

## Entering an Electronic Proposal Routing Approval Form (ePRAF)

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### Training Guide Contents

Overview.....	2
Understanding PantherSoft Proposals.....	3
Proposal Internal Clearance.....	3
Proposal Information .....	3
Proposal Type .....	5
Grant Type .....	6
Sponsor Information .....	8
Contact Information.....	9
Proposal Questions Section.....	10
Project Team Information.....	11
Center and Institute Information .....	13
Project Space Information .....	14
Budget Header .....	15
F&A and Pricing Information .....	16
Requested Budget .....	18
Attachments .....	19
Proposal Routing .....	20
Submission of Proposal for Approval .....	22
Manage Proposal Status .....	22
Proposal Status.....	24

## Overview

All proposals to external sponsors for projects that will involve University faculty and/or staff must be reviewed and approved by the Office of Research & Economic Development (ORED) for compliance with federal and state statutes and regulations as well as sponsor and FIU guidelines, policies and procedures prior to forwarding the proposal to the prospective sponsor. Proposals may not be submitted to the sponsor absent ORED approval.

In alignment with the goals of the Office of Research & Economic Development to enable the University's researchers to focus more of their time and resources on the programmatic aspects of their applications during the proposal process, the **Electronic Proposal Routing Approval Form (ePRAF)** has been implemented. The ePRAF allows the electronic routing of proposals throughout the entire review and approval process from the PI / Co-PIs, to the Chair, Dean and ORED. The Office of Pre-Award, within ORED, is the unit within the university that will assist faculty and staff with their proposal submissions. In order for Pre-Award to review and approve the proposal, it must be entered and routed using the ePRAF.



Critical Fields in the ePRAF:

Proposal Information		
Field	Action	Comment
<b>Proposal Title</b>	Enter the actual title of the proposal as it is listed on the sponsor's application.	
<b>Layman's Proposal Description</b>	Enter a brief description geared towards the general public about the proposed project.	
<b>Opportunity Number</b>	Enter the opportunity number as it is listed on the solicitation.	
<b>Proposal Type</b>	Select the correct proposal type	See <a href="#">Proposal Type Section</a> for specific definitions and actions.
<b>Grant Type</b>	Select the correct grant type.	<p>The grant types available are as listed below. Select the most appropriate category.</p> <p> <a href="#">APRES - Applied Research</a>  <a href="#">BARES - Basic Research</a>  <a href="#">CLIN - Clinical Trial</a>  <a href="#">COMM - Community Service</a>  <a href="#">DVRES - Development Research</a>  <a href="#">EQUIP - Equipment</a>  <a href="#">FELLO - Fellowship</a>  <a href="#">IND - Investigational New Drug</a>  <a href="#">INT - Internal</a>  <a href="#">TRNG - Training Activities</a> </p> <p>See <a href="#">Grant Type Section</a> for specific definitions.</p>
<b>CFDA</b>	When applicable, enter the federal CFDA number listed on the proposal.	<p>This is the Catalog of Federal Domestic Assistance (CFDA) number which helps the Federal Government track all programs it has domestically funded. Federal programs are assigned a CFDA number.</p> <p><b>##.###:</b> CFDA number taken from RFP or guidelines (including Federal Flow Through)</p> <p><b>##.UKN:</b> On a rare occasion, the federal sponsor may be unable to provide a CFDA #. In this case, assign an UKN CFDA # for the agency in order to accommodate this federal requirement. There has been one unknown CFDA # created for each federal agency.</p> <p>Example: Dept. of Agriculture = 10.UKN</p> <p><b>N/A:</b> Private Funding (Non-Federal &amp; Non-Federal Flow Through Companies/ Colleges/ State/ Local/ Foundations etc...)</p>
<b>Proposal Deadline</b>	Select the correct deadline type.	

<b>Deadline Date</b>	Enter the deadline date for the proposal.	
<b>Project Begin Date</b>	Enter the project begin date.	
<b>Project End Date</b>	Enter the project end date.	
<b>Summary Periods</b>	Enter the number of summary periods for this proposal.	

2. Click the **Build Periods** button to populate the Budget Periods section shown boxed in red below.

\*Project Begin Date:  \*Project End Date:  \*Summary Periods:  **Build Periods**

**Budget Periods**

Period	Begin Date	End Date	Target Sponsor Budget		
1	<input type="text"/>	<input type="text"/>		+	-

### Proposal Type

Proposal Information	
Proposal Type	Comments
Competing Renewal	<p>These types of proposals are requests for continued support for an existing project that is about to terminate, and, from the sponsor's viewpoint, generally have the same status as an unsolicited proposal. Competing continuation proposals compete with other competing continuation, competing supplemental, and new proposals for funds.</p> <p><b>A new ePRAF is required</b> for Competing Renewal.</p>
New Proposal	<p>A new proposal that is not associated with an existing proposal or award.</p> <p><b>A new ePRAF is required for all New Proposals</b></p>
Non-Competing Continuation	<p>This is a request for financial assistance for a second or subsequent budget period within a previously approved project period. This type of proposal confirms the original proposal and funding requirements of the multi-year project. Continued support is usually contingent on satisfactory work progress, as verified in a required report, and the availability of funds.</p> <p>An <b>ePRAF is NOT required</b> and any documentation associated with a Non-Competing Continuation should be loaded to ImageNow.</p>

	<p>***Documentation should <b>NOT</b> be attached to the existing proposal and data within the existing ePRAF should <b>NOT be modified</b>.</p>
Preliminary Proposal	<p>This type of proposal is requested when a sponsor wishes to minimize an applicant's effort in preparing a full proposal.</p> <p>They are usually in the form of a letter of intent or a brief abstract of what the PI plans to do, how the PI will conduct the project and why this project has merit.</p> <p>A pre-proposal establishes a foundation for discussion; it does not commit the PI or the University to anything. However, since these proposals often do become the basis for negotiation for funding, <b>if a budget is included in the submission, an ePRAF will need to be submitted with the proposal type Preliminary Proposal.</b></p>
Resubmission	<p>An unfunded application that has been modified following initial review and resubmitted for new consideration.</p> <p>A <b>new ePRAF is required</b> with revised documentation attached and a new Proposal ID generated.</p>
Supplemental	<p>A request for additional funds either for the current operating year or for any future year recommended previously. When this type is selected, the associated award/proposal field appears.</p> <p>A <b>new ePRAF is required</b> for supplemental submissions.</p> <p>Enter the Associated Award/Proposal ID in the Associated Award/Proposal Field.</p> <p>*Associated Award/Proposal <input type="text"/></p>

Grant Type

Proposal Information	
Grant Type	Comments
APRES – Applied Research	Original investigation undertaken in order to acquire new knowledge that is directed primarily towards a specific practical aim or objective or towards improving the human condition.
BARES – Basic Research	Systematic investigation, including research development, testing and evaluation, designed to develop or contribute to general knowledge.
CLIN – Clinical Trial	A carefully designed and rigorously controlled study or series of studies to provide extensive data that will allow for statistically valid evaluation of the safety and efficacy and therapeutic benefit(s) of drugs, devices, treatments, or other preventive measures and use human volunteers or animals as subjects.

COMM – Community Service	Academic, non-instructional services that translate and transfer FIU’s intellectual and professional knowledge, expertise, and resources into the public realm for practical purposes designed to meet quality-of-life needs of a changing society.
DVRES – Development Research	Developmental research is a systematic use of knowledge or understanding gained from research directed toward the production of useful materials, devices, systems or methods.
EQUIP – Equipment	Solely for purchase or fabrication of scientific equipment.
FELLO – Fellowship	Individualized mentored research training to enhance the potential research career of the candidate or gain new research skills as an independent investigator.
IND – Investigational New Drug	All clinical research projects involving drugs or biologics which are not FDA-approved for marketing must be reviewed by the FDA. This is done by filing an Investigational New Drug Application (IND) with the Food and Drug Administration (FDA).
INT – Internal	As part of the overall mission to support research across the University, Internal Grants and Awards are designed to encourage, facilitate, and reward research activities among FIU faculty and students. The programs are intended to support research efforts of faculty, postdoctoral associates, and graduate students
TRNG – Training Activities	Support for research training and career development for pre- and post-doctoral individuals, for support of theses or dissertation, or other undergraduate scholarly activities.

Sponsor Information

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry

**Sponsor Information**

\*Sponsor ID:

Phone:

Fax:

Is this a subcontract?  Yes  No

Phone:

Fax:

Critical fields in the Sponsor section:

Sponsor Information		
Field	Action	Comment
<b>Sponsor ID</b>	Select the Sponsor from the list provided.	If the Sponsor ID is not found, please select Sponsor # 99999999 – TBD. Enter any relevant information including name and address associated with the sponsor.  If the Sponsor has not been setup in the PantherSoft System, fill out the Sponsor Request Form and forward to the Budget and Cost Analysis (BCA) area for setup.
<b>Is this a subcontract?</b>	If this is a <i>Flow Through</i> , select Yes and enter the originating sponsor information.	Example: We submit the proposal to UF who is submitting to the NIH. Sponsor is UF and Prime is NIH.
<b>Phone</b>	N/A	If a Phone number is associated to the Sponsor and/or Subcontract, this field will automatically be populated upon the selection of the Sponsor and/or Subcontract
<b>Fax</b>	N/A	If a Fax number is associated to the Sponsor and/or Subcontract, this field will automatically be populated upon the selection of the Sponsor and/or Subcontract

Contact Information

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry

**Contact Information**

\*Principal Investigator:

PI Email:

PI Home Department:

Department Administrator:

DA Email:

PreAward Coordinator:

Email ID:

**Proposal Comments**

Critical fields in the Contact section:

Contact Information		
Field	Action	Comment
<b>Principal Investigator</b>	Select the Principal Investigator. If there are multiple PIs associated with this proposal, enter the information for the main PI.	<b>PI Email</b> and <b>PI Department</b> will be automatically populated once a PI is selected.  If the PI is currently not listed, please select Employee ID 1510000 – Investigator, T.B.D.
<b>PI Email</b>	N/A	This field will automatically populate once a Principal Investigator is selected
<b>PI Home Department</b>	N/A	This value is automatically populated once the Employee ID is selected.  The Home Department is the department identified as the Employee’s home work location for their primary job as per the Human Resource system. This value cannot be updated.
<b>Department Administrator</b>	If applicable, select the department administrator.	<b>DA Email</b> will be automatically populated once an Administrator is selected.

<b>PreAward Coordinator</b>	No Action Required	This field will be populated by the Pre-Award representative.
<b>Proposal Comments</b>	Enter any additional comments related to the proposal.	This field is optional.

### Proposal Questions Section

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry

**▼ Main Section**

1 Does the agency forbid Facilities and Administrative (F&A) Costs? If so, please check 'Yes' and attach documentation.  Yes  No

2 Is this proposal a result of a previously executed Non Disclosure Agreement or Teaming Agreement?  Yes  No

3 Will this proposal span across multiple colleges? If so, please check 'Yes' and indicate F&A percentage split between colleges in the comment box.  Yes  No

4 If funded, would you permit the Office of Research & Economic Development to include your proposal as part of the successful proposal collection? The proposal collection is used as a reference for other faculty members interested in pursuing external funding. (Note: The file will be password protected so only FIU faculty can access the information.)  Yes  No

5 If this project is funded would you be willing to provide research opportunities to undergraduate students? If yes please indicate in the comment box whether such opportunities would be paid or unpaid.  Yes  No

The questions listed in this section pertain to the nature and details of the actual proposal and **MUST** be answered.

If the following questions have been answered **'Yes', additional information is required:**

Proposal Additional Information		
Question No.	Question Text	Comment
<b>3</b>	Will this proposal span across multiple colleges? If so, please check 'Yes' and indicate F&A percentage split between colleges in the comment box.	Enter the F&A percentage split each college should receive.  Example: CAS: 50%, ENG: 50%
<b>13</b>	Will any part of this project involve work outside the United States? If 'Yes', please identify countries.	A <b>country MUST be entered</b> if this question has been answered 'YES'.

Once all the questions have been answered, click on the '**Goto Projects**' link, which is located at the bottom left of the screen.

### Project Team Information

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry

Critical fields in the Proposed Projects section:




Project Team Information		
Field	Action	Comment
<b>Project ID</b>	Click on the  to insert additional Project ID's	The Project ID will be automatically generated by the system.  If there are multiple projects, a primary project must be indicated by selecting the checkbox marked 'primary'.  <b>There may only be one 'primary' project per proposal.</b>
<b>Project Title</b>	Enter a Project Title	This value is automatically derived from the Proposal Title.  If the project title is different than the proposal title, this value should be changed accordingly.

To avoid any issues when adding project team members, you **MUST** save the ePRAF by clicking the 'Save' Icon which is located on the top left portion of the screen prior to entering team members.'

The PI will be automatically populated based on the information entered in the proposal page of the ePRAF. Each project **MUST** have one and only one Principal Investigator. The employee Role for the PI must be 'Principal Investigator'. Please note that for Multiple PI projects the PI listed will be the Contact PI. The other PIs should be listed as Co-PIs.

Additional team members can be added by clicking on the plus sign within the project team section.

Critical fields in the Proposed Team section:

Project Team Information		
Field	Action	Comment
<b>Empl ID</b>	Click on the  icon to select the Employee ID associated with the team member	The Employee ID will be automatically entered when an employee is selected.
<b>Employee Name</b>	No Action Required	This value is automatically populated once the Employee ID is selected.
<b>Employee Role</b>	Click on the  to select the employee role	'Principal Investigator' must be selected as the PI role. There may be <u>one and only one PI per project</u> .
<b>Home Department</b>	No Action Required	This value is automatically populated once the Employee ID is selected.  The Home Department is the department identified as the Employee's home work location for their primary job as per the Human Resource system.
<b>Home Department Description</b>	No Action Required	This value is automatically populated once the Employee ID is selected.  The Home Department Description is the department associated with the Home Department ID identified as the Employee's home work location for their primary job as per the Human Resource system.
<b>F and A Share %</b>	Enter the F&A Share %	This is the Facilities & Administrative (F&A) percentage that will be shared among the project team members.  This value will default to 100% for the principal investigator. Adjust the distribution of F&A to team members.
<b>% Effort fields</b>	Enter the % effort	Enter the percentage of effort that the Principal Investigator and other personnel intend to commit to the project.
<b>Additional Team Team Member</b>	Click the plus sign  to add additional team members	

**Special Tips Regarding the Project Team Section**

- **Very Important** Always save your proposal before you begin working with the Project Team
- Always add & save all project team members **BEFORE** you delete members.
- You **MUST** have one and only one Principal Investigator on each project team.

Center and Institute Information

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry



**Center and Institute**

If this proposal is associated with a Center or Institute, please enter it below. If no response is provided, this project will default to the PI's Home Department for account setup and reporting purposes.

🔍
1-1 of 1

Primary	Center & Institute	Description		
1 <input type="checkbox"/>	<input type="text" value=""/>		+	-

Critical fields in the Center & Institute section:

Center & Institute		
Field	Action	Comments
<b>Primary Checkbox</b>	Each project must have one and only one 'Primary Department'	This field represents the Department which will be receiving 'primary' credit for this proposal.
<b>Center &amp; Institute</b>	Click on the  to select the Center & Institute	
<b>Description</b>	No Action Required	This field is automatically populated based upon the Primary Department ID which is selected.
<b>Additional Center, Institutes or Department</b>	Click the plus sign  to add center, institutes or departments.	

### Project Space Information

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry

**Space Required**

IMPORTANT: Please identify all the space required to perform the project. When an Application is submitted, the space that is required to perform the project must be identified and available for the project, if funded.

University Location(s) 1 of 1

Campus	Building	Room	Location Code	+ -
<input type="text"/>	<input type="text"/>	<input type="text"/>		

**If University Location was not found above, enter here:**

**Will this project use any Off-Campus Facilities or Site?**  Yes  No

**Will more than 50% of FIU's proposed work be conducted/located Off-Campus?**  Yes  No

**Do you or someone related to the project have access to all the project space required?**  Yes  No

**Additional Space Required (Not Specified Above)**

If the project will require additional space not specified above, please provide a brief description of the additional space required below. Pertinent information includes what space will be used for (Office, Lab, Classroom, etc), square footage required and any special equipment/installations required (fume hoods, special exhaust, 220 volt outlets, etc) at the location. Please note that arrangements for Additional Space need to be made with and approved by the Dean or Unit Head and the Vice President for Research.

Critical fields in the Space Required section:

The Campus, Building and Room fields are required **prior to** an ePRAF being saved.

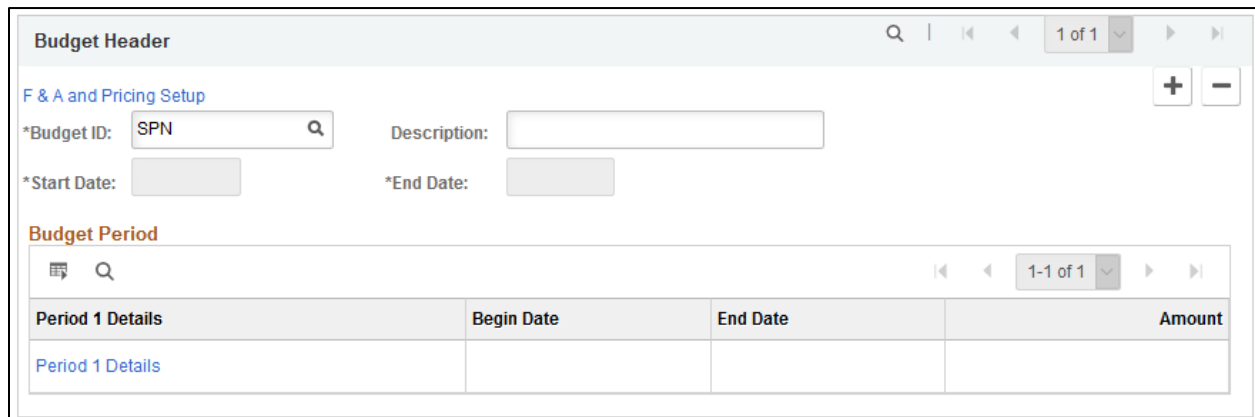
Project Space Information		
Field	Action	Comment
<b>Campus</b>	Select the campus where the project will take place.	This field is <b>REQUIRED</b> , if the project will take place at an off-site location or a location that does not exist in the system, please enter the Principal Investigator's main office and/or the office of any other individual associated with this proposal and then use the fields located below for the off campus location(s).
<b>Building</b>	Select the building where the project will take place.	This field is <b>REQUIRED</b> , if the project will take place at an off-site location or a location that does not exist in the system, please enter the Principal Investigator's main office and/or the office of any other individual associated with this proposal and then use the fields located below for the off campus location(s).

<p><b>Room</b></p>	<p>Select the room where the project will take place.</p>	<p>This field is <b>REQUIRED</b>, if the project will take place at an off-site location or a location that does not exist in the system, please enter the Principal Investigator’s main office and/or the office of any other individual associated with this proposal and then use the fields located below for the off campus location(s).</p>
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The remaining fields and questions regarding space are required and should be answered. Any comments should be included in the applicable message box.

### Budget Header

The budget represents an integral part of a research proposal. It captures budget line details and provides access to data such as the annual salaries, fringe rates, and F&A (Facilities and Administration) rates.



The Budget Header contains two sections:

- F&A and Pricing Information
- Budget Details

F&A and Pricing Information

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry

**F & A and Pricing Setup**

Proposal ID: NEXT Version ID: V101

Project ID:

Budget ID: SPN

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**F&A Set Up**

\*Rate Type:

FA Base:

FA Rate %:

[Save & Return to Projects](#)

1. Click the 'F & A and Pricing Setup' link located within the Budget Header section.

Critical fields in the F&A and Pricing section:

F&A and Pricing Information																		
Field	Action	Comment																
Rate Type	Select the appropriate rate type.	<table border="1"> <thead> <tr> <th>FA Rate ID</th> <th>F&amp;A Base System Description</th> </tr> </thead> <tbody> <tr> <td>NOFNA</td> <td>No F&amp;A Calculated</td> </tr> <tr> <td>OFCTR</td> <td>Off Campus Instruction</td> </tr> <tr> <td>OFFC</td> <td>Off Campus Research</td> </tr> <tr> <td>OFOSP</td> <td>Off Campus Other Sponsored Activity</td> </tr> <tr> <td>ONC</td> <td>On Campus Research</td> </tr> <tr> <td>ONCTR</td> <td>On Campus Intruction</td> </tr> <tr> <td>ONOSP</td> <td>On Campus Other Sponsored Activity</td> </tr> </tbody> </table>	FA Rate ID	F&A Base System Description	NOFNA	No F&A Calculated	OFCTR	Off Campus Instruction	OFFC	Off Campus Research	OFOSP	Off Campus Other Sponsored Activity	ONC	On Campus Research	ONCTR	On Campus Intruction	ONOSP	On Campus Other Sponsored Activity
	FA Rate ID		F&A Base System Description															
NOFNA	No F&A Calculated																	
OFCTR	Off Campus Instruction																	
OFFC	Off Campus Research																	
OFOSP	Off Campus Other Sponsored Activity																	
ONC	On Campus Research																	
ONCTR	On Campus Intruction																	
ONOSP	On Campus Other Sponsored Activity																	
	If the project does not have F&A, select <u>NOFNA</u> .																	

<p><b>FA Base</b></p>	<p>The FA Base will default to MTDC5 &gt;7/1/2011. OCO &gt; 5K. Verify that this is the correct base and update if needed.</p>	<p>There are several bases available. Select the appropriate base that is listed on the proposal documents:</p> <table border="1" data-bbox="870 344 1357 596"> <thead> <tr> <th>F&amp;A Base Name</th> <th>F&amp;A Base System Description</th> </tr> </thead> <tbody> <tr> <td>MTDC</td> <td>&lt;7/1/11. OCO &gt; 1K</td> </tr> <tr> <td>MTDC1</td> <td>TRNG &lt;7/1/11. OCO &gt; 1K</td> </tr> <tr> <td>MTDC5</td> <td>&gt;7/1/11. OCO &gt; 5K</td> </tr> <tr> <td>MTDC6</td> <td>TRNG &gt;7/1/11. OCO &gt; 5K</td> </tr> </tbody> </table> <p><b>Note:</b> If project does not have F&amp;A, select <i>NOFNA</i>. MTDC1 used when fringe benefits also excluded from MTDC.</p>	F&A Base Name	F&A Base System Description	MTDC	<7/1/11. OCO > 1K	MTDC1	TRNG <7/1/11. OCO > 1K	MTDC5	>7/1/11. OCO > 5K	MTDC6	TRNG >7/1/11. OCO > 5K
F&A Base Name	F&A Base System Description											
MTDC	<7/1/11. OCO > 1K											
MTDC1	TRNG <7/1/11. OCO > 1K											
MTDC5	>7/1/11. OCO > 5K											
MTDC6	TRNG >7/1/11. OCO > 5K											
<p><b>FA Rate%</b></p>	<p>Enter the appropriate FA Rate % A value MUST be entered in this field. If the project does not have F&amp;A, enter 0.</p>	<p>This value will come from the proposal documentation.</p>										

1. Click the 'Save & Return to Projects' link located at the bottom of the page.
2. Select the appropriate Budget Period Detail link to enter budget information

### Requested Budget

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry

Enter budget amounts by category as per the FIU Internal Budget Sheet Level 3 Tab. The Budget and F&A values will automatically update once the 'Save & Return to Projects' link is selected.

**Budget Detail**

Proposal ID: AWD000000010436      Version ID: V101

Project: 800011748      Budget ID: SPN      [Expand All](#)    [Collapse All](#)

**Budget**

Budget Period: 1    \*Start Date: 06/01/2019    End Date: 06/30/2020    Currency: USD

Personalize   Find          First 1-7 of 7 Last					
	Line #	Budget Item	Description	Total Direct Budget	Sponsor Direct
		10 3SALARY&FRINGE	Level 3_All Salaries/Fringe	0.00	0.00
		20 3UNRESTBUDITMS	Level 3_Unrestrictd Budget Item	0.00	0.00
		30 3SUBCON>25	Level 3_Subcontracts > \$25,000	0.00	0.00
		40 3SUBCON<25	Level 3_Subcontracts < \$25,000	0.00	0.00
		50 3TUITION	Level 3_Tuition	0.00	0.00
		60 3RESTBUDITM	Level 3_Restricted Budget Item	0.00	0.00
		70 3EQUIPMENT/OCO	Level 3_Equipment/OCO	0.00	0.00

Sponsor Direct:		Sponsor F&A:	0.00	Total Sponsor Budget:	
Institution Cost Share:	0.00	Institution Cost Share F&A:	0.00	Total Inst C/S Budget:	0.00
Third Party Cost Share:	0.00			Total TP C/S Budget:	0.00
<b>Total Direct:</b>	<b>0.00</b>	<b>Total F&amp;A:</b>	<b>0.00</b>	<b>Total Budget:</b>	<b>0.00</b>
Total Direct:	0.00	Total F&A:	0.00	Total Budget:	0.00

[Save & Return to Projects](#)

Critical fields in the Budget Detail section:

Budget Detail Information		
Field	Action	Comment
<b>Budget Item / Description</b>	Enter the budget items listed in the budget sheet.	<p>A default collection of Budget Items/Descriptions is listed on the budget details page.</p> <p>Any line item that is not needed may be removed by selecting the  sign.</p> <p>To add additional items, select the  sign.</p>
<b>Total Direct Budget</b>	Enter the amount listed on the budget sheet	
<b>Sponsor F&amp;A</b>	No Action Required	You will not be able to see total budget until you click on 'Save & Return to Projects'. F&A and direct costs will be automatically calculated and you should be able to see amounts once you enter "Budget Detail's" page again.

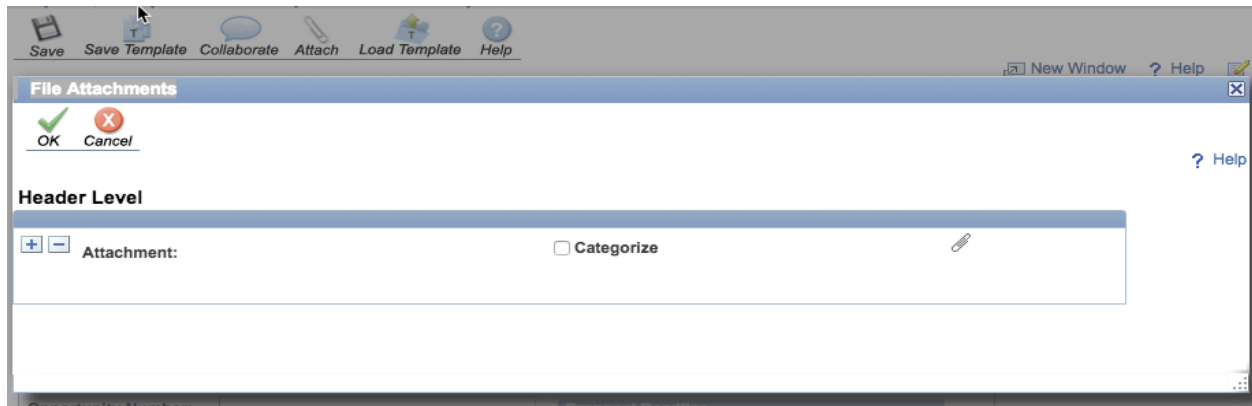
<b>Total Budget</b>	No Action Required	You will not be able to see total budget until you click on 'Save & Return to Projects'. F&A and direct costs will be automatically calculated and you should be able to see amounts once you enter "Budget Detail's" page again.
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### Attachments


Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry

Use the Attachments page to create attachments for the proposal. This page helps you keep track of documents that the researchers prepare, such as statements of objectives and methods, budgets, and personnel information. You can attach multiple documents to the proposal.

**\*\*\*NOTE:** Only the **Final Version** of documentation should be attached to the proposal.



Critical fields in the Upload Attachments section:

Attachments		
Field	Action	Comment
<b>File Attachment</b>	Select the  icon to load an attachment.	
<b>Attachment Name</b>	This will automatically default to the file name  **Only the <b>FINAL VERSION</b> should be attached	
<b>Categorize Checkbox</b>	Select this box	This box is to be selected in order to select the type of file to be uploaded

<p><b>Categorize Drop Down Menu</b></p>	<p>Select the appropriate category that corresponds with the attachment</p>	<p>The Categories available are as listed below. Select the most appropriate category.</p> <p>Budget Narrative Budget Spreadsheet Cost Share Form Other PreAward Correspondence Proposal Request for Proposal</p>
<p><b>Additional Documentation</b></p>	<p>Click the plus sign  to add departments</p>	
<p> </p>	<p>Select 'OK' to load the attachments or 'Cancel' to exit the screen</p>	

### Proposal Routing

All proposals and pre-proposals which include budget information or a total cost estimate must be routed through the Office of Pre-Award for review and approval.

By electronically signing the proposal, the project team member, department, school or college indicates that the proposal project has their approval.

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry

In order to submit your proposal you must verify the workflow map. Click on 'Preview' from the Workflow Icon dropdown menu.




Approval Map

**Departmental**



**Division of Research**

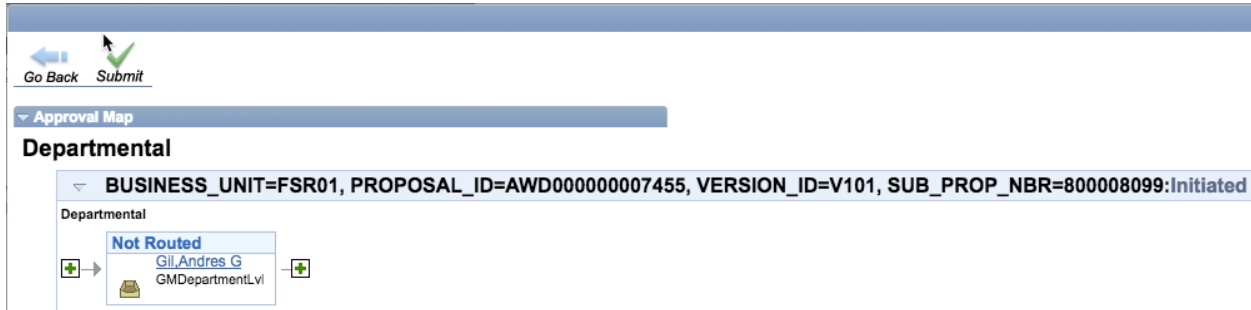


1. By Default the project's Principal Investigator will be the first approver. Additional approvers and reviewers can be added before or after the PI as needed by clicking on the  on either side of the PI.
2. Once you have all of the necessary reviewers and approvers in the correct order your proposal is ready to be submitted, simply click the 'Submit' icon located at the top left of the screen.

**Note:** The routing process is not complete until the ORED Office of Pre-Award has electronically signed the proposal.

### Submission of Proposal for Approval

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry



After you enter all of the required information on the proposal pages, you can produce and submit a finished application for sponsored amounts to support institutionally approved projects.

You can submit only institution-approved proposals if Proposal Approval workflow is active. All people who are involved in the approval process receive an email notification. The approval process is sequential and the system generates the workitem for the next layer of approver after the workitem receives approval at the current layer. Feedback from reviewers does not affect the approval process and status.

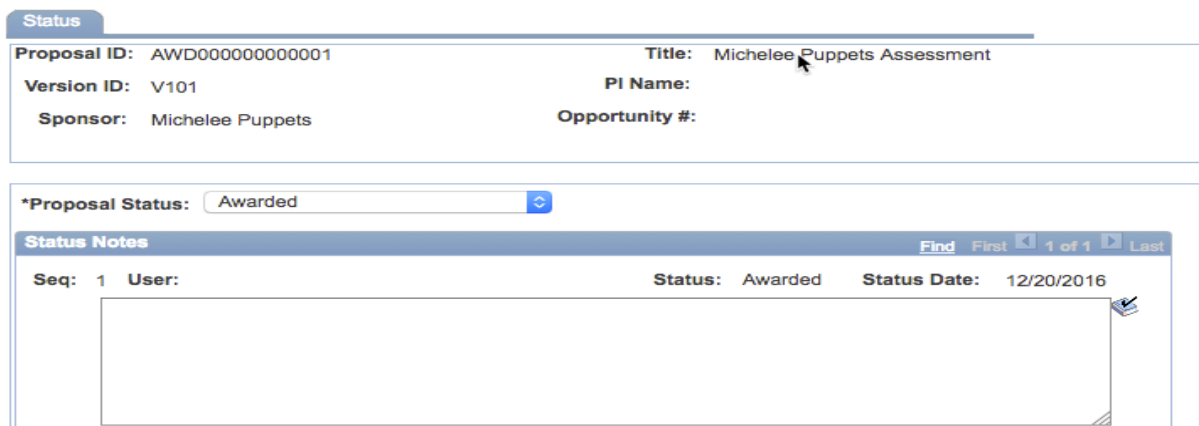
The approver receives email notifications during the approval process and can take the following actions:

- Approve
- Push Back
- Review

After the Approval of ORED, the Proposal will move to a 'submit' status

### Manage Proposal Status

Navigation: Grants > Proposals > Manage Proposal Status



Critical fields in the Manage Proposal Satus section:

Manage Proposal Status Information												
Field	Action	Comment										
<b>Proposal Status</b>	Enter the appropriate Status	<p>The below are the available statuses:</p> <table border="1"> <thead> <tr> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Awarded</td> </tr> <tr> <td>Draft</td> </tr> <tr> <td>Institution Approved</td> </tr> <tr> <td>Not Funded</td> </tr> <tr> <td>Not Submitted</td> </tr> <tr> <td>Pending Approval</td> </tr> <tr> <td>Refused by Institution</td> </tr> <tr> <td>Submitted</td> </tr> <tr> <td>Withdrawn</td> </tr> </tbody> </table> <p>**For a detail description, see the section <a href="#">Proposal Status</a></p>	Status	Awarded	Draft	Institution Approved	Not Funded	Not Submitted	Pending Approval	Refused by Institution	Submitted	Withdrawn
Status												
Awarded												
Draft												
Institution Approved												
Not Funded												
Not Submitted												
Pending Approval												
Refused by Institution												
Submitted												
Withdrawn												
<b>Submitted On</b>	Enter a Submit Date	This value is automatically entered once ORED approval has been completed. This date must be changed to correspond with the date of Proposal Submission										
<b>Confirmation</b>	Enter the Confirmation Number											
<b>Status Notes</b>	Enter Notes	This value is required.										

Proposal Status

Proposal Status Information	
Status	Comments
Draft	<b>System Assigned:</b> Until you submit the proposal for approval, the proposal will remain in "Draft" status so that changes can be made during the Proposal Development process.
Institution Approved	<b>System Assigned and is not currently in use</b>
Not Funded	If the proposal has been rejected by the agency, a status of ' <b>Not Funded</b> ' must be selected
Not Submitted	If the proposal will not be submitted to the Sponsor Agency, then the proposal must be set to a ' <b>Not Submitted</b> ' status
Pending Approval	After submitting the proposal, the proposal will enter Workflow and the status will automatically change to "Pending Approval". During this time only modifications to the budget are allowed within the ePRAF.  <i>A proposal should not be retracted (taken out of its workflow). Once a proposal has entered workflow, if it is retracted this will bring the proposal back to a "Draft" status and may result in a corrupted workflow or result in other unintended results.</i>
Refused by Institution	If the proposal has been refused internally by ORED prior to submission, then a status of ' <b>Refused by Institution</b> ' must be set as the status of the proposal.
Submitted	Once the proposal has successfully completed its workflow, it's marked as "Submitted" and a submit date (current date) is automatically entered as a submit date.  <i>Any changes to the proposal data, after it has been 'Submitted' AND the correct submit date has been entered should not be made.</i>  <i>The only exception is to change the status to Not Funded or Awarded.</i>
Withdrawn	Should, after submission, the PI decide to withdraw their application, then a status of ' <b>Withdrawn</b> ' must be set as the proposal status.
Awarded	If a proposal has been awarded, the proposal status must be updated to Awarded.  <i>No data in the Proposal should be modified, except the Proposal status which should be set to Awarded.</i>

