

Kuali Research: Proposal Development Guide

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

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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: <u>https://umces.kuali.co/</u> 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...

KUALI RESEARCH	Dashboard			Show/hide cards
 Dashboard Search Records 	Proposals routing to me	▼ Filter Sort by ∽	Proposals not routing	▼ Filter Sort by ∽
 Common Tasks All Links 			Proposal #2 - Due date: 7/05/2021	PI: Schott, Eric – Sponsor: Nationa Last action: 3/26/2021 4:04 PM
 Reports Configuration 	•	-	Proposal #10 Proposal Due date: 7/01/2021	– PI: Li, Yantao – Sponsor: USDA-N Last action: 5/21/2021 2:36 PM
@ Help	All Clear!		Proposal #13 Proposal Due date: 6/04/2021	- PI: Schott, Eric - Sponsor: Waterf Last action: 6/03/2021 4:23 AM
 About Logout Richmond Appela Blutha 		0-0 < >	Proposal #17 Proposal Due date: 7/01/2021	– PI: Li, Yantao – Sponsor: USDA-N Last action: 6/17/2021 3:29 PM
Switch Apps Collapse Menu				1-4 < >

...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 m	2		▼ Filter So	rt by 🗸	Proposals not	routing			▼ Filter Sort by ~
4 steps away Due date	#19 - PI: Coles, Victoria - Sponsor: NIH 8/16/2021 Last action: 8/10/2021 9:5	-National Institutes of Health – Title: My 4 AM Compliance	Important Project - KS	- Le	Proposal	Proposal #20 - PI: N Due date: 8/18/2021	elson, David – Sponsor: Nation Last action: 8/03/2021 1:46	nal Science Foundation – Title: PM	Collaborative Research: T Lead
			14	\hookrightarrow	Proposal	Proposal #17 - PI: Li Due date: 7/01/2021	i, Yantao – Sponsor: USDA-Nat Last action: 6/17/2021 3:29	ional Institute of Food and Agri PM	culture – Title: PARTNERSHIP: Engi
					Proposal	Proposal #13 - PI: S Due date: 6/04/2021	chott, Eric – Sponsor: Waterfro Last action: 6/03/2021 4:23	nt Partnership – Title: Copy of AM	Proposal 8: Molec – Lead unit: 77
						Proposal #10 - PI: Li Due date: 7/01/2021	i, Yantao – Sponsor: USDA-Nat Last action: 5/21/2021 2:36	ional Institute of Food and Agri PM	culture – Title: Test – Lead unit: 77
					Proposal	Proposal #2 - PI: Sci Due date: 7/05/2021	hott, Eric – Sponsor: National S Last action: 3/26/2021 4:04	Science Foundation – Title: Test PM Compliance	ting S2S function by M – Lead uni
									1-5 of 5 < >
Proposal workload assi	gnments								▼ Filter
Proposal Number	Principal Investigator	Sponsor	Lead Unit	Title		Due Date	\downarrow Last Action	Current Request(s)	Assigned Approver
#19	Coles, Victoria	NIH-National Institutes of Health	7701001	My Importan	t Project - KS	08/16/2021	08/10/2021 9:54 AM	Coles, Victoria J.	
									Nows per page 10 x 1-1 ()

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 ($\langle \rangle$).

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.

Proposal workload assignn	nents							▼ Filter
Proposal Number	Principal Investigator	Sponsor	Lead Unit	Title	Due Date	\downarrow Last Action	Current Request(s)	Assigned Approver
<u>#19</u>	Coles, Victoria	NIH-National Institutes of Health	7701001	My Important Project - KS	08/16/2021	08/10/2021 9:54 AM	Coles, Victoria J.	
							Rows	sperpage 10 ∨ 1-1 < >

Hints and Tips!

C 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 (E) 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.

	۹

:	Search Records						
	Search everywhere 🔹	IMET2020-034MC	TE	×	d	ጓ Go	
			₹ Export as CSV	0	Show/Hi	ide Colum	ns
	Document Type	Document Number	Title	Lead L	Jnit Numb	er	Prin
	InstitutionalProposal	4776	Double Indeminity for Karenia: Flavonoids and Clay	77009	01		Plac
	InstitutionalProposal	4772	Dimensions US-China: High throughput cultivation and ultra-deep metagenomics of estuarine bacteria and viruses - a goal to explore the vast unknown viromes	77009	51		Chei
	InstitutionalProposal	4769	Development of a heterotrophic microalgal culture strategy for astaxanthin production	7009	01		Li. Y

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:				Proposal Number : internal Kuali tracking
D I T				number for proposal, no leading zeros
Proposal Type:	select		v	Proposal Type : type of proposal submission
Proposal State:	select	T		uown Buse agal States wenting/annuarel states well
		1		Proposal State: routing/approval status; pull
Project Title:				Project The: the of proposal
Deserved Deserve				Proposal Person: search by name of any
Proposal Person.		e q		Senior/Key Person listed on proposal
Principal Investigator:				Principal Investigator : search by name of po
i molparinte sugaron.		• •		with role of PI only
Aggregator:		I Q		Aggregator: name of a person who has right
				create/compile a proposal
Participant:		Q		Participant : not used at UMCES
				Initiator Username : directory ID of propos
Initiator Username:		Q		creator
				Sponsor Deadline Date: date proposal is due
Sponsor Deadline Date:		to to	æ	sponsor
				Sponsor: sponsor code
Sponsor:		Q		Sponsor Name : name of the sponsor
5N				Prime Sponsor Code: prime sponsor code
Sponsor Name:			Q	Prime Sponsor Name: name of second tier
Prime Sponsor Code:				funding sponsor (not applicable to all propos
Thine opensor occe.		= 4		Lead Unit: unit code of lead unit
Prime Sponsor Name:		Q		Lead Unit Name: name of the lead unit
				Award ID. ID of award tied to this record
Lead Unit:		I Q		Renewals or Continuations only
				Opportunity ID : funding opportunity ID
Lead Unit Name:				Hierarchy Status: not used at LIMCES
				Pronosal Create Date: date range of when
Award ID:				proposal was created (inclusive)
Opportunity ID:		1		proposal was created (inclusive)
opportunity ib.				
Hierarchy Status:	Ŧ			
		-		

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

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On this search page you may optionally use the search operators in Appendix IV, <u>Search Tips & Tricks</u> 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	how 10 v entries										xml xls			
Actions	Proposal Number	Proposal Document Number	Proposâl 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.

KUALI RESEARCH	Common Tasks				
 Dashboard Search Records 	Proposal Development				
Common Tasks	All My Proposals				
G⇒ All Links	Create Proposal Search Proposals				

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.

KUALI RESEARCH	Kuali Research				
 Dashboard Search Records 	Create Proposal * indicates required fields				
😧 Common Tasks	Proposal Type: *	select			~
c All Links	Lead Unit: *	select			-
	Activity Type: *	select			~
	Project Dates: *	mm/dd/yyyy	to	mm/dd/yyyy	
	Project Title: *				
					.::
	Sponsor: *				٩
		Cancel Sav	ve and Continue		

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 <u>kr-help@umces.edu</u> 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 <u>and</u> (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.

Proposal Type: *	New		~
Lead Unit: *	7701101 - Chesapeake Biological Laboratory (CBL)		•
Activity Type: *	Research - Applied		~
Project Dates: *	09/01/2021 to 08/31/2023		
Project Title: *	Example Research Project		
Sponsor: *	000331	University of Maryland College Park	٩

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

Send Notifications				×
Recipient	Actions			
KC-NTFCN:Proposal Create Notification	۵			
Subject:				
Proposal No.24 in Department 7701101 - Cl	esapeake Biological Labora	tory (CBL) has been created	by Angela Richmond	
Message:				
Attention Office of Research Administration > Proposal No. 24 has been created in 	•			
	Send Notifications	Add More Recipients	Cancel	

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).

ALWAYS CLICK THE "CLOSE" BUTTON WHEN FINISHED

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

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

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)

🛩 Data Validation (off) 🖶 Print 🗶 Copy 📰 Medusa 🗮 Hierarchy 🖾 Budget Versions 🔗 Link 💿 Help 🗸

Tab bar for additional a	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.					
Opy	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.					
I ≡ 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				
B Reside		includes Proposal Details, S2S Opportunity Search, Delivery info,				
E Dasies		Sponsor & Program Information				
Proposal	Details	Displays details of the proposal				
S2S Oppo	ortunity Search	Displays the S2S opportunity and forms				
Delivery l	[nfo	Displays the delivery information				
Sponsor &	& Program Info	Displays the organization and performance sites				
L Key Personne	el	Includes the Personnel and Credit Allocation				
Personnel	l	Displays PI, Co-I and/or Key personnel				
Credit Al	location	Displays the Credit Split				
 Compliance)	Displays the Special Reviews				
S Attachment	s	Displays the narrative, personnel (CV/CP), Internal attachments				
Questionna	ire	Display any questionnaires applicable to proposal				
Budget		Displays the list of the budget versions created for this proposal,				
Datagot		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				
Cummon/Submit		Reviews the summary for completion prior to using the Submit				
Cr Summary/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.

Proposal Type: *	New			~			
Lead Unit:	7701101 - Chesapeake Biological Laboratory (CBL)						
Activity Type: *	Research - Applied			~			
Project Dates: *	09/01/2021	to	08/31/2023				
Project Title: *	Example Research Project						
				//			
Sponsor: *	000331		University of Maryland College Park	Q			
Prime Sponsor Code:	000128		National Science Foundation	۹			

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 <u>never</u> 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
 Q Find an opportunity
- Search by either the [Package ID] or [Opportunity ID] or the [CFDA Number] field > Click [Search]

Opportunity Search	
Search Domain *	Grants.Gov 🔻 🔍
Package ID	
Opportunity ID	
Competition ID	
CFDA Number	

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.

Actions	Opening Date	Closing Date	Package ID	Opportunity ID	Opportunity Title	Competition ID	Competition Title	Schema URL
select	08/10/2018	09/10/2018	PKG00242455	RFA-RM-18- 008	NIH Directors New Innovator Award Program (DP2 - Clinical Trial Optional)	FORMS-E	FORMS-E	https://apply07.grants.gov/apply

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.

Opportunity Search							
Remove opportunity	≓ Change opportunity						
Opportunity Forms	Submission Detail User Attached Forms						
Opportunity	Opportunity						
Opportunity ID	PA-DD-000						
Opportunity Title	NIH FORMS-D UBER test FOA						
Submission Type:	Application •						
S2S Revision Type:	select v						
CFDA Number							
Competition Id	FORMS-D						
Opening Date	11/16/2015						
Closing Date	11/16/2018						
Instruction Page:	Download Instructions						
Schema URL:	View schema						
S2S Provider	Grants.Gov						
Back Save	Save and Continue Close						

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]

Remove opportunity					
Opportunity Form	s Submission Detail	User Attache	ed Forms		
orms orm Name		Mandatory	Include +	Description	Select +
PHS_AssignmentRequestForm		No	No	Unavailable	
PHS_Fellowship_Supplemental_3_1		No		Available	
PHS_Inclusion_Enrollment_Report		No		User Attached Form	
RR_SF424_2_0-V2.0		Yes	Yes	Available	
SF424C_2_0-V2.0		No	No	Unavailable	
				Create XML	Create PDF

• 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.

Opportunity	Search	
(i) Document was such	cessfully saved.	
Remove opportunity	≓ Change opportunity	
Opportunity Forms	Submission Detail	User Attached Forms
User Attached + Add User Attached Fo	Forms	

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

R&R Family F	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.

Forms:						Export Data
▲ Form Name	Adobe Form	Form Schema	Form Items Description	GG Version	OMB Number	OMB Expiration
AENT Program Specific Data Forms	PDF	Schema	FID	1.0	0930-0367	06/30/2020
AFRI PROJECT TYPE	PDF	Schema	FID	1.0	0524-0039	10/31/2018
ANEW Program Specific Data Forms	PDF	Schema	FID	1.0	0930-0367	06/30/2020
Assurances for Non-Construction Programs (SF-424B - R&R)	PDF	Schema	FID	1.1	4040-0007	01/31/2019
Attachments	PDF	Schema	FID	1.2		
Budget Information for Construction Programs (SF-424C)	PDF	Schema	FID	2.0	4040-0008	01/31/2019
	Forms: A Form Name AENT Program Specific Data Forms AFRI PROJECT TYPE ANEW Program Specific Data Forms Assurances for Non-Construction Programs (SF-424B - R&R) Attachments Budget Information for Construction Programs (SF-424C)	Forms: Adobe Form AENT Program Specific Data Forms AFRI PROJECT TYPE AFRI PROJECT TYPE ANEW Program Specific Data Forms PDF Assurances for Non-Construction Programs (SF-424B - R&R) Attachments PDF Budget Information for Construction Programs (SF-424C) PDF	Form S: A Form Name Adobe Form Schema AENT Program Specific Data Forms PDF Schema AFRI PROJECT TYPE PDF Schema ANEW Program Specific Data Forms PDF Schema Assurances for Non-Construction Programs (SF-424B - R&R) PDF Schema Budget Information for Construction Programs (SF-424C) PDF Schema	Form S: Adobe Form Schema Form Items Description AENT Program Specific Data Forms PDF Schema FID AFRI PROJECT TYPE PDF Schema FID ANEW Program Specific Data Forms PDF Schema FID ASurances for Non-Construction Programs (SF-424B - R&R) PDF Schema FID Attachments PDF Schema FID Budget Information for Construction Programs (SF-424C) PDF Schema FID	Form S: Adobe Form Form Schema Form Items Description GG Version AENT Program Specific Data Forms PDF Schema FID 1.0 AFRI PROJECT TYPE PDF Schema FID 1.0 ANEW Program Specific Data Forms PDF Schema FID 1.0 ANEW Program Specific Data Forms PDF Schema FID 1.0 Assurances for Non-Construction Programs (SF-424B - R&R) PDF Schema FID 1.1 Attachments PDF Schema FID 1.2 Budget Information for Construction Programs (SF-424C) PDF Schema FID 2.0	Form S: Form Schema Form Schema Form Schema GG Version Section OMB Number AENT Program Specific Data Forms PDF Schema FID 1.0 0930-0367 AFRI PROJECT TYPE PDF Schema FID 1.0 0930-0367 ANEW Program Specific Data Forms PDF Schema FID 1.0 0930-0367 ANEW Program Specific Data Forms PDF Schema FID 1.0 0930-0367 Assurances for Non-Construction Programs (SF-424B - R&R) PDF Schema FID 1.1 4040-0007 Attachments PDF Schema FID 1.2 12 12 Budget Information for Construction Programs (SF-424C) PDF Schema FID 2.0 4040-0008

FORM ITE	EMS DESCRIPTION (FID)		
Budget Info	ormation for Construction Programs (SF-424C)		
VERSION(S). Version	Name	Status	Actions
2.0	Budget Information for Construction Programs (SF-424C)	Active	View Schema Download PDF Download DAT
1.0	Budget Information for Construction Programs (SF-424C)	Inactive	View Schema Download PDF Download DAT

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

Adding User Attached Forms

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

Opportunity 9	Search		
Remove opportunity			
Opportunity Forms	Submission Detail	User Attached Forms	
User Attached	Forms		
+ Add User Attached For	m		

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

Add User Attached Form	×
Description: *	
SF424C_UMD_TESTs	
File: * Choose File SF424C_2_0_V20UMDTST.pdf	
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

User Attache	d Forms				
Description	Namespace	Form Name	File Name	Actions	Actions
SF424C_UMD_TESTs	http://apply.grants.gov/forms/SF424C_2_0- V2.0	SF424C_2_0	SF424C_2_0_V20UMDTST.pdf	Action- View XM View PD Edit	۳ ۱L DF

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:

•	Opportunity 9	Search				
Basics ~	Opportunity Forms	Submission Detail	User Attached Forms			
Proposal Details	Farma					
S2S Opportunity	Forms					
Delivery Info	Form Name		Mandatory	Include -	Description	Select *
Sponsor & Program Information	Budget-V1.2		Yes	Yes	Available	
Organization and Location	CD511-V1.1		Yes	Yes	Available	
Key Personnel >	Other-V1.2		No	No	Available	
Questionnaire	Project_1_2-V1.2		Yes	Yes	Available	
✓ Compliance	SF424A-V1.0		Yes	Yes	User Attached Form	
Attachments Attach	SF424B-V1.1		Yes	Yes	Available	
Budget	SF424-V2.1		Yes	Yes	Available	
Access	SFLLL1_2V1_2		No	No	Available	
Supplemental Information						Create XML Create PDF
A						

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

Delivery Info		
Submission By:	select	
Submission Type:	select	
Submission Account ID:		
Submission Name & Address:	Change Clear	
Number of copies:		
Submission description:		
Back Save	Save and Continue	Close

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

Document was successfully saved.				Х
Sponsor Deadline Type:	select			~
Sponsor deadline:	mm/dd/yyyy		hlumm	
Notice of Opportunity:	select			~
Opportunity ID:				
Opportunity Title:				
				ĥ
Subawards:	Yes, this proposal includes subaward(s)			
Sponsor Proposal ID:				
NSF Science Code:	select			~ Q
Anticipated Award Type:	select			*
Agency Routing Identifier:				
Prev Grants.Gov Tracking ID:				
- CFDA				
CFDA Number *	C	CFDA Program Title Name		Actions
E Q				Add

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]

Organizations &	Locations		
Applicant Organization	Performing Organization	Performance Site Locations	
Other Organizations			
Performance Si	ite Locations		
Q Add Performance Site			

This will take you to the Address Book Lookup window.

daress Book Lookup	
	Add New Address Book
Address Book Id:	
Sponsor Code:	Q
Sponsor:	Q
Sponsor Address Flag:	
Organization:	NUMCESN
Last Name:	
First Name:	
Middle Name:	

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

Lookup		
Address Book Lookup		_
	Add New Address Bo	ok
Address Book Id:		
Sponsor Code:	Q	
Sponsor:	Q	
County		
Close Clear \	Values Search	

Address Book Document Overview Panel

			* indicates required field
 Document O 	verview		
Description: *			
Organization Document Number:		Explanation:	

Address Book Id:	421603	Address Book - Performance Site
Address Line 1:		Address Book ID: internally assigned number Address Line 1/2/3 (Line 1 REQUIRED):
Address Line 2:		address lines (only enter data in address line 1 and 2),
Address Line 3:		City (REQUIRED): city name Comments: not used at UMCES
City:		Country Code (REQUIRED): dropdown menu County: Enter if known
Comments:		Delete Flag: not used at UMCES Email Address: email of individual or
Country Code:		organization Fax Number: fax phone number
County:		First name: first name of individual
Delete Flag:		Last name: last name of individual
Email Address:	user@domain.com	organization (REQUIRED): name of organization for individual or performance site
Fax Number:		Phone Number (REQUIRED): enter "000001" Phone number
First Name:		of individual or organization Postal Code (REQUIRED) : for US zip codes
Middle Name:		include the Zip+4 or for NON-US enter foreign postal code
Last Name:		 Prefix: prefix salutation (e.g. Mr., Mrs., Dr.) Sponsor Code: do not use, used only by sponsor
Organization: *		records in KR State (REQUIRED if US or CANADA): drop-
Owned By Unit: *	1420103	down, select state
Phone Number:		Suffix: suffix salutations (e.g. Jr, Sr., III,) Title : title of the individual
Postal Code:		
Prefix:		
Sponsor Code:	Q	
State:		
Suffix:		
Title:		
Active:		

onee you add the performance she; you will need to add the congressional district.		
Organization Name:	Olivetti Foundation	
City:		
State:		
Address Line 1:		
Address Line 2:		
Postal Code:		
+ Add Congressional District		

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

How to Lookup the Congressional District

<u>https://www.house.gov/representatives/find-your-representative</u> - zip code search <u>https://www.govtrack.us/congress/members</u> - 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)

Add Line	×
State: District Number:	
	Cancel Add

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]

Organizations &	& Locations		
Applicant Organization	Performing Organization	Performance Site Locations	Other Organizations
Other Organiza	tions		
Q 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

Lookup	
Organization Lookup	
Organization Id:	I 🔳
Organization Name:	
Address:	
Federal Employer Id:	
Congressional District:	
DUNS Number:	
DUNS Plus Four Number:	
Human Sub Assurance:	
CAGE Number:	
DODAC Number:	
Number Of Employees:	
Close Clear V	Values Search

Lookup 00001399 The Regents of the ANR Building 946036494 CA-001 34903 047120084 Hopkins Road, Davis, University of California - ANR CA 95616-5270 The Regents of the 2150 Shattuck Ave 956006145 CA-009 33234 124726725 00943 1 University of California - Berkeley RM 313, Berkeley CA 94720-5940 Showing 1 to 10 of 20 entries First Previous 1 2 Next Last Refine Search Close

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 <u>kr-help@umces.edu</u>. 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 Co-I: Co-Investigator 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 PI/Multiple: ONLY used for NIH Multi- PI projects, not applicable for other sponsors Co-I: Co-Investigator 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]



Add Personr	nel	×
Search for	EmployeeNon Employee	
Last Name		
First Name		
User Name		
Email Address	user@domain.com	
Office Phone		
Home Unit		۹
Campus Code		۹
	Continue Cancel	

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.

Add Personnel	×
Only the top 500 results were returned. If you cannot fine search criteria	d what you are looking for, please refine the
♦ Full Name: User ID: Email Address: ♦ Unit Number:	Unit Name:
 Cathlyn D. Stylinski Cathlyn D. Stylinski 	Appalachian Appalachian College Laboratory (AL) Laboratory (AL) Park
Showing 1 to 1 of 1 entries	First Previous 1 Next Last
Continue Go back	Cancel

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.

Add Personnel				×
Assign a role: * Assign a role: * Principal Investigator Co-Investigator Key Person				
	Add Person	Go back	Cancel	

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.

Key Personnel	
Search for and add key personnel	*
L Add Personnel	Notify All
Lora Anna Harris (Principal Investigator) (Certification Incomplete)	Notify Lora Anna Harris

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 <u>Researcher Certification by Proxy</u> (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]

comptiance	
+ Add compliance entry	

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

Add Compliance Entry ×				
Type: *	select	~ Q		
Approval Status: *	select	~ Q		
Compliance Identifier:				
Application Date:				
Approval Date:				
Expiration Date:				
Exemption #:	Nothing selected	•		
Comments:				
		11.		

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.

Attachm	nents					
Attachme	ents					
Proposal (1)	Personnel (0)	Abstracts (0)	Internal (0)	Notes (0)		

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.

Details ×
Attachment Type: *
select T
Status: *
select v
Contact Name:
Email Address:
Phone Number:
Comments:
Description:
6
File:
Choose File No file chosen
Save

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 <u>Kuali Research Attachment Types and</u> <u>Grants.gov Crosswalk</u> 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.

Set All Statuses Final ~

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

Attachments						
Proposal (0)	Personnel (0)	Abstracts (0)	Internal (0)	Notes (0)		
Personnel (o)						
Add attachments to this proposal						
Add attachments to this proposal Add Upload & Add						

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.

Attachments						
Proposal (0)	Personnel (0)	Abstracts (0)	Internal (0)	Notes (0)		
Internal (d)					
+ Add						
Upload & Add						

ORAA Required Types

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

Lab/Unit Required Types:

• See your departmental contact.

Add Attachments:

Click [+Add] to add a single attachment -OR-

Click [Upload & Add] to add multiple documents at once Under File > Click the [Choose File] Button to attach a file Click [Save]

Details	,
Туре: *	
Status: *	•
select	
Description:	
File	
Choose File No file chosen	
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

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



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.

Select detailed or summary budget. 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.

Kuali Research		n Duda	ot for Horris	Dece							Marked	For Submiss
Budget #1: Sur	nmar	y Budg	et for Harris-	Rose							Created	08/14/2021 I: #24 al:
	_						✓ Data Valio	dation (off) 🌣 Budget Se	ttings 🗦 Hierarchy 👁 Sum	mary 💷 Budget Versi	ons 🛛 Autocalculate Peri	ods ⑦ Helj
« Return to proposal	Per Per	iods & Tot	als				_			F	ecalculate with changes Re	set to period de
Rates	Peri Date	od Start	Period End Date *	Months	Total Sponsor Cost	Oirect Cost	F&A Cost	Unrecovered F&A	© Cost Sharing	Cost Limit	Direct Cost Limit	Action
Personnel Costs	09/	01/2021	08/31/2022	12.0		0.00	0.00		0.00 0.0	0 0.00		0.00
Non-Personnel Costs	09/	01/2022	08/31/2023	12.0		0.00	0.00		0.00 0.0	0 0.00		0.00
Subawards				Z4.00 Total:	Total: 0.00	Total: 0.00	Total:	0.00 Total:	Total: 0.00	Total: 0.00	Total: 0.00	
↓ Institutional Commitments >												
Project Income												
🖌 Modular	3											
Budget Notes												
Budget Summary												

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.
Not 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			
i≡ 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.

Budget

<	Document was successfully saved.												x
Basics >													
▲ Key Personnel >	Budgets												+ Add Budget
✓ Compliance	The following budgets are linked to this	proposal.											
0	Name	Version 🗘	Direct Cost 🗘	F&A0	T otal≎	Start	\$	End	\$	Status	\$	Comments	Actions
S Attachments	Summary Budget for Harris-Rose	1	0.00	0.00	0.00	09/01/2021		08/31/2023		Incomplete			Action
Questionnaire													
Budget													
Access													
Supplemental Information													
Summary/Submit													

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:

Budget Settings			
Project Start Date	09/01/2021		
Project End Date	08/31/2023		
Total Direct Cost Limit	0.00		
Budget Status	Incomplete	Status should	be incomplete
On Campus Flag	All On	Select appropr	riate On/Off Campus Fla
Residual Funds	0.00		
Total Cost Limit	0.00	C -1 - +	:
Unrecovered F & A Rate Type	MTDC	Type and F&A	A Rate Type (MTDC, T
F&A Rate Type	MTDC ~	etc.). These sh	ould be the same.
Comments			
Modular Budget:	0		
Submit Cost Sharing:			
Exclude Subcontract F&A from Direct Cost Limit:			
	Apply Changes Close		

1. Configure Budget Settings (Button on Top Menu)

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.

« Return to proposal	Rates	et by your institution. You can overric	le them if necessary by c	licking the edit icon to the	e right of each row.		Refresh All Rates	Sync All Rates
Periods & Totals	Research - Applied F	& A Fringe Benefits Inflation	n					
Rates	Research - A	oplied F & A			Sync to Curre	ent In:	stitutional Rates Res	et to Default Rates
Personnel Costs	Description 0	On Campus Flag	Fiscal Year 🗘	Start Date \$	Institute Rate	\$	Applicable Rate *	\$
Non-Personnel Costs	MTDC							
Subawards	MTDC	No	2021	07/01/2020	26.00		26.00	
Institutional Commitments >	MTDC	Yes	2021	07/01/2020	54.50		54.50	
Project Income								
✓ Modular								

Did you know? A data field underlined with a <u>dotted line</u> 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.

Proposal #24 > Budget #1 Budget #1: Su	ımr	nary Bu	dget for	Harr	is-Rose	9				Mark Crea Prop <i>more</i>	ed For Subr 08/14/20 ted: #24 osal:	No nission: 021
			✓ Da	ta Validation	(off) 🌣 Budget S	Settings 🗦 Hierarch	y 👁 Summary	Budget Version	ons ⊗Aut	ocalculate P	eriods 🗇	Help 👻
≪ Return to proposal ↓ Periods & Totals	<	Periods & + Add Budget Pe	Totals				1	R	ecalculate with	n changes	Reset to perio	d defaults
Rates		Period Start Date *	Period End Datê	≎ Months	Total Sponso¢ Cost	Direct Cost	¢ F&A Cost	Unrecovered⊱ F&A	Cost ≎ Sharing	Cost ≎ Limit	Direct Cost ≎ Limit	Actions
Personnel Costs	>	09/01/2021	08/31/2022	12.0	2,045,000.00	1,500,000.00	545,000.00	0.00	0.00	0.00	0.00	Û
Non-Personnel Costs		09/01/2022	08/31/2023	12.0	2,317,500.00	1,500,000.00	817,500.00	0.00	0.00	0.00	0.00	Û
Subawards				Total	Total	Total	Total:	0.00	Total	Total:	Total:	
Institutional Commitments	>			24.00	4,362,500.00	3,000,000.00	1,362,500.00	iotai.	0.00	0.00	0.00	

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.

Basics	< >	Budgets The following budgets are linked to this prop	osal.							-	Add Budget
Key Personnel	>	Name	Version	Direct Cost 🗘	F&A \diamond	Total 🗘	Start 🗘	End 🗘	Status 🗘	Comments;	Actions
		Summary Budget for Harris-Rose	1	3,000,000.00	1,362,500.00	4,362,500.00	09/01/2021	08/31/2023	Incomplete		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	Incomplete		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	Incomplete		Action-
Budget			*	~		•	-	•	•	A	~

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:

				-				more		
« Return to proposal + Ado	ods & Totals	Data Validation	(on) 🔑 Budget S	settings s≕ Hierarchy	r ⊗ summary	Re	ecalculate with	changes	Reset to period	d default
Image: Periods & Totals Image: Rates Period Date *	Start Period En	d Datê ≎ Months	Total Sponso⊄ Cost	0 Direct Cost	¢ F&A Cost	Unrecovered F&A	Cost ≎ Sharing	Cost ≎ Limit	Direct Cost ≎ Limit	Actio
Personnel Costs > 09/01	/2021 08/31/202	22 12.0	2,045,000.00	1,500,000.00	545,000.00	0.00	0.00	0.00	0.00	Ê
Non-Personnel Costs 09/01	/2022 08/31/202	23 12.0	2,317,500.00	1,500,000.00	817,500.00	0.00	0.00	0.00	0.00	8
Subawards Institutional Commitments		Total: 24.00	Total: 4,362,500.00	Total: 3,000,000.00	Total: 1,362,500.00	0.00 Total:	Total: 0.00	Total: 0.00	Total: 0.00	
Proiect Income			_							

Clicking Complete Budget triggers this pop-up window:

ls	s this budget complete?	×
•	□ Is this budget ready to be submitted to the sponsor?	
	Cancel OK	

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.

Proposal Pro PI: Lo	Dovelopment posal: #24 ra Anna Harris										Docur Doc N S2S C Initiati Status more	ent Into or: 5150 onnected: no or: arichmond : In Progress
							 Data Validatio 	on (off) 🖶 Print 🔍 Cop	/ ■ Medusa 🗦 Hie	archy III Budget Versions	8 Link	Help +
8	Budgets The following budgets are linked to this proposal.											Add Budget
	Name	Version	0 Dir	irect Cost o	F&A 0	Total 0	Start 0	End 0	Status 0	Comments 0	Actions	
-	Summary Budget for Harris-Rose	1	3,0	,000,000.00	1,362,500.00	4,362,500.00	09/01/2021	08/31/2023	Complete		Action+	
n I	CBL Summary Budget for Harris-Rose	2	1,5	,500,000.00	681,250.00	2,181,250.00	09/01/2021	08/31/2023	Complete		Action+	
Ô	HPL Summary Budget for Harris-Rose	3	1,5	,500,000.00	681,250.00	2,181,250.00	09/01/2021	08/31/2023	Incomplete		Action+	
											©View ©Copy ⊕Print ©Comp	3ummary lete Budget le for Submission

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.

Budgets The following budgets are linked to this proposal.																+ Add Budget
Name	Version 🗘	Direct Cost	¢	F&A 🗧	>	Total	÷	Start \$	En	nd	¢	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	3/31/2023		Complete				Action-
CBL Summary Budget for Harris-Rose	2	1,500,000.00		681,250.00		2,181,250.00		09/01/2021	08	3/31/2023		Complete				Action
HPL Summary Budget for Harris-Rose	3	1,500,000.00		681,250.00		2,181,250.00		09/01/2021	08	3/31/2023		Complete				Action

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.	Action ●View Summary □Copy ●Print XMark Budget Incomplete ✓Remove from Submission
--	--

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

Budget Settings		
Project Start Date	09/01/2021	
Project End Date	08/31/2023	
Total Direct Cost Limit	0.00	
Budget Status	Incomplete 🗸	Status should be incomplete
On Campus Flag	All On 🗸	
Residual Funds	0.00	Select appropriate On/Off Campus Flag
Total Cost Limit	0.00	
Unrecovered F & A Rate Type	MTDC	Select appropriate Unrecovered F&A R
F&A Rate Type	мтрс	Type and F&A Rate Type (MTDC, TD
Comments		etc.). These should be the same.
Modular Budget:		
Submit Cost Sharing:		
Exclude Subcontract F&A from Direct Cost Limit:		
	Apply Changes Close	

Configure Rates (Button in Navigation Bar)

For a detailed budget, there are three 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.

« Return to proposal	Rates Verify the default rate	es set by your institution. You can	override them if necessar	y by clicking the edit icon	to the right o	f each row.		Refresh All	Rates Sync All Rates
Periods & Totals	Research - Applie	d F & A Fringe Benefits	Inflation						
Rates	Research -	Applied F & A				Sync to Cu	rrent In	stitutional Rates	Reset to Default Rates
Personnel Costs >	Description	On Campus Flag	Fiscal Year	Start Date	Instit	ute Rate	\$	Applicable Ra	ite * 🗘 🗘
Non-Personnel Costs	MTDC								
Subawards	MTDC	No	2021	07/01/2020	26.00			26.00	
↓ Institutional Commitments >	MTDC	Yes	2021	07/01/2020	54.50			54.50	
Project Income									
✓ Modular									

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.

Rates			ide de la 16 a com	and the station of the state					Refresh All	Rates Sync	All Rates
Research - Applied F & A	your	Fringe Benefits	Inflation	essary by clicking the edit i	con to the right of each	I FOV	V.				
Fringe Benefits								Sync to Current In:	stitutional Rates	Reset to Defa	ault Rates
Description	÷	On Campus Flag	\$	Fiscal Year 🗘	Start Date	\$	Institute Rate	¢ ¢	Applicable Ra	te *	÷
Employee Benefits											
Fringe Rate 1		No		2021	07/01/2020		0.00		14.40		
Fringe Rate 1		Yes		2021	07/01/2020		0.00		14.40		
Fringe Rate 2		No		2021	07/01/2020		0.00		30.00		
Fringe Rate 2		Yes		2021	07/01/2020		0.00		30.00		
Fringe Rate 3		No		2021	07/01/2020		0.00		8.00		
Fringe Rate 3		Yes		2021	07/01/2020		0.00		8.00		

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.

« Return to proposal	Verify the default rat	es set by your institution. You ed F & A Fringe Benefits	u can override	them if necessary by	clicking the edit icor	to the righ	t of each row.	Re	Iesii Ali Kales	Sync All Rales
Rates	Inflation						Sync to Currer	nt Institutional	Rates Rese	t to Default Rates
	Description	On Campus Flag	\$	Fiscal Year	Start Date	\$ I	nstitute Rate	\$ App	licable Rate	\$
Project Personnel	Inflation									
Assign Personnel to Periods	Inflation	No		2022	07/01/2021	3	.00	3.	00	
Non-Personnel Costs	Inflation	Yes		2022	07/01/2021	2	00			
Subawards	mator	100		LULL	0110112021			3.		
A	Inflation	No		2023	07/01/2022	3	.00	3.	00	
Institutional Commitments >	Inflation	Vac		2023	07/01/2022		00			
Project Income	Innation	Tes		2023	07/01/2022			3.	00	
✓ Modular	Inflation	No	*	2024	07/01/2023	3	.00	3.	00	
Budget Notes	Inflation	Yes	/ >	2024	07/01/2023	3	.00	3.	00	

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.

Project Personnel

+ Add Personnel Sync from Proposal

Personnel added to the proposal are shown below. Review, configure, and add additional personnel to the budget.

Person	Job Code 🗘	Appointment Type \diamondsuit	Base Salarŷ	Actions
From Proposal Developm	ient			
Kenneth Alan Rose (COI)	DEFAULT (AA000)	12M EMPLOYEE	0.00	Details 🗎
Lora Anna Harris (PI)	DEFAULT (AA000)	12M EMPLOYEE	0.00	Details 🛍

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."

	=	-
Add Personnel		
Search for *	Employee	
Last Name	select	
First Name	Employee	
User Name	Non Employee	
Email Address	To Be Named	-
Office Phone		
Home Unit		
Campus Code		
	Search Cancel	



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:

Add Personnel	×							
Search for * To Bis Named Select the quantity of each to be named person category to be returned to your budget. Person Category Annimitative Support	Quantity 0	Project Personnel Personnel added to the proposal are shown belo	w. Review, configure, and add additi	onal personnel to the budget.	(+ Add Per	sonnel	Sync from Proposal
Graduate Students	1	Person	Job Code 🗘	Appointment Type 🗘	Base Salary	\$	Actions	
Other	0	From Proposal Development						
Postdoctoral Fellows/ Assistant Research Scientist	0	Kenneth Alan Rose (COI)	DEFAULT (AA000)	12M EMPLOYEE	0.00		Details	Ê
Technicians	0	Lora Anna Harris (PI)	DEFAULT (AA000)	12M EMPLOYEE	0.00		Details	Û
		Other Personnel						
Add TBN Personnet to Budget Gancel		Graduate Students - 1	DEFAULT (AA000)	12M EMPLOYEE	0.00		Details	Û

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.

Edit Personnel		×
Kenneth Alan Rose Details Salary b	y Period	
Details Role:	Co-Investigator	
Job Code: *	ÅA000	Q
Job Title:	DEFAULT	
Appointment Type:	12M EMPLOYEE	~
Salary Effective Date:	09/01/2021	
Salary Anniversary Date:	09/01/2022	
Base Salary:	200,000.00	
	Save Changes Cancel	

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.

Lora Anna Harris Details Si	alary by Period	
Salary by	entries	csv xml xls
1	0.00	
2	0.00	
Showing 1 to 2 of	2 entries First Recalculate	t Previous 1 Next Las

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

Return to proposal	Assign Personnel to Periods Assign personnel to one or all periods and configure efforts and charges.	
Rates	Period 1 Period 2 Period 1	Calculate Current Period Assign Personnel
Project Personnel Assign Personnel to Periods		

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.

Add Personnel to	Period
Person: *	Select
Appointment Type:	
Salary Effective Date:	
Object Code: *	select
Group:	Default
Start Date: *	09/01/2017
End Date: *	08/31/2018
Effort %:	0.00
Charged %:	0.00
Period Type:	Calendar
	Assign to Period 1 Cancel

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 <u>Project Personnel</u> 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.

١

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:				
Add Personnel to	Period	×	Add Personnel to	Period	×		
Person: *	Lora Anna Harris (AA000)	~	Person: *	Kenneth Alan Rose (AA000)	~		
Appointment Type:	12M EMPLOYEE		Appointment Type:	12M EMPLOYEE			
Salary Effective Date:	09/01/2021		Salary Effective Date:	09/01/2021			
Object Code: *	A10122P - A Faculty Salary - Tenured, 12 mos Primary Rate 🗸 🗸	٩	Object Code: *	A10152P - A Faculty Salary - Non-tenured, Academic Primary 🗸	۹		
Group:	Default	~	Group:	Default	~		
Start Date: *	09/01/2021		Start Date: *	09/01/2021			
End Date: *	08/31/2022		End Date: *	08/31/2022			
Effort %:	10		Effort %:	17			
Charged %:	10		Charged %:	10			
Requested Salary:	0.00		Requested Salary:	0.00			
Period Type:	Calendar	~	Period Type:	Calendar	~		

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

(Click on Details & R	ates at the e	end of the b	udget	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	ii i

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

Details & Rate	es			~	Deta
General	lates				Ge
General					Pa
Budget Categ	ory: Senior Per	sonnel	~	Q	i da
Unrecovered F	&A: 0.00				Clas
Cost Sha	ring: 0.00				Emp
No	otes:				Emp
					Emp
Group Descript	tion:				Emp
					Emp
# of Pers	ons: 0				Emp
nflation F	Pates				¢ Emp
Description	Start Date	Institution Rate	Applicable Rate		Emp
Inflation	07/01/2021	3.00	3.00		Emp
Inflation	07/01/2022	3.00	3.00		Emp
Apply Inflat	tion: 🗹				ATT
Submit cost sha	ring: 🔽				MIL
On Cam	pus: 🗹				
_					
	Save Changes	Apply To Later Periods	Cancel		

Rates					Multiple Fringe
Class	≎	Rate Cost	Rate Cost Sharing	Apply Rate?	Rates: Fringe
Employee Benefits	Fringe Rate 1	2,880.00	0.00		Rate 1 was for t
Employee Benefits	Fringe Rate 2	0.00	0.00		PI, Fringe Rate
Employee Benefits	Fringe Rate 3	0.00	0.00		was for the Co-
Employee Benefits	Fringe Rate 4	0.00	0.00		
Employee Benefits	Fringe Rate 5	0.00	0.00		and Iringe rate 3
Employee Benefits	Fringe Rate 6	0.00	0.00		applies to our
Employee Benefits	Fringe Rate 7	0.00	0.00		TBD Graduate
Employee Benefits	Fringe Rate 8	0.00	0.00		Student
Employee Benefits	Fringe Rate 9	0.00	0.00		Student.
Employee Benefits	Fringe Rate 10	0.00	0.00		B e sure the E&
MTDC	MTDC	12,469.60	0.00		De suie tile 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.

table of contents

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	2,880.00	Details

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.

 ≪ Return to proposal ↓₹ Periods & Totals 	Non-Personnel Costs Add and configure non-personnel items for this budget period. Period 1 Period 2	
Rates	Period 1	Assign Non-Personnel
Personnel Costs ~		
Assign Personnel to Periods		
Non-Personnel Costs		

Complete the required fields:

Add Assigned Nor	n-Personnel	×
Category Type:	Equipment	~
Category:	Equipment ~	Q
Object Code Name: *	C40902 - C Laboratory Equipment	Q
Total Base Cost:	500,000.00	
Quantity:		
Description:	Super Fancy Thing	
		_//
	Add Non-Personnel Item to 1 Cancel	

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.

Edit Assig	ined Non-Pe	ersonnel ×
Super Far	ncy Thing	
Details	Cost Sharing	Rates
Cost Sha	ring	
Cost	Sharing: 50	0,000.00
Unrecove	ered F&A: 0.00	
Just	tification: Th	is thing is outrageously fancy, and we need it.
Save C	Changes Sa	ve And Apply To Other Periods Sync To Period Direct Cost Limit
	[Sync To Period Cost Limit Cancel

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.

Edit Assigned Non-Per	sonnel			×
Travel to Conference		_		
Details Cost Sharing	Rates			
Rates				
Class	Type 🗘	Rate Cost	Rate Cost Sharing \diamondsuit	Apply Rate? 0
MTDC-On or Off-Adjacent	MTDC	1,040.00	0.00	 Image: A start of the start of
Save Changes Save	And Apply	To Other Perio	ds Sync To Period Dire	ect Cost Limit

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.

Please Select	t	×
Have you complet Once you Autocal not be able to take you delete the line Period 1.	ed your perio culate all perio e this action a e items from a	d 1 budget? ods you will gain unless Il periods after
N	o Yes	

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

lere's a summary of your current budg	et.		
	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.
> Fringe	\$9,720.00	\$10,011.60	\$19,731.
Calculated Direct Costs	\$0.00	\$0.00	\$0.
Personnel Subtotal	\$60,220.00	\$62,026.60	\$122,246.
Non-personnel			
> Equipment	\$500,000.00	\$0.00	\$500,000
Travel	\$12,000.00	\$12,360.00	\$24,360
> Other Direct	\$927,780.00	\$1,425,613.40	\$2,353,393
Calculated Direct Costs	\$0.00	\$0.00	\$0
Non-personnel Subtotal	\$1,439,780.00	\$1,437,973.40	\$2,877,753
Totals			
Total Direct Cost	\$1,500,000.00	\$1,500,000.00	\$3,000,000
Total F&A Costs	\$545,000.00	\$817,500.00	\$1,362,500
Totals Subtotal	\$2,045,000.00	\$2,317,500.00	\$4,362,500

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	he following budgets are linked to this proposal.											
Name	Version	Direct Cost 🗘	F&A 0	Total 0	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			
				Ok	ay							

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

	1						an a second		HELP	REGISTER	LOGIN
-	GRANTS.C	GOV™				SEA	RCH: Grant Op	portunities 🔻	Enter Keyword		GO
FIND. AP	PLY. SUCCEED.										
HOME	LEARN GRANTS	SEARCH GRANTS	APPLICANTS -	GRANTORS -	SYSTEM-TO-SYSTEM*	FORMS -	CONNECT -	SUPPORT			

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.

SYNOPSIS	VERSION HISTORY RELAT	ED DOCUMENTS PACKA	GE				
Select Grant	Opportunity Package					Print Pa	ckage List 💡
READ BEI Before you incompati Adobe Re Compatib	OW BEFORE YOU APPLY FOR 1 I can view and complete an appl ble versions of Adobe Reader. Tr ader. If more than one person is lity.	THIS GRANT! lication package, you MUST ha o prevent a validation error, it ir working on the application pac	ve Adobe Reader installed. Pa s now recommended you unia :kage, ALL applicants must b	ackages are posted in Adobe nstall any earlier versions of A e using the same software ver	Reader format. You may rec Adobe Reader and install the rsion. Click for more informa	eive a validation ∋ latest compatil ation on Adobe	n error using ble version of Reader
OPPORTUNIT	Y PACKAGE(S) CURRENTLY AV	AILABLE FOR THIS FUNDING (OPPORTUNITY:				
CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workspace Compatible	Actions
	FORMS-E	Use for due dates on or after January 25, 2018	PKG00236881	01/05/2018	01/07/2021	Yes	Preview Apply

Preview Opportunity Package Details	
Click on the Mandatory or Optional Form to preview the form and on the Download Instructions button	to download the Opportunity Package instructions.
PACKAGE FORMS:	Download Instructions
Mandatory Forms	Optional Forms
» SF424 (R & R) [V2.0] » PHS 398 Cover Page Supplement [V4.0] » Research And Related Other Project Information [V1.4] » Project/Performance Site Location(s) [V2.0] » Research and Related Senior/Rey Person Profile (Expanded) [V2.0] » PHS 398 Research Plan (V4.0) » PHS 398 Research Plan (V4.0) » PHS Human Subjects and Clinical Trials Information [V1.0]	Research & Related Rudnet IV1 41 R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.4] P HS Assignment Request Form [V2.0]

FIND. AF	GRANTS.	GOV™		SEARCH: Grant Opportunities Enter Keyword						
HOME	LEARN GRANTS	SEARCH GRANTS	APPLICANTS -	GRANTORS -	SYSTEM-TO-SYSTEM*	FORMS -		SUPPORT -		
HOME LEARN GRANTS* SEARCH GRANTS APPLICANTS* GRANTORS* SYSTEM-TO-SYSTEM* GRANTS.GOV > Search Grants VIEW GRANT OPPORTUNITY Preview Opportunity Package Details						GRANT FOI R&R Fami SF-424 Fa SF-424 Ind SF-424 Ma SF-424 St SF-424 St Post-Awar Retired Fo	RMS ly dividual Family andatory Family lort Organization d Reporting Forr rms	Family	e Back Link	

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

- 8. Download the form by clicking on the [PDF] link next to the correct form and version.
- 9. If you need an older version of the same form, then click on the FID link to access previous versions of that form.

R&R SUBAWARD BUDGET ATTACHMENT(S) FORM								
Instructions: On this form, you will attach the R&R Subaward Budget files for your grant application. Complete the subawardee budget(s) in accordance with the R&R budget instructions. Please remember that any files you attach must be a PDF document.								
Ollek hars to avtest the DBD Subsward Budget Attachment								
Click here to extract the RAR Subaward Budget Attachment								

- 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]

Subaward Upload a pre-forma organization or ent	S atted budget document for a subawardee er details manually. Add Subaward	
Add Subaward		×
Organization Id:		Q
File Name:	Choose File No file chosen	
Comments:		
		1.
	Cancel Add Subaward	

Subawards										
Upload a pre-formatted budget document for a subawardee organization or enter details manually.										
				+ Add Subaward						
Organization Id	\diamond	File Name a	¢	Actions						
Yale University (000329)		Subaward_Yale_Aug2017.pdf		Details						

Organization ID: Search for the Organization via the Magnifying Glass button. If it cannot be found, email <u>kr-help@umces.edu</u>. 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 inder Actions

Subaward Detail	s							×		
				View PDF	View XML	Sync from PDF	Replace PDF	Delete PDF		
Organization Name:	Yale University				Form Name:	RR_Budget_1_	3			
Subaward PDF File Name:	Subaward_Yale_A		Pdf La	st Updated:	08/08/2017 11:17 PM					
Xml Last Updated:	08/06/2017 11:17 F		Subaware Code:	d Status						
Namespace:	Namespace: http://apply.grants.gov/forms/RR_Budget_1_3- V1.3				Comments:	This subaward has the following comment listed				
Details								*		
Budget Period	Direct Cost	\$	F&A Cost	0	Cost Sharing	9 °	Total Cost	0		
1	32,825.00		21,829.00		0.00		54,654.00			
2	32,825.00		21,829.00		0.00		54,654.00			
3	32,825.00		21,829.00		0.00		54,654.00			
			Saug Cha	ngor Ni						
			Save Cha	iges No	<u></u>					

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:

	Subawards	
« Return to proposal	Upload a pre-formatted budget document for a subawardee organization	n or enter details
Periods & Totals	manually.	+ Add Subaward
Rates		Add Subaward
Personnel Costs		
Non-Personnel Costs		
𝔇 Subawards		

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:

Add Subaward	×
Organization Id:	Q
File Name:	Choose File No file chosen
Comments:	
	Cancel Add Subaward

ookup	×
Organization Lookup	
Organization Id:	
Organization Name:	Naaisbury/4
Address:	
Federal Employer Id:	
Congressional District:	
DUNS Number:	
DUN\$ Plus Four Number:	

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

Subawards							
Upload a pre-formatted budget document for a subawardee organization or enter details manually.							
				+ Add Subaward			
Organization Id	\$	File Name	Ŷ	Actions			
Salisbury University (421)				Details			

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

Subaward Details	5							×		
			e chosen	Add						
Organization Name:	Salisbury University			F	orm Name:					
Subaward PDF File Name:		Pdf Last Updated:								
Xml Last Updated:	Subaward Status ¹ Code:									
Namespace:					Comments:					
Details								11		
Budget Period	Direct Cost	\$	F&A Cost	\$	Cost Sharing	\$	Total Cost	\$		
1	100,000.00		40,000.00		0.00		140,000.00			
2	100,000.00		40,000.00		0.00		140,000.00			
			Save Chang	ges No						

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						
	557,081.57 Total:						

- 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.

Rates Personnel Costs >	Co Ass	ost Sharing ign and distribute any additional una Add Cost Sharing	allocated e	expenses to stake	holders, institutions, or othe	er indi	ividuals.			View Summary View	Subaward	Cost Share
		Period	\$	Percentage \$	Source Account	\$ <i>1</i>	Amount 🗘	Unit Details	\$	Cost Share Type		Actions
Subawards	1	1: 09/01/2021 - 08/31/2022		0.00	٩		528,119.00	E Details	٩	select	~ Q	Ê
Cost Sharing	2	2: 09/01/2022 - 08/31/2023		0.00	٩		0.00	Details	٩	select	~ Q	Ē
Unrecovered F & A							Total Allocated:					
Project Income							528,119.00					
✓ Modular							Total Unallocated:					
Budget Notes							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.

A	Co Assig	n and distribute any additional unallocated e	xpenses to stakel	holders, institutions, c	or other in	idividuals.			Vi	ew Summary View S	Subaward Co	ost Share
	1	Period	Percentage \$	Source Account	\$	Amount \diamond	Unit Details		\$	Cost Share Type	\$	Actions
•	1	1: 09/01/2021 - 08/31/2022	0.00	HPL	۹	28,119.00	7701001	Details Q		Voluntary Commi	~ Q	Û
:	2	1: 09/01/2021 - 08/31/2022	0.00	CBL	Q	500,000.00	7701101	Details Q		Mandatory	~ Q	Ē
	3.	2: 09/01/2022 - 08/31/2023	0.00	HPL	٩	28,962.57	7701001	🔳 Details 🔍		Voluntary Commi	~ Q	1

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.

Co	ost Sharing		lalana ingkikukiang ang	dh e e in di	vid ve le			Vie	w Summary View Sul	award C	ost Share
ASS +	Add Cost Sharing	a expenses to stakeno	iders, institutions, or c		viduals.						
	Period	Percentage \$	Source Account	\$	Amount \$	Unit Details		\$	Cost Share Type	\$	Actions
1	1: 09/01/2021 - 08/31/2022	0.00	7701001	Q	28,119.00		Details	Q	Voluntary Comr 🗸	۹	â
2	1: 09/01/2021 - 08/31/2022	0.00	7701101	Q	500,000.00		Details	۹	Mandatory ~	٩	Ê
3	2: 09/01/2022 - 08/31/2023	0.00	7701001	Q	28,962.57		Details	Q	Voluntary Comr 🗸	٩	Û
					Total Allocated: 557,081.57 Total Unallocated: -0.00						
Cos Mi Ec	at Share Comment: andatory CS provided by CBL for equipment. quipment to reside at CBL. pluntary CS provided as HPL salary.	6								Reset	to Default

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.

Unrecovered F&A doesn't apply or is not available

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]

Add Income	×	Budget Period : Select year that revenue will be generated
Budget Period *	Select	
Description: *		Description: Enter in a description of Project Income
Project Income: *	0.00	Project Income: Expect dollar amount of Project
	Cancel Add	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.

	L I
« Return to proposal ↓∓ Periods & Totals	Budget Notes This area contains a consolidated list of justification notes that have been added to items in your budget. The last user to add a justification is listed above the text box. To bring in the latest updates, click Consolidate Expense Justifications. Updated by jdown Lost updated. 08/07/2017 11:43:43
Rates	Notes:
Personnel Costs ~	Period 1 C40102 - C Agriculture and Ground Equipment
Project Personnel	Details on Cost Sharing D33602 - D Foreign Travel
Assign Personnel to Periods	Justification note for item.
Non-Personnel Costs	
Not Subawards	
↓ Institutional Commitments >	Consolidate Expense Justifications
Project Income	
✓ Modular	
Budget Notes	
Budget Summary	

Where do these notes come from?

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

Edit Assig	ined Non-Per	sonnel ×
Travel		
Details	Cost Sharing	Rates
Cost Shar	ring	
Cost	Sharing: 0.00	
Unrecove	ered F&A: 0.00	
Just	tification: Just	ification note for item.
Save C	changes Save	And Apply To Other Periods Sync To Period Direct Cost Limit
	S	ync To Period Cost Limit Cancel

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.

	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"

Create a Budget Version	×
Proposal:	
37205	
Budget Name: *	_
Modular Budget	
Would you like to create a detailed budget or enter a summary only?: * Start a detailed budget 	
Start a summary budget	
Will this be a modular budget?: *	
Create Budget Cancel	

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)

Budget Settings		
Project Start Date	12/01/2019	
Project End Date	11/30/2022	
Total Direct Cost Limit	0.00	
Budget Status	Incomplete V	
On/Off Campus	All On 🔻	
Residual Funds	0.00	
Total Cost Limit	0.00	
Unrecovered F & A Rate Type	MTDC-On or Off-Adjacent	
F&A Rate Type	MTDC-On or Off-Adjacent	
Comments		
Modular Budget:		
Submit Cost Sharing:	×	
Exclude Subcontract F&A from Direct Cost Limit:		
	Apply Changes Close	

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.

« Return to proposal	Rates Verify the default rates set by your insti	tution. You can override the	em if necessary by click	ing the edit icon to the ri	ght of each row.	Refresh All	Rates Sync All Rates					
Periods & Totals	Research - Basic F & A Fringe	Benefits Inflation										
🖻 Rates 🗸	Research - Basic F &	Research - Basic F & A Sync to Current Institutional Rates Reset to Default Rates										
Personnel Costs >	Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable R	ate *					
Non-Personnel Costs	MTDC - On or Off Adjacent - DOD C	ontract					beck					
Subawards	MTDCA DOD Contract	No	2020	07/01/2019	30.00	30.00	nnlicahl					
Ĵ Institutional Commitments →	MTDCA DOD Contract	Yes	2020	07/01/2019	57.00	57.00	ates					
Project Income	MTDCA DOD Contract	No	2021	07/01/2020	30.00	30.00						
Modular C	MTDCA DOD Contract	Yes	2021	07/01/2020	57.00	57.00						
Budget Notes	MTDCA DOD Contract	No	2022	07/01/2021	30.00	30.00						
Budget Summary	MTDCA DOD Contract	Yes	2022	07/01/2021	57.00	57.00						

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.

« Return to proposal	Periods &	Totals			Ļ	Ļ		Recaulate	with changes	Reset to perio	od defaults
Feriods & Totals	Period Start Date *	Period End Date	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing [©]	Cost Limit 0	Direct Cost Limit	Actions
Personnel Costs	12/01/2019	11/30/2020	12.0	495,620.00	400,000.00	95,620.00	0.00	0.00	0.00	0.00	8
Non-Personnel Costs	12/01/2020	11/30/2021	12.0	534,292.00	450,000.00	84,292.00	0.00	0.00	0.00	0.00	1
🕅 Subawards	12/01/2021	11/30/2022	12.0	411,657.00	325,000.00	88,657.00	0.00	0.00	0.00	0.00	8
\bigtriangleup Institutional Commitments $~$ >			Total: 36.00	Total: 1,441,569.00	Total: 1,175,000.00	Total: 266,569.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	

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:

f	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
e	Returns you back to the Proposal Development Record (Closes the Budget)
۵	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

Click inside each field, enter value, and hit "Enter" or "Ta	a Period 1 11/30/2019 - 11/29/2020 \$605,620.25
Direct Costs 🐱	
Consortium F&A	100000

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

Are you sure you want to make edits?	
This modular budget will stop automatically syncing once edits	are made.
✓ Yes, make edits	o, cancel

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

	Period 1 08/31/2019 - 08/30/2020 \$605,620.25
Direct Costs v	
Consortium F&A	<u>\$110,000.00</u>
Direct Costs Less Consortium F&A (Detailed Actuals)	-\$110,000.00
Module Requested	<u>\$400,000.00</u>
Total (Module Requested + Consortium F&Δ)	\$510,000.00
Indirect Costs	
Indirect Costs Indirect Cost Rate	<u>54.5%</u>
Indirect Costs Indirect Cost Rate Indirect Cost Base	<u>54.5%</u> <u>\$175,450.00</u>
Indirect Costs Indirect Cost Rate Indirect Cost Base Indirect Funds Requested	<u>54.5%</u> <u>\$175.450.00</u> \$95,620.25
Indirect Costs Indirect Cost Rate Indirect Cost Base Indirect Funds Requested Total Indirect Cost Requested	<u>54.5%</u> <u>\$175,450.00</u> \$95,620.25 \$95,620.25
Indirect Costs Indirect Cost Rate Indirect Cost Base Indirect Funds Requested Total Indirect Cost Requested Modular Total Direct and Indirect Costs	<u>54.5%</u> <u>\$175.450.00</u> \$95,620.25 \$95,620.25

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

K	Modular Budget
A	Proposal #47539
8	
٥	
\$	Direct Costs ~
	Consortium F&A

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

L Key Personnel >	Budge	ts o budgets are li	nked t	o this proposal.												+ Add Budget
 Compliance 	Name	Version	¢	Direct Cost	÷	F&A	÷	Total	¢	Start	$\hat{\mathbf{v}}$	End 🗘	Status	\$	Comments \$	Actions
Notachments	TEST	1		30.00		3.00		33.00		08/01/2017		07/31/2020	Incomplete	•		Action+
Questionnaire																View Summary
Budget																Сору
Access																Complete Budget
Supplemental Information																✓Include for Submission
Summary/Submit																

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

Budgets The following budgets are linked to this proposal.												+ Add Budget		
Name	Version \diamondsuit	Direct Cost	÷	F&A \$	Total 🗘	2	Start	÷	End	¢	Status	÷	Comments \$	Actions
Summary Budget for Harris-Rose	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 (for submission)	4	3,000,000.00		1,362,500.00	4,362,500.00		09/01/2021		08/31/2023		Complete			Action

Print the budget

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



Sele	ct the documents below you wish to print:		
	Print Forms	Print Budget Comments	Select -
1	Budget Costshare Summary Report		Select All
2	Budget Cumulative Report		Select None
3	Budget Salary Report		
4	Budget Summary Report		
5	Budget Summary Total Report		
6	Budget Total Report		
7	Industrial Budget Report		
8	Industrial Cumulative Budget Report		
			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:

Proposal Development Proposal: #2 PI: Lora Anna Harris	4							Docu Doc N S2S C Initiat Statu <i>more.</i>	ment Info Ibr: 5150 Connected: no or: arichmond s: In Progress
			✓ Data Validation (off)	👁 Сору	Medusa 📰	I≡ Hierarchy	Budget Versions	S Link	Help -
	<	Permissions							
Basics	~	▲ Add User							
Key Personnel	>								
 Compliance 		User Name	Roles			Ac	ctions		
N Attachments		arichmond	Aggregator Document Level			E	dit Delete		
Questionnaire									
Budget									
Access									
Supplemental Information									
Summary/Submit									

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

-		
\mathcal{O}		
15	i in	K
<u>v</u>		

1. Click [Add User]

Add Permission		×
Last Name	brush	
First Name		
User Name		
Email Address	user@domain.com	
Office Phone		
Home Unit		Q
Campus Code		Q
	Continue Cancel	
Add Permission	×	
Only the top 500 results were returned. If y	ou cannot find what you are looking for, please refine the search criteria	
♦ Full Name: User ID: Ema	I Address: 🗘 Unit Number‡ Unit Name: 🗘 Organization: 🗘 City: 💠	
 Julianna Rose Brush jbrush jbrus 	n@umces.edu 7701001 Horn Point Laboratory (HPL) Horn Point Laboratory (HPL) Cambridge	
Showing 1 to 1 of 1 entries	First Previous 1 Next Last	
	Continue Go back Cancel	

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.'

Add Permission
Assign a role
Aggregator Only Document Level
Budget Creator Only Document Level
approver Document Level
Viewer Document Level
Budget Creator Document Level
Narrative Writer Document Level
Aggregator Document Level
Access_Proposal_Person_Institutional_Salaries Document Level
Delete Proposal Document Level
View Institutionally Maintained Salaries Document Level
Add Permission Go back Cancel

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

Permissions		
User Name	Roles	Actions
arichmond	Aggregator Document Level	Edit Delete
jbrush	Aggregator Only Document Level	Edit Delete
chenry	Viewer Document Level	Edit Delete
bliss	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.

Short URL	×
https://umces-sbx.kuali.co:/res/kc-common/development-proposals/24	

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:

KUALI RESEARCH	Dashboard		Show/hide cards
Dashboard			
Q Search Records	Proposals routing to me	▼ Filter Sort by ∽	Proposals not routing T Filter Sort by ~
Common Tasks			Proposal #24 – PI: Harris, Lora – Sponsor: University of Maryland College Due date: 8/21/2021 Last action: 8/13/2021 4:08 PM
			1-1 < >
	All Clear!		
⑦ Help		0-0 < >	
(i) About			
பு Logout	Institutional Proposals work in progress	▼ Filter Sort by ∨	Awards work in progress Tilter Sort by V
🕤 Brush, Julianna Rose [

Supplemental Information Section

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

	Supplemental Info
🖹 Basics 🗸 🗸	(i) Document was successfully saved.
L Key Personnel >	
Questionnaire	General
✓ Compliance	General
N Attachments	UMCES Proposal Number:
Budget	
Access	Is this proposal part of the CW CESU?: *
A Supplemental Information	Strategic Initiative:
Summary/Submit	select 🗸
Super User Actions	
Notifications History	

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:

KUALI RESEARCH	Search Records							
 Dashboard Q. Search Records Common Tasks G9. All Links 	Dashboard Search everywhere - Type something Common Tasks Narrow search by category All Links							
 Reports Configuration 	Filter categories Popular	Outes	rrow your search to a specific Supplemental Info	category. After searching you can add additi More options	onal parameters.			
	Award Number Lead Unit Personnel Principal Investigator Proposal Number Sponsor	Current Route Stop Date Date Created Date Last Action Taken Deadline Date End Date Execution Date Follow-Up Date Negotiation Activity Follow Up Date Notice Date Start Date	Custom Data Example Cw Cesu Date Submitted Strategic Initiative Umces Proposal Number	Abstract Details Abstract Type Account Id Activity Location Activity Type Administrators Agreement Type Approval Priority Stop Approval Type Approver Assigned Approver Associated Document Number Association Type	Document NumberDocument TitleDocument TypeHierarchy ChildHierarchy Route StatusInitiatorInstitutional Proposal NunKeywordsLast Action UserLead UnitNamespaceNegotiation Activity DescrNegotiation Activity Last N			
() Help				Award Number Award Transaction Type Code	Negotiation Activity Locat Negotiation Activity Numb			

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]

-	✓ Data Validation (off)	🖶 Print	@ Сору	Medusa 📰	I≡ Hierarchy	Budget Versions	S Link	Help -
	li ala an tha l'Turn ()] [

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.

Data Validation		Turn On
Data Validation is currently off.		
	Close	

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.

Data Valid	ation						Tum Off
Show 10	•	entries		Search:			
Area	\$	Section	Description		¢	Severity	Actions
Error							
Credit Allocat	tion		The Unit Recognition Credit Split for John C. Down does not equal 100%.			Error	Fix It
Key Personn	el		The Investigators are not all certified. Please certify John C. Down.			Error	Fix It
Showing 1 to 2	2 of 2 e	entries				Prev	ious Next
			Close				

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.

Data Validation		Turn Off
No errors or warnings present.		
	Close	

Notifications

The Notifications section displays all of the email notifications that have been generated for this proposal. <u>Appendix II - KR Notification Emails</u> 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 Proposal No. 24 has been created in Kuali Research. Proposal No: 24 Proposal Initiator: Angela Richmond Department: 7701101 - Chesapeake Biological Laboratory (CBL) Sponsor: 000331 - University of Maryland College Park Proposal Title: Example Research Project 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]

✓ Data Validation (off)
 Print
 Ocpy
 Medusa
 Hierarchy
 Description
 Help -

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

roposal: #24 : Lora Anna Harris						Documen Doc Nbr: S2S Con Initiator: Status: In more	t Info 5150 nected: arichmond n Progress
		🗸 Data Validat	ion (off) 🖶 Print 👁 Copy 🗮 Medusa)≡ Hierar	chy 💿 Budget Versions	8 Link 🔞	Help +
	C Pro	oposal Details					
Basics	 ✓ * indic 	ates required fields					
Proposal Details		Proposal Type: *	New				· · ·
Delivery Info		Lead Unit:	7701101 - Chesapeake Biological Laboratory (CBL)			
Sponsor & Program Informat	ion	Activity Type: *	Research - Applied				,
Organization and Location		Project Dates: *	09/01/2021	to	08/31/2023		
Key Personnel	>		Europh Recent Redet				
/ Compliance		Project little: *	Example Research Project				
Attachments							
		Sponsor: *	000331		University of M	aryland College P	ark Q
Budget		Prime Sponsor Code:	000128		Nationa	Science Foundat	ion Q
0 .							
Access							
Supplemental Information	_						

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:



Kuali	Rese	earch			
Pess	imis	tic Lock Looku	00		
					* required field
		Lock Owner Princip	al Name:	۲	
		Lock D			
		Generated Ti			
		Generated			
		Document	Number:		
		(search clear cancel		
One item	retrieve	d.			
Actions	.ock Id	Lock Owner Principal Name	Lock Descriptor	Generated Time	Document Number
delete	3810	arichmond	19-PROPOSAL DEVELOPMENT	11/05/2021 12:13 PM	5270

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 <u>kr-help@umces.edu</u>. 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

0

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 <u>it cannot be undone</u>. 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.



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]

_	L I						
ſ	File	Type *	Status *	Description	Uploaded By	Posted Timestamp	Actions
	1 narrative.pdf	UM - Other Internal Docs	Draft	~	Kang, Christine	04/05/2019 08:37 AM	Details
1							_

Details	×
Туре:	
UM - ORA/SPA Placeholder Status: *	
Draft	~
Description: Current File:	
ORA-Placeholder.docx New File:	
Browse No file selected.	
	Save

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.

Send Adhoc Ad Hoc Recipier	View Route Log	Recall	Submit to S2S	More Actions -	Close
Please Confirm to Continue	× Enter th [Cancel	e reason	for a recall > Cl to Proposal Dev	ick [OK] elopment scree	n.
Reason for recall?					
Cancel OK					

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...]

✓ Data Validat	ion (off) 🖶 Print	👁 Сору	📰 Medusa	I≡ Hierarchy	Budget Versions		⑦ Help ▾	
Copy To New Doo	cument This proposal copy will include	a linked Grants.Gov op	portunity. Use the	Le Bi	ead Unit: Select th udget YES? : clic	ne unit th k if you	nat will be t	he lead/managing unit to include the existing
	'Remove Opportunity' option in remove an invalid/expired oppo	the S2S page of the co rtunity	pied proposal to	bu	ldget			
Proposal	Yes			Bu	udget version: Se	lect the b	oudget that'	s the appropriate
Original Lead Unit	1330501 - SPHL-Kinesiology			ve	rsion or all			
Lead Unit: *	select		Ŧ	At	ttachments? : clic	k if you	would like	to include the
Budget?	Ves. Include Budget(s).			att	tachment	1. 10	1 1 1 1	
Budget Version	All Versions		*	Q	uestionnaires?: c	lick if yc	ou would lik	te to include the
Attachments?	Ves. Include attachment.			qu	estionnaires			
Questionnaires?	Yes. Include questionnaire							
	Copy Clos	ie -						

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



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: <u>kr-help@umces.edu</u>
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 \hat{N} umber = 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 App	lied	Fringe Benefit Type
Personnel	- Staff/Studer	nts	•		•			
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 Appli	ied	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			l			I		
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 Appli	ied	Fringe Benefit Type

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
Participan	t/Trainee Sup	port Costs		1			1	
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	Subco de in KFS	Category on Ggov Form: based on KR Budget Category	F&A App	lied	Fringe Benefit Type
Participan	t/Trainee Sup	port Costs						
E33212F	Participant Support	N/A	E33212F - E Travel - Trainee, F&A	3321	E3: Participant/Trainee Support Costs - Travel	MTDC	TDC	N/A

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

Other Dire	ct 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 Ар г	olied	Fringe Benefi t Type
Other Dire	ct 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

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 Ар ј	plied	Fringe Benefi t Type
Other Dir	rect 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/Ma rketing	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

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/Contr actual Costs	MTDC	TDC	N/A
F37342	Other Direct	Subcontracts	F37322 - F Subcontract LESS THAN \$25,000	3734	F5: Other Direct Costs - Subawards/Consortium/Contr actual 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/Contr actual Costs	MTDC	TDC	N/A
F37050	Other Direct	Subcontracts	F37050 - F Other Contractual Services - COVID	3705	F5: Other Direct Costs - Subawards/Consortium/Contr actual 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 Ар ј	olied	Fringe Benefi t Type
Other Dir	ect 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

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 -	MTDC	TDC	N/A
					Materials and Supplies			
Object Code	Category Type	Category	Object Code Name	Sub code in KFS	Materials and Supplies Category on Ggov Form: based on KR Budget Category	F&A Ap	plied	Fringe Benefi t Type
Object Code Other Dir	Category Type rect Costs	Category	Object Code Name	Sub code in KFS	Materials and Supplies Category on Ggov Form: based on KR Budget Category	F&A Ap	plied	Fringe Benefi t Type
Object Code Other Dir F39270	Category Type rect Costs Other Direct	Category	Object Code Name F39270 - F Purchase of Animals	Sub code in KFS 3927	Materials and Supplies Category on Ggov Form: based on KR Budget Category F1: Other Direct Costs - Materials and Supplies	F&A Ap	TDC	Fringe Benefi t Type
Object Code Other Dir F39270 F39262	Category Type rect Costs Other Direct Other Direct	Category Materials Materials	Object Code Name F39270 - F Purchase of Animals F39262 - F Care of Animals	Sub code in KFS 3927 3926	Materials and Supplies Category on Ggov Form: based on KR Budget Category F1: Other Direct Costs - Materials and Supplies F1: Other Direct Costs - Materials and Supplies	MTDC	TDC TDC	Fringe Benefi t Type N/A N/A
Object Code Other Dir F39270 F39262 F39302	Category Type Pect Costs Other Direct Other Direct Other Direct	Category Materials Materials Materials	Object Code Name F39270 - F Purchase of Animals F39262 - F Care of Animals F39302 - F Medical Supplies	Sub code in KFS 3927 3926 3930	Materials and Supplies Category on Ggov Form: based on KR Budget Category F1: Other Direct Costs - Materials and Supplies F1: Other Direct Costs - Materials and Supplies F1: Other Direct Costs - Materials and Supplies	MTDC MTDC	TDC TDC TDC	Fringe Benefi t Type N/A N/A N/A
Object Code Other Dir F39270 F39262 F39302 F39462	Category Type Type Tect Costs Other Direct Other Direct Other Direct Other Direct	Category Materials Materials Materials Materials Materials	Object Code Name Object Code Name F39270 - F Purchase of Animals F39262 - F Care of Animals F39302 - F Medical Supplies F39462 - F Medical Drugs & Chemicals	Sub code in KFS 3927 3926 3930 3946	Materials and Supplies Category on Ggov Form: based on KR Budget Category F1: Other Direct Costs - Materials and Supplies	MTDC MTDC MTDC	TDC TDC TDC TDC TDC	Fringe Benefi t Type N/A N/A N/A N/A
Object Code Other Dir F39270 F39262 F39302 F39462 F39502	Category Type Type Costs Other Direct Other Direct Other Direct Other Direct	Category Category Materials Materials Materials Materials Materials	Object Code Name Object Code Name F39270 - F Purchase of Animals F39262 - F Care of Animals F39262 - F Care of Animals F39302 - F Medical Supplies F39462 - F Medical Drugs & Chemicals F39502 - F Audio Visual	Sub code in KFS 3927 3926 3930 3946 3950	Materials and Supplies Category on Ggov Form: based on KR Budget Category F1: Other Direct Costs - Materials and Supplies	F&A Ap MTDC MTDC MTDC MTDC MTDC MTDC	TDC TDC TDC TDC TDC TDC	Fringe Benefi t Type N/A N/A N/A N/A N/A N/A
Object Code Other Dir F39270 F39262 F39302 F39462 F39502 F39522	Category Type Pect Costs Other Direct Other Direct Other Direct Other Direct Other Direct Other Direct	Category Materials Materials	Object Code Name Object Code Name F39270 - F Purchase of Animals F39262 - F Care of Animals F39262 - F Care of Animals F39302 - F Medical Supplies F39462 - F Medical Drugs & Chemicals F39502 - F Audio Visual F39522 - F Other Supplies & Materials	Sub code in KFS 3927 3926 3930 3930 3946 3950 3952	Materials and Supplies Category on Ggov Form: based on KR Budget Category F1: Other Direct Costs - Materials and Supplies	F&A Ap MTDC MTDC MTDC MTDC MTDC MTDC MTDC	TDC TDC TDC TDC TDC TDC TDC	Fringe Benefi t Type N/A N/A N/A N/A N/A N/A N/A N/A

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 Ар ј	plied	Fringe Benefi t Type
Other Dir	ect Costs							
F46002			E46002 E Student Aid/Stinend	4600	PHS Fellowship	MTDC	TDC	NI/A
1 40002	Other Direct	Other Operating Expenses	r40002 - r Student Ala/Supend	4000	Supplemental - E Budget	mibe		IN/A
F46102	Other Direct Other Direct	Other Operating Expenses Other Operating Expenses	F46102 - F Tuition Scholarship/Fellowship	4610	Supplemental - E Budget F8: Other Direct Costs - Other	Excluded	TDC	N/A
F46102 F46102	Other Direct Other Direct Other Direct	Other Operating Expenses Other Operating Expenses Other Operating Expenses	F46102 - F Tuition Scholarship/Fellowship Scholarship/Fellowship	4610	Supplemental - E Budget F8: Other Direct Costs - Other PHS Fellowship Supplemental - E Budget	Excluded	TDC TDC	N/A N/A
F46102 F46102 F46020	Other Direct Other Direct Other Direct Other Direct	Other Operating Expenses Other Operating Expenses Other Operating Expenses Other Operating Expenses	F46002 - F Student Aid/Supend F46102 - F Tuition Scholarship/Fellowship F46102 - F Grants/Subsidy/Distribution - COVID	4610 4610 4602	Supplemental - E Budget F8: Other Direct Costs - Other PHS Fellowship Supplemental - E Budget F8: Other Direct Costs - Other	Excluded Excluded MTDC	TDC TDC TDC	N/A N/A N/A N/A
F46102 F46102 F46020 F49050	Other Direct Other Direct Other Direct Other Direct Other Direct	Other Operating Expenses Other Operating Expenses Other Operating Expenses Other Operating Expenses Other Operating Expenses	F46002 - F Student Ald/SupendF46102 - F TuitionScholarship/FellowshipF46102 - F TuitionScholarship/FellowshipF46020 - FGrants/Subsidy/Distribution - COVIDF49050 - F Fixed Charges - COVID	4600 4610 4602 4905	Supplemental - E Budget F8: Other Direct Costs - Other PHS Fellowship Supplemental - E Budget F8: Other Direct Costs - Other F8: Other Direct Costs - Other	Excluded Excluded MTDC	TDC TDC TDC TDC	N/A N/A N/A N/A
F46102 F46102 F46020 F49050 F49202	Other Direct Other Direct Other Direct Other Direct Other Direct Other Direct	Other Operating Expenses Other Operating Expenses Other Operating Expenses Other Operating Expenses Other Operating Expenses Other Operating Expenses Other Operating Expenses	F46002 - F Suddent Add/SupendF46102 - F TuitionScholarship/FellowshipF46102 - FGrants/Subsidy/Distribution - COVIDF49050 - F Fixed Charges - COVIDF49202 - F Subscriptions	4610 4610 4602 4905 4920	Supplemental - E Budget F8: Other Direct Costs - Other PHS Fellowship Supplemental - E Budget F8: Other Direct Costs - Other F8: Other Direct Costs - Other F1: Other Direct Costs - Materials and Supplies	Excluded Excluded MTDC MTDC	TDC TDC TDC TDC TDC	N/A N/A N/A N/A N/A
F46102 F46102 F46020 F49050 F49202 F49312	Other Direct	Other Operating Expenses Other Operating Expenses Other Operating Expenses Other Operating Expenses Other Operating Expenses Other Operating Expenses Other Operating Expenses Software	F46002 - F Student Adv/Supend F46102 - F Tuition Scholarship/Fellowship F46020 - F Grants/Subsidy/Distribution - COVID F49050 - F Fixed Charges - COVID F49202 - F Subscriptions F49312 - F Licenses	4610 4610 4602 4905 4920 4931	Supplemental - E Budget F8: Other Direct Costs - Other PHS Fellowship Supplemental - E Budget F8: Other Direct Costs - Other F8: Other Direct Costs - Other F1: Other Direct Costs - Materials and Supplies F4: Other Direct Costs - ADP/Computer Services	Excluded Excluded MTDC MTDC MTDC	TDC TDC TDC TDC TDC TDC	N/A N/A N/A N/A N/A N/A
F46102 F46102 F46020 F49050 F49202 F49312 F49702	Other Direct Other Direct	Other Operating ExpensesOther Operating ExpensesSoftwareOther Operating Expenses	F46002 - F Student Add/Supend F46102 - F Tuition Scholarship/Fellowship F46020 - F Grants/Subsidy/Distribution - COVID F49050 - F Fixed Charges - COVID F49202 - F Subscriptions F49312 - F Licenses F49702 - F Rent	4610 4610 4602 4905 4920 4931 4970	Supplemental - E Budget F8: Other Direct Costs - Other PHS Fellowship Supplemental - E Budget F8: Other Direct Costs - Other F8: Other Direct Costs - Other F1: Other Direct Costs - Materials and Supplies F4: Other Direct Costs - ADP/Computer Services F6: Other Direct Costs - Equipment or Facility Rental/User Fees	Excluded Excluded MTDC MTDC MTDC Excluded	TDC TDC TDC TDC TDC TDC TDC	N/A N/A N/A N/A N/A N/A N/A

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/Contr actual 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/Contr actual 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/Contr actual 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 Ар ј	plied	Fringe Benefi t Type
Other Direc	ct 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/Contr actual Costs	MTDC	TDC	N/A
FHFTC000 1	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 Fellow	ship and Res	earch Training budge	t-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	T49992RE - T PHS Training Related	4999	PHS Training Budget Related	MTDC	TDC	N/A
		Expenses	Expenses		Expenses			

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_N AME] has been created by [INITIATOR]	Attention Office of Sponsored Programs Proposal No. [PROPDEV#] has been created in Kuali Research. Proposal No: [PROPDEV#] Proposal Initiator: Basic10 User Department: [LEAD_UNIT#-LEAD_UNIT_NAME] [SPONSOR# - SPONSOR NAME] Proposal Title: [TITLE] Due Date: [DUE DATE]	Contract Administrator, Unit Aggregators
Notify Investigator Certification Required	Regarding your involvement in Development Proposal [TITLE]	Please review the following proposal by clicking on Proposal Number. Please answer the certification questions if you agree to participate in this project. Proposal Details as follows: Document Number: [DOC ID#] Proposal Number: [PROPDEV#] LINK Proposal Title: [TITLE] Principal Investigator: [PI_NAME] Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor: [SPONSOR# - SPONSOR NAME] 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: Document Number: [DOC ID#] Proposal Number: [PROPDEV#] Proposal Title: [TITLE] Principal Investigator: [PI_NAME] Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor: [SPONSOR# - SPONSOR NAME] 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] Your timely action is requested. Failure to act when an approval is requested will stop routing. To review the requested action: [Document #] [LINK] https://umd-sbx.kuali.co:/res/kc-pd- krad/proposalDevelopment?methodToCall=docHandler&docId=[DOC ID#]&command=displayActionListView Or, to see all actions requested: Action List [LINK] https://umd-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: [DOC ID#] in the first column of the List. Action Item sent to [USER ID]	Approver

Action	Email Subject	Email Message	Recipient
Proposal is ready for approval for Secondary Approver	Kuali Research Action - Proposal - APPROVE - PI: [PI NAME] - Due Date: [DUE DATE] - Lead Unit:[LEAD UNIT] - Sponsor: [SPONSOR] - Title: [TITLE]	Please complete the APPROVE action for [PI NAME] in Proposal for [TITLE] Your timely action is requested. Failure to act when an approval is requested will stop routing. To review the requested action: [Document #] [LINK] https://umd-sbx.kuali.co:/res/kc-pd- krad/proposalDevelopment?methodToCall=docHandler&docId=[DOC ID#]&command=displayActionListView Or, to see all actions requested: Action List [LINK] https://umd-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: [DOC ID#] in the first column of the List. For additional help, email <mailto:kr-actionlist@umd.edu> Action Item sent to [SECONDARY APPROVER USERID] for delegate type SECONDARY</mailto:kr-actionlist@umd.edu>	Secondary (Alternate) Approver
Proposal Approved by Another	Proposal [PROPDEV#] Approved by Another User	Prop Dev Number [PROPDEV#] PI [PI_NAME] Lead Unit [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor Name [SPONSOR# - SPONSOR NAME] Title [TITLE] Deadline [DEADLINE_DATE] [PI NAME]'s Proposal [PROPDEV#] has been approved by another user. You can view this proposal through KC at the following address: Open document (LINK) If you have questions, please contact [PROPOSAL INITIATOR USERID] Thank you	Other Approvers on Current Stop
Proposal Returned by Approver	[PI_NAME]'s Proposal [PROPDEV#] has been returned to the Aggregator	[PI_NAME]'s Proposal 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. Proposal Summary: P1: [PI_NAME] Profit Center: [LEAD_UNIT# - LEAD_UNIT_NAME] Proposal Number: [PROPDEV#] Sponsor: [SPONSOR# - SPONSOR NAME] Prime Sponsor: [PRIME_SPONSOR# - PRIME_SPONSOR NAME] Deadline Date: [DEADLINE_DATE] Title: [TITLE] Sponsor Announcement: [OPPORTUNITY_ID# - OPPORTUNITY_TITLE] You can view this proposal through KC at the following address: Open document (LINK) If you have questions, please contact [PROPOSAL INITIATOR USERID] Thank you	Other Approvers on Current Stop
Action	Email Subject	Email Message	Recipient
Proposal Recalled	Action List Reminder	Your Action List has an eDoc(electronic document) that needs your attention: Document ID: [DOC ID#] Initiator: [AGGREGATOR] Type: Add/Modify ProposalDevelopmentDocument	Aggregator that Recalled the Proposal```

		Title: [TITLE]; Proposal No: [PROPDEV#]; PI: [PI NAME]; [SPONSOR]; Due Date: [DUE DATE] To respond to this eDoc: Go to https://umd-sbx.kuali.co:/res/kc-pd- krad/proposalDevelopment?methodToCall=docHandler&docId=[PROPDEV#]&com mand=displayActionListView Or you may access the eDoc from your Action List: Go to https://umd-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: [DOC ID#] in the first column of the List. To view the route log of this document: Go to https://umd-sbx.kuali.co:/res/kew/RouteLog.do?documentId=[DOC ID#] To change how these email notifications are sent(daily, weekly or none): Go to https://umd-sbx.kuali.co:/res/kew/Preferences.do For additional help, email <mailto:kr-actionlist@umd.edu> Action Item sent to [AGGREGATOR]</mailto:kr-actionlist@umd.edu>	
Proposal Approval Completed - Created Institute Proposal Record	[LEAD UNIT#]- Proposal [PROPDEV#] is submitted	The Proposal [PROPDEV#] has been submitted to sponsor. The institute proposal number is [IP#] .	Aggregators, Added Recipients [Prompted by User]
Attachment Updated During Approval Routing	[LEAD UNIT#] - Notification : Narrative added to proposal : [PROPDEV#]	A new attachment is uploaded for Proposal : 37256, Module No. 1 have been changed. Past App Narrative Type: [ATTACHMENT_TAB] Recipier Module Description: [TITLE_OF_ATTACHMENT] 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: 13301011330103	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"