Kuali Research: Proposal Development Guide

Kuali Research Help Contact: kr-help@umd.edu
Last updated: 10/19/17
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Proposal Development

The Proposal Development module contains records of proposals which have been created for routing and submission. Users enter data in the Proposal Development module and are limited 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. Departmental and College 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. No data in the Proposal Development module are included in the Data Warehouse and thus are not included on any institutional reports.

What's different?

- **Personnel**: Investigators and Key Persons are on one 1 tab. You can determine who gets UM credit, regardless of role on proposal.
- **Certification**: All UM investigators (PI, Col, Multiple PI) **must** certify his/her own proposal BEFORE the proposal may be submitted for routing. This may not be delegated to another user, but can be done at any point prior to submitting the award for approval.
- **NSF Codes**: NSF Codes should be obtained from the PI and added to a PD record.
- **Attachments**: Proposal, Personnel and Internal attachments are all in the same section, just different tabs.
- **Questionnaire**: Kuali Research will not generate a Routing Form for printing. The ORA Routing Form will be removed from site Spring 2018.

Kuali research 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 when you inadvertently close your proposal.
- **Cancel in KR means “Kill this thing I am working on.” Do not click cancel.**
# Navigation to Create/Search Proposals

To access Kuali Research visit: [http://kr.umd.edu](http://kr.umd.edu)

You will be prompted to log in with your UMD directory ID and password via the Central Authentication Service (CAS) page. You may skip this page depending on whether or not you’ve already logged into other UMD services such as Gmail.

## Common Toolbar Icons and Buttons

<table>
<thead>
<tr>
<th>Action Buttons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back</td>
<td>Click to navigate to the previous listing on the left menu</td>
</tr>
<tr>
<td>Save</td>
<td>Click to save any entered data and to stay on the same screen</td>
</tr>
<tr>
<td>Save and Continue</td>
<td>Click to save and continue button to navigate to the next section of the proposal/budget as listed in the navigation menu</td>
</tr>
<tr>
<td>Close</td>
<td>Click to close and exit the proposal</td>
</tr>
</tbody>
</table>

## Icons

<table>
<thead>
<tr>
<th>Icons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;</td>
<td>Expandable menu</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;</td>
<td>Expanded menu</td>
</tr>
<tr>
<td>+</td>
<td>Add a new document</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Search for a document</td>
</tr>
</tbody>
</table>

## Search Techniques

*: Wildcard  
| :OR ( a shift/ \ )  
| <, >, >=, <=: Less, greater, greater/Less than equal (on fields that contain only numbers)
Creating a New Proposal

Creating a New Proposal
Click [UNIT] > click [+] next to [Proposal Development]

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

Proposal type (required): choose the correct type from the drop down box
- **New**: An application is submitted for funding for the first time.
- **Continuation**: A non-competing application for additional funding within the previously approved funding period.
- **Pre proposal**: as defined by the sponsor
- **Renewal**: (formerly called competing continuation) Previous years of funding for the project have elapsed. This proposal is competing for additional funding to continue the project.
- **Resubmission (for S2S)**: (formerly called revision or amended application) Application previously submitted and reviewed by sponsor but not funded. Used for System-to-System applications only.
● **Revision:** (formerly called supplement for NIH) – An application that proposes a significant change in an existing award; change in scope of work, etc

**Lead Unit (required):** If you have 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.

- **Basic research:** 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.
- **Applied research:** research assessing and using some part of accumulated theories, knowledge, methods, and techniques for a specific driven purpose.
- **Development Research:** 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.
- **Clinical Trial:** research studying the effectiveness of a particular device/therapy/drug with humans.
- **Training/Instruction:** projects, which incorporate teaching mainly.
- **Fellowship:** projects which provide a stipend to faculty or students in support of their undirected research or advanced study.
- **IGPA:** Intergovernmental Personnel Assignments of personnel on temporary assignment to federal agencies.
- **Service/Other:** projects, which involve the performance of work other than instruction/training and research. Examples of such projects are health and community service projects.

**Project Dates (required):** Enter in the start and end dates for the proposal.

**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 correct sponsor from the list and click ok.

- **Proposal-Only Sponsors:** For some sponsors, we always will use “Proposal Only” when selecting them because we may not be sure which division may manage it if awarded. Please use this sponsor for these agencies.

<table>
<thead>
<tr>
<th>DARPA</th>
<th>DARPA-Proposal Only</th>
<th>012334</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOE</td>
<td>DOE-Proposal Only</td>
<td>012333</td>
</tr>
<tr>
<td>IARPA</td>
<td>IARPA-Proposal Only</td>
<td>012337</td>
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<tr>
<td>NASA</td>
<td>NASA-Proposal Only</td>
<td>012335</td>
</tr>
<tr>
<td>NIH</td>
<td>NIH-Proposal Only</td>
<td>012336</td>
</tr>
</tbody>
</table>

If you can’t locate the sponsor, search for the Temp Sponsor in the Sponsor Code column (Temp Sponsor – ORA will review) or search for Sponsor number 011406. Email kr-help@umd.edu with the sponsor information and it will be created.

Click [Save and Continue].

Once it is saved, the Proposal Number will be assigned by Kuali.
Searching for an Existing Proposal

If you've closed your proposal and need to re-open it, you may perform a search.

Click [UNIT] > click \[ \] next to [Proposal Development]

This will open the Proposal Development Lookup screen.

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

Basic searching rules: * is the wildcard character.

Typing in search variables in multiple fields acts as an AND operator.

A vertical bar | character may be used as an OR operator to search by multiple variables in the same field.

Click on the 🌐 to do a lookup for that particular field
Proposal Number: internal tracking number for proposal, no leading zeroes
Proposal Type: type of proposal submission; pull down
Proposal State: routing/approval status; pulldown
Project Title: title assigned to proposal
Proposal Person: search by the full name of any Senior/Key Person listed on proposal
Principal Investigator: search by name of person with role of PI only
Aggregator: name of person who has rights to create/compile proposal
Participant: UserIDs of people listed on the Access section of the Proposal
Initiator Username: directory ID of proposal creator
Sponsor: sponsor code
Sponsor Name: name of sponsor
Lead Unit: unit code of lead unit
Lead Unit Name: name of lead unit
Award ID: ID of award tied to this record, Renewals or Continuations only
Opportunity ID: funding opportunity ID
Hierarchy Status: not used
OSP Administrator Username: directory ID of ORA Contract Administrator

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

<table>
<thead>
<tr>
<th>Actions</th>
<th>Proposal Document Number</th>
<th>Proposal Type</th>
<th>Proposal State</th>
<th>Project Title</th>
<th>Prev Grants.Gov Tracking</th>
<th>Opportunity ID</th>
<th>Opportunity Title</th>
<th>CFDA Number</th>
<th>Agency Routing Identifier</th>
<th>Sponsor Name</th>
<th>Principal Investigator</th>
</tr>
</thead>
<tbody>
<tr>
<td>view</td>
<td>1830659</td>
<td>New</td>
<td>Approved Post-Submission</td>
<td>A University-Public School Partnership Intervention on Adolescent Obesity and Physical Inactivity</td>
<td>NIH-National Institutes of Health (Other Institute)</td>
<td>Ang Chen</td>
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<td>copy</td>
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<tr>
<td>view</td>
<td>1839644</td>
<td>New</td>
<td>Approved Post-Submission</td>
<td>Power Harvesting Magnetoarchitectural (MRA) Dampers</td>
<td>STMD-Maryland Technology Development Corporation</td>
<td>Norman M. Werely</td>
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<tr>
<td>view</td>
<td>1830660</td>
<td>New</td>
<td>Approved Post-Submission</td>
<td>Flight Dynamics Simulation Modeling of Advanced Heavy-Lift Robocraft</td>
<td>NASA - Ames Research Center</td>
<td>Roberto Celini</td>
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<tr>
<td>view</td>
<td>1839651</td>
<td>New</td>
<td>Approved Post-Submission</td>
<td>Integrative Summit on Substance Use and Anxiety Comorbidity (ISSAC)</td>
<td>NIH-National Institutes of Health (Other Institute)</td>
<td>Carl W. Lajus</td>
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<tr>
<td>view</td>
<td>1830662</td>
<td>New</td>
<td>Approved Post-Submission</td>
<td>ITG: Enhancing Language and Cultural Competencies for Service Members</td>
<td>STMD-Maryland Higher Education Commission</td>
<td>Parta Beyer</td>
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</tbody>
</table>

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 #"
Proposal Details
When you click on “view” or “edit”, 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: user 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)
Sponsor Name: name of sponsor that this proposal will be/was submitted to
<table>
<thead>
<tr>
<th>Proposal sections</th>
<th>Sub menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basics</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proposal details</td>
<td>Displays details of the proposal</td>
</tr>
<tr>
<td></td>
<td>S2S opportunity Search</td>
<td>Displays the S2S opportunity and forms</td>
</tr>
<tr>
<td></td>
<td>Delivery Info</td>
<td>Displays the delivery information</td>
</tr>
<tr>
<td></td>
<td>Sponsor &amp; program Information</td>
<td>Displays the organization and performance sites</td>
</tr>
<tr>
<td>Person icon</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Key Personnel</td>
<td>Displays the personnel of the proposal, PI, CO-PI and key personnel</td>
</tr>
<tr>
<td></td>
<td>Credit Allocation</td>
<td>Displays the credit split</td>
</tr>
<tr>
<td>Compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Compliance</td>
<td>Displays the special reviews</td>
</tr>
<tr>
<td>Attachments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attachments</td>
<td>Displays the narrative, personnel (CV and CP), Internal attachments</td>
</tr>
<tr>
<td>Questionnaire</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Questionnaire</td>
<td>Display any questionnaires that have been maintained to appear in your proposal</td>
</tr>
<tr>
<td>Access</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access</td>
<td>Displays users or modify permissions of current users of the proposal</td>
</tr>
<tr>
<td>Supplemental Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supplemental Information</td>
<td>Displays F&amp;A rates and account includes admin cost</td>
</tr>
<tr>
<td>Summary/Submit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary/Submit</td>
<td>Reviews the summary for completion prior to using the Submit for Review button as well as using the View Route Log button to preview the approval routing prior to submission</td>
</tr>
</tbody>
</table>
## Proposal Tab Bar for additional actions

<table>
<thead>
<tr>
<th>Icons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Data Validation (off)</td>
<td>Turn on and off validations, which will flag issues prior to submission.</td>
</tr>
<tr>
<td>🗿 Print</td>
<td>Displays the printable materials.</td>
</tr>
<tr>
<td>☑️ Copy</td>
<td>Allows you to create a copy of the current proposal.</td>
</tr>
<tr>
<td>🌒 Medusa</td>
<td>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.</td>
</tr>
<tr>
<td>📃 Hierarchy</td>
<td>UMD does not use this feature.</td>
</tr>
<tr>
<td>☐️ Budget Versions</td>
<td>Displays all budget versions. Allows you to create, finalize and select a specific budget version for proposal submission.</td>
</tr>
<tr>
<td>☞ Link</td>
<td>Displays the proposal link.</td>
</tr>
<tr>
<td>☦ Help</td>
<td>Displays the Kuali Research guidebook, not specific to UMD.</td>
</tr>
</tbody>
</table>
Basics Section - Modifying a Development Proposal
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 move through the proposal, making 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.

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

<table>
<thead>
<tr>
<th>Proposal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposal Type</strong>: type of proposal being submitted</td>
</tr>
<tr>
<td><strong>Activity Type</strong>: type of proposal activity</td>
</tr>
<tr>
<td><strong>Project Dates</strong>: first date is beginning date; “to” is the ending date</td>
</tr>
<tr>
<td><strong>Project Title</strong>: title of proposal project, limited to 200 characters or sponsor's limitation from instructions, no “smart” quotes or special characters</td>
</tr>
<tr>
<td><strong>Sponsor</strong>: sponsor code and name of the entity providing funds for the proposed project</td>
</tr>
<tr>
<td><strong>Prime Sponsor Code</strong>: prime sponsor code and name of organization providing funds to the sponsor for the proposed project</td>
</tr>
<tr>
<td><strong>Award ID</strong>: for proposed projects with a previous award, enter the Kuali Research award ID</td>
</tr>
<tr>
<td><strong>Original Institutional Proposal ID</strong>: if a resubmission, enter the institutional proposal ID of the original proposal</td>
</tr>
<tr>
<td><strong>Keywords</strong>: not used at UMD</td>
</tr>
</tbody>
</table>

**ALWAYS CLICK THE “CLOSE” BUTTON WHEN FINISHED**
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 proposal lock.

**WARNING:** If you close your web browser or web browser tab while editing a proposal, this does NOT release the lock, and another aggregator in your department will be unable to edit the proposal so it’s important that you click on the “Close” button when finished editing. For more information on proposal locks and how to clear them see Proposal Lock.
**S2S Opportunity Search Subsection**

If the proposal is an S2S proposal, select the the S2S Opportunity information in this subsection. 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

Click [Find an opportunity] > Update the Search Domain to [Grants.Gov] Search by either the [Opportunity ID] or the [CFDA Number] field > Click [Search]

**Opportunity Search**

<table>
<thead>
<tr>
<th>Search Domain</th>
<th>Grants.Gov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity ID</td>
<td></td>
</tr>
<tr>
<td>CFDA Number</td>
<td></td>
</tr>
</tbody>
</table>

**Search Domain:** Select Grants.gov

**Opportunity ID:** Funding opportunity number

**CFDA Number:** leave blank when selecting an opportunity

In the search results, click on the Select button to choose the funding opportunity for the proposal.
On the Opportunity Search page > Opportunity Tab details are displayed about the opportunity. Review the grants.gov submission details and confirm the correct opportunity has been selected. The Instruction page is also available to be downloaded here.

**Forms Tab**

On the Opportunity Forms Tab check the checkboxes for any optional forms required per the funding opportunity instructions.

- Mandatory forms will always be marked to be included (has “YES” under [Include])
- Optional Forms may need to be added based on the Funding Opportunity and the details of the application. Click the appropriate checkbox under the Include column to ensure they will be submitted as part of the application.
- Click [Save] or [Save and Continue]
- If you need to include any forms that have a description of “Unavailable” you will need to go to the User Attached Forms tab to address those.
- After uploading a User Attached form, the optional forms will show as “User Attached Form” and not “Unavailable”.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Mandatory</th>
<th>Include</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHS_Inclusion_Enrollment_Report</td>
<td>No</td>
<td></td>
<td>User Attached Form</td>
</tr>
<tr>
<td>PerformanceSite_2_0</td>
<td>No</td>
<td></td>
<td>Available</td>
</tr>
<tr>
<td>RR_SF424_2_0-V2.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Available</td>
</tr>
<tr>
<td>SF424C_2_0-V2.0</td>
<td>No</td>
<td>No</td>
<td>Unavailable</td>
</tr>
</tbody>
</table>

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

- If you need to add a User Attached Form, note the form name(s) on the Forms Tab.
- Visit [https://www.grants.gov/web/grants/forms/r-r-family.html#sortby=1](https://www.grants.gov/web/grants/forms/r-r-family.html#sortby=1)
- Identify the form(s) needed, if not found, click through the different form families on the left until you find them.
- Click on the PDF link to download the form. The form must have a PDF link with an asterisk (PDF*). This is an unstitched forms that will allow you to enter data. Any PDF links that do not have the asterisk cannot be used.

<table>
<thead>
<tr>
<th>R&amp;R Family Forms:</th>
<th>Export Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name</td>
<td>Form Name</td>
</tr>
<tr>
<td>HHS</td>
<td>AHRQ Program Specific Data Forms</td>
</tr>
<tr>
<td>USDA</td>
<td>AFNI PROJECT TYPE</td>
</tr>
<tr>
<td>HHS</td>
<td>ANDH Program Specific Data Forms</td>
</tr>
<tr>
<td>Grants.gov</td>
<td>Assurances for Non-Construction Programs (SF-424B, R&amp;R)</td>
</tr>
<tr>
<td>Grants.gov</td>
<td>Attachments</td>
</tr>
</tbody>
</table>

- Once you’ve downloaded the unstitched form(s), perform the necessary data entry on each.
- After the forms have been completed, they are ready to be uploaded via the User Attached Forms Tab.
Adding User Attached Forms
Click User Attached Forms tab > Click the button [+ Add User attached Form]

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

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

Submission by: if the proposal will be sent electronically select “OSP” (ORA) or if it is to be mailed select “Department”

Submission Type: If the proposal is to be submitted electronically (e.g. grants.gov, email) select “Electronic”, if it is to be mailed select “Regular”, we do not use “Delivery Service”

Submission Account ID,
Submission Name & address,
Number of copies: not used at UMD
Submission description: describe the electronic delivery method used for submission system (e.g. Grants.gov, Fastlane, email address, or instructions for ORA)

Sponsor & Program information Subsection

Sponsor deadline: type in date. If no deadline date, enter 1/1/2099.
Enter deadline time in either in 24h format or use AM/PM. This is Eastern time zone. 5:00 pm is 17:00.
Sponsor deadline type: Select Postmark, Receipt or Target, (Target: no deadline; if submitted early; subaward & etc)
Notice of opportunity: select type of solicitation
Opportunity ID: already entered based on Grants.gov opportunity previously selected
CFDA number: completed based on Grants.gov opportunity
Subawards: Check yes if this project will include subawards
Sponsor Proposal ID: complete if directed to do so in FOA
NSF Science Code (REQUIRED FOR ALL SPONSORS): complete based on PI input; one code/one project

Anticipated Award Type: select award type. Note, this selection determines the type of Questionnaire you will be required to answer.
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
Opportunity Title: already entered based on Grants.gov opportunity previously selected
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
Performing organization: this should remain University of Maryland with the ORA address. Do not edit.

Performance Site Locations Tab (UMD; Off Campus Site)
A Performance Site is another location where the work will take place for a minimum of 3 months of the project. 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] > Search [address book] > Select the organization by clicking the box > Click [return selected]

Create a New Performance Site in the Address Book
- If an Address Book does NOT exist, you may create one.
  Click on Add New Address Book to create a new entry in the Address Book.

Address Book Document Overview Panel
Enter your initials or name of the performance site in the description field for the Address Book entry. This is a mandatory field that is not included when submitting to a sponsor.
### Address Book - Performance Site

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

Add Organization
To add an Organization click [Add Organization]

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

NOTE: The organization name is the official legal name any may not be what is commonly used. (e.g. UCLA’s legal name is the Regents of the University of California). If you’re having trouble finding an organization try trimming down your search to one word with the * before and after.

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

If the Organization you plan on issuing a subaward to is not listed in the Organization table, send an email with the Organization name, address, and URL to kr-help@umd.edu.
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 if you are adding an “Employee” from UMD or an “Non Employee” who is not associated with UMD as a staff or faculty member. Once you’ve searched and retrieved a person you will need to assign a role. When you have selected an NIH Sponsor, the roles are slightly different from non-NIH sponsors.

<table>
<thead>
<tr>
<th>Non-NIH Sponsors</th>
<th>NIH Sponsors</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Principal Investigator: Lead PI of the project</td>
<td>• PI/Contact: Lead PI of the project</td>
</tr>
<tr>
<td>• Co-Investigator: Co-Investigator</td>
<td>• PI/Multiple: ONLY used for NIH Multi-PI projects, not applicable for other sponsors</td>
</tr>
<tr>
<td>• Key Person: non-investigator role, once selected, you will need to add in a short description for this person’s role.</td>
<td>• Co-Investigator: Co-Investigator</td>
</tr>
<tr>
<td></td>
<td>• Key Person: non-investigator role, once selected, you will need to add in a short description for this person’s role.</td>
</tr>
</tbody>
</table>

Note: If you need to add a Non-UMD investigator, please use Key Person role.

Personnel Subsection
Adding a UMD employee
Open [Key Personnel] section > Click [Personnel] subsection > Click [Add Personnel]

![Image of Key Personnel page]

Click [Employee] Radio Button > Enter search variables > Click [Continue] to execute the search If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.
Identify the correct person and click on the radio button next to the correct person > Click [Continue].
Click [Go Back] to return to the search query and refine the search. If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.

Click on the radio button next to the correct role for this Person > Click [Add Person].
Click [Go Back] to return to the search query and refine the search. If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.

**Adding a Non-UMD Employee (or future UMD Employee Non in PHR yet)**
Open [Key Personnel] section > Click [Personnel] subsection > Click [Add Personnel]

Click [Non Employee] Radio Button > Enter search variables > Click [Continue] to execute the search. If you cannot find the correct person you may click on [Add New Address Book] button to add a new person. After you’ve created the person, you’ll need to search for them. If you click on Cancel, the system will return you to the Key Personnel screen without adding a person.
Create a Person in the Address Book
A person may be added to the Address Book for the following reasons:
- A Non-UMD Person needs to be added to the proposal.
- A UMD Person is being hired and not showing up as an Employee yet.

Open [Personnel] section > Click [Add Personnel] subsection > Click [Add Person] to return to the search query and refine the search.

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

Click on [Add New Address Book] button to add a new person.

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

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.
Adding Address Book Record for a Person

Description: Enter your initials or name of the performance site in the description field for the Address Book entry. This is a mandatory field that is not included when submitting to a sponsor.

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

If you click on Cancel, you will lose all the data you have typed, and the system will return to the Add Personnel screen.
Review and Update Each Person’s Extended Attributes

Open [Personnel] subsection > Click on the [ ] to the left of the person’s name to showed tabbed information specific to that person. All UMD person data is loaded from PHR information. If a person’s email address is incorrect for example, you may correct this field on a per-proposal basis in KR. In order to get the correct information to show up consistently and automatically in KR, the associated person would need to update their information in ares.umd.edu.

Click on each of the person’s tabs and ensure all information is accurate for this person. If any information is incorrect, you may change it.

Once confirmed click [Save]

Details Tab:
- **IMPORTANT**: Enter the eRA Commons User Name for PIs on any NIH proposals.
- **Include a Person in the Credit Split Allocation**
  - **IMPORTANT**: If this person is to be assigned DRIF/credit, ensure the “Include in Credit Allocation” checkbox is checked. It should be selected by default for PIs and Co-I but will be unchecked by default for any Key Persons.

Organization Tab:
- **IMPORTANT**: Email address, Primary Title, Office Location Address Line 1,2, (not 3), Zip +4 are ALL required for Grants.gov proposals.

Extended Details Tab:
- Citizenship type populated as unknown by default, you may change if required for a proposal.

Degree Tab
- Not populated from PHR
Unit Details Tab:
- Add/change any units necessary for the person.
- The PI/Contact must always have the lead unit included.
- **IMPORTANT**: Include MPowering the State unit for all personnel if it is a MTS proposal. UMB Key Persons should also have the MTS unit.
- Key Persons must have at least one unit assigned to be included in Credit Allocation.

**Add Units to Personnel:**
- Underneath the Unit Details title, click the “Lookup/Add Multiple Lines”

- Search by the Unit Number or Unit Name and

- Check the include checkbox and click [return selected] button

**Person Training Details Tab**
- Not used at UMD.

**Certification Tab**
- Displays the PI certification. (See Certify)
Certify
ALL UMD Investigators MUST certify each proposal they are listed on. In KR, you can send a notification to the UMD Investigator to inform them this proposal requires their certification.

<table>
<thead>
<tr>
<th>SPONSOR</th>
<th>Role</th>
<th>EMPLOYEE</th>
<th>NON-EMPLOYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-NIH</td>
<td>Principal Investigator</td>
<td>Must Certify</td>
<td>Not Required to Certify</td>
</tr>
<tr>
<td></td>
<td>Co-Investigator</td>
<td>Must Certify</td>
<td>Not Required to Certify</td>
</tr>
<tr>
<td></td>
<td>Key Person</td>
<td>Not Required to Certify</td>
<td>Not Required to Certify</td>
</tr>
<tr>
<td>NIH</td>
<td>PI/Contact</td>
<td>Must Certify</td>
<td>Not Required to Certify</td>
</tr>
<tr>
<td></td>
<td>PI/Multiple</td>
<td>Must Certify</td>
<td>Not Required to Certify</td>
</tr>
<tr>
<td></td>
<td>Co-Investigator</td>
<td>Must Certify</td>
<td>Not Required to Certify</td>
</tr>
<tr>
<td></td>
<td>Key Person</td>
<td>Not Required to Certify</td>
<td>Not Required to Certify</td>
</tr>
</tbody>
</table>

Certify Notification
Open [Personnel] section > Click on the [ ] left of the person
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.
You can click on Certification to see their recorded answers, or if they have not yet answered. **Only the UMD Investigators need to Certify, and they must do so for themselves. This may not be delegated to anyone else. THIS MUST BE COMPLETED BEFORE SUBMITTING FOR APPROVAL.**
Credit Allocation Subsection

Enter Credit Split info for project and all investigators.
Open [Credit Allocation] > Click editable boxes to change the credit allocation > Click [save]
Investigator totals must equal 100%, Unit totals for each investigator must also equal 100%

All individuals who have the “Include in Credit Allocation” box checked on the Person’s Details tab will be displayed here along with each of his/her units. Including an individual in Credit Allocation means that Credit/DRIF returns will be calculated based on this information AND this proposal and resulting awards will be included in standard and institutional reports for the person, department, and college. Not including someone in Credit Allocation means that the person will only be included on specific report requests for all Key Personnel and not official University reports.

If you are not seeing a person show up on the Credit Allocation, confirm that the person has at least one unit assigned. You can add units in the Personnel/Unit Details tab.
Compliance Section
The Compliance section lists special review items for the proposal.

Special Review Items available for use:

- Animal Subjects (25)-HOLD
- Biological Materials (28)-HOLD
- Boats Used in Research (32)
- Chemicals (33)
- Conflict of Interest (35a)-HOLD
- e-Verify
- Export Control [internal] (22)
- F&A Waiver [internal] (11b)
- Financial COI (35c)-HOLD
- Foundation Relations [internal]
- Highly Toxic Gases (30)
- Historical Sites [internal]
- Human Subjects (24)-HOLD
- IP Waiver [internal]
- Proprietary Information (36)
- Publication Restriction Waiver [internal]
- Radioactive Materials (26)-IONIZING-HOLD
- Radioactive Materials (26)-NON-IONIZING
- Recovery/Stimulus Act
- Scientific Diving (31)-HOLD
- Select Agent Toxins (29)-HOLD
- Space Change [internal] (14)
- University Research Center [internal]
- VPR Compliance Review
- VPR-Export Control - Clauses
- VPR-Export Control - Collaborator Review
- VPR-Export Control - RPS Screen
- VPR-Export Control - Solicitation
- VPR-Export Control - Prototype
- VPR-Export Control - Shipment
- VPR-Export Control - Data
- TLO Review - No conflict (A)
- TLO review - Reviewed, no conflict (B1)
- TLO Review - Potential Conflict (B2)
- TLO PR-Previously Reviewed

Do Not Use - For Compliance Office Use Only

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

Complete the required fields > Click [Add Entry]. If you click Cancel, the system will return to the Compliance screen.
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. Internal attachments are used for departmental and ORA use. UMD does not use Abstracts or Notes.

Proposal Tab
The Proposal Tab is where you attach all non-personnel documents that will be included in the Grants.gov package for an S2S proposal.

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]
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

How Do I Know Which Attachment Types to Use for my S2S Grants.gov Proposal?
Use the Kuali Research Attachment Types and Grants.gov Crosswalk!

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

Shortcut!
By using “Set All Statuses,” you can quickly set all statuses in this section to Complete or Incomplete.

Personnel Tab
The Personnel Tab is where you attach all personnel documents that will be included in the Grants.gov package for an S2S proposal. Examples are Biosketch, Current & Pending Reports, etc.

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 unless this is an NSF proposal that would be submitted by grants.gov

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 ORA use only. Some documents are required for every proposal by ORA while others your department/college may mandate need to be included.

ORA Required Types
- UM-Departmental Budget
- UM-Funding Opp Announcement or BAA (Instructions)
- UM-Placeholder (Include 2 Placeholder Files for ORA Usage, Placeholder files must have some text and may be a PDF)
- For Non-S2S Proposal Grants.gov proposals, include the Adobe Package.

Department/College 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]
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 Complete or Incomplete.

Notes Tab
Used by the system to store Recall and Return notes.

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

There will always be one or more questionnaires to answer based on:
- Anticipated Award Type selected on the Sponsor and Program Section
- If it’s an S2S Grants.gov Proposal and/or S2S Fellowship

<table>
<thead>
<tr>
<th>Based on Anticipated Award Type</th>
<th>Based on S2S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funded Questionnaire</td>
<td>Grants.gov S2S Questionnaire</td>
</tr>
<tr>
<td>Grant</td>
<td>S2S Funding Opp Assigned</td>
</tr>
<tr>
<td>Contract</td>
<td>Fellowship Questionnaire</td>
</tr>
<tr>
<td>Indefinite Delivery Contract</td>
<td>S2S Funding Opp Assigned AND Fellowship</td>
</tr>
<tr>
<td>Cooperative Agreement</td>
<td></td>
</tr>
<tr>
<td>Consortium Membership</td>
<td></td>
</tr>
<tr>
<td>Other Transaction Agreement</td>
<td></td>
</tr>
<tr>
<td>Intergovernmental Personnel</td>
<td></td>
</tr>
<tr>
<td>Non Funded Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Non-Disclosure Agreement</td>
<td></td>
</tr>
<tr>
<td>Teaming Agreement</td>
<td></td>
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<tr>
<td>Equipment Loan</td>
<td></td>
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<tr>
<td>Memorandum of Understanding</td>
<td></td>
</tr>
<tr>
<td>Data Use Agreement</td>
<td></td>
</tr>
<tr>
<td>Software License</td>
<td></td>
</tr>
<tr>
<td>MTA Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Material Transfer Agreement</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: All Questionnaires must be answered except for the “Proposal Converted YNQs.”

Answer Questionnaire Questions

Click on the appropriate Questionnaire Tab and answer each question.
Click the Save button once complete. A green checkmark will be displayed by completed questionnaires.
If you need to update any of your answers simply go to the appropriate question as needed.
To start over or clear all of your answers click on the Clear button.
Print generates a PDF of the questionnaire.
Questionnaire Versions and Updating
ORA may update questionnaires as the need arises. When this happens, any proposals in progress where a questionnaire had previously been answered will show an [Update Available] button to inform you that a newer version of the questionnaire is available. You will also see the [Update Available] button if you’ve copied a proposal that used an older version of the questionnaire. Please update the questionnaire if you see this button available. The [Update Available] button will be found on the right top corner of the Questionnaire Section on the previously answered Questionnaire.

- Click on the [Update Available]

- Two options will be available to select:

  - **Copy the Answers**
    If you select “Copy the answers from the old version of questionnaire to the new one. Only questions that have been changed in the new version will have to be answered.” your previous answers will be applied to the new questionnaire. Any new questions will need to be answered.

  - **Do Not Copy Answers**
    If you select “Do not copy answers from previous version of the questionnaire. Every question in the new version of the questionnaire will have to be answered.” your previous answers will be lost, and you will have to answer all questions again.

- Once you’ve completed the updated questionnaire, you will see a green (Complete) next to the funded agreement. The questionnaire has been completed.
Access Section
The Access Section allows you to give other Proposal Development users access to a proposal. 
NOTE: They must have proposal development rights in order for you to share access to the proposal. This is useful for projects that involve multiple units who need to review the lead unit’s proposal. The approvers for the Department Chair and College Dean’s office have view rights by default, and there is no need to add them to the Roles unless an individual needs to have additional rights to modify the proposal contents. ORA staff can see all Proposal Development proposals and there is no need to add or remove them from the list of users or roles.

Assign Access Roles:
Open [Access Section] > Click [Add User] > Search a person on the [Add Permission] screen
Click [Continue] > Choose the right person > Click [Continue] > then in the [Assign a role] screen, select the proposal role you want to assign to this user > Click [Add permission]

<table>
<thead>
<tr>
<th>Proposal Access Roles</th>
<th>Use Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregator Document Level</td>
<td>Full edit permissions, including budget rates, plus submit to review permission</td>
</tr>
<tr>
<td>Aggregator Only Document Level</td>
<td>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 recall, change rates, or change S2S linkages after a proposal is submitted for review</td>
</tr>
<tr>
<td>Viewer Document Level</td>
<td>Permission to view all sections of a proposal (cannot create new or edit existing proposal details)</td>
</tr>
<tr>
<td>Budget Creator Document Level</td>
<td>Permission to create and edit budget versions, plus view proposal data</td>
</tr>
<tr>
<td>Budget Creator Only Document Level</td>
<td>Permission to create and maintain budgets in a proposal and view all other data in a proposal. Cannot modify rates in a budget</td>
</tr>
<tr>
<td>Narrative Writer Document Level</td>
<td>Permission to add/replace/delete attachments, plus view proposal data</td>
</tr>
<tr>
<td>Displays Institutionally Maintained Salaries Document Level</td>
<td>N/A to public institutions of higher education</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Approver Document Level</td>
<td>Do Not Use</td>
</tr>
<tr>
<td>Access Proposal Person Institutional Salaries</td>
<td></td>
</tr>
<tr>
<td>Delete Proposal Document</td>
<td></td>
</tr>
<tr>
<td>View Institutionally Maintained Salaries</td>
<td></td>
</tr>
<tr>
<td><strong>Budget Section</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Section menu</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Icons</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>&lt; Return to proposal</td>
<td>Takes you back to the proposal page.</td>
</tr>
<tr>
<td>Periods &amp; Totals</td>
<td>Displays the budget periods and project cost information.</td>
</tr>
<tr>
<td>Rates</td>
<td>Sync or adjust the rates (F&amp;A, Fringe Benefits, and Inflations) as needed.</td>
</tr>
<tr>
<td>Personnel Costs</td>
<td>Setup and budget for Personnel. Add and view persons who need to be budgeted for project activities.</td>
</tr>
<tr>
<td>Non-Personnel Costs</td>
<td>Setup and budget for the non-personnel costs (equipment, materials and etc) in line items of the detailed budget.</td>
</tr>
<tr>
<td>Subawards</td>
<td>Displays the uploaded subaward form and inserts system-generated line items for subaward funding values for each project period into the proposal budget.</td>
</tr>
<tr>
<td>Institutional Commitments</td>
<td>Displays Cost Sharing and Unrecovered F&amp;A.</td>
</tr>
<tr>
<td>Project Income</td>
<td>Optional. If a proposed project activity will generate some kind of revenue.</td>
</tr>
<tr>
<td>Modular</td>
<td>Setup and create a modular budget on an existing detail budget or directly build a Modular Budget.</td>
</tr>
<tr>
<td>Budget Notes</td>
<td>Add notes to the Budget as well as consolidate individual expense justifications entered at the line item level.</td>
</tr>
<tr>
<td>Budget Summary</td>
<td>Provides a snapshot view of the entire budget.</td>
</tr>
<tr>
<td><strong>Top menu</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Icons</strong></td>
<td></td>
</tr>
<tr>
<td>☑ Data Validation (off)</td>
<td>Turn on/run Budget specific validations, located at the top of the navigation bar</td>
</tr>
<tr>
<td>☎ Budget Settings</td>
<td>Basic summary information about the Budget such as status, dates, costs, rates, and totals. This is also where Budget Comments may be entered</td>
</tr>
<tr>
<td>▼ Hierarchy</td>
<td>Displays the information on whether this budget is part of a proposal hierarchy.</td>
</tr>
<tr>
<td>🔍 Summary</td>
<td>Displays a budget summary of each personnel, non-personnel and total</td>
</tr>
</tbody>
</table>
Budget Versions
Displays all budget version. 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 guidebook

Creating a Budget - Summary vs detail
- For S2S submissions, a detailed budget is required unless it’s an NIH Modular Budget. Refer to the funding opportunity instructions to determine budget requirements.
- For non-S2S submissions, a summary budget is required.

Create a New budget
On the Proposals Sections menu (left) > Click on the [Budget] section.
This takes you to the Budget Versions page > Click on the [+ Add Budget] button.

The following budgets are linked to this proposal.

The Create a Budget Version menu displays.
- Budget Name: Enter a description for your budget, this will come in handy if you create different versions of your budget to cover to different scenarios.
- Detailed Budget or Summary?
  - Select “Start a Detailed Budget” for S2S Submissions
  - Select “Start a Summary Budget” for NON-S2S Submissions
- Modular Budget?
  - Select “Yes” if proposal is for a NIH and Modular Budget is Required and Select “Start a Summary Budget” above
- Click [Create Budget] Button. If you click on Cancel, the system returns to the Budgets screen and no data is saved.

Budget Document
After creating a budget, the Budget Document Page will load.
Sections Menu
Budget-specific Section Menu Buttons on the left-hand side.

Budget Toolbar
A series of budget-specific toolbar options will be listed at the top of the page.

NOTE: You may return back the Proposal details at any point by clicking the “Return to Proposal” button.

Budget Settings
You may also mark a budget final within Budget Settings.

Total Direct Cost Limit: optional
Budget Status: complete/incomplete
on/off campus: on/off campus rate
Residual Funds: not used
Total Cost Limit: optional
Unrecovered F&A rate type: select applicable, must match F&A rate type
  MTDC-On or Off-Adjacent
  MTDC-On or Off-Remote
  MTDC-Do not use
  TDC
  Salaries & Wages
  Fund with Transaction Fee-DO NOT USE
  Other
F&A rate type: select applicable, must match Unrecovered F&A rate type
  MTDC-On or Off-Adjacent
  MTDC-On or Off-Remote
  MTDC-Do not use
  TDC
  Salaries & Wages
  Fund with Transaction Fee-DO NOT USE
  Other
Comments: optional
**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 do so you will need to return to the Proposal Details section and update the Start and End dates there.

For Detailed Budgets, confirm date boundaries are correct. Do NOT enter in amounts.

For Summary Budgets ONLY, confirm date boundaries are correct and enter amounts in for Direct Cost, F&A Cost, and Cost Sharing if applicable.

![Periods & Totals](image)

**Project Start and End Dates:** Within the overall predefined project start and end dates you may update the period boundaries if necessary.

- **Add Budget Period:** If needed, you may insert a period within the overall predefined project start and end dates using the [+ Add Budget Period] Button

**Direct Cost, F&A Cost, and Cost Sharing**

- **Summary Budget:**
  If this is a non-S2S Summary Budget or S2S Modular Budget enter in details for Direct Cost, F&A Cost, and Cost Sharing if applicable.

- **Detailed Budget:**
  If this is an S2S Detailed Budget, do NOT enter in details for Direct Cost, F&A Cost, and Cost Sharing. These totals will accumulate here automatically as you enter line
items to the detailed budget.

**Cost Limit, Direct Cost Limit (optional):** You may optionally set cost limits to alert you when you’ve exceeded predefined amounts if you wish.

⚠️ This page has 2 warnings
* The Period 1 Cost Limit has been exceeded.
* The Period 1 Direct Cost Limit has been exceeded.

**Rates Section**
The Rates Section allows you to update rates for each rate class: F&A, Fringe Benefits, and Inflation. Rates will be defaulted to standard institutional rates but may be updated if necessary by clicking on the appropriate rate class tab and updating the Applicable Rate columns.

**Review all Rates and Update Applicable Rate if needed.**

![Rates Section]

- **Description:** describes the type of rate being used
- **On Campus:** if yes, rate is for campus, if no, rate is for off-campus
- **Fiscal year:** fiscal year of the period
- **Start Date:** start date of fiscal year
- **Institute Rate:** formally negotiated rate for UMD
- **Applicable Rate:** rate that is used for this proposal

[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).

**Research, Basic F&A Tab**
Click the [Research, basic F&A] tab > click the [Applicable rate] field >
Enter the rate to be applied > click [Save]

**Fringe benefits Tab**
Click the [Fringe Benefits] tab > click the [Applicable rate] field > Enter the rate to be applied > click [Save]

**Inflation Tab: has only one rate**
Click the [Inflation] tab > click the [Applicable rate] field > Enter the rate to be applied > click [Save]
**Personnel Costs Section**

The Personnel Costs Section contains two areas to manage Personnel Costs:

- **Project Personnel**: allows you set salary, appointment types, and when to trigger inflation on salaries for each person. You may also add “To Be Named” (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 pick list that you will utilize later when assigning personnel to periods.

<table>
<thead>
<tr>
<th>Person</th>
<th>Job Code</th>
<th>Appointment Type</th>
<th>Base Salary</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Kang (MPI)</td>
<td>DEFAULT (AA000)</td>
<td>12M EMPLOYEE</td>
<td>0.00</td>
<td>Details</td>
</tr>
<tr>
<td>Zachary I Friedman (%)</td>
<td>DEFAULT (AA000)</td>
<td>12M EMPLOYEE</td>
<td>0.00</td>
<td>Details</td>
</tr>
</tbody>
</table>

Review all Personnel listed and add any missing people.

**Adding To Be Named Personnel**

Click the [+Add Personnel] button > Change the Search For field to “To Be Named” If you click on Cancel, the system will return to the Project Personnel screen.

The menu will refresh and provide a list of To Be Named categories.
Enter the quantity for the appropriate person category > Click [Add TBN personnel to Budget] button.

The TBN person will now be listed in the Project Personnel list.

Once you’ve confirmed all people needed for the project budget are listed in the Project Personnel list, you will need to edit details for EACH person to set salary, appointment type, and when to trigger inflation on salary if applicable.
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 TMP (1 month), SUM (3 months), REG and 12M are the same (12 months).
Salary effective date: The date a person can start working and we can start charging salary. Usually matches start date of the Project.
Salary anniversary date: The date the salary will start to inflate; typically this is the start of budget period 2. If left blank, KR will apply inflation on July 1, the start of the fiscal year.

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

Salary By Period: 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.

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

Assign Personnel to Periods Subsection
Adding personnel line items
Click [Assign Personnel to Periods] subsection > Click on the appropriate period tab if needed
Click [Assign Personnel] on the right top.
Add Personnel to Period Menu
Select the correct Person and update fields. Once done, click [Add Non-Personnel Item to Period #]. If you click on Cancel, no assignment is made, and the system returns to the Assign Personnel to Periods screen.

**Person**: Select the person you would like to add to the budget period from this dropdown. Only people in the Personnel subsection that were previously identified will be available. See [Project Personnel](#) on how to add missing people.

**Object Code**: Select the appropriate Cost Element Object Code. This drives the type of Fringe Rate that will be applied (Primary, Secondary, Tertiary, or Summer).

**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 GGov forms

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**Groups**
Use groups to organize AND to allow you to uncheck fringe, F&A rates and inflation
Click [Details & Rates] under Actions of each group to change the settings.

### Details Tab

This tab allows you to check/uncheck the inflation, submit for the cost sharing and on/off campus. If you click on Cancel, the system returns to the Project Personnel screen, and no changes are saved.

### Rates Tab

This tab allows you to check/uncheck the rates for the fringe benefits and F&A rates. If you click on Cancel, the system returns to the Project Personnel screen, and no changes are saved.
Modify the Assigned Personnel

After adding Personnel to a Project Period, you may edit Personnel Details if needed by clicking on the Details button.

Click [Personnel] section > Click [Assigned Personnel to Periods] subsection > Click [Details]

On the Edit Assigned Personnel menu you may edit any of the details you previously set during the initial personnel assignment. Once done, click the [Save Changes] button.

Delete a Personnel Line Item

You may completely remove a personnel line item from a period if needed by clicking the trash can icon for the associated line.

Click the trash can under Actions
**Non-Personnel Costs Selection**
You may add all non-personnel lines items such as equipment, travel, etc. in the Non-Personnel Costs section.

**Add Assigned Non-Personnel**
Click on the [Assign Non-Personnel] button from the Non-Personnel Cost section.

**Non-Personnel Costs**
Add and configure non-personnel items for this budget period.

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the [Assign Non-Personnel] button.

Complete the required fields > Click [Add Non-Personnel Item to #]

- **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, Will Not Autocalculate
- **Description**: Enter description for item (will not feed to forms)

After clicking [Add Non-Personnel Item to #]
A line item will be displayed on the Non-Personnel Costs list.

If needed you may modify the line item by clicking [Details] or [Delete] the line all together.
Modifying the Assigned Non-Personnel Item
After adding a Non-Personnel item to a Project Period you may edit the Details of the item if needed by clicking on the [Details] button.

Open [Non-Personnel Costs] section > Click [Details] under actions of the item that needs modification > modify as needed > Click [Save changes]

Details Tab
Start and End date: default is project start and end date, but can be modified if necessary,
Category Type, Category: If you want to change where this line item will feed to the RR Budget Other Direct Cost section.
Total Base Cost: updated if needed
Quantity: Do Not Use, Will Not Autocalculate
Description: Update description if needed (will not feed to forms)
Inflation Rates: viewable inflation rates for each period allows you to see how inflation will impact the item’s cost if applicable. If you need to adjust the inflation rate see Rates Section.
Apply Inflation: Default is checked; uncheck the box if this line item should not inflate in later periods. Do this before auto-generating periods.
Submit Cost Sharing: Default is checked; any cost sharing incurred for this line will be fed to Grants.gov forms.
On-Campus: Check for On-Campus, Uncheck for Off-Campus. This will allow you to apply either an on-campus or off-campus rate to item.

Save and Apply to Other Period: If you are adding the item after generating all the periods (autocalculate), this button can be used for adding new items and applying them to later periods.

Sync to Period Direct Cost Limit (Optional),
Sync to Period Cost Limit (Optional):
Recalculates the budget using this line item to goal-seek the total cost base to meet the period cost limits entered in the Periods & Totals Section for this budget period.
**Cost Sharing Tab**

Enter a cost sharing value if you plan to apply cost sharing this item.

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

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

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

**Rates Tab**

You can view what the rate class, rate type, and rate cost is for the line item.

You may uncheck the box in the “Apply Rate?” Column to remove that rate application. This will generate under-recovery (forgone F&A).

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**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.

Click the [Autocalculate periods] at the top of the budget screen

Click [Yes] to confirm that you have completed your Period 1 budget.
Click [NO] to confirm that you have not completed your Period 1 budget.
Subawards Section
If your proposal has Subawards, you will need to extract the appropriate Subaward Budget form from the Grants.gov package, fill it out, and import it via the Subaward Section. The period dates in the Subaward Budget form must be exactly the same as the period dates for the development 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.

Open [Subawards] > Click [+Add Subward]

Subawards
Upload a pre-formatted budget document for a subawardee organization or enter details manually.  

[+ Add Subward]
Institutional Commitment Section
Institutional Commitments contains sections for distributing Cost Sharing and Unrecovered F&A (forgone F&A).

- If you have previously defined Cost Sharing on any budget line items, you MUST visit the Cost Sharing subsection to identify how the cost sharing will be distributed.
- If you have defined a rate that is lower than the institutional rate or have waived F&A on any line items, then you MUST visit the Underrecovery subsection to distribute underrecovery.

NOTE: There is no penalty or impact for underrecovery at UMD, but it is a requirement of KR that it is distributed.
Cost Share Subsection

If you had previously identified Cost Sharing, expand the Institutional Commitments Section and select Cost Sharing.

You MUST populate the following fields to distribute Cost Sharing:

- **Source Account**: This field is required and must be unique within each period. Enter one of the following:
  - **EXTERNAL**: If source of cost share is an external source (not UMD)
  - **UMD**: If source of cost share is UMD
  - **UMD1, UMD2, ...**: If multiple units are the source of cost share within EACH period.
- **Amount**: Amounts should represent 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.
- **Percentage**: Not Required

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

**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.

**Add Cost Sharing Line**: Allows you to add additional Cost Sharing lines for a specific period so that you may split costs between multiple units within the same period.
● **Period:** Select which period you would like to insert a cost sharing line
● **Percentage:** Not Required
● **Source Account:** Enter a unique number or unique abbreviation here.
● **Amount:** Enter the amount desired.
● **Unit Details:** Key in or lookup the unit that will be responsible for paying for the Cost Share amount in a given period.
● Click the [Add] button to add the new line.

- The amounts get cleared after adding a new line so you will need to re-enter amounts for each period’s lines.

Delete Cost Sharing Line
Unrecovered F&A Subsection (Forgone F&A)
Underrecovery representsforgone F&A. If you have defined a rate that is lower than the institutional rate or have waived F&A on any line items, then you MUST visit the Underrecovery subsection to distribute underrecovery. While there is no penalty or impact for underrecovery at UMD but it is a requirement of KR that it is distributed. This is important to ensure that the Institutional Proposal costs are correctly generated.

Distribute Underrecovery
We need to retain only one Unrecovered F&A Line to address Underrecovery. Delete all but one Underrecovery line.

Click [Institutional Commitments] section > Click [unrecovered F&A] subsection
Consolidate all lines to 1 line with total amount of unrecovered amount.

Source Account: Required, enter TBD
**Amount**: Enter total unallocated amount in the Amount field

**Reset to Default**: This will revert all your changes back, adding lines back and clearing fields.
**Project Income Section**
If the project will involve Project Income open the Project Income Section.

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

![Project Income]

Update the following fields > Click [Add]

- **Budget Period**: Select year that revenue will be generated
- **Description**: Enter in description of Project Income
- **Project Income**: Expect dollar amount of Project income

**Modular Section**
If your proposal will be including a Modular Budget you must complete a Summary Budget first. When creating the budget select
- Start a Summary Budget
- Select Yes for Modular Budget

![Create a Budget Version]
Complete the Summary Budget
Populate the amount fields for Direct Costs and F&A Costs. If your project has Cost Sharing enter amounts as needed.

Complete the Modular Budget
Once the Summary Budget has been completed click on the Modular Budget section button.

1. For EACH period, enter amounts for:
   - **Direct Cost Less Consortium F&A**: Consortium F&A Costs are Subaward F&A Cost (exclude if applicable)
   - **Consortium F&A**: Subaward F&A Cost

2. Add the F&A Rate for Each Period via the [+Add Rate] Button
Enter the F&A Rate Type, F&A Rate, and F&A Base (amount subject to F&A)
Click the [Add] button

The resulting will show on the period tab. Click [Recalculate] to update the Funds Requested field. Be sure to repeat for each period tab.

Modular Budget Buttons
**Summary Overview:** Displays a Summary that includes all Period’s F&A and Direct Costs.
**Add Rate:** Allows you to set an F&A Rate and F&A Base for Modular Budget.
**Recalculate:** Updates Amount fields for F&A and Direct Costs Sections respectively.
**Sync:** IF you have created a detailed budget already, you may hit the Sync button for the F&A and Direct Costs areas to automatically bring in those amounts. **WARNING:** If you don’t have a detailed budget and click the Sync button, this will clear ALL of your previously entered data for the Modular Budget.
**Budget Notes Section**

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

This section is optional.

Where do these notes come from?

On Non-Personnel line items, click the [Details] button.
**Budget Summary Section**

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

<table>
<thead>
<tr>
<th>Personnel</th>
<th>P1 (00/01/2010 - 03/31/2010)</th>
<th>P2 (04/01/2010 - 06/30/2010)</th>
<th>P3 (07/01/2010 - 09/30/2010)</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$100,000.00</td>
<td>$150,000.00</td>
<td>$100,000.00</td>
<td>$350,000.00</td>
</tr>
<tr>
<td>Fringe</td>
<td>$30,000.00</td>
<td>$40,000.00</td>
<td>$32,000.00</td>
<td>$102,000.00</td>
</tr>
<tr>
<td>Calculated Direct Costs</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Personnel Subtotal</td>
<td>$130,000.00</td>
<td>$190,000.00</td>
<td>$132,000.00</td>
<td>$452,000.00</td>
</tr>
<tr>
<td>Non-personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Calculated Direct Costs</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Non-personnel Subtotal</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Totals</td>
<td>$145,000.00</td>
<td>$200,000.00</td>
<td>$137,000.00</td>
<td>$582,000.00</td>
</tr>
<tr>
<td>Total Direct Cost</td>
<td>$150,000.00</td>
<td>$205,000.00</td>
<td>$140,000.00</td>
<td>$595,000.00</td>
</tr>
<tr>
<td>Total F&amp;A Costs</td>
<td>$65,000.00</td>
<td>$75,000.00</td>
<td>$75,000.00</td>
<td>$215,000.00</td>
</tr>
<tr>
<td>Total Subtotal</td>
<td>$215,000.00</td>
<td>$275,000.00</td>
<td>$215,000.00</td>
<td>$665,000.00</td>
</tr>
</tbody>
</table>

**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 Submittal to Sponsor.

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

[Back] [Save] [Complete Budget] [Close]

**Mark as Submitting 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.

[Is this budget complete?]

[Is this budget ready to be submitted to the sponsor?]

[Cancel] [OK]
Include Budget for Submission
On the Proposal Budget section you may mark budgets as Complete and to Include for Sponsor. When you select Include for Sponsor 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 budget has been confirmed as correct
**Include for Submission**: click to include this budget version as the one you will submit

Once you have marked the Budget as “Include for Sponsor”, the row will turn green

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

Check 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
Supplemental information Section (Other Tab)

Update the Supplemental Info Tab

IDC Rate Type (required): Select MTDC, TDC, or Other (only for 0%)
Sponsor Contact Name, Email, Phone: Enter sponsor contact information if helpful for proposal
Budget Contact Email, Name, Phone: Enter contact information for the individual to be contacted in the department regarding the proposal’s budget.
Pick up Contact Name, Phone: complete this information if the proposal will be picked up from ORA for the department to mail to sponsor
IDC Rate (required): enter the IDC rate. This is a number only field, % is not allowed
IDC Reason (required): Select reason rate was selected
NSPIRES USERNAME: PI NSPIRES username for NASA proposals
Sub unit: used by Cooperative institute for Climate Studies (CICS) only
Admin Costs Included (required): Select appropriate reason Admin Costs are Included or not included.
Summary/Submit Section

Validation
Once you feel 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 errors or warnings associated with the proposal if any issues are found. 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. These issues must be addressed before routing.

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

![Data Validation](image)

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 Window](image)

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

![Data Validation Details](image)

**Error(s):** user 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.
If there is no error, the window with [no errors or warnings present] will pop up.
Print Forms
If you would like to Print portions of the proposal, you may do so from the Print link in the Proposal Toolbar. You may also print Grants.gov forms if the proposal is an S2S proposal by clicking on the S2S Opportunity Search Section and clicking on the Forms Tab.

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

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

Sponsor Form Packages: Generic system print templates, includes ORA templates no longer used

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.

If you close your web browser or web browser tab while editing a proposal, this does NOT release the lock so it’s important that you click on the “Close” button in order to allow others to be able to edit.
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}.”

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.

- If the person in the lock error message is NOT you, you may contact that person and request that they either open the proposal in edit mode and then click the “Close” button or clear their “Pessimistic Lock.” If you cannot reach that person and it’s urgent, please contact kr-help@umd.edu.

- If this person is you, open the proposal for editing then click the “Close” button, and the lock should be released. You may alternatively clear the lock by clicking on the “Pessimistic Lock” link under Quick Links in either the “Unit” submenu or Kuali Research homepage.

Clear a Pessimistic Lock

- Click [UNIT]
- Click [Pessimistic Lock]
- Click [search] without entering any variables
- This lists of ALL your locked records

- Click the [delete] action next to the proposal that you would like to unlock.
Submit for Approval

Once you’ve finalized your proposal and run validations, you are ready to submit the proposal for approval.

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

⚠️: This sign will show up if there is unresolved issue on that particular section

NOTE: The tracking line will change from blue to green then go into the routing

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

DO NOT click the Cancel Proposal Button: This will inactivate your proposal, and it cannot be undone. If you inadvertently do this, you will need to copy the proposal.
Check the Status of the Approval
Viewing the routing map

Open the [Summary/Submit] Section > click View Route Log on the bottom
Click [Show] on the [Future Action Request]

[ID] Pane: a short description of the proposal

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

[Pending Action requests] Panel: all pending actions

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

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

Open [Attachments] Section > Click [Details] under action
Click [Choose File] to update the file > Click [Save]
Click [send the notification]
Data Override
While the proposal is being routed for approval, most of the proposal is locked down from edits. The Data Override feature allows you to edit a number of select fields.

Click [Data Override] on the top menu

Field to Edit: Select the Field to Edit from the dropdown list
- Activity Type
- Agency Routing Number
- Sponsor Deadline Date
- Deadline Type
- Mailing Address
- Mail By
- Notice of Opportunity
- Previous Grants.gov Number
- Prime Sponsor Code
- Program Number
- Program Title
- Proposal Type
- Sponsor Code
- Sponsor Proposal Number
- Sub-contract Flag
- Title

Current Value: Automatically shows the current status, once the [Field to Edit] is picked.
New Value: Add a New Value.

Click [Create Override]
Do NOT use the [Send Notification]
The icon next to the [Data Override] on the top menu will change to Orange

Recall Proposal
After you’ve submitted the proposal for routing, you may recall the proposal in order to make changes. Open the [Summary/Submit] Section.
Click [Recall] at the bottom of the page.
Enter the reason for a recall > Click [OK] [Cancel] returns to Proposal Development screen.

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

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

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

Copying a Proposal from Search Results
Search for a proposal that you want to copy
Click the copy link in the Action column of the Search Results Window
Complete the fields as necessary to indicate what info you want to copy over to the new proposal
Click [Copy]
Lead Unit: Select the lead unit
Budget?: Check to include the budget from the original proposal
Budget version: Drop down menu to select which budget version(s)
Attachments? Check to include attachments from the original proposal
Questionnaires? Check to include the questionnaire answers from the original proposal

Still have questions?
We’re here to help!
Email Kuali Research Help: kr-help@umd.edu
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# Appendix II - KR Notification Emails

## KR Notification Emails, from kr-actionlist@umd.edu

<table>
<thead>
<tr>
<th>Action</th>
<th>Email Subject</th>
<th>Email Message</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Created (Not a Copy)</td>
<td>Proposal No. [PROPDEV#] in Department [LEAD_UNIT#] - LEAD_UNIT_NAME has been created by [INITIATOR]</td>
<td>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:</td>
<td>Contract Administrator, Unit Administrators</td>
</tr>
<tr>
<td>Notify Investigator Certification Required</td>
<td>Regarding your involvement in Development Proposal [TITLE]</td>
<td>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]</td>
<td>The Investigator Notified</td>
</tr>
<tr>
<td>All Proposal Persons Certification Completed</td>
<td>All Proposal Persons Certification Completed for [PROPDEV#]</td>
<td>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]</td>
<td>Initiator</td>
</tr>
</tbody>
</table>
| Proposal is ready for approval for Primary Approver | 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
Title: [TITLE]; Proposal No: [PROPDEV#]; PI: [PI NAME]; Sponsor: [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#]&command=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 [APPROVER USERID] | Approver |
<table>
<thead>
<tr>
<th>Action</th>
<th>Email Subject</th>
<th>Email Message</th>
<th>Recipient</th>
</tr>
</thead>
</table>
| Proposal is ready for approval for Secondary Approver | Action List Reminder | Document ID: [DOC ID#]
Initiator: [AGGREGATOR]
Type: Add/Modify ProposalDevelopmentDocument
Title: [TITLE]; Proposal No: [PROPDEV#]; PI: [PI NAME]; Sponsor: [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#]&command=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 [SECONDARY APPROVER USERID] for delegate type SECONDARY | Secondary (Alternate) Approver |
| Proposal Approved by Another | Proposal [PROPDEV#] Approved by Another User | Zachary I Friedman's Proposal [PROPDEV#] has been approved by another user. The referenced proposal has been approved by another user.
Proposal Summary:
Pi: [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 |
| 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:
Pi: [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 |
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<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Recalled</td>
<td>Action List Reminder</td>
<td>Your Action List has an eDoc(electronic document) that needs your attention:</td>
<td>Aggregator that Recalled the Proposal</td>
</tr>
</tbody>
</table>
|                                           |                                    | Document ID: [DOC ID#]  
Initiator: [AGGREGATOR]  
Type: Add/Modify ProposalDevelopmentDocument  
Title: [TITLE]; Proposal No: [PROPDEV#]; PI: [PI NAME]; [SPONSOR];  
Due Date: [DUE DATE]  

To respond to this eDoc:  
Go to  
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] |                                                                                                           |
| Proposal Approval                         | [LEAD UNIT#]-Proposal                | The Proposal [PROPDEV#] has been submitted to sponsor.                                                                                                                                                    | Aggregators, Added Recipients [Prompted by User]                                               |
| Completed - Created Institute Proposal    | [PROPDEV#] is submitted              | The institute proposal number is [IP#].                                                                                                                                                                   |                                                                                               |
| Record                                    |                                    |                                                                                                                                                                                                           |                                                                                               |
| Attachment Updated During Approval Routing| [LEAD UNIT#] - Notification :       | A new attachment is uploaded for Proposal : 37256, Module No. 1 have been changed.                                                                                                                        | Past Approvers, Added Recipients [Prompted by User]                                           |
|                                           | Narrative added to proposal :       | Narrative Type: [ATTACHMENT_TAB]  
Module Description: [TITLE_OF_ATTACHMENT]  
|                                           | [PROPDEV#]                           |                                                                                                                                                                                                           |                                                                                               |
| Data Override Update Took Place During    | [LEAD UNIT#] - Notification          | [FIELD_CHANGED] for proposal [PROPDEV#] has been changed to [COMMENT]                                                                                                                                    | Aggregators, OSP Admin (CA), Added Recipients [Prompted by User]                               |
| Routing                                   |                                    |                                                                                                                                                                                                           |                                                                                               |