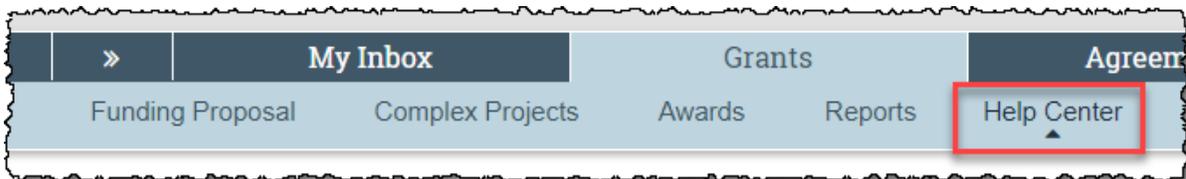


IBISResearch is a comprehensive solution for proposal submission, agreement creation and award management. The system ensures successful proposal creation and budget development, electronic submission to Grants.gov, creation and negotiation of agreements and post-award management capabilities including award setup, modification entry, and budget reconciliation to enter and track sponsor approved budgets.

This guide provides an introduction to the system for all roles and includes guidance on navigating the system, understanding user roles, searching for records, and understanding the workflow of Proposals and Awards.

Need more help?

- If you are experiencing an issue with the system, please contact the HELP DESK at (305) 243-2314 or email: OVPRShelpdesk@miami.edu and include the IBISResearch Grants Proposal ID and/or Award ID.



- Visit the OVPRS website for additional IBISResearch supporting documentation, including FAQs and Workflow diagrams, at <https://www.research.miami.edu/systems/index.html>.

Table of Contents

1. New Terminology	3
2. Navigating the System	
2.1. Logging In	5
2.2. Dashboard: My Inbox, My Reviews, Recently Viewed.....	5
2.3. Grants Project Listing Page.....	6
2.4. How to Search for Records.....	6
2.5. Workspace.....	7
2.6. SmartForm.....	8
3. Understanding User Roles.....	10
4. Understanding the Workflow.....	12
4.1. Proposal Workflow.....	12
4.2. System-to-System Submissions through Grants.gov Workflow.....	13
4.3. Award Workflow	14
4.4. Award Modification Request and Award Modification Workflows	15
5. Understanding Email Notifications.....	16
5.1. Proposal Email Notifications	16
5.2. Award Email Notifications.....	16
5.3. Award Modification Request Email Notifications	17
5.4. Award Modification Email Notifications	18
5.5. Subaward Email Notifications	18
6. Understanding IBISResearch Numbers	19

IBISResearch 1. New Terminology

Introduction to IBISResearch

IBISResearch is the University of Miami’s new grants and agreements management system. IBISResearch is used to develop, route and submit proposals, set up awards, request modifications, initiate and route ancillary reviews, create, negotiate and track agreements and create and track subawards.

Below are some of the terminologies you will encounter in IBISResearch:

IBISResearch Terminology	Definition
Ancillary Review	Refers to reviews by other offices or individuals to provide feedback or higher approval. Ancillary reviews are conducted in parallel with Department and ORA reviews. For example, the waiver of Indirect Costs requires an Ancillary Review. Ancillary Reviews are typically initiated by the PI/Study Staff and approval is required prior to submission of the proposal.
Funding Award	This is an award in IBISResearch. New Award numbers in IBISResearch will begin with IBIS. For example: IBIS0000135. You will also see awards which have migrated from Workday. Those begin with AWD.
Funding Proposal	The proposal record created in IBISResearch to document and track the request for funding. This is similar to the InfoEd proposal. Funding Proposals are identified by the FP Number, for example: FP0000036.
Guest List	List of users who have edit or view only privileges in IBISResearch.
SmartForm	These are the pages listing the questions or uploads required to complete the proposal, award, or agreement. These are “smart” form pages because they will hide or show relevant questions based upon selections made and questions answered previously. The Funding Proposal in IBISResearch is an example of a SmartForm.
Specialist	This is a role in IBISResearch and refers to the individuals in the Office of Research Administration handling grants and agreements.
SPO	SPO refers to the Office of Research Administration.
State	State is the status in which the proposal, award, or agreement is in the IBISResearch workflow. In IBISResearch, the state is indicated on the top left in an orange box. For example, if a proposal is in the Department Review state, it means it was routed to the responsible department for review, and it is pending approval by the department.
Study Staff	This is a role in IBISResearch that refers to individuals who have edit rights for a proposal/agreement.
Tags	Tags are special designations or methods of identifying certain information in a proposal. UM uses Tags to collect the primary scientific classification for each proposal. It is recommended that the PI/Study Staff select the scientific classification which apply to the proposal.

Other New Terms

Workspace: Refers to the home page from where you can navigate and initiate activities.

Project Champions (Nov) FP00000002 Funding Proposal

Next Steps

- View Funding Proposal
- Printer Version

Team Disclosure Status

- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Notify SPO of Grant Status
- Send Email
- Manage Guest List
- Add Comment

Proposal Information

PD/PI:	Rebecca Simms (pi)
Department:	Gastroenterology
Specialist:	Ava Lambert
Sponsors:	Spencer Foundation
Internal Submission Deadline:	11/21/2019

Budget Information

Starting Date:	7/1/2020
Number of Periods:	2
Total Direct:	\$300,154
Total Indirect:	\$104,407
Total:	\$404,561

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Spencer Foundation	[Edit]	11/7/2019 1:20 PM	Under Review	Foundation/Not For Profit	\$404,561	yes
Cost Sharing for Salary and Equipment	[Edit]	11/7/2019 1:20 PM	Under Review	Institution (Internal)	\$172,222	no

2 items | page 1 of 1 | 10 / page

Activities: Activities refer to the tasks listed on the left side of the screen on the workspace. Activities are based on security roles.

Examples:

- Team Disclosure Status
- Submit For Department Review
- Withdraw Proposal
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Create Additional Budget
- Export Budget
- Send Email
- Manage Guest List
- Add Comment

Actions: Actions refer to the blue buttons found on the left and listed above activities on the workspace. Actions are based on security roles.

Examples:

- Edit Funding Proposal
- Printer Version

2. Navigating the System

2.1. Logging In

The IBISResearch system can be accessed from the ORA website. Click on the “IBISResearch” link. Sign in using your University of Miami credentials.

2.2. Dashboard: My Inbox, My Reviews, Recently Viewed

After logging in to the system, you are navigated to the Dashboard which contains the *My Inbox* page, a *My Reviews* Tab and a *Recently Viewed* section on the left.

My Inbox page acts as your to-do list and contains records (Proposals, Awards, Agreements, Budgets, etc.) from the Grants and Agreements modules in that require an action from you. If you are a Department Reviewer or an Ancillary Reviewer, the My Reviews tab will have items that require your review. You may also navigate between the Agreements and Grants module from the top navigation bar.

The screenshot shows the top navigation bar with tabs for Dashboard, Agreements, Grants, and SF424 Center. A callout bubble points to the Grants and Agreements tabs with the text: "Navigate between Agreements and Grants modules from these tabs". Below the navigation bar, the "My Inbox" tab is selected. On the left, there is a "Recently Viewed" sidebar with a list of items. The main content area displays a table of records under the "My Inbox" heading.

ID	Name	Date Created	Date Modified	State	Coordinator
JWO00000005	Jackson Work	1/24/2020 9:27 AM	1/24/2020 9:27 AM	Pre-Submission	
FP00000058	EER 1/15/2020	1/23/2020 1:25 PM	1/23/2020 1:35 PM	Draft	Ava Lambert
AMR00000007	Extension of Award	1/23/2020 12:30 PM	1/23/2020 12:30 PM	Draft	Rebecca Simms (pi)
OTH00000007	TEST 01/22/2020 - JLV	1/22/2020 8:10 PM	1/22/2020 8:10 PM	Pre-Submission	
FP00000042	training-proposal-1-15-2020-pc	1/15/2020 12:45 PM	1/22/2020 12:39 PM	Draft	Ava Lambert
FP00000057	Test_1	1/22/2020 12:33 PM	1/22/2020 12:34 PM	Draft	Ava Lambert
CTA00000013	Agreement with Abbott (MVM)	1/16/2020 11:56 AM	1/22/2020 9:02 AM	Pre-Submission	

Each record contains a unique **ID** that can be used to identify the type of record. For example, Funding Proposal IDs begin with “FP.” Awards which have migrated over from Workday will begin with “AWD” and new Awards created in IBISResearch will begin with “IBIS”. See “Understanding IBISResearch ID Numbers” below for additional information.

The **State** is the status of the record in the workflow and gives you a clue about what to do next.

My Inbox

Filter by ID

ID	Name	Date Created	Date Modified	State	Coordinator
JWO00000005	Jackson Work	1/24/2020 9:27 AM	1/24/2020 9:27 AM	Pre-Submission	
FP00000058	EER 1/15/2020	1/23/2020 1:25 PM	1/23/2020 1:35 PM	Draft	Ava Lambert
AMR00000007	Extension of Award	1/23/2020 12:30 PM	1/23/2020 12:30 PM	Draft	Rebecca Simms (pi)
OTH00000007	TEST 01/22/2020 - JLV	1/22/2020 8:10 PM	1/22/2020 8:10 PM	Pre-Submission	
FP00000042	training-proposal-1-15-2020-pc	1/15/2020 12:45 PM	1/22/2020 12:39 PM	Draft	Ava Lambert
FP00000057	Test_1	1/22/2020 12:33 PM	1/22/2020 12:34 PM	Draft	Ava Lambert
CTA00000013	Agreement with Abbott (MVM)	1/16/2020 11:56 AM	1/22/2020 9:02 AM	Pre-Submission	

2.3. Grants Project Listing Page

The *Grants Project Listing* page shows you all the records you have permission to see. Users have permission to see records (proposal, awards, and agreements) they are associated with as a PI, Project Personnel, Administrative Personnel, Guest List editor/viewer, Ancillary Reviewer, or Specialist in the central office.

The sub-navigator bar organizes this page into the different project types.

The *Funding Proposal* and *Awards* pages contains all proposals and awards you have permission to see. The tabs represent different states throughout the workflow, however the first tab contains a list of all records, regardless of state.

Note: The University of Miami **does not** use the *Complex Projects* page.

Grants Project Listing

Funding Proposal

Sub-navigator bar

Proposals

Tabs

ID	Name	SmartForm	State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
FP00000049	SONIA-1.17.20	[Edit]	Specialist Review	Simms (pi)	National Institutes of Health	Funding Submission	1/24/2020	Lambert	Gastroenterology
FP00000051	Asenjo_1/17/20	[Edit]	Specialist Review	Simms (pi)	National Institute of Mental Health	Funding Submission	1/17/2020	Lambert	Gastroenterology
FP00000050	Lopez 2-17-20	[Edit]	Specialist Review	Simms (pi)	National Institutes of Health	Funding Submission	2/1/2020	Lambert	Gastroenterology

2.4. How to Search for Records

Use the **Filter by** fields to search for a record by various information (e.g. ID, Name, State, etc.).

- 🔍 **Search for key words** - use the wild card feature by entering a “%” sign before and after the key word. In the example below, the user searched for the word “MVM” in the proposal name by selecting “Name” in the **Filter by** drop-down list and entering “%MVM”.

My Inbox

Filter by ? Name %MVM Q + Add Filter ✕ Clear All

ID	Name	Date Created
CTA00000013	Agreement with Abbott (MVM)	1/16/2020 11:56 AM
FP00000044	Import Subaward Test - MVM	1/15/2020 4:32 PM
FP00000033	Project Champions - 01-08-20 (MVM)	1/8/2020 2:12 PM

2.5. Workspace

From the *Inbox* or *Grants Project Listing* pages, click on the name of a record to access the project’s Workspace. The Workspace contains key information associated with the record (State, Title, ID, etc.) and also contains various buttons and links to perform Activities.

The information displayed on this page is dependent upon the state of the record and the user role you are logged in as.

The tabs displayed on the workspace are specific to the record type (e.g. Proposal, Award, etc.) and contain additional details about the record, including the history, reviewers, and attachments. Use the **Edit Funding Proposal** button to edit the *Proposal SmartForm*.

Dashboard | **Agreements** | **Grants** | **SF424 Center**

Funding Proposal | State | ID | Help

Draft | **Training Test (MVM) - 01/15/2020** | Title | **FP00000043** | Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- Create Document Review

Activities

- Team Disclosure Status
- Submit For Department Review
- Withdraw Proposal
- Manage Ancillary Reviews
- Create-Update SF424
- Manage Relationships
- Manage Tags
- Create Agreement

Proposal Information

PDI/PI:	Savita Pahwa	Budget Information	Starting Date:	12/1/2020
Department:	Microbiology & Immunology	Number of Periods:	4	
Specialist:	Ava Lambert	Total Direct:	\$1,000,000	
Sponsors:	National Institutes of Health	Total Indirect:	\$521,625	
Internal Submission Deadline:	5/22/2020	Total:	\$1,521,625	
SF424 Link:	SF-42400000016			

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Cost Sharing for National Institutes of Health	[Edit]	1/15/2020 3:03 PM	Draft	Institution (Internal)	\$32,962	no
National Institutes of Health	[Edit]	1/15/2020 3:01 PM	Draft	Federal	\$1,521,625	yes

page 1 of 1 | 10 / page

2.6. SmartForm

The SmartForm is a series of pages you complete with information about the record. Proposals, Budgets, Awards, Subawards, Award Modification Requests, and Award Modifications have unique SmartForms. A red asterisk (*) next to a question indicates the field is required. It is strongly encouraged that you complete all fields even if not required. Click the Help icon (?) for more information about how to answer the question.

The screenshot shows the 'General Proposal Information' section of a SmartForm. The breadcrumb trail indicates the user is editing proposal 'FP00000043' for 'Training Test (MVV) - 01/15/20...'. The form contains the following fields:

- 1. Type of application:** A dropdown menu currently set to 'New'. Below it is a sub-question: 'a. Is this award being transferred from another institution?' with radio buttons for 'Yes' and 'No', and a 'Clear' link.
- 2. * Short title of proposal:** A text input field containing 'Training Test (MVV) - 01/15/2020'. A red callout bubble labeled 'Required field' points to the asterisk.
- 3. * Long title of proposal:** A larger text input field containing 'Training Test (MVV)'.
- 4. * Program director / Principal investigator / Project lead / Fellow:** A dropdown menu showing 'Savita Pahwa' with a help icon (?) to its right. A red callout bubble labeled 'Help text' points to the help icon.

The left sidebar contains navigation links: 'General Proposal Information' (highlighted), 'Personnel', 'Submission Information', 'Funding Opportunity Announcement', 'Budget Periods and Key Dates', 'IBIS Proposal Information', 'Compliance Review', 'Additional Proposal Information', and 'Completion Instructions'. At the top, there are 'Validate' and 'Compare' buttons.

3. Understanding User Roles

User roles determine what area of the system users can view and what activities they can perform when a record (proposal, award, etc.) is in a particular state.

The user roles and user groups configured for UM are defined in the tables below.

System User Roles	Responsibility
Study Staff	Creates and submits proposals All users in IBISResearch have this role.
Department Reviewer	Approves proposals and documentation when part of a workflow. Creates ancillary reviews as needed Also includes administrators who create and manage proposals on behalf of departments
Specialists	Create and manage proposals, awards, and award modifications <i>(ORA Role)</i>
SF424 Specialist	Additional role given to Specialists that allows the ability to submit the SF424 <i>(ORA Role)</i>
Award Approver	Activate and approve awards or award modifications in Final Review <i>(ORA Role)</i>
Contract Specialist	Creates and manages Outgoing Subawards <i>(ORA Role)</i>
Global Grants Viewer	Provides read access to all records in IBISResearch

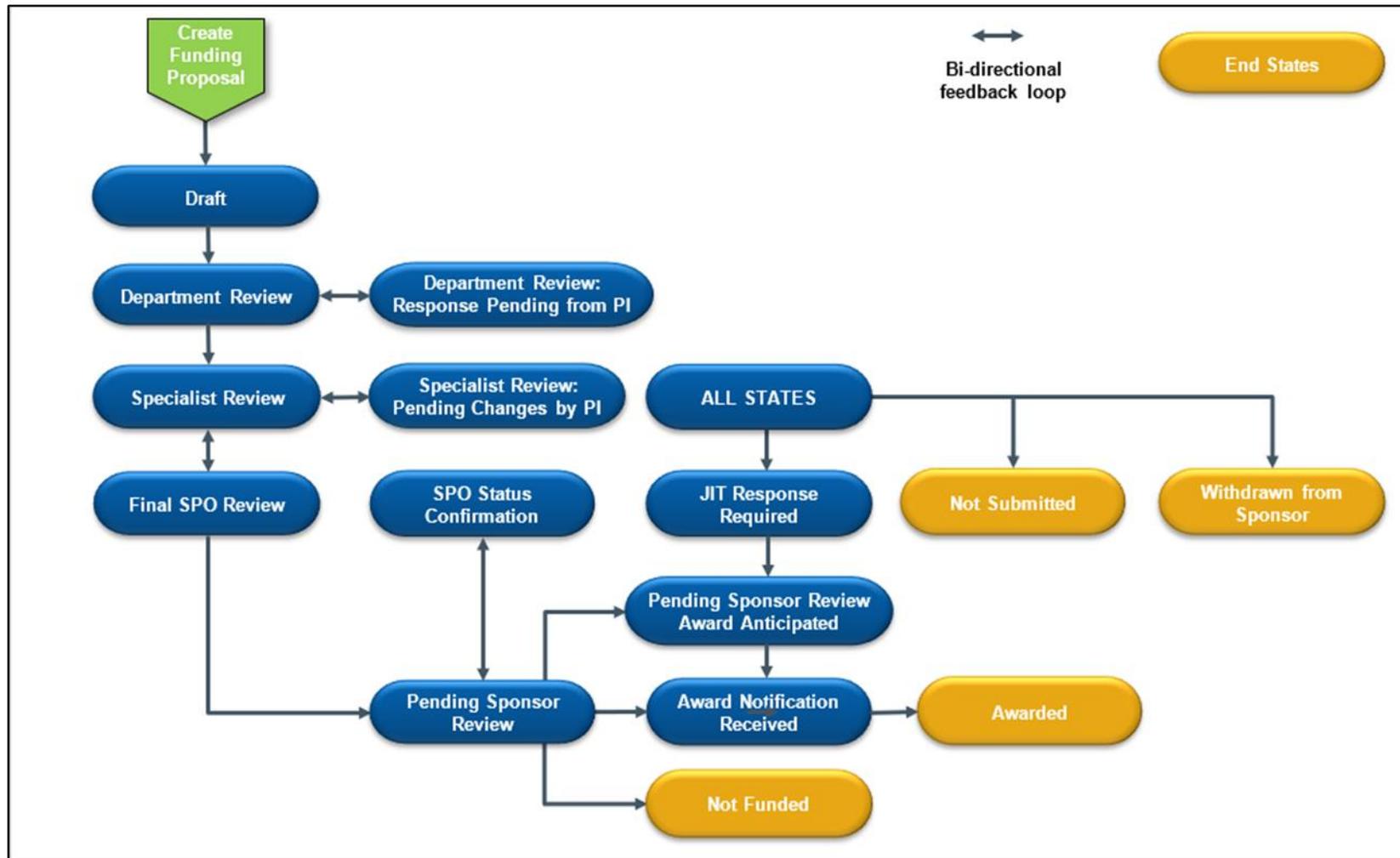
User Group	General Responsibilities	Users on Team	Required User Role(s)
Research Community	<ul style="list-style-type: none"> • Create proposals, including budget(s) • Create and complete the SF424 • Negotiate and collect information w/ collaborating departments • Create ancillary reviews • Upload science documentation • Submit for Department review • PI or Team member certifies on behalf of the PI 	<ul style="list-style-type: none"> • PI • Co-PI(s) • PI Assistants • Department Administrators 	<ul style="list-style-type: none"> • Study Staff
Department Reviewers	<ul style="list-style-type: none"> • Approve proposal and documentation when part of a workflow or as an ancillary reviewer 	<ul style="list-style-type: none"> • Department Administrators • Chairs • Deans • Directors 	<ul style="list-style-type: none"> • Study Staff • Department Reviewer/Chair • SF424 Reader

4. Understanding the Workflow

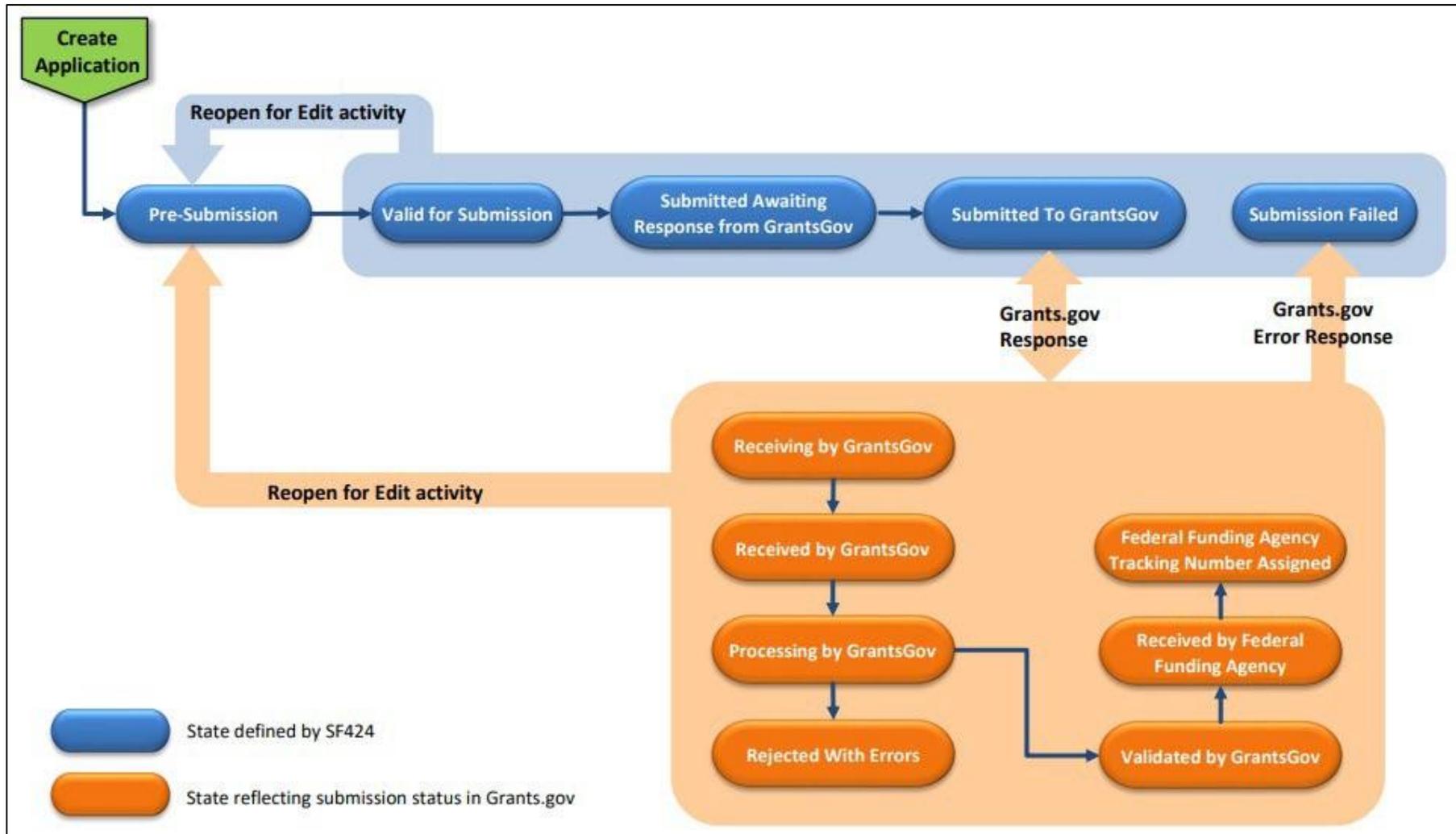
The diagrams below illustrate the workflows of Proposal, Award, Award Modification Requests, and Award Modification records.

4.1. Proposal Workflow

Below is the workflow of a Proposal by State:

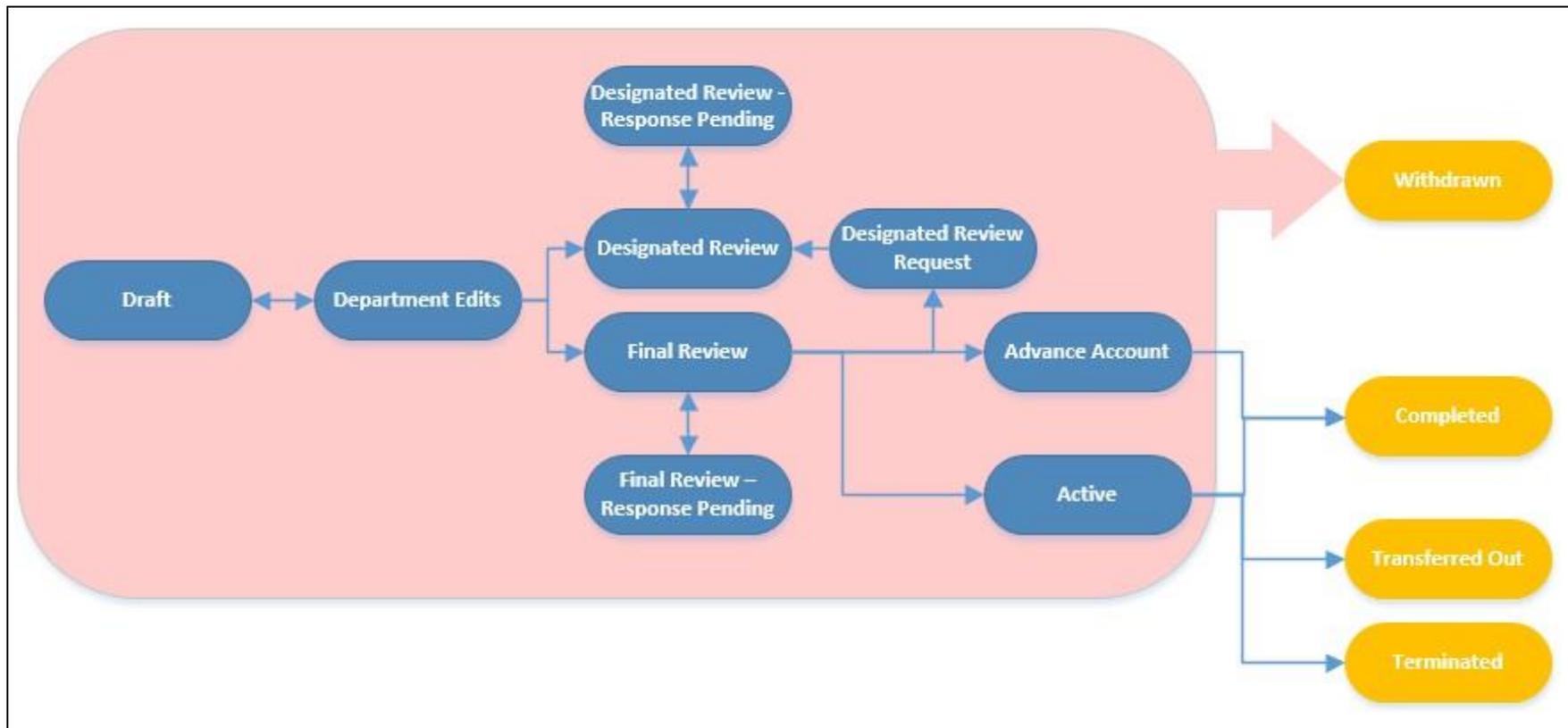


4.2. System-to-System Submissions through Grants.gov Workflow



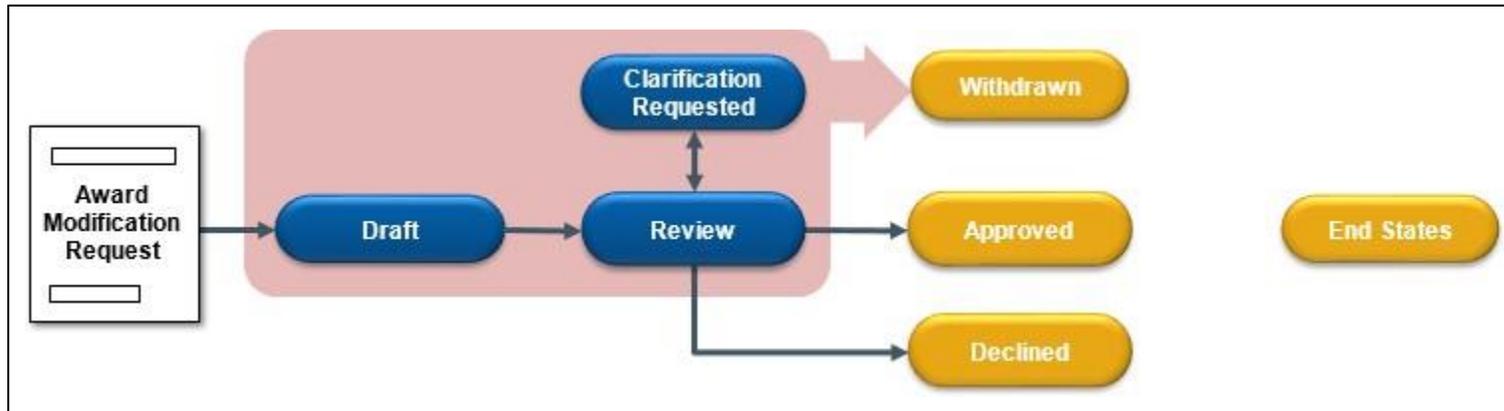
4.3. Award Workflow

Below is the workflow of an Award by State:

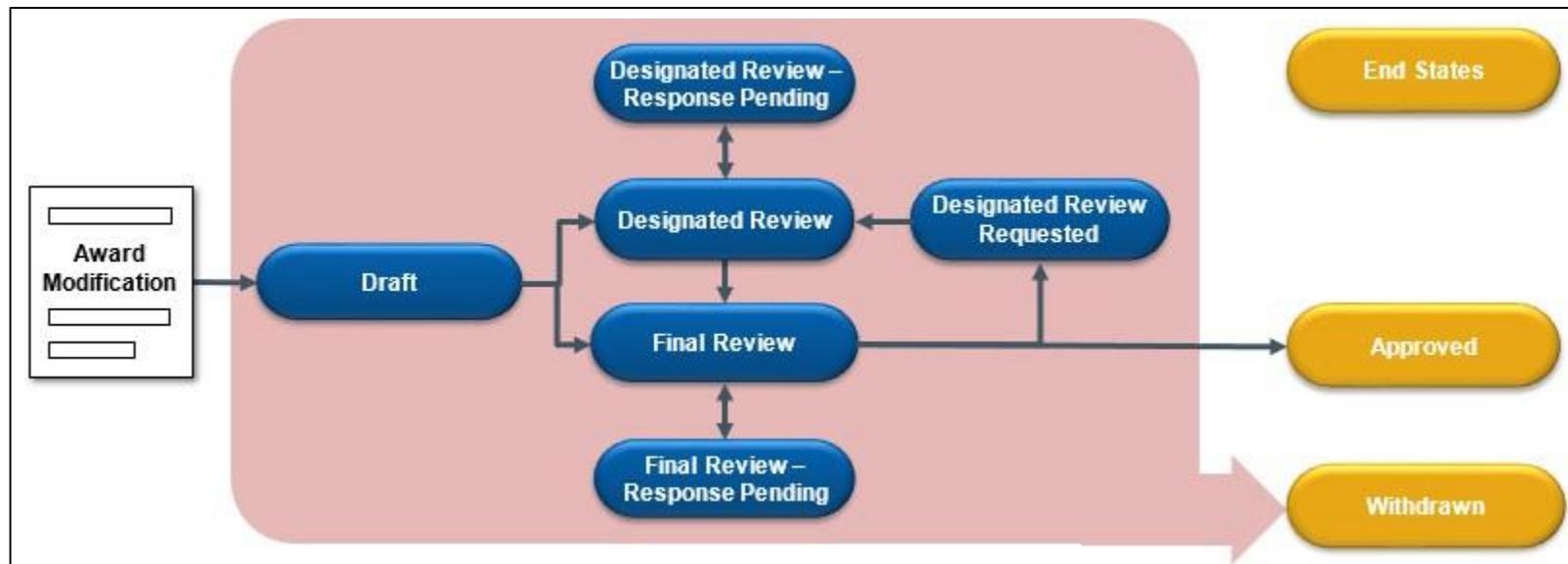


4.4. Award Modification Request and Award Modification Workflows

Below is the workflow of an Award Modification Request by State:



Below is the workflow of an Award Modification by State:



5. Understanding Email Notifications

Many activities and state transitions within the workflows trigger email notifications. The subsections below identify when email notifications for proposals, awards, award modification requests, award modifications, and subawards.

 **Important:** *Email notifications will only be sent to University of Miami email addresses.*

5.1. Proposal Email Notifications

Trigger	Sent To
Manage Ancillary Review activity	Assigned Ancillary reviewers
Send Email activity	Recipients selected in the activity
State transition from “Department Review” to “Department Review: Response Pending from PI”	PI, Administrative Contact
State transition from “Final SPO Review” to “Pending Sponsor Review” (with or without a SF424 submission)	PI
State transition to “JIT Response Required”	PI, Administrative Contact
State transition from “Draft” to “Department Review”	Department Reviewers
State transition to “Not Submitted”	PI
State transition from “Specialist Review” to “Specialist Review: Pending Changes by PI”	PI, Administrative Contact
State transition from “Department Review: Response Pending from PI” to “Department Review”	Department Reviewers
Award Letter Received activity	Assigned Specialist, proposal editors, proposal readers
Notify SPO of Grant Status activity	Assigned Specialist

5.2. Award Email Notifications

Trigger	Sent To
Manage Ancillary Reviews	Assigned Ancillary Reviewers
Send Email activity	Recipients selected in activity window
30 Day Reminder	Deliverables owner, responsible party, and any other staff selected to receive notifications
60 Day Reminder	Deliverables owner, responsible party, and any other staff selected to receive notifications
Activate activity (when Award is activated)	Assigned Specialist, PI, Administrative Contact
Activate activity (when Award has an Advance Account)	Assigned Specialist, PI, Administrative Contact
Assign Award Approver activity	Award Approver
State transition from "Draft" to "Department Edit"	Award Editors, Assigned Specialist
Request Changes from Specialist activity (in Designated Review state)	Assigned Specialist
Request Changes from Specialist activity (in Final Review state)	Assigned Specialist
Submit for Final Review activity	Award Approver
Request Designated Review activity	Assigned Specialist
Submit Changes activity (resubmitted for review)	Assigned Reviewer
Submit Changes activity (re-assigned award for final review)	Assigned Award Approver
Assign Designated Reviewer activity	Designated Reviewer
Assign Specialist activity	Newly assigned Specialist
Submit for Designated Review activity	Designated Reviewer
Withdraw activity	PI, Assigned Specialist, Assigned Award Approver

5.3. Award Modification Request Email Notifications

Trigger	Sent To
Approve activity	Submitter of the award modification request
Request Clarifications activity	Submitter of the award modification request
Submit Clarifications activity	Assigned Specialist
Decline activity	Submitter of the award modification request
Assign Specialist activity	Assigned Specialist
Submit to Specialist activity	Assigned Specialist
Assign Submitter activity	Submitter of the award modification request
Withdraw	Assigned Specialist

5.4. Award Modification Email Notifications

Trigger	Sent To
Manage Ancillary Reviews activity	Assigned ancillary reviewers
Approve activity	PI, Assigned Specialist, Administrative Contact
Assign Award Approver activity	Assigned Award Approver
Request Changes activity (initiated by Designated Reviewer)	Assigned Specialist
Request Changes activity (initiated by Award Approver)	Assigned Specialist
Request Designated Review activity	Assigned Specialist
Submit Changes activity (for designated review)	Assigned Designated Reviewer
Submit Changes activity (for final review)	Assigned Award Approver
Assigned Designated Reviewer activity	Assigned Designated Reviewer
Send Email activity	Recipients selected in activity window
Assign Specialist activity	Assigned Specialist
Submit for Designated Review activity	Assigned Designated Reviewer

Submit for Final Review activity	Assigned Award Approver
Withdraw activity	PI, Assigned Award Approver, Assigned Specialist

5.5. Subaward Email Notifications

Trigger	Sent To
Send Fully Executed Notification	Recipients selected on the Personnel page of the Subaward SmartForm

6. Understanding ID Numbers

Each parent record in IBISResearch contains a unique **ID** that can be used to easily identify the type of record in lists and reports. For example, Funding Proposal IDs begin with “FP” and new Award IDs begin with “IBIS”.

The table below defines the ID acronyms used in Huron.

IBISResearch Module	Acronym	ID Example	Definition
Grants	FP	FP00000087	Funding Proposal – This is the proposal record in IBISResearch.
	IBIS	IBIS00000054	Award – This is new Active Award created in IBISResearch. Awards that have migrated from Workday will begin with AWD.
	BU	BU00000083	Budget – This could include the UM Project Budget, Subaward Budget(s), Cost Share Budget(s).
	MOD	AWD00000094-MOD001	Award Modification
Agreements	CTA	CTA00000875	Clinical Trial Agreement – are agreements covering the terms for a clinical trial to study an investigational drug or device between the sponsor that may be providing the drug or device, the financial support and/or proprietary information and the institution that may be providing data and/or results. This excludes lab testing agreements.
	DUA	DUA00000534	Data Use Agreement – govern the transfer and use of specific data between organizations. ORA processes DUAs that are directly related to a sponsored research project. All other DUAs are processed by the Office of Privacy and Data Security (and should be submitted to that office accordingly).
	MTA	MTA00000099	Inbound Material Transfer Agreement – are contracts covering the terms for the exchange of materials between two organizations, when the recipient intends to use it for his or her own research purposes. MTAs provide the rights of both the receiver and the provider of these materials. ORA process INBOUND MTAs where material is being provided at no cost to UM. MTAs do not involve payment of funds for the materials. An “MTA” involving the payment of funds is a purchase agreement (and should be processed accordingly to the applicable central office).
	NDA	NDA00000023	Inbound Non-Disclosure Agreement – are also known as confidentiality agreements, protect information that is not yet in the public domain by limiting further disclosure and use by the recipient. ORA handles NDA, covering information disclosed from a third party to UM relating to research. The Office of Technology Transfer handles CDA’s covering information disclosed by UM to a third party (or mutually disclosed) relating to research, intellectual property, and/or innovations.
	JWO	JWO0000021	Jackson Work Order – is an agreement between Jackson Health System (under the Master Research Collaboration Agreement between UM and Jackson Health System).

		The Jackson Work Order (JWO) outlines terms and conditions in which the Jackson Health System will facilitate research and facilities for conducting studies which UM is engaged in. The Work Order also often includes a budget outlining funds UM will pay the Jackson Health System for the services provided by them.
MA	MA00005544	Master Agreement – also known as Master Sponsored Agreements are umbrella agreements where the parties agree on certain terms and conditions for future research projects to be awarded as tasks or work orders.
OS	OS000055521	Outgoing Subagreement – are agreements issued by UM to another entity to perform portions of work under a sponsored project. The subagreement terms include the flow down of terms and conditions from a prime award agreement.
SA	SA000000764	Sponsored Agreement – is a contract between UM and another party to conduct research at UM, whereby UM is receiving funds to support the research. This includes applied research, basic research, developmental research, research training, research fellowship, instruction, and other sponsored agreements.
OTH	OTH00004556	Other Agreements – are agreement for patient services, social services or infrastructure support that are neither for research, instruction, fellowships, clinical trials, nor research training. Includes, Collaboration Agreement, Memorandum of Understanding, Teaming Agreements, Interpersonnel Agreements (IPAs) and others.