

Engineering

ACROSS DISCIPLINES. ACROSS THE WORLD.™

Best Practices Series Grant Preparation

Presented by:

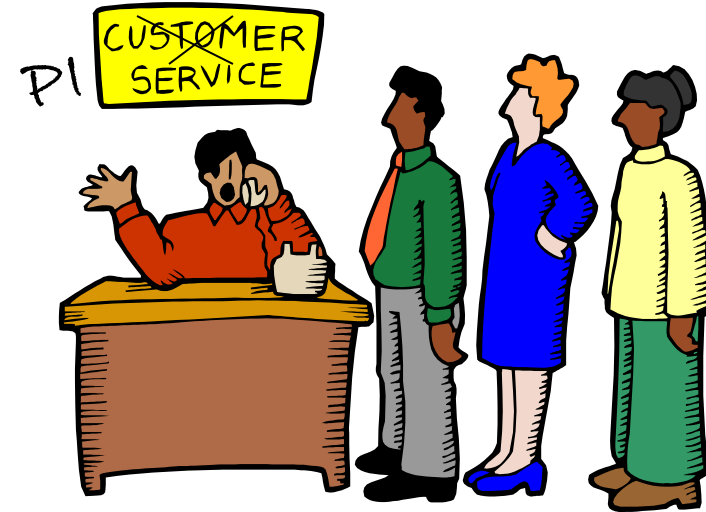
Natalie Goodwin-Frank, Glen Reitz, and Vicki Carlson

Grant Preparation Outline

1. Communicate with Principal Investigators (PIs), Dean's Office, and Office of Sponsored Research Services (OSRS)
2. University requirements and Agency registration
3. Read solicitation guidelines
4. Outline solicitation guidelines
5. Prepare the budget
6. Identify the submission method
7. Enter into PDS
8. Obtain signed PC form and Dean's PC form
9. Submit to OSRS
10. Submit to the Agency/Sponsor
11. Enter proposal information into PRIUS

1. Communicate with PIs, Dean's Office, OSRS

- PIs
 - What's in the pipeline?
 - Contact monthly/quarterly
 - What administrative documents can I help the PI with?
 - Biosketches
 - Current & Pending
 - Editing, formatting or compiling
- Dean's Office
 - Notify ASAP if cost sharing is required or proposed (see next slide for cost sharing types)
- OSRS
 - Keep your Grant Analyst informed of upcoming proposals



Communicate with PIs, Dean's Office, OSRS (cont.)

Cost Sharing Policies & Procedures

Note: Unless required or specified in the solicitation guidelines, cost sharing is not required or recommended on most proposals to federal agencies. **All cost sharing requests included in a proposal need ADVANCE approval from the Engineering Dean's Office. Below are examples of acceptable and unacceptable cost sharing:**

Allowed/Acceptable

Academic salary

Support staff

Equipment

Reduced/waived fees on shared facilities

Overhead (when agency requires lower rate)

Actual money committed (Dean's Office, Chancellor, Department)

Conference grants/symposiums

Registration fees, participant costs, housing for symposiums, conference grants, etc.

Refreshments (in conjunction with the specific purpose of the announcements, symposiums/conferences)

Not Allowed

Tuition

2. University requirements and Agency registration

- University requirements – Verify the PI and all key personnel have completed their requirements.
 - FDS (financial disclosure statement)
 - FCOI education
- Agency registration - Make sure PI is registered with appropriate agency (if applicable).
 - NASA NSPIRES
 - PI will need to register on NSPIRES.
(<http://science.nasa.gov/researchers/sara/how-to-guide/nspires-registration/>)

University requirements and Agency registration (cont.)

- NIH eRA commons
 - DA can create the commons account for PI.
(http://research.wustl.edu/Offices_Committees/OSRS/Documents/NIH_Commons_ID%20Request.pdf)
- NSF fastlane – PI will need an ID number and password
 - OSRS has to register PI in fastlane.
(http://research.wustl.edu/Offices_Committees/OSRS/Documents/WU_FastLaneForm.docx)
- Other – see agency guidelines for registration instructions.

3. Read the Solicitation Guidelines

- Check PI eligibility
- Verify if the proposal is a limited submission or open to all applicants. If limited, follow university guidelines.
 - <http://internalcompetitions.wustl.edu>
- Identify key proposal components – does proposal need additional review or consultation with OSRS? (e.g. terms and conditions)
- Determine if cost sharing is required. If so...
 - PI/DA should consult with Chair and Dean for approval/type/allowability.

Read the Solicitation Guidelines (cont.)


- Cash outlay
- In-kind (academic salary)
- Other sources
 - DA communicates with the Director of Research Development for approval/type/allowability.
- Review guidelines to see if the proposal requires letters of support or other signature requirements (Chancellor, Provost, Dean, Chair, Collaborators, etc.)

Read the Solicitation Guidelines (cont.)

- Verify the indirect cost, F&A, or overhead rate. If <52%, Dean's Office will request an explanation
 - Proposals submitted after **July 1, 2014**, if <52.5%
 - [Indirect cost rate agreement](#)
 - When submitting a proposal through an agency website, PI and/or DA should login early to view all forms/requirements
 - Additional forms/requirements could be in the application package. (e.g. HRS requires a form with institutional signature.)

Read the Solicitation Guidelines (cont.)

- It is important to review the guidelines as well as the actual package/forms to be submitted.
 - Review the agency's current Grant Proposal Guidelines



NIH National Institutes of Health
Office of Extramural Research

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Grants & Funding

Forms & Applications
Outs Detail & Submission
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Submitting Your Application

SF424 (R&R) Application and Electronic Submission Information

This page provides application guides for preparing electronic grant applications using the SF424 (R&R) application forms. Free Adobe Reader software is required. For minimum system requirements and download instructions, go to http://www.grants.gov/help/download_software.jsp. See the Electronic Submission of Grant Applications page for more information on the NIH electronic submission process.

Table of Contents for this Page:

- SF424 (R&R) Application Guides
- Additional Format Pages
- Data Tables (for Institutional Training Grant Applications)
- Other Information (eRA Assembly guides and Person-Months information)
- Notable Changes Made to SF424 (R&R) Application Guides

Latest News:

- **New Available:** PHS 398 Application Forms and Instructions for Application Due Dates on or after September 25, 2013 and Updated Application Guides for Electronic Application Forms
- **New Available:** Modifications to NIH's Planned and Cumulative Inclusion Enrollment Forms



NSF National Science Foundation
WHERE DISCOVERIES BEGIN

FUNDING AWARDS DISCOVERIES NEWS PUBLICATIONS STATISTICS ABOUT NSF FASTLANE

Publications

Grant Proposal Guide, February 2014

Available Formats: [HTML](#) | [PDF](#)
Document Type: Policies and Procedures
Document Number: gpg14001

Public Comment: Effective for proposals submitted or due on or after January 14, 2013. For proposals submitted or due on or after February 24, 2014, the guidelines in GPG 14-1 apply.

Document History: Posted: November 18, 2013.

For more information about file formats used on the NSF site, please see the [File Formats and Views](#) page.

Feedback

Part 1. Overview Information

Funding Opportunity Title	Research Project Grant (Parent R01)
Activity Code	R01 Research Project Grant
Announcement Type	Reissue of PA-11-260
Related Notices	<ul style="list-style-type: none"> • November 25, 2013 - See Notice NOT-HL-13-201. Notice Announcing NHLBI Topics of Special Interest (TOSI). • August 21, 2013: Removed reference to ASSIST in section IV.3, since ASSIST is currently only available for multi-project applications. • NOT-DK-13-013 "Clarification of NIDDK Policy: Investigator-Initiated Multi-Center Clinical Studies" • August 7, 2013 - Use this funding opportunity announcement for due dates of September 25, 2013 and beyond.
Funding Opportunity Announcement (FOA) Number	PA-13-302
Companion Funding Opportunity	None
Number of Applications	See Section III. 3. Additional Information on Eligibility .
Catalog of Federal Domestic Assistance (CFDA) Number(s)	93.361; 93.233; 93.839; 93.838; 93.837; 93.113; 93.859; 93.879; 93.286; ; 93.273; 93.172; ; 93.173; 93.866; 93.853; 93.847; 93.856; 93.855; 93.121; 93.351; 93.867; 93.213; 93.242; 93.846; 93.865; 93.399; 93.396; 93.395; 93.394; 93.393; 93.279
Funding Opportunity Purpose	The Research Project Grant (R01) supports a discrete, specified, circumscribed project to be performed by the named investigator(s) in areas representing the specific interests and competencies of the investigator(s). The proposed project must be related to the programmatic interests of one or more of the participating NIH Institutes and Centers (ICs) based on descriptions of their programs.

Key Dates

Posted Date	August 2, 2013
Open Date (Earliest Submission Date)	August 7, 2013
Letter of Intent Due Date(s)  	Not Applicable
Application Due Date(s)  	<p>Standard dates apply, by 5:00 PM local time of applicant organization.</p> <p>Applicants are encouraged to apply early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date.</p>
AIDS Application Due Date(s)	<p>Standard AIDS dates apply, by 5:00 PM local time of applicant organization.</p> <p>Applicants are encouraged to apply early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date.</p>
Scientific Merit Review	Standard dates apply
Advisory Council Review	Standard dates apply
Earliest Start Date  	Standard dates apply
Expiration Date	September 8, 2016
Due Dates for E.O. 12372	Not Applicable

Application Due Dates

Filter:

Activity Codes	Program Description	Application Instructions	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
G12, R10, U10, R24, U24, S06, U19, U45, U54, U56 <i>All - new, renewal, resubmission, revision</i>	Other Activity Codes Note: U54 will transition to SF424 (R&R) for applications due on/after May 25, 2014.	SF424 (R&R)	January 25	May 25	September 25
R01 <i>new</i>	Research Grants	SF424 (R&R)	February 5	June 5	October 5
U01 <i>new</i>	Research Grants - Cooperative Agreements	SF424 (R&R)	February 5	June 5	October 5
K series <i>new</i>	Research Career Development	SF424 (R&R)	February 12	June 12	October 12
R03, R21, R33, R21/R33, R34, R36 <i>new</i>	Other Research Grants	SF424 (R&R)	February 16	June 16	October 16
R15 <i>All - new, renewal, resubmission, revision</i>	Academic Research Enhancement Award (AREA)	SF424 (R&R)	February 25	June 25	October 25
R01 <i>renewal, resubmission, revision</i>	Research Grants	SF424 (R&R)	March 5	July 5	November 5

FDA Advisory Panel recommends against naproxen label change that would suggest better cardiovascular risk

Winter 2014 - Grant-in-Aid

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Application Deadlines:

- Founders Affiliate – Jan. 15, 2014
- Great Rivers Affiliate – Jan. 15, 2014
- Greater Southeast Affiliate – Jan. 14, 2014
- Mid-Atlantic Affiliate – Jan. 16, 2014
- **Midwest Affiliate – Jan. 14, 2014**
- SouthWest Affiliate – Jan. 17, 2014
- Western States Affiliate – Jan. 16, 2014

Award Activation: July 1, 2014

Applications must be received no later than 5:00 p.m. CDT on the deadline date. The system will shut down at 5:00 p.m. CDT. Early submission is encouraged. Your institutional Grants Officer (GO) has the final responsibility of submitting your completed application to the American Heart Association. It is important that you check with your GO for his/her internal deadline.

Program Description, Eligibility and Peer Review Criteria

Success Rates

Objective

To encourage and adequately fund the most innovative and meritorious research projects from independent investigators.

Science Focus

Research broadly related to cardiovascular function and disease and stroke, or to related clinical, basic science, bioengineering or biotechnology, and public health problems, including multidisciplinary efforts.

Target Audience

At the time of application the applicant must:

- hold a faculty/staff appointment of any rank (or equivalent), and must be conducting independent research. Not intended for individuals in research training or fellowship positions.
- hold a M.D., Ph.D., D.O., D.V.M. or equivalent post-baccalaureate doctoral degree.

Percent Effort

While no minimum percent effort is specified, the PI must demonstrate that adequate time will be devoted to ensure successful completion of the proposed project.

Citizenship

At the time of application, must have one of the following designations:

- U.S. citizen
- Permanent resident
- Pending permanent resident. Applicants must have applied for permanent residency and have filed form I-485 with the U.S. Citizenship and Immigration Services and have received authorization to legally remain in the United States (having filed an Application for Employment Form I-765).
- E-3 Visa - specialty occupation worker
- H1-B Visa - temporary worker in a specialty occupation
- J-1 Visa - exchange visitor
- O-1 Visa - temporary worker with extraordinary abilities in the sciences
- TN Visa - NAFTA Professional
- G-4 Visa - family member of employee of international organizations and NATO

Awardee must meet American Heart Association citizenship criteria throughout the duration of the award.

Location of Work

The award may be completed at any accredited institution in the following affiliates:

Founders - Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont

Great Rivers - Delaware, Kentucky, Ohio, Pennsylvania, or West Virginia

Greater Southeast - Alabama, Florida, Georgia, Louisiana, Mississippi, Puerto Rico, Tennessee, or Virgin Islands

Mid-Atlantic - District of Columbia, Maryland, North Carolina, South Carolina, Virginia

Midwest - Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, South Dakota, Wisconsin

SouthWest - Arkansas, Colorado, New Mexico, Oklahoma, Texas, Wyoming

Western States - Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington

American Heart Association research awards are limited to non-profit institutions, including medical, osteopathic and dental schools, veterinary schools, schools of public health, pharmacy schools, nursing schools, universities and colleges, public and voluntary hospitals and others that can demonstrate the ability to conduct the proposed research.

Applications will not be accepted for work with funding to be administered through any federal institution or work to be performed by a federal employee, except for Veterans Administration employees.



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Annual Budget - Midwest Affiliate

Salary/Fringe: Up to \$30,000 per year for salary and fringe of the principal investigator, collaborating investigator(s), and other participants with faculty appointments.

Indirect: 10% (\$6,500)

Project Support: Project-related expenses, such as salaries of technical personnel, consultative services, supplies, equipment, computer/electronics, travel, volunteer subject costs, publication costs, within the following limits:

- Travel - \$3,000 per year; international travel must have AHA approval.
- Computer purchase- The Midwest Affiliate allows \$5,000 for computer/electronics purchase.

Maximum Annual Award Amount: \$71,500

Award Duration: Two years

Total Award Amount: \$143,000

Major Research Instrumentation Program: (MRI)

Instrument Acquisition or Development

PROGRAM SOLICITATION

NSF 13-517

Proposal Preparation and Submission Instructions


A. Proposal Preparation Instructions

- **Letters of Intent:** Not Applicable
- **Preliminary Proposal Submission:** Not Applicable
- **Full Proposals:**
 - Full Proposals submitted via FastLane: NSF Proposal and Award Policies and Procedures Guide, Part I: Grant Proposal Guide (GPG) Guidelines apply. The complete text of the GPG is available electronically on the NSF website at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg.
 - Full Proposals submitted via Grants.gov: NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov Guidelines apply (Note: The NSF Grants.gov Application Guide is available on the Grants.gov website and on the NSF website at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide)

B. Budgetary Information

- **Cost Sharing Requirements:** Cost Sharing is required. Please see the full text of this solicitation for further information.
- **Indirect Cost (F&A) Limitations:** Not Applicable
- **Other Budgetary Limitations:** Other budgetary limitations apply. Please see the full text of this solicitation for further information.

Cost sharing required



C. Due Dates

- **Full Proposal Deadline(s)** (due by 5 p.m. proposer's local time):
 - February 21, 2013
 - January 23, 2014
 - Fourth Thursday in January, Annually Thereafter

Major Research Instrumentation Program: (MRI)

Instrument Acquisition or Development

PROGRAM SOLICITATION

NSF 13-517

Limit on Number of Proposals per Organization:

Three (3) as described below.

Limited submission

If three proposals are submitted, at least one of the proposals must be for instrument development (i.e., no more than two proposals may be for instrument acquisition).

To ensure a balanced instrumentation award portfolio at diverse organizations, across varied research topics, and in support of a broadly inclusive science and engineering workforce across the entire Nation, the MRI program requires that an MRI-eligible organization may, as a performing organization, submit or be included as a significantly funded ¹ subawardee in no more than three MRI proposals. To promote instrumentation development, the program requires that if an organization submits or is included as a significantly funded ¹ subawardee in three MRI proposals, at least one of the three proposals must be for (Track 2) instrument development.

NSF reserves the right to carefully examine development (Track 2) proposals to ensure that they meet the requirements for this proposal type (see Section II). If a proposal submitted as development is deemed to be an acquisition proposal either before or during the review, the proposal is subject to return without review or decline.

¹ An unfunded collaboration does not count against the submission limit. Inclusion as a funded subawardee on a development (Track 2) proposal at a level in excess of 20% of the total budget request from NSF, or as a funded subawardee on any acquisition (Track 1) proposal, will be counted against an organization's proposal submission limit. Separately submitted linked collaborative proposals of either type (Track 1 or Track 2) count against the submission limit of each of the submitting organizations. However, if a subaward to an organization in a *development (Track 2) proposal* is 20% or less of the proposal's total budget request from NSF, the subawardee's submission limit will not be affected. For subawards within a linked collaborative proposal, the 20% threshold applies to the budget request from NSF in the proposal containing the subaward(s), not to the combined budget request from NSF for the collaborative project.

Note: The 30% cost-sharing requirement applies to only the portion of the total project cost budgeted to non-exempt organization(s), including those participating through subawards. When required, cost-sharing must be precisely 30%. Cost sharing is required for Ph.D.-granting institutions of higher education and for non-degree-granting organizations. Non-Ph.D.-granting institutions of higher education are exempt from cost-sharing and cannot provide it. National Science Board policy is that voluntary committed cost sharing is prohibited. See section V.B. for specific information on cost-sharing calculations and the solicitation text for definitions of organizational types used for the MRI program.



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About the Wireless Innovation Project

How to Submit a Proposal

To submit a proposal, Applicants must first successfully complete the [Eligibility Questionnaire](#). Eligible Applicants will then receive the URL for the online application via e-mail and be asked to create a username and password which will enable them to work on their proposal online. The application consists of multiple narrative questions and a project budget spreadsheet that Applicants must complete and submit. All information must be submitted through the on-line application.

Submissions will be accepted from 9:00 a.m. Pacific Time on November, 2014 to 11:59 p.m. Pacific Time on February 3, 2014 (the "Entry Period"). See the [Project Timeline](#) for further dates and details.





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Terms and Conditions

1. Overview.

These Terms and Conditions govern all entries into the Vodafone Americas Foundation™ Wireless Innovation Project™ competition (the “Competition”). The Competition is sponsored by and administered by the Vodafone Americas Foundation™ (the “Foundation”). The Competition is void outside the fifty (50) United States and the District of Columbia, and/or where prohibited or restricted by law.

2. Agreement to Terms.

By participating in the Competition, each applicant to the Competition (“Applicant”) fully and unconditionally agrees to be bound by and accepts these Terms and Conditions and the decisions of the Foundation and its judges (including, without limitation, decisions regarding eligibility of entries, the selection of finalists and winners, and the granting of awards), which are final and binding in all respects. Each Applicant must comply with all of these Terms and Conditions, and selection as a winner is contingent on fulfilling all requirements hereunder.

News

Supporting mobile projects that help communities in different ways: [New Apps Aim to Help Victims of Domestic Violence.](#)



Application FAQ

What happens to the IP (intellectual property) of my project once it is submitted? Is Vodafone going to take my idea?

Although the Vodafone Americas Foundation™ is associated with the Vodafone Corporation, we are a separate legal entity and a nonprofit organization. Our intent is to support the best wireless related innovation that can make a social impact, not to find or copy intellectual property for the corporation.

Will Vodafone Americas Foundation™ sign a Non Disclosure Agreement?

No.

Limitations of Liability. The Vodafone Entities and each of their officers, directors, employees, and agents and their respective successors and assigns, are not responsible for and will have no liability with regard to: (i) incorrect or inaccurate transcription of entry information or late, lost, stolen, unintelligible, illegible, damaged, mutilated, altered, incomplete, misdirected or postage due entries or entries received through impermissible or illegitimate channels, all of which will be disqualified; (ii) technical failures of any kind, including but not limited to

 Washington University in St. Louis

Office of Sponsored Research Services

March 25, 2014

Drew Kendall
5050 Section Avenue
Cincinnati, OH 45212-2025
Drew.Kendall@shawgrp.com

RE: RFP - Solicitation
Washington University PI:

Dear Mr. Kendall,

Please allow this letter to serve as Washington University's (University) formal response to the above-referenced Request for Proposal ("RFP") numbered 2021-052 and dated September 13, 2012 (the "Solicitation").

Thank you for your consideration of our response to the Solicitation. In the event of an awarded contract, Washington University reserves our right to request negotiation of the contract for appropriate clauses to a nonprofit educational institution conducting sponsored activity, including, but not limited to, the following:

Insurance: Due to changes in our insurance coverage we can no longer agree that certificates of insurance provide that we will provide notice of cancellation or changes in policy. We can agree in the contract to provide SHAW such notice, but we can't list it on the actual certificate.

Limitation of Liability: We respectfully request that this provision be mutual.

Disputes: We request that the provision allowing SHAW to unilaterally opt to submit disputes to arbitration be deleted from an awarded subcontract and that the parties be free to submit disputes to any court of competent jurisdiction. In the alternative, the decision to go to arbitration should be mutual so that upon mutual agreement of the parties the dispute may be submitted to arbitration.

If I can be of any assistance, please contact me at (314) 935-3907 or mmwhite@wustl.edu.

On behalf of Washington University, thank you again for the opportunity to submit our proposal.

Sincerely,

Megan White, JD
Contract Manager

exception letter

The exception letter is submitted with the proposal to advise the agency/foundation which terms and conditions we want to negotiate at the award stage.

4. Outline the Solicitation Guidelines

- Face page or cover page.
- Abstract or project summary
- Project narrative or description (“science”)
- Budget and budget justification
- Current and pending or other support
- Support letters
- Biosketches or CVs
- Facilities and resources
- Other supplementary documents
 - Data management or resource sharing plan
 - Tables of collaborators, conflicts of interest
 - Compliance documents

Outline the Solicitation Guidelines (cont.)

- Include page number limitations and formatting requirements. Make sure you review the current version of the agency's grant proposal guidelines.

Identify who will be responsible for each of the above items. Follow up with an email listing the assignments.

5. Prepare the Budget

- See budget preparation worksheet (budget worksheet)
- Ensure all items are allowable / acceptable per agency guidelines
- Identify cost sharing requirements
 - Mandatory salary cap
 - Voluntary effort committed
 - Cash outlay
 - Space for offices or equipment
 - New equipment

Prepare the Budget (cont.)

- Review budget justification to ensure it follows the budget
 - Format the justification in the same order as the budget.
 - Ensure everything listed in the budget is included in the budget justification and vice versa.
 - Consult with the PI to ensure additional budget items are not listed in the proposal.
 - Ensure the PI does not quantify non-budget items in the proposal. This could be considered committed cost sharing.

6. Identify the submission method

- Adobe package through Grants.gov
 - If submitting on the deadline day, it's recommended to use Adobe package instead of S2S.
 - Detailed budgets that include subcontract costs must use Adobe.
- System-to-system (S2S) – PDS directly to Grants.gov
 - NIH modular budget that include subcontract costs can go S2S.
 - Some solicitations are not “S2S ready”.

AISystem

favorites | Main Menu > Research Administration > Proposal Development > Proposal Menu > Proposal Preparation

Proposal Menu | Proposal ATT | Budget ATT | SeniorKey ATT | Comments | Submission Status

Proposal ID 133499 **Project Title** TEST FOR T32
Owner 001300 001300 **Due** 05/25/2014 **From** 07/01/2015 **Thru** 06/30/2020
Proposal Type GRANT New **Doc Stat** O **Final Stat**

NOTICE: Proposal may not be submitted via PDS - ALL REQUIRED FORMS are not 'S2S READY'

Funding Opportunity

Opp ID PA-14-016 **CFDA** **Opening** 12/25/2013 **Closing** 01/07/2017
Title Ruth L. Kirschstein National Research Service Award (NRSA) Short-Term Institutional Research Training Grant (Parent T35)

Required Components Customize | Find | | First 1-9 of 9 Last

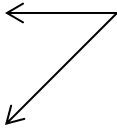
Form Name	Form Version	S2S	Preview
RR SF424 2 0	V2.0	<input checked="" type="checkbox"/>	Preview
RR OtherProjectInfo 1 3	V1.3	<input checked="" type="checkbox"/>	Preview
Budget	V1.x	<input type="checkbox"/>	
RR KeyPersonExpanded 2 0	V2.0	<input checked="" type="checkbox"/>	Preview
PerformanceSite 2 0	V2.0	<input checked="" type="checkbox"/>	Preview
Compliance	V1.x	<input type="checkbox"/>	
PHS398 CoverPageSupplement 2 0	V2.0	<input checked="" type="checkbox"/>	Preview
PHS398 TrainingBudget	V1.0	<input type="checkbox"/>	
PHS398 ResearchTrainingProgramPlan 2 0	V2.0	<input type="checkbox"/>	

Optional Components Customize | Find | | First 1-2 of 2 Last

Form Name	Form Version	S2S
PHS398 TrainingSubawardBudget 2 0	V2.0	<input type="checkbox"/>

[Build Forms](#)

This solicitation cannot be submitted S2S.



Identify the submission method (cont.)

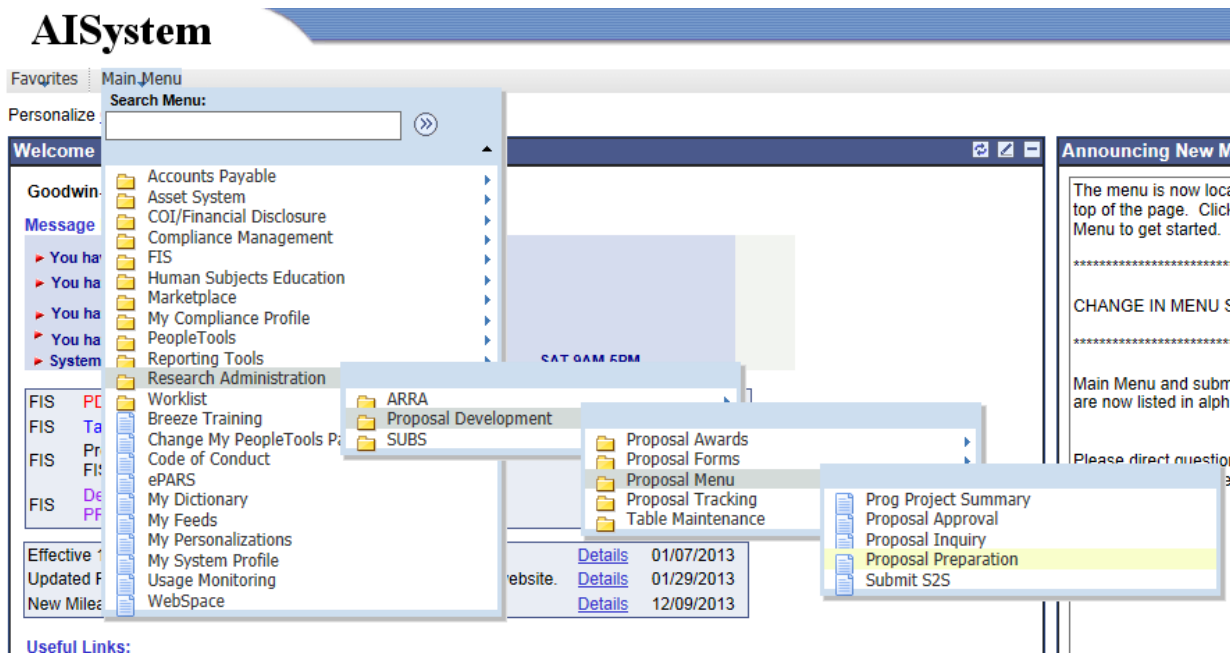
- Online system or website specified by sponsor
- Mail

Please ensure that the PI/DA/OSRS is aware of the submission method.

(e.g. Indicate in the PDS comments the submission method.)

7. Enter into Proposal Development System (PDS)

- All research proposal budgets must be entered into PDS
- Details about entry will be at future session



Enter into Proposal Development System (PDS) (Cont.)

- If PDS doc is created for test purposes, mark the proposal type TEST.

mark proposal type TEST

The screenshot displays the PDS interface with the following fields and values:

- General Info A | General Info B | Keywords
- Proposal ID: NEW *Document Type: New [COPY] [ALL]
- Proposal Owner: Department: 001300 Division: 001300 Security Code: STIMULUS:
- General Information
 - *Proposal Type: TEST (selected)
 - Program Project ID: [] [] []
 - *Agency Code: []
 - Purpose Code: []
 - *Project Title: []
 - Subawarding Entity: (When WU is Subrecipient) []
 - *Due: [] [31] *From: [] [31] *Through: [] [31]
 - RFA Number: [] RFA Title: []
 - Cost Sharing: []
 - Agency Number: []
 - Current FY/Fund: [] Original FY/Fund: [] Copied From Proposal ID: []

Enter into Proposal Development System (PDS) (Cont.)

- If proposal was not submitted to agency and/or OSRS, change document to test.
- OSRS and the Dean's office are using PDS data for benchmarking.

8. Obtain signed Proposal Certification (PC) form and Dean's PC form

- [PC Form example](#)
 - On multi-PI proposals, each PI must sign PC form.
 - PC forms that include cost sharing should have Dean's signature. (except NIH mandatory salary cap)
- [Dean's PC Form](#)

PI should assist and/or complete the PC form and Dean form. They are certifying the compliance/regulatory information.

Obtain signed Proposal Certification (PC) form and Dean's PC form (cont.)

AI System

The screenshot displays the AI System web interface. On the left, there is a 'Favorites' section with 'Main Menu' selected. Below it is a 'Personalize' section with a search box. The main navigation menu is open, showing a list of folders including 'Accounts Payable', 'Asset System', 'COI/Financial Disclosure', 'Compliance Management', 'FIS', 'Human Subjects Education', 'Marketplace', 'My Compliance Profile', 'PeopleTools', 'Reporting Tools', 'Research Administration', 'Worklist', 'Breeze Training', 'Change My PeopleTools P', 'Code of Conduct', 'ePARS', 'My Dictionary', 'My Feeds', and 'My Personalizations'. The 'Proposal Development' folder is expanded, showing sub-items: 'ARRA', 'Proposal Development', and 'SUBS'. The 'SUBS' folder is further expanded, showing 'Proposal Awards', 'Proposal Forms', 'Proposal Menu', 'Proposal Tracking', and 'Table Maintenance'. The 'Proposal Certification' link is highlighted in yellow. On the right side, there is an 'Announcing New M' section with text: 'The menu is now local top of the page. Click Menu to get started.' followed by 'CHANGE IN MENU S' and 'Main Menu and subm are now listed in alpha'.

9. Submit to OSRS

- PDS document
- PC form – signed original or copy.
 - Verify all 5 pages are filled out and that the fifth page contains the required signatures.
- Original Face page or signature page (if applicable).
- Animal / Human subjects approval(s) (if applicable).
- One copy of the complete application (bio sketches and research plan not required) (Med School only – for now).

ELECTRONIC APPLICATIONS – WHAT TO SUBMIT TO OSRS GRANT TEAM

To be sent to OSRS after the PDS Doc has been approved

[Click here to link to checklist](#)

- o Original or copy of PC Form. **Please verify all 5 pages are filled out and that the fifth page contains the required signatures.**
- o Original Face page or signature page if applicable.
- o Animal / Human approval(s) if applicable.
- o **One copy** of the complete application minus bio sketches and research plan – please see the table below for more information

NIH – S2S SUBMISSIONS	Full Budget Justification	Personnel Justification	Consortium Justification <i>(if we have a sub)</i>		Additional Narrative Justification <i>(if diff. modules requested each year or exclusions on F&A base)</i>		Facilities Att.	Equipment Att.	Other Support <i>(if req. by RFA/not JIT)</i>	Cover Letter <i>(if late or requesting over \$500,000 DC)</i>	
DETAILED BUDGET (No Outgoing Subs)	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MODULAR BUDGET		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Plus Letter of Intent	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CAREER AWARDS	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mentor only	
NIH - P2S (Adobe) SUBMISSIONS	SF424 R&R (2 pages)	PHS 398 Cover Page Suppl. (2 pages)	PHS 398 Checklist (2 pages)	R&R Budget All years	R&R Subaward Budget	R&R Other Project Info	Environment/ Research Facilities Att. (from Sponsor's info)	R&R Project/ Performance Site (all sites)	R&R Senior/Key Person (all pages)	PHS 398 Training Budget	Other Forms
DETAILED BUDGET w/ Outgoing Subs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Plus Budget justification	<input checked="" type="checkbox"/>	Plus Letter of Intent	<input checked="" type="checkbox"/>	Plus Facilities AND Equipment Att.		<input checked="" type="checkbox"/> Planned Enrollment Report <i>(as applicable)</i> <input checked="" type="checkbox"/> Cumulative Inclusion Enrollment Rpt. <i>(as applicable)</i> <input checked="" type="checkbox"/> Cover Letter <i>(if late or req. over \$500,000 DC)</i>
NRSA FELLOWSHIPS (F32, etc.)	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	Plus Facilities AND Equipment Att.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fellow + Mentor (ggov role = Sponsor)	<input checked="" type="checkbox"/> PHS Fellowship Supplemental Form
INSTITUT. TRAINING GRANTS (T type)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	Plus Facilities AND Equipment Att.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Plus Budget justification	

ELECTRONIC APPLICATIONS – WHAT TO SUBMIT TO OSRS GRANT TEAM

(To be sent to OSRS after the PDS Doc has been approved)

NIH – ASSIST SUBMISSIONS (Multi-Project / PPGs)	<ul style="list-style-type: none"> R&R Cover – Overall (2 pages) and for each project / core (1 page) Cover Page Supplement (2 pages) - Overall and for each project / core Other Project Information - Overall and for each project / core (plus Facilities AND Equipment Att) Sites (all sites) - Overall and for each project / core Sr/Key Person Profile (All pages) - plus Senior/Key Person Summary for Overall R&R Budget (All Years) - Overall and for each project / core R&R Subaward Budget - Plus Letter of Intent Cover letter (if late or requesting over \$500,000 DC) 					OR	→ Let the GA know components/ application is ready to be reviewed in ASSIST
RPPRs (eRA Commons), including FELLOWSHIPS	<ul style="list-style-type: none"> A. Cover Page C. Products, if Inventions/Patents is 'Yes' (Fellowships are N/A) D. Participants: <ul style="list-style-type: none"> →D.1. Individuals on Project - Commons ID is required for PD/PIs & Postdoc roles (Fellowships are N/A) →Other Support if 'YES' to Personnel Updates D.2.b or D.2.c. E. Impact F. Changes G. Special Reporting 					OR	→ Route to GA and/or let GA know the application is ready to be reviewed in eRA Commons
NSF/FASTLANE	<ul style="list-style-type: none"> Cover page Budget pages, including justification Facilities page(s) Current and Pending pages 					OR	→ Give GA "View Access" in Fastlane and let the GA know when access has been given
DOD ADOBE SUBMISSIONS	SF424 R&R (2 pages)	R&R Budget All years	R&R Subaward Budget	Facilities AND Equipment (from Attachment 2)	R&R Project/ Performance Site (all sites)	R&R Senior/Key Person (all pages)	Eligibility Statement
RESEARCH GRANTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Plus Budget justification	<input checked="" type="checkbox"/> Plus Letter of Intent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Plus Other Support	
FELLOWSHIPS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Plus Budget justification		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Plus Other Support	<input checked="" type="checkbox"/> Signed by Dept. Chair
NON-NIH/NSF GRANTS	<ul style="list-style-type: none"> Signature page, Cover page, Budget page(s) with justification, Resources, Other Support, and any other administrative/budgetary/compliance information required by the agency. → i.e. the complete application minus bio sketches and science-related pages 						

View access does not send an email notification to the GA. Review/submit access does send GA notification email.

10. Submit to the Agency/Sponsor

- Communicate with OSRS - the person who is submitting the application should be clearly identified.
 - PI or DA can submit S2S.
 - OSRS submits the Adobe package, fastlane applications and NSPIRES applications.
 - PI, DA or OSRS can submit agency website applications (depending on the agency website requirements).
 - Reminder: Look at the agency website in advance to ensure all requirements are/will be met.
 - Ensure PDS and all compliance documents are approved before PI/DA/OSRS submits.

Submit to the Agency/Sponsor (cont.)

- DA will mail hardcopy application
 - Reminder: FedEx is recommended (due to tracking capabilities) when mailing hardcopy applications. If mailing to a P.O. box, you must send USPS.

11. Enter proposal information into PRIUS (<http://prius.wustl.edu>)

- Proposal status
- Agency
- Proposal due date
- Proposal type
- Proposal title
- RFA or Program announcement
- Proposed project period
- Cost sharing
- Indirect costs

The screenshot shows the 'Create Submission' form in the PRIUS system. The form is titled 'Create Submission' and is part of the 'Pre-Research Office Internal User System'. The user is logged in as 'Mark Anastasio'. The form includes the following fields and options:

- Proposal ***: A sidebar menu with options: 'Post-Award Info', 'Revision information', and 'New revision'.
- PI**: Mark Anastasio
- Status ***: A dropdown menu with 'OPEN' selected.
- Due Date ***: A text input field.
- Type ***: A dropdown menu with 'New' selected.
- Title ***: A large text area for the proposal title.
- RFA or Program Announcement**: A text input field.
- Notes**: A large text area for additional information.
- Proposed Project Period**: A text input field.
- Agency ***: A list of agency types: GOVT-FEDERAL, GOVT-OTHER, INDUSTRY, NON-PROFIT, and INTERNAL. A note below indicates 'Selected items (click an item) (Nothing selected)'.

Enter proposal information into PRIUS (cont.)

- Direct costs
- Proposed total amount
- PDS document number
- Submission date
- Upload PC form

Cost Sharing
 - None -

Indirect Costs
 \$

Direct Costs
 \$

Cost Sharing Total
 \$

Proposed Total Amount
 \$ 0

Proposed Total includes Cost Sharing

PDS #

There is more than one PDS# associated with this project.

[Show row weights](#)

Preparer(s) and Report Contact(s) *

+ * frankn [uid:375]

Preparers and Report Contacts, along with the PI, will receive e-mail reminders about upcoming due dates.

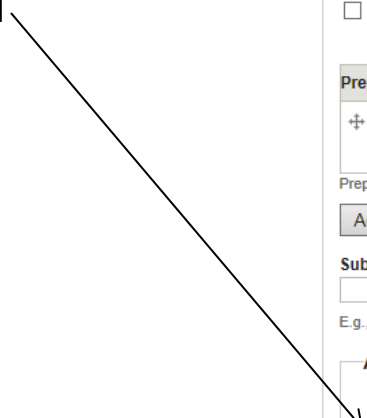
Submission Date

E.g., 02/06/2014

Attachments

Add a new file

Files must be less than 10 MB.
 Allowed file types: pdf doc docx xls xlsx.



Questions or comments?

Thank you for your attention.