



Research
Innovation & Impact

Kuali Research

Proposal Initiator User Guide

The University of Arizona
Spring 2022

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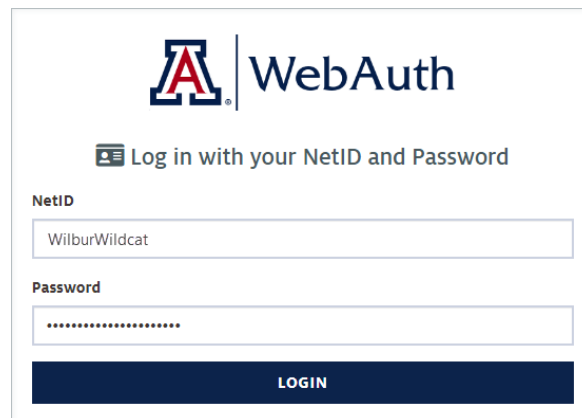
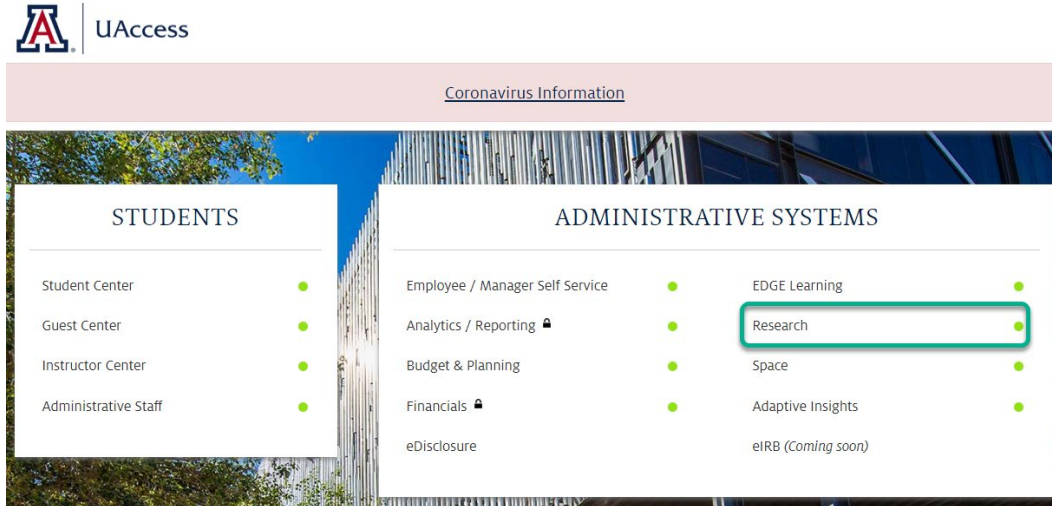
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1. Accessing Research

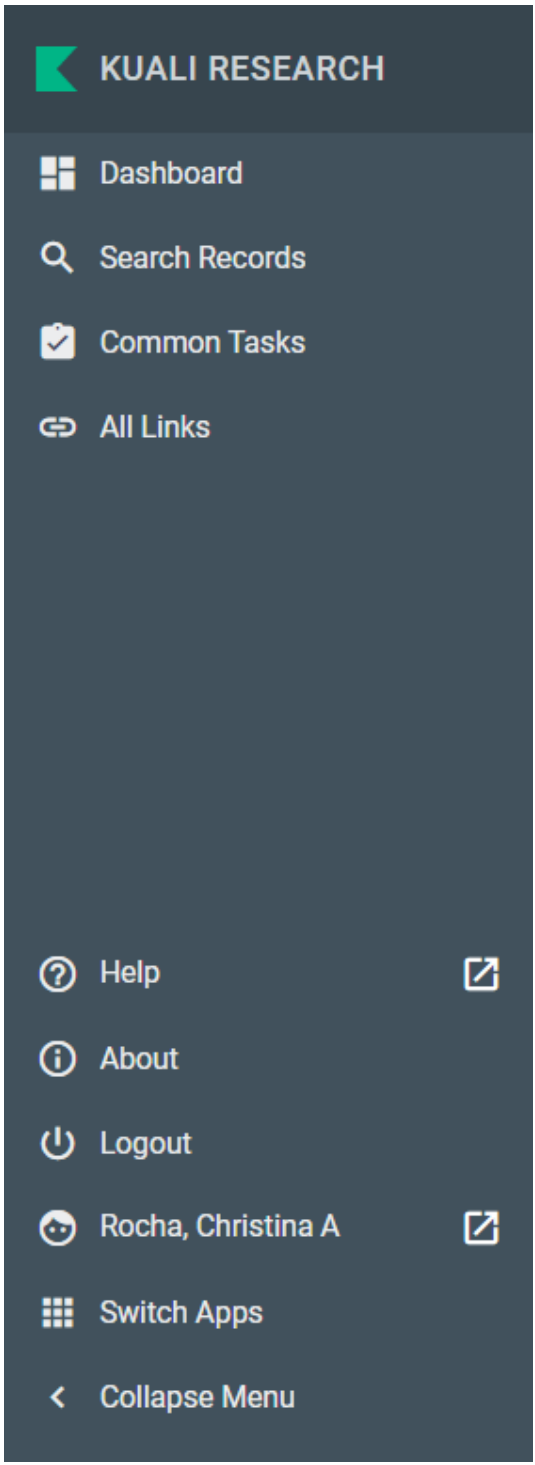
With this upgrade, no longer is a Virtual Private Network (VPN) required to access UAccess Research! Simply go to <https://uaccess.arizona.edu> and select **Research** from the Administrative Systems options. You will be redirected to a secured institutional sign-on using your UA NetID and Password. That's it!



Note: If you prefer to bookmark the UAccess Research System for easier access, please use the following URL:
<https://arizona.kuali.co/dashboard>.

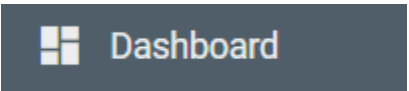


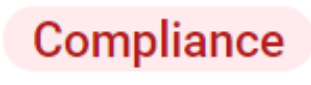


2. Navigation Menu

Image	Explanation
	<p>Dashboard - main page for the Kualu Research system that allows you to track various documents' progress.</p> <p>Search Records - search tool that allows you to search across all modules with any keyword or by several predetermined filters.</p> <p>Common Tasks - a place where you can easily access your most common tasks whether that's creating new proposal development documents, searching for awards, proposals, subawards, or negotiations, accessing your action list or removing your own document locks.</p> <p>All Links - allows access to all available links in the system. If you are uncertain of specific terms and parameters used, the All Links section is a great place to search for and locate that information.</p> <p>Help - will deliver you to the Research Support homepage on the Research, Innovation & Impact website at https://research.arizona.edu/research-support-home.</p> <p>About - displays the current version information for Kualu Research</p> <p>Logout - gives the user the option to log out of the Kualu Research system.</p> <p>Profile - allows the user to see which user is logged into the system and more information on the user profile.</p> <p>Switch Apps - gives the user the option to switch to different applications within the system. Research will provide access to all items discussed above. Users will enable you to search for User information in the system. COI, Protocols, and Groups are not in use and will return error messages.</p> <p>Collapse Menu - gives user the ability to minimize the left-hand navigation menu.</p>

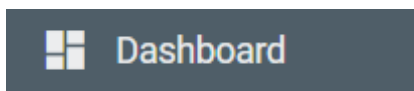


3. Dashboard

Image	Explanation
	Dashboard - returns user to main Dashboard from any other screen in the system. Located in the left navigation menu.
	Show/hide cards - gives user the ability to select which cards or tiles appear on their dashboard
	Filter - gives user ability to filter by Activity Type, Deadline Date, Initiator, Lead Unit Name, Lead Unit Number, Opportunity ID, Principal Investigator, Proposal Number, Sponsor, Sponsor Code, and Title. Sort by - gives user ability to sort by Deadline Date, Last Action Taken Date, Principal Investigator, Proposal Number, Sponsor Name, and Steps to Approve in either ascending or descending order; will save selected preference for each user.
	Compliance - shows compliance entries (such as human or animal subjects) entered on the Compliance tab for that specific record.


3.1 Overview

Dashboard is the main page to which you will be directed. Dashboard gives you tools to manage in-progress documents. You can get back to the main Dashboard from any screen via the Dashboard option in the left navigation menu.



Within Dashboard Home are several cards that will help you track documents in the system that require your action or documents you've initiated and not yet submitted. You can select which cards you see by using the **Show/hide cards** button in the top right corner of the screen.



Each card has **Filter** and **Sort by** options in the top right corner of each card. With the **Filter** option, you can narrow down results in each card by several criteria. You can apply multiple filters on each card and filters will remain applied until you delete the filter by clicking the  button. With the **Sort by** option, you can change the default sort logic and it will save the selected preference until you change it.





The default sort order for each card before any adjustments is as follows:

- **Proposals routing to me:** steps away ascending
- **Proposals not routing:** proposal number ascending
- **Institutional Proposals work in progress:** proposal number ascending
- **Awards work in progress:** award number ascending
- **Subawards work in progress:** subaward number ascending
- **Proposal workload assignments:** last action date descending

The **Compliance** button, when clicked for a given record will display Compliance entries added in the specific Proposal, IP, or Award record via the Compliance tab. This does not link to information from eIRB or eDisclosure modules but only information directly entered in the given record on the Compliance tab.

Type	Status
Human Subjects	Not Yet Applied
Animal Subjects	Not Yet Applied

Compliance

3.2 Proposals routing to me

The **Proposals routing to me** card will display any proposal where you are in the approval workflow path for the document. It will display if you are up for approval (it's currently in your Action List) or how many steps away in the routing it is until it's in your Action List.

You can click on the specific record in the card to open the record and take the necessary action. Once you take the necessary workflow action the proposal will either drop off the Proposals routing to me card or will turn green and say **Approved** and can be found in **Proposal workload assignments**.



3.3 Proposals not routing

The **Proposals not routing card** will show you all proposals that are saved/initiated but not yet submitted into workflow. It will display all proposals where you have view rights for the given proposal (proposals you have initiated, proposals you have been provided a specific access role for, proposals where you are included as personnel, and proposals which include units for which you are provisioned to view/approve). Once the proposal is submitted into routing it will no longer be display in this card but will appear in the **Proposals routing to me** card.

Proposal	Proposal #	PI	Sponsor	Title	Due date	Last action
Proposal		- PI: None	- Sponsor: NIH	- Title:	None	12/21/2020 8:23 AM
Proposal		- PI: None	- Sponsor: NIH	- Title:	None	12/18/2020 1:30 PM
Proposal		- PI:	- Sponsor: American Health Assistance F...		None	12/14/2020 9:28 AM
Proposal		- PI: None	- Sponsor: NIH	- Title:	None	12/09/2020 3:52 PM
Proposal		- PI: None	- Sponsor: NIH	- Title:	None	12/09/2020 3:30 PM

Note: To keep this card clean, each proposal initiator should periodically review proposals they have created and saved but not submitted to routing. If the proposal is not going to be submitted, please cancel or delete as appropriate. See below for notes on Cancelling and Deleting proposals.

Sponsored Projects will periodically perform a clean-up for any items in a created/saved status that have had no activity in over a year to ensure that projects initiated by individuals no longer at the University do not clutter the system.

From the **Summary/Submit** section of a proposal, the proposal initiator can **Cancel** a proposal. The system will ask the initiator to confirm **the desire to cancel**.

Note: Cancelled is an unchangeable status, so be certain this is the desired action! If you accidentally cancel a proposal, you will have to Copy the cancelled document to a new proposal or create/generate an entirely new proposal.

From the **Summary/Submit** section of a proposal, the proposal initiator can **Delete** a proposal. The system will ask the initiator to confirm **the desire to delete**.

Note: Deleted is an unchangeable status, so be certain this is the desired action! If you accidentally delete a proposal, **that proposal will no longer appear in the system and cannot be copied or retrieved.**



3.4 Work in Progress cards

The **Institutional Proposals work in progress**, **Awards work in progress**, and **Subawards work in progress** cards will show you all Institutional Proposal, Award, and Subaward records that are saved/initiated but not finalized. It will display all records where you have view rights for the given document. It allows you to see documents that are still outstanding and need to be submitted. This will be most helpful for Principal Investigators and Unit approvers.

The image displays three screenshots of 'Work in Progress' cards from a system interface. Each card has a title, a 'Filter' button, and a 'Sort by' dropdown menu.

- Institutional Proposals work in progress:** Shows five records. Each record includes the proposal type (e.g., Institutional Proposal), status (e.g., Rejected, Funded, Deactivated), last action date and time, and a 'Compliance' indicator.
- Awards work in progress:** Shows five records. Each record includes the award type (Award), status (Active), last action date and time, and a 'Compliance' indicator.
- Subawards work in progress:** Shows three records. Each record includes the subaward type (Sub Award), status (Closed, Active), last action date and time, and a 'Lead unit' field.

Each card also includes a pagination indicator at the bottom right, such as '1-5 of 79' for Institutional Proposals, '1-5 of 25' for Awards, and '1-3' for Subawards.

3.5 Negotiations

The Negotiations card focuses on providing transparency and easing the workflow of negotiations and associated activities. Initially, this card will populate with documents for 'In Progress' negotiations when the logged in user is the Negotiator or the Principal Investigator on an associated document. Both the negotiator as well as the PI will appear in the card to help clarify the primary people involved. Links on the card can direct the user to the negotiation or to the associated document, such as an institutional proposal, award, or subaward. Navigation links rely on system permissions. The new card will also indicate if the follow up activity is overdue. You can use the 'show activities' for a quick snapshot of activity type and location information to better understand the status without having to navigate into the full negotiation.



Negotiations Filter Sort by

Negotiation Negotiation # - Negotiator: - Agreement Type: Standard R...
Show activities Last action: 4/09/2019 10:33 PM
Overdue Association: IP - PI: - Sponsor: NSF

Negotiation Negotiation # - Negotiator: - Agreement Type: Material Tr...
Show activities Last action: 2/25/2019 2:41 PM
Overdue Association: None - PI: None - Sponsor: None

Negotiation Negotiation # - Negotiator: - Agreement Type: Standard R...
Show activities Last action: 7/20/2020 9:53 AM
Overdue Association: Awd - PI: - Sponsor: NSF

Negotiation Negotiation # - Negotiator: - Agreement Type: Material Tr...
Show activities Last action: 12/06/2018 8:57 AM
Overdue Association: Sub - PI: - Sponsor: None

1-4 of 4 < >

Type	Location	Creator	Days open	Follow-up date
Award Receipt	SPCS Contracting	Shana M McClelland	0	--
Award Review	SPCS Contracting	Shana M McClelland	0	1/27/2022

3.6 Proposal workload assignments

The **Proposal workload assignments** card functions similar to the Proposal Routing Dashboard from the previous version of Research and gives Sponsored Projects Proposals Team the ability to assign proposals to team members for review, approval and submission. Once selected the Assigned Approver will also display in the Summary/Submit tab of the proposal. The Proposal workload assignments card will show all proposals that are currently enroute, however if you attempt to open a record you don't have view rights to it will prevent that action.

Proposal workload assignments Filter								
Proposal Number	Principal Investigator	Sponsor	Lead Unit	Title	Due Date	Last Action	Current Request(s)	Assigned Approver
#47827	Cherrington, Nathan J	Collaborations Pharmaceuticals Inc	1903	MegaTrans - Human Transporter Machine Learning Models	01/05/2022	01/19/2022 11:58 PM	OSPApprover	
#47840	Boise, Amy K	National Institutes of Health	3301	Dry Run Routing Testing	01/31/2022	01/19/2022 12:25 PM	OSPApprover	
#47841	Parthasarathy, Sairam	National Institutes of Health	6807	Strategically Leveraging Precision Medicine and Learning Healthcare Systems to Advance Clinical and Translational Science and Health Equity	08/15/2019	01/07/2022 2:40 PM	Lindberg, Meronda D; Cool, Alicia A; Todd, Charlotte E; UnitHierarchyRoutingApproverType; KP; Merchant, Nirav C; Ghishan, Fayez K; Parthasarathy, Sairam	
#47845	Stafford, Tim	Tohono O'odham High School	9522	LL - test routing		01/12/2022 9:24 AM	Stafford, Tim; UnitHierarchyRoutingApproverType	
#47849	Yount, Kayla Jean	Joint Interoperability Test Command	0417	LL - test multiple COI/Key Persons	01/29/2022	01/12/2022 11:51 AM	UnitHierarchyRoutingApproverType; Yount, Kayla Jean; KP; COI	
#47850	McComb Sanchez, Andrea	National Institutes of Health	0405	LL - test MPI	01/29/2022	01/20/2022 9:46 AM	UnitHierarchyRoutingApproverType; McComb Sanchez, Andrea; MPI	
#47852	Stafford, Charles A	National Science Foundation	0710	Test for UARSAAS-890	01/31/2022	01/13/2022 9:42 AM	Lukomski, Laura A	
#47855	Stafford, Charles A	National Science Foundation	0710	Test for UARSAAS-924	01/31/2022	01/19/2022 11:46 AM	OSPApprover	
#47857	Rice, Rachel Erin	University of Denver	9001	SPponsored Activity Rewards Knowledge (SPARK)	02/01/2022	01/19/2022 2:57 PM	Bantel, Alexis; UnitHierarchyRoutingApproverType; Rice, Rachel Erin; Sittler, Christopher Gene	
#47859	McClelland, Shana M	Institute for Training and Development	9906	SPponsored Activity Rewards Knowledge (SPARK)	02/25/2022	01/20/2022 12:48 PM	UnitHierarchyRoutingApproverType; Le, Anh T	

Rows per page 10 1-10 of 12 < >

You may change the number of rows you view per page by using the drop-down at the bottom of the card to change to **5, 10, 25, or 50** results.



2	OSPApprover		
2	Brei, Jason	5	
		10	
2	OSPApprov	25	Edmonds, Kris
		50	

Rows per page 10 1-10 of 80

To view only those items that are in Sponsored Projects Services' action list for review and approval, click on **Filter**. Select **Current Request** from the dropdown next to Where and enter **OSP** or **OSPApprover** next to Contains.

1 Filter Applied

Where Current Request contains OSPApprover

+ Add a Filter

4. Search Records

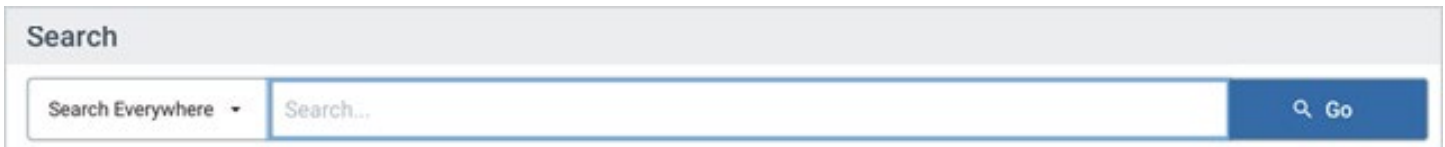
4.1 Overview

New! The search option in the Dashboard menu is an omni search functionality that allows you to search across all sponsored modules (Proposal, IP, Award, Negotiations, Subaward). This allows additional flexibility for search needs beyond the existing lookups (i.e. Proposal, Award, etc.) that are limited to the given module. **This feature only returns search results for items you have access to**, either because you were the document initiator, you were provided a specific access role on a proposal, you are included in personnel, or you have view/approve access for a specific Unit included on that document.

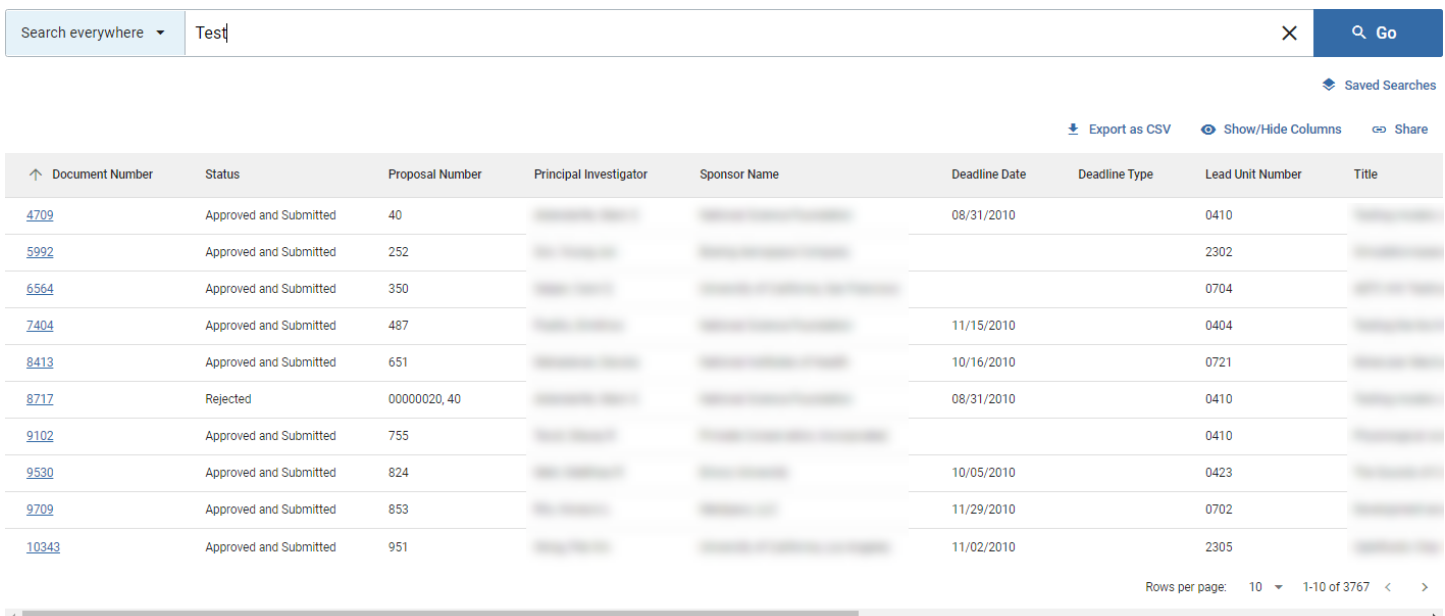


4.2 Using Search

When you initially navigate to Search it will have the 'Search Everywhere' option selected which allows you to search by a given entry across all sponsored modules and all fields within these document types. After entering a value in the field you can simply hit enter or the Go button on the far right to initiate the search.



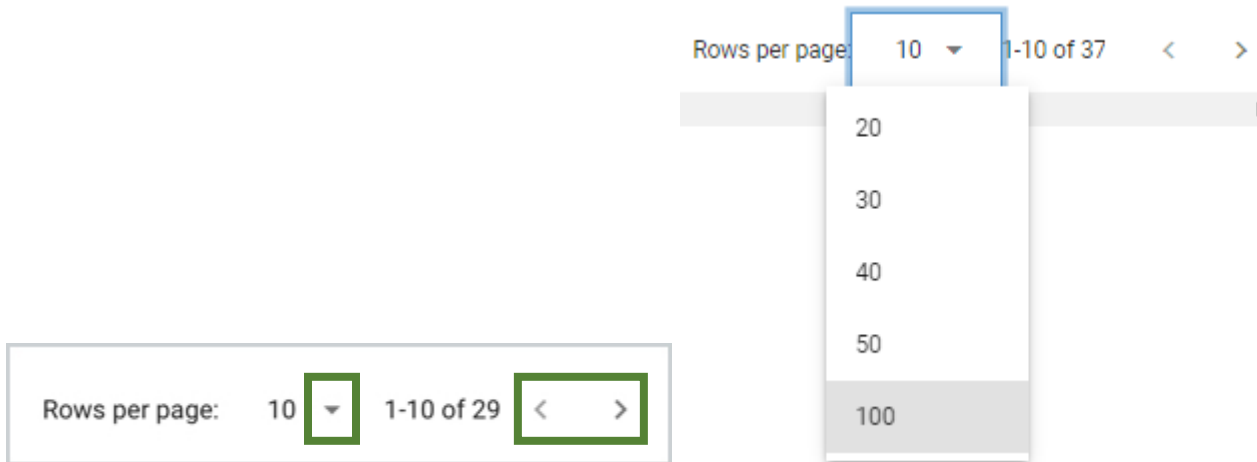
The search results will display every record where that entry exists across all Document Types.



Document Number	Status	Proposal Number	Principal Investigator	Sponsor Name	Deadline Date	Deadline Type	Lead Unit Number	Title
4709	Approved and Submitted	40			08/31/2010		0410	
5992	Approved and Submitted	252					2302	
6564	Approved and Submitted	350					0704	
7404	Approved and Submitted	487			11/15/2010		0404	
8413	Approved and Submitted	651			10/16/2010		0721	
8717	Rejected	00000020, 40			08/31/2010		0410	
9102	Approved and Submitted	755					0410	
9530	Approved and Submitted	824			10/05/2010		0423	
9709	Approved and Submitted	853			11/29/2010		0702	
10343	Approved and Submitted	951			11/02/2010		2305	



The number of results returned per page **defaults to 10** but in the bottom right-hand corner you can choose a larger number of rows per page (**up to 100**). You can also cycle through the pages using the arrow buttons.



If you wish to search by a specific category rather than searching everywhere, click the Search Everywhere dropdown to open the category options.

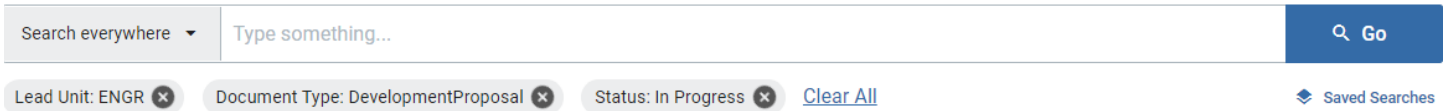
Narrow search by category

Filter categories... ? You can narrow your search to a specific category. After searching you can add additional parameters.

Popular	Dates	Supplemental Info	More options
Award Number	Current Route Stop Date	Arra Funding	Account Id
Lead Unit	Date Created	Billing Element	Activity Location
Personnel	Date Last Action Taken	Cost Sharing Budget	Activity Type
Principal Investigator	Deadline Date	Demo Label	Administrators
Proposal Number	End Date	Export Controls	Agency Routing Id
Sponsor	Execution Date	Graduate Student Count	Agreement Type
	Follow-Up Date	Inventions	Approval Priority Stop
	Negotiation Activity Follow-Up Date	Local Review Date	Approval Type
	Up Date	Number Of Trainees	Approver
	Start Date	Tenured	Assigned Approver
		Test	Associated Document Number
		Test Carry Over	Association Type
		Test Carry Over2	Award Number
		Test Label	CFDA Number
		Test Multiple Entries	Current Route Stop
		Test Multiple Entries Lookup	Days Until Next Deadline
			Development Proposal Number
			Document Number
			Document Title
			Document Type
			Hierarchy Child
			Hierarchy Route Status
			Initiator
			Institutional Proposal Number
			Last Action User
			Lead Unit
			Namespace
			Negotiation Activity Last Modifier Name
			Negotiation Activity Location
			Negotiation Activity Number of Days
			Negotiation Activity Type
			Negotiation Id
			Negotiator
			Opportunity Id
			PO Number
			Parent Proposal Number
			Personnel
			Previous Grants.gov Tracking Id
			Primary Approvers
			Prime Sponsor
			Principal Investigator
			Principal Investigator Id
			Program Announcement
			Proposal Number
			Requisitioner
			Route Status
			Sequence Status
			Site Investigator
			Special Review Status
			Special Review Type
			Sponsor
			Sponsor Number
			Status
			Subaward Id
			Subrecipient
			Title
			Total Budget Proposal Amount
			Total Obligated Award Amount
			Type
			View Units



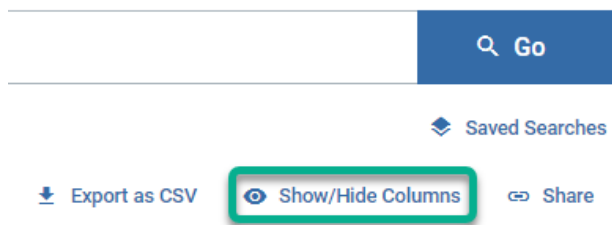
Once criteria are selected you will see the added filters below the search screen. You can clear out categories by click the x button to remove or if you desire to remove all you can use the Clear All option.



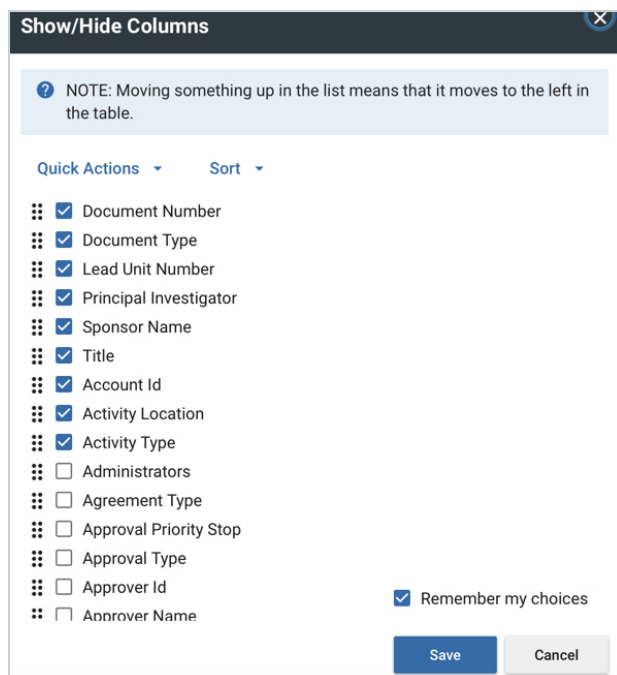
The Search Everywhere option will allow one entry for a given search so if you want to search across all modules by a certain criterion but also apply specific category filters you should add the category filters first and then apply the search everywhere option last.

4.3 Customizing Displayed Search Results

The display columns can also be configured by user by selecting the Show/Hide Columns button in the top right-hand corner.




This gives a list of fields to select to return as columns in the search results screen. Any checked items will be a column in the results and the order of the fields can be changed by dragging and dropping the fields using the left icon.



Checking the box next to **Remember my choices** will make the options permanent for your search results view until you modify again (or clear your browser cache). If you uncheck this then the selections will only apply to that session.

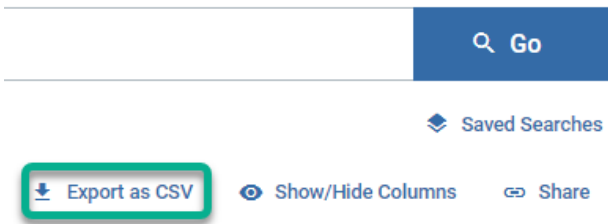
You can use the **Quick Actions** to select or deselect all items or restore the system default selections. Use the **Sort** options to organize the column fields alphabetically or move all checked fields to the very top and then re-order as desired.

Select all	Move all checked to top
Deselect all	Sort alphabetically A-Z
Restore to my institution's defaults	Sort alphabetically Z-A

Click on the  and drag to reposition a single item.

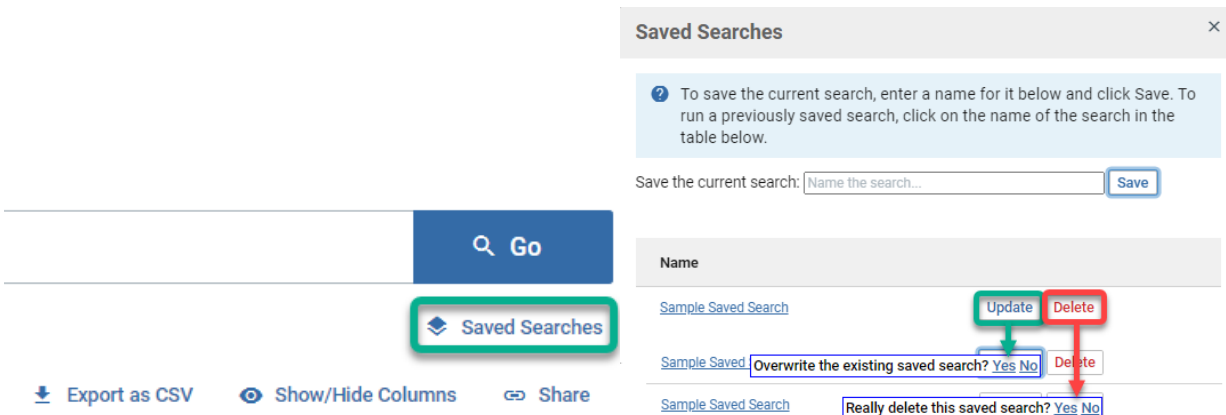
4.4 Exporting Search Results

Any results from the search then can be exported as a CSV via the **Export as CSV** option; be aware this lookup and results are not meant to be a formal reporting of information out of the system.



4.5 Saving Searches

There is now an option to save your searches using the Search Records feature! Enter the parameters for your search (e.g. Lead Unit, Document Type, Status, etc.) and then click **Go** to search. Click on **Saved Searches** and name your search to save it. You may also update existing saved items or delete them.





4.6 Sharing Searches

You can also Share searches with a custom URL. **Be aware** that the individual you are sharing with must also have the ability to view/access the items returned in the search results or they may see diminished results or even **No results found**.

The screenshot shows a search interface with a search bar and a 'Go' button. Below the search bar are buttons for 'Export as CSV', 'Show/Hide Columns', and 'Share'. A 'Share Search' panel is open, displaying a 'Copy URL' button and a text field containing the following URL: `https://arizona-sbx.kuali.co/dashboard/search?leadUnitName,leadUnitNumber=ENGR&documentType=DevelopmentProposal&statusCode,statusDescription=In%20Progress&c=documentNumber,statusDescription,proposalNumbers,principalInvestigatorName,sponsorName,deadlineDates,deadlineTypeDescription,leadUnitNumber,title,awardNumber,documentType&s=documentNumber.sort`



5. Common Tasks

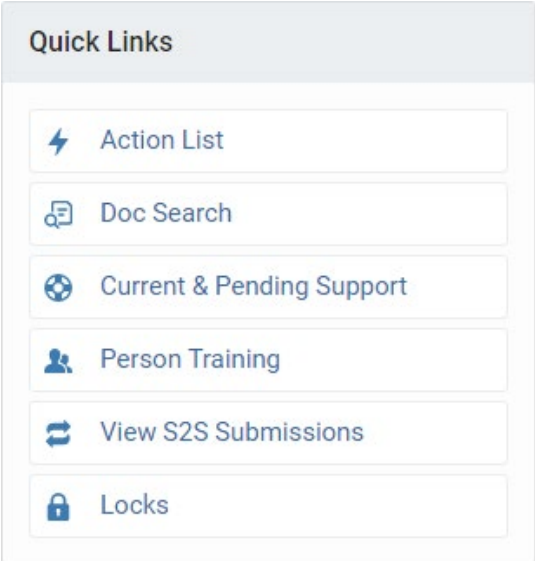
5.1 Overview

The Common Tasks tab in the Quali Research Dashboard allows you easy access to commonly used links in the application.



Common tasks are sorted into cards: Quick Links, Award, Institutional Proposal, Negotiation, Proposal Development, and Subaward.

5.2 Quick Links

Image	Explanation
	<p>Action List - Opens user's Action List. Action List preferences for refresh rate, page view size, displayed fields, color coding, and email notifications may be customized.</p> <p>Doc Search - Limited utility search which enables users to search by Document Type, Initiator, Document ID, and Date Created range.</p> <p>Current & Pending Support - Not currently in use.</p> <p>Person Training - Returns status of Conflict of Interest Required Disclosure Training Certification (required every four years or as indicated by policy revisions).</p> <p>View S2S Submissions - Not currently in use.</p> <p>Locks - Enables users to search for and remove their own document locks.</p>

5.2.1 Action List



To customize your Action List, click on [preferences](#) in the upper right corner.



From here you may set your automatic refresh rate (in whole minutes; 1 or greater). An entry of **0** means that there is **no automatic refresh** and you will need to do so manually each time by clicking [refresh](#) in the upper right corner.

You may select the number of items to display on your Action List.


You may select which fields to display when viewing your Action List:




Document Type:  

Initiator:  

Document Id:

Date Created From: 

Date Created To: 

Name this search (optional):

5.2.3 Current & Pending Support

Not currently in use.

5.2.4 Person Training

You may search enter an individual’s UANetID directly into the KC Person field or use the magnifying glass and available fields to search for and return an individual. If that individual has completed the Conflict of Interest Required Disclosure Training, results will be returned which show when it was last completed.

One item retrieved.

Person Training Id	KC Person	Full Name	Training Number	Training	Date Requested	Date Submitted	Date Acknowledged	Followup Date	Score	Comments	Is Active
			1	Conflict of Interest Required Disclosure Training	11/13/2020 12:00 AM	03/27/2019 12:00 AM		02/24/2023 12:00 AM		Acquired	Yes

5.2.5 View S2S Submissions

Not currently in use.

5.2.6 Locks

UAR uses locks to prevent multiple people from editing a document simultaneously, which may cause data integrity issues. Locks are also used to maintain a user’s edit access in the event of accidental closure, such as when a browser window crashes or a session times out.

When a user opens their document, a lock is placed which prevents any other user from opening that document in edit mode. If a user leaves their document in a manner other than using the close button at the bottom of the screen, it will leave their lock in place preventing others from modifying the document.

Locks are cleared automatically after 24 hours. In the meantime, this can prevent other users from making necessary and sometimes urgent changes.

If you open a document that has been locked by another, you will see an error message across the top of the page identifying who created the lock and when. Make note of the document number as you will need it to have the lock removed.


When seeing this error message, you should first check with the user to see if they are still in the document. Having a lock removed while they are still modifying the document can cause system errors. Once you have verified that they are no longer actively editing the document, you may either request the individual remove it themselves, or you may contact Sponsored Projects Services and provide them with the document number and name of the lock owner to have the lock removed for you. Only Sponsored Projects Services may remove another user's lock.


You may search for and delete your own locks on a particular document by entering the Document Number and clicking search. Use the delete action to remove your own lock.

Pessimistic Lock Lookup

* required field

Lock Descriptor:

Generated Time From: 


Generated Time To: 

Document Number:

One item retrieved.

Actions	Lock Id	Lock Owner Principal Name	Lock Descriptor	Generated Time	Document Number
delete	1702770		47843-PROPOSAL DEVELOPMENT	01/24/2022 12:55 PM	877204

5.3 Award

Image	Explanation
	<p>All My Awards - Displays user's Awards matching the identified search criteria.</p> <p>Create Award - Only Sponsored Projects Services can create Awards.</p> <p>Search Awards - Displays all Awards matching the identified search criteria.</p>

Only 199 results will be displayed at any one time. For more results, use the Search Records feature or UAccess Analytics.



Please be aware that the **All My Awards** function defaults to placing the user's FirstName*LastName in the **Investigator** field. If you are not an investigator, search will likely return **No values match this search**.



Award Lookup



* required field



Award ID:

Sponsor Award ID:



Account ID:



Award Status:  



Sponsor ID:  


Prime Sponsor ID:  

Award Title:


Investigator: Shana*McClelland  


Lead Unit ID:  


Lead Unit:  


OSP Administrator Username: 

Archive Location:

Archive Date From: 

Archive Date To: 

Project Start Date From: 

Project Start Date To: 

Document Status: Final Saved Both Canceled

No values match this search.

Non-investigators can use **Search Awards** to search for awards. Users will only be able to open Awards to which they have view access privileges or higher.

5.4 Institutional Proposal

Image	Explanation
<div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;">Institutional Proposal</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Create Institutional Proposal</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Create Proposal Log</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Search Institutional Proposals</div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Search Proposal Logs</div>	<p>Create Institutional Proposal - Only Sponsored Projects Services can create Institutional Proposals.</p> <p>Create Proposal Log - Not currently in use.</p> <p>Search Institutional Proposals - Displays all Institutional Proposals matching the identified search criteria.</p> <p>Search Proposal Logs - Not currently in use.</p>





Only 199 results will be displayed at any one time. For more results, use the Search Records feature or UAccess Analytics.



Users may search for Institutional Proposals using the **Search Institutional Proposals** feature. Use the available fields and wildcards to refine your search results. Users will only be able to open Institutional Proposals to which they have view access privileges or higher.

* required field

Institutional Proposal Number:



Proposal Development Number:

Proposal Type:  


Status:  



Account ID:

Project Title:


Unit ID:  


Unit Name:


Proposal Person: 


Sponsor ID:  


Sponsor Name:


Proposal Create Date From: 

Proposal Create Date To: 

Total Requested Start Date From: 

Total Requested Start Date To: 

Total Requested End Date From: 

Total Requested End Date To: 

5.5 Negotiation

Image	Explanation
<div data-bbox="134 1556 285 1591">Negotiation</div> <div data-bbox="151 1654 380 1690">All My Negotiations</div> <div data-bbox="151 1728 373 1764">Create Negotiation</div> <div data-bbox="151 1799 376 1835">Search Negotiation</div>	<p>All My Negotiations - Displays user's Negotiations matching the identified search criteria.</p> <p>Create Negotiation - Only Sponsored Projects Services, the Office of Research Contracts, and UAHS Contracting can create Negotiations.</p> <p>Search Negotiation - Displays all Negotiations matching the identified criteria.</p>

Only 199 results will be displayed at any one time. For more results, use the Search Records feature or UAccess Analytics.

Please be aware that the **All My Negotiations** function defaults to placing the user's **FirstName*LastName** in the **Negotiator Full Name** field. If the user is not an SPS Awards or Contracting team member, the search will likely return **No values match this search** if left as is.

Investigators should cut the information from the Negotiator Full Name field (highlight and Ctrl+X) and paste the information into the **Principal Investigator Full Name** field (click in field and Ctrl+V) to see their actual negotiations.

Negotiation Lookup


Note:
 For investigators, remove **FirstName*LastName** (Ctrl+X) from **Negotiator Full Name** and paste **FirstName*LastName** (Ctrl+V) in **Principal Investigator Full Name** to see your results.

Note: Do not leave NetID in multiple fields or search will likely return no results.

No values match this search.

Non-investigators can use **Search Negotiations** to search for awards. Users will only be able to open Negotiations to which they have view access privileges or higher.

5.6 Proposal Development

Image	Explanation
	<p>All my Proposals - Displays user's Proposals matching the identified search criteria.</p> <p>Create Proposal - Used to create, complete, and route a proposal for review, approval, and submission.</p> <p>Search Proposals - Displays all Proposals matching the identified criteria.</p>



Only 199 results will be displayed at any one time. For more results, use the Search Records feature or UAccess Analytics.

Please be aware that the **All My Proposals** function defaults to placing the user's NetID in the **Participant** field. If the user is not a proposal initiator or other user added in a viewer, budget creator, narrative writer, or aggregator role in the Access section of the Proposal Development Document the search will likely return **No values match this search** if left as is.

Investigators should cut the information from the **Participant** field (highlight and Ctrl+X) and paste the information into the **Principal Investigator** field (click in field and Ctrl+V) to see only those proposals where they are listed as the PI, or into the **Proposal Person** field (click in field and Ctrl+V) to see all proposals where they are included as Key Personnel.

All Proposal Development Document Lookup

Note:
For investigators, remove **NetID** (Ctrl+X) from **Participant** and paste **NetID** (Ctrl+V) in **Principal Investigator** to see results where you are PI or in **Proposal Person** to see results for any proposal where you are included as Key Personnel.

Note: Do not leave NetID in multiple fields or search will likely return no results.

Proposal Number:

Proposal Type:

Proposal State:

Project Title:

Proposal Person: shana

Principal Investigator: shana

Aggregator:

Participant: shana

Initiator Username:

Sponsor Deadline Date: to

Sponsor:

Sponsor Name:

Lead Unit:

Lead Unit Name:

Award ID:

Opportunity ID:

Hierarchy Status:

Proposal Create Date: to

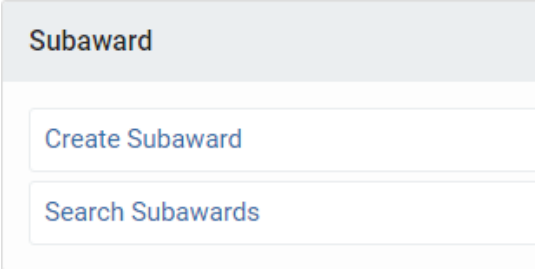
No values match this search.

Research Administrators can use **All My Proposals** as is, with the NetID in the Participant field, to search for proposals where they are the initiator or have been provided a viewer, budget creator, narrative writer, or aggregator role in the Access section of the Proposal Development Document.

Research Administrators can use **Search Proposals** to search for proposals with specific criteria (by investigator, department, sponsor, etc.). Users will only be able to open Proposals to which they have view access privileges or higher.



5.7 Subaward

Image	Explanation
	<p>Create Subaward - Only Sponsored Projects Services can create Subawards.</p> <p>Search Subawards - Displays all Subawards matching the identified criteria.</p>



Only 199 results will be displayed at any one time. For more results, use the Search Records feature or UAccess Analytics.

Users may search for Subawards using the **Search Subawards** feature. Use the available fields and wildcards to refine your search results. Users will only be able to open Subawards to which they have view access privileges or higher.


Subaward Lookup


* required field


Subaward ID:


Subrecipient:  



Subrecipient Name:

Start Date From: 

Start Date To: 

End Date From: 



End Date To: 

Subaward Type:  

Purchase Order ID:


Award ID:



Title:

Status:  


Account ID:


Vendor ID:

UA PI User Name: 

UA PI Unit:  

Archive Location:

Closeout Date From: 

Closeout Date To: 

Document Status: Final Saved Both



6. All Links - **Coming Soon!**



7. Creating/Routing Proposals

7.1 Proposal Types

Budget, documentation, routing, and submission requirements may change based on proposal type. Additionally, certain proposal types alert Sponsored Projects & Contracting Services (SPS) to the existence of prior versions and/or awards which may need to be referenced, linked, or deactivated in the system.

Is this for an existing award?			
Yes		No	
Award ID must be linked.		Previous Institutional Proposal ID may need to be linked.	
Administrative Change (\$0)	Continuation (non-competing, previously routed)	New (first time proposals and transfer proposals)	
Renewal (competing, subsequent award)	Revision (supplement, not yet routed)	Resubmission (competing, subsequent award)	Budget-SOW Update (updated proposal documents)

Administrative Change (\$0) - No new funds are being requested/added, but an administrative change is required on an existing award. **Award ID number must be included/linked.** Required for:

- Changes to Principal Investigator (PI) (***always***)*
- Changes to Co-Investigator(s), and/or Key Person(s) (***if named on award or causes changes to F&A Revenue and/or Award Credit distributions***)*
- Changes to Lead Unit (Administering Unit) (***always***)
- Changes to F&A Revenue and/or Award Credit distributions (***always***)
- *Other - occasionally, other circumstances may arise where SPS will require an administrative change proposal to be routed to capture/document the change.*

**Please be aware that changes to the Principal Investigator or Co-Investigator(s) on the project may also require formal sponsor notification countersigned by Sponsored Projects Services. Please consult the terms and conditions in your award document to determine if sponsor notification/approval is required for changes to key personnel or contact your fund accountant for assistance.*

Budget-SOW Update - Used to route a revised budget with less than a 25% deviation. At times a sponsor may request a revised budget as part of the Just-in-Time (JIT) process or consideration for award. Rather than re-routing the entire proposal, the Budget-SOW Update may be completed and linked to the original Institutional Proposal. A revised statement of work, budget and budget justification are minimally required attachments. **Previous Institutional Proposal ID number must be included/linked.**



Continuation (non-competing, previously routed) - Requests the already approved funds for the next year/increment of a project. Typically, the sponsor requires a progress report and budget prior to releasing additional funds. These proposals only apply to project and budget years that were **previously routed and were approved by the sponsor in the original award. Award ID number must be included/linked.**

New - a proposal that has not previously been submitted to the sponsor by the University of Arizona or which was submitted at another institution and is being transferred to the University of Arizona.

Renewal (Competing) - A proposal application requesting additional funding for a period subsequent to that provided by a current award. These proposals build on/continue a current award's research, compete with all other applications, and must be developed as fully as though the applicant is applying for a stand-alone project. **Award ID number must be included/linked.**

Resubmission - A proposal application that has been previously submitted but was not selected for funding. The application may not have received a score in the funding range, may have been deemed not competitive prior to submission, or may require significant changes prior to being funded (significant budget reduction or increase, change in scope, change in key personnel, change in cost-share). **Previous Institutional Proposal ID number must be included/linked.**

Revision (continuation/supplement, not yet routed) - A proposal application requesting additional funds (which were not previously requested or funded) for a specific area of work (REU Supplement, Diversity Supplement, Equipment request, etc.). **Award ID number must be included/linked.**

System2System (S2S) Proposal Types not currently in use - The following proposal types are not currently in use but will be utilized down the road when S2S functionality is enabled.

- S2S New - Change/Corrected
- S2S Pre Proposal
- S2S Renewal - Changed/Corrected
- S2S Resubmission - Changed/Corrected
- S2S Revision (continuation/supplement) - Changed/Corrected

7.2 Activity Types

The activity type is used by the Financial Services Office to determine the overhead and space commitments of Sponsored Research at the University. Even though a project may contain parts of multiple categories, a single overall goal of the project must be determined. Sponsored Projects reviews the project abstract to determine the overall goal of the project. Financial Services Office reviews the FRS account and the abstract to verify the selected category is correct.

The activity type, combined with the on/off campus designation, is the basis for the applicable Facilities & Administrative Rate that will be required/used for the project budget. It is important to ensure you select



the correct activity type early in the budgeting process to reduce the need for substantial and significant revisions prior to submission.

Research - Intended to result in the creation, development, organization, and/or application of knowledge; Activities include rigorous inquiry, experimentation or investigation to increase scholarly understanding, as well as systematic application of knowledge or understanding toward the production of useful materials, devices, and systems or methods.

Instruction - Intended to elicit educational change in a learner or group of learners. The teaching and training (other than research training) activities of the institution established by grant, contract, or cooperative agreement.

Other Sponsored Activity - Involves the performance of work other than Instruction or Research and often responds to a community need or solves a public problem. May include travel, equipment, and conference grants, public service projects, and support for community and public events.

Clinical Trial - A human subjects research study, the primary purpose of which is to assess the safety and/or efficacy in humans of a drug, device, diagnostic, treatment, preventive measure, or similar intervention on patients in a clinical setting. **Note:** This is an activity type. Please note that the F&A Rate for a Clinical Trial activity type depends upon the sponsor and other circumstances.

Research Training - Intended to train individuals or a group of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

7.3 Roles

The role assigned to each person included in a proposal indicates the responsibility and requirements for that individual. For more information on roles and responsibilities, visit

<https://research.arizona.edu/administration/proposal-submission/roles-and-responsibilities>.

Principal Investigator (PI) - also referred to as the Project Director (PD), Co-PI or Co-PD, the individual designated by the University and approved by the sponsor who is judged to have the appropriate level of training, skill, authority, and responsibility and is designated by the University of Arizona to direct or co-direct a sponsored project or program. They are responsible and accountable to the University and the Sponsor for the design, execution, and management of a sponsored project or program, including the submission of all required reports.

This role is always included in Award Credit and F&A Revenue allocations.

Co-Investigator (Co-I)/Faculty Associate - an individual recognized by the University and the PI as someone making a significant contribution to the project and on whom the PI relies to assume responsibilities above those of other personnel. A senior member of the key personnel team



whose role is similar to that of the PI in determining the intellectual content, direction, and conduct of the sponsored activities.

This role is always included in Award Credit and F&A Revenue allocations.

Key Person (KP) - individuals other than the PI(s) or Co-I(s) who are essential to the performance of the sponsored project or program and who contribute to the scientific development or execution of a sponsored award in a substantive, measurable way. Specific role (mentor, advisor, evaluator, etc.) will need to be noted.

This role defaults to being included in Award Credit and F&A Revenue allocations. To remove from Award Credit and F&A Revenue allocations, uncheck the appropriate box under Person Details.

COI Discloser - any person, other than those already identified in the Key Personnel section as PI(s), Co-I(s), and Key Person(s), regardless of title or position, who is responsible for Conducting Research performed by or under the auspices of the University. **Conducting Research** includes the design, development, testing, evaluation, conduct, reporting, review, and oversight of a program of scientific inquiry.

For more information, please see the page for the [Office for Responsible Outside Interests](#).

This role is not included in Award Credit and F&A Revenue allocations.

7.4 Proposal Access

Access - Used to grant document specific rights and permissions to a single proposal document.

Available Roles include:

- **Aggregator Document Level** - includes **all** permissions for the proposal. This is the highest-level administrative permission for a proposal. Only individuals who have Aggregator permissions or are in SPS can submit a proposal for review. The initiator of a proposal is automatically granted the Aggregator role in the document.
- **Aggregator Only Document Level** - not currently in use.
- **Budget Creator Document Level** - allows a user to view the proposal and create and maintain budgets, including viewing institutional salaries and modifying budget rates.
- **Budget Creator Only Document Level** - not currently in use.
- **Narrative Writer Document Level** - allows a user to modify the data in the proposal, including the attachments, and provides view only access to the budget.
- **Viewer Document Level** - allows a user to view all data in the proposal but does not allow them to modify the proposal or budget in any way.

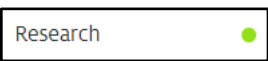



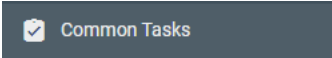
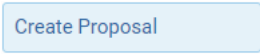
The full **Proposal Access Roles Guide** can be found at:

https://research.arizona.edu/sites/default/files/Proposal%20Access%20Roles%20Guide_02142022.pdf.



7.5 Creating/Saving a Proposal

Certain minimal information is required to create/save a new proposal and obtain a system generated Proposal #: **Proposal Type, Lead Unit, Activity Type, Project Start/End Dates, Project Title and Sponsor.**

Step No.	Instructions
1	Go to https://uaccess.arizona.edu
2	Click on  to access the Research environment. <ul style="list-style-type: none"> a  indicates the system is running normally a  indicates the system is experiencing issues and access is intermittent or limited a  indicates the system is down
3	Select the  button in the left navigation menu
4	Select the  button in the Proposal Development tile
5	Select the Proposal Type from the drop-down menu.
6	Select the appropriate Lead Unit . <i>The Lead Unit is the administering department for the Proposal and will assume primary responsibility for administration of the award should it be funded.</i> Note: Once you click Save and Continue , the Lead Unit will be locked and cannot be changed. To change Lead Unit, you will need to copy the proposal and select the new/correct Lead Unit.
7	Select the Activity Type .
8	Enter the anticipated Project Dates (Start and End).
9	Enter the title case Project Title . <i>In title case, each word is capitalized, except for certain minor words (articles, short prepositions, and some conjunctions) unless they are the first or last word of the title.</i> For Example: <i>Training Materials for UAccess Research and How They Can Help</i> <i>Title case is used to provide some consistency in the system and in reporting. Please do not use all lower case or all capitals. Please do not use ALL CAPS or all lowercase in titles.</i>



	<p>Note: If your acronym utilizes alternate capitalization (a letter other than the first letter of a word is used in the acronym and requires special emphasis), please capitalize as you feel is best indicated for your acronym.</p> <p>Note: Please note that the Project Title in UAccess Research is an internal system Title and may vary slightly from that entered in your actual proposal submission if your title includes special characters.</p>
10	<p>Enter the Sponsor.</p> <p>The Sponsor entered should be our direct source of funds. If there is a Prime Sponsor (source of funds provided to our sponsor, typically federal), that will be entered later.</p>
11	<p>Click Save and Continue</p>

Once you have completed the required fields and saved, a **Proposal Number** will be assigned and will show in the upper left corner. You will reference this in communications regarding this proposal from here on out.

Kuali Research

Proposal Development

Proposal: #44899

PI: *Not yet assigned*

In the upper right corner, you will find additional information such as the **document number, whether the proposal is S2S connected, the proposal initiator, and the current proposal status**. If you expand that by clicking on [more...](#), you will also find the **PI, creation date, date of last update, proposal number, and sponsor name**.











Document Info
 Doc Nbr: 838565
 S2S Connected: no
 Initiator: Shana M McClelland (shana)
 Status: In Progress
[more...](#)



Document Info	
Doc Nbr	838565
Initiator	Shana M McClelland (shana)
Status	In Progress
PI	
Created	11:02 AM 06/18/2021
Updated	2021-06-18 11:27:53.0
Proposal Nbr	44899
Sponsor Name	National Science Foundation

7.6 Proposal Sections Summary

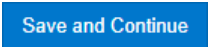
The proposal document is sectioned off as follows:

Image	Explanation
 Basics >	<p>Basics - collects basic proposal details, collects sponsor and program details, and details the organizations and performance locations.</p>
 Key Personnel >	<p>Key Personnel - captures information for the Principal Investigator (PI), Co-Investigators (Co-Is), Key Personnel, and COI disclosers, as well as Award Credit and F&A Revenue splits and allocations.</p>
 Compliance	<p>Compliance - human subjects and vertebrate animal subjects information which will feed to S2S package when S2S Opportunity is linked.</p>
 Attachments	<p>Attachments - required proposal documents, internally required documents, and project specific, internal proposal notes are attached/added here.</p>
 Questionnaire	<p>Questionnaire - internal question regarding COI Disclosers, training and certification, and any questionnaires pulled in when an S2S Opportunity is linked</p>
 Budget	<p>Budget - required summary budget which must match the detailed budget (attached on the Attachments tab) in the annual and total direct costs, F&A costs, and cost-share.</p>
 Access	<p>Access - used to grant document specific rights and permissions.</p>
 Supplemental Information	<p>Supplemental Information - gathers data on Banner/University Medical Center locations involvement, F&A rate and type, project location, and project compliance information for tracking and reporting purposes.</p>
 Summary/Submit	<p>Summary/Submit - shows current proposal status, provides a series of tabs with information across the entire proposal for easier review and includes action buttons based on the user's role in the proposal.</p>
 Notifications History	<p>Notifications History - tracks system triggered notifications.</p>



7.7 Completing a Proposal

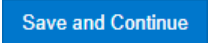
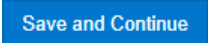

To complete a proposal for routing, review, approval and submission, you must complete information for each section as instructed below.

Step No.	Instructions
Basics	
Proposal Details	
1	Review and update the required fields previously entered to ensure they are current and accurate.
2	If there is a Prime Sponsor (if our Sponsor is passing funds through to us from another source), enter that here. <i>For Example: If we are being funded by the University of Colorado and they are being funded by the National Science Foundation for the project and passing funds through to us for our portion of the scope of work, the University of Colorado is our Sponsor and the National Science Foundation is the Prime Sponsor</i>
3	Keywords are not a required field at time of proposal. If you choose to use Keywords, click on a keyword to select it. Click that specific keyword again to deselect it.
4	Click  .
Sponsor & Program Information	
5	Enter the Sponsor Deadline Type . <ul style="list-style-type: none"> • Postmark - indicates the submission package must be physically mailed to the sponsor; submission of the package is the responsibility of the PI and Lead Unit. • Receipt - indicates the submission package must be received by the sponsor by the indicated date and time; responsibility for submission of the package depends on specifics. Please see Attachments > Notes section for additional guidance. • Target - indicates that the deadline is flexible or there is no firm deadline <p>Note: If we are a subawardee, please use Receipt and enter our direct sponsor's specified deadline. Please note the Prime Sponsor's deadline in the Notes section of the Attachments tab.</p>




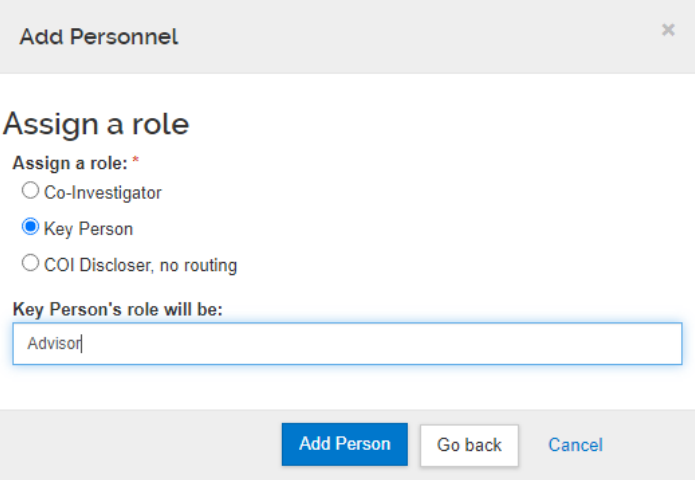



6	<p>Enter the Sponsor Deadline date and time.</p> <p>Date should be entered as mm/dd/yyyy and can be typed in or selected using the Calendar feature that appears when you click in the cell.</p> <p>Time should be entered in a 24-hour hh:mm format. All times past noon are determined by adding 12 hours to the time (Example: 5:00pm = 17:00). Alternatively, you can type 5P for 5:00pm or 5A for 5:00am.</p> <p>Please note that the Time field is not currently limited to a specific format. If you enter an incorrect value into this field, it will not show as an error until you click Save or Save and Continue at the bottom of the page.</p> <p>Note: Please note that the time field is Arizona time and needs to be converted from the Sponsor's stated time if they are in another time zone.</p>
7	<p>The University tracks proposals and awards for specific opportunities. If your proposal is one of the following, please mark it as such in the Notice of Opportunity field:</p> <ul style="list-style-type: none"> • CAREER (Faculty Early Career Development Program), • DURIP (Defense University Research Instrumentation Program) • HEI (High End Instrumentation), SIG (Shared Instrumentation Grants) • MRI (Major Research Instrumentation) • MURI (Multidisciplinary University Initiatives) • SBIR Phase 1 or 2 • STTR Phase 1 or 2 • YIP (Young Investigator Program)
8	<p>Enter the Opportunity ID for the solicitation (if applicable).</p>
9	<p>Enter the Opportunity Title for the solicitation (if applicable).</p> <p>Note: If there is a weblink available for the specific opportunity, you may also include that here, but please always provide Opportunity Title.</p>
10	<p>Check the box for Subawards if the proposal includes subaward(s). This is a reporting flag and helps the University to record and report accurately.</p>
11	<p>Enter the submission system and the number used by the sponsor to recognize the proposal in the Sponsor Proposal ID field; most often generated by the sponsor's system for electronic proposal submissions.</p> <p>For Example: Assist: 123456 or Research.gov: 98765432 or Workspace: WS00123456</p>


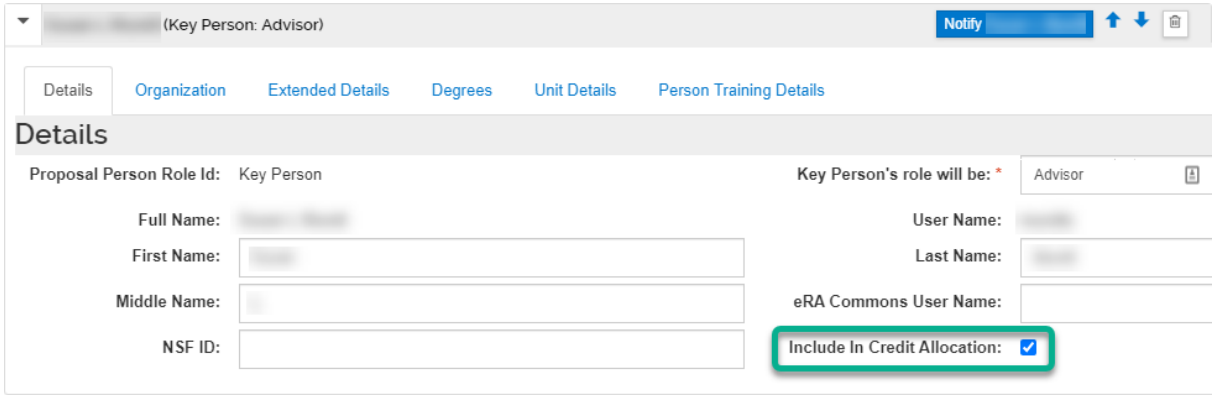


12	NSF Science Code field is not a required field at time of Proposal.
13	Anticipated Award Type is not a required field at time of Proposal.
14	Enter the Agency Routing Identifier if specified in the Funding Opportunity Announcement. Otherwise, leave blank. Note: This is generally a code that the sponsor instructs you to place in this very specific field in the FOA or package instructions.
15	If you are submitting a Changed/Corrected application through Grants.Gov, enter the Prev Grants.Gov Tracking ID (example: GRANT12345678). Otherwise, leave blank.
16	CFDA Number is not a required field at time of Proposal.
17	Click  .
Organization and Location	
Applicant Organization	
***	Organization information for the University of Arizona will pre-load. No action is required.
Performing Organization	
***	Organization information for the University of Arizona will pre-load. No action is required.
Performance Site Locations	
***	This tab is not currently in use.
Other Organizations	
***	This tab is not currently in use.
18	Click  .
Key Personnel	
Personnel	
19	To add the Principal Investigator , click  .








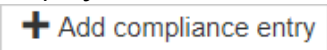


20	<p>Search for the Employee using the available fields. Enter the search terms and then click  .</p> <p>Note: Remember that *s are wildcards and can help you search.</p> <ul style="list-style-type: none"> • *michael will return anything ending in michael (e.g. McMichael) • michael* will return anything beginning with michael (e.g. Michaela) • *michael* will return anything with michael in it (e.g. Carmichaels) • Michael*smith will return anything that begins with Michael and ends with smith (e.g. Michaela Goldsmith)
21	<p>Select the appropriate Employee by clicking the radio button to the left of their name and then click  .</p>
22	<p>Assign the appropriate role by clicking the radio button to the left of the options (Principal Investigator, Co-Investigator, Key Person, COI Discloser, no routing) and then click  to return the selected individual and their role to the Key Personnel tab.</p> <p>Note: If adding a Key Person, you must also identify what the Key Person's role will be: mentor, advisor, evaluator, etc.</p> <div data-bbox="326 1115 1016 1591">  </div>
23	<p>Click on the  next to the individual's name to expand that individual's details.</p>
24	<p>In the Details tab, enter the eRA Commons User Name or NSF ID if applicable (if this proposal is being submitted to NIH or NSF).</p>
25	<p>Effort is not a required field at time of proposal and SPS Proposals will not correct it. However, this information does feed through to UA Vitae. If the PI would like this information available in Vitae, it needs to be entered here.</p>



	<p>In the Organization tab, enter the average annual Academic, Calendar, Summer, and Total Effort.</p> <p>For Example: If an individual will contribute 1 academic month in each year of the project, enter 1 under Academic Year Effort.</p> <p>If an individual will contribute 2 academic months in years 1 and 2, and 0.5 academic months in year 3, you would enter 1.5 under Academic Year Effort as that is the annual average $(2 + 2 + 0.5 = 4.5 \text{ academic months total} / 3 \text{ years} = 1.5 \text{ average academic months/year})$.</p>
26	<p>In the Unit Details tab, the Lead Unit will show under the PI and cannot be deleted. Additionally, if their Home Unit is different from the Lead Unit, that will show as well.</p> <p>Any other applicable Units (for joint appointments) will need to be added manually by clicking Lookup/Add Multiple Lines .</p> <p>Enter the Unit number, Parent Unit Number, or Unit Name (use *s if necessary!) and click <input type="button" value="Search"/>.</p> <p>Check the box <input checked="" type="checkbox"/> next to the Unit(s) you wish to add and click <input type="button" value="return selected"/>.</p>
***	<p>Note: PIs, Co-Is and Key Persons are automatically included in Award Credit and F&A Revenue Allocations. COI Disclosers are not included in Credit Allocations.</p> <p>Key Persons can be removed from Credit Allocations if/as desired by unchecking the box "Include in Credit Allocation:" in the individual's Details.</p> 
27	<p>In addition to the PI, all Co-Is, Key Personnel and any other UA COI Disclosers must be added to the Key Personnel tab. Repeat steps 19 through 27 for all Co-Is and Key Persons. Only steps 19 through 22 must be completed for COI Disclosers.</p> <p>Definition: A COI Discloser is any person who shares responsibility for the design, conduct or reporting of Research and may include students, postdocs, and trainees.</p>




28	Once all Key Personnel and UA COI Disclosers have been added to the Personnel tab, click  .
Credit Allocation	
29	For each individual , the Award Credit splits amongst all their units must equal 100%. If they only have one unit, that unit is 100%. If they have multiple units, Award Credit should be split out as agreed between their units. Once you have entered the splits, click  to calculate and verify whether the Unit Total for all individuals equals 100.
30	For each individual , the F&A Revenue splits amongst all their units must equal 100%. If they only have one unit, that unit is 100%. If they have multiple units, F&A Revenue should be split out as agreed between their units. Once you have entered the splits, click  to calculate and verify whether the Unit Total for all individuals equals 100.
31	Across all individuals , Award Credit must equal 100%. Divide Award Credit as agreed upon between the Principal Investigator (PI) and any Key Personnel. Click  to calculate and verify whether the overall Investigator Total equals 100.
32	Across all individuals , F&A Revenue must equal 100%. Divide F&A Revenue as agreed upon between the Principal Investigator (PI) and any Key Personnel. click  to calculate and verify whether the overall Investigator Total equals 100.
33	Click  .
Questionnaire	
34	Ensure that everyone who shares in the design, conduct, or reporting for the proposal activity has been added to the Key Personnel tab and answer the question Yes .
35	Click  .
Compliance	
36	If your project involves research on Human Subjects or Vertebrate Animal Subjects, click on the  button.
37	Select the Type from the drop-down menu.
38	For Approval Status , <ul style="list-style-type: none"> If research/project is exempt, select Exempt and skip to Step 40.



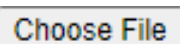
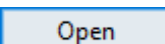


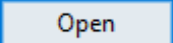


	<ul style="list-style-type: none"> If a protocol application or amendment has been submitted for this specific research/project, select Pending and then complete Step 41. If a protocol will be required but you have not yet submitted the appropriate application or amendment, select Not Yet Applied and skip to Step 41. <p>Note: Only Exempt, Pending, or Not Yet Applied should be selected at time of proposal, as any applications or updates, amendments, or modifications to existing human or animal subject protocols have generally not yet been completed at time of proposal.</p> <p>Actual IRB and IACUC protocols will be linked at time of award.</p>
40	<p>Select the appropriate Exemption # from the drop-down menu.</p> <p>Note: For information on what the individual exemption codes cover, go to: https://grants.nih.gov/sites/default/files/human-subjects-exemption-infographic.pdf.</p>
41	<p>Enter any desired comments in the Comments box.</p> <p>Note: If you have an existing protocol to which this project will be amended should it be likely to be funded, you can enter that information here.</p>
42	<p>Click Add Entry .</p>
***	<p>If project includes both Human and Vertebrate Animal Subjects, repeat steps 36 through 42 to add the other type.</p>
43	<p>Click Save and Continue .</p>
<p>Attachments</p>	
<p>Proposal</p>	
***	<p>Add the following required proposal documents on the Proposal tab:</p> <ul style="list-style-type: none"> Project Summary, Abstract or Scope of Work Budget Budget Justification <p>These three items are required even when they may not be specifically required by the sponsor, to aid in understanding and reviewing the proposed project.</p>
***	<p>Some documents are only required if they are applicable to the proposed project.</p> <p>Add the following conditionally required proposal documents on the Proposal tab:</p>



	<ul style="list-style-type: none"> • Mandatory and Voluntary Committed Cost Sharing Budget and Documentation (Voluntary, Uncommitted Cost Share should be included/attached on the Internal tab - see Step 70!) • F&A stipulations • F&A waiver/reduction requests • Documents requiring Authorized Signature • Subaward Packets (Required: Signed Subrecipient Commitment Form, Scope of Work, Budget, Budget Justification) 		
***	<p>Some documents are extremely helpful to include and are appreciated whenever possible.</p> <p>Add the following optional proposal documents on the Proposal tab:</p> <ul style="list-style-type: none"> • A copy of the Funding Opportunity Announcement/Request for Proposal/Solicitation (very helpful during government shutdowns or times of webpage/internet outages!) • F&A Revenue allocation arrangements (actual distribution of F&A Revenue only; correspondence/communications for F&A Revenue allocation arrangements should be included/attached on the Internal tab - see Step 70!) • Correspondence (deviation authorizations, explanations of special circumstances, etc.) 		
44	<p>To add single attachments (one by one) on the Proposal tab, click  and then proceed to step 45.</p> <p>To add multiple attachments (at one time), skip to step 52!</p>		
45	<p>Select the Attachment Type from the drop-down menu:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Bibliography • Budget • Budget Justification • Correspondence • Cost Sharing • Documents Needing Signature • Equipment • F&A Allocation Arrangements • F&A Stipulation • F&A Waiver Request Template </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • FOA/RFP (Opportunity Announcement) • Facilities • NSF Data Management Plan • Narrative • Other • Other - Please Specify • Project Summary (Abstract, Scope of Work) • Subaward Packet (SOW, Bgt, Justification, SRCF) • Supplementary Documentation • Table of Contents </td> </tr> </table>	<ul style="list-style-type: none"> • Bibliography • Budget • Budget Justification • Correspondence • Cost Sharing • Documents Needing Signature • Equipment • F&A Allocation Arrangements • F&A Stipulation • F&A Waiver Request Template 	<ul style="list-style-type: none"> • FOA/RFP (Opportunity Announcement) • Facilities • NSF Data Management Plan • Narrative • Other • Other - Please Specify • Project Summary (Abstract, Scope of Work) • Subaward Packet (SOW, Bgt, Justification, SRCF) • Supplementary Documentation • Table of Contents
<ul style="list-style-type: none"> • Bibliography • Budget • Budget Justification • Correspondence • Cost Sharing • Documents Needing Signature • Equipment • F&A Allocation Arrangements • F&A Stipulation • F&A Waiver Request Template 	<ul style="list-style-type: none"> • FOA/RFP (Opportunity Announcement) • Facilities • NSF Data Management Plan • Narrative • Other • Other - Please Specify • Project Summary (Abstract, Scope of Work) • Subaward Packet (SOW, Bgt, Justification, SRCF) • Supplementary Documentation • Table of Contents 		
46	<p>Select the Status from the drop-down menu.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #007bff; color: white;">Complete</div> <p>Incomplete</p>		



	<p>Note: An incomplete status is generally used to indicate that the attachment is a draft and may be replaced/finalized prior to submission. A complete status is required for all attachments for proposal submission.</p>	
47	<p>Contact Name, Email Address and Phone Number are not required fields at time of proposal.</p>	
48	<p>Use the Comments section to provide any context or additional information you feel would be helpful to the SPS Proposals team.</p> <p>Note: This field is dynamic and can be expanded by using clicking and dragging the  in the lower right corner.</p>	
49	<p>You must use the Description section if you selected Other or Other - Please Specify as the Attachment Type to describe the attached item(s).</p> <p>You may use the Description section if you wish to provide additional information on any other type of attachment.</p> <p>Note: This field is dynamic and can be expanded by using clicking and dragging the  in the lower right corner.</p>	
50	<p>Click  and select the appropriate file. Click  to return the selected file.</p>	
51	<p>Click  to save and add the attachment.</p>	
52	<p>To add multiple attachments (at one time) on the Proposal Tab, click on .</p>	
53	<p>Select all the files you wish to upload (you can hold down the Ctrl function to add multiple files that are not consecutive or Shift to add multiple files that are consecutive) and click  to return the selected files.</p>	
54	<p>Complete the Type for each of the imported files by selecting the appropriate choice from the drop-down menu.</p>	
	<ul style="list-style-type: none"> • Bibliography • Budget • Budget Justification • Correspondence • Cost Sharing • Documents Needing Signature • Equipment 	<ul style="list-style-type: none"> • FOA/RFP (Opportunity Announcement) • Facilities • NSF Data Management Plan • Narrative • Other • Other - Please Specify • Project Summary (Abstract, Scope of Work)




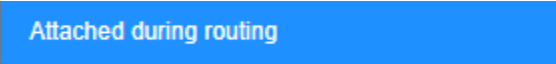


	<ul style="list-style-type: none"> • F&A Allocation Arrangements • F&A Stipulation • F&A Waiver Request Template 	<ul style="list-style-type: none"> • Subaward Packet (SOW, Bgt, Justification, SRCF) • Supplementary Documentation • Table of Contents
55	<p>Complete the Status for each of the imported files by selecting the appropriate choice from the drop-down menu.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Complete </div> Incomplete <p>Note: An incomplete status is generally used to indicate that the attachment is a draft and may be replaced/finalized prior to submission. A complete status is required for all attachments for proposal submission.</p>	
56	<p>You must use the Description section if you selected Other or Other - Please Specify as the Attachment Type to describe the attached item(s).</p> <p>You may use the Description section if you wish to provide additional information on any other type of attachment.</p> <p>Note: This field is dynamic and can be expanded by using clicking and dragging the in the lower right corner.</p>	
***	<p>If you wish to enter Contact Name, Email Address and Phone Number (not required fields at time of proposal) or Comments, click on the Details button for the attachment.</p>	
57	<p>If you wish to add attachments to the Personnel or Internal tabs, or notes to the Notes tab, please click on that tab now and proceed to the appropriate instructions for that section below.</p> <p>If you have no further Attachments or Notes to add, click Save and Continue. You will be redirected to the Budget section and should proceed to Step 87 below.</p>	
Personnel		
***	<p>Personnel attachments are not required at time of proposal. If you would like to include Personnel attachments, please proceed to step 59. Otherwise, you may skip ahead to the Abstracts section.</p>	
58	<p>To add single attachments (one by one) on the Proposal tab, click + Add and then proceed to step 59.</p> <p>To add multiple attachments (at one time), skip to step 64!</p>	




59	<p>Select the desired Person from the drop-down menu.</p> <p>Note: Only individuals included on the Personnel tab will be available for selection.</p>
60	<p>Select the Type of attachment from the drop-down.</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 2px;">Biosketch</div> <div>NSF_Collaborator</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>BudgetDetails</div> <div>Other</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Currentpending</div> <div>StatementofCommitment</div> </div>
61	<p>You must use the Description section if you selected Other as the Type to describe the attached item(s).</p> <p>You may use the Description section if you wish to provide additional information on any other type of attachment.</p> <p>Note: This field is dynamic and can be expanded by using clicking and dragging the in the lower right corner.</p>
62	<p>Click Choose File and select the appropriate file. Click Open to return the selected file.</p>
63	<p>Click Save to save and add the attachment.</p>
64	<p>To add multiple attachments (at one time) on the Proposal Tab, click on Upload & Add .</p>
65	<p>Select all the files you wish to upload (you can hold down the Ctrl function to add multiple files that are not consecutive or Shift to add multiple files that are consecutive) and click Open to return the selected files.</p>
66	<p>Select the desired Person for each of the imported files from the drop-down menu.</p> <p>Note: Only individuals included on the Personnel tab will be available for selection.</p>
67	<p>Complete the Type for each of the imported files by selecting the appropriate choice from the drop-down menu.</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 2px;">Biosketch</div> <div>NSF_Collaborator</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>BudgetDetails</div> <div>Other</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Currentpending</div> <div>StatementofCommitment</div> </div>





68	<p>You must use the Description section if you selected Other as the Type to describe the attached item(s).</p> <p>You may use the Description section if you wish to provide additional information on any other type of attachment.</p> <p>Note: This field is dynamic and can be expanded by using clicking and dragging the  in the lower right corner.</p>
69	<p>If you wish to add attachments to the Internal tab or notes to the Notes tab, please click on that tab now and proceed to the appropriate instructions for that section below.</p> <p>If you have no further Attachments or Notes to add, click . You will be redirected to the Budget section and should proceed to Step 87 below.</p>
Abstracts	
***	<p>The Abstracts tab only allows for non-formatted text to be entered into a field and is not required or recommended at time of proposal. It is preferred and recommended that your required Project Summary, Abstract or Scope of Work be attached as a Word .doc or Adobe .pdf document on the Proposal tab.</p>
Internal	
***	<p>The Internal tab should be used to attach specific types of additional documentation:</p> <ul style="list-style-type: none"> • Voluntary Committed and Voluntary Uncommitted Cost Sharing Budget and Documentation • F&A Revenue allocation correspondence/communications • Additional documentation requested by SPS or other approvers • Internal discussions and/or communication <p>These attachments are not shared with the sponsor but are part of the official internal proposal record.</p>
70	<p>To add single attachments (one by one) on the Internal tab, click  and then proceed to step 71.</p> <p>To add multiple attachments (at one time), skip to step 76!</p>
71	<p>Select the Type from the drop-down menu.</p> <p></p> <p>Note: At this time there is only one option: Attached during routing.</p>



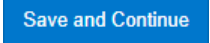
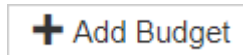
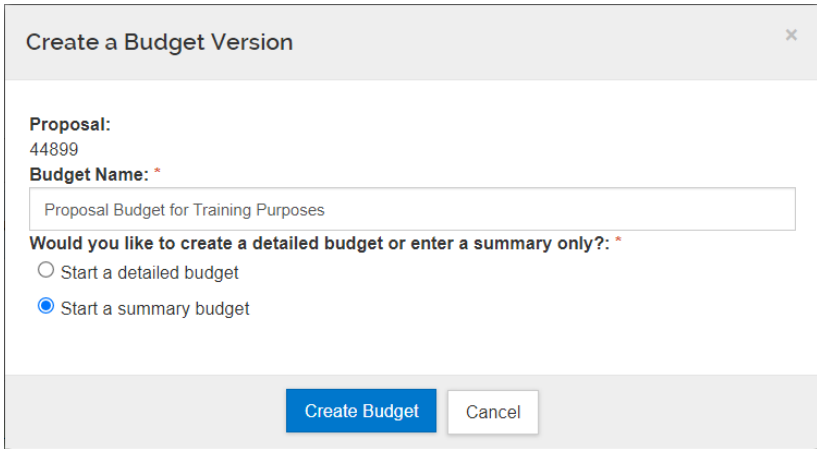



72	<p>Select the Status from the drop-down menu.</p> <p>Complete</p> <p>Incomplete</p> <p>Note: An incomplete status is generally used to indicate that the attachment is a draft and may be replaced/finalized prior to submission. A complete status is required for all Internal attachments for proposal submission.</p>
73	<p>Use the Description section to provide a description of the attached item(s).</p> <p>Note: This field is dynamic and can be expanded by using clicking and dragging the  in the lower right corner.</p>
74	<p>Click Choose File and select the appropriate file. Click Open to return the selected file.</p>
75	<p>Click Save to save and add the attachment.</p>
76	<p>To add multiple attachments (at one time) on the Proposal Tab, click on Upload & Add.</p>
77	<p>Select all the files you wish to upload (you can hold down the Ctrl function to add multiple files that are not consecutive or Shift to add multiple files that are consecutive) and click Open to return the selected files.</p>
78	<p>Complete the Type for each of the imported files by selecting the appropriate choice from the drop-down menu.</p> <p>Attached during routing</p> <p>Note: At this time there is only one option: Attached during routing.</p>
79	<p>Complete the Status for each of the imported files by selecting the appropriate choice from the drop-down menu.</p> <p>Complete</p> <p>Incomplete</p> <p>Note: An incomplete status is generally used to indicate that the attachment is a draft and may be replaced/finalized prior to submission. A complete status is required for all Internal attachments for proposal submission.</p>



80	<p>Use the Description section to provide a description of the attached item(s).</p> <p>Note: This field is dynamic and can be expanded by using clicking and dragging the  in the lower right corner.</p>
81	<p>If you wish to add notes to the Notes tab, please click on that tab now and proceed to the appropriate instructions for that section below.</p> <p>If you have no further Attachments or Notes to add, click . You will be redirected to the Budget section and should proceed to Step 87 below.</p>
Notes	
***	<p>Notes are not required at time of proposal, but they can be very helpful to the SPS Proposals team in review.</p> <p>Notes should be used to convey information and/or context which is not provided in other form fields in the proposal document, to call attention to specific details in attachments, or to provide SPS Proposals with additional, helpful or necessary information for their review.</p> <p>Some examples of helpful and appropriate notes:</p> <ul style="list-style-type: none"> • Notes indicating specific submission processes and/or responsibilities: <ul style="list-style-type: none"> ○ Submission is through proprietary sponsor portal: <i>NonProfitExample.com</i>. Submission language includes certification that the information being submitted is correct and accurate to the best of the PI’s knowledge and will therefore be submitted directly by the PI to the sponsor once approval for submission is received from SPS Proposals. ○ Submission is through proprietary sponsor portal: <i>NonProfitExample.com</i>. Submission language includes a statement that the individual submitting “has approval and/or authorization to submit on behalf of” the University of Arizona. SPS Proposals will need to submit on behalf of the PI. • Notes providing additional information when we are a subawardee or collaborator and <u>not</u> the Lead institution: <ul style="list-style-type: none"> ○ Prime Sponsor (NSF) deadline is MM/DD by 2pm local time (5pm EST). ○ Direct Sponsor (UCLA) requires signed subrecipient package and finalized budget by MM/DD and requests that it is sent by SPS Proposals directly to fantasticadmin@ucla.edu. <p>Note: Notes are a permanent addition and once added, cannot be removed. They become a permanent part of the proposal file. As such, please strive to be clear, concise, and utilize appropriate, professional language when entering notes.</p>



82	To add a note to the Notes tab, click on  .
83	Enter a descriptive Topic (such as Electronic Submission Information or Prime Sponsor Deadline or Instructions for Setup if Awarded, etc.)
84	Enter the Text of your note, providing the information or context you feel would be helpful for the SPS Proposals Team’s review and/or handling of the proposal.
85	Click  .
86	Once you are finished adding all Attachments and Notes, click  . You will be redirected to the Budget section and should proceed to Step 87 below.
Budget	
***	Note: Only summary budgets are used at this time. A detailed budget (including any costshare) should be added to the Attachments section (Excel format is preferred).
87	Click  .
88	<p>Enter a Budget Name and select Start a summary Budget. Click Create Budget.</p> 
Budget Settings	
89	In the top navigation panel, click  Budget Settings .
90	For On Campus Flag , select All On or All Off as indicated for your specific proposal.


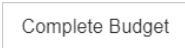

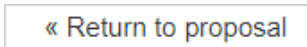
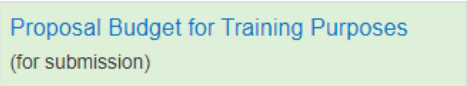
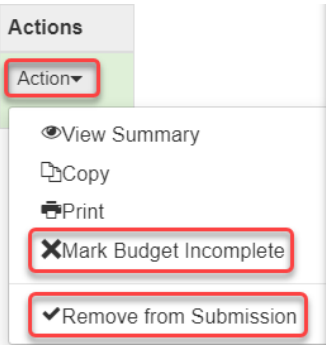



	<div data-bbox="365 331 1182 478"> <p>On Campus Flag All On ▾</p> <ul style="list-style-type: none"> Default <li style="background-color: #0070C0; color: white;">All On All Off </div> <p>Note: The off-campus rate is applicable to those projects that are conducted in facilities not owned, leased or operated by the University. If the project is conducted in leased space and lease costs are directly charges to the project, then the off-campus rate must be used. A project is considered off-campus if more than 50% of its salaries and wages (effort) are incurred at an off-campus facility. If a project is determined to be off-campus, it shall be considered wholly off-campus. Separate on and off-campus rates will not be used for a single project.</p>
91	<p>If your F&A Rate Type is other than the default Modified Total Direct Costs (MTDC), i.e. Total Direct Costs (TDC) or Total Costs (TC) converted to Total Direct Costs (TDC), change the F&A Rate Type to TDC.</p>
92	<p>Enter any relevant budget notes or comments in the Comments box.</p>
***	<p>Modular Budget is not in use at this time. Do not check. Training and instructions will be provided in the future when this feature is available.</p>
93	<p>Click Apply Changes.</p>
<p>Periods & Totals (must be completed for all budgets, even modular)</p>	
94	<p>In each project period, click on the Direct Cost field and enter the direct costs for that period.</p> <div data-bbox="321 1373 662 1503"> </div>
95	<p>In each project period, click on the F&A Cost field and enter the F&A costs for that period.</p> <div data-bbox="321 1591 662 1722"> </div>
96	<p>In each project period, click on the Cost Sharing field and enter the cost share for that period (if applicable).</p> <div data-bbox="321 1850 626 1980"> </div>


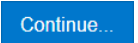


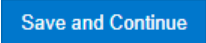


97	<p>If there is costshare, click on Institutional Commitments > Cost Sharing in the left-hand navigation panel. Proceed to Step 98.</p> <p>If there is no costshare, click Save and Continue and you will be brought to the Budget Summary Proceed to (Step 106).</p>
Institutional Commitments > Cost Sharing	
***	Please note that one line of cost share is added for each project period (default).
98	If additional lines are necessary to split annual costs out by different account, types of cost share and/or responsible Units, click + Add Cost Sharing .
99	Select the Period from the drop-down menu.
100	You may either enter the details now or click Add to return the new line to the Cost Sharing table and complete the details there.
***	You will need to add a Source Account, Amount, and Unit Details for each line of cost share.
101	<p>Enter the Source Account.</p> <p>Note: <i>It is best practice to identify the likely cost-share source account at time of proposal. However, if the Source Account is not known at time of proposal you may enter a placeholder descriptor. It is recommended that you make each unique and clear to avoid errors and confusion.</i></p> <p>Note: <i>For each period, a specific Source Account can only be used once. Therefore, if you use TBD or a similar descriptor, you will have to alter it in some way.</i></p> <p>For Example: <i>TBD-John Smith Effort or TBD-Scholarships</i></p>
102	Enter the Amount of the cost share.
103	<p>Enter the Unit Details for the Unit that will be responsible for the cost share. Each Unit identified here will be added to routing/approvals regardless of whether any of the Key Personnel report to those units.</p> <p>You may either directly type in the number (please verify you have the correct one by opening up the Details), or you may search for the appropriate Unit using the magnifying glass.</p>



	<p>Note: A Unit may also be a Department or College. For instance, RSDV should be used when Research, Innovation & Impact will be providing matching funds and a signed letter to that effect has been obtained from RII leadership.</p>
104	Repeat steps 98 through 103 as necessary until all cost share has been allocated to the correct responsible Unit(s) and the Total Unallocated shows 0.00.
105	Click  .
Budget Summary	
106	Verify that the Total Direct Costs, F&A Costs, and Totals Subtotal are accurate for each budget period. If there are any discrepancies, go back to Periods & Totals to correct.
107	Click  .
108	If the budget is ready to be submitted to the sponsor, check the box <input checked="" type="checkbox"/> and click  .
109	Click  .
***	<p>Your budget should now be highlighted Green and is complete and marked for submission.</p> 
***	<p>To return the Budget to an Incomplete status or Remove from Submission, click the Action button to the right and select the appropriate option.</p> 
110	Click  .
Access	



***	Permissions can be used to enable other individuals to assist with the proposal process. You may assign view access, budget access, narrative access, and aggregator access.
111	Click  .
112	Search for the Employee using the available fields. Enter the search terms (don't forget *s are wildcards!) and then click  .
113	Select the appropriate Employee by clicking the radio button to the left of their name and then click  .
114	Select the desired role by checking the box to the left of the role and then click  .
115	Once you have added access for all desired additional users, Click  .
Supplemental Information	
UAHS Location of Research Activities	
116	Indicate whether the proposed work will be performed at one or more of the Banner-University Medical Center facilities listed by clicking the Yes or No radio button associated with each facility. Facilities: <ul style="list-style-type: none"> • Banner - University Medical Center Tucson • Banner - University Medical Center South • Banner - University Medical Center Phoenix
117	Click on the F and A Information tab to proceed.
F and A Information	
***	It is the University of Arizona's policy to request the appropriate federally negotiated F&A rate for all sponsored activity regardless of funding source. The federally negotiated F&A rate will be the basis for budget purposes on all sponsored activity. See additional guidance in Section 9.5 on how to determine the appropriate F&A Rate for your proposal.
118	Enter the F&A Rate which will apply to the proposed project.



	<p>For Example: 53.5 would be entered if the 53.5% MTDC Research F&A Rate will apply for the entirety of the project. If the project will span multiple rates due to a change in the approved federally negotiated F&A Rates, enter that as follows: 53.5/54.0.</p>
119	<p>Enter the Project Location where the University of Arizona project work will occur. Be sure to note the building and room and provide other information if helpful. If multiple locations will be utilized, list the main Project Locations.</p> <p>For Example: "USB-Rm510" or "COM PHX and COM Tucson, multiple locations"</p>
120	<p>Select the applicable F&A Rate Category from the drop-down list:</p> <ul style="list-style-type: none"> • F&A Waiver (rarely approved; attach request template in Proposal Attachments) • Federal negotiated rate (default rate; most commonly used) • Other standard UA F&A Rate (verify with SPS Proposals in advance if uncertain) • Sponsor F&A rate stipulation (attach stipulation in Proposal Attachments) <p>See additional guidance in Section 9.6 on how to determine the appropriate F&A Rate Category for your proposal.</p> <p>A handy table has been provided as well: https://research.arizona.edu/administration/build-budget/FA-Costs/FA-rates.</p>
121	<p>Indicate whether the F&A return should be determined by sibling account activity (and not F&A Split in the Key Personnel section) by clicking the Yes or No radio button associated with this question.</p> <p>Note: Defaults to No, as this is usually associated with more complex projects with multiple cores, siblings, etc. If you do click Yes, be sure to upload a spreadsheet showing exactly how F&A return should be split between and amongst expected siblings.</p>
122	<p>Click on the Project Information tab to proceed.</p>
<p>Project Information</p>	
***	<p>Many of the questions on this tab are used for either data collection and reporting, or to flag a compliance item. See https://research.arizona.edu/administration/uaccess-research#UARSuppInfo for specific information relating to each question.</p> <p>All questions must be answered to submit the proposal into routing.</p>
123	<p>Indicate whether the proposal will go through competing review by clicking the Yes or No radio button associated with this question.</p>



	<p>Note: A yes answer indicates that the funding opportunity is open to all eligible individuals and organizations and proposals will be reviewed, ranked, and awarded based on identified competitive selection criteria and/or merit in competition with other submitted proposals.</p> <p>A no answer indicates that that the funding opportunity is not open to all eligible individuals or organizations but has been restricted to certain individuals or organizations, or that the proposal will not be reviewed and awarded based on identified competitive selection criteria and processes.</p>
124	If this proposal is for additional scope following a previously awarded grant/contract/segment, please enter the current or previous financial account number in the Follow-on to Account No. field.
125	Indicate whether additional space, space changes, or renovations will be required to perform the work should the project be awarded by clicking the Yes or No radio button associated with this question.
126	Indicate whether the proposal involves COVID-19 Research by clicking the Yes or No radio button associated with this question.
127	Indicate whether the proposal involves Human subjects by clicking the Yes or No radio button associated with this question.
128	Indicate whether the proposal involves Live vertebrate animal subjects by clicking the Yes or No radio button associated with this question.
129	Indicate whether the proposal involves Cancer related research topics by clicking the Yes or No radio button associated with this question.
130	Indicate whether the proposal uses Cancer Center facilities (including shared resources) by clicking the Yes or No radio button associated with this question.
131	Indicate whether the proposal involves Hazardous chemicals by clicking the Yes or No radio button associated with this question.
131	Indicate whether the proposal requires FDA/EPA GLP compliance by clicking the Yes or No radio button associated with this question.
132	Indicate whether the proposal involves Radiation by clicking the Yes or No radio button associated with this question.



133	Indicate whether the proposal involves Bloodborne pathogens by clicking the Yes or No radio button associated with this question.
134	Indicate whether the proposal involves Recombinant DNA/microbial pathogens by clicking the Yes or No radio button associated with this question.
135	Indicate whether the proposal involves Native or indigenous research and/or engagement by clicking the Yes or No radio button associated with this question.
136	If the answer to the preceding Native or indigenous research and/or engagement question is Yes , please list the full names of any involved tribe(s). <i>Note: This field is dynamic and can be expanded by using clicking and dragging the ↗ in the lower right corner.</i>
137	Indicate whether HSI (Hispanic Serving Institution) status is required/encouraged for the proposal or the project goals involve minority students by clicking the Yes or No radio button associated with this question.
138	Indicate whether the proposal involves companies or nonprofits by clicking the Yes or No radio button associated with this question. <i>Note: This question should only be answered yes if the company or nonprofit is not already indicated in the Sponsor or Prime Sponsor field. If the company or nonprofit is being included in a subawardee, consultant, vendor, or community partner capacity, answer this question Yes.</i>
139	If the answer to the preceding question regarding companies or nonprofits is Yes , please provide all company and/or nonprofit names separated by commas. <i>Note: This field is dynamic and can be expanded by using clicking and dragging the ↗ in the lower right corner.</i>
140	Indicate whether the proposal work will be performed abroad on a U.S. military base by clicking the Yes or No radio button associated with this question.
141	Indicate whether the proposal involves Foreign collaborations by clicking the Yes or No radio button associated with this question.
142	If the answer to the preceding question regarding Foreign collaborations is Yes , please select the countries of any foreign collaborators. <i>Note: The easiest way to search for and select a country is to begin typing the country name in the field. Please allow for a slight delay and then click on the country from the list of options.</i>



	<p>For Example, if CA is typed into the field, the following countries are displayed as options:</p> <ul style="list-style-type: none"> • Canada • Cameroon • Cape Verde • Cambodia • Cayman Islands <p>Alternatively, you may click on the magnifying glass to the right of the field, search using the criteria offered, and return the desired country by clicking the select button to the left of the desired country.</p>
143	Click Save and Continue .
Summary/Submit	
144	Review all information entered in the proposal through the Summary/Submit section for accuracy. If necessary, go back and correct any needed fields.
***	<p>From the Summary/Submit section, you can add any desired Ad Hoc Recipients with an FYI, Acknowledge, or Approve action. See Section 7.10 Ad Hoc Routing for additional information.</p> <p>Note: Be aware that if you add an Ad Hoc Recipient with an Approve action, it may increase route time and/or delay other routing and approvals. FYI and Acknowledge actions are informative only and do not impact other routing or approvals.</p>
***	From the Summary/Submit section, you can view the Route Log to ensure that all required individuals are included in routing. See Section 7.11 Reading the Proposal Route Log for additional information.
***	<p>From the Summary/Submit section, you can Cancel a proposal. The system will ask you if you are sure you want to cancel, to which you must answer OK to continue cancelling the proposal or Cancel if you wish to cancel the action and keep the proposal active.</p> <p>Note: Cancelled is an unchangeable status, so be certain this is the desired action! If you accidentally cancel a proposal, you will have to Copy the cancelled document to a new proposal or create/generate an entirely new proposal.</p>
***	From the Summary/Submit section, you can Delete a proposal. The system will ask you if you are sure you want to delete , to which you must answer OK to continue deleting the proposal or Cancel if you wish to cancel the action and keep the proposal active.




Note: Deleted is an unchangeable status, so be certain this is the desired action! If you accidentally delete a proposal, that proposal will no longer appear in the system and cannot be copied or retrieved.



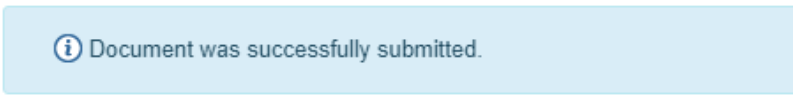
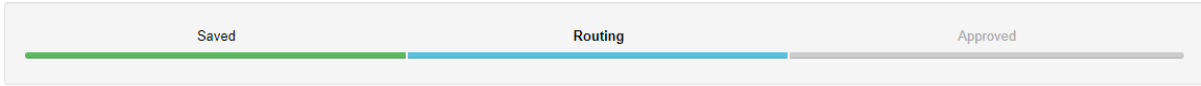

7.8 Validating a Proposal

Step No.	Instructions
1	Once you have completed your proposal and are ready to submit to routing. You may either click Submit and Data Validation will run automatically, or you may click <input checked="" type="checkbox"/> Data Validation (off) in the upper navigation bar to turn Data Validation on and check for errors at any time.
2	<p>To turn on Data Validation, click the Turn On button in the upper right of the pop-up message.</p> <p>When you do so, the button will change to Turn Off and you will see a list of any Errors and Warnings in your proposal document.</p>
3	<p>You must fix any Errors before you can submit the proposal to routing. Warnings are informational and may be fixed as you desire.</p> <p>To fix an Error, you may click on the Fix It link to the right of the specified error, or you can close the validation window and navigate to the errors on your own.</p>
4	Once you fix an error and click Save , the red error message at the top of the screen will disappear and the item will be removed from the Data Validation list.



5	You may review the Data Validation list at any time by clicking on  in the upper navigation menu.
6	Once all Data Validation Errors have been fixed, you are ready to submit to routing.
***	Data Validation takes time as it runs several processes and checks in the background and may cause the system to run slower if left on. Users are advised to only turn on Data Validation when checking for errors/submitting, and to turn it off during regular proposal completion processes to maximize page/system processing time.

7.9 Submitting a Proposal to Routing

Step No.	Instructions
1	When you are ready to submit a proposal to routing, navigate to the Summary/Submit section.
2	At the bottom of the screen, click on the  button.
3	Data Validation will automatically turn on and run at this time. If your proposal contains Errors , you will need to fix them before the system will allow you to submit for review. See Section 7.8 Validating a Proposal for additional information on fixing errors.
4	If your proposal contains Warnings , you may choose to Fix It or click on the  button at the bottom of the Data Validation window.
5	<p>A blue banner should appear at the top of your proposal confirming that it was successfully submitted.</p> <p>Submit</p>  <p>Additionally, the status bar should update to show that the proposal is now Routing.</p> <p>Submit</p> 
6	You may now close out of the document using the  button at the bottom of the page.



7.10 Ad Hoc Routing

Ad hoc routing can be used to provide additional Approve, FYI, or Acknowledge action(s) for a specific proposal.

Ad Hoc **Approve** will require the approval to be cleared before routing can proceed and may cause unnecessary delays. Ad Hoc Approve should be used sparingly and is most often used by Sponsored Projects Services.

Ad Hoc **FYI** and **Acknowledge** do not impact routing in any way and will persist until the individual clears the FYI or Acknowledge action. It is often used by Research Administrators (proposal initiators) to keep track of the proposal in their **Action List** once it leaves the **Proposals not routing** card.

Step No.	Instructions
1	From the Summary/Submit section of the proposal, click Ad Hoc Recipients at the bottom of the screen.
2	Select the Action Requested from the drop down: FYI, Acknowledge, Approve .
3	Search for the Person using the magnifying glass and available fields, or by entering their UANetID directly into the field and tabbing through, which will cause the individual's name to appear below the field. Note: If you directly enter their UANetID and tab through, be sure to verify that the correct person was entered.
4	Click the Add button to add that individual. Repeat if and as desired.
5	Click the OK button to return to the proposal.
6	Click Send Adhoc to send the Ad Hoc action to the added individual(s). Note: You can verify that the Ad Hoc action was added and sent appropriately by checking the Route Log. See Section 7.11 Reading the Proposal Route Log .

Note: A recall or return for edit action removes any pending workflow Approval and Ad Hoc FYI/Acknowledge/ Approve actions and basically resets routing.

If you are using an Ad Hoc FYI or Acknowledge to track a proposal in your Action List once it leaves your "Proposals not routing" card, you can **take the Ad Hoc action** and it will transfer to your Action List **Outbox**, where it will remain even if the proposal is recalled or returned for edit.

To turn on our Action List Outbox:



- From your Action List, click the preferences button in the upper right corner.
- Ensure Use Outbox is checked in your Fields Displayed in Action List.
- Be sure to click the save button at the bottom of the page!

Fields Displayed In Action List

Document Type	<input type="checkbox"/>
Title	<input checked="" type="checkbox"/>
Action Requested	<input checked="" type="checkbox"/>
Initiator	<input checked="" type="checkbox"/>
Delegator	<input type="checkbox"/>
Date Created	<input checked="" type="checkbox"/>
Date Approved	<input type="checkbox"/>
Current Route Node(s)	<input checked="" type="checkbox"/>
WorkGroup Request	<input type="checkbox"/>
Document Route Status	<input checked="" type="checkbox"/>
Clear FYI	<input checked="" type="checkbox"/>
Use Outbox	<input checked="" type="checkbox"/>

At times your Action List Outbox may get very large and may take more time to load and process pages. You can delete older items if and as desired to pare down your Outbox and make it run more efficiently.

To delete old items from your Action List Outbox:

- From your Action List, click Outbox.
- Check each item you wish to delete.
- Click delete selected items.

Action List preferences refresh filter

Action List Outbox delete selected items

4,207 items retrieved, displaying 1 to 200.[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Id	Title	Route Status	Action Requested	Initiator	Date Created	Current Route Node(s)	Delete Item	Log
		FINAL_FINAL	ACKNOWLEDGE		03:24 PM 09/10/2014	UnitHierarchyApproval, Join	<input checked="" type="checkbox"/>	
		FINAL_FINAL	ACKNOWLEDGE		08:46 AM 09/11/2014	UnitHierarchyApproval, UnitHierarchyApproval, Hierarchy Request, Hierarchy Request, Hierarchy Request, Hierarchy Request, Join	<input checked="" type="checkbox"/>	
		FINAL_FINAL	ACKNOWLEDGE		11:58 AM 09/11/2014	UnitHierarchyApproval, Join	<input checked="" type="checkbox"/>	
		FINAL_FINAL	APPROVE		12:23 PM 09/11/2014	UnitHierarchyApproval, Join	<input checked="" type="checkbox"/>	
		FINAL_FINAL	ACKNOWLEDGE		01:59 PM 09/11/2014	UnitHierarchyApproval, Join	<input checked="" type="checkbox"/>	

7.11 Reading the Proposal Route Log

The Proposal **Route Log** includes summary information for the proposal document (Title, Initiator, Route Status, Creation/Modification dates/times) and details for which actions have already been taken and which actions are pending. The Route Log is a good way to tell who has approved a proposal already, who has not, and how long the request has been in their action list, enabling you to reach out to approvers early on and avoid costly delays.



Route Log refresh

Summary Information

ID: 877264 hide

Title: Demonstration Propo; Proposal No: 47863; PI: [redacted] Sponsor: National Science Foundation; Due Date: null

Type: Proposal Development Document **Created** 12:53 PM 01/20/2022

Initiator: [redacted] **Last Modified** 02:25 PM 01/20/2022

Route Status: ENROUTE **Last Approved**

Document Status: **Document Status Modified**

Node(s): PeopleFlows, JoinCostShare **Finalized**

Actions Taken hide

Actions already taken

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	[redacted]		12:54 PM 01/20/2022	
▶ show COMPLETED	[redacted]		01:15 PM 01/20/2022	
▶ show APPROVED	[redacted]		02:16 PM 01/20/2022	

Notes/Comments entered when taking Approve, Recall, Return for Edit, Disapprove actions.

Pending Action Requests hide

Action	Requested Of	Time/Date	Annotation
▶ show IN ACTION LIST FYI	Native Persons Affairs	02:25 PM 01/20/2022	PeopleFlow Name: FYI - Native Persons Affairs
▶ show IN ACTION LIST APPROVE	[redacted]	02:25 PM 01/20/2022	Role: KC-PD COI from PeopleFlow Name: Approval - All Key Personnel
▶ show IN ACTION LIST APPROVE	[redacted]	02:25 PM 01/20/2022	Role: KC-PD KP from PeopleFlow Name: Approval - All Key Personnel
▶ show IN ACTION LIST APPROVE	[redacted] (UnitHierarchyRoutingApproverType)	02:25 PM 01/20/2022	Role: KC-PD UnitHierarchyRoutingApproverType from PeopleFlow Name: Approval - 0436: Udall Center
▶ show PENDING APPROVE	[redacted] (UnitHierarchyRoutingApproverType)		Role: KC-PD UnitHierarchyRoutingApproverType from PeopleFlow Name: Approval - RCTI: RII Centers & Institutes
▶ show PENDING APPROVE	[redacted] (UnitHierarchyRoutingApproverType)		Role: KC-WKFLW OSPApprover from PeopleFlow Name: Approval - SPS

Currently in these Action Lists for action (Approve, FYI)

Will proceed here next, after "In Action List Approve" completed

Project Personnel

Dept Approver

College Approver

Future Action Requests show


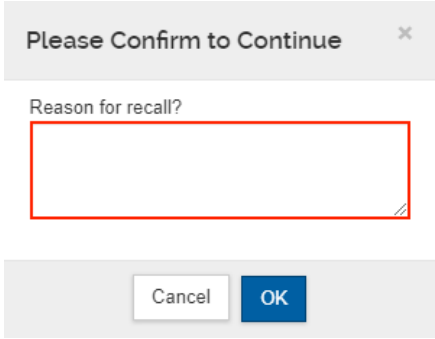
7.12 Recalling a Proposal

Recall allows the proposal initiator or an individual provisioned with **Aggregator Document Level** access to pull back the proposal from workflow and return it to their action list for edit.

This action should only be used for **major changes**, as most minor changes can be accomplished with a data override or other work-around.



Major changes include addition/removal of project personnel, addition/removal of units, changes to award credit and F&A revenue allocations, and changes to budget of greater than 25%. Check with Sponsored Projects Services if you aren't certain if something requires recall or not.

Step No.	Instructions
1	To recall a proposal which has been submitted to routing for review and required approvals, click the  button at the bottom of the Summary/Submit section.
2	Enter the reason for recall in the text box and then click OK . 

7.13 Next Steps

Once you submit a proposal to routing, you should periodically check the Route Log to determine whether approvals are proceeding in a timely manner or if the proposal routing has gotten held up somewhere. Communicating with approvers to let them know a proposal will be routing for their approval ahead of time can help offset those delays.

Continue working on the submission package while the proposal routes for approvals in UAR. Email SPS at sponsor@email.arizona.edu notifying them when the submission package is released and ready to review/submit and the UAR proposal or doc number it is associated with.

Once the proposal reaches the SPS route stop, Sponsored Projects Services will review the proposal (and submission package if it has been released to them), coordinate any changes or corrections, submit the proposal, and finalize the UAR proposal in the system (converting it to an Institutional Proposal).