



ONLINE PROPOSAL SUBMISSION

USER GUIDE

Research & Sponsored Program Development

erac.und.edu

For questions, please contact Ms. Michael Sadler

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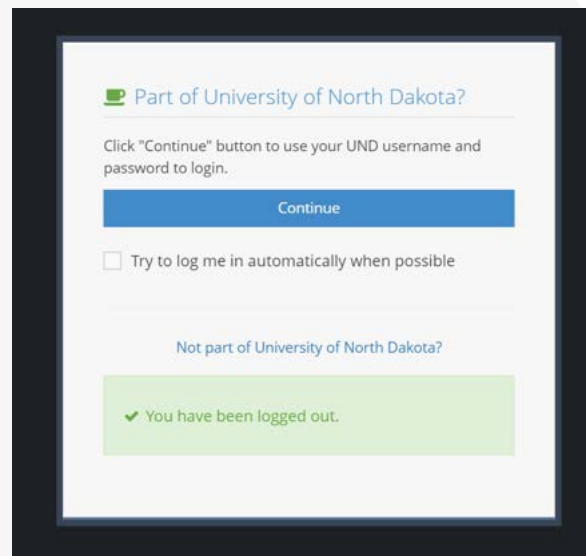
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SYSTEM LOG IN

- System URL is erac.und.edu.
- Log in at erac.und.edu with your Peoplesoft log in information (ID is typically firstname.lastname).
- Landing page upon login is the My Tasks page – this is a listing of open tasks requiring your review/approval.



PROFILE & SETTINGS MENU

- User Profile – Update your user information, including contact information, contact preferences, eRA Commons, NSF and CITI user information, department information, CV and bio sketch information, COI disclosures.
- Edit Password – Change password here.
- Trainings & Certifications – Enter CITI FCOI training information here. This will include an option to enter IACUC and IRB CITI training eventually as well.
- Grant Access – Grant others access to view/edit your projects.
- Request Access – Request access to view/edit other users projects.
- My Tasks – Listing of your open tasks in the system (this is also the landing page upon log in).

- Edit User Profile
- Edit Password
- Training & Certifications
- Grant Access
- Request Access
- My Tasks**

Tasks > All My Tasks

Task meta-data

Keyword:

Completed Status:

USER PROFILE

Edit User Profile

* Indicates required fields

collapse all | expand all

General Information

Associated Institution*	<input type="text" value="University of North Dakota"/>
User Status	Active
Primary email*	<input type="text" value="demoPI@novelution.com"/>
Alternate email	<input type="text"/>
Do you want to receive tasks as emails?*	<input type="text" value="Yes, Primary Email"/>
Do you want to receive notifications as emails?*	<input type="text" value="Yes, Primary Email"/>
Prefix	<input type="text" value="Select one"/>
First Name*	<input type="text" value="PI"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="DemoUser"/>
Suffix	<input type="text" value="Select one"/>
Country	<input type="text" value="United States"/>
Address 1*	<input type="text" value="123 Main St."/>
Address 2	<input type="text"/>
Zip/Postal Code*	<input type="text" value="12345"/>
City*	<input type="text" value="New York"/>
State/Province	<input type="text" value="New York (NY)"/>
Office Phone*	<input type="text" value="1231232134"/>
Office Phone Ext	<input type="text"/>
Office Fax	<input type="text"/>



Mobile Phone

era Commons username

NSF ID

CITI Email Address

Employment Start*

Employment End

Generate Listing of Active Proposals and Awards for Sponsor

^ Positions/Units

Default Lead Project Department

Department/Unit

[+ Add Positions](#)

collapse rows | expand rows

Is Position Active?	Department/Unit Path	Working Title	Job Family	Is Primary?	Action
Yes	Academic Affairs > Dean's Office A&S > Mathematics	test	Faculty	Yes	

^ CVs / Biosketch

[+ Add CV/Biosketch](#)

^ Compliances

COI Annual Disclosures

Visual Compliance

Screen Date

User Who Completed Screening

^ Personal Data

Profile Image

Signature Image

Degree Type

Degree Year

Gender

Ethnicity



Citizenship x

Race x

Disability x

▲ Email Preferences

Task Type	Skip email
ApproveAORSR	<input type="checkbox"/>

EDIT PASSWORD

University of North Dakota
Novelution Research Management System

Welcome, PI DemoUser

Profile & Settings | Grants & Contracts

Profile & Settings > Edit Password

TRAINING & CERTIFICATIONS

University of North Dakota
Novelution Research Management System

Welcome, PI DemoUser

Profile & Settings | Grants & Contracts

Home > Profile & Settings > Training & Certifications

Training & Certifications

FCOI training

Date completed	Expiration Date	Certificate	Has temp online training?	Status	Action
12/20/2017	12/20/2021	UND0024351_Budget.pdf	no	Pending	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

GRANT ACCESS

University of North Dakota
Evolution Research Management System

Profile & Settings | Grants & Contracts

Home > Profile & Settings > Grant Access

Select User Account to Grant Access

Filter by Department:

Select Name:

The following accounts have been granted access to work on your behalf for your projects:

The following users have requested access to your account's projects, pending your approval. Select whether to approve each account.

REQUEST ACCESS

University of North Dakota
Evolution Research Management System

Profile & Settings | Grants & Contracts

Home > Profile & Settings > Request Access

Select User Account to Request Access

Filter by Department:

Select Name:

You currently have been granted access to projects by the following researchers:

You have made access requests to the following researchers' accounts, with the access pending approval from the researchers.

MY TASKS

The screenshot shows the 'My Tasks' page in the University of North Dakota Novolution Research Management System. The header includes the university name and system title. Below the header, there are navigation tabs for 'Profile & Settings' and 'Grants & Contracts'. The main content area is titled 'All My Tasks' and features a search filter section with fields for 'Type' (set to 'Filter by Task Type'), 'Keyword', and 'Completed Status' (set to 'Incomplete'). A 'Filter Tasks' button is located below these fields. Below the search section, there are tabs for 'My Assigned Tasks', 'Following', and 'Away Schedule'. The 'My Assigned Tasks' tab is active, showing 'Displaying 0 Results' and a table with columns: Type, Action, Message, Due Date, and Task Created. A blue print icon is visible in the bottom right corner of the table area.

GRANTS & CONTRACTS MENU

- Create Proposal – Create a new proposal
- Search Projects – Search your active projects
- Ad Hoc Reports – Create reports based on a large choice of variables
- Grants & Contracts Tasks – Listing of all of your open tasks in the system
- Create Subaward – Functionality will be launched in March
- Search Subawards – Functionality will be launched in March
- Search MTA's – Menu being updated to remove this option

The screenshot shows the 'Grants & Contracts' menu in the University of North Dakota Novolution Research Management System. The header is the same as in the previous screenshot. The 'Grants & Contracts' tab is active, and a dropdown menu is open, listing the following options: 'Create Proposal', 'Search Projects', 'Ad hoc reports', 'Create Subaward', 'Search Subawards', 'Search MTA's', and 'Grants & Contracts Tasks'. The background shows the 'My Tasks' page with the search filter section visible.

SEARCH PROJECTS

University of North Dakota
 Research Management System

Profile & Settings | Grants & Contracts

Home | Grants & Contracts | Search Projects

Jump to Record
 Project ID, Award #, or Title

Filter Search

PI/Co-PI

Sponsor Type

Sponsor

Include Flowthrough

Department Filter

Latest Status

GCO Unassigned

Sub-Department

Current Stage

Award Amendment Request Status

Award Amendment Request Type

Project End Date Between
 To

SBR/STTR grant
 Involves Native American populations
 Contains IACUC Protocols
 Contains IBC Protocols
 Contains IRB Protocols

Search Results

Showing 1 to 2 of 2 search results

Project ID	PI Name	Title	Stage	Status	Sponsor	Sponsor Type	Total Budget	GCO	Period of Performance
58A02000918	PI Democlar	Multi PI NIH R01 Project	Proposal	New Proposal Record Created	National Institutes of Health	Federal			
58A02000917	PI Democlar		Proposal	New Proposal Record Created					

AD HOC REPORTS

University of North Dakota
 Research Management System

Profile & Settings | Grants & Contracts

Home | Grants & Contracts | Ad hoc reports

Filters list
 Select filters list

Filter Search

PI/Co-PI

Sponsor Type

Sponsor's Project ID, a.k.a. Grant #

Keywords(s)

Assigned GCO User

Department Filter

Does it have Subaward?

Is there a Solicitation URL?

Terms and Conditions

Does it have Deliverables due?

Deadline Type

Current

OSP# or Title

Sponsor Level

Sponsor

Payment Type Filter

GCO Unassigned

Sub-Department

PS #

Submitted By

Include Flowthrough

Award/Proposal Function Filter

Personnel

Current Stage

Budget Start Date Between
 To

Budget End Date Between
 To

Pending

Latest Status

Proposal Received Date Range

Contains requirements with completion type(s)

Has negotiations?
Award Amendment Request Type

Project Indirect Budget Between

Last Award Event Issue Date Range

SBIR/STTR grant
 Has Capital Equipment Ownership
 Does the award include e-Verify requirements
 Do export control concerns exist
 Does this award include an organizational COI provision(s)
 Contains IACUC Protocols
 Contains IBC Protocols
 Contains IRB Protocols

EZRA-Migrated Status

AOR Approval Date Range

Award Amendment Request Status

Project Total Budget Between

Project Start Date Between

Proposal Sent Date Range

Signed by UND/Sponsor Date Range

Project Direct Budget Between

Project End Date Between

[Search](#) [Reset Filters](#)

[Sponsored Projects](#) [Subawards](#) [Deliverables](#) [Negotiations](#)

Search Results [Download CSV](#)

Showing 1 to 2 of 2 search results.

Project ID	PI Name	Project Title	Stage	Status	Project Start Date	Project End Date	Total Budget	Sponsor	Sponsor Type
ERAC0000918	PI DemoUser	Multi PI NIH R01 Project	Proposal	New Proposal Record Created				National Institutes of Health	Federal
ERAC0000917	PI DemoUser		Proposal	New Proposal Record Created					

CREATING A PROPOSAL

- Choose Create Proposal from Grants & Contracts Menu.
- Enter Project Title.
- Your name and department will auto populate (the sub-department section showing now will be deleted next week – only the department will show).
- The PI line auto populates with the name of the person logged in, but if a user has access to other accounts (as a Chair, Dean, or if they have been granted access to a certain other user's account) any of those names can be entered as PI at this point. Department will auto populate once PI is chosen.
- Choose, Continue.

Create Proposal

Primary Information

Project Title	<input type="text"/>
	200 remaining
PI*	DemoUser, PI <input type="button" value="x"/>
Department*	Dining Total (3650) <input type="button" value="x"/>
Sub-Department	Dining C Stores (3655) <input type="button" value="x"/>
	VP Student Affairs > Dining Total > Dining C Stores

CONTINUE

REQUIREMENTS PANEL

- The Requirements Panel provides a listing of all of the various requirements the proposal will have to complete prior to submission. Many of these can be completed simultaneously.
- The Requirements Panel updates automatically as certain requirements are satisfied through the process of creating the proposal.

Stage - Revision #	Created	Current Status	Status Date	Notes
Proposal - revision #1.1 <input type="button" value="Viewing"/>	01/04/2020 1:15 PM	New Proposal Record Created <input type="button" value="+"/>	01/04/2020 1:15 PM	

Status	Requirement	Completion State	Revision	Completed by	Completed Date
New Proposal Record Created	Release administrative portions of proposal for review	<input type="checkbox"/> Ready			
	PI attestation	<input type="checkbox"/> Ready			
Departmental Review and Other Requirements	Approval by Chair: Orlynn Rosaasen	<input type="checkbox"/> Not ready			
Institutional Review & Other Requirements	AOR Approval	<input type="checkbox"/> Not ready			
	PI DemoUser- COI Annual Disclosure Requirement	<input type="checkbox"/> Ready			
	Release full proposal application for submission	<input type="checkbox"/> Ready			
Ready to Submit to Sponsor	Submission by GCO	<input type="checkbox"/> Not ready			
Proposal Submitted to Sponsor					

PRIMARY INFORMATION PANEL

- The Primary Information Panel shows the Project ID, Project Title and Type of Agreement.
- Once the proposal is submitted, a UND00 ID number will be populated in this panel.



Primary Information

PS UND#

Project ID ERAC0001001

Project Title

180 remaining

Type of Proposal or Agreement*

SBIR/STTR grant

SPONSOR & SUBMISSION INFORMATION

- Submission method provides a drop down to choose whether the proposal submission will be made by email, online portal, etc.
- If the submission is to be made via an online portal, the Connect FOA button will bring the user to Grants.gov and they can choose their FOA number. This will populate required sponsor information as well as proposal deadlines within the proposal.
- If the proposal is for flow through funding, choose the Yes radio button for “Is this flow through funding?” and the page will populate options to enter the Prime Sponsor as well as the Direct/Pass through Entity Sponsor.
- If the submission is not going to be through an online submission system, choose the Sponsor name from the Sponsor drop down menu.

Sponsor & Submission Information

Submission method*

Is this flow through funding? No Yes

Sponsor*

Funding Opportunity/Sponsor Application Number

CFDA

Sponsor Program Name

Program Type

SCREENING QUESTIONS PANEL

- The Screening Questions reflect the questions asked in our current Proposal Transmittal Form.
- Choose Yes or No from the radio buttons, as applicable.

^ Screening Questions

Will this project require office/lab space beyond your current allocation?*

Is this project proposing new building construction, major renovations, or building additions?*

Is this project creating a new course/curriculum for credit?*

Has lobbying occurred in relation to the proposal?*

Does this proposal focus in part or completely on Native American populations?*

Will any foreign nationals be working on this project, including students?*

Are you aware of any publication restrictions on this project?*

Are there plans to collaborate with or travel to an international country?*

Is it anticipated this project would result in new intellectual property, e.g. patent, etc?*

Will UND's existing intellectual property be utilized?*

Select one


Is it anticipated this project will use intellectual property not owned by UND?*

Does this project involve any IP that has been conceived but not yet disclosed to UND?*

Other

Are there any Non-Financial Agreements that will be associated with this project?*

Is there a limit on the number of proposals that can be submitted to the Agency from UND?*

Does the project have special data management or additional department-specific needs? E.g. HIPAA, FISMA, or FERPA, or any additional department or college specific needs? 

Please select related Grand Challenge

Primary Grand Challenge*

Subsequent Challenges

- Big Data
- Human Health
- Autonomous Systems
- Rural Health & Communities
- Energy & Environmental Sustainability
- Other

CONNECTED RECORDS

- If you are proposing work connected with another proposal or an active award, you can choose Add Sponsored Research Project to link the records.
- If you are proposing work connected with any non-financial agreements (e.g. non-disclosure agreements, material transfer agreements, licensing agreements, etc.), you can choose, Add Agreement Document to link the agreement in the proposal record.

^ Connected Records  

Sponsored Research Projects

 Add Sponsored Research Project

Related Agreements (Non-Disclosure Agreement, Material Transfer Agreement, Licensing Agreement, etc.)

 Add Agreement Document

COMPLIANCE PANEL

- The Compliance Panel questions are reflective of questions on the Proposal Transmittal Form.
- Choose the Yes or No radio buttons as appropriate for the work.
- Once the IACUC and IRB modules are complete, later in 2020, you will be able to link and manage your protocols to your proposals here.

Compliance

Will this proposal involve the use of:

Animals - Live Vertebrate Animal protocols (Inst. Animal Care & Use Committee)* Yes No

Human Subjects (Institutional Review Board)* Yes No

Biohazard or Recombinant DNA (Institutional Biosafety Committee)* Yes No

Select Agents BSL Level 3* Yes No

Unmanned Aircraft Systems (UAS) protocols* Yes No

Radioactive Materials (Radiation Safety & Hazardous Materials Committee)* Yes No

Controlled Substances?* Yes No

PERSONNEL PANEL

- You can add and remove personnel in the Personnel Panel.
- Choosing Add Researcher allows you to add personnel from UND or To Be Named personnel, as well as input what role they will serve on the project (Additional PI, Co-PI, Post Doc, etc.).
- You can upload existing Current and Pending listing here.
- This panel can also create a list of active proposals and awards on which the personnel in the panel are named. This can be a helpful tool with which to create a Current and Pending listing.

Personnel

At a minimum, you must include the PI and Co-PIs in Personnel section. If you would like to use the budgeting tool, please enter all personnel. All named personnel are required to complete an annual Conflict of Interest form. Forms can be accessed at coi.und.edu

[Add Researcher](#)

collapse rows | expand rows

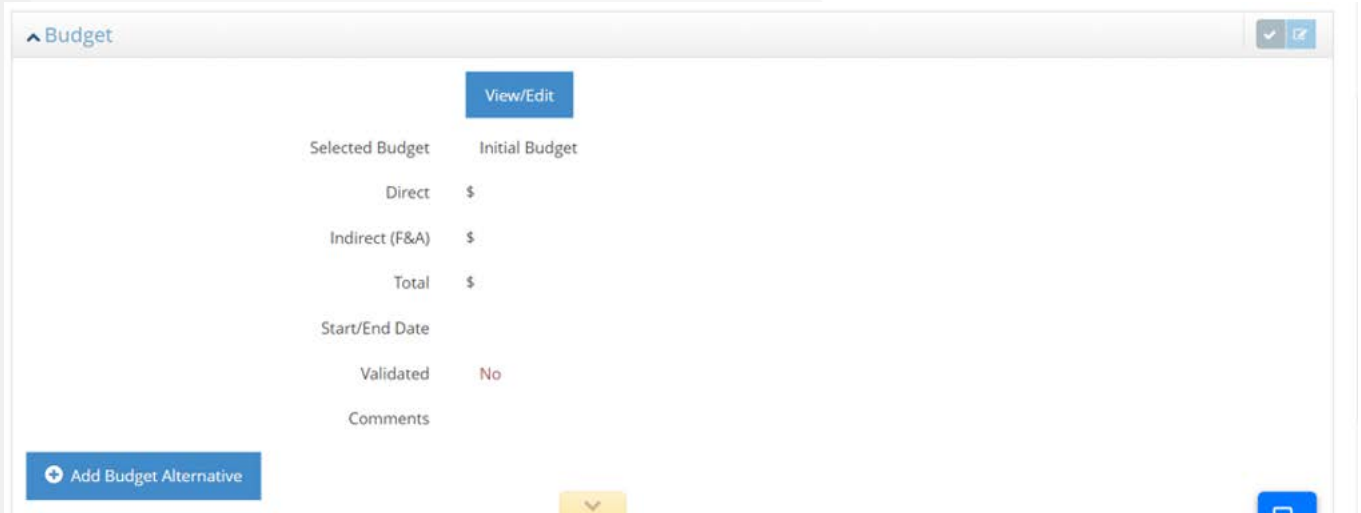
Type	Name	Contact details	Department	Business Title	Other Support	Edit Permission	CC	FCOI Status	Action
Principal Investigator	Michael Paige Sadler		Research & Sponsored Prgm Dev	Res Spons Prgm/Export Ctrl Mgr		yes	Yes	no	

Upload Final Current and Pending Report(s) [Drop files here or click to choose](#)

Generate Listing of Active Proposals and Awards for Sponsor

BUDGET PANEL

- To create the budget in your proposal, choose View/Edit budget.
- You can choose to upload a budget that is already created (in a spreadsheet, for example) or to create a budget in the system.



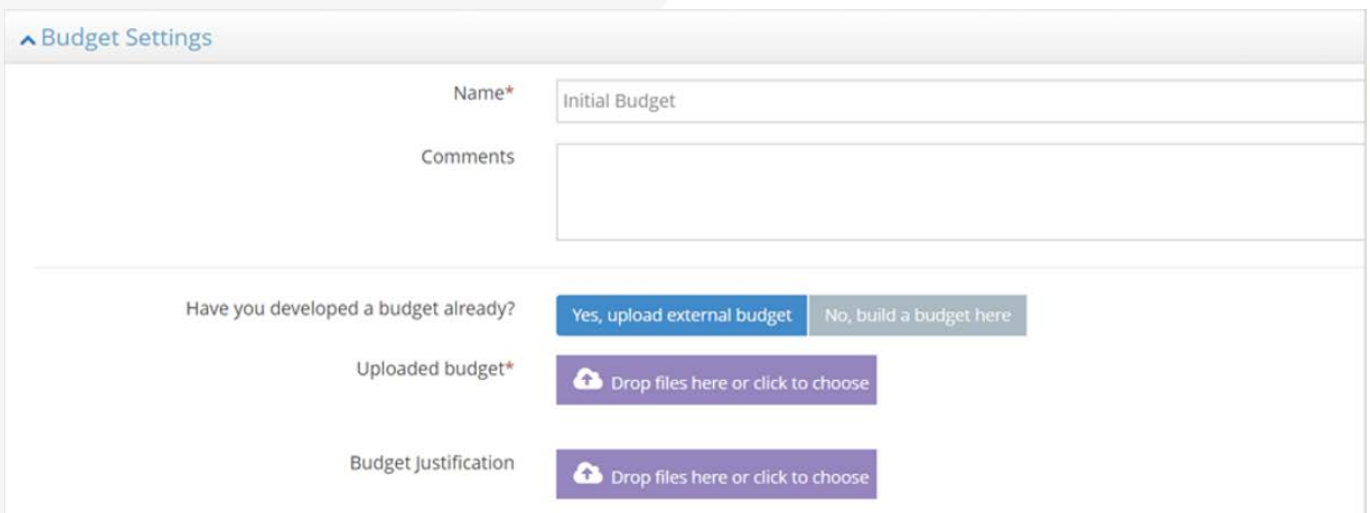
The screenshot shows a web interface titled "Budget". At the top right, there are checkmark and refresh icons. Below the title is a "View/Edit" button. The main content area is a table with two columns: "Selected Budget" and "Initial Budget".

Selected Budget	Initial Budget
Direct	\$
Indirect (F&A)	\$
Total	\$
Start/End Date	
Validated	No
Comments	

At the bottom left, there is a blue button labeled "Add Budget Alternative". At the bottom center, there is a yellow dropdown arrow. At the bottom right, there is a blue button with a document icon.

UPLOADING A BUDGET INTO THE SYSTEM

- Choose the "Yes, upload external budget" option.
- Upload a copy of the budget and a copy of the budget justification.



The screenshot shows a "Budget Settings" form. It has a title "Budget Settings" with a dropdown arrow. Below the title are two input fields: "Name*" with the value "Initial Budget" and "Comments" which is empty. Below these fields is a section titled "Have you developed a budget already?" with two radio buttons: "Yes, upload external budget" (selected) and "No, build a budget here". Below this section are two file upload fields: "Uploaded budget*" and "Budget Justification", both with a purple button that says "Drop files here or click to choose".

- Under the Cost Share panel, choose Yes or No, whether the budget includes Cost Share.
- Under the Period Setup panel, add Budget Periods by choosing Add Period. You can create however many periods you would like, but please note – you **must** enter a budget period in order to complete your budget.

- Under the Rate panel, choose the project purpose (research, public service, etc.) and choose whether the work will be completed on or off campus.
- If the Sponsor requires an F&A rate lower than our negotiated rate, choose the “Use Sponsor-Requested Rate?” option. This option will provide space to enter what the Sponsor requested rate is and a justification for using an alternate rate. Approval of an indirect cost rate lower than our negotiated rate requires Research & Sponsored Program Development approval.

BUILDING A BUDGET IN THE SYSTEM

- To build a proposal budget within the system, choose “No, build a budget here.”
- Attach your budget justification to purple file drop.
- Under the Cost Share panel, choose Yes or No, whether the budget includes Cost Share.
- Under the Period Setup panel, add Budget Periods by choosing Add Period. You can create however many periods you would like, but please note – you **must** enter a budget period in order to complete your budget.

Have you developed a budget already?

Budget Justification

Cost Share

Will this budget include cost share? Yes No

Period Setup

collapse rows | expand rows

Period	Dates	Action
Period 1	12/30/2019 - 12/29/2020	<input type="button" value="edit"/> <input type="button" value="delete"/>

- Under the Rate panel, choose the project purpose (research, public service, etc.) and choose whether the work will be completed on or off campus.
- If the Sponsor requires an F&A rate lower than our negotiated rate, choose the “Use Sponsor- Requested Rate?” option. This option will provide space to enter what the Sponsor requested rate is and a justification for using an alternate rate. Approval of an indirect cost rate lower than our negotiated rate requires Research & Sponsored Program Development approval.
- Under the Fringe and Escalation Rates panel, you can choose an escalation rate to apply to salaries in the budget. This may be helpful if you are planning budget periods over multiple years. You can also view fringe rates for individuals named on the project – fringe rates for the individuals listed in the Personnel Panel will automatically pull from Peoplesoft.

Rate

Project Purpose Type* x v

Location* x v

Use Sponsor-Requested Rate?

Applicable Rates

%	Periods	Dates	Base Type	Project Purpose Type	Location	Rate Type	Department	Agreement
41%	Period 1	07/01/2019 - 06/30/2020	MTDC2	Research - Applied	on-campus	Predetermined		FY20 Indirect Cost Rate

Fringe and Escalation Rates

Escalation rates
 Profile Fringe rates

- Under the Budget Cap panel, you can add budget caps or targets for the entire project or for each period, to help you plan your budget to meet certain caps or targets.
- Under the Program Income panel, you can account for expected program income.
- Under the Split Budget panel, you can create multiple budgets for different departments under the main proposal budget.

Budget Caps

Split Budgets

Do you plan to split projects/budgets across departments or centers?

collapse rows | expand rows

Name	Selected Scenario	#	PI	Department/Center	Total	Sponsor Fund Code
<input type="checkbox"/> Primary Project	<input checked="" type="checkbox"/>	ERAC0000978	Michael Paige Sadler (Principal Investigator)	Research & Sponsored Prgm Dev	\$43,970	

Program Income

Will there be Program Income? Yes No

- If you would like to create a split budget (different budgets for multiple departments under the main proposal budget) at the proposal stage, you can choose, “Yes, at Pre-Award Stage” and Add Split to add your secondary budget.

- You can add a User for the secondary budget – this dropdown pulls a listing from the Personnel Panel.

Split budget scenario

Parent: Initial Budget

User*:

Label*:

Comments:

Override project default rate?

- Under the Detailed Costs panel, you are able to enter the details of your proposal budget. You can choose multiple different views at the top of the page, including:
 - To view the budget total for all years, to see the multi-year breakout, to see only the direct cost or both direct and indirect cost in each cell, etc.
- You can choose to add cents to the dollar values (we recommend using whole dollar values).
- You can choose whether to enter personnel effort time using percentages or months (5% effort on the project vs. 2 months on the project).
- The system will automatically input all of the named individuals from the Personnel Panel under the Senior/Key Person line.
- To adjust the effort named personnel will be putting into the project, follow the screenshots here to drop down the Senior/Key Person line and choose Edit Costs to open the panel to input the effort information. This will open a box to enter either the effort percentage or month where you can input the effort and the system will calculate the salary and fringe of the personnel added.

Detailed Costs

View:

Cell Value:

Show cents?:

Calculate Effort by:

Panel shortcuts

- Settings
- Detailed Costs

Personnel		
▼ Senior/Key Person		\$0
PI DemoUser (Principal Investigator)	Edit Costs	\$0
Other Personnel		
Salaries - Faculty		\$0
Salaries - Post Doc's		\$0
Salaries - Research Techs /Assistants		\$0
Salaries - Regular		\$0
Salaries - Other		\$0
Salaries - Undergraduate Students (for non-Ag or Forest Service)		\$0
Salaries - Temp		\$0
Salaries - Undergraduate Students (for Ag and Forest Service)		\$0
Salaries - Graduate Assistants		\$0

- To add unnamed personnel, you can choose the appropriate salary line item (staff, faculty, GRA, etc.) from the lines below by choosing to Edit Costs (shown in the screen shots below). This will open a panel for you to enter the necessary budgeting information (employment and effort type, salary, fringe percentage, etc.).

Costs > Salaries - Faculty

Employment Type* x

Effort Type* x

	Period 1
# of People	<input type="text"/>
Hourly Rate (\$)	<input type="text"/>
Effort calendar Hours	<input type="text"/>
Requested Salary (\$)	\$0
Fringe (%)	0.0%
Fringe Amount	\$0
Direct (\$)	\$0
Indirect Cost (F&A) Rate (%)	41.0%
Indirect Costs (F&A) (\$)	\$0
Direct + Indirect Costs (F&A) (\$)	\$0



- Under the Non Personnel heading, you can add values for other direct costs, by following the screen shots below to Edit Costs.
- The Totals at the bottom of the budget will total direct costs, direct costs that are excluded from F&A (capital equipment over \$5,000, subawards over \$25,000, etc.), total applicable (“modified”) indirect costs and the budget total.
- If you have chosen a budget cap, this area will also show you if you are over the cap.

Non Personnel			
> Capital Equipment		\$0	\$0
> Travel		\$0	\$0
> Participant Support (including NSF REU's)		\$0	\$0
> Materials & Supplies		\$0	\$0
> Publications		\$0	\$0
> Rentals/Leases		\$0	\$0
> Other		\$0	\$0
> Subawards		\$0	\$0
Totals			
Total Direct Costs		\$0	\$0
Direct Costs excluded from F&A		\$0	\$0
Modified Direct Costs applicable to F&A		\$0	\$0
Total Indirect Costs (F&A)		\$0	\$0
TOTALS		\$0	\$0
Amount over cap		\$0	\$0

Non Personnel			
> Capital Equipment		\$0	\$0
▼ Travel		\$0	\$0
Travel	...	<input type="text"/>	
Travel - International		<input type="text"/>	
> Participant Support (including NSF REU's)		\$0	\$0

Edit Costs
Itemize

PROJECT DESCRIPTION PANEL

- Scope of Work and any additional documentation (letters of commitment, project objectives, etc.) required for the proposal can be attached here.

University of North Dakota
Novolution Research Management System

Profile & Settings | Grants & Contracts

Welcome, PI DemoUser

Panel shortcuts
collapse all | expand all

- Requirements
- Primary Information
- Sponsor & Submission Information
- Screening Questions
- Connected Records
- Compliance
- Personnel
- Budget
- Subawards
- Project Description

ERAC0001001: / PI DemoUser - Dining C Stores / Test Proposal 1-1-20

Project Description

Panel complete and ready for release

Research Content

Project Summary/Abstract

Scope of Work / Project Narrative / Research Strategy / Project Description*

Specific Aims / Project Objectives

References Cited

Commitment letter

Letter of Commitment type*

Other documents requiring SPA signature

Other Proposal Documents

Other Proposal Attachments

Email Contacts

EMAIL CONTACTS PANEL

- If you would like email correspondence regarding your proposal to be sent to additional recipients, you can include them here. This would include notices regarding approvals, modifications needed, etc.

Email Contacts

PI ATTESTATION PANEL

- The PI Attestation panel requires certification from the PI that the information entered is correct and whether there may be any potential conflicts of interest regarding the project.

^ PI attestation

I attest to the role as PI in project and that the information is correct*

Do you have an economic interest in, receive compensation from, or act as an officer or director of any outside entity involved in this proposal?* Yes No

Do you plan on working with, or entering into a financial transaction with your spouse, domestic partner, child, parent, sibling or in-laws for this proposal?* Yes No

To the best of your knowledge, are there any immediate familial relationships between any personnel, subcontractors, subawardees or vendors?* Yes No 

PROPOSAL SUBMISSION

- The SAVE, SUBMIT FOR APPROVAL, Check Validations, and Request Budget pre-review buttons will always be at the bottom of the proposal page.
- It is necessary to SAVE your proposal as you complete it, as navigating away from the page can you're your changes.
- Check Validations will run a check to verify whether you have completed all required sections of the proposal form. This is not required, but can be helpful to determine if you are missing any required pieces.
- Request Budget pre-review is also optional, but will forward on your budget to RSPD for review **prior** to your completion of the other requirements. This can be helpful if you are creating a proposal on short notice, as it keeps the approval process moving.
- Choosing SUBMIT FOR APPROVAL will submit your proposal for routing approval. Your proposal will immediately be available for RSPD review, so we can begin our review of the proposal documents during the routing process.
- Your proposal will route to your Chair and Dean automatically upon submission. If your Chair or Dean have any questions regarding the proposal, they can comment and return the proposal to you within the system.
- You can track the status of your proposal via the Requirements Panel. This panel will update automatically any time an additional approval or requirement is met.

PI attestation ▼ Ready