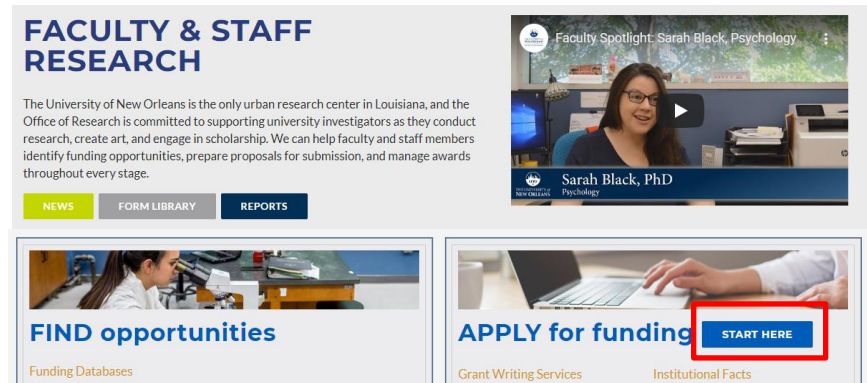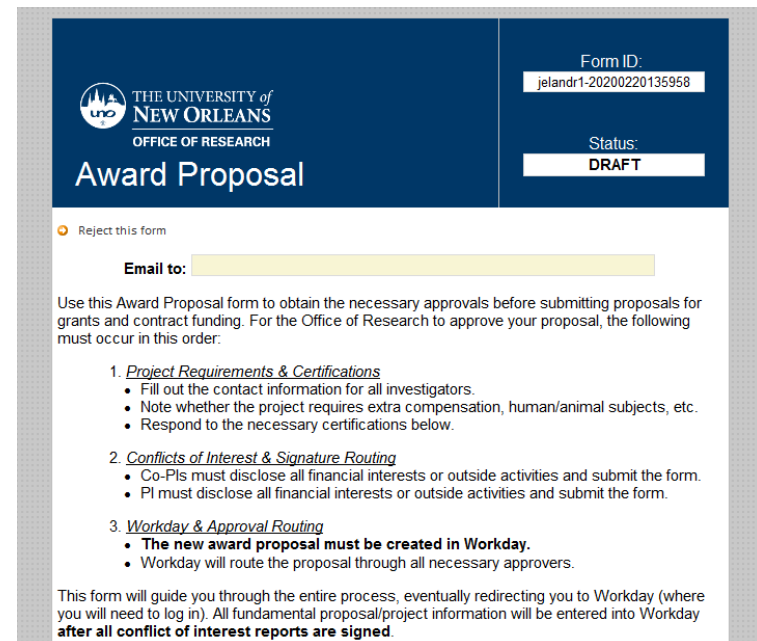UNIVERSITY of NEW ORLEANS

Initiate Award Proposal

1. Navigate to the Office of Research's [Faculty & Staff Research](#) webpage

2. **START HERE** – Click the blue button next to **APPLY for funding**

3. The **Award Proposal** SharePoint form will open in your browser

Award Proposal

1. **Form ID** – Will auto-populate; used as a unique identifier for each form

2. **Status** – Will auto-populate; used to route the **Award Proposal** form

3. **Email to** – This field should only be used to forward the form to a business manager or to someone else not involved in the workflow. The form will automatically be sent to:

   a. The initiator

   b. The Principal Investigator (if not the initiator)

   c. All Co-PIs

FACULTY & STAFF RESEARCH

The University of New Orleans is the only urban research center in Louisiana, and the Office of Research is committed to supporting university investigators as they conduct research, create art, and engage in scholarship. We can help faculty and staff members identify funding opportunities, prepare proposals for submission, and manage awards throughout every stage.

NEWS   FORM LIBRARY   REPORTS

FIND opportunities
Funding Databases

APPLY for funding   START HERE
Grant Writing Services   Institutional Facts

THE UNIVERSITY of NEW ORLEANS
OFFICE OF RESEARCH

Award Proposal

Form ID:
jelandr1-20200220135958

Status:
DRAFT

○ Reject this form

Email to:

Use this Award Proposal form to obtain the necessary approvals before submitting proposals for grants and contract funding. For the Office of Research to approve your proposal, the following must occur in this order:

1. *Project Requirements & Certifications*
   - Fill out the contact information for all investigators.
   - Note whether the project requires extra compensation, human/animal subjects, etc.
   - Respond to the necessary certifications below.

2. *Conflicts of Interest & Signature Routing*
   - Co-PIs must disclose all financial interests or outside activities and submit the form.
   - PI must disclose all financial interests or outside activities and submit the form.

3. *Workday & Approval Routing*
   - **The new award proposal must be created in Workday.**
   - Workday will route the proposal through all necessary approvers.

This form will guide you through the entire process, eventually redirecting you to Workday (where you will need to log in). All fundamental proposal/project information will be entered into Workday **after all conflict of interest reports are signed.**

Proposal

1. **Title** – Enter the full title of the proposal

Proposal

Title: _____ *

Principal Investigator

1. **First Name** – Enter the PI's first name

2. **Last Name** – Enter the PI's last name

3. **Email** – Enter the PI's email address

4. **Department** – Select the PI's department

5. **Employee ID** – Enter the PI's Workday employee ID

6. **Phone** – Enter the PI's campus phone number

7. **Add a Co-PI** – Click the link to add a Co-PI; up to four Co-PIs may be added

8. Follow steps 1-6 for each Co-PI, if applicable

9. **Save for Later** – Can be used at any time after entering PI and Co-PIs to save the form for completion in the future

Principal Investigator

First Name: _____ *
Last Name: _____ *
Email: _____ *
Department: Select... * ⌄
Employee ID: _____
Phone: _____ *

🟠 Add a Co-PI (up to four)

[Save for Later]

Project Information & Requirements

1. Answer each question by clicking the radio button for **Yes** or **No** NOTE: The form is responsive. Your answers may prompt more on-screen instructions.

2. Follow the on-screen instructions

3. For definitions and explanations, visit the Award Proposal Tutorial webpage

4. Enter or select the date when the proposal is due to the sponsor

5. Provide a website URL that links to the program description or RFP; or, attach the program description/RFP; or, explain why no program description is available

Project Information & Requirements

Did you (or will you) utilize one of our grant writers for this proposal? ☐ Yes ☐ No

Does this proposal involve…   [Definitions & Explanations]
- **Extra compensation**? ☐ Yes ☐ No
- **Public Health Services (NIH) funds**? ☐ Yes ☐ No
- **Export controls or foreign nationals restrictions**? ☐ Yes ☐ No
- **Transfer of material**? ☐ Yes ☐ No
- **Human subjects or human tissue**? ☐ Yes ☐ No
- The use of **vertebrate animals**? ☐ Yes ☐ No

When is the proposal due to the sponsor? *[   ]

We require more information about this funding opportunity—how would you like to provide the program description and/or RFP?
☐ Website Link
☐ Attachment
☐ N/A

Submission Documents

1. Upload the budget, budget justification, and/or statement of work by clicking the **Click here to attach a file** button and navigating to where the file is saved on your computer.

2. You may download the freshest copy of the UNO template for the budget on the Office of Research website.

3. If you need to upload any additional attachments, enter a description of the attachment into the text box. Then, click the **Click here to attach a file** button and navigate to where the file is saved on your computer.

4. You may add more attachments by clicking **Add another attachment**.

Submission Documents

Please upload any of the following documents that are relevant to this award proposal. Do NOT upload any of these documents in Workday.

You may obtain the UNO template for the budget on our website.

Budget: ⬛ Click here to attach a file

Budget Justification: ⬛ Click here to attach a file

Statement of work: ⬛ Click here to attach a file

Describe and upload any additional documents below:
[   ] ⬛ Click here to attach a file

☐ Add another attachment

Intellectual Property

1. Answer each question by clicking the radio button for **Yes** or **No**
   NOTE: The form is responsive. Your answers may prompt further on-screen instructions.

2. If you answer **Yes** to any of these questions, contact otmc@uno.edu for assistance with the project

3. For definitions and explanations, visit the Award Proposal Tutorial webpage

Intellectual Property
Does this proposal involve…

A **patentable invention** (including a machine/device, software, compound/material, or method of manufacture)? ○Yes ○No

Copyrightable works other than "Traditional Academic Copyrightable Works" as defined in AP-RE-03.2? ○Yes ○No

An **NDA** (non-disclosure agreement or confidentiality agreement) with an outside company, university, or other entity? ○Yes ○No

Collaboration with any outside company, university, or other entity? ○Yes ○No

Budget Exceptions

NOTE: The screenshot shown is fully expanded. Not all questions will be initially visible for all users.

Cost Share

1. Report whether the project involves cost share

2. If the project involves cost share:

    a. Report whether the cost share is required by the sponsor; if it is, link to or attach documentation from the sponsor

    b. Check the boxes for the relevant source(s) of funding

    c. Name the source(s) of funding
       Ex: AMRI, Department of English

Off Campus

1. Report whether more than 51% of the project will be conducted off campus; *exclude subawards* in this calculation

2. If off-campus, provide the justification for the off-campus work

Adjusted F&A Rate

1. Report whether the proposal requires adjustments to the required F&A rate

2. If the proposal requires adjustments to the F&A rate:

    a. Link to or attach documentation from the sponsor

    b. Provide any further justifications

Budget Exceptions

Cost Share

Does this project involve cost share? ● Yes ○ No
Is the cost share **required** by the sponsor? ● Yes ○ No
Link to and/or attach documentation from the sponsor:
[_____] * | 📎 Click here to attach a file *

Check off the source(s) of funding: Name the source(s):
- ☐ Department/General Fund
- ☐ Office of Research
- ☐ Restricted (Non-Office of Research)
- ☐ Third Party/Non-UNO

[_____] *

Off Campus

Will more than 51% of the project be conducted off campus? ● Yes ○ No
Provide the justification for this off-campus work:
[_____] *

Adjusted F&A Rate

Does the proposal require adjustments to the required F&A rate? ● Yes ○ No
Link to and/or attach documentation from the sponsor:
[_____] * | 📎 Click here to attach a file *

Provide any further justification for this adjusted rate:
[_____]

Lab Safety

1. Answer each question by clicking the radio button for **Yes** or **No**
   NOTE: The form is responsive. Your answers may prompt further on-screen instructions.

2. If you answer **Yes** to any of these questions, contact the UNO Laboratory Safety Officer at labsafety@uno.edu for assistance with the project

3. For definitions and explanations, visit the Award Proposal Tutorial webpage

Lab Safety

Does this proposal involve any… (Review the Lab Safety SharePoint for detailed explanations.)

	Yes	No
Biohazards?	○	○
Radioactive materials, sealed sources, and/or x-rays?	○	○
Chemicals?	○	○
Recombinant DNA or gene transfers?	○	○
Class IIIB or IV lasers?	○	○
DEA-controlled substances?	○	○

Mandatory Certifications & Comments

1. Agree to each of the mandatory certifications:

   a. **Debarment/Suspension** – Check the box

   b. **Scientific Commitment** – Check the box

   c. **Award Commitment** – Check the box

   d. **Plagiarism** – Check the box

2. Add any comments if necessary

Mandatory Certifications   [Definitions & Explanations]

Debarment/Suspension: The PI and the Co-PIs are **NOT** debarred or suspended from doing business with the federal government.   ☐ Agree

Scientific Commitment: The PI and Co-PIs certify that the statements of the proposal are true, complete, and accurate to the best of their knowledge. They are aware that any false, fictitious, or fraudulent statements or claims may subject them to criminal, civil, or administrative penalties. They agree to accept responsibility for the scientific conduct of the project.   ☐ Agree

Award Commitment: The PI and Co-PIs certify that the project will be conducted in accordance with the terms and conditions of the sponsoring agency and University policies, including but not limited to: ☐ Agree
- proper stewardship of funds,
- timely submission of progress reports and deliverables,
- disclosure of inventions to the Director of External Collaboration,
- and following Federal and State compliance guidelines.

Plagiarism: The PI and Co-PIs certify that the proposal has been or will be submitted to Turnitin through the Moodle course "c_Grant Submission Check" and the results have been reviewed by a Grant Writer in the Office of Research.   ☐ Agree

Comments
⊙ Add comments

Conflicts of Interest & Signatures

NOTES:

- Red buttons indicate a required signature
- Once the PI signs the **Conflict of Interest** (COI) form, the **Award Proposal** form will lock
- The PI will not be able to sign the form until all Co-PIs have signed the form

If there are Co-PIs on the proposal:

1. **Request Co-PI Signatures** – The initiator of the form should click this button to request Co-PIs' signatures

2. Co-PIs will receive emails requesting their signatures on the **Conflict of Interest/Award Proposal** form

3. **Sign/View COI** – The Co-PI should click this button to proceed with signing their personalized **Conflict of Interest** form

If there are no Co-PIs, *and* the PI is submitting the form:

1. **Sign/View COI** – The PI should click this button to proceed with signing their personalized **Conflict of Interest** form

If there are no Co-PIs, but someone other than PI is submitting form:

1. The initiator should click **Submit** at the top of the SharePoint form to request the PI's signature

2. The PI will receive an email requesting their signature on the **Conflict of Interest/Award Proposal** form

3. **Sign/View COI** – The PI should click this button to proceed with signing their personalized **Conflict of Interest** form

---

Request Co-PI Signatures

Conflicts of Interest & Signatures

The PI will not be able to sign this form before the Co-PIs. Once the PI signs and submits the form, all fields will be **locked** for processing.

By signing below you are certifying that you have read and agreed to the certifications above.

Co-Principal Investigator: **Bob Robbins**

Sign/View COI   Date:

Principal Investigator: **Alice Baskin**

Sign/View COI   Date:

Once all investigators have signed off on the certifications and conflicts of interest, please create your award proposal in Workday:

Continue to Workday

YOUR PROPOSAL WILL NOT BE CONSIDERED IF YOU DO NOT ROUTE IT THROUGH WORKDAY.

Conflicts of Interest

Every UNO investigator must complete a **Conflict of Interest** form by clicking the appropriate red button displayed on the previous page.

1. **First Name** – Will auto-populate with signer's first name

2. **Last Name** – Will auto-populate with signer's last name

3. **Email** – Will auto-populate with signer's email

4. **Employee ID** – Will auto-populate with signer's employee ID

5. **Phone** – Will auto-populate with signer's phone number

6. **Department** – Will auto-populate with signer's department

7. **Principal Investigator** – Will auto-populate with PI's full name

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THE UNIVERSITY of NEW ORLEANS
OFFICE OF RESEARCH

Conflicts of Interest

Form ID:
jelandr1-20200218145407

Status:
AWAITING CO-PI 1

Report of Financial Interests in Research

This form must be completed by every UNO investigator—as defined in the UNO Research Conflict of Interest Policy—at the time of proposal submission or immediately upon assignment to an ongoing sponsored research project.

Investigators seeking external research support must disclose all Financial Interests or Outside Activities associated with the research project that may appear to affect, or to be affected by, research for which funding is sought. These interests might include, but are not limited to, payments from or ownership interest in:

- Sponsors of the project;
- Businesses that make or distribute products/services used in the research as well as competitors;
- Businesses developing a product that the research is intended to evaluate or further develop; and/or
- Any party-entity whose financial interests would seem to be directly and significantly affected by the research.

No proposals may be submitted to a funding agency, nor awards issued to UNO, until all Reports of Financial Interests in Sponsored Research associated with the proposal have been submitted to the Office of Research.

The original of this report must be submitted to the Office of Research. The Principal Investigator should retain a copy of the report in his or her records relating to the project.

Investigator Information

First Name:	Bob
Last Name:	Robbins
Email:	brobbins@uno.edu
Employee ID:	8888888
Phone:	504-280-0002
Department:	
Principal Investigator:	Alice Baskin

Conflicts of Interest

NOTE: If NIH funds are involved in the project, the **Conflict of Interest** form will display alternative language and ask a fifth question.

1. **I HAVE NO ACTIVITIES THAT I AM REQUIRED TO REPORT** – Check this box only if you have none of the described activities or conflicts to report

2. If you check this box, the screening questions will disappear

Screening Questions

NOTE: Only answer the screening questions if you *do* have a conflict of interest to report. Otherwise, click the check box above.

1. Answer each question by clicking the radio button for **Yes** or **No** NOTE: The form is responsive. Your answers may prompt additional on-screen instructions.

2. If you answer **Yes** to any of these questions, provide an explanation

3. If necessary, you may upload an explanation letter

Conflicts of Interest

☐ **I HAVE NO ACTIVITIES THAT I AM REQUIRED TO REPORT**
Please check *only* if you have *no* external Financial Interest or Outside Activities—as defined in the above-listed policies—related to this proposal.

Conflict of Interest – Screening Questions

Please explain any "yes" answer or attach a letter at the end of the form.

1) Do you have a consulting or other financial relationship with any sponsor of the proposed research?
○ No ○ Yes

2) Do you or any member of your family have a managerial role or financial interest in any company in a field of the proposed research?
○ No ○ Yes

3) Do you have non-UNO professional or income-producing interests involving UNO students, faculty, or staff related to the proposed research?
○ No ○ Yes

4) Do you or any member of your immediate family have any other relationships, commitments, or activities that might present, or appear to present, a conflict of interest with respect to the proposed research? Such relationships may include financial or fiduciary interests or uncompensated activities. (Please refer to the Research Conflict of Interest Policy.)
○ No ○ Yes

Attach an explanation letter if the above space was not sufficient.
🔗 Click here to attach a file

Certification

NOTES:

- By signing the **Conflict of Interest** form, you are agreeing to all information in the **Award Proposal** form.
- Once signed, the **Conflict of Interest** form will lock.
- Once the PI signs the **Conflict of Interest** form, **all** submitted information in the **Award Proposal** form will lock.

For Co-PIs signing the Conflict of Interest form:

1. **Signature** – Enter your full name
   NOTE: The Office of Research **requires** Co-PIs to sign their own **Conflict of Interest** forms

2. Date and signatory verification will auto-populate

3. **Submit** – Click **Submit** at the top of the SharePoint form

4. **Return to Award Proposal** – You may click this button to return to the **Award Proposal** screen and verify your signature; however, you may also close the form after submitting

For PIs signing the Conflict of Interest form:

1. **Signature** – Enter your full name
   NOTE: The Office of Research **requires** PIs to sign their own **Conflict of Interest** forms

2. Date and signatory information will auto-populate

3. **Submit** – Click **Submit** at the top of the SharePoint form to save your signature; email confirmations will be sent to initiator and/or Co-PIs, if applicable

4. **Return to Award Proposal** – Click to return to the **Award Proposal** screen

Certification

I certify that:

1) I have read and understand the UNO Research Conflict of Interest Policy and understand my obligations to disclose actual or apparent conflicts of interest as defined thereunder.

2) All Financial Interests and Outside Activities meeting the criteria set forth in the UNO Research Conflict of Interest Policy have been disclosed.

3) If I am the Principal Investigator, I have informed all UNO members of the research team meeting the definition of "investigator" of their obligation to comply with the UNO Research Conflict of Interest Policy.

4) I have taken the Office of Research Conflict of Interest training.

5) I am aware and understand that I have an ongoing responsibility to update my disclosure immediately upon any change in circumstances that may create an actual or apparent conflict of interest with respect to this sponsored research project.

6) To the best of my knowledge, I and members of my immediate family are in compliance with state and federal regulations and University Policy concerning disclosure of Outside Activities and Financial Interests.

Signature: Bob Robbins   Date: 2/18/2020
jelandr1

[Return to Award Proposal]

Conflicts of Interest & Signatures (continued)

Once any PI or Co-PI has signed the Conflict of Interest form:

- The **Sign/View COI** button will turn gray

- The date of signature will be logged

- Any reported conflicts of interest will be noted

Once the PI has signed the Conflict of Interest form:

- All information entered into the form will be locked

- The PI and/or the initiator will receive an email requesting further action; the PI or initiator should return to the **Award Proposal** screen

After the PI or initiator returns to Award Proposal screen:

1. **Continue to Workday** – Click to access the Workday link
   NOTE: This button will not function until all signatures are received.

Conflicts of Interest & Signatures

The PI will not be able to sign this form before the Co-PIs. Once the PI signs and submits the form, all fields will be **locked** for processing.

By signing below you are certifying that you have read and agreed to the certifications above.

Co-Principal Investigator: **Bob Robbins**

[Sign/View COI]   This investigator reported conflicts of interest.
Date: 2/18/2020

Principal Investigator: **Alice Baskin**
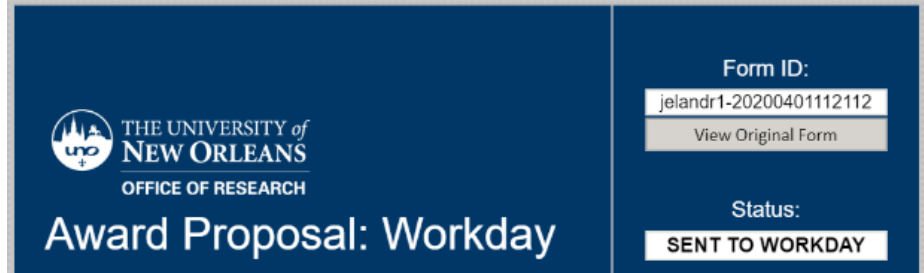
[Sign/View COI]   Date:

Once all investigators have signed off on the certifications and conflicts of interest, please create your award proposal in Workday:

[**Continue to Workday**]

**YOUR PROPOSAL WILL NOT BE CONSIDERED IF YOU DO NOT
ROUTE IT THROUGH WORKDAY.**

Award Proposal: Workday

1. **Create Award Proposal in Workday** – Click the link to proceed to Workday

Create Award Proposal

Creating an award proposal in Workday involves entering data into a series of sections and tabs.

The sections include:

- Proposal
- Sponsor
- Proposal Amounts
- Proposal Calendar

The tabs include:

- Proposal Lines
- Proposal Notes
- Special Conditions
- Attachments
- Award Proposal Credits

Not all sections/tabs are required—but **some fields without asterisks ARE required. This document outlines the minimum requirements for submission.**

Create Award Proposal

Initiator is first step of Award Proposal:

- The Initiator can be anyone with the role of Award Proposal Specialist.
- Once they submit the award it routes to the Award Contract Specialist for review.

Proposal Number   (empty)

⌄ Proposal

Company	*	× University of New Orleans ···
Name		
Description		
Lifecycle Status	*	
Submission Type	*	
Signed Date		MM / DD / YYYY 📅

⌄ Sponsor

Sub-Proposal		☐
Prime Sponsor		
Sponsor	*	
Bill-To Sponsor	*	
Payment Type		

⌄ Proposal Amounts

Award Currency *	
Sponsor Direct Cost	0
Sponsor Facilities And Administration	0
Sponsor Total	0.00
Cost Share Total	0
Proposal Total	0.00
Entered Line Amount	0.00
Cost Share Required by Sponsor	☐

⌄ Proposal Calendar

Proposed Schedule *	
Award Proposal Start Date	(empty)
Award Proposal End Date	(empty)

Proposal Lines   Proposal Notes   Special Conditions   Attachments   Award Proposal Credits

Add

Proposal

NOTE: Fields with a red star (*) are required.

1. **Company*** – Defaults to **University of New Orleans**

2. **Name** – Follow the below naming convention for the proposal:

    a. UNO-PILastName_Short Title

    b. Ex: UNO-Baskin_History of Frozen Food

    The title should be unique and easily identifiable when searching for the proposal.

3. **Description** – Enter the full title of the proposal

4. **Lifecycle Status*** – Select **Draft**

5. **Submission Type*** – Select appropriate type, usually **New**

6. **Signed Date** – Enter the date that the proposal is due to the sponsor

No other fields are required at this time.

⌄ **Proposal**

Company	* ✕ University of New Orleans ··· ☰
Name	
Description	
Lifecycle Status	* ☰
Submission Type	* ☰
Signed Date	MM / DD / YYYY 📅
CFDA Number	
CFDA Description	
Proposed Award Type	☰
Purpose Code	☰
Institutional Id	
Spend Restriction Default	☰
Related Proposal	☰

Sponsor

The **Sponsor** section is located to the right of the **Proposal** section. Scroll over to the right of the screen or page if necessary.

1. **Sponsor*** – Select the sponsor from the list; if the sponsor is not yet in Workday, select **New Sponsor (Placeholder)**
   NOTE: The sponsor is the entity issuing the grant or contract directly to UNO. Users can enter a partial name, and the field will produce search results.

2. **Bill-To Sponsor*** – Select the sponsor from the list (usually the same as **Sponsor**)

If UNO is going to be a subcontractor to another agency:

1. **Sub-Proposal** – Check box

2. **Prime Sponsor** – Select the prime sponsor from the list

No other fields are required at this time.

Proposal Amounts

The **Proposal Amounts** section is located beneath the **Proposal** section. Scroll down the page or screen if necessary.

1. **Award Currency*** – Select **USD**

No other fields are required at this time.

⌄ **Proposal Amounts**

Award Currency	*
Sponsor Direct Cost	0
Sponsor Facilities And Administration	0
Sponsor Total	0.00
Cost Share Total	0
Proposal Total	0.00
Entered Line Amount	0.00
Cost Share Required by Sponsor	☐

Proposal Calendar

The **Proposal Calendar** section is located to the right of the **Proposal Amounts** section. Scroll to the right of the page or screen if necessary.

1. **Proposed Schedule*** – Click in the box, then select **Create Award Schedule**
2. You will be brought to a new screen

⌄ **Proposal Calendar**

Proposed Schedule	*
Award Proposal Start Date	(empty)
Award Proposal End Date	(empty)

Create Award Schedule

1. **Award Schedule Name*** – Will populate with the proposal title entered into the **Name** field on previous screen

2. **Award Posting Interval Group*** – Select **Award Period**

3. **Period Name** – Leave blank; do not change

4. Click **OK**; you will be brought to a new screen

Create Award Schedule

Award Schedule Name	*
Award Posting Interval Group	*
Period Name	

Create Award Schedule – Detailed

1. **Name*** – Will auto-populate

2. **Period Name** – Leave blank

3. **Contract Start Date** (column) – Check the box on the first (or only) row

4. On the first (or only) line:

   a. **Start Date** (column) – Enter the start date for the proposal or for the first budget period

   b. **End Date** (column) – Enter the end date for the proposal or for the first budget period

5. If additional periods are needed, click the plus (+) in the first column of the last complete row. Dates will auto-populate; verify them.

6. **Contract End Date** (column) – Check the box on the last (or only) row

7. Click **OK** to return to the **Create Award Proposal** screen

Create Award Schedule

Award Schedule   (empty)

Name   *   zdnu something or other

Period Name

*Period Number	*Start Date	Contract Start Date	*End Date	Contract End Date	*Award Posting Interval Name	*Start Date	*End Date
1		☐		☐			
					✕ Award Period		

Proposal Lines

The **Proposal Lines** tab (and other tabs) are located at the bottom of the **Create Award Proposal** screen.

1. **Add** – Click to add **Proposal Line Details**

2. **Line Type*** – Leave default

3. **Primary** – Check box for first (or only) line added

4. **Grant*** – Select the appropriate grant or create a proposal grant

   To create a proposal grant:

   a. Click in the field **Grant**

   b. Select **Create Proposal Grant**; a new screen will appear

   c. **Grant Name*** – Enter the grant name using the below naming convention:

Grant Type	Naming Convention
Standard	UNO-PILastName:Title
Subcontract	UNO-PILastName_SUB-NameOfSubcontractor:Title
Participant Cost	UNO-PILastName_PC:Title

   Or, if grant involves cost share:

Funding Source	Naming Convention
General Fund	UNO-PILastName_CS-GF:Title
Office of Research	UNO-PILastName_CS-Res:Title
Third Party	UNO-PILastName_CS-3P:Title
Other	UNO-PILastName_CS-Other:Title

   d. **Grant ID** – Leave blank

   e. Click **OK** to return to the **Proposal Lines Details** section

| Proposal Lines | Proposal Notes | Special Conditions | Attachments | Award Proposal Credits |

Add

| Proposal Lines | Proposal Notes | Special Conditions | Attachments |

Award Proposal Line Number   1

⌄ **Proposal Line Details**

Line Item Details

Line Type   *   ✕ Cost Reimbursable

Primary   ☐

Grant   *

Line Amount   0

Revenue Category

Line Item Description

Facilities And Administration

Rate Agreement

Basis Type   (empty)

Object Class Set   (empty)

Cost Rate Type

Exception

Proposal Lines – Additional Information

The **Additional Information** section is located to the right of the **Proposal Line Details** section. Scroll to the right of the screen or page if necessary.

1. **Cost Center** – Select the department or institute
   Note: This will auto-populate the **Fund** and **Function** fields, but the information is likely to need correction

2. **Fund** – Enter the correct funding source type
   (e.g., Federal, Private, State, Local, Cost Share, or Internal)

3. **Function** – Select the correct purpose
   (e.g., Academic Support, Research, Clinical Research, Equipment, Institutional Support, Instruction, Public Service, R&D Research, Training)

Additional Information

Field	Value
From Date	MM / DD / YYYY
To Date	MM / DD / YYYY
Memo	
*Cost Center	
*Fund	
*Function	
Location	
Additional Worktags	
Subrecipient	

Personnel

Information in this section will be used for approval routing.

1. Click the (+) sign in the first column to add approvers

2. **Person** (column) – Type the employee's name and select it

3. **Responsibility** (column) – Select the role of the employee from the following:

   a. First Row: **Lead Principal Investigator**

   b. Next Row(s) (if applicable): **Co-Principal Investigator**

   c. Penultimate Row: **Dept Head/Director**

   d. Final Row: **Dean/VP**

4. **Key Personnel** (column) – Check the box next to each PI and Co-PI involved in the proposal

The **Committed Effort** grouping of columns is located at the far end of the table. Scroll to the right as necessary.

5. Click the (+) sign in the first column of the **Committed Effort** section (for each employee)

6. **Plan Period** (column) – Select **1**

7. Leave remaining fields blank

Initiate Award Proposal

Attachments

1. Attach/upload the following documents:

    a. Proposal narrative

    b. Budget

    c. Budget justification (if applicable)

NOTE: Other appropriate documents to assist with proposal review should be uploaded.

Proposal Lines   Proposal Notes   Special Conditions   **Attachments**   Award Proposal Credits
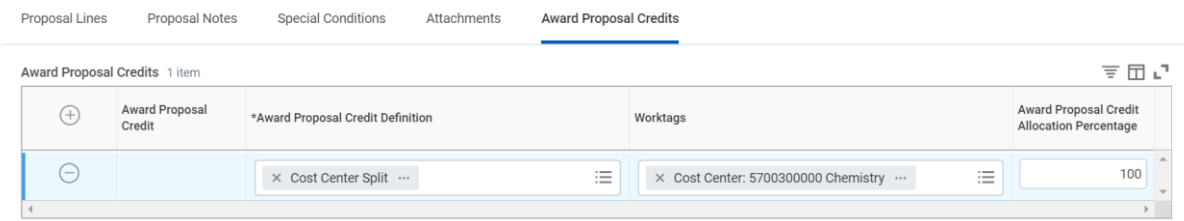
Attachments

Drop files here

or

Select files

Award Proposal Credits

The **Award Proposal Credits** tab (and other tabs) are located at the bottom of the **Create Award Proposal** screen.

<u>**Award Proposal Credits**</u> (table)

1. Click the (+) sign to add an initial row

2. **Award Proposal Credit Definition** (column) – Select **Cost Center UNO**

3. **Worktags** (column) – Select the cost center where the award needs to be set up and where F&A will be distributed in case of an award

4. **Award Proposal Credit Allocation Percentage** (column) – Enter the percentage of F&A that should be allocated to the listed cost center

5. Click the (+) sign to add another row if necessary; repeat steps 1-3

Proposal Lines   Proposal Notes   Special Conditions   Attachments   **Award Proposal Credits**

Award Proposal Credits 1 item

	Award Proposal Credit	*Award Proposal Credit Definition	Worktags	Award Proposal Credit Allocation Percentage
⊖		✕ Cost Center Split ⋯	✕ Cost Center: 5700300000 Chemistry ⋯	100

Submit Award Proposal

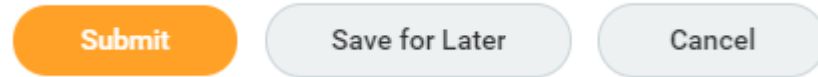1. Once all fields have been filled out, click **Submit** at the bottom of the **Create Award Proposal** screen

The award proposal is now being routed to a Research Administrator (RA) in the Office of Research for review and approval. The RA will send the award proposal on for approval. The PI, chair, dean, and Office of Research must **all** review and approve the award proposal before it is submitted to the sponsor.

NOTE: The Office of Research may edit award proposals in consultation with the PI and/or business manager after the department head/chair/director and the dean/VP have approved the draft of the award proposal. Researchers are encouraged to submit their award proposals and budgets **two weeks prior to the sponsor deadline**, so that all approving individuals can review the submission and request any necessary revisions. Our goal is to streamline the administrative portion of the award proposal process, so researchers can work with their grant writer and collaborators on the content of their proposal narrative.

Some examples of possible changes include:

- Correcting typos and making other editorial updates
- Adding missing roles, e.g. Co-PI or Business Manager
- Updating the proposal due date ("Signed Date") as needed
- Making minor budget changes, e.g. properly categorizing subawards, professional services, participant costs; correcting payroll benefits or F&A cost calculations
- Adding subaward information
- Adding documentation, e.g. Requests for Proposals (RFPs), Catalog of Federal Domestic Assistance (CFDA) numbers, letters of support
- Uploading final submission and/or confirmation from sponsor

Only financial adjustments such as changes to the cost share, buy-out, etc. will be returned to all levels for review. This may be accomplished by sending the proposal back through Workday Inbox routing or by requesting approvals via email. Approvals provided over email will be uploaded to the Workday award proposal as documentation, in case the proposal is awarded.

| Submit | Save for Later | Cancel |

You have submitted
Award Proposal:PROP-00000289:

Initiate Award Proposal

CHANGES/UPDATES LIST:

Date	Pages Changed	Who made changes
1/15/21	3, 12, 20	Julie Landry
1/22/21	19, 21	Julie Landry
3/9/21	22	Julie Landry
3/16/21	3, 5	Julie Landry
4/29/21	3, 4, 9, 12	Julie Landry