

Proposals

A-1. Maintain Proposal / Proposal tab

Maintain Proposal is used to add a new proposal or update an existing proposal.

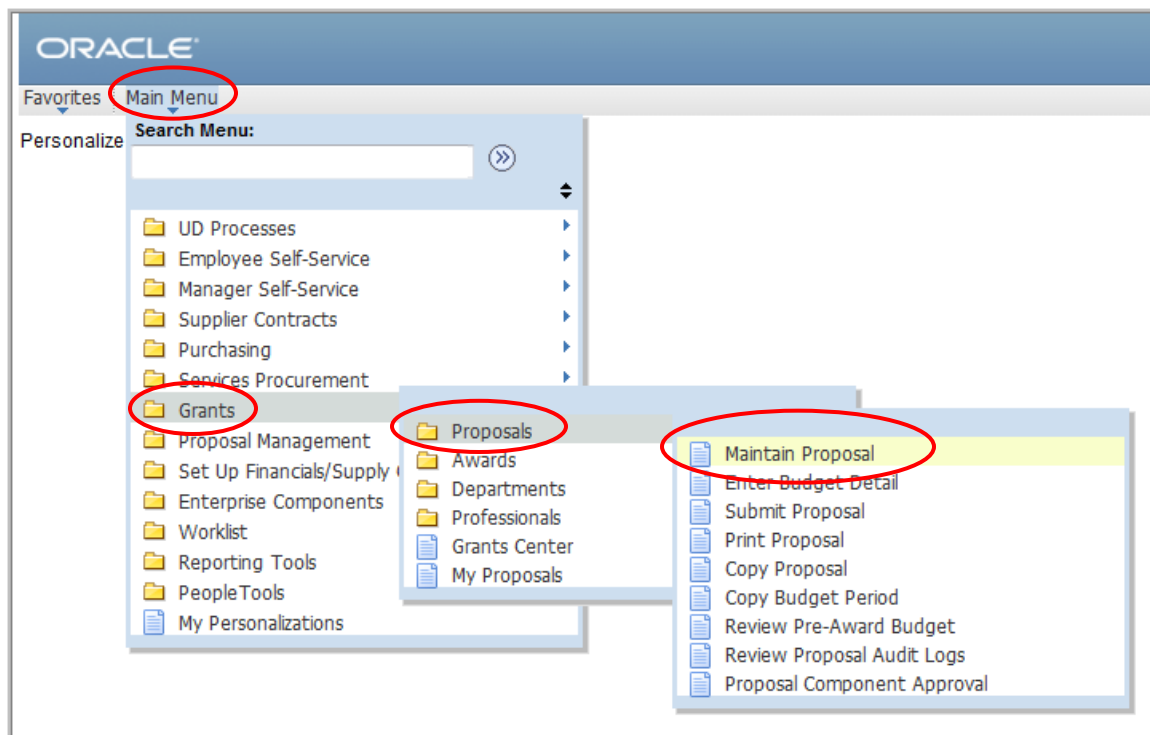
These instructions are written for preparations of a new DOE proposal; however, the information applies to all sponsors.

REQUIRED fields are highlighted.

You will not be able to save the proposal until the required fields in **Proposal**, **Projects**, and **Key Words** pages are filled in. The **Location** page auto-populates based on the PI, but should be checked.

Navigation:

- Go to UD Financials (FIPRD) [www .udel.edu/grants](http://www.udel.edu/grants)
- **Main Menu** → **Grants** → **Proposals** → **Maintain Proposal**



For EXISTING proposals:

Maintain Proposal

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Limit the number of results to (up to 300):

Business Unit: =

Proposal ID: begins with

Version ID: begins with

PI ID: begins with

Sponsor ID: begins with

Type: =

Status: =

Department ID: begins with

Short Title: begins with

Template Proposal: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Business Unit is always UOD01

- **Proposal ID** or other search fields – enter one or more values
- Click **Search** button
- If Search Results list appears, choose the appropriate proposal

For NEW proposals:

Maintain Proposal

Find an Existing Value **Add a New Value**

Business Unit:

Proposal ID:

Version ID:

Business Unit is always UOD01

- **Proposal ID** - leave the ID as "NEXT."
This allows the auto numbering feature to automatically assign the proposal, award, and project ID numbers.
- **Version ID** - New proposals default to V101. Do not change it.
- Click **Add** button.

Proposal, Award, and Project numbers are defined as follows:

- The proposal is the component that consists of the statement of work, research plans, technical reports, the proposal budget, as well as administrative, personnel, and submission information required by external funding agencies. The proposal number is assigned to a proposal when the record is first saved.
- The information you create and maintain in the award profile establishes an award, defined as an executed agreement between an institution and a sponsor, within the post-award system. An award is associated with one business unit, one billing sponsor, and one award sponsor; each award must have at least one project and at least one activity. The bulk of this award setup information defaults in when the Research Office runs the award generation process, thus saving the time from having to reenter data.
- The project is where all financial activity occurs. There must be one primary project associated with an award. The project number on the proposal assigned by the system will be unique. Multiple projects can be associated with an award. (Note: if the proposal is awarded, the proposal project number will be over-written to conform with UD naming convention based on the Purpose.)
- Delegated Authority grants will be awarded, managed and billed by the colleges themselves. Separate instructions will be provided for these processes.

The **Proposal** tab is the first of four pages that require data entry before you can save the proposal. The other three are **Projects, Location** and **Key Words**).

The proposal number will be assigned after you save it. All tabs within this menu item display the proposal Version ID, thus enabling you to track changes to a proposal.

REQUIRED fields are highlighted.

1. **Description** - Type brief description in ALL CAPS (it should be the similar to **Title**).
2. **Version ID** - Proposal version ID, which enables the user to track proposal changes.
3. **Title** –
 - Enter a proposal name (*please only use 30, maximum 56 characters,*).
 - The naming convention is: ALL CAPS Sponsor Acronym plus a *brief project title* (e.g. NFS COMBINED RESEARCH ROBINSON).
 - When UD is the subrecipient, the naming convention includes the Prime Recipient/Sponsor (e.g. Ohio State/NSF RESEARCH ROBINSON).
 - Make sure it reflects the overall nature of the proposal, because it will show up on all projects under this proposal.
 - The system uses the Title in the award process to name the award.
4. **Long Description** - Type full proposal title (maximum 256 characters). Text can be cut and pasted from other documents. (This should be the title on the documentation submitted to the sponsor.) Description maps to the Current and Pending report title.
5. **PI ID** – Enter the PI's EMPLID or use "lookup" (EMPLIDs are 5 or 9 digits). This will display the name and auto-populate the **Location** page and create a pick list of **Key Words** associated with this person.
6. **Sponsor ID** – Select the sponsor using the lookup icon (OVPR sponsors are 4-digit codes.)

The screenshot shows a proposal form with the following fields and status information:

- Proposal ID:** 12A01206
- Description:** DOE TEST 2 PROPOSAL
- Version ID:** V101
- Currency:** USD
- *Title:** DOE PHASE II TESTING
- Long Description:** Second round of testing 9.1 system upgrade
- *PI ID:** 19617 (Riley,Trudy M)
- *Sponsor ID:** 0700 (US Department of Energy)
- Pre-Award Administrator:** (empty)
- Purpose:** RSCH1 (lookup icon circled in red)
- *Proposal Type:** New (details icon)
- Confidence %:** 25 (color-coded red dot)
- CFDA:** 81.049 (lookup icon)
- Links:** Due By, Budget Express, Additional Information
- Status Panel:**
 - *Proposal Status: Draft
 - Submit Status: Not Submitted
 - Generate Status: Not Generated
 - In Approval Process
 - Facilities & Admin Requested
 - Foreign Application/Component
 - NIH Modular Grant

7. **Purpose** (not the chartfield “Purpose”) – This is equivalent to the Program chartfield in UD Financials. (This is NOT F&A rates.)

Use the lookup icon to select one:

- | | | | |
|-----------------------------|------------------|-----------------------------|--------------------------|
| <input type="radio"/> ACDLB | Academic Library | <input type="radio"/> RSCH2 | State Research |
| <input type="radio"/> ACDSP | Academic Support | <input type="radio"/> RSCH3 | Industry Research |
| <input type="radio"/> ADALL | Admin. Allowance | <input type="radio"/> RSCH4 | Foundations Research |
| <input type="radio"/> AGEXT | Ag Extension | <input type="radio"/> RSCH5 | Other Sponsored Research |
| <input type="radio"/> FAFEL | Fellowship | <input type="radio"/> RSCH6 | Univ. Sponsored Research |
| <input type="radio"/> INST1 | Training | <input type="radio"/> RSEXP | Ag Experimental Station |
| <input type="radio"/> PUBSV | Public Service | <input type="radio"/> SPINS | Sponsored Institutes |
| <input type="radio"/> RSCH1 | Federal Research | | |

8. **Proposal Type** – defaults automatically to “New.” For more information about the other **Types** see the supplemental information at the end of this training document.

Click the “**Details**” icon to add more info for a **Proposal Type**.

9. **Confidence %** – enter a number 1 to 100 representing your confidence level of this proposal being awarded (100 is highest confidence).

- Note – a color-coded dot will rate the level as low, medium or high

10. **CFDA** – this is the Catalog of Federal Domestic Assistance number. Enter the number or use the lookup icon. (Required by OVRPGS if this is a federal grant.)

11. **Due By link** - click this link to enter the date the Proposal is due to the Sponsor – if none leave *blank*

12. **Budget Express link**–DO NOT USE. This link does not do anything very useful. The information on this page does not map to any delivered forms or fields.

13. **Additional Information link** – Click the link. See the following page for a partial list of **Types** and their uses.

Additional Information link (cont'd)

Additional Information

Proposal ID: 12A01206 Version ID: V101
Description: DOE TEST 2 PROPOSAL Currency: USD

Additional Information Find | View All First 1 of 1 Last

*Type: SOL + -

Comments:

Return To Maintain Proposal

Use the Add + button for multiple Types when appropriate

Use lookup icon  to select the **Type**:

Look Up

Look Up Type

SetID: UOD01
Comment Type: begins with
Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-26 of 26 Last


Comment Type	Description
ARR	American Recovery Reinvest Act
CFD	Code Fed Domestic Assistance
CLS	Close Out Comments
COI	Conflict of Interest
CON	Concurrent Submissions
CST	Cost Sharing
DFS	DFARS exception on file
EAR	Earmark
EXP	Express Proposal
FLW	Flow Through
IP	Intellectual Property
MJ	Major Goals
NCA	No Cost Ext - Approved
NCE	No Cost Extension Requested
NCG	No Cost Extension - Grantee Appd
NCS	No Cost Extension - Sponsor Appd
OTH	Other
PI	PI Change

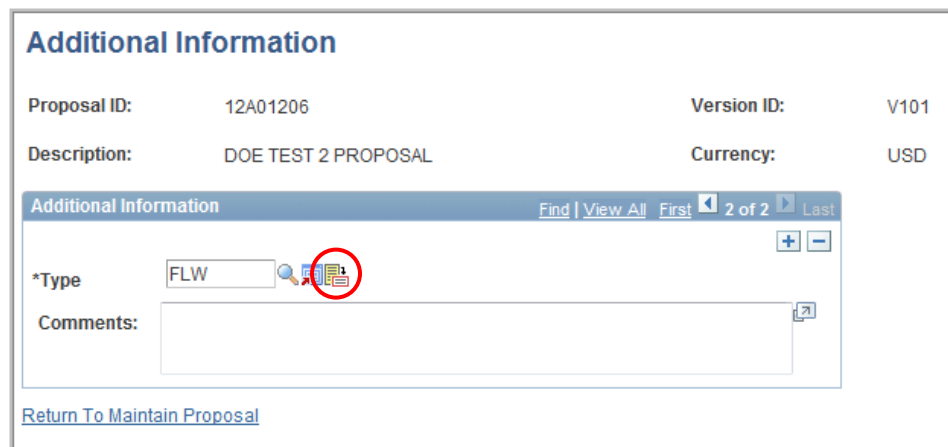
Additional Information link (cont'd)



Frequently used Additional Information **Types**:

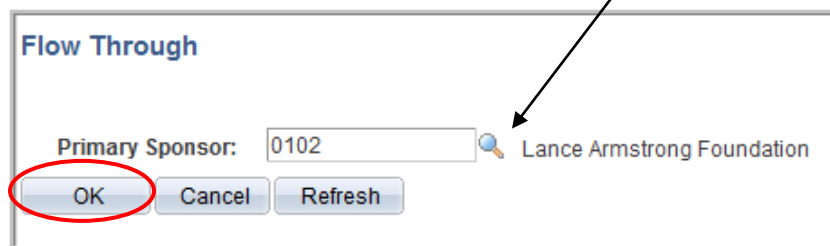
- **Flow Through** – Identify the sponsor with the details icon. See: below for instructions about indicating the primary sponsor.
- **Cost Sharing** – Identify the mandatory cost share with the details icon (e.g. NSF 1% mandatory). See next page for instructions about mandatory cost share.
- **Solicitation** – Comments box: include reference URL to submission guidelines.
- **Other** – Comments box: include other information (e.g. “Continuation of Award # R0-NAG-12345)
- **Conflict of Interest - Do not use.** Research Office will be populating a field for the PI and Co-PI’s in the “Professional Data” page with this information.
- **Limited Submission** – see specific instructions for this situation in the section: “A-12 Limited Submission Proposals”

Flow Through

- When **Flow Through** is selected, the **Detail**  icon appears that allows the primary sponsor to be entered.
 - Using the lookup icon, select **Flow Through**



- Click the **Details**  icon.
- Select the Primary Sponsor using the lookup  icon.
- Click the **OK** button



- Click the **Return to Maintain Proposal** link




Additional Information link (cont'd)

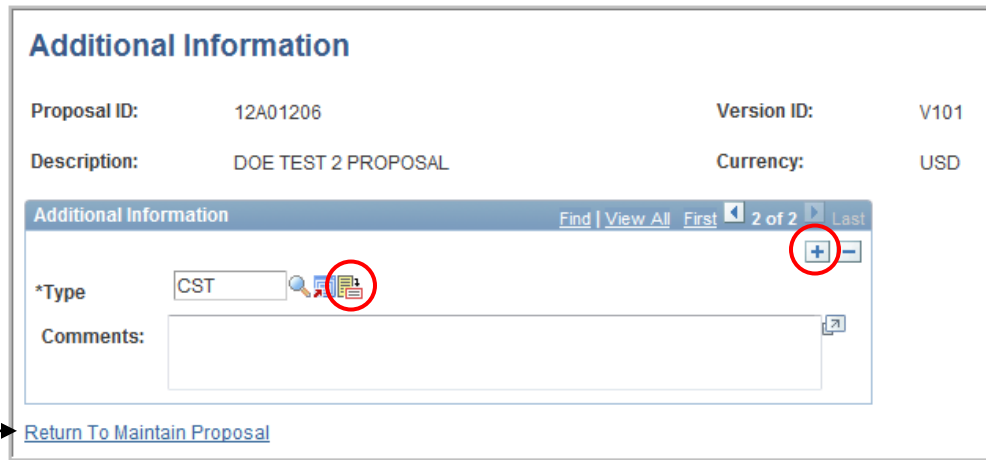
Cost Sharing

Cost share needs to be identified on the budget as previously described except where tuition is being offered as cost share.

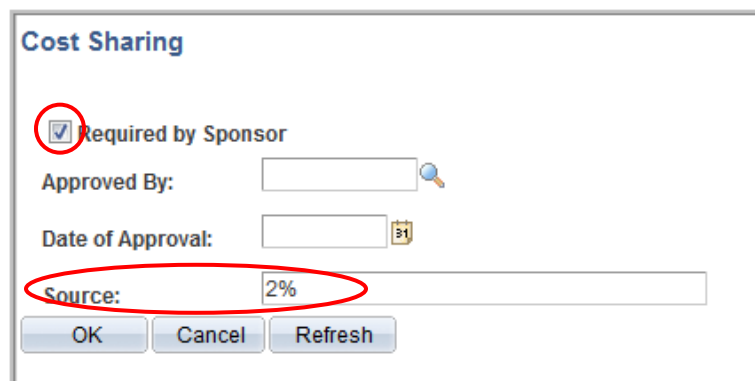
Voluntary cost share needs to be articulated in the budget so as to reflect as a commitment to the sponsor.

Involuntary (or mandatory) cost share needs to be articulated as well on the budget (except for tuition) but also needs to be identified in the following way:

- Click the  button if this is not the *first Additional Information Type* for this proposal
- **Type** - select **Cost Sharing** with the lookup  icon
- When **Cost Sharing** type is selected the **Detail**  icon appears that allows additional cost share information to be recorded.



- Click the **Details**  icon.
- Click the **Required by Sponsor** checkbox.
- **Source** – enter the percentage required
- Click the **OK** button



- Click the **Return to Maintain Proposal** link

Proposal tab (cont'd)

The screenshot shows the 'Proposal' tab in the PeopleSoft Grants/Proposals system. The form contains the following fields and values:

- Proposal ID: 12A01206
- Description: DOE TEST 2 PROPOSAL
- Version ID: V101
- Currency: USD
- *Title: DOE PHASE II TESTING
- Long Description: Second round of testing 9.1 system upgrade
- *PI ID: 19617 (Riley, Trudy M)
- *Sponsor ID: 0700 (US Department of Energy)
- Pre-Award Administrator: (empty)
- Purpose: RSCH1
- *Proposal Type: New
- Confidence %: 25
- CFDA: 81.049

The 'Status' pop-up window shows:

- *Proposal Status: Draft
- Submit Status: Not Submitted
- Generate Status: Not Generated
- In Approval Process
- Facilities & Admin Requested
- Foreign Application/Component
- NIH Modular Grant

Green circles with numbers 14 through 18 highlight specific elements: 14 (Add to My Proposals button), 15 (Status pop-up), 16 (Facilities & Admin Requested checkbox), 17 (Foreign Application/Component checkbox), and 18 (NIH Modular Grant checkbox).

14. **Add to My Proposals** button – This button is not usable until the proposal is saved. It is a very handy feature that adds this proposal to a list based on your logon name. You then access the list by the menu item called “**My Proposal**” in the navigation menu on the left. This can be used like a “tickler file.”

15. **Proposal Status** - Defaults automatically to **Draft**, accept the default. The only time “Draft” is used is for a new proposal or if an existing proposal is copied using “Copy Proposal” menu item. Other statuses are listed on the next page.

16. **Facilities & Admin Requested** – Indicates that institution is requesting Facilities and Administrative (indirect) cost recovery. This must be checked regardless of the F&A rate, even if F&A is not being requested.

17. **Foreign Application/Component***– Selects the related box on Form PHS398, Checklist Form Page.

18. **NIH Modular Grant** – designates as NIH Modular.

*NOTE: **Foreign Component**: Sponsor is a company/organization located in a country other than the United States and its territories, or controlled by a company/organization located in a country other than the United States and its territories, and that is subject to the laws of a country other than the United States.

Proposal Statuses:

Status	Description	Use
Accepted Award	UD has accepted all contract terms and condition	Research Office
Awarded	System assigned status when the Generate Award Process runs.	System
Awarded, Pending	Pre-awarded	Research Office
Declined by Sponsor	Proposal is returned without review from sponsor, usually due to dept. not following proposal guidelines.	Research Office
Discontinued	Stop work order received from sponsor or sponsor stops funding.	Research Office
Draft	Default Initial Status	Dept.
Institution Approved	System assigned after the UD web approvals are complete.	System
Not Funded	Proposal was rejected by the agency. Equates to the legacy GMS status of rejected.	Research Office
Pending Approval	System assigned when a proposal is submitted to a sponsor using the “Submit Proposal” menu pages	System
Pending Funding	Notification from sponsor that award is forthcoming.	Research Office
Refused by Institution	Refused internally by UD prior to submission to a sponsor.	Research Office
Withdrawn	UD notifies sponsor that the proposal is withdrawn upon decision of the PI. NSF – program officer requires the existing proposal be withdrawn and be resubmitted.	Research Office

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Proposal ID: 12A01206 Version ID: V101
 Description: DOE TEST 2 PROPOSAL Currency: USD
Add to My Proposals

*Title: DOE PHASE II TESTING
 Long Description: Second round of testing 9.1 system upgrade

*PI ID: 19617 Riley, Trudy M
 *Sponsor ID: 0700 US Department of Energy

Pre-Award Administrator:
 Purpose: RSCH1
 *Proposal Type: New
 Confidence %: 25
 CFDA: 81.049

Status

*Proposal Status: Draft
 Submit Status: Not Submitted
 Generate Status: Not Generated

In Approval Process

Facilities & Admin Requested
 Foreign Application/Component
 NIH Modular Grant

[Due By](#) [Budget Express](#) [Additional Information](#)


*Start Date: 03/20/2013 *End Date: 03/19/2015 No. Periods: 2 Build Periods

Budget Periods Customize | Find | First 1 of 1 Last

Period	*Start Date	*End Date	Target Sponsor Budget
1			

Target Sponsor Budget:


Go To: [Location](#) [Protocols](#) [Component](#) [Setup Level](#) [Keywords](#) [Gender & Minority Study](#) [Trainee](#) [Attributes](#)

19. **Start Date /End Date** – Enter the proposal’s begin and end dates.
 You may use the calendar  icons or enter the dates in *mm/dd/yyyy* format.
20. **No. Periods** – enter the number of budget periods these dates represent
21. **Build Periods button** – click this button to have the **Budget Periods** created automatically (shown below).

*Start Date: 03/20/2013 *End Date: 03/19/2015 No. Periods: 2 Build Periods

Budget Periods Customize | Find | First 1-2 of 2 Last

Period	*Start Date	*End Date	Target Sponsor Budget
1	03/20/2013	03/19/2014	
2	03/20/2014	03/19/2015	

Note: Once the **Budget Periods** are created, **Start Date**, **End Date** and **No. Periods** are “greyed” out.
 If the **Start** or **End Dates** are incorrect, you must delete all the **Budget Periods** with the Delete  buttons first and then these fields become open to make corrections.

22. The **Project** page is next, click the **Projects** tab at the top of the page.
*The proposal cannot be saved until **Proposal**, **Projects**, **Location** and **Key Words** pages or links are completed.*

Supplemental Information – Proposal Types

Proposal Type	Description
Amendment	Grant application resubmitted after an applicant who did not succeed in getting funded revises it based on feedback from the initial peer review.
Competing continuation	Grant whose project period is over and for which an applicant is again seeking support.
Internal	Proposal seeking internal funding.
Modification	Written change in the contract terms
New	Default for new proposal.
NRSA	National Research Service Award
No-Cost Extension	Extension of a grant's without additional funds
Non-Competing Continuation	System assigns this type when a Non-Competing Continuation is generated from an existing Award
Pre-Proposal	Statement in summary form of the intent of an applicant to request funds. Used to assess an applicant's eligibility and ability to compete with other grant applications
Renewal	Grant whose project period is over and for which an applicant is again seeking support
SBIR I	Small Business Innovation Research Phase I Type of contract that fosters technological innovation by small businesses. Government-wide program that promotes technology transfer by helping investigators form partnerships between the private and public sectors
SBIR II	Small Business Innovation Research Phase II Type of contract that fosters technological innovation by small businesses. Government-wide program that promotes technology transfer by helping investigators form partnerships between the private and public sectors
STTR I	Small Business Technology Transfer Phase I Government-wide program that promotes technology transfer by helping investigators form partnerships between the private and public sectors. It differs from Small Business Innovation Research in being less restrictive in the level of activity permitted for academic institutions.
STTR II	Small Business Technology Transfer Phase II Government-wide program that promotes technology transfer by helping investigators form partnerships between the private and public sectors. It differs from Small Business Innovation Research in being less restrictive in the level of activity permitted for academic institutions.
Supplemental	Administrative Supplemental - Monies added to a grant without peer review to pay for items within the scope of an award, but unforeseen when a grant application was submitted. Research Supplemental - Monies that add funds to an existing grant to support and recruit minorities, people with disabilities, and people returning to work from family responsibilities.