Proposals

A-2. Entering required data on the Projects page (v8.9)

The Proposal Projects page enables a proposal to be sub-divided into separate projects. REQUIRED fields are highlighted.

1. **Primary checkbox** – Indicates that this is the primary project for the proposal. (Every proposal must have one Primary project.)
2. **Project ID** – This is a system assigned number when the proposal is saved. Until then, it will display “NEXT_1”. (This is not the “Project” chartfield.)
3. **Title (for this Project of the Proposal)** – Enter a project name (maximum 30 characters). The naming convention is: All CAPS Sponsor Acronym plus a brief project title. Make sure it reflects the overall nature of the project.
4. **Department** – This defaults from the PI’s information. Change the dept if needed.
   - New in 8.9 – don’t enter the Department code, use the lookup icon instead.

Hints for using lookups on this page:
- If you know the department’s 5- digit code, enter it in the Department field
- If you want to search by the department name, use the Description field with the “contains” operator. This is especially helpful with names that may be abbreviated in the system.
- Click the Look Up button
- Select the correct department from the Search Results

- Multiple projects can be associated with a single proposal; each department will be associated with a different project.
- Add rows by clicking the button for each department participating in the research. (See instructions on page 3.)
5. **Subdivision** - Use the lookup icon to find your college dean’s office, provost office or vice president. This field feeds to the major subdivision section on the NIH cover page.

- Agriculture & Natural Resources – 02101
- Arts & Sciences – 02501
- CHEP – 07301
- Engineering – 03101
- Health & Nursing Science – 03701
- Lerner Bus. & Econ. – 02701
- Marine & Earth Studies – 03501
- Provost – 01001 (DBI or Academic/Int’l Programs or IEC)
- Vice Pres. for Administration – 01175 (Center for Black Culture)

6. **Institution** – Use the lookup icon to select University of Delaware

7. **Dept Contact**: Use the lookup icon to select your OVPR Contract & Grant Administrator

8. **Dept Rep**: (leave blank) DO NOT USE OR SEARCH

9. **F&A Information** – This is F&A (Facilities & Admin.) and refers to the revenue portion (funding source) not the department F&A. You will set the “expense” F&A rate on the Budgets page later.

10. **Department** – (WARNING department code defaults from above – *this is NOT correct.*) Type “fed” or “state” or “other” in the box and click the lookup icon (this is a change in 8.9). Select one of the following:

- FA_FEDERAL
- FA_STATE (for State of Delaware only)
- FA_OTHER (for industry, foundations, and states other than DE)

11. **Percent Share** - must always be 100% and there will never be more than one. The F&A rate for this proposal (e.g. current 53% Research F&A rate) will be set on the Budgets page later.

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**NOTE**: Your entries cannot be saved until the required fields are filled-in on the **Proposal** and **Projects tabs** and Key Words link. You will want to go to the manual section called Key Words, before completing the Resources tab.

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## Adding additional Projects to the Proposal

12. Click the + button to enter another project for this proposal.

![Diagram showing the addition of a new project]

After clicking the + button, you will have a second project to enter for this proposal. Each project will have its own budget. The reasons for adding additional projects include:

- 🌟 Another department will be doing work on this grant.
- 🌟 Two or more people from the same department will be working on the grant and you want separate budgets for each of them.

13. **Proposal Project**

- The system auto-numbers the projects NEXT_2, NEXT_3, etc. until the proposal is saved. Once it is saved, the project(s) will be assigned number(s).
- Navigation between multiple projects is done with the yellow arrows, View All, First and Last. Notice that the system displays the number of projects there are and which one is currently on the screen.
14. Enter the Proposal Project and F&A Information as you did on the first project. Repeat the instructions for items #3 to #11 in this section of the training materials for each additional project needed.

15. Notice that the Primary checkbox is not checked on the second project.

16. For multiple projects, the suggested naming convention is to include the PI’s name at the end. For example:
   - Project 1 - NIH COMBINED RESEARCH ROBINSON
   - Project 2 - NIH COMBINED RESEARCH JONES

17. When you select the Institution (University of Delaware), you may get this message. Click the No button.