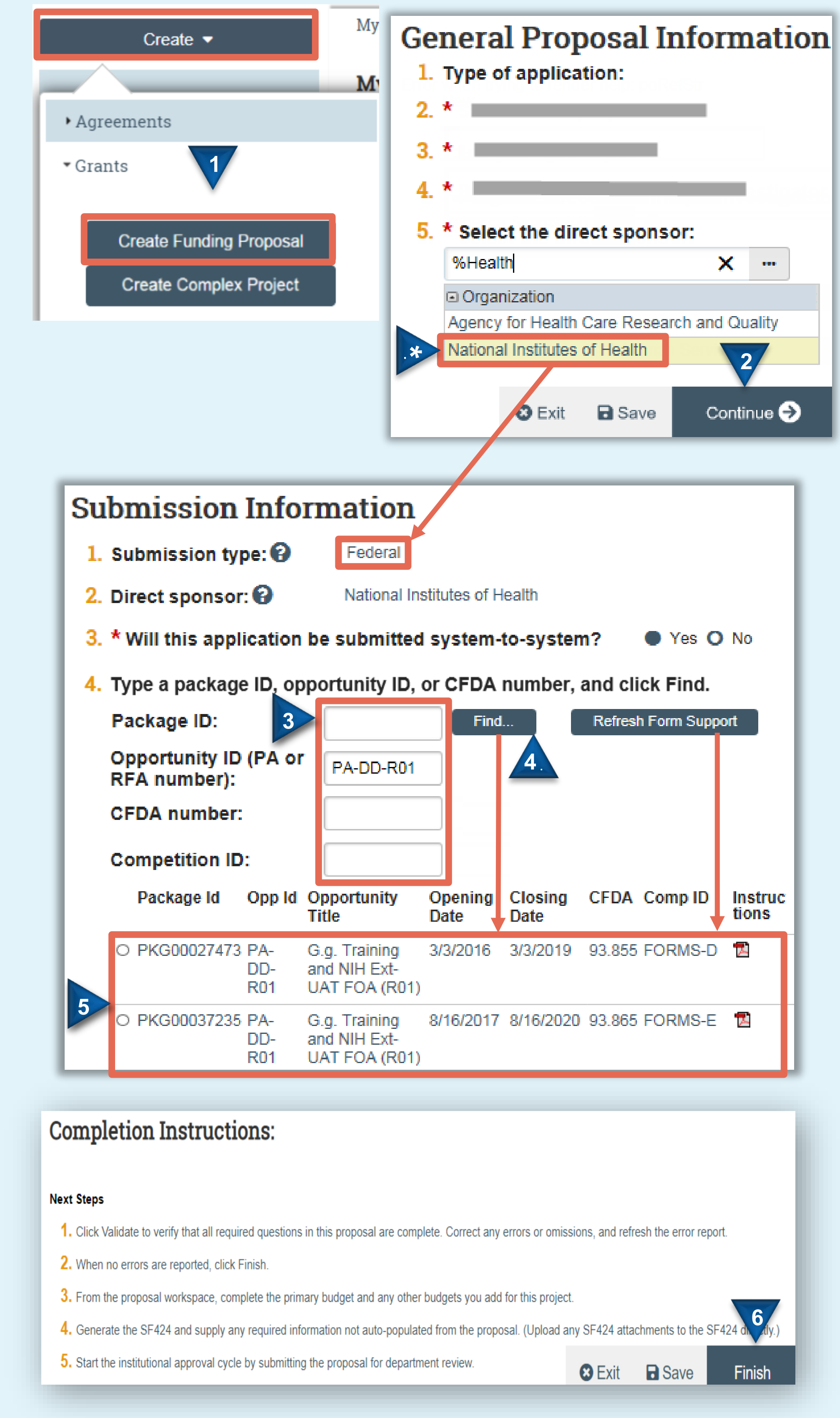
IBIS Research

Grants Quick Reference Guide

Create a Funding Proposal

If you are a PI, study staff member, or a grants specialist, you can create funding proposals in the IBISResearch system. This topic shows how to create a single-project proposal, and check it for errors and omissions. If you are applying for a multi-project opportunity (i.e., program project, center grant, etc.), you may not apply through IBISResearch. Contact your ORA Contact person.



Where do I start?

1. From **My Inbox**, click **Create,** then, **Create Funding Proposal**.

How do I get the correct forms?

2. Fill out each page and click **Continue**. (Asterisked fields are required.)

*Which direct sponsor you select determines whether you are subsequently queried for Federal or non-Federal grant information. Once you specify the sponsor, Grants creates a budget you can complete.

3. To search for a Federal opportunity, type in one or more of these search criteria and click **Find**. Grants.gov returns matching opportunities, their requirements, and forms (if supported by Huron SF424). **Note**: Competition ID can only be used with other criteria.
4. To replace the currently attached forms with any supported updates, click **Refresh Form Support**.
5. Select the desired opportunity.

How do I finish the proposal?

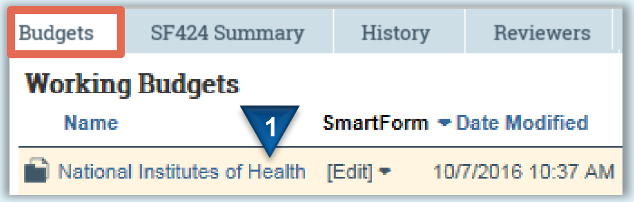
6. After completing all required fields and any optional fields you choose on the proposal pages, follow the completion instructions on the last page, and then click **Finish**.

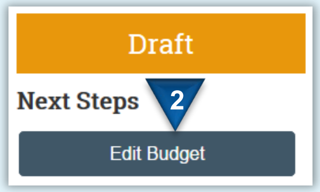
What Next?

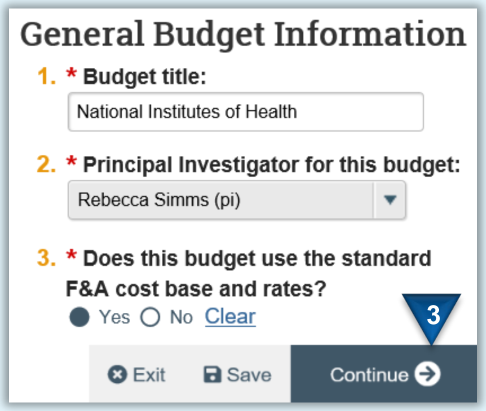
Complete the proposal budget per your department's requirements. See Fill Out Budgets for a Proposal.

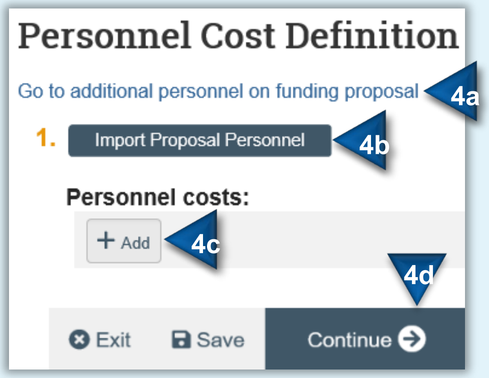
Fill Out Budgets for a Proposal

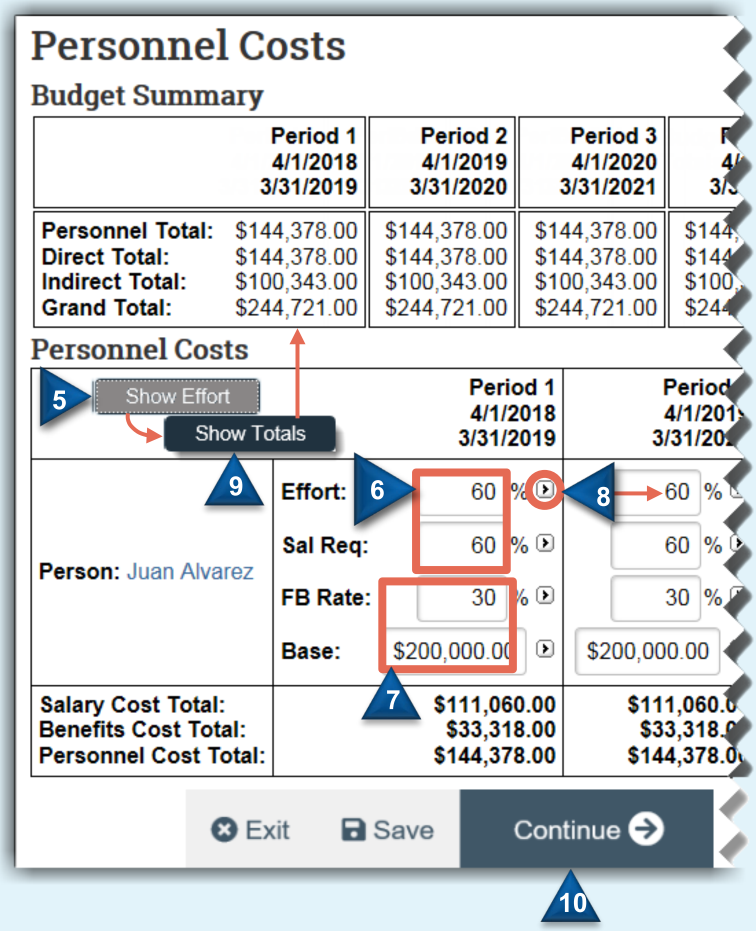
When you finish a single-project proposal, IBISResearch automatically creates an associated budget based on the selected sponsor. You can then fill out the budget (and create any additional budgets that are needed).











How do I open a budget?

1. On the proposal's **budgets** tab, click the name of the budget.
2. Click **Edit** Budget.

Supply general budget information

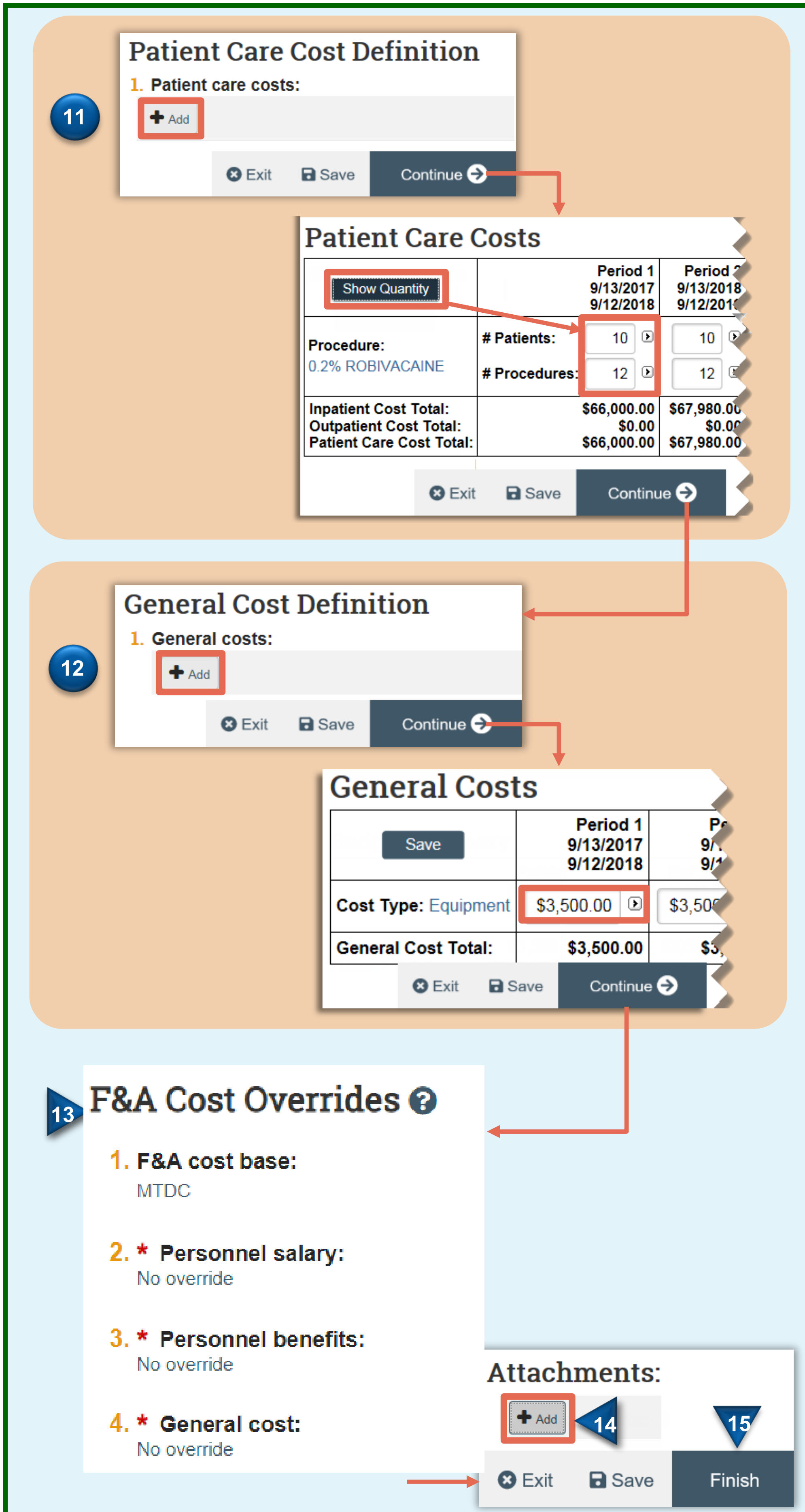
3. Enter general budget information, which includes:
   - Option to enter non-standard F&A cost base and rates
   - Choice of cost categories for which to complete detailed budget tables
   - Inflation rates
   - Salary cap

   When done, click **Continue**.

Complete personnel budget tables

4. On the Personnel Cost - Definition page, add paid internal personnel:
   a. To view or add personnel on the proposal, click the **Go to additional personnel** link.
   b. To add all personnel from the proposal, click **Import Proposal Personnel**.
   c. To add personnel individually, click **Add**, and complete the form.
   d. When done, click **Continue**.
5. On the Personnel Cost Entry page, click **Show Effort**.
6. In each row, type the planned percentages of effort and *annualized* base salary.
7. Modify the defaults for the Fringe Benefit rate and the salary base if appropriate.
8. Click the small arrows to replicate values in successive periods.
9. Click **Show Totals** to update the figures in the budget tables.
10. When done, click **Continue**.

(*Continued on the next page*)



Complete detailed budget tables

11. If you selected detailed budget tables for any cost categories, complete the definition and costs tables for each of them. Patient care is shown as an example. When done, click **Continue**.

Complete general costs tables

12. Add line items for general costs not accounted for on detailed budget tables. Equipment is shown as an example. When done, click **Continue**.

Set F&A cost overrides

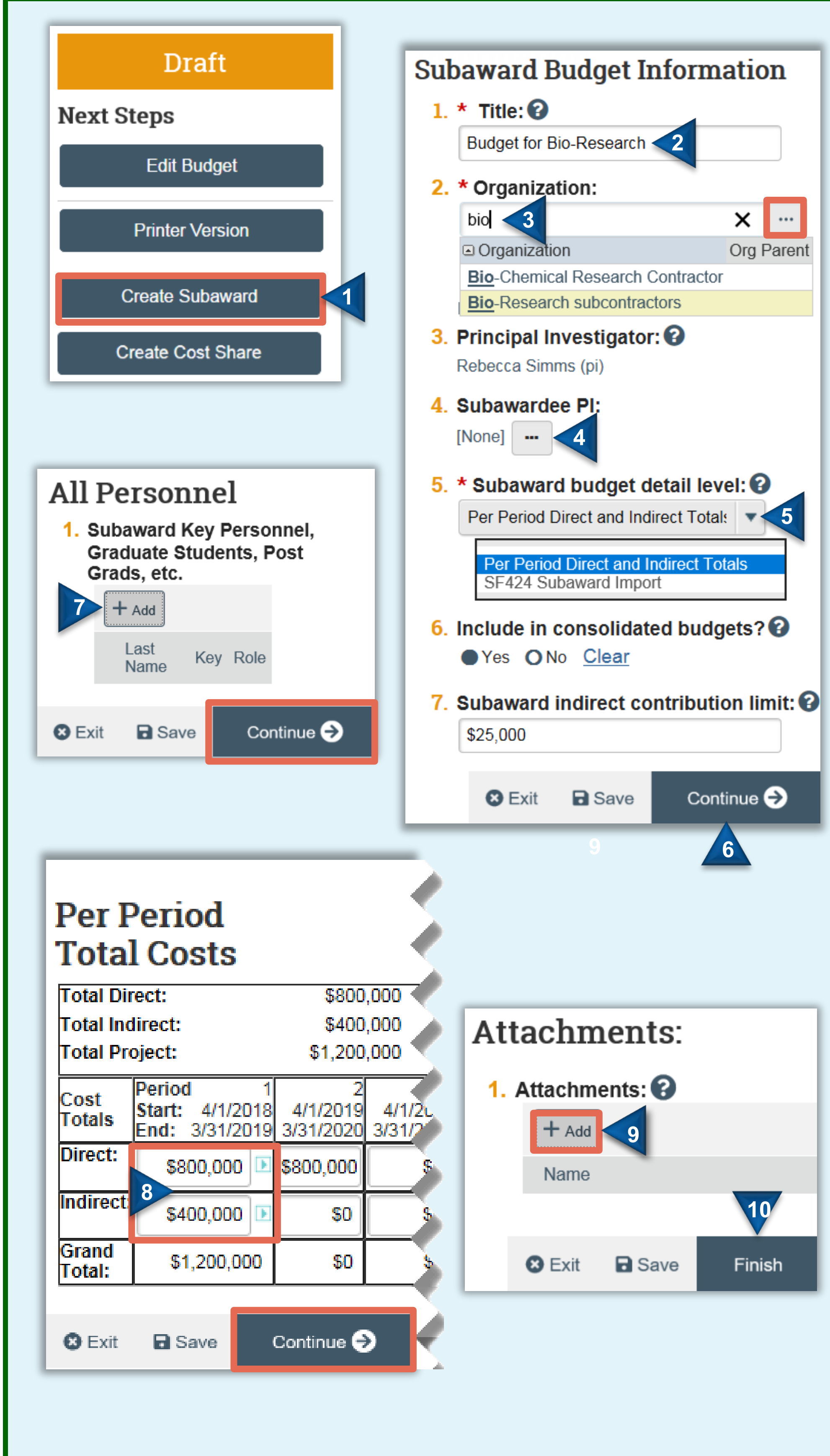
13. If applicable, the F&A Cost Overrides may only be changed by the ORA Specialist.

Finish the budget

14. On the last page of the budget, click **Add** to attach any supporting documents.

15. When satisfied with all your budget entries and attachments, click **Finish**.

Fill Out a Subaward Budget



Create the subaward

1. Open the Sponsor budget for the proposal (not shown; see How do I open a budget? under the topic, Fill Out Budgets for a Proposal. In the budget workspace, click **Create Subaward**.

Supply general information

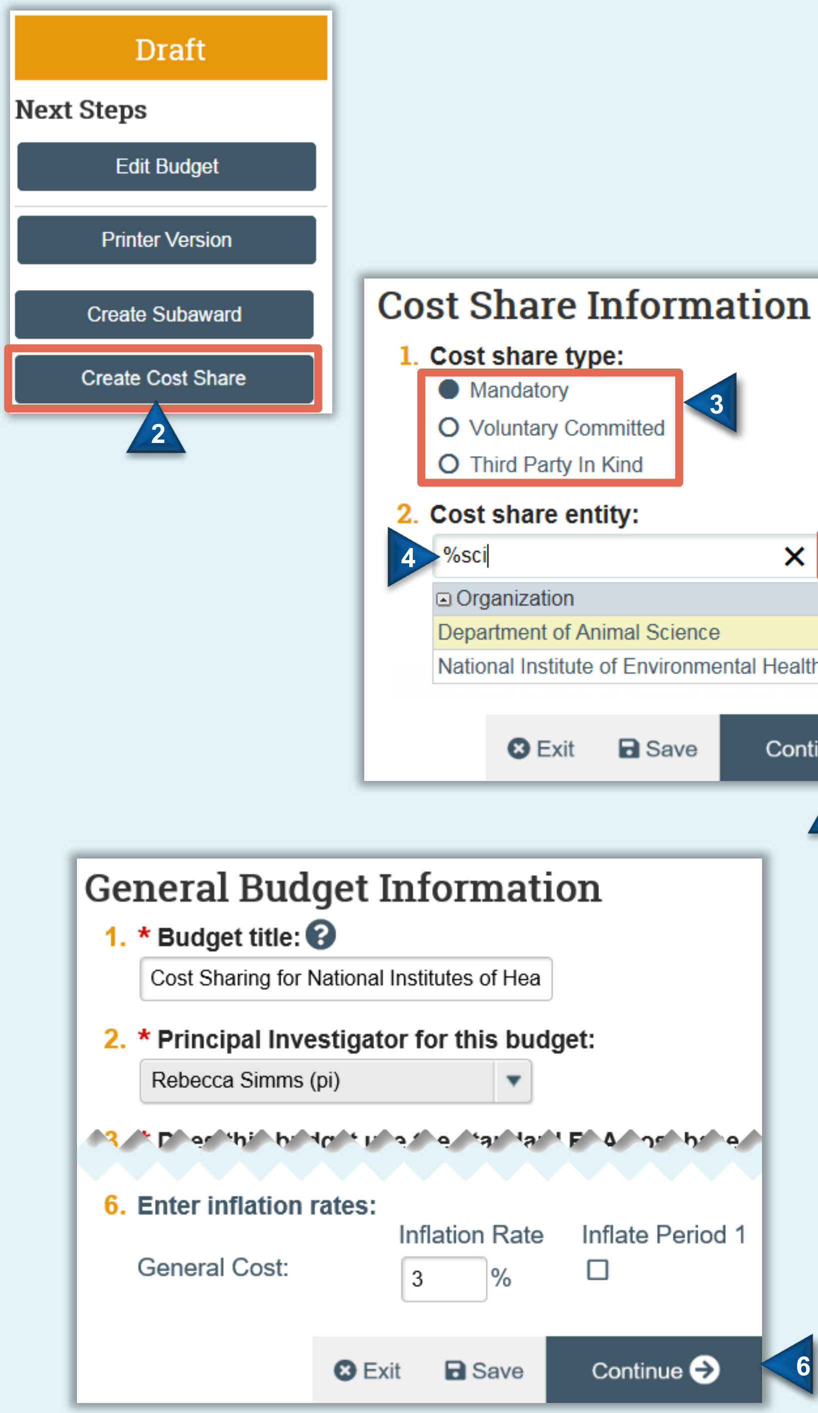
2. Type a descriptive budget title.
3. Start typing the subawardee organization's name and pick from the matches, or click the ellipsis to select from the full contractor list.
4. If the subawardee's project has a PI, click the ellipsis, supply the PI information in the resulting form, and click **OK**.
5. Choose how to supply financial information. If you select **Per Period...**, a subsequent page for financial input becomes available.
6. Supply any other optional information and, click **Continue**.
7. To document other subawardee personnel, click **Add**, complete the form. then click **OK**. When done adding personnel, click **Continue**.

Supply financial information and supporting documents

8. Enter direct and indirect amounts for the budget periods. Click the small arrow to replicate values in all subsequent periods. When done, click **Continue**.
9. On the last page of the budget, click **Add** if you want to attach any supporting documents for internal review purposes, such as instructions.
10. When satisfied with your budget, click **Finish**.

Fill Out a Cost Sharing Budget

If a funding proposal's primary budget specifies salaries exceeding the specified salary cap or salary requirement percentages less than the projected effort percentages, the budget workspace alerts you to create a cost sharing budget to show how the additional funds will be provided.



Where do I start?

1. Open the Sponsor budget that will include cost-sharing (not shown; see How do I open a budget?).
2. On the Budget workspace, click **Create Cost Share**.
3. Select the cost share type:
   - **Mandatory**: required by the sponsor.
   - **Voluntary Committed**: a voluntary but binding commitment.
   - **Third Party In Kind**: external party non-cash contribution.

Indicate who will share the costs

4. Under **Cost share entity**, start typing the cost sharing organization's name, then select it from the list of matches. (You can use "%" as a wild card.) Alternatively, click ··· to browse for the organization.
5. Click **Continue** or **Save**. Grants creates a cost sharing budget and lists it on the Budgets tab of the proposal workspace. (This is also where you will see any cost sharing budgets Grants creates automatically.)

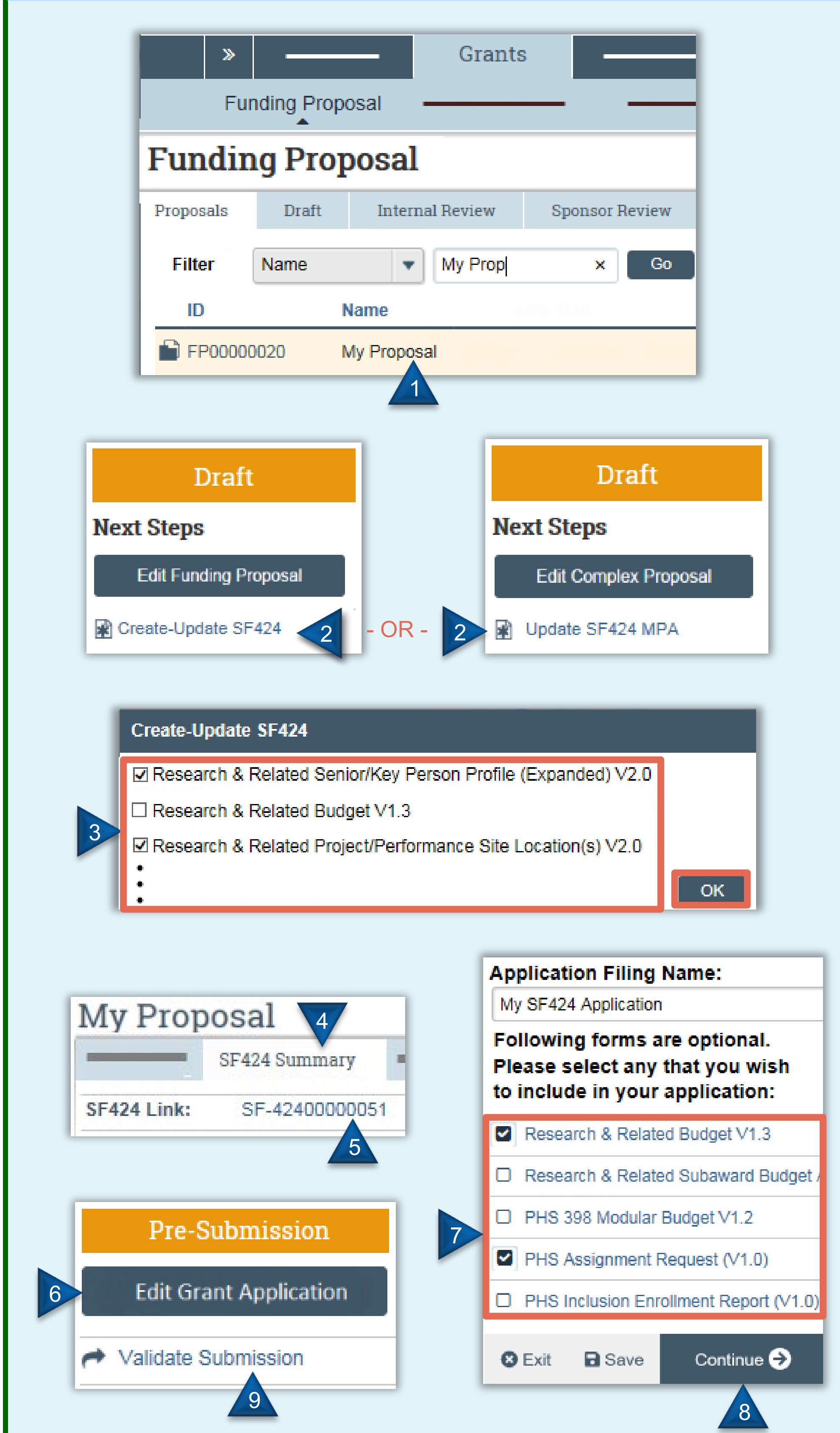
Complete the cost sharing budget

6. Fill out the other pages of the cost sharing budget as you would a primary budget.

Create or Update SF424 Forms

In several proposal states, the proposal team can create or update SF424 application forms, populating them with data from the funding proposal and their budgets.

Warning: If SF424 forms have been edited directly, re-creating or updating them could overwrite those edits.



Where do I start?

1. In My Inbox, or on the Grants Funding Proposal page, click the desired proposal.

Select the SF424 forms to generate

2. Click **Create-Update SF424** for single proposals.
3. Select the forms you want to map data to, then click **OK**. A Success alert appears when the SF424 has been generated.

Add missing data to the forms

4. Click the **SF424 Summary** tab.
5. Click the SF424 Link to open the SF424 Workspace.
6. Click **Edit Grant Application**.
7. On the first page, select any optional forms to include in the SF424 application.
8. Click **Continue**, and add or modify data in the SF424 forms as needed. On the last page, click **Finish** to return to the workspace.

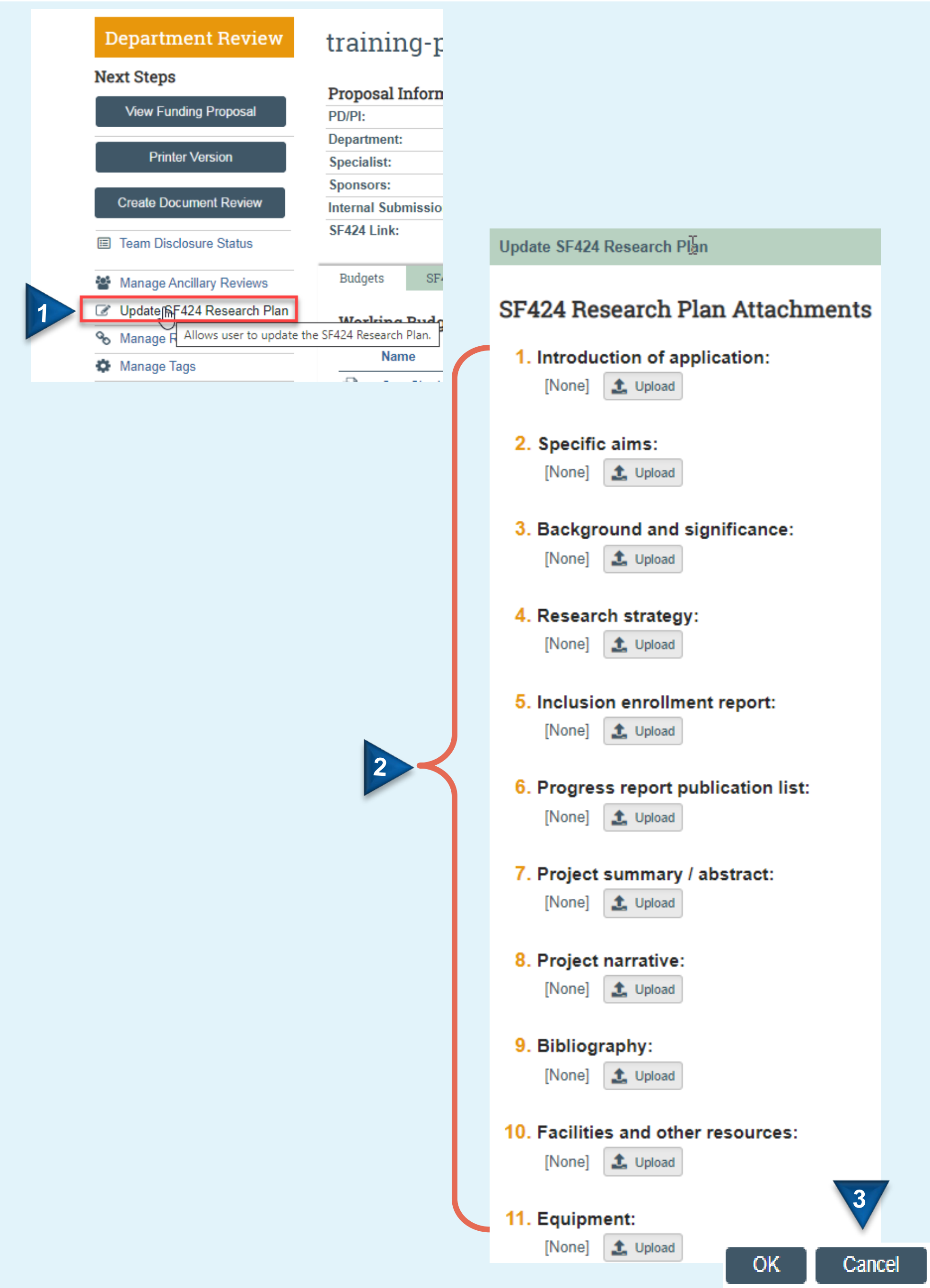
NOTE: You may wish to only select the form that needs updating. Otherwise, if this activity has been performed previously, it will override manual changes previously made to SF424.

Validate the data in the forms

9. Click **Validate Submission** to list any errors you must correct plus any potentially problematic conditions.

Update SF424 Research Plan

Once the funding proposal has been submitted for internal review, the Principal Investigator and the Study Staff listed in the Funding Proposal with edit rights have access to update the SF424 Research Plan. This activity does not require that the SF424 Research Plan form be updated and rebuilt again.



Where do I start?

1. From the Funding Proposal Workspace, select Update SF424 Research Plan.

Update SF424 Research Plan.

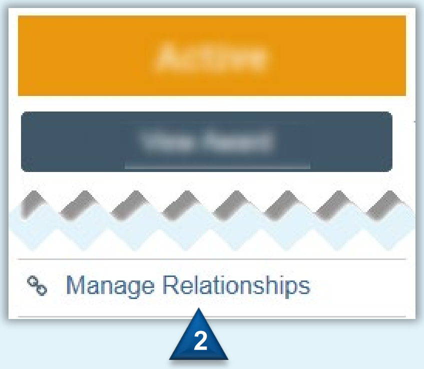
2. Update SF424 Research Plan, as needed.

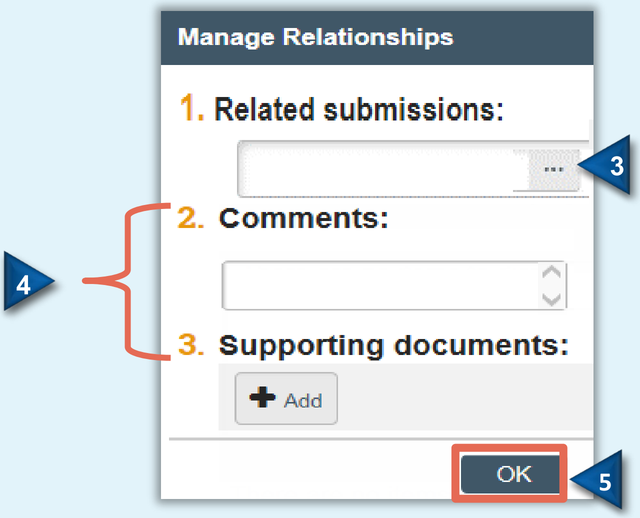
Note: When the pop-up window appears, you will not see current documents that have already been uploaded.

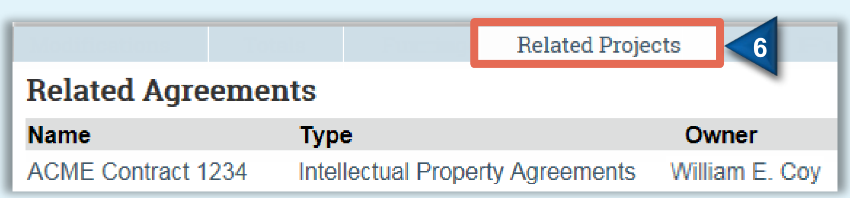
3. Click the OK Button on the bottom right.

Manage Related Agreements

This procedure shows how to manage the relationship between a funding proposal and related agreements in configurations where the Grants and Agreements solutions are not integrated.







Prerequisites for this task

You have edit access to the proposal, or are the specialist or department reviewer for the proposal.

Where do I start?

1. From your Inbox or one of the tabs on the Grants Funding Proposal page, open the desired proposal (not shown).

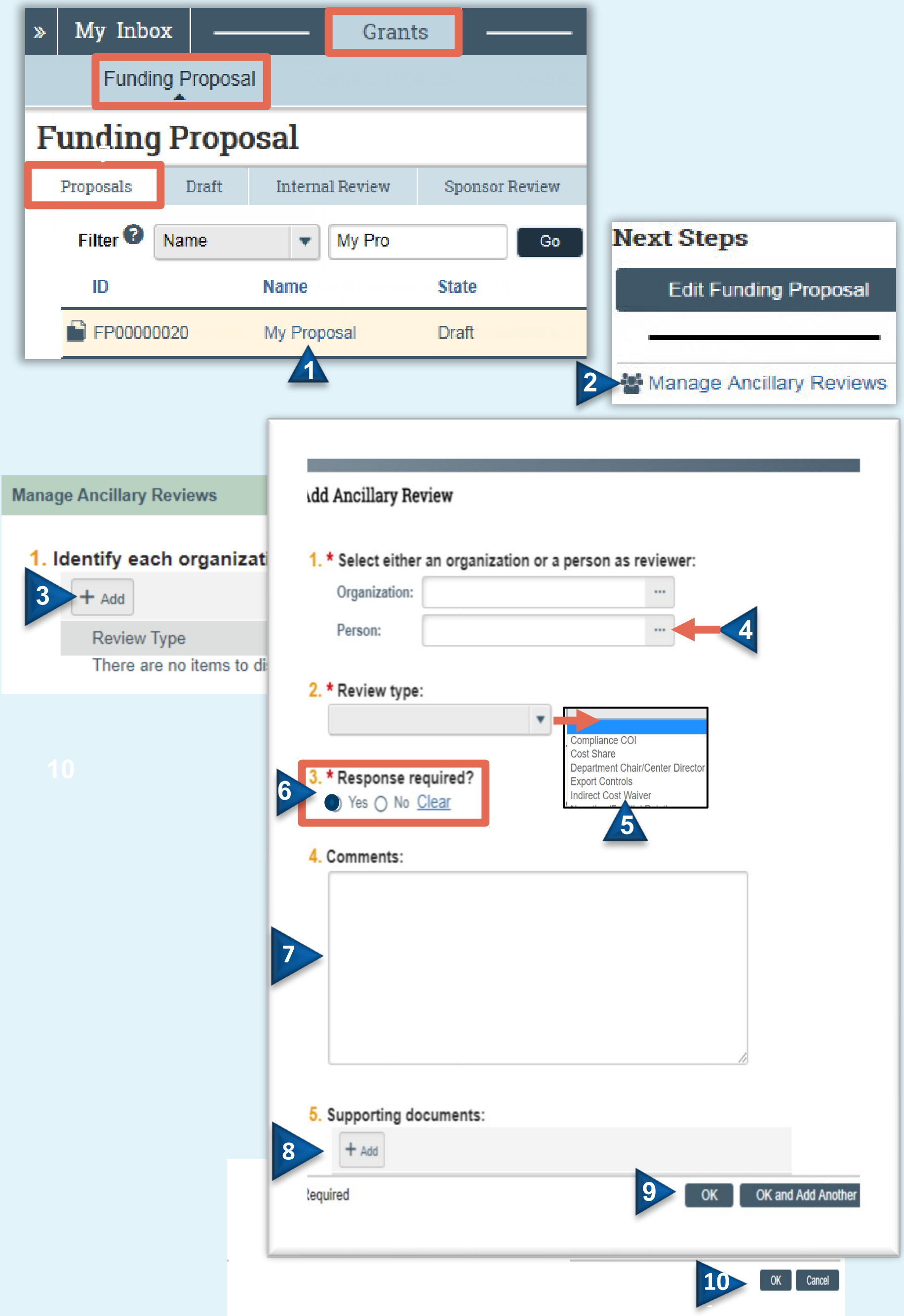
Define related agreements

2. In the workspace, click **Manage Relationships**.
3. Click on the ellipsis and choose the **Related Submission(s)**.
4. Add any comments or supporting documents on the Manage Relationships page.
5. When satisfied with your entries, click **OK** .

   A list of the agreements you've added appears on the Manage Relationships page.
6. To list all agreements currently managed through the proposal, click the **Related Projects** tab at the bottom of the proposal workspace and look under Related Agreements.

Assign Ancillary Reviewers

Ancillary reviews are carried out in parallel with standard review cycles. As a user with edit rights on a Funding Proposal, you can assign ancillary reviewers, who can submit their reviews at any point in the project workflow. Activities causing a state transition display information about all ancillary reviews assigned for the project. They also warn of any outstanding required ancillary reviews.



Where do I start?

1. From My Inbox or one of the tabs on the Grants Funding Proposal page, click the name of the proposal for which to assign an ancillary reviewer.
2. In the Workspace, click **Manage Ancillary Reviews**.

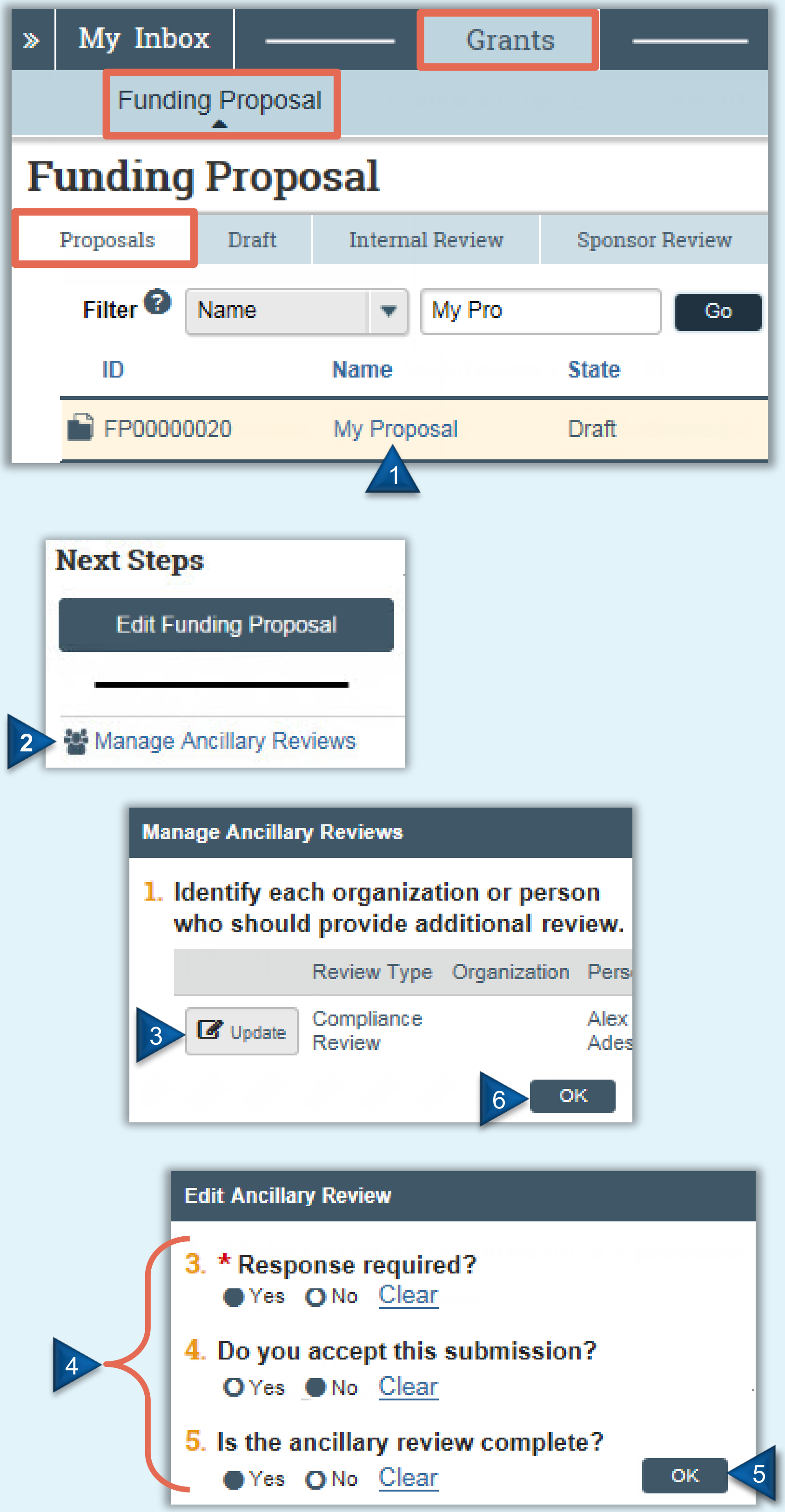
Manage and Add Ancillary Reviews

3. From ***Manage Ancillary Reviews***, Click **Add**.
4. From the ***Add Ancillary Review*** pop up box, type in the name, or click the ellipsis to select a person to do the review. See the Grants Ancillary Review Matrix to select the appropriate individual.
5. Select the applicable **Review Type**.
6. For **Response required?** select Yes.
7. In the **Comments** box, enter any comments which will be saved and visible to the reviewer in the system.
8. Add **Supporting documents** which will be saved and visible to the reviewer in the system.
9. Click **OK** to close pop up box.
10. When finished, click **OK** from the Manage Ancillary Reviewers dialog.

Important: *Comments and documents included in the Manage Ancillary Reviews will be included in the email notification to the reviewer and will be visible in the History and the Manage Ancillary Reviews screen.*

Modify an Ancillary Review

Sometimes, as specialist, you may need to modify an ancillary review.



Where do I start?

1. From My Inbox or one of the tabs on the Grants Funding Proposal page, open the project undergoing the ancillary review you want to modify.
2. In the Workspace, click **Manage Ancillary Reviews**, just as when assigning an ancillary review.

Select the review to modify

3. Click **Update** for the ancillary review to modify.

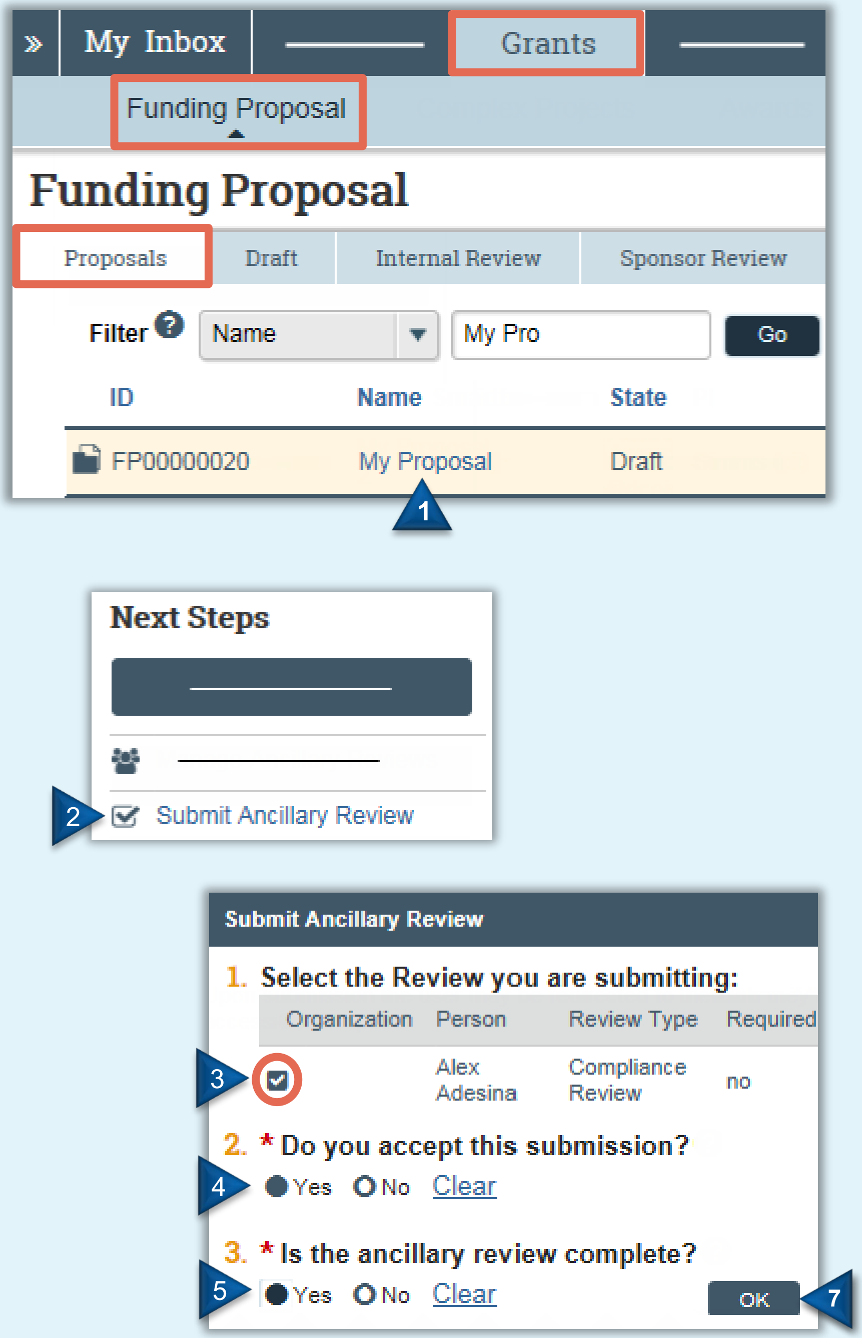
Make changes

4. Make the necessary changes to the review.

   Typically, you would change the Response Required? Setting from **Yes** to **No** to release a project blocked by an outstanding required ancillary review to continue through its workflow.
5. When finished making changes, click **OK** in the Edit Ancillary Review dialog.
6. Click **OK** in the Manage Ancillary Reviews dialog.

Submit an Ancillary Review (For Ancillary Reviewers Only)

If someone assigns you to perform an ancillary review, you get an email notification, the project appears in your Inbox, and this activity becomes available in the project workspace. If the requester designated the ancillary review as required, the project can be blocked at a state defined by the Site Manager until this review (and any other required reviews) have been submitted. This procedure assumes you have finished reviewing the project and are ready to submit your findings.



Where do I start?

1. From My Inbox or one of the tabs on the Grants Funding Proposal page, open the project you've reviewed.
2. In the project workspace, click **Submit Ancillary Review**.

Specify your findings.

3. Check the ancillary review you want to submit. (Typically, there is only one, which is automatically checked.)
4. Select whether the reviewed project is acceptable.
5. Select whether this review has been completed.

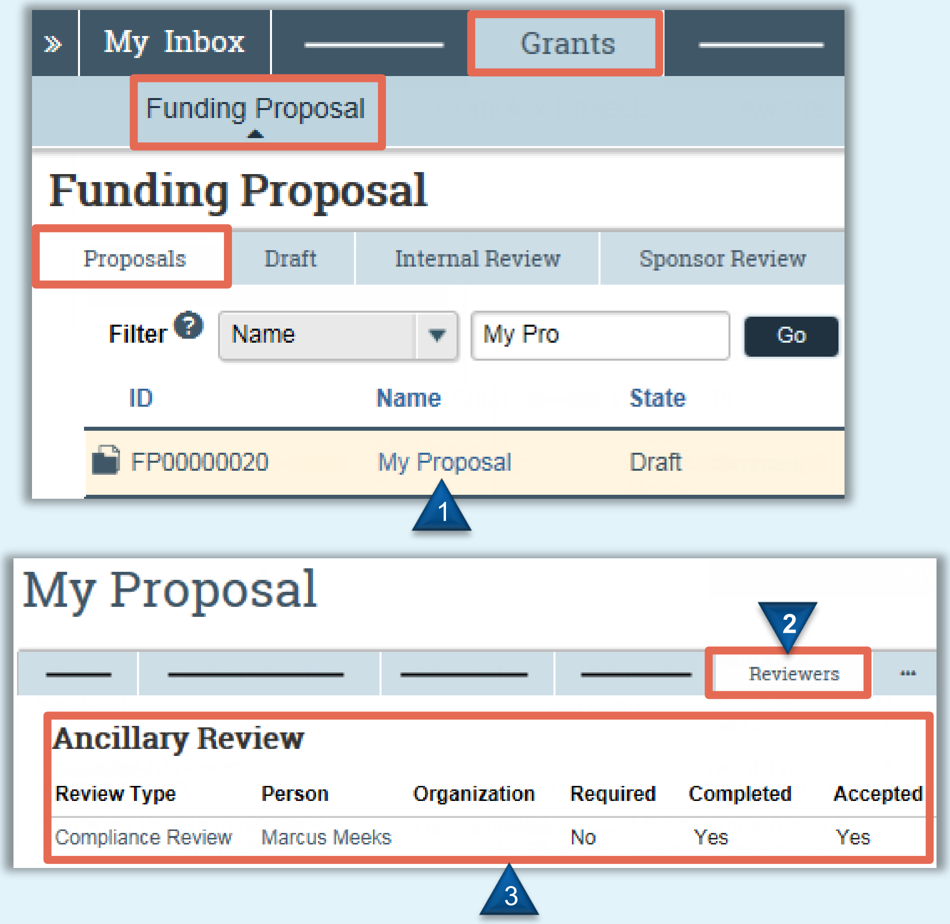
   Note: If Grants is configured to block the workflow at some state until all required ancillary reviews are submitted, and this ancillary review is required, you must indicate that it is complete for the workflow to proceed to completion.
6. Optionally supply comments and add supporting documents (not shown).

Submit your findings.

7. When satisfied with your selections, click **OK**.

Check the Progress of an Ancillary Review

As a user with Read or Edit rights on a Funding Proposal, you can check the progress of ancillary reviews that have been assigned to a project.

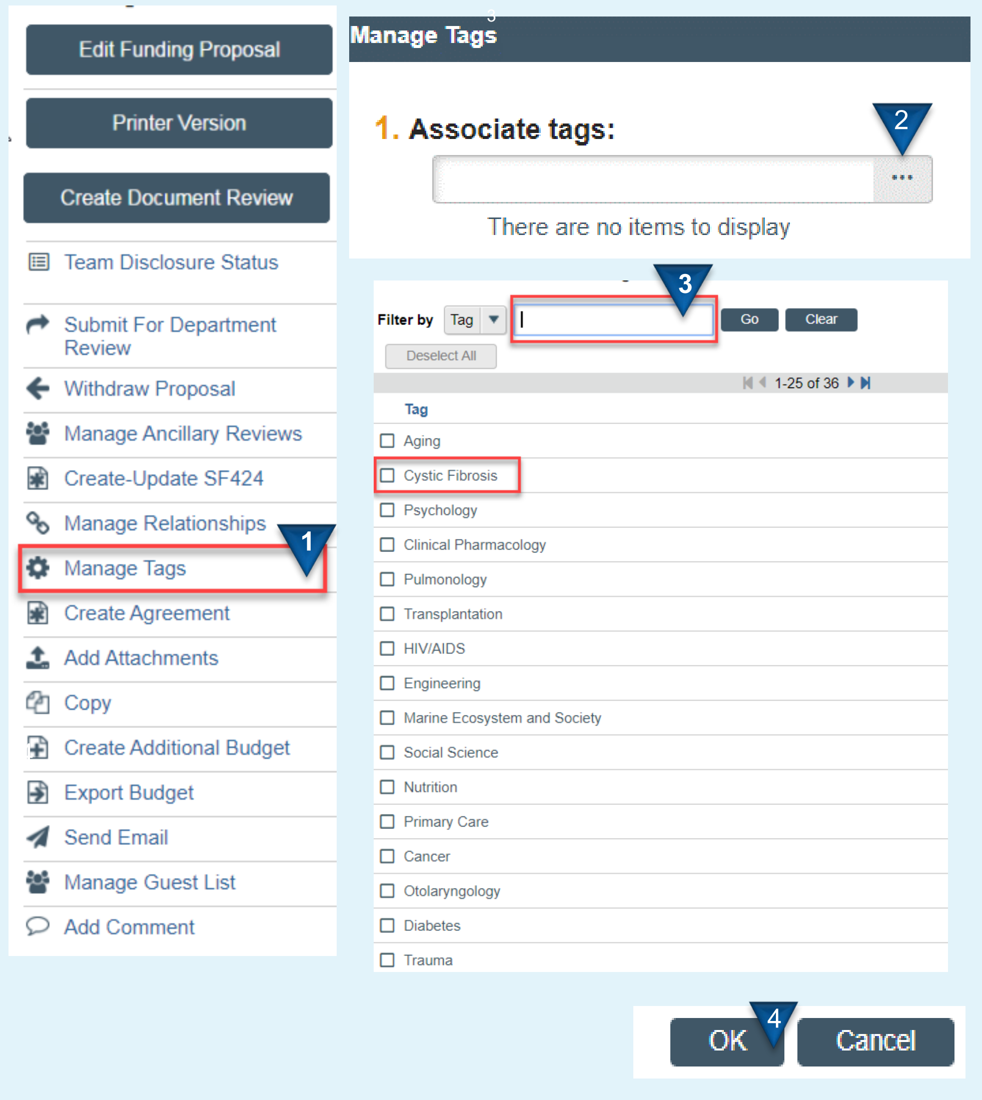


Display the Reviewers List

1. From My Inbox or one of the tabs on the Grants Funding Proposal page, open the project whose ancillary reviews you want to check.
2. Click the **Reviewers** tab.
3. Examine the Ancillary Review area at the bottom of the page to see:
   - All ancillary reviews assigned for this project.
   - Whether they were assigned to individuals or organizations.
   - Whether they are required.
   - Whether they have been completed.
   - Whether the reviews found the projects to be acceptable.

How to Manage Tags

Tags are used to identify certain attributes about a proposal for reporting purposes. They were previous called scientific classification. Principal Investigators are the individuals who are best suited to identify the tags of a project.



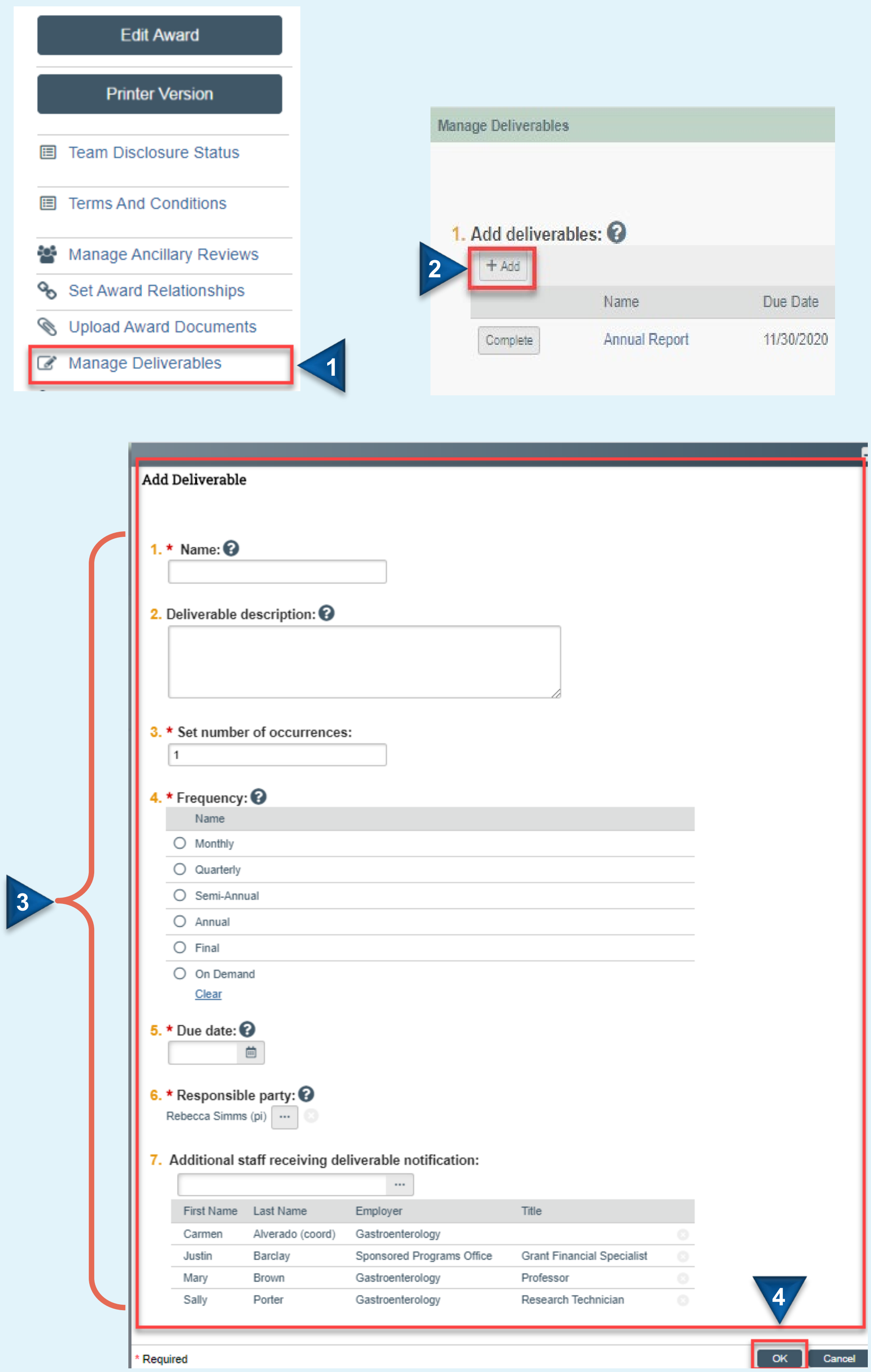
Manage Tags

From the Funding Proposal follow the steps below to manage tags.

1. On the *Proposal Workspace*, click the **Manage Tags** activity.
2. In the *Manage Tags* window, click the "…" button to add one or more tags.
3. Select One or More Grant Tags that best describes the scientific classification of your project. You may type in the text box and click Go to search or scroll the list and choose as many as apply.
4. When complete, click *OK* to return to the Workspace.

How to Manage Award Deliverables

Deliverables are entered in the system by the Specialist in the Office of Research Administration and the Study Staff in the Department during award set up, however the proposal team is responsible for managing and completing the deliverables in the system. A list of deliverables are displayed on the **Deliverables** tab of the Award Workspace. The Manage Deliverables activity can be accessed in Draft or Active Award states.



Where do I start?

1. On the Award Workspace, click the **Manage Deliverables** activity.

Select the Add button.

2. Click the Add Deliverables, Add button.

Add Deliverables

3. Complete the required fields to add the deliverables.

Add Deliverables.

4. When complete, click OK to return to the Workspace.

Appendix - Funding Proposal Workflows and State Transitions

Workflow for Single-Project Proposals

The States and Transitions tables on the following pages show the activities various roles and assignments can perform in a Funding Proposal in a given state, and how those activities change the state. The available roles and assignments are described below:

Role	Assignment	Typical Activities
	Study Staff	Contribute to initial drafting of the proposal and budget. Can include Principal Investigator/Program Director, co-investigators at the same institution as the PI, and administrative staff for the Principal Investigator's department. May include other stakeholders, such as science contributors, and administrative staff who provide quotes for budgets, prepare budgets, or assist with formatting.
	Department Approver	Signs off on behalf of the PI's local unit within the institution, typically referred to as the department, division, or institute.
	Department Administrator	Coordinates and develops a final proposal product and budget in accordance with institutional and agency requirements, administers and monitors contract and grant awards, including sub recipient administration in compliance with regulations, terms and conditions.
Specialist Finance/Grant		Conducts central review on behalf of the institution. This person may also be the authorized organizational representative that submits the application package electronically using the SF424 tool, or provides a signature in offline systems.
Contract Specialist		Manages contracts and agreements with external parties to ensure that institutional policies are adhered to.

Funding Proposal Workflow States and Transitions

Activities involving SF424 forms and SF424 research plans appear only if the proposal is an electronic submission to a Federal sponsor via Grants.gov.

In this state…	These roles and assignments…	Can perform these activities…	Changing the funding proposal state to…
	Study Staff and Specialist Finance/Grant	New Funding Submission	Draft
Draft	Study Staff	• Submit for Department Review • Withdraw Proposal	• Department Review • Not Submitted
Department Review	Department Approver	• Request Changes (to the proposal) • Disapprove (the proposal) • Approve (the proposal)	• Department Review: Response Pending from PI • Disapproval by Department • Specialist Review **Note**: Up to 4 Department Approval cycles can be configured, based on up to 4 levels of approver set up in the organization's Department Approver section. Each level of Department Approver must successively approve the component. When the last Department Approver approves the component, the proposal transitions to the Specialist Review state.

Funding Proposal Workflow States and Transitions

Activities involving SF424 forms and SF424 research plans appear only if the proposal is an electronic submission to a Federal sponsor via Grants.gov.

In this state...	These roles and assignments...	Can perform these activities...	Changing the funding proposal state to...
Department Review: Response Pending from PI	Study Staff	• Withdraw Proposal • Submit Changes to Department Reviewer	• Not Submitted • Department Review
Specialist Review	Specialist Finance/Grant	• Final Review • Specialist Requests Changes Sends a proposal back to the study staff member who created the proposal to make requested changes. Checking the associated check box requires the Department approver to re-approve the proposal to return it to the Specialist.	• Final SPO Review • Specialist Review: Pending Changes by PI
Specialist Review: Pending Changes by PI	Study Staff	• Submit for Department Review • Submit Changes to Specialist	• Department Review • Department Review or Specialist Review
Final SPO Review	Specialist Finance/Grant	• Return to Specialist Review	• Specialist Review
		• Submit to Federal Sponsor • Submit to Sponsor via Proposal Team • Submit to Non-Grants.gov Sponsor	• Pending Sponsor Review
Pending Sponsor Review	Specialist Finance/Grant	• Funding Anticipated • JIT Changes Required	• Pending Sponsor Review: Award Anticipated • JIT Response Required

	Specialist Finance/Grant	• Award Letter Received
		• Withdraw Submitted or Not Funded Proposal:
		  ○ From Sponsor
		  ○ Not Funded
			• Award Notification Received
			
			• Withdrawn from Sponsor
			• Not Funded

	Contract Specialist, Study Staff (PI)	Notify SPO of Grant Status	SPO Status Confirmation
SPO Status Confirmation For evaluating PI's funding status notification; SPO makes the final decision on disposition.	Specialist Finance/Grant	• Award Letter Received • Funding Anticipated • Return to Pending Sponsor Review • Withdraw Submitted or Not Funded Proposal	• Award Notification Received • Pending Sponsor Review Award Anticipated • Pending Sponsor Review • Not Funded
JIT Response Required	Study Staff	Submit JIT Response	• Pending Sponsor Review Award Anticipated
Pending Sponsor Review: Award Anticipated	Specialist Finance/Grant	• Award Letter Received • Withdraw Submitted or Not Funded Proposal • JIT Changes Required	• Award Notification Received • Not Funded • JIT Response Required
Award Notification Received	Specialist Finance/Grant	Activate This activity is available in the workspace of an award in the Draft state that is linked to this funding proposal.	• Awarded