

On the Periods and Totals Tab, populate the amount fields for Direct Costs and F&A Costs. If your project has Cost Sharing, enter amounts as needed. If there is Cost Sharing, fill out the <u>Cost Share Subsection</u> as well.

« Return to proposal	< Periods 8 + Add Budget F	Totals			Ļ	+		Recz ulate	with changes	Reset to perio	od defaults
1: Periods & lotals	Period Start Date *	Period End Date	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing <sup>©</sup>	Cost ் Limit	Direct Cost Limit	Actions
Personnel Costs	12/01/2019	11/30/2020	12.0	495,620.00	400,000.00	95,620.00	0.00	0.00	0.00	0.00	8
Non-Personnel Costs	12/01/2020	11/30/2021	12.0	534,292.00	450,000.00	84,292.00	0.00	0.00	0.00	0.00	Û
N Subawards	12/01/2021	11/30/2022	12.0	411,657.00	325,000.00	88,857.00	0.00	0.00	0.00	0.00	8
↓ Institutional Commitments	>		Total: 38.00	Total: 1,441,569.00	Total: 1,175,000.00	Total: 266,569.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	

# Creating a Detailed Budget

# **Periods & Totals Section**

The Periods & Totals tab pre-populates with a row for each 12-month budget period, defaulting with the Project Start Date and End Date found back on the Proposal Details section. You may adjust the period boundaries here but cannot change the overall Initial Project Start Date or overall Project End Date, to do so you will need to return to the Proposal Details section and update the State and End dates there.

Periods &	lotals						Recalculate wit	h changes	Reset to perio	d defaults
+ Add Budget Per	iod									
Period Start Date *	Period End Date	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit ≎	Direct Cost	Action
08/01/2017	07/31/2018	12.0	194,980.01	130,500.00	64,480.01	0.00	9,500.00	0.00	0.00	Î
08/01/2018	07/31/2019	12.0	202,627.21	135,620.00	67,007.21	0.00	9,880.00	0.00	0.00	Î
08/01/2019	07/31/2020	12.0	210,580.29	140,944.80	69,635.49	0.00	10,275.20	0.00	0.00	Ħ
		Total:	Total:	Total:	Total:	Total: 0.00	Total:	Total:	Total: 0.00	
		36.00	608,187.51	407,064.80	201,122.71		29,655.20	0.00		

#### Confirm date boundaries are correct. Do NOT enter in amounts.

**Project Start and End Dates:** In between the overall predefined project start and end dates you may update the period boundaries if necessary.

• Add Budget Period: If needed, you may insert a period in between the overall predefined project start and end dates using the [+ Add Budget Period] Button

#### Direct Cost, F&A Cost, and Cost Sharing

If this is an S2S Detailed Budget, do NOT enter in details for Direct Cost, F&A Cost, and Cost Sharing. These totals will accumulate here automatically as you enter line items to the detailed budget.

**Cost Limit, Direct Cost Limit (optional):** You may optionally set cost limits to alert you when you've exceeded predefined amounts if you wish.

This page has 2 warnings
 The Period 1 Cost Limit has been exceeded.
 The Period 1 Direct Cost Limit has been exceeded.

## **Rates Section**

If our institutional rates are being used on the project, then no changes to the rates section are required. Please see **ORA's F&A Information page** for details on current institutional rates.

However, if the sponsor mandates a rate lower than our institutional rates (but greater than 0%), you will need to enter that value in the applicable rates column on the appropriate on/off campus rows. This will ensure the correct rate gets pulled into the Institutional Proposal when generated later. Also, be sure to include the appropriate documentation on the sponsor mandated F&A rate requirement in the attachment section of the proposal if an institutional rate is not being used.

NOTE: If a rate type of 0% is mandated by the sponsor, then the F&A Rate Type of Other is used and already reflects 0% under applicable rates sections.

Rates	vourior	titution You can	01/07	ide them if nec		n by dicking l	the e	dit icon to the right	Refre	sh All Rates Sync /	NI Rates
Research - Basic F & A	Fringe	Benefits I	nflatir			iy uy closing i	110 0	at itom to the right	UI GAN	arrow.	
Research - Basi	c F 8	κA					Syr	no to Current Instituti	onal R	ates Reset to Defai	ult Rates
Description	¢	On Campus	¢	Fiscal Year	¢	Start Date	0	Institute Rate	0	Applicable Rate *	c
MTDC - On or Off Adjacen	t - DOD	Contract									
MTDCA DOD Contract		No		2020		07/01/2019		30.00		30.00	
MTDCA DOD Contract		Yes		2020		07/01/2019		57.00		57.00	
MTDCA DOD Contract		No		2021		07/01/2020		30.00		30.00	
MTDCA DOD Contract		Yes		2021		07/01/2020		57.00		57.00	
MTDC - On or Off Remote	- DOD C	ontract									
MTDCR DOD Contract		No		2020		07/01/2019		28.50		28.50	
MTDCR DOD Contract		Yes		2020		07/01/2019		57.00		57.00	
MTDCR DOD Contract		No		2021		07/01/2020		28.50		28.50	
MTDCR DOD Contract		Yes		2021		07/01/2020		57.00		57.00	
Back S	ave	Save and Contin	nue	Complete Bu	idgel	Close				51.00	

Description: describes the type of rate being used
On Campus: if yes, rate is for campus, if no, rate is for off-campus
Fiscal year: fiscal year of the period
Start Date: start date of fiscal year
Institute Rate: formally negotiated rate for UMD
Applicable Rate: rate that is used for this proposal

[Refresh All Rates]: replaces all manually changed Applicable Rates to the Institute rate [Sync All Rates]: updates a copied or older proposal document with current institutional rates [Sync to Current Institutional Rates]: appears on each rate class tab (F&A, Fringe Benefits, and Inflation) and allows you to revert the Applicable Rates back to the Institutional Rates on each rate class tab. [Reset to Default Rates]: appears on each rate class tab (F&A, Fringe Benefits, and Inflation) and allows you to reset all "applicable rate" fields to match the rates listed within the current "institute rate" fields (whether or not the institute rates are current).

#### Research, Basic F&A Tab

Click the [Research, basic F&A] tab > click the [Applicable rate] field > Enter the rate to be applied > click [Save]

#### **Fringe benefits Tab**

Fringe benefits may be viewed but are not to be changed.

#### Inflation Tab: has only one rate

Click the [Inflation] tab > click the [Applicable rate] field > Enter the rate to be applied > click [Save]

# **Personnel Costs Section**

The Personnel Costs Section contains two areas to manage Personnel Costs:

- Project Personnel: allows you to set salary, appointment types, and when to trigger inflation on salaries for each person. You may also add "To Be Named" personnel (GAs, Post Docs, FRAs, etc).
- Assign Personnel to Periods: allows you to choose which Personnel you would like added to each period, assign a cost element type, set % effort and % charged percentages.

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#### **Project Personnel Subsection**

All Personnel that were added back on the actual Proposal will be listed here by default, but they do not all necessarily have to be used. You may add additional people such as To Be Named personnel or Employees and Non-Employees that were not originally listed on the proposal. This section is essentially a picklist that you will utilize later when assigning personnel to periods.

Project Personn Personnel added to the propo	iew, configure, and add a	Add Personnel dditional personr	Sync from Proposal nel to the budget.	
Person	Job Code 🗘	Appointment Type 🗘	Base Salary	Actions
From Proposal Developme	nt			
Christine Kang (MPI)	DEFAULT (AA000)	12M EMPLOYEE	0.00	Details
Zachary I Friedman (PI)	DEFAULT (AA000)	12M EMPLOYEE	0.00	Details

#### Review all Personnel listed and add any missing people.

#### Adding To Be Named Personnel

Click the [+Add Personnel] button > Change the Search For field to "To Be Named." If you click on Cancel, the system will return to the Project Personnel screen.

Add Personnel	
Search for *	Employee
Last Name	select
First Name	Employee
User Name	Non Employee
Email Address	To Be Named
Office Phone	
Home Unit	
Campus Code	
	Search Cancel

The screen will refresh and provide a list of To Be Named categories.

Enter the quantity for the appropriate person category > Click [Add TBN personnel to Budget] button.

Add Personnel		×
Search for *		
To Be Named		•
Select the quantity of each 'to be named' person categ your budget.	ory to be returned to	
Person Category	Quantity	÷
TBA, Administrative Assistant	0	
TBA, Administrative Manager	0	
TBA, Administrative/Clerical	0	
TBA, Assistant Director	0	
TBA, Bioinformatic Analyst	0	
TBA, Bioinformatic Scientist	0	
TBA, Biostatistician	0	
TBA, Budget Analyst	0	
TBA, Clinical Faculty	0	

The TBN person(s) will now be listed in the Project Personnel list.

Project Personnel Personnel added to the proposal a	+ Ad	d Personnel	Sync from Proposal	
Person	Job Code 🗘	Appointment Type 🗘	Base Salary	Actions
From Proposal Development				
Mosi A Skerritt (PI)	DEFAULT (AA000)	12M EMPLOYEE	0.00	Details
Other Personnel				
TBA, Graduate Assistant - 1		12M EMPLOYEE	0.00	Details

Once you've confirmed all people needed for the project budget are listed in the Project Personnel list, you will need to edit details for EACH person to set salary, appointment type, and when to trigger inflation on salary if applicable. Click on [Details] to edit the details for each person.

Edit Personnel	
John C. Down Details Sala	ry by Period
Details	
Rol	le: PI/Contact
Job Code	* AA000
Job Tit	e: DEFAULT
Appointment Typ	e: 12M EMPLOYEE
Salary Effective Date:	08/01/2017
Salary Anniversary Date:	
Base Salar	<b>y:</b> 0.00
	Save Changes Cancel

Job Code: Leave current job code assigned, if missing enter "AA000" placeholder Appointment Type: This is the time interval for their Base Salary. Select appropriate type TMP (1 month), SUM (3 months), REG and 12M are the same (12 months).

Salary effective date: The date a person can start working and we can start charging salary. Usually matches the start date of the project. Salary anniversary date: The date the salary will start to inflate; typically this is the start of budget period 2. If left blank, KR will apply inflation on July 1, the start of the fiscal year.

If you click on Cancel, the system returns to the Project Personnel screen.

Click the [Save Changes] button once complete.

Edit Personnel			×	
TBA, Post-Doc - 1 Details Salary by	Period			
Salary by Period Show 10 entries csv _ xml _ xis				
Period	Salary		\$	
1	0.00			
2	0.00			

**Salary By Period:** By clicking on the Salary by Period Tab you may enter values that will display as the Base Salary field on certain S2S budget forms such as the R&R Budget. This is typically a cosmetic field and is not required unless explicitly stated in the funding opportunity instructions.

# After each person has been set up in the Project Personnel section, you are ready to actually assign Personnel as needed for each project period. Assign Personnel to Periods Subsection

# Adding personnel line items

Click [Assign Personnel to Periods] subsection > Click on the appropriate period tab if needed Click [Assign Personnel] on the right top

Assign Personnel to Periods						
Assign personnel to one or all periods and configure efforts and charges.						
Period 1	Period 2	Period 3				
Period 1	L	Calculate Current Period	Assign Personnel			

#### Add Personnel to Period Menu

Select the correct Person and update fields. Once done, click [Add Non-Personnel Item to Period #]. If you click on Cancel, no assignment is made, and the system returns to the Assign Personnel to Periods screen.

Add Personnel to Period				
Person: *	Select			
Appointment Type:				
Salary Effective Date:				
Object Code: *	select			
Group:	Default			
Start Date: *	09/01/2017			
End Date: *	08/31/2018			
Effort %:	0.00			
Charged %:	0.00			
Period Type:	Calendar			
	Assign to Period 1 Cancel			

**Person:** Select the person you would like to add to the budget period from this dropdown. Only people in the Personnel subsection that were previously identified will be available. See <u>Project Personnel</u> on how to add missing people.

**Object Code:** Select the appropriate Cost Element Object Code. This drives the type of Fringe Rate that will be applied (Faculty, Staff, Legislated, Limited).

Group: Optionally used for organizing people. Start and End Date: Update if needed. Effort %: Enter Percentage for Effort.

Charged %: Enter Percentage for Charged.

- Effort % can never be less than Charged %. (This would be indicating you are getting paid for doing less work).
- If Effort % is greater than Charge % then this is a form of Cost Sharing (You are saying you will do more work for less money).

**Period Type:** Academic, Calendar, or Summer. Will be displayed as indicated on GGov forms.

Groups

Add	Personnel to	Period	×
	Person: *	John C. Down (AA000)	•
Арр	ointment Type:	12M EMPLOYEE	
Salary Date:	Effective	01/01/2018	
	Object Code: *	A1011 - A Faculty Salary - Tenured, Academic Faculty Rate	۹
	Group:	Create New Group	•
Nev	w Group Name:		
	Start Date: *	01/01/2018	
	End Date: *	12/31/2018	
	Effort %:	0.00	
	Charged %:	0.00	
Rec	uested Salary:	0.00	
	Period Type:	Calendar	•
		Assign to Period 1 Cancel	

Use groups to organize AND to allow you to uncheck fringe, F&A rates and inflation.

Click [Assign Personnel to Periods] subsection > Click [Assign Personnel] button on the right > [Add Personnel to period] window comes out, select [Person] > select [Object Code] > select "Create New Group" to create one under [Group] drop-down menu> Enter necessary information > Click [Assign to period #] > Group is created.

Click [Details & Rates]	under Actions
of each group to chan	ge the settings

\$ Person	\$tart	End <sup>\$</sup>	Effort	¢ Charged	Period Type	Requested Salary	Calculated Fringe	Actions
A1011 - A Faculty Sala	ry - Tenured,	Academic Fa	aculty Ra	ite				Details & Rates
Sally Egloff	01/01/2020	12/31/2020	10.00	10.00	Calendar	10,000.00	3,500.00	Details
A1012 - A Faculty Sala	ry - Tenured,	12 mos Facu	ulty Rate					Details & Rates
John C. Down	01/01/2020	12/31/2020	10.00	10.00	Calendar	9,000.00	3,150.00	Details

# **Details Tab**

Details & Rates				×
General Rate	95			
General				
Budget Category	y: Senior Person	nel	•	Q
Unrecovered F&/	A: 0.00			
Cost Sharing	g: 0.00			
Notes	s:			
				1
Group Description	n:			
# of Persons	s: 0			
Inflation Ra	ites			
Description	Start Date	Institution Rate	Applicable Rate	
Inflation	07/01/2017	4.00	4.00	
Inflation	07/01/2018	4.00	4.00	
Apply Inflation	n: 🔲			
Submit cost sharing	g: 🔲			
On Campus	s: 🔲			
Sa	ave Changes	Apply To Later Periods	Cancel	

This tab allows you to check/uncheck the inflation, submit for the cost sharing and on/off-campus. If you click on Cancel, the system returns to the Project Personnel screen, and no changes are saved.

# **Rates Tab**

Details & Rates				>
General Rates				
Rates				
Class	≎	Rate Cost ≎	Rate Cost Sharing	Apply Rate?
Employee Benefits	Primary Research Fringe Rate	12,835.00	0.00	
MTDC-On or Off- Adjacent	MTDC	28,921.54	0.00	
Save	Changes Apply To Late	er Periods	Cancel	

This tab allows you to check/uncheck the rates for the fringe benefits and F&A rates. If you click on Cancel, the system returns to the Project Personnel screen, and no changes are saved.

## Modify the Assigned Personnel

After adding Personnel to a Project Period, you may edit Personnel Details if needed by clicking on the Details button.

Click [Personnel] section > Click [Assigned Personnel to Periods] subsection > Click [Details]

\$ Person	Start <sup>0</sup>	¢ End	Effort	Charged	Period $\Diamond$ Type	Requested $\Diamond$ Salary	Calculated $\Diamond$ Fringe	Actions
A1011 - A Faculty Salary - Tenured, Academic Faculty Rate Details & Rates								
Sally Egloff	01/01/2020	12/31/2020	10.00	10.00	Calendar	10,000.00	3,500.00	Details

On the Edit Assigned Personnel menu, you may edit any of the details you previously set during the initial personnel assignment. Once done, click the [Save Changes] button.

Edit Assigne	ed Personnel				X
John C. Dow	/n				
Person: *	John C. Down (AA000)	۳	Role:	PI/Contact	
Appointment Type:			Salary Effective Date:		
Period Type:	Calendar	۳	Start Date: *	08/01/2017	
End Date: *	07/31/2018		Effort:	50.00	
Charged:	50.00		Requested Salary:	50,000.00	
Calculated Fringe:	15,000.00		Cost Sharing Amount:	0.00	
Unrecovered F&A:	0.00		Person Months:	6.00	
Description:					
	Save Changes		Calculate	ancel	

#### Delete a Personnel Line Item

\$ Person	\$ Start	End <sup>\$</sup>	Effort	¢ Charged	Period Type	Requested Salary	Calculated Fringe	Actions
A1011 - A Faculty	Salary - Ten	ured, Acader	nic Facu	Ity Rate			Deta	ils & Rates
Sally Egloff	01/01/2020	12/31/2020	10.00	10.00	Calendar	10,000.00	3,500.00	Details

You may completely remove a personnel line item from a period if needed by clicking the trash can icon

for the associated line. Click 🔳 under Actions

#### **Non-Personnel Costs Selection**

You may add all non-personnel lines items such as equipment, travel, etc. in the Non-Personnel Costs section.

#### Add Assigned Non-Personnel

Click on the [Assign Non-Personnel] button from the Non-Personnel Cost section.

Non-Pe Add and confi	ersonnel	Costs onnel items for this budget period.
Period 1	Period 2	Period 3
Period	1	Assign Non-Personnel

Complete the required fields > Click [Add Non-Personnel Item to #]

#### Modifying the Assigned Non-Personnel Item

After adding a Non-Personnel item to a Project Period, you may edit the Details of the item if needed by clicking on the [Details] button.

Open [Non-Personnel Costs] section > Click [Details] under actions of the item that needs
modification > modify as needed > Click [Save changes]

Edit Assigned No	n-Personnel			×
Details Cost Sh	naring Rates			
Details				
Start Date: *	08/01/2017			
End Date: *	07/31/2018			
Category Type:	Equipment			٠
Category:	Equipment		•	۹
Object Code Name:	C40612 - C Con	nputers, Academic/Res	earch, \$5000 or more	
Total Base Cost:	6,500.00			
Quantity:	1			
Description:				
				1
Inflation Rate	es			
Description	Start Date	Institution Rate	Applicable Rate	
Inflation	07/01/2017	4.00	4.00	
Inflation	07/01/2018	4.00	4.00	
Apply Inflation:				
Submit cost sharing:				
On Campus:				
Save Changes	Save And Apply	To Other Periods	nc To Period Direct Cost Lin	hit
	0 m T C			
	Sync to Perio	Canc	61	

Please Select ×
Period direct cost is greater than the direct cost limit for this period. Do you want to reduce this line item cost to make the period direct cost the same as the period direct cost limit?
No Yes

#### **Details Tab**

Start and End date: default is project start and end date, but can be modified if necessary, Category Type, Category: If you want to change where this line item will feed to the RR Budget Other Direct Cost section.

**Total Base Cost:** updated if needed **Quantity:** Do Not Use, Will Not Autocalculate **Description:** Update description if needed (will not feed to forms)

Inflation Rates: viewable inflation rates for each period allows you to see how inflation will impact the item's cost if applicable. If you need to adjust the inflation rate see <u>Rates Section</u>. Apply Inflation: Default is checked; uncheck the box if this line item should not inflate in later periods. Do this before auto-generating periods. Submit Cost Sharing: Default is checked; any cost sharing incurred for this line will be fed to Grants.gov forms.

**On-Campus**: Check for On-Campus, Uncheck for Off-Campus. This will allow you to apply either an on-campus or off-campus rate to the item.

Save and Apply to Other Period: If you are adding the item after generating all the periods (autocalculate), this button can be used for adding new items and applying them to later periods.

# Sync to Period Direct Cost Limit (Optional), Sync to Period Cost Limit (Optional):

Recalculates the budget using this line item to receive the warning, when the total cost base to meet the period cost limits entered in the Periods & Totals Section for this budget period.

# **Cost Sharing Tab**

Enter a cost sharing value if you plan to apply cost sharing to this item.

Edit Assig	ned Non-Pers	sonnel	
Travel to (	Conference		
Details	Cost Sharing	Rates	
Cost Shai	ring		
Cost Sharin	g:		
0.00			
Unrecovered	d F&A:		
0.00			
Justificatior	1:		
Save C	Changes Save A	And Apply To Other Periods	Sync To Period Direct Cost Limit
	Syr	nc To Period Cost Limit	Cancel

# **Cost Sharing Tab**

Enter a cost sharing value if you plan to apply cost sharing to this item.

**Cost Sharing:** enter a value in the field to represent the contributed cost sharing amount

Unrecovered F&A: not used at UMD

**Justification:** use this text box to record notes about this line item expense. This will not feed to Grants.gov Forms. You can accumulate these notes in the Budget Section.

Edit Assigned No	on-Pers	onnel			>
Travel to Confere	nce				
Details Cost S	haring	Rates			
Rates					
Class		Type 🗘	Rate Cost≎	Rate Cost Sharing 🗘	Apply Rate? 0
MTDC-On or Off-Adja	acent	MTDC	1,040.00	0.00	
Save Changes	Save A	And Apply	To Other Period	ds Sync To Period Dire	ct Cost Limit

#### **Rates Tab**

You can view what the rate class, rate type, and rate cost are for the line item.

You may uncheck the box in the "Apply Rate?" Column to remove that rate application. This will generate under-recovery (forgone F&A).

# Autocalculate all budget periods



After finalizing all expenses in period 1 of the budget, use the [Autocalculate periods] to generate the remaining budget periods with details. The autocalculate periods function can be performed only **ONCE** per budget version.

Click the [Autocalculate periods] at the top of the budget screen Click [Yes] to confirm that you have completed your Period 1 budget.

Click [NO] to confirm that you have not completed your Period 1 budget.

Periods &	(Totals					Re	calculate with o	hanges	Reset to perior	d defaults
+ Add Budget P	eriod									
Period Start Date *	Period End Date	¢ Months	Total Sponsor ≎ Cost	≎ Direct Cost	≎ F&A Cost	Unrecovered F&A	Cost ≎ Sharing	Cost ≎ Limit	Direct ≎ Cost Limit	Actions
08/01/2017	07/31/2018	12.0	393,567.99	261,149.99	132,418.00	0.00	9,500.00	0.00	0.00	Î
08/01/2018	07/31/2019	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Ê
08/01/2019	07/31/2020	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Ē
		Total: 36.00	Total: 393,567.99	Total: 261,149.99	Total: 132,418.00	Total: 0.00	Total: 9,500.00	Total: 0.00	Total: 0.00	

Periods &	Totals					F	Recalculate with	changes F	Reset to period	defaults
+ Add Budget Pe	riod									
Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost <sup>\$</sup>	Unrecovered F&A	Cost Sharing $\diamond$	Cost Limit	Direct Cost Limit	Actions
08/01/2017	07/31/2018	12.0	393,567.99	261,149.99	132,418.00	0.00	9,500.00	0.00	0.00	
08/01/2018	07/31/2019	12.0	409,158.75	271,496.01	137,662.74	0.00	9,880.00	0.00	0.00	Î
08/01/2019	07/31/2020	12.0	425,373.06	282,255.83	143,117.23	0.00	10,275.20	0.00	0.00	Û
		Total:	Total:	Total:	Total:	Total: 0.00	Total:	Total:	Total:	
		36.00	1,228,099.80	814,901.83	413,197.97		29,655.20	0.00	0.00	

## **Subawards Section**

If your proposal has subawards, you will need to download the appropriate subaward budget form from Grants.gov, complete data entry, and import the form(s) into the Proposal Budget Subaward Section. Please perform this process for each funding opportunity to ensure you include the correct form and have a successful proposal submission.

# Extracting the Subaward budget form

1. Click on the [SEARCH GRANTS] tab.

									HELP	REGISTER   LOGIN
	GRANTS.C	SOV™				SEA	RCH: Grant Op	portunities 🔻	Enter Keyword	GO
FIND. AP										
HOME	LEARN GRANTS -	SEARCH GRANTS	APPLICANTS -	GRANTORS -	SYSTEM-TO-SYSTEM	FORMS -	CONNECT -	SUPPORT		

 Enter the Funding Opportunity number that you wish to apply to in the Basic Search Criteria: Funding Opportunity Number field in Grants.gov
 OR

Enter the Assistance Listings Number for the agency you wish to apply to in the **Basic Search Criteria: Assistance Listings Number** field in Grants.gov

- 3. Click on the **Title of the Application** to reach the synopsis page.
- 4. On the [Package] tab, click on the [Preview] link.

SYNOPSIS	VERSION HISTORY REL	ATED DOCUMENTS PACKAG	<b>GE</b>				
						Print Pa	ckage List
elect Grant (	Opportunity Package						
READ BELL Before you incompatib Adobe Rea Compatibil	can view and complete no ple versions of Adobe Reader. der. If more than one person ity.	VAILABLE FOR THIS FUNDING G	ve Adobe Reader installed. Pi s now recommended you uni kage, ALL applicants must b PPORTUNITY:	ackages are posted in Adobe Istall any earlier versions of A e using the same software ve	Reader format. You may re Adobe Reader and install th rsion. Click for more inform	eceive a validatio ne latest compati nation on Adobe	n error using ble version of Reader
CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workspace Compatible	Actions
	FORMS-E	Use for due dates on or after January 25, 2018	PKG00236881	01/05/2018	01/07/2021	Yes	Preview App

#### 5. Copy the name of the subaward form that you need.

Preview Opportunity Package Details	
Click on the Mandatory or Optional Form to preview the form and on the Download Instructions button	to download the Opportunity Package instructions.
PACKAGE FORMS:	Download Instructions
Mandatory Forms	Optional Forms
<ul> <li>sF424 (R &amp; R) [V2.0]</li> <li>&gt; FHS 398 Cover Page Supplement [V4.0]</li> <li>&gt; Research And Related Other Project Information [V1.4]</li> <li>&gt; Project/Parformance Site Location(s) [V2.0]</li> <li>&gt; Research and Related Senior/Key Person Profile (Expanded) [V2.0]</li> <li>&gt; PHS Siman SubjectS and Clinical Trials Information [V1.0]</li> </ul>	Research & Related Burdnet IVI 41     R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.4]     * FNS 396 modular Bouget [V1.2]     * FNS 396 modular Bouget [V1.2]     * PHS Assignment Request Form [V2.0]

6. On the top ribbon, hover your mouse cursor over the [Forms] tab and click on [R&R Family].

5	GRANTS.	GOV™		SEAI	RCH: Grant Op	portunities 🔻	Enter Keyword	GO		
	PLY. SUCCEED."									
HOME	LEARN GRANTS -	SEARCH GRANTS	APPLICANTS -	GRANTORS -	SYSTEM-TO-SYSTEM*	FORMS -	CONNECT -	SUPPORT	•	
GRANTS.	GOV 👌 Search Grants					GRANT FORMS				
VIEW	GRANT OPP	PORTUNITY				<ul> <li>» R&amp;R Family</li> <li>» SF-424 Family</li> <li>» SF-424 Individual Family</li> </ul>				
AND LERVICES	DA 40.404									« Back LLink
and and a second se	Preview Opportur	nity Package Detai	ls			» SF-424 M	andatory Family			
Contraction of the second						» SF-424 Sr » Post-Awar » Retired For	rd Reporting Form rms	Family 15		2

7. Look for the form (without the version # e.g. [1.4]) by using the [CTRL + F]. Make sure the version number is correct under the version number.

Grants	s.gov	R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT	PDF	Schema	FID	1.4	4040-0001	10/31/2019	
Grants	s.gov	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT	PDF	Schema	FID	1.4	4040-0001	10/31/2019	

- 8. Download the form by clicking on the **[PDF]** link next to the correct form and version.
- 9. If you need an older version of the same form, then click on the FID link to access previous versions of that form.
- 10. Open the PDF and click on the [Click here to extract the R&R subaward budget attachment] button.

R&R SU	JBAWARD BUDGET ATTACHMENT(S) FORM
Instructions: On this form, you will attac accordance with the R&R budget instru	th the R&R Subaward Budget flies for your grant application. Complete the subawardee budget(s) in ctions. Please remember that any flies you attach must be a PDF document.
	Click here to extract the R&R Subaward Budget Attachment

- 11. After you extract the subaward form and it opens, be sure to enter all necessary information then save it with a unique name.
  - Make sure that the period dates in the Subaward Budget form are exactly the same as the period dates on the proposal.
  - If the Subaward Budget does not have any money for a given period, you must include the period with zero dollars in the budget.
  - When you add the budget justification to the subaward budget form, ensure you use a unique filename that is not used on any other attachments within your proposal (e.g. BudgetJustification\_PennState.pdf)
- 12. Once you have completely entered all data onto the subaward form, you may upload it into KR.

# Attaching the subaward budget to the KR

# [Budget] Section > Open [Subawards] > Click [+Add Subward]

Subawards Upload a pre-formatted budget document for a subawardee organization or enter details manually.							
Add Subaward		5					
Organization Id:		Q					
File Name:	Choose File No file chosen						
Comments:							
		/					
	Cancel Add Subaward						

Subawards									
Upload a pre-formatted budget document for a subawardee organization or enter details manually.									
				+ Add Subaward					
Organization Id	$\diamond$	File Name	٥	Actions					
Yale University (000329)		Subaward_Yale_Aug2017.pdf		Details					

Organization Name:	Yale University				Form Name:	RR_Budget_1_	3		
Subaward PDF File Name:	Subaward_Yale_A	Aug2017.pd	lf	Pdf La	ast Updated:	OBIO6/2017 11:17 PM  T This subaward has the following comment listed			
Xml Last Updated:	08/06/2017 11:17	PM		Subaware Code:	d Status				
	http://apply.grants	.gov/forms/	RR_Budget_1_3-		Comments:				
Namespace:	V1.3					listed			
Namespace: Details	V1.3	0	F&A Cost	0	Cost Sharing	listed	Total Cost		
Namespace: Details Budget Period	V1.3 Direct Cost 32,825.00	\$	F&A Cost 21,829.00	\$	Cost Sharing	listed	Total Cost 54,654.00	0	
Namespace: Details Budget Period	V1.3 Direct Cost 32,825.00 32,825.00	\$	F&A Cost 21.829.00 21,829.00	¢	Cost Sharing	listed	Total Cost 54,654.00 54,654.00	0	

**Organization ID**: Search for the Organization via the Magnifying Glass button. If it cannot be found, email <u>kr-help@umd.edu</u>.

File Name: Click the [Choose File] button to upload the previously entered Subaward form. Comments: (Optional) You may enter a comment Click the [Add Subward] button.

#### View/Modify Subaward Details:

Click on the [Details] button after the subaward has been added.

Delete Subaward: Click inder Actions

**View PDF:** Confirm Subaward Form is correct by viewing.

View XML: ORA use.

**Sync from PDF:** If data did not reflect what is in the PDF, sync will reanalyze and update information

Replace PDF: Swap PDF for Another

Delete PDF: Remove PDF

**Comments: Optional** 

**Period Details:** The Direct Cost, F&A, and Cost-Sharing values are listed from the Subaward form imported.

# **Institutional Commitment Section**

The Institutional Commitments Section contains subsections for distributing Cost Sharing and Unrecovered F&A (forgone F&A). The Unrecovered F&A subsection is not used at UMD.

• If you have previously defined Cost Sharing on any budget line items, you MUST visit the Cost Sharing subsection to identify how the cost-sharing will be distributed.

Periods &	Totals					Rec	alculate with	changes	Reset to period	i defaults
+ Add Budget Per	iod									
Period Start Date *	Period End Date	Months	Total Sponsor <sub>O</sub>	○ Direct Cost	F&A Cost $^{\diamond}$	Unrecovered F&A	Cost Sharing	Cost Limit ©	Direct Cost Limit	Actions
09/30/2019	09/29/2020	12.0	110,000.00	100,000.00	10,000.00	44,500.00	0.00	0.00	0.00	8
09/30/2020	09/29/2021	12.0	220,000.00	200,000.00	20,000.00	89,000.00	0.00	0.00	0.00	Ĥ
		Total:	Total:	Total:	Total:	Total:	Total:	Total:	Total:	
		24.00	330,000.00	300,000.00	30,000.00	133,500.00	0.00	0.00	0.00	

# **Cost Share Subsection**

If you had previously identified Cost Sharing, expand the Institutional Commitments Section and select Cost Sharing.

You MUST populate the following fields to distribute Cost Sharing:

- **Source Account:** This field is required and must be unique within each period. Enter one of the following:
  - **EXTERNAL**: If the source of cost share is an external source (not UMD)
  - **EXTERNAL1, EXTERNAL2,...:** If multiple external sources are the source of cost share within EACH period.
  - SUB: If a subaward has cost share funds in its budget
  - UMD: If the source of cost share is UMD
  - **UMD1, UMD2,...:** If multiple units are the source of cost share within EACH period.
- Amount: Amounts should represent the total cost share you've identified previously for each period.
- Unit Details: Key in or lookup the unit that will be responsible for paying for the Cost Share amount in a given period. If the cost share is from the EXTERNAL source, enter the unit responsible for collecting and tracking the cost share.
- Percentage: Not Required

Co Ass	ost Sharing	penses to stak	eholders, ins	stitut	ions, or other individuals	View	Summary View Subaward C	ost Share
-	Period	Percentagé	Source Account	\$	Amount	Unit Details	\$	Actions
1	1: 07/01/2025 - 06/30/2026	0.00	UMD		5,000.00	CC010707	Details Q	Ê
2	1: 07/01/2025 - 06/30/2026	0.00	UM		5,000.00	CC010728	Details Q	Ê
3	2: 07/01/2026 - 06/30/2027	0.00	UM		5,000.00	CC010728	Details Q	Ê
					Total Allocated: 15,000.00 Total Unallocated: 0.00			
							Reset	to Default

- View Summary: Displays a short breakdown of Cost Share amounts by period
- View Subaward Cost Share: Only displays if Subaward added
- **Reset to Default:** If you've recently added Cost Share and it is not represented here you may click the button to recalculate. This does clear out any populated fields as well.
# **Add Cost Sharing Line:** Allows you to add additional Cost Sharing lines for a specific period so that you may split costs between multiple units within the same period.

С	Cost Sharing View Summary View Subaward Cost Share							
Ass	ign and distribute any additional unallocated ex	penses to stak	eholders, institut	ions, or other individuals.				
Ľ	Add Cost Sharing		0					
	Period $\diamond$	Percentagê	Account \$	Amount $\diamond$	Unit Details	÷	Actions	
1	1: 07/01/2025 - 06/30/2026	0.00	UMD	5,000.00	CC010707 Details	۹	Ê	
2	1: 07/01/2025 - 06/30/2026	0.00	UM	5,000.00	CC010728 Details	۹	Ê	
3	2: 07/01/2026 - 06/30/2027	0.00	UM	5,000.00	CC010728 Details	۹	Ê	
				Total Allocated: 15,000.00 Total Unallocated: 0.00				
						Reset 1	to Default	

- Period: Select which period you would like to insert a cost sharing line
- Percentage: Not Required
- **Source Account:** Enter a unique number or unique abbreviation here.
- **Amount:** Enter the amount desired.
- Unit Details: Key in or lookup the unit that will be responsible for paying for the Cost Share amount in a given period.
- Click the [Add] button to add the new line.

Add Line			×
Period:	2: 07/01/2026 - 06/30/2027		~
Percentage:	0.00		
Source Account:	UMD1		
Amount:	500.00		
Unit Details:	CC010707	📕 Details	Q
	Cancel Add		

• The amounts get cleared after adding a new line so you will need to re-enter amounts for each period's lines.

Cost Sharing         View Summary         View Subaward Cost Share           Assign and distribute any additional unallocated expenses to stakeholders, institutions, or other individuals.         View Summary         View Subaward Cost Share							
+	Add Cost Sharing		Source				
	\$ Period	<pre>Percentage <sup>♀</sup></pre>	Account $\diamond$	Amount <sup>‡</sup>	Unit Details	;	Actions
1	2: 07/01/2026 - 06/30/2027	0.00	4	500.00	CC010707	📕 Details 🔍	Ê
2	1: 07/01/2025 - 06/30/2026	0.00	UMD	5,000.00	CC010707	Details Q	Î
3	1: 07/01/2025 - 06/30/2026	0.00	UMI	5,000.00	CC010728	E Details Q	Î
4	2: 07/01/2026 - 06/30/2027	0.00	UMI	4,500.00	CC010728	Details Q	Î

### **Delete Cost Sharing Line**

• Click 💼 under Actions

	Period <sup>\$</sup>	<pre>Percentage <sup>♀</sup></pre>	Source Account	Amount <sup>\$</sup>	Unit Details		Ŷ	Actions
1	2: 07/01/2026 - 06/30/2027	0.00	4	500.00	CC010707	📕 Details	۹	Ê

### Unrecovered F&A Subsection (not used at UMD)

When you click on this subsection, the expected message below is displayed.

Unrecovered F&A doesn't apply or is not available

### **Project Income Section**

If the project will involve Project Income, open the Project Income Section.

#### Add Project Income

Open [Project Income] > click [+ Add income]

Project Income	View Summary
Verify and adjust additional program income costs as necessar	y for this budget.

### Update the following fields > Click [Add]

Add Income		×
Budget Period *	Select	,
Description: *		
		//
Project Income: *	0.00	
	Cancel Add	

**Budget Period**: Select year that revenue will be generated

**Description:** Enter in a description of Project Income

**Project Income:** Expect dollar amount of Project income

#### **Budget Notes Section**

This section is used for consolidating the individual notes and justifications you may have entered for each expense line item. This section is optional.

« Return to proposal  ↓ F Periods & Totals  Rates	Budget Notes This area contains a consolidated list of justification notes that have been added to items in your budget. The last user to add a justification is listed above the text box. To bring in the latest updates, click Consolidate Expense Justifications. Updated by: jdown Last updated: 08/07/2017 11:43:43 Notes:
Personnel Costs     Project Personnel     Assign Personnel to Periods      Non-Personnel Costs     Subawards	Period 1 C40102 - C Agriculture and Ground Equipment Details on Cost Sharing D33602 - D Foreign Travel Justification note for item.
Institutional Commitments      Project Income     Modular     Budget Notes     Budget Summary	Consolidate Expense Justifications

Where do these notes come from? On Non-Personnel line items, click the [Details] button.

Edit Assig	Edit Assigned Non-Personnel						
<b>Travel</b> Details	Cost Sharing	Rates					
Cost Shar	ring						
Cost	Sharing: 0.00	)					
Unrecove	red F&A: 0.00						
Just	ification: Jus	iffication note for item.					
Save C	hanges Save	And Apply To Other Periods Sync To Period Direct Cost Limit ync To Period Cost Limit Cancel					

#### **Budget Summary Section**

This section is a view only screen to see all of your detailed expenses – personnel, non-personnel, and calculated overhead all in one place.

Budget Summary				
	P1 (08/01/2017 - 07/31/2018)	P2 (08/01/2018 - 07/31/2019)	P3 (08/01/2019 - 07/31/2020)	Totals
Personnel				
> Salary	\$100,000.00	\$104,000.00	\$108,160.00	\$312,160.00
> Fringe	\$30,000.00	\$31,200.00	\$32,448.00	\$93,648.00
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Subtotal	\$130,000.00	\$135,200.00	\$140,608.00	\$405,808.00
Non-personnel				
> Equipment	\$10,000.00	\$10,400.00	\$10,816.00	\$31,216.00
> Travel	\$5,000.00	\$5,200.00	\$5,408.00	\$15,608.00
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Non-personnel Subtotal	\$15,000.00	\$15,600.00	\$16,224.00	\$46,824.00
Totals				
Total Direct Cost	\$145,000.00	\$150,800.00	\$156,832.00	\$452,632.00
Total F&A Costs	\$67,600.00	\$70,304.00	\$73,116.16	\$211,020.16
Totals Subtotal	\$212,600.00	\$221,104.00	\$229,948.16	\$663,652.16

### Creating a Modular Budget

If your proposal includes a Modular Budget for an NIH S2S proposal, you will create a summary budget and then a modular budget.

### 1. Create the Budget

Click on the Budget section in the left side toolbar and create the Budget by clicking the "+ Add Budget" button

🖹 Basics 🗸 🗸	
1 Key Personnel	Budgets + Add Budget
Questionnaire	The following budgets are linked to this proposal.
✓ Compliance	
N Attachments	
Budget	
Access	

When creating the budget:

- Enter the Budget Title (cannot be changed once created)
- Start a Summary Budget
- Select Yes for Modular Budget
- Click "Create Budget"

Create a Budget Version	×
Proposal:	
37205	
Budget Name: *	
Modular Budget	
Would you like to create a detailed budget or enter a summary only?: * <ul> <li>Start a detailed budget</li> </ul>	
Start a summary budget	
Will this be a modular budget?: *	
Create Budget Cancel	

NOTE: The recommendation is to do a summary budget with your modular budget, but if you choose to do a detailed budget, you may sync the results to the modular budget.

### 2. Configure Budget Settings

Click on "Budget Settings" in the top toolbar to ensure you have the correct configurations set for:

- On/Off Campus Flag
- F&A Rate Type
- Modular Budget (Should be Checked)

	Budget Settings		
	Project Start Date	12/01/2019	
	Project End Date	11/30/2022	
	Total Direct Cost Limit	0.00	
	Budget Status	Incomplete	۳
	On/Off Campus	All On	•
	Residual Funds	0.00	
	Total Cost Limit	0.00	
<u> </u>	Unrecovered F & A Rate Type	MTDC-On or Off-Adjacent	Ŧ
	F&A Rate Type	MTDC-On or Off-Adjacent	•
	Comments		
			le
	Modular Budget:	2	
	Submit Cost Sharing:	8	
	Exclude Subcontract F&A from Direct Cost Limit:	0	
		Apply Changes Close	

#### 3. Configure Rates for F&A

If our institutional rates are being used on the project then no changes to the rates section are required. Please see **ORA's F&A Information page** for details on current institutional rates.

However, if the sponsor mandates a rate lower than our institutional rates (but greater than 0%) you will need to enter that value in the applicable rates column on the appropriate on/off campus rows. This will ensure the correct rate gets pulled into the Institutional Proposal when generated later. Also, be sure to include the appropriate documentation on the sponsor mandated F&A rate requirement in the attachment section of the proposal if an institutional rate is not being used.

NOTE: If a rate type of 0% is mandated by the sponsor then the F&A Rate Type of Other is used and already reflects 0% under applicable rates sections.

« Neturn to proposal		Verify the default rates set by your insti-	tution. You can override t	hem if necessary by	olioking t	the edit icon to the	right of <b>ea</b>	oh row.		
Periods & Totals		Research - Basic F & A Fringe	Benefits Inflation							
🖹 Rates 🗸 🗸		Research - Basic F &	A					Sync to Current	Institutional Rates	Reset to Default Rate
Personnel Costs	>	Description	<ul> <li>On Campus</li> </ul>	0 Fiscal Year	0 :	Start Date	0 Instit	ute Rate	0 Applicable	Rate *
Non-Personnel Costs		MTDC - On or Off Adjacent - DOD C	ontract							hock
🗞 Subawards		MTDCA DOD Contract	No	2020	0	07/01/2019	30.00		30.00	Inclicab
A Institutional Commitments	>	MTDCA DOD Contract	Yes	2020	0	07/01/2019	57.00		57.00	ates
Project Income		MTDCA DOD Contract	No	2021	0	07/01/2020	30.00		30.00	
✔ Modular	C	MTDCA DOD Contract	Yes	2021	0	07/01/2020	57.00		57.00	
Budget Notes		MTDCA DOD Contract	No	2022	0	07/01/2021	30.00		30.00	
Budget Summary		MTDCA DOD Contract	Yes	2022	0	07/01/2021	57.00		57.00	

### 4. Create the Summary Budget

On the Periods and Totals Tab, populate the amount fields for Direct Costs and F&A Costs. If your project has Cost Sharing, enter amounts as needed. If there is Cost Sharing, fill out the <u>Cost</u> <u>Share Subsection</u> as well.

« Return to proposal	Periods &	Fotals			+	+		Recaulate	with changes	Reset to perio	od default
Periods & Totals	Period Start Date *	Period End Date	Months	Total Sponsor 👌 Cost	Direct Cost	F&A Cost 0	Unrecovered F&A	Cost Sharing <sup>©</sup>	Cost Limit 0	Direct Cost Limit	Action
Personnel Costs >	12/01/2019	11/30/2020	12.0	495,620.00	400,000.00	95,620.00	0.00	0.00	0.00	0.00	8
Non-Personnel Costs	12/01/2020	11/30/2021	12.0	534,292.00	450,000.00	84,292.00	0.00	0.00	0.00	0.00	8
🕅 Subawards	12/01/2021	11/30/2022	12.0	411,657.00	325,000.00	88,657.00	0.00	0.00	0.00	0.00	8
Institutional Commitments >			Total: 36.00	Total: 1,441,569.00	Total: 1,175,000.00	Total: 266,569.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	

### 5. Create the Modular Budget

Once the Summary Budget is complete, click on the Modular Budget section button in the left toolbar. You will see a new navigation bar on the top left menu that allows you to navigate in and out of the modular budget:

A	Returns you to the Proposal Development Modular Budget
	Takes you to the Dashboard Page (Not Currently Used)
\$	Returns you back to the Proposal Development Summary Budget
E	Returns you back to the Proposal Development Record (Closes the Budget)
٠	Settings Page - Allows you to change the default configuration of Rounded to Unrounded. We recommend keeping the default set to Rounded.

You will be able to edit each period by double-clicking on the cell that you would need to modify.

- Enter amounts for items listed below, then move to other cells by either using the "Enter" or "Tab" key. Do NOT click off the field with your mouse, the value won't save.
  - Consortium F&A: Subaward F&A Cost
    - FYI: Direct Costs Less Consortium F&A (Detailed Actuals) will come out as a negative amount because the system is pulling the data from the detailed budget which is empty. This will NOT affect the S2S form.
  - Modular Requested
  - Indirect Cost Rate
  - Indirect Cost Base

Click inside each field, enter value, and hit "Enter" or "Ta	C a Period 1 11/30/2019 - 11/29/2020 \$605,620.25
Direct Costs 🗸	
Consortium F&A	10000¢

When you edit the first cell, you will be prompted to answer that the modular budget will stop automatically syncing. Click "Yes, make edits"



Once four items (Orange cells) are completed, other cells will be calculated automatically. Make sure to complete the items for each period.

	Period 1 08/31/2019 - 08/30/2020 \$605,620.25
Direct Costs 🗸	
Consortium F&A	<u>\$110,000.00</u>
Direct Costs Less Consortium F&A (Detailed Actuals)	-\$110,000.00
Module Requested	<u>\$400,000.00</u>
Total (Module Requested + Consortium	
F&A)	\$510,000.00
F&A) Indirect Costs Indirect Cost Rate	\$510,000.00 <u>54.5%</u>
F&A) Indirect Costs Indirect Cost Rate Indirect Cost Base	\$510,000.00 <u>54.5%</u> \$175.450.00
F&A)       Indirect Costs       Indirect Cost Base       Indirect Funds Requested	\$510,000.00 54.5% \$175.450.00 \$95.620.25
F&A)         Indirect Costs         Indirect Cost Rate         Indirect Cost Base         Indirect Funds Requested         Total Indirect Cost Requested	\$510,000.00 54.5% \$175.450.00 \$95,620.25 \$95,620.25
F&A)     Indirect Costs       Indirect Cost Rate     Indirect Cost Base       Indirect Cost Base     Indirect Funds Requested       Total Indirect Cost Requested     Indirect Cost Requested	\$510,000.00 <u>54,5%</u> \$175,450.00 \$95,620.25 \$95,620.25
F&A)         Indirect Costs         Indirect Cost Rate         Indirect Cost Base         Indirect Funds Requested         Total Indirect Cost Requested         Modular Total Direct and Indirect Costs	\$510,000.00 54.5% \$175.450.00 \$95,620.25 \$95,620.25

When you are done with the Modular budget, you may click on the Solution on the menu to return to the Periods & Totals screen.



If you click on the **lot** on the bottom left, you will be able to expand the menu items. **NOTE:** You will notice that within the Modular Budget that the period dates are not properly displayed and reflect the day prior for start and end dates OR show an invalid date. This does NOT affect the submitted form and is a display issue we are working with Kuali to fix.

When you've completed the modular budget, we strongly recommend previewing the S2S Modular Budget from the S2S opportunity within your Proposal to ensure it's displaying as you expect.

### Finalizing the Budget

### **Complete the Budget Version**

Before you can submit a proposal for approval, you must mark your budget Complete and mark a budget for Submission to Sponsor.

On any tab, click [Complete Budget] on the bottom of the budget screen



### Mark as Submission to Sponsor

If this is the budget you will be submitting to the sponsor along with the final proposal, check the box for [Is this budget ready to be submitted to the Sponsor?] Cancel returns to the Budget screen.



### **Include Budget for Submission**

On the Proposal Budget section you may mark budgets as Complete and Include for Submission. When you select Include for Submission, you are indicating that this is the budget that you want to submit along with your proposal.

Click the [Action] dropdown

**Complete Budget:** click if all changes have been made and the budget has been confirmed as correct **Include for Submission:** click to include this budget version as the one you will submit

L Key Personnel >	Budge	Budgets + Add Budget														
✓ Compliance	The followin	g budgets are lin	iked to	o this proposal.												
	Name	Version	¢	Direct Cost 🛛 🗘	F	F&A	÷	Total	÷	Start	÷	End 🗘	Status	¢	Comments \$	Actions
N Attachments	TEST	1		30.00	3	3.00		33.00		08/01/2017		07/31/2020	Incomplete	е		Action
Questionnaire																View Summary
Budget																Сору
Access																Complete Budget
Supplemental Information																✓Include for Submission
G Summary/Submit																

### Once you have marked the Budget as "Include for Sponsor", the row will turn green

Budgets       + Add Budget         The following budgets are linked to this proposal.       + Add Budget									
Name	Version	Direct Cost	<b>F&amp;A</b> ≎	Total \$	Start \$	End \$	Status 💠	Comments	Actions
TEST (for submission)	1	538,174.47	269,299.73	807,474.20	08/01/2017	07/31/2020	Complete		Action
test1	2	814,901.83	413,197.97	1,228,099.80	08/01/2017	07/31/2020	Incomplete		Action

### Print the budget

If you want to print the budget, click [Action] and select the [Print].

Budgets									+ Add Budget
The following bu	The following budgets are linked to this proposal.								
Name	Version 0	Direct Cost 0	F&A 0	Total \$	Start \$	End 0	Status ≎	Comments \$	Actions
TEST (for submission)	1	538,174.47	269,299.73	807,474.20	08/01/2017	07/31/2020	Complete		Action+
test1	2	814,901.83	413,197.97	1,228,099.80	08/01/2017	07/31/2020	Incomplete		
									●Print XMark Budget Incomplete
									✓Remove from Submission

Prir	nt budget documents		
Sele	ect the documents below you wish to print:		
	Print Forms	Print Budget Comments	Select -
1	Budget Costshare Summary Report		Select All
2	Budget Cumulative Report		Select None
3	Budget Salary Report		
4	Budget Summary Report		
5	Budget Summary Total Report		
6	Budget Total Report		
7	Industrial Budget Report		
8	Industrial Cumulative Budget Report		
			Print
		Close	

Check the box under the [select] to select forms. If you would like to print all, click [ ] to click [Select All] > Click Print > PDF will be generated

## **Access Section**

The Access Section allows you to give other Proposal Development users access to a proposal.

**NOTE:** This is useful for projects that **involve multiple units** who need to review the lead unit's proposal. The approvers for the Department Chair and College Dean's office have view rights by default, and there is no need to add them to the Roles unless an individual needs to have additional rights to modify the proposal contents. ORA staff can see all Proposal Development proposals, and there is no need to add or remove them from the list of users or roles.

Proposal Access Roles	Use Case
Most Commonly Used	
Aggregator Document Level	Full edit permissions, including budget rates, plus submit to review permission
Viewer Document Level	Permission to view all sections of a proposal (cannot create new or edit existing proposal details) NOTE: May be added before or after a proposal has been approved and submitted if needed
Less Commonly Used	
Aggregator Only Document Level	A more limited form of Aggregator. Aggregator Only can modify all proposal, budget, and attachment data. Can also submit a proposal document for review. Cannot send certification, recall, change rates, or change S2S linkages after a proposal is submitted for review
Budget Creator Document Level	Permission to create and edit budget versions, plus view proposal data
Budget Creator Only Document Level	Permission to create and maintain budgets in a proposal and view all other data in a proposal. Cannot modify rates in a budget
Narrative Writer Document Level	Permission to modify the data in a proposal development document, including the attachments. It provides view only access to the budget.
Not Used	
Approver Document Level Access Proposal Person Institutional Salaries View Institutionally Maintained Salaries	Do Not Use

### Sharing Access to a Proposal

You can share a proposal with a user from another department you're collaborating with by adding them to the Access section of the proposal and emailing them a link. Individuals that have been added will see the proposal on their Proposal Not Routing Card as well.

### Assign a person to Access role

1. Click [Add User]

Permissions		
User Name	Roles	Actions
ckang1	Aggregator Document Level	Edit Delete

2. Search and choose the user that needs access for the proposal. Type 01 in Campus Code to limit search to UMD employees.

Add Permission		ж
Last Name	egloff	
First Name		
User Name		
Email Address	user@domain.com	
Office Phone		
Home Unit		۹
Campus Code	01	۹
	Continue Cancel	

3. Select person and click on Continue

Add Permission									×
Only the top 900 results	were retu	rned. If you cannot f	ind what you are	e looking for, please refine the sea	arch criteria				
🗢 Full Name:	User ID:	: Email Address: 🗘	Unit Number¢	Unit Name:	Organizatio	n:	¢	City:	\$
Sally Louise Egloff	segloff	segloff@umd.edu	CC011075	VPR-Research Administration	VPR-Resear	ch Administration		College	Park
Showing 1 to 1 of 1 entrie	es					First Previous	1	Next	Last
			Continue	Go back Cancel					

### 4. Choose the appropriate role (See above the table) > Click [Add Permission]

Add Permission
Assign a role
Aggregator Only Document Level
Budget Creator Only Document Level
approver Document Level
Viewer Document Level
Budget Creator Document Level
Narrative Writer Document Level
Aggregator Document Level
□ Access_Proposal_Person_Institutional_Salaries Document Level
□ View Institutionally Maintained Salaries Document Level
Add Permission Go back Cancel

5. Then on the top toolbar, click the Link button and copy the link.

🗸 Data \	Validation (off) 🖶 Print	👁 Сору	Medusa	J≡ Hierarchy	Budget Versions	S Link	③ Help ◄
	Short URL				×	]	
	https://umd.kuali.co:/	res/kc-comm	on/developmen	t-proposals/3715	i3		

- 6. Send the link to the person via email and he/she will be able to open the proposal based on the access you gave him/her.
- 7. Once you have granted view or edit access the proposal will show up on the Proposals Not Routing and Proposal Workload Assignments cards for that person depending on the current proposal's status.

## **Supplemental Information Section**

Supplement	al Info
(i) Document was su	ccessfully saved.
College Park - Other	Baltimore - General
College Park -	Other
Admin Costs Included:	
select	*
IDC Rate:	_
IDC Rate Type:	
select	~
IDC Reason:	
select	~
NSPIRES USERNAME:	
Sponsor Contact Name:	
Sponsor Email:	
Sponsor Phone:	
Sponsor URL:	

Admin Costs Included (required): Select appropriate reason Admin Costs are or are not included **IDC Rate (required):** enter the IDC rate. This is a number only field, % is not allowed. If you have more than one rate, please list only the on campus rate IDC Rate Type (required): Select MTDC, TDC, or Other (only for 0%. If you have more than one rate, please list only the on campus rate type IDC Reason (required): Select reason rate was selected. If you have more than one rate, please select the on campus rate reason **NSPIRES USERNAME: PI NSPIRES** username for NASA proposals Sponsor Information: as needed

### Admin Costs Reason:

Value	Description
Sponsor Guidelines	Sponsor Guidelines
Organized Research Unit	Organized Research Unit
Significant Project - Approved	Significant Project - Approved
Account effective prior to ORU/SP Guidance	Account effective prior to ORU/SP Guidance
Significant Project - Requested	Significant Project - Requested
Not Federal or Federal-Flow Through Funds	Not Federal or Federal-Flow Through Funds
Not Included (or XX account)	Not Included (or XX account)
Negotiated Rate Not Used - Fed/Flow Through	Negotiated Rate Not Used - Fed/Flow Through

## Summary/Submit Section

### Validation

Once you believe your proposal has been completed, you should turn Data Validations on to verify there are no issues present before you submit for approval. This will generate a list of errors or warnings associated with the proposal if any issues are found. Data validations are limited to the rules that have been created in Kuali Research and will not check all possible issues such as those flagged in other submission systems. These issues must be addressed before routing.

### Turning on the Validation

On the top proposal toolbar, click on the [Data Validation]

✓ Data Validation (off)	🖶 Print	👁 Сору	Medusa	<b>I</b> ≡ Hierarchy	Budget Versions	🔗 Link	Help -

Click on the [Turn On] button in the data validation window.

Once the validation is on, you may return back to the same place and turn it off if needed.

Data Validation		Turn On
Data Validation is currently off.		
	Close	

If the proposal has an error(s), click on the [Fix It] link for each to be taken to the location where you can take corrective actions.

Data Validatio	n				Turn Off
Show 10 V	entries		Search:		
Area 🗧	Section	Description		\$ Severity	Actions
Error					
Credit Allocation		The Unit Recognition Credit Split for John C. Down does not equal 100%.		Error	Fix It
Key Personnel		The Investigators are not all certified. Please certify John C. Down.		Error	Fix It
Showing 1 to 2 of 2	entries			Prev	ious Next
		Close			

**Error(s)**: **you must make corrections** and check Data Validation again to confirm the error has been fixed. You will not be allowed to submit a proposal if Data Validation is showing an error.

Warning(s): review to see if there are corrections that can be made. You will be allowed to submit a proposal with a warning.

If there are no errors, the window with [no errors or warnings present] will pop up.

Data Validation		Turn Off
No errors or warnings present.		
	Close	

## **Notifications History**

### **Notifications History**

The Notifications History section displays all the email notifications that have been generated for this proposal. <u>Appendix II - KR Notification Emails</u> contains descriptions and details about the notifications that Kuali Research will generate.

Note: notifications generated only after February 28, 2019 are available.

Information on notifications is presented as:

Date Created	Recipients	Subject	Message	
10/28/2024 11:30 AM	ckang1, dmfall, jdown, lklein32, mcolling, rsommer, segloff, sfmiller	Proposal No.85450 in Department CC010728 - ARHU-History has been created by Carolyn Miller	Prop Dev Number Proposal Initiator Lead Unit Sponsor Name	85450 Carolyn Miller CC010728 - ARHU-History Naval Research Laboratory

Date Created: date and time notification was generated

Recipients: directory IDs' of persons receiving the notification

Subject: the subject line of the notification email

Message: the text of the notification

### **Print Forms**

If you would like to print portions of the proposal, you may do so from the Print link in the Proposal Toolbar. You may also print Grants.gov forms if the proposal is an S2S proposal by clicking on the S2S Opportunity Search Section and clicking on the Forms Tab.

### Click [Print] on the Top menu

Check each forms that you would like to print Click [Create PDF]



Print				×
<ul> <li>Grants.gov (19)</li> </ul>				
Forms				
Form Name	Mandatory	Include •	Description	Select
RR_SF424_2_0-V2.0	Yes	Yes	Available	•
RR_SubawardBudget10_30_1_3	No		Available	
RR_SubawardBudget30_1_3	No		Available	
SF424C_2_0-V2.0	No	No	Unavailable	
	C	reate XML	Create F	PDF
Sponsor form packages (9)				
▼ Reports				
Current 🔻			٩	

**Grants.gov:** Allows you to print Grants.gov forms for S2S proposals. Same as shown in on the S2S Opportunity Search

**Sponsor Form Packages:** Generic system print templates, includes ORA templates no longer used

**Reports:** Current and Pending reports here for investigators

## **Proposal Lock**

As an aggregator, when you edit a proposal, you create a lock. The lock prevents other aggregators in your department from editing the proposal while you are working on it. This is called a "Pessimistic Lock" in Kuali Research.

When you are finished editing the proposal, you must click the "**Close**" button at the bottom of the Proposal Development page in order to release the lock you created.

Kuali Research					
Proposal Development <b>Proposal: #8545</b> PI: <i>Christine Kang</i>	D	Document Info Doc Nbr: 6034004 S2S Connected: no Initiator: Carolyn LaLumiere Miller (cmille1- Status: In Progress more			
✓ Data Valid	ation (off) 🖶 Print 👁 Copy 🗮 Medusa 🗮 Hierarchy	/ 💷 Budget Versions 🔗 Link 🗇 Help 🗸			
Basics      Proposal Details	Proposal Details * indicates required fields Proposal Type: *				
S2S Opportunity	New	~			
Delivery Info	Lead Unit:				
Sponsor & Program Information	CC010728 - ARHU-History				
Organization and Location	Activity Type: *				
L Key Personnel >	Research - Basic	*			
Questionnaire	Project Dates: *				
<ul> <li>Compliance</li> </ul>	07/01/2025	to			
N Attachments	06/30/2027				
Budget	Project Title: *				
	Save Save and Continue Close				

If you close your web browser or web browser tab while editing a proposal, this does NOT release the lock so it's important that you click on the "Close" button in order to allow others to be able to edit.

### What Happens if a Proposal is Locked?

If another aggregator attempts to edit a locked proposal development record, they will see an error that states "This document currently has a {Proposal ID}-PROPOSAL DEVELOPMENT lock owned by LAST NAME, FIRST NAME as of {Time} on {Date}."



#### How Do I Unlock the Proposal?

Note the name in the lock error message. This is the person that has the lock on the proposal.

- If the person in the lock error message is NOT you, you may contact that person and request that they either open the proposal in edit mode and then click the "Close" button or clear their "Pessimistic Lock." If you cannot reach that person and it's urgent, please contact <u>kr-help@umd.edu</u>.
- If this person is you, open the proposal for editing then click the "Close" button, and the lock should be released. You may alternatively clear the lock by clicking on the "Pessimistic Lock" link under Quick Links in either the "Unit" submenu or Kuali Research homepage.

#### **Clear a Pessimistic Lock**

• Click [Common Tasks] > click [Locks] under [Quick Links]

KUALI RESEARCH	Common Tasks
- Dashboard	
Q Search Records	Quick Links
<table-cell> Common Tasks</table-cell>	4 Action List
GƏ All Links	Doc Search
	Ourrent & Pending Support
	2 Person Training
	Ciew S2S Submissions
	Locks

• Click the search button without any information on any field. This will show ALL your Locks.

Pessimistic Lock Lo	ookupø
Lock Owner Principal Name:	٩
Lock Descriptor:	
Generated Time From:	
Generated Time To:	
Document Number:	
search	clear cancel

• Click the [delete] action next to the proposal that you would like to unlock.

Actions	Lock Id	Lock Owner Principal Name	Lock Descriptor	Generated Time	Document Number
delete	1443537	ckang1	37974-PROPOSAL DEVELOPMENT	09/14/2017 05:07 PM	2230561

# Submit for Review/Approval

Once you've finalized your proposal and run validations, you are ready to submit the proposal for approval.

✓ Compliance		
N Attachments		
Budget	Proposal Summary Personnel Credit Allocation Questionnaire Compliance Attachments Supp	lemental Info
Access	Proposal Summary	
Supplemental Information	Title Sample Proposal for Proposal Development Guide	
Summary/Submit	Principal Investigator Christine Kang	
Cy Summary/Submit	Lead Unit CC010728 - ARHU-History	
Notifications History	Proposal Type New	
	Activity Type Research - Basic	
	Proposal Number 85450	
	Project Start Date 07/01/2025	
	Project End Date 06/30/2027	
	Include Subaward(s)? No	
	Sponsor Name Naval Research Laboratory	
	Prime Sponsor Name	
	Sponsor Deadline Date 02/01/2025	
	Sponsor Deadline Type Receipt	
	Submit for Review         Ad Hoc Recipients         View Route Log         Cancel proposal         More Actions +         Close	

Open [Summary/Submit] Section > Click [Submit for Review] Button

 This sign will show up if there is an unresolved issue on that particular section NOTE: The tracking line will change from blue to green then go into the routing Gray: This shows the work to be done.

Blue: This shows where the proposal is currently located.

Green: This is Completed/Approved

NOTE: If you are an aggregator as well as a Primary Approver at any stop when you submit for review, a	Please Select	×
future approval requests?" If you answer Yes, the approval routing will continue as it normally would. If you answer No, the system will automatically	Do you want to receive future approval requests?	
approve at all levels that you are the Primary or Secondary Approver on, and no additional approval notifications are sent to the aggregator. Notifications are sent to all other approvers on these stops to inform them that they have been approved.	No Yes	

NOTE: If you perform an action between 3:30 a.m. and 5:30 a.m. ET, it may not be reflected on the dashboard or "Search Records" page results due to a KR job that runs overnight to re-index dashboard data. You may reference emails (which still get sent during this timeframe) or use the <u>Common Tasks</u> > Search Proposal Development page to retrieve your proposal. If the proposal is edited or approved, it will show back up on the dashboard and "Search Records" page results that day. Otherwise, the proposal will show up as expected after the nightly job runs again.

# **Cancel the Development Proposal**

Once you create a proposal, it cannot be deleted, but you may cancel the proposal. If you created a proposal that is no longer needed, you need to update the title to avoid using it in the future by entering a "Do Not Submit" at the beginning of the title. Also you click on the cancel proposal (button located in the Summary/Submit section), which ensures it can never be submitted or edited again. This will inactivate your proposal, and it cannot be undone. This will remove the proposal from the Proposal Not Routing Card. If you inadvertently do this, you will need to copy the proposal.

Γ						
	Submit for Review	Ad Hoc Recipients	View Route Log	Cancel proposal	More Actions 🕶	Close

# Check the Status of the Approval



[Future Action request] Panel: prior to submitting for approval all future actions will be displayed

## **Updating Narrative Attachments**

While the proposal is being routed for approval, you may swap out and update attachments.

Open [Attachments] Section > Click [Details] under action Click [Choose File] to update the file > Click [Save] Click [send the notification]

File		Туре *	Status *		Description	Uploaded By	Posted Timestamp	Actions
1 narrative.pdf		UM - Other Internal Docs	Draft	~		Kang, Christine	04/05/2019 08:37 AM	Details
Details	×	]						
Туре:								
UM - ORA/SPA Placeholder Status: *								
Draft	$\sim$							
Description: Current File:								
ORA-Placeholder.docx New File:								
Browse No file selected.								
Save								

### Data Override

While the proposal is being routed for approval, most of the proposal is locked down from edits. The Data Override feature allows you to edit a number of select fields.

Click [Data Override] on the top menu

✓ Data Validation (off)	lusa I® Budget Versions Ø Data Override Ø Link ⑦ Help ◄
Data Override ×	<b>Field to Edit:</b> Select the Field to Edit from the dropdown list
Override History	Activity Type Agency Routing Identifier Original Institute Proposal ID
Override	Sponsor Deadline Date Deadline Type Submission Name & Address Submission By
Field To Edit: select   Current Value:	Notice of Opportunity NSF Science Code Prev Grants.Gov Tracking ID
New Value:	Prime Sponsor Code Opportunity ID Opportunity Title Proposal Tuno
Comments:	Sponsor Sponsor Proposal ID Title
Create Override	<b>Current Value</b> : Automatically shows the current status, once the [Field to Edit] is picked. <b>New Value:</b> Add a New Value.

Click [Create Override]

Do NOT use the [Send Notification]

The icon next to the [Data Override] on the top menu will change to Orange

🖉 Data Override

## **Recall Proposal**

After you've submitted the proposal for routing, you may recall the proposal in order to make changes. Open the [Summary/Submit] Section.

Click [Recall] at the bottom of the page.

Send Adhoc Ad Hoc Recipients	View Route Log Recall Submit to S2S More Actions - Close
Please Confirm to Continue ×	Enter the reason for a recall > Click [OK] [Cancel] returns to Proposal Development screen.
Reason for recall?	
Cancel OK	

### **Copying the Proposal From Another Proposal**

You may want to copy a proposal if you've selected the wrong lead unit, encountered an error during submission to the sponsor, or if you think it will save you time when creating a new proposal.

Click [Copy] in the top Proposal Toolbar > Edit any necessary fields accordingly > Click [Copy...]

✓ Data Validation	n (off) 🖶 Print	@ Сору	📰 Medusa	I≡ Hierarchy	Budget Versions	Ø Link	Help +			
Copying this sing	le proposal			Lead	<b>Unit:</b> Select the u managing unit	nit that v	will be the			
Proposal Original Lead Unit	Yes CC010728 - ARHU-H	istory		Budg inclue Budg	Budget YES? : click if you would like to include the existing budget Budget version: Select the budget that's the appropriate version or all					
Lead Unit: *	select			Attac	Attachments? : click if you would like to include the attachment Questionnaires?: click if you would like to include the questionnaires					
Budget?	Yes. Include budge	et(s).		inclue Ques						
Budget Version	All Versions			to inc						
Attachments?	Yes. Include attach	nments.								
Questionnaires?	Yes. Include quest	ionnaires.								
	Сору	Close								

### **Copying a Proposal from Search Results**

Search for a proposal that you want to copy

Click the copy link in the Action column of the Search Results Window

Complete the fields as necessary to indicate what info you want to copy over to the new proposal Click [Copy]

Actions	Proposal Number	Proposal Document ≎ Number	Proposâl Type	Proposa‡ State	≎ Project Title	Prev Grants.Gov Tracking ID	Opportuni <b>ty</b> ID	≎ Opportunity Title	CFDA ≎ Number	Agency Routing Identifier	¢
view	37219	2221072	New	Approval	CMK_Testing for the		PA-DD-000	NIH FORMS-D			
сору				Pending	data override			UBER test FOA			
medusa											

Original Lead Unit	Lead Unit: Select the lead unit
CC010728 - ARHU-History	Budget?: Check to include the budget from the original
select	proposal
Budget?	Budget version: drop-down menu to select which budget
Yes. Include budget(s).	version(s)
Budget Version	Attachments? Check to include attachments from the
All Versions	original proposal
Attachments?	Questionnaires? Check to include the questionnaire
Yes. Include attachments.	answers from the original proposal
Questionnaires?	0 1 1
Z Yes. Include questionnaires.	
Copy Close	

## Still have questions?

We're here to help! Email Kuali Research Help: <u>kr-help@umd.edu</u>

# **Development Proposal FAQs**

### How can I change the lead unit?

Once you create a proposal, the lead unit cannot be changed. If the proposal has the wrong lead unit, you may copy the proposal and select the correct lead unit.

### When I copy a proposal there are certain fields that are reset, what are those fields?

If you intend on using all the same data from the proposal you copied from then you will want to be sure to revisit a few areas on the new proposal that will have been reset. All UMD investigators and UMD Key Persons will have to recertify, the proposal tab attachments statuses will need to be checked and set to the final status where needed, and the budget will need to be marked as "Complete" and "Include for Submission" in the Budget section. If you copied a proposal to use on a separate project we suggest you check each area to confirm where you'll need to make the necessary changes.

### Can I delete a proposal?

Once you create a proposal, it cannot be deleted. If you created a proposal that is no longer needed, you may update the title to avoid using it in the future by entering a "Do Not Submit" at the beginning of the title. You may also cancel the proposal (button located in the Summary/Submit section), which ensures it can never be submitted or edited again. Please be sure to do one of those two actions if needed so that your Contract Administrator and fellow Aggregators or Approvers are aware that the proposal has been abandoned. Also keep in mind that a proposal may be copied if you unintentionally canceled it.

### Why can't I find my UMD investigator or UMD Key Person in the employee search?

An investigator or key person must have either a paid or non-paid appointment with UMD. If the investigator or key person has not been hired under PHR yet, please consider which appointment type would be most appropriate and contact PHR. You may find more information about non-paid appointments here: <a href="http://uhr.umd.edu/phr-manual/non-paid-affiliate-appts-honorariums/">http://uhr.umd.edu/phr-manual/non-paid-affiliate-appts-honorariums/</a>. Once PHR processes the appointment, their person information should feed into Kuali Research that evening and be available to select the next day

### A UMD Personnel didn't get the certification email even after I resent the notification, what do I do?

There are several possibilities for an investigator or key person not getting the certification email.

- The investigator or Key Person may have a filter set up which directs the certification email to trash or spam. Request the investigator or key person to see if the message may have ended up in spam, trash, or archived. An easy way to do this in Gmail is to search for the proposal number along with "in:anywhere", which looks in a person's spam, trash, inbox, and archived messages. If you don't have the proposal number on hand you may add to the search "Certification is required", which is part of the subject line.
- 2.) The investigator's or Key Person's email address may be incorrect in Workday. Check the email address listed in the Key Personnel > Personnel > Investigator section. Click on the Organization tab and check the email address. It should be in the format XXXX@g.umd.edu. This is the email address the notification is sent to. If it is not correct, you cannot simply change it on the proposal. You must ask the investigator or Key Person to update the email address in Workday, which will then be reflected in Kuali Research the next day. You will need to then delete the person on the proposal, add them back, then click the "Notify" button to resend the certification request.

3.) An incorrect investigator or Key Person person record may have been selected. Make sure that you searched for the investigator or Key Person as an Employee (as opposed to a Non Employee), that you typed in 01 for Campus Code, and that the record selected is the correct person based at UMD. Also, if you get multiple results when searching a more common name (e.g. John Smith) be sure you are selecting the right person from the right department by looking carefully at the unit name, organization, email address, and User ID.

### I need to add a Co-Investigator but see only an option for UMB?

You will notice when adding a person to a proposal that the Co-I role is displayed as "Co-I (UMB Routing Req'd)." This is actually still the same role you would use to add a UMD Co-I. Kuali Research is used by both UMD and UMB campuses and UMB requires this label description to assist their users. Select "Co-I (UMB Routing Req'd)" if their role on the project is a Co-I.

#### How do I add more units to an investigator or key person?

To add multiple units to an investigator or key person, click on Key Personnel > Personnel > PI information > Unit Details. Under the Unit Details, click on the blue link labeled "Lookup/Add Multiple Lines." This will bring up the Unit Search menu. Search for the unit to be assigned. Click on the check box to the right of the unit and click on "Return Selected". The system will then display the units assigned to the investigator or key person. If you selected the wrong unit, you can click on the Delete button to remove it.

#### What do I do if I see both UMD and UMB results when I search for a person?

When searching within Employees, if you see both a UMD and UMB person record with the same name and it is truly the same individual they may have a dual-appointment with both UMD and UMB. To avoid this, type 01 in the Campus Code on the search screen. You must always select the UMD person. The UMD person record contains the investigator's or key person's UMD directory ID under the User ID, and the unit number will begin with CC01 or CC09 followed by 4 digits. Selecting a UMB person may inadvertently trigger UMB validations and create issues certifying. If you do need to add a UMB person to a proposal, you will need to do so by searching for them as a Non Employee. If they do not exist, you may create an address book record and add them to your proposal. Please note that non-UMD personnel should not be required to add to a non-S2S proposal, please consult <u>kr-help@umd.edu</u> before doing so.

# I need to add mPowering the State (MTS) as a unit for my personnel, but there are multiple MTS units shown when I search for it, which one should I use?

You must use the CC011087 : VPR-MPowering the State unit. The organization column will display "University of Maryland, College Park." Be sure to add the UMD mPowering the State unit to all the UMD personnel listed on an MTS proposal.

Why am I not getting the right questionnaire (Funded, Non-funded, Data Use Agreement, or MTA)? The type of questionnaire is determined by the Anticipated Award Type which is located in Basics > Sponsor and Program Information section. Be sure you are selecting the correct type as shown below.

Funded Questionnaire Grant Contract Indefinite Delivery Contract Cooperative Agreement Consortium Membership Other Transaction Agreement Intergovernmental Personnel Non Funded Questionnaire Non-Disclosure Agreement Teaming Agreement Equipment Loan Memorandum of Understanding MTA Questionnaire Material Transfer Agreement

Data Use Agreement Questionnaire Data Use Agreement

### Can I delete or rename a budget?

Once you create a budget, it cannot be deleted nor renamed. While a budget will remain with the proposal, you may leave it with a status of "Incomplete" and mark it "Do Not Use" in the Comments field of your Budget Settings as a reminder to you that you are abandoning that version of the budget. Also, only the budget marked as "Include for Submission" under budget actions will move forward to the submission process so leaving an older version of the budget will not cause any problems.

# I have a proposal that does not need a budget (pre-proposal, non-funded agreement). How do I handle this?

You can do this one of two ways:

- 1.) Do not initiate the budget at all, and the proposal will have no budget. This will give you a warning, but you may submit with the warning.
- 2.) Create a summary budget and put zero dollars in the F&A and Direct Cost fields in the Periods and Total Section. Mark the budget complete and include for submission.

### Why am I getting an export control validation error?

There are a number of questions in the Questionnaire that are relevant to the Export Control requirement in Compliance. If you respond yes to any of the questions below, you must add Export Control in Compliance with a "Pending" status.

### Funded Questionnaire

- Are any export controls, physical restrictions on publications, or restrictions on foreign nationals indicated in the solicitation or in discussions with the sponsor?
- Are there technologies involved in this project which are likely to have a military application or other applications which could be considered to have national security implications?
- Will this project involve the shipment of materials outside of the US?
- Will this project require collaboration with any foreign entity?
- Will this project involve any information which may not be released to the public without sponsor approval? This may include, but is not limited to, sensitive research results, data sets, proprietary information, trade secrets, publications, and export-controlled information.

Non-Funded Agreement Questionnaire & Material Transfer Agreement Questionnaire

- Are any export controls, physical restrictions on publications, or restrictions on foreign nationals indicated in the solicitation or in discussions with the sponsor?
- Are there technologies involved in this project which are likely to have a military application or other applications which could be considered to have national security implications?
- Will this project involve the shipment of materials outside of the US?
- Will this project require collaboration with any foreign entity?
- Will this project involve any information which may not be released to the public without sponsor approval? This may include, but is not limited to, sensitive research results, data sets, proprietary information, trade secrets, publications, and export-controlled information.

### Data Use Agreement Questionnaire

- Does this agreement, or data set, include Controlled Unclassified Information (CUI)?
- Does this agreement, or data set, include Classified data?
- Does this agreement, or data set, include Export/ITAR controlled data?
- Does this agreement, or data set, include Encrypted data?
- Are any export controls, physical restrictions on publications, or restrictions on foreign nationals indicated in the solicitation or in discussions with the sponsor?
- Are there technologies involved in this project which are likely to have a military application or other applications which could be considered to have national security implications?
- Will this project involve the shipment of materials outside of the US?
- Will this project require collaboration with any foreign entity?
- Will this project involve any information which may not be released to the public without sponsor approval? This may include, but is not limited to, sensitive research results, data sets, proprietary information, trade secrets, publications, and export-controlled information.

### Why is KR System-to-System (S2S) less work than Grants.gov Workspace or NIH Assist?

If the Grants.gov opportunity is available to do in KR S2S, we recommend that you do so with the exception of NSF and NASA proposals. Some advantages of using KR S2S are:

• You create a proposal only once. If you use Workspace or Assist, you will have to create proposals with all of their associated data in both KR and another portal.

- You will do less data entry overall with KR S2S because many of the reused University of Maryland data objects (i.e. DUNS, Address, etc.) get auto-populated where needed.
- KR performs many data validations for NIH proposals, which are done within KR before submitting for approval rather than after it's received in Assist.
- When a proposal is submitted via S2S the initial submission status can be checked from within KR whereas you would have to go into Grants.gov separately to confirm.

### What sponsors require proposals to be entered into their own portal and also into KR?

All proposals must be entered into KR for approval routing regardless of the sponsor. Any proposal that is not an S2S proposal in KR will require another submission method (email, external portal, etc.) in addition to being entered into KR. Only Grants.gov opportunities may be done as S2S in KR, however specifically for NSF and NASA proposals, we use their external portals (Fastlane, Research.gov, NSpires) for submission as well. Please check with your contract administrator if you are not familiar with a sponsor's portal or need guidance on the submission requirements.

#### How do I swap out an attachment on my proposal after it's been routed for approval?

You may swap out attachments on a proposal up until your Contract Administrator has completely approved and submitted the proposal. To swap out an attachment, in the Attachments section, click on the Details button. You may then choose a different file to replace the existing attachment by clicking on "Choose File". If the attachment was in a "Final" status state be sure to let your Contract Administrator know so they are aware of the change.

### After I submit for approval or recall a proposal, I get an error stating that the proposal is locked by KR. How do I get rid of this lock?

This is a standard message that occurs after the proposal is submitted or recalled and can be ignored. To access the proposal after recalling it or submitting it, you must close the proposal, search for it, and then re-open it.

#### Can I change any fields on the proposal after it has been submitted for review?

Yes, there are some data fields that can be changed during approval routing. Use the Data Override tool located in the function bar on the development proposal screen. In the dropdown, you will see all of the data items that may be changed while it's being approved. If you need to change something that is not listed in the data override menu, then you will need to recall the proposal, which removes it from the approval routing process.

### I am trying to edit my proposal and I get a message stating the proposal is locked by someone else. What should I do?

Contact the person who has the lock on the proposal and ask them to click the "Close" button at the bottom of the proposal screen. Simply closing the browser or browser tab when on the proposal does not close the proposal and leaves behind a lock that prevents others from editing it. If you cannot reach that person and need immediate edit access, send an email to <u>kr-help@umd.edu</u>, and someone can assist. Deleting a lock will cause any unsaved data to be lost so we want to be sure that the person who has the lock has an opportunity to save if needed.

### How do UMD Personnel (investigators and key persons) certify a proposal?

UMD Personnel must certify each proposal they are named on before that proposal can be submitted for routing in Kuali Research. In those instances where the UMD Personnel is not the proposal creator, the proposal creator will send a notification from Kuali Research to the UMD Personnel. This notification will contain a link to the certification page for that UMD Personnel for that proposal.

#### Who approves proposals in Kuali Research?

Proposal Development proposals are approved at the Lead Unit, the Lead College, and ORA. At each approval stop, a primary and alternate approver(s) have been identified. Only one approval is needed at any stop to move the proposal to the next stop.

### Who has access to the Proposal Development record?

Access to the Proposal Development module is limited based on roles within a unit or on a proposal, unlike the rest of Kuali Research. Proposal Creators have access to records he/she created and have the ability to add other viewers to that record. UMD Investigators and UMD key persons have view access to their Kuali Research proposals by default. Proposal Approvers have view access to those proposals which he/she needs to approve. Departments and Colleges can contact the KR Help Desk to make changes to the list of Proposal Aggregators and Proposal Viewers for a unit. Aggregators work with many investigators in a unit(s) to create proposals and Viewers have only view rights to all proposals within a unit/college.

#### Why is my proposal not showing up as expected on the Kuali Research dashboard?

You may notice some instances of proposals not showing up as expected in dashboard cards. Here is why and what you can do about it:

### Why?

There is a nightly job in KR that runs from ~3:30 a.m. to 5:30 am that re-indexes all of what you see in the dashboard cards. So, as a proposal creator or approver, if any actions are done during that time (e.g. creating a new proposal, submitting a proposal for approval, approving, etc), you most likely will not see these actions reflected in the dashboard cards or the "Search Records" page results the following morning. Please note that this delay in reflecting changes is limited to the dashboard and the "Search Records" page results only but does not impact notifications. Emails will continue to be sent in a timely manner in accordance with the actions taken (proposal creation, approvals, certification requests etc.).

#### What can I do?

If you do find yourself in this situation, you may reference the email notifications sent from KR or retrieve the proposal from the <u>Common Tasks</u> > Search Proposal Development page. If a new action takes place that day (edit, approval, etc) on the proposal, then the dashboard cards and "Search Records" page results will be updated shortly thereafter as normal. If no actions are taken throughout the day on that proposal though, not to worry, the upcoming nightly job to re-index the dashboard will pick up the changes missed and be reflected the next day.

### How do I grant others access to the proposal development record?

Proposal Development records are editable only to the Proposal Creator, a Department's Aggregators, and ORA eRA team. Records are viewable only by the proposal's investigators and those with Proposal Development View rights in a particular department.

To grant access to the Proposal Development record, this must be done while the proposal is still editable, so prior to routing.

- Open the proposal and go to the Access section.
- Enter search variables to find the person and click on Continue. Be sure to type in 01 in the Campus Code.
- Check the appropriate access level and Add Permission
  - Aggregator Document Level: Full edit permissions, including budget rates, plus submit to review permission
  - Aggregator Only Document Level: A more limited form of Aggregator. Aggregator Only can modify all proposal, budget, and attachment data. Can also submit a proposal document for review. Cannot recall, change rates, or change S2S linkages after a proposal is submitted for review
  - Viewer Document Level: Permission to view all sections of a proposal (cannot create new or edit existing proposal details)
  - Budget Creator Document Level: Permission to create and edit budget versions, plus view proposal data
  - Narrative Writer Document Level: Permission to add/replace/delete attachments, plus view proposal data
- Once the user has been granted access to the proposal, they will be able to search for the proposal in Proposal Development and will retain access until a Proposal Creator or Aggregator removes his/her access. You can send this person an email with the proposal number or with a permanent link to the proposal.
- To get the link to the proposal, click on the link icon in the top toolbar and copy the URL into an email.

### How does adding an ad hoc approver/acknowledge/FYI during routing work?

### Ad Hoc Routing and Approving

Proposal Development routing follows the default routing for all proposals. All proposals must be approved by the Lead Department, the Lead College, and ORA. Each Department and College has a list of approvers programmed into Kuali Research. Changes to the list may be requested via email to <a href="https://www.krearchelp@umd.edu">kr-help@umd.edu</a>



Adding in Ad Hoc recipients to this approval chain may be done from the Summary/Submit tab in Proposal Development. However, caution is recommended, especially if the recipient is not aware that he/she has been added to the process.

Type of Notification	Is the recipient required to take action to move proposal to next stop?	KR Default email notification setting to send a message?	Does Ad Hoc routing grant user view rights to proposal?	
Approve	YES	YES	Yes, via Action List or link in email. A search in Proposal Development will not return the proposal unless user has been added via Access Panel prior to routing.	
Acknowledge	NO	NO		
FYI	NO	NO		

Individual users may update their email notifications preferences in KR at any time. There is not a method for KR system administrators to investigate the preferences of an individual user.

Be aware that an individual user may have filters set up in their email and these action list emails may be filtered into folders, spam, or trash. If you need to communicate something about your proposal, you should keep this in mind.

The ad hoc recipient will be inserted into the routing map wherever they have been added. Where the proposal is in the routing process when the ad hoc recipient is added will interrupt the original routing if the ad hoc recipient is added as an approver.



Adding in an Ad Hoc Approver will send the notification to the recipient's Action List in KR, and email if preferences are enabled, and routing will not continue until the Ad Hoc Approver user approves the proposal. In the above diagram, an ad hoc approver was sent by the Proposal Creator, once approved, the proposal was sent to Department Approvers who added an Ad Hoc Approver. Once this Ad Hoc Approver approved, the proposal was sent to the College Approvers who added in an Ad Hoc Approver. Once this Ad Hoc Approver had approved, the proposal was sent to ORA.



### Ad Hoc Acknowledge or FYI

Adding in an Ad Hoc Recipient with FYI or Acknowledge will send the notification to the recipient's Action List in KR, and email if preferences are enabled, and routing will continue as normal. In the above diagram, an ad hoc notification was sent by the Proposal Creator, Department Approver, and College Approver. In this example, routing continues through normal channels and the proposal will reach ORA earlier for submission of the proposal because they are not waiting on additional approvals.

### How do I get rid of old, abandoned, or unwanted proposals in my dashboard cards?

If you are certain there are no intentions to submit the proposals and are authorized to do so, you may cancel each proposal to inactivate them and hide them from view.

We recommend that you first prefix the title with a "Do Not Use" in the title, so it's clear that you have abandoned it in the event you come across it in the future. The "Cancel" button is located on the Summary/Submit page of the proposal and can only be performed on proposals that are not routed for approval or already submitted.

# NOTE: Canceling WILL inactivate your proposal, and you will no longer be able to edit it. If you cancel a proposal by accident, you can always copy the proposal to retrieve and edit it again.

# What columns do you recommend when using the "Search Records" page to retrieve proposal development records?

On the search results page the Show/Hide Columns tool is used to add and remove columns and re-order their layout. Below are some recommendations, but feel free to experiment to find what works best for you. Also, remember you can still use the traditional proposal development search page accessible from the Commons Tasks page if that is your preference.

Suggested Columns		ted Columns	Type/Module	
H	$\checkmark$	Document Number	All Defaults (all cross-module)	
H	$\checkmark$	Document Type		
H	~	Lead Unit Number		
H	$\checkmark$	Principal Investigator		
H	$\checkmark$	Sponsor Name		
H	~	Title		
H	~	Start Date	More Cross-Module	
H	$\checkmark$	End Date		
H	~	Status		
H	~	Route Status		
H	~	Development Proposal Number	Proposal Development	
H	~	Deadline Date		

# **Appendix I - Questionnaire and Validation Requirements**

# **Funded Agreement Questionnaire**

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
Is this a pre-proposal submission?		
Is this a MPowering the State (MTS) proposal?		Add MTS Unit ( <b>CC011087</b> ) to Personnel
Is part of this project to be subcontracted to another organization, as defined by the distinguishing factors between a subcontractor vs. vendor vs. consultant document? Available here: ORA Subawards		Add Other Organization
[If Yes] Enter name of subcontractor.		
Is any of the UM portion of this project to take place off-campus for a minimum of three consecutive months?		Add Performance Site; ORA Reviews F&A On/Off Rate
[If Yes] Enter the off-campus location including address, city, state, zip+4.		
Does this project require work at a UM Research Farm?	Lab/Safety	ESSR Review
Does this project require Field Work? Field work includes all off-campus/off-site research activities in settings not associated with a subawardee institution nor with a UM Research Farm and regardless of length of time of field work. It includes data/information/samples being collected in any urban or remote setting, including vessels and aircraft.		Add Performance Site; ESSR Review If NSF is sponsor or Prime, must include attachment type UM-NSF Safety & Inclusion Plan
Are there additional resources (space, operating or equipment funds, utility service) required to conduct this project over and above those already budgeted for or approved by your department?		
[If Yes] List these additional resources required to conduct the project (space, operating or equipment funds, utility service, etc).		
Will this project involve the construction or renovation of a Biosafety Level-2 (BSL-2) or BSL-3 laboratory?		ESSR Review
Will this project require the significant alteration chemical fume hood, laboratory local exhaust system, electrical, plumbing, or building structure?	Lab/Safety	ESSR Review

# Funded Agreement Questionnaire Cont'd

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
Does the proposal include a tuition or fee waiver on academic year, winter term, or summer programs? If yes, documentation of approval from the Office of Provost, Dean for Undergraduate Studies, or Office of Summer & Winter Terms must be provided with the proposal.		
Does this proposal include administrative support costs such as administrative/clerical salary and/or office supplies/communication costs? If yes, proposal budget must include explicit justification of these costs in accordance with UMCP Policy VIII-10.40(A).		Select Admin Cost Included Reason on Supp Info Tab
[If Yes] Select the reason for including administrative support costs.		
[If Yes] Does this project offer courses for credit?		
[If Yes] Have the courses for credit been approved by Academic Affairs?		
[If Yes] List the courses for credit.		
Is there a real or potential conflict of interest in connection with this work or this sponsor (including consulting) involving a University of Maryland employee, as defined by the University of Maryland Policies and Procedures II-3.10(A) or II-3.10(B)? If yes, a disclosure form must be completed and submitted in accordance with these procedures.	Conflict of Interest	PI Certification Conflict of Interest - at least one investigator answer Yes
Does this proposal need a Blanket IP Waiver?		
Are any export controls, physical restrictions on publications, or restrictions on foreign nationals indicated in the solicitation or in discussions with the sponsor?	Export Control	Export Review
Are there technologies involved in this project which are likely to have a military application or other applications which could be considered to have national security implications?	Export Control	Export Review
Will this project involve the shipment of materials outside of the US?	Export Control	Export Review
[If Yes] List the materials and destinations.		
Will this project require collaboration with any foreign entity?	Export Control	Export Review
[If Yes] List any foreign entity or individual with whom UMD will collaborate in relation to this project.		
## Funded Agreement Questionnaire Cont'd

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
Will this project involve any information which may not be released to the public without sponsor approval? This may include, but is not limited to, sensitive research results, data sets, proprietary information, trade secrets, publications, and export-controlled information.	Export Control	Export Review
[If Yes] Will such information be subject to a nondisclosure agreement or any other agreement authorizing a sponsor or other party to withhold from publication information provided to UM?	Export Control	Export Review
Will this project include using human subjects?	Human Subjects	IRB Review
[If Yes] Has an IRB application been submitted to the IRB office for this project?		
[If Yes] Provide the title used in the IRB application.		
[If Yes] Enter the IRB protocol approval number. If not yet approved, please enter "pending."		
Will this project include using vertebrate animals?	Animal Subjects	IACUC Review
[If Yes] Has an IACUC application been submitted to the IACUC office?		
[If Yes] Provide the title used in the IACUC application.		
[If Yes] Enter the IACUC approval number. If not yet approved, enter "pending."		
Will radioactive materials (H-3, C-14, P-32, etc.) be used in this project?	Radioactive Materials - IONIZING	ESSR Review
Will devices which produce ionizing radiation (x-ray units, electron microscopes, particle accelerators, etc.) be used in this project?	Radioactive Materials - IONIZING	ESSR Review
Will a source of non-ionizing radiation (lasers, infra-red devices, ultraviolet devices, radio frequency devices, other electromagnetic devices, and/or microwave devices) be used in this project?	Radioactive Materials - NON-IONIZING	ESSR Review
[If Yes] Select any sources of non-ionizing radiation to be used in this project. nonionizing_radiation_type		

## Funded Agreement Questionnaire Cont'd

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
Will this project require the use of chemicals? If this project includes the use of chemicals, a Chemical Hygiene Plan and training is required.	Chemicals or Highly Toxic Gases	ESSR Review
Will this project use biological materials? recombinant or synthetic nucleic acids; human pathogens; biological toxins; human blood; unfixed human tissue; human cell culture; unfixed tissue from non-human primates.	Biological Materials	ESSR Review
Will this project require the use of one or more of the following select toxins: e.g. Abrin; Botulinum neurotoxins; Short, paralytic alpha conotoxins; Diacetoxyscirpenol (DAS); Ricin; Saxitoxin; Staphylococcal enterotoxins (Subtypes A, B, C, D, and E); T-2 toxin; Tetrodotoxin?	Select Agent Toxins	ESSR Review
[If Yes] Will this project require the use of toxic or pyrophoric gases? Toxic gases have NFPA health hazard ratings of 3 or 4, or a rating of 2, if the gas lacks physiological warning properties. A pyrophoric gas is defined as having an autoignition temperature in air at or below 130°F (54.4°C)	Highly Toxic Gases	ESSR Review
[If Yes] Will this project require the application of registered pesticides by UMD personnel?	Chemicals	ESSR Review
[If Yes] Will this project require the use of controlled substances?	Chemicals	ESSR Review
[If Yes] Will this project require the use of explosive materials (as defined by the US Department of Alcohol, Tobacco & Firearms)?	Chemicals	ESSR Review
Will this project require the shipment or transfer of chemical, biological, or radioactive materials off-campus?	Chemicals	ESSR Review
Will this project require the use of a respirator by research personnel due to an airborne hazard not managed by engineering controls (e.g., use of chemical fume hood)?	Lab/Safety	ESSR Review
Will this project require SCUBA diving?	Scientific Diving	ESSR Review
Will this project require the use of boats?	Boats Used in Research	ESSR Review
[If Yes] Will a motorized boat be operated by UMD personnel/affiliate in relation to this project?	Boats Used in Research	ESSR Review

## Non-Funded Agreement Questionnaire

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
What will be the route of the information disclosure for this agreement? (N/A, One Way, Two Way)		
One Way: Indicate the receiving party of the one-way information disclosure.		
Is a third party involved in this agreement?		
[If Yes] Provide the name of the third party.		
[If Yes] Provide the phone number of third party.		
[If Yes] Provide the email of the third party.		
[If Yes] Provide the complete address of the third party.		
[If Yes] Provide the third party's website.		
Is there a real or potential conflict of interest in connection with this work or this sponsor (including consulting) involving a University of Maryland employee, as defined by the University of Maryland Policies and Procedures II-3.10(A) or II-3.10(B)? If yes, a disclosure form must be completed and submitted in accordance with these procedures.	Conflict of Interest	PI Certification Conflict of Interest - at least one investigator answer Yes
Does this proposal need a Blanket IP Waiver?		
Are any export controls, physical restrictions on publications, or restrictions on foreign nationals indicated in the solicitation or in discussions with the sponsor?	Export Control	Export Review
Are there technologies involved in this project which are likely to have a military application or other applications which could be considered to have national security implications?	Export Control	Export Review
Will this project involve the shipment of materials outside of the US?	Export Control	Export Review
[If Yes] List the materials and destinations.		
Will this project require collaboration with any foreign entity?	Export Control	Export Review
[If Yes] List any foreign entity or individual with whom UMD will collaborate in relation to this project.		
Will this project involve any information which may not be released to the public without sponsor approval? This may include, but is not limited to, sensitive research results, data sets, proprietary information, trade secrets, publications, and export-controlled information.	Export Control	Export Review

#### Non-Funded Agreement Questionnaire Cont'd

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
[If Yes] Will such information be subject to a nondisclosure agreement or any other agreement authorizing a sponsor or other party to withhold from publication information provided to UM?	Export Control	Export Review
Will this project include using human subjects?	Human Subjects	IRB Review
[If Yes] Has an IRB application been submitted to the IRB office for this project?		
[If Yes] Provide the title used in the IRB application.		
[If Yes] Enter the IRB protocol approval number. If not yet approved, please enter "pending."		
Will this project include using vertebrate animals?	Animal Subjects	IACUC Review
[If Yes] Has an IACUC application been submitted to the IACUC office?		
[If Yes] Provide the title used in the IACUC application.		
[If Yes] Enter the IACUC approval number. If not yet approved, enter "pending."		

**NOTE:** Please add UM - Scope of Work for Non Monetary Agreements on the Attachment Section > Internal tab with the appropriate file attached.

## Data Use Agreement Questionnaire

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
What is the pathway of data transfer? (m/c incoming, outgoing, both)		
Outgoing: UM Ventures negotiates OUTGOING data use agreements and they are not routed in KR. Please confirm that you will update the title of this PD record with DO NOT SUBMIT and contact UM Ventures. Otherwise, revise your response to Incoming or Both and continue.		Abandon the Proposal
Incoming & Both: Who will use the data? (UM Investigator; UM Graduate Student; UM Undergraduate Student)		
Both: List the third parties (non-UMD entities or individuals) with whom you will collaborate or share data,		
Both: Are any of these third parties or individuals non-US?		
Will the material(s)/data be used in conjunction with other materials received from a third party?		
[If Yes] List other material(s)/data and their providers.		
How long will the investigators use the material(s)/data e.g., 2 years? Note, this must not be greater than the period of performance.		
Will sponsored account funds pay for the obtaining/collection of these material(s)/data?		
[If Yes] Provide Workday sponsored account number or KR inst proposal.		
Are there physical storage requirements for these data?		
[If Yes] Describe where these data will be physically stored. Ex. laptop, tiCRYPT, departmental servers, etc.		
[If Yes] Are there costs associated with this storage?		
[If Yes] Provide Workday sponsored account number or KR inst proposal.		
Does this agreement, or data set, include Controlled Unclassified Information (CUI) ?	Export Control	Export Review
Does this agreement, or data set, include Classified data?	Export Control	Export Review
Does this agreement, or data set, include Criminal Justice data?		
Does this agreement, or data set, include Export/ITAR controlled data?	Export Control	Export Review

#### Data Use Agreement Questionnaire Cont'd

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
Does this agreement, or data set, include Human Subject Related data?	Human Subjects	IRB Review
Does this agreement, or data set, include Public Health Information (PHI)?	Human Subjects	IRB Review
Does this agreement, or data set, include De-identified, including non-PHI data?	Human Subjects	IRB Review
Does this agreement, or data set, include Encrypted data?	Export Control	Export Review
Does this agreement, or data set, include a Limited data set?		
Is this agreement, or data set, subject to Family Educational Rights and Privacy Act (FERPA)?		
Is this agreement, or data set, subject to General Data Protection Regulations (GDPR)?	GDPR Data	
[If Yes] What is the purpose of receiving these data?		
[If Yes] What type of data will be received?		
[If Yes] List the names and titles of all individuals who will have access to these data.		
[If Yes] Will the data include European resident's data?		
[If Yes] Will the data be used and stored on UMD campus?		
[If Yes] What system will be used to protect data on campus?		
Is there a real or potential conflict of interest in connection with this work or this sponsor (including consulting) involving a University of Maryland employee, as defined by the University of Maryland Policies and Procedures II-3.10(A) or II-3.10(B)? If yes, a disclosure form must be completed and submitted in accordance with these procedures.	Conflict of Interest	PI Certification Conflict of Interest - at least one investigator answer Yes
Does this proposal need a Blanket IP Waiver?		
Are any export controls, physical restrictions on publications, or restrictions on foreign nationals indicated in the solicitation or in discussions with the sponsor?	Export Control	Export Review
Are there technologies involved in this project which are likely to have a military application or other applications which could be considered to have national security implications?	Export Control	Export Review

#### Data Use Agreement Questionnaire Cont'd

Question	Prop Dev Compliance Requirement	Additional Requirement(s)	
Will this project involve the shipment of materials outside of the US?	Export Control	Export Review	
[If Yes] List the materials and destinations.			
Will this project require collaboration with any foreign entity?	Export Control	Export Review	
[If Yes] List any foreign entity or individual with whom UMD will collaborate in relation to this project.			
Will this project involve any information which may not be released to the public without sponsor approval? This may include, but is not limited to, sensitive research results, data sets, proprietary information, trade secrets, publications, and export-controlled information.	Export Control	Export Review	
[If Yes] Will such information be subject to a nondisclosure agreement or any other agreement authorizing a sponsor or other party to withhold from publication information provided to UM?	Export Control	Export Review	
Will this project include using human subjects?	Human Subjects	IRB Review	
[If Yes] Has an IRB application been submitted to the IRB office for this project?			
[If Yes] Provide the title used in the IRB application.			
[If Yes] Enter the IRB protocol approval number. If not yet approved, please enter "pending."			

**NOTE:** Please add UM - Scope of Work for Non Monetary Agreements on the Attachment Section > Internal tab with the appropriate file attached.

## Material Transfer Agreement Questionnaire

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
What is the material?		
Will sponsored account funds pay for the obtaining/collection of these material(s)/data?		
[If Yes] Provide KR award ID or KR inst proposal.		
[If Yes] How long will the investigators use the material(s)/data e.g., 2 years? Note, this must not be greater than the period of performance.		
Will the material(s)/data be used in conjunction with other materials received from a third party?		
[If Yes] List other material(s)/data and their providers.		
Are the material(s)/data relevant to any previous, pending, or future disclosures of intellectual property to UM-Ventures?		
[If Yes] List all material(s)/data which are relevant to the UM-Ventures.		
Do the investigators intend to commercialize the results of research stemming from the use of the materials, or any modified derivatives of the material?		
Has any confidentiality or nondisclosure agreement from the provider been signed in connection with the material(s)?		
[If Yes] Provide NDA proposal or account details including KR number and title.		
Does the investigator possess the materials at the time of proposal submission?		
Is the material available through any other source such as a Research Reagent Bank or Depository (e.g. ATCC or Hybridoma Bank)?		
Will the material be provided for the purpose of product testing and evaluation (e.g. testing an expression system) for the organization?		
Are the materials a tool, kit, or instrument that will be used in the conduct of research?		
Is the material a reagent?		
Will progeny, unmodified derivatives, or descendant copies be made from the material(s)?		
Will the material(s) be modified or used to produce modified derivatives?		
Will the material(s) be used in another manner?		
[If Yes] Explain how the material(s) will be used in another manner.		

### Material Transfer Agreement Questionnaire Cont'd

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
Is there a real or potential conflict of interest in connection with this work or this sponsor (including consulting) involving a University of Maryland employee, as defined by the University of Maryland Policies and Procedures II-3.10(A) or II-3.10(B)? If yes, a disclosure form must be completed and submitted in accordance with these procedures.	Conflict of Interest	PI Certification Conflict of Interest - at least one investigator answer Yes
Does this proposal need a Blanket IP Waiver?		
Are any export controls, physical restrictions on publications, or restrictions on foreign nationals indicated in the solicitation or in discussions with the sponsor?	Export Control	Export Review
Are there technologies involved in this project which are likely to have a military application or other applications which could be considered to have national security implications?	Export Control	Export Review
Will this project involve the shipment of materials outside of the US?	Export Control	Export Review
[If Yes] List the materials and destinations.		
Will this project require collaboration with any foreign entity?	Export Control	Export Review
[If Yes] List any foreign entity or individual with whom UMD will collaborate in relation to this project.		
Will this project involve any information which may not be released to the public without sponsor approval? This may include, but is not limited to, sensitive research results, data sets, proprietary information, trade secrets, publications, and export-controlled information.	Export Control	Export Review
[If Yes] Will such information be subject to a nondisclosure agreement or any other agreement authorizing a sponsor or other party to withhold from publication information provided to UM?	Export Control	Export Review
Will this project include using human subjects?	Human Subjects	IRB Review
[If Yes] Has an IRB application been submitted to the IRB office for this project?		
[If Yes] Provide the title used in the IRB application.		
[If Yes] Enter the IRB protocol approval number. If not yet approved, please enter "pending."		
Will this project include using vertebrate animals?	Animal Subjects	IACUC Review
[If Yes] Has an IACUC application been submitted to the IACUC office?		
[If Yes] Provide the title used in the IACUC application.		
[If Yes] Enter the IACUC approval number. If not yet approved, enter "pending."		

#### Material Transfer Agreement Questionnaire Cont'd

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
Will radioactive materials (H-3, C-14, P-32, etc.) be used in this project?		
Will devices which produce ionizing radiation (x-ray units, electron microscopes, particle accelerators, etc.) be used in this project?	Radioactive Materials - IONIZING	ESSR Review
Will a source of non-ionizing radiation (lasers, infra-red devices, ultraviolet devices, radio frequency devices, other electromagnetic devices, and/or microwave devices) be used in this project?	Radioactive Materials - IONIZING	ESSR Review
[If Yes] Select any sources of non-ionizing radiation to be used in this project. nonionizing_radiation_type	Radioactive Materials - NON-IONIZING	ESSR Review
Will this project use biological materials? recombinant or synthetic nucleic acids; human pathogens; biological toxins; human blood; unfixed human tissue; human cell culture; unfixed tissue from non-human primates.	Biological Materials	ESSR Review
Will this project require the use of one or more of the following select toxins: e.g. Abrin; Botulinum neurotoxins; Short, paralytic alpha conotoxins; Diacetoxyscirpenol (DAS); Ricin; Saxitoxin; Staphylococcal enterotoxins (Subtypes A, B, C, D, and E); T-2 toxin; Tetrodotoxin?	Select Agent Toxins	ESSR Review
Will this project require the use of chemicals? If this project includes the use of chemicals, a Chemical Hygiene Plan and training is required.	Chemicals OR Gases	ESSR Review
[If Yes] Will this project require the use of toxic or pyrophoric gases? Toxic gases have NFPA health hazard ratings of 3 or 4, or a rating of 2, if the gas lacks physiological warning properties. A pyrophoric gas is defined as having an autoignition temperature in air at or below 130°F (54.4°C)	Highly Toxic Gases	ESSR Review
[If Yes] Will this project require the application of registered pesticides by UMD personnel?	Chemical	ESSR Review
[If Yes] Will this project require the use of controlled substances?	Chemical	ESSR Review
[If Yes] Will this project require the use of explosive materials (as defined by the US Department of Alcohol, Tobacco & Firearms)?	Chemical	ESSR Review
Will this project require the shipment or transfer of chemical, biological, or radioactive materials off-campus?	Chemical	ESSR Review
Will this project require the use of a respirator by research personnel due to an airborne hazard not managed by engineering controls (e.g., use of chemical fume hood)?	Lab/Safety	ESSR Review

**NOTE:** Please add UM - Scope of Work for Non Monetary Agreements on the Attachment Section > Internal tab with the appropriate file attached.

# **Appendix II - KR Notification Emails**

Action	Email Subject	Email Message	Recipient
Proposal Created (Not a Copy)	Proposal No.[PROPDEV# ] in Department [LEAD_UNIT# - LEAD_UNIT_N AME] has been created by [INITIATOR]	Attention Office of Sponsored Programs Proposal No. [PROPDEV#] has been created in Kuali Research. Proposal No: [PROPDEV#] Proposal Initiator: Basic10 User Department: [LEAD_UNIT#-LEAD_UNIT_NAME] [SPONSOR# - SPONSOR NAME] Proposal Title: [TITLE] Due Date: [DUE DATE]	Contract Administrator, Unit Aggregators
Notify Investigator Certification Required	Regarding your involvement in Development Proposal [TITLE]	Please review the following proposal and then complete the certification questions if you agree to participate in this project. Proposal Details as follows: Principal Investigator: [PI_NAME] Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor: [SPONSOR# - SPONSOR NAME] Deadline Date: [DEADLINE_DATE] Proposal Number: [PROPDEV#] Link to review proposal: Click Here to Review Proposal UMD credit allocation is found under the Personnel tab Link to complete certification: Click Here to Complete your Certification	The Investigator Notified
All Proposal Persons Certification Completed (note: this will be sent when all named personnel listed certify, regarding the role)	All Proposal Persons Certification Completed for [PROPDEV#]	All of the Proposal Person Certifications are completed. Proposal Number: [PROPDEV#] Principal Investigator: [PI_NAME] Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor Name: [SPONSOR# - SPONSOR NAME] Title: [TITLE] Deadline: [DEADLINE_DATE]	Initiator
Proposal is ready for approval for Primary Approver	Kuali Research Action - Proposal - APPROVE - PI: [PI NAME] - Due Date: [DUE DATE] - Lead Unit:[LEAD UNIT] - Sponsor: [SPONSOR] - Title: [TITLE]	Please complete the APPROVE action for <b>[PI NAME]</b> in Proposal for <b>[TITLE]</b> Your timely action is requested. Failure to act when an approval is requested will stop routing. To review the requested action: <b>[Document #] [LINK]</b> https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall= docHandler&docId= <b>[DOC ID#]</b> &command=displayActionListView Or, to see all actions requested: Action List <b>[LINK]</b> https://umd-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: <b>[DOC ID#]</b> in the first column of the List. Action Item sent to <b>[USER ID]</b>	Approver

Action	Email Subject	Email Message	Recipient
Proposal is ready for approval for Secondary Approver	Kuali Research Action - Proposal - APPROVE - PI: [PI NAME] - Due Date: [DUE DATE] - Lead Unit:[LEAD UNIT] - Sponsor: [SPONSOR] - Title: [TITLE]	Please complete the APPROVE action for <b>[Pl NAME]</b> in Proposal for <b>[TITLE]</b> Your timely action is requested. Failure to act when an approval is requested will stop routing. To review the requested action: <b>[Document #] [LINK]</b> https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall= docHandler&docId= <b>[DOC ID#]</b> &command=displayActionListView Or, to see all actions requested: Action List <b>[LINK]</b> https://umd-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: <b>[DOC ID#]</b> in the first column of the List. <b>For additional help, email <mailto:kr-actionlist@umd.edu></mailto:kr-actionlist@umd.edu></b> Action Item sent to <b>[SECONDARY APPROVER USERID]</b> for delegate type SECONDARY	Secondary (Alternate) Approver
Proposal Approved by Another	Proposal [PROPDEV#] Approved by Another User	Prop Dev Number [PROPDEV#]         PI       [PI_NAME]         Lead Unit       [LEAD_UNIT# - LEAD_UNIT_NAME]         Sponsor Name       [SPONSOR# - SPONSOR NAME]         Title       [TITLE]         Deadline       [DEADLINE_DATE]         [PI NAME]'s Proposal [PROPDEV#] has been approved by another user.         You can view this proposal through KC at the following address:         Open document (LINK)         If you have questions, please contact [PROPOSAL INITIATOR USERID]         Thank you	Other Approvers on Current Stop
Proposal Returned by Approver	[PI_NAME]'s Proposal [PROPDEV#] has been returned to the Aggregator	[PI_NAME]'s Proposal [PROPDEV#] has been returned to the Aggregator. The referenced proposal has been returned to the Aggregator for revisions and has been removed from your action list.THIS NOTIFICATION HAS BEEN SENT TO ALL APPROVERS AT THIS STOP. Proposal Summary: PI: [PI_NAME] Profotal Number: [PROPDEV#] Sponsor: [PROPDEV#] Sponsor: [PRIME_SPONSOR NAME] Prime Sponsor: [PRIME_SPONSOR# - PRIME_SPONSOR NAME] Deadline Date: [DEADLINE_DATE] Title: [TITLE] Sponsor Announcement: [OPPORTUNITY_ID# - OPPORTUNITY_TITLE] You can view this proposal through KC at the following address: <u>Open document (LINK)</u> If you have questions, please contact [PROPOSAL INITIATOR USERID] Thank you	Other Approvers on Current Stop

Action	Email Subject	Email Message	Recipient
Proposal Recalled	Action List Reminder	Your Action List has an eDoc(electronic document) that needs your attention: Document ID: <b>[DOC ID#]</b> Initiator: <b>[AGGREGATOR]</b> Type: Add/Modify ProposalDevelopmentDocument Title: <b>[TITLE]</b> ; Proposal No: <b>[PROPDEV#]</b> ; PI: <b>[PI NAME]</b> ; <b>[SPONSOR]</b> ; Due Date: <b>[DUE DATE]</b> To respond to this eDoc: Go to https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall= docHandler&docld= <b>[PROPDEV#]</b> &command=displayActionListView Or you may access the eDoc from your Action List: Go to https://umd-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: <b>[DOC ID#]</b> in the first column of the List. To view the route log of this document: Go to https://umd-sbx.kuali.co:/res/kew/RouteLog.do?documentId= <b>[DOC ID#]</b> To change how these email notifications are sent(daily, weekly or none): Go to https://umd-sbx.kuali.co:/res/kew/Preferences.do For additional help, email <mailto:kr-actionlist@umd.edu> Action Item sent to <b>[AGGREGATOR]</b></mailto:kr-actionlist@umd.edu>	Aggregator that Recalled the Proposal <sup>***</sup>
Proposal Approval Completed - Created Institute Proposal Record	[LEAD UNIT#]- Proposal [PROPDEV#] is submitted	The Proposal <b>[PROPDEV#]</b> has been submitted to sponsor. The institute proposal number is <b>[IP#]</b> .	Aggregators, Added Recipients [Prompted by User]
Attachment Updated During Approval Routing	[LEAD UNIT#] - Notification : Narrative added to proposal : [PROPDEV#]	A new attachment is uploaded for Proposal : 37256, Module No. 1 have been changed. Narrative Type: <b>[ATTACHMENT_TAB]</b> Module Description: <b>[TITLE_OF_ATTACHMENT]</b>	Past Approvers, Added Recipients [Prompted by User]
Data Override Update Took Place During Routing	[LEAD UNIT#] - Notification	[FIELD_CHANGED] for proposal [PROPDEV#] has been changed to [COMMENT]	Aggregators, OSP Admin (CA), Added Recipients [Prompted by User]

## Appendix III - Investigator & Senior/Key Personnel Questionnaire

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
I have conducted lobbying efforts related to this proposal.		Validation warning if Y
Is capital equipment required to be purchased for this project?		
Explanation : Capital Equipment is an article of nonexpendable, tangible property having a useful life of more than one year and an acquisition or total fabricated cost of \$5,000.00 USD or more per unit.		
[If Yes] Complete checkbox to agree to this statement. I affirm there is no comparable equipment available on campus for this project		
Is this proposal to a sponsor/prime which requires COI disclosure, including FCOI, to be completed before the proposal submission even if there is nothing to disclose?	If Y, add FCOI compliance item	
<ul> <li>Explanation : Some sponsors, specifically Public Health Service (including NIH), NASA, NSF, DOE, and USDA-NIFA require investigators and proposal personnel responsible for the design, conduct, and reporting of this project to complete a Financial Conflict of Interest disclosure prior to proposal submission, regardless of presence of potential conflict. Other sponsors, including EPA, require that financial disclosures are updated during the period of the award, either on an annual basis, or as new reportable significant financial interests are obtained.</li> <li>UMB personnel must submit forms available at <u>umaryland.edu/coi</u> to fulfill this obligation.</li> <li>UMD personnel must submit a Conflict of Interest Disclosure at <u>go.umd.edu/inTERP</u> to fulfill this obligation.</li> </ul>		
[If Yes] Complete select one checkbox: Disclosure has/will be completed. or Does not apply to proposal.		
I have a real or potential conflict of interest related to this work or sponsor, as defined by the University System of Maryland Policy (III-1.11). All investigators would not be expected to answer this question in the same way.	If Y, add COI compliance item	lf Y, answer Y on proposal questionnaire
Complete the check box to agree to the statement. (COI) I understand that I am required to disclose any COI as required by USM policies and procedures.		

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
Complete the check box to agree to the statement. (disclosure) I have followed proposal/sponsor requirements in disclosing all professional activities including those performed within and outside of the University of Maryland (paid and unpaid), including foreign affiliations and/or support from other companies, universities, and government entities (eg.consulting activities). If you are unsure whether all disclosure requirements have been met please contact your ORA/SPA Contract Administrator.		
Complete the check box to agree to the statement. (Malign Foreign Talent) I certify that I am not participating in a Malign Foreign Talent Recruitment Program as defined in Sections 10632 and 10638 of PUBLIC LAW 117-167 (CHIPS and Science Act).		
Explanation : The CHIPS and Science Act requires Federal research funding agencies to establish a policy which requires Covered Individuals listed in the proposal at the time of certify at the time of proposal submission, and annually for the duration of the award, that they are not a party to a Malign Foreign Talent Recruitment Program (MFTRP) as defined in the Act. <u>CHIPS and Science Act</u> , <u>UMB resource</u> , <u>UMD resource</u>		
Complete the check box to agree to the statement. (intellectual property) I agree to follow the University's Intellectual Property (IP) policies in reference to data and IP developed under sponsored projects; and will take necessary actions based on sponsor and project requirements. I agree to follow processes for IP Waivers (blanket or individual), which may be necessary to accept any resulting award, and to ensure that all individuals working on this project are informed of these requirements.		
Explanation : Intellectual Property (IP) Policies outline the ownership, licensing, and protection of IP created by personnel and students at UM institutions. Occasionally, sponsors, particularly Foundations or other non-Federal sponsors, include terms or conditions in their award notices that do not conform to these IP Policies. In these cases where it is not possible to negotiate language in accordance with the ownership and licensing terms in these IP Policies, a UM institution may agree to waive certain requirements of the IP Policy. In these cases, the Principal Investigator (PI) and research team will need to decide whether to request a waiver to the IP Policy in order to permit the institution to accept the award. For UMCP: additional details		
Complete the check box to agree to the statement. (modifications) I agree to not make changes to the ORA/SPA-approved proposal without first notifying ORA/SPA.		
Complete the check box to agree to the statement. (statements) I am aware that any false, fictitious, fraudulent, and/or plagiarized statements may subject me to criminal, civil, and/or administrative penalties.		
Complete the check box to agree to the statement. (conduct) Complete the check box to agree to the statement. (conduct) If I am the PI, I accept responsibility for the financial and scientific conduct of this project and will provide all required reports if the proposal results in a project/award. If I am a Co-I or Senior/Key Person on this proposal I will support the PI(s) in the financial/scientific conduct of the project and contribute to reports as outlined in the proposal/award.		

Question	Prop Dev Compliance Requirement	Additional Requirement(s)
Complete the check box to agree to the statement. (authorized official) I understand that ORA/SPA is the authorized University negotiator and signatory on behalf of the University. Investigators are not authorized to negotiate or sign on behalf of the University.		
Complete the check box to agree to the statement. (signature) I agree, to the best of my knowledge, the information submitted within the proposal is true, complete, and accurate and this certification constitutes my electronic signature for this application		