Kuali Research: Proposal Development Guide

Kuali Research Help Contact: kr-help@umd.edu
Last updated: 09/14/2026

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Proposal Development

The Proposal Development module contains records of proposals created for routing and submission. Users enter data in this module and are limited to the Department with which they have the appropriate rights.

This module is open to certain campus users based on specific need and is not open to general campus users as the data contained within this module may be sensitive or proprietary. Investigators listed on a proposal can view that record and certify the proposal. Departmental and College Approvers have access to view and approve the proposals.

Access to this module is provided at a unit level based on business needs. Once the proposal has been submitted to the sponsor, the proposal data in this module may not be edited. No data in the Proposal Development module are included in the Data Warehouse and thus are not included on any institutional reports.

Please note:

- **Personnel:** Investigators and Key Persons are in the same section. You can determine who gets UMD credit, regardless of their role on the proposal.
- **Certification:** All UMD personnel (PI, Co-I, Multiple PI, Key Persons) must certify their proposal BEFORE the proposal can be submitted for routing. This can not be delegated to another user, and it can be done at any point before submitting the proposal for approval.
- **NSF Science Codes:** NSF Science Codes are required. The PI provides the science code, which is then added to the proposal on the Sponsor and Program Information section.

Kuali Research terminology

- **Cancel** means to “totally cancel.” If you do cancel a proposal accidentally, you may copy it, but you cannot un-cancel the same proposal.

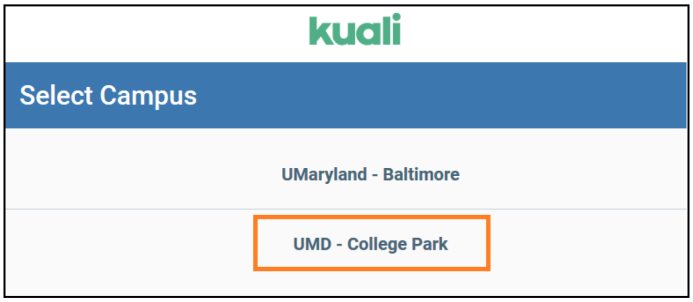
Browser Navigation

- DO NOT USE the browser navigation options when using KR Proposal Development. Doing so will prevent KR from performing its normal saves and validation checks as you move through the proposal.

Note: Viewing ARLIS awards is limited to users who have been approved to view these awards. If you have a need to view these awards, please submit an access request to KR Access Request.

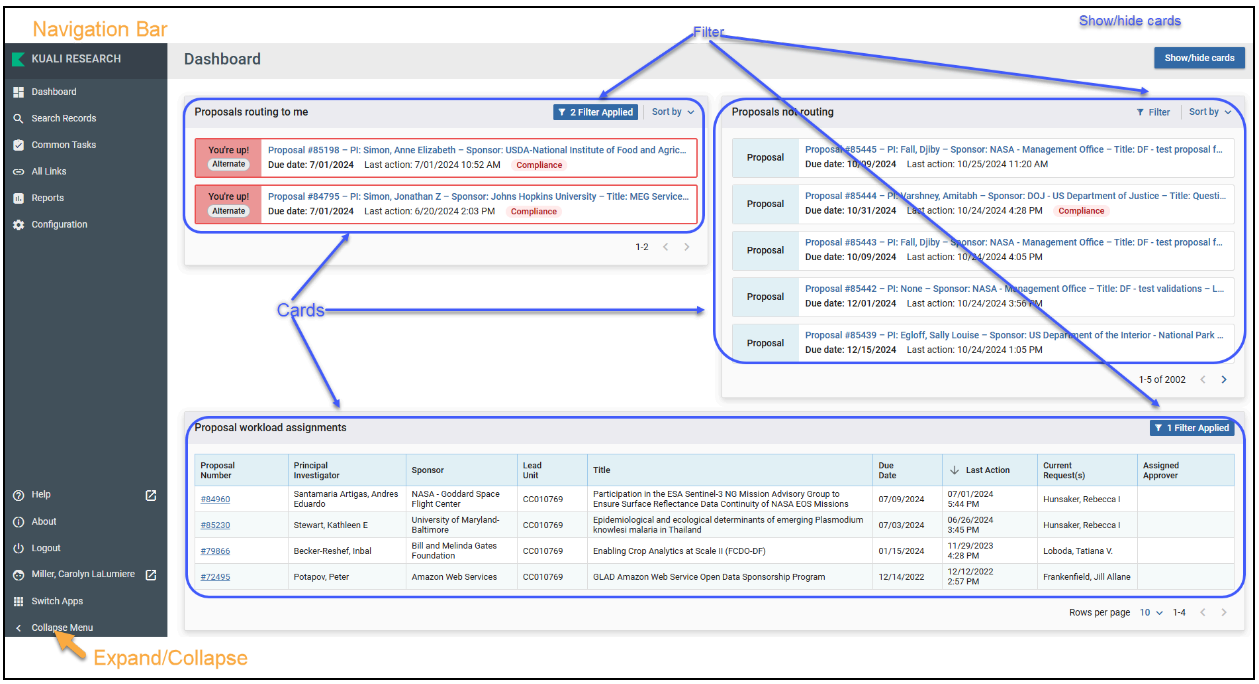
Accessing Kuali Research

To access Kuali Research visit: http://kr.umd.edu
On the Select Campus page, choose "UMD - College Park."
You will be prompted to log in with your UMD directory ID and password via the Central Authentication Service (CAS).



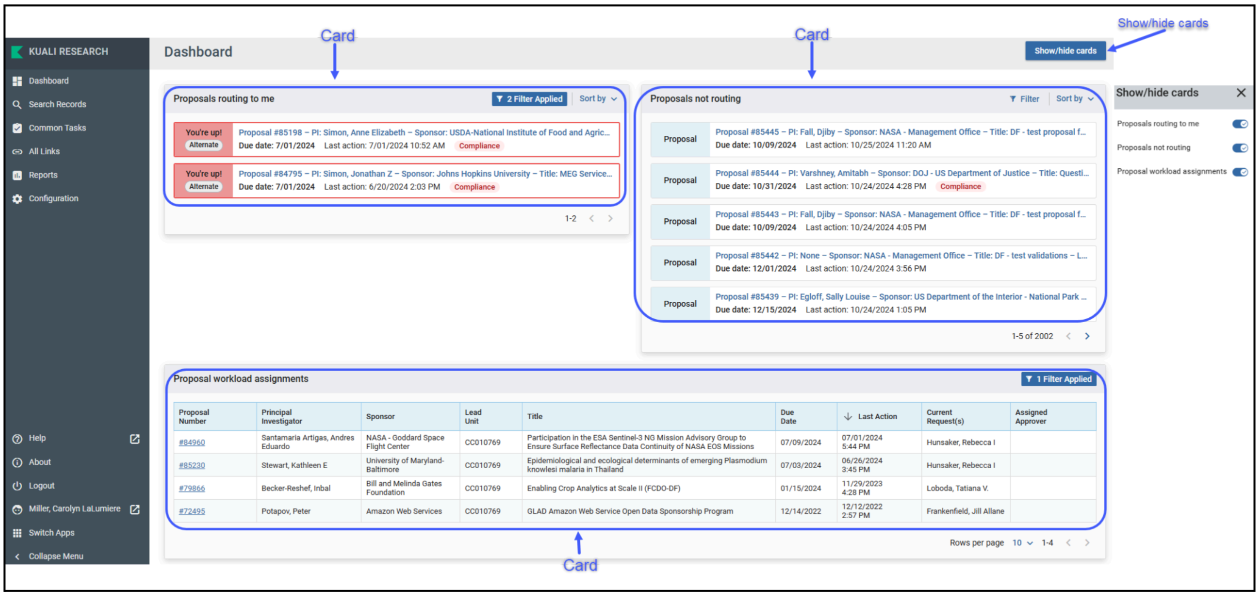
Dashboard Home Page

When you log in to Kuali Research, the system displays the Dashboard Home Page. This page contains Dashboard cards and an expandable navigation bar that allows users to access various resources.



Dashboard

After you log into Kuali Research, you will see the Dashboard Home page. There are three sections called “cards” presented, which are named “Proposals Routing to Me,” “Proposals Not Routing,” and “Proposal Workload” that all relate only to Proposal Development activities. You may elect to hide any cards you wish not to see by clicking on the “Show/Hide Cards” button and unchecking each.

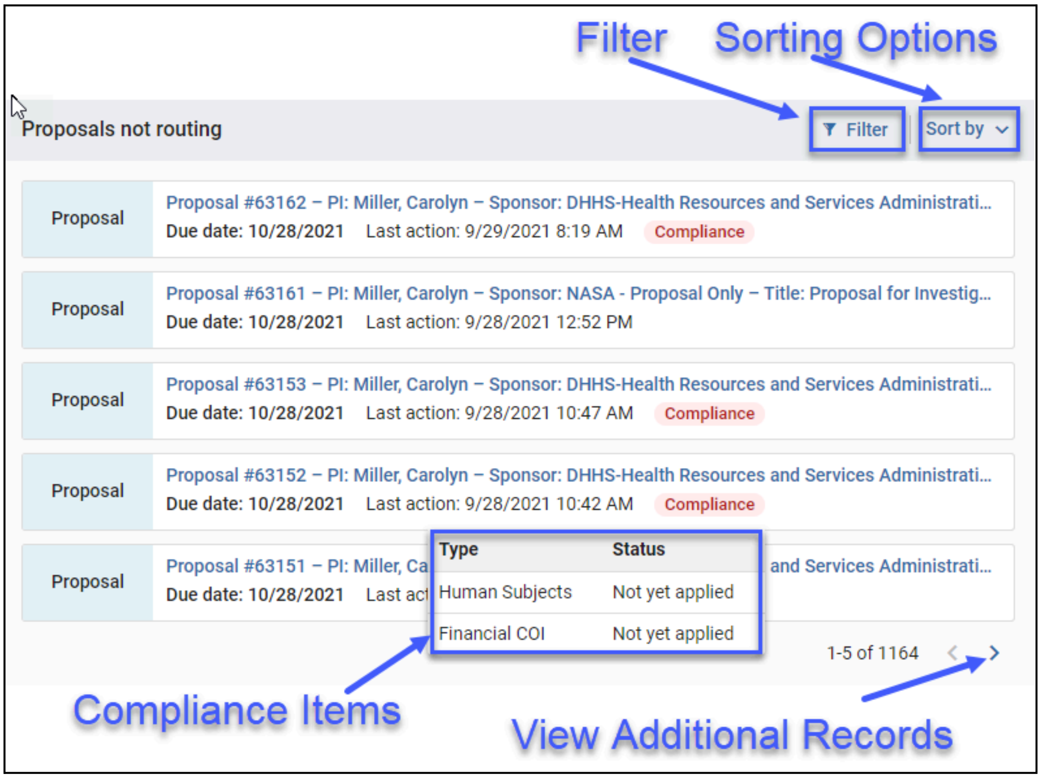


Proposals Routing to Me Card

This card allows Proposal Development Approvers to easily monitor proposals queued up for their approval and watch for proposals they will soon have to approve. If you are not an approver, you will not see any records in this card and may choose to hide it if you prefer.

Proposals Not Routing Card

Proposal Creators may use this card to monitor which proposals they are still working on and haven't been submitted for approval yet. This card also allows Proposal Development Approvers to monitor which proposals have been created and not yet submitted for their approval. To open a proposal to view or edit, click on the entry. If you are a Proposal Creator with edit rights in the Proposal's Lead Unit, you will be placed in edit mode after clicking on the entry.



Proposal Routing Card Features

Both the "Proposals Routing to Me" and "Proposals Not Routing" cards have similar options that allow you to better utilize and tune the cards to better suit your needs.

Compliance Items Tag

If a proposal has a Compliance item listed, you may click on the "Compliance" Tag Compliance to get a quick view of each item and its status.

View Additional Records

Clicking on the directional buttons in the bottom right (*) allows you to view the total number of records in each card and navigate through the full listing.

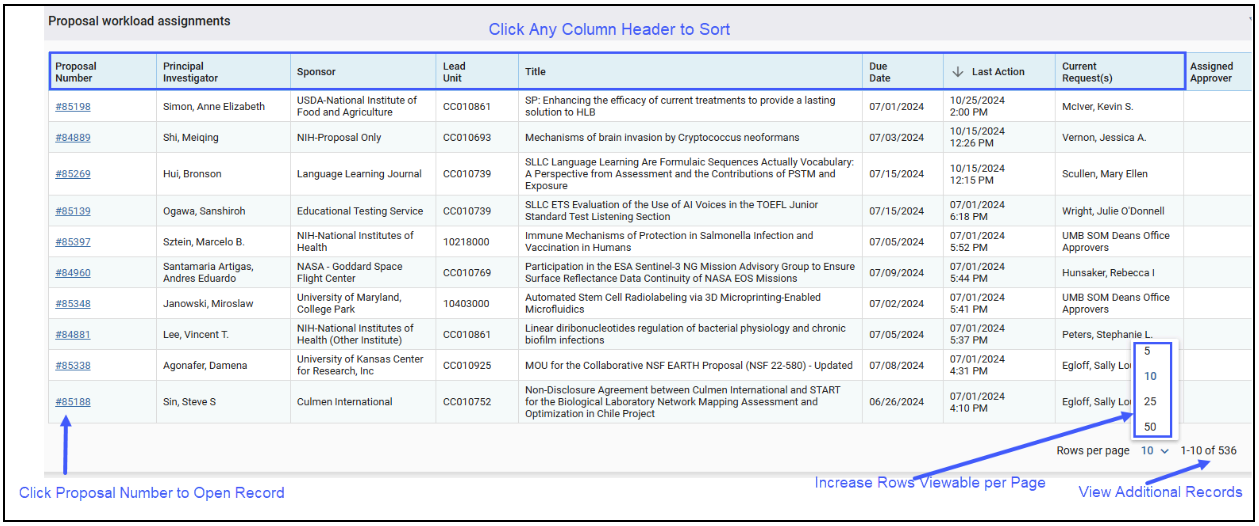
Sorting Options

You have options to sort the entries in each card based on your own preferences:

- **Deadline Date** - Sort by the proposal deadline. This is a good option to prioritize proposals that will require approvals in the "Proposals Routing to Me" card or will need to be submitted for approval soon in the "Proposals Not Routing" card. (NOTE: If a deadline date wasn't added by the proposal creator it will be at the end of your list in both ascending and descending order)
- **Last Action Taken** - Sort proposals by the most recently approved or saved activity.
- **Principal Investigator** - Sort proposals by PI.
- **Proposal Number** - Sort proposals by Proposal Number.
- **Sponsor Name** - Sort proposals by Sponsor Name.
- **Step to Approve** - (Only for "Proposals Routing to Me") Sort proposals by how many steps until they require your approval. This is also a good option that allows you to prioritize your view to show what proposals you may immediately act on to approve.

Proposal Workload Card

This card allows anyone with Proposal view access to see which proposals are still currently in the process of being approved across all routing stops. Unlike the "Proposals Routing to Me" card, you will see each proposal listed throughout the entire approval process once it has been submitted for approval. When viewing the "Current Request(s)" column you can observe who the current primary approver is (e.g. Chair, Dean, ORA Representative). The "Assigned Approver" field will always be blank. Once a proposal has been completely approved, it will be removed from this card. If a proposal is recalled or returned, it will also be removed from the card until it gets routed for approval again.



Proposal workload assignments

Proposal Number	Principal Investigator	Sponsor	Lead Unit	Title	Due Date	Last Action	Current Request(s)	Assigned Approver
#85198	Simon, Anne Elizabeth	USDA-National Institute of Food and Agriculture	CC010861	SP: Enhancing the efficacy of current treatments to provide a lasting solution to HLB	07/01/2024	10/25/2024 2:00 PM	McIver, Kevin S.	
#84889	Shi, Meiqing	NIH-Proposal Only	CC010693	Mechanisms of brain invasion by Cryptococcus neoformans	07/03/2024	10/15/2024 12:26 PM	Vernon, Jessica A.	
#85269	Hui, Bronson	Language Learning Journal	CC010739	SLLC Language Learning Are Formulaic Sequences Actually Vocabulary: A Perspective from Assessment and the Contributions of PSTM and Exposure	07/15/2024	10/15/2024 12:15 PM	Scullen, Mary Ellen	
#85139	Ogawa, Sanshiroh	Educational Testing Service	CC010739	SLLC ETS Evaluation of the Use of AI Voices in the TOEFL Junior Standard Test Listening Section	07/15/2024	07/01/2024 6:18 PM	Wright, Julie O'Donnell	
#85397	Sztein, Marcelo B.	NIH-National Institutes of Health	10218000	Immune Mechanisms of Protection in Salmonella Infection and Vaccination in Humans	07/05/2024	07/01/2024 5:52 PM	UMB SOM Deans Office Approvers	
#84960	Santamaria Artigas, Andres Eduardo	NASA - Goddard Space Flight Center	CC010769	Participation in the ESA Sentinel-3 NG Mission Advisory Group to Ensure Surface Reflectance Data Continuity of NASA EOS Missions	07/09/2024	07/01/2024 5:44 PM	Hunsaker, Rebecca I	
#85348	Janowski, Miroslaw	University of Maryland, College Park	10403000	Automated Stem Cell Radiolabeling via 3D Microprinting-Enabled Microfluidics	07/02/2024	07/01/2024 5:41 PM	UMB SOM Deans Office Approvers	
#84881	Lee, Vincent T.	NIH-National Institutes of Health (Other Institute)	CC010861	Linear diribonucleotides regulation of bacterial physiology and chronic biofilm infections	07/05/2024	07/01/2024 5:37 PM	Peters, Stephanie L.	
#85338	Agonafer, Damena	University of Kansas Center for Research, Inc	CC010925	MOU for the Collaborative NSF EARTH Proposal (NSF 22-580) - Updated	07/08/2024	07/01/2024 4:31 PM	Egloff, Sally Lo	
#85188	Sin, Steve S	Culmen International	CC010752	Non-Disclosure Agreement between Culmen International and START for the Biological Laboratory Network Mapping Assessment and Optimization in Chile Project	06/26/2024	07/01/2024 4:10 PM	Egloff, Sally Lo	

5
10
25
50

Rows per page 10 1-10 of 536

View Additional Records

You can view how many records there are in the card and navigate through the full listing by clicking on the directional buttons in the bottom right (< >). You may also increase the number or records visible per page by clicking on the "Rows per Page" option and selecting a larger number.

Sorting Options

You may sort any of the columns by clicking the column header to view either in ascending or descending order.

Hints and Tips!

Refreshing

When you return to the Dashboard page after approving or taking action in a proposal, you may not see those changes instantly reflected on the Dashboard page. The Dashboard page will refresh automatically every 5 minutes. If you want to refresh your results sooner than that, you may click on the refresh button in your web browser. (Shortcut Keys: "F5" in Windows, "Command" + "R" on Macs).

NOTE: Clicking on the Dashboard button ( ) does not refresh the page while you are on it.

Missing Updates?

If you performed an action between 3:30 am and 5:30 a.m. ET, it may not be reflected on the dashboard or "Search Records" page results due to a KR job that runs overnight to re-index dashboard data. You may reference emails (which still get sent during this timeframe) or use the Common Tasks > "Search Proposal Development" page to retrieve and review your proposal. If the proposal is edited or approved, it will show back up on the dashboard and "Search Records" page results that day. Otherwise, the proposal will appear as expected after the nightly job runs again.

Searching for an Existing Proposal

You may find and open proposals from several different areas, including within Dashboard Cards, the Search Records page, and the traditional proposal development search page.

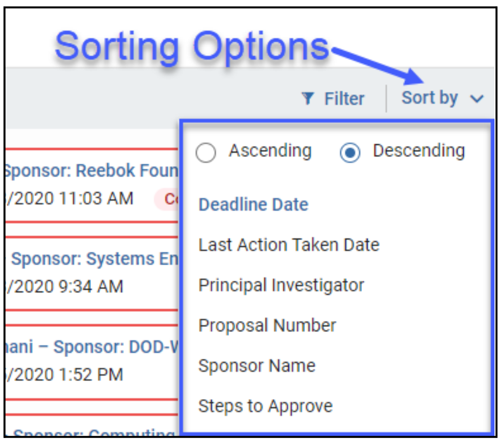
> *Note: If you are not a proposal creator or have view access to development proposals, you can request either of these roles via the [KR Access Request](#).*

Searching for an Existing Proposal within Dashboard Cards

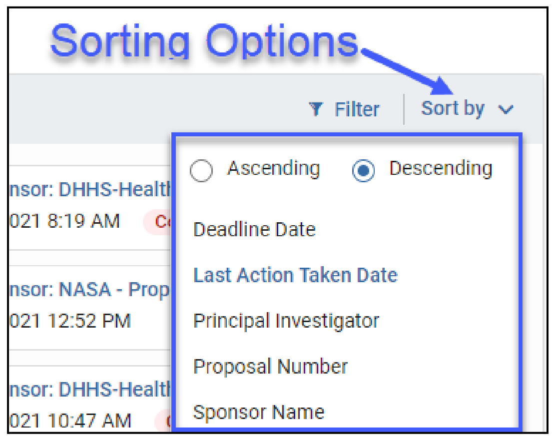
Sort

In any of the cards, you may sort in various ways to see what proposals are still being worked on and what proposals are in the approval process. To open a proposal to view or edit, click on the entry. If you are a Proposal Creator with edit rights in the Proposal's Lead Unit, you will be placed in edit mode after clicking on the entry.

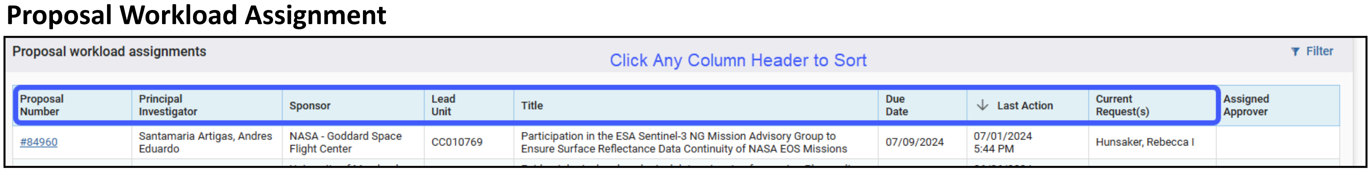
Proposals Routing to Me (if you are an Approver)



Proposals Not Routing

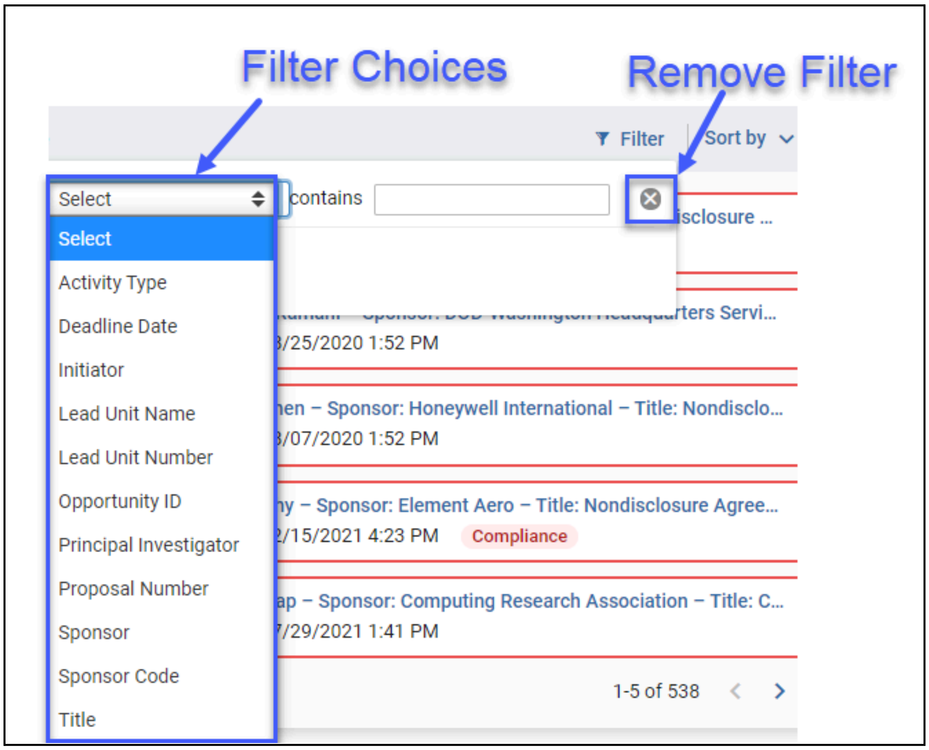


Proposal Workload Assignment

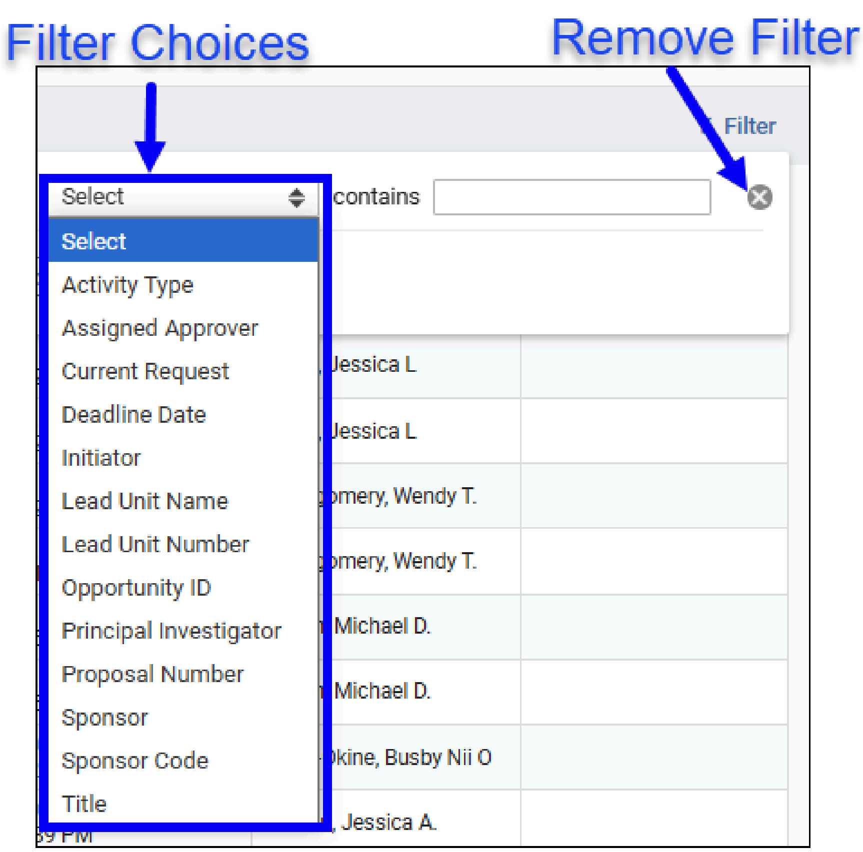


Filter
In any of the cards, you may filter on various items. You can have multiple filters set simultaneously. To remove a filter, click on the X to the right of the filter.

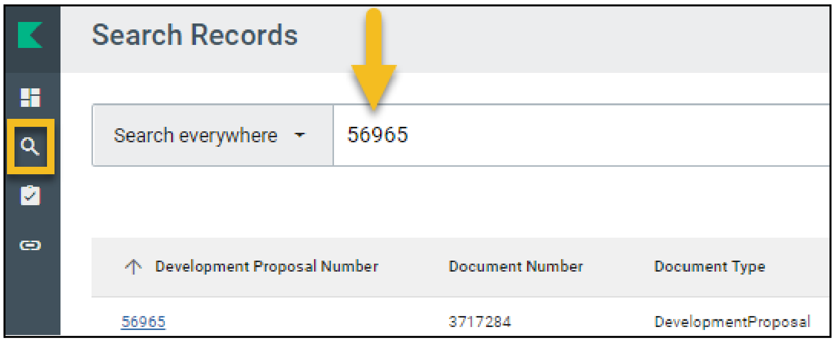
Proposals Routing to Me and **Proposals Not Routing** have the same filters.



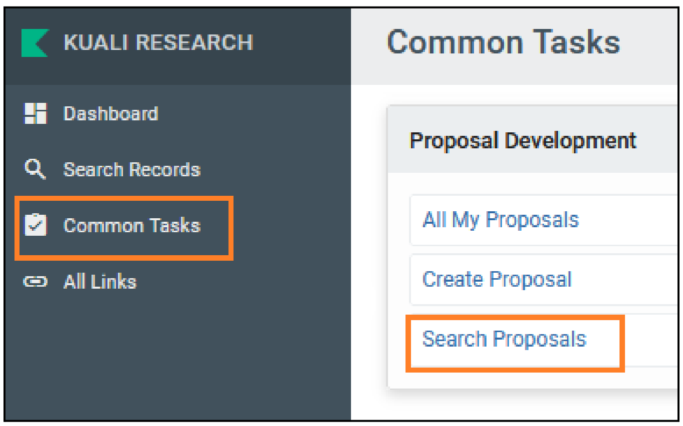
Proposal Workload Assignment



Searching for an Existing Proposal Using the Search Records Page
You can search for Proposals by Proposal Number or Doc Number, for example, by using the Search Records page. If you are having trouble distinguishing the correct record, you may narrow your results by searching within specific categories like "Development Proposal Number" or showing additional columns.



Searching for an Existing Proposal from the Common Tasks
Click [Common Tasks] > click [Search Proposals] under [Proposal Development]



This will open the Development Proposal Lookup screen.
Typing in search variables in multiple fields acts as an AND operator.
Click on the to do a secondary lookup for that particular field.

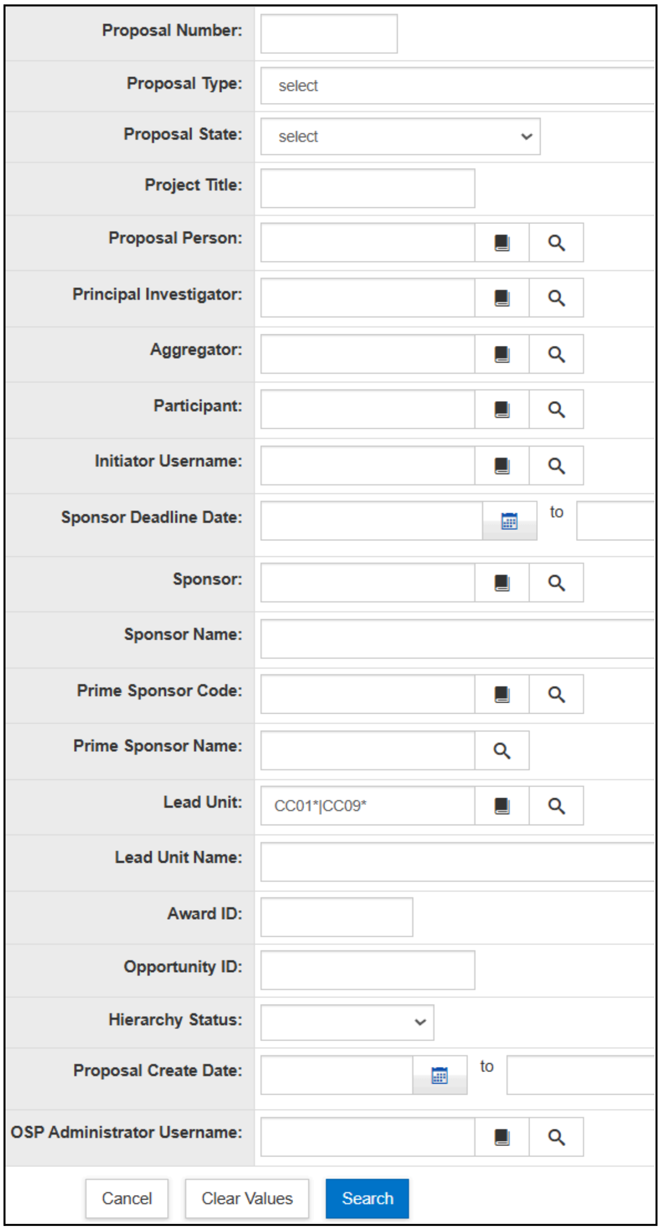
On this search page you may optionally use search operators below to further limit your results.

<table>
<tr><th>Operator</th><th>Name</th><th>Example</th><th>Comment</th></tr>
<tr><td rowspan="3">*</td><td rowspan="3">Wildcard
Any Char</td><td>Title: *apple*</td><td>Search for “apple” anywhere in the title, regardless of the number of characters</td></tr>
<tr><td>Title: apple*</td><td>Search for “apple” at the beginning of the title</td></tr>
<tr><td>Title *apple</td><td>Search for “apple” at the end of the title</td></tr>
<tr><td>?</td><td>Wildcard One Char</td><td>Title: ?ffect*</td><td>Search for a word that has any one character that precedes “ffect” (e.g. “affect” or “effect”) in the beginning of a title</td></tr>
<tr><td>| (Vertical Bar)</td><td>OR</td><td>Lead Unit:
apple|*orange*</td><td>Search for “apple” OR “orange” in any order</td></tr>
<tr><td>&&</td><td>AND</td><td>Title:
apple&&*honeycrisp*</td><td>Search for “apple” AND “honeycrisp” in any order</td></tr>
<tr><td>!</td><td>NOT</td><td>Title: *apple*&&!*tree*</td><td>Search for “apple” but not “tree”</td></tr>
<tr><td>>=</td><td>GREATER THAN OR EQUAL TO</td><td>Lead Unit: >=CC010005</td><td>Search records with Lead Unit Greater than or Equal to “CC010005”</td></tr>
<tr><td>>=</td><td>LESS THAN OR EQUAL TO</td><td>Lead Unit: <=CC010005</td><td>Search records with Lead Unit Less than or Equal to “CC010005”</td></tr>
<tr><td>>=&&<=</td><td>SERIES</td><td>Lead Unit:
>=CC010782&&<=CC010828</td><td>Search records with Lead Unit from “CC010782” to “CC010828” (Just like combining Greater Than or Equal to and Less Than or Equal to)</td></tr>
</table>

NOTE: To ensure you get a complete set of UMD records returned, type in CC01*|CC09* in the Unit ID. The KR search algorithm limits the results to 500 records, so leaving this field blank may cause KR not to return all records.
Some older UMD development proposals (2007-2015) have UMCP as their lead unit. To include them in your broad search, type in UMCP| CC01*|CC09*

Development Proposal Lookup Screen

Using Kuali Research searching techniques, type in your search criteria and click on search. If you click on Cancel, the system will return you to the Welcome screen.



Proposal Number: internal tracking number for proposal, no leading zeros
Proposal Type: type of proposal submission; pull down
Proposal State: routing/approval status; pulldown
Project Title: title of proposal
Proposal Person: search by name of any UMD Person listed on proposal
Principal Investigator: search by name of UMD person with role of PI only
Aggregator: name of a UMD person who has rights to create/compile a proposal
Participant: not used at UMD
Initiator Username: UMD directory ID of proposal creator
Sponsor Deadline Date: date proposal is due to sponsor
Sponsor: sponsor code
Sponsor Name: name of the sponsor
Prime Sponsor Code: prime sponsor code
Prime Sponsor Name: name of the originating funding sponsor
Lead Unit: **Unit ID:** always include CC01*|CC09* unless searching for a specific UMD unit
Lead Unit Name: name of the lead unit
Award ID: ID of award tied to this record, Renewals or Continuations only
Opportunity ID: funding opportunity ID
Hierarchy Status: not used at UMD
Proposal Create Date: date range of when proposal was created (inclusive)
OSP Administrator Username: directory ID of ORA Contract Administrator

> **NOTE:** To ensure you get a complete set of UMD records returned, type in CC01*|CC09* in Unit ID. The KR search algorithm limits the results to 500 records, so leaving this field blank may cause KR not to return all records.
> There are some older UMD development proposals (2007-2015) that have UMCP as their lead unit. To include them in your broad search, type in UMCP| CC01*|CC09*.

After clicking “Search” your results list will be at the bottom of the Lookup screen.
Click on “view” to open a selected proposal in view-only mode.
Click on “edit” to open a selected proposal in edit mode.

Show 10 entries csv xml xls

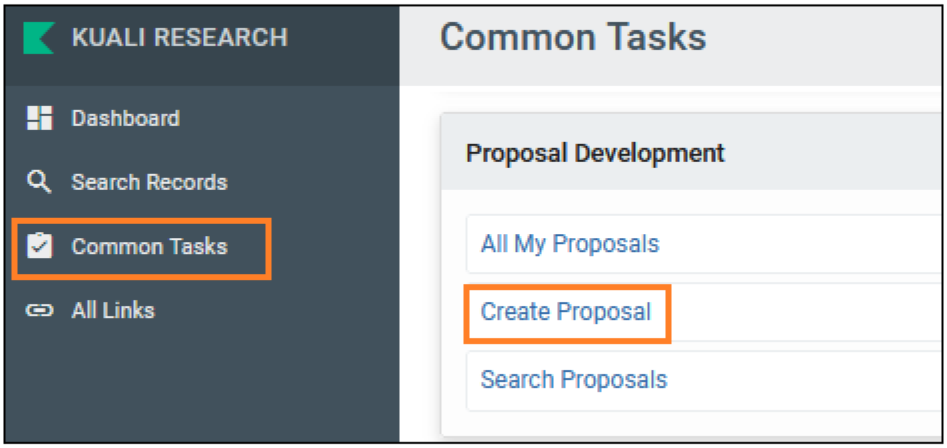
Actions	Proposal Number	Proposal Document Number	Proposal Type	Proposal State	Project Title	Prev Grants.Gov Tracking ID	Opportunity ID	Opportunity Title	CFDA Number	Agency Routing Identifier	Sponsor Name	Principal Investigator
view copy medusa	37	1839599	New	Approved Post-Submission	A University-Public School Partnership Intervention on Adolescent Obesity and Physical Inactivity						NIH-National Institutes of Health (Other Institute)	Ang Chen
view copy medusa	370	1839949	New	Approved Post-Submission	Power Harvesting Magnetorheological (MR) Dampers						STMD-Maryland Technology Development Corporation	Norman M. Wereley
view copy medusa	371	1839950	New	Approved Post-Submission	Flight Dynamics Simulation Modeling of Advanced Heavy-Lift Rotocraft						NASA - Ames Research Center	Roberto Celi
view copy medusa	372	1839951	New	Approved Post-Submission	Integrative Summit on Substance Use and Anxiety Comorbidity (ISSAC)						NIH-National Institutes of Health (Other Institute)	Carl W. Lejuez
view copy medusa	373	1839952	New	Approved Post-Submission	ITQ: Enhancing Language and Cultural Competencies for						STMD-Maryland Higher Education Commission	Perla Blejer

NOTE: Search results may display proposals you don’t have the rights to view. If you try to open a proposal such as this, you will receive an error “Error Message: user 'username' is not authorized to open document…”

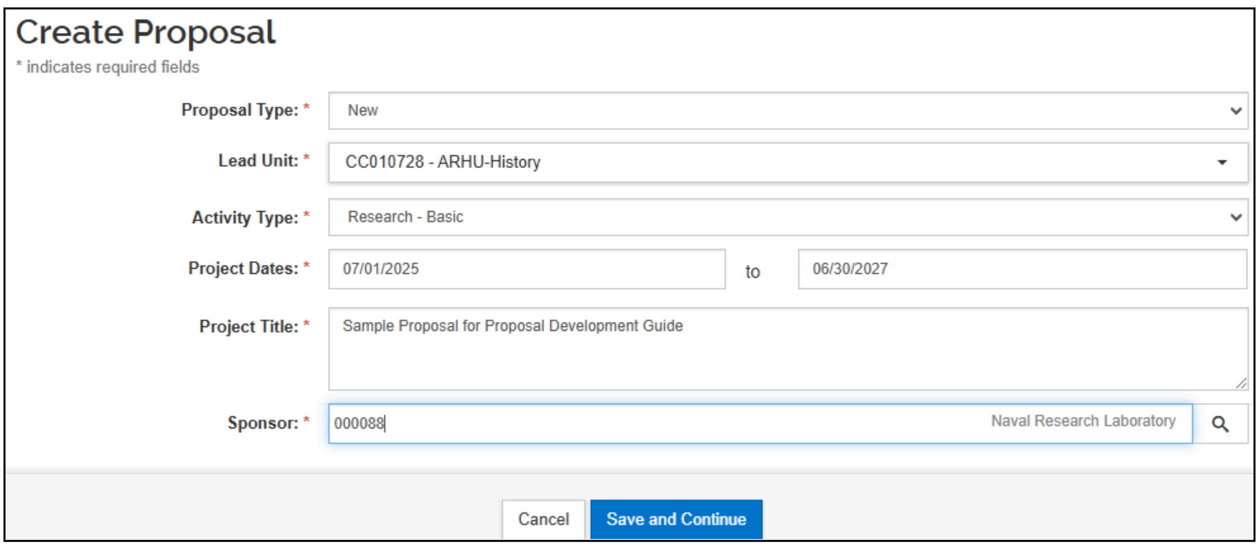
Creating a New Proposal

Creating a New Proposal

Click [Common Tasks] > click [Create Proposal] under [Proposal Development]



On the Create Proposal page, all fields with an asterisk (*) must be completed before you are allowed to save. Once data has been entered, click [Save and Continue]. If you click on Cancel, the system will return to the Welcome screen without saving any information you have typed.



Proposal Type (required): Please choose only from these proposal types:

- **New**: An application is submitted for funding for the first time.
- **Continuation**: A non-competing application for additional funding within the previously approved funding period.
- **Pre proposal:** as defined by the sponsor
- **Renewal**: (formerly called competing continuation) Previous years: The project has been funded for only a few years, and this proposal seeks to continue the project.
- **Resubmission (for S2S)**: (formerly called revision or amended application) Application previously submitted and reviewed by the sponsor but not funded. Used for System-to-System applications only.
- **Revision**: (formerly called supplement for NIH): An application that proposes a significant change in an existing award, change in scope of work, etc

Lead Unit (required): If you have the rights to create proposals in more than one unit, a list of units will appear on the drop-down menu. Select the lead unit for the proposal.

NOTE: The Lead Unit can't be changed after a proposal is created; if it needs to be changed, a new or copied proposal must be created.

Activity type (required): choose the correct award type from the drop-down box.

- **Research - Basic:** a systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.
- **Research - Applied:** research assessing and using some part of accumulated theories, knowledge, methods, and techniques for a specific driven purpose.
- **Research - Development:** systematic application of knowledge or understanding, directed toward producing useful materials, devices, and systems or methods including design, development, and improvement of prototypes and new processes to meet specific requirements.
- **Clinical Trial:** research studying the effectiveness of a particular device/therapy/drug on humans.
- **Training/Instruction:** projects, which incorporate mainly teaching.
- **Fellowship:** projects which provide a stipend to faculty or students in support of their undirected research or advanced study.
- **IPA:** Intergovernmental Personnel Assignments of personnel on temporary assignment to federal agencies.
- **Services/Other Sponsored Activities:** projects, which involve the performance of work other than instruction/training and research. Examples of such projects are health and community service projects.

Project Dates (required): Enter the start and end dates for the proposal.
Project Title (required): Enter the title of the proposal. This is limited to 200 characters for Grants.gov proposals. Some sponsors require shorter titles. Do not use special characters in the title, use “smart quotes,” or copy and paste text from other word processing programs such as MS Word.
Sponsor (required): Start typing theType the sponsor's. Alternatively, you may click the looking glass icon next to the field to search for the sponsor. Select the sponsor or and click ok.

- **Proposal-OnOK Sponsors**: For some sponsors, we always will use “Proposal Only” when selecting them because we may not be sure which division may manage it if awarded. Please use this sponsor for these agencies.

Acronym	Sponsor Name	Sponsor Code
DOE	DOE-Proposal Only	202510
NASA	NASA-Proposal Only	205429
NIH	NIH-Proposal Only	012336
USDA	USDA-Proposal Only	208634

If you can’t locate the sponsor, search for the Temp Sponsor in the Sponsor Code column (Temp Sponsor – ORA will review) or search for Sponsor ID: 207756. Email **kr-help@umd.edu** with the sponsor information and it will be created.

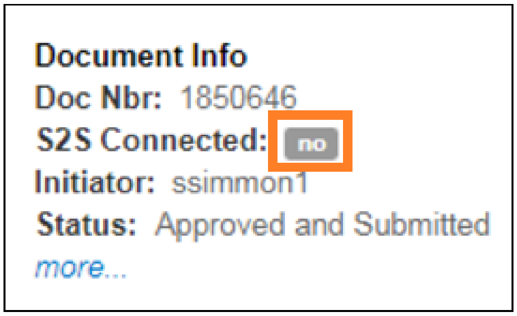
Click [Save and Continue]. Once it is saved, the Proposal Number will be assigned by Kuali.

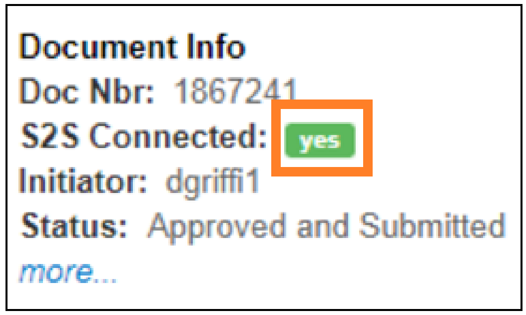
Proposal Components and Navigation

After creating a proposal, the Proposal Details screen is displayed. The screen has three parts - the Document Reference Information Box, the Proposal Sections Panel, and the tab bar for additional actions.

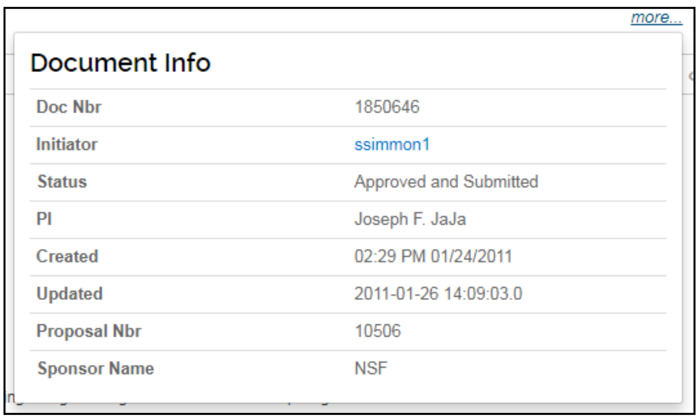
Document Reference Information Box (top right)

Shows information about the document for this version of the Proposal Development record.
S2S Connected: did/will this proposal be submitted directly to Grants.gov?
Initiator: directory ID of proposal creator
Status: status of the proposal - In Progress: not yet routed; Approval Pending: proposal is being routed





You can click on [more…] to see more information about the document. This contains more reference detail information for this development proposal. Click anywhere off the panel to close it.



Document Info

Doc Nbr	1850646
Initiator	ssimmon1
Status	Approved and Submitted
PI	Joseph F. JaJa
Created	02:29 PM 01/24/2011
Updated	2011-01-26 14:09:03.0
Proposal Nbr	10506
Sponsor Name	NSF

Doc Nbr: internal tracking number for this document
Initiator: directory ID of person who created the proposal
Status: current status of the proposal
PI: name of PI assigned to the proposal
Created: date and time proposal was created
Updated: date and time proposal was last updated
Proposal Nbr:internal tracking number for this proposal (note no leading zeroes)
Sponsor Name: name of sponsor that this proposal will be/was submitted to

Proposal Bar (on top)

Tab bar for additional actions	
Icons	**Description**
✔ Data Validation (off)	Turn on and off validations, which will flag issues prior to submission.
Print	Displays the printable materials.
Copy	Allows you to create a copy of the current proposal.
	Opens the Medusa Window – Award, Institute Proposal, Subcontract and Development proposal links to show the relationship among them. Allows one to move from one module to the next without searching within each separate module.
Hierarchy	UMD does not use this feature.
Budget Versions	Displays all budget versions. It allows you to create, finalize, and select a specific budget version for proposal submission.
Link	Displays the proposal link.
Help	Displays the Kuali Research guidebook, not specific to UMD.

Navigation Buttons (on bottom)

Action Buttons	Description
Back	Click to navigate to the previous listing on the left menu
Save	Click to save any entered data and to stay on the same screen
Save and Continue	Click to save and continue button to navigate to the next section of the proposal/budget as listed in the navigation menu
Close	Click to close and exit the proposal

ALWAYS CLICK THE "CLOSE" BUTTON WHEN FINISHED
When you are finished editing a proposal, you must click the "Close" button at the bottom of the Proposal Development page in order to release the proposal lock.

WARNING: If you close your web browser or web browser tab while editing a proposal, this does NOT release the lock, and another aggregator in your department will be unable to edit the proposal so it's important that you click on the "Close" button when finished editing. For more information on proposal locks and how to clear them, see Proposal Lock.

Proposal Sections (on left)

Proposal sections		
Left icon	**Sub menu**	**Description**
Basics		includes Proposal Details, S2S Opportunity Search, Delivery info, Sponsor & Program Information
	Proposal Details	Displays details of the proposal
	S2S Opportunity Search	Displays the S2S opportunity and forms
	Delivery Info	Displays the delivery information
	Sponsor & Program Info	Displays information the sponsor needs or for routing
	Organization and Location	Displays the organization and performance sites
Key Personnel		Includes the Personnel and Credit Allocation
	Personnel	Displays PI, Co-I and/or Key personnel
	Credit Allocation	Displays the Credit Split
Questionnaire		Display any questionnaires applicable to proposal
Compliance		Displays the Special Reviews
Attachments		Displays the narrative, personnel (CV/CP), Internal attachments
Budget		Displays the list of the budget versions created for this proposal, and serves as a portal to navigate to the Budget via selecting an existing version or creating new version by adding or copying a budget
Access		Displays users or modify permissions of current users of the proposal
Supplemental Information		Displays F&A rates and account includes admin cost
Summary/Submit		Reviews the summary for completion prior to using the Submit for Review button as well as using the View Route Log button to preview the approval routing prior to submission
Notifications		Displays all notifications that have been generated for the proposal.

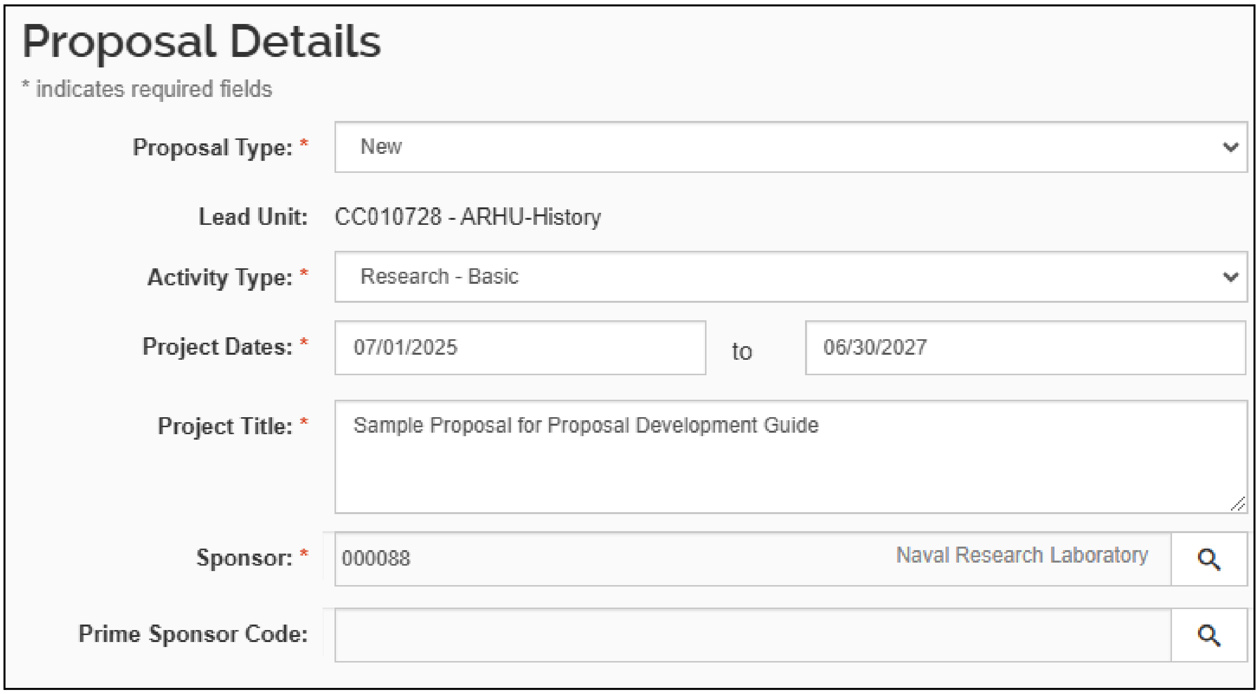
Proposal Data Entry

If you are in the view mode, click on the edit button at the bottom of the screen to put the proposal in edit mode. Once in edit mode, you can make changes as needed. If you leave the screen without saving, Kuali Research will automatically save the proposal. If you click on [Save and Continue], Kuali Research will save the proposal and go to the next logical screen.

Basic Section

Proposal Details Subsection

Open the [Basics] section > Open [Proposal details] subsection
Edit any fields and add a Prime Sponsor Code, if applicable.



After creating the proposal and entering in all the required fields you will have additional fields available on the Basics page:

- **Prime Sponsor Code**: prime sponsor code and name of the organization providing funds to the sponsor of the proposed project

NOTE: If you selected a Proposal Type of Renewal, Resubmission(for S2S), Revision, or Pre Proposal you will see two additional fields to provide information on a related record if applicable:

- **Award ID**: for proposed projects with a previous award, enter the Kuali Research award ID
- **Original Institutional Proposal ID**: if a renewal or resubmission, enter the institutional proposal ID of the original proposal.

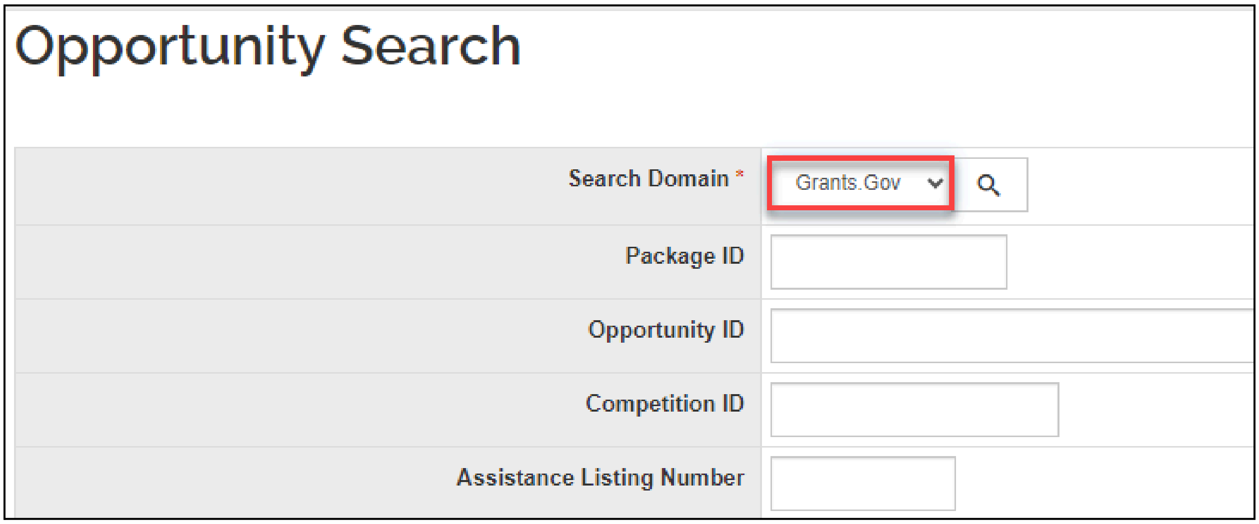
S2S Opportunity Search Subsection (if not S2S, [skip to Delivery Info Subsection](#))

If the proposal is an S2S proposal, select the S2S Opportunity information in this subsection. Click on Find an opportunity to identify the funding opportunity for this proposal.

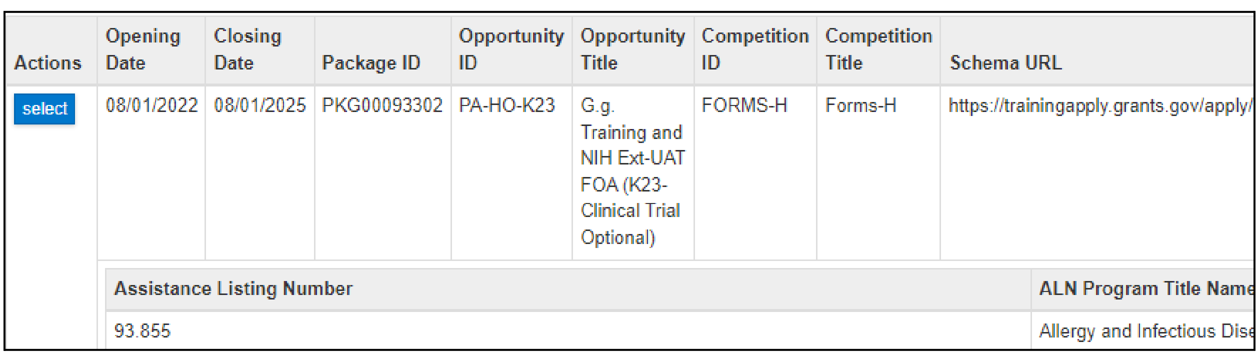
Opportunity Tab

Add a Grants.gov opportunity

- Open [Basics] section > Open [S2S opportunity search] subsection
- Click Find an opportunity > Update the Search Domain to [Grants.Gov]
- Search by either the [Package ID] or [Opportunity ID] or the [AL Number] field > Click [Search]



Search Domain: Select Grants.gov (Research.gov is not yet available)
Package ID: Package Identifier (PKG########) similar to the Opportunity ID, which allows you to retrieve a grant opportunity.
Opportunity ID: Funding opportunity number, which is the most common method for searching and may use many different formats depending on the sponsor (e.g. PAR-18-914, DE-FOA-0001986, USDA-NIFA-AFRI-006609, etc.).
Competition ID: For Opportunities that list multiple Competition IDs you may optionally include a Competition ID in your search to be more specific. This field cannot be searched on alone.
Assistance Listings Number: ALN (formerly CFDA) represents federal agencies and programs (##.###), searches here will retrieve those available opportunities.

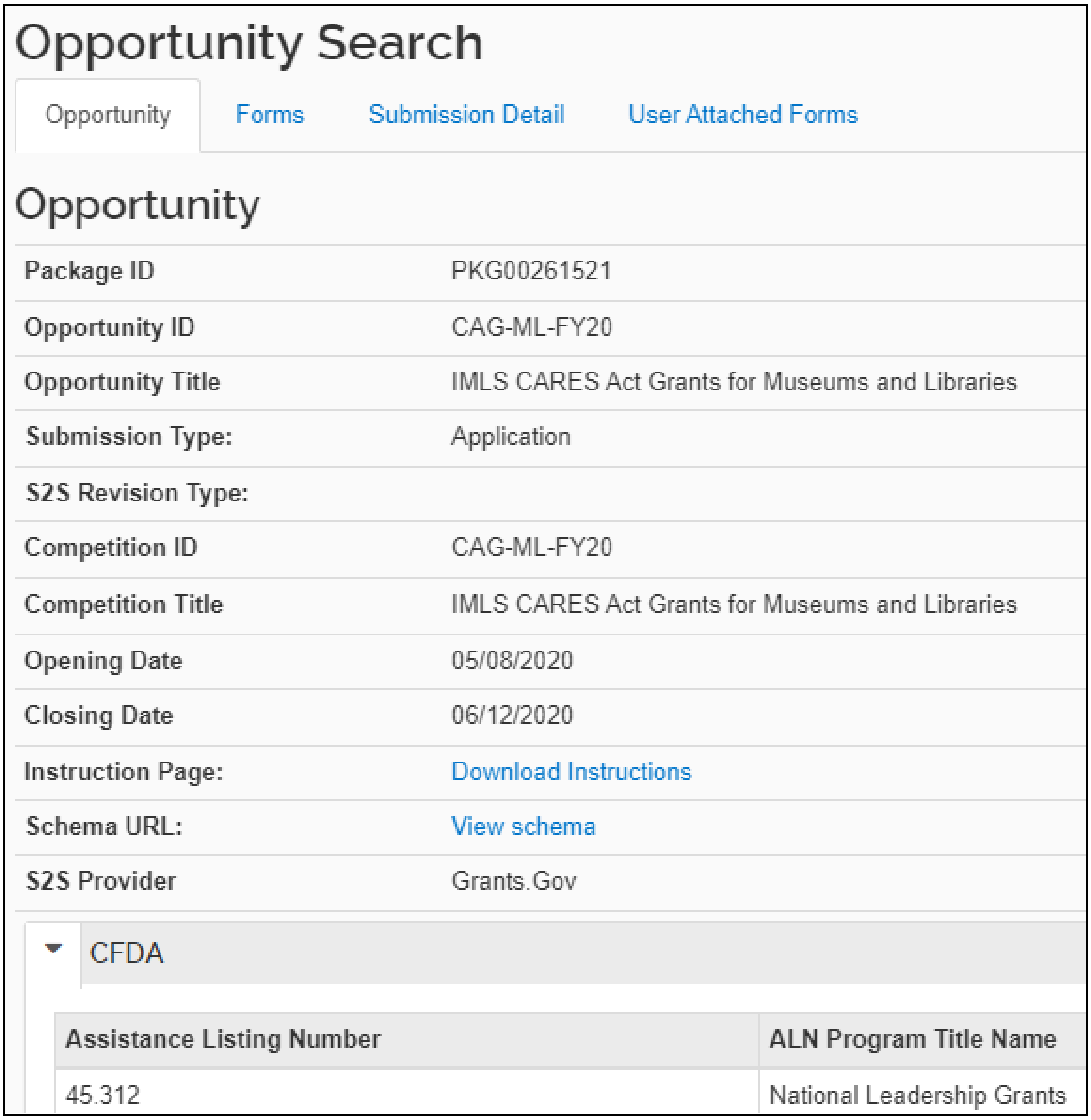


Actions	Opening Date	Closing Date	Package ID	Opportunity ID	Opportunity Title	Competition ID	Competition Title	Schema URL
select	08/01/2022	08/01/2025	PKG00093302	PA-HO-K23	G.g. Training and NIH Ext-UAT FOA (K23-Clinical Trial Optional)	FORMS-H	Forms-H	https://trainingapply.grants.gov/apply/

Assistance Listing Number	ALN Program Title Name
93.855	Allergy and Infectious Dise

In the search results, click on the Select button to choose the funding opportunity for the proposal.

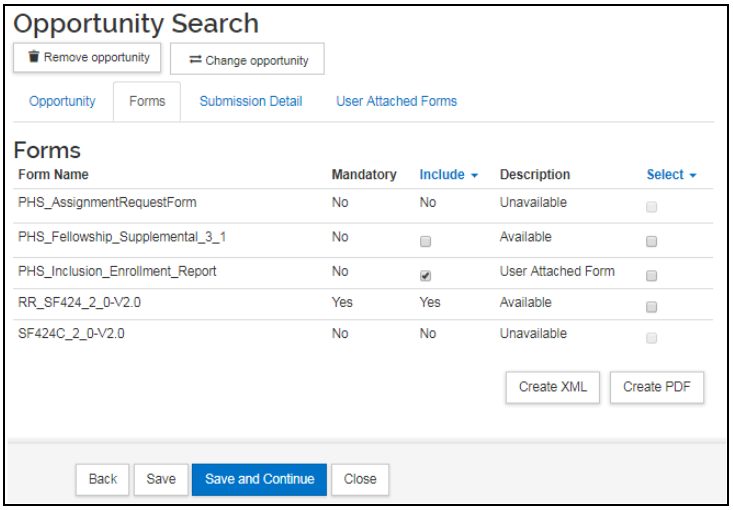
On the Opportunity Search page > Opportunity Tab details are displayed about the opportunity. Review the grants.gov submission details and confirm the correct opportunity has been selected. The instruction page is also available to be downloaded here. CFDA is now ALN. The instruction page is also available to be downloaded here. CFDA is now ALN.



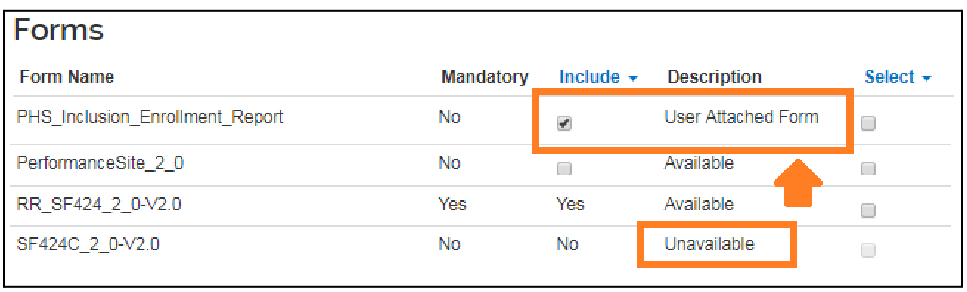
Forms Tab

On the Opportunity Forms Tab, check the checkboxes for any optional forms required per the funding opportunity instructions.

- Mandatory forms will always be marked to be included (has "YES" under [Include])
- Optional Forms may need to be added based on the Funding Opportunity and the details of the application. Click the appropriate checkbox under the Include column to ensure they will be submitted as part of the application.
- Click [Save] or [Save and Continue]

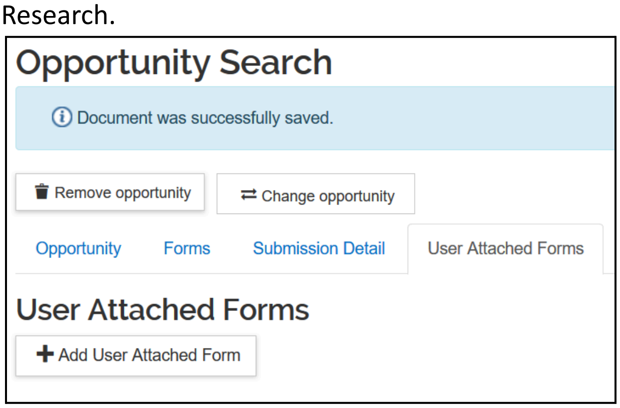


- If you need to include any forms that have a description of "Unavailable," you will need to go to the User Attached Forms tab to address those.
- After uploading a User Attached form, the optional forms will show as "User Attached Form" and not "Unavailable."



User Attached Forms Tab

The User Attached Forms tab allows you to manually attach any missing forms unavailable to Kuali Research.



- If you need to add a User Attached Form, note the form name(s) on the Forms Tab.

- Visit https://simpler.grants.gov/search?utm_source=Grants.gov
- Identify the form(s) needed; if not found, click through the different form families on the left until you find them.
- Click on the PDF link to download the form.
  These are unstitched forms that will allow you to enter data and upload to Kuali Research.

R&R Family Forms: Export Data

Agency Owner	Form Name	Adobe Form	Form Schema	Form Items Description	GG Version	OMB Number	OMB Expiration
HHS	AENT Program Specific Data Forms	PDF	Schema	FID	1.0	0930-0367	06/30/2020
USDA	AFRI PROJECT TYPE	PDF	Schema	FID	1.0	0524-0039	10/31/2018
HHS	ANEW Program Specific Data Forms	PDF	Schema	FID	1.0	0930-0367	06/30/2020
Grants.gov	Assurances for Non-Construction Programs (SF-424B - R&R)	PDF	Schema	FID	1.1	4040-0007	01/31/2019
Grants.gov	Attachments	PDF	Schema	FID	1.2		
Grants.gov	Budget Information for Construction Programs (SF-424C)	PDF	Schema	FID	2.0	4040-0008	01/31/2019

- If the version of the form is not displayed and you need an older version, click on the FID link for the desired form.

R&R Family Forms: Export Data

Agency Owner	Form Name	Adobe Form	Form Schema	Form Items Description	GG Version	OMB Number	OMB Expiration
HHS	AENT Program Specific Data Forms	PDF	Schema	FID	1.0	0930-0367	06/30/2020
USDA	AFRI PROJECT TYPE	PDF	Schema	FID	1.0	0524-0039	10/31/2018
HHS	ANEW Program Specific Data Forms	PDF	Schema	FID	1.0	0930-0367	06/30/2020
Grants.gov	Assurances for Non-Construction Programs (SF-424B - R&R)	PDF	Schema	FID	1.1	4040-0007	01/31/2019
Grants.gov	Attachments	PDF	Schema	FID	1.2		
Grants.gov	Budget Information for Construction Programs (SF-424C)	PDF	Schema	FID	2.0	4040-0008	01/31/2019

- On the Form Items Description (FID) page, click on the "Download PDF" link for the version you need.

FORM ITEMS DESCRIPTION (FID)

Budget Information for Construction Programs (SF-424C)

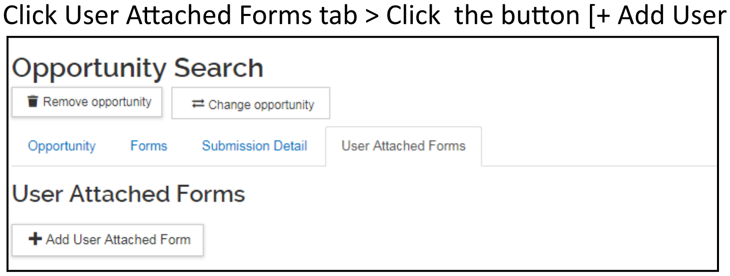
VERSION(S):

Version	Name	Status	Actions
2.0	Budget Information for Construction Programs (SF-424C)	Active	View Schema | Download PDF | Download DAT
1.0	Budget Information for Construction Programs (SF-424C)	Inactive	View Schema | Download PDF | Download DAT

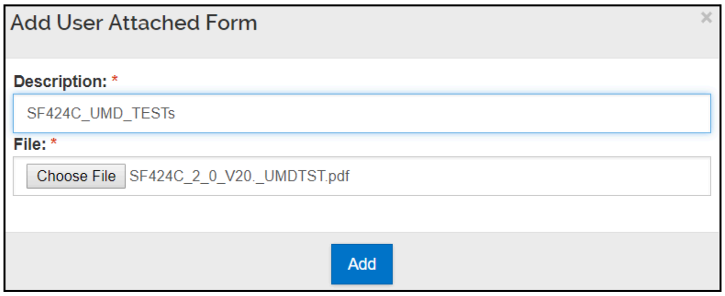
- Once you've downloaded the unstitched form(s), perform the necessary data entry on each.
- After the forms have been completed, they are ready to be uploaded via the User Attached Forms Tab.

Adding User Attached Forms

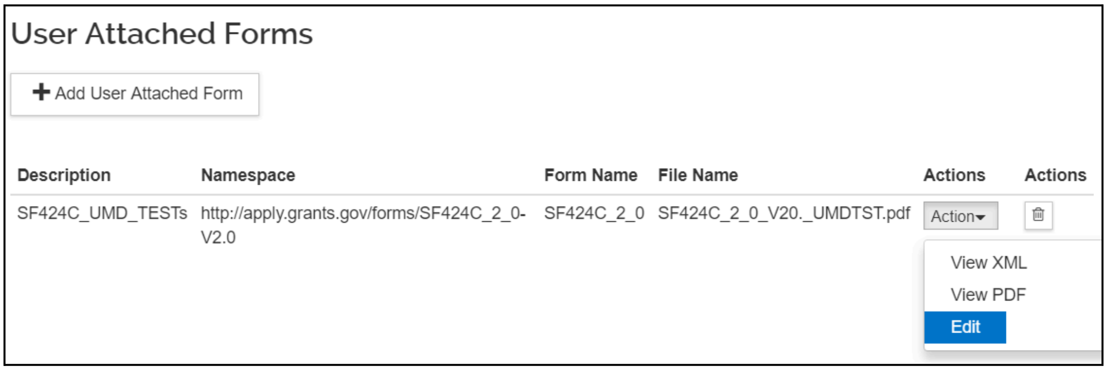
Click User Attached Forms tab > Click the button [+ Add User attached Form]



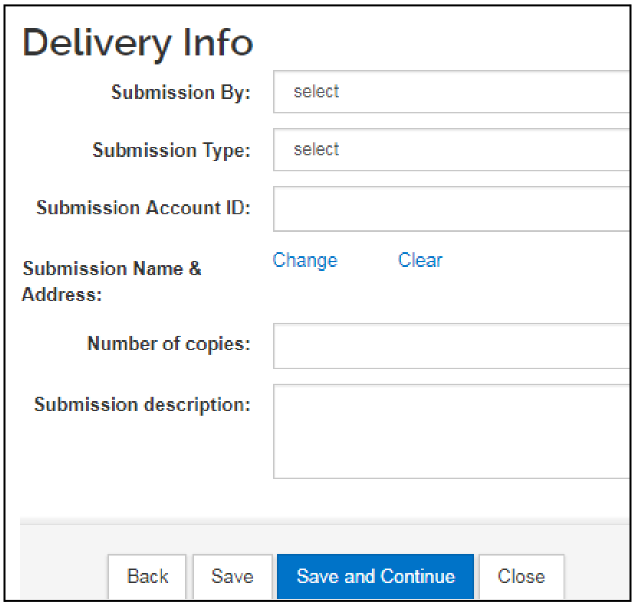
Enter a description and attach a COMPLETED PDF file > Click [Add]



You will see the form now listed in the User Attached Forms list.
If you need to edit the [Description] after uploading, click [Action] > Click [edit]
If you need to view the PDF at any point, click on the Actions pulldown and click View PDF



Delivery info Subsection



Submission by: if the proposal will be sent electronically, select "OSP" (ORA) or if it is to be mailed, select "Department"

Submission Type: If the proposal is to be submitted electronically (e.g. grants.gov, email), select "Electronic", if it is to be mailed select "Regular", we do not use "Delivery Service"

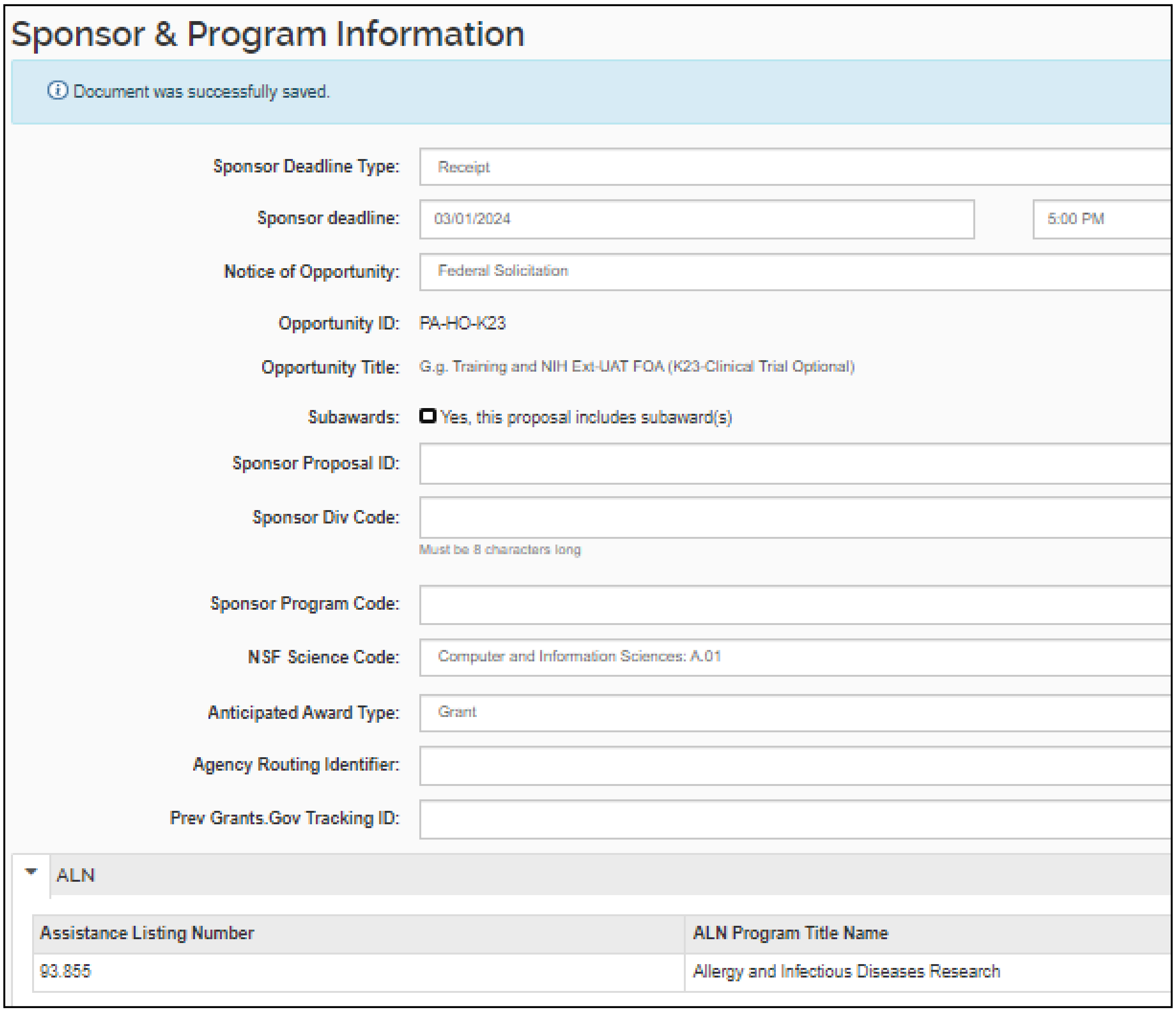
Submission Account ID,

Submission Name & address,

Number of copies: not used at UMD

Submission description: describe the electronic delivery method used for submission system (e.g. Grants.gov, Research.gov, email address, or instructions for ORA)

Sponsor & Program information Subsection


Sponsor & Program Information

Document was successfully saved.

Sponsor Deadline Type: Receipt

Sponsor deadline: 03/01/2024 5:00 PM

Notice of Opportunity: Federal Solicitation

Opportunity ID: PA-HO-K23

Opportunity Title: G.g. Training and NIH Ext-UAT FOA (K23-Clinical Trial Optional)

Subawards: Yes, this proposal includes subaward(s)

Sponsor Proposal ID:

Sponsor Div Code:

Must be 8 characters long

Sponsor Program Code:

NSF Science Code: Computer and Information Sciences: A.01

Anticipated Award Type: Grant

Agency Routing Identifier:

Prev Grants.Gov Tracking ID:

ALN

Assistance Listing Number	ALN Program Title Name
93.855	Allergy and Infectious Diseases Research

Sponsor deadline: type in date. If there is no deadline date, enter 1/1/2099.
Enter deadline time in either in 24h format or use AM/PM. This is the Eastern time zone. 5:00 pm is 17:00.

Sponsor deadline type: Select Postmark, Receipt or Target, (Target: no deadline; if submitted early; subaward & etc)

Notice of opportunity: select type of solicitation

Opportunity ID: already entered based on Grants.gov opportunity previously selected

Opportunity Title: already entered based on Grants.gov opportunity previously selected

Subawards: Check yes if this project will include subawards

Sponsor Proposal ID: complete if directed to do so in FOA

NSF Science Code: see full listing on next page

Anticipated Award Type: select award type. Note that this selection determines the type of Questionnaire you will be required to answer.

Agency Routing Identifier complete if directed to do so in FOA

Prev Grants.Gov Tracking ID: used for Changed/Corrected or Resubmission S2S applications only

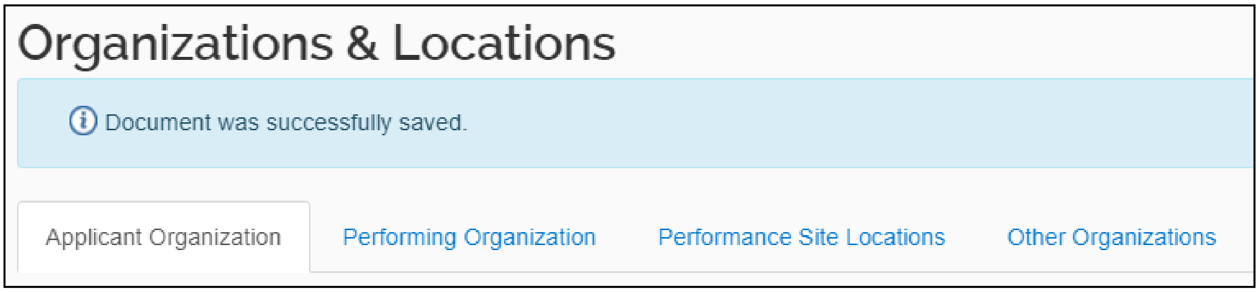
Assistance Listings Number: completed based on Grants.gov opportunity

NSF Science Code (REQUIRED FOR ALL PROPOSALS): complete based on PI input; one code/one project

A.01 Computer and Information Sciences: A.01
B.01 Aerospace, Aeronautical, and Astronautical Engineering - Engineering: B.01
B.02 Bioengineering and Biomedical Engineering - Engineering: B.02
B.03 Chemical Engineering - Engineering: B.03
B.04 Civil Engineering - Engineering: B.04
B.05 Electrical, Electronic, and Communications Engineering - Engineering: B.05
B.06 Industrial and Manufacturing Engineering - Engineering: B.06
B.07 Mechanical Engineering - Engineering: B.07
B.08 Metallurgical and Materials Engineering - Engineering: B.08
B.09 Other Engineering - Engineering: B.09
C.01 Atmospheric Science and Meteorology - Geosciences, Atmospheric, and Ocean Sciences: C.01
C.02 Geological and Earth Sciences - Geosciences, Atmospheric, and Ocean Sciences: C.02
C.03 Ocean Sciences and Marine Sciences - Geosciences, Atmospheric, and Ocean Sciences: C.03
C.04 Other Geosciences, Atmospheric and Ocean Sciences - Geosciences, Atmospheric, and Ocean Sciences: C.04
D.01 Agricultural Sciences - Life Sciences: D.01
D.02 Biological and Biomedical Sciences - Life Sciences: D.02
D.03 Health Sciences - Life Sciences: D.03
D.04 Natural Resources and Conservation - Life Sciences: D.04
D.05 Other Life Sciences - Life Sciences: D.05
E.01 Mathematics and Statistics: E.01
F.01 Astronomy and Astrophysics - Physical Sciences: F.01
F.02 Chemistry - Physical Sciences: F.02
F.03 Materials Science - Physical Sciences: F.03
F.04 Physics - Physical Sciences: F.04
F.05 Other Physical Sciences - Physical Sciences: F.05
G.01 Psychology: G.01
H.01 Anthropology - Social Sciences: H.01
H.02 Economics - Social Sciences: H.02
H.03 Political Science and Government - Social Sciences: H.03
H.04 Sociology, Demography, and Population Studies - Social Sciences: H.04
H.05 Other Social Sciences - Social Sciences: H.05
I.01 Other Sciences: I.01
J.01 Education - Non-S&E Fields: J.01
J.02 Law - Non-S&E Fields: J.02
J.03 Humanities - Non-S&E Fields: J.03
J.04 Visual and Performing Arts - Non-S&E Fields: J.04
J.05 Business Management and Business Administration - Non-S&E Fields: J.05
J.06 Communication and Communications Technologies - Non-S&E Fields: J.06
J.07 Social Work - Non-S&E Fields: J.07
J.08 Other Non-S&E Fields - Non-S&E Fields: J.08

Organization and Location Subsection

This section allows you to add Performance Sites and Subawardees if applicable to the proposal.



Applicant Organization Tab

The applicant organization cannot be changed in the proposal. Do not edit.

Performing Organization Tab

Performing organization: this should remain University of Maryland with the ORA address. Do not edit.

Performance Site Locations Tab

Performance Site(s) must be listed for any of the following instances identified for the project:

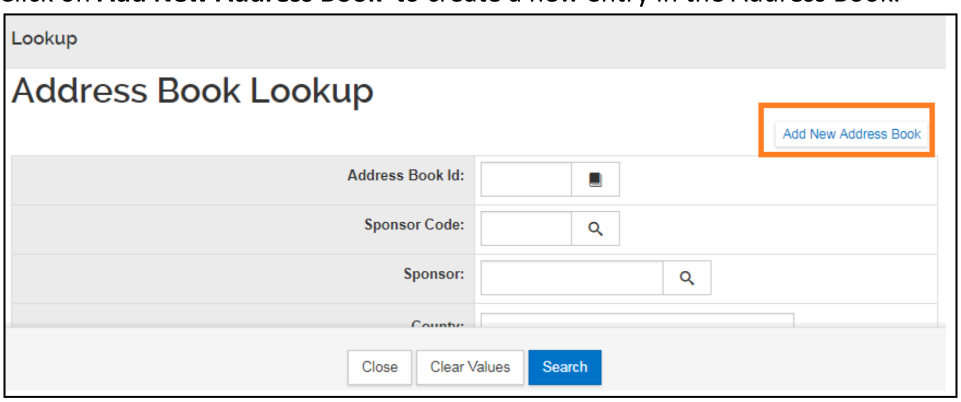
- an off-campus site where UMD work will take place for a minimum of three consecutive months
- a field work location

This tab is NOT for subawardees. The Address Book is used to lookup or create new entries that you may add to the Performance Site list.

- If an Address Book record already exists:
  Click [Performance Site Locations] tab > Click [Add Performance Site] >
  Search [address book] > Select the organization by clicking the box >
  Click [return selected]

Create a New Performance Site in the Address Book

- If an Address Book does NOT exist, you may create one.
  Click on **Add New Address Book** to create a new entry in the Address Book.



Address Book Document Overview Panel

Enter your initials or name of the performance site in the description field for the Address Book entry. This is a mandatory field that is not included when submitting to a sponsor.

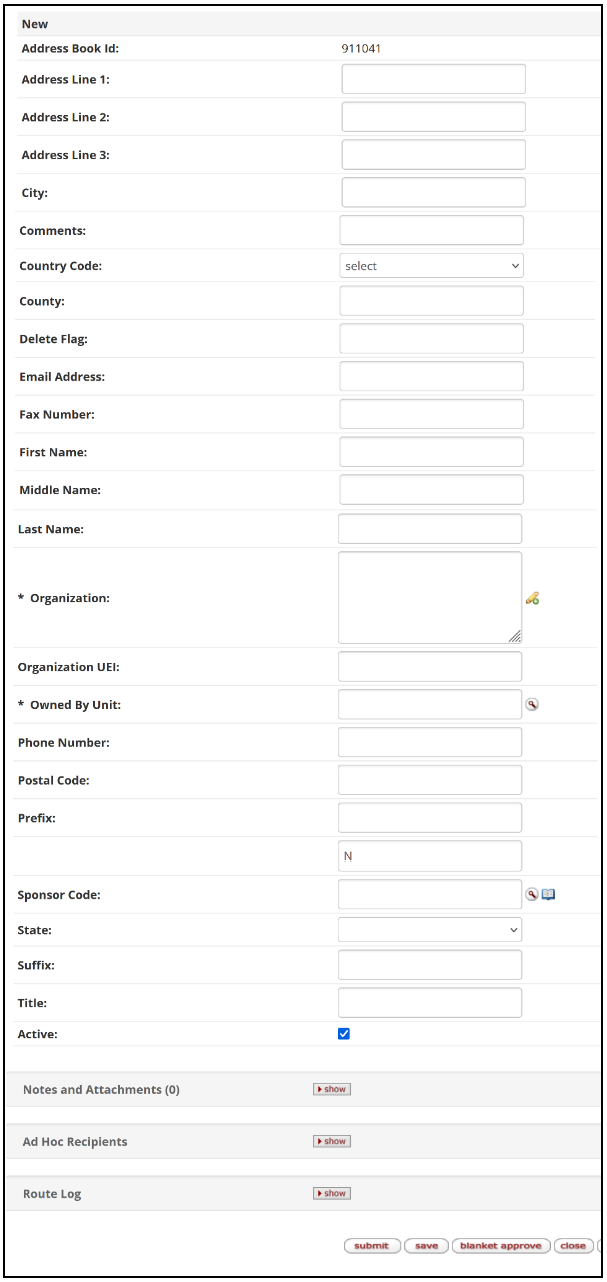

* indicates required field

Document Overview

Description: *

Organization Document Number:

Explanation:


New

Address Book Id: 911041

Address Line 1:

Address Line 2:

Address Line 3:

City:

Comments:

Country Code: select

County:

Delete Flag:

Email Address:

Fax Number:

First Name:

Middle Name:

Last Name:

* Organization:

Organization UEI:

* Owned By Unit:

Phone Number:

Postal Code:

Prefix:

N

Sponsor Code:

State:

Suffix:

Title:

Active:

Notes and Attachments (0) show

Ad Hoc Recipients show

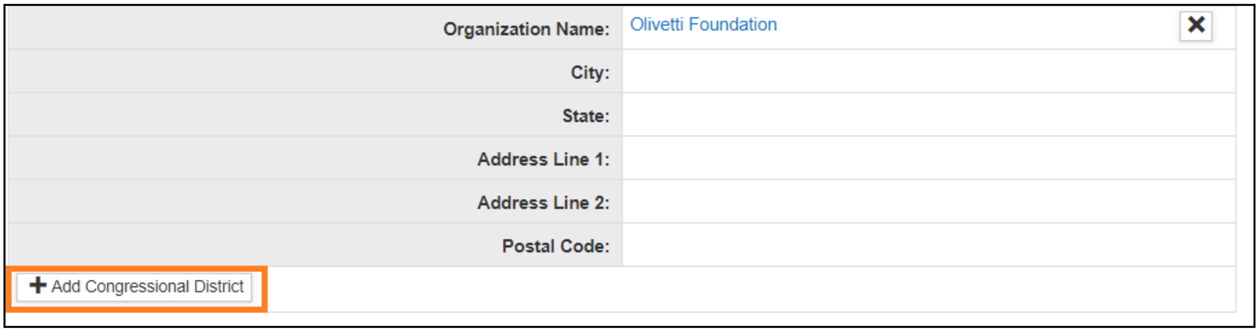
Route Log show

submit save blanket approve close

Address Book - Performance Site

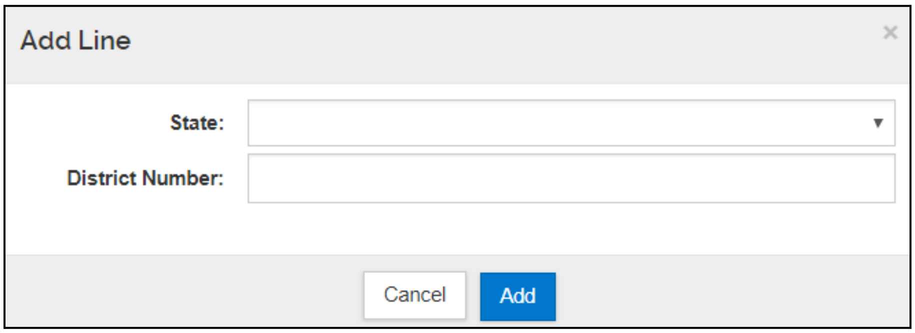
Address Book ID: internally assigned number
Address Line 1/2/3 (Line 1 REQUIRED): address lines (only enter data in address line 1 and 2),
City (REQUIRED): city name
Comments: not used at UMD
Country Code (REQUIRED): dropdown menu
County: not used at UMD
Delete Flag: not used at UMD
Email Address: email of individual or organization
Fax Number: fax phone number
First name: first name of individual
Middle name: middle name of individual
Last name: last name of individual
Organization (REQUIRED): name of organization for individual or performance site
Owned by Unit (REQUIRED): enter "000001"
Phone Number (REQUIRED): phone number of individual or organization
Postal Code (REQUIRED): for US zip codes include the Zip+4 or for NON-US enter foreign postal code
Prefix: prefix salutation (e.g. Mr., Mrs., Dr.)
Sponsor Code: do not use, used only by sponsor records in KR
State (REQUIRED if US or CANADA): drop-down, select state
Suffix: suffix salutations (e.g. Jr, Sr., III,)
Title: title of the individual

Once you add the performance site, you will need to add the congressional district.



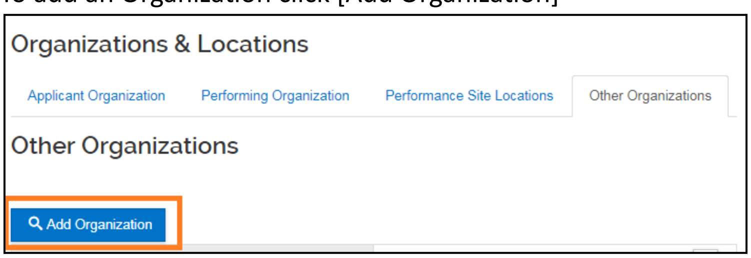
How to Lookup the Congressional District
https://www.house.gov/representatives/find-your-representative **- zip code search**
https://www.govtrack.us/congress/members **- by address**

Select the state, then put the district number.
The format of the District Number must be three digits with zero(s) in the front.
(5th congressional district would be 005; 11th district would be 011)



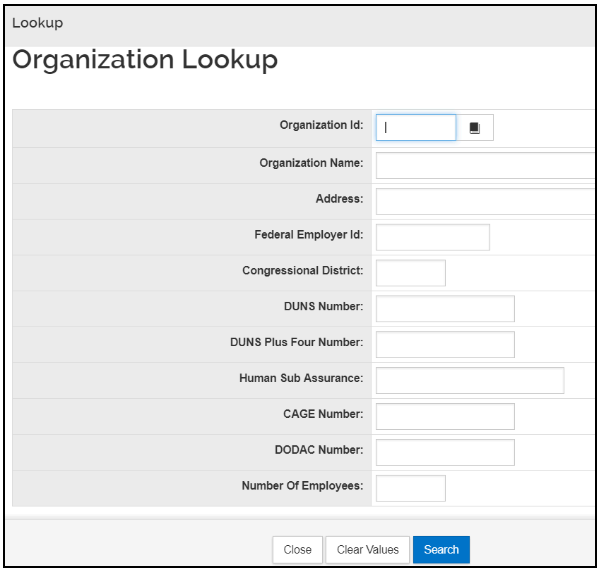
Other Organizations Tab (Subaward)
Use this tab to add subaward organizations if applicable to your proposal.

Add Organization
To add an Organization click [Add Organization]



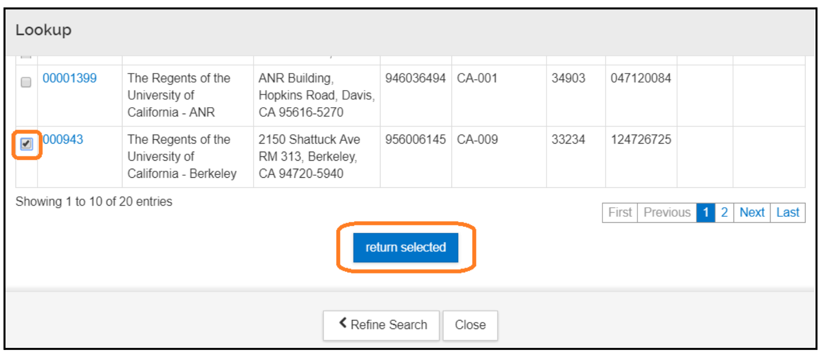
Search Organization

Search for the Subawardee by the Organization Name using an * as a wildcard before and after (e.g. *California*) and click the Search button.



NOTE: The organization name is the official legal name and may not be what is commonly used. (e.g. UCLA's legal name is the Regents of the University of California). If you're having trouble finding an organization, try trimming down your search to one word with the * before and after.

Once you've found the desired organization, check the include box and click [return selected]. You may also click the Refine Search button to try searching again.



If the Organization you plan on issuing a subaward to is not listed in the Organization table, send an email with the Organization name, address, and URL to kr-help@umd.edu.

NOTE: if an organization's information changes while the proposal is "in progress," the information will be changed in the proposal. If the organization's information changes once the proposal's status is "approval pending" and beyond, the new information will NOT be reflected in the proposal. However, if the proposal is recalled/returned, the new organization information will become part of the proposal.

Key Personnel Section

All UMD employees listed on the proposal as Investigator or Senior/Key Person named on the project must be added to this section. When you add a person, you will select an "Employee" from UMD. Once you've searched and retrieved a person, you will need to assign a role. The roles of PI/Contact and PI/Multiple are available only when the proposal sponsor is NIH.

UMD employees added to the proposal as Investigators or Key Persons must complete a Certification for each proposal. UMD Investigators will automatically be included in Credit Split Allocation by default, while UMD Key Persons are not automatically included.

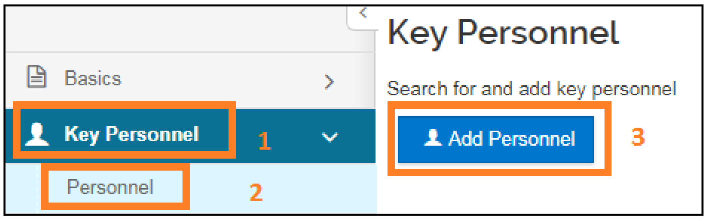
Non-NIH Sponsors	**NIH Sponsors**
• **Principal Investigator:** Lead PI of the project (must be UMD employee) • **Co-Investigator:** Co-Investigator (must be UMD employee) • **Key Person:** non-investigator role, once selected, you will need to add in a short description for this person's role (must be UMD employee)	• **PI/Contact:** Lead PI of the project(must be UMD employee) • **PI/Multiple:** ONLY used for NIH Multi-PI projects, not applicable for other sponsors (must be UMD employee) • **Co-Investigator:** Co-Investigator (must be UMD employee) • **Key Person:** non-investigator role, once selected, you will need to add in a short description for this person's role (must be UMD employee)

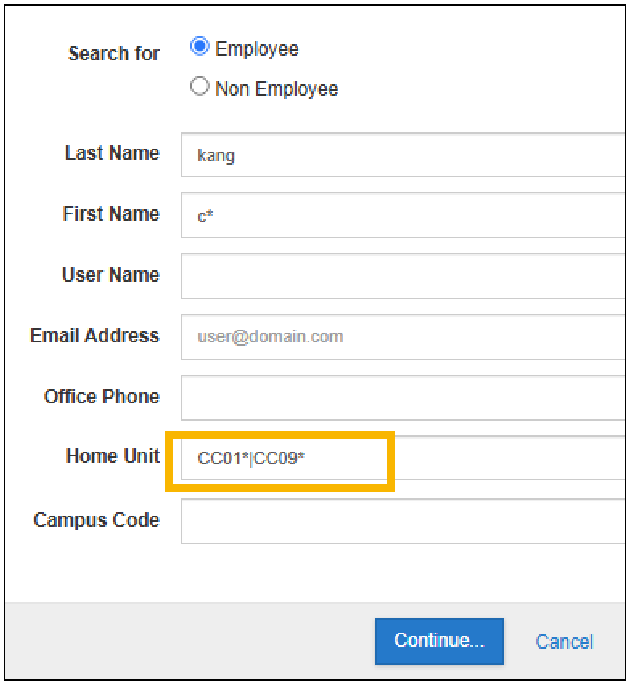
NOTE: In the Home Unit field, type in **CC01*|CC09*** to limit your search to UMD.
UMD personnel who are assigned to a proposal and receiving credit (even if 0%) will be included in other UMD systems and reports.

Personnel Subsection

Adding a UMD employee

Open [Key Personnel] section > Click [Personnel] subsection > Click [Add Personnel]

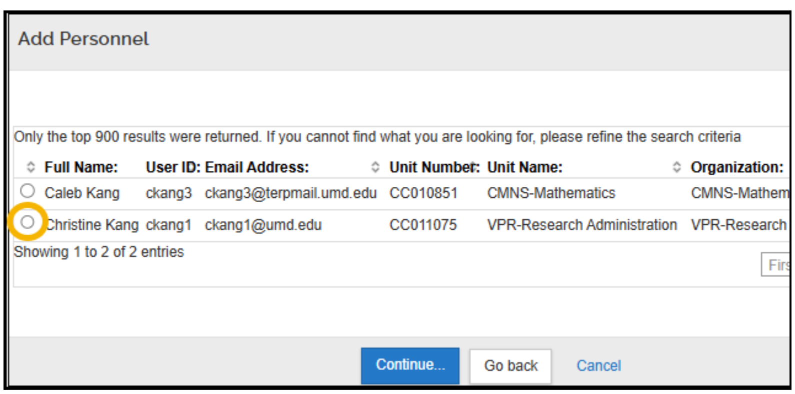




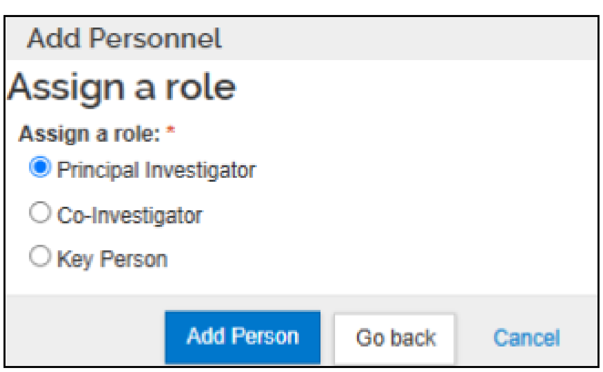
Click [Employee] Radio Button > Enter search variables > Click [Continue] to execute the search. If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.

NOTE: In the Home Unit, type in CC01*|CC09* to limit your search to UMD.

You may also see the grad/undergrad students during searches. Please confirm your investigators by using the User Name/Email Address



Identify the correct person and click on the radio button next to their name.
Click [Continue] or
Click [Go Back] to return to the search query and refine the search. If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.



Click on the radio button next to the correct role for this Person > Click [Add Person] or
Click [Go Back] to return to the search query and refine the search. If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.

Adding a Non-UMD Employee

NOTE: Non-UMD employees may ONLY be added when a proposal is being submitted via System-to-System (S2S).

What if I cannot find a person in the Employee search?

- Only UMD personnel should be included in your search. Any external personnel should not be added to a proposal (excluding S2S).
- Confirm the person is present in Workday and has a work email address listed in **Work Contact Information**. If an email address is missing, they will need to add it in Workday.
- If the person cannot be found in Workday then they may not have an active appointment, please consult with your department's HR contact to address this. If necessary, a WD PHR ticket may be created via the ERP Get Support page (under AskHR) to further troubleshoot WD appointment issues.

What if I can see the person is in Workday but not in Kuali Research?

- If they are new and incoming to the university and have not officially started they will not appear in KR until after their start date.
- If they are faculty between semesters, where their appointment may be inactive intermittently please contact kr-help@umd.edu.
- If they are retired faculty who have returned with Emeritus status OR if they have an academic-only or affiliate appointment, request a contract contingent worker appointment after consulting with your department's HR contact.

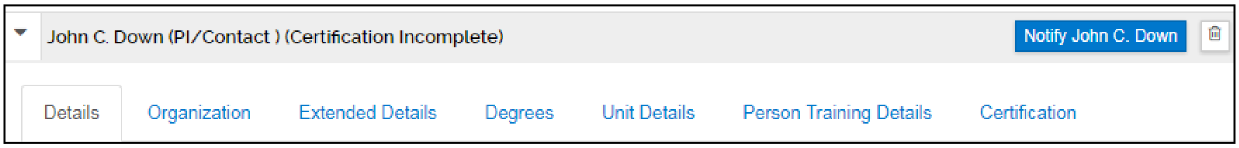
What if I cannot find a person and the deadline is today?

To best support this proposal's routing and submission in urgent situations, please contact your ORA Contract Administrator. (https://ora.umd.edu/about/staff-directory)

Review and Update Each Person's Other Attributes

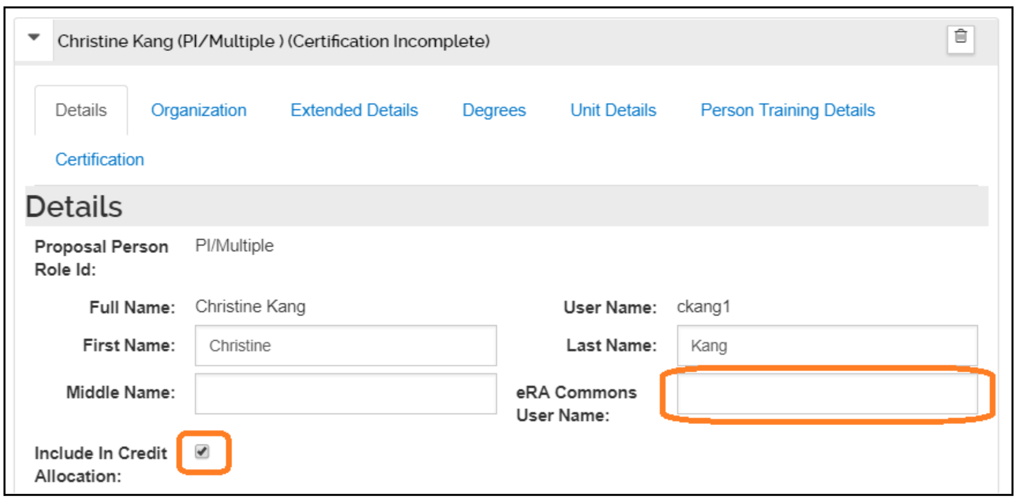
Open [Personnel] subsection > Click on the [▶] to the left of the person's name to show tabbed information specific to that person. All UMD person data are loaded from PHR information. If a person's email address is incorrect for example, you may correct this field on a per-proposal basis in KR. In order to get the correct information to show up consistently and automatically in KR, the associated person would need to update their information in Workday.

Click on each of the person's tabs and ensure all information is accurate for this person. If any information is incorrect, you may change it.
Once confirmed click [Save]



Details Tab:

- **IMPORTANT:** Enter the eRA Commons User Name for PIs on any NIH proposals.
- **Include a Person in the Credit Split Allocation**
  IMPORTANT: If this person is to be assigned DRIF/Credit, confirm the "Include in Credit Allocation" checkbox is checked and also ensure they answer the certification questions. The checkbox is checked by default for PIs and Co-I and is unchecked by default for any Key Persons.



Organization Tab:

- **IMPORTANT:** Email address, Primary Title, Office Location Address Line 1,2, (not 3), Zip +4 are ALL required for Grants.gov proposals.
  Extended Details Tab:
- Citizenship type populated as unknown by default, you may change if required for a proposal.

Degree Tab

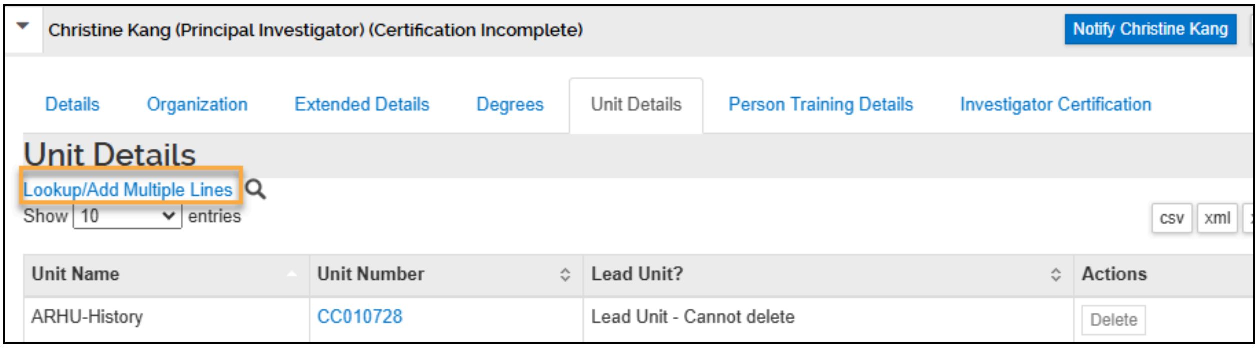
- Not populated from PHR

Unit Details Tab:

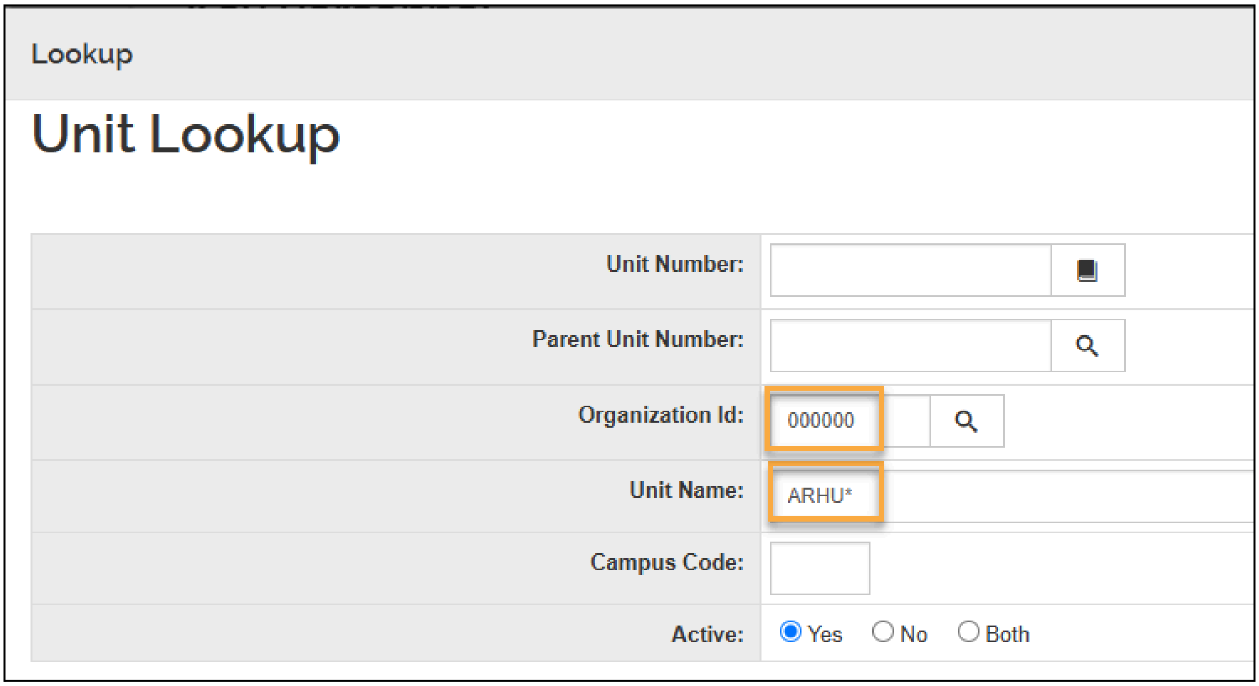
- Add/change any units necessary for the person.
- The PI/Contact must always have the lead unit included.
- Only UMD units should be added (use 000000 in Organization ID to limit to UMD units)
- Key Persons must have at least one unit assigned and be UMD employees to be included in Credit Allocation.

Add Units to Personnel

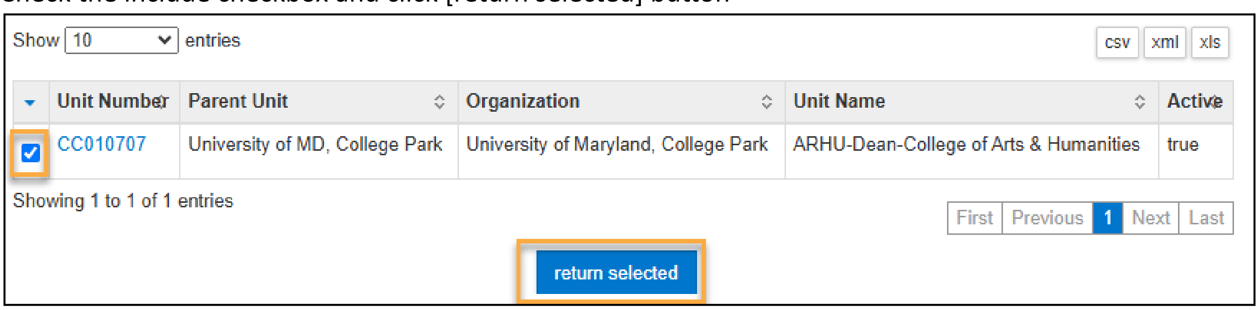
- Underneath the Unit Details title, click the “Lookup/Add Multiple Lines”



- Search by the Unit Number or Unit Name, type in 000000 in the Organization ID (campus code 01 does NOT work here)



- Check the include checkbox and click [return selected] button



Person Training Details Tab

- Not used at UMD.

Certification Tab

- Displays the certification. (See **Certify**)

Certify

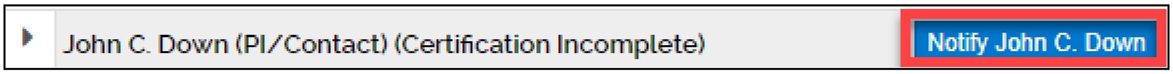
ALL UMD Investigators and UMD Key Persons MUST certify each proposal they are listed on. In KR, you can send a notification to the UMD Investigators and UMD Key Persons to inform them this proposal requires their certification. Non-Employees should not be listed on the proposal unless it's S2S. Consult kr-help@umd.edu if you believe this to be necessary.

SPONSOR	Role	UMD EMPLOYEE	NON-EMPLOYEE
Non-NIH	Principal Investigator	Must Certify	Not Allowed
	Co-Investigator	Must Certify	Not Allowed
	Key Person	Must Certify	UMD person must certify, non-UMD person does not certify and should not be listed unless S2S.
NIH	PI/Contact	Must Certify	Not Allowed
	PI/Multiple	Must Certify	Not Allowed
	Co-Investigator	Must Certify	Not Allowed
	Key Person	Must Certify	UMD person must certify, non-UMD person does not certify and should not be listed unless S2S.

Certify Notification
There are two ways to trigger a certification notification to be sent out to UMD personnel listed. The Notify button next to their name or the Notify All button.

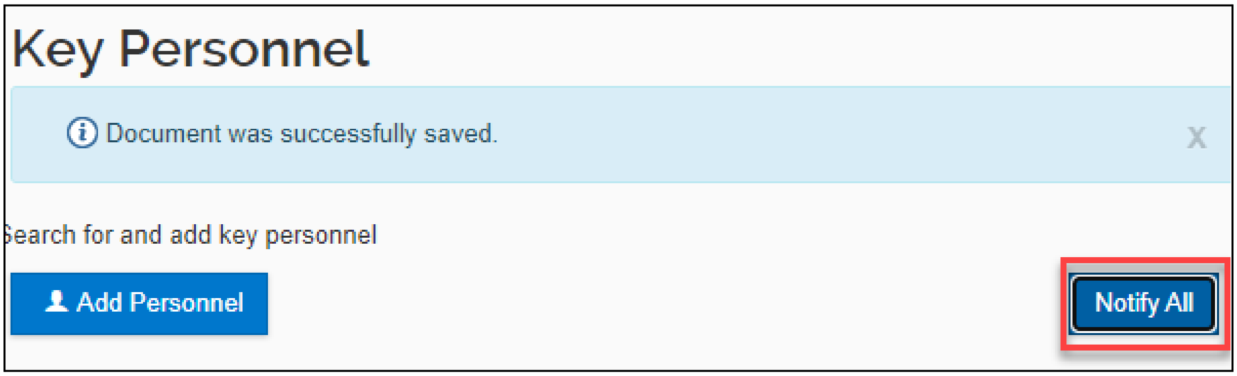
Open [Personnel] section

1.) Click [Notify *NAME*] to send a message to that person's email as recorded in PHR that he/she needs to review the proposal and answer the certification questions. This method will send out a notification regardless of the status (complete or incomplete) of the certification.

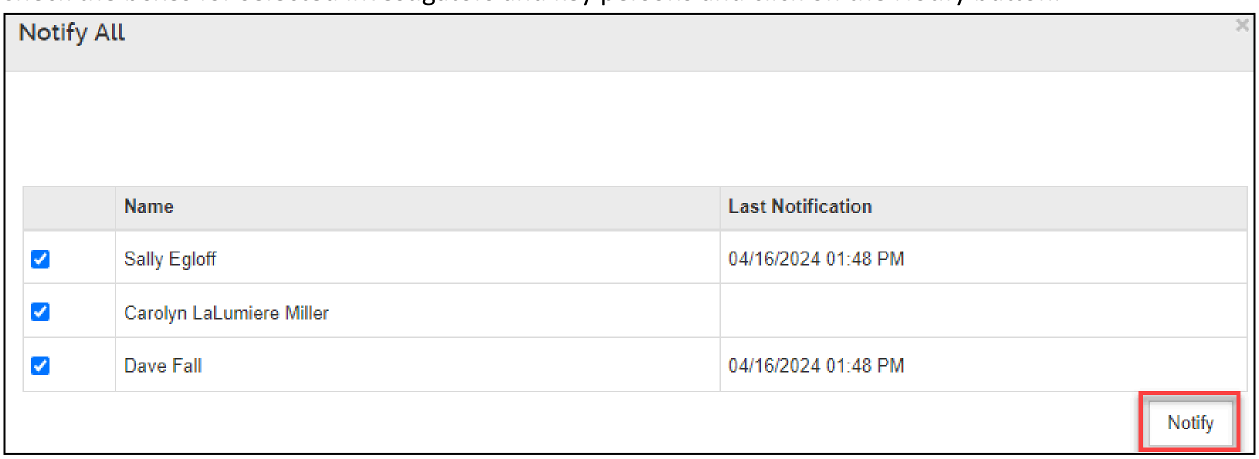


OR

2.) Alternatively, you can click on Notify All and then select which investigators to notify.



Check the boxes for selected investigators and key persons and click on the Notify button.

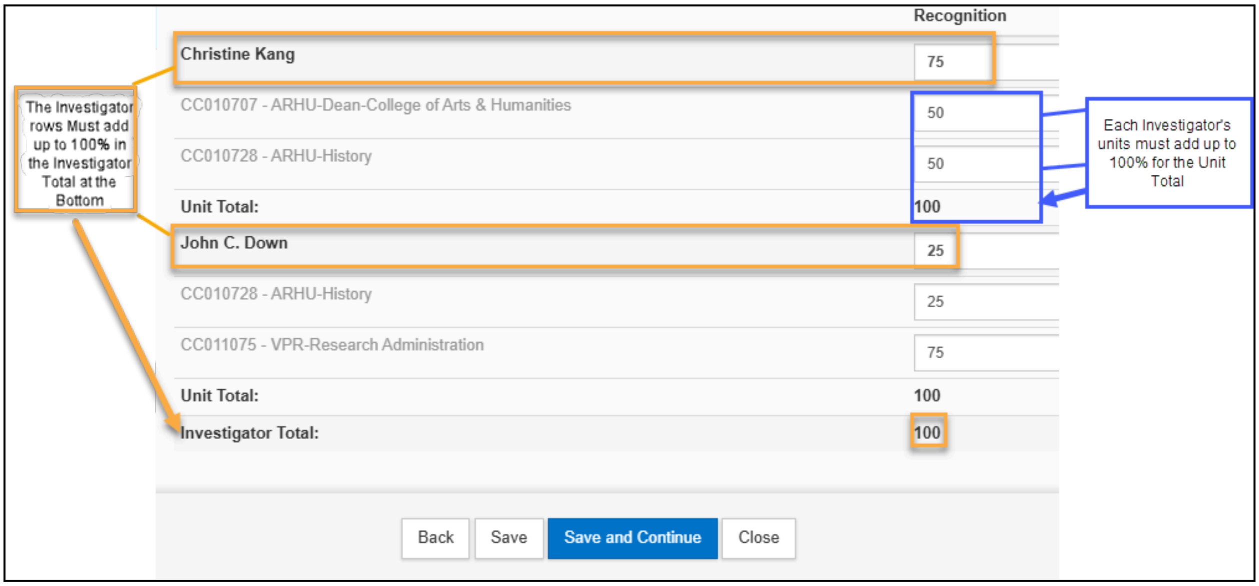


IMPORTANT: If you would like to resend a certification request after a person has already certified so that they may make a change to their answers, you must use the "Notify" button listed next to that person's name. The "Notify All" button will NOT resend a certification request if that person has already certified.

You will see a date timestamp next to their name once they have completed the certification questionnaire. You may click on the Certification tab of that person to see their recorded answers, or if they have not yet answered some or all of the questions.
NOTE: All UMD Personnel (investigators and key persons) need to certify, and they must perform the certification themselves. This may not be delegated to anyone else. This must be completed before the proposal can be routed for approval.

Credit Allocation Subsection

Enter Credit Split info for the project and all investigators.
Open [Credit Allocation] > Click editable boxes to change the credit allocation > Click [save]
Investigator totals must equal 100%, Unit totals for each investigator must also equal 100%



All individuals who have the "Include in Credit Allocation" box checked on the Person's Details tab will be displayed here along with each of his/her units. Including an individual in Credit Allocation means that Credit/DRIF returns will be calculated based on this information AND this proposal and resulting awards will be included in standard and institutional reports for the person, department, and college. Not including someone in Credit Allocation means that the person will only be included on specific report requests for all Key Personnel and not official University reports.

If you are not seeing a person show up on the Credit Allocation, confirm that the person has at least one unit assigned. You can add units in the Add Units to Personnel section.

Questionnaire Section

There will always be one or more questionnaires to answer based on:

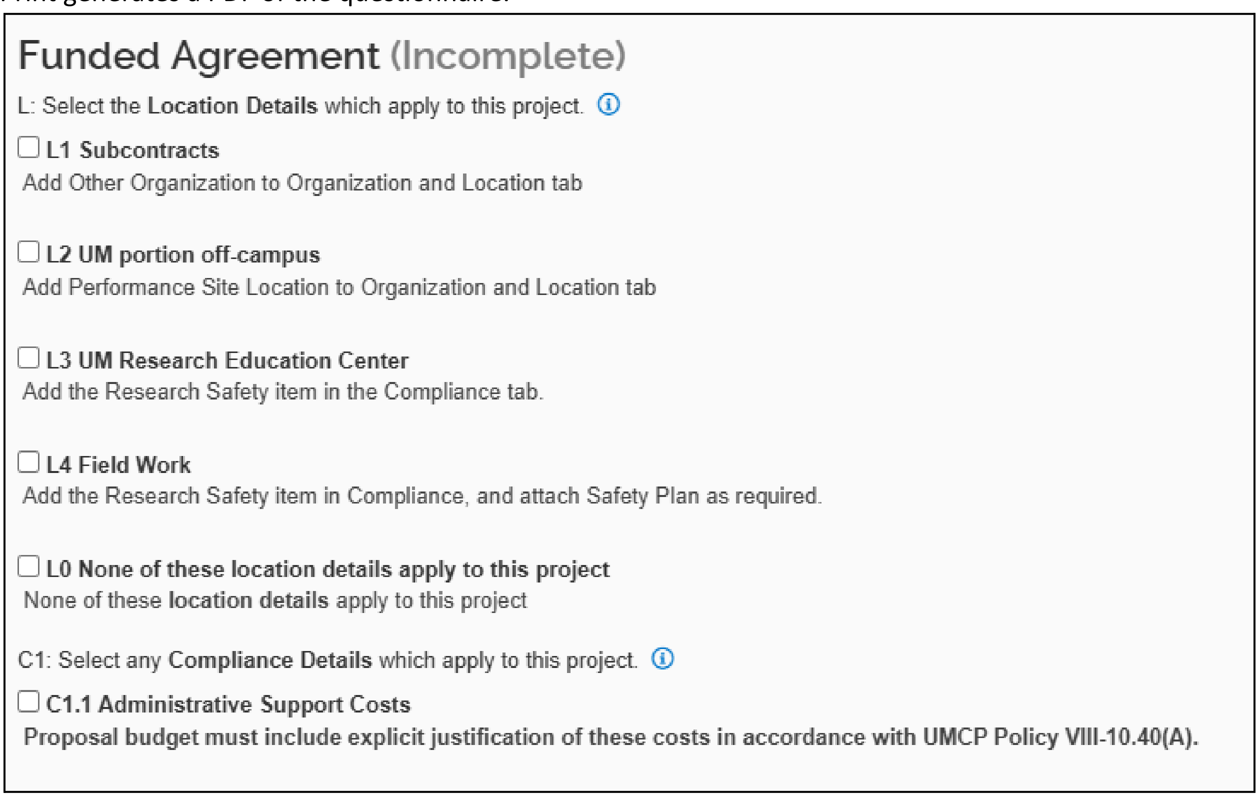
- Anticipated Award Type selected on the [Sponsor and Program] Section
- If it's an S2S Grants.gov Proposal and/or S2S Fellowship

Based on Anticipated Award Type		Based on S2S
Funded Questionnaire Grant Contract Indefinite Delivery Contract Cooperative Agreement Consortium Membership Other Transaction Agreement Intergovernmental Personnel	**Non Funded Questionnaire** Non-Disclosure Agreement Teaming Agreement Equipment Loan Memorandum of Understanding **MTA Questionnaire** Material Transfer Agreement **Data Use Agreement Questionnaire** Data Use Agreement	**Grants.gov S2S Questionnaire** S2S Funding Opp Assigned **Fellowship Questionnaire** S2S Funding Opp Assigned AND Fellowship **EDSF424 Supplement 4.0 Questionnaire** **S2S Funding Opp Assigned and Dept of Education**

NOTE: All Questionnaires must be answered except for the "Proposal Converted YNQs."

Answer Questionnaire Questions

Click on the appropriate Questionnaire Tab and answer each question.
Click the Save button once complete. **Complete** will be displayed for completed questionnaires.
If you need to update any of your answers, go to the appropriate question as needed.
To start over or clear all of your answers, click on the Clear button.
Print generates a PDF of the questionnaire.



Funded Agreement (Incomplete)

L: Select the **Location Details** which apply to this project.

☐ **L1 Subcontracts**
Add Other Organization to Organization and Location tab

☐ **L2 UM portion off-campus**
Add Performance Site Location to Organization and Location tab

☐ **L3 UM Research Education Center**
Add the Research Safety item in the Compliance tab.

☐ **L4 Field Work**
Add the Research Safety item in Compliance, and attach Safety Plan as required.

☐ **L0 None of these location details apply to this project**
None of these **location details** apply to this project

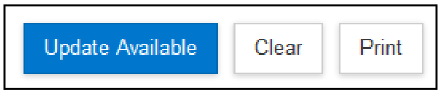
C1: Select any **Compliance Details** which apply to this project.

☐ **C1.1 Administrative Support Costs**
Proposal budget must include explicit justification of these costs in accordance with UMCP Policy VIII-10.40(A).

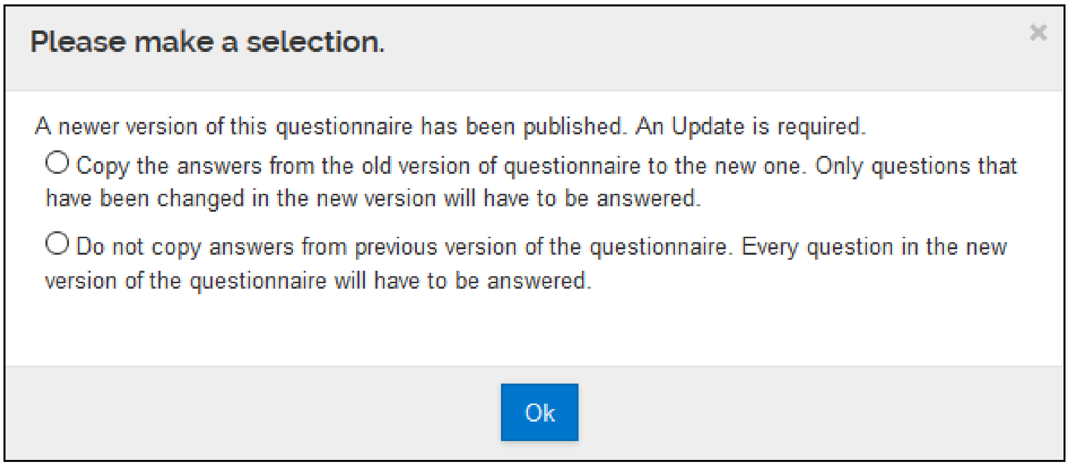
Questionnaire Versions and Updating

ORA updates questionnaires as the need arises. When this happens, any proposals in progress where a questionnaire had previously been answered will show an [Update Available] button to inform you that a newer version of the questionnaire is available. You will also see the [Update Available] button if you've copied a proposal that used an older version of the questionnaire. Please update the questionnaire if you see this button available. The [Update Available] button will be found on the right top corner of the Questionnaire Section on the previously answered Questionnaire.

- Click on the [Update Available]



- Two options will be available to select:



  - **Copy the Answers**
    If you select *"Copy the answers from the old version of questionnaire to the new one. Only questions that have been changed in the new version will have to be answered."* your previous answers will be applied to the new questionnaire. Any new questions will need to be answered.

  - **Do Not Copy Answers**
    If you select *"Do not copy answers from previous version of the questionnaire. Every question in the new version of the questionnaire will have to be answered."* your previous answers will be lost, and you will have to answer all questions again.

- Once you've completed the updated questionnaire, you will see a green **(Complete)** next to the funded agreement. The questionnaire has been completed.

Compliance Section

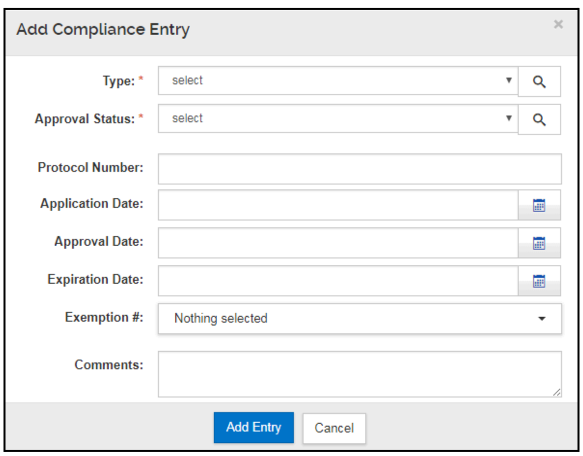
The Compliance section lists special review items for the proposal.
Special Review Items available for use:

- Human Subjects
- Animal Subjects
- Biological Materials
- Boats Used in Research
- Chemicals
- Conflict of Interest
- e-Verify
- Export Control
- Indirect Cost Waiver
- GDPR data
- Highly Toxic Gases
- Indirect Cost Waiver
- Lab/Safety
- Open Access Blanket UM IP Waiver
- Proprietary Information
- Radioactive Materials - IONIZING
- Radioactive Materials - NON-IONIZING
- Recombinant DNA
- Scientific Diving
- Select Agent Toxins

Add compliance

Click [Compliance] Section > Click [+ Add compliance entry]

Complete the required fields > Click [Add Entry]. If you click Cancel, the system will return to the Compliance screen.



Type: Select an appropriate compliance
Approval Status: Always select Pending or Not Yet Applied.
Protocol No: leave blank
Comments: If the title of the protocol differs from the proposal title, enter the protocol title in the Comments. .

Attachments Section

The Attachments section has individual tabs for Proposal, Personnel, and Internal attachments. Proposal and Personnel attachments will be submitted to the Sponsor for S2S proposals when the appropriate forms are included. Internal attachments are always used for departmental and ORA use. UMD does not use Abstracts (with exception noted below) or Notes. **The attachment file size is limited to 25 MB**.

Attachments Tabs Use Overview

Non-S2S Proposals

- Proposal – DO NOT USE
- Personnel – DO NOT USE
- Abstracts – DO NOT USE
- Notes – DO NOT USE
- Internal – for UMD use only, not all files are submitted to the sponsor
    - Required: ALL proposal documents, 2 UM - ORA/SPA Placeholders/Final Proposal marked as draft, UM - Departmental Budget, UM- Funding opp/BAA,
    - Encouraged: UM - inTERP Disclosure Verification, UM - NSF Safety & Inclusion Plan (if sponsor/prime sponsor is NSF, and there is off-site research
    - UM-Additional Subrecipient Documentation (if more than 10 subrecipients)
    - Check with your departmental supervisor and CA for other required internal files

S2S Proposals

- Proposal – required Grants.gov attachments to be sent to the sponsor
- Personnel – required Grants.gov personnel-specific attachments to be sent to the sponsor
- Abstracts – Use only for SF424 Short Form - type in project description in Project Summary Abstract Type.
- Notes – DO NOT USE
- Internal – for UMD use only, is not submitted to the sponsor
    - Required: 2 UM - ORA/SPA Placeholders/Final Proposal marked as draft, UM - Departmental Budget, UM - Funding opp/BAA
    - Encouraged: UM - inTERP Disclosure Verification, UM - NSF Safety & Inclusion Plan (if sponsor/prime sponsor is NSF, and there is off-site research
    - UM-Additional Subrecipient Documentation (if more than 10 subrecipients)
    - Check with your departmental supervisor and CA for other required internal files

NOTE: Please add UM - Scope of Work for Non Monetary Agreements on the Attachment Section > Internal tab with the appropriate file attached.

Attachments Warnings

You will receive the following warnings if you do not have at least one ORA placeholder and one inTERP Disclosure Verification attachment.

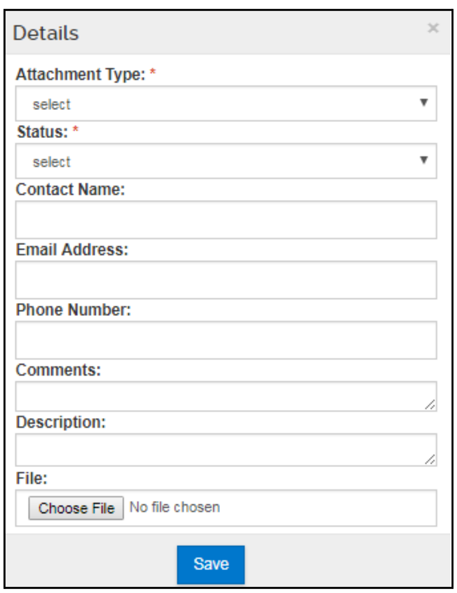
For Placeholder: Please include (2) “UM - ORA/SPA Placeholder/Final Proposal” Narrative type attachments in the Attachments section.

For inTerp Disclosure Verification: Use the narrative type “UM - inTERP Disclosure Verification” included in this proposal. Adding the verification at the routing stage can streamline the compliance process required for proposal submission. More details available on the inTERP site (https://research.umd.edu/resources/research-compliance/conflicts-interest-coi/disclose-interp)

Proposal Tab (use only for S2S proposals) The Proposal Tab is where you attach all non-personnel documents that will be included in the Grants.gov package for an S2S proposal.

Add Attachments:
Click [+Add] to add a single attachment
-OR-
Click [Upload & Add] to add multiple documents at once
Enter data for Attachment Type, Status, Description on each
Under File > Click the [Choose File] Button to attach a file
Click [Save]

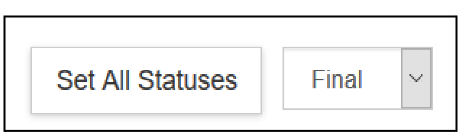
NOTE: All filenames should be unique and not contain spaces or special characters.



Attachment type (Narrative type): Select appropriate attachment type
Status: Select appropriate status for the document.
Description: Add title for narrative type; no spaces or special characters in title, descriptions MUST be unique

How Do I Know Which Attachment Types to Use for my S2S Grants.gov Proposal?
Use the https://umd-research.files.svdcdn.com/production/files/ora/Attachment_Types_and_Grants.gov_Crosswalk.xlsx?dm=1776800555!

Use this spreadsheet by filtering on each Grants.gov form to see which attachment types will feed to which Grants.gov form. Not all types are required, review your FOA instructions to confirm.

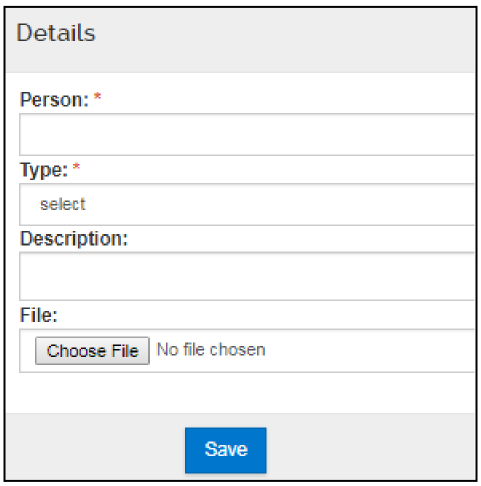


Shortcut!
By using “Set All Statuses,” you can quickly set all statuses in this section to Final or Draft.

Personnel Tab (use only for S2S proposals)

The Personnel Tab is where you attach all personnel documents that will be included in the Grants.gov package for an S2S proposal. Examples are Biosketch, Current & Pending Reports, etc.

Add Attachments:
Click [+Add] to add a single attachment
-OR-
Click [Upload & Add] to add multiple documents at once Enter data for Attachment Type, Status, Description on each Under File > Click the [Choose File] Button to attach a file Click [Save]



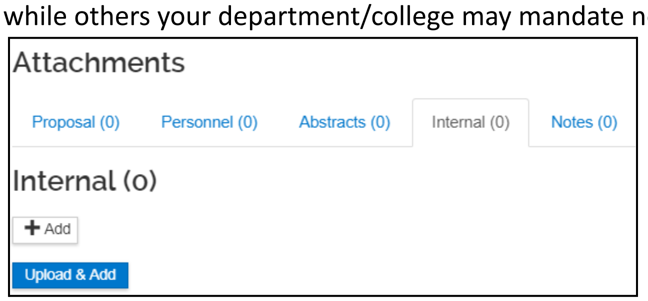
Person: Select the appropriate person from the [personnel] selection
Type: Select the appropriate type of document

How Do I Know Which Personnel Attachments are Required?
Review your FOA instructions to confirm what types of Personnel Attachments are required for your proposal.

Abstract Tab
Do not use it unless this is an NSF proposal that would be submitted by grants.gov or the opportunity uses the SF 424 Short Form.

Internal Tab (all attachments for non-S2S proposals)

The Internal Tab is where you attach all documents that do NOT need to be submitted to the sponsor and are for departmental and ORA use only. Some documents are required for every proposal by ORA while others your department/college may mandate need to be included.



ORA Required Types

- UM - Departmental Budget
- UM - Funding Opp/BAA
- UM - ORA/SPA Placeholder/Final Proposal (Include 2 ORA/SPA Placeholder/Final Proposal Files for ORA Usage, Placeholder files must have some text and may be a PDF)
- For Non-S2S Proposal Grants.gov proposals, include the Adobe Package (generated from Workspace).
- UM - Scope of Work for Nonmonetary Agreements (requirement for the Non-Funded/MTA/DUA Questionnaires)

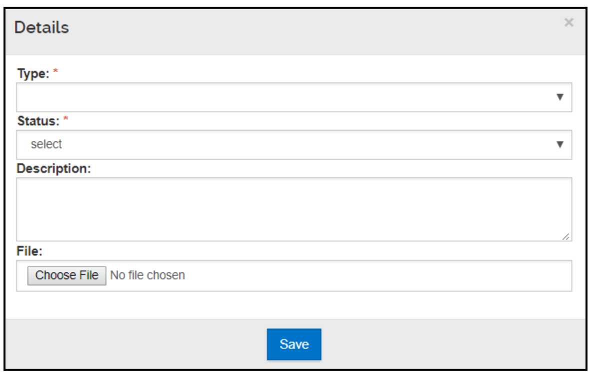
ORA Encouraged Types (currently a warning)

- UM - inTERP Disclosure Verification
- UM - NSF Safety & Inclusion Plan (if sponsor/prime sponsor is NSF, and there is off-site research)

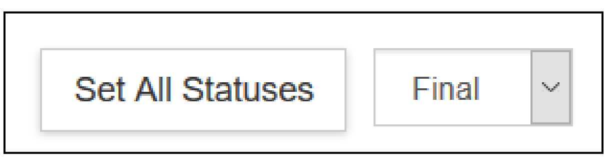
Department/College Required Types:

- See your departmental contact.

Add Attachments:
Click [+Add] to add a single attachment
-OR-
Click [Upload & Add] to add multiple documents at once
Under File > Click the [Choose File] Button to attach a file
Click [Save]



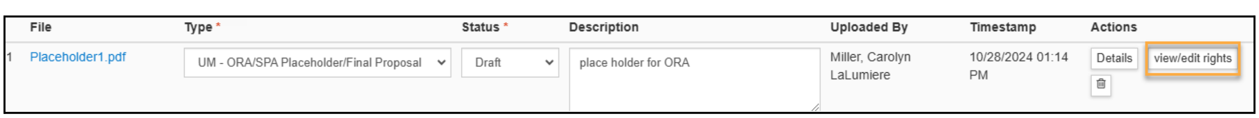
Type: Select appropriate attachment type
Status: Select appropriate status
Description: Enter a description



Shortcut!
Using “Set All Statuses” you can quickly set all statuses in this section to Final or Draft.

Notes Tab
Auto populated by the system to track return/recall individual, date, and time.

View/edit rights
This will give rights to view and edit the attachment.
The list of people from the department/college/ORA will show up and you may edit as needed.



Budget Section

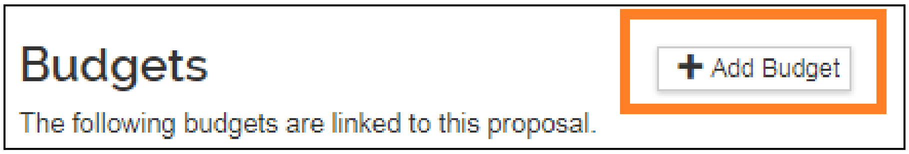
Section menu	
Icons	**Description**
« Return to proposal	Takes you back to the proposal page.
Periods & Totals	Displays the budget periods and project cost information.
Rates	Sync or adjust the rates (F&A, Fringe Benefits, and Inflations) as needed.
Personnel Costs	Setup and budget for Personnel. Add and view persons who need to be budgeted for project activities.
Non-Personnel Costs	Setup and budget for the non-personnel costs (equipment, materials and etc) in line items of the detailed budget.
Subawards	Displays the uploaded subaward form and inserts system-generated line items for subaward funding values for each project period into the proposal budget.
Institutional Commitments	Displays Cost Sharing.
Project Income	Optional. If a proposed project activity will generate some kind of revenue.
Modular	Setup and create a modular budget on an existing detail budget or directly build a Modular Budget.
Budget Notes	Add notes to the Budget as well as consolidate individual expense justifications entered at the line item level.
Budget Summary	Provides a snapshot view of the entire budget.

Top menu	
Icons	**Description**
Data Validation (off)	Turn on/run Budget specific validations, located at the top of the navigation bar
Budget Settings	Basic summary information about the Budget such as status, dates, costs, rates, and totals. This is also where Budget Comments may be entered
Hierarchy	Displays the information on whether this budget is part of a proposal hierarchy.
Summary	Displays a budget summary of each personnel, non-personnel and total
Budget Versions	Displays all budget versions. Allow to create, finalize and include the budget version of user's choice on to the proposal
Autocalculate Periods	generates the remaining budget periods with details
Help	Displays guidebook

Creating a Budget - Summary vs detail

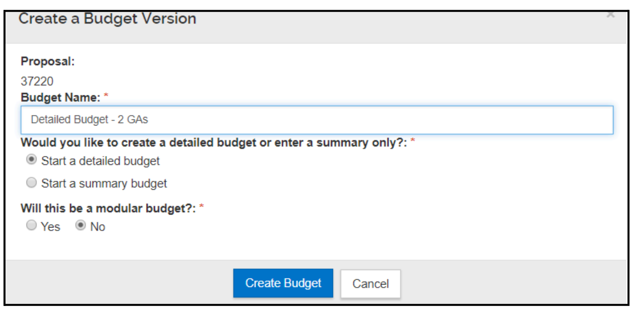
- For S2S submissions, a detailed budget is required unless it's an NIH Modular Budget. Refer to the funding opportunity instructions to determine budget requirements.
- For non-S2S submissions, a summary budget is required.

Create a New budget
On the Proposals Sections menu (left) > Click on the [Budget] section.
This takes you to the Budget Versions page > Click on the [+ Add Budget] button.



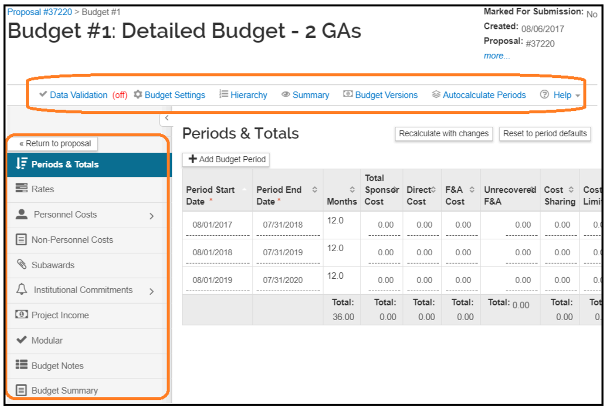
The Create a Budget Version menu displays.

- Budget Name: Enter a description for your budget. This will come in handy if you create different versions of your budget to cover different scenarios. You cannot change the budget name or delete it after it is created.
- Detailed Budget or Summary?
  - Select "Start a Detailed Budget" for S2S Submissions
  - Select "Start a Summary Budget" for NON-S2S Submissions
- Modular Budget?
  - Select "Yes" if proposal is for a NIH and Modular Budget is Required and Select "Start a Summary Budget" above
- Click [Create Budget] Button. If you click on Cancel, the system returns to the Budgets screen and no data is saved.
- You cannot delete a budget. Only one budget can be marked "For Submission." All others are ignored.



Budget Document

After creating a budget, the Budget Document Page will load.



Sections Menu

Budget-specific Section Menu Buttons on the left-hand side.

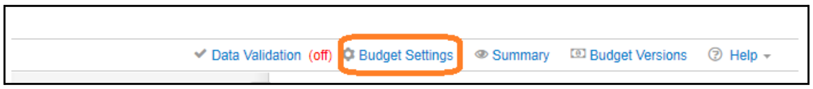
Budget Toolbar

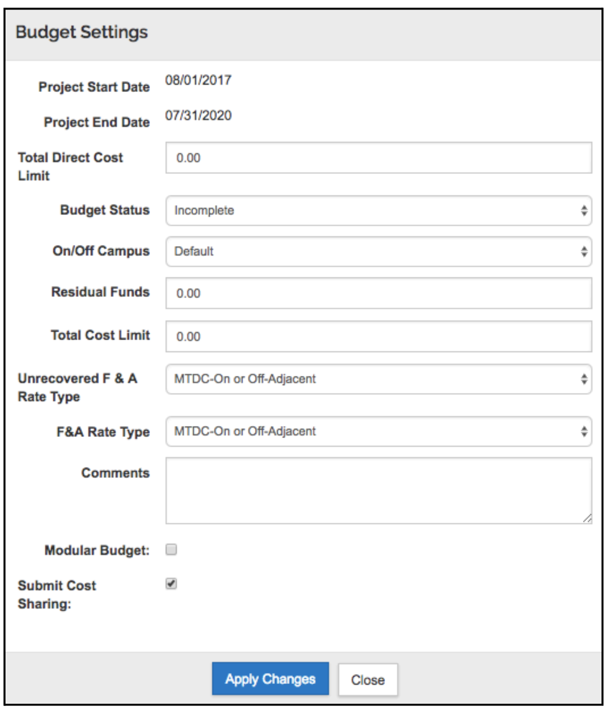
A series of budget-specific toolbar options will be listed at the top of the page.

NOTE: You may return back the Proposal details at any point by clicking the "Return to Proposal" button.

Budget Settings

Budget Settings must be completed for both Summary or Detailed Budget. This should be done prior to entering any budget data. You may also mark a budget final within Budget Settings.





Total Direct Cost Limit: optional
Budget Status : complete/incomplete
on/off campus

- Default: use when the budget is charging both on and off rates
- ALL on: use only on-campus rate
- ALL off: use only off-campus rate

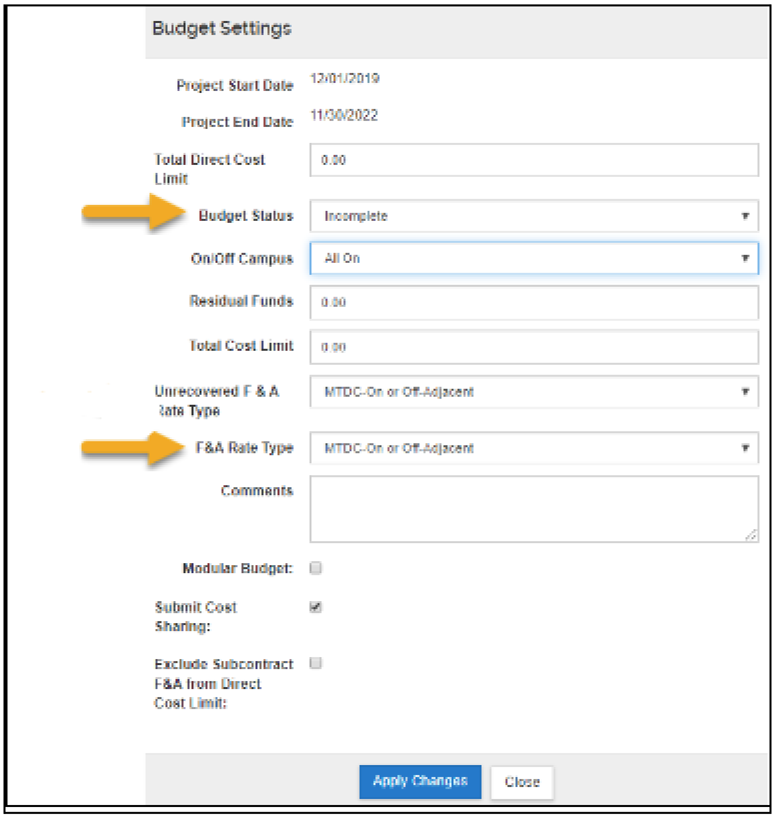
Residual Funds: not used
Total Cost Limit : optional
F&A rate type: select applicable
Comments: optional
Modular budget: check if applicable (NIH only)
Submit Cost sharing: check if applicable

Creating a Summary Budget

If your proposal is a non-S2S proposal, you will create a summary budget.

1. **Configure Budget Settings**

   Click on "Budget Settings" in the top toolbar to ensure you have the correct configurations set for:
   - On/Off Campus Flag
   - F&A Rate Type

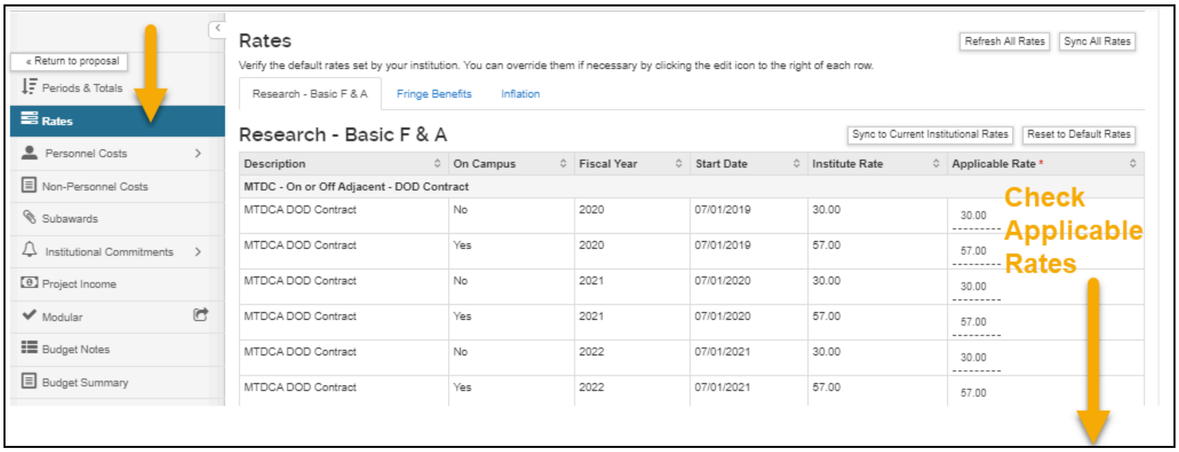


2. Configure Rates for F&A

If our institutional rates are being used on the project, then no changes to the rates section are required. Please see **[ORA's F&A Information page]** for details on current institutional rates.

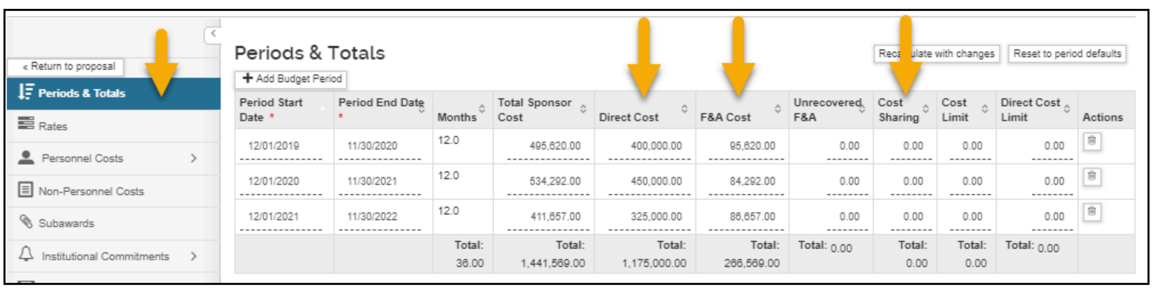
However, if the sponsor mandates a rate lower than our institutional rates (but greater than 0%) you will need to enter that value in the applicable rates column on the appropriate on/off campus rows. This will ensure the correct rate gets pulled into the Institutional Proposal when generated later. Also, be sure to include the appropriate documentation on the sponsor mandated F&A rate requirement in the attachment section of the proposal if an institutional rate is not being used.

NOTE: If a rate type of 0% is mandated by the sponsor then the F&A Rate Type of Other is used and already reflects 0% under applicable rates sections.



3. Create the Summary Budget

On the Periods and Totals Tab, populate the amount fields for Direct Costs and F&A Costs. If your project has Cost Sharing, enter amounts as needed. If there is Cost Sharing, fill out the Cost Share Subsection as well.

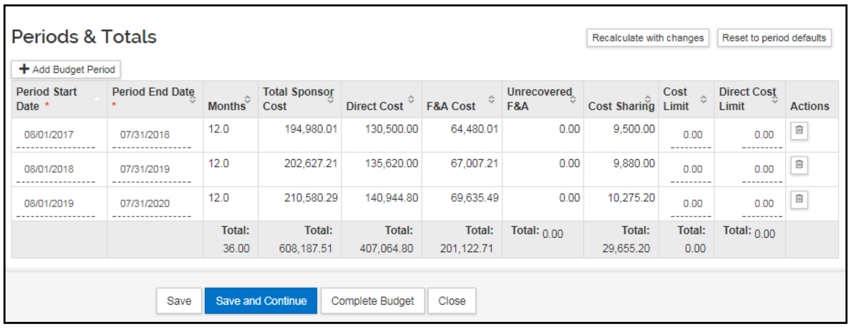


Creating a Detailed Budget

Periods & Totals Section

The Periods & Totals tab pre-populates with a row for each 12-month budget period, defaulting to the Project Start Date and End Date found in the Proposal Details section. You may adjust the period boundaries here but cannot change the overall Initial Project Start Date or overall Project End Date, to do so you will need to return to the Proposal Details section and update the State and End dates there.

Confirm date boundaries are correct. Do NOT enter in amounts.



Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
08/01/2017	07/31/2018	12.0	194,980.01	130,500.00	64,480.01	0.00	9,500.00	0.00	0.00	
08/01/2018	07/31/2019	12.0	202,627.21	135,620.00	67,007.21	0.00	9,880.00	0.00	0.00	
08/01/2019	07/31/2020	12.0	210,580.29	140,944.80	69,635.49	0.00	10,275.20	0.00	0.00	
		Total: 36.00	Total: 608,187.51	Total: 407,064.80	Total: 201,122.71	Total: 0.00	Total: 29,655.20	Total: 0.00	Total: 0.00	

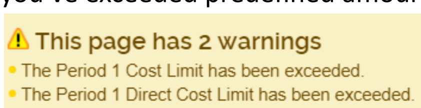
Project Start and End Dates: In between the overall predefined project start and end dates you may update the period boundaries if necessary.

- **Add Budget Period:** If needed, you may insert a period in between the overall predefined project start and end dates using the [+ Add Budget Period] Button

Direct Cost, F&A Cost, and Cost Sharing

If this is an S2S Detailed Budget, do NOT enter in details for Direct Cost, F&A Cost, and Cost Sharing. These totals will automatically accumulate here as you enter line items into the detailed budget.

Cost Limit, Direct Cost Limit (optional): You may optionally set cost limits to alert you when you've exceeded predefined amounts if you wish.

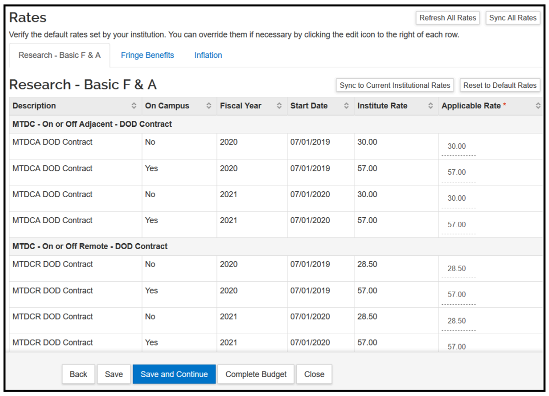


Rates Section

If our institutional rates are being used on the project, then no changes to the rates section are required. Please see **[ORA's F&A Information page]** for details on current institutional rates.

However, if the sponsor mandates a rate lower than our institutional rates (but greater than 0%), you will need to enter that value in the applicable rates column on the appropriate on/off campus rows. This will ensure the correct rate gets pulled into the Institutional Proposal when generated later. Also, be sure to include the appropriate documentation on the sponsor-mandated F&A rate requirement in the attachment section of the proposal if an institutional rate is not being used.

NOTE: If a rate type of 0% is mandated by the sponsor, then the F&A Rate Type of Other is used and already reflects 0% under applicable rates sections.



Rates

Refresh All Rates | Sync All Rates

Verify the default rates set by your institution. You can override them if necessary by clicking the edit icon to the right of each row.

Research - Basic F & A | Fringe Benefits | Inflation

Research - Basic F & A

Sync to Current Institutional Rates | Reset to Default Rates

Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate *
MTDC - On or Off Adjacent - DOD Contract					
MTDCA DOD Contract	No	2020	07/01/2019	30.00	30.00
MTDCA DOD Contract	Yes	2020	07/01/2019	57.00	57.00
MTDCA DOD Contract	No	2021	07/01/2020	30.00	30.00
MTDCA DOD Contract	Yes	2021	07/01/2020	57.00	57.00
MTDC - On or Off Remote - DOD Contract					
MTDCR DOD Contract	No	2020	07/01/2019	28.50	28.50
MTDCR DOD Contract	Yes	2020	07/01/2019	57.00	57.00
MTDCR DOD Contract	No	2021	07/01/2020	28.50	28.50
MTDCR DOD Contract	Yes	2021	07/01/2020	57.00	57.00

Back | Save | Save and Continue | Complete Budget | Close

Description: describes the type of rate being used
On Campus: if yes, rate is for campus, if no, rate is for off-campus
Fiscal year: fiscal year of the period
Start Date: start date of fiscal year
Institute Rate: formally negotiated rate for UMD
Applicable Rate: rate that is used for this proposal

[Refresh All Rates]: replaces all manually changed Applicable Rates to the Institute rate
[Sync All Rates]: updates a copied or older proposal document with current institutional rates
[Sync to Current Institutional Rates]: appears on each rate class tab (F&A, Fringe Benefits, and Inflation) and allows you to revert the Applicable Rates back to the Institutional Rates on each rate class tab.
[Reset to Default Rates]: appears on each rate class tab (F&A, Fringe Benefits, and Inflation) and allows you to reset all "applicable rate" fields to match the rates listed within the current "institute rate" fields (whether or not the institute rates are current).

Research, Basic F&A Tab

Click the [Research, basic F&A] tab > click the [Applicable rate] field >
Enter the rate to be applied > click [Save]

Fringe benefits Tab

Fringe benefits may be viewed but are not to be changed.

Inflation Tab: has only one rate

Click the [Inflation] tab > click the [Applicable rate] field >
Enter the rate to be applied > click [Save]

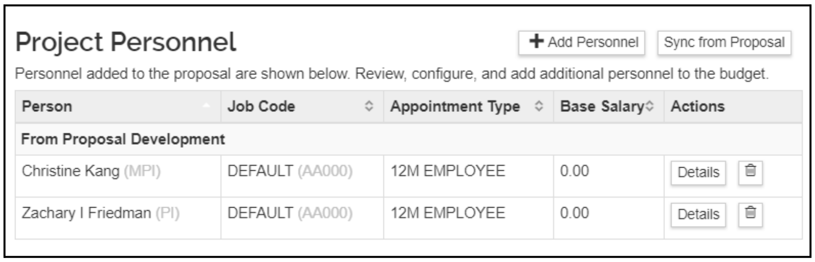
Personnel Costs Section

The Personnel Costs Section contains two areas to manage Personnel Costs:

- Project Personnel: allows you to set salary, appointment types, and when to trigger inflation on salaries for each person. You may also add “To Be Named” personnel (GAs, Post Docs, FRAs, etc).
- Assign Personnel to Periods: allows you to choose which Personnel you would like added to each period, assign a cost element type, set % effort and % charged percentages.
-

Project Personnel Subsection

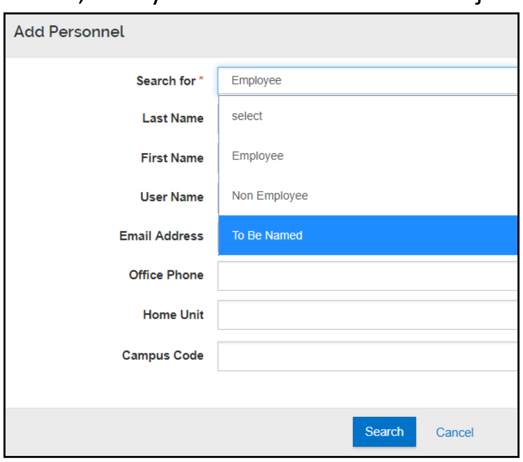
All Personnel that were added back on the actual Proposal will be listed here by default, but they do not all necessarily have to be used. You may add additional people such as To Be Named personnel or Employees and Non-Employees (both S2S only) that were not originally listed on the proposal. This section is essentially a picklist that you will utilize later when assigning personnel to periods.



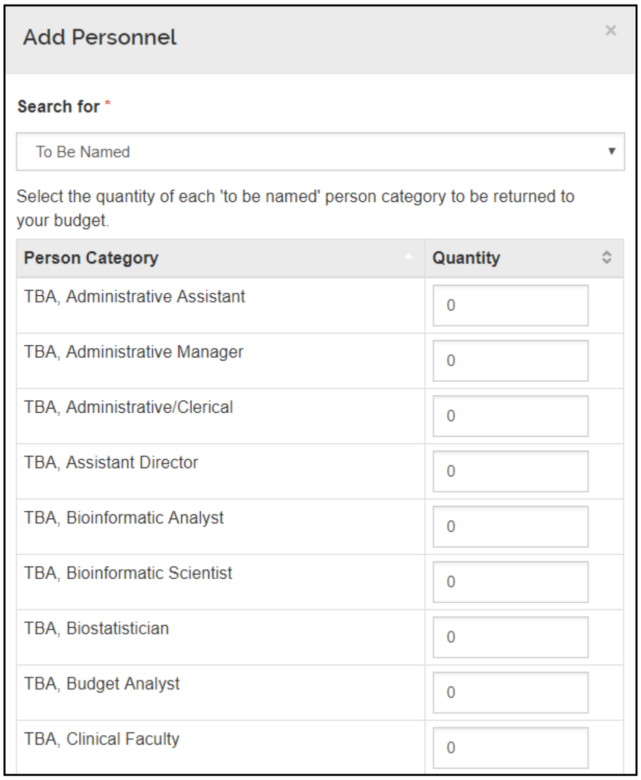
Review all Personnel listed and add any missing people.

Adding To Be Named Personnel

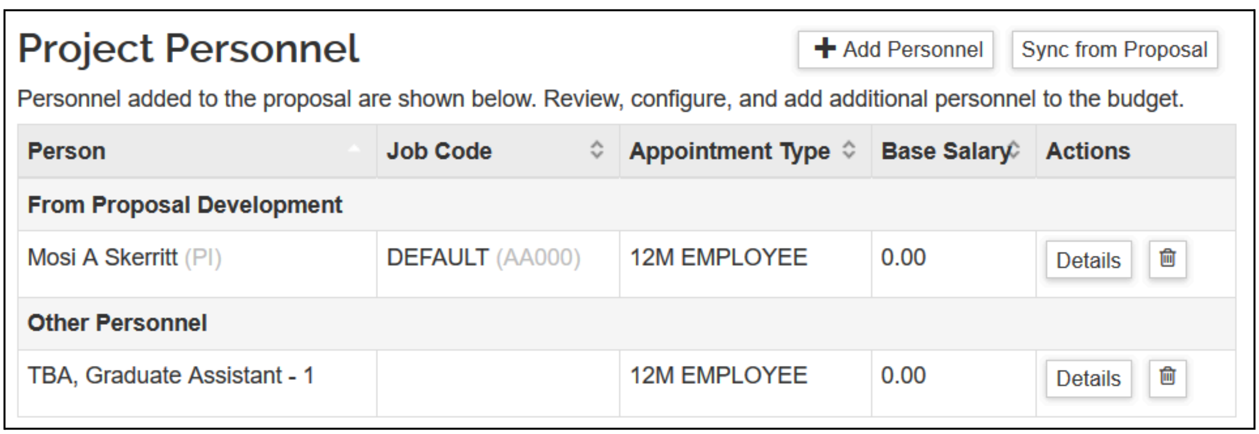
Click the [+Add Personnel] button > Change the Search For field to “To Be Named.” If you click on Cancel, the system will return to the Project Personnel screen.



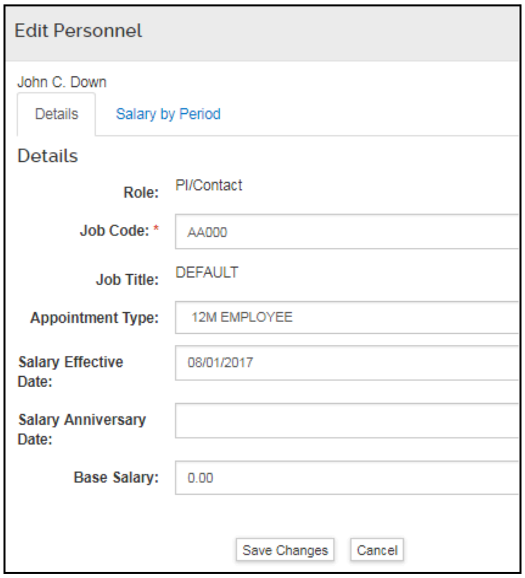
The screen will refresh and provide a list of To Be Named categories.
Enter the quantity for the appropriate person category > Click [Add TBN personnel to Budget] button.



The TBN person(s) will now be listed in the Project Personnel list.



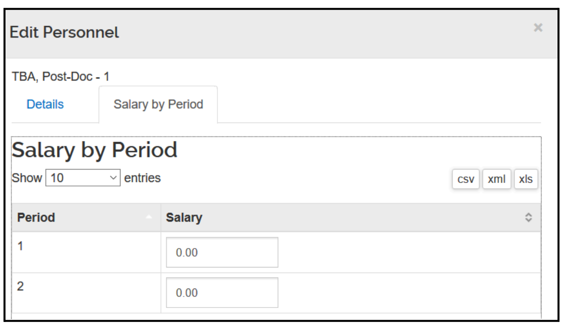
Once you've confirmed all people needed for the project budget are listed in the Project Personnel list, you will need to edit details for EACH person to set salary, appointment type, and when to trigger inflation on salary if applicable. Click on [Details] to edit the details for each person.



Job Code: Leave current job code assigned, if missing enter "AA000" placeholder
Appointment Type: This is the time interval for their Base Salary. Select appropriate type TMP (1 month), SUM (3 months), REG and 12M are the same (12 months).
Salary effective date: The date a person can start working and we can start charging salary. Usually matches the start date of the project.
Salary anniversary date: The date the salary will start to inflate; typically this is the start of budget period 2. If left blank, KR will apply inflation on July 1, the start of the fiscal year.

If you click on Cancel, the system returns to the Project Personnel screen.

Click the [Save Changes] button once complete.



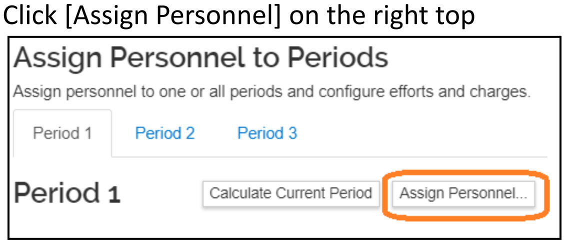
Salary By Period: By clicking on the Salary by Period Tab you may enter values that will display as the Base Salary field on certain S2S budget forms such as the R&R Budget. This is typically a cosmetic field and is not required unless explicitly stated in the funding opportunity instructions.

After each person has been set up in the Project Personnel section, you are ready to actually assign Personnel as needed for each project period.

Assign Personnel to Periods Subsection

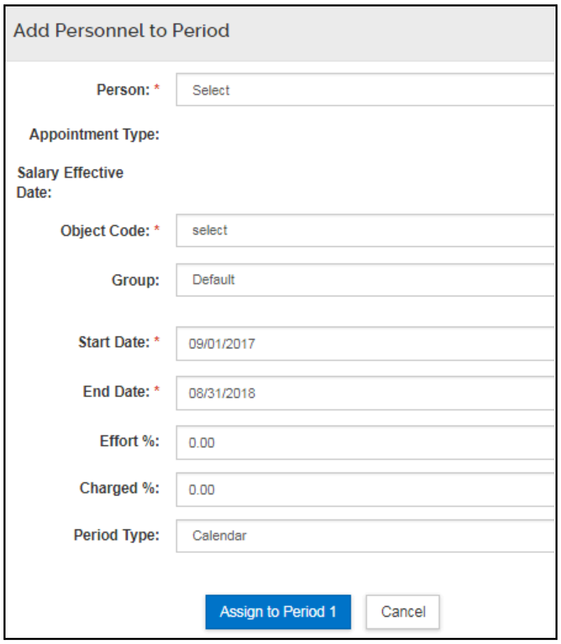
Adding personnel line items

Click [Assign Personnel to Periods] subsection > Click on the appropriate period tab if needed
Click [Assign Personnel] on the right top



Add Personnel to Period Menu

Select the correct Person and update fields. Once done, click [Add Non-Personnel Item to Period #]. If you click on Cancel, no assignment is made, and the system returns to the Assign Personnel to Periods screen.



Person: Select the person you would like to add to the budget period from this dropdown. Only people in the Personnel subsection that were previously identified will be available. See [Project Personnel](#) on how to add missing people.

Object Code: Select the appropriate Cost Element Object Code. This drives the type of Fringe Rate that will be applied (Faculty, Staff, Legislated, Limited).

Group: Optionally used for organizing people.

Start and End Date: Update if needed.

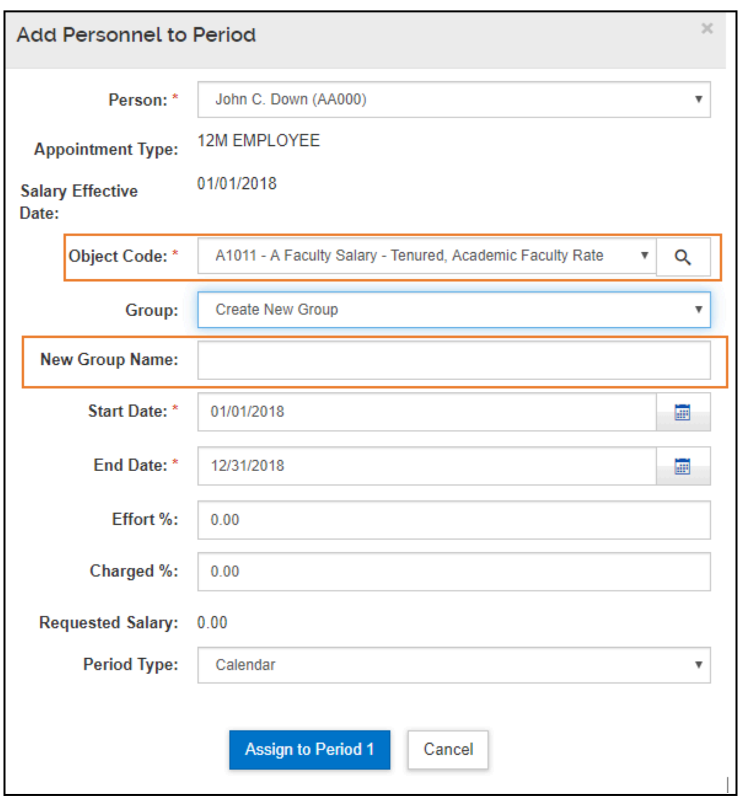
Effort %: Enter Percentage for Effort.

Charged %: Enter Percentage for Charged.

- Effort % can never be less than Charged %. (This would be indicating you are getting paid for doing less work).
- If Effort % is greater than Charge % then this is a form of Cost Sharing (You are saying you will do more work for less money).

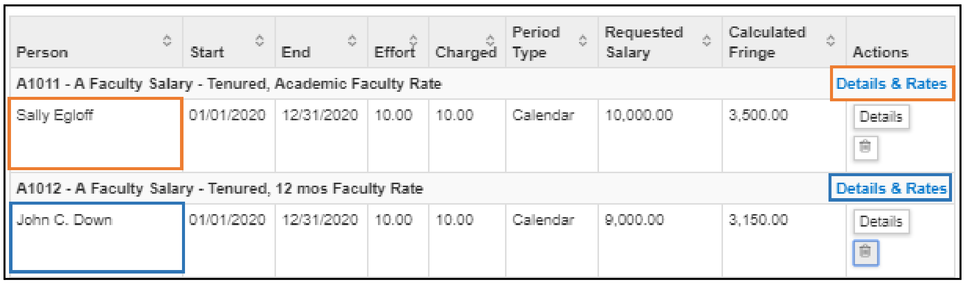
Period Type: Academic, Calendar, or Summer. Will be displayed as indicated on GGov forms.

Groups



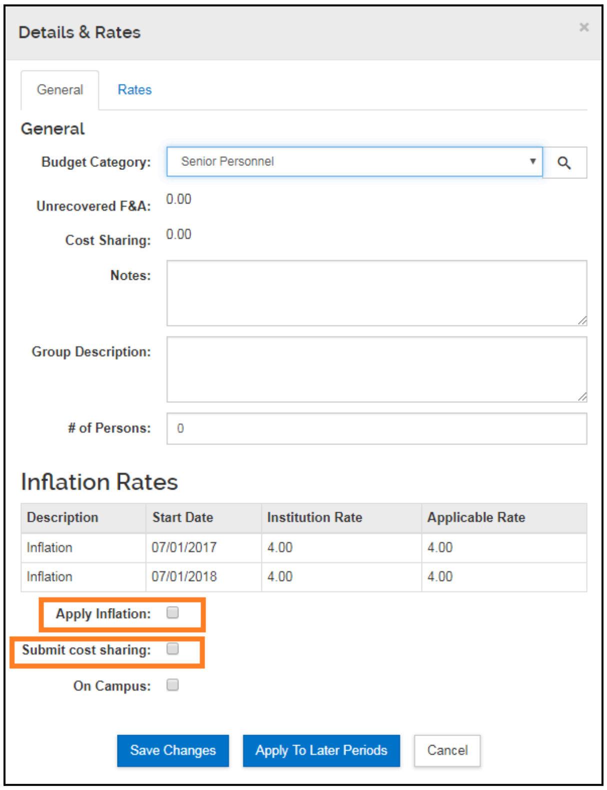
Use groups to organize AND to allow you to uncheck fringe, F&A rates and inflation.
Click [Assign Personnel to Periods] subsection > Click [Assign Personnel] button on the right > [Add Personnel to period] window comes out, select [Person] > select [Object Code] > select “Create New Group” to create one under [Group] drop-down menu> Enter necessary information > Click [Assign to period #] > Group is created.

Click [**Details & Rates**] under Actions of each group to change the settings



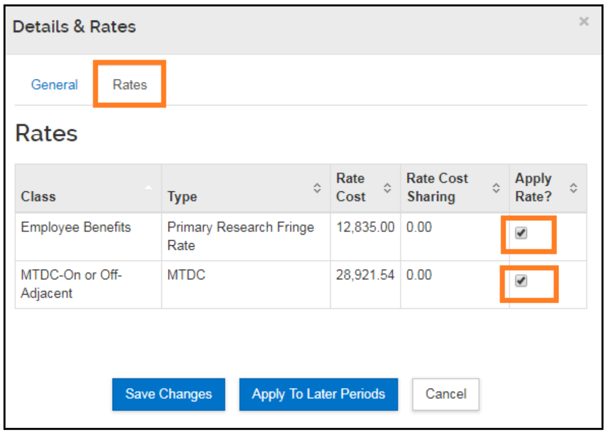
Person	Start	End	Effort	Charged	Period Type	Requested Salary	Calculated Fringe	Actions
A1011 - A Faculty Salary - Tenured, Academic Faculty Rate								Details & Rates
Sally Egloff	01/01/2020	12/31/2020	10.00	10.00	Calendar	10,000.00	3,500.00	Details
A1012 - A Faculty Salary - Tenured, 12 mos Faculty Rate								Details & Rates
John C. Down	01/01/2020	12/31/2020	10.00	10.00	Calendar	9,000.00	3,150.00	Details

Details Tab



This tab allows you to check/uncheck the inflation, submit for the cost sharing and on/off-campus. If you click on Cancel, the system returns to the Project Personnel screen, and no changes are saved.

Rates Tab

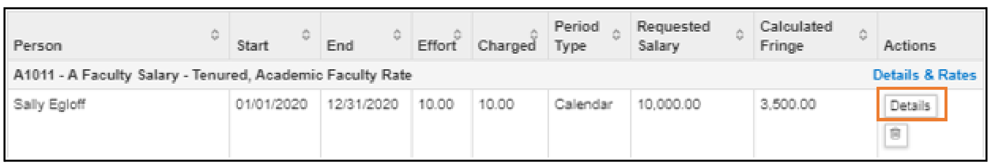


This tab allows you to check/uncheck the rates for the fringe benefits and F&A rates. If you click on Cancel, the system returns to the Project Personnel screen, and no changes are saved.

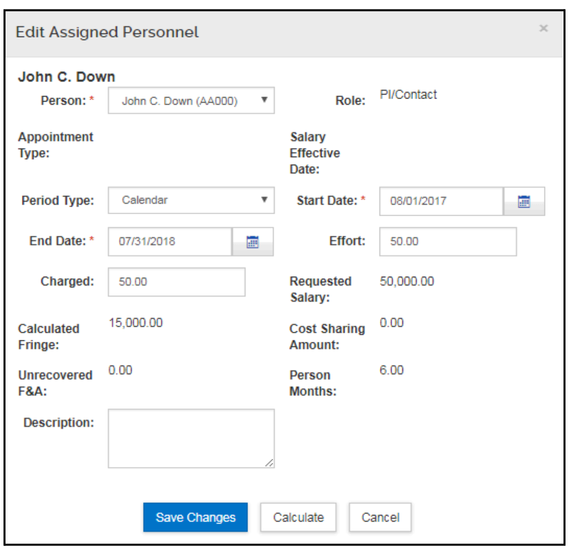
Modify the Assigned Personnel

After adding Personnel to a Project Period, you may edit Personnel Details if needed by clicking on the Details button.

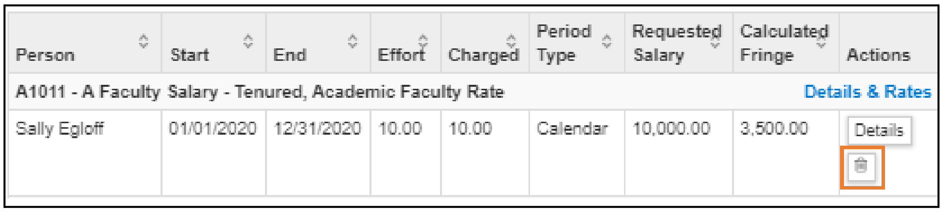
Click [Personnel] section > Click [Assigned Personnel to Periods] subsection > Click [Details]



On the Edit Assigned Personnel menu, you may edit any of the details you previously set during the initial personnel assignment. Once done, click the [Save Changes] button.



Delete a Personnel Line Item



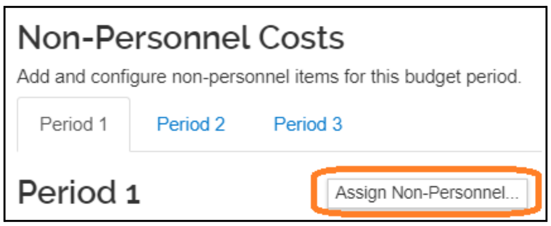
You may completely remove a personnel line item from a period if needed by clicking the trash can icon for the associated line. Click  under Actions

Non-Personnel Costs Selection

You may add all non-personnel lines items such as equipment, travel, etc. in the Non-Personnel Costs section.

Add Assigned Non-Personnel

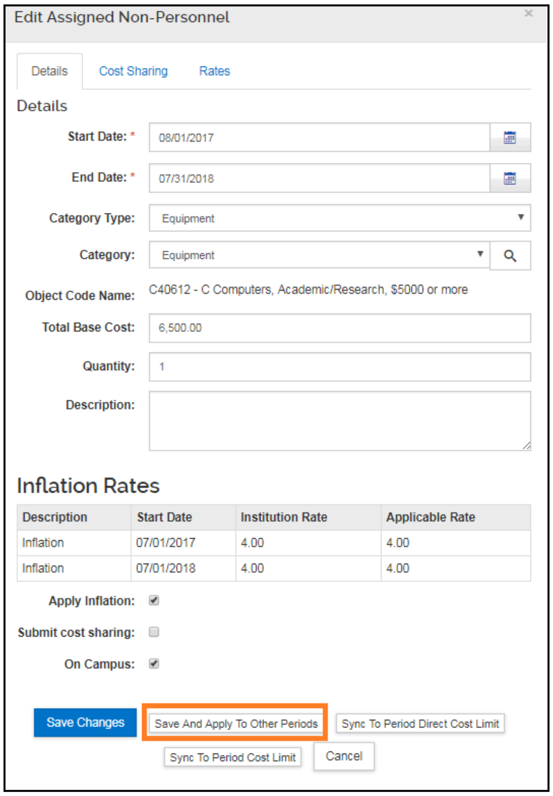
Click on the [Assign Non-Personnel] button from the Non-Personnel Cost section.



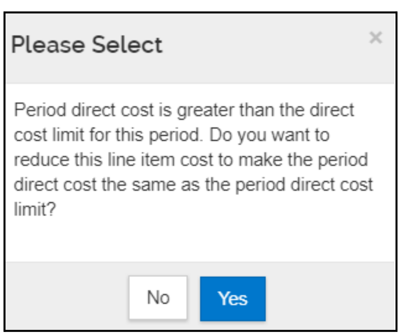
Complete the required fields > Click [Add Non-Personnel Item to #]

Modifying the Assigned Non-Personnel Item
After adding a Non-Personnel item to a Project Period, you may edit the Details of the item if needed by clicking on the [Details] button.

Open [Non-Personnel Costs] section > Click [Details] under actions of the item that needs modification > modify as needed > Click [Save changes]



Details Tab
Start and End date: default is project start and end date, but can be modified if necessary,
Category Type, Category: If you want to change where this line item will feed to the RR Budget Other Direct Cost section.
Total Base Cost: updated if needed
Quantity: Do Not Use, Will Not Autocalculate
Description: Update description if needed (will not feed to forms)
Inflation Rates: viewable inflation rates for each period allows you to see how inflation will impact the item's cost if applicable. If you need to adjust the inflation rate see Rates Section.
Apply Inflation: Default is checked; uncheck the box if this line item should not inflate in later periods. Do this before auto-generating periods.
Submit Cost Sharing: Default is checked; any cost sharing incurred for this line will be fed to Grants.gov forms.
On-Campus: Check for On-Campus, Uncheck for Off-Campus. This will allow you to apply either an on-campus or off-campus rate to the item.

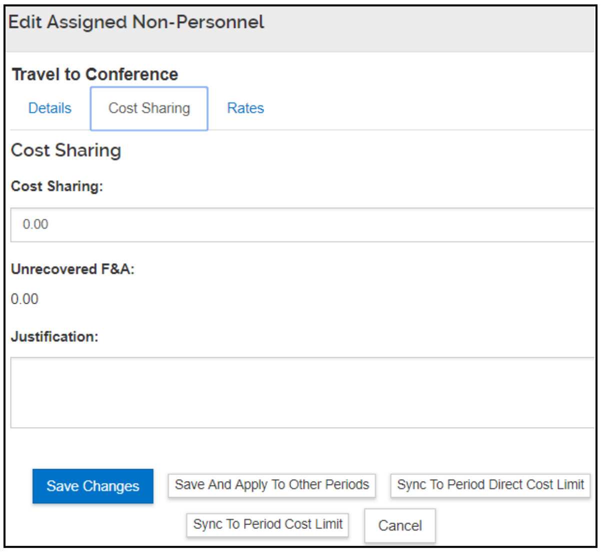


Save and Apply to Other Period: If you are adding the item after generating all the periods (autocalculate), this button can be used for adding new items and applying them to later periods.

Sync to Period Direct Cost Limit (Optional), Sync to Period Cost Limit (Optional): Recalculates the budget using this line item to receive the warning, when the total cost base to meet the period cost limits entered in the Periods & Totals Section for this budget period.

Cost Sharing Tab

Enter a cost sharing value if you plan to apply cost sharing to this item.



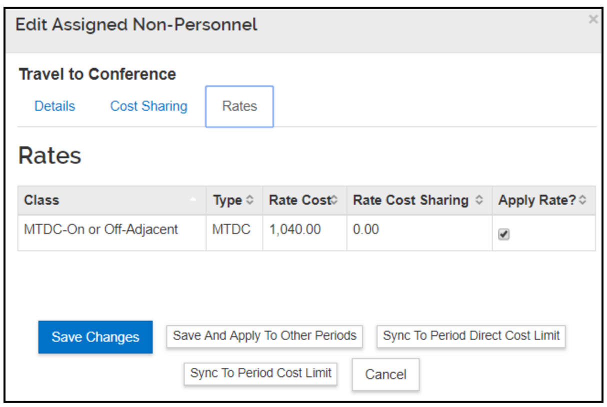
Cost Sharing Tab

Enter a cost sharing value if you plan to apply cost sharing to this item.

Cost Sharing: enter a value in the field to represent the contributed cost sharing amount

Unrecovered F&A: not used at UMD

Justification: use this text box to record notes about this line item expense. This will not feed to Grants.gov Forms. You can accumulate these notes in the Budget Section.

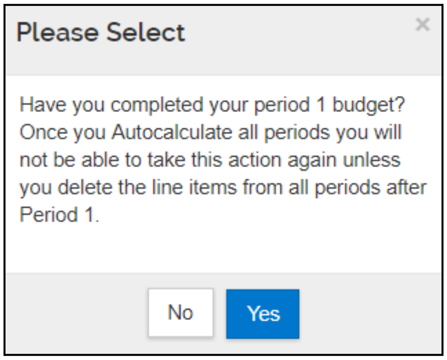


Rates Tab

You can view what the rate class, rate type, and rate cost are for the line item.

You may uncheck the box in the "Apply Rate?" Column to remove that rate application. This will generate under-recovery (forgone F&A).

Autocalculate all budget periods

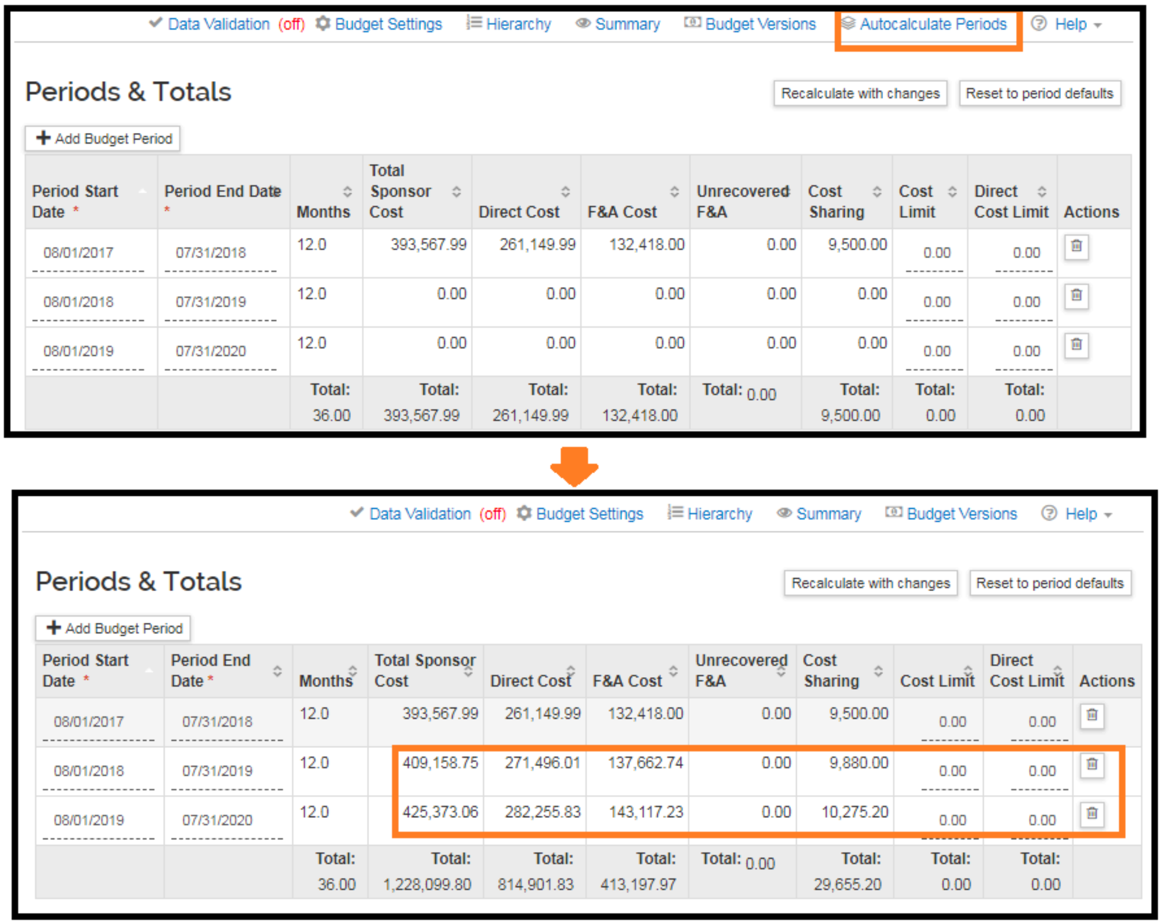


After finalizing all expenses in period 1 of the budget, use the [Autocalculate periods] to generate the remaining budget periods with details. The autocalculate periods function can be performed only **ONCE** per budget version.

Click the [Autocalculate periods] at the top of the budget screen

Click [Yes] to confirm that you have completed your Period 1 budget.

Click [NO] to confirm that you have not completed your Period 1 budget.



Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
08/01/2017	07/31/2018	12.0	393,567.99	261,149.99	132,418.00	0.00	9,500.00	0.00	0.00	
08/01/2018	07/31/2019	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
08/01/2019	07/31/2020	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		Total: 36.00	Total: 393,567.99	Total: 261,149.99	Total: 132,418.00	Total: 0.00	Total: 9,500.00	Total: 0.00	Total: 0.00	

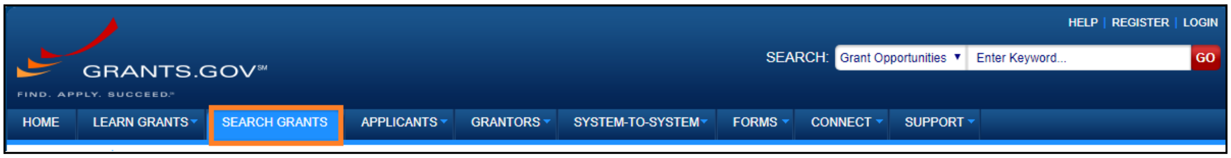
Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
08/01/2017	07/31/2018	12.0	393,567.99	261,149.99	132,418.00	0.00	9,500.00	0.00	0.00	
08/01/2018	07/31/2019	12.0	409,158.75	271,496.01	137,662.74	0.00	9,880.00	0.00	0.00	
08/01/2019	07/31/2020	12.0	425,373.06	282,255.83	143,117.23	0.00	10,275.20	0.00	0.00	
		Total: 36.00	Total: 1,228,099.80	Total: 814,901.83	Total: 413,197.97	Total: 0.00	Total: 29,655.20	Total: 0.00	Total: 0.00	

Subawards Section

If your proposal has subawards, you will need to download the appropriate subaward budget form from Grants.gov, complete data entry, and import the form(s) into the Proposal Budget Subaward Section. Please perform this process for each funding opportunity to ensure you include the correct form and have a successful proposal submission.

Extracting the Subaward budget form

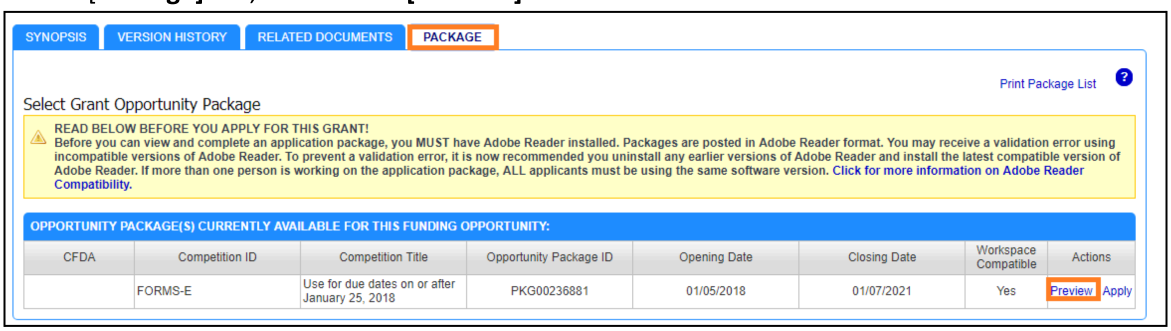
1. Click on the **[SEARCH GRANTS]** tab.



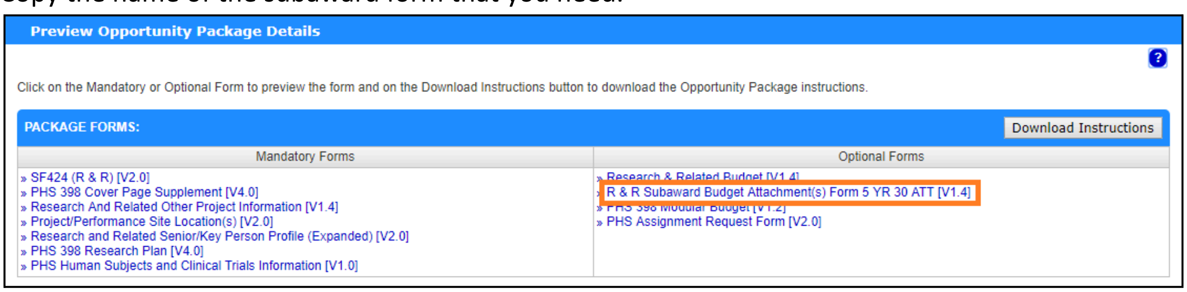
2. Enter the Funding Opportunity number that you wish to apply to in the **Basic Search Criteria: Funding Opportunity Number** field in Grants.gov
   OR
   Enter the Assistance Listings Number for the agency you wish to apply to in the **Basic Search Criteria: Assistance Listings Number** field in Grants.gov

3. Click on the **Title of the Application** to reach the synopsis page.

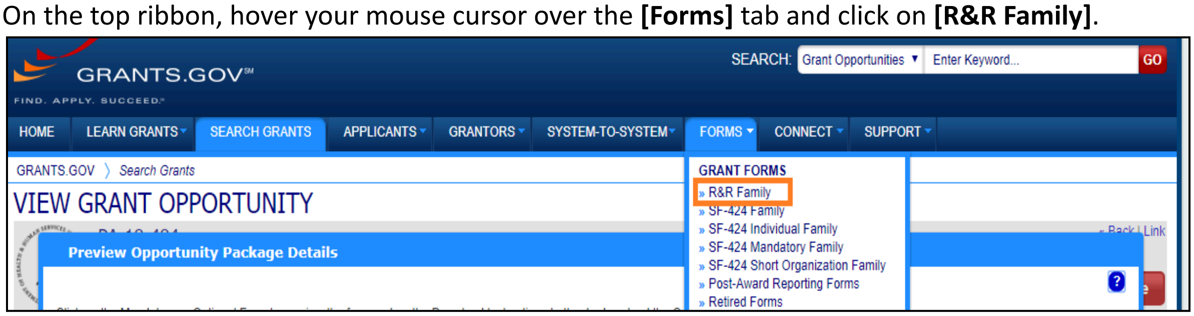
4. On the **[Package]** tab, click on the **[Preview]** link.



5. Copy the name of the subaward form that you need.



6. On the top ribbon, hover your mouse cursor over the **[Forms]** tab and click on **[R&R Family]**.

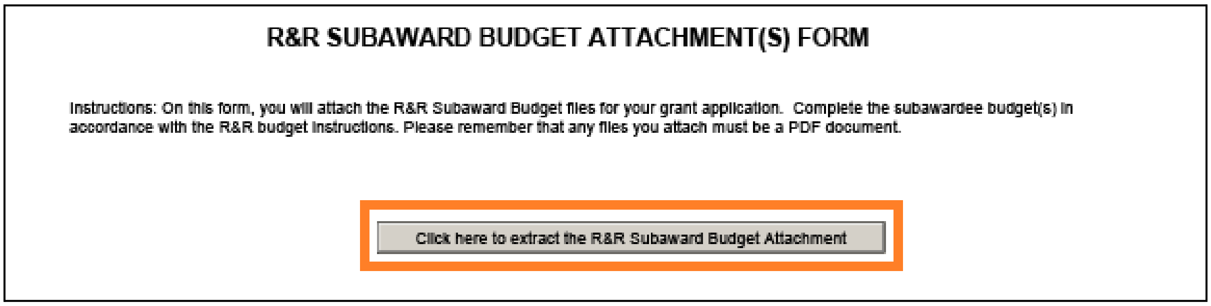


7. Look for the form (without the version # e.g. [1.4]) by using the [CTRL + F]. Make sure the version number is correct under the version number.

Grants.gov	R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT	PDF	Schema	FID	1.4	4040-0001	10/31/2019
Grants.gov	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT	PDF	Schema	FID	1.4	4040-0001	10/31/2019

8. Download the form by clicking on the **[PDF]** link next to the correct form and version.

9. If you need an older version of the same form, then click on the FID link to access previous versions of that form.
10. Open the PDF and click on the **[Click here to extract the R&R subaward budget attachment]** button.

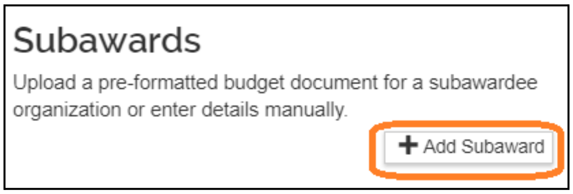


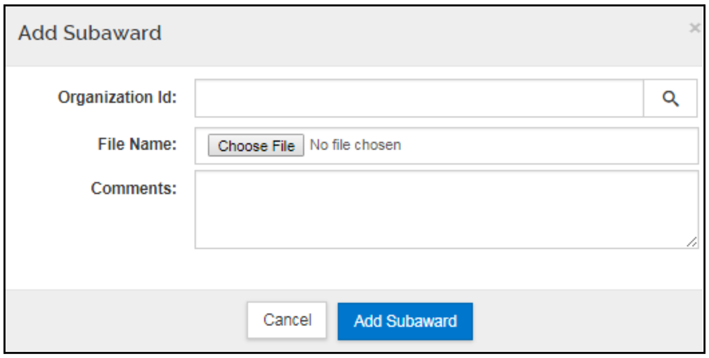
11. After you extract the subaward form and it opens, be sure to enter all necessary information then save it with a unique name.
    - Make sure that the period dates in the Subaward Budget form are exactly the same as the period dates on the proposal.
    - If the Subaward Budget does not have any money for a given period, you must include the period with zero dollars in the budget.
    - When you add the budget justification to the subaward budget form, ensure you use a unique filename that is not used on any other attachments within your proposal (e.g. BudgetJustification_PennState.pdf)

12. Once you have completely entered all data onto the subaward form, you may upload it into KR.

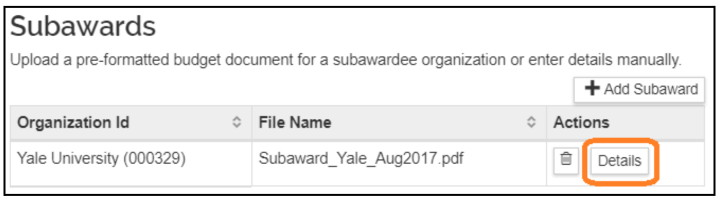
Attaching the subaward budget to the KR

[Budget] Section > Open **[Subawards]** > Click **[+Add Subward]**



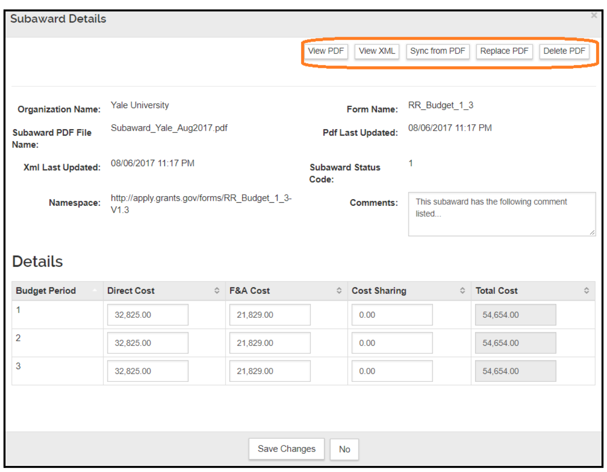


Organization ID: Search for the Organization via the Magnifying Glass button. If it cannot be found, email kr-help@umd.edu.
File Name: Click the [Choose File] button to upload the previously entered Subaward form.
Comments: (Optional) You may enter a comment
Click the [Add Subward] button.



View/Modify Subaward Details: Click on the [Details] button after the subaward has been added.

Delete Subaward: Click under Actions

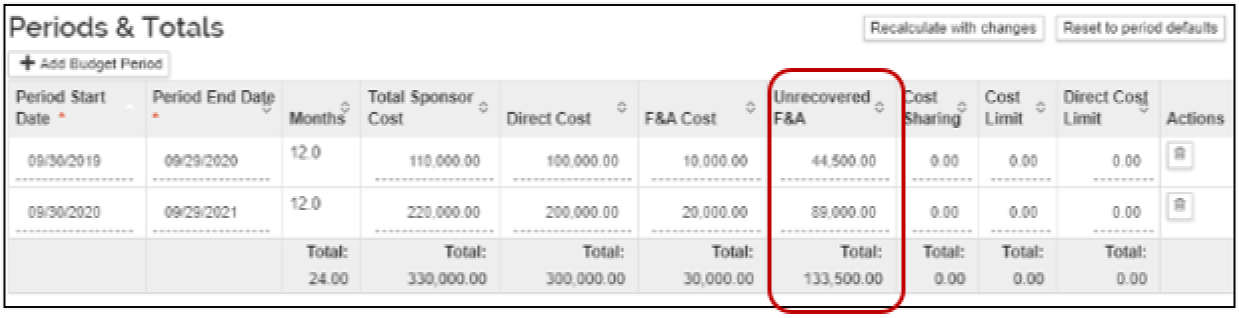


View PDF: Confirm Subaward Form is correct by viewing.
View XML: ORA use.
Sync from PDF: If data did not reflect what is in the PDF, sync will reanalyze and update information
Replace PDF: Swap PDF for Another
Delete PDF: Remove PDF
Comments: Optional
Period Details: The Direct Cost, F&A, and Cost-Sharing values are listed from the Subaward form imported.

Institutional Commitment Section

The Institutional Commitments Section contains subsections for distributing Cost Sharing and Unrecovered F&A (forgone F&A). The Unrecovered F&A subsection is not used at UMD.

- If you have previously defined Cost Sharing on any budget line items, you MUST visit the Cost Sharing subsection to identify how the cost-sharing will be distributed.


Periods & Totals

+ Add Budget Period

Recalculate with changes | Reset to period defaults

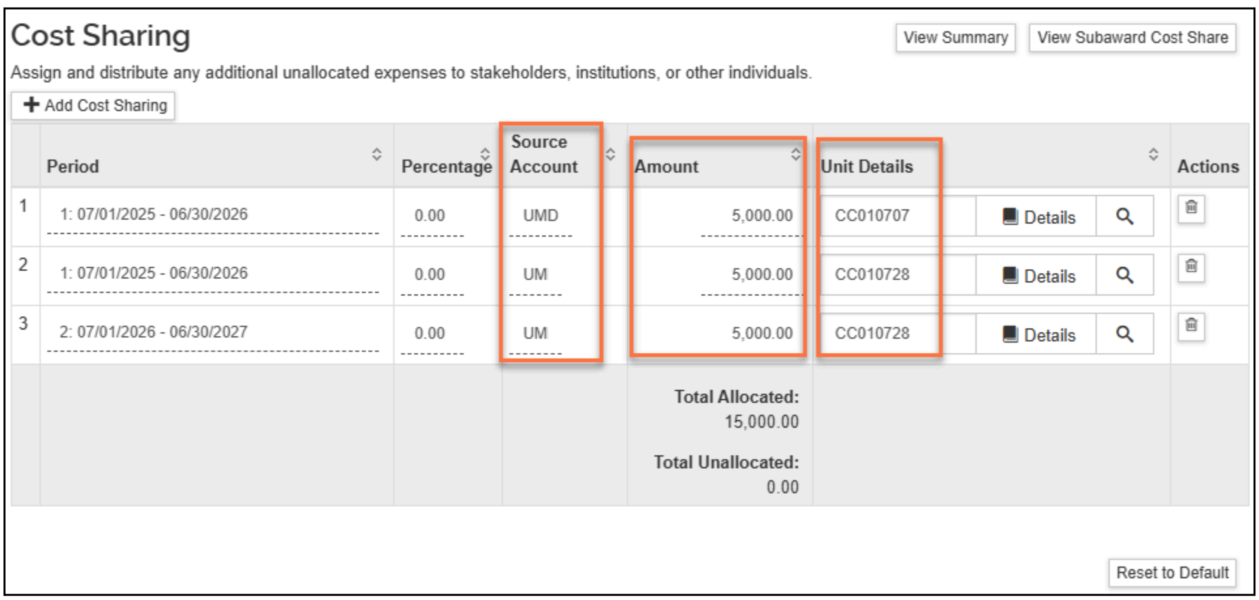
Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
09/30/2019	09/29/2020	12.0	110,000.00	100,000.00	10,000.00	44,500.00	0.00	0.00	0.00	
09/30/2020	09/29/2021	12.0	220,000.00	200,000.00	20,000.00	89,000.00	0.00	0.00	0.00	
		Total: 24.00	Total: 330,000.00	Total: 300,000.00	Total: 30,000.00	Total: 133,500.00	Total: 0.00	Total: 0.00	Total: 0.00	

Cost Share Subsection

If you had previously identified Cost Sharing, expand the Institutional Commitments Section and select Cost Sharing.

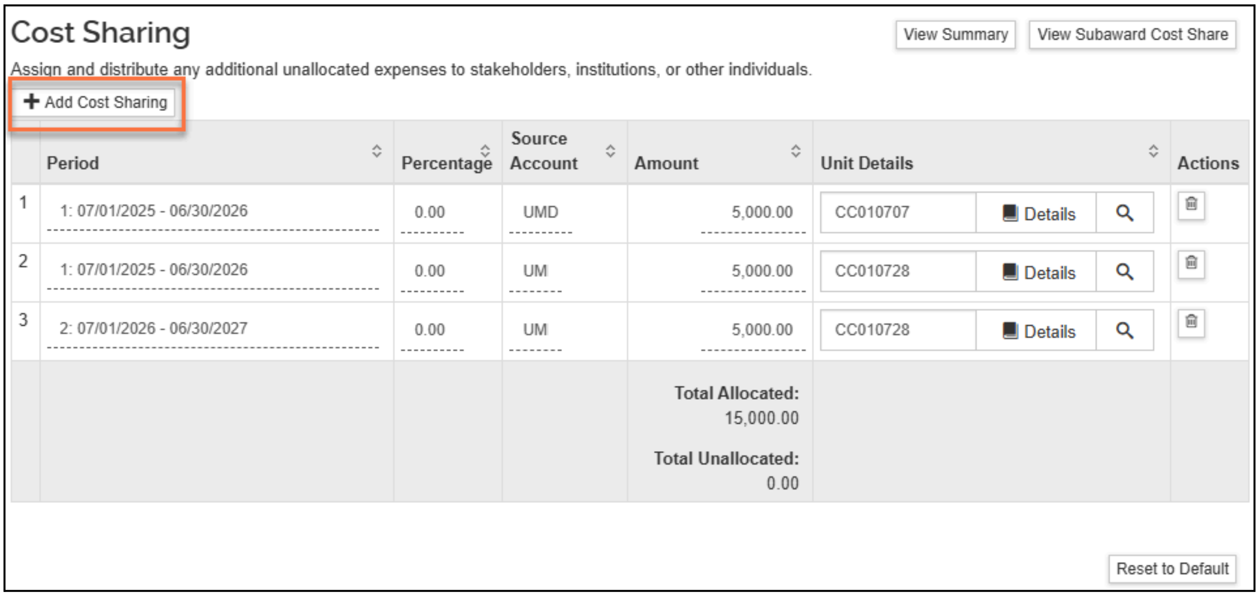
You MUST populate the following fields to distribute Cost Sharing:

- **Source Account:** This field is required and must be unique within each period. Enter one of the following:
    - **EXTERNAL**: If the source of cost share is an external source (not UMD)
    - **EXTERNAL1, EXTERNAL2,...:** If multiple external sources are the source of cost share within EACH period.
    - **SUB**: If a subaward has cost share funds in its budget
    - **UMD**: If the source of cost share is UMD
    - **UMD1, UMD2,...:** If multiple units are the source of cost share within EACH period.
- **Amount:** Amounts should represent the total cost share you've identified previously for each period.
- **Unit Details:** Key in or lookup the unit that will be responsible for paying for the Cost Share amount in a given period. If the cost share is from the EXTERNAL source, enter the unit responsible for collecting and tracking the cost share.
- **Percentage:** Not Required

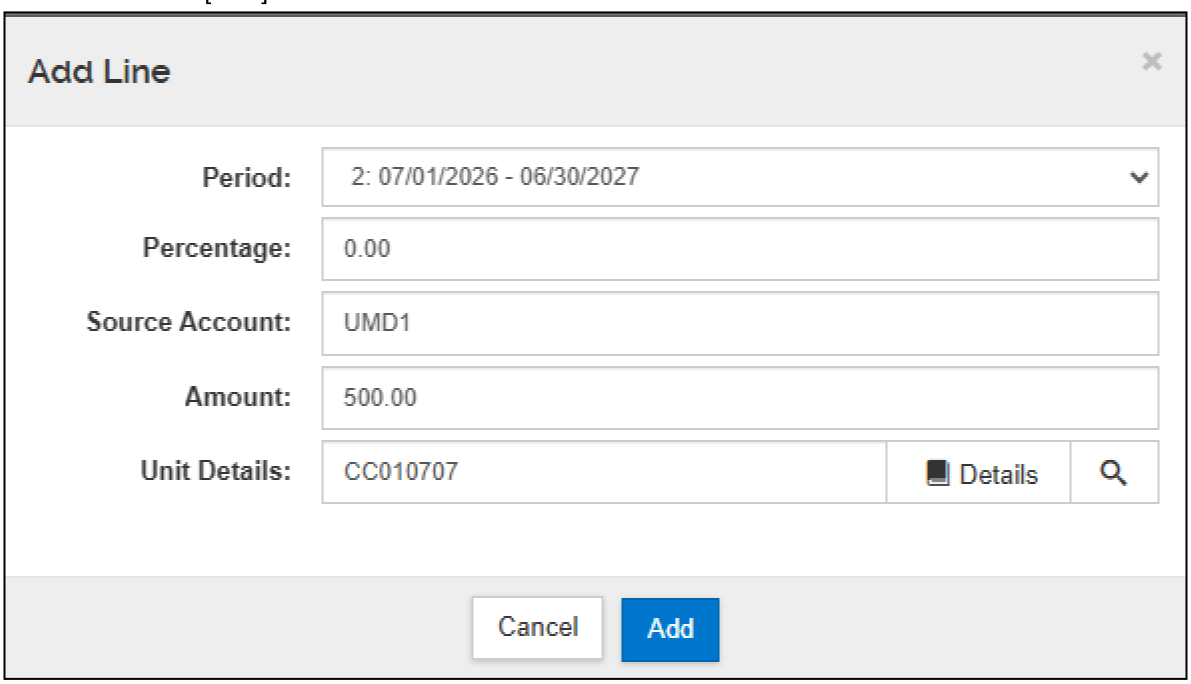


- **View Summary:** Displays a short breakdown of Cost Share amounts by period
- **View Subaward Cost Share:** Only displays if Subaward added
- **Reset to Default:** If you've recently added Cost Share and it is not represented here you may click the button to recalculate. This does clear out any populated fields as well.

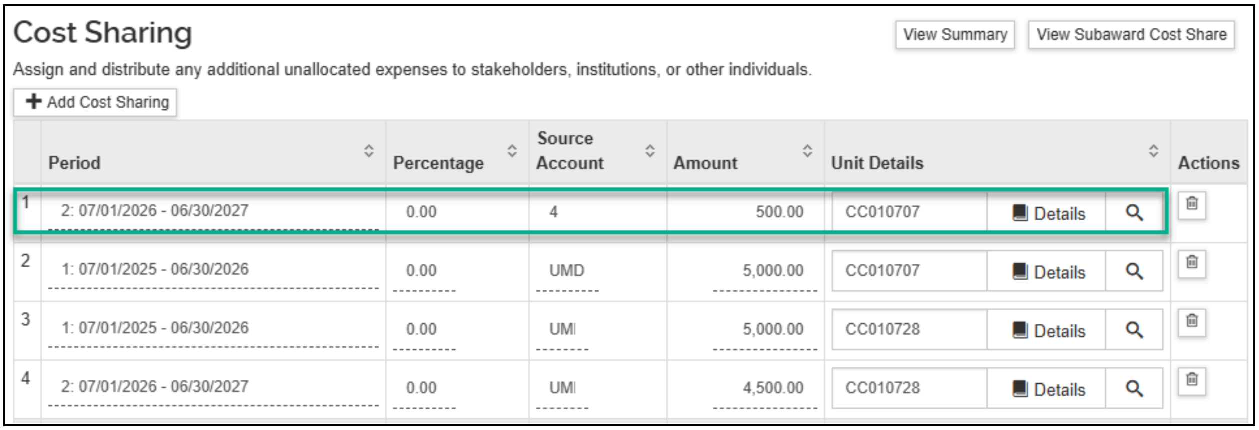
Add Cost Sharing Line: Allows you to add additional Cost Sharing lines for a specific period so that you may split costs between multiple units within the same period.



- **Period:** Select which period you would like to insert a cost sharing line
- **Percentage:** Not Required
- **Source Account:** Enter a unique number or unique abbreviation here.
- **Amount:** Enter the amount desired.
- **Unit Details:** Key in or lookup the unit that will be responsible for paying for the Cost Share amount in a given period.
- Click the [Add] button to add the new line.

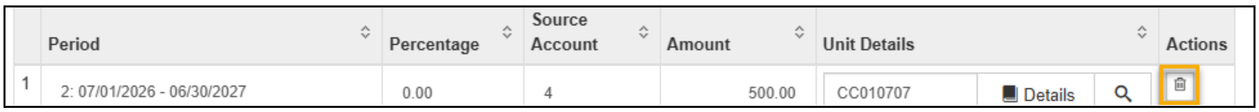


- The amounts get cleared after adding a new line so you will need to re-enter amounts for each period's lines.



Delete Cost Sharing Line

- Click under Actions



Unrecovered F&A Subsection (not used at UMD)

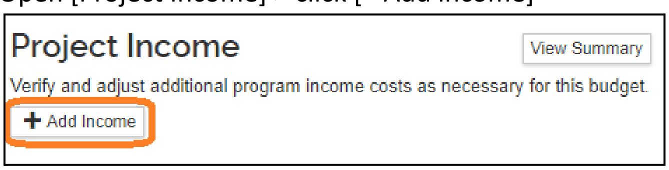
When you click on this subsection, the expected message below is displayed.

Project Income Section

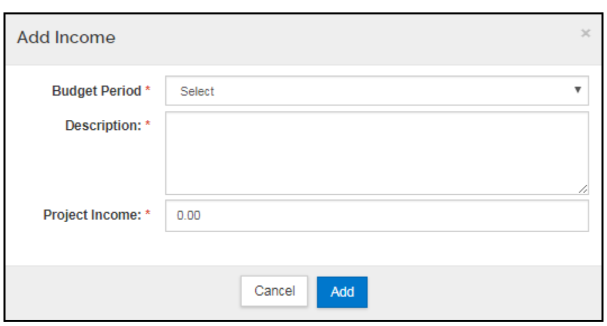
If the project will involve Project Income, open the Project Income Section.

Add Project Income

Open [Project Income] > click [+ Add income]



Update the following fields > Click [Add]



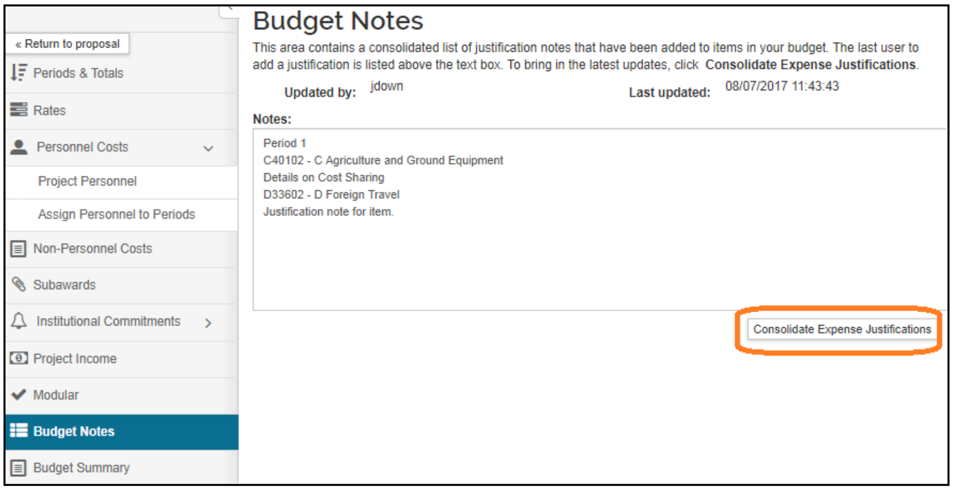
Budget Period: Select year that revenue will be generated

Description: Enter in a description of Project Income

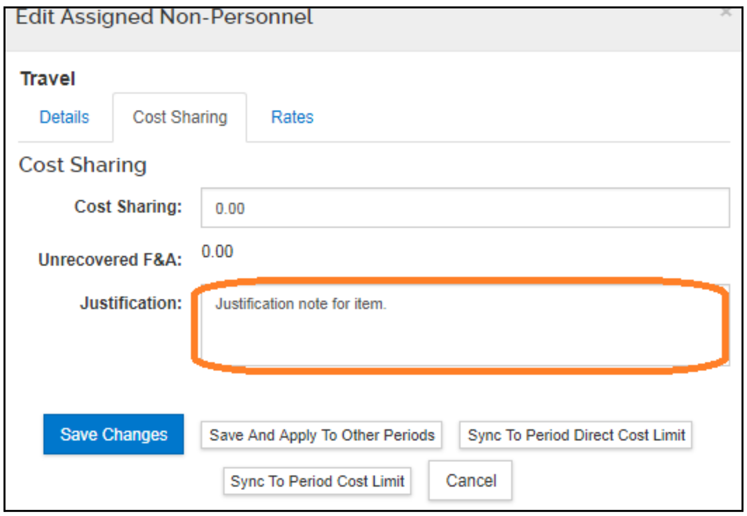
Project Income: Expect dollar amount of Project income

Budget Notes Section

This section is used for consolidating the individual notes and justifications you may have entered for each expense line item. This section is optional.

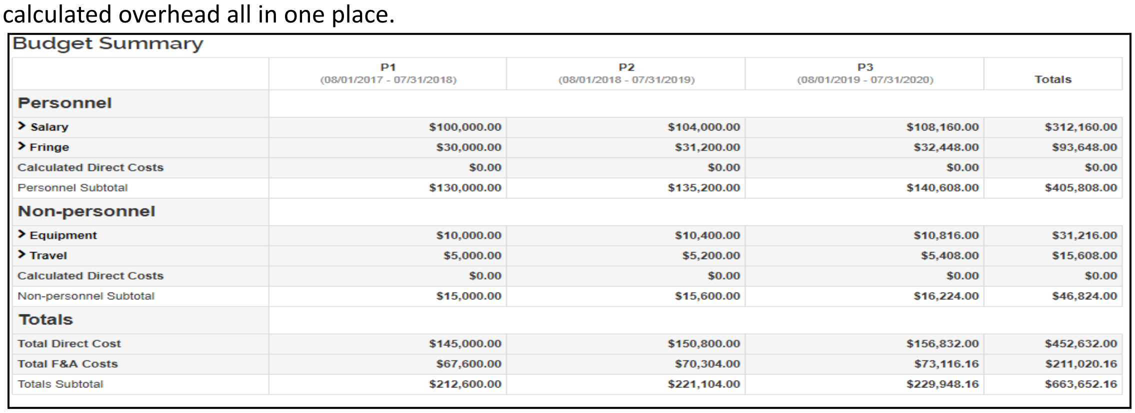


Where do these notes come from? On Non-Personnel line items, click the [Details] button.



Budget Summary Section

This section is a view only screen to see all of your detailed expenses – personnel, non-personnel, and calculated overhead all in one place.



Budget Summary

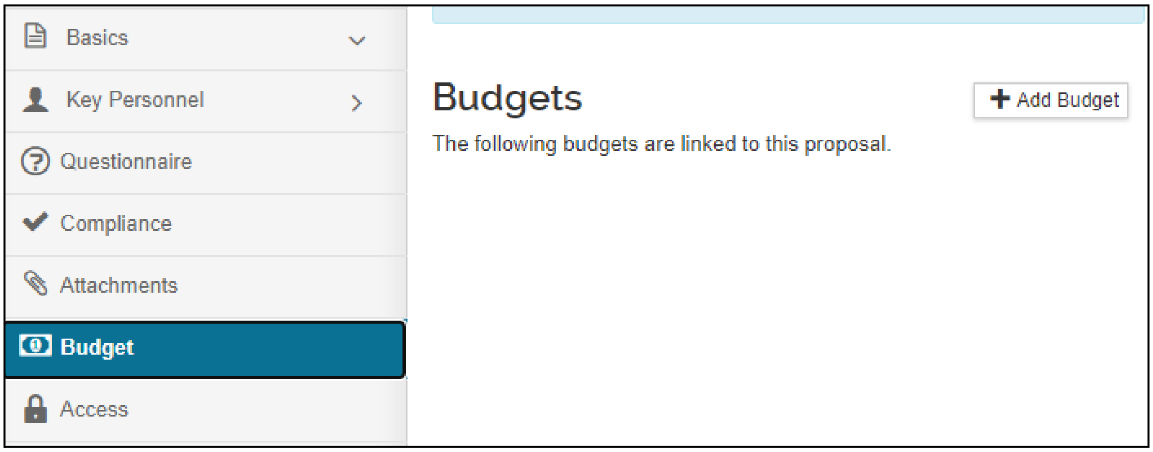
	P1 (08/01/2017 - 07/31/2018)	P2 (08/01/2018 - 07/31/2019)	P3 (08/01/2019 - 07/31/2020)	Totals
Personnel				
> Salary	$100,000.00	$104,000.00	$108,160.00	$312,160.00
> Fringe	$30,000.00	$31,200.00	$32,448.00	$93,648.00
Calculated Direct Costs	$0.00	$0.00	$0.00	$0.00
Personnel Subtotal	$130,000.00	$135,200.00	$140,608.00	$405,808.00
Non-personnel				
> Equipment	$10,000.00	$10,400.00	$10,816.00	$31,216.00
> Travel	$5,000.00	$5,200.00	$5,408.00	$15,608.00
Calculated Direct Costs	$0.00	$0.00	$0.00	$0.00
Non-personnel Subtotal	$15,000.00	$15,600.00	$16,224.00	$46,824.00
Totals				
Total Direct Cost	$145,000.00	$150,800.00	$156,832.00	$452,632.00
Total F&A Costs	$67,600.00	$70,304.00	$73,116.16	$211,020.16
Totals Subtotal	$212,600.00	$221,104.00	$229,948.16	$663,652.16

Creating a Modular Budget

If your proposal includes a Modular Budget for an NIH S2S proposal, you will create a summary budget and then a modular budget.

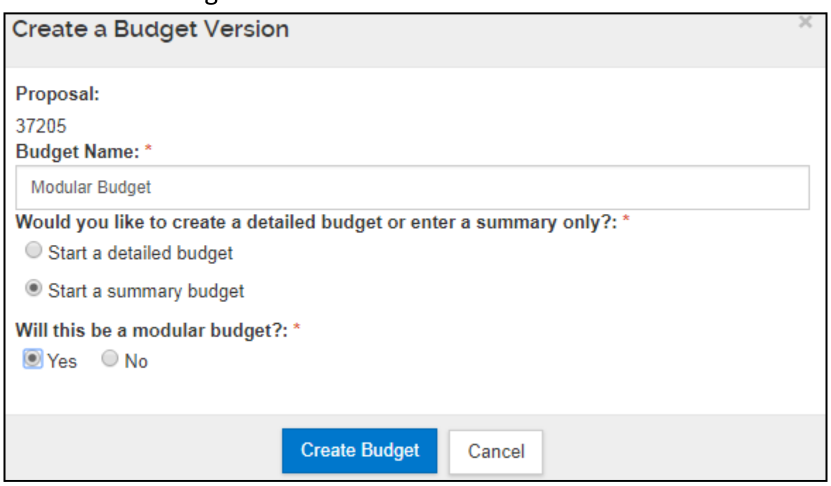
1. **Create the Budget**

Click on the Budget section in the left side toolbar and create the Budget by clicking the "+ Add Budget" button



When creating the budget:

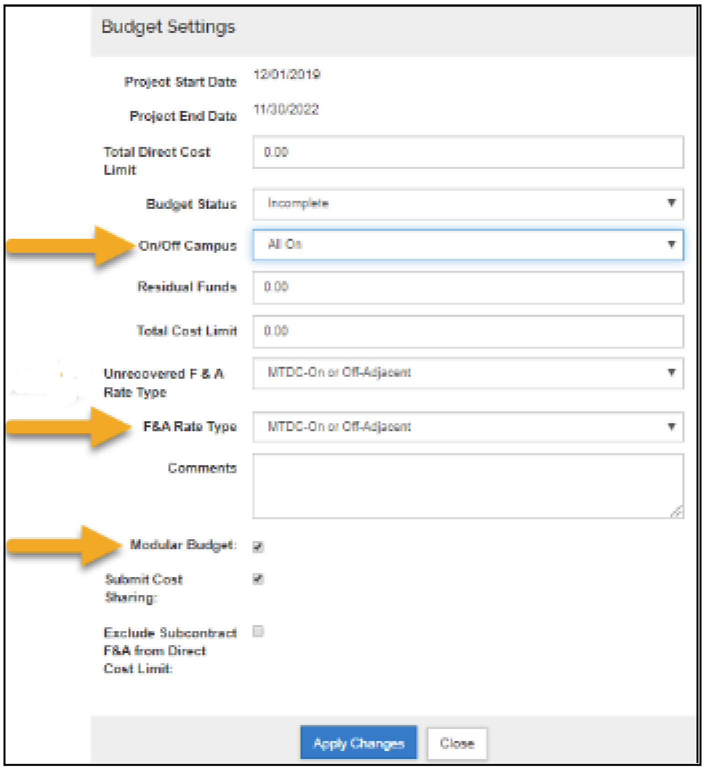
- Enter the Budget Title (cannot be changed once created)
- Start a Summary Budget
- Select Yes for Modular Budget
- Click "Create Budget"



NOTE: The recommendation is to do a summary budget with your modular budget, but if you choose to do a detailed budget, you may sync the results to the modular budget.

2. **Configure Budget Settings**
Click on "Budget Settings" in the top toolbar to ensure you have the correct configurations set for:

- On/Off Campus Flag
- F&A Rate Type
- Modular Budget (Should be Checked)

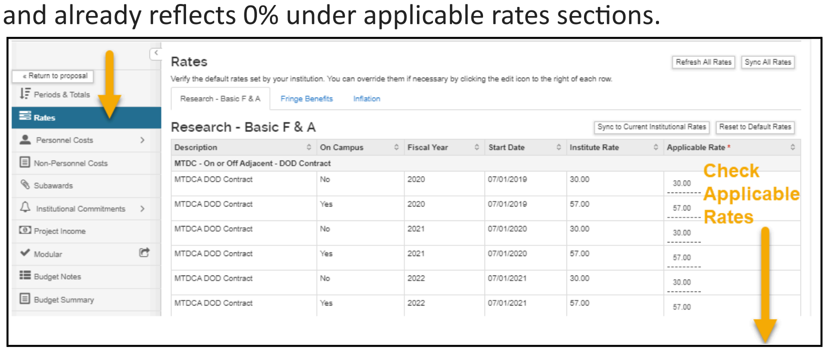


3. **Configure Rates for F&A**

If our institutional rates are being used on the project then no changes to the rates section are required. Please see [ORA's F&A Information page] for details on current institutional rates.

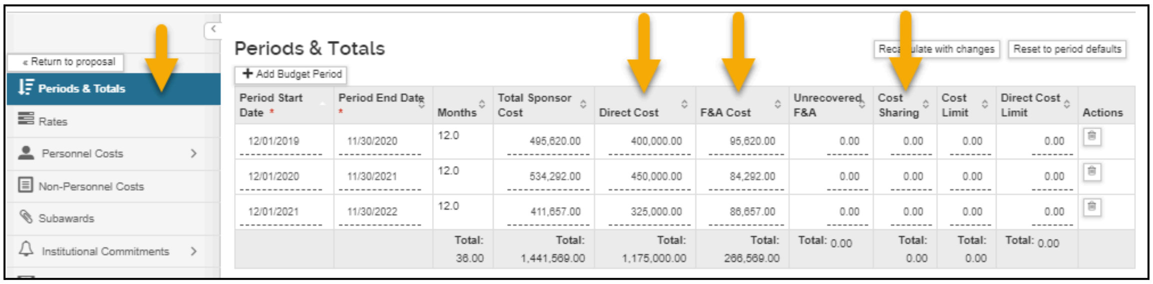
However, if the sponsor mandates a rate lower than our institutional rates (but greater than 0%) you will need to enter that value in the applicable rates column on the appropriate on/off campus rows. This will ensure the correct rate gets pulled into the Institutional Proposal when generated later. Also, be sure to include the appropriate documentation on the sponsor mandated F&A rate requirement in the attachment section of the proposal if an institutional rate is not being used.

NOTE: If a rate type of 0% is mandated by the sponsor then the F&A Rate Type of Other is used and already reflects 0% under applicable rates sections.



4. Create the Summary Budget

On the Periods and Totals Tab, populate the amount fields for Direct Costs and F&A Costs. If your project has Cost Sharing, enter amounts as needed. If there is Cost Sharing, fill out the Cost Share Subsection as well.



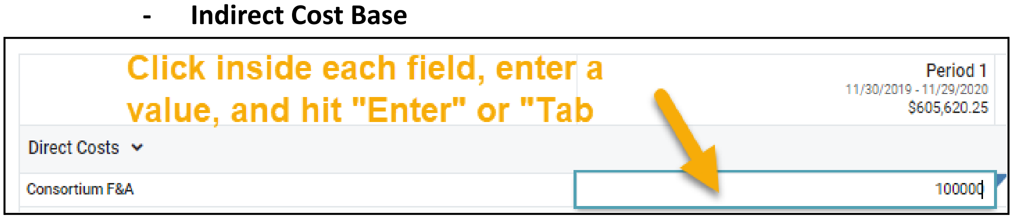
5. Create the Modular Budget

Once the Summary Budget is complete, click on the Modular Budget section button in the left toolbar. You will see a new navigation bar on the top left menu that allows you to navigate in and out of the modular budget:

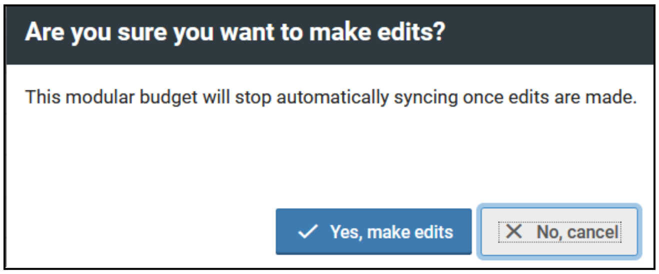
	Returns you to the Proposal Development Modular Budget
	Takes you to the Dashboard Page (Not Currently Used)
	Returns you back to the Proposal Development Summary Budget
	Returns you back to the Proposal Development Record (Closes the Budget)
	Settings Page - Allows you to change the default configuration of Rounded to Unrounded. We recommend keeping the default set to Rounded.

You will be able to edit each period by double-clicking on the cell that you would need to modify.

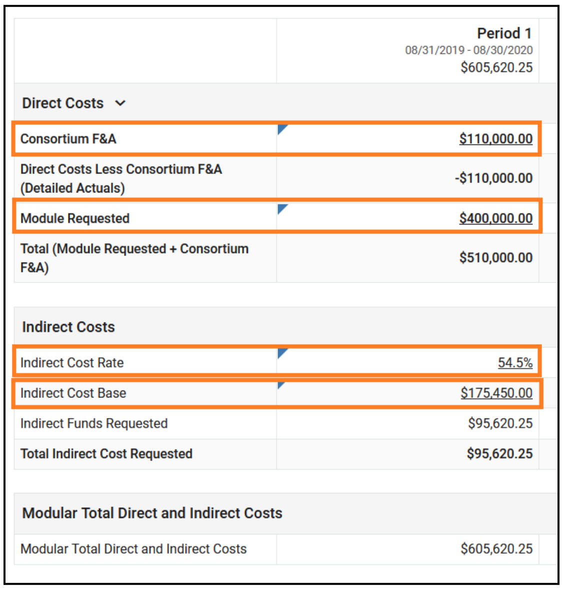
- Enter amounts for items listed below, then move to other cells by either using the "Enter" or "Tab" key. Do NOT click off the field with your mouse, the value won't save.
    - **Consortium F&A: Subaward F&A Cost**
        - FYI: Direct Costs Less Consortium F&A (Detailed Actuals) will come out as a negative amount because the system is pulling the data from the detailed budget which is empty. This will NOT affect the S2S form.
    - **Modular Requested**
    - **Indirect Cost Rate**
    - **Indirect Cost Base**

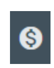


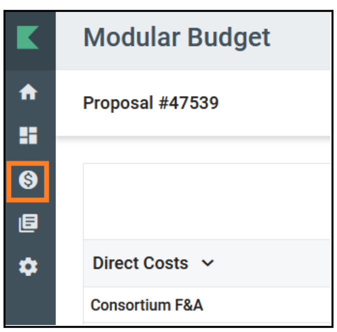
When you edit the first cell, you will be prompted to answer that the modular budget will stop automatically syncing. Click “Yes, make edits”



Once four items (Orange cells) are completed, other cells will be calculated automatically. Make sure to complete the items for each period.



When you are done with the Modular budget, you may click on the  on the menu to return to the Periods & Totals screen.



If you click on the  on the bottom left, you will be able to expand the menu items.

NOTE: You will notice that within the Modular Budget that the period dates are not properly displayed and reflect the day prior for start and end dates OR show an invalid date. This does NOT affect the submitted form and is a display issue we are working with Kuali to fix.

When you’ve completed the modular budget, we strongly recommend previewing the S2S Modular Budget from the S2S opportunity within your Proposal to ensure it’s displaying as you expect.

Finalizing the Budget

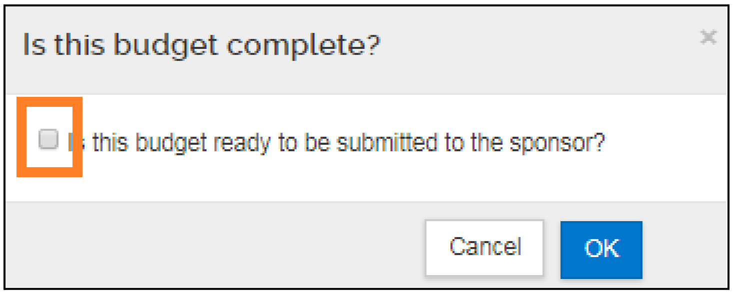
Complete the Budget Version

Before you can submit a proposal for approval, you must mark your budget Complete and mark a budget for Submission to Sponsor.

On any tab, click [Complete Budget] on the bottom of the budget screen

Mark as Submission to Sponsor

If this is the budget you will be submitting to the sponsor along with the final proposal, check the box for [Is this budget ready to be submitted to the Sponsor?] Cancel returns to the Budget screen.



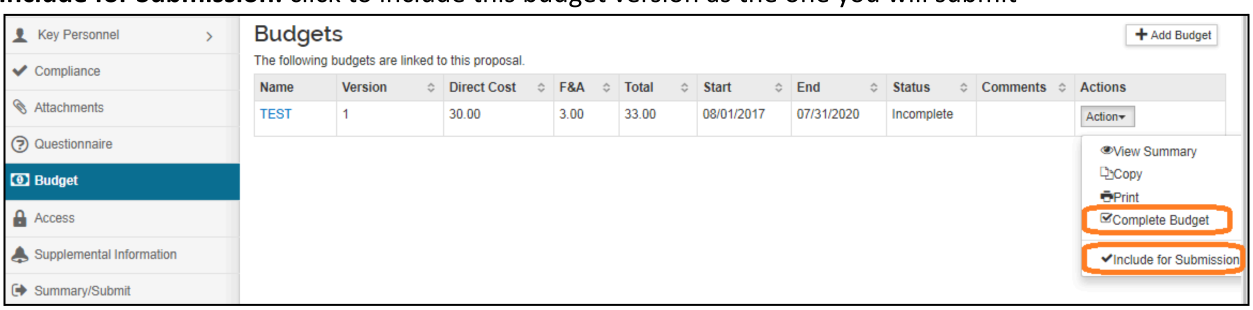
Include Budget for Submission

On the Proposal Budget section you may mark budgets as Complete and Include for Submission.   When you select Include for Submission, you are indicating that this is the budget that you want to submit along with your proposal.

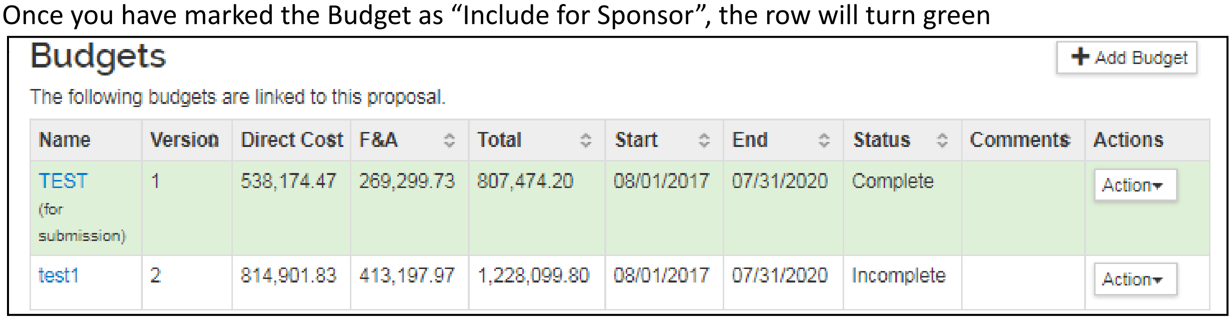
Click the [Action] dropdown

Complete Budget: click if all changes have been made and the budget has been confirmed as correct

Include for Submission: click to include this budget version as the one you will submit



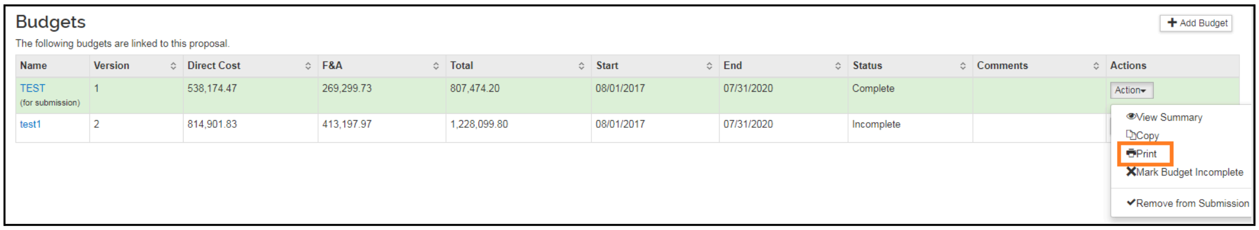
Once you have marked the Budget as "Include for Sponsor", the row will turn green

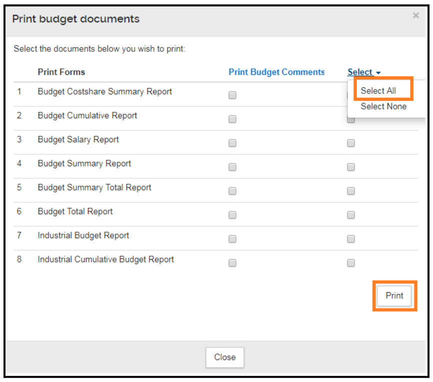


Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
TEST (for submission)	1	538,174.47	269,299.73	807,474.20	08/01/2017	07/31/2020	Complete		Action
test1	2	814,901.83	413,197.97	1,228,099.80	08/01/2017	07/31/2020	Incomplete		Action

Print the budget

If you want to print the budget, click [Action] and select the [Print].





Check the box under the [select] to select forms. If you would like to print all, click [ ] to click [Select All] > Click Print > PDF will be generated

Access Section

The Access Section allows you to give other Proposal Development users access to a proposal.

NOTE: This is useful for projects that **involve multiple units** who need to review the lead unit's proposal. The approvers for the Department Chair and College Dean's office have view rights by default, and there is no need to add them to the Roles unless an individual needs to have additional rights to modify the proposal contents. ORA staff can see all Proposal Development proposals, and there is no need to add or remove them from the list of users or roles.

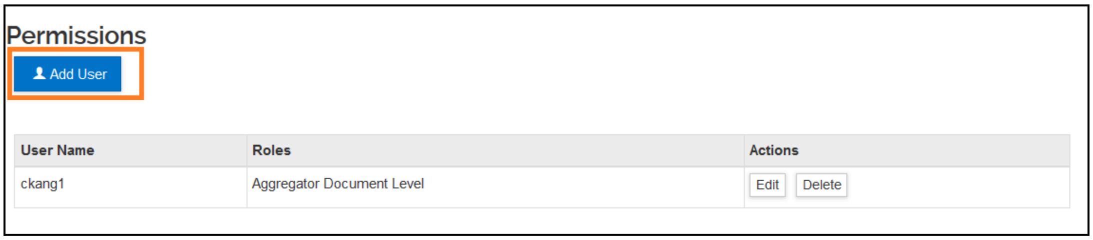
Proposal Access Roles	**Use Case**
Most Commonly Used	
Aggregator Document Level	Full edit permissions, including budget rates, plus submit to review permission
Viewer Document Level	Permission to view all sections of a proposal (cannot create new or edit existing proposal details) NOTE: May be added before or after a proposal has been approved and submitted if needed
Less Commonly Used	
Aggregator Only Document Level	A more limited form of Aggregator. Aggregator Only can modify all proposal, budget, and attachment data. Can also submit a proposal document for review. Cannot send certification, recall, change rates, or change S2S linkages after a proposal is submitted for review
Budget Creator Document Level	Permission to create and edit budget versions, plus view proposal data
Budget Creator Only Document Level	Permission to create and maintain budgets in a proposal and view all other data in a proposal. Cannot modify rates in a budget
Narrative Writer Document Level	Permission to modify the data in a proposal development document, including the attachments. It provides view only access to the budget.
Not Used	
Approver Document Level Access Proposal Person Institutional Salaries View Institutionally Maintained Salaries	Do Not Use

Sharing Access to a Proposal

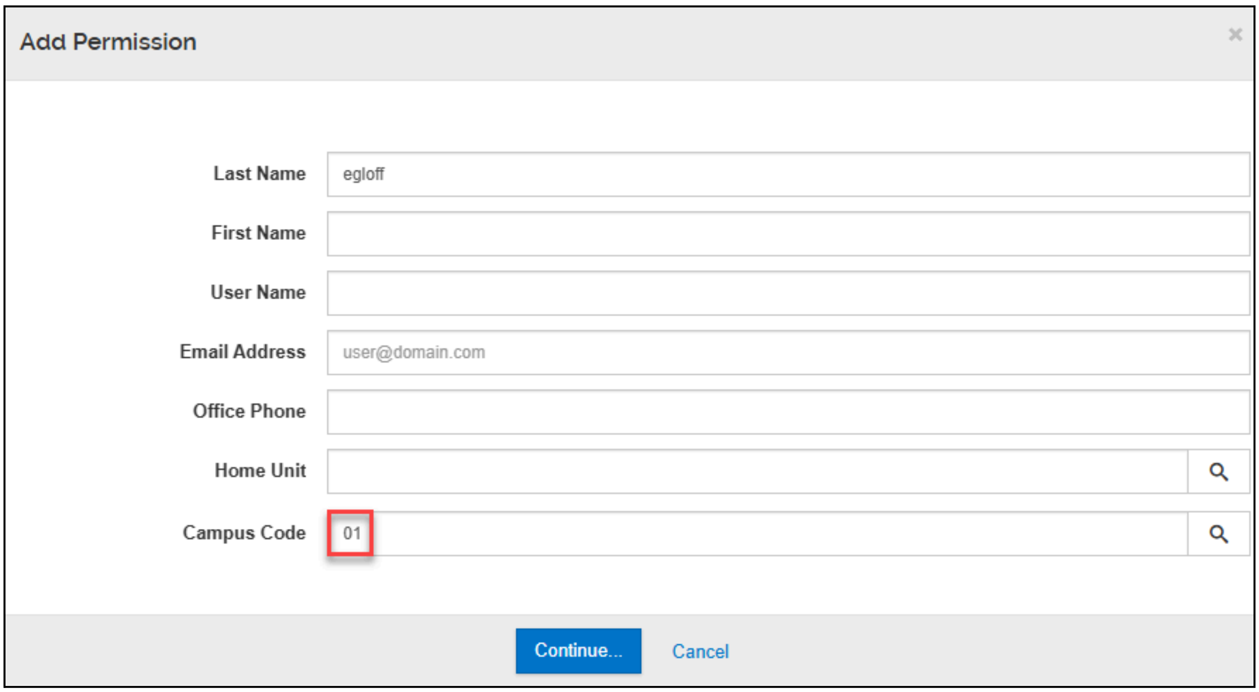
You can share a proposal with a user from another department you're collaborating with by adding them to the Access section of the proposal and emailing them a link. Individuals that have been added will see the proposal on their Proposal Not Routing Card as well.

Assign a person to Access role

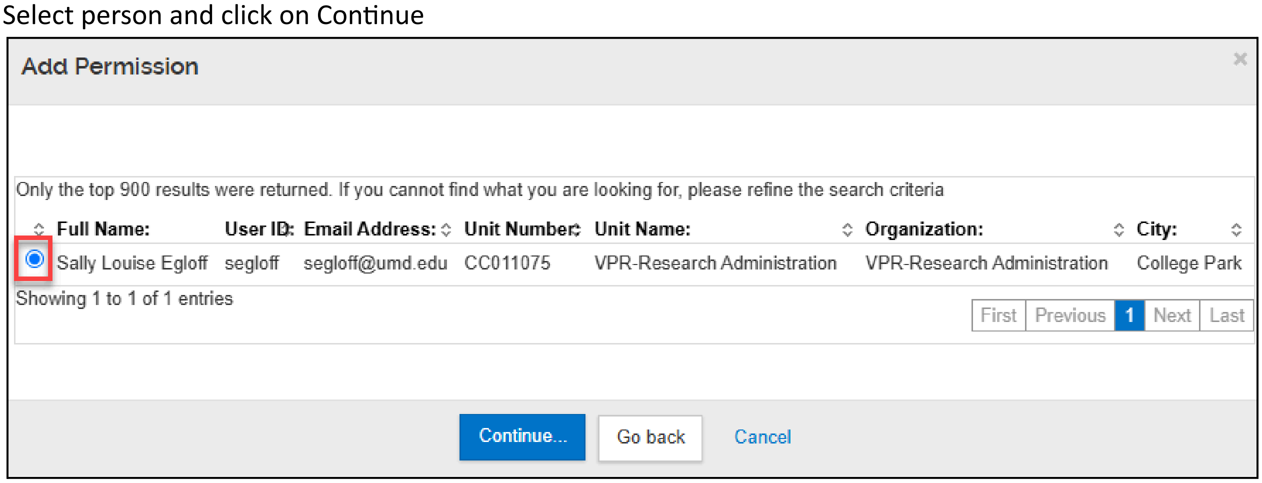
1. Click [Add User]



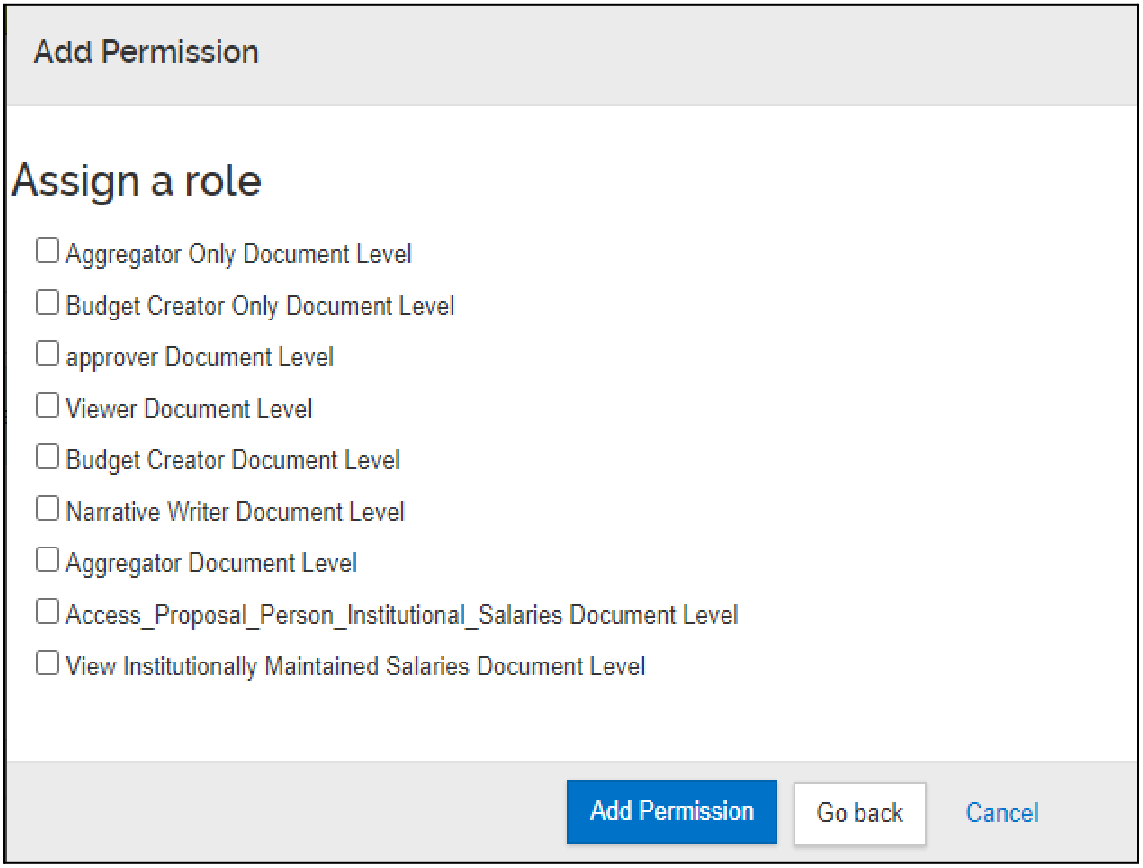
2. Search and choose the user that needs access for the proposal. Type 01 in Campus Code to limit search to UMD employees.



3. Select person and click on Continue



4. Choose the appropriate role (See above table) > Click [Add Permission]

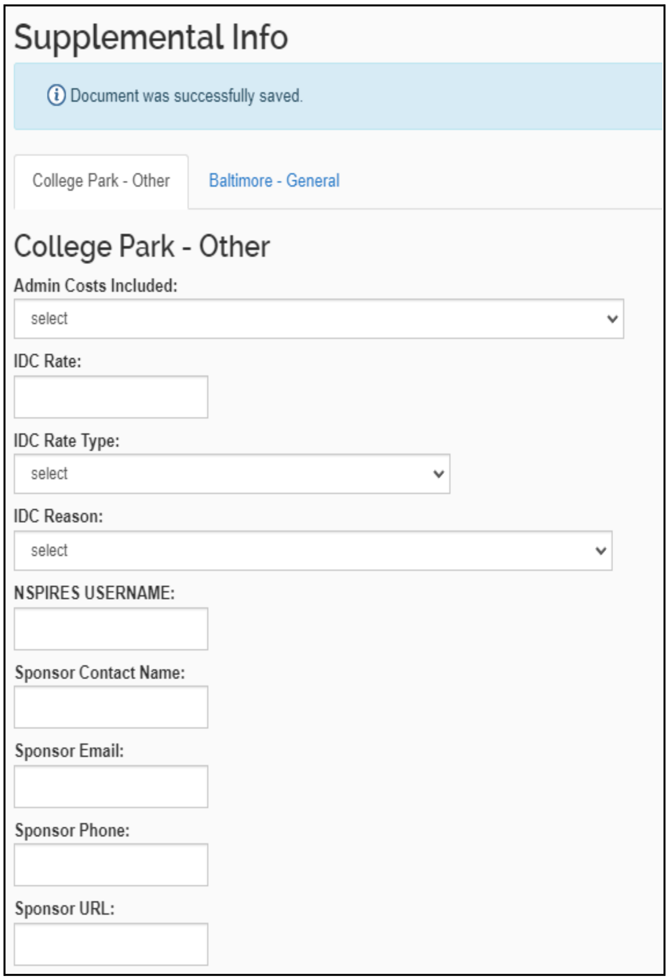


5. Then on the top toolbar, click the Link button and copy the link.

6. Send the link to the person via email and he/she will be able to open the proposal based on the access you gave him/her.

7. Once you have granted view or edit access the proposal will show up on the Proposals Not Routing and Proposal Workload Assignments cards for that person depending on the current proposal's status.

Supplemental Information Section



Admin Costs Included (required): Select appropriate reason Admin Costs are or are not included
IDC Rate (required): enter the IDC rate. This is a number only field, % is not allowed. If you have more than one rate, please list only the on campus rate
IDC Rate Type (required): Select MTDC, TDC, or Other (only for 0%). If you have more than one rate, please list only the on campus rate type
IDC Reason (required): Select reason rate was selected. If you have more than one rate, please select the on campus rate reason
NSPIRES USERNAME: PI NSPIRES username for NASA proposals
Sponsor Information: as needed

Admin Costs Included Reason:

- Sponsor Guidelines
- Organized Research Unit
- Significant Project - Approved
- Account effective prior to ORU/SP Guidance
- Significant Project - Requested
- Not Federal of Federal-Flow Through Funds
- Not included (or XX account)
- Negotiated Rate Not Used - Fed/Flow Through

Summary/Submit Section

Validation

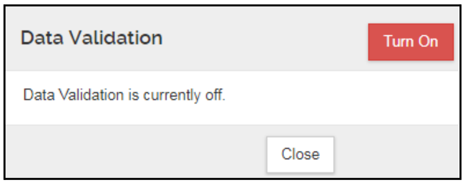
Once you believe your proposal has been completed, you should turn Data Validations on to verify there are no issues present before you submit for approval. This will generate a list of errors or warnings associated with the proposal if any issues are found. Data validations are limited to the rules that have been created in Kuali Research and will not check all possible issues such as those flagged in other submission systems. These issues must be addressed before routing.

Turning on the Validation

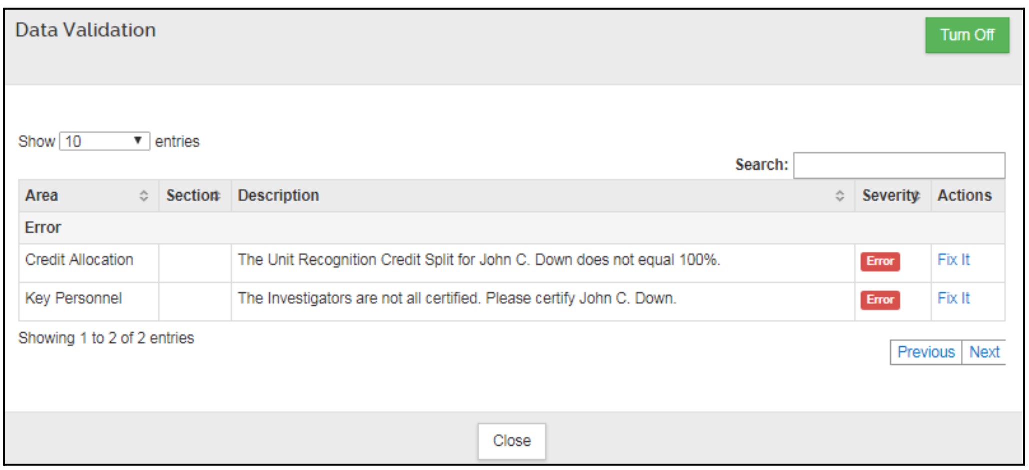
On the top proposal toolbar, click on the [Data Validation]

Click on the [Turn On] button in the data validation window.

Once the validation is on, you may return back to the same place and turn it off if needed.



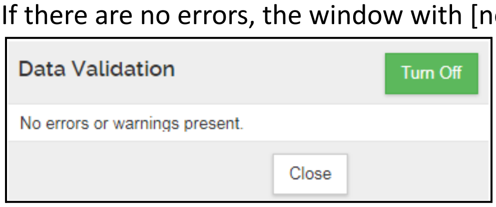
If the proposal has an error(s), click on the [Fix It] link for each to be taken to the location where you can take corrective actions.



Error(s): **you must make corrections** and check Data Validation again to confirm the error has been fixed. You will not be allowed to submit a proposal if Data Validation is showing an error.

Warning(s): review to see if there are corrections that can be made. You will be allowed to submit a proposal with a warning.

If there are no errors, the window with [no errors or warnings present] will pop up.



Notifications History

Notifications History

The Notifications History section displays all the email notifications that have been generated for this proposal. Appendix II - KR Notification Emails contains descriptions and details about the notifications that Kuali Research will generate.

Note: notifications generated only after February 28, 2019 are available.

Information on notifications is presented as:

Date Created	Recipients	Subject	Message
10/28/2024 11:30 AM	ckang1, dmfall, jdown, lklein32, mcolling, rsommer, segloff, sfmiller	Proposal No.85450 in Department CC010728 - ARHU-History has been created by Carolyn Miller	**Prop Dev Number** 85450 **Proposal Initiator** Carolyn Miller **Lead Unit** CC010728 - ARHU-History **Sponsor Name** Naval Research Laboratory

Date Created: date and time notification was generated

Recipients: directory IDs' of persons receiving the notification

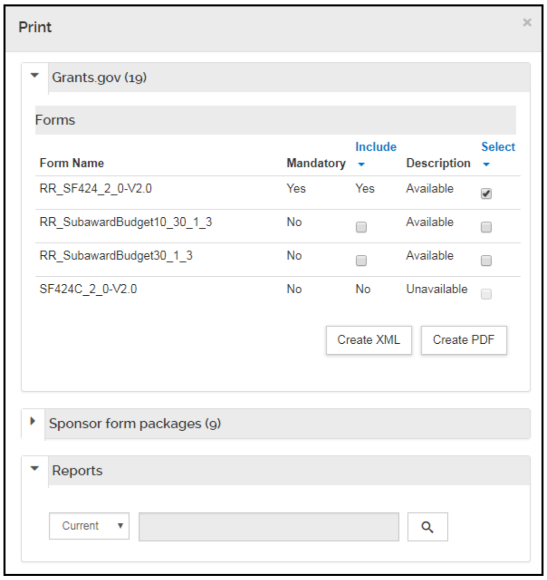
Subject: the subject line of the notification email

Message: the text of the notification

Print Forms

If you would like to print portions of the proposal, you may do so from the Print link in the Proposal Toolbar. You may also print Grants.gov forms if the proposal is an S2S proposal by clicking on the S2S Opportunity Search Section and clicking on the Forms Tab.

Click [Print] on the Top menu
Check each forms that you would like to print Click [Create PDF]



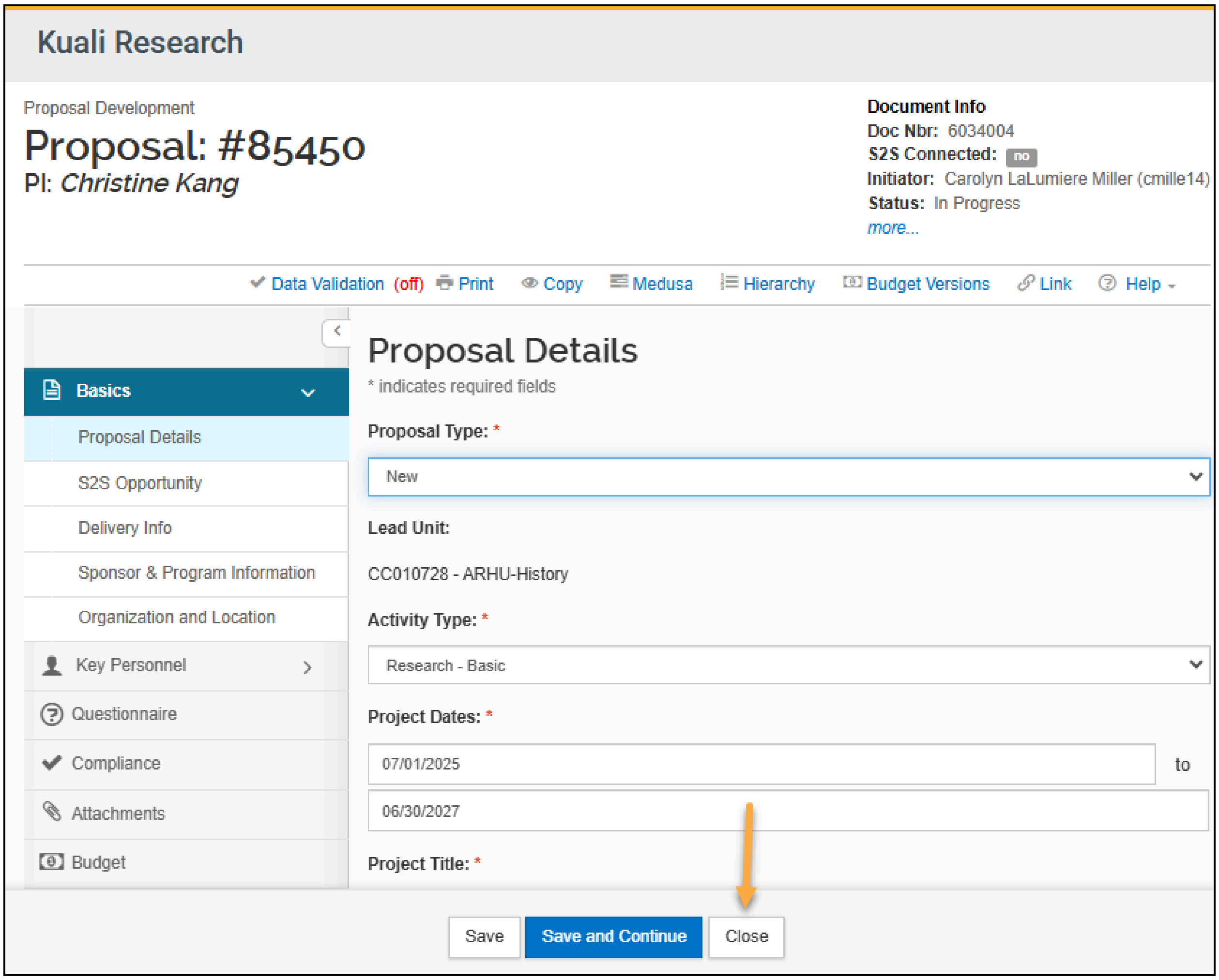
Grants.gov: Allows you to print Grants.gov forms for S2S proposals. Same as shown in on the S2S Opportunity Search

Sponsor Form Packages: Generic system print templates, includes ORA templates no longer used

Reports: Current and Pending reports here for investigators

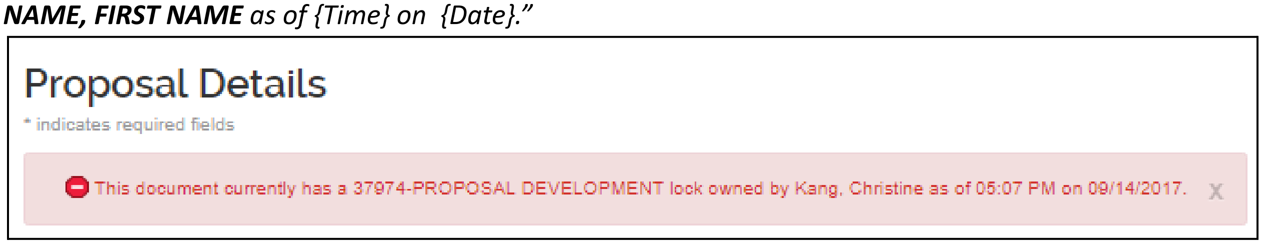
Proposal Lock

As an aggregator, when you edit a proposal, you create a lock. The lock prevents other aggregators in your department from editing the proposal while you are working on it. This is called a "Pessimistic Lock" in Kuali Research.
When you are finished editing the proposal, you must click the "**Close**" button at the bottom of the Proposal Development page in order to release the lock you created.



If you close your web browser or web browser tab while editing a proposal, this does NOT release the lock so it's important that you click on the "Close" button in order to allow others to be able to edit.

What Happens if a Proposal is Locked?
If another aggregator attempts to edit a locked proposal development record, they will see an error that states *"This document currently has a {Proposal ID}-PROPOSAL DEVELOPMENT lock owned by **LAST NAME, FIRST NAME** as of {Time} on {Date}."*



How Do I Unlock the Proposal?

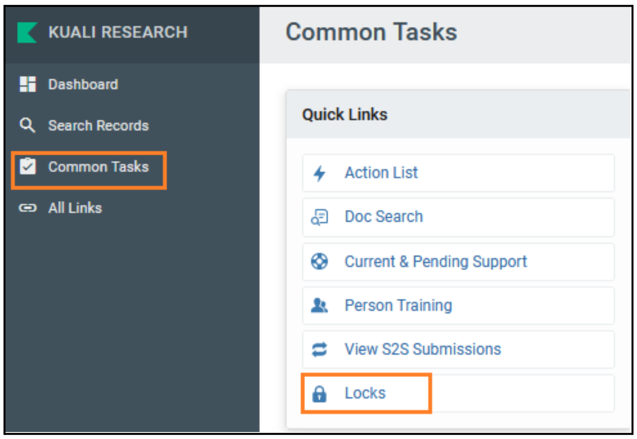
Note the name in the lock error message. This is the person that has the lock on the proposal.

- If the person in the lock error message is NOT you, you may contact that person and request that they either open the proposal in edit mode and then click the "Close" button or clear their "Pessimistic Lock." If you cannot reach that person and it's urgent, please contact **kr-help@umd.edu**.

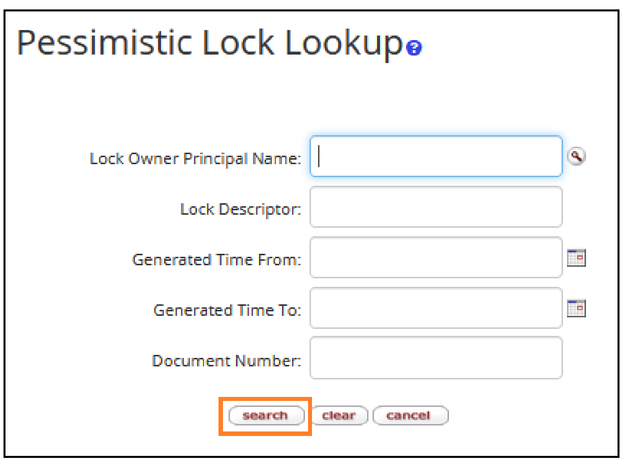
- If this person is you, open the proposal for editing then click the "Close" button, and the lock should be released. You may alternatively clear the lock by clicking on the "Pessimistic Lock" link under Quick Links in either the "Unit" submenu or Kuali Research homepage.

Clear a Pessimistic Lock

- Click [Common Tasks] > click [Locks] under [Quick Links]



- Click the search button without any information on any field. This will show ALL your locks.



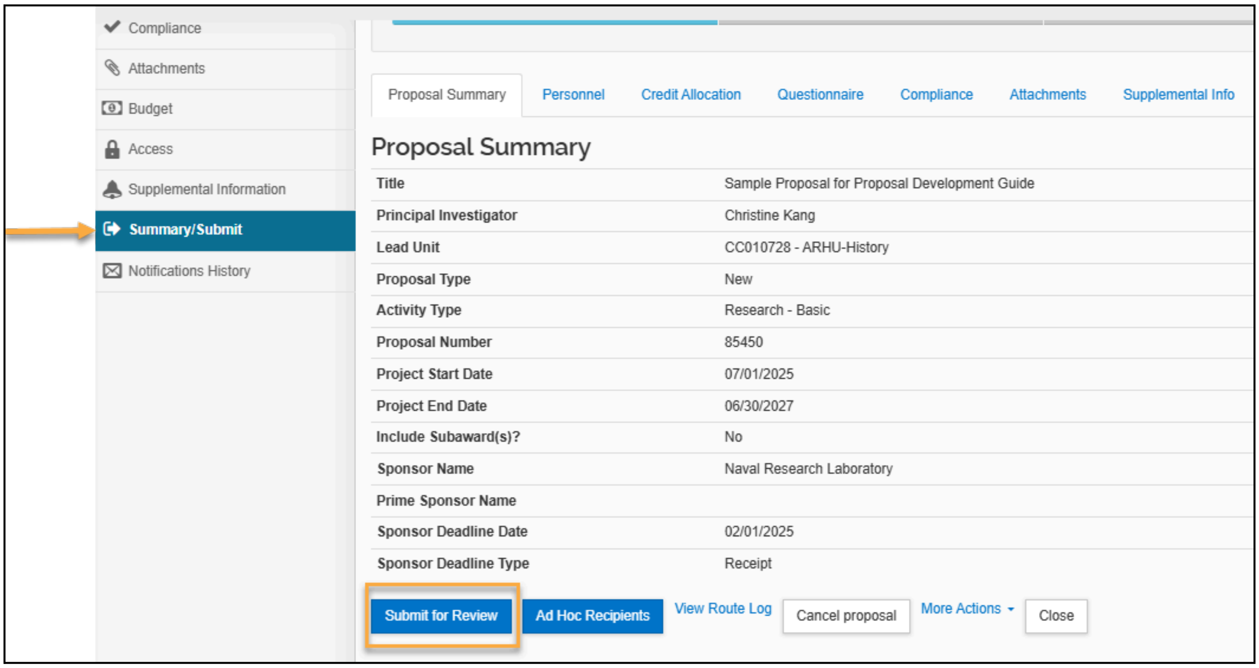
- Click the [delete] action next to the proposal that you would like to unlock.

Actions	Lock Id	Lock Owner Principal Name	Lock Descriptor	Generated Time	Document Number
delete	1443537	ckang1	37974-PROPOSAL DEVELOPMENT	09/14/2017 05:07 PM	2230561

Submit for Review/Approval

Once you've finalized your proposal and run validations, you are ready to submit the proposal for approval.

Open [Summary/Submit] Section > Click [Submit for Review] Button



 : This sign will show up if there is an unresolved issue on that particular section

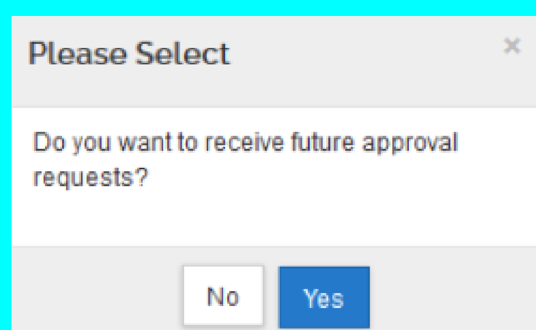
NOTE: The tracking line will change from blue to green then go into the routing

Gray: This shows the work to be done.

Blue: This shows where the proposal is currently located.

Green: This is Completed/Approved

NOTE: If you are an aggregator as well as a Primary Approver at any stop when you submit for review, a pop-up question will display "Do you want to receive future approval requests?" If you answer Yes, the approval routing will continue as it normally would. If you answer No, the system will automatically approve at all levels that you are the Primary or Secondary Approver on, and no additional approval notifications are sent to the aggregator. Notifications are sent to all other approvers on these stops to inform them that they have been approved.



NOTE: If you perform an action between 3:30 a.m. and 5:30 a.m. ET, it may not be reflected on the dashboard or "Search Records" page results due to a KR job that runs overnight to re-index dashboard data. You may reference emails (which still get sent during this timeframe) or use the [Common Tasks](#) > Search Proposal Development page to retrieve your proposal. If the proposal is edited or approved, it will show back up on the dashboard and "Search Records" page results that day. Otherwise, the proposal will show up as expected after the nightly job runs again.

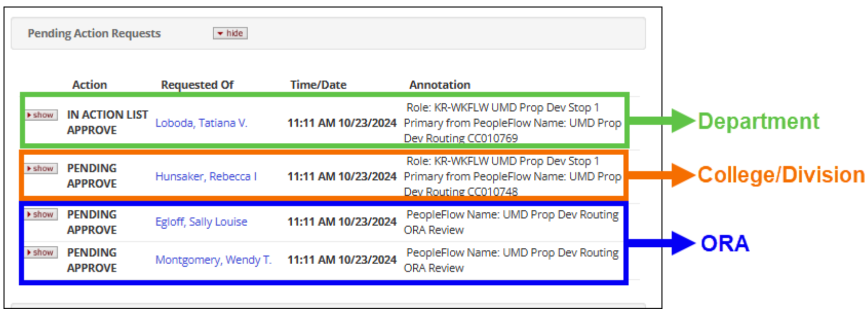
Cancel the Development Proposal

Once you create a proposal, it cannot be deleted, but you may cancel the proposal. If you created a proposal that is no longer needed, you need to update the title to avoid using it in the future by entering a "Do Not Submit" at the beginning of the title. Then click on the cancel proposal (button located in the Summary/Submit section), which ensures it can never be submitted or edited again. This will inactivate your proposal, and it cannot be undone. This will remove the proposal from the Proposal Not Routing Card. If you inadvertently do this, you will need to copy the proposal.

Check the Status of the Approval

Viewing the routing map

Open the [Summary/Submit] Section > click View Route Log on the bottom
Click [Show] on the [Future Action Request]



Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST APPROVE	Loboda, Tatiana V.	11:11 AM 10/23/2024	Role: KR-WKFLW UMD Prop Dev Stop 1 Primary from PeopleFlow Name: UMD Prop Dev Routing CC010769
show PENDING APPROVE	Hunsaker, Rebecca I	11:11 AM 10/23/2024	Role: KR-WKFLW UMD Prop Dev Stop 1 Primary from PeopleFlow Name: UMD Prop Dev Routing CC010748
show PENDING APPROVE	Egloff, Sally Louise	11:11 AM 10/23/2024	PeopleFlow Name: UMD Prop Dev Routing ORA Review
show PENDING APPROVE	Montgomery, Wendy T.	11:11 AM 10/23/2024	PeopleFlow Name: UMD Prop Dev Routing ORA Review

[ID] Panel: a short description of the proposal

[Actions Taken] Panel: where the proposal has been (who has approved it, so far)

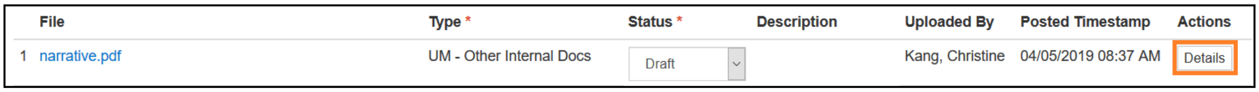
[Pending Action requests] Panel: all pending actions

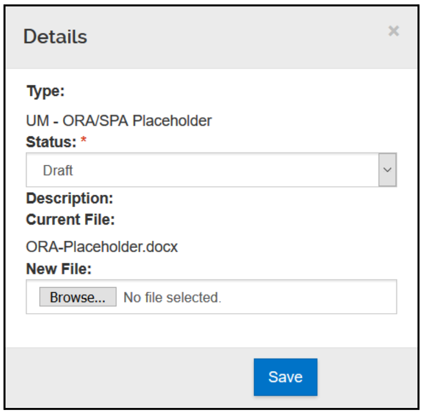
[Future Action request] Panel: prior to submitting for approval all future actions will be displayed

Updating Narrative Attachments

While the proposal is being routed for approval, you may swap out and update attachments.

Open [Attachments] Section > Click [Details] under action
Click [Choose File] to update the file > Click [Save]
Click [send the notification]

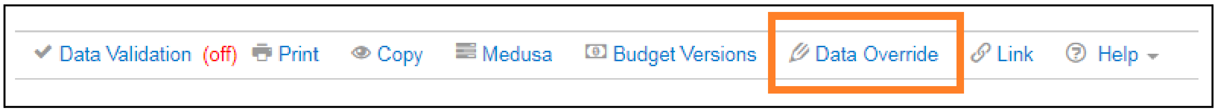


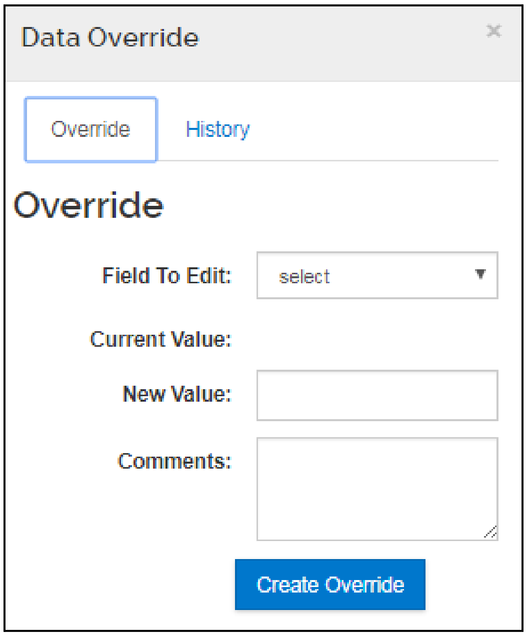


Data Override

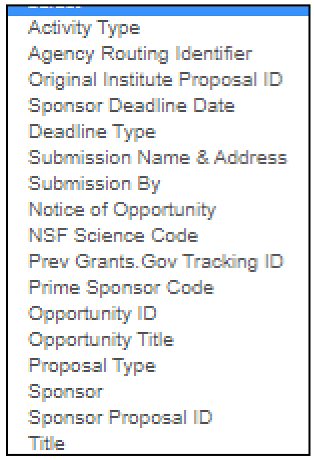
While the proposal is being routed for approval, most of the proposal is locked down from edits. The Data Override feature allows you to edit a number of select fields.

Click [Data Override] on the top menu





Field to Edit: Select the Field to Edit from the dropdown list

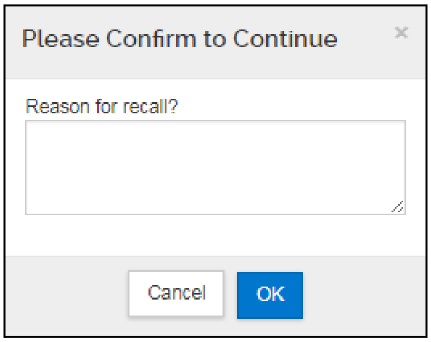


Current Value: Automatically shows the current status, once the [Field to Edit] is picked.
New Value: Add a New Value.

Click [Create Override]
Do NOT use the [Send Notification]
The icon next to the [Data Override] on the top menu will change to Orange

Recall Proposal

After you've submitted the proposal for routing, you may recall the proposal in order to make changes.
Open the [Summary/Submit] Section.
Click [Recall] at the bottom of the page.

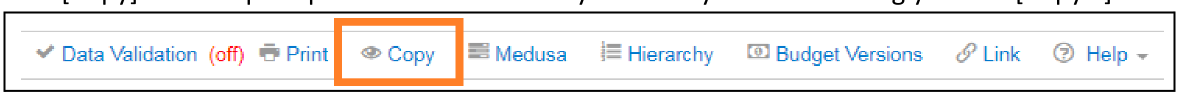


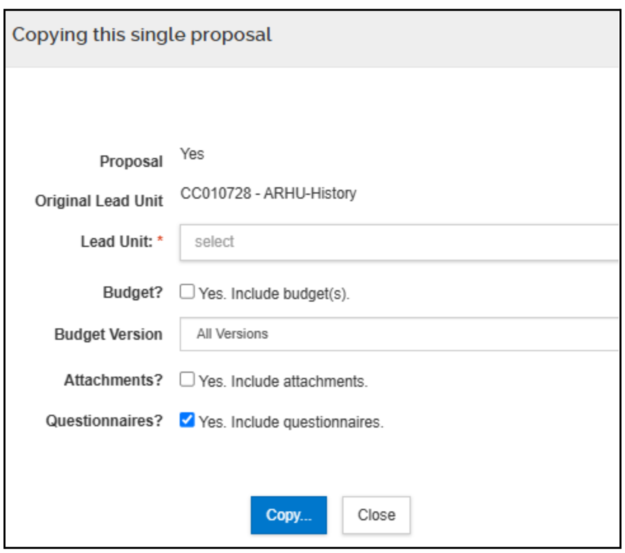
Enter the reason for a recall > Click [OK]
[Cancel] returns to Proposal Development screen.

Copying the Proposal From Another Proposal

You may want to copy a proposal if you've selected the wrong lead unit, encountered an error during submission to the sponsor, or if you think it will save you time when creating a new proposal.

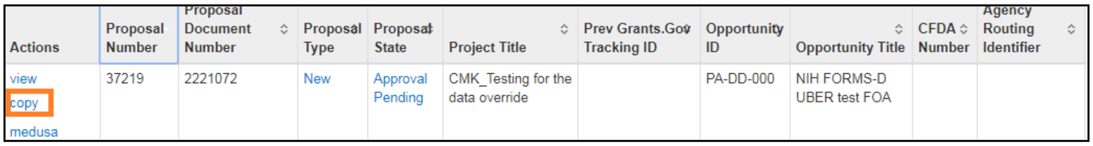
Click [Copy] in the top Proposal Toolbar > Edit any necessary fields accordingly > Click [Copy…]



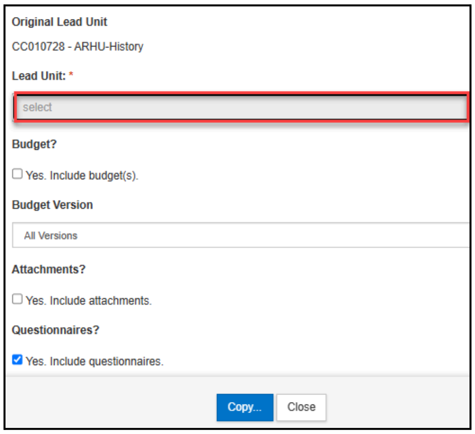


Lead Unit: Select the unit that will be the lead/managing unit
Budget YES? : click if you would like to include the existing budget
Budget version: Select the budget that's the appropriate version or all
Attachments? : click if you would like to include the attachment
Questionnaires?: click if you would like to include the questionnaires

Copying a Proposal from Search Results
Search for a proposal that you want to copy
Click the copy link in the Action column of the Search Results Window
Complete the fields as necessary to indicate what info you want to copy over to the new proposal
Click [Copy]



Actions	Proposal Number	Proposal Document Number	Proposal Type	Proposal State	Project Title	Prev Grants.Gov Tracking ID	Opportunity ID	Opportunity Title	CFDA Number	Agency Routing Identifier
view copy medusa	37219	2221072	New	Approval Pending	CMK_Testing for the data override		PA-DD-000	NIH FORMS-D UBER test FOA		



Lead Unit: Select the lead unit
Budget?: Check to include the budget from the original proposal
Budget version: drop-down menu to select which budget version(s)
Attachments? Check to include attachments from the original proposal
Questionnaires? Check to include the questionnaire answers from the original proposal

Still have questions?
We're here to help!
Email Kuali Research Help: **kr-help@umd.edu**

Development Proposal FAQs

How can I change the lead unit?
Once you create a proposal, the lead unit cannot be changed. If the proposal has the wrong lead unit, you may copy the proposal and select the correct lead unit.

When I copy a proposal there are certain fields that are reset, what are those fields?
If you intend on using all the same data from the proposal you copied from then you will want to be sure to revisit a few areas on the new proposal that will have been reset. All UMD investigators and UMD Key Persons will have to recertify, the proposal tab attachments statuses will need to be checked and set to the final status where needed, and the budget will need to be marked as "Complete" and "Include for Submission" in the Budget section. If you copied a proposal to use on a separate project we suggest you check each area to confirm where you'll need to make the necessary changes.

Can I delete a proposal?
Once you create a proposal, it cannot be deleted. If you created a proposal that is no longer needed, you may update the title to avoid using it in the future by entering a "Do Not Submit" at the beginning of the title. Then click on the cancel (button located in the Summary/Submit section), which ensures it can never be submitted or edited again. Please be sure to do both those two actions if needed so that your Contract Administrator and fellow Aggregators or Approvers are aware that the proposal has been abandoned. Also keep in mind that a proposal may be copied if you unintentionally canceled it.

Why can't I find my UMD investigator or UMD Key Person in the employee search?
An investigator or key person must have either a paid or non-paid appointment with UMD. If the investigator or key person has not been hired under PHR yet, please consider which appointment type would be most appropriate and contact PHR. Once PHR processes the appointment, their person information should feed into Kuali Research that evening and be available to select the next day.
Please refer **here** for more information.

A UMD Personnel didn't get the certification email even after I resent the notification, what do I do?
There are several possibilities for an investigator or key person not getting the certification email.

1.) The investigator or Key Person may have a filter set up which directs the certification email to trash or spam. Request the investigator or key person to see if the message may have ended up in spam, trash, or archived. An easy way to do this in Gmail is to search for the proposal number along with "**in:anywhere**", which looks in a person's spam, trash, inbox, and archived messages. If you don't have the proposal number on hand you may add to the search "Certification is required", which is part of the subject line**.**
2.) The investigator's or Key Person's email address may be incorrect in Workday. Check the email address listed in the Key Personnel > Personnel > Investigator section. Click on the Organization tab and check the email address. It should be in the format XXXXX@g.umd.edu. This is the email address the notification is sent to. If it is not correct, you cannot simply change it on the proposal. You must ask the investigator or Key Person to update the email address in Workday, which will then be reflected in Kuali Research the next day. You will need to then delete the person on the proposal, add them back, then click the "Notify" button to resend the certification request.
3.) An incorrect investigator or Key Person person record may have been selected. Make sure that you searched for the investigator or Key Person as an Employee (as opposed to a Non Employee),

that you typed in 01 or 09 for Campus Code, and that the record selected is the correct person based at UMD. Also, if you get multiple results when searching a more common name (e.g. John Smith) be sure you are selecting the right person from the right department by looking carefully at the unit name, organization, email address, and User ID.

How do I add more units to an investigator or key person?
To add multiple units to an investigator or key person, click on Key Personnel > Personnel > PI information > Unit Details. Under the Unit Details, click on the blue link labeled "Lookup/Add Multiple Lines." This will bring up the Unit Search menu. Search for the unit to be assigned. Click on the check box to the right of the unit and click on "Return Selected". The system will then display the units assigned to the investigator or key person. If you selected the wrong unit, you can click on the Delete button to remove it.

What do I do if I see both UMD and UMB results when I search for a person?
When searching within Employees, if you see both a UMD and UMB person record with the same name and it is truly the same individual they may have a dual-appointment with both UMD and UMB. To avoid this, type 01 in the Campus Code on the search screen. You must always select the UMD person. The UMD person record contains the investigator's or key person's UMD directory ID under the User ID, and the unit number will begin with CC01 or CC09 followed by 4 digits. Selecting a UMB person may inadvertently trigger UMB validations and create issues certifying. If you do need to add a UMB person to a proposal (S2S only), you will need to do so by searching for them as a Non Employee. If they do not exist, you may create an address book record and add them to your proposal. Please note that non-UMD personnel should not be required to add to a non-S2S proposal, please consult kr-help@umd.edu before doing so.

Why am I not getting the right questionnaire (Funded, Non-funded, Data Use Agreement, or MTA)?
The type of questionnaire is determined by the Anticipated Award Type which is located in Basics > Sponsor and Program Information section. Be sure you are selecting the correct type as shown below.

Funded Questionnaire
Grant
Contract
Indefinite Delivery Contract
Cooperative Agreement
Consortium Membership
Other Transaction Agreement
Intergovernmental Personnel

Non Funded Questionnaire
Non-Disclosure Agreement
Teaming Agreement
Equipment Loan
Memorandum of Understanding

MTA Questionnaire
Material Transfer Agreement

Data Use Agreement Questionnaire
Data Use Agreement

Can I delete or rename a budget?
Once you create a budget, it cannot be deleted nor renamed. While a budget will remain with the proposal, you may leave it with a status of "Incomplete" and mark it "Do Not Use" in the Comments field of your Budget Settings as a reminder to you that you are abandoning that version of the budget. Also, only the budget marked as "Include for Submission" under budget actions will move forward to the submission process so leaving an older version of the budget will not cause any problems.

I have a proposal that does not need a budget (pre-proposal, non-funded agreement). How do I handle this?

You can do this one of two ways:

1.) Do not initiate the budget at all, and the proposal will have no budget. This will give you a warning, but you may submit with the warning.

2.) Create a summary budget and put zero dollars in the F&A and Direct Cost fields in the Periods and Total Section. Mark the budget complete and include for submission.

Why am I getting an export control validation error?

There are a number of questions in the Questionnaire that are relevant to the Export Control requirement in Compliance. If you respond yes to any of the questions below, you must add Export Control in Compliance with a “Pending” status.

Funded Questionnaire
C2: Select any **Export Control details** which apply to this project. **C2.1 Export in Solicitation** **Export controls, physical restrictions on publications, or restrictions on foreign nationals indicated in the solicitation or in discussions with the sponsor. Add Export Control compliance item.** **C2.2 Technologies Involved** **Technologies in this project may have military uses or applications with national security implications. Add Export Control compliance item.** **C2.3 Shipment** **This project involves the shipment of materials outside of the US. Add Export Control compliance item.** **C2.4 Collaboration** **This project requires collaboration with any foreign entity. Add Export Control compliance item.** **C2.5 Publication Restriction** **This project involves any information which may not be released to the public without sponsor approval. Add Export Control compliance item.** **C2.0 None of these Export Control details apply to this project** **None of these Export Control details apply to this project**

Non-Funded Agreement Questionnaire & Material Transfer Agreement Questionnaire
C2: Select any **Export Control details** which apply to this project. **C2.1 Export in Solicitation** Export controls, physical restrictions on publications, or restrictions on foreign nationals indicated in the solicitation or in discussions with the sponsor. Add Export Control compliance item. **C2.2 Technologies Involved** Technologies in this project may have military uses or applications with national security implications. Add Export Control compliance item. **C2.3 Shipment** This project involves the shipment of materials outside of the US. Add Export Control compliance item. **C2.4 Collaboration** This project requires collaboration with any foreign entity. Add Export Control compliance item. **C2.5 Publication Restriction** This project involves any information which may not be released to the public without sponsor approval. Add Export Control compliance item. **C2.0 None of these Export Control details apply to this project** None of these **Export Control details** apply to this project

Data Use Agreement Questionnaire
D: Select the **DUA Details** which apply to this agreement or data set. **D1 Controlled Unclassified Information (CUI)** Add Export Control compliance item. **D2 Classified data** Add Export Control compliance item. **D4 Export/ITAR controlled data** Add Export Control compliance item. **D8 Encrypted data** Add Export Control compliance item. C2: Select any **Export Control details** which apply to this project. **C2.1 Export in Solicitation** Export controls, physical restrictions on publications, or restrictions on foreign nationals indicated in the solicitation or in discussions with the sponsor. Add Export Control compliance item. **C2.2 Technologies Involved** Technologies in this project may have military uses or applications with national security implications. Add Export Control compliance item. **C2.3 Shipment** This project involves the shipment of materials outside of the US. Add Export Control compliance item. **C2.4 Collaboration** This project requires collaboration with any foreign entity. Add Export Control compliance item. **C2.5 Publication Restriction** This project involves any information which may not be released to the public without sponsor approval. Add Export Control compliance item. **C2.0 None of these Export Control details apply to this project** None of these **Export Control details** apply to this project

Why is KR System-to-System (S2S) less work than Grants.gov Workspace or NIH Assist?

If the Grants.gov opportunity is available to do in KR S2S, we recommend that you do so with the exception of NSF and NASA proposals. Some advantages of using KR S2S are:

- You create a proposal only once. If you use Workspace or Assist, you will have to create proposals with all of their associated data in both KR and another portal.
- You will do less data entry overall with KR S2S because many of the reused University of Maryland data objects (i.e. DUNS, Address, etc.) get auto-populated where needed.
- KR performs many data validations for NIH proposals, which are done within KR before submitting for approval rather than after it's received in Assist.
- When a proposal is submitted via S2S the initial submission status can be checked from within KR whereas you would have to go into Grants.gov separately to confirm.

What sponsors require proposals to be entered into their own portal and also into KR?

All proposals must be entered into KR for approval routing regardless of the sponsor. Any proposal that is not an S2S proposal in KR will require another submission method (email, external portal, etc.) in addition to being entered into KR. Only Grants.gov opportunities may be done as S2S in KR, however specifically for NSF and NASA proposals, we use their external portals (Research.gov, NSpires) for submission as well. Please check with your contract administrator if you are not familiar with a sponsor's portal or need guidance on the submission requirements.

How do I swap out an attachment on my proposal after it's been routed for approval?
You may swap out attachments on a proposal up until your Contract Administrator has completely approved and submitted the proposal. To swap out an attachment, in the Attachments section, click on the Details button. You may then choose a different file to replace the existing attachment by clicking on "Choose File". If the attachment was in a "Final" status state be sure to let your Contract Administrator know so they are aware of the change.

After I submit for approval or recall a proposal, I get an error stating that the proposal is locked by KR. How do I get rid of this lock?
This is a standard message that occurs after the proposal is submitted or recalled and can be ignored. To access the proposal after recalling it or submitting it, you must close the proposal, search for it, and then re-open it.

Can I change any fields on the proposal after it has been submitted for review?
Yes, there are some data fields that can be changed during approval routing. Use the Data Override tool located in the function bar on the development proposal screen. In the dropdown, you will see all of the data items that may be changed while it's being approved. If you need to change something that is not listed in the data override menu, then you will need to recall the proposal, which removes it from the approval routing process.

I am trying to edit my proposal and I get a message stating the proposal is locked by someone else. What should I do?
Contact the person who has the lock on the proposal and ask them to click the "Close" button at the bottom of the proposal screen. Simply closing the browser or browser tab when on the proposal does not close the proposal and leaves behind a lock that prevents others from editing it. If you cannot reach that person and need immediate edit access, send an email to **kr-help@umd.edu**, and someone can assist. Deleting a lock will cause any unsaved data to be lost so we want to be sure that the person who has the lock has an opportunity to save if needed.

How do UMD Personnel (investigators and key persons) certify a proposal?
UMD Personnel must certify each proposal they are named on before that proposal can be submitted for routing in Kuali Research. In those instances where the UMD Personnel is not the proposal creator, the proposal creator will send a notification from Kuali Research to the UMD Personnel. This notification will contain a link to the certification page for that UMD Personnel for that proposal.

Who approves proposals in Kuali Research?
Proposal Development proposals are approved at the Lead Unit, the Lead College, and ORA. At each approval stop, a primary and alternate approver(s) have been identified. Only one approval is needed at any stop to move the proposal to the next stop.

Who has access to the Proposal Development record?
Access to the Proposal Development module is limited based on roles within a unit or on a proposal, unlike the rest of Kuali Research. Proposal Creators have access to records he/she created and have the ability to add other viewers to that record. UMD Investigators and UMD key persons have view access to their Kuali Research proposals by default. Proposal Approvers have view access to those proposals which he/she needs to approve. Departments and Colleges can contact the KR Help Desk to make changes to the list of Proposal Aggregators and Proposal Viewers for a unit. Aggregators work with many investigators in a unit(s) to create proposals and Viewers have only view rights to all proposals within a unit/college.

Why is my proposal not showing up as expected on the Kuali Research dashboard?
You may notice some instances of proposals not showing up as expected in dashboard cards. Here is why and what you can do about it:

> **Why?**
> There is a nightly job in KR that runs from ~3:30 a.m. to 5:30 am that re-indexes all of what you see in the dashboard cards. So, as a proposal creator or approver, if any actions are done during that time (e.g. creating a new proposal, submitting a proposal for approval, approving, etc), you most likely will not see these actions reflected in the dashboard cards or the "Search Records" page results the following morning. Please note that this delay in reflecting changes is limited to the dashboard and the "Search Records" page results only but does not impact notifications. Emails will continue to be sent in a timely manner in accordance with the actions taken (proposal creation, approvals, certification requests etc.).
>
> **What can I do?**
> If you do find yourself in this situation, you may reference the email notifications sent from KR or retrieve the proposal from the **Common Tasks** > **Search Proposal Development** page. If a new action takes place that day (edit, approval, etc) on the proposal, then the dashboard cards and "Search Records" page results will be updated shortly thereafter as normal. If no actions are taken throughout the day on that proposal though, not to worry, the upcoming nightly job to re-index the dashboard will pick up the changes missed and be reflected the next day.

How do I grant others access to the proposal development record?
Proposal Development records are editable only to the Proposal Creator, a Department's Aggregators, and ORA eRA team. Records are viewable only by the proposal's investigators and those with Proposal Development View rights in a particular department.

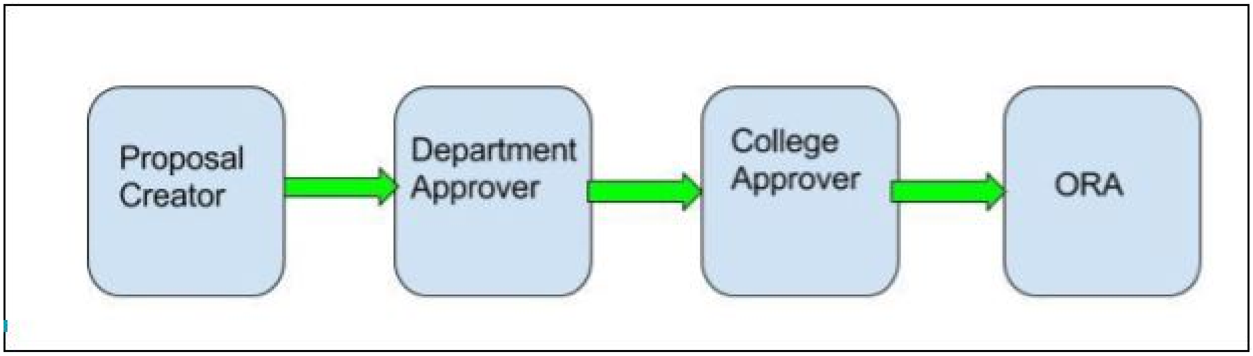
To grant access to the Proposal Development record, this must be done while the proposal is still editable, so prior to routing.

- Open the proposal and go to the Access section.
- Enter search variables to find the person and click on Continue. Be sure to type in 01 in the Campus Code.
- Check the appropriate access level and Add Permission
    - Aggregator Document Level: Full edit permissions, including budget rates, plus submit to review permission
    - Aggregator Only Document Level: A more limited form of Aggregator. Aggregator Only can modify all proposal, budget, and attachment data. Can also submit a proposal document for review. Cannot recall, change rates, or change S2S linkages after a proposal is submitted for review
    - Viewer Document Level: Permission to view all sections of a proposal (cannot create new or edit existing proposal details)
    - Budget Creator Document Level: Permission to create and edit budget versions, plus view proposal data
    - Narrative Writer Document Level: Permission to add/replace/delete attachments, plus view proposal data
- Once the user has been granted access to the proposal, they will be able to search for the proposal in Proposal Development and will retain access until a Proposal Creator or Aggregator removes his/her access. You can send this person an email with the proposal number or with a permanent link to the proposal.
- To get the link to the proposal, click on the link icon in the top toolbar and copy the URL into an email.

How does adding an ad hoc approver/acknowledge/FYI during routing work?

Ad Hoc Routing and Approving

Proposal Development routing follows the default routing for all proposals. All proposals must be approved by the Lead Department, the Lead College, and ORA. Each Department and College has a list of approvers programmed into Kuali Research. Changes to the list may be requested via email to **kr-help@umd.edu**



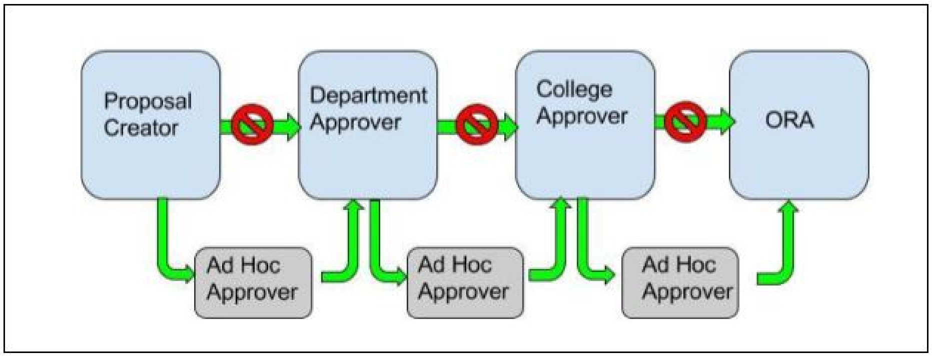
Adding in Ad Hoc recipients to this approval chain may be done from the Summary/Submit tab in Proposal Development. However, caution is recommended, especially if the recipient is not aware that he/she has been added to the process.

Type of Notification	Is the recipient required to take action to move proposal to next stop?	KR Default email notification setting to send a message?	Does Ad Hoc routing grant user view rights to proposal?
Approve	YES	YES	Yes, via Action List or link in email. A search in Proposal Development will not return the proposal unless user has been added via Access Panel prior to routing.
Acknowledge	NO	NO	
FYI	NO	NO	

Individual users may update their email notifications preferences in KR at any time. There is not a method for KR system administrators to investigate the preferences of an individual user.

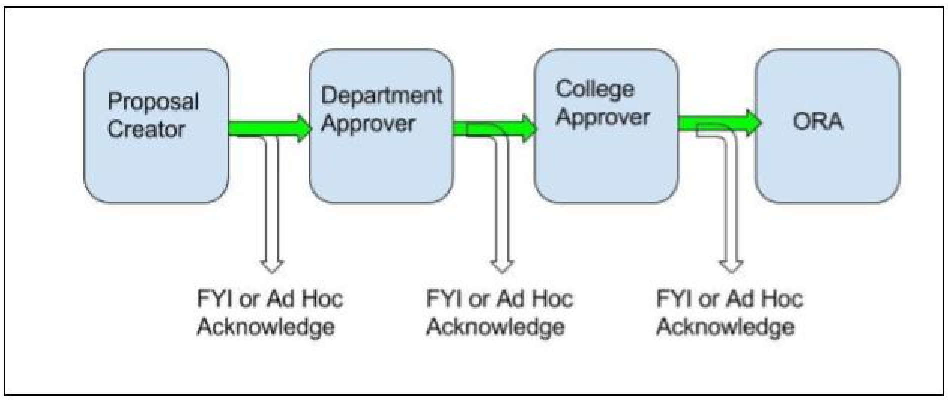
Be aware that an individual user may have filters set up in their email and these action list emails may be filtered into folders, spam, or trash. If you need to communicate something about your proposal, you should keep this in mind.

The ad hoc recipient will be inserted into the routing map wherever they have been added. Where the proposal is in the routing process when the ad hoc recipient is added will interrupt the original routing if the ad hoc recipient is added as an approver.



Adding in an Ad Hoc Approver will send the notification to the recipient's Action List in KR, and email if preferences are enabled, and routing will not continue until the Ad Hoc Approver user approves the proposal. In the above diagram, an ad hoc approver was sent by the Proposal Creator, once approved, the proposal was sent to Department Approvers who added an Ad Hoc Approver. Once this Ad Hoc Approver approved, the proposal was sent to the College Approvers who added in an Ad Hoc Approver. Once this Ad Hoc Approver had approved, the proposal was sent to ORA.

Ad Hoc Acknowledge or FYI



Adding in an Ad Hoc Recipient with FYI or Acknowledge will send the notification to the recipient's Action List in KR, and email if preferences are enabled, and routing will continue as normal. In the above diagram, an ad hoc notification was sent by the Proposal Creator, Department Approver, and College Approver. In this example, routing continues through normal channels and the proposal will reach ORA earlier for submission of the proposal because they are not waiting on additional approvals.

How do I get rid of old, abandoned, or unwanted proposals in my dashboard cards?
If you are certain there are no intentions to submit the proposals and are authorized to do so, you may cancel each proposal to inactivate them and hide them from view.

We recommend that you first prefix the title with a "Do Not Use" in the title, so it's clear that you have abandoned it in the event you come across it in the future. The "Cancel" button is located on the Summary/Submit page of the proposal and can only be performed on proposals that are not routed for approval or already submitted.

NOTE: Canceling WILL inactivate your proposal, and you will no longer be able to edit it. If you cancel a proposal by accident, you can always copy the proposal to retrieve and edit it again.

What columns do you recommend when using the "Search Records" page to retrieve proposal development records?
On the search results page the Show/Hide Columns tool is used to add and remove columns and re-order their layout. Below are some recommendations, but feel free to experiment to find what works best for you. Also, remember you can still use the traditional proposal development search page accessible from the Commons Tasks page if that is your preference.

Suggested Columns	Type/Module
Document Number Document Type Lead Unit Number Principal Investigator Sponsor Name Title	**All Defaults (all cross-module)**
Start Date End Date Status Route Status	**More Cross-Module**
Development Proposal Number Deadline Date	**Proposal Development**

Appendix I - KR Notification Emails

KR Notification Emails all come from kr-actionlist@umd.edu

Action	Email Subject	Email Message	Recipient
Proposal Created (Not a Copy)	Proposal No.**[PROPDEV#]** in Department **[LEAD_UNIT# - LEAD_UNIT_NAME]** has been created by **[INITIATOR]**	Attention Office of Sponsored Programs Proposal No. **[PROPDEV#]** has been created in Kuali Research. Proposal No: **[PROPDEV#]** Proposal Initiator: Basic10 User Department: **[LEAD_UNIT# -LEAD_UNIT_NAME]** **[SPONSOR# - SPONSOR NAME]** Proposal Title: **[TITLE]** Due Date: **[DUE DATE]**	Contract Administrator, Unit Aggregators
Notify Investigator Certification Required	Regarding your involvement in Development Proposal **[TITLE]**	Please review the following proposal and then complete the certification questions if you agree to participate in this project. Proposal Details as follows: Principal Investigator: **[PI_NAME]** Lead Unit: **[LEAD_UNIT# - LEAD_UNIT_NAME]** Sponsor: **[SPONSOR# - SPONSOR NAME]** Deadline Date: **[DEADLINE_DATE]** **Proposal Number: [PROPDEV#]** **Link to review proposal: Click Here to Review Proposal UMD credit allocation is found under the Personnel tab** **Link to complete certification: Click Here to Complete your Certification**	The Investigator Notified
All Proposal Persons Certification Completed (note: this will be sent when all named personnel listed certify, regarding the role)	All Proposal Persons Certification Completed for **[PROPDEV#]**	All of the Proposal Person Certifications are completed. Proposal Number: **[PROPDEV#]** Principal Investigator: **[PI_NAME]** Lead Unit: **[LEAD_UNIT# - LEAD_UNIT_NAME]** Sponsor Name: **[SPONSOR# - SPONSOR NAME]** Title: **[TITLE]** Deadline: **[DEADLINE_DATE]**	Initiator
Proposal is ready for approval for Primary Approver	Kuali Research Action - Proposal - APPROVE - PI: **[PI NAME]** - Due Date: **[DUE DATE]** - Lead Unit:**[LEAD UNIT]** - **Sponsor: [SPONSOR]** - Title: **[TITLE]**	Please complete the APPROVE action for **[PI NAME]** in Proposal for **[TITLE]** Your timely action is requested. Failure to act when an approval is requested will stop routing. To review the requested action: **[Document #] [LINK]** https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=**[DOC ID#]**&command=displayActionListView Or, to see all actions requested: **Action List [LINK]** https://umd-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: **[DOC ID#]** in the first column of the List. Action Item sent to **[USER ID]**	Approver

Action	Email Subject	Email Message	Recipient
Proposal is ready for approval for Secondary Approver	Kuali Research Action - Proposal - APPROVE - PI: **[PI NAME]** - Due Date: **[DUE DATE]** - Lead Unit:**[LEAD UNIT]** - **Sponsor: [SPONSOR]** - Title: **[TITLE]**	Please complete the APPROVE action for **[PI NAME]** in Proposal for **[TITLE]** Your timely action is requested. Failure to act when an approval is requested will stop routing. To review the requested action: [**Document #] [LINK]** https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=**[DOC ID#]**&command=displayActionListView Or, to see all actions requested: **Action List [LINK]** https://umd-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: **[DOC ID#]** in the first column of the List. **For additional help, email <mailto:kr-actionlist@umd.edu>** Action Item sent to **[SECONDARY APPROVER USERID]** for delegate type SECONDARY	Secondary (Alternate) Approver
Proposal Approved by Another	Proposal **[PROPDEV#]** Approved by Another User	**Prop Dev Number [PROPDEV#]** **PI** **[PI_NAME]** **Lead Unit** **[LEAD_UNIT# - LEAD_UNIT_NAME]** **Sponsor Name** **[SPONSOR# - SPONSOR NAME]** **Title** **[TITLE]** **Deadline** **[DEADLINE_DATE]** **[PI NAME]**'s Proposal **[PROPDEV#]** has been approved by another user. You can view this proposal through KC at the following address: Open document (LINK) If you have questions, please contact **[PROPOSAL INITIATOR USERID]** Thank you	Other Approvers on Current Stop
Proposal Returned by Approver	**[PI_NAME]**'s Proposal **[PROPDEV#]** has been returned to the Aggregator	**[PI_NAME]**'s Proposal [PROPDEV#] has been returned to the Aggregator. The referenced proposal has been returned to the Aggregator for revisions and has been removed from your action list.THIS NOTIFICATION HAS BEEN SENT TO ALL APPROVERS AT THIS STOP. Proposal Summary: PI: **[PI_NAME]** Profit Center: **[LEAD_UNIT# - LEAD_UNIT_NAME]** Proposal Number: **[PROPDEV#]** Sponsor: **[SPONSOR# - SPONSOR NAME]** Prime Sponsor: **[PRIME_SPONSOR# - PRIME_SPONSOR NAME]** Deadline Date: **[DEADLINE_DATE]** Title: **[TITLE]** Sponsor Announcement: **[OPPORTUNITY_ID# - OPPORTUNITY_TITLE]** You can view this proposal through KC at the following address: Open document (LINK) If you have questions, please contact **[PROPOSAL INITIATOR USERID]** Thank you	Other Approvers on Current Stop

Action	Email Subject	Email Message	Recipient
Proposal Recalled	Action List Reminder	Your Action List has an eDoc(electronic document) that needs your attention: Document ID: **[DOC ID#]** Initiator: **[AGGREGATOR]** Type: Add/Modify ProposalDevelopmentDocument Title: **[TITLE]**; Proposal No: **[PROPDEV#]**; PI: **[PI NAME]**; **[SPONSOR]**; Due Date: **[DUE DATE]** To respond to this eDoc: Go to https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=**[PROPDEV#]**&command=displayActionListView Or you may access the eDoc from your Action List: Go to https://umd-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: **[DOC ID#]** in the first column of the List. To view the route log of this document: Go to https://umd-sbx.kuali.co:/res/kew/RouteLog.do?documentId=**[DOC ID#]** To change how these email notifications are sent(daily, weekly or none): Go to https://umd-sbx.kuali.co:/res/kew/Preferences.do For additional help, email <mailto:kr-actionlist@umd.edu> Action Item sent to **[AGGREGATOR]**	Aggregator that Recalled the Proposal``
Proposal Approval Completed - Created Institute Proposal Record	**[LEAD UNIT#]**- Proposal **[PROPDEV#]** is submitted	The Proposal **[PROPDEV#]** has been submitted to sponsor. The institute proposal number is **[IP#]**.	Aggregators, Added Recipients [Prompted by User]
Attachment Updated During Approval Routing	**[LEAD UNIT#]** - Notification : Narrative added to proposal : **[PROPDEV#]**	A new attachment is uploaded for Proposal : 37256, Module No. 1 have been changed. Narrative Type: **[ATTACHMENT_TAB]** Module Description: **[TITLE_OF_ATTACHMENT]**	Past Approvers, Added Recipients [Prompted by User]
Data Override Update Took Place During Routing	**[LEAD UNIT#]** - Notification	**[FIELD_CHANGED]** for proposal **[PROPDEV#]** has been changed to **[COMMENT]**	Aggregators, OSP Admin (CA), Added Recipients [Prompted by User]

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