



University of Colorado **Boulder**

eRA PROPOSAL TRACKING (PT) USER GUIDE FOR PROPOSAL ANALYSTS

Last Updated: 4/15/2016

(Previously Updated: 6/25/2015)

Contents

| | |
|--|-----------|
| I) Initial/New Proposals..... | 3 |
| Applicable Cases | 3 |
| Proposal Specific Information Needed to Complete this Operation | 3 |
| General Notes..... | 3 |
| Create an Initial/New Proposal..... | 4 |
| 1) Log In To <i>Boulder eRA</i> | 4 |
| 2) Create A New Proposal Record | 5 |
| 3) Enter Proposal “Summary” Details | 9 |
| 4) Add Sponsor Information | 18 |
| 5) Add Personnel | 23 |
| 6) Enter the Budget..... | 26 |
| <i>Notes Regarding Budget Input for Subawards</i> | 29 |
| 7) Add Subcontracts/Subaward (If Applicable) | 30 |
| 8) Enter Indirect Rate | 34 |
| 9) Add Cost Share (If Applicable) | 35 |
| 10) Add Approvals..... | 37 |
| <i>Additional Notes Regarding Approvals</i> | 39 |
| 11) Add Attachments..... | 40 |
| <i>Notes Regarding Attachments</i> | 40 |
| 12) Update PT Status..... | 43 |
| <i>Notes Regarding PT Status History</i> | 44 |
| <i>Proposal Status Definitions</i> | 45 |
| II) Proposal Supplements and Continuations..... | 47 |
| Applicable Cases | 47 |
| Add a Supplement or Continuation to an Initial Proposal | 47 |
| 1) Open the Existing Proposal the Supplement or Continuation Applies To..... | 47 |
| 2) Add A New PT Record To An Existing Proposal | 48 |
| 3) Enter Continuation/Supplement Information | 49 |
| 4) Edit the Master/Child Proposal Relationship (If Applicable) | 50 |
| III) Other Information Regarding PT Business Processes in eRA | 51 |
| Child Proposals | 51 |
| Addition of Subawards | 51 |
| Denials (Not Funded) | 52 |
| Revised Budgets | 52 |
| Progress Reports | 52 |
| RASPs | 53 |
| Converted Records | 53 |

I) Initial/New Proposals

Applicable Cases

The procedures described in this guide should be used only in the following cases:

1. Notification from a PI or department administrator of interest to submit a proposal that is a new, renewal, resubmission or preproposal. (*For supplements and continuations see Part II below*).
2. Receipt of an award when post-award was unable to identify a corresponding proposal submission. The Proposal Analyst will be notified through workflow and a task will appear in his/her “My Open Action Items.” See the RASP User Guide for additional steps.
3. Notification from a graduate student applying for a fellowship that requires a Proposal Analyst’s signature.

Proposal Specific Information Needed to Complete this Operation

The following Information may be needed to complete the process successfully:

- PI information: Full Name
- PI Department
- Sponsor Information
- Submission Deadline
- Proposed Budget
- Project Title
- List of Investigators: Full Names and Department Assignments
- List of Departments that will be involved
- Information about involvement of human subjects, animals or biohazards, ICR splits, etc.

General Notes

- Do not use X in top right of a screen to close a window. Only use “Done” in top left of screen to close a window. With X, you will not be prompted to save and will lose data.
- “Main Menu” in this document refers to the menu in the top left of an InfoEd screen, which includes buttons for Done, Save, Help, History, Access and Hide, as pictured below.

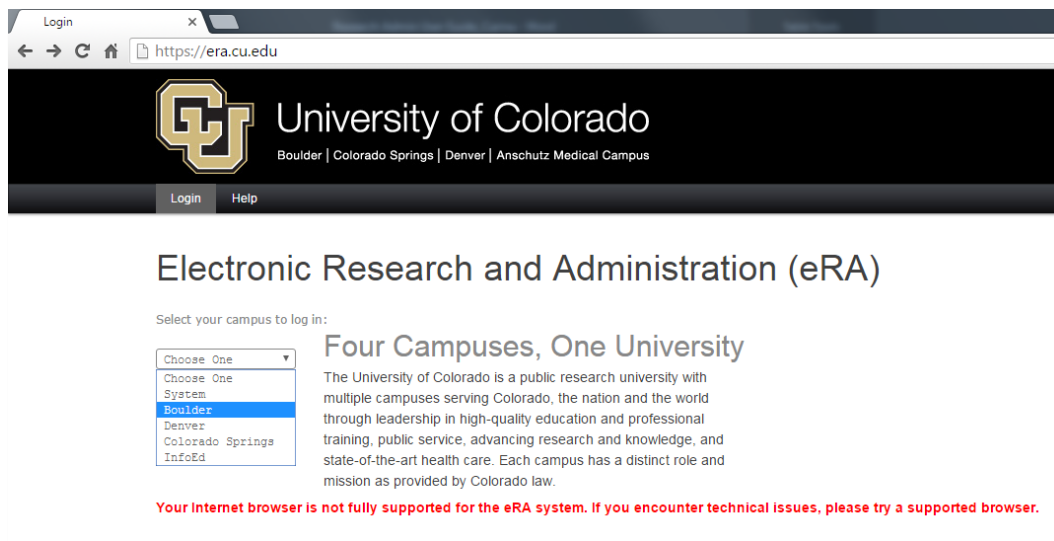


Create an Initial/New Proposal

1) Log In To *Boulder eRA*

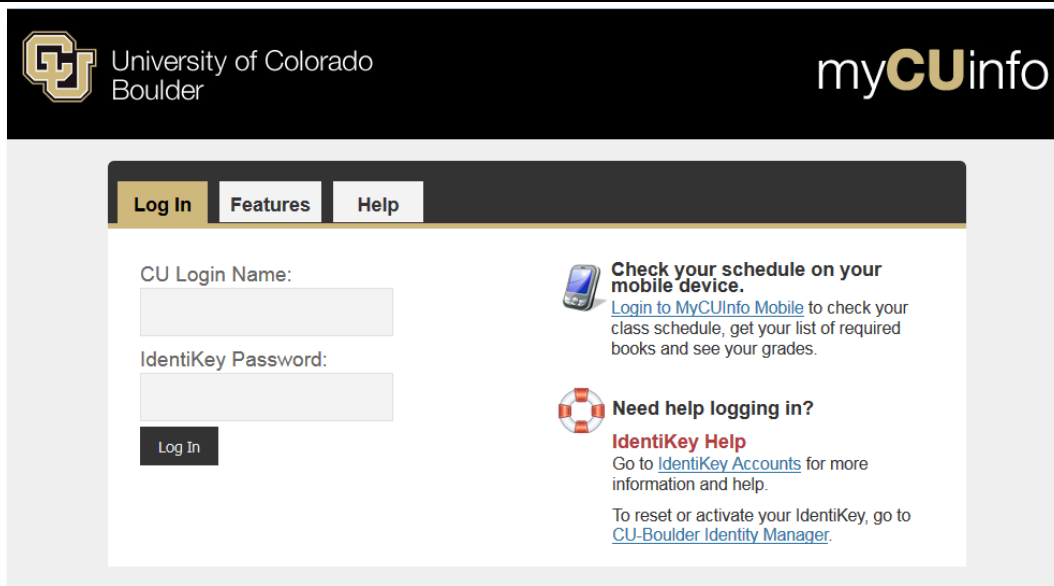
1.1 Go to the Boulder eRA website at <https://era.cu.edu>.

1.2 From the dropdown menu, select **Boulder**.



1.3 Enter your CU IdentiKey and password on the next page.

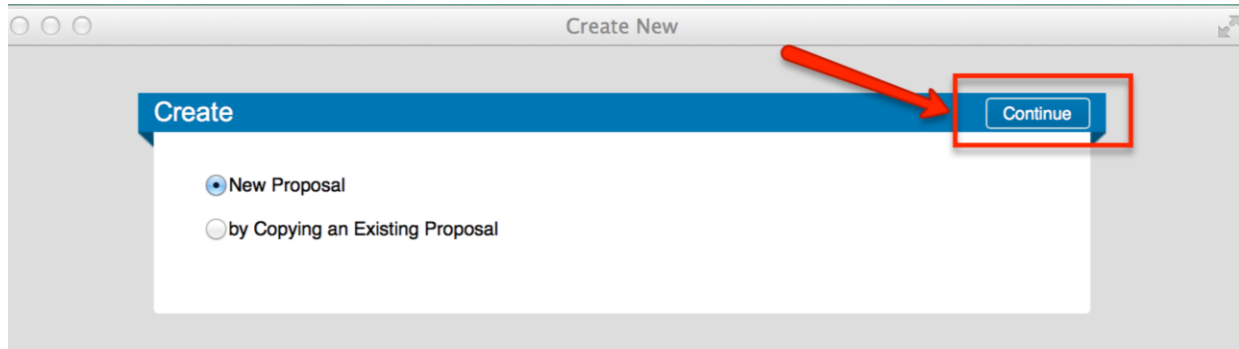
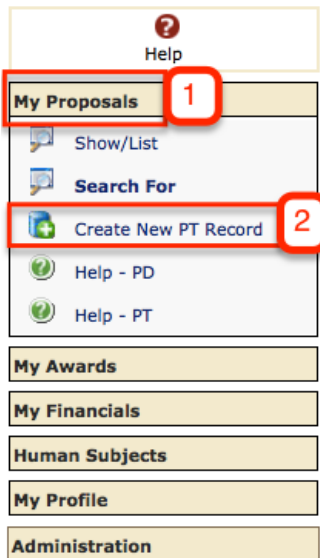
Due to CU's Single Sign-On (SSO) service, you may not see this page to sign if you are already signed into the CU network via another portal in your web browser.



2) Create A New Proposal Record

2.1 On the left side of the eRA dashboard, click to open the **My Proposals (PT)** menu.

2.2 Click **Create New PT Record**.



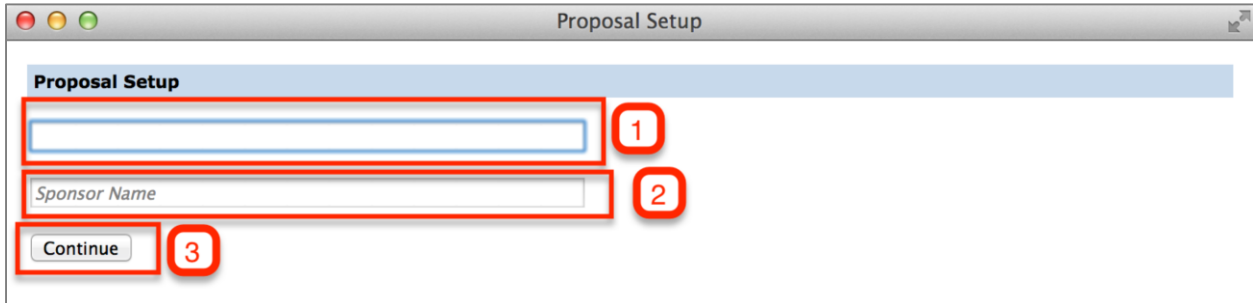
2.3 Select one of the creation options and click **Continue**.

New proposals can be created as a *brand new proposal* or *by copying an existing proposal*.

Before creating a proposal *by copying an existing proposal*, check to see if the original proposal was awarded. (Review the Award folder of that proposal.)

- **If there is an award, you cannot copy the proposal** as this causes errors in FT. Choose to create a *New Proposal* instead.
- If the proposal was not awarded, proceed by *Copying an Existing Proposal* and carefully select what items to include from the checklist.

A **Proposal Setup** form will display. This is where you select the corresponding PI and Sponsor.



2.4 Complete the fields according to the following information:

1 **Principal Investigator (PI)**

Many PIs have multiple appointments; such PIs will be listed multiple times by appointment. Select the proper appointment according to the correct org code.

Technical Instructions:

- The PI field will be auto-populated with the user who is logged in and created the record.
- Simply begin overtyping in this field with the **PI's Name**. A list will display.
- Select the PI from the list – again, if multiple exist, select the proper appointment according to the correct org code.
 - If a PI is not in the list, send an email to erahelp@colorado.edu to add the PI since this person is not in PS HR.
 - If PI is in the drop down list, but not with the correct Org Code, choose the PI name that appears in the drop down. Then, on the *PT Summary* page for *Associated Departments*, enter the correct Org Code and ICR percentages (see Step 9).
 -
- If you entered the incorrect PI and clicked Continue, see [instructions on changing the PI in the "Add Personnel" section](#).

2 **Sponsor Name**

When setting up a new proposal, the sponsor should be the organization, agency, or institute from which the funding will come directly to CU.

- For example, if CU is the sub on a proposal submitted by University of Michigan to NSF, University of Michigan should be selected as the sponsor. In later steps, the prime sponsor will be entered on the Sponsor page.
- When the sponsor is University of Colorado Denver, select **University of Colorado at Denver/CU**.
- If the sponsor is not in the system yet, select **Default Sponsor**, make a note in the *Comments* box with the sponsor name, and notify the Proposal Development Assistant

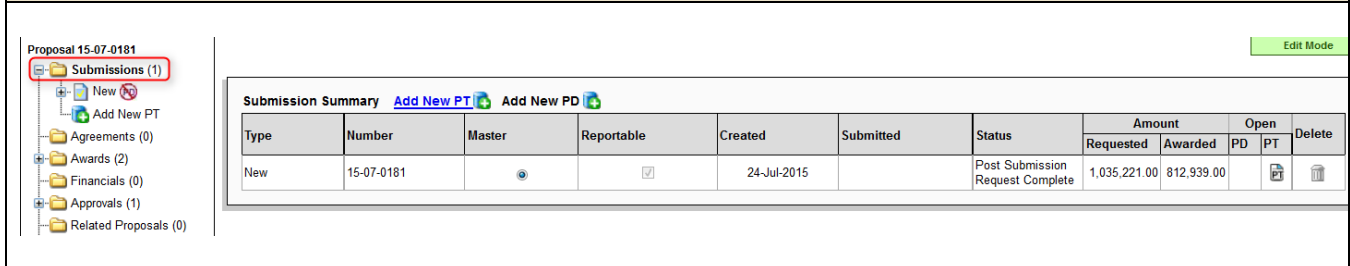
Director with the sponsor name, address and URL that the sponsor needs to be added to eRA.

Technical Instructions:

- As with the PI field, begin typing the **Sponsor Name** in the field and a list will display.
- Select the sponsor from the list.

2.5 Click **Continue**.

You will be directed to the **Submissions Summary** page.

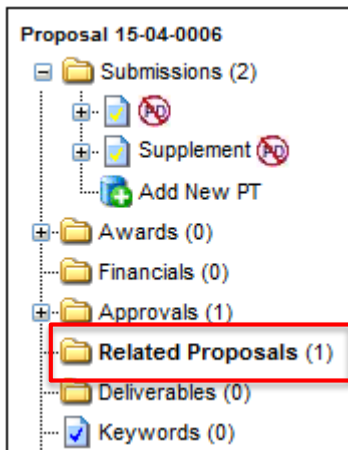


| Type | Number | Master | Reportable | Created | Submitted | Status | Amount | | Open | | Delete |
|------|------------|--------|-------------------------------------|-------------|-----------|----------------------------------|--------------|------------|------|----|--------|
| | | | | | | | Requested | Awarded | PD | PT | |
| New | 15-07-0181 | | <input checked="" type="checkbox"/> | 24-Jul-2015 | | Post Submission Request Complete | 1,035,221.00 | 812,939.00 | | | |

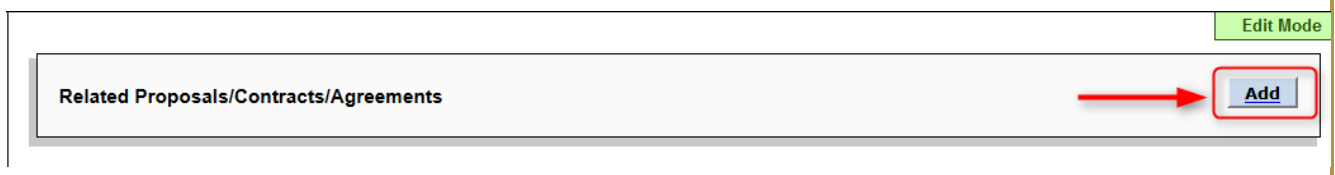
2.6 If applicable: Relate a Renewal to the Initial/New Proposal.

If this is a renewal, before continuing with the following steps, relate the renewal proposal to the original proposal by doing the following:

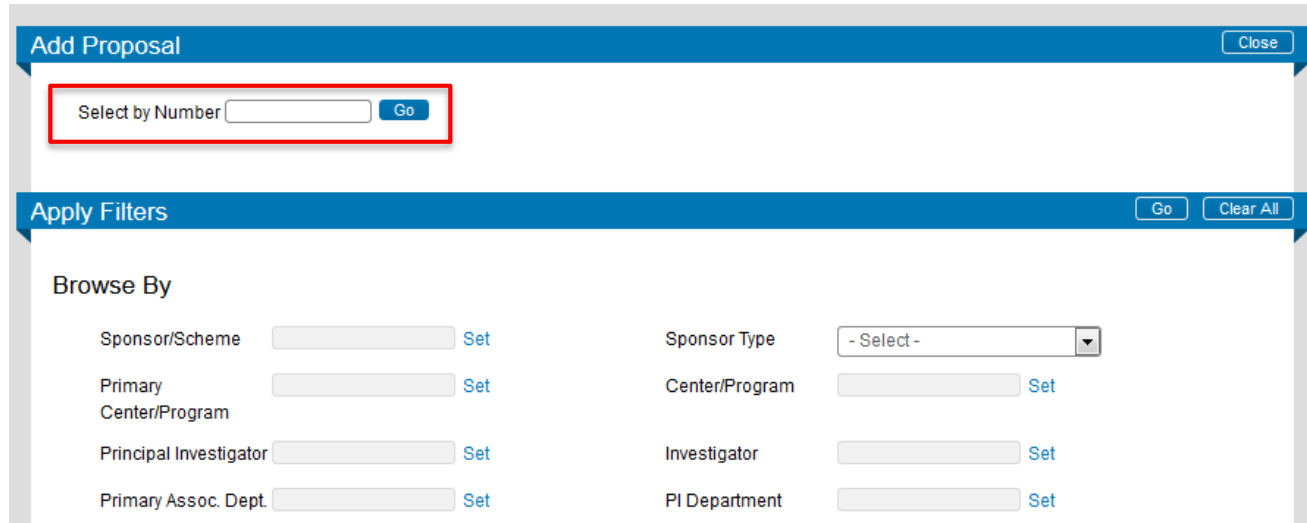
1. Click on the **Related Proposals** folder from the side menu.



2. On the **Related Contracts/Subcontracts/Agreements** page, click the Add button.



- At the top of the window that opens, enter the original proposal number to which the renewal proposal will be related. You can also do a search for a proposal using the search fields below.
- Click **Go**.



Add Proposal Close

Select by Number Go

Apply Filters Go Clear All

Browse By

| | | | | | |
|------------------------|----------------------|-----|----------------|----------------------|-----|
| Sponsor/Scheme | <input type="text"/> | Set | Sponsor Type | - Select - | ▼ |
| Primary Center/Program | <input type="text"/> | Set | Center/Program | <input type="text"/> | Set |
| Principal Investigator | <input type="text"/> | Set | Investigator | <input type="text"/> | Set |
| Primary Assoc. Dept. | <input type="text"/> | Set | PI Department | <input type="text"/> | Set |

- The proposal will appear at the bottom of the window. **Check the box** next to the proposal and click **Select**.

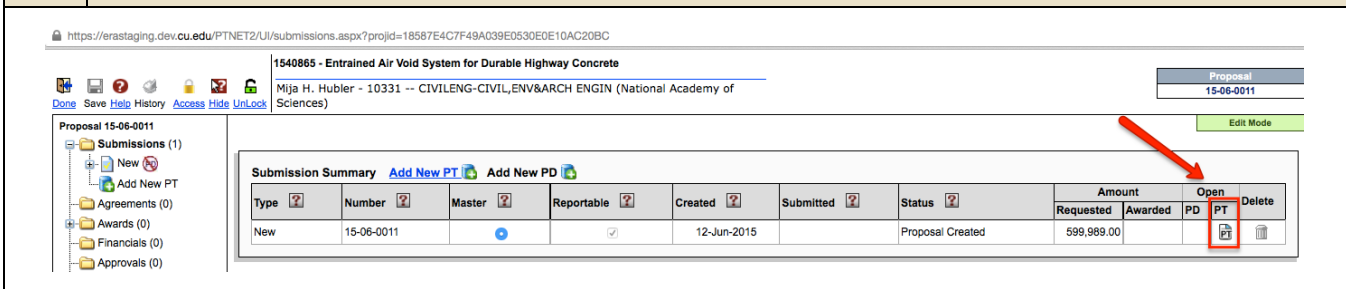
1 Records Found. Displaying pages 1 through 1 of 1

| Number | Title | Sponsor/Scheme | PI | |
|------------|-------|-----------------------------|-------------------|---|
| 15-04-0005 | | Bernard Van Leer Foundation | securityTest, OCG | <input type="checkbox"/> Select |

- The window will close. In the original or renewal proposal, if you click on the Related Proposals folder, in the Related Proposals folder you will see the list of related proposals.

- Continue to set up the **Renewal** proposal using the steps below.

2.7 From the *Submissions Summary* page, click on the **icon** under the **PT** column.




https://erastaging.dev.cu.edu/PTNET2/UI/submissions.aspx?projid=18587E4C7F49A039E0530E0E10AC20BC

1540865 - Entrained Air Void System for Durable Highway Concrete

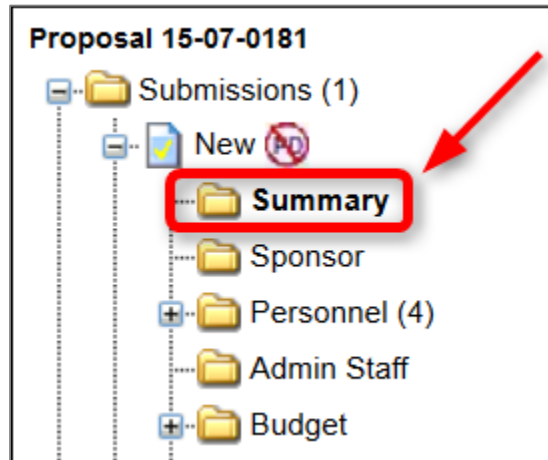
Mija H. Hubler - 10331 -- CIVILENG-CIVIL, ENV&ARCH ENGIN (National Academy of Sciences)

Proposal 15-06-0011 Edit Mode

| Type | Number | Master | Reportable | Created | Submitted | Status | Amount | | Open | | Delete |
|------|------------|--------------------------|-------------------------------------|-------------|-----------|------------------|------------|---------|--------------------------|--------------------------|---|
| | | | | | | | Requested | Awarded | PD | PT | |
| New | 15-06-0011 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 12-Jun-2015 | | Proposal Created | 599,989.00 | | <input type="checkbox"/> | <input type="checkbox"/> |  |

3) Enter Proposal “Summary” Details

From the Submissions Summary page, clicking on the PT icon will direct you to the **Proposal Summary** page.



The following screenshot and directions pertain to the upper section of the Summary page.

| | | | | |
|---|--|--|-----------------------------------|----------------|
| Last Updated: 27-Apr-2016 9:31:37 AM | | Master Record Control | Status: Award Received 3 | Merge Template |
| Proposal Type New 1 | Institution Number 16-03-0075 2 | <input type="button" value="Edit"/> | Ref A/cct 4 | |
| Processed Date 09-Mar-2016 5 | Deadline Date 08-Mar-2016 6 | Deadline Type Electronic - Other 7 | Deadline Time 5:00 PM 8 | |
| Campus <input checked="" type="checkbox"/> On <input type="checkbox"/> Off 9 | Cost Share Type <input type="checkbox"/> Voluntary Committed <input type="checkbox"/> Mandatory <input type="checkbox"/> Mandatory and Voluntary Committed <input checked="" type="checkbox"/> None 10 | | | |
| Project Title Support Blueprints for Healthy Youth Development Policy Work 11 | | | | |
| Comments 12 | | | | |

3.1 Complete the fields in the upper section of the Proposal Summary page according to the following:

1 Proposal Type

Use the following definitions to choose the proposal type.

- **New** – New proposals are any initial proposals not previously submitted to the sponsor. They have a new title, and the proposed research plan substantially differs from previous proposals.
 - Also use this type if a preproposal advances to full proposal, following the steps as detailed below for Preproposals.
- **Renewal** - A renewal is similar to a continuation ***except that there may be a gap in funding and a new award number***. For non-competitive renewals, the IDC rate from the original award should be used; for competitive renewals, use the current rate. Renewals are set up in PT as a master proposal, due to the gap in funding, and are then related to the original proposal
 - For an NIH resubmission of a renewal, treat the proposal as a renewal. In these cases, there will be more than one renewal related to an original proposal.
- **Continuation** - A continuation is a proposal for which the project end date was extended with ***no gap in funding*** from the previous project period. Noncompeting continuations (such as the third year of a five year NIH award) are not entered in PT beyond the original entry as a new proposal. Continuations that include funding not in the original proposal are created in PT as a child of the original, master proposal. Proposals that fit this definition will be set up as a child of the original proposal, regardless of whether the sponsor issues a new award number or uses the same one for the continuation.
- **Resubmission** - A resubmission is a proposal that does not substantially differ from previous proposals submitted to a funding agency. These generally have the same or similar titles, project aims, research questions, etc., as a previous submission. For CU, resubmissions are considered unrelated to the initial proposal and, therefore, are created like new PT records with a new proposal number and no relation to or child of another proposal.
- **Supplement** - A supplement is similar to a continuation and renewal in that additional funding is requested for an existing project; however, the funding is for additional work or unexpected expense within the same project period as the parent award. Supplements are created in PT as a child of the original, master proposal.
- **External Sales and Services (OIC)** – Only to be used by Office of Industry Collaboration.
- **Non-monetary** – A non-monetary proposal type will be used for agreements without funds such as master agreements, non-disclosure agreements (NDAs), and bailments. Post-award officers will use this proposal type, but Proposal Analysts will not use this proposal type.
- **Preproposal** – Enter a proposal as a preproposal if this is a preliminary proposal (also called white paper, concept paper, preproposal) before submission of a full proposal, and if PA involvement for submission and a budget is required. If proposal advances to full proposal, do the following:
 - Update Status History of preproposal to **Preproposal Advance to Full Proposal**.
 - Create New proposal for full proposal

| | |
|--|---|
| | <ul style="list-style-type: none"> ○ Make the Preproposal a child of the New proposal by using the Master Record Control link on the Summary page of the Preproposal. <i>For more detailed steps of making a preproposal a child proposal, see Child Proposal section below.</i> |
| 2 | Institution Number |
| <p><i>No input necessary. This is the auto-generated eRA Proposal Number.</i></p> | |
| 3 | Status |
| <p><i>No input necessary. When a proposal is created, an auto-generated proposal status of "Proposal Created" is created.</i></p> | |
| 4 | Ref Acct |
| <p>Enter the proposal number assigned by the Sponsor after submission, if applicable.</p> <ul style="list-style-type: none"> ▪ For NSF, this will be the proposal number. ▪ For Grants.gov applications, enter the agency assigned proposal number. This may be the GRANT number as for DOE or an agency assigned number, as for NIH. | |
| 5 | Processed Date |
| <p><i>No input necessary. This is the auto-generated date the PT record was created.</i></p> | |
| 6 | Deadline Date |
| <p>The deadline date by which the Proposal must be submitted to the sponsor. Enter date as MMDDYYYY.</p> | |
| 7 | Deadline Type |
| <p>Use the following definitions to choose a deadline type. If a sponsor requires proposal materials to be submitted by two methods, such as email and hardcopy, choose the deadline type with the earliest deadline. Note in the Comments box any other submission deadline types and deadline date.</p> <ul style="list-style-type: none"> ▪ ASAP – As soon as possible may be used if there is no hard deadline as well as for RASPs. One week after receipt date can be used as a general rule. This deadline type should be used sparingly. ▪ Desired – Use this deadline type for any hard deadline that does not fall in one of the following categories. This deadline type might be used for RASPs with a specified, desired deadline, a PI setting a deadline prior to a hard deadline, or an FOA that has rolling submission deadlines. Indicate in the Comments field the sponsor's deadline, if applicable, and submission method. ▪ Electronic – Other – Select for all other electronic deadline types (i.e. Proposal Central, grants@heart) and indicate in the comments box what system is to be used. ▪ Electronic – ASSIST – Select for NIH proposals to be submitted through ASSIST. | |



- **Electronic – Grants.gov** – Select for all federal proposals to be submitted through Grants.gov.
- **Electronic – NASA NSPIRES** – Select for all NASA proposals to be submitted through NSPIRES.
- **Electronic – FastLane** – Select for all NSF proposals to be submitted through FastLane.
- **Email** – Use this deadline type for any proposals submitted by email to the sponsor. Indicate in the Comments field the email address for submission.
- **Fax** – Use this deadline type for any proposals submitted by fax to the sponsor.
- **Internal** – Use this deadline type if an internal OCG deadline has been set that is different from the sponsor’s final deadline. This would be used for “umbrella” applications that require one institutional application to be submitted that is comprised of a number of individual applications. Indicate in the Comments field the sponsor’s deadline, if applicable, and submission method.
- **Mail Hardcopy** – Use this deadline type for any proposals submitted as a hardcopy by mail/delivery to the sponsor.

8 **Deadline Time**

The deadline time by which the Proposal must be submitted to the sponsor. Enter time as hours, minutes, PM or AM (e.g. 05:00 PM) in local MST time.

9 **Campus**

Indicate where the work will be done – on or off campus.

10 **Cost Share Type**

If no cost share is included in the proposal, select **None** if it’s not already checked. No further action is needed for cost share.

If committed cost share is included in the proposal, use the PSR form, FOA, and definitions provided in CU’s Cost Share Policy to indicate what type of cost share is included: Voluntary Committed, Mandatory, or Mandatory and Voluntary Committed.

As defined in the CU Cost Share Policy, <http://www.colorado.edu/controller/cost-sharing-policy>:

A. *Committed Cost Sharing is pledged in the proposal budget, budget justification, or proposal narrative whenever a specific dollar amount is stated or can be calculated from information provided in the proposal. There are two types of Committed Cost Sharing:*

1. *Mandatory Cost Sharing is required as a condition of the award.*
2. *Voluntary Cost Sharing is offered by the recipient when not specifically required by the award.*



B. Voluntary Uncommitted Cost Sharing is incidental support that is over and above what was proposed and agreed upon for the project.

Along with selecting the cost share type on the Summary page, do the following:

- Enter cost share details on the Budget Summary page as described below in **Section 4: Budget**.
- Attach completed and signed Cost Share Addendum as detailed below in **Section 6: Attachments**.

11 Project Title

As indicated by the PI, enter the project title using the following conventions:

- Capitalize each word in the title except for common words (of, it, the, and, etc.), and the second word of a hyphenated phrase.
- Enter the title as entered on the proposal with acronyms or prefixes (e.g. REU, Collaborative Research as required by NSF or other sponsors).
 - Do not include continuation or supplement in the title field as was done in FileMaker. This designation will be taken care of when the continuation or supplement is set up as a child to the master proposal.

12 Comments

The comments box is to be used for comments as indicated in this document and for the following:

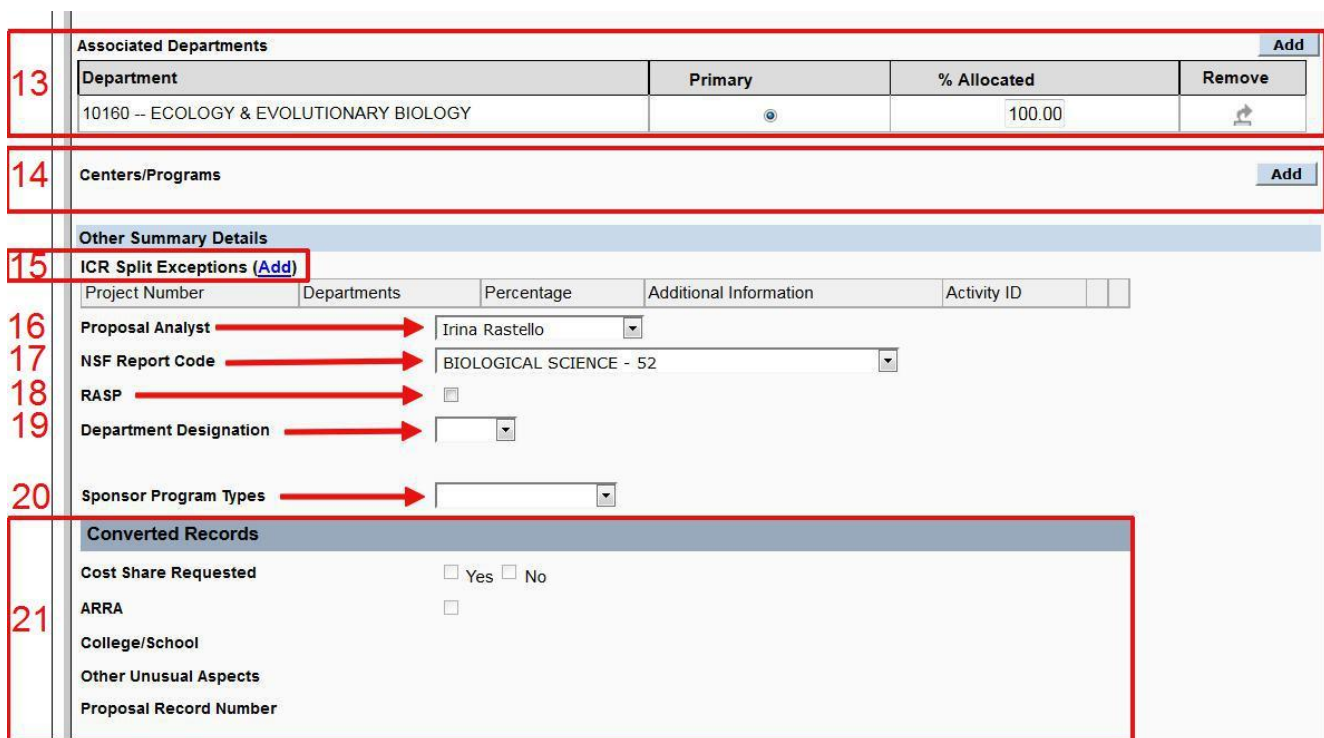
- Deadline types for which there is more than one kind of deadline type required. Provide requirement and deadline date.
- Desired and Internal deadline types. Indicate the sponsor’s deadline, if applicable, and submission method.
- Email address for email submissions.
- Note if there is to be an ICR split, and the split is under discussion at time of proposal submission.
- Note if PI has requested a separate Speedtype when more than one department is participating on a project and that separate budgets for each have been done.
- If this is a fellowship with reduced IDC, note this and that an IDC Addendum is not required.
- Note if proposal contains proprietary/privileged information.
- If the PI is not in eRA when you enter the proposal in PT, and you select “TBD TBD” for the PI, note the PI’s name.
- If the sponsor is not in eRA when you enter the proposal in PT, and you select “Default Sponsor” on the Sponsor page, note the sponsor’s name.
- If this is a transfer from another institution, note this and where transfer is coming from.

- On NASA proposals with a direct distribution to another federal agency or civil servant, note if there's a direct distribution and the amount.

For each comment, date the comment and include name of person entering comment. For example, if entering a comment for an umbrella application (see deadline type "Internal"):

- 12/4/14 Sponsor's deadline is June 30, 2016 with submission through Department of Education's G5 system. – Alexa Van Dalsem

The following screenshot and directions pertain to the **lower** section of the Summary page.



13 Associated Departments Add

| Department | Primary | % Allocated | Remove |
|---|----------------------------------|-------------|--------|
| 10160 -- ECOLOGY & EVOLUTIONARY BIOLOGY | <input checked="" type="radio"/> | 100.00 | |

14 Centers/Programs Add

15 Other Summary Details

15 ICR Split Exceptions Add

| Project Number | Departments | Percentage | Additional Information | Activity ID |
|----------------------------------|-----------------------------------|------------|------------------------|-------------|
| 16 Proposal Analyst | 17 Irina Rastello | | | |
| 17 NSF Report Code | 18 BIOLOGICAL SCIENCE - 52 | | | |
| 18 RASP | <input type="checkbox"/> | | | |
| 19 Department Designation | | | | |
| 20 Sponsor Program Types | | | | |

21 Converted Records

Cost Share Requested Yes No

ARRA

College/School

Other Unusual Aspects

Proposal Record Number

3.2 Complete the fields in the **lower** section of the Proposal Summary page according to the following:

13 **Associated Departments**

Generally, **ICR splits will only be listed under Associated Departments**. However, when there is a need to document a split(s) when departments request separate budgets (eventually Speedtype/Project number at award), use the **ICR Split Exceptions Fields** (see Item 15).

Enter all departments on the project that will receive ICR with % to be allocated and/or that will need access to the PT record.

- If there is only one department receiving ICR, enter % Allocated as 100.
- If the Department needs access but won't have ICR, enter 0 for % Allocated.
- Follow ICR split process as described in PA Training Guide.

- If an org code for ICR or other purposes is requested for which the PI does not have an appointment in HRMS, you can still add this org code in this section.
- The Primary org code should be the one through with the PI is submitting and expects the award to be managed. In some cases, the PI may not have an appointment in HRMS with this org code and the org code will not be available when you select the PI name. In these cases, you can add the department/org code and then make it the Primary one.

Technical Instructions:

- Click **Add** and select the department to be added.
- **To remove or change the primary department:**
 - First Add the new department,
 - Select the Primary button for the new department
 - Save.
 - Finally, click **Remove** to remove the department that should not be listed.
- Enter the Percentage of the Budget that will be allocated to the selected department.

14 Center/Programs

No input necessary. Centers/Programs are entered in the Associated Departments section.

15 ICR Split Exceptions

Add ICR Split Exceptions when departments request separate budgets (eventually Speedtype/Project number at award) and at least one of those budgets includes an ICR split. ICR Split Exceptions will generally be used at post-award when the ICR split for a specific project number differs from the ICR splits given under *Associated Departments*. However, if you know that a proposal will have projects with different ICR splits, use ICR Split Exceptions to note this.

Regardless of the ICR Split Exception, always note the ICR split for each proposal as known at the proposal stage in *Associated Departments*.

Technical Instructions:

- To enter the exception, first click on the blue “Add” link (under *Other Summary Details*).

| Associated Departments | | | |
|--------------------------------|----------------------------------|---------------|-------|
| Department | Primary ? | % Allocated ? | Remov |
| 10345 -- COMPUTER SCIENCE-RSCH | <input checked="" type="radio"/> | 100.00 | |

Centers/Programs

Other Summary Details

ICR Split Exceptions [\(Add\)](#)

| | | | |
|------------------|-------------|------------|--|
| Project Number | Departments | Percentage | |
| Proposal Analyst | Joyce Kroll | | |



| ICR Split Exceptions User-Defined Fields | |
|--|-------------------------------------|
| Project Number | <input type="text"/> 15 digit max. |
| Departments | Set Clear |
| Percentage | <input type="text"/> %15 digit max. |


- Leave *Project Number* blank. (At the proposal stage and since the implementation of PS 9.2, we do not have project numbers to identify the projects the splits correspond with.)
- Click **Set** and enter the department.
- Enter the relevant percentage.
- In the *Additional Information* field, provide identifying information, preferably the PI name.

Repeat the above step for each department receiving ICR.

- For example, if one department’s budget will have an ICR split for MCDB and Biofrontiers, do one entry for MCDB and one for Biofrontiers with the PI’s name listed in *Additional Information*.

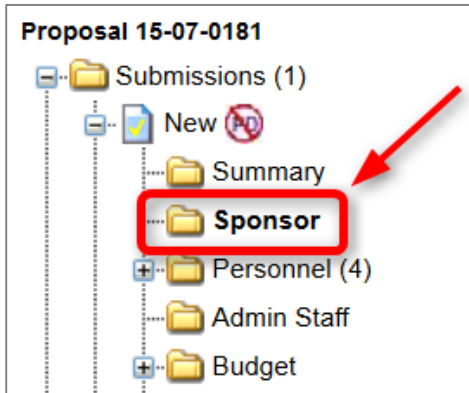
| | |
|---|-------------------------------|
| 16 | Proposal Analyst |
| Choose the name of the proposal analyst working on this proposal. | |
| 17 | NSF Report Code |
| Enter the NSF report code as indicated on the PSR form, regardless of whether this is an NSF proposal. | |
| 18 | RASP |
| If this proposal is a RASP (<i>Routing Award as Proposal, i.e. an award has come to OCG for which a proposal has not been done</i>), check this box if it has not already checked by a Research Services Assistant. | |
| 19 | Department Designation |
| This item is primarily used by the College of Engineering to designate that a Center, without its own org number yet separate from a department, is to be funded by the proposal. <i>Leave blank if not applicable.</i> | |

| | |
|---|------------------------------|
| 20 | Sponsor Program Types |
| <p>Sponsor Program Types are specific programs of funders, such as NSF’s CAREER, CEDAR and Doctoral Dissertation programs as well as STTR, SBIR, and DURIP. Using the FOA and project information, such as the title, choose a program type. Leave blank if not applicable.</p> <p>The Industry/University selection is primarily used for Mechanical Engineering, including Senior Design Projects, C-USA projects, and MAST Center Proposals.</p> | |
| 21 | Converted Records |
| <p><i>No input necessary. This is only used for information from converted FileMaker records.</i></p> | |

| | |
|---|--|
| 3.3 | <p>Click SAVE from the Main Menu in the upper left corner of the screen.</p> <ul style="list-style-type: none"> If you don’t Save, and click to open a new folder, you will get a warning display asking if you want to save. If you don’t save, data will be lost. |
|  | |

4) Add Sponsor Information

4.1 Click on the **Sponsor** folder from the left-hand navigation menu.



4.2 Enter the sponsor-specific information as related to the proposal.

| | | | | |
|-----------|---|--|----------|------------------------|
| 1 | Defense Advanced Research Projects Agency | Change | 3 | Sponsor Type - Federal |
| 2 | Opportunity Number | GRANT11971116 | 4 | CFDA |
| | | | | 12.910 |
| 5 | Program | DARPA-BAA-15-39, Office-wide Broad Agency Announcement | | |
| 6 | Program Type | Research | | |
| 7 | Instr. Type: | Contract - Cost Reimbursable | 8 | Award No. |
| | | | | N65236-16-1-1000 |
| 9 | Originating Sponsor | Change | | |
| 10 | Funding Source | | | |

1 Sponsor Name

The Sponsor selected initially is displayed.

- You can change the Sponsor by clicking the “Change” button next to the Sponsor name. This will open the “Sponsor Select” window. Use the sponsor selection process as described earlier to find and select another Sponsor.

2 Opportunity Number

Enter the opportunity number from the sponsor FOA. For federal agencies, this number should match what appears on Grants.Gov. See *Item 5: Program* for examples.



| | |
|---|----------------------|
| 3 | Sponsor Type |
| <i>No input necessary. This field is auto-populated and cannot be changed. This information is from the sponsor record in the system.</i> | |
| 4 | CFDA |
| <p>Enter the Catalog of Federal Domestic Assistance (CFDA) number from the FOA. This information may not be available until the proposal is awarded, at which point the number should be entered.</p> <ul style="list-style-type: none">▪ If the funding program does not have a CFDA or the sponsor is not a federal sponsor, leave blank. | |
| 5 | Program Title |
| <p>Enter the FOA opportunity title, as applicable associated to the funding opportunity. For federal agencies, this number and title should match what appears on Grants.gov.</p> <p>This information may be used at award to identify the FOA. When PD is implemented, this information will be pulled from PD.</p> <p><i>Examples of Opportunity Number and Program:</i></p> <ul style="list-style-type: none">▪ NIH, enter: opportunity number PA-13-302, and program as Research Project Grant (Parent R01)▪ NSF, enter: opportunity number 13-510 Division of Molecular, and program as Cellular Biosciences: Investigator-initiated research projects (MCB)▪ NASA, enter: opportunity number NNH14ZJA001N-MIRO, and program as 2014 NASA Research Announcement (NRA) – Murep Institutional Research Opportunities (MIRO)▪ DOD, enter: opportunity number DARPA-BAA-14-65, and program as SafeWare <p>For sponsors with no FOA number and/or opportunity title, leave blank.</p> | |
| 6 | Program Type |
| <p>Program type is used to indicate the EPC (Expense Purpose Code). More details on EPC are online at http://www.cu.edu/controller/expense-purpose-codes. Choose the EPC that most closely fits the project:</p> <ul style="list-style-type: none">▪ Research - Activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Research is a systematic study directed toward fuller scientific knowledge or understanding of the subject studied and is directed toward the production of useful materials, devices, systems or methods. It also includes training individuals in research techniques. Almost all sponsored projects are research.▪ Instruction - All activities that are part of an institution's instruction program. Expenditures for credit and noncredit courses; academic vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions should be included. It has its own Instruction F&A rate. Expenditures for credit and noncredit courses; academic | |



vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions should be included.

- **Public Service** - Activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution.

7 Instrument Type


Instrument type indicates the anticipated funding instrument. When given a choice, the default selection is usually grant. Choose the anticipated funding instrument per the FOA or other communication from the sponsor. This type will be validated at award.

- **Contract – Cost Reimbursable** – A contract for which the sponsor pays for the allowable and allocable costs incurred in the conduct of the work up to an agreed-upon amount. Contracts are a mechanism for procurement of a product or service with specific obligations for both the sponsor and recipient.
- **Contract – Fixed Price** – A contract for which one party pays the other party a predetermined price, regardless of actual costs, for services rendered, and which becomes due in full when deliverables are accepted. Contracts are a mechanism for procurement of a product or service with specific obligations for both the sponsor and recipient. Use this instrument type for IPAs
- **Cooperative Agreement** – Funding to carry out a public purpose with substantial involvement of sponsor during performance of activity. A cooperative agreement is a type of Grant.
- **Fellowship** – Funding identified as a fellowship in the FOA and award document.
- **Grant** – Financial assistance agreement to carry out a public purpose. Generally no acquisition of property or services by the sponsor, and no substantial involvement of sponsor during performance of activity. Grant will only be used for federal money.
- **Grant - Subagreement** – Use for subaward from another institution where award from prime sponsor is expected to be a grant or cooperative agreement and flow down grant terms to CU. Otherwise, select a Contract option. Generally, when NSF, NIH, NASA, Department of Education, or foundations are the prime, flow down terms will be grant terms. With DOD, DOE, DTRA and DOJ, check FOA for expected funding mechanism. ARPA-e will always be a contract.

8 Award Number

The Award Number is the number assigned by the sponsor to an award. Unless this is a RASP, leave this field blank. If this is a RASP, an RSA will fill in this field.

| | |
|--|----------------------------|
| 9 | Originating Sponsor |
| <ul style="list-style-type: none"> ▪ If you know at proposal that the originating, prime level sponsor differs from the sponsor from whom funding will flow, enter the prime sponsor here. ▪ If there are several tiers, enter highest level that is known at proposal stage. ▪ For national labs that are funded by NASA or DOE, enter the national lab as the prime sponsor. | |
| 10 | Funding Source |
| <p>This field is used for two purposes:</p> <ol style="list-style-type: none"> 1. To select a funding source type for the originating (prime) sponsor if this project is to be funded as a subaward to CU from another institution or industry partner. <p>The funding source type list relates to how sponsors are set up in the financial system. When sponsors are set up in eRA, the funding source type will be selected. If needed, you can look up a proposal in eRA with the same sponsor and check the Sponsor Type on the Sponsor page (top right corner).</p> <p>Available types:</p> <ul style="list-style-type: none"> – Associations and Foundations – Federal – International – Local Gov't within Colorado – Mineral Impact- Colo DOLA – Other Gov't outside of Colo – Private – Private Non Profit Hospitals – Private Non Profits – Private Universities – Private for Profit Hospitals – Public Universities-(Not CO) – State of Colorado – State of Colorado Universities – Tobacco Research Fund-St Settle 2. A second use for this field is if the <i>Sponsor Type</i> (Item 3) is INCORRECT (i.e. NREL shows as private but is usually federal). <ul style="list-style-type: none"> ▪ Use this field to indicate the correct sponsor type for the sponsor, even if this is not a subaward to CU. | |

| | |
|--|--|
| 4.3 | If applicable, complete the <i>Other Sponsor Details</i> fields accordingly: |
|  | |
| 11 | Originating Sponsor Award Number |
| Leave blank unless this is a RASP that is a subaward. Logger will enter prime sponsor's award number if known. | |
| 12 | Sponsor Contacts - Administrative and Technical |
| <i>No input necessary. Sponsor Contact(s) is only for proposals coming over from FileMaker.</i> | |

5) Add Personnel

Add CU-Boulder PIs and any CU-Boulder Co-PIs/Co-PIs named in proposal.

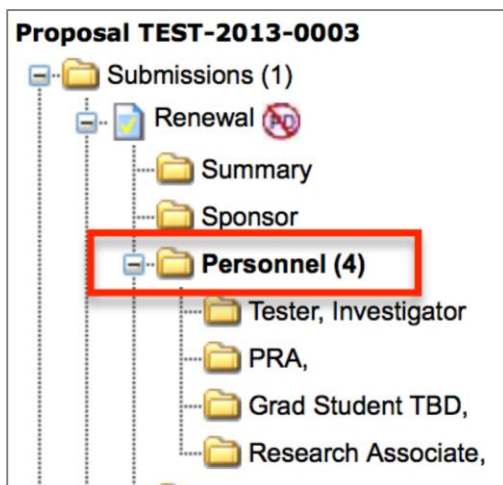
Follow the role naming convention used on the proposal per sponsor guidelines. For example:

- For NSF and DOD, personnel should have the role of PI (lead PI) or Co-PI.
- For NIH, personnel should have the role of PI (lead PI and any other CU PIs if a multi-PI submission) or Co-I. For multi-PI submissions, the lead PI should have position of 0 in the list.
- For NASA, personnel should have the role of PI (lead PI) and other key/senior personnel assigned roles as assigned in NSPIRES (Co-PI or Co-I).
- The lead PI should be 0 in the order and the bubble in the PI column filled in.
- No other personnel needs to be entered.

Follow sponsor role naming convention for fellowships. For NIH fellowships, for example, the fellow is listed as the PI. In these instances, obtain chair approval for the fellow to be PI and attach approval email as an attachment with document tag "PI."

When the Proposal Development (PD) module is enabled, this information will feed in from the personnel designated in the proposal, which follows the sponsor naming convention.

- 5.1** Click on the **Personnel** folder from the left-hand navigation menu.



When the Personnel page opens, the original PI entered at proposal creation will appear as Principal Investigator.

5.2 Click **Add Personnel** (item 2 below).

Personnel (* indicates personnel within subproject, ** indicates personnel within subcontract)

Key Personnel

| PI | Order | Mail | Name | Org | Dept | Role | Remove |
|----|-------|------|----------------------|------------------|------------------|------------------------|--------|
| 1 | | | Tester, Investigator | 10180 -- PHYSICS | 10180 -- PHYSICS | Principal Investigator | |

1 **2** **Add Personnel**

This will open the **Select Personnel** window.

5.3 Complete the fields accordingly:

Choose an option below

Select from list Add a Key "un-named" person Add a Non-Key "un-named" person

1 Personnel Type

2 Role

Once saved, Non-Key personnel may not be changed to Key personnel.

| Add To: | Date |
|---|-------------|
| <input checked="" type="checkbox"/> Budget (per 1) | 01-Oct-2015 |
| <input checked="" type="checkbox"/> Budget (per 2) | 01-Oct-2016 |
| <input checked="" type="checkbox"/> Awarded Increment 1 | 07-Jan-2016 |
| <input checked="" type="checkbox"/> Awarded Increment 1 | 28-Mar-2016 |

3

Select From List Close

A B C D E F G H I **J** K L M N O P Q R S T U V W X Y Z

4 J., Joseph Brill 10190 -- PSYCH-PSYCHOLOGY 10190 251862 **Select** **5**

Filter by Institution

Search for a particular entry

1 For *Personnel Type*, select **Key Personnel**.

2 For *Role*, select **PI** or **Co-PD/PI**.

3 Check boxes for budget and award increments for which the person is expected to be on the project.

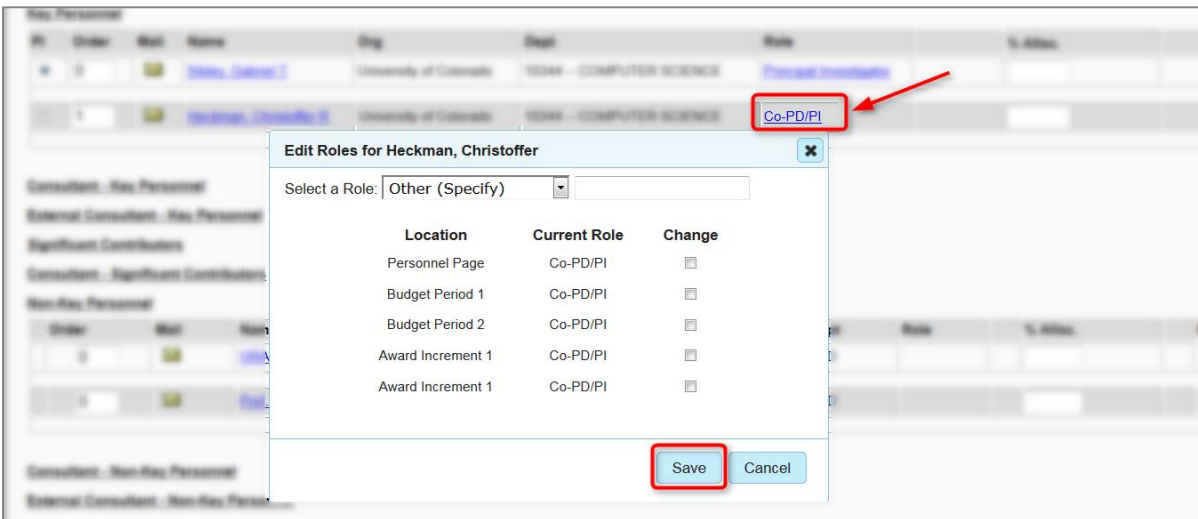
| | |
|--|--|
| 4 | Locate the person by filtering by last name. Click on the letter of their last name. Wait for a drop-down menu to fill up. You can also type a portion of the last name and the menu will filter to those entries. |
| 5 | Once the person's name appears in the personnel field, click Select . |
| <i>You will be redirected to the main personnel page. Notice the person has been added in the Key Personnel table.</i> | |
| 5.4 | Repeat steps until all PI and Co-PIs are entered. |

To change or remove a PI:

1. First, add the correct person as PI.
2. After adding, select the PI radio button for the correct person.
3. Select the budget periods for this change on the next page and click Save.
4. Change the order number so that the correct PI is 0.
5. If the person initially entered as PI needs to be removed, click the blue arrow under "Remove." Click **Process** on the next page.
6. If the person initially entered as PI will stay on the project as a PI (i.e. multi-PI project for NIH), change the order number to 1. Click **Save** on the Main Menu.

To change a person's role:

1. In the row of the key personnel for whom you need to change the role, click the role title (i.e. Principal Investigator or Co-PD/PI, which will be blue and underlined). A window will open:



The screenshot shows a web interface with a table of personnel. A red arrow points to the 'Co-PD/PI' role title in the table. A dialog box titled 'Edit Roles for Heckman, Christoffer' is open, showing a table with the following data:

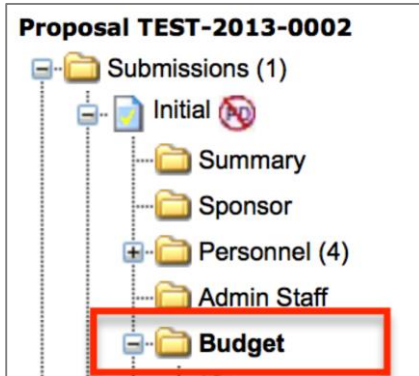
| Location | Current Role | Change |
|-------------------|--------------|--------------------------|
| Personnel Page | Co-PD/PI | <input type="checkbox"/> |
| Budget Period 1 | Co-PD/PI | <input type="checkbox"/> |
| Budget Period 2 | Co-PD/PI | <input type="checkbox"/> |
| Award Increment 1 | Co-PD/PI | <input type="checkbox"/> |
| Award Increment 1 | Co-PD/PI | <input type="checkbox"/> |

The dialog also has a 'Save' button highlighted with a red box.

2. Select the new role from the drop down menu.
3. Select for which budget periods the change should apply.
4. Click Save.

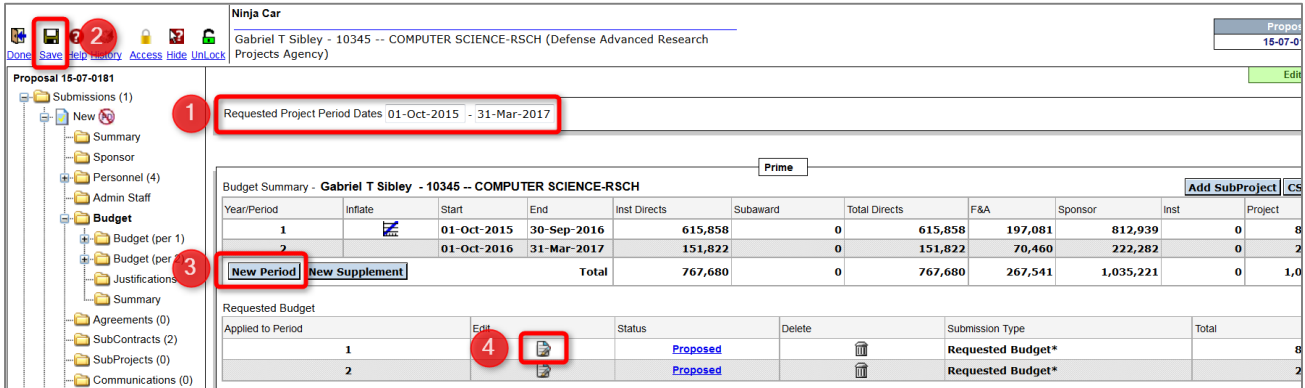
6) Enter the Budget

6.1 Click on the **Budget** folder from the left-hand navigation menu.



This will open the **Budget Summary** page.

6.2 Complete the following fields on the *Budget Summary* page:



Ninja Car

Gabriel T Sibley - 10345 -- COMPUTER SCIENCE-RSCH (Defense Advanced Research Projects Agency)

Requested Project Period Dates 01-Oct-2015 - 31-Mar-2017

Budget Summary - Gabriel T Sibley - 10345 -- COMPUTER SCIENCE-RSCH

| Year/Period | Inflate | Start | End | Inst Directs | Subaward | Total Directs | F&A | Sponsor | Inst | Project |
|--------------|---------|-------------|-------------|----------------|----------|----------------|----------------|------------------|----------|------------|
| 1 | | 01-Oct-2015 | 30-Sep-2016 | 615,858 | 0 | 615,858 | 197,081 | 812,939 | 0 | 8 |
| 2 | | 01-Oct-2016 | 31-Mar-2017 | 151,822 | 0 | 151,822 | 70,460 | 222,282 | 0 | 2 |
| Total | | | | 767,680 | 0 | 767,680 | 267,541 | 1,035,221 | 0 | 1,0 |

Requested Budget

| Applied to Period | Edit | Status | Delete | Submission Type | Total |
|-------------------|------|----------|--------|-------------------|-------|
| 1 | | Proposed | | Requested Budget* | 8 |
| 2 | | Proposed | | Requested Budget* | 2 |

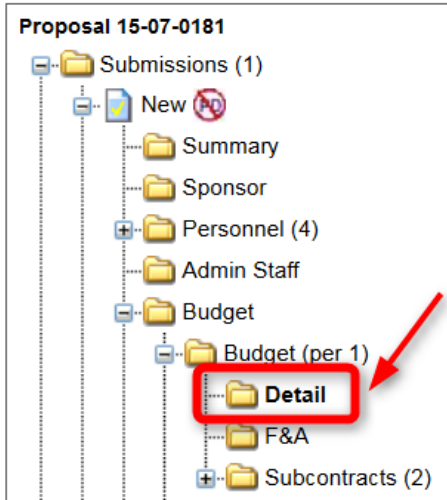
1 In the *Requested Project Period Dates*, enter the start and end dates of the project using the format MMDDYYYY.

2 Click **Save** in the main menu before proceeding – otherwise the Project Period Dates will be deleted when you proceed to the next step.

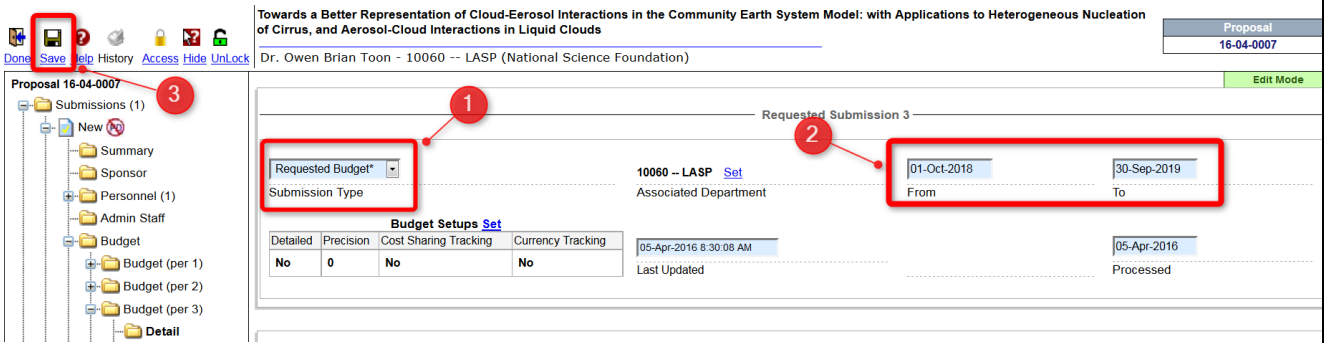
3 Click **New Period** to add a budget period.

4 In the *Requested Budget* table, click the edit icon next to Year/Period 1 to open the budget for input.

This will open the **Budget Detail** page.



6.3 Complete the following fields on the *Budget Detail* page:




- 1** *Submission Type*
- Select **Requested Budget**.
 - This is the submission type of the budget not the proposal. Even if the proposal type is continuation, the budget submission type is **Requested Budget**.

- 2** *From/To Dates*
- Enter dates for project period as proposed to sponsor. These dates could be a full year or more or less than a year, as applicable.

- 3** Click **Save** from main menu.

6.4 Enter **Direct Costs**.



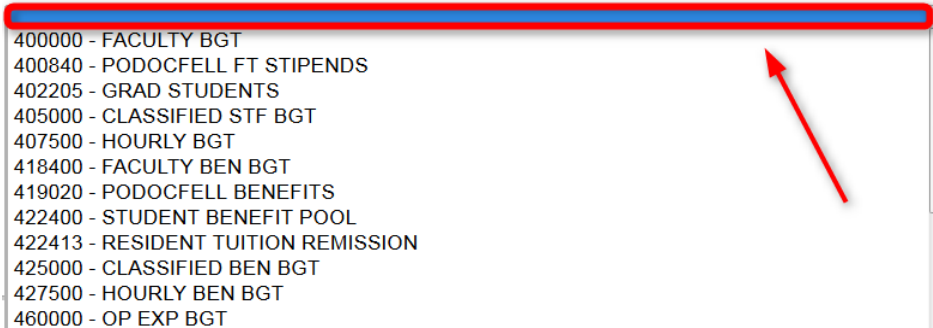
New Budget Items

Sponsor Budget Category Description Amount

Budget/Charge Category [Clear Categories](#)

1 Scroll down to the **New Budget Items** section. From the *Sponsor Budget Category* menu, select **Direct Costs**.

2 The Budget/Charge Category will default to the first item in the list (*400000 – FACULTY BGT*), but this field needs to be empty. In order to clear this field, open the drop-down menu and select the very top, blank row.



400000 - FACULTY BGT
 400840 - PODOCFELL FT STIPENDS
 402205 - GRAD STUDENTS
 405000 - CLASSIFIED STF BGT
 407500 - HOURLY BGT
 418400 - FACULTY BEN BGT
 419020 - PODOCFELL BENEFITS
 422400 - STUDENT BENEFIT POOL
 422413 - RESIDENT TUITION REMISSION
 425000 - CLASSIFIED BEN BGT
 427500 - HOURLY BEN BGT
 460000 - OP EXP BGT

3 *No input necessary. This field should auto-populate with “Direct Costs.”*

4 Enter the total amount for the direct costs of the budget period.

5 Click **Add**.

- The amount entered (in field 4) will be added to the sponsor’s direct cost line in the Project Detail section.
- To edit the direct costs amount after the budget item is added, click in the amount field and type in correct amount.
- To remove a direct cost line, click the trash can to the right of the line item.

6.5 Enter **F&A/Indirect Costs**.

Project Detail Sponsor cost entered in "New budget Items" section Add new Subcontract/Subaward

| | | | |
|--------------|---------|-------------|-------|
| Direct Costs | Sponsor | Institution | Total |
| F&A | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

6

6 Enter the **F&A amount** directly into this field.

6.6 Click **Save** from main menu.

6.7 If there are additional budget periods, click **New Period** for each additional period as directed in **step 6.2** and repeat **steps 6.3 - 6.4**.

Requested Project Period Dates: 01-Oct-2016 - 30-Sep-2019

Prime

Budget Summary - Owen Brian Toon - 10060 -- LASP

| Year/Period | Inflate | Start | End | Inst Directs | Subaward | Total Directs | F&A |
|--------------|---------|-------------|-------------|--------------|----------|---------------|------|
| 1 | | 01-Oct-2016 | 30-Sep-2017 | 146,764 | 0 | 146,764 | 49, |
| 2 | | 01-Oct-2017 | 30-Sep-2018 | 149,529 | 0 | 149,529 | 50, |
| 3 | | 01-Oct-2018 | 30-Sep-2019 | 154,415 | 0 | 154,415 | 52, |
| Total | | | | | 0 | 450,708 | 153, |

New Period New Supplement

Requested Budget

| Applied to Period | Edit | Status | Delete | Submission Type |
|-------------------|------|----------|--------|-----------------|
| 1 | | Proposed | | Requested Bud |
| 2 | | Proposed | | Requested Bud |
| 3 | | Proposed | | Requested Bud |

Click on these icons to open the Budget Detail page to enter Direct Costs and F&A.

Notes Regarding Budget Input for Subawards

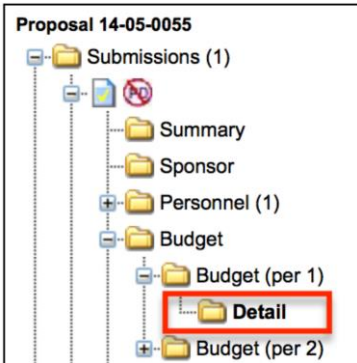
- If your project has **subawards**, go in to Year 1 and add the subcontract **before** creating subsequent years after Year 1. (See Step 7 for instructions on adding subs.)
 - When you create subsequent periods/years, the subaward will copy to the other periods/years.
- If budget periods were created already, add subs to each period manually. (Proceed to Step 7.)

7) Add Subcontracts/Subaward (If Applicable)

If there is a subaward included in the proposal, it must be added to all applicable budget periods.

- See **Step 7.5** to add a subaward to multiple years.

7.1 Open the *Budget Detail* page of the **budget period** to which the subaward will be added.



7.2 In the *Project Detail* section, click on **Add new Subaward**.

Dr. Owen Brian Toon - 10060 -- LASP (National Science Foundation) Edit Mode

Requested Submission 1

| | | | |
|-------------------|-----------------------------------|-------------|-------------|
| Requested Budget* | 10060 -- LASP Set | 01-Oct-2016 | 30-Sep-2017 |
| Submission Type | Associated Department | From | To |

| | | | |
|-----------------------------------|-----------|-----------------------|-------------------|
| Budget Setups Set | | | |
| Detailed | Precision | Cost Sharing Tracking | Currency Tracking |
| No | 0 | No | No |

Last Updated: 05-Apr-2016 8:28:34 AM | Processed: 05-Apr-2016

| Key Personnel (Applicant Org.) | Appt. Type | Base | | Sponsor | | Total | |
|--|------------|---------------------|--------|---------|--------|---------|---------|
| | | Salary | Fringe | Salary | Fringe | Sponsor | Project |
| Toon, Owen Brian Months: 12 % Effort: <input type="text"/> Clear\$for | | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Key Personnel Total | | 0 | 0 | 0 | 0 |

| Non-Key Personnel (Applicant Org.) | Appt. Type | Base | | Sponsor | | Total | |
|------------------------------------|------------|-------------------------|--------|---------|--------|---------|---------|
| | | Salary | Fringe | Salary | Fringe | Sponsor | Project |
| | | Non-Key Personnel Total | | 0 | 0 | 0 | 0 |

| Non Personnel Costs | Amount | |
|--|---------|-----------------|
| Direct Costs: <input type="text"/> Jst Clear 400000 - FACULTY BGT | 146,764 | 146,764 |
| Non Personnel Costs Total | | 146,764 146,764 |

| | | | |
|-------------|--|---------|---------|
| Grand Total | | 146,764 | 146,764 |
|-------------|--|---------|---------|

Project Detail

| | Sponsor | |
|--------------|----------------|----------------|
| Direct Costs | 146,764 | 146,764 |
| F&A | 49,964 | 49,964 |
| Total | 196,728 | 196,728 |

Add new Subaward



7.3

Select the **Subcontractor**:

- 1) Select the subaward institution by selecting the **first letter of institution name**.
- 2) Then selecting the subcontractor from the drop-down list.
- 3) Click **Select**.

The screenshot shows a dialog box titled "Add Subcontractor/Consultant" with a blue header bar. Inside the dialog, there is a grey bar at the top with the text "Select Subcontractor/Consultant" and a "Close" button on the right. Below this is a red-bordered box containing a search interface with a row of letters from "0-9" to "Z", where the letter "H" is highlighted. Underneath the search box is a dropdown menu showing "Hamamatsu" and a "Select" button. A "Create Subcontractor/Consultant" section at the bottom includes a text input field and an "Add New" button. Three red callout circles with numbers 1, 2, and 3 point to the search box, the dropdown menu, and the "Select" button, respectively.

7.4

Select the **Principal Investigator** of the subcontract institution:

- 1) Select the PI or “Un-named, Un-named” (if unknown) from the drop-down list.
- 2) If the PI is known but not in the list, enter a new PI in the *Add New Subcontractor PI* box. (Required fields: First Name, Last Name, & Department.)

Add Subcontractor/Consultant

Select PI

0-9 A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z

Mayo Clinic

Principal Investigator

- select -

Mayo Clinic

| | | | |
|----------------|--|------------|--|
| Name | <input type="text" value="Mayo Clinic"/> | DUNS | <input type="text"/> |
| Address | <input type="text"/> | Email | <input type="text"/> |
| | <input type="text"/> | Phone | <input type="text"/> |
| | <input type="text"/> | Fax | <input type="text"/> |
| City | <input type="text"/> | Department | <input type="text" value="Mayo Clinic"/> |
| State/Province | <input type="text"/> | Dept DUNS | <input type="text"/> |
| Zip Code | <input type="text"/> | | |
| Country | <input type="text" value="U.S.A."/> | | |

Add New Subawardee PI

| Salutation | First Name | Middle Name | Last Name | Degrees |
|-------------------------------|---------------------------------|-----------------------|----------------------|-------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Title | Address | City | County | State |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Zip | Phone | Fax | Email | Country |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="U.S.A."/> |
| | Department <input type="text"/> | or Add New Department | <input type="text"/> | |
| Credential, e.g. agency login | <input type="text"/> | | | |

The Subcontract/Subawards line on the detailed budget will now show the institution and PI name. Leave the Directs and F&A boxes at \$0. Do not enter any dollar amount for the subaward.

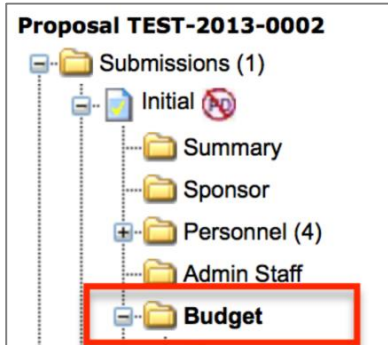
| Key Personnel (Applicant Org.) | | Base | | Sponsor | | Total | |
|---|--------------|-------------------------------------|-----------------------------|---------|---------|---------|---------|
| Apppt. Type | Salary | Fringe | Salary | Fringe | Sponsor | Project | |
| Toon, Owen Brian - PD/PI Months 12 % Effort | 0 | 0 | 0 | 0 | 0 | 0 | |
| Key Personnel Total | | | | 0 | 0 | 0 | 0 |
| Non-Key Personnel (Applicant Org.) | | Base | | Sponsor | | Total | |
| | | Salary | Fringe | Salary | Fringe | Sponsor | Project |
| | | | | | | 0 | 0 |
| Non-Key Personnel Total | | | | | | 0 | 0 |
| Non Personnel Costs | | Amount | | | | | |
| Direct Costs | Direct Costs | | | | | | |
| 400000 - FACULTY BGT | | 146,764 | | 146,764 | | 146,764 | |
| Non Personnel Costs Total | | | | 146,764 | | 146,764 | |
| Subaward/SubAwards | | Description | | Directs | F&A | | |
| Subaward | | 492500 - SUBCONTRACT GENERAL BUDGET | Mayo Clinic - Jeff Scheffel | 0 | 0 | 0 | 0 |
| Subaward/SubAwards Total | | | | 0 | 0 | 0 | 0 |
| Grand Total | | | | | | 146,764 | 146,764 |

Leave Directs and F&A amounts at \$0.

| | |
|---------------|--|
| 7.5 | If the subaward is on the budget in subsequent years, add them now. This can be accomplished in two ways: |
| 7.5(1) | If you have not created the additional budget years, go back to the <i>Budget Summary</i> page and use the “ New Period ” button to create the additional years. Edit each year to match the internal budget. |
| 7.5(2) | If you have already created the additional budget years, open the applicable <i>Budget Detail</i> pages and repeat steps 7.2 – 7.4. |

8) Enter Indirect Rate

8.1 Open the *Budget Summary* page.



8.2 Click **Add** next to “Indirect Rate.”

Other Budget Details

Revised Budget Information

Indirect Rate **(Add)**

| Effective Start Date | Effective End Date | F&A Rate | F&A Type | F&A Rate Notes | | |
|----------------------|--------------------|----------|----------|----------------|----------------------|--|
| 01-Jul-2014 | 30-Jun-2018 | 40% | MTDC | | Edit | |

Cost Share **(Add)**

| Cost Share Category | \$ Value |
|---------------------|----------|
| | |

Comments

8.3

Enter *Effective Start/End Dates* (MM/DD/YYYY), *F&A Rate*, *F&A Type*, and any notes.

- For projects using a sponsor rate, effective start and end date are the same as the project start and end date.
- For projects using our negotiated rate, effective start and end date are the dates per the F&A rate agreement.

8.4

Click **Save** or, to enter another rate, **Save and Add Another**.

- Enter all rates used on budget – one line for each rate.
- Click **Close** once all rates have been entered.

Indirect Rate User-Defined Fields

Save Save and Add Another Close

Effective Start Date

Effective End Date

F&A Rate %15 digit max.

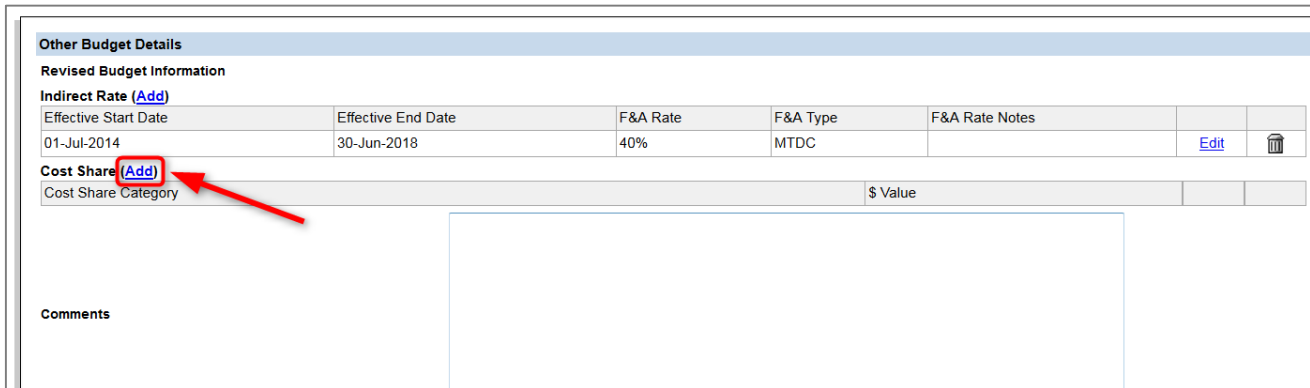
F&A Type

F&A Rate Notes

9) Add Cost Share (If Applicable)

If cost share is being proposed, follow the procedures below for each cost share category for the entire project period. *Cost share information should reflect information on the Cost Share Addendum – otherwise, leave blank.*

9.1 From the *Budget Summary* page, click **Add** next to “Cost Share.”



Other Budget Details

Revised Budget Information

Indirect Rate ([Add](#))

| Effective Start Date | Effective End Date | F&A Rate | F&A Type | F&A Rate Notes | | |
|----------------------|--------------------|----------|----------|----------------|----------------------|--|
| 01-Jul-2014 | 30-Jun-2018 | 40% | MTDC | | Edit | |

Cost Share ([Add](#))

| Cost Share Category | \$ Value |
|---------------------|----------|
| | |

Comments

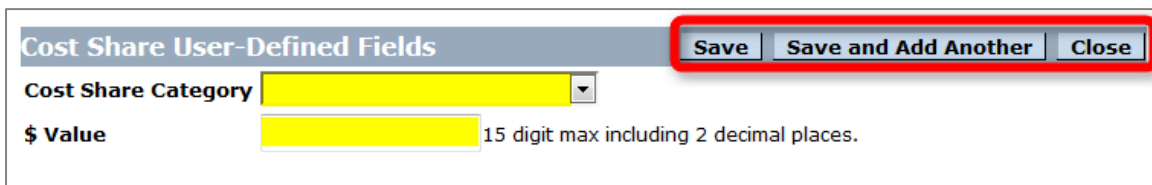
9.2 Choose a cost share category from the drop-down menu:

- 3rd Party Cash Contributions
- 3rd Party In-Kind
- CU Boulder Cash
- Effort Cost Sharing
- F&A Charged on Cost Share
- Fringe Benefits
- Other
- Subcontractor Cost Sharing
- UCB In-kind
- Unrecovered F&A

9.3 Enter the total dollar value for each category for the entire project.

9.4 Click **Save** or, to enter additional cost share, **Save and Add Another**.

- Click **Close** once all cost shares have been entered.



Cost Share User-Defined Fields [Save](#) [Save and Add Another](#) [Close](#)

Cost Share Category

\$ Value 15 digit max including 2 decimal places.



9.5

Enter notes into **Cost Share Comments** box per the following:

- If the cost share is mandatory, in the Cost Share Comments box, enter the sponsor's cost share requirement as a dollar amount and/or percentage.
- If a revised budget with cost share is done prior to being award and the cost share commitment changes, note in the Cost Share Comments box what changed with the revision.

The screenshot shows a web interface for budget details. At the top is a blue header 'Other Budget Details'. Below it is a section 'Revised Budget Information' with a sub-section 'Indirect Rate (Add)'. This section contains a table with columns: Effective Start Date, Effective End Date, F&A Rate, F&A Type, F&A Rate Notes, and two empty columns. The first row of data shows: 01-Jul-2014, 30-Jun-2018, 40%, MTDC, and an 'Edit' link with a trash icon. Below the table is a 'Cost Share (Add)' section with a table header 'Cost Share Category' and '\$ Value'. The main part of the form is a large text area labeled 'Comments' on the left, which is highlighted with a red border. A yellow rectangular area is visible within the comments field.

10) Add Approvals

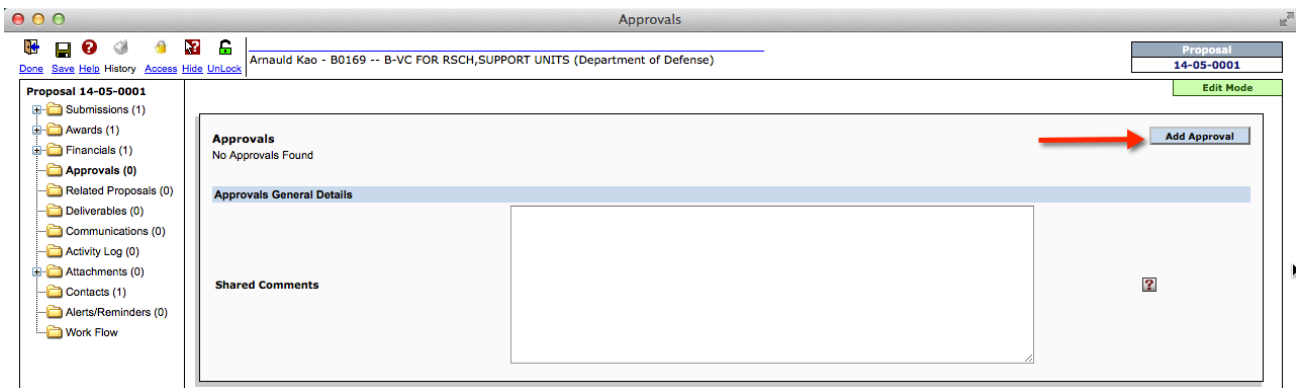
Using the PSR form and information you gather from reviewing the proposal and budget, enter approval information for the following, as applicable:

- Additional Space/Facilities
- Animals – If PI provides protocol approval, attach in Attachments (see [Conventions For Attachments in eRA](#) for details).
- Biohazardous Materials
- Course Buyout – Attach documentation of approved split for non-standing splits in Attachments (see [Conventions For Attachments in eRA](#) for details).
- Current DEPA Verified (Proposal Analysts will not use this Approval. It is only used by Grant and Contract Officers at award).
- DEA Controlled Substance(s)
- Environmental Health and Safety – Indicate EH&S if Other Special Reviews is marked “Yes” on the PSR form.
- Export Control Concerns
- Human Embryonic Stem Cells
- Human Subjects – If PI provides approved protocol number at proposal, this enables us to link the protocol in the HS module with the proposal in the PT module. See follow instructions below to enable this linkage.
- ICR Splits – Attach documentation of approved split for non-standing splits in Attachments (see [Conventions For Attachments in eRA](#) for details)
- IDC Addendum – Attach IDC addendum and any accompanying documentation in Attachment (see [Conventions For Attachments in eRA](#) for details)
- IDC Waiver – Attach IDC waiver request and documentation of approval in Attachment (see [Conventions For Attachments in eRA](#) for details)
- Industrial Hemp
- Lasers
- Non-allowable Tuition Arrangements – Use this designation when sponsor does not allow tuition. Attach documentation of who arrangements approved for covering tuition in Attachments (see [Conventions For Attachments in eRA](#) for details)
- Radioactive Materials
- Restricted Research Waiver – To be used at postaward when a project has gone through the Restricted Research Committee for expedited or full approval.
- Select Agents
- Small Business Plan – Select if a small business plan is required at the proposal stage. The Small Business Plan can be attached as part of the Proposal document.

10.1 Click on the **Approvals** folder from the left-hand navigation menu.

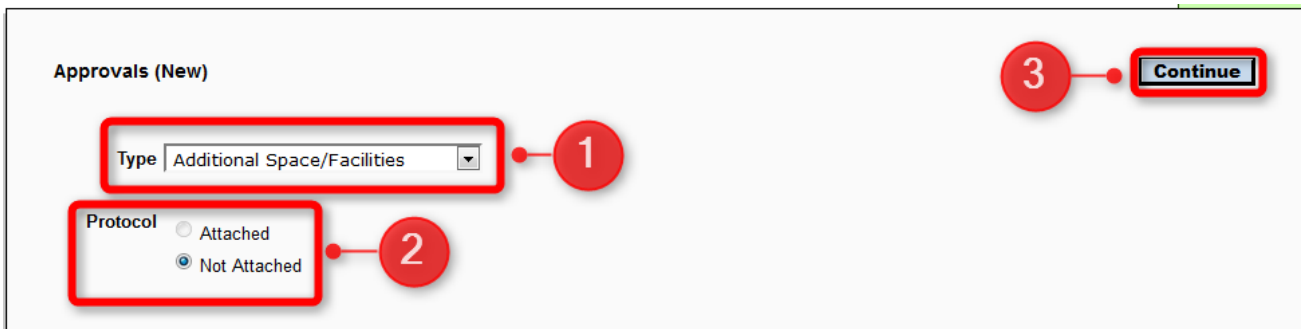


10.2 Click **Add Approval**.



10.3 Complete the New Approval form as follows:

- 1) Select approval type from drop-down menu.
- 2) Unless this is for an HS/IRB protocol, leave *Protocol* as **Not Attached**.
 - For HS/IRB protocols, see [Linking & Accessing HS Approvals in eRA](#).
- 3) Click **Continue**.

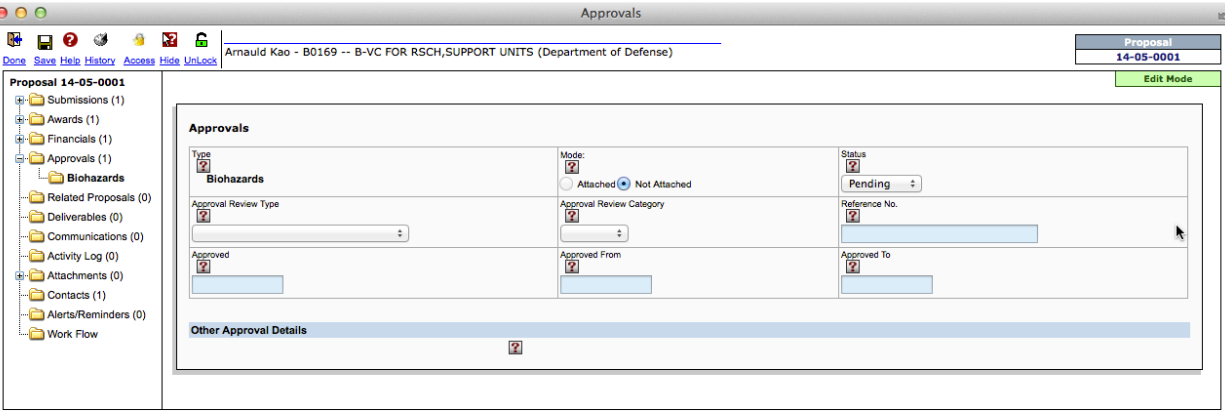


Approvals (New)

Type: Additional Space/Facilities (1)

Protocol:
 Attached
 Not Attached (2)

Continue (3)

| | |
|---|--|
| <p>10.4</p> | <p>For Non-IRB Approvals, complete the following fields. <i>This information is usually not required at Proposal, but should be entered if it is required or has been approved.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Status – Pending if approval is pending and approved if protocol is approved. <input type="checkbox"/> Approval Review Type – Only applicable for IRB. If not IRB approval, leave blank. <input type="checkbox"/> Approval Review Category – Only applicable for IRB. If not IRB approval, leave blank. <input type="checkbox"/> Reference No. – Enter protocol number if approved and known. <input type="checkbox"/> Approved – Enter date of approval. <input type="checkbox"/> Approved From – Enter beginning date of approved protocol. <input type="checkbox"/> Approved To – Enter end date of approved protocol. |
|  | |
| <p>10.5</p> | <p>Click Save from the main menu.</p> |
| <p>10.6</p> | <p>Repeat to enter all required approvals.</p> |

Additional Notes Regarding Approvals

- The information contained in the **Approvals** folder is used post-award to gather the necessary approvals before a project/speedtype is assigned and to generate reports for the different compliance offices.
- If you receive protocol approvals, attach these in the **Attachments** folder of the proposal you are working on. *(See Step 11 - Add Attachments)*
- For approvals requiring email or OCG form documentation (e.g. ICR splits, IDC addendum or waiver), attach these also in the **Attachments** folder. *(See Step 11 - Add Attachments)*
- If you receive notification of an approved protocol after your initial entry of an approval and before award:
 - Open the approval from the Approvals folder.
 - Change the status to Approved.
 - Attach documentation.

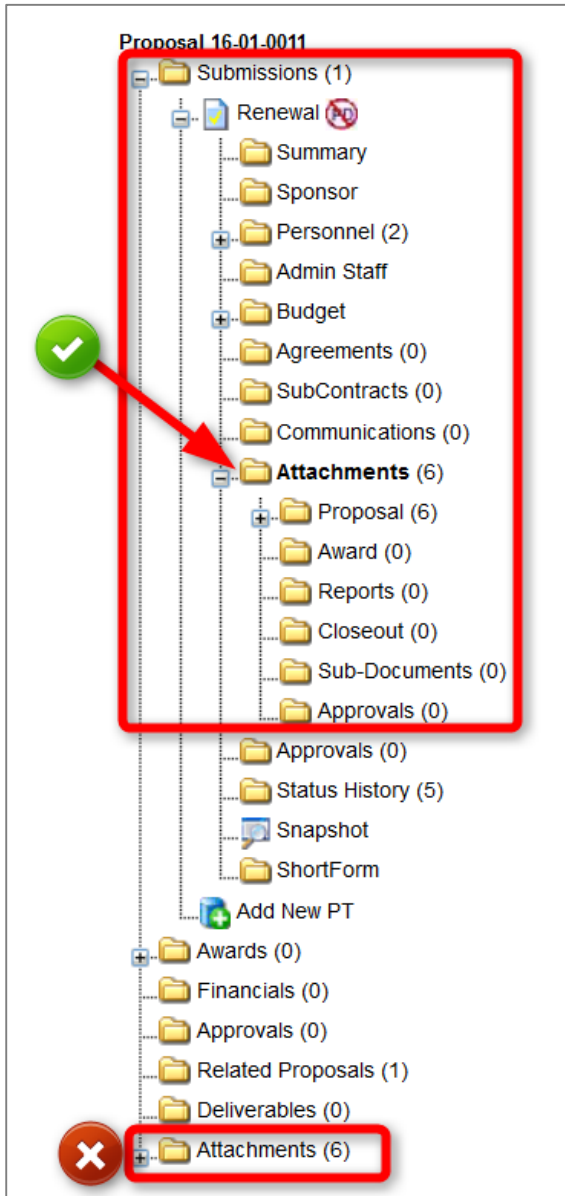
11) Add Attachments

Notes Regarding Attachments

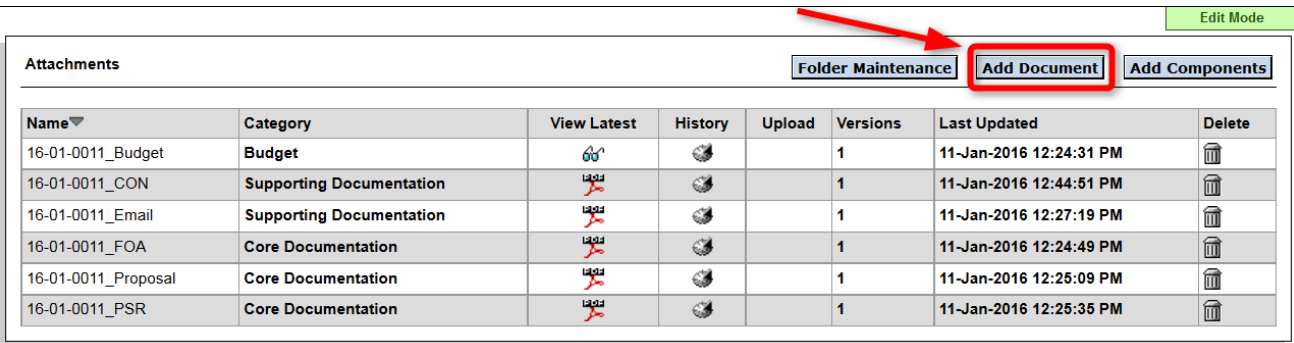
- Save all files in your X:\ drive working folder as a backup. Do NOT delete files after they are attached in eRA.
- All attachments must be placed in the Attachments folder **under the proposal folder the documents are associated with**. Each master or child proposal has an Attachments folder. Attach files in the Attachments folder relevant to the “New,” “Renewal,” “Supplement,” or “Continuation” proposal you’re working on. These documents will “roll up” to the main Attachments folder under “Submissions.”
- Attach documents as you receive them.
- Except for Excel files (internal or sub award budgets) or sponsor forms that cannot be converted to PDF due to document constraints or loss of data, save and upload files as PDFs.
- If signatures have been obtained on different copies of the same form, combine them into one PDF. (e.g. PI, Department Chair and Dean have signed different copies of the same Cost Share Form)
- No need to save copies of separate attachments if they are within the final, submitted proposal.
- “Internal” forms are internal to OCG.
- Upload relevant documents you receive post-submission regarding sponsor requests or additional information from PIs, such as approvals.
- Save ONLY final documents, not working documents.
- At a minimum, a complete, submitted proposal (including preproposals) should include the following attachments:
 - Signed PSR Form**
 - Proposal** (Combined in one document – minimum of statement of work and budget justification OR original proposal submitted to sponsor. May also include sub forms sent to another institution such as subrecipient commitment forms, terms and conditions, letter of commitment, etc.)
 - Budget**
 - FOA** – FOAs are used for a variety of purposes and are important to post-award activities, including audits and closeouts.
 - For proposals with approved **Approvals** and/or subawards, attach documentation (i.e. cost share, IDC addendum or waiver, IRB/IACUC approval, subrecipient forms, etc.).
 - Final confirmation of submission**, if received.

11.1

Open the **Attachments** folder housed under the specific proposal record the documents to be attached apply to. Do not add documents under the main **Attachments** folder.



11.2 Click **Add Document**.

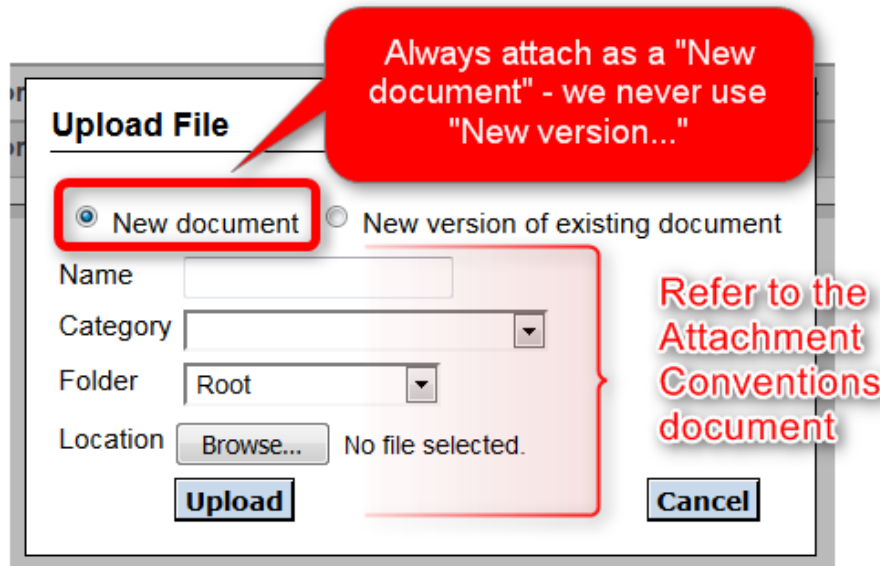


Attachments Edit Mode

Folder Maintenance **Add Document** Add Components

| Name▼ | Category | View Latest | History | Upload | Versions | Last Updated | Delete |
|---------------------|--------------------------|-------------|---------|--------|----------|-------------------------|--------|
| 16-01-0011_Budget | Budget | | | | 1 | 11-Jan-2016 12:24:31 PM | |
| 16-01-0011_CON | Supporting Documentation | | | | 1 | 11-Jan-2016 12:44:51 PM | |
| 16-01-0011_Email | Supporting Documentation | | | | 1 | 11-Jan-2016 12:27:19 PM | |
| 16-01-0011_FOA | Core Documentation | | | | 1 | 11-Jan-2016 12:24:49 PM | |
| 16-01-0011_Proposal | Core Documentation | | | | 1 | 11-Jan-2016 12:25:09 PM | |
| 16-01-0011_PSR | Core Documentation | | | | 1 | 11-Jan-2016 12:25:35 PM | |

11.3 Refer to [Conventions For Attachments in eRA](#) when completing the upload form.



Upload File

New document New version of existing document

Name

Category

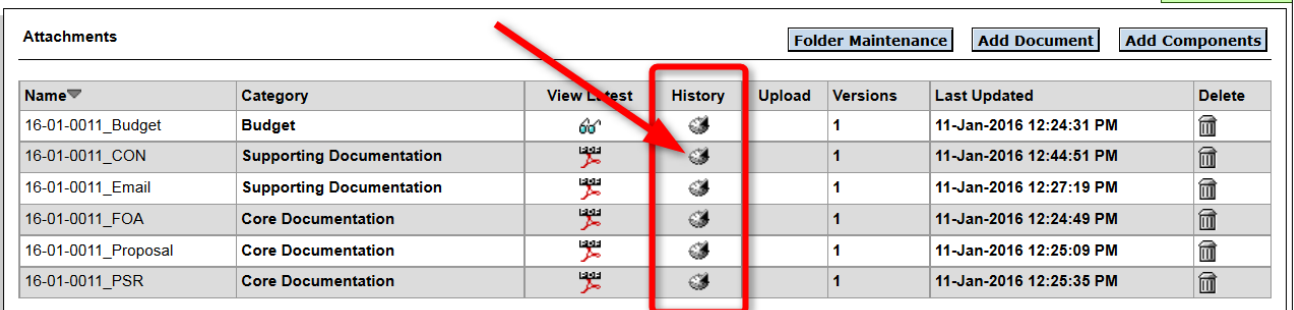
Folder

Location No file selected.

Always attach as a "New document" - we never use "New version..."

Refer to the Attachment Conventions document

To edit attachment details (i.e. name, category, or folder), click on the **icon** under the *History* column. Make the edits directly in the fields on the following page and save.



Attachments Folder Maintenance Add Document Add Components

| Name▼ | Category | View Latest | History | Upload | Versions | Last Updated | Delete |
|---------------------|--------------------------|-------------|---------|--------|----------|-------------------------|--------|
| 16-01-0011_Budget | Budget | | | | 1 | 11-Jan-2016 12:24:31 PM | |
| 16-01-0011_CON | Supporting Documentation | | | | 1 | 11-Jan-2016 12:44:51 PM | |
| 16-01-0011_Email | Supporting Documentation | | | | 1 | 11-Jan-2016 12:27:19 PM | |
| 16-01-0011_FOA | Core Documentation | | | | 1 | 11-Jan-2016 12:24:49 PM | |
| 16-01-0011_Proposal | Core Documentation | | | | 1 | 11-Jan-2016 12:25:09 PM | |
| 16-01-0011_PSR | Core Documentation | | | | 1 | 11-Jan-2016 12:25:35 PM | |

Document Detail

Document Name: 16-01-0011_CON | Folder: Proposal | Document Category: Supporting Documentation

Document Upload History Add

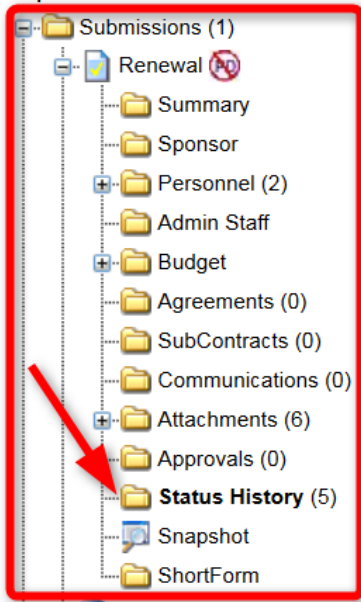
| File Name | Date Uploaded | Owner | View | Delete |
|-------------------|-------------------------|-----------------|------|--------|
| Noble_NSF_CON.pdf | 11-Jan-2016 12:44:51 PM | Rastello, Irina | | |

12) Update PT Status

12.1 Open the **Status History** folder housed under the specific proposal record.

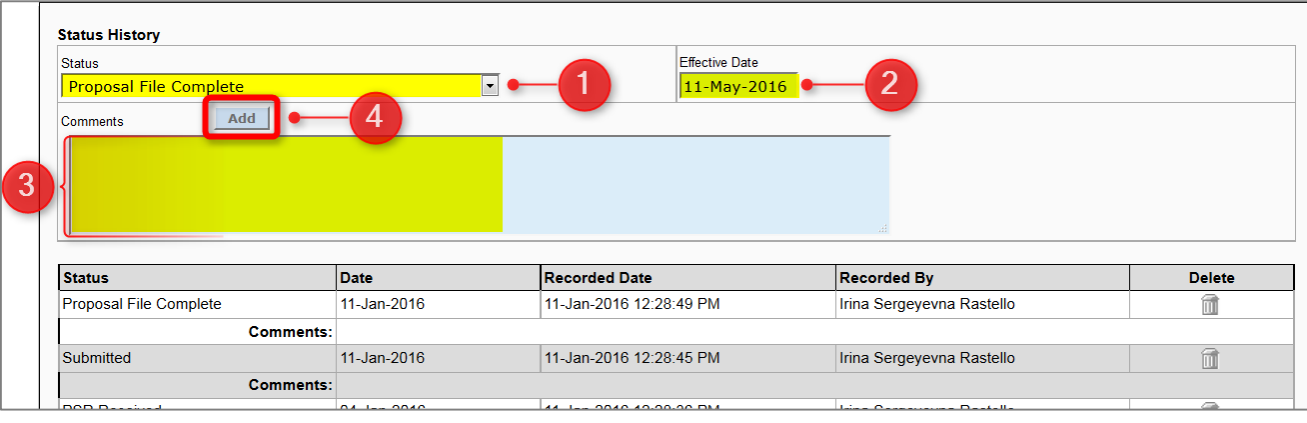
Proposal 16-01-0011

- Submissions (1)
 - Renewal
 - Summary
 - Sponsor
 - Personnel (2)
 - Admin Staff
 - Budget
 - Agreements (0)
 - SubContracts (0)
 - Communications (0)
 - Attachments (6)
 - Approvals (0)
 - Status History (5)**
 - Snapshot
 - ShortForm
- Add New PT
- Awards (0)
- Financials (0)
- Approvals (0)
- Related Proposals (1)
- Deliverables (0)
- Attachments (6)



12.2

- 1) Select the new status from the drop menu at the top of the screen.
- 2) The effective date will default to today's date. Change if needed.
- 3) Add any comments.
- 4) Click Add.



Status History

Status: Proposal File Complete (1) Effective Date: 11-May-2016 (2)

Comments: Add (4)

(3) [Comments text area]

| Status | Date | Recorded Date | Recorded By | Delete |
|------------------------|-------------|-------------------------|---------------------------|--------|
| Proposal File Complete | 11-Jan-2016 | 11-Jan-2016 12:28:49 PM | Irina Sergejevna Rastello | |
| Submitted | 11-Jan-2016 | 11-Jan-2016 12:28:45 PM | Irina Sergejevna Rastello | |
| PSR Received | 04-Jan-2016 | 11-Jan-2016 12:28:45 PM | Irina Sergejevna Rastello | |

Notes Regarding PT Status History

PT Status History is used for a variety of purposes including tracking status, adding items to your task list, metrics, reports, and providing departments/Pis with status updates.

At a minimum, each submitted proposal should have the following status histories once a proposal is complete and submitted:

- Proposal Created (auto created when PT record is created)
- Budget Received
- PSR Received
- Submitted/Not Submitted
- Proposal File Completed/Proposal File Not Completed (make selection after submission)

For some Status Histories, you will be prompted to select a name in a drop-down menu titled "Next Person." To keep the proposal on your task, select your name from this list.

- For statuses where no name is selected, once set, the proposal will no longer appear on your task list.

If a Status History (date or type) is entered incorrectly, email your manager with the **proposal number** and **error**. *Managers will contact the eRA Administrator with any Status History that needs to be deleted.*

Proposal Status Definitions

| Status | Event | Comments | Updated by |
|---|---|--|-----------------------|
| Addition of Subaward | PI adds subaward to existing project | | PA |
| PI Declined Award | Before an award is accepted, PI elects to decline the award | Note reason PI declined award (i.e. Fellow received a second fellowship that accepted instead of this one). | RSA |
| Budget Received | Initial budget received | If the person who created the budget is different than the Proposal Analyst, enter name of person who created budget here (i.e. for LASP, which has a budget analyst who is not the PA). | PA |
| Not Funded | OCG receives denial (see process for denials) | | RSA |
| Not Submitted | PI decides not to submit and notifies PA | Briefly explain why proposal not submitted, save documentation from PI | RSA |
| Post Submission Request | Sponsor requests additional information after submission, prior to award | Briefly explain request | PA |
| Preproposal Advance to Full Proposal | PI receives approval to submit a full proposal after submitting a preproposal that a PA was involved with for submission AND PA entered preproposal in eRA. | | PA |
| Progress Report Submitted | Progress report is submitted by OCG | | OCG staff who submits |
| Proposal File Complete | As soon as all documents are received and uploaded for complete proposal file | | PA |
| Proposal File Incomplete | If proposal was submitted but documents are missing for a complete proposal file | List missing documents or information | PA |
| Proposal Returned without Review | Notification of proposal returned without review due to a non-compliant application | Briefly explain reason for return | PA |
| Proposal Update Request | Notification of proposal update required for proposal to be processed due to a non-compliant application | Briefly explain request | PA |

| | | | |
|---|---|--|-----|
| PSR Received | PSR received with at least PI signature | | PA |
| Revised Budget Sponsor Request | At time of request from sponsor – after submission, prior to award | Include reason for change, new budget amount, for what period the new budget amount applies, and how revision was submitted. (For example, “Budget revised per sponsor request. New budget amount of \$115,000 for entire project. Submitted via FastLane.”) | PA |
| Revised Budget Internal Request | At time of request from CU party | Include reason for change, new budget amount, for what period the new budget amount applies, and where revision was sent. (For example, “Budget revised per PI request. Postdocs budgeted in place of GRAs. Emailed to GO.”) | PA |
| Submitted | As soon after submission as possible | | PA |
| Withdrawn | After proposal withdrawn by PI/AOR | Briefly explain why proposal withdrawn, save documentation from PI | RSA |
| Addition of Subaward Complete | Subaward request submitted to sponsor and all subaward documents received and uploaded to eRA | | PA |
| Post Submission Request Complete | Post submission request submitted to sponsor and all documents received and uploaded to eRA | | PA |
| Progress Report Complete | Progress report submitted to sponsor and all documents received and uploaded to eRA | | PA |
| Proposal Update Complete | Update submitted to sponsor and all documents received and uploaded to eRA | | PA |
| Reassign | Use if proposal has been incorrectly assigned to another staff person’s open task list | | PA |
| Revised Budget Complete | All documents received and uploaded to eRA, submitted to sponsor, if applicable | | PA |

II) Proposal Supplements and Continuations

Applicable Cases

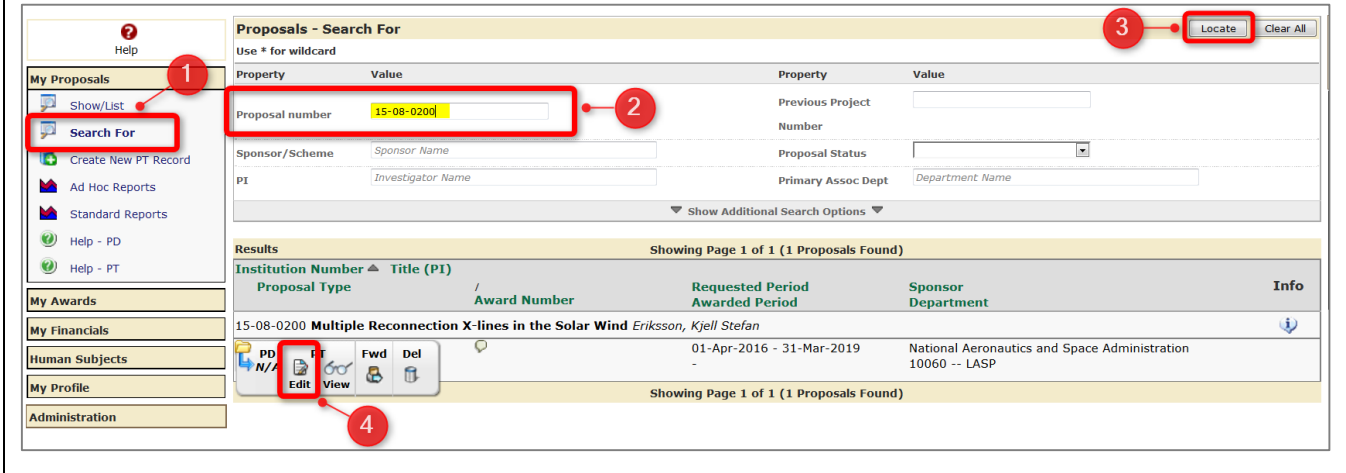
The procedures described in this section should only be used in the following cases:

- Supplement to an existing proposal/award
- Continuations

Add a Supplement or Continuation to an Initial Proposal

1) Open the Existing Proposal the Supplement or Continuation Applies To

- 1 From the eRA dashboard, click on **Search For**.
- 2 Enter the proposal number or other identifying information of the initial proposal record.
- 3 Click **Locate**.
- 4 Open the proposal in Edit mode.

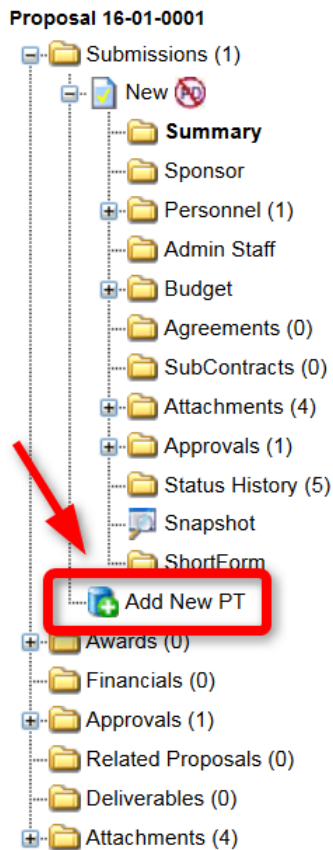


The screenshot shows the eRA dashboard interface. On the left sidebar, the 'Search For' option is highlighted with a red box and the number 1. In the main content area, the 'Proposals - Search For' section is visible. The 'Proposal number' field contains '15-08-0200', highlighted with a red box and the number 2. The 'Locate' button is highlighted with a red box and the number 3. Below the search fields, the results table shows one proposal: '15-08-0200 Multiple Reconnection X-lines in the Solar Wind Eriksson, Kjell Stefan'. The 'Edit' button in the action menu for this proposal is highlighted with a red box and the number 4.

| Institution Number | Title (PI) | Award Number | Requested Period | Awarded Period | Sponsor | Department | Info |
|--------------------|---|------------------------|---------------------------|----------------|---|---------------|------|
| 15-08-0200 | Multiple Reconnection X-lines in the Solar Wind | Eriksson, Kjell Stefan | 01-Apr-2016 - 31-Mar-2019 | - | National Aeronautics and Space Administration | 10060 -- LASP | ↓ |

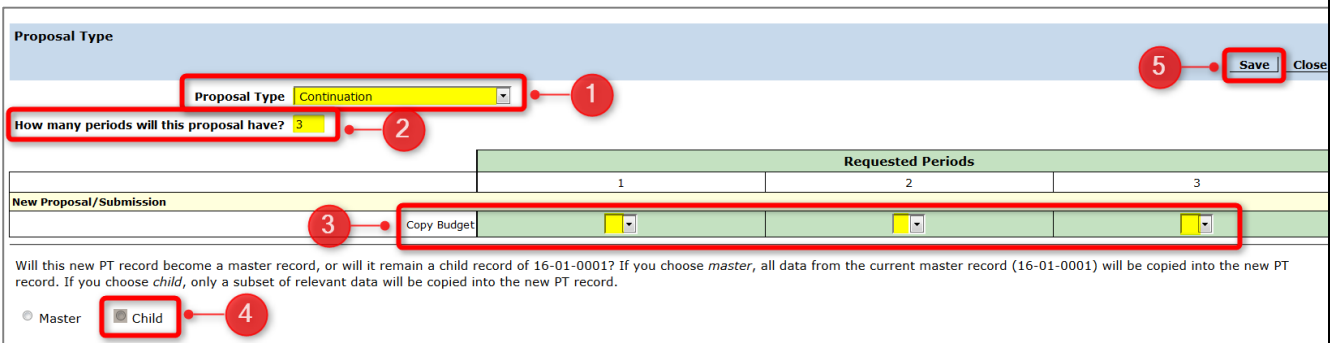
2) Add A New PT Record To An Existing Proposal

2.1 From the *Proposal Summary* page, click **Add New PT**.



A “New Proposal Type (PT)” window will open.

- 1 Select *Proposal Type* (**Continuation** or **Supplement**).
- 2 Enter **number of budget periods** in continuation or supplement.
- 3 Select if you want to copy budgets from the initial proposal by using the drop-down menu under each *Requested Period*.
- 4 Select **Child**.
- 5 Click **Save**.



Proposal Type

Proposal Type: Continuation

How many periods will this proposal have? 3

| New Proposal/Submission | Requested Periods | | |
|-------------------------|-------------------|---|---|
| | 1 | 2 | 3 |
| Copy Budget | | | |

Will this new PT record become a master record, or will it remain a child record of 16-01-0001? If you choose *master*, all data from the current master record (16-01-0001) will be copied into the new PT record. If you choose *child*, only a subset of relevant data will be copied into the new PT record.

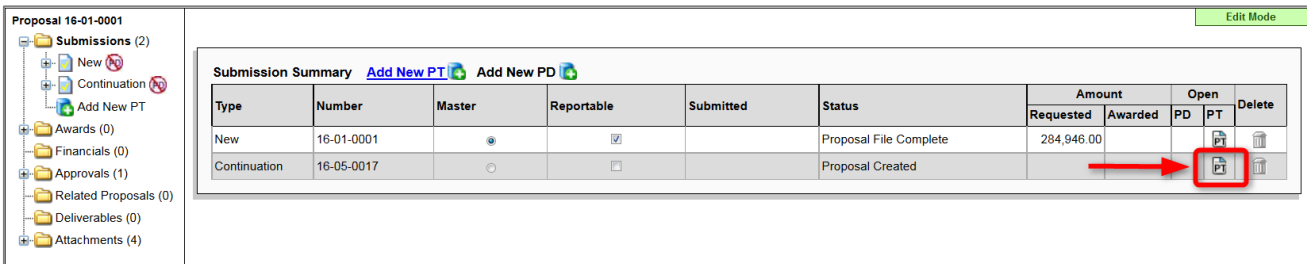
Master Child

Save Close

You will be redirected to the Submission Summary page listing the initial proposal and any child proposals.

3) Enter Continuation/Supplement Information

- 3.1 Open the continuation/supplement by clicking on the **icon** under the *PT column*.



Proposal 16-01-0001

Submissions (2)

- New
- Continuation
- Add New PT
- Awards (0)
- Financials (0)
- Approvals (1)
- Related Proposals (0)
- Deliverables (0)
- Attachments (4)

Submission Summary [Add New PT](#) [Add New PD](#)

| Type | Number | Master | Reportable | Submitted | Status | Amount | | Open | | Delete |
|--------------|------------|----------------------------------|-------------------------------------|-----------|------------------------|------------|---------|------|-------------------------------------|--------|
| | | | | | | Requested | Awarded | PD | PT | |
| New | 16-01-0001 | <input checked="" type="radio"/> | <input checked="" type="checkbox"/> | | Proposal File Complete | 284,946.00 | | | | |
| Continuation | 16-05-0017 | <input type="radio"/> | <input type="checkbox"/> | | Proposal Created | | | | <input checked="" type="checkbox"/> | |

- 3.2 Enter data as you would for a New/Initial proposal.

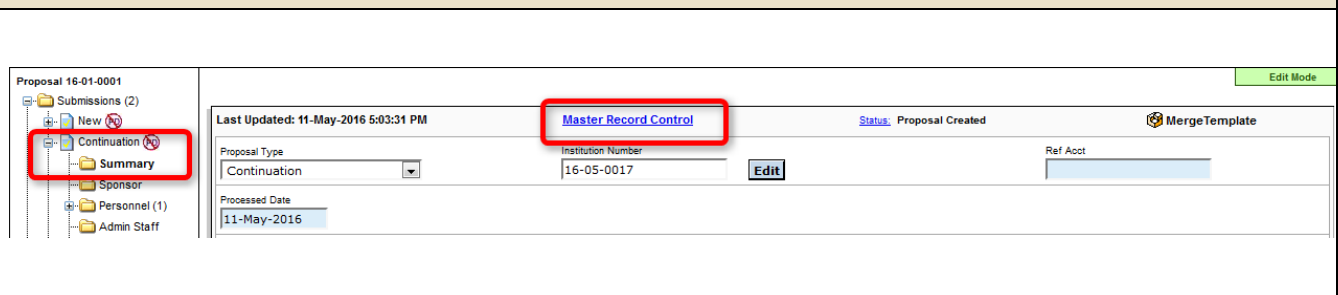
4) Edit the Master/Child Proposal Relationship (If Applicable)

If you create a **child** proposal that needs to be a **master** (or vice versa), but the proposal has been awarded:

- Contact erahelp@colorado.edu with this request before changing. Such a change may affect the AT/FT record.

If making a change to the Master/Child proposal relationship and the proposal has **not** been awarded:

- Go to the Summary page of the proposal that needs to be changed and click on **Master Record Control** at the top of the page.

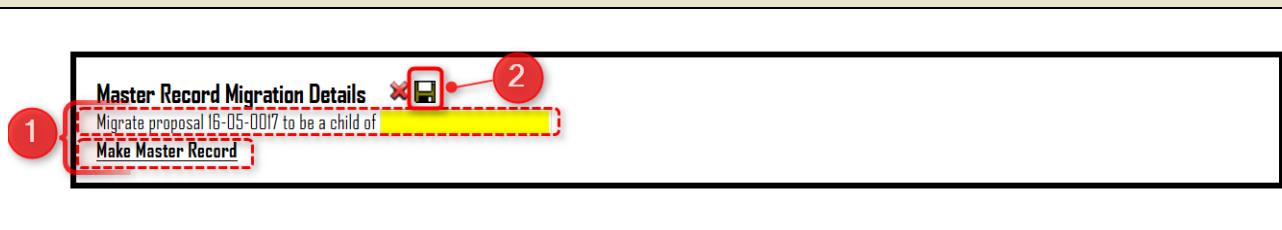


- 1) To make a child proposal a master proposal, click **Make Master Record**.

OR

To make a master proposal a child proposal, **enter the proposal number** of the master record that this child should be subordinate to.

- 2) Click the **Save icon**.



III) Other Information Regarding PT Business Processes in eRA

Child Proposals

When creating a Child proposal, to avoid budget period dates being copied from the Master proposal, do **NOT** copy the budget of the Master Proposal when prompted on this page:

Proposal Type Save | Close

Proposal Type

How many periods will this proposal have?

| Requested Periods | |
|-------------------------|-------------------------------|
| | 1 |
| New Proposal/Submission | |
| Copy Budget | <input type="text" value=""/> |

Do not copy the budget from the Master.

Will this new PT record become a master record, or will it remain a child record of 15-07-0181? If you choose *master*, all data from the current master record (15-07-0181) will be copied into the new PT record. If you choose *child*, only a subset of relevant data will be copied into the new PT record.

Master Child

Addition of Subawards

If a PI adds a subaward to an existing award, do the following in eRA:

- Add status in Status History, “Addition of Subaward Request” and select your name from the “Next Person” drop-down list.
- Save documents in Attachments as applicable (see eRA Naming Conventions document for details):
 - Sponsor approval of addition
 - Revised budget
 - Documents submitted to sponsor (i.e. FastLane forms)
 - Documents from sub (subcommitment form, budget, budget justification, SOW)
 - Sole source justification
- Add the subaward to each year of the budget on which it’s been added. This is necessary for the Subs team to be able to create a short form for the sub.
- Notify grant/contract officer of change by email.

Denials (Not Funded)

If a Proposal Analyst receives notice that a proposal will not be funded:

1. Forward email to RSA with proposal number.
2. RSA will change Status History to Not Funded.
3. RSA will change email notification to PDF and upload to Attachments (see [Conventions For Attachments in eRA](#) for details).

Revised Budgets

For revised budgets done by Proposal Analysts, take the following steps in eRA:

- Change status history to “Revised Budget Sponsor Request” or “Revised Budget Internal Request” and select your name from the “Next Person” list.
- When the budget revision is complete:
 - a) Attach the Excel budget (see Attachments document for naming convention)
 - b) If a revised budget justification or impact statement, such as for NSF, was submitted to the sponsor, attach this as well (see Attachments document for naming convention).
 - c) Add a Status History of “Revised Budget Complete.”
 - d) Do NOT change the budget as entered in eRA. The original submitted budget is to be kept in eRA as record of the original, proposed budget.

Progress Reports

Most progress reports are now handled by OCG’s Deliverables Specialist. For progress reports submitted by Proposal Analysts, do the following after submission:

- Email the report to the Compliance Officer Deliverables Specialist at ocgd Deliverables@colorado.edu.
- Add status to *Status History of Progress Report Submitted*.

RASPs

See the [RASP User Guide](#) for steps to route a RASP after proposal file is completed.

When you receive a RASP, review all information entered in the PT record by the RSA and update as necessary per the proposal information you receive.

- If there is a difference in title or project period between award and project documents, the award document information should be used.

As with other proposals, for Status History, at a minimum enter:

- **PSR Received** – date when you receive it
- **Budget Received** – date when you receive it
- **Submitted** – use date when internal file is complete
- **Proposal file complete** – use date when internal file is complete

After completing the proposal file for a RASP, Proposal Analysts will need to route the RASP to the Grant or Contract Officer assigned to the department (*see the RASP User Guide for this process*). eRA does not automatically fill in this information. Use the website directory to find the current Grant or Contract Officer.

- *If a RASP is routed to the incorrect GO or CO, that GO or CO can reassign the RASP to the correct GO or CO by using the Status History: **Reassign** and selecting the correct GO or CO.*

*The WF status **Redirect** is used when an action needs to be sent from SPA back to OCG.
The WF status **Reassign** is used when an action is routed to the wrong person and needs to be rerouted to someone else.*

Converted Records

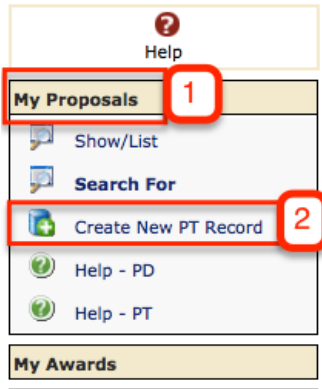
Records converted from FileMaker will have some differences from records that originate in eRA including:

- Regardless of the type of proposal (new, continuation, supplement, renewal, etc.), converted proposal records will be set up as Master/Child records IF the award/project number stays the same for types of proposals that are not new. Renewals will likely not be set up as Master/Child for converted records because of this.
- Budgets - Converted records' budgets will be averaged across out years after Year 1 and will not necessarily match the internal Excel budget year by year. Year 1 and the total will match.
- The Master/Child relationship for conversion is established by the award number. Supplements and continuations not awarded at the time eRA went live will not be connected to a Master proposal during conversion. If awarded, such proposals will need to be made a Child of the Master proposal.

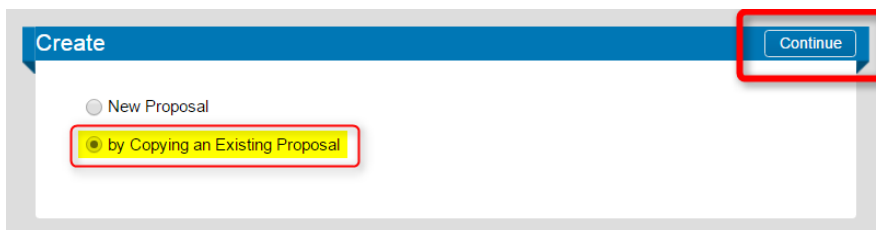
Create a COPY of a Proposal

Under certain circumstances (e.g. sponsor number change), a new proposal will need to be created, which contains the same information as the original proposal.

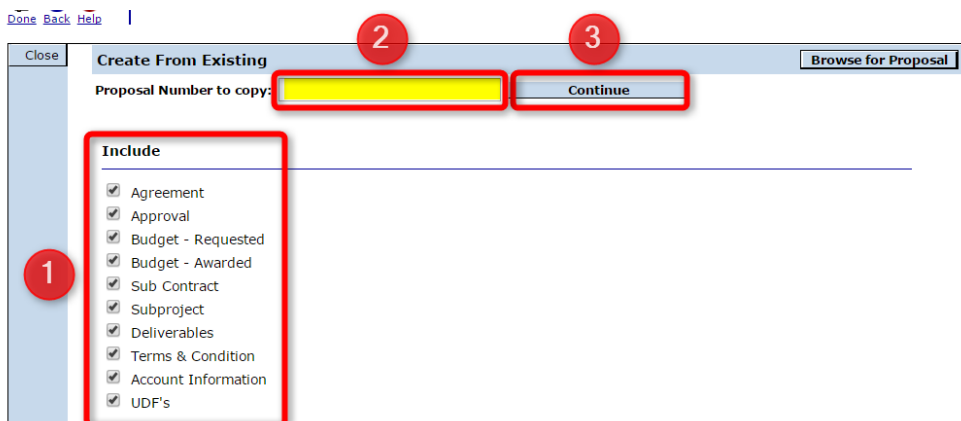
1. To copy over the PT record, simply click **Create New PT Record** from the eRA dashboard.



2. Select **by Copying an Existing Proposal**.



3. Check which items from the original proposal to include. Enter the original proposal number. Click **Continue**.



NOTE: This action copies over PT information ONLY. This does not copy over the AT record. To relate the AT record to the new proposal, submit the request to erahelp@colorado.edu.