# Kuali Research:
# Proposal Development Guide

*Revised November 2021*

***Office of Research Administration and Advancement***
***University of Maryland Center for Environmental Science***

# Table of Contents

# Proposal Development

The Proposal Development (or Prop Dev) module contains records of proposals that have been created for routing and submission. Users enter data in the Proposal Development module and are restricted to the Department with which they have the appropriate rights.

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

Access to this module is provided at a unit level based on business needs. Once the proposal has been submitted to the sponsor, the proposal data in this module may not be edited.

**Please note:**

- **Personnel:** Investigators and Key Persons are on one 1 tab. You can determine who gets UMCES credit, regardless of role on the proposal.
- **Certification:** All UMCES investigators (PI, Co-I) <u>must</u> certify his/her own proposal BEFORE the proposal may be submitted to the sponsor. This may not be delegated to another user, but it can be done at any point prior to submitting the award for routing and approval.
- **R&D Field:** The Research and Development Field is required. The PI provides the science code which is then added to the proposal on the Sponsor and Program Information section.
- **Attachments:** Proposal, Personnel and Internal attachments are all in the same section, just different tabs.
- **CFDA Numbers:**

**Kuali Research System Terminology**

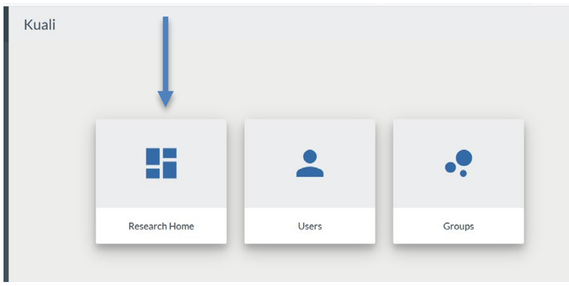
- **Document Numbers:** KR uses the concept of documents. There is a document for everything. Get into the habit of recording this document number and your Proposal Development number from the top-right reference information box as you are working to make it easier to find them if you inadvertently close your proposal.
- **Cancel** in KR means “Kill this thing I am working on.” Use with caution.

# Accessing Kuali Research

To access Kuali Research visit: https://umces.kuali.co/
You will be prompted to log in with your UMCES directory ID and password via Single Sign On (SSO).

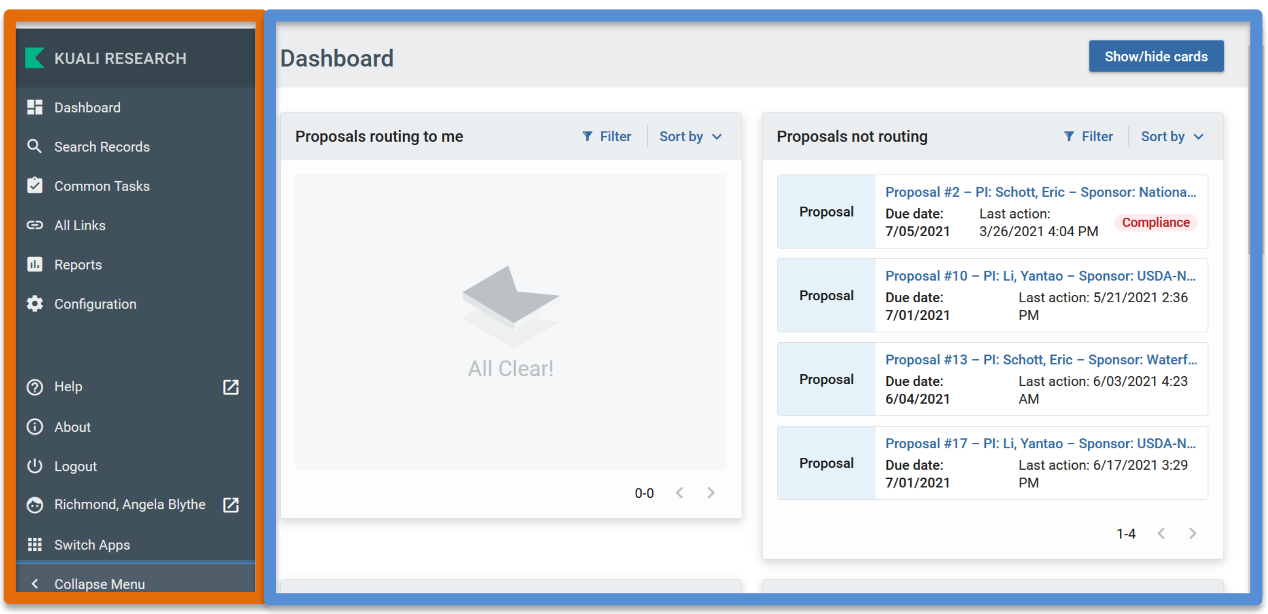
**NOTE:** ***Maryland Sea Grant users, please use https://umces.kuali.co/auth/kuali.***

Once you are inside the system, select Research Home from the available Kuali Apps. Which Kuali Apps you can see depends on your role and access.




# Dashboard Home Page

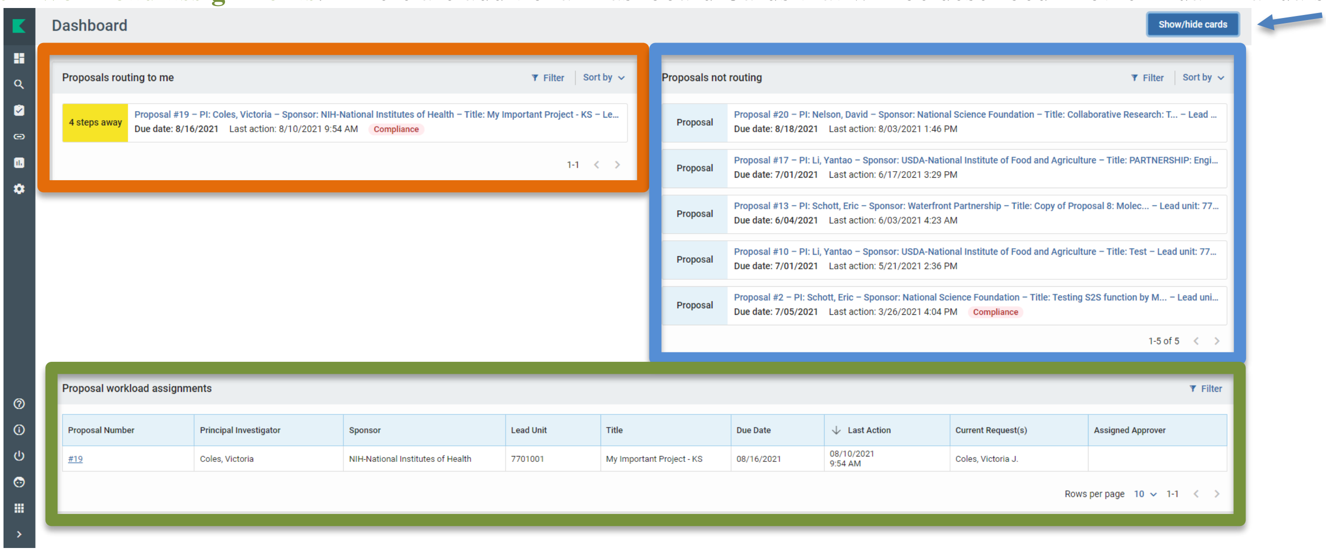
When you log in to Kuali Research, the system will display the Dashboard Home Page. The Dashboard contains an expandable **Navigation Bar** that can be collapsed if desired, and…




…a **Dashboard** that show where current work is in process.

# Dashboard Cards

The Dashboard is populated with Cards can be configured according to your preference and workload. By clicking the blue Show/hide cards button in the upper right corner of the Dashboard (see blue arrow below), you will be able to control which cards appear on your Dashboard upon opening. You can also change which cards show at any time the same way. The cards related to Proposal/Development activities are "**Proposals routing to me**," "**Proposals not routing**," and "**Proposal workload assignments**." There are additional Dashboard Cards that will be described in other Kuali manuals.




## Proposals Routing to Me Card

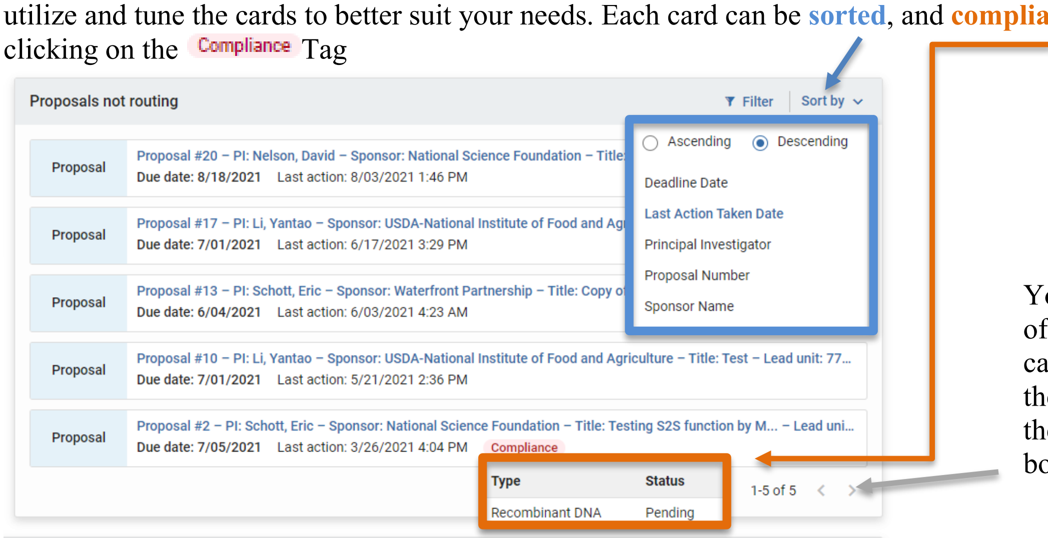
This card allows Proposal Development Approvers to easily monitor proposals that have started routing and to watch for proposals they will soon have to approve. If you are not an approver you will not see any records in this card and may choose to hide the card if preferred.

## Proposals Not Routing Card

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

### Proposal Routing Card Features

Both the "Proposals Routing to Me" and "Proposals Not Routing" cards have similar options that allow you to better utilize and tune the cards to better suit your needs. Each card can be **sorted**, and **compliance status** is viewable simply by clicking on the Compliance Tag



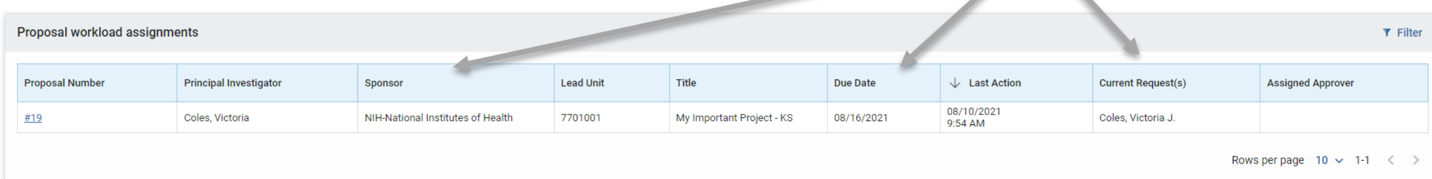

You can view the total count of records there are in each card and navigate through the full listing by clicking on the directional buttons in the bottom right (< >).

## Proposal Workload Card

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

### Sorting Options

Throughout Kuali Research, you may also sort any of the columns by clicking the column header to view either in ascending or descending order.




**Hints and Tips!**

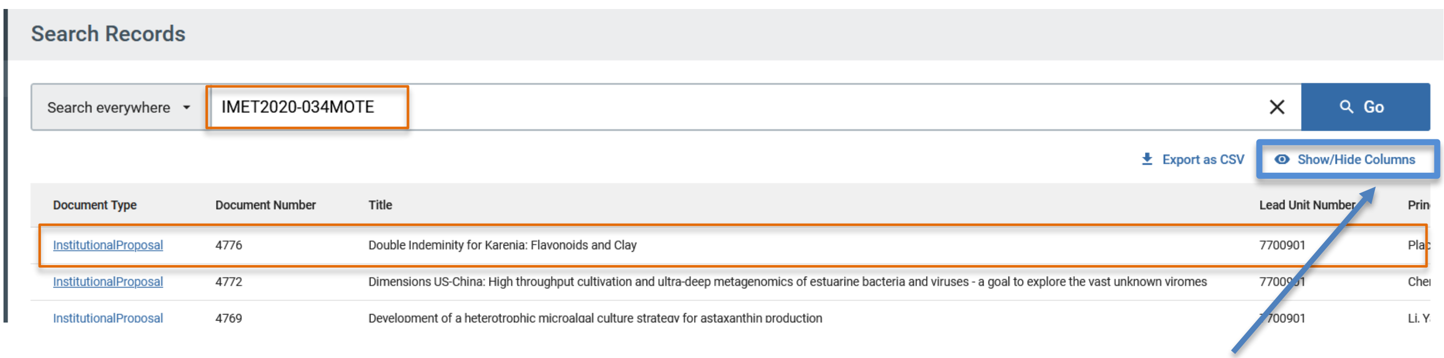
**How Refreshing!**

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

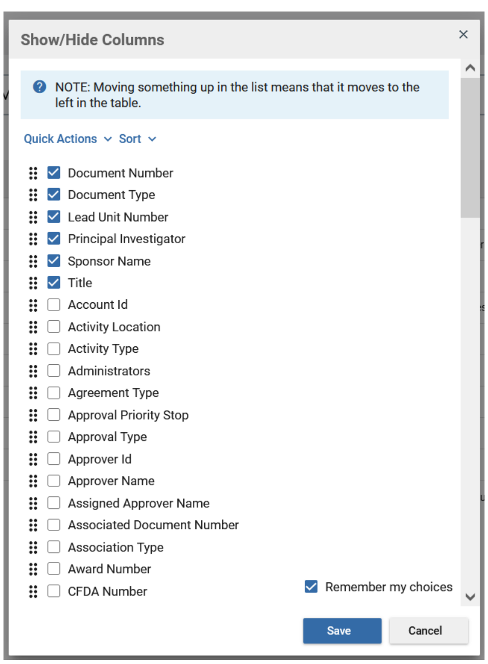
***NOTE:*** Clicking on the Dashboard button ( ) does not refresh the page while you are currently on it.

# Searching for an Existing Proposal

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




You can organize your search results according to your preference by clicking on the **Show/Hide Columns** button in the upper right corner of the screen. Clicking this button brings up this window:



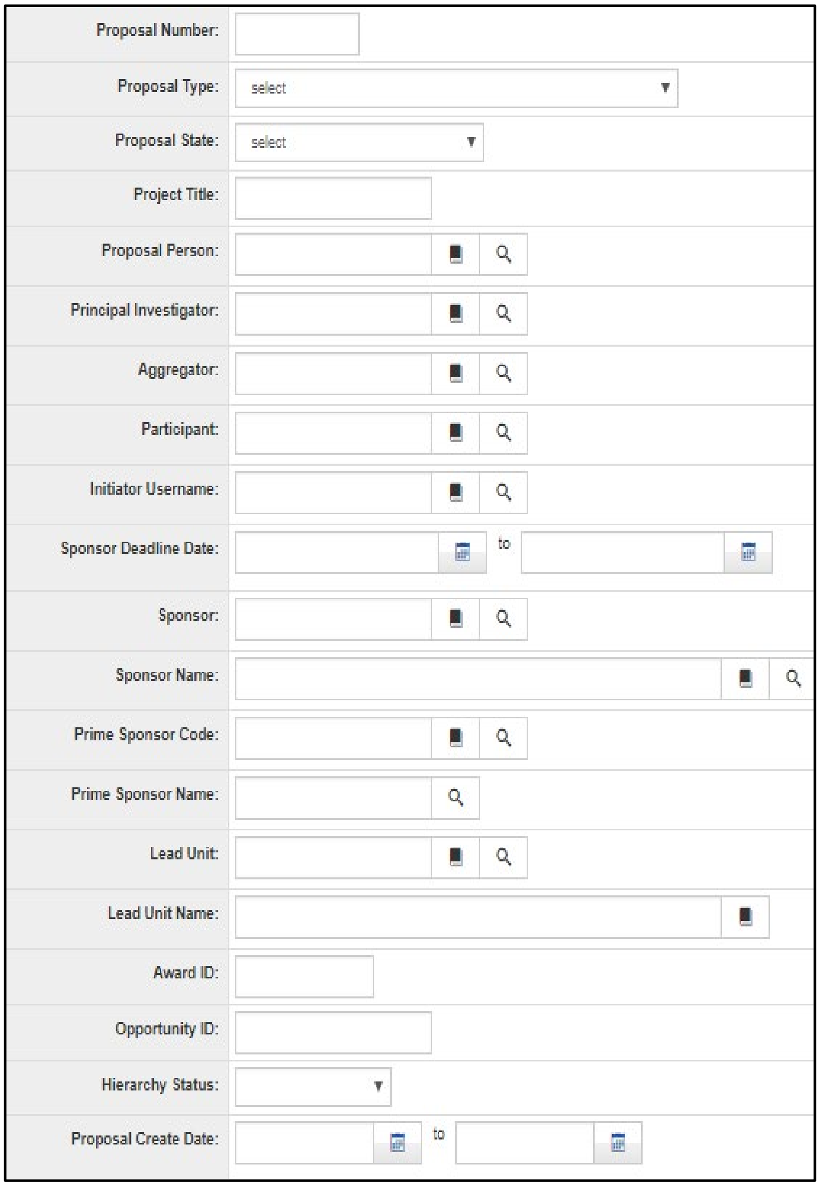

You can select which data will show by clicking or unclicking the boxes. You can also reorder how the data will appear by clicking the dotted box ⠿ and dragging that data field into the desired order.

Common Tasks is a quick and easy way to get to the areas within Kuali that you will use most often. Select Common Tasks from the Navigation Bar and then Search Proposals under the Proposal Development category.

This will open the Development Proposal Lookup screen.

**Development Proposal Lookup Screen**

Using Kuali Research searching techniques, type in your search criteria and click on search.




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

Search functionality within Kuali Research is very similar to that within KFS:

On this search page you may optionally use the search operators in Appendix IV, Search Tips & Tricks to further limit your results.

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

Users may have different available Actions based on permissions granted.

Show 10 entries csv xml xls

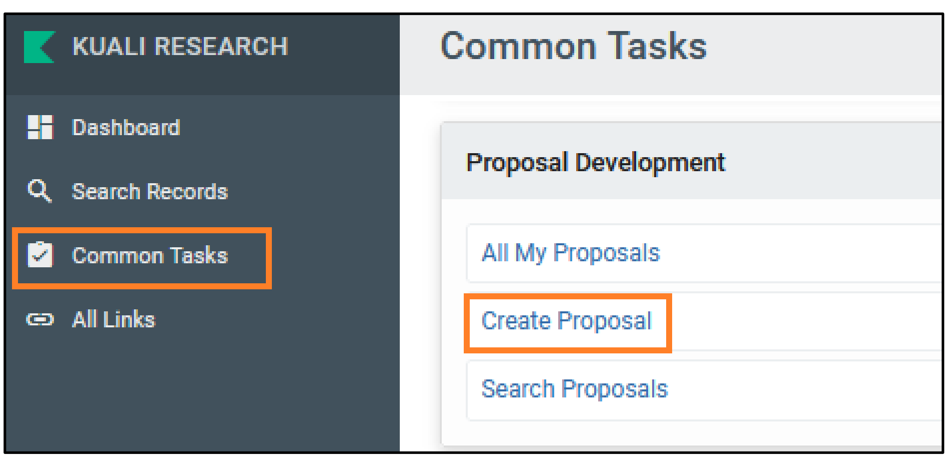
| Actions | Proposal Number | Proposal Document Number | Proposal Type | Proposal State | Project Title | Prev Grants.Gov Tracking ID | Opportunity ID | Opportunity Title | Agency Routing Identifier | Sponsor Name | Principal Investigator | Lead Unit | Lead Unit Name | Sponsor Deadline Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| view copy medusa | 1 | 4789 | New | Approved and Submitted | Dimensions US-China: High throughput cultivation and ultra-deep metagenomics of estuarine bacteria and viruses a goal to explore the vast unknown viromes | | NSF 21-545 | Dimensions of Biodiversity FY2021 | | National Science Foundation | Feng Chen | 7700901 | Institute of Marine and Environmental Technology (IMET) | 03/26/2021 |
| view edit copy medusa | 2 | 4818 | New | In Progress | Testing S2S function by Monica Gellene | | PA-20-185 | NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed) | | National Science Foundation | Eric J. Schott | 7700901 | Institute of Marine and Environmental Technology (IMET) | 07/05/2021 |

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

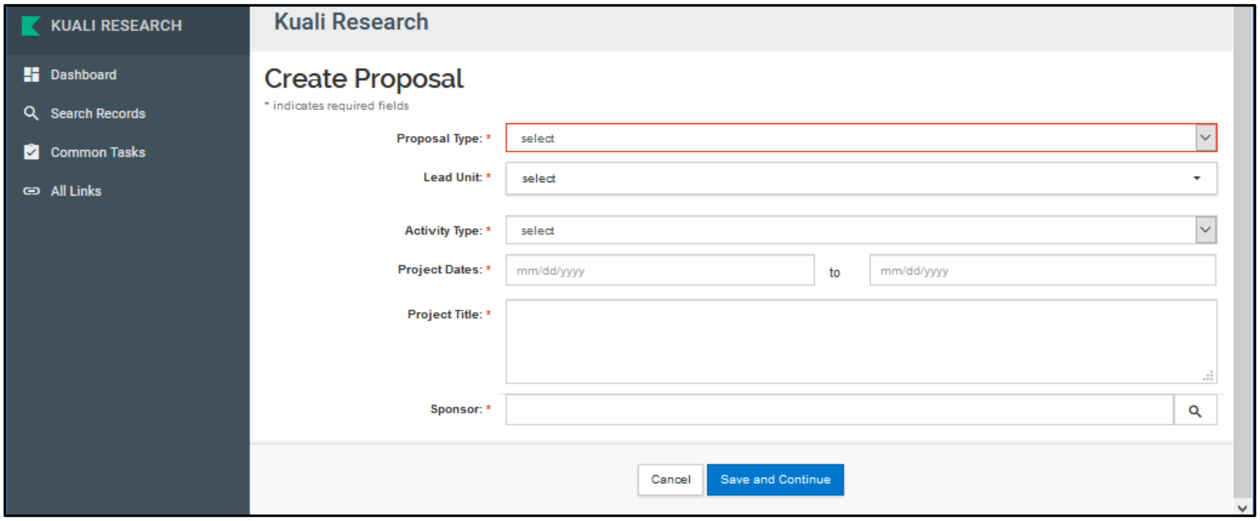
# Creating a New Proposal

**Creating a New Proposal**

Select Common Tasks from the Navigation Bar and then Create Proposal under the Proposal Development category.




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




**Proposal Type (required)**: Please choose the appropriate proposal type for your submission.

- **New**: An application is submitted for funding for the first time.
- **Continuation/Non-Competing**: A non-competing application for additional funding within the previously approved funding period.
- **Supplement**: An additional funding request for an existing, active award.
- **Renewal/Competing Continuation**: This proposal is competing for additional funding to continue an awarded project whose existing funding has elapsed.
- **Resubmission**: Application previously submitted and reviewed by the sponsor but not funded.
- **Extramural:** For extramural activities
- **New-Transfer:** To be used for a PI who is transferring to UMCES from another institution and bringing existing awards with them.
- **Change in PI/Dept:** To be used when PI of record is changed
- **MDSG:** For use when applying for funding from MDSG. Not to be used by MDSG.
- **Pre Proposal:** As defined by the sponsor
- **New – Changed/Corrected:** A proposal that has not yet been funded but the sponsor of which has requested changes. For S2S submissions only
- **Supplement – Changed/Corrected:** for S2S submissions only
- **Resubmission – Changed/Corrected:** for S2S submissions only
- **Budget – SOW Update**
- **Renewal – Changed/Corrected:** for S2S submissions only

**Lead Unit (required)**: If you have the rights to create proposals in more than one unit, a list of units will appear on the drop-down menu. Select the lead unit for the proposal. This can't be changed within a proposal; a new or copied proposal will need to be created if the lead unit needs to be changed.

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

- **Fellowship:** projects which provide a stipend to faculty or students in support of their undirected research or advanced study.
- **Training/Instruction:** projects, which incorporate teaching mainly. **Not Research Training.**
- **Research - Basic:** systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.
- **Research - Applied:** research assessing and using some part of accumulated theories, knowledge, methods, and techniques for a specific driven purpose.
- **Research - Development:** systematic application of knowledge or understanding, directed toward the production of useful materials, devices, and systems or methods including design, development, and improvement of prototype and new processes to meet specific requirements.
- **IPA:** Intergovernmental Personnel Assignments of personnel on temporary assignment to federal agencies.

- **Administrative Oversight:** proposals elated to hosting a Cooperative Ecosystem Studies Unit (CESU)
- **Services:** projects that are funded but not related to research & development. Examples include sample analysis and public outreach.
- **Other Sponsored Activities:** projects, which involve the performance of work other than instruction/training and research. Examples of such projects are health and community service projects.
- **Other Non-Sponsored Activities:** Unfunded collaborations such as MTAs, NDAs, etc.

**Project Title (required)**: Enter the title of the proposal. This is limited to 200 characters for Grants.gov proposals. Some sponsors require shorter titles. Do not use special characters in the title, use "smart quotes," or copy and paste text from other word processing programs such as MS Word.

**Sponsor (required)**: Start typing the sponsor name or number. Alternatively, you may click the magnifying glass icon next to the field to search for the sponsor. Select the sponsor and click ok.

- **Proposal-Only Sponsors**: For some sponsors, there is a separate "Proposal Only" code because we may not know which division will manage a future award. Always use the Proposal-Only sponsor for these agencies:

| Acronym | Sponsor Name | Sponsor Code |
|---|---|---|
| DARPA | Defense Advanced Research Projects Agency-Proposal Only | 012334 |
| DOE | DOE-Proposal Only | 202510 |
| IARPA | Intelligence Advanced Research Projects Activity-Proposal Only | 204042 |
| NASA | NASA-Proposal Only | 205429 |
| NIH | NIH-Proposal Only | 012336 |
| USDA | USDA-Proposal Only | 208634 |

- If the Sponsor is new and not yet in KR, use the 'Temp Sponsor – Contact KR Help.' Search for the acronym 'Temp' or search for Sponsor Code: 414159. Email **kr-help@umces.edu** with the sponsor information and it will be created. NOTE: A proposal cannot begin routing or approval with a Temporary Sponsor. Allow adequate time for the sponsor to be created.

Click [Save and Continue]. Once it is saved, the Proposal Number will be assigned by Kuali. Note this number in your records.

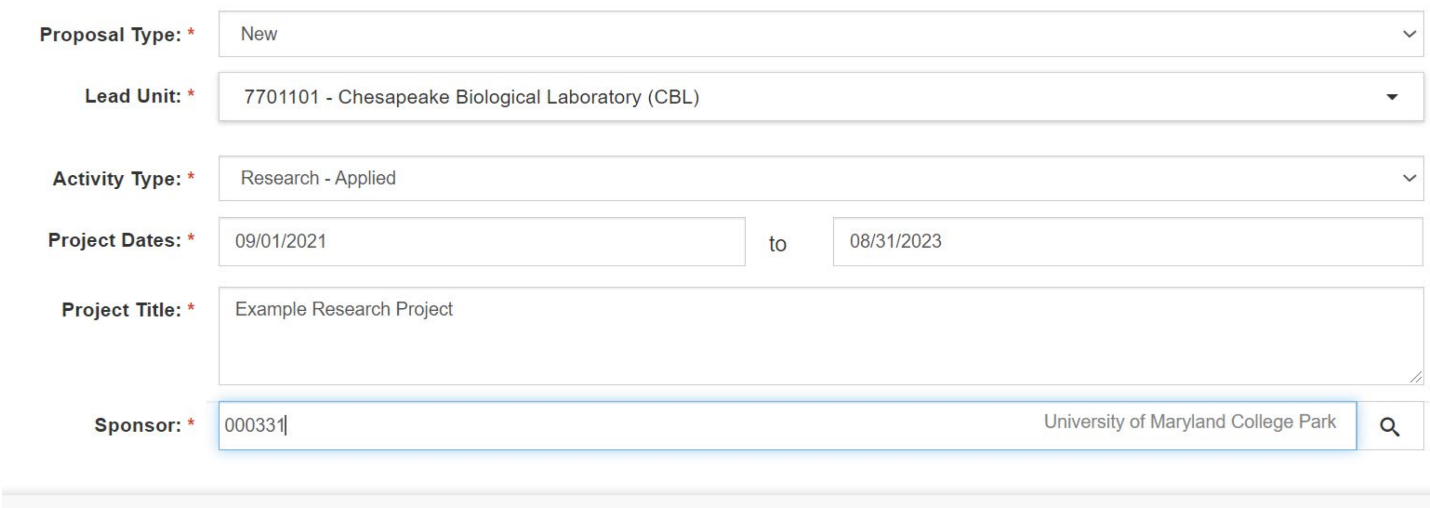
### A Very Important Note about Sponsors

In Kuali, Sponsors are defined as the entity with which we hope to legally partner. Sponsors are the folks we're going to be sending our proposal to and (hopefully) receiving an award from, regardless of where they themselves get their funding to pay us. This is a change from the way the term Sponsor has been used historically at UMCES. Confusing the Sponsor and the Prime Sponsor will create significant problems in our financials and for College Park; please be sure to choose your sponsor mindfully and according the Kuali definition.

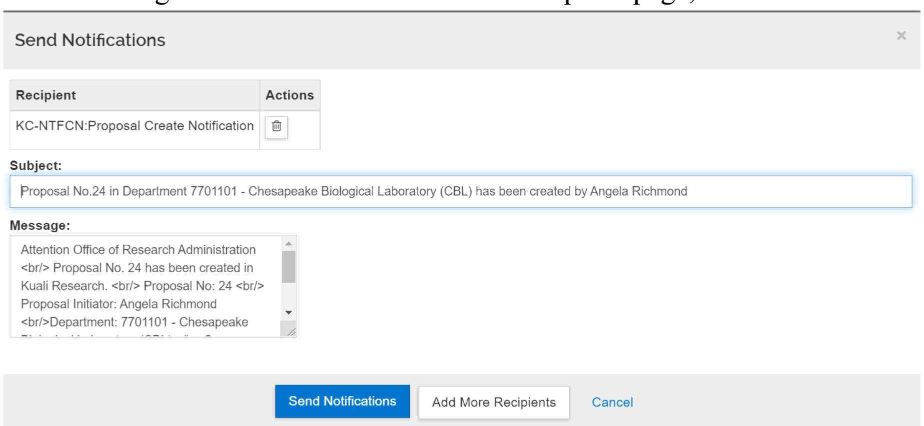
Example: UMCES PI is submitting a proposal as part of a UMCP submission to NSF. UMCES's Sponsor is UMCP. UMCP's sponsor is NSF.

Kuali still maintains the tie between NSF and UMCES. NSF is UMCES' *Prime Sponsor*, which will be entered into the system separately.

See proposal entry example below. An example of Prime Sponsor is in Next Section.




After entering the information in the Create Proposal page, click Save. The **Send Notifications** window will appear:




Kuali Research has the capabilities to send notifications at various stages of proposal development (and elsewhere). This notification is sent when a new proposal is entered into Prop Dev. Currently, the Recipients (shown as KC-NTFCN: Proposal Create Notification) for this notification are the Director and Associate Director of ORAA. This notification could eventually take the place of the Notice of Intent Form currently used. If you would like this notification to be sent to additional recipient(s), such as the PI or Lab Director, Click the 'Add More Recipients' button. When you are satisfied with who will receive the notification, click Send Notifications and KR will send the email(s).

**<u>ALWAYS CLICK THE "CLOSE" BUTTON WHEN FINISHED</u>**

**When you are finished editing a proposal, you must click the "Close" button at the bottom of the Proposal Development page in order to release the proposal lock.**

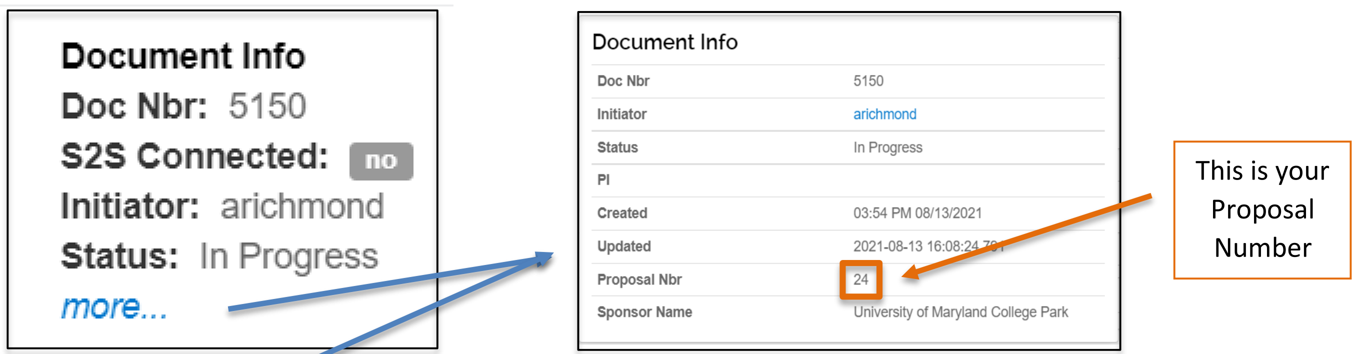
**WARNING: If you close your web browser or web browser tab while editing a proposal, this does NOT release the lock, and another aggregator in your department will be unable to edit the proposal so it's important that you click on the "Close" button when finished editing. For more information on proposal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

# Proposal Components and Navigation

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

## Document Reference Information Box (top right)

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




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

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

## Proposal Bar (on top)


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

| | |
|---|---|
| Link | Displays the proposal link. |
| Help | Displays the Kuali Research guidebook, not specific to UMCES. |

## Navigation Buttons (on bottom)

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

## Proposal Sections (on left)

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

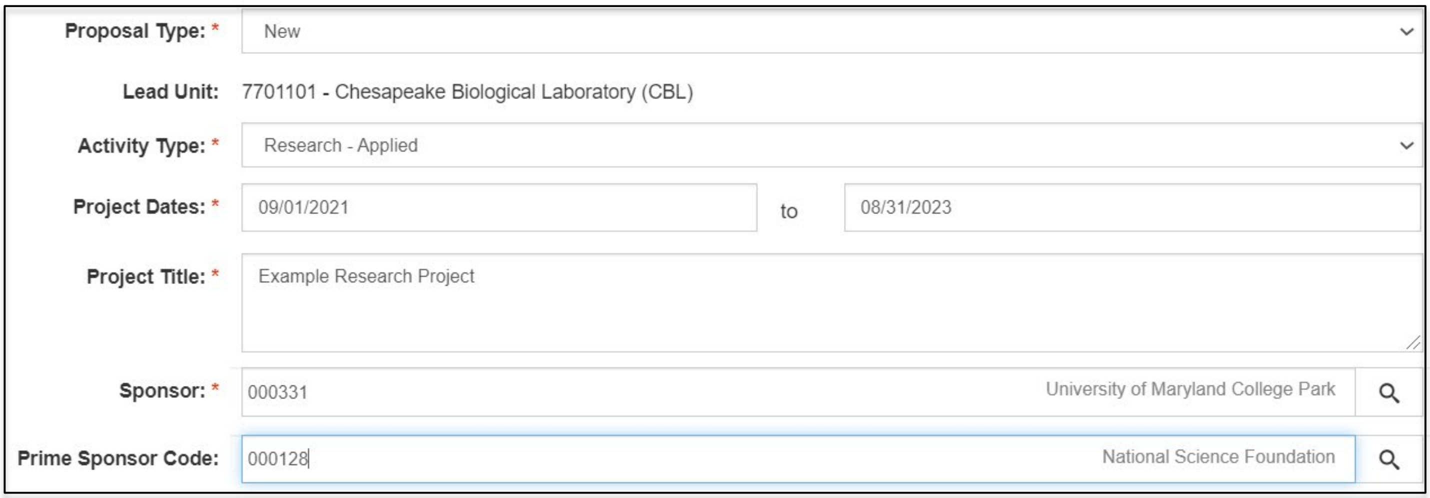
# Proposal Data Entry

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

## Basics Section

### Proposal Details Subsection

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




Note that the Prime Sponsor Code field is now visible. Select the Prime Sponsor as appropriate for your proposal. The Sponsor and the Prime Sponsor should never be the same entity. If you are proposing directly to a federal agency leave the Prime Sponsor Code field blank.

FYI: The Prime Sponsor is always one funding tier above our Sponsor. For example, if NSF funds a project to the University of Michigan which subcontracts part of that award to VIMS which then subcontracts part of their award to UMCES, our Sponsor is VIMS, and our Prime Sponsor is UMich.

**NOTE: If you selected a Proposal Type of Continuation/Non-Competing, Supplement, Renewal/Competing Continuation, or Resubmission you will see two additional fields to provide information on a related record. Complete these fields if applicable:**

- **Award ID**: for proposed projects with a previous award, enter the award ID from Kuali Research (of KFS account if the award is not in KR).
- **Original Institutional Proposal ID**: if a renewal or resubmission, enter the Kuali Research institutional proposal (KR IP) ID of the original proposal. You can find the KR IP ID by searching on the Cayuse Proposal ID (i.e., LAB20XX-001ABC) in Search All Records. No not enter the Cayuse ID in this field.

## S2S Opportunity Search Subsection

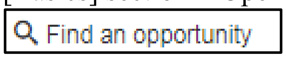
If the proposal is an S2S proposal, select the S2S Opportunity information in this subsection. If the proposal is not an S2S submission, skip this section and proceed to Delivery Information.

For S2S: Click on Find an opportunity to identify the funding opportunity for this proposal.

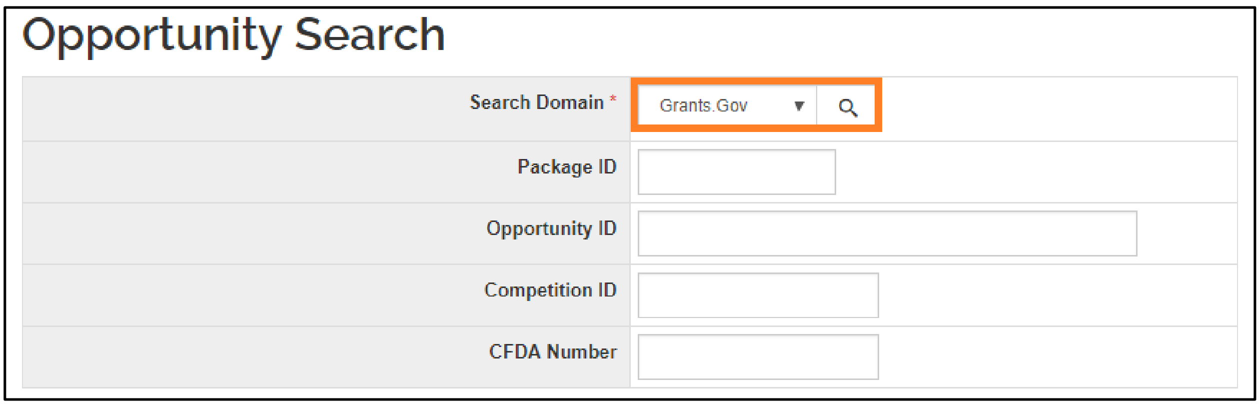
### Opportunity Tab

**Add a Grants.gov opportunity**

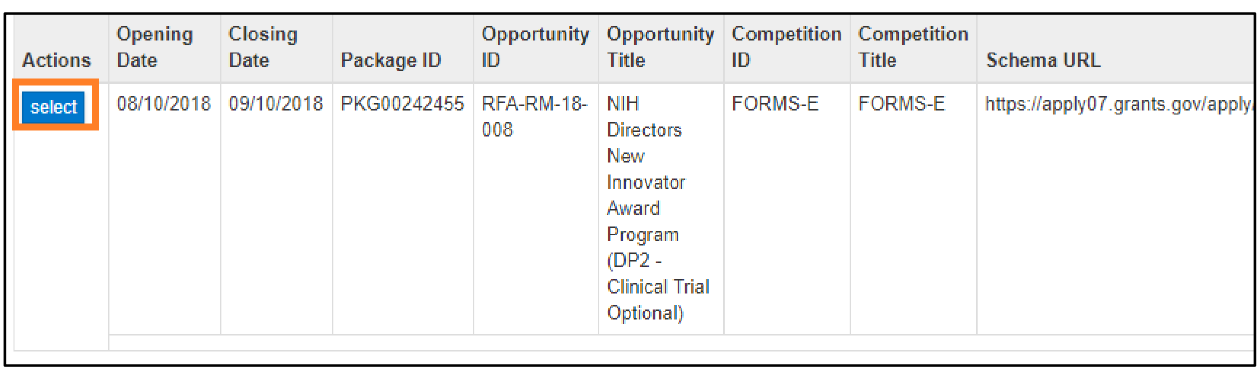
- Open [Basics] section > Open [S2S opportunity search] subsection




- Search by either the [Package ID] or [Opportunity ID] or the [CFDA Number] field > Click [Search]

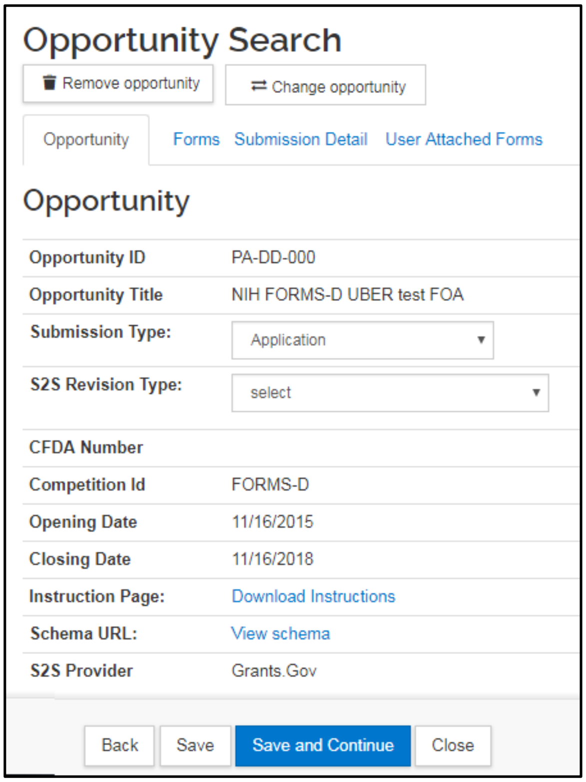



**Search Domain**: Select Grants.gov (Research.gov is not yet available)
**Package ID:** Package Identifier (PKG########) similar to the Opportunity ID, which allows you to retrieve a grant opportunity.
**Opportunity ID**: Funding opportunity number, which is the most common method for searching and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




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

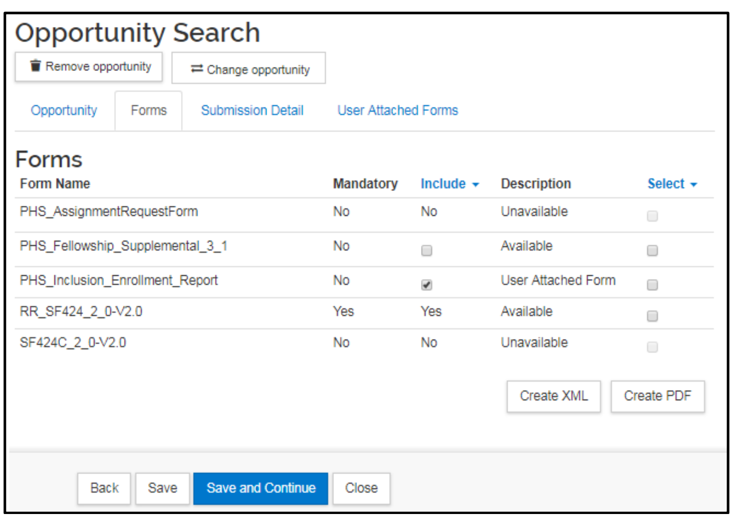
On the Opportunity Search page > Opportunity Tab details are displayed about the opportunity. Review the grants.gov submission details and confirm the correct opportunity has been selected. The Instruction page is also available to be downloaded here.




## Forms Tab

On the Opportunity Forms Tab, check the checkboxes for any optional forms required per the funding opportunity instructions. The information you enter throughout the proposal will populate the mandatory forms automatically.

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




- If you need to include any forms that have a description of “Unavailable,” you will need to go to the User Attached Forms tab to address those.

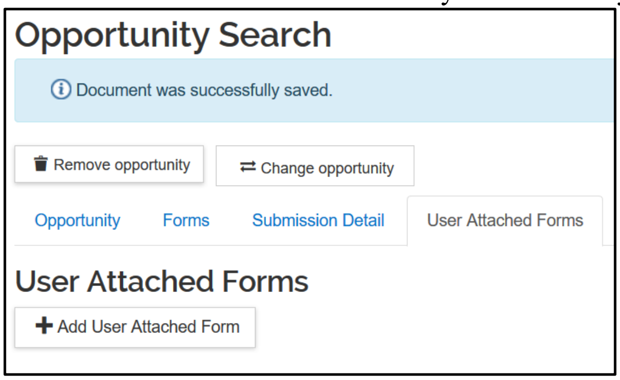
- After uploading a User Attached form, the optional forms will show as "User Attached Form" and not "Unavailable."

**Forms**

| Form Name | Mandatory | Include | Description | Select |
|---|---|---|---|---|
| PHS_Inclusion_Enrollment_Report | No | ☑ | User Attached Form | ☐ |
| PerformanceSite_2_0 | No | ☐ | Available | ☐ |
| RR_SF424_2_0-V2.0 | Yes | Yes | Available | ☐ |
| SF424C_2_0-V2.0 | No | No | Unavailable | ☐ |

**User Attached Forms Tab**

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




- If you need to add a User Attached Form, note the form name(s) on the Forms Tab.
- Visit https://www.grants.gov/web/grants/forms/r-r-family.html#sortby=1
- Identify the form(s) needed; if not found, click through the different form families on the left until you find them.

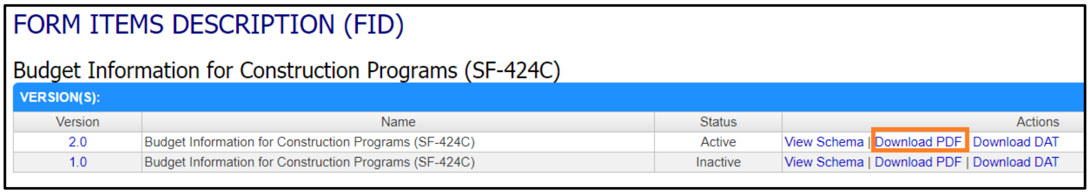
**R&R Family Forms:** Export Data

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

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

**R&R Family Forms:** Export Data

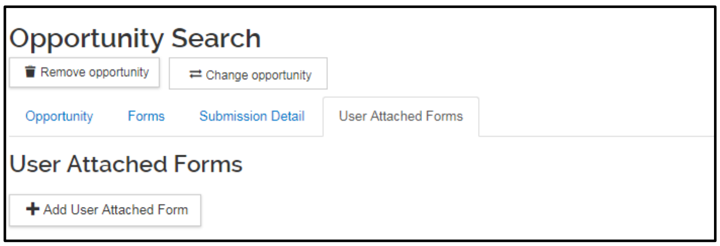
| Agency Owner | Form Name | Adobe Form | Form Schema | Form Items Description | GG Version | OMB Number | OMB Expiration |
|---|---|---|---|---|---|---|---|
| HHS | AENT Program Specific Data Forms | PDF | Schema | FID | 1.0 | 0930-0367 | 06/30/2020 |
| USDA | AFRI PROJECT TYPE | PDF | Schema | FID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



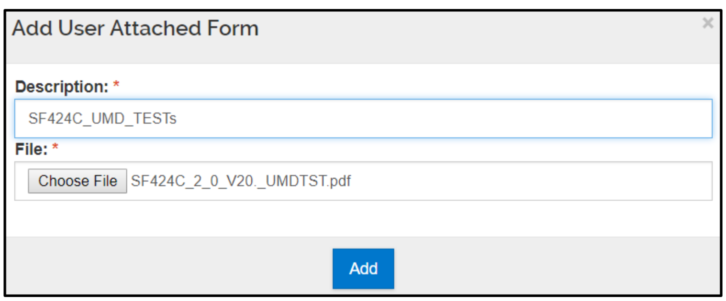

- Once you've downloaded the unstitched form(s), perform the necessary data entry on each.
- After the forms have been completed, they are ready to be uploaded via the User Attached Forms Tab.

## Adding User Attached Forms

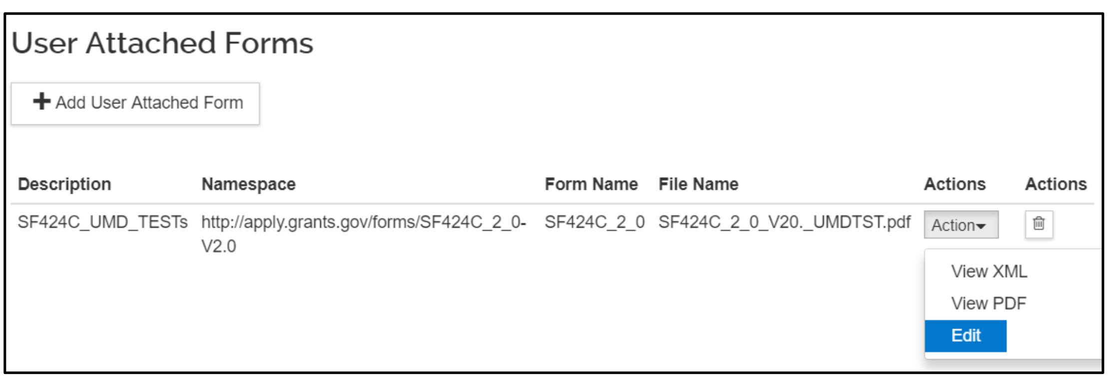
Click User Attached Forms tab > Click  the button [+ Add User attached Form]




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

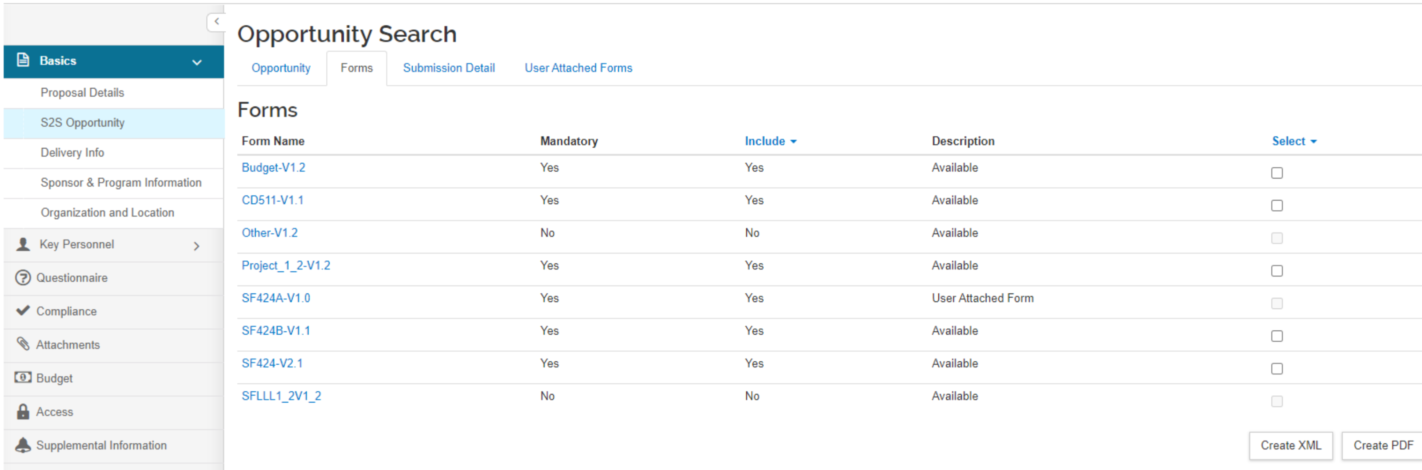



You will see the form now listed in the User Attached Forms list.
If you need to edit the [Description] after uploading, click [Action] > Click [edit]
If you need to view the PDF at any point, click on the Actions pulldown and click View PDF




## Viewing Your Forms

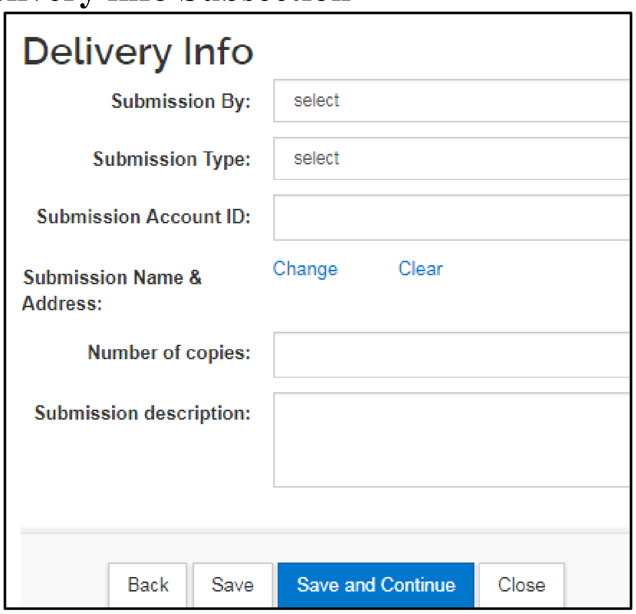
You can view the forms in PDF version at any time. To do so, go to the S2S Opportunity section of Proposal Basics and click the Forms tab:




| Form Name | Mandatory | Include | Description | Select |
|---|---|---|---|---|
| Budget-V1.2 | Yes | Yes | Available | |
| CD511-V1.1 | Yes | Yes | Available | |
| Other-V1.2 | No | No | Available | |
| Project_1_2-V1.2 | Yes | Yes | Available | |
| SF424A-V1.0 | Yes | Yes | User Attached Form | |
| SF424B-V1.1 | Yes | Yes | Available | |
| SF424-V2.1 | Yes | Yes | Available | |
| SFLLL1_2V1_2 | No | No | Available | |

Select which forms you'd like to see by clicking the boxes at the right, then click Create PDF. The forms will contain any information you have already entered into the proposal record at the time. To print or save a copy of the information submitted to the sponsor, select all forms and Create PDF.

## Delivery info Subsection



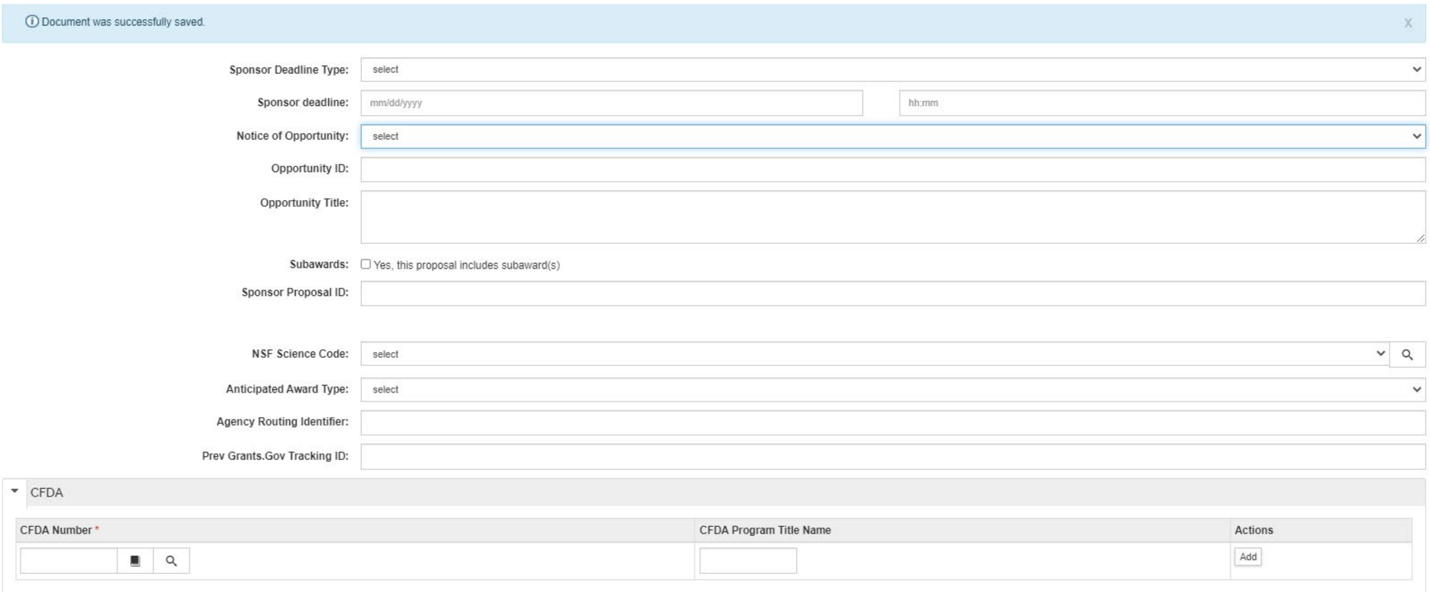

**Submission by:** This field is required. Select which party will be responsible for transmitting the proposal to the Sponsor. In most cases this will be ORAA. If the lab/unit business office will be submitting on behalf of the University, select Department. If, as with certain sponsors, the PI must herself upload the proposal directly into a sponsor's portal, select PI.

**Submission Type:** If the proposal is to be submitted electronically (e.g. grants.gov, email) select "Electronic." If a paper copy is to be delivered select "Regular." We do not use "Delivery Service"

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

UMCES does not use the remaining fields.

## Sponsor & Program information Subsection




**Required Fields for All Proposals:**

- **Sponsor Deadline (Date):** The date the proposal is due to our sponsor. If the deadline is a target, enter the date the PI expects to submit.
- **NSF Science Code:** aka, the R&D Field required on the Notice of Intent Form. Select from drop down menu.

**In addition, the following fields may be required or prepopulated depending on the type of the submission.**

- **Opportunity ID:** May already be populated if S2S. Otherwise add opportunity ID if available for Federal Sponsors or Federal Prime Sponsors.
- **Opportunity Title**: May already be populated if S2S. Otherwise add opportunity title if available for Federal Sponsors or Federal Prime Sponsors.
- **CFDA: Required for all proposals with Federal Sponsors or Federal Prime Sponsors.**
- **Subawards:** Check yes if this project will include subawards
- **Sponsor Proposal ID:** complete if directed to do so in FOA
- **Agency Routing Identifier** complete if directed to do so in FOA
- **Prev Grants.Gov Tracking ID:** used for Changed/Corrected or Resubmission S2S applications only

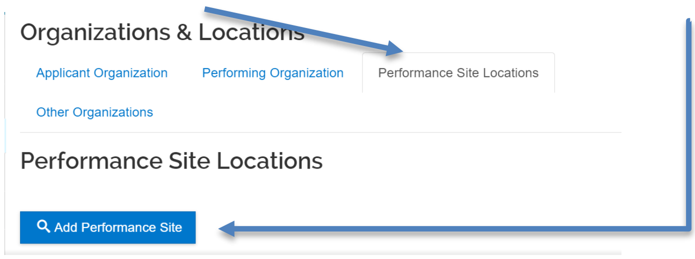
## Organization and Location Subsection

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

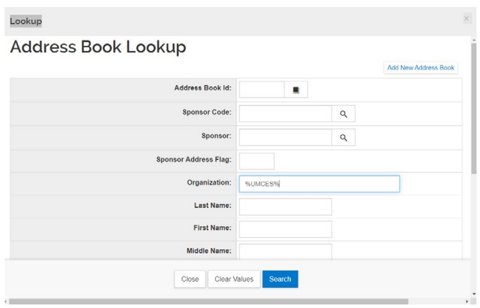
**Applicant Organization Tab:** The applicant organization cannot be changed in the proposal. Do not edit.
**Performing Organization Tab:** UMCES does not use
**Performance Site Locations Tab:** A Performance Site is another location where UMCES work will take place for a minimum of 3 months of the project. If you are using the off-campus F&A rate, this must be completed with a non-UMCES location. This tab is NOT for subawardees. Unit/Lab addresses can also be added here.

The Address Book is used to lookup or create new entries that you may add to the Performance Site list.

- If an Address Book record already exists:
  Click [Performance Site Locations] tab > Click [Add Performance Site]



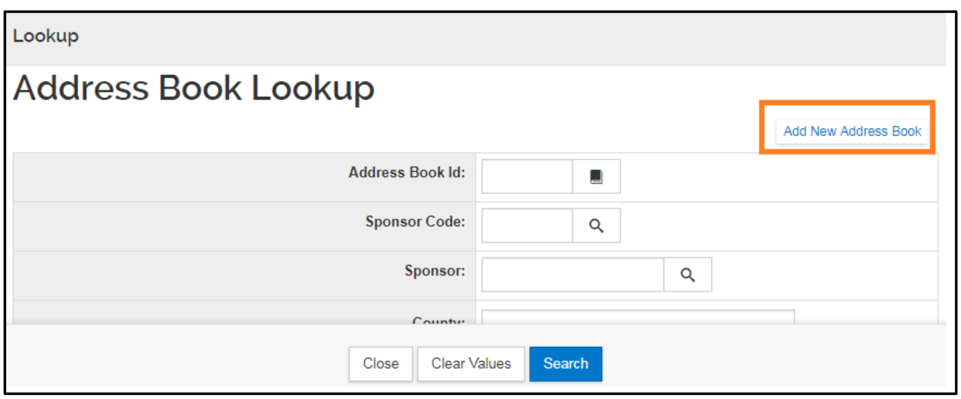

This will take you to the Address Book Lookup window.




To find AL, CBL, HPL, IAN, or IMET, Enter %UMCES% in the Organizations field. Click search, then select the appropriate lab from the search results.

To find MDSG, type 3212 into the Address book ID field at the top and then search.

## To Create a New Performance Site in the Address Book

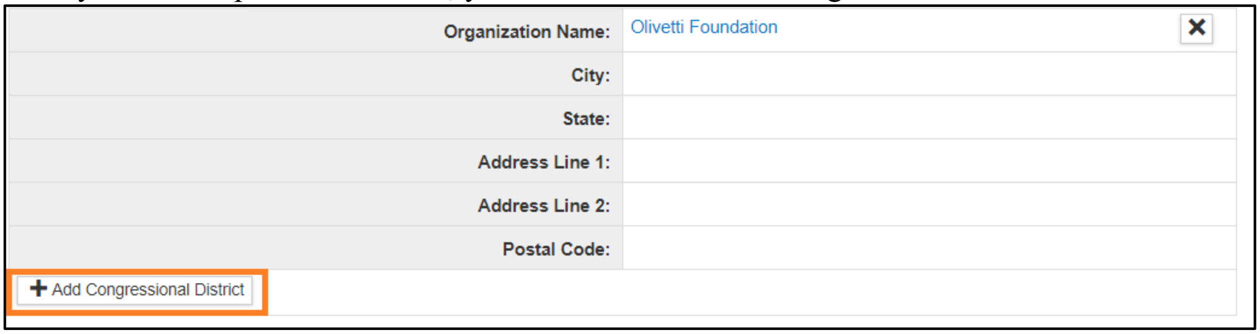



## Address Book Document Overview Panel


## Address Book - Performance Site

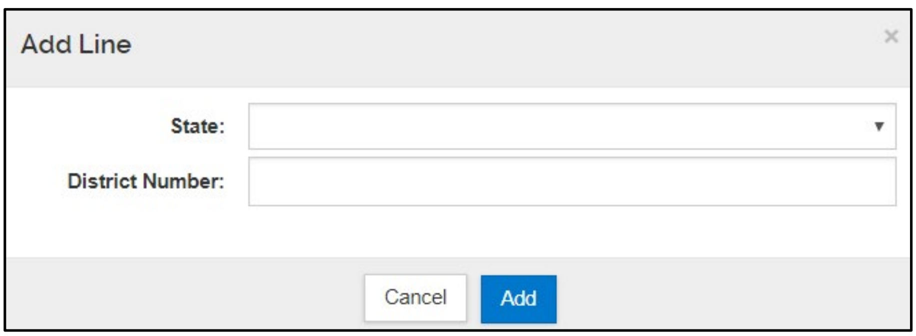
**Address Book ID**: internally assigned number
**Address Line 1/2/3 (Line 1 REQUIRED)**: address lines (only enter data in address line 1 and 2),
**City (REQUIRED)**: city name
**Comments**: not used at UMCES
**Country Code (REQUIRED)**: dropdown menu
**County**: Enter if known
**Delete Flag**: not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

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



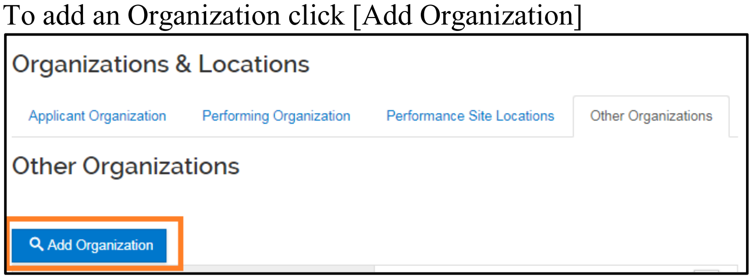

**How to Lookup the Congressional District**
**[https://www.house.gov/representatives/find-your-representative](https://www.house.gov/representatives/find-your-representative) - zip code search**
**[https://www.govtrack.us/congress/members](https://www.govtrack.us/congress/members) - by address**

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



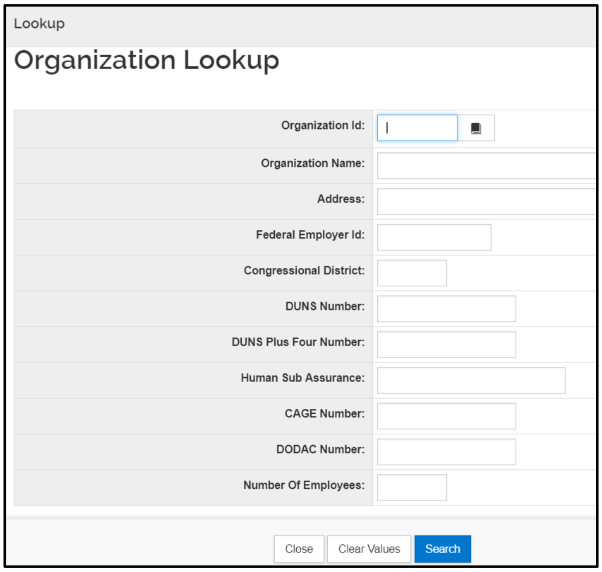

**Other Organizations Tab (Subaward)**
Use this tab to add subaward organizations if applicable to your proposal.

**Add Organization**
To add an Organization click [Add Organization]



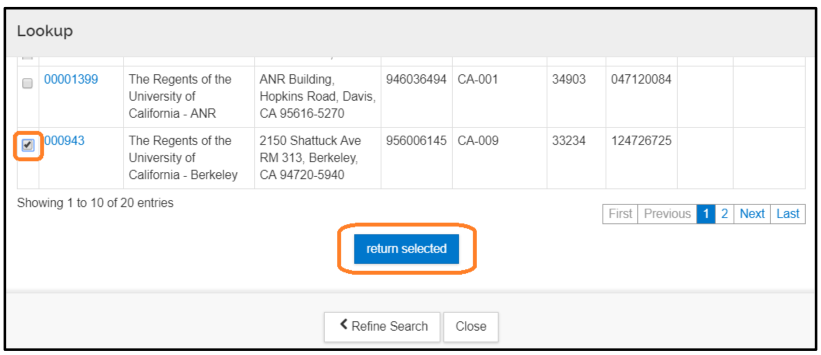

**Search Organization**
Search for the Subawardee by the Organization Name using an * as a wildcard before and after (e.g. *California*) and click the Search button.

NOTE: The organization name is the official legal name and may not be what is commonly used. (e.g. UCLA's legal name is the Regents of the University of California). If you're having trouble




finding an organization, try trimming down your search to one word with the * before and after.

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




If the Organization you plan on issuing a subaward to is not listed in the Organization table, send an email with the Organization name, address, and URL to [kr-help@umces.edu](mailto:kr-help@umces.edu). Organization set up is a longer process than most KR tweaks as it involves quite a bit of subrecipient monitoring work. If your PI is planning to work with a new subawardee, request the addition as soon as possible.

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

# Key Personnel Section

All Senior Key Personnel named on the project should be added to this section. When you add a person, you will select either an "Employee" from UMCES or a "Non Employee" who is not associated with UMCES as a staff or faculty member. Once you've searched and retrieved a person, you will need to assign a role. If you have selected an NIH Sponsor, the roles are slightly different than those for non-NIH sponsors.

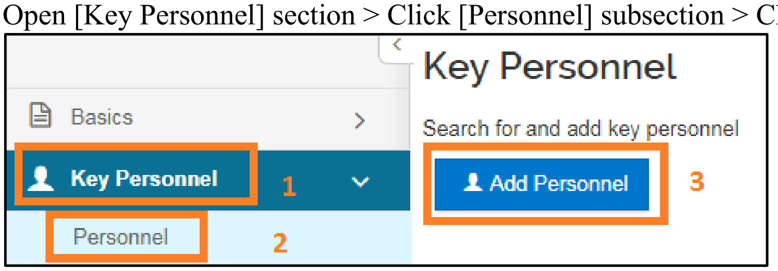
| **Non-NIH Sponsors** | **NIH Sponsors** |
|---|---|
| • **Principal Investigator:** Lead PI of the project<br>• **Co-I:** Co-Investigator<br>• **Key Person:** Non-investigator role. Once selected, you will need to add in a short description for this person's role. | • **PI/Contact:** Lead PI of the project<br>• **PI/Multiple:** ONLY used for NIH Multi-PI projects, not applicable for other sponsors<br>• **Co-I:** Co-Investigator<br>• **Key Person:** non-investigator role. Once selected, you will need to add in a short description for this person's role. |

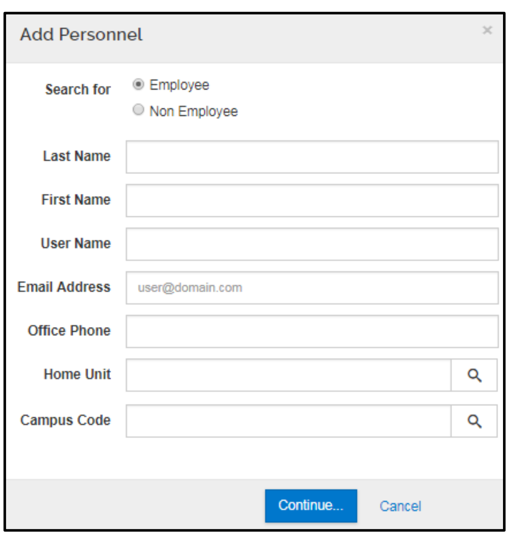
**Note: If you need to add a Non-UMCES investigator, please use the Key Person role only.**

## Personnel Subsection

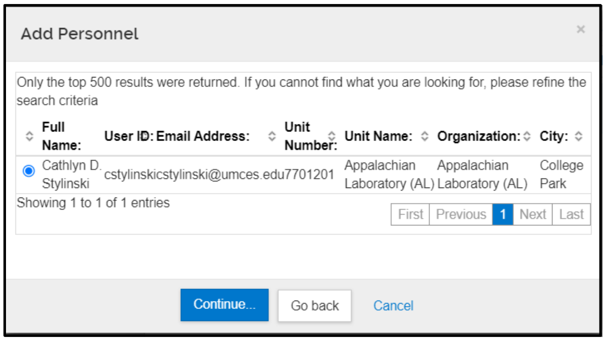
### Adding a UMCES employee

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



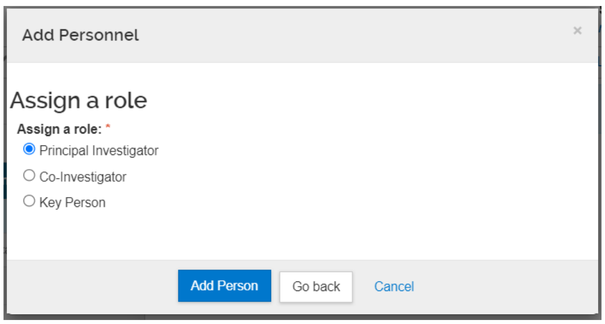




Click [Employee] Radio Button > Enter search variables >Click [Continue] to execute the search. If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.




Identify the correct person and click on the radio button next to the correct person > Click [Continue].

If you are unable to identify the correct person, Click [Go Back] to return to the search query and refine the search. If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.



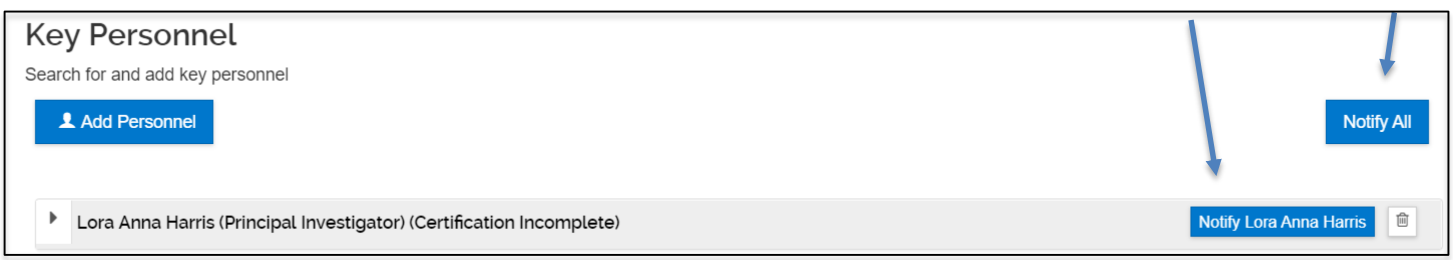

Click on the radio button next to the correct role for this Person > Click [Add Person].

Click [Go Back] to return to the search query and refine the search. If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.

### Certification Notification

KR can send email directly to the UMCES Investigator(s) informing them the proposal requires their certification:

Click [Notify NAME] to send a message to that person's email as recorded in PHR that he/she needs to review the proposal and answer the certification questions.




If there are multiple UMCES researches (e.g., PI and Co-I) you can select Notify All rather than notifying them each individually.

**All researchers must complete the certification for themselves. This may not be delegated to anyone else. THIS MUST BE COMPLETED BEFORE PROPOSAL IS AVAILABLE TO SUBMIT TO THE SPONSOR. This is a system requirement which cannot be inactivated.**

However, while completing this certification record within the eRA system is best practice, real life is frequently more complicated. In the event that a researcher is unable to complete her certification within Kuali itself, the researcher's proposal prep team can certify on the researcher's behalf.
To certify on behalf of your researcher(s):

1. Have the researcher compete and sign the Researcher Certification by Proxy (RCP) form and return it to you;
2. Complete the Researcher Certification according to the answers your researcher provided (Kuali will automatically note who completes the certification);
3. Upload the completed RCP form as an Internal Attachment.

UMCES will not be using Credit Allocation functionality at this time. Please leave this section blank.

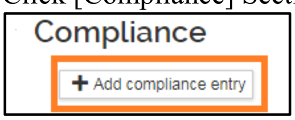
# Compliance Section

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

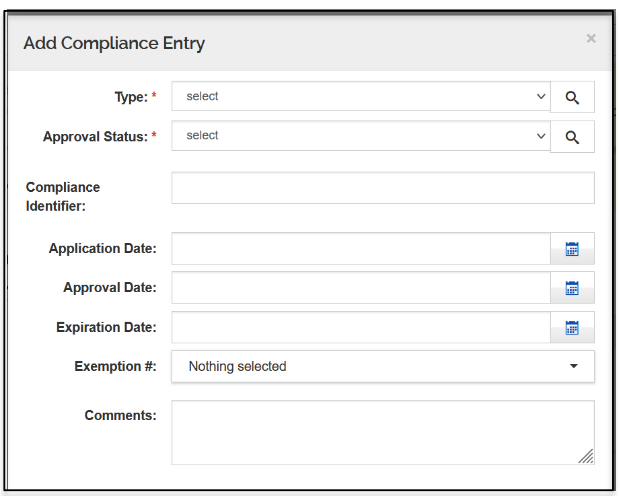
- Human Subjects
- Animal Subjects
- Biological Materials
- Chemicals
- Conflict of Interest
- Data Security Requirements
- e-Verify
- Export Control
- F&A Waiver
- Financial Conflict of Interest
- Hazardous Waste
- Highly Toxic Gases
- Intellectual Property Waiver/Review
- Proprietary Information
- Publication Restriction Waiver
- R/V Rachel Carson Use Required
- Radioactive Materials
- Recombinant DNA
- Scientific Diving
- Select Agent Toxins
- Space Change Required
- Special Citizenship Requirement

**Add compliance**

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



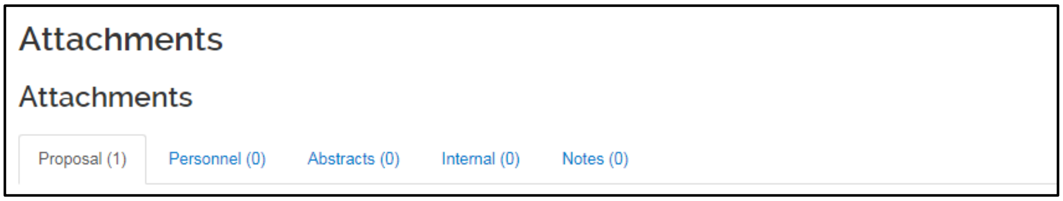

Complete the required fields > Click [Add Entry]. If you click Cancel, the system will return to the Compliance screen.




**Type:** Select the appropriate compliance
**Approval Status:** Select appropriate approval status
**Compliance Identifier:** Enter protocol or approval number if known
**Application Date:** Date application for approval/review was submitted to appropriate review board. If the researcher has not yet applied, leave this blank.
**Approval Date:** Date approval of protocol/exemption was granted (if applicable)
**Expiration Date:** Date current approval expires (if applicable)
**Exemption #:** Select appropriate exemption number (if applicable)
**Comments:** If the title of the protocol differs from the proposal title, enter the protocol title in the Comments.

# Attachments Section

The Attachments section has individual tabs for Proposal, Personnel, and Internal attachments. Proposal and Personnel attachments will be submitted to the Sponsor for S2S proposals when the appropriate forms are included AND THE INCLUDE CHECK-BOX IN THE S2S SECTION IS SELECTED FOR THAT FORM. Internal attachments are always for departmental and ORAA use only. UMCES does not use Abstracts (with exception noted below) or Notes. **The attachment file size is limited to 25 MB**.




### Attachments Tabs Use Overview

**Non-S2S Proposals**

- Proposal – Non-Personnel Proposal Documents
- Personnel – CVs, etc.
- Abstracts – DO NOT USE
- Notes – DO NOT USE
- Internal – for UMCES use only, not all files are submitted to the sponsor
    - Required: Departmental Budget in Excel, UMCES- Funding opp/BAA
    - Check with your departmental supervisor and CA for other required internal files

**S2S Proposals**

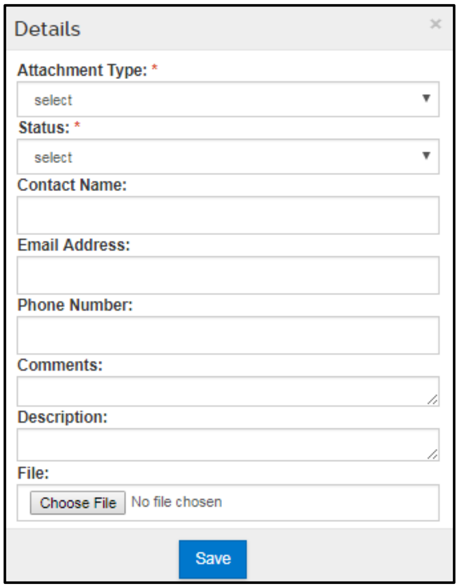
- Proposal – required Grants.gov attachments to be sent to the sponsor
- Personnel – required Grants.gov personnel-specific attachments to be sent to the sponsor
- Abstracts – Use only for SF424 Short Form - type in project description in Project Summary Abstract Type.
- Notes – DO NOT USE
- Internal – for UMCES use only, is not submitted to the sponsor
    - Required: Departmental Budget in Excel, UMCES- Funding opp/BAA
    - Check with your departmental supervisor and CA for other required internal files

### Proposal Tab

The Proposal Tab is where you attach all non-personnel documents.

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

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




**Attachment type (Narrative type):** Select appropriate attachment type

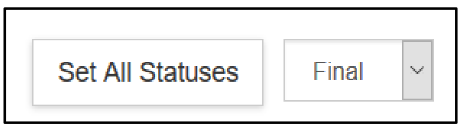
**Status:** Select appropriate status for the document.

**Description**: Add title for narrative type; no spaces or special characters in title, descriptions MUST be unique

**How Will I Know Which Attachment Types to Use for my S2S Grants.gov Proposal?**

By using the **[Kuali Research Attachment Types and Grants.gov Crosswalk]** of course!

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



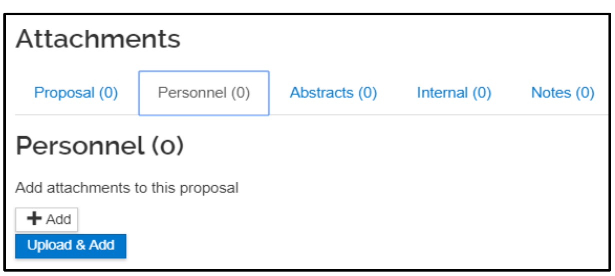

**Shortcut!**
By using "Set All Statuses," you can quickly set all statuses in this section to Final or Draft.

Note: You may encounter a warning regarding attachments, such as the example below:

*The uploaded file < null > contains special characters < null > in the file name. Special characters should be avoided in any file name if this proposal is being submitted via Grants.gov.*

This simply means that one or more of your attachments has a character the system doesn't recognize, or a space ("null") in the document title: "CV Lastname" vs "CV_Lastname." This is only an issue if your proposal is being submitted via Grants.gov; the warning can be ignored for all other submissions. It may alarm your researchers, however!

## Personnel Tab




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

## Abstract Tab

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

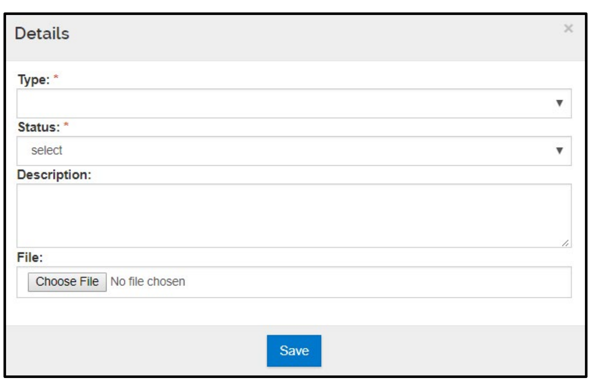
**Notes Tab**
Do not use.

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

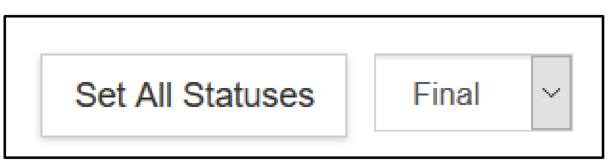

<u>ORAA Required Types</u>
- UMCES-Departmental Budget in Excel
- UMCES-Funding Opp/BAA
- For Non-S2S Proposal Grants.gov proposals, include the Adobe Package (generated from Workspace).

<u>Lab/Unit Required Types:</u>
- See your departmental contact.

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




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




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

**Notes Tab**

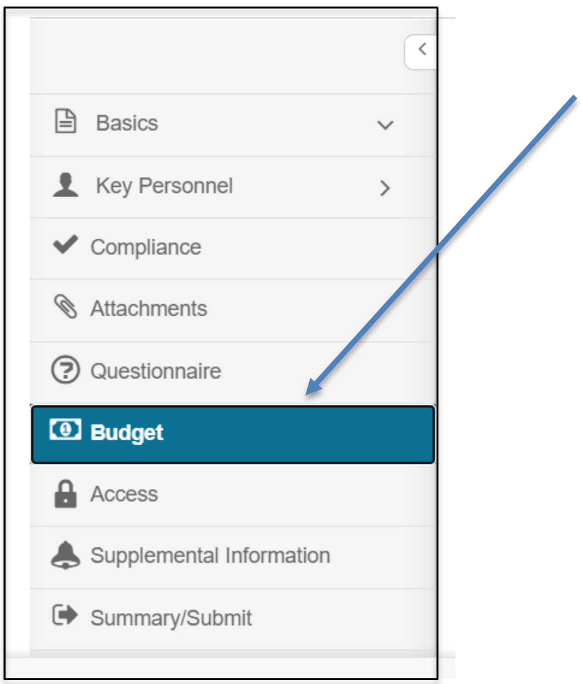
Auto populated by the system to track return/recall individual, date, and time.

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


# Questionnaire Section

If your proposal is an S2S Grants.gov submission, there will be information in the Questionnaire section that needs to be completed prior to routing. If there is nothing in this section, you may move on to the next section, the Budget.

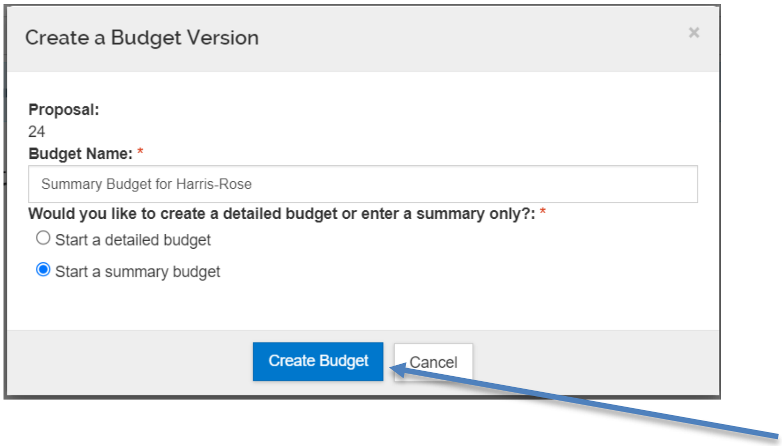
# Budget Section




To access the Budget Section, click the Budget button in the navigation bar on the left.

That takes you to the Budget Versions page, where you will be able to see all budgets associated with this proposal. To create a budget, click the button on the right-hand side of the page:

Clicking the + Add Budget button triggers a pop-up window:




<u>Name the budget</u>. Budgets cannot be renamed or deleted once they have been created. A proposal can have multiple budgets but only one budget can be marked "For Submission." The rest will be for your reference only.

<u>Select detailed or summary budget</u>. Unless a detailed budget is required for the submission, it is recommended that you use a summary budget at this time.

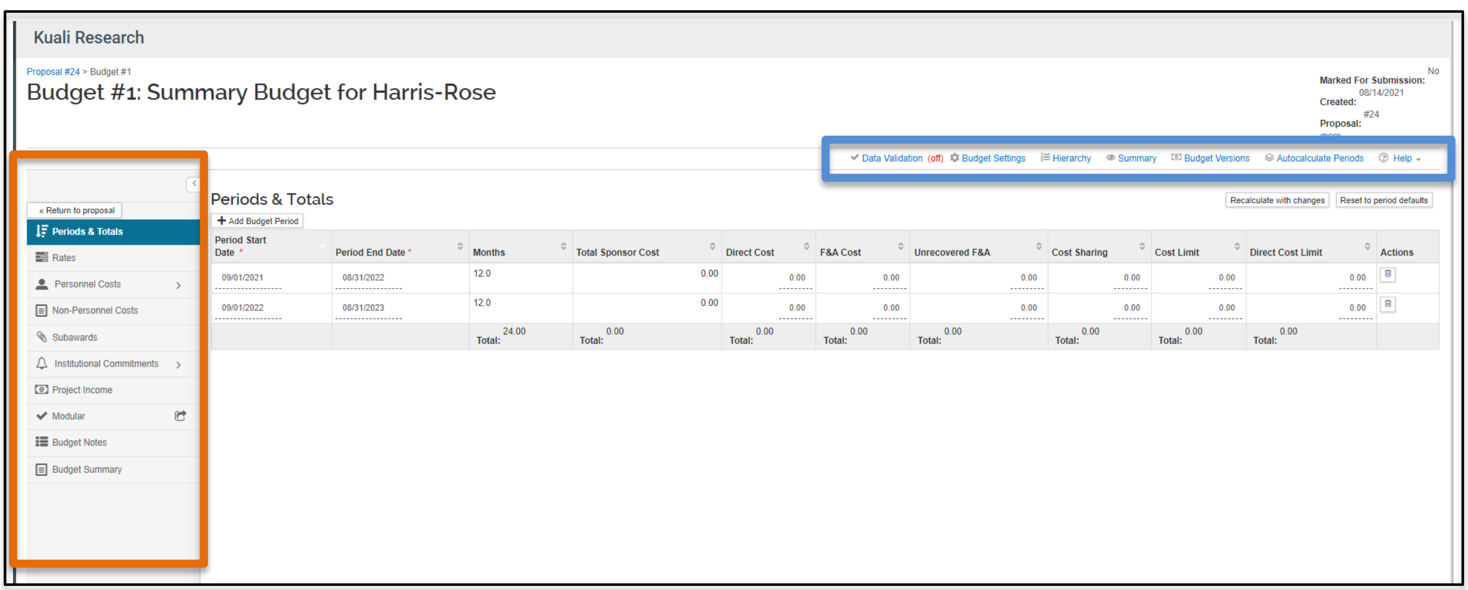
For NIH submissions, you can also select a Modular Budget option.

Click Create Budget.

Once you select Create Proposal, the Budget Document Page will load.

## *Navigating the Budget Document Page*

The Budget Document Page has a **Navigation Bar** (left) and **Top Menu** that are unique to this section.

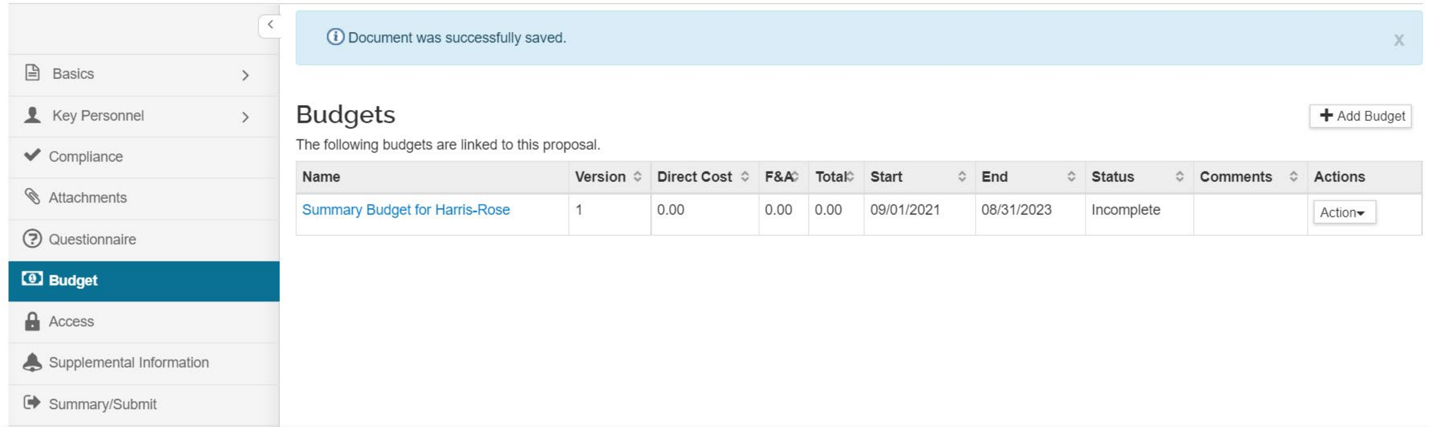



| **Navigation Bar** | |
|---|---|
| **Icons** | **Description** |
| « Return to proposal | Takes you back to the proposal page. |

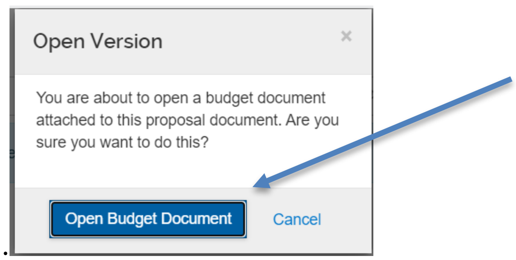
| | |
|---|---|
| Periods & Totals | Displays the budget periods and project cost information. |
| Rates | Sync or adjust the rates (F&A, Fringe Benefits, and Inflations) as needed. |
| Personnel Costs | Setup and budget for Personnel. Add and view persons who need to be budgeted for project activities.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

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

Note: You can return to the main proposal at any time by clicking the Return to Proposal button in the Navigation Bar.




Click on the Name of the budget you want to access, which will trigger the following pop-up window:



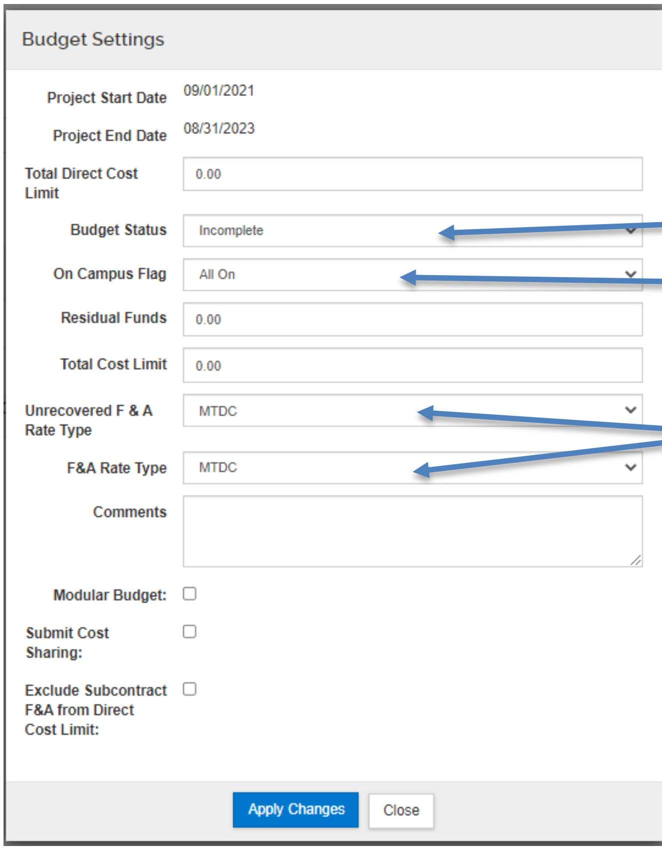

Click Open Budget Document to return to the Budget Document Page.

Clicking Cancel will simply close the pop-up window.

## *Creating a Summary Budget*

If your proposal is a non-S2S proposal, a summary budget is sufficient at this time. To create a summary budget, follow the following steps:

1. **Configure Budget Settings (Button on Top Menu)**




Status should be incomplete

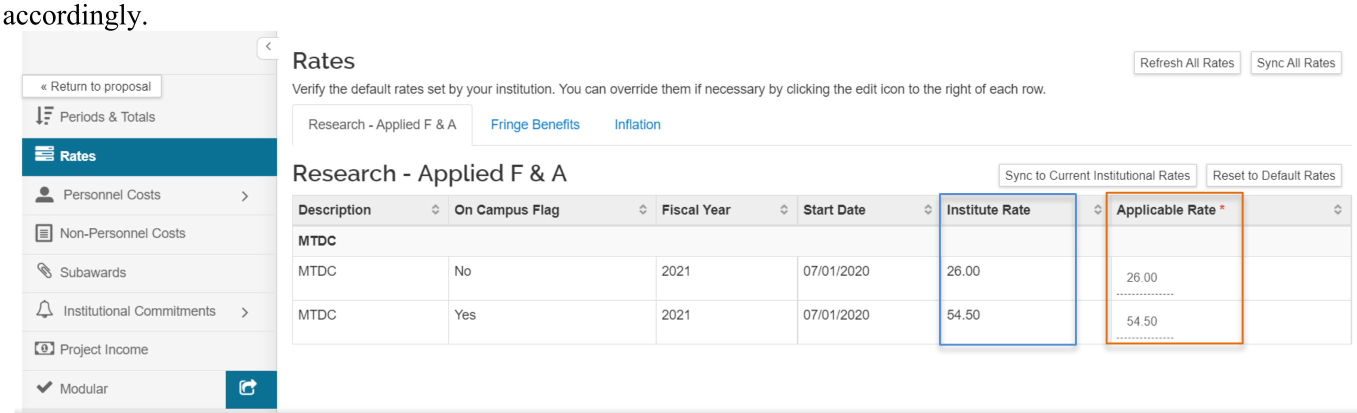
Select appropriate On/Off Campus Flag

Select appropriate Unrecovered F&A Rate Type and F&A Rate Type (MTDC, TDC, etc.). These should be the same.

2. **Configure Rates (Button in Navigation Bar)**

   There is only one rate you need to check for a summary budget: The F&A

   First, verify that the correct F&A rates appear in the table in the Institution Rate column. The Applicable Rate column defaults to the same as the Institution Rate. If the rate being submitted for this proposal will be different from our Federally negotiated rate (due to sponsor limitation, waived F&A, State Agency rate, etc.) update the Applicable Rate accordingly.




**Did you know?** A data field underlined with a dotted line means you can change the data shown there. Simply click within that field and make the changes you need!

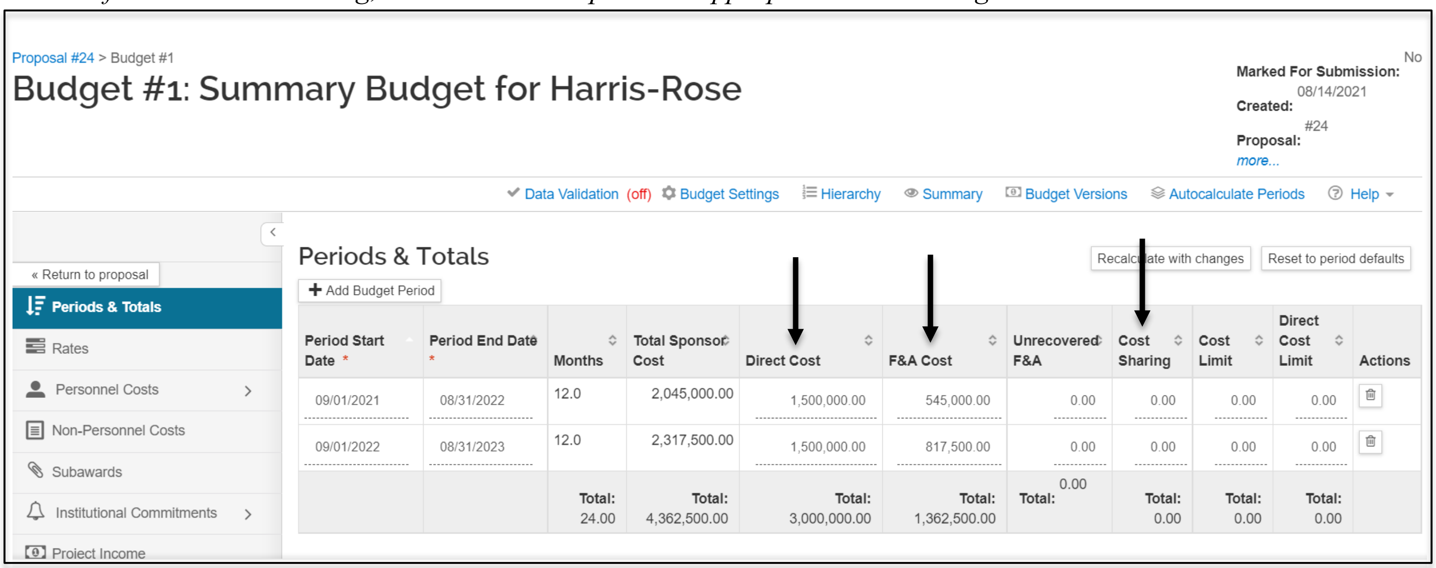
**A Note about Rates Navigation**

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

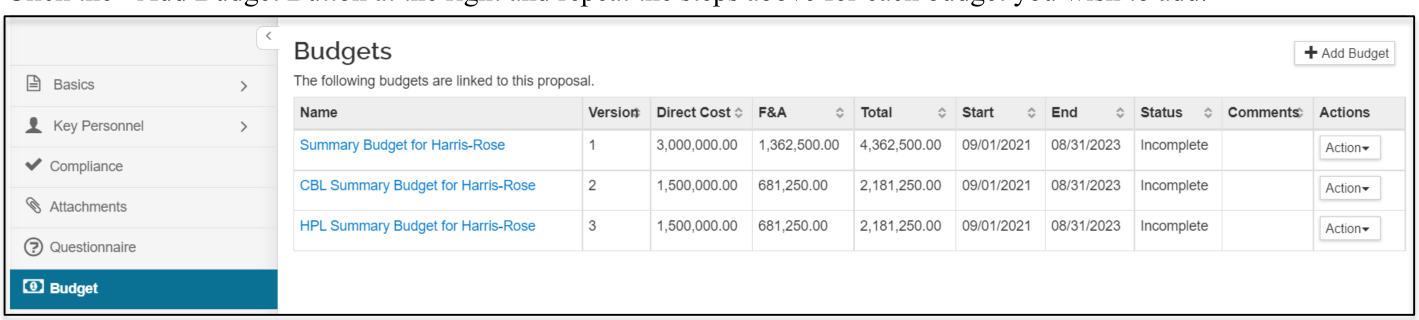
**3. Create the Summary Budget**

Click Periods and Totals in the Navigation Bar. Populate the amount fields for Direct Costs and F&A Costs. If your project has Cost Sharing, enter amounts as needed.

❖ *If there is Cost Sharing, remember to complete the appropriate cost sharing sections as well.*

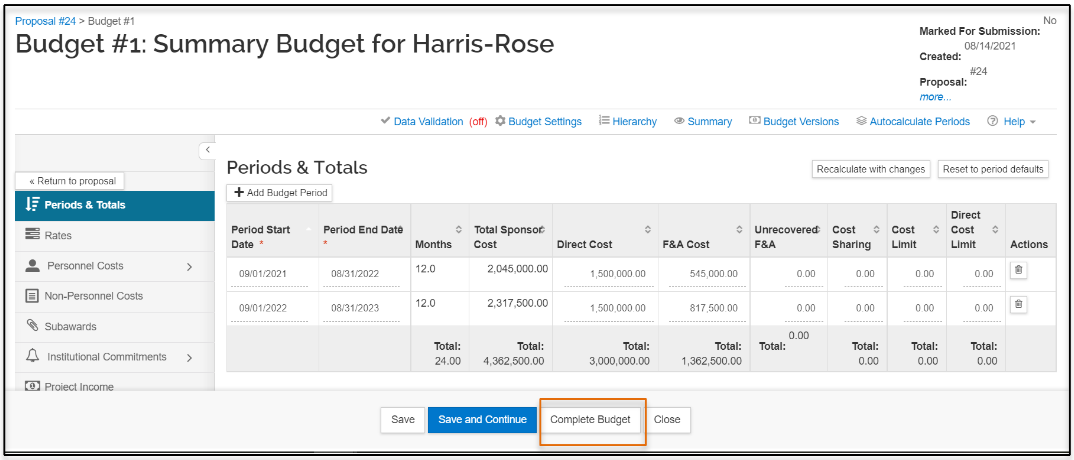



You may add additional budgets to your proposal. To do so, click the Budget button in the navigation bar on the left. Click the +Add Budget Button at the right and repeat the steps above for each budget you wish to add.

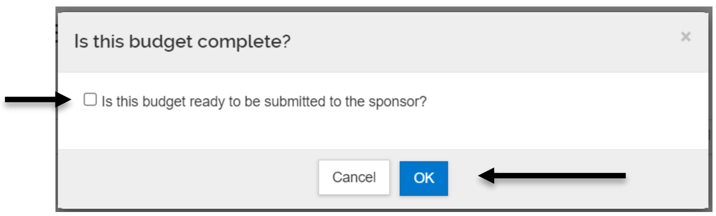



Budgets must be marked Complete before the proposal can be submitted for approval. You can Complete your budget on either the Budget Document page or the Budget section of the main proposal.

To complete the budget on the Budget Document Page (where the proposal details are entered), click the Complete Budget button at the bottom of the page:

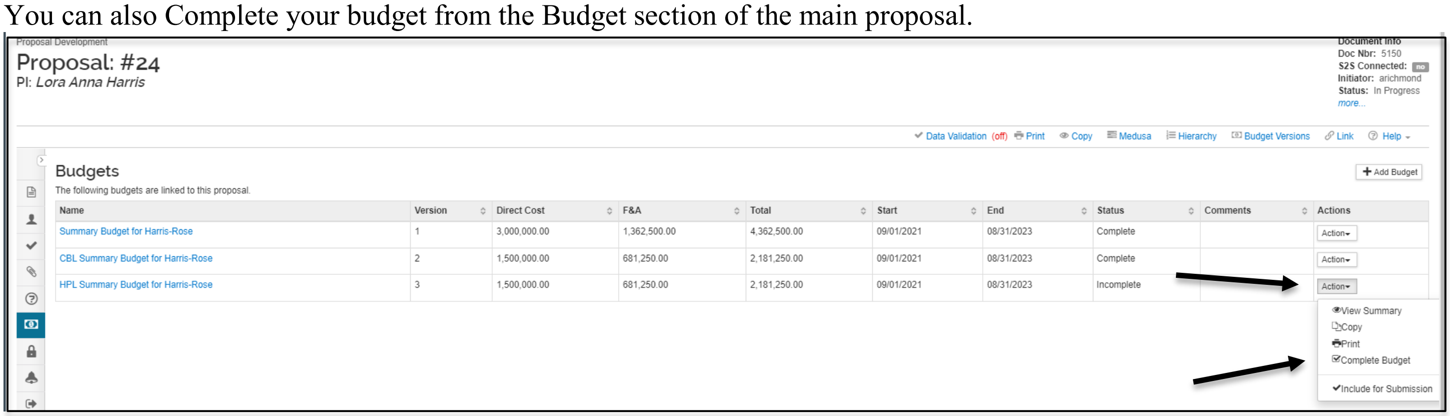



Clicking Complete Budget triggers this pop-up window:

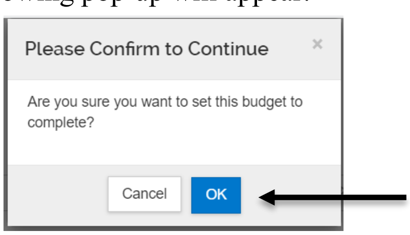



To mark the budget Complete, Click OK. To mark the budget Complete and designate it as the budget to be submitted to the sponsor, click the check box and then click OK.

You can also Complete your budget from the Budget section of the main proposal.



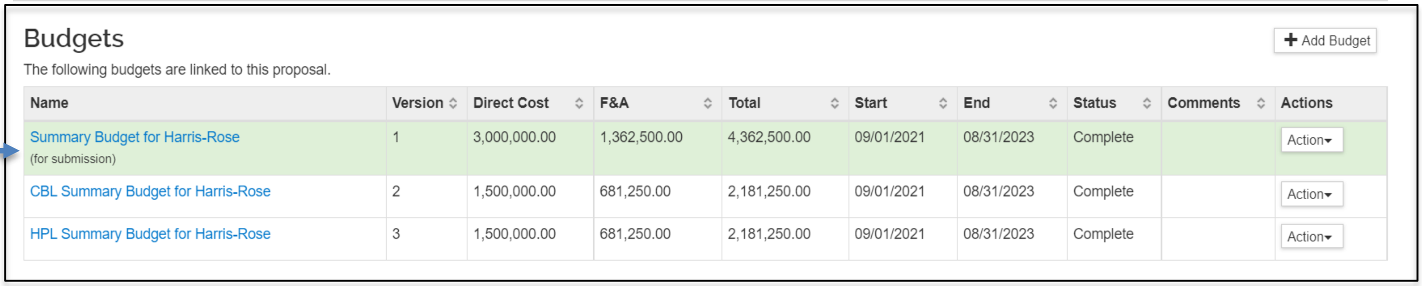

To mark the budget complete, simply click the Action button at the end of the budget row and the click Complete Budget. The following pop-up will appear:




Click OK to Complete the budget.

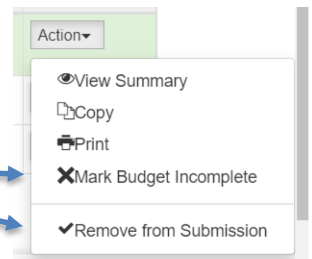
To select a budget for submission from the Budget section, click the Action button at the end of the budget row and then click Include for Submission.

See below: The statuses of all three budgets is Complete. The Summary Budget for Harris-Rose is also marked as the one to Include for Submission.




Not Right? No Worries!

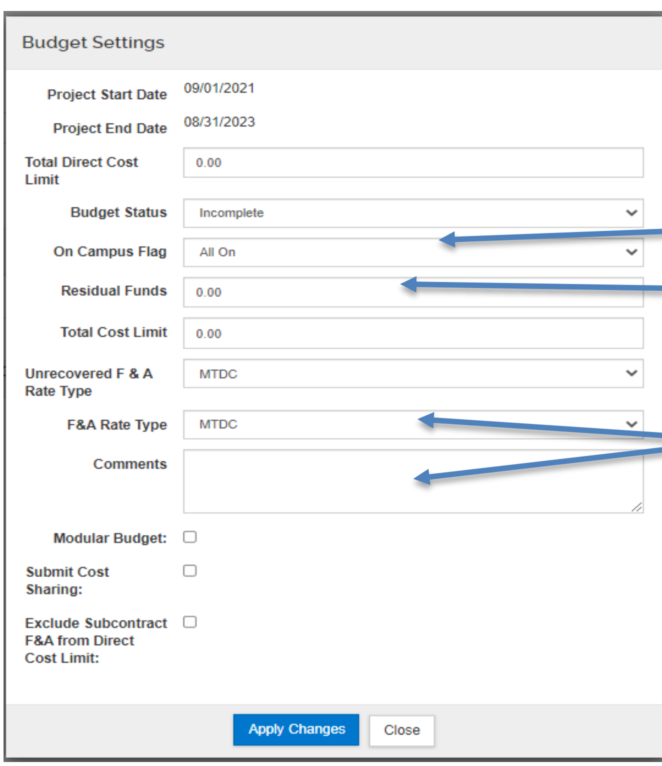
You can change the status of your budgets any time prior to routing. Simply click the Actions button at the end of the row and make the desired change.




## *Creating a Detailed budget*

Creating a detailed budget begins in roughly the same way as a summary budget. Click Add Budget, give the budget a name, select Start a Detailed Budget, and then Create the budget.

### Configure Budget Settings




Status should be incomplete

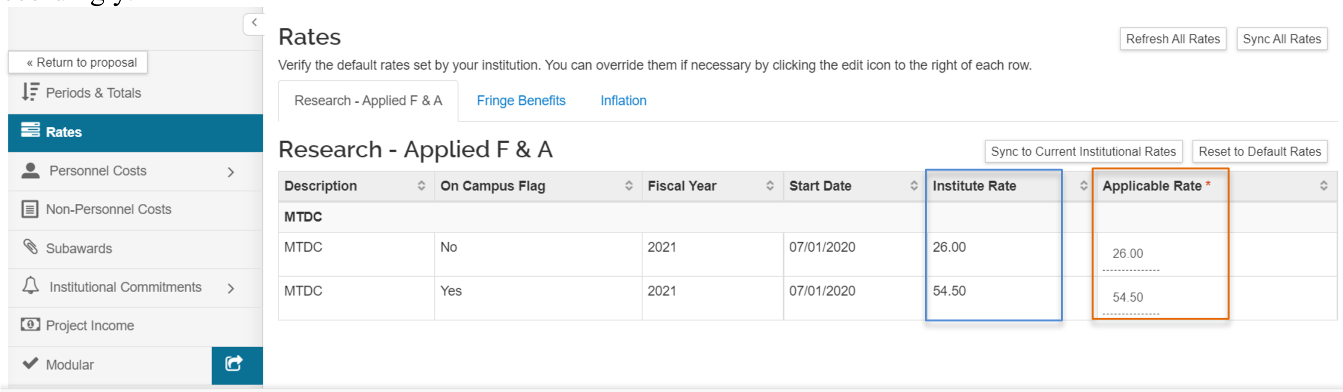
Select appropriate On/Off Campus Flag

Select appropriate Unrecovered F&A Rate Type and F&A Rate Type (MTDC, TDC, etc.). These should be the same.

**Configure Rates (Button in Navigation Bar)**

For a detailed budget, there are <u>three</u> rates you need to review: F&A, Fringe Benefits, and Inflation.

First, verify that the correct F&A rates appear in the table in the Institution Rate column. The Applicable Rate column defaults to the same as the Institution Rate. If the rate being submitted for this proposal will be different from our Federally negotiated rate (due to sponsor limitation, waived F&A, State Agency rate, etc.) update the Applicable Rate accordingly.

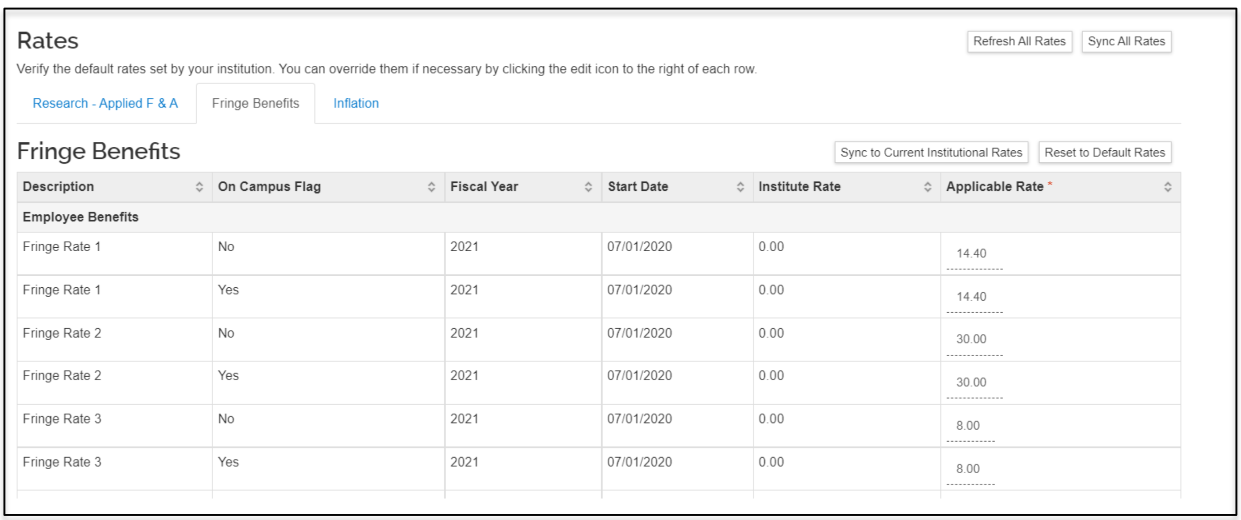



Second, input the correct fringe rate(s).

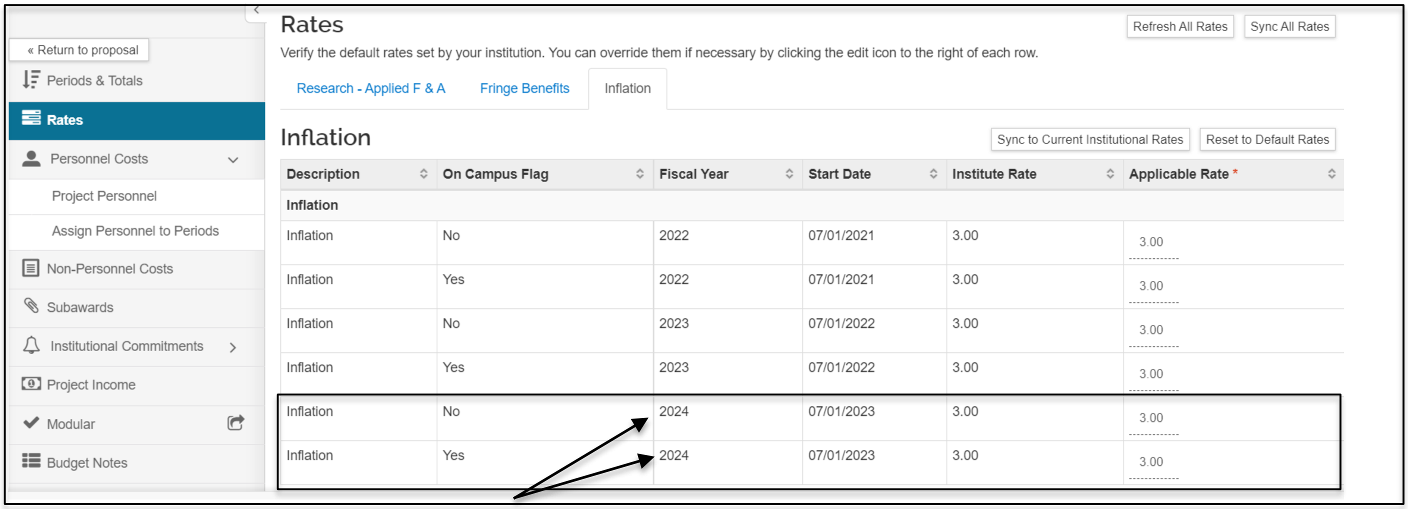
*Multiple Fringe Rates*

Because UMCES does not have a federally negotiated fringe rate, you have to enter the correct fringe rate for each person who will be paid on the project.

Note that there are two lines for each fringe rate, one for off campus and one for on. Enter the correct fringe rate for the PI under both lines of Fringe Rate 1, the correct fringe rate for the Co-I on both lines of Fringe Rate 2, etc. Each rate will need its own Fringe Rate lines, so unless you have two people with the exact same fringe rate, each person will have their own rate. In this example, the PI has a fringe rate of 14.4%, the Co-I's rate is 30%, and Person 3 has an 8% rate.




Third, check the Inflation Rate. The Institute Rate for inflation defaults to 3%. If you want a different inflation rate (or no inflation rate) make the appropriate changes in the Applicable Rate column.




Notice that each Fiscal Year has two lines, one for Off Campus and one for On. It is best practice to make any rate adjustments for both on and off campus.

## Periods & Totals Section

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

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

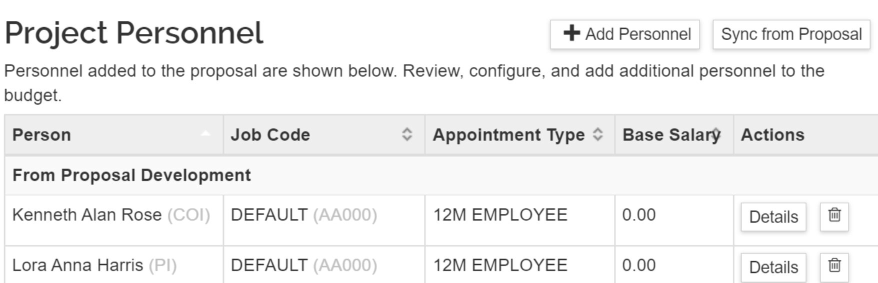
## Personnel Costs Section

There are two places where you can manage Personnel Costs:

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

### Project Personnel Subsection

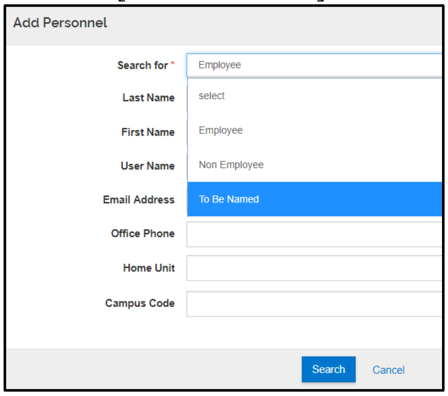
All Key Personnel that were added back on the actual Proposal will be listed here by default, but they do not all necessarily have to be used. You may add additional people such as To Be Named personnel or Employees and Non-Employees that were not originally listed on the proposal. This section is essentially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




**Review all Personnel listed and add any missing people.**

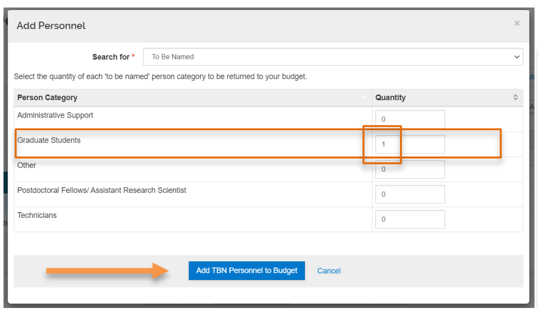
**Adding To Be Named Personnel**

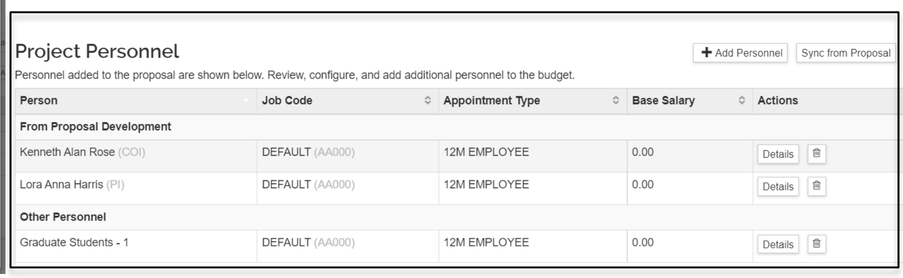
Click the [+Add Personnel] button > Change the 'Search for field' in the pop-up window to "To Be Named."



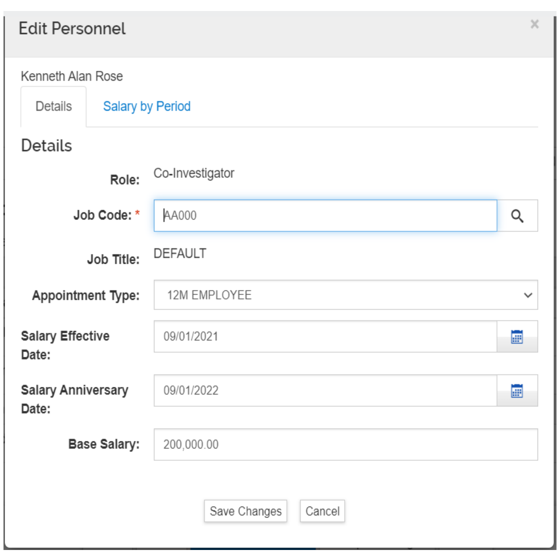

Clicking Cancel will take you back to the Project Personnel screen.

The menu will refresh and provide a list of To Be Named categories. Enter the number of personnel in the appropriate category(ies) and click Add TBN Personnel to Budget. In this example, one To Be Named Graduate Student has been added and will now appear in the Project Personnel list:



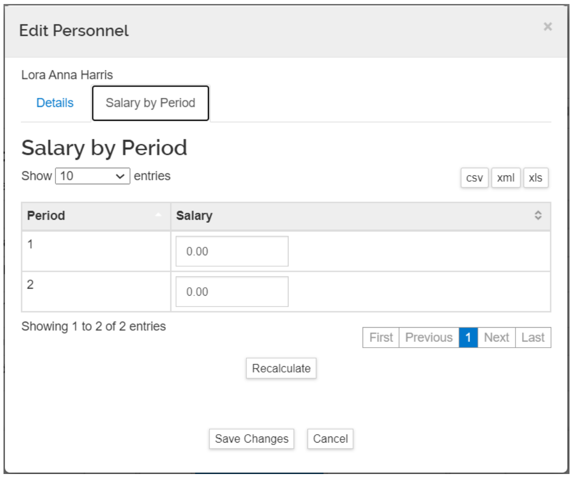




Once you've confirmed all people needed for the project budget are listed in the Project Personnel list, you will need to edit details for **EACH** person to set salary, appointment type, and when to trigger inflation on salary if applicable. Click on [Details] to edit the details for each person.




**Job Code**: Leave current job code assigned, if missing enter "AA000" placeholder
**Appointment Type:** This is the time interval for their Base Salary. Select appropriate type from drop down list.
**Salary effective date:** The date a person can start working and we can start charging salary. Usually matches the start date of the project.
**Salary anniversary date:** The date the salary will start to inflate; this is typically the start of budget period 2. If left blank, KR will apply inflation on July 1, the start of the fiscal year.
**Base Salary**: You will need to fill this in; salary information is not part of the HR feed.

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




**Salary By Period:** Do not use unless S2S.

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

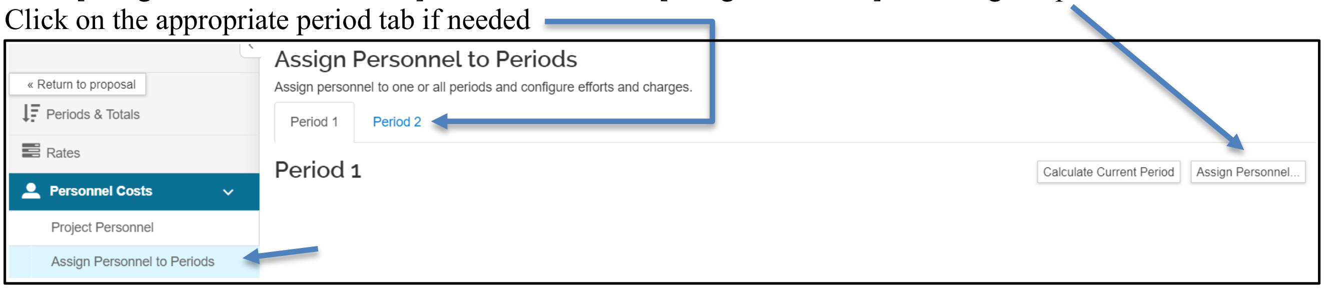
Click Save Changes when finished.

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

## Assign Personnel to Periods Subsection

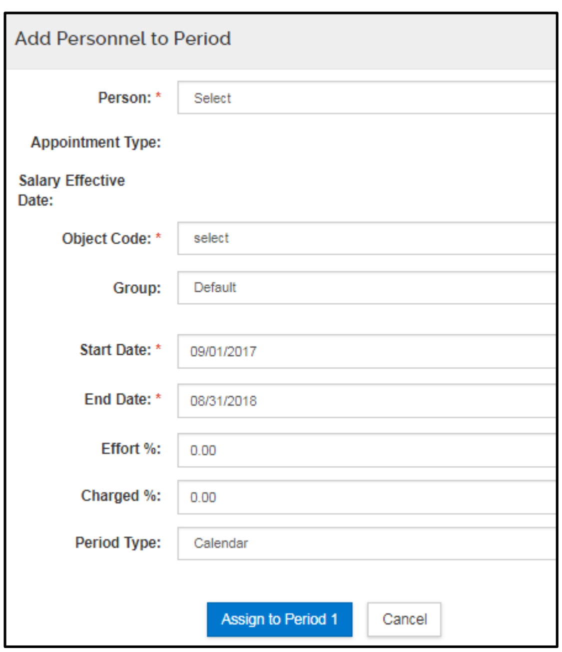
### Adding personnel line items

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




### Add Personnel to Period Menu

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




**Person:** Select the person you would like to add to the budget period from this dropdown. Only people in the Personnel subsection that were previously identified will be available. See [Project Personnel](#) on how to add missing people.
**Object Code:** Select the appropriate Cost Element Object Code. This drives the type of Fringe Rate that will be applied (Faculty, Staff, Legislated, Limited).
**Group:** Optionally used for organizing people.
**Start and End Date:** Update if needed.
**Effort %:** Enter Percentage for Effort.
**Charged %:** Enter Percentage for Charged.

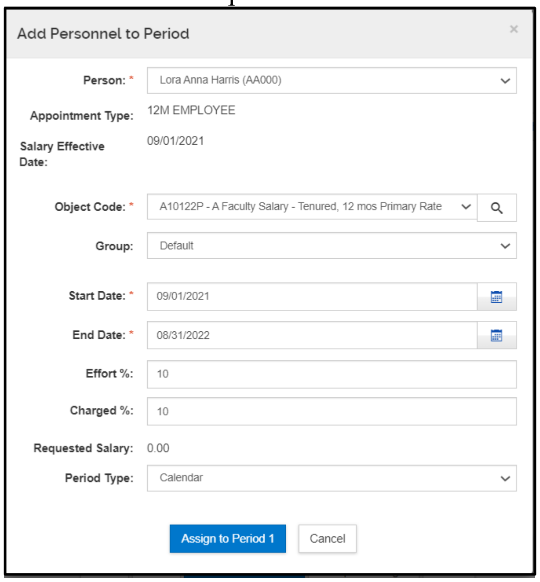
- Effort % can never be less than Charged %. (This would be indicating you are getting paid for doing less work).
- If Effort % is greater than Charge % then this is a form of Cost Sharing (You are saying you will do more work for less money).

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

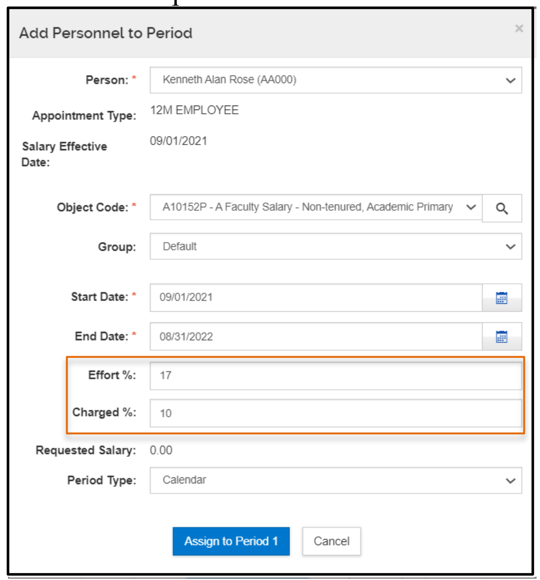
## Cost Share on a Personnel Budget Item

To create cost share on a personnel budget item, simply indicate that less effort will be charged to the sponsor than the person will be devoting to the project.

Example:




Example with Cost Share:



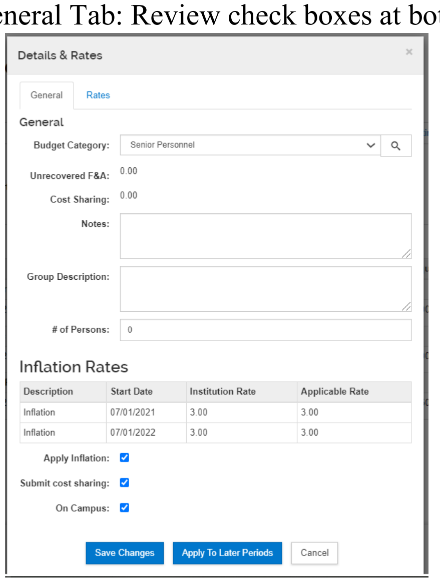

**After all personnel are assigned to Period One, you <u>must</u> assign the correct fringe benefit.**

Click on Details & Rates at the end of the budget row:

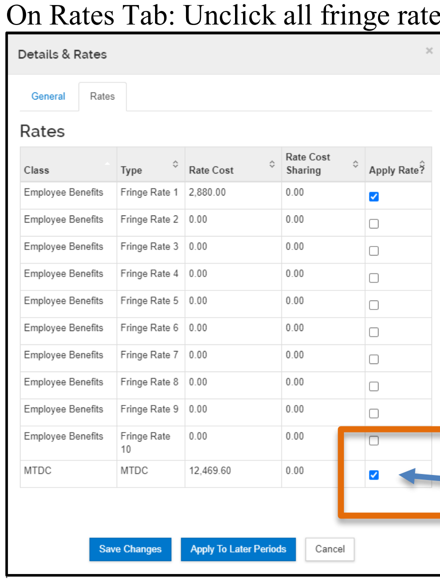
| Person | Start | End | Effort | Charged | Period Type | Requested Salary | Calculated Fringe | Actions |
|---|---|---|---|---|---|---|---|---|
| A10122P - A Faculty Salary - Tenured, 12 mos Primary Rate | | | | | | | | Details & Rates |
| Lora Anna Harris | 09/01/2021 | 08/31/2022 | 10.00 | 10.00 | Calendar | 20,000.00 | 10,480.00 | Details |

On the first tab (General) of the Details & Rates window, verify that the indicators at the bottom (Apply inflation, Submit cost sharing, On-Campus) are appropriately marked for your proposal.

General Tab: Review check boxes at bottom



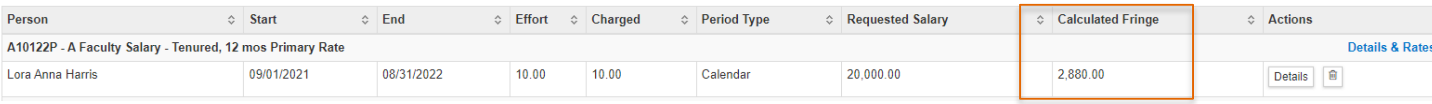

On Rates Tab: Unclick all fringe rates that don't apply to that employee:




Remember the [Multiple Fringe Rates](): Fringe Rate 1 was for the PI, Fringe Rate 2 was for the Co-I, and fringe rate 3 applies to our TBD Graduate Student.

Be sure the F&A box is checked!

Complete the Details & Rates review for all employee lines. If you forget to uncheck the fringe rates that shouldn't apply, fringe will be calculated at <u>all</u> entered rates. Notice that in the screen shot above PI Harris had Calculated Fringe totaling $10,480.00. After making the corrections to the Rates, she now has the correctly calculated fringe of $2,880.00.




**Modify or Deleting the Assigned Personnel**

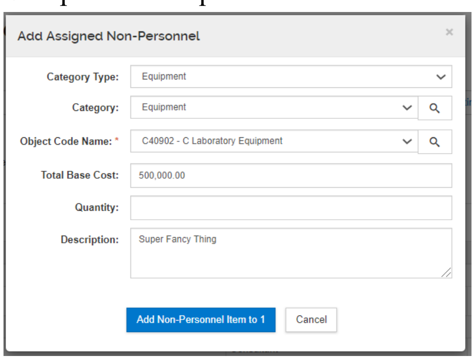
After adding Personnel to a Project Period, you may edit Personnel Details by clicking on the Details button or delete the personnel line altogether by clicking the Trash icon. Clicking on the Trash icon will trigger a pop-up window asking you to confirm the delete; if you clicked this by mistake, simply click Cancel and the personnel line will remain.

**Non-Personnel Costs Selection**

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

To add non-personnel costs to your detailed budget, click on the Assign Non-Personnel button from the Non-Personnel Cost Section.


Complete the required fields:




**Category Type:** Select a main category type

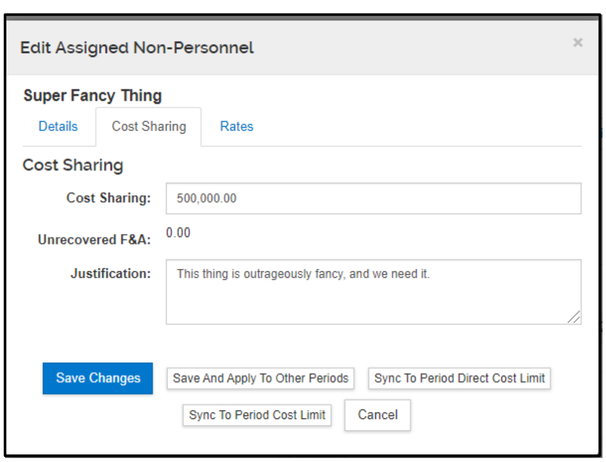
- Equipment
- Travel
- Participant support
- Other direct
- Proposal Hierarchy sub-projects (Do Not Use)

**Category:** Sub-selection of Category Type
**Object Code Name:** Sub-selection of Cat. Type
**Total Base Cost:** Cost of the Non-Personnel Item
**Quantity:** Do Not Use
**Description:** Enter brief description for the item (does not feed to S2S forms)

Once the entry is complete, click Add Non-Personnel Item to 1. Repeat for all Non-Personnel budget lines.

## Cost Share on a Non-Personnel Budget Item

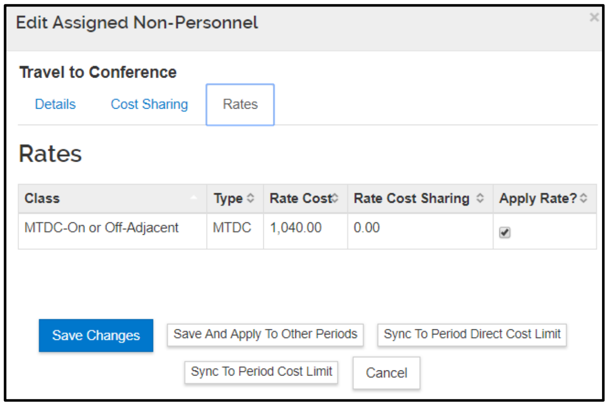
If a portion of the expense for a non-personnel budget item is to be cost shared, Click the Details tab at the end of the budget line and then select the Cost Sharing tab.




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

**Unrecovered F&A:** read-only field, unrecovered F&A is a result of using an F&A rate less than that of the institutional rate or forgoing F&A on a specific line item.

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



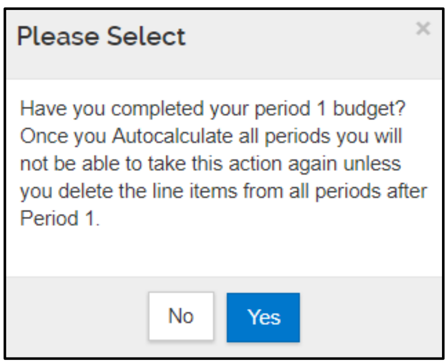

**Rates Tab**
If you are cost sharing an item that is subject to F&A (supplies, etc.) you can view what the rate class, rate type, and rate cost are for the line item.

You may uncheck the box in the "Apply Rate?" Column to remove that rate application. This will generate unrecovered F&A, increasing the total cost share amount.

Non-Personnel budget items can be modified or deleted in the same manner as Personnel budget lines. Simply click the Details button or the Trash icon and make any necessary changes. If you've already autocalculated the budget to all budget periods (see next section), click 'Save and Apply to Other Periods.' Otherwise, simply 'Save Changes.'

## Autocalculate all budget periods

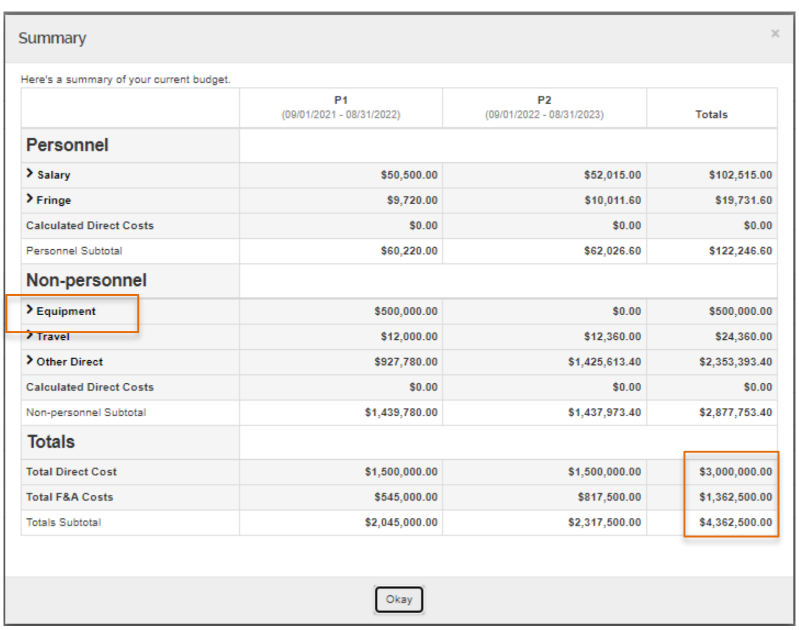
After finalizing all expenses in period 1 of the budget, use the [Autocalculate periods] to generate the remaining budget periods with details. The autocalculate periods function can be performed only **ONCE** per budget version.




Clicking yes will automatically populate all budget categories across all budget years, applying inflation as indicated.

You can then make any necessary changes to out-year budgets by clicking the Details button or Trash icon at the end of the budget row.

Summary


Summary

Here's a summary of your current budget.

| | P1 (09/01/2021 - 08/31/2022) | P2 (09/01/2022 - 08/31/2023) | Totals |
|---|---|---|---|
| **Personnel** | | | |
| Salary | $50,500.00 | $52,015.00 | $102,515.00 |
| Fringe | $9,720.00 | $10,011.60 | $19,731.60 |
| Calculated Direct Costs | $0.00 | $0.00 | $0.00 |
| Personnel Subtotal | $60,220.00 | $62,026.60 | $122,246.60 |
| **Non-personnel** | | | |
| Equipment | $500,000.00 | $0.00 | $500,000.00 |
| Travel | $12,000.00 | $12,360.00 | $24,360.00 |
| Other Direct | $927,780.00 | $1,425,613.40 | $2,353,393.40 |
| Calculated Direct Costs | $0.00 | $0.00 | $0.00 |
| Non-personnel Subtotal | $1,439,780.00 | $1,437,973.40 | $2,877,753.40 |
| **Totals** | | | |
| Total Direct Cost | $1,500,000.00 | $1,500,000.00 | $3,000,000.00 |
| Total F&A Costs | $545,000.00 | $817,500.00 | $1,362,500.00 |
| Totals Subtotal | $2,045,000.00 | $2,317,500.00 | $4,362,500.00 |

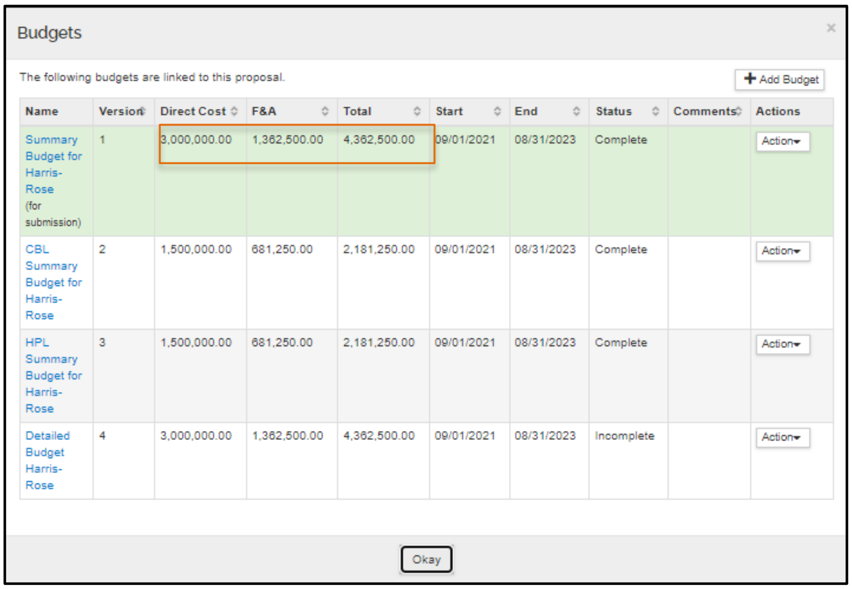
Okay

As you can see from the example to the left, equipment is purchased in year one only.

By drilling down on Other Direct Costs, you can see that a second consultant is added in year two:

| Other Direct | $927,780.00 | $1,425,613.40 | $2,353,393.40 |
|---|---|---|---|
| F31202 - F Outside Consultants | $477,780.00 | $492,113.40 | $969,893.40 |
| F37262 - F Studies or Consultants | $0.00 | $470,000.00 | $470,000.00 |
| F39142 - F Laboratory Supplies & Materials | $450,000.00 | $463,500.00 | $913,500.00 |

Budget Versions


Budgets

The following budgets are linked to this proposal.

Add Budget

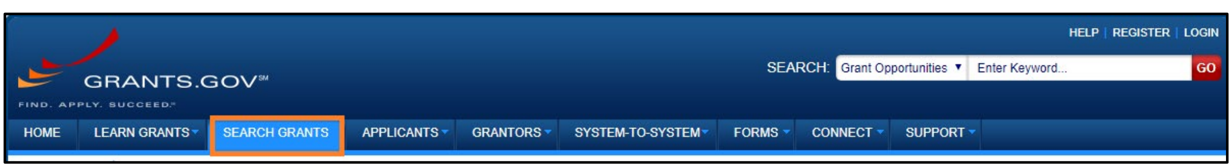
| Name | Version | Direct Cost | F&A | Total | Start | End | Status | Comments | Actions |
|---|---|---|---|---|---|---|---|---|---|
| Summary Budget for Harris-Rose (for submission) | 1 | 3,000,000.00 | 1,362,500.00 | 4,362,500.00 | 09/01/2021 | 08/31/2023 | Complete | | Action |
| CBL Summary Budget for Harris-Rose | 2 | 1,500,000.00 | 681,250.00 | 2,181,250.00 | 09/01/2021 | 08/31/2023 | Complete | | Action |
| HPL Summary Budget for Harris-Rose | 3 | 1,500,000.00 | 681,250.00 | 2,181,250.00 | 09/01/2021 | 08/31/2023 | Complete | | Action |
| Detailed Budget Harris-Rose | 4 | 3,000,000.00 | 1,362,500.00 | 4,362,500.00 | 09/01/2021 | 08/31/2023 | Incomplete | | Action |

Okay

## Subs on S2S Proposals

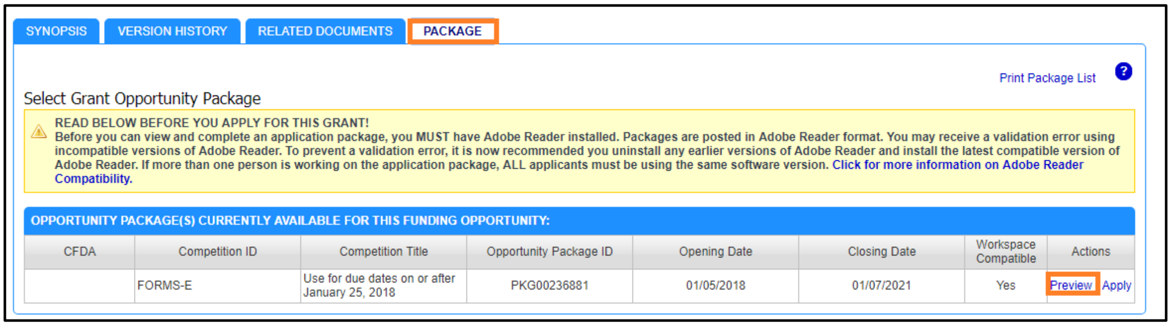
If your S2S proposal has subawards, you will need to download the appropriate subaward budget form from Grants.gov, complete data entry, and import the form(s) into the Proposal Budget Subaward Section. Please perform this process for each funding opportunity to ensure you include the correct form and have a successful proposal submission.

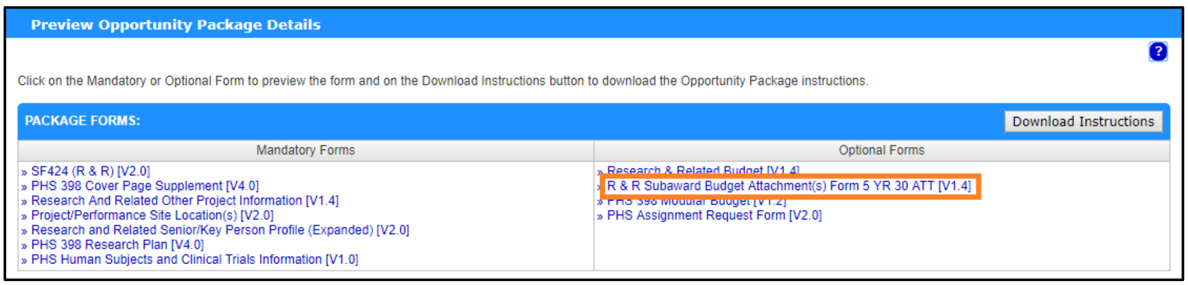
### Extracting the S2S Subaward budget forms

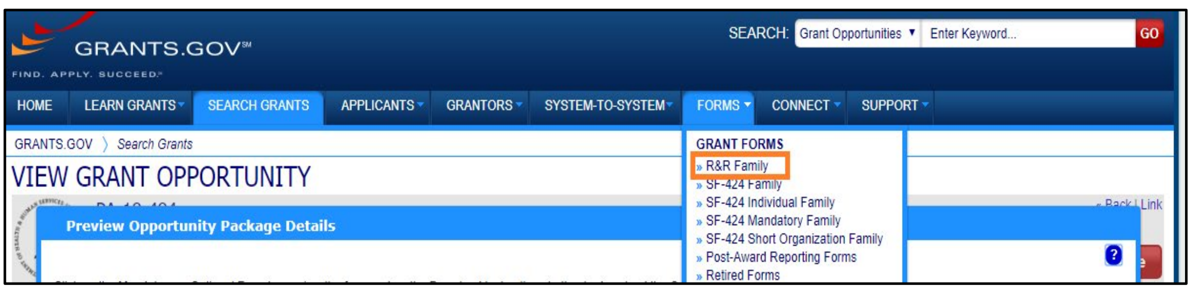


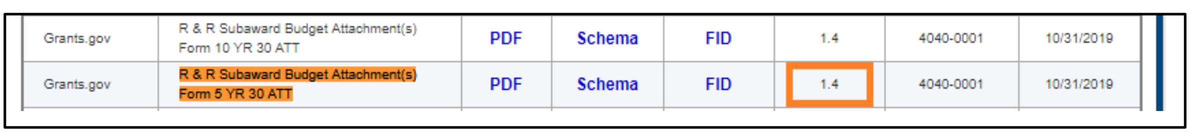

2. Enter the Funding Opportunity number that you wish to apply to in the **Basic Search Criteria: Funding Opportunity Number** field in Grants.gov
 OR
 Enter the CFDA number for the agency you wish to apply to in the **Basic Search Criteria: CFDA Number** field in Grants.gov

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



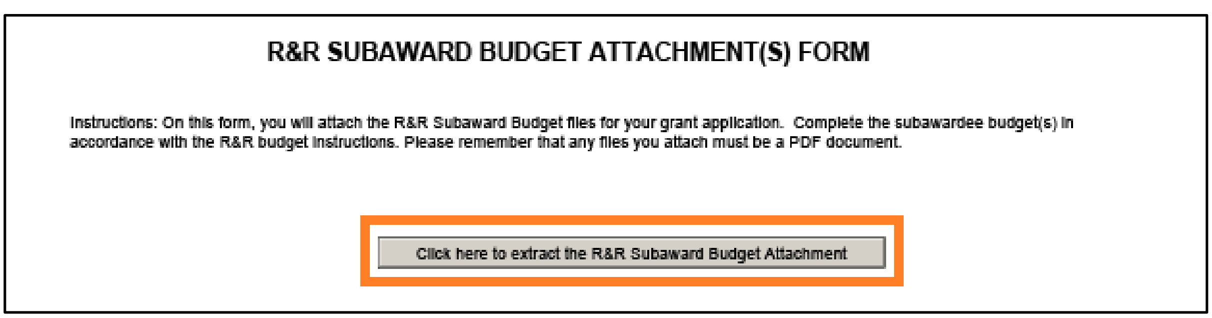




8. Download the form by clicking on the **[PDF]** link next to the correct form and version.

9. If you need an older version of the same form, then click on the FID link to access previous versions of that form.

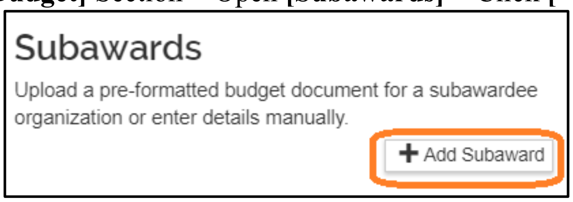


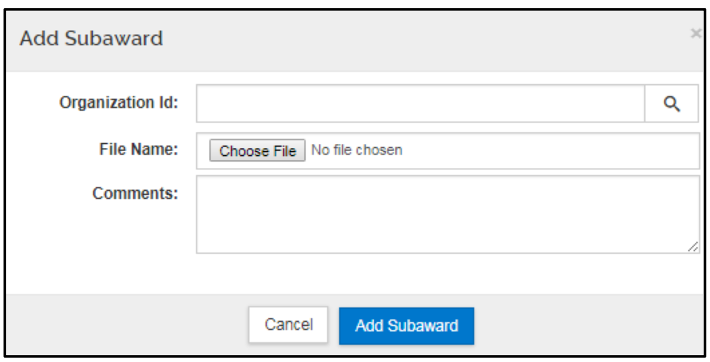
11. After you extract the subaward form and it opens, be sure to enter all necessary information then save it with a unique name.
    - Make sure that the period dates in the Subaward Budget form are exactly the same as the period dates on the proposal.
    - If the Subaward Budget does not have any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

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

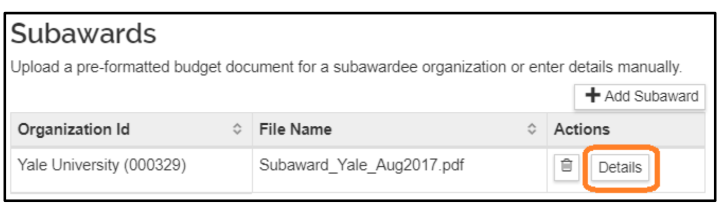
## Attaching the subaward budget to the KR

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



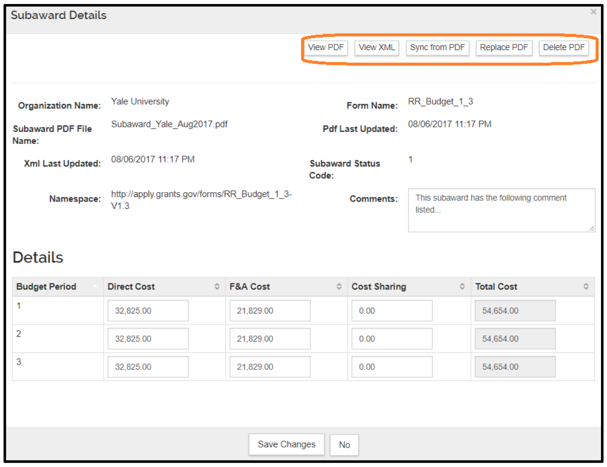




**Organization ID**: Search for the Organization via the Magnifying Glass button. If it cannot be found, email kr-help@umces.edu.
**File Name:** Click the [Choose File] button to upload the previously entered Subaward form.
**Comments:** (Optional) You may enter a comment
Click the [Add Subward] button.




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

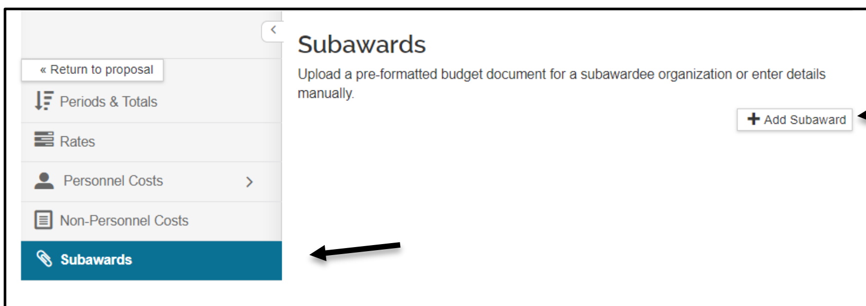
**Delete Subaward:** Click under Actions



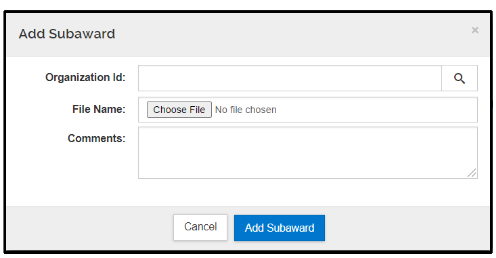

**View PDF:** Confirm Subaward Form is correct by viewing.
**View XML:** ORAA use.
**Sync from PDF:** If data did not reflect what is in the PDF, sync will reanalyze and update information
**Replace PDF:** Swap PDF for Another
**Delete PDF:** Remove PDF
Comments: Optional
**Period Details:** The Direct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

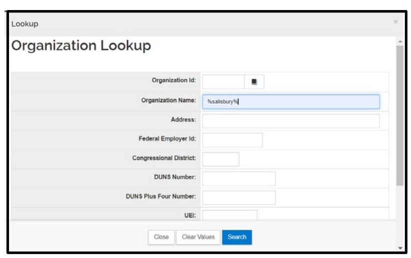
## Subs on Non-S2S Detailed Budget Proposals

To add a subaward to a detailed budget, click the Subawards button in the Navigation Bar and then select Add Subaward from the Subawards Page:



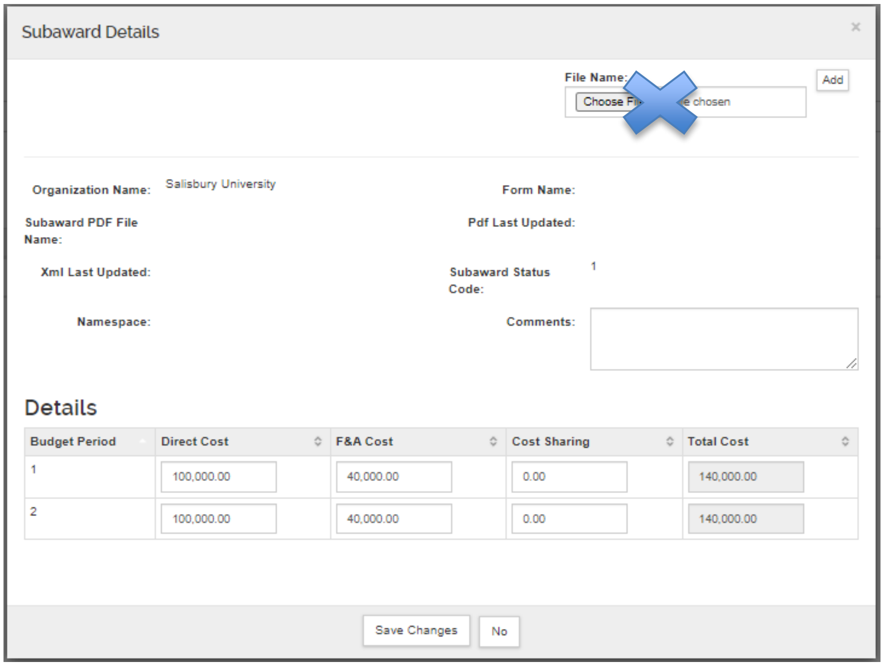

Select the appropriate organization by using the magnifying glass search on the Add Subaward window and then search using wildcards for the name of the subrecipient:




Select the correct institution from the search results. Add any comments you wish and then click Add Subaward.


Click details to add subaward details but do not upload subaward documents for non S2S submissions here.




You can add additional subawards by clicking the +Add Subaward button the right. Remember to add the subaward line(s) to your detailed budget at well.

## *Institutional Commitment Section: Cost Share Details*

The Institutional Commitments Section contains subsections for distributing Cost Sharing and Unrecovered F&A.

### Cost Share Subsection

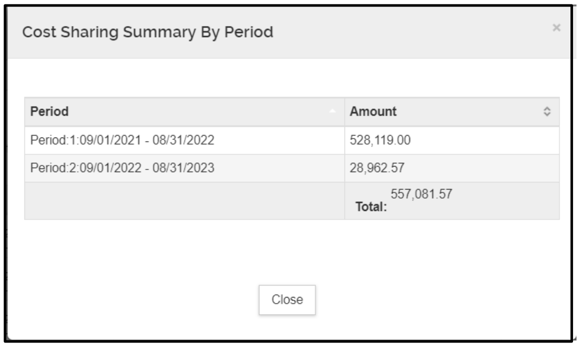
If any Cost Sharing has been identified in the budget, expand the Institutional Commitments Section and the select Cost Sharing subcategory.

You MUST populate all required fields to distribute Cost Sharing:

- **Percentage:** Not Required
- **Source Account:** This field is required and must be unique within each period. Enter one of the following:
  - **EXTERNAL**: If the source of cost share is an external source (not UMCES). If there will be more than one external source of cost share, add a cost sharing role and differentiate the sources as EXTERNAL 1, EXTERNAL 2, etc.
  - **SUB**: If a subaward has cost share funds in its budget
  - **LAB/Unit**: If the source of cost share will be provided by UMCES, specify which lab will be providing. If the same lab will be providing cost share from different accounts within the same budget period, specify LAB1, LAB2 (E.g. CBL1, CBL2) etc.
- **Amount:** Amounts should equal the total cost share you've identified previously for each period.
- **Unit Details:** Key in or lookup the unit that will be responsible for paying for the Cost Share amount in a given period. If the cost share is from the EXTERNAL source, enter the unit responsible for collecting and tracking the cost share.

The Top Menu in the Cost Share section has some unique functionality:

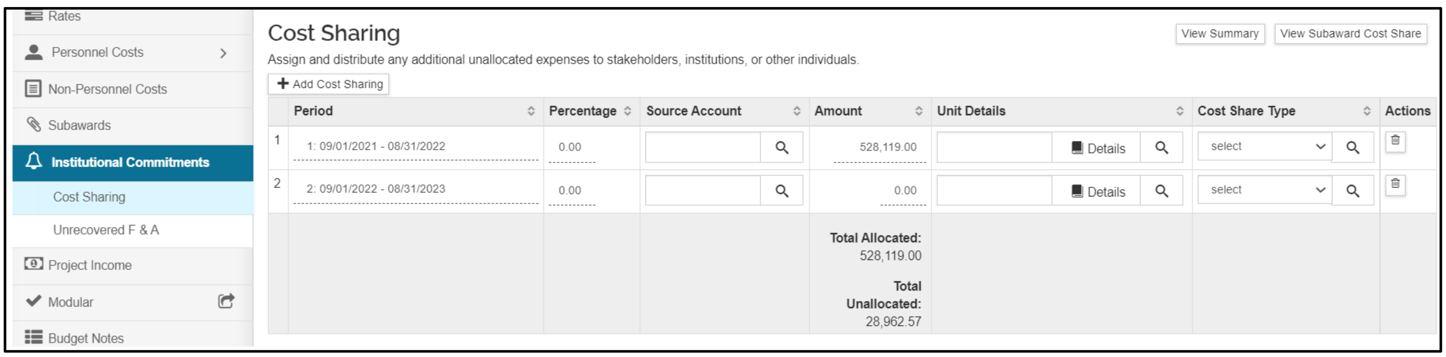
- **View Summary:** Displays a short breakdown of Cost Share amounts by period:


Cost Sharing Summary By Period

| Period | Amount |
|---|---|
| Period:1:09/01/2021 - 08/31/2022 | 528,119.00 |
| Period:2:09/01/2022 - 08/31/2023 | 28,962.57 |
| | Total: 557,081.57 |

Close

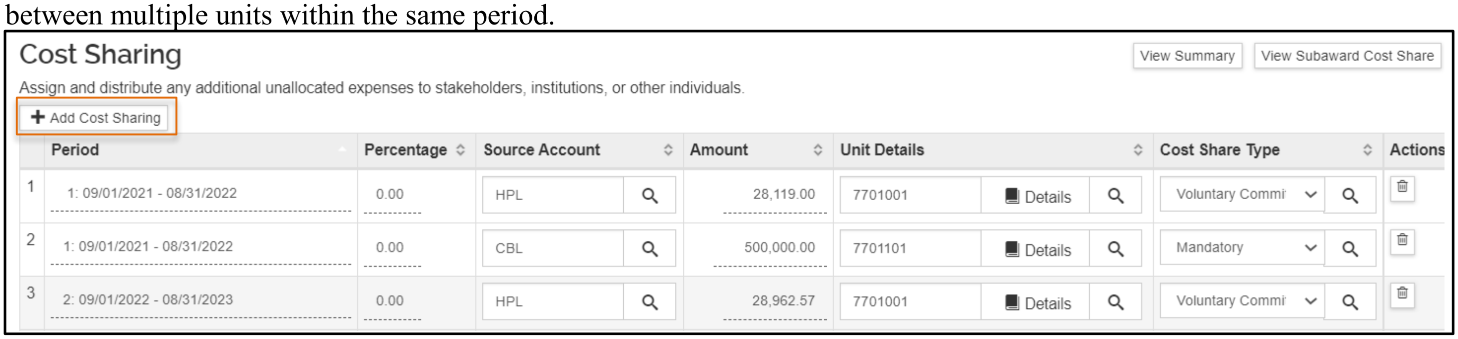
- **View Subaward Cost Share:** Only displays if Subaward added
- **Reset to Default:** If you've recently added Cost Share and it is not represented here you may click the button to recalculate. This does clear out any populated fields as well.




| | Period | Percentage | Source Account | Amount | Unit Details | Cost Share Type | Actions |
|---|---|---|---|---|---|---|---|
| 1 | 1: 09/01/2021 - 08/31/2022 | 0.00 | | 528,119.00 | Details | select | |
| 2 | 2: 09/01/2022 - 08/31/2023 | 0.00 | | 0.00 | Details | select | |
| | | | | Total Allocated: 528,119.00 Total Unallocated: 28,962.57 | | | |

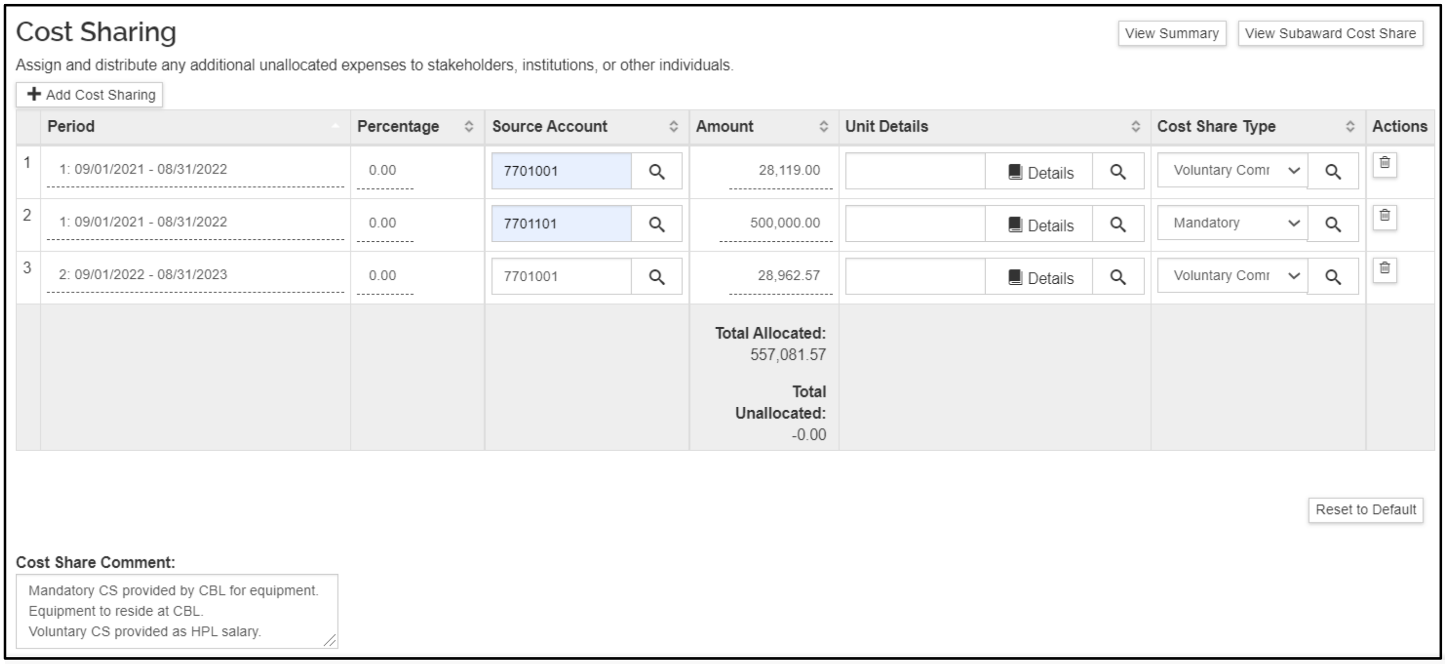
Make the necessary adjustments to appropriately capture all cost share identified in the budget.

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



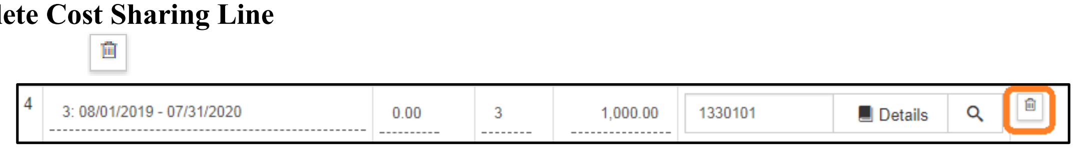

| | Period | Percentage | Source Account | Amount | Unit Details | Cost Share Type | Actions |
|---|---|---|---|---|---|---|---|
| 1 | 1: 09/01/2021 - 08/31/2022 | 0.00 | HPL | 28,119.00 | 7701001 Details | Voluntary Commi | |
| 2 | 1: 09/01/2021 - 08/31/2022 | 0.00 | CBL | 500,000.00 | 7701101 Details | Mandatory | |
| 3 | 2: 09/01/2022 - 08/31/2023 | 0.00 | HPL | 28,962.57 | 7701001 Details | Voluntary Commi | |

Click the [Add] button to add the new line.
You can either add the details for the new line in the pop-up window or click Add and fill in the details in the table.
Details added. For this scenario, CBL will provide the cost share for the lab equipment, and HPL will provide the cost share on the Co-I's salary.




If the F&A rate applied to budget or budget lines is less than our federally negotiated rate, the Unrecovered F&A subsection must be completed as well. When you're done, click save and continue.

**To Delete Cost Sharing Line**




**Unrecovered F&A Subsection (not used at this time)**

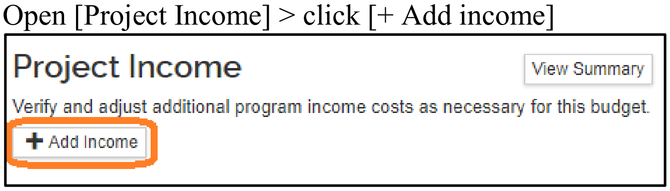
Unrecovered F&A represents forgone F&A (a rate that is lower than the institutional rate or you have waived F&A on any line items). When you click on this subsection, the expected message below is displayed.


**Project Income Section**

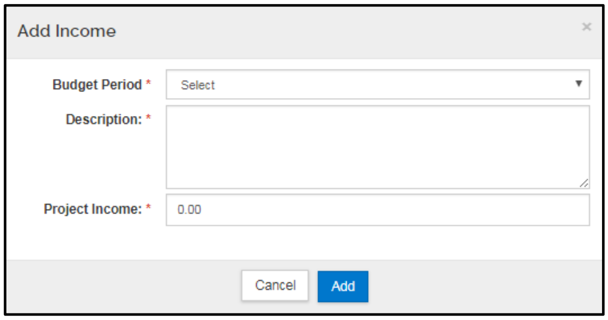
If the project will involve Project Income, open the Project Income Section.

**Add Project Income**

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




Update the following fields > Click [Add]



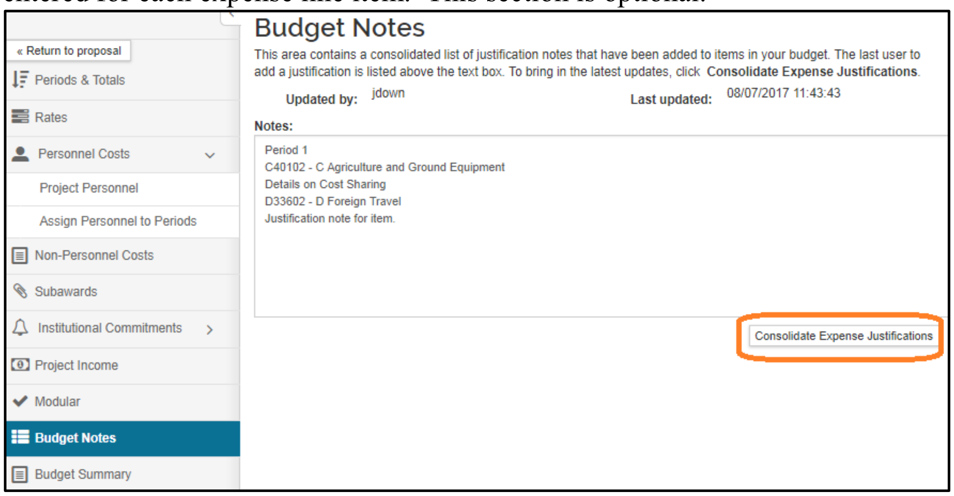

**Budget Period**: Select year that revenue will be generated

**Description:** Enter in a description of Project Income

**Project Income:** Expect dollar amount of Project income

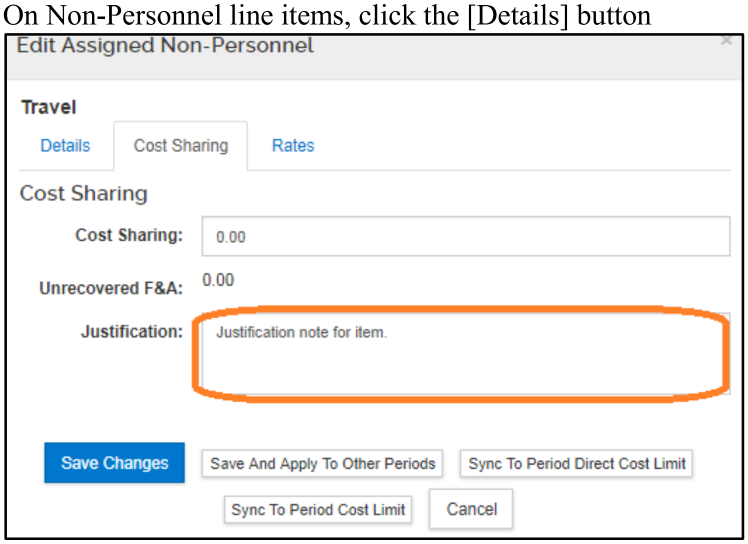
### Budget Notes Section

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




**Where do these notes come from?**

On Non-Personnel line items, click the [Details] button



### Budget Summary Section

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

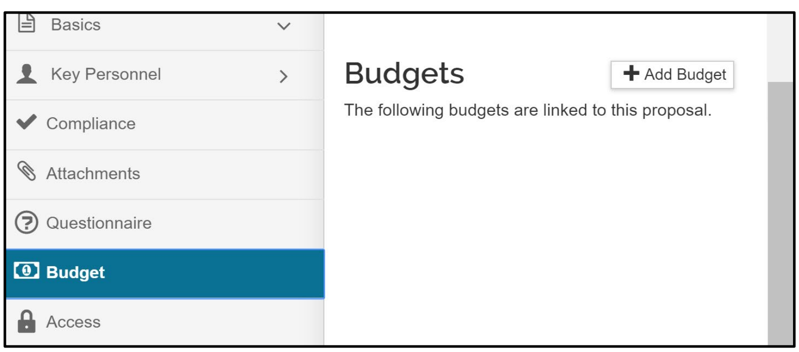
Budget Summary

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

## *Creating a Modular Budget*

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

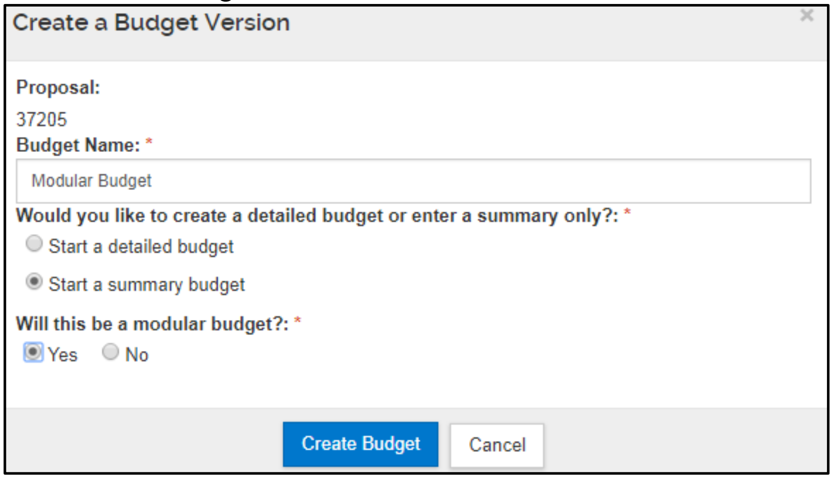
1. **Create the Budget**




When creating the budget:

- Enter the Budget Title
- Start a Summary Budget
- Select Yes for Modular Budget

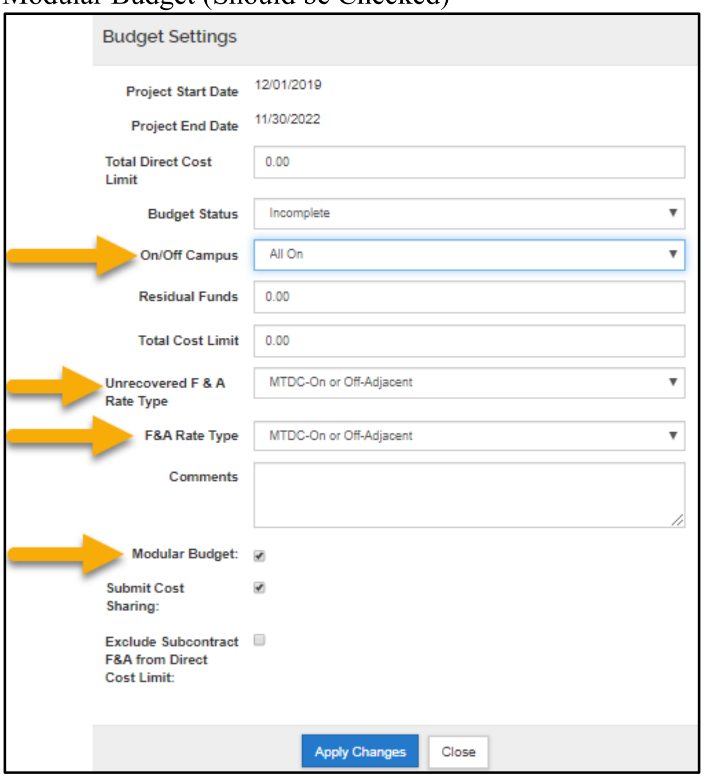
- Click “Create Budget”




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

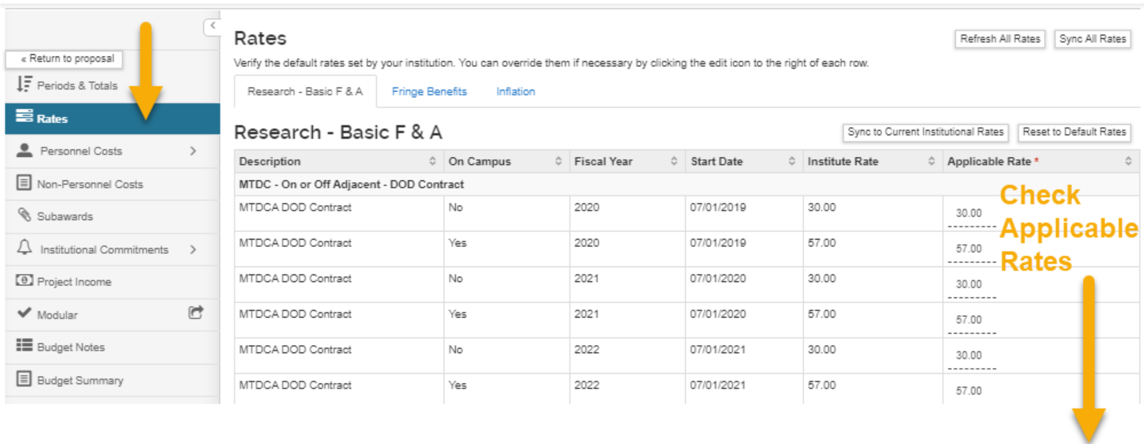
2. **Configure Budget Settings**
   Click on “Budget Settings” in the top toolbar to ensure you have the correct configurations set for:

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



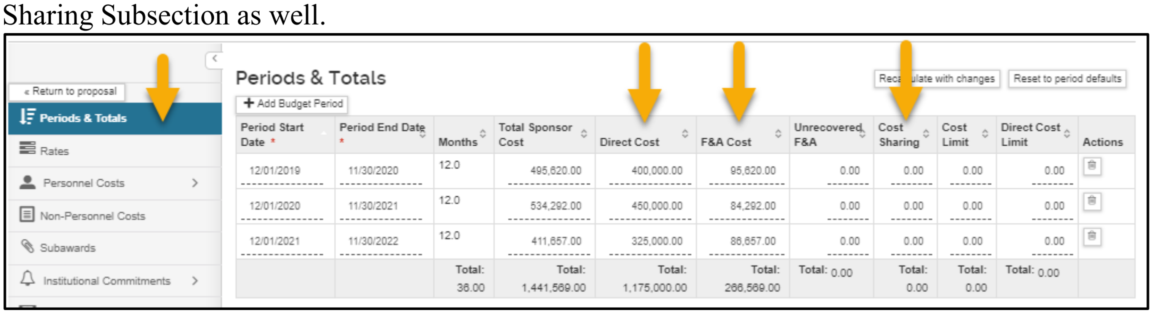

**2. Configure Rates for F&A**

Check the Rates section of the budget to be sure the correct rates are listed for your specific F&A Rate Type. If needed, update each applicable rate for the F&A Rate Type you will be using.




### 3. Create the Summary Budget

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




### 4. Create the Modular Budget

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

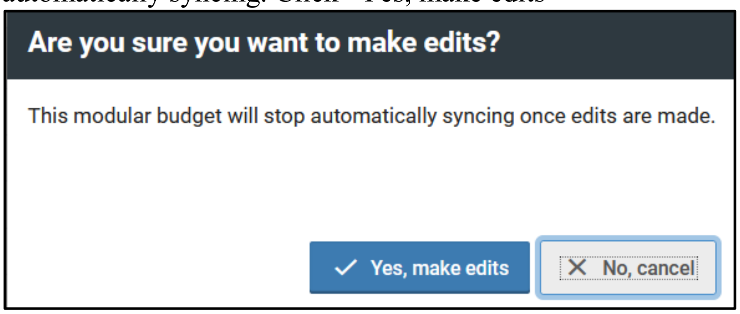
| | |
|---|---|
| | Returns you to the Proposal Development Modular Budget |
| | Takes you to the Dashboard Page (Not Currently Used) |
| | Returns you back to the Proposal Development Summary Budget |
| | Returns you back to the Proposal Development Record (Closes the Budget) |
| | Settings Page - Allows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

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

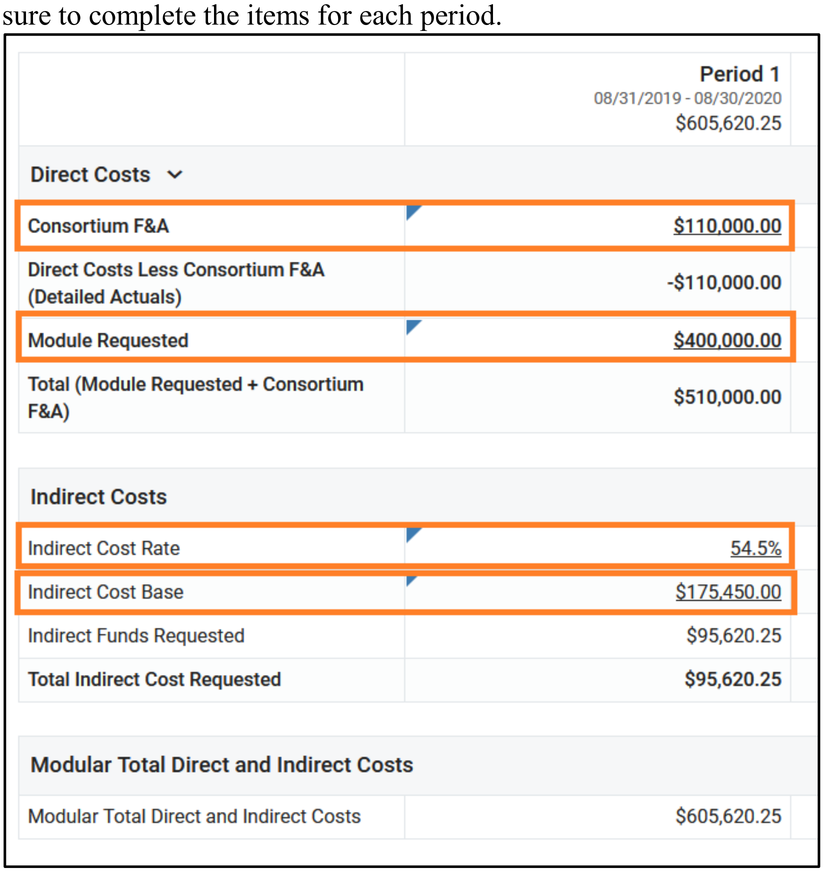
- Enter amounts for items listed below, then move to other cells by either using the “Enter” or “Tab” key. Do NOT click off the field with your mouse, the value won’t save.
  - **Consortium F&A: Subaward F&A Cost**

  - FYI: Direct Costs Less Consortium F&A (Detailed Actuals) will come out as a negative amount because the system is pulling the data from the detailed budget which is empty. This will NOT affect the S2S form.
- **Modular Requested**
- **Indirect Cost Rate**
- **Indirect Cost Base**

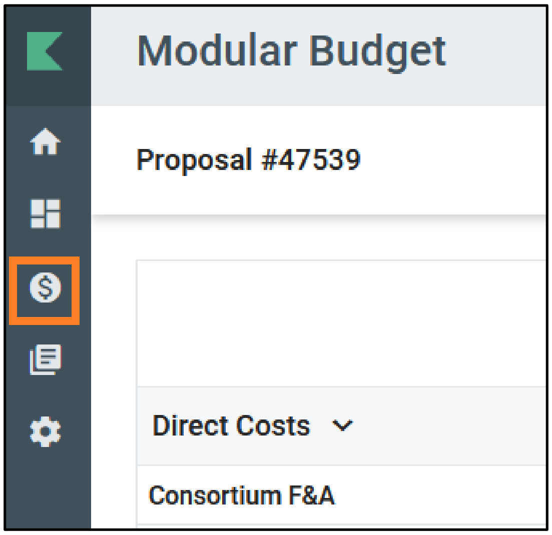

When you edit the first cell, you will be prompted to answer that the modular budget will stop automatically syncing. Click "Yes, make edits"




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



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




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

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

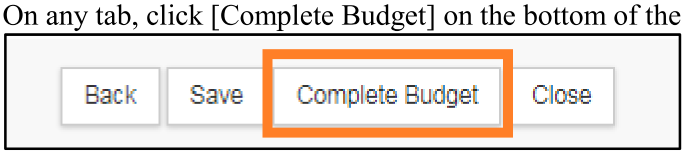
When you've completed the modular budget, we strongly recommend previewing the S2S Modular Budget from the S2S opportunity within your Proposal to ensure it's displaying as you expect.

## *Finalizing the Budget*

### Complete the Budget Version

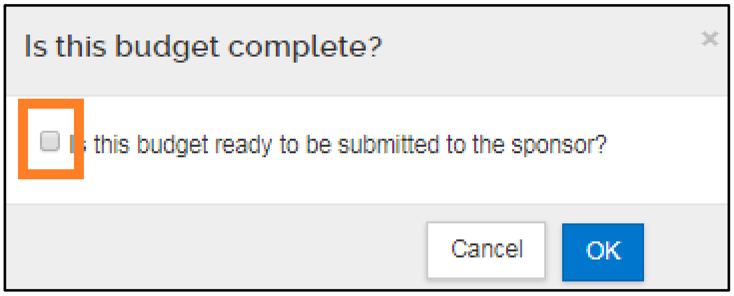
Before you can submit a proposal for approval, you must mark your budget Complete and mark a budget for Submission to Sponsor.

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




### Mark as Submission to Sponsor

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

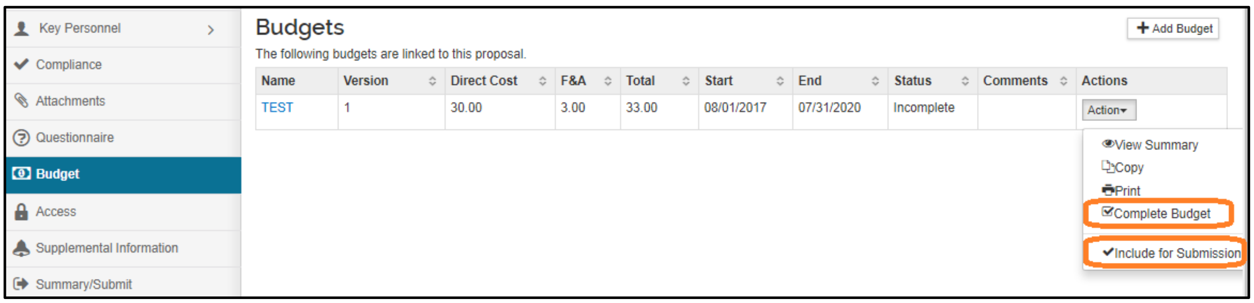



## Include Budget for Submission

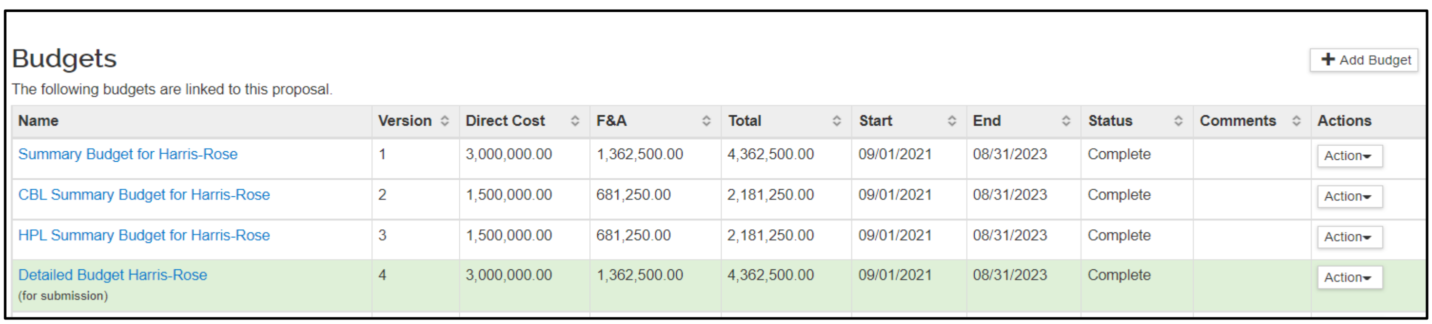
On the Proposal Budget section you may mark budgets as Complete and as Include for Submission. When you select Include for Submission, you are indicating that this is the budget that you want to submit along with your proposal.

Click the [Action] dropdown

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

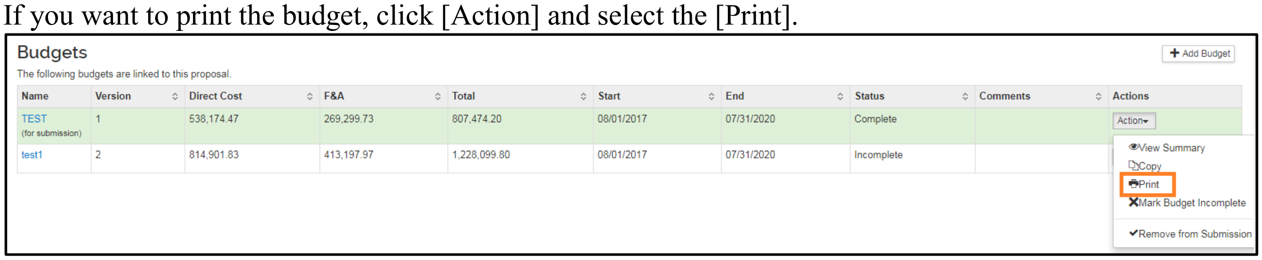


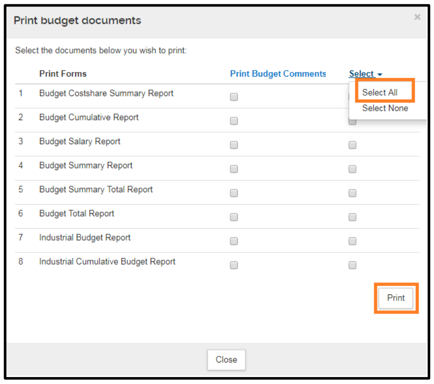

Once you have marked the Budget as "Include for Sponsor", the row will turn green:




## Print the budget

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



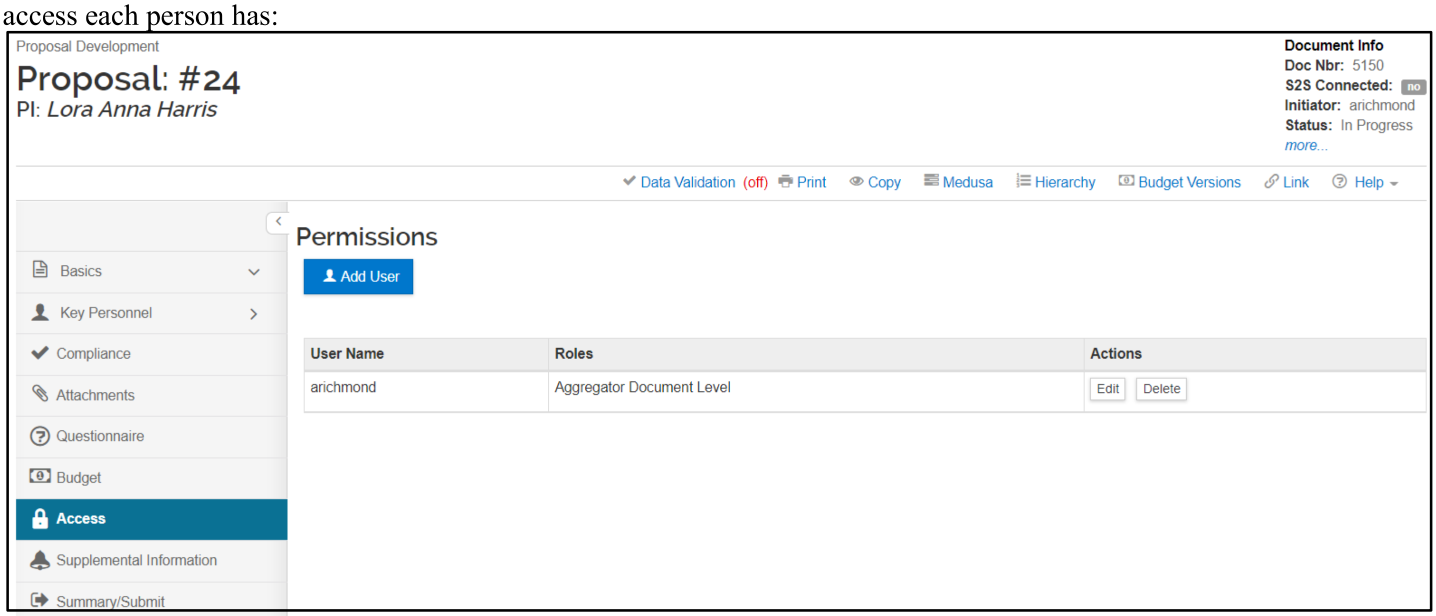



Check the box under the [select] to select forms. If you would like to print all, click [ ] to click [Select All] > Click Print > PDF will be generated.

# Access Section

The Access Section allows you to give other Proposal Development users access to a proposal. This is important for projects that **involve multiple labs/units** who need to review the lead unit's proposal.
Only people from the lead unit have access to view or edit a proposal, with the exception of ORAA. ORAA staff can see all Proposal Development proposals, and there is no need to add or remove them from the list of users or roles.

When you open the Access section, you can see everyone who currently has access to your proposal and what level of access each person has:



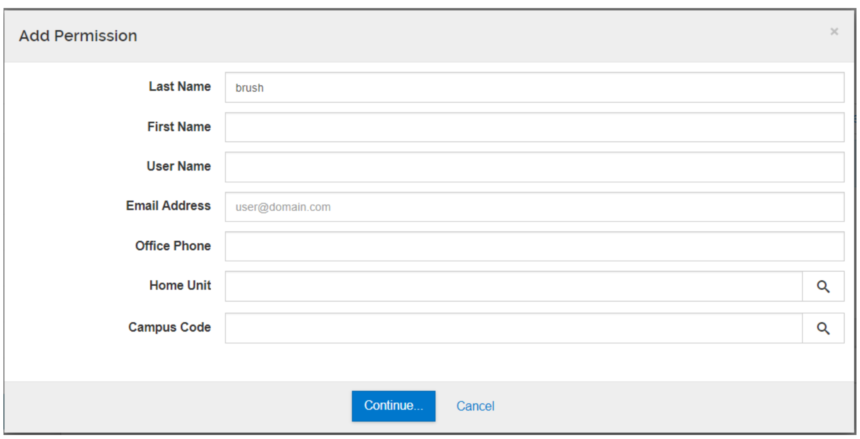

In the example above, only one person (the person who created the proposal) has access to it. The permissions for this person is defined by the Role assigned. In this case, the Role is that of the Aggregator Document Level. When you add people to your proposal, you'll want to be sure to grant them appropriate access. The available Roles are defined in the following table.

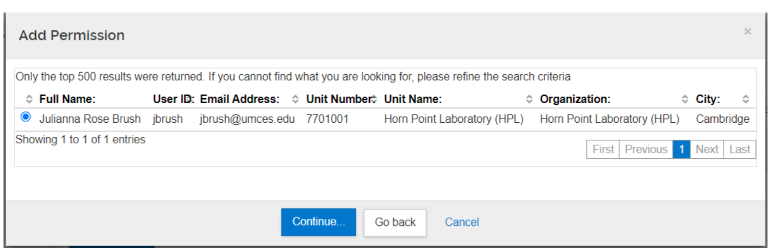
| Proposal Access Roles | Use Case |
| --- | --- |
| Aggregator Document Level | Full edit permissions, including budget rates, plus submit to review permission |
| Aggregator Only Document Level | A more limited form of Aggregator. Aggregator Only can modify all proposal, budget, and attachment data. Can also submit a proposal document for review. Cannot send certification, recall, change rates, or change S2S linkages after a proposal is submitted for review |

| | |
|---|---|
| Viewer Document Level | Permission to view all sections of a proposal (cannot create new or edit existing proposal details) |
| Budget Creator Document Level | Permission to create and edit budget versions, plus view proposal data |
| Budget Creator Only Document Level | Permission to create and maintain budgets in a proposal and view all other data in a proposal. Cannot modify rates in a budget |
| Narrative Writer Document Level | Permission to modify the data in a proposal development document, including the attachments. It provides view only access to the budget. |

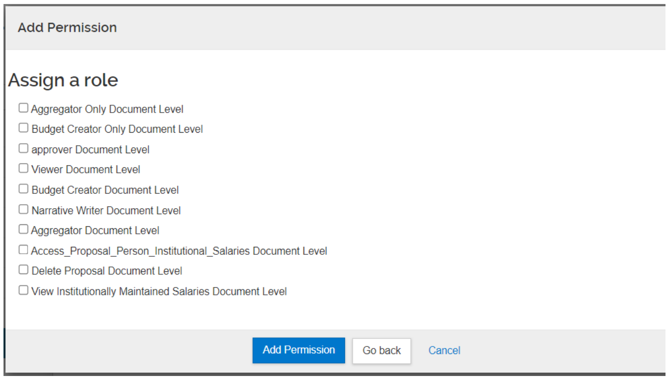
## *Sharing Access to a Proposal*


1. Click [Add User]

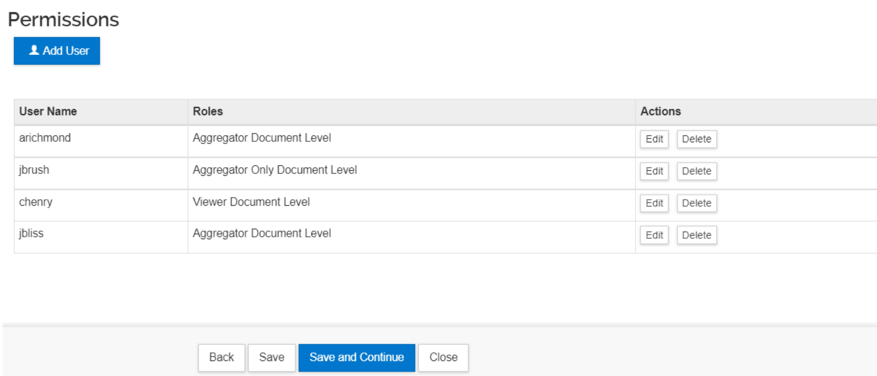



4. Choose the appropriate role. Use only the roles defined in the table. Do <u>not</u> use ‘approver Document Level’, ‘Access_Propsoal_Person_Institutional_Salaries Document Level’, ‘Delete Proposal Document Level, or View Institutionally Maintained Salaries Document Level.’

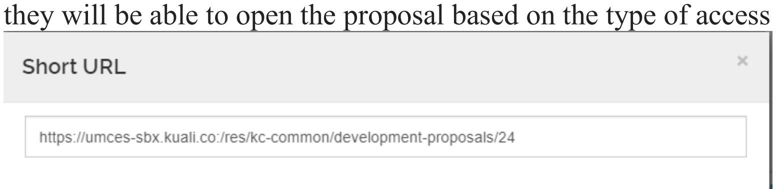



5. After you add all users and grant them the appropriate access, click save.

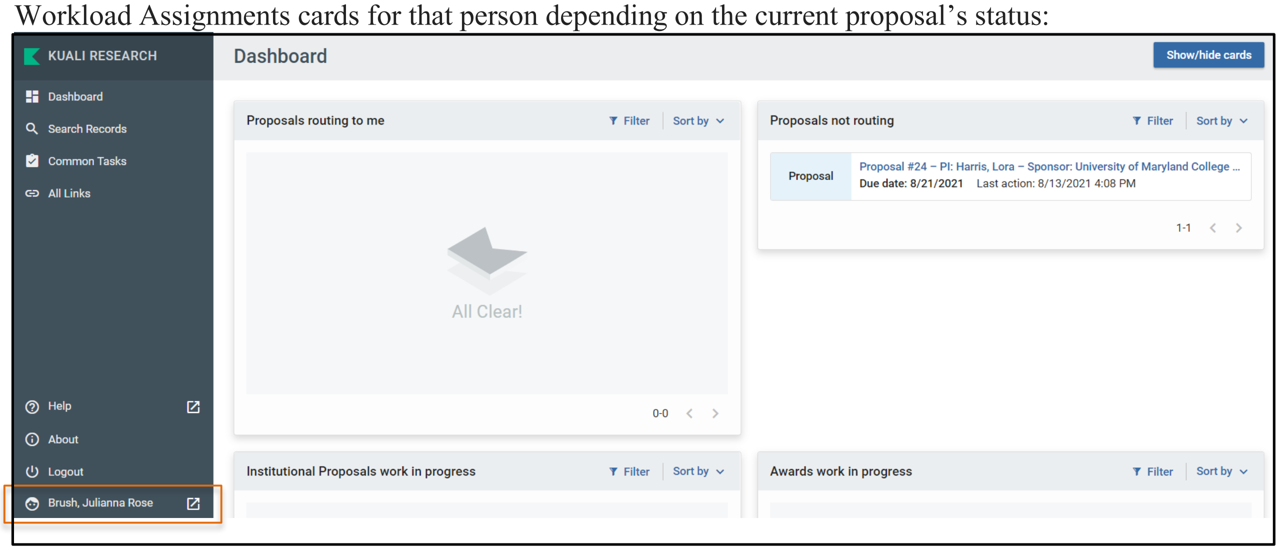



| User Name | Roles | Actions |
|---|---|---|
| arichmond | Aggregator Document Level | Edit Delete |
| jbrush | Aggregator Only Document Level | Edit Delete |
| chenry | Viewer Document Level | Edit Delete |
| jbliss | Aggregator Document Level | Edit Delete |

6. Then on the top toolbar, click the Link button and copy the link. Email this link to the user(s) you've added and they will be able to open the proposal based on the type of access you granted them.

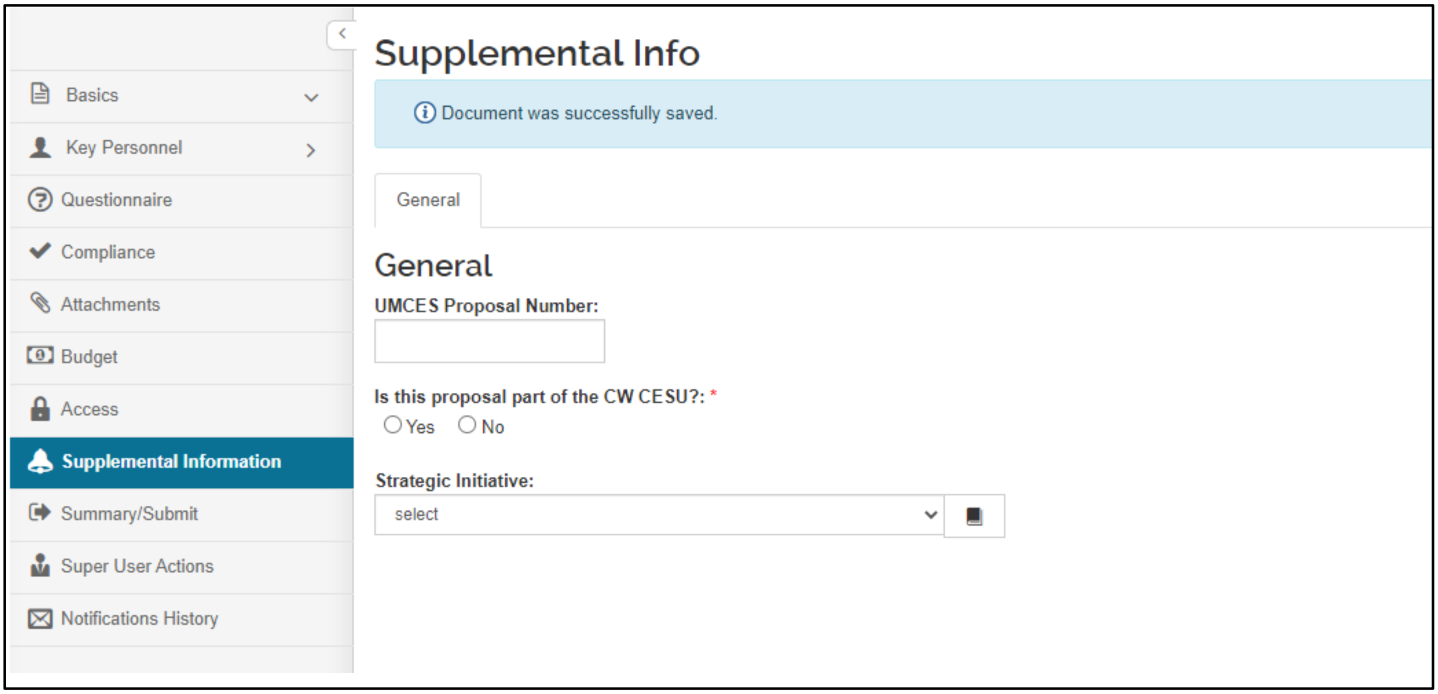



7. Once you have granted view or edit access the proposal will show up on the Proposals Not Routing and Proposal Workload Assignments cards for that person depending on the current proposal's status:



# Supplemental Information Section

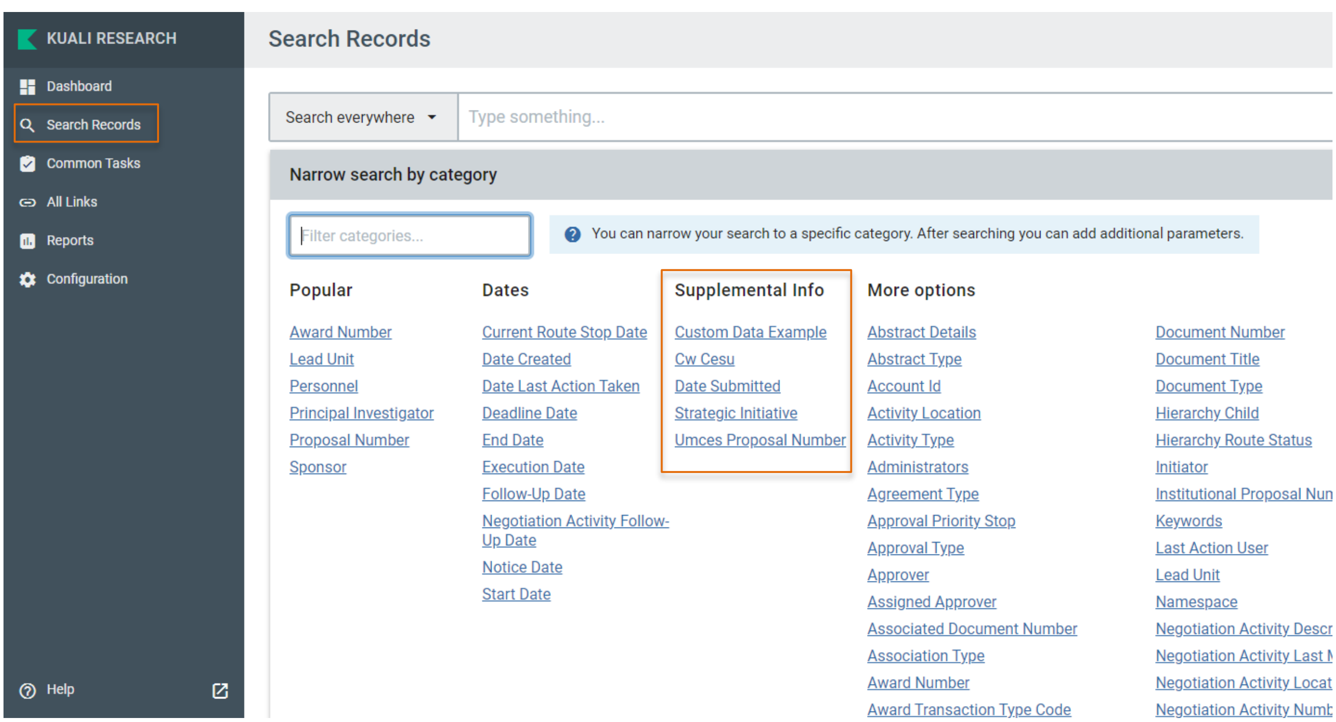
This section is for UMCES-Defined details that we as an institution or Lab/Unit have decided we want to track.




Currently there are three supplemental questions in KR:

1. UMCES Proposal Number (Optional): This is to capture the traditional UMCES Proposal Number if desired;
2. Chesapeake Watershed CESU (Required): Select if the RFP was issued via the CW CESU; and
3. Strategic Initiative (Required for IMET, Optional for Non-IMET): This is to align a proposal to one of the strategic initiatives.

All of these supplemental data fields are searchable through the Search Records function:



# Summary/Submit Section

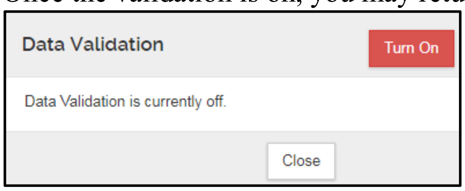
## Validation

Once you believe your proposal has been completed, you should turn Data Validations on to verify there are no issues present before you submit for approval. This will generate a list of any errors or warnings associated with the proposal. Data validations are limited to the rules that have been created in Kuali Research and will not check all possible issues such as those flagged in other submission systems. However, the Validations for proposals being submitted via S2S will comply with the Agency requirements. Data Validation issues must be addressed before routing.

### Turning on the Validation

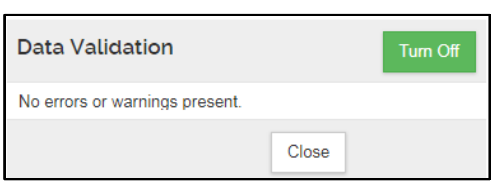
On the top proposal toolbar, click on the [Data Validation]


Click on the [Turn On] button in the data validation window.
Once the validation is on, you may return back to the same place and turn it off if needed.

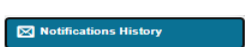



If the proposal has an error(s), click on the [Fix It] link for each to be taken to the location where you can take corrective actions.


**Error(s)**: **you must make corrections** and check Data Validation again to confirm the error has been fixed. You will not be allowed to submit a proposal if Data Validation is showing an error.
**Warning(s)**: review to see if there are corrections that can be made. You will be allowed to submit a proposal with a warning.




# Notifications



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

The Notifications History will display the following information for each notification sent: the date and time the notification was generated, who received the notification, and the subject and message of the notification.

| Date Created | Recipients | Subject | Message |
|---|---|---|---|
| 08/13/2021 04:24 PM | arichmond | Proposal No.24 in Department 7701101 - Chesapeake Biological Laboratory (CBL) has been created by Angela Richmond | Attention Office of Research Administration<br>Proposal No. 24 has been created in Kuali Research.<br>Proposal No: 24<br>Proposal Initiator: Angela Richmond<br>Department: 7701101 - Chesapeake Biological Laboratory (CBL)<br>Sponsor:<br>000331 - University of Maryland College Park<br>Proposal Title:<br>Example Research Project<br>Due Date: |

## Print Forms

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

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

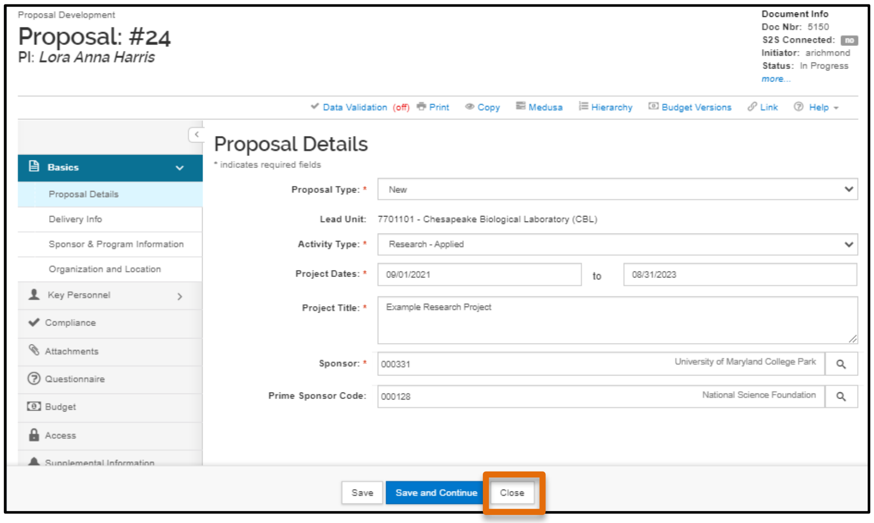

**Grants.gov:** Allows you to print Grants.gov forms for S2S proposals. Same as shown in on the S2S Opportunity Search

**Sponsor Form Packages:** Nothing Defined here for UMCES

**Reports:** Current and Pending reports here for investigators

# Proposal Lock

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



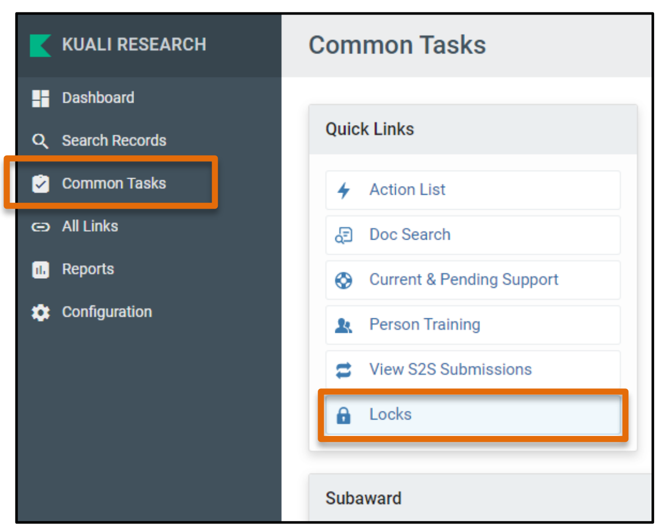

Closing your browser or browser window, or even logging out of Kuali, does not release the lock. Only clicking 'Close' will allow others to edit the proposal.

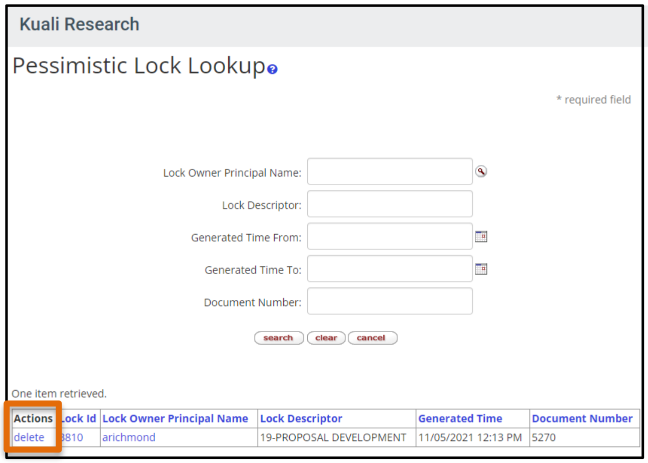
**What Happens if a Proposal is Locked?**
If another aggregator attempts to edit a locked proposal development record, they will see an error that states *"This document currently has a {Proposal ID}-PROPOSAL DEVELOPMENT lock owned by* ***LAST NAME, FIRST NAME*** *as of {Time} on {Date}."*


All locks expire after 24 hours without intervention. If waiting until the lock expires is not desirable, see below.

**How Do I Unlock the Proposal?**
Note the name in the lock error message. This is the person that has the lock on the proposal. In the screenshot above, Angela Richmond has the lock.

- If this person is you, open the proposal for editing, click the "Close" button at the bottom of the screen, and the lock will be released. You may alternatively clear the lock by going to Common Tasks, Quick Links, and then running an open Search:






You can then clear the lock by clicking delete.

- If the person in the lock error message is NOT you, first contact that person (or their business office) and request that they unlock the proposal. The lock owner would then either open the proposal in edit mode and click the "Close" button, or they would clear their "Pessimistic Lock" via Common Tasks. If you are unable to reach the person and it's urgent, please contact **kr-help@umces.edu**. That email goes to both the Director and Associate Director of ORAA, both of whom are able to break the lock.

Unfortunately, there are strict restrictions within Kuali governing who and how many can have the permission to break locks that are not their own. Because of this system restriction, we are unable to roll out this capability to the units at this time; however, if this restriction is modified in the future we will certainly let you know.

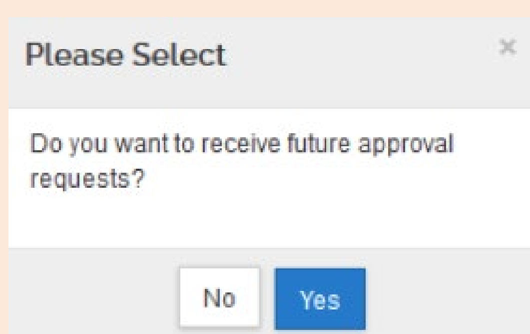
# Submit for Approval

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

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

Gray: This shows the work to be done.
Blue: This shows where the proposal is currently located.
Green: This is Completed/Approved

NOTE: If someone appears more than once in the routing chain, they will see the question "Do you want to receive future approval requests?" the first time the routing reaches them. If they answer Yes, the approval routing will continue as it normally would. If they answer No, the system will automatically approve at all levels that they are the Primary or Secondary Approver on, and no notifications are sent.



# Cancel the Proposal Development

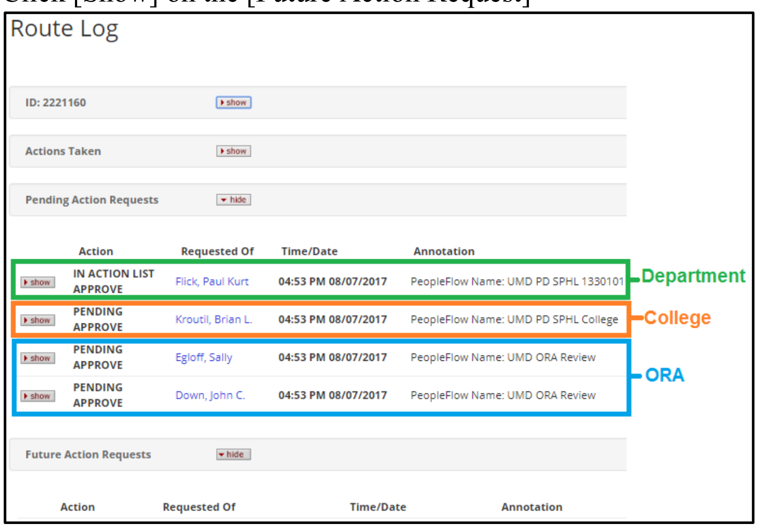
Once you create a proposal, it cannot be deleted, but you may cancel the proposal. If you created a proposal that is no longer needed, you need to update the title to avoid using it in the future by entering a "Do Not Submit" at the beginning of the title. Also you click on the cancel proposal (button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


# Check the Status of the Approval

**Viewing the routing map**

Open the [Summary/Submit] Section > click 

on the bottom
Click [Show] on the [Future Action Request]




**[ID] Panel:** a short description of the proposal

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

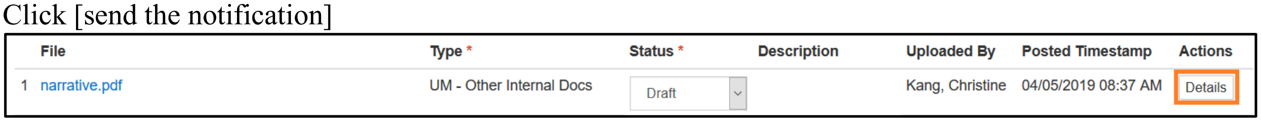
**[Pending Action requests] Panel:** all pending actions

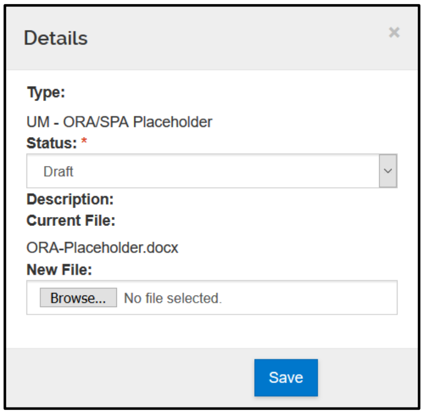
**[Future Action request] Panel:** prior to submitting for approval all future actions will be displayed

# Updating Narrative Attachments

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

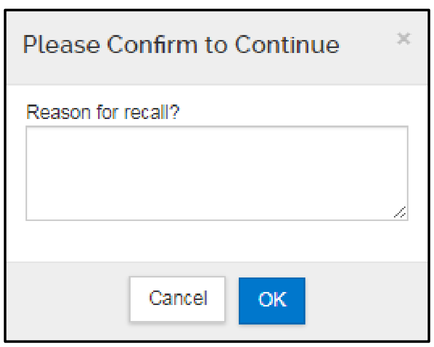
Open [Attachments] Section > Click [Details] under action
Click [Choose File] to update the file > Click [Save]
Click [send the notification]






# Recall Proposal

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

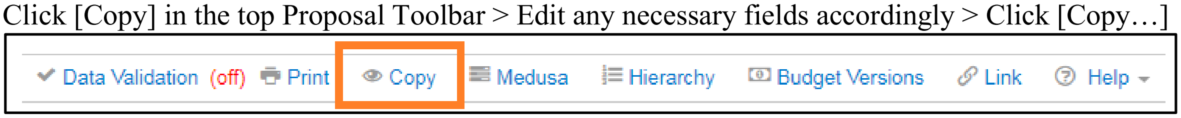



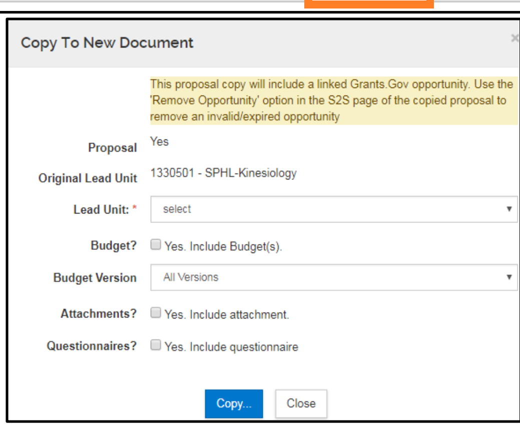

Enter the reason for a recall > Click [OK]
[Cancel] returns to Proposal Development screen.

## Copying the Proposal From Another Proposal

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

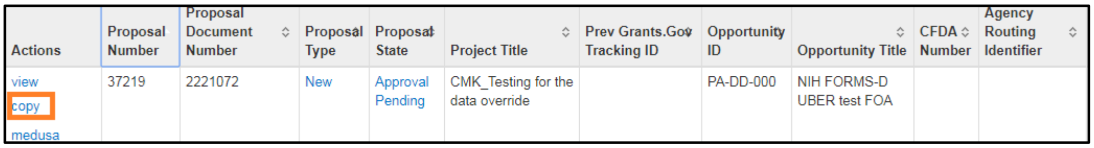
Click [Copy] in the top Proposal Toolbar > Edit any necessary fields accordingly > Click [Copy…]



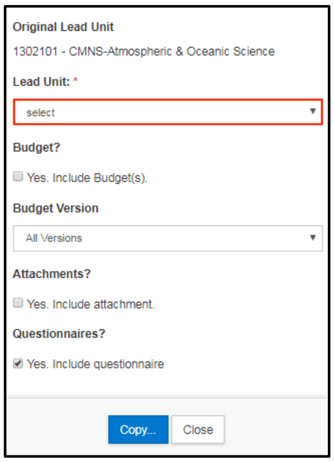




**Lead Unit:** Select the unit that will be the lead/managing unit
**Budget YES? :** click if you would like to include the existing budget
**Budget version:** Select the budget that's the appropriate version or all
**Attachments? :** click if you would like to include the attachment
**Questionnaires?:**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

**Copying a Proposal from Search Results**
Search for a proposal that you want to copy
Click the copy link in the Action column of the Search Results Window



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




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

**Note:** Only proposals that were developed and submitted within Kuali are available for copy. Proposals that were processed through Cayuse were entered into Kuali as Institutional Proposals only; no Prop Dev record is available to copy.

# Still have questions?

We're here to help!
Email Kuali Research Help: [kr-help@umces.edu](mailto:kr-help@umces.edu)

# Appendix I – Notes on Special Proposal Types

## UMCES proposals to Maryland Sea Grant

When non-MDSG units are submitting proposals to Maryland Sea Grant for consideration, please use the following values:

4. Proposal Type = MDSG
5. Sponsor = Maryland Sea Grant College (Sponsor #000394)
6. Prime Sponsor = Blank
7. CFDA Number = 11.417

NOTE: Do not list NOAA as the sponsor or prime sponsor in Proposal Development. NOAA will be added on the award side when the proposal is funded.

## Proposals submitted through the Foundation

When submitting a proposal through the USMF, please use the following values:

1. Sponsor = USMF (Sponsor # 208477)
2. Prime Sponsor = Entity to which the USMF will be submitting the proposal on your behalf

# Appendix II - Cost Element Code Listing

| Object Code | Category Type | Category | Object Code Name | Sub code in KFS | Category on Ggov Form: based on KR Budget Category | F&A Applied | | Fringe Benefit Type |
|---|---|---|---|---|---|---|---|---|
| **Senior/Key Personnel** | | | | | | | | |
| A1011 | Personnel | N/A | A1011 - A Faculty Salary - Tenured, Academic Faculty Rate | 1011 | A: Senior/Key Person | MTDC | TDC | FACULTY |
| A1012 | Personnel | N/A | A1012 - A Faculty Salary - Tenured, 12 mos Faculty Rate | 1012 | A: Senior/Key Person | MTDC | TDC | FACULTY |
| A1015 | Personnel | N/A | A1015 - A Non-Faculty Salary - Non-Tenured, Academic Faculty Rate | 1015 | A: Senior/Key Person | MTDC | TDC | FACULTY |
| A1016 | Personnel | N/A | A1016 - A Faculty Salary - Non-Tenured, 12 mos Faculty Rate | 1016 | A: Senior/Key Person | MTDC | TDC | FACULTY |
| A2071 | Personnel | N/A | A2071 - A Faculty Salary - Overload Legislated Rate | 2071 | A: Senior/Key Person | MTDC | TDC | LEGISLATE D |
| A20809F | Personnel | N/A | A20809F - A Faculty Salary - Summer Legislated Rate | 2080 | A: Senior/Key Person | MTDC | TDC | LEGISLATE D |

| Object Code | Category Type | Cate gory | Object Code Name | Sub code in KFS | Category on Ggov Form: based on KR Budget Category | F&A Applied | | Fringe Benefit Type |
|---|---|---|---|---|---|---|---|---|
| **Personnel - Staff/Students** | | | | | | | | |
| B1013 | Personnel | N/A | B1013 - B Exempt - Staff Staff Rate | 1013 | B5: Other Personnel - Other | MTDC | TDC | STAFF |
| B1014 | Personnel | N/A | B1014 - B Non-exempt - Staff Staff Rate | 1014 | B5: Other Personnel - Other | MTDC | TDC | STAFF |
| B1018 | Personnel | N/A | B1018 - B Faculty Salary - Non-tenured, Lecturer Faculty Rate | 1018 | B6: Other Personnel - Other Professionals | MTDC | TDC | FACULTY |
| B1020 | Personnel | N/A | B1020 - B Graduate - Graduate Assistant Limited Rate | 1020 | B2: Other Personnel - Graduate Students | MTDC | TDC | LIMITED |
| B2068 | Personnel | N/A | B2068 - B Faculty Salary - Hourly Limited Rate | 2068 | B6: Other Personnel - Other Professionals | MTDC | TDC | LIMITED |
| B2069 | Personnel | N/A | B2069 - B Faculty Salary - Contractual Limited Rate | 2069 | B6: Other Personnel - Other Professionals | MTDC | TDC | LIMITED |
| B2072 | Personnel | N/A | B2072 - B Exempt - Contingent I Limited Rate | 2023 | B5: Other Personnel - Other | MTDC | TDC | LIMITED |
| B2073 | Personnel | N/A | B2073 - B Non-exempt - Contingent I Limited Rate | 2073 | B5: Other Personnel - Other | MTDC | TDC | LIMITED |
| B2075 | Personnel | N/A | B2075 - B Undergraduate - Student Wages Legislated Rate | 2075 | B3: Other Personnel - Undergraduate Student | MTDC | TDC | LEGISLATE D |
| B20809P | Personnel | N/A | B20809P- B Post Doctoral - Summer Legislated Rate | 2080 | B1: Other Personnel - Post Doctoral Student | MTDC | TDC | LEGISLATE D |
| B2081 | Personnel | N/A | B2081 - B Graduate - Graduate Assistant Summer Legislated Rate | 2081 | B2: Other Personnel - Graduate Students | MTDC | TDC | LEGISLATE D |
| B2090 | Personnel | N/A | B2090 - B Contingent II Limited Rate | 2090 | B5: Other Personnel - Other | MTDC | TDC | LIMITED |

| Object Code | Category Type | Category | Object Code Name | Sub code in KFS | Category on Ggov Form: based on KR Budget Category | F&A Applied | | Fringe Benefit Type |
|---|---|---|---|---|---|---|---|---|
| **Equipment** | | | | | | | | |
| C40080 | Equipment | Equipment | C40080 - C Capital Equipment (federal) - COVID | 4008 | C: Equipment | Excluded | TDC | N/A |
| C40090 | Equipment | Equipment | C40090 - C Capital Equipment (UMD) - COVID | 4009 | C: Equipment | Excluded | TDC | N/A |
| C40102 | Equipment | Equipment | C40102 - C Agriculture and Ground Equipment | 4010 | C: Equipment | Excluded | TDC | N/A |
| C40202 | Equipment | Equipment | C40202 - C Art Objects & Collectibles | 4020 | C: Equipment | Excluded | TDC | N/A |
| C40302 | Equipment | Equipment | C40302 - C Audio Visual & Photography Equipment | 4030 | C: Equipment | Excluded | TDC | N/A |
| C40502 | Equipment | Equipment | C40502 - C Communication Equipment | 4050 | C: Equipment | Excluded | TDC | N/A |
| C40602 | Equipment | Equipment | C40602 - C Computers, Administrative, $5000 or more | 4060 | C: Equipment | Excluded | TDC | N/A |
| C40612 | Equipment | Equipment | C40612 - C Computers, Academic/Research, $5000 or more | 4061 | C: Equipment | Excluded | TDC | N/A |
| C40622 | Equipment | Equipment | C40622 - C Software, Administrative, $5000 or more | 4062 | C: Equipment | Excluded | TDC | N/A |
| C40632 | Equipment | Equipment | C40632 - C Software, Academic/Research, $5000 or more | 4063 | C: Equipment | Excluded | TDC | N/A |
| C40642 | Equipment | Equipment | C40642 - C Other Data Processing Equipment, Administrative | 4064 | C: Equipment | Excluded | TDC | N/A |
| C40652 | Equipment | Equipment | C40652 - C Other Data Processing Equipment, Academic/Research | 4065 | C: Equipment | Excluded | TDC | N/A |
| C40702 | Equipment | Equipment | C40702 - C Furniture | 4070 | C: Equipment | Excluded | TDC | N/A |
| C40902 | Equipment | Equipment | C40902 - C Laboratory Equipment | 4090 | C: Equipment | Excluded | TDC | N/A |
| C41102 | Equipment | Equipment | C41102 - C Marine Equipment | 4110 | C: Equipment | Excluded | TDC | N/A |
| C41202 | Equipment | Equipment | C41202 - C Musical Instruments & Equipment | 4120 | C: Equipment | Excluded | TDC | N/A |
| C41302 | Equipment | Equipment | C41302 - C Office Equipment (including Copy Machines) | 4130 | C: Equipment | Excluded | TDC | N/A |
| C41602 | Equipment | Equipment | C41602 - C Shop Machinery & Tools | 4160 | C: Equipment | Excluded | TDC | N/A |
| C41702 | Equipment | Equipment | C41702 - C Vehicles | 4170 | C: Equipment | Excluded | TDC | N/A |
| C41992 | Equipment | Equipment | C41992 - C Livestock | 4199 | C: Equipment | Excluded | TDC | N/A |
| C43482 | Equipment | Equipment | C43482 - C Components for Constructed Equipment | 4348 | C: Equipment | Excluded | TDC | N/A |
| **Travel** | | | | | | | | |
| D33112 | Travel | Travel - Domestic | D33112 - D In-State Travel | 3311 | D1: Domestic Travel | MTDC | TDC | N/A |
| D33212 | Travel | Travel - Domestic | D33212 - D Out-of State Travel | 3321 | D1: Domestic Travel | MTDC | TDC | N/A |
| **Object Code** | **Category Type** | **Category** | **Object Code Name** | **Sub code in KFS** | **Category on Ggov Form: based on KR Budget Category** | **F&A Applied** | | **Fringe Benefit Type** |

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|---|---|---|---|---|---|---|---|---|
| **Travel** | | | | | | | | |
| D33050 | Travel | Travel - Domestic | D33050 - D Travel - COVID | 3305 | D1: Domestic Travel | MTDC | TDC | N/A |
| D33602 | Travel | Travel - Foreign | D33602 - D Foreign Travel | 3360 | D2: Foreign Travel | MTDC | TDC | N/A |
| **Participant/Trainee Support Costs** | | | | | | | | |
| E20732F | Participant Support | N/A | E20732F - E Other - Trainee, F&A | 2073 | E5: Participant/Trainee Support Costs - Other | MTDC | TDC | N/A |
| E20732N | Participant Support | N/A | E20732N - E Other - NSF Trainee, no F&A | 2073 | E5: Participant/Trainee Support Costs - Other | Excluded | TDC | N/A |
| E20752F | Participant Support | N/A | E20752F - E Stipends - Trainee, F&A | 2075 | E2: Participant/Trainee Support Costs - Stipends | MTDC | TDC | N/A |
| E20752N | Participant Support | N/A | E20752N - E Stipends - NSF Trainee, no F&A | 2075 | E2: Participant/Trainee Support Costs - Stipends | Excluded | TDC | N/A |
| E20752SF | Participant Support | N/A | E20752SF - E Stipends - NSF REU, F&A | 2075 | E2: Participant/Trainee Support Costs - Stipends | MTDC | TDC | N/A |
| E27102F | Participant Support | N/A | E27102F - E Health Insurance - Trainee, F&A | 2710 | E1: Participant/Trainee Support Costs - Tuition/Fees/Health Insurance | MTDC | TDC | N/A |
| E27102N | Participant Support | N/A | E27102N - E Health Insurance - NSF Trainee, no F&A | 2710 | E1: Participant/Trainee Support Costs - Tuition/Fees/Health Insurance | Excluded | TDC | N/A |
| E27752FF | Participant Support | N/A | E27752FF - E Fees - Trainee, F&A | 2775 | E1: Participant/Trainee Support Costs - Tuition/Fees/Health Insurance | MTDC | TDC | N/A |
| E27752FN | Participant Support | N/A | E27752FN - E Fees - Trainee, no F&A | 2775 | E1: Participant/Trainee Support Costs - Tuition/Fees/Health Insurance | Excluded | TDC | N/A |
| E27752TF | Participant Support | N/A | E27752TF - E Tuition - Trainee, F&A | 2775 | E1: Participant/Trainee Support Costs - Tuition/Fees/Health Insurance | MTDC | TDC | N/A |
| E27752TN | Participant Support | N/A | E27752TN - E Tuition - Trainee, no F&A | 2775 | E1: Participant/Trainee Support Costs - Tuition/Fees/Health Insurance | Excluded | TDC | N/A |
| E33112F | Participant Support | N/A | E33112F - E Subsistence - Trainee, F&A | 3311 | E4: Participant/Trainee Support Costs - Subsistence | MTDC | TDC | N/A |
| E33112N | Participant Support | N/A | E33112N - E Subsistence - NSF Trainee, no F&A | 3311 | E4: Participant/Trainee Support Costs - Subsistence | Excluded | TDC | N/A |
| **Object Code** | **Category Type** | **Category** | **Object Code Name** | **Subcode in KFS** | **Category on Ggov Form: based on KR Budget Category** | **F&A Applied** | | **Fringe Benefit Type** |
| **Participant/Trainee Support Costs** | | | | | | | | |
| E33212F | Participant Support | N/A | E33212F - E Travel - Trainee, F&A | 3321 | E3: Participant/Trainee Support Costs - Travel | MTDC | TDC | N/A |

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|---|---|---|---|---|---|---|---|---|
| E33212N | Participant Support | N/A | E33212N - E Travel - NSF Trainee, no F&A | 3321 | E3: Participant/Trainee Support Costs - Travel | Excluded | TDC | N/A |

| **Other Direct Costs** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| F27752 | Other Direct | Other Operating Expenses | F27752 - F Tuition Waiver Grad Asst | 2775 | F8: Other Direct Costs - Other | Excluded | TDC | N/A |
| F27762 | Other Direct | Other Operating Expenses | F27762 - F Tuition Waiver Employee | 2776 | F8: Other Direct Costs - Other | Excluded | TDC | N/A |
| F31102 | Other Direct | Professional Services/Consultant | F31102 - F Honorariums | 3110 | F3: Other Direct Costs - Consultant Services | MTDC | TDC | N/A |
| F31202 | Other Direct | Professional Services/Consultant | F31202 - F Outside Consultants | 3120 | F3: Other Direct Costs - Consultant Services | MTDC | TDC | N/A |
| F31302 | Other Direct | Other Operating Expenses | F31302 - F Research Study Grants, including cash | 3130 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F31355 | Other Direct | Other Operating Expenses | F31355 - F Research Study Participant Payments Non-monetary | 3135 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F31368 | Other Direct | Other Operating Expenses | F31368 - F IMPREST - Research Study Payments | 3136 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F31402 | Other Direct | Other Operating Expenses | F31402 - F Prizes and Awards | 3140 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F31050 | Other Direct | Other Operating Expenses | F31050 - F Operations & Maintenance - COVID | 3105 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F32102 | Other Direct | Postage | F32102 - F Postage and Mail | 3210 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F35050 | Other Direct | Other Operating Expenses | F35050 - F Operations & Maintenance - COVID | 3505 | F1:Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F32050 | Other Direct | Telephone, Fax | F32050 - F Communication - COVID | 3205 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F32202 | Other Direct | Telephone, Fax | F32202 - F Telephone Expense | 3220 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F32302 | Other Direct | Telephone, Fax | F32302 - F Communication-Connect Network | 3230 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F32402 | Other Direct | Telephone, Fax | F32402 - F Communicaton Equipment LESS THAN $5,000 | 3240 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| **Object Code** | **Category Type** | **Category** | **Object Code Name** | **Sub code in KFS** | **Category on Ggov Form: based on KR Budget Category** | **F&A Applied** | | **Fringe Benefit Type** |
| **Other Direct Costs** | | | | | | | | |
| F32502 | Other Direct | Telephone, Fax | F32502 - F Communication Equipment - Rental | 3250 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F32852 | Other Direct | Telephone, Fax | F32852 - F Cell Phone | 3285 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F33152 | Other Direct | Other Operating Expenses | F33152 - F Business Meals | 3315 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |

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|---|---|---|---|---|---|---|---|---|
| F36112 | Other Direct | Other Operating Expenses | F36112 - F Lease, Motor Vehicle | 3611 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F36122 | Other Direct | Other Operating Expenses | F36122 - F Gas & Oil, Motor Vehicle | 3612 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F36132 | Other Direct | Other Operating Expenses | F36132 - F Maintenance & Repair, Motor Vehicle | 3613 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F36142 | Other Direct | Other Operating Expenses | F36142 - F Insurance, Motor Vehicle | 3614 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F36152 | Other Direct | Other Operating Expenses | F36152 - F Garage Rent, Motor Vehicle | 3615 | F8: Other Direct Costs - Other | Excluded | TDC | N/A |
| F36412 | Other Direct | Other Operating Expenses | F36412 - F Lease, Watercraft | 3641 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F36422 | Other Direct | Other Operating Expenses | F36422 - F Gas & Oil, Diesel, Watercraft | 3642 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F36432 | Other Direct | Other Operating Expenses | F36432 - F Maintenance & Repair, Watercraft | 3643 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F36442 | Other Direct | Other Operating Expenses | F36442 - F Insurance, Watercraft | 3644 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F36452 | Other Direct | Other Operating Expenses | F36452 - F Boat/Ship Rental | 3645 | F8: Other Direct Costs - Other | Excluded | TDC | N/A |
| F36462 | Other Direct | Other Operating Expenses | F36462 - F Diesel, Watercraft | 3646 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F37162 | Other Direct | Other Operating Expenses | F37162 - F Equipment Maintenance & Repair | 3716 | F6: Other Direct Costs - Equipment or Facility Rental/User Fees | MTDC | TDC | N/A |
| F37172 | Other Direct | Equipment Rental | F37172 - F Equipment Rental | 3717 | F6: Other Direct Costs - Equipment or Facility Rental/User Fees | MTDC | TDC | N/A |
| F37182 | Other Direct | Duplicating | F37182 - F Printing & Reproduction | 3718 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| **Object Code** | **Category Type** | **Category** | **Object Code Name** | **Sub code in KFS** | **Category on Ggov Form: based on KR Budget Category** | **F&A Applied** | | **Fringe Benefit Type** |
| **Other Direct Costs** | | | | | | | | |
| F37202 | Other Direct | Publication Cost/Documentation/ Dissemination | F37202 - F Bookbinding & Publication Costs | 3720 | F2: Other Direct Costs - Publication Costs | MTDC | TDC | N/A |
| F37242 | Other Direct | Communications/Marketing | F37242 - F Advertising-General | 3724 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F37262 | Other Direct | Professional Services/Consultant | F37262 - F Studies or Consultants | 3726 | F3: Other Direct Costs - Consultant Services | MTDC | TDC | N/A |
| F37282 | Other Direct | Postage | F37282 - F Freight & Delivery | 3728 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |

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|---|---|---|---|---|---|---|---|---|
| F37302 | Other Direct | Professional Services/Consultant | F37302 - F Temporary Employee | 3730 | F3: Other Direct Costs - Consultant Services | MTDC | TDC | N/A |
| F37322 | Other Direct | Subcontracts | F37342 - F Subcontract GREATER THAN $25,000 | 3732 | F5: Other Direct Costs - Subawards/Consortium/Contractual Costs | MTDC | TDC | N/A |
| F37342 | Other Direct | Subcontracts | F37322 - F Subcontract LESS THAN $25,000 | 3734 | F5: Other Direct Costs - Subawards/Consortium/Contractual Costs | Excluded | TDC | N/A |
| F37362 | Other Direct | Vertebrate Animals | F37362 - F Care of Animals | 3736 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F37462 | Other Direct | Other Operating Expenses | F37462 - F Food Services | 3746 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F37472 | Other Direct | Other Operating Expenses | F37472 - F Conference Services | 3747 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F37502 | Other Direct | Other Operating Expenses | F37502 - F Medical/Physician Services | 3750 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F37522 | Other Direct | Subcontracts | F37522 - F Other Contractual Services | 3752 | F5: Other Direct Costs - Subawards/Consortium/Contractual Costs | MTDC | TDC | N/A |
| F37050 | Other Direct | Subcontracts | F37050 - F Other Contractual Services - COVID | 3705 | F5: Other Direct Costs - Subawards/Consortium/Contractual Costs | MTDC | TDC | N/A |
| F37542 | Other Direct | Other Operating Expenses | F37542 - F Wind Tunnel | 3754 | F6: Other Direct Costs - Equipment or Facility Rental/User Fees | Excluded | Excluded | N/A |
| F37552 | Other Direct | Other Operating Expenses | F37552 - F FMRI Center | 3755 | F6: Other Direct Costs - Equipment or Facility Rental/User Fees | MTDC | TDC | N/A |
| **Object Code** | **Category Type** | **Category** | **Object Code Name** | **Sub code in KFS** | **Category on Ggov Form: based on KR Budget Category** | **F&A Applied** | | **Fringe Benefit Type** |
| **Other Direct Costs** | | | | | | | | |
| F38802 | Other Direct | Computer Time | F38802 - F Administrative Data Processing Contractual | 3880 | F4: Other Direct Costs - ADP/Computer Services | MTDC | TDC | N/A |
| F38812 | Other Direct | Equipment | F38812 - F Administrative Data Processing Hardware/Lease | 3881 | F4: Other Direct Costs - ADP/Computer Services | MTDC | TDC | N/A |
| F38822 | Other Direct | Equipment | F38822 - F Administrative Data Processing Hardware Maintenance | 3882 | F4: Other Direct Costs - ADP/Computer Services | MTDC | TDC | N/A |
| F38832 | Other Direct | Software | F38832 - F Administrative Data Processing Software Rental | 3883 | F4: Other Direct Costs - ADP/Computer Services | MTDC | TDC | N/A |
| F38842 | Other Direct | Software | F38842 - F Administrative Data Processing Software Maintenance | 3884 | F4: Other Direct Costs - ADP/Computer Services | MTDC | TDC | N/A |
| F38852 | Other Direct | Computer Time | F38852 - F Academic Data Processing Contractual | 3885 | F4: Other Direct Costs - ADP/Computer Services | MTDC | TDC | N/A |

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|---|---|---|---|---|---|---|---|---|
| F38862 | Other Direct | Computer Time | F38862 - F Data Processing Telecommunication Contractual | 3886 | F4: Other Direct Costs - ADP/Computer Services | MTDC | TDC | N/A |
| F38902 | Other Direct | Computer Time | F38902 - F Word Processing Contractual | 3890 | F4: Other Direct Costs - ADP/Computer Services | MTDC | TDC | N/A |
| F39142 | Other Direct | Materials | F39142 - F Laboratory Supplies & Materials | 3914 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39050 | Other Direct | Materials | F39050 - F Supplies & Materials (Research/Lab) - COVID | 3905 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39060 | Other Direct | Materials | F39060- F Supplies & Materials (Instruction) - COVID | 3906 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39070 | Other Direct | Materials | F39070 - F Supplies & Materials (Safety) - COVID | 3907 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39080 | Other Direct | Materials | F39080 - F Supplies & Materials (Other) - COVID | 3908 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39162 | Other Direct | Materials | F39162 - F Office Supplies | 3916 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39182 | Other Direct | Materials | F39182 - F Agriculture Supplies | 3918 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39222 | Other Direct | Materials | F39222 - F Conference Supplies & Materials | 3922 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39242 | Other Direct | Materials | F39242 - F Instructional Materials | 3924 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| **Object Code** | **Category Type** | **Category** | **Object Code Name** | **Sub code in KFS** | **Category on Ggov Form: based on KR Budget Category** | **F&A Applied** | | **Fringe Benefit Type** |
| **Other Direct Costs** | | | | | | | | |
| F39270 | Other Direct | Materials | F39270 - F Purchase of Animals | 3927 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39262 | Other Direct | Materials | F39262 - F Care of Animals | 3926 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39302 | Other Direct | Materials | F39302 - F Medical Supplies | 3930 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39462 | Other Direct | Materials | F39462 - F Medical Drugs & Chemicals | 3946 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39502 | Other Direct | Materials | F39502 - F Audio Visual | 3950 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39522 | Other Direct | Materials | F39522 - F Other Supplies & Materials | 3952 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39532 | Other Direct | Other Operating Expenses | F39532 - F Equipment LESS THAN $5,000 | 3953 | F6: Other Direct Costs - Equipment or Facility Rental/User Fees | MTDC | TDC | N/A |

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|---|---|---|---|---|---|---|---|---|
| F44050 | Other Direct | Materials | F44050 - F Equipment Other - COVID | 4405 | F6: Other Direct Costs - Equipment or Facility Rental/User Fees | MTDC | TDC | N/A |
| F39642 | Other Direct | Materials | F39642 - F Oxygen & Medical Gas | 3964 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39672 | Other Direct | Materials | F39672 - F Radioactive Material | 3967 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39902 | Other Direct | Other Operating Expenses | F39902 - F Academic Data Processing Supplies | 3990 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F39912 | Other Direct | Other Operating Expenses | F39912 - F Administrative Data Processing Supplies | 3991 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F43302 | Other Direct | Other Operating Expenses | F43302 - F Sensitive Equipment - Audio Visual & Photography | 4330 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F43602 | Other Direct | Other Operating Expenses | F43602 - F Computers - Administrative | 4360 | F6: Other Direct Costs - Equipment or Facility Rental/User Fees | MTDC | TDC | N/A |
| F43612 | Other Direct | Other Operating Expenses | F43612 - F Computers - Academic/Research | 4361 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F46002 | Other Direct | Other Operating Expenses | F46002 - F Student Aid/Stipend | 4600 | F8: Other Direct Costs - Other | Excluded | TDC | N/A |
| **Object Code** | **Category Type** | **Category** | **Object Code Name** | **Sub code in KFS** | **Category on Ggov Form: based on KR Budget Category** | **F&A Applied** | | **Fringe Benefit Type** |
| **Other Direct Costs** | | | | | | | | |
| F46002 | Other Direct | Other Operating Expenses | F46002 - F Student Aid/Stipend | 4600 | PHS Fellowship Supplemental - E Budget | MTDC | TDC | N/A |
| F46102 | Other Direct | Other Operating Expenses | F46102 - F Tuition Scholarship/Fellowship | 4610 | F8: Other Direct Costs - Other | Excluded | TDC | N/A |
| F46102 | Other Direct | Other Operating Expenses | F46102 - F Tuition Scholarship/Fellowship | 4610 | PHS Fellowship Supplemental - E Budget | Excluded | TDC | N/A |
| F46020 | Other Direct | Other Operating Expenses | F46020 - F Grants/Subsidy/Distribution - COVID | 4602 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F49050 | Other Direct | Other Operating Expenses | F49050 - F Fixed Charges - COVID | 4905 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |
| F49202 | Other Direct | Other Operating Expenses | F49202 - F Subscriptions | 4920 | F1: Other Direct Costs - Materials and Supplies | MTDC | TDC | N/A |
| F49312 | Other Direct | Software | F49312 - F Licenses | 4931 | F4: Other Direct Costs - ADP/Computer Services | MTDC | TDC | N/A |
| F49702 | Other Direct | Other Operating Expenses | F49702 - F Rent | 4970 | F6: Other Direct Costs - Equipment or Facility Rental/User Fees | Excluded | TDC | N/A |
| F49992 | Other Direct | Other Operating Expenses | F49992 - F Other | 4999 | F8: Other Direct Costs - Other | MTDC | TDC | N/A |

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|---|---|---|---|---|---|---|---|---|
| F51302 | Other Direct | Alteration and Renovation | F51302 - F Additions & Major Renovation | 5130 | F7: Other Direct Costs - Alterations and Renovations | Excluded | TDC | N/A |
| F51502 | Other Direct | Alteration and Renovation | F51502 - F Project Accounting Design | 5150 | F7: Other Direct Costs - Alterations and Renovations | Excluded | TDC | N/A |
| F99972 | Other Direct | Other Operating Expenses | F99972 - F CASL Fee | 9997 | F8: Other Direct Costs - Other | Excluded | TDC | N/A |
| FX7012 | Other Direct | Subcontracts | FX7012 - F Subcontract - direct costs do not apply F&A, NIH or 424R&R sub | X701 | F5: Other Direct Costs - Subawards/Consortium/Contractual Costs | Excluded | Excluded | N/A |
| FX7022 | Other Direct | Subcontracts | FX7022 - F Subcontract - direct costs APPLY F&A, NIH or 424R&R sub | X702 | F5: Other Direct Costs - Subawards/Consortium/Contractual Costs | MTDC | TDC | N/A |
| FX7032 | Other Direct | Subcontracts | FX7032 - F Subcontract - indirect costs do not apply F&A, NIH or 424R&R sub | X703 | F5: Other Direct Costs - Subawards/Consortium/Contractual Costs | Excluded | Excluded | N/A |
| **Object Code** | **Category Type** | **Category** | **Object Code Name** | **Sub code in KFS** | **Category on Ggov Form: based on KR Budget Category** | **F&A Applied** | | **Fringe Benefit Type** |
| **Other Direct Costs** | | | | | | | | |
| FX7042 | Other Direct | Subcontracts | FX7042 - F Subcontract - indirect costs APPLY F&A, NIH or 424R&R sub | X704 | F5: Other Direct Costs - Subawards/Consortium/Contractual Costs | MTDC | TDC | N/A |
| FHFTC0001 | Other Direct | Human Fetal Tissue Costs | FHFTC0001 - Human Fetal Tissue Costs | N/A | F8: Other Direct Costs - Human Fetal Tissue | MTDC | TDC | N/A |
| **PHS Fellowship and Research Training budget-specific elements** | | | | | | | | |
| T33114TS | Other Direct | Other Operating Expenses | T33114TS - T PHS Training Travel In State | 3311 | PHS Training Budget Trainee Travel | MTDC | TDC | N/A |
| T33214TO | Other Direct | Other Operating Expenses | T33214TO - T PHS Training Travel Out of State | 3321 | PHS Training Budget Trainee Travel | MTDC | TDC | N/A |
| T33604TF | Other Direct | Other Operating Expenses | T33604TF - T PHS Training Travel Foreign | 3360 | PHS Training Budget Trainee Travel | MTDC | TDC | N/A |
| T46102OC | Other Direct | Other Operating Expenses | T46102OC - T PHS Tuition Other Cost Element | 4610 | PHS Training Budget other cost element | excluded | TDC | N/A |
| T46102PD | Other Direct | Other Operating Expenses | T46102PD - T PHS Tuition PostDoc Degree Seeking | 4610 | PHS Training Budget Post Doc Degree Tuition | excluded | TDC | N/A |
| T46102PN | Other Direct | Other Operating Expenses | T46102PN - T PHS Tuition PostDoc Non-Degree Seeking | 4610 | PHS Training Budget Post Doc Non-Degree Tuition | excluded | TDC | N/A |
| T46102RD | Other Direct | Other Operating Expenses | T46102RD - T PHS Tuition PreDoc Dual Degree Seeking | 4610 | PHS Training Budget Pre Doc Dual Degree Tuition | excluded | TDC | N/A |
| T46102RS | Other Direct | Other Operating Expenses | T46102RS - T PHS Tuition PreDoc Single Degree Seeking | 4610 | PHS Training Budget Pre Doc Single Degree Tuition | excluded | TDC | N/A |
| T46102UC | Other Direct | Other Operating Expenses | T46102UC - T PHS Tuition Undergraduate Cost Element | 4610 | PHS Training Budget Undergrad Tuition | excluded | TDC | N/A |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| T49992RE | Other Direct | Other Operating Expenses | T49992RE - T PHS Training Related Expenses | 4999 | PHS Training Budget Related Expenses | MTDC | TDC | N/A |

# Appendix III - KR Notification Emails

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

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

| Action | Email Subject | Email Message | Recipient |
|---|---|---|---|
| Proposal is ready for approval for Secondary Approver | Kuali Research Action - Proposal - APPROVE - PI: **[PI NAME]** - Due Date: **[DUE DATE]** - Lead Unit:**[LEAD UNIT]** - **Sponsor: [SPONSOR]** - Title: **[TITLE]** | Please complete the APPROVE action for **[PI NAME]** in Proposal for **[TITLE]**<br>Your timely action is requested.<br><br>Failure to act when an approval is requested will stop routing.<br>To review the requested action: [**Document #] [LINK]**<br><br>https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=**[DOC ID#]**&command=displayActionListView<br>Or, to see all actions requested: **Action List [LINK]**<br><br>https://umd-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: **[DOC ID#]** in the first column of the List.<br><br>**For additional help, email <mailto:kr-actionlist@umd.edu>**<br>Action Item sent to **[SECONDARY APPROVER USERID]**<br>for delegate type SECONDARY | Secondary (Alternate) Approver |
| Proposal Approved by Another | Proposal **[PROPDEV#]** Approved by Another User | **Prop Dev Number [PROPDEV#]**<br>**PI** **[PI_NAME]**<br>**Lead Unit** **[LEAD_UNIT# - LEAD_UNIT_NAME]**<br>**Sponsor Name** **[SPONSOR# - SPONSOR NAME]**<br>**Title** **[TITLE]**<br>**Deadline** **[DEADLINE_DATE]**<br><br>**[PI NAME]**'s Proposal **[PROPDEV#]** has been approved by another user.<br>You can view this proposal through KC at the following address:<br>**Open document (LINK)**<br>If you have questions, please contact **[PROPOSAL INITIATOR USERID]**<br>Thank you | Other Approvers on Current Stop |
| Proposal Returned by Approver | **[PI_NAME]**'s Proposal **[PROPDEV#]** has been returned to the Aggregator | **[PI_NAME]**'s Proposal 37261 has been returned to the Aggregator. The referenced proposal has been returned to the Aggregator for revisions and has been removed from your action list.THIS NOTIFICATION HAS BEEN SENT TO ALL APPROVERS AT THIS STOP.<br>Proposal Summary:<br>PI: **[PI_NAME]**<br>Profit Center: **[LEAD_UNIT# - LEAD_UNIT_NAME]**<br>Proposal Number: **[PROPDEV#]**<br>Sponsor: **[SPONSOR# - SPONSOR NAME]**<br>Prime Sponsor: **[PRIME_SPONSOR# - PRIME_SPONSOR NAME]**<br>Deadline Date: **[DEADLINE_DATE]**<br>Title: **[TITLE]**<br>Sponsor Announcement: **[OPPORTUNITY_ID# - OPPORTUNITY_TITLE]**<br><br>You can view this proposal through KC at the following address:<br>**Open document (LINK)**<br>If you have questions, please contact **[PROPOSAL INITIATOR USERID]**<br>Thank you | Other Approvers on Current Stop |
| **Action** | **Email Subject** | **Email Message** | **Recipient** |
| Proposal Recalled | Action List Reminder | Your Action List has an eDoc(electronic document) that needs your attention:<br><br>Document ID: **[DOC ID#]**<br>Initiator: **[AGGREGATOR]**<br>Type: Add/Modify ProposalDevelopmentDocument | Aggregator that Recalled the Proposal``` |

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

# Appendix IV – Tips and Tricks

## Search Operators

| Operator | Name | Example | Comment |
|---|---|---|---|
| * | Wildcard Any Char | Title: *apple* | Search for “apple” anywhere in the title, regardless of the number of characters |
| | | Title: apple* | Search for “apple” at the beginning of the title |
| | | Title *apple | Search for “apple” at the end of the title |
| ? | Wildcard One Char | Title: ?ffect* | Search for a word that has any one character that precedes “ffect” (e.g. “affect” or “effect”) in the beginning of a title |
| \| (Vertical Bar) | OR | Lead Unit: *apple*\|*orange* | Search for “apple” OR “orange” in any order |
| && | AND | Title: *apple*&&*honeycrisp* | Search for “apple” AND “honeycrisp” in any order |
| ! | NOT | Title: *apple*&&!*tree* | Search for “apple” but not “tree” |
| .. | SERIES | Lead Unit: 1330101..1330103 | Search records with Lead Unit from “1330101” to “1330103” (Just like combining Greater Than or Equal to and Less Than or Equal to) |
| >= | GREATER THAN OR EQUAL TO | Lead Unit: >=1330101 | Search records with Lead Unit Greater than or Equal to “1330101” |
| >= | LESS THAN OR EQUAL TO | Lead Unit: <=1330101 | Search records with Lead Unit Less than or Equal to “1330101” |