

## Proposals

### A-2. Maintain Proposal Projects tab

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 department if needed.


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 projects 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.
  - College of Agriculture & Natural Resources – 02101
  - College of Arts & Sciences – 02501
  - College of Education and Human Development – 07301
  - College of Engineering – 03101
  - College of Health Sciences – 03701
  - Lerner College of Bus. & Econ. – 02701
  - College of Earth, Ocean & Environment – 03501
  - Provost – 01001 (DBI or Academic/Int'l Programs or IEC)
  - Vice Pres. for Finance and Administration – 00600 (Center for Black Culture, Wellness)
6. **Institution** – Use the lookup icon to select **University of Delaware**
7. **Dept Contact**: Use lookup icon to select your Research Office Contract & Grant Administrator
8. **Dept Rep**: *(leave blank)* **DO NOT USE OR SEARCH**
9. **F&A Distribution** – This is how F&A (Facilities & Admin.) is distributed by funding source (Fed, State or Other) and across campus (i.e. college, department, research office, EHS, unemployment). You will set the F&A rate on the **Budgets** (F&A Pricing Set Up) 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.
  - FA\_FEDERAL
  - FA\_STATE (for State of Delaware only)
  - FA\_OTHER (for industry, foundations, and states other than DE)
11. **Percent Share** - must **always** add up to 100%. The percent share breakdown is determined by your college or center. The F&A rate for this proposal (e.g. current 53% Research F&A rate) will be set on the **Budgets** page later.

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.)

12. IF you require another project, click the  button to enter another project for this proposal.

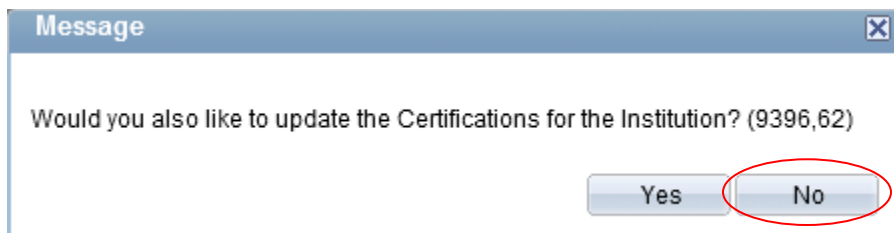
After clicking the  button, you will have a second project to enter for this proposal. *Each project will have its own budget.* The reasons for adding additional projects include:

- 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 - DOE PHASE II TESTING BLACK
  - Project 2 - DOE PHASE II TESTING WHITE



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

**NOTE:** If you add a project and then find that you do not need the project on the proposal, do not delete the project! This will cause errors during the proposal and award process. Instead, fill out the basic requirements for the project and save. The budget can be left blank.