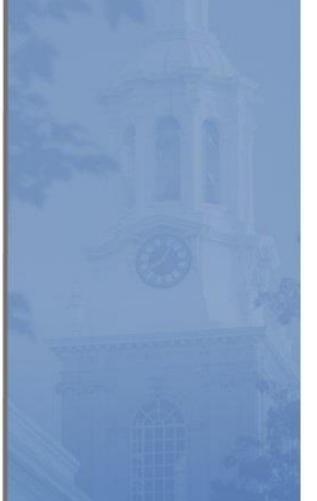
## **Click Portal**

## **Grants Module**

Create and Submit a Funding Proposal for Non System to System Submissions







**University at Buffalo** The State University of New York

Version 6 - 3/1/2019

## **Summary of Major Changes**

Version 6

- Added HERD and CIP Codes
- Project Abstract and Project Budget are Mandatory
  Links for Project Abstract and Project Budget are available on the workspace page



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## What is the Click Portal?

The SUNY Pre-Award and Compliance System (PACS) is a multi-year collaboration created to support investigators and students along with compliance and research administrative staff by giving them a new administrative tool - the Click Portal.

Click will automate the submission, review, and approval processes while managing all major administrative aspects of the research and compliance lifecycle – from proposal development and submission through compliance checks, negotiations, award setup and award management, to eventual project closeout.

This system integrates the following aspects of grants management into a single system:

- IRB
- IACUC
- Grants Management
- Conflicts of Interest (COI)
- Research Agreements
- Safety

Under the stewardship of UB's Office of the Vice President for Research and Economic Development, this platform will allow the University at Buffalo to achieve a new level of uniformity and efficiency, while also producing valuable data analytics that can guide future decisions.

UB is helping lead this system-wide effort and was the first SUNY campus to deploy the IRB module in Fall 2015.

#### **Getting a Click Account**

Accounts have been created for faculty and staff at the University at Buffalo in preparation for campuswide implementation of the Click Portal. Faculty and staff users will log into the system using their **UBIT Name** and **Password**.

If your login attempt is unsuccessful, or you are a student participating on a research team, please follow the instructions below to request an account:

Navigate to the Click Portal: IRB and Managing Compliance	
page at http://www.buffalo.edu/research/research-	Click Portal Login
services/compliance/irb/click-irb.html	
Locate the Click Portal Login area at the top-right of the page, and	Click Portal
click on the registration link.	Registration
Complete the <b>Request Account</b> form at the bottom of the page,	For UB students and non-UB staff that need
and then click the <b>Register</b> button. Be sure to select the University	access to the Click
at Buffalo as your Campus Affiliation.	Portal please register
	for an accoun here 🗷.

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Request Account If you need an account in this system, please apply by submitting your details using the following form. You will be contacted once your setup is complete.						
Please complete the following	ng details					
* First Name:	Joe					
* Last Name:	Researcher					
* Campus Email Address	5: jresearcher@buffalo.edu					
Phone Number:	716-123-4567					
Campus Login ID:	jresearch					
* Campus Affiliation:	030 University at Buffalo					
* Required	Register					

You will receive an email notification when your account has been activated.

#### Logging into the Click Portal



Enter your **UBIT Name** and **Password** in the fields, and then click the **Log In** button.

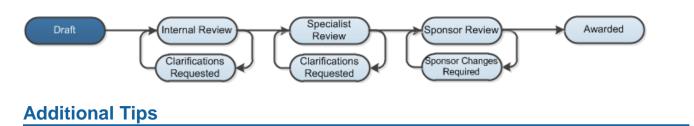
-	in Required
1 jr	esearch
•	
	Log In

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## Workflow

The workflow that appears below is on all stages of the Funding Proposal. The highlighted blue bubble changes as each stage of the funding proposal is completed.



#### **Hide/Show Errors**

Click the **Hide/Show Errors** link in the navigation bar at the top or bottom of the **SmartForm** page to display any unanswered questions.

Use the Jump To: link to navigate directly to SmartForm pages

			Edit: Funding Proposal -
You Are Here:  KBook	Save D+Exit ▲Hide/Show Errors →Print →Jump To -		Continue >>
		~	
Proposal Description & Contacts 1.0 * Short Sille of proposal:			For NIH, maximum 200 characters allowed.
2.0 * Program Director / Principal Investigator J Burget Load / Fellow:			Enr single proposals: Converting following PDF clocuments pertaining to the PDFP1Fon - Diodetch
			*Note: Other Support: <u>Not be any required</u> . Please refer to the Funding Announcement to see in the required.
Save 🗭 Exit	A Hide/Show Errors	🔒 Print 🕜	→ Jump To -
			ore proposed, in oney dire every entri-
5.0 • Select Sponsor: If Sponsor does not appear in Iss, enter name here: If from through, select Prime Sponsor:			For stagle proposition Social use immedia to the following categories: - butue - Double - Double - Double - Division/Department - Institution - State/Local Government
			If you do not find the name of the Spansor in this list, select "TBD" from the list and enter the name in the next line.
			Only enter a Prime Sponsor if this is a flow through submission.
6.0 * Are there other personnel associated with this funding proposal (including key person • Yes O No <u>Clear</u>	nel, co-investigators and department staff) who will be included on the budget?		For multi-project proposal (MPP) components: The sponsor is specified by the MPP and is read-only here.
Proposal Access Rights Definition:			
7.0 Select team members that have EDIT rights:			These users have READ and EDIT access to the funding proposal.
Last Name Fi	irst Name	Email	

#### SmartForms

The Grants module **Funding Proposal** contains **SmartForms**, which depending on the specific sponsor type and how the **Funding Proposal** will be submitted, as well as how certain individual trigger questions throughout the **Funding Proposal** are answered, may trigger the creation of additional forms that require completion. For example, answering **Yes** to the **Human Subjects** question will trigger an additional human subjects-related page; this new page will not be triggered if the original **Human Subjects** question is answered **No**.



The State University of New York

Enter the required information into each **SmartForm**. Required fields are marked with an asterisk (\*). Select the **Continue** button at either the top-right or bottom-right of each form once completed. Data is auto saved via the **Continue** button.

You Are Here:			Edit: Funding Proposal -
You Are Here:			Edit: Funding Proposal -
€ Dack	Save IP Exit ▲Hide/Show Errors ♣Print Poump To •		Continue 2
Proposal Description & Contacts  1.0 * Inort Bir of represent 2.0 * Progent Director / Project Last / Prosec	Edit: Funding Proposal -	Continue »	Privat, musicity, add privational add privati add private add private add privati add privational add privation
6.0 <sup>-2</sup> Are time setting prenormal associated with this funding proposal (including key personnal, co-investigators and department start) ● Time One Case Proposal Access Rights Definition: 7.0 Select team management that have EDIT rights:			These users have nD c and EDIT access to the funding proposal.
-			
There are no lems to display 8.0 Select team members that have READ only rights:	En En		These users neve READ access to the funding opposed.
Last Name F There are no items to display	Iret Name Err	al	
(b)	Stare (P Dat ArticleStow Drons G Print P Jump To -		Continue ()
Proposal Access Rights Definition: 7.0 Select team members that have EDIT rights:			These users have READ and EDIT access to the funding proposal.
Last Name F	First Name Em	ail	

Click the Help icon ( 🥑 ) for more information about a question or field



#### **Helpful Actions**

#### **Email Specialist**

Select **Email Specialist** from the menu **My Current Actions** located on the left side of the screen. This allows you to email the SPS representative for the selected proposal

#### **Email Proposal Team**

Select **Email Proposal Team** from the menu **My Current Actions** located on the left side of the screen. This allows you to email everyone at once listed on the selected proposal.

#### Add Comment

Select **Add Comment** from the menu **My Current Actions** located on the left side of the screen. This allows you to add a comment to the proposal which shows up in **History**.

#### **Copy Proposal**

Select **Copy** from the menu **My Current Actions** located on the left side of the screen. This allows you to make a copy of an existing proposal.

Srants Help Center	x Agreemer Grants Reports	nts Document I	COI Review	Grants	IACUC	SF424 (	Center	IRB	Safety			_
										FP000	00071	Funding Proposal
Draft	Project Information	Budgets	Internal Attachmen	s SF424 Summar	7 Contacts	Financials	Change Log	Reviewer Notes	History	Credit Routing Information		
Edit Funding Proposal	PROPOSAL INFOR PD/PI:	RMATION					BUDGE Start Da	T INFORMATION te:				
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Create Document Review	Proposal Due Date: Opportunity ID:	/	٦×		roposa	rediff		Total:				
Project Personnel Disclosure Status	SF424: Date Submitted to Sp	onsor:						SHARING:				
Credit Distribution		/										
My Current Actions	Dret	terral Review		Add Co	mment							
Withdraw Proposal (Prior to submission to sponsor)		Clarifications Requested	4									
Manage Proposal Access Rights			- <b>L</b>	Conv								
Create Additional Budget			1	Сору								
Submit for Individual or Department Review				-								
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Temail Proposal Team								_				
Add Comment				Create	PDF							
👔 Сору			-2	ordate								
Export Budget												
Create PDF								-				
Relate Associated Projects												

#### **Helpful Tabs**

#### History

To see **History** of changes made to the funding proposal select **History** from the menu on the top of the page. You may need to scroll to the right of the screen to see the **History** option.

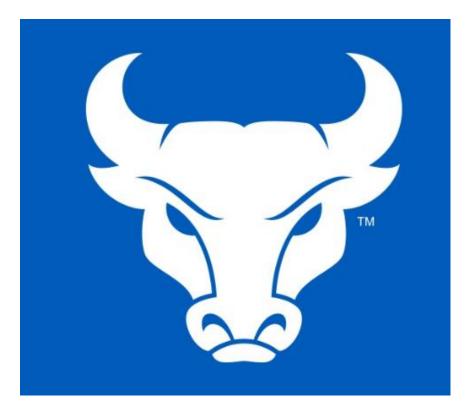
#### **Credit Routing Information**

Once the proposal has been submitted for review you can track the progress from **Credit Routing Information** option located on the top right of the proposal page. You may need to scroll to the right to see the **Credit Routing Information** option.

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# How to Create and Submit a Funding Proposal



Version 6 - 3/1/2018



## **Funding Proposal as Approval Form**

The Click Grants module allows UB to prepare and submit a Click Funding Proposal directly to Grants.gov through Click Grants for most federal grant solicitations without using any other electronic submission system. This is the System to System method. For Proposals submitted outside the Click System to System method, the Click Funding Proposal will serve as the new "approval form" for internal routing and approval (replacing the online ESPAS system). The non System to System approval process has 4 required steps: 1) Complete the SmartForms with project information 2) Complete the Budget section 3) Complete the Credit Distribution section 4) Submit for review and routing. Each section below has a screenshot of the required Funding Proposal (FP) SmartForm page highlighting the required fields that need to be completed in order to continue to the next page. Required fields are in the forms indicated by a red asterisk (\*). You will need to fill out more than the required information in order to submit your Funding Proposal. There are notes that appear throughout the document, **v** refers to UB specific guidance for the approval form process

## How to Create and Submit a Funding Proposal (FP)

## **Step 1: Funding Proposal Smart Forms**

To create a new Funding Proposal log into Click, select the Grants Tab in the top navigation menu and then select **Create Funding Submission.** This will immediately open the Project Information SmartForm for the newly created Funding Proposal

University	University at Buffalo The State University of New York										
	<b>»</b>	My Inbox	A	greemen	ts	(	COI	Gr	ants		IAC
	Grants	Help Center	Grants	Reports	D	ocument	Review				
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Help	Center		All Single P	roposals	A11 /	Awards	All Subawa	rds			
Docu	ment Review	v	Filter 😨	ID		▼ Ente	er text to search	1 for	Go	+ Add Filter	r 30
Repo	rts		ID	Name							



#### **Proposal Description & Contacts**

			Edit: Funding Proposal -
You Are Here:	Bave ⊕ Exit ▲ Hide/Show Errors ⊖ Print ♥ Jump To •		Continue »
			outanac //
Proposal Description & Contacts			For NIH, maximum 200 characters allowed.
2.0 * Program Director / Principal Investigator / Project Lead / Fellow:			For single proposals: Upload the following PDF documents pertaining to the PD/PV/Fellow: - Blostetch
If a fellowship, please identify the Mentor:			* Note: Other Support: <u>Not usually required</u> . Please refer to the Funding Announcement to see if this is required.
COI Disclosure: [None] (2. Ubload Biosketch: [None] (2. Ubload Other Support: [None] (2. Ubload			
3.0 Research Coordinator:			Staff chosen for this question will have edit access rights to the proposal.
4.0 Administrative Contact:			Staff chosen for this question will have edit access rights to the proposal, if they are study staff.
5.0 • select Sponsor			For simple proposals: Sponser list limited to the following categories: - Foundation Sponser - Gouvernment Agency/Sponsor - Disistor Jegestment - Institution - StateLocal Covernment
If flow through, select Prime Sponsor:			If you do not find the name of the Sponsor in this list, select "TBD" from the list and enter the name in the next line.
			Only enter a Prime Sponsor if this is a flow through submission.
6.0 * Are there other personnel associated with this funding proposal (including key personnel, co	-investigators and department staff) who will be included on the budget?		For multi-project proposal (MPP) components: The sponsor is specified by the MPP and is read-only here.
Proposal Access Rights Definition:			These users have READ and EDIT access to the funding proposal.
7.0 Select team members that have EDIT rights:			These users have READ and EDTT access to the funding proposal.
Last Name	First Name	Email	
There are no items to display			
8.0 Select team members that have READ only rights:			These users have READ access to the funding proposal.
Last Name	First Name	Email	
There are no items to display			
K Back	🖺 Save 🕪 Exit 🛕 Hide/Show Errors 🖨 Print 产 Jump To 👻		Continue »

#### 1.0(\*) Short title of proposal

Enter in the full title of your proposal

NOTE: NIH must be under 200 characters

#### 2.0 (\*) Program Director / Principal Investigator / Project Lead / Fellow:

These following are not currently required: **COI Disclosure**, **Biosketch** and **Other Support**. If the submission is s System to System a **Biosketch** is required.



If you are filling this out for a PI (not yourself) fill out **7.0 Select team members that have EDIT rights** with your name before changing the PI to the correct person



If Funding Proposal is a **Fellowship**, list the UB Faculty member as the **Principal Investigator**. For the **Short Title** write: "Fellowship For [Fellow's Name]: Title of the Project". Make sure the Fellow is added to **7.0 Proposal Access Rights Definition** before you continue to the next SmartForm

#### 3.0 Research Coordinator

Leave blank as this pertains to a System to System submission

#### 4.0 Administrative Contact

Y Leave blank as this pertains to a System to System submission

#### 5.0 (\*) Select Sponsor

Search the **Sponsor** by typing on the search bar; if the **Sponsor** cannot be located in the search tool, you can use the Name *TBD* in the database. Please enter the **Sponsor Name** in the field below. Only select a **Prime Sponsor** if this is a flow through submission.

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#### If flow through, select Prime Sponsor:

To select **Prime Sponsor** type name into the search bar; if the **Prime Sponsor** cannot be located in the search tool, you can use the Name **TBD** in the database.

#### 6.0 (\*) Are there other personnel associated with this funding proposal

This drives section **Additional Personnel 1.0-2.0** to come up so you can add personnel that will map to budget section.

This will open up a new page **Additional Personnel** (see below). This is the first step in adding a Co-Investigator to the Funding Proposal

#### **Proposal Access Rights Definition:**

#### 7.0 Select team members that have EDIT rights:

Select UB users that can edit the Funding Proposal and Budget. This will typically be departmental staff/coordinators. They will not receive any email notifications from the Grants module.

You are not required to add anyone to this section. If you are filling this out for a PI (not yourself) fill out this section with your name before changing the PI to the correct person in **2.0 Program Director / Principal Investigator / Project Lead / Fellow** 

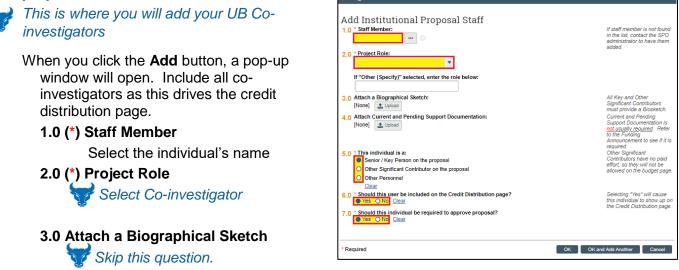
#### 8.0 Select team members that have READ only rights:

We suggest leaving this section blank, as it pertains to System to System submissions.

#### **Additional Personnel**

This section will activate if number 6.0 in the General Information section is marked Yes

## Select other Institutional investigators and key personnel that will be involved in this proposal:



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4.0 Attach Current and Pending Support Documentation

5.0 (\*) This Individual is a:

Select senior/key person

6.0 (\*)Should this user be included on the Credit Distribution page?

This defaults to yes, do not change

7.0 (\*)Should this individual be required to approve proposal?

This defaults to yes, do not change.

## 2.0 Identify all non-institutional investigators and personnel that will be involved in this proposal:



This is only for a System to System (S2S) submission, do not fill this section out

Add FP_AdditionalPerson	el .			
	-			
Add Other Ner	-Institutional Pr	amagal Ctoff		
Add Other Nor	I-IIIStitutional Pi	oposal Stall		
1.0 Name: Prefix:				
<ul> <li>First Name:</li> </ul>				
Middle Name:				
• Last Name:				
Suffix:				
Contact Informati	on:			
Phone:	-			
Fax:				
* Email:				
Organization Add				
Street Address 1:				
Street Address 2				
City:				
County:				
State:	Select One	*		
Province:				
Country:	Select One	-		
ZIp Code:				
Organization Info	mation:			
Position / Title:				
Organization:				
-				
Department:				
Division:				
2.0 * Select Project R	ole: selected, enter role name bei	low:		
3,0 Credential, e.g. aj	ency login:			
4.0 Degree Type:				
Degree Year:				
5.0 Attach a Biograph				
[None] 🚨 Uploar				
6.0 Attach Current ar [None]	d Pending Support Document	ation:	Current and Documents	d Pending Support ation is <u>not usually require</u> sing Announcement to see
			to the Fund required.	ung Announcement to se
	erson on the proposal int Contributor on the proposal			
Required			ок ок	and Add Another Ca



#### **General Proposal Information**

		Edit: Funding Proposal -
You Are Here:		
≪ Back	🖺 Save 🕪 Exit 🛕 Hide/Show Errors 🔒 Print 🏞 Jump To 🗸	Continue »
Community and Information		
General Proposal Information		For single proposals:
1.0 Type of Application:I₽ New		If the Sponsor name was manually entered on the previous page, the Sponsor Type will default to "Not For Profit". Contact the SPO office if
Type of Sponsor Selected:		this is not appropriate.
Federal		For multi-project proposal (MPP) components:
2.0		The sponsor type is specified by the MPP and is read-only here.
If Resubmission or Renewal, please enter the Sponsor #:		
Is this award transferring in from another institution?		
3.0 * Indicate how the forms will be submitted to the Sponsor:		
O Adobe forms via Grants.Gov		
Other Clear		
4.0 Instrument Type:		
Grant		
Contract Cooperative Agreement		
Subaward-Subcontract		
Clear		
5.0 Describe the purpose of this project:		[The selection of a specific purpose will determine what F&A rates are used within the Budgets].
If the purpose is Research, indicate the type of Research below:		.,
Basic		
O Clinical		
O Translational O Other		
Clear		
6.0 * Is this a Clinical Trial? Over No Clear		
7.0 * Is this a multi-PI Submission? O'Yes No Clear		
8.0 * Will the project performance be on campus, off campus or both?		
O Off Campus		
O Both		
Clear		

#### 1.0 (\*) Type of Application

Select Type of Application:

**New** - An application that is being submitted to an agency for the first time.

- **Renewal** An application requesting additional funding for a period subsequent to that provided by a current award. A renewal application competes with all other applications.
- **Continuation** Request or award for a subsequent budget period within a previously approved project for which a recipient does not have to compete with other applications.

**Revision** - A supplemental application requesting additional funding for an active award.

**Resubmission** - An unfunded application that the applicant has modified following initial review and resubmitted for consideration. NIH allows a maximum of one resubmitted application.

Sponsor selected is mapped from your earlier response based on sponsor selection (Form 1: **Proposal Description and Contacts** question 5.0). If you selected a **Prime Sponsor** for a flow through submission the **Type of Sponsor Selected** will show up as **Pass-through/Subcontract/Subaward** 

#### 2.0 If Resubmission or Renewal, please enter the Sponsor #

Example: (for NIH) GM123456

#### If this award is transferring in from another institution?

Mark **Yes** if this project is currently awarded to another institution, but will be termed at that institution and re-awarded to UB

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The State University of New York

#### 3.0 (\*) Indicate how the forms will be submitted to the Sponsor:

Select Adobe forms via Grants.Gov or Other as appropriate

Note: "Adobe forms" have been replaced by the Grants.Gov Workspace; we anticipate the Smart Form will be updated with the revised language in the next iteration of the grants module

- Click Grants via Grants.Gov is the System to System option for federal submissions that are required to go through grants.gov. This adds the Federal Grant Information page to the proposal in which you will enter the federal opportunity ID.
- Adobe forms via Grants.Gov is utilized for submissions through Grants.gov Workspace.
- **Other** for submissions submitted via Fastlane, Email, Paper, other sponsors' submission portals, or any other method other than Grants.gov.

#### 4.0 (\*) Instrument Type

Select anticipated award mechanism

- **Grants** awards to achieve a stated public purpose or activity to be carried out without substantial sponsor involvement
- Contract award mechanism to acquire services or deliverables for direct benefit or use of the sponsor
- **Cooperative Agreement** award mechanism used to achieve a public purpose where substantial involvement is anticipated between the sponsor and recipient during the project's performance
- **Subaward/Subcontact** an award received from a pass-through entity rather than directly from the original funding source to carry out a specific scope of work for a project

#### 5.0 (\*) Describe the purpose of this project:

Definitions for each purpose type and research type are available by clicking the blue guestion mark

#### 6.0 (\*) Is this a Clinical Trial?

Select as appropriate

#### 7.0 (\*) Is this a multi-PI Submission?

Select as appropriate



The multi-PI is an NIH only concept. Other sponsor uses a single lead PI and possible multiple co-investigators. For non-NIH applications, mark **No**. For NIH applications, select as appropriate.

#### 8.0 (\*) Is this an on campus submission, an off campus submission, or both?

Select as appropriate



University at Buffalo

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#### **Research Department Determination**

						Edit: Funding Proposal
You Are Here						
« Back	🖺 Save	🕩 Exit	Hide/Show Errors	🖶 Print	Aump To 🗸	Continue »
Research Department Determination 1.0 * Select the Submitting Department: 2.0 Sponsored Research Location (Institution): 030 University at Buffalo Sponsored Programs Office (SPO): 030 Sponsored Projects Services						[This will be the department that is mapped to the SF424 not the Department to which the PI is assigned.] The Institution and SPO are defaulted from the PI's Department, but will be changed if you select a new Department (in step 1.0 above) and save this form.
≪ Back	🖺 Save	🕩 Exit	A Hide/Show Errors	🔒 Print	Aump To 🗸	Continue »

#### **1.0 (\*) Select the Submitting Department:**

Use the identification number 030 before the **Organization** entered in the search (e.g., 030 Neurology, 030 Pediatrics, etc.).

#### 2.0 Sponsored Research Location (Institution):

This defaults to sponsored project services University at Buffalo. No changes can be made here.

#### **Compliance Review**

w Are Here:		Edit: Funding Proposal -
« Dack	Save 🕒 Exit 🛕 Hide Show Errors 🖨 Print 🏞 Jump To •	Continue »
ompliance Review		
1.0 For the item listed below, indicate if it is involved in this project:		<ol> <li>Interacting with living human beings in order to gather data about them, using methods such as interviews, living grappi, geastionnaries, and participant abouration, or</li> </ol>
"Human Subjects: Office: Office: Office:		<ol> <li>Conducting interventions with living human beings such as experiments and manpulators of subjects or subjects' aniversments, or</li> </ol>
		<ol> <li>Observing or recording private behavior (behavior that individuals have a reasonable expectation will not be observed and recordid), or</li> </ol>
		4. Classing protest interfacilitation informations that have been calculated advant or provided by individuality, such are a solicited record, detailable private information, an interclubic spectreme calculated by another researcher or ingeniculation.
2.0 For the liter listed below, indicate if it is involved in this project: • Vertebrate Animatic Covers Cline Covers		The use of long vertabate arised or that takes not be reviewed for complexity with institutional arised one and constitutions.
3.0 For the item listed below, indicate if it is involved in this project:		Recordinant or synthetic ruckic acid molecules are
* Recombinant DNA: Oreg. One Com		(i) realization that
		a) are constructed by joining nucleic acid malecules, and
		<li>b) can replicate in a living cell (i.e. recombinant nucleic acids);</li>
		(ii) nucleic acid molecular that are chemically or by other means synthesized as amplified, including those that and themically or otherwise modified but can base pair with naturally occurring nucleic acid indicables (i.a. synthetic society acids); or
		(ii) makeades that result from the replication of those described in (i) or (ii) above.
4.0 For the item lifet below, include if it is involved in this project:     Hiszardous Materials Conc. Conc. Conc.		Notaerbas instantisk are any terms which could alcase have to human, around or plane health or damage to protectly.
5.0 For the filem Initial below, indicate If it is involved in this project:  • Radicactive Materials Of IRE OND Char		Any matural which write or volume in the services of discord quadratics or particles.
6.0 For the team make below, instants if it is movine in this propert. * Automations <u>Provided Totals</u> <u>Case</u>		Malassite atoms have a same shown, where notes have a different norther of materian and finantian, other or none. Then, a they have the same atoms (notes 2) has different ranes contines (4).
7.0 For the filem sailed below, indicate If it is involved in this project: • Human Empryonic Stailer Center Const. Ching Const.		Nones deshyper fam Cala ar and/orenand sole for house onlyse that is applied of youry resis addressly mee cala of the services, and fore studies and a cala area for these addresses.
8.0 For the lifem links before, indicate IF it is involved in this project: • DURC Benet Agents: DTM: CTM2 Table		DDRC is "the convex reasers," that have an convex orderization, can be reasonable entropeed to provide location, enterwards, product, or industriages that called a denty resummed appear a specificant theory with tradit convergences is public, builts during approximation traps and other places, whereas, the environment, or a standar second.

#### For each item listed below, indicate if it is involved in this project:

If you select **Yes** to the following: **Human Subjects, Vertebrae Animals, Recombinant DNA** and/or **Hazardous Materials Usage** it will trigger the addition of another form(s) to your submission, otherwise the next page that will display will be **Export Control Form** 

If you select Yes to **Human Embryonic Stem Cell** and this is a Federal or Federal Flow Through submission the form **Federal Grant Stem Cell Lines** will display for completion in the **Federal Grant Information** section. If the Funding Proposal is nonfederal the form **Steam Cell Lines** will be added after **General Submission Information**.



## **Additional Compliance Review SmartForms**

#### Human Subjects Research

							Edit: Funding Proposal -
You Are He	re:	-			_		
<b>«</b> Back		🖺 Save	🕩 Exit	A Hide/Show Errors	🖶 Print	Amp To 🕶	Continue »
Huma	an Subjects Research						
1.0.	Indicate the IRB review status of this research below:						
	O Approved						
	O Pending						
	O Exempt						
	Not Yet Submitted						
	Clear						
2.0	If Exempt and NIH-funded, select the appropriate IRB Exemption Numbers b	elow:					
	0 E1						
	□ E2 □ E3						
	E3     E4						
	C E5						
	C E5						
	0 E7						
	C E8						
3.0	If approved by the IRB, enter the date of the approval:						If this is a continuation, you must have the protocol
5.0							# and approval date for IRB
4.0	IRB Protocol #, if available:						
5.0	If IRB approval is pending, enter the date the protocol was submitted to the	IRB:					
	<b>m</b>						
	Provide any additional information that might be useful for this review:						
0.0	Frovide any additional mormation that might be useful for this review.						
	_						
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#### 1.0 (\*) Indicate the IRB review status of this research below

If **Approved** is selected, questions 3 and 4 are required to be completed. If Pending is selected, question 5 is required to be answered.

#### 2.0 If Exempt and NIH-Funded, select the appropriate IRB Exemption Numbers Below

3.0 If approved by the IRB, enter the date of the approval

Enter Date format: MM/DD/YYYY or select date from calendar icon

#### 4.0 IRB Protocol #, if available

#### **5.0 If IRB approval is pending, enter the date the protocol was submitted to the IRB:** Enter Date format: MM/DD/YYYY or select date from calendar icon

#### 6.0 Provided any additional information that might be useful for this review:



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#### Vertebrate Animal Research



**1.0 (\*)** Is the research related to the project approved by the IACUC or pending review? If Approved is selected, questions 2 and 3 are required to be completed.

#### 2.0 If approved by the IACUC, enter the date of the approval:

Enter Date format: MM/DD/YYYY or select date from calendar icon

#### 3.0 IACUC Protocol #, if available:

If Protocol Number is Unavailable enter "N/A"

#### Recombinant DNA Research



**1.0 (\*)** Is the research related to this project approved by the IBC or pending review?

### 2.0 If approved by the IBC, enter the date of approval:

Enter Date format: MM/DD/YYYY or select date from calendar icon

#### 3.0 IBC Protocol #, if available



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#### Hazardous Material Usage



1.0 (\*) Is the use of the hazardous material related to this project approved by the Safety Committee or pending review?

If **Approved** is selected, questions 2 and 3 are required to be completed.

#### 2.0 Enter the date of the approval

Enter Date format: MM/DD/YYYY or select date from calendar icon

#### 3.0 Registration #:



#### Export Control



For any questions or definitions regarding Export contact: Rich Karalus karalus@buffalo.edu

1.0 (\*) Does the project involve export restricted science or engineering areas (including but not limited to military/defense items or information;

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port Control 1.0 Deet the project involve support restricted science or engine computers or encryption technology/7 Control And Calar	wring areas (including but not limited to military/stolenes items of information; weapons; satulities or other space technology; new drop	gi, high performance we make equiption up particular to a support of activity of the support activity of statements into of the sum of the sum of the support subject of observe catacular of memory and activity of activity.
2.0 - Decs this preject involve the use of equipment, software, so To yes a log Char	nrices or technical data (information) that is on the United Status Munitions List (JSML) under the International Tasific in Arms Regulat	и должи тер у листер армите за на минет за на от честно тер на телен порти на теле ерима на за на полна на полна на полна телена за на полна на порти на ели истора (/TAR)? Истора на мака на ради на на порти до на порти да на получи, на на на порти порти порти на порти пол на на порти должи на телена селот и стана на порти на на порти на порти пол на на порти должи и телена селот и стана на порти.
3.0 * Does the project provide any service or information related application? 0.102 0.00 Citize	to an ITAR defense article to a new US person or are yes providing any data or information to a foreign national or foreign entry for a m	iiiiany or deletse 2 construint loss broadstruint to writing up 75% of the control when index is designedly also a contraction over it manufactors to reaching many a monitory or a microsoft to easter produce access.
4.0 * Do you writchele receiving my Proprietary Information Inc int the Case (if yes, answer part 2 below)	In the approver and/or a third party?	Promising Cells subjects from Discourse Approximation by the operationship of the equivalence of post states where the state of the state of equivalence of subjects and equivalence of states of the states and the operation of the posterior of the states of the states of the states and the state of the states of the posterior of the states of the states of the states and the states of the states of the posterior of the states of
Hara Run Dackness Agreement been signed?     No O to Class     O to Class     O to you aryon study hears, so part of this project, articipat     out gloom, comman, to my antivated ing, subcontractor, co     O to You Class	chandwring or providing access alread by any mans, to any software, blockley againent, biologics, materials, or any other comm sufficient, colleague or sponsof?	techny assols an legition. The balance of the second of t
6.0 Dees this ervicet provide data, services or conduct any trai	saction with or in an embargood country as defined by the Office of Fereign Asset Controls such as North Korea, Iran, Cuba, Syria or S	index?
7.0 Results of Fundamental Research are not controlled bocau Cover Citize Citize	e they are intended to be published and shared widely. Is there any reason that you do not intend to publish or share your results?	HARTICHEL DISSOCIATIO DI TRAPPI ONTONE METODENTE NU DISSOVITA DI DOI DI Sconnece i Hancio. Proposi tra su un parte di scontente mas co may meso agrecciazione del presentazione di sconte rigo macchine del mas
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9.0 "Deek link project involve my non-US persons or organizati 1.102 Only Child	an, naturing stasients d'Arcourt Pil yes, plesse foit the personis) name and athinded organization.	Here Gig and a strend derivative of the start strend and plants and in approximate strend and a strend strend strend strend strend strend strend strend and strend strend strend strends and strend strend strend strends.
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weapons; satellites or other space technology; new drugs; high performance computers or encryption technology)?

2.0 (\*) Does this project involve the use of equipment, software, services or technical data (information) that is on the United States Munitions List (USML) under the International Traffic in Arms Regulations (ITAR)?

3.0 (\*) Does the project provide any service or information related to an ITAR defense article to a non-US person or are you providing any data or information to a foreign national or foreign entity for a military or defense application?

4.0 (\*) Do you anticipate receiving any Proprietary Information from the sponsor and/or a third party?

Has a Non-Disclosure Agreement Been Signed?

If you select **Yes** the second question is required. Do not answer if you select **No 5.0** (\*) Do you or your study team, as part of this project, anticipate transferring or providing access abroad by any means, to any software, laboratory equipment, biologics, materials, or any other commodity such as laptop, cell phone, cameras, to any individual (e.g. subcontractor, consultant, colleague or sponsor)?

6.0 (\*) Does this project provide data, services or conduct any transaction with or in an embargoed country as defined by the Office of Foreign Asset Controls such as North Korea, Iran, Cuba, Syria or Sudan?

7.0 (\*) Results of Fundamental Research are not controlled because they are intended to be published and shared widely. Is there any reason that you do not intend to publish or share your results?

8.0 (\*) Do you anticipate that this project will involve restrictions to the dissemination of results, involvement of foreign nationals or any other export controls related concerns?

9.0 (\*) Does this project involve any non-US persons or organizations, including students if known? If yes, please list the person(s) name and affiliated organization. Answering Yes to this question will trigger the appearance of a text box that must be completed.

Any Non-US Persons is defined as anyone who does not have a green card or is not a US Citizen.



#### **Program Classification**

						Edit: Funding Proposal -
You Are Here: 💼						
« Back	🖺 Save	🕩 Exit	A Hide/Show Errors	🔒 Print	Aump To 🗸	Continue »
Program Classification Select the most relevant code for each of the classification codes listed below. Help guides for each 1.0 Discipline / Field:	h code are lo	ocated to the	right:			O ideaca I linka Educativa Decembrand
* Higher Education Research and Development Survey (HERD) code:						Guidance: Higher Education Research and Development Survey (HERD) code detailed discipline examples
* Classification of Instructional Programs Survey (CIP) code:						Guidance: Classification of Instructional Programs (CIP) codes by major categories
2.0 This proposal is related to: * Cancer Research: <u>Yes O No</u> Clear						
* HIV Research: O Yes O No Clear						
* Phase 3 Clinical Trial: O Yes O No Clear						
* Investigational Drug: <u>Ves</u> <u>No</u> <u>Clear</u>						
« Back	🖺 Save	C Exit	A Hide/Show Errors	🔒 Print	Aump To 🗸	Continue »

#### 1.0 (\*) Discipline / Field

Select the most relevant code for each of the two coding surveys. The **Higher Education Research and Development Survey (HERD)** ranks universities based on their research and development expenditures. The HERD code categorizes expenditures for each project based on the code chosen here. The **Classification of Instructional Programs (CIP)** is a taxonomy of academic disciplines at higher education institutions. Schools are not ranked based on the CIP, but the codes are used for various decision making purposes.

#### 2.0 (\*) This proposal is related to

Select as appropriate.



Based on the Sponsor Type and answering either Adobe forms or Other from <u>General Proposal Information</u> Question 3.0

- I. For Federal sponsors: Federal Grant Information section is created with Federal Grant Information (non-grants.gov submission), Federal Grant Program Income, and (if applicable) the Federal Grant Stem Cell Lines pages. Go to page 20.
- II. For Non-Federal (Sponsor Types: Industry/for Profit or Foundation/Non for Profit or State or Local): Non Federal Grant Information section is created with General Submission Information and (if applicable) Stem Cell Lines pages. Go to page 22.
- III. For a Pass-through/Subcontract/Subaward: Non Federal Grant Information section is created with a Flow Through Sponsor Information and (if applicable) Grant Stem Cell Lines pages. Go to page 23.



#### 1.0 Opportunity ID (PA or RFA Number):

Type the federal **Opportunity ID**, or enter the **CFDA Number** or **Competition ID** and click the **Find** button. A table appears with the matching Grants.gov opportunities. Select the opportunity from the table by using the radio buttons at the left of the row.

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Once you hit continue the form **Funding Opportunity Announcement** displays indicating the opportunity is supported by click. If the FOA is supported select continue to the next form.

Contact your SPS Proposal Specialist if opportunity number is not supported

#### 2.0 Opportunity Title:

3.0 Agency Name:

[None] .... 4 0 NIH Grant Type (if applicable):

4.0 NIH Grants Type (if applicable):

Continue »

Continue >>



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#### **Federal Grant Program Income**

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1.0 * Will th O Yes	Grant Program Incom here be program income? ONO Clear If yes, provide program income detai								Program income is gross income—earned by a grantee, a consoftium participant, or a contractor under a grant that was directly generated by the grant-supported activity or earned as a result of the award. For details.
	+ Add								visit the NIH Grants Policy site.
	Period	Source			Amount				
	There are no items to display								For a multi-project proposal (MPP) Overall component: This question on the Overall component provides the only location in the MPP where you can describe the program income. Include the details for the entire MPP and all its components here.
			🖺 Save	🕩 Exit	A Hide/Show Errors	🔒 Print	Aump T 🔿	0 -	Continue »

#### 1.0 (\*) Will there be program income?

Select as appropriate

Uploaded document file name must be alpha numeric and under 50 characters

#### Federal Grant Stem Cell Lines



This form will only display if you selected **Yes** to **Human Embryonic Stem Cell** in the **Compliance Review Form**. Select response as appropriate.



Go to page 25, Submission Dates, to continue.



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## II. Non Federal Funding Proposal

Funding Proposal Sponsor Type = Industry/For Profit, Foundation/Not for Profit, State, Local

#### **General Submission Information**

You Are H	ere:						Edit: Funding Proposal -
<b>«</b> Back		🖺 Save	🕩 Exit	A Hide/Show Errors	🖨 Print	产 Jump To 🗸	Continue »
1.0	eral Submission Information Primary Sponsor/Funding Source: General Submission Documents	Vers	sion				<b>Optional:</b> Attach any documentation that would provide additional information about the submission. For example, sponsor guidelines, letters of intent, etc.
K Back		🖺 Save	🗭 Exit	A Hide/Show Errors	🔒 Print	➡ Jump To ◄	Continue »

#### **1.0 Primary Sponsor/Funding Source**

The selected sponsor name is shown here. Nothing else is required.

#### 2.0 General Submission Documents

#### **Stem Cell Lines**

u Are Here: « Back	🖺 Save 🕐 Exit 🛕 Hide/Show Errors 🔒 Print 🌈 Jump To 🗸	Edit: Funding Proposal -
	Source of the Annalous Clora Chine 1. ann bio.	Country
Stem Cell Lines		
1.0 Specific Stem Cell cannot be referenced at this time, one from the registry will be	e used:	This may be pre-determined by the grant funding mechanism.
······································		In some cases, can be determined from your Funding Opportunity.
Embryonic Stem Cell Lines:		You can check these numbers at http://stemcells.nih.gov/staticresources/research/registry/PDFs/AvailableLine:
BG01		
<ul> <li>BG02</li> <li>BG03</li> </ul>		
BG03		
ES01		
C ES02		
C ES03		
ES04		
ES05		
ES06		
MI01		
SA01		
SA02		
G SA03 TE03		
<ul> <li>TE03</li> <li>TE04</li> </ul>		
C TE06		
C TE07		
TE32		
TE33		
TE62		
TE72		
UC01		
UC02		
WA01		
WA07		
<ul> <li>WA09</li> <li>WA13</li> </ul>		
U WA13		

### Go to page 25, Submission Dates, to continue.



## III. Pass-through/Subcontract/Subaward Funding Proposal

Funding Proposal Sponsor Type = Pass-through/Subcontract/Subaward where the Prime Sponsor is Federal or Nonfederal

Flow Through Sponsor Information

							Edit: Funding Proposal -
You Are He	re:		<b>C N N N</b>	A			
		🖺 Save	🗭 Exit	A Hide/Show Errors	🖨 Print	r Jump Io ◄	Continue »
1.0 <sup>[]</sup>	Through Sponsor Information Direct Sponsor: Prime Sponsor: You may input the direct sponsor contact information here:						
	+ Add						
	Name		т	ītle			
	There are no items to display						
3.0	dentify the CFDA number as indicated by the direct sponsor:						
4.0	dentify the grant award number as indicated by the direct spon	sor:					
5.0 \$	Small Business Innovation or Technology: O Yes O No <u>Clear</u>						
<b>«</b> Back		🖹 Save	🕩 Exit	A Hide/Show Errors	🖨 Print	产 Jump To 👻	Continue »

This SmartForm only shows up if the question **5.0 If flow through, select Prime Sponsor** is completed from SmartForm **Proposal Description & Contacts** 

#### 1.0 Direct Sponsor:

This defaults to **Sponsor** mapped form your earlier response based on sponsor selection (Form 1: **Proposal Description and Contacts** question 5.0)

#### **Prime Sponsor**

This defaults to **Prime Sponsor** mapped form your earlier response based on sponsor selection (Form 1: **Proposal Description and Contacts** question 5.0)

#### 2.0 You may input the direct sponsor contact information here:

Add Write I	n Contact Information			
* Name:				
Title:				
Address:				
Phone:				
Fax:				
Email:				
* Required		ОК	OK and Add Another	Cancel

Select Add and input direct sponsor information into fields. When finished select OK

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University at Buffalo

#### The State University of New York

#### 3.0 Identify the CFDA number as indicated by the direct sponsor:

#### 4.0 Identify the grant award number as indicated by the direct sponsor



List the proposal Funding Opportunity Announcement (FOA), Request For Application (RFA), Request For Quote (RFQ), or Program Announcement (PA) number for the prime solicitation from the prime sponsor

#### 5.0 Small Business Innovation or Technology Select Yes or No

#### **Stem Cell Lines**

This form will only display if you selected **Yes** to **Human Embryonic Stem Cell** in the **Compliance Review Form**. Select response as appropriate

						Edit: Funding Proposal -
You Are Here:				0		
4( Rack	E Sare	UP Exit	Hide/Show Error	e Print	Jump lo -	Continue 3
Stem Cell Lines						
1.0 Specific Stem Cell cannot be referenced at this time, one from the registry will be used: C	1					This may be pre-determined by the grant funding mechanism.
	5					In some cases, can be determined from your Funding Opportunity.
						You can check these numbers at
Embryonic Stem Cell Lines:						http://stemcells.nih.gov/staticresources/research/registry/PDFs/AvailableLines.pdf
BG01 BG02						
<ul> <li>BG02</li> <li>BG03</li> </ul>						
D 8604						
D ES01						
ES02						
ES03						
ES04						
ES05						
ES06						
M01     SA01						
SA01						
SA03						
D TE03						
D TE04						
TE06						
TE07						
TE32						
TE33						
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WA13						
WA14						
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Go to page 25, Submission Dates, to continue.



#### **Submission Dates**

You Are Here:						Edit: Funding Proposal -
« Back	🖺 Save	🕩 Exit	A Hide/Show Errors	🖨 Print	产 Jump To 👻	Continue »
Submission Dates 1.0 *Application submission deadline: 2.0 SPO submission deadline:						Review the Opportunity instructions carefully to determine the submission deadline. This field will be calculated to be 5 business days prior to the application submission
3.0 Date response expected from sponsor (estimated):						deadline. Please review the provided link to help estimate the expected response date for NIH applications: "Review and Award Cycles"
4.0 * Expected Start Date:						Please review the link below to determine an appropriate start date for NIH applications. "Review and Award Cycles".
« Back	🖺 Save	🕩 Exit	Hide/Show Errors	🔒 Print	Aump To 🗸	Continue »

#### 1.0 (\*) Application submission deadline:

Enter the sponsor imposed deadline.

#### 2.0 SPO Submission Deadline

#### 3.0 Date response expected from sponsor (estimated):

#### 4.0 (\*) Expected State Date:

By default, today's date will appear in this field; please enter an appropriate **Start Date** for your application

#### **Budget Periods**

u Are Here:									Edit: Funding	Proposal -
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udget Periods										
adgerrenous										
Jse Advanced Editing										
Date Project Starts 6/13/2018										
ate Project Ends 6/12/2	023									
roject Length (Years)	5									
	Duration	Target Direct \$	Target Indirect \$	Start	End					
Add 1 vrow: Add	(Months)			6/13/2018						
	12	\$ 0.00	\$ 0.00	6/13/2018	6/12/20	113				
Period Name Period 1										
2 Period Number 2	12	\$ 0.00	\$ 0.00	6/13/2019	6/12/20	020				
Period Name Period 2										
3 Period Number 3	12	\$ 0.00	\$ 0.00	6/13/2020	6/12/20	021				
Period Name Period 3										
4 Period Number 4	12	\$ 0.00	\$ 0.00	6/13/2021	6/12/20	022				
Period Name Period 4										
5 Period Number 5	12	\$ 0.00	\$ 0.00	6/13/2022	6/12/20	Remove	1			
Period Name Period 5										
	4									

A budget period table is created using the **Start Date** entered on the <u>Submission Dates</u> Form (above) and will default to five rows. If necessary use the **Add** and/or **Remove** buttons within the chart to edit the number of **Periods**. Each period defaults to 12 months. Each period can be edited as appropriate for the project.

Do not fill out **Target Direct \$** and **Target Indirect \$**. All budget information will be filled out in the Budget Section.

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#### **Research Performance Sites**

You Are Here:						Edit: Funding Proposal -
« Back	🖺 Save	🕩 Exit	A Hide/Show Errors	🔒 Print	产 Jump To 🗸	Continue »
Research Performance Sites 1.0 Sponsored Research Location (Institution): 030 University at Buffalo State University of New York at Buffalo The UB Commons, 520 Lee Entrance, Suite 211 Amherst, NY 14228-2567 2.0 If there are additional project/performance locations, select	t them below:					
	t them below.					
Name						
There are no items to display						
« Back	🖺 Save	🕩 Exit	A Hide/Show Errors	🔒 Print	Aump To 🗸	Continue »

#### **1.0 Sponsored Research Location (Institution):**

For Adobe forms via Grants.Gov or Other: This is not relevant to your submission and no further action is required on this form.

#### 2.0 If there are additional project/performance locations, select them below:

This section is not currently populated, leave blank.

#### Project Attachments – Research & Related Other Project Information



#### 1.0 (\*)Project Abstract

Attach the Project Abstract associated with this Funding Proposal

#### 2.0 Project Narrative

#### 3.0 Proposal in Full

#### 4.0 (\*)Budget

Attach the Budget associated with this Funding Proposal

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#### 5.0 Cost Share Budget

- 6.0 Budget Justification
- 7.0 Other (Waiver of F&A, guidelines, other as needed)

### **Completion Instructions**

							Edit: Funding Proposal -	
You Are	tere:							
≪ Back		🖺 Save	🕩 Exit	Hide/Show Errors	🔒 Print	产 Jump To 🗸		Finish
Com	pletion Instructions:							
1.0	Congratulations, you have completed the first section of required in	nformation for	this applica	tion.				
	In the toolbar, select "Hide / Show Errors" to validate that all require	ed questions i	n this applic	ation are complete. Upda	ate any erro	rs or incomplete sections.		
	When you select "Finish" in the lower right-hand corner of this form application and can access the budget forms by selecting the "Bud							
	When the budget information is complete, select the activity "Subn	nit for Departn	nent Review	" from the application's m	ain worksp	ace to initiate the institutional approval process.		
K Back		🖺 Save	🕩 Exit	A Hide/Show Errors	🔒 Print	r Jump To 🗸		Finish

Select **Finish** located on the upper right or lower right of the screen. This closes out of the Funding Proposal and allows you to complete the next step:

At this point **Project Information SmartForms** are now complete.

**Step 2**: Follow directions on the next page to complete the **Budget** 



## Step 2: Create a Budget

To access the **Budget SmartForms** select **Budgets** from the main screen. Select the **Budget** under **Working Budgets** menu.

My Inbox	Agreements	COI	Grants	L	»	My Inbox	Agreements	COI	Grants	IACUC	
					Gr	ants Help Center	Grants Repo	rts Docume	nt Review		
ts Help Center	Grants Reports	Docum	nent Review								
											_
						Draft	Project Informa	tion Budgets	Internal A	achments	
					505	nding Proposal	Working Bu	Idgets			
Draft	Project Information	n Budget	is Internal Atta	achm			Name			SmartForm	
Dian	<b>_</b>				Prir	ter Version	Budget	Name		[Edit] -	
t Funding Proposal	PROPOSAL IN	IFORMATIC	<u>N</u>		Vier	v Differences				[conj -	
Funding Proposal	PROPOSAL IN PD/PI:	IFORMATIC	<u>N</u>			v Differences				[Luij -	

### **General Budget Information**

ou Are Here:						Edit: Budget -
« Back	🖺 Save	🕞 Exit	A Hide/Show Errors	⊖ Print	r Jump To 🕶	Continue »
General Budget Information						
1.0 "Budget Title:						Edit the display name of this budget to better reflect the sponsor if necessary.
2.0 * Principal Investigator for this Budget:						PI responsible for this budget
3.0 "Budget Type:						Select 'Project'
4.0 - Funding Source:						What is the original source of the funds? Select Federal if we will receive Government funding secondarily via another research institution.
* Project Sponsor:						
* Is Modular Budget?: O Yes O No Clear						
5.0 * Sponsor Budget Detail Level:						Select 'Full Details' to create the required detailed proposal budget and utilize system budgeting grids.
& Back	🖺 Save	🕒 Exit	Hide/Show Errors	🖨 Print	r Jump To 🕶	Continue »

#### 1.0(\*) Budget Title

This defaults to **Sponsor** name, this can be left as is or changed.

#### 2.0 (\*) Principal Investigator for this Budget

This defaults to PI name from Proposal Description & Contacts question 2.0 Program Director/Principal Investigator/Project Lead/Fellow

#### 3.0 (\*) Budget Type

Select Project

#### 4.0 (\*) Funding Source

This defaults to the sponsor type, no action needed

#### **Project Sponsor**

This defaults to the sponsor, no action needed

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#### Is Modular Budget?

For all non NIH proposals select **No**. For NIH proposals select as appropriate.

#### 5.0 (\*) Sponsor Budget Detail Level

Select Per Period, Budget Category Totals

#### **Budget Characteristics**

You Are Here:							Edit: Budget -
	Save	🕞 Exit	A Hide/Show Errors	🖨 Print	r Jump	To 🕶	Continue »
Budget Characteristics 1.0 * Will this budget pay for participant/trainee costs? Void Solution (Characteristic) Ves ONO Clear 3.0 * Will this budget Subavard/Subcontract research to another institut O Yes ONO Clear If yes, select the cost sharing departments:	ion?						If yes, a Trainee budget grid will be presented. If yes, apparate sub-budgets are generated for the designated sub-budgets are generated for the designated as an NH sponsor, cost sharing is not permitted. If yes, aseparate cost-sharing budget will be generated to hold institutional cost.
Name							
There are no items to display OR Will there be third party (external) cost sharing? O Yes O N		<u>ear</u>					
« Back	Save	🕞 Exit	A Hide/Show Errors	🔒 Print	Amp 🔿	To 🕶	Continue »

#### 1.0 (\*) Will this budget pay for participant/trainee costs?

Participant/trainee costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects. Answer as appropriate.

#### 2.0 (\*) Will this budget Subaward/Subcontract research to another institution

If you select **Yes** this will create an additional SmartForm, **Subaward-Subcontractor Sites**, after the **Budget Totals** page

#### 3.0 (\*) Will this budget have Cost Sharing?

This defaults to **No** and should only be utilized if the sponsor requires cost sharing. If you answer **Yes**, select **Add** to select the cost sharing department(s). You can do this by typing in "030 [department]" selecting the check box on the correct department. Scroll to the bottom and select **OK**.

For academic or calendar year state appointments (IFR) list the approving department.

For any other cost share the unit providing the resources (example: RF and UBF personnel, graduate research assistant support, tuition,



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and other than personnel services) should be selected.

#### Will there be third party (external) cost sharting?

*If cost sharing will be provided by a non-UB third party, mark Yes and upload appropriate documentation of that third party's cost share commitment.* 

#### **Budget**

This page requires you to fill out Budget Totals from the final SPS approved excel spreadsheet.

						Edit: Budget -			
You Are Here:	Save 😕 Exit	Hide/Show Errors 🕀 Print 🏕 Jump To 🗸				Continue ()			
Total Direct:						\$0			
Total Indirect:						\$0			
Total Project:						\$0			
	Period Start: 6/13/2018	1 8/13/2019	6/13/2020	6/13/2021	6/13/2022	5			
Cost Totals	End: 6/12/2019	6/12/2020	6/12/2021	6/12/2022	6/12/2023	Total			
Personnel Salaries and Wages:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Personnel Fringe Benefits:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Equipment:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Travel Domeetic:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Travel Foreign:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Participant/Trainee Support Costs - Stipends:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Participant/Trainee Support Coste - Travel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Participant/Trainee Support Costs - Subsistence:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Participant/Trainee Support Costs - Tuition/Feesine:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Participant/Trainee Support Costs - Other:	\$0.00	E \$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Inpatient Care Costs:	\$0.00	E \$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Outpatient Care Costs:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Materiale and Supplies:	\$0.00	50.00	\$0.00	\$0.00	\$0.00	\$0.00			
Tutton:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Equipment or Facility Rental/User Fees:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Publication Costs:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Consultant Services:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Numan Subject Costs:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Animal Purchase/Care Costs:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Alteratione and Renovatione:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
ADPIComputer Services:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
other:	50.00	500	300	5000	50.00	\$0.00			
Subconfract:	\$0	50	\$0	\$0	\$0	50			
norea:	50.00	800	800	8000	\$0.00	\$0.00			
Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0			
Double to the second									
€ Bask	Bave 🕩 Exit 🖌	🛕 Hide/Show Errors 🛛 Əfrint 🌈 Jump To 🔹				Continue >>			

To fill out this section the only rows needed are Other and Indirect.

- Enter the corresponding budget period Total Direct Cost into the row labeled Other
- Enter the corresponding budget period Indirect Cost into the row labeled Indirect

Sum of each row and column will automatically calculate. There is a text box at the bottom for any notes.



#### **Subaward-Subcontractor Sites**

This SmartForm will only appear if question **2.0 Will this budget Subaward/Subconract research to another institution?** from **Budget Characteristics** is answered **Yes**.

							Edit: Budget -
You Are He	ere:						
		🖹 Save	🕩 Exit	A Hide/Show Errors	🔒 Print	产 Jump To 🗸	Continue »
Suba	ward-Subcontractor Sites						
1.0	Please identify the organizations that will be participating in the gran	t Subaward/S	Subcontract	(Only 5 subcontractors can be a	dded at one tim	e then you must save the smartform view before adding more).	
	+ Add						list, select "TBD" from the list. Budgets for these organizations will be created and in a
	Name Organization						separate form. The name of the organization can be entered in those forms.
	There are no items to display						
2.0	Other Site Comments:						
<b>«</b> Back		🖺 Save	🕞 Exit	A Hide/Show Errors	🖶 Print	Aump To 🗸	Continue »

#### **1.0 Please identify the organizations that will be participating in the grant** Subaward/Subcontract

Choose the appropriate subawardee from the list provided by selecting **Add**. Use "%:" as a wildcard. Select "TBD" if you cannot locate the subawardee.

#### 2.0 Other Site Comments

Provide any comments useful for a reviewer (e.g., animal work being performed at subawardee, ABC University)

#### **Attachments for Internal Purposes**

#### **1.0 Attachments**

						Edit: Budget -
You Are Here:						
≪ Back	🖺 Save	🕩 Exit	Hide/Show Errors	🖨 Print	Aump To 🗸	Finish
Attachments for Internal Purposes:						
1.0 Attachments:						Attachments uploaded here will NOT populate
+ Add						into the SF 424. They are intended to aid internal review processes.
Name						Attach documents that may be useful for
There are no items to display						others who work on this budget. For example: budget spreadsheets, protocols, or contract.
« Back	🖺 Save	🕩 Exit	A Hide/Show Errors	🔒 Print	Aump To 🕶	Finish

Leave blanktegan

At this point **Budget** is now complete.

### Step 3: Follow directions on the next page to complete the Credit Distribution



## **Step 3: Credit Distribution**

#### Navigating to Credit Page

» My Inbox	Agreements COI	Grants IACUC	SF424 Center	IRB	Safety					
Grants Help Center	Grants Reports Doc	ument Review								
						FP00000071	Funding Proposal			
Draft	Project Information		00404.0	Ontacts	Financials	Change Log 🛛 🚥				
Edit Funding Proposal Printer Version	PROPOSAL INF PD/PI: Department/Institut Specialist:	Project Person Disclosure Stat		ate: ite:	ite:					
View Differences View SmartForm Progress Create Document Review	Difect Sponsor:	Credit Distribution		r of Period sted Total I sted Total I	Direct:					
Project Personnel	Proposal Due Date Opportunity ID:			sted Total:						
Credit Distribution		ly Current Ac	tions	DST SHAR	DST SHARING:					
My Current Actions Withdraw Proposal (Prior to submission to sponsor)	Internal R Clanfoot Reques	ons	cor Review	Awarded						

Click on Credit Distribution link. This will bring up the below page with the PI and the Co-Investigators that were created in the **Additional Personnel SmartForm** from **Funding Proposal SmartForm** 

ou Are Here:			Edit: Fund	ng Proposal -
	A Hide/Show Errors 🔒 Print		ОК	Cancel Apply
PI/Co-PI/Senior Person/Key Person	Department/Center/Institute	Proposal Credit	Financial Credit	Recognition Credit
PI/Co-PI/Senior Person/Key Person		75.00 %		
	x Department/Center/Institute		100.00 %	100.00 %
	Add			
	Subtotal		100.00%	100.00%
PI/Co-PI/Senior Person/Key Person		25.00 %		
	x Department/Center/Institute		50.00 %	50.00 %
	x Department/Center/Institute		50.00 %	50.00 %
	Add			
	Subtotal		100.00%	100.00%
Proposal Credit Total		100.00%		
	🛦 Hide/Show Errors 🛛 🖨 Print		ОК	Cancel Apply

#### Please Note That:

Proposal Credit (sum of all individual(s) Proposal Credit) must equal 100%
 Financial and Recognition (sum of each individual's Department/Center/Institute Credit) must equal 100% per PI/Co-Investigator/Senior Person/Key Person

#### **Assigning Credit**

First assign Proposal credit to each person. The sum of Proposal credit for all Investigators must total 100%. Then for each Investigator determine the split of Financial and Recognition credit between units. For each Investigator, Financial and Recognition credit must total 100%.

W Credit in Click is arranged differently than in the previous ESPAS approval form.

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#### **Definitions:**

**Proposal Credit:** Percentage credit that represents the distribution of each person's overall responsibility for the successful performance of the project.

**Financial Credit:** For each individual, this represents the percentage credit attributed to each unit for split proposal, award, and research expenditure reporting. The financial credit is used to attribute research expenditure credit for internal and external reporting, which impacts department and school ranking in national/international surveys, for example.

**Recognition Credit**: For each individual this represents the percentage credit to a unit to recognize and publicly acknowledge that unit's intellectual and/or resource contribution to the proposal and/or the project, if funded. Unlike financial credit, there is no direct financial impact for recognition credit. Recognition credit is important for recognizing university-wide centers and institutes, for example that do not benefit from financial credit attribution

For most proposals, the financial credit and recognition credit will be the same. However, when a proposal includes a non-academic unit/department, for example, the PI may elect to attribute only recognition credit to that unit/department, in order to maximize the future research expenditure credit to his/her department. Recognition credit would serve as the metric to measure that unit/department's involvement in sponsored project activity. Examples of units that benefit from recognition credit, but not financial credit, include RENEW, CMIF, SMART, Global Health Equity, and GEM.

Below is an example of how to provide a unit with recognition, but not financial, credit. In this example, the PI wants to give Sustainable Manufg & Advanced Robotic Technologies (SMART) only recognition credit on his/her proposal. The PI would add SMART as a unit to his/her department list. The PI would enter 0% for Financial Credit for SMART and 100% for his/her home department. The PI would then divide recognition credit between SMART and the PI's home department. By listing SMART with 0% financial credit, but some % of recognition credit, SMART is able to document its involvement in this project without financially impacting the PI's home department—as the PI's home department will receive 100% financial credit. PIs should discuss with co-Investigators and unit Chairs/Directors to attribute the appropriate credit distribution for each proposal.

PI/Co-PI/Senior Person/Key Person	Department/Center/Institute	Proposal Credit	Financial Credit	Recognition Credit
PRINCIPAL INVESTIGATOR		100.00 %		
	x 030 Sponsored Programs Administration		100.00%	50.00%
	x 030 Sustainable Manufg & Advanced Robotic Technologies		0.00%	50.00%
	Add			
	Subtotal		100.00%	100.00%
Proposal Credit Total		100.00%		



### Adding a Department/Center/Institute

1. Select the Add button

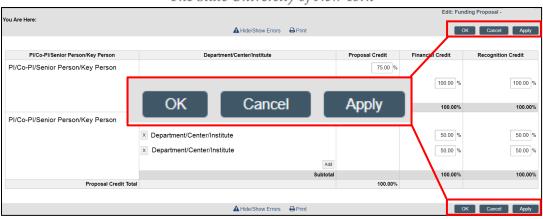
You Are Here:			Edit: Fundi	ing Proposal -
	A Hide/Show Errors 🔒 Print		ОК	Cancel Apply
PI/Co-PI/Senior Person/Key Person	Department/Center/Institute	Proposal Credit	Financial Credit	Recognition Credit
PI/Co-PI/Senior Person/Key Person		75.00 %		
	X Department/Center/Institute		100.00 %	100.00 %
	Add			
	Subtotal		100.00%	100.00%
PI/Co-PI/Senior Person/Key Person		25.00 %		
	× Department/Center/Institute		100.00 %	0.00 %
	x Department/Center/Institute		0.00 %	100.00 %
	Add			
	Subtotal		100.00%	100.00%
Proposal Credit Total		100.00%		
	🛦 Hide/Show Errors 🛛 🖨 Print		ОК	Cancel Apply

2. Type in the **Department/Center/Institute** into the box starting with "030" or click **Select** and select the **Department/Center/Institute** from the popup box, scroll down and select **OK**.

d/CommonAdministration/Choosers,										
Go Clear Advanc										
I( € 1-25 of 1195 ► )										
nt										
030 Vice Provost for Academic Affairs (5)										
030 Office of Academic Affairs (5)										
030 Office of the Provost (5)										
030 Office of the Provost (5)										
ersity Computing Services (5)										
tant VP Financial Services (5)										
030 School of Management (3)										
030 Theatre and Dance										
ol of Nursing										
030 Office of Academic Affairs (5)										
Street Division (Health Science)										
ersity Computing Services (5)										
OK Cance										

- 3. Select Apply or OK
  - By selecting **Apply** the page is saved
  - By selecting **OK** the page is saved and exited to the homepage





## Helpful Hints and Tricks for Credit Distribution

Financial and recognition credit percentages for a unit do not have to be the same. Per the above example, there may be instances when these percentages will differ.

SPS cannot help in the determination of credit percentages. The PI should coordinate with his/her co-Investigators and unit Chairs/Directors for guidance on the appropriate level of credit for each individual and unit for each proposal.

The Funding Proposal will route to all units listed in the credit distribution, no matter what percentages are attributed to it, for review/approval.

Any approver at any level can reject a Funding Proposal

SPS will not submit any proposal to a sponsor without a fully approved Funding Proposal (ie, the FP has advanced to the Specialist Review state (SPS), which means all internal UB approvers have approved the proposal).

### At this point the Credit Distribution is complete.

## Step 4: Submit Funding Proposal for review following Routing instructions on the next pages.

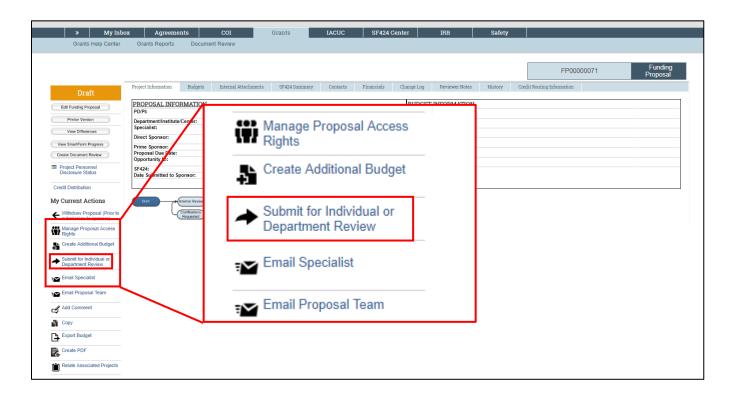


## **Step 4: Submit for Review**

**Submission** 

#### Submit for Individual or Department Review

Once Funding Proposal SmartForms, Budget and Credit Distribution has been completed the Funding Proposal is ready to be submitted for internal review. Select **Submit for Individual or Department Review** located on the left hand side under **My Current Actions** 





#### Select one of the two options:

As PI/PD for this submission, I approve the above endorsements:

As a member of this proposal team, I will obtain the PI/PD's signature for the endorsements:

Submit for Individual or Department Review
Endorsements:
I will abide by applicable sponsor and Institution regulations in the conduct of the program, including provision of timely reporting per terms of the award. For multi-year awards with automatic renewals (no interim progress reporting required), this form will serve the term of the award.
PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR ASSURANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.
One of the following options must be selected:
As PI/PD for this submission, I approve the above endorsements:
As a member of this proposal team, I will obtain the PI/PD's signature for the endorsements:
OK Cancel



## **Routing of the Funding Proposal**

When a Funding Proposal is routed for review, it routes to Co-Investigators (if any), and Chairs & Deans of all units listed in Credit Distribution. Once all internal units approve the Funding Proposal it routes to SPS for final review (Specialist Review state). SPS will then coordinate with the Principal Investigator to submit the proposal externally to the sponsor as necessary. SPS will also move the Click Funding Proposal to the Sponsor Review state. The Principal Investigator is responsible for assuring the Click Funding Proposal fully routes to SPS by the sponsor deadline.



#### **Status of the Funding Proposal**

To view the status of the Funding Proposal during internal review:

- 1. Go to the front page of your Funding Proposal
- 2. Select **Credit Routing Information** located on the right side of the screen, if you cannot see this menu option scroll to the right.

» My Inbox	Agreements	COI	Grants	IACUC	SF424 Center	IRB	Safety	
Grants Help Center	Grants Repo	orts Docu	ment Review					
Draft Edit Funding Proposal Printer Varsion View Differences View Differences View Differences Create Document Review Project Personnel Disclosure Status Credit Distribution My Current Actions	Project Inform PROPOSAI PD/PI: Department/ Specialist: Direct Spons Prime Spons Proposal Du Opportunity SF424: Date Submitt	LINF( nstitut or: 9 Date: ID:	Credit R		r Notes ory Inform	ation	ials ION	Change Log

- 3. The page will list **Current Pending Reviewers** these are the people that are currently approving the funding proposal. At the bottom of the page is **All Reviewers** these are all the people who have previously approved, are pending approval or who have yet to receive the funding proposal to approve.
  - a. The column **Reviewer** lists all the people involved in reviewing this Funding Proposal
  - b. The column **Reviewing for Organization (s)** lists the department or school the Reviewer is reviewing for
  - c. The column **Waiting On** lists the person(s) that need to approve the Funding Proposal before it routes to that Reviewer
  - d. The column **Reviewer Result** will tell you the review status of that person (example: waiting for approval, approved, to be submitted, etc).
  - e. The column **Comments** shows any comments written by the Reviewer when they approved the Funding Proposal
  - f. The column **Attachments** shows any attachments uploaded by the Reviewer when they approved the Funding Proposal



Project Information Budgets Internal Attachments SF424 Summary Contacts Financials Change Log Reviewer Notes History Credit Routing Information											
Current Pending Reviewers:           Reviewer         Reviewing for Organization(s)											
All Reviews:											
Reviewer	Reviewing for Organization(s)		Waiting On	Review Result	Comments	Attachments					

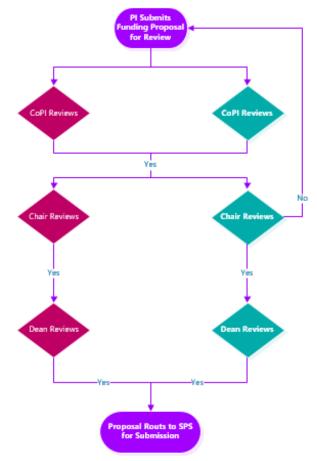
#### How A Funding Proposal Routes

- A Funding Proposal must be approved by all Co-Investigator before it routes to the Chair/Dean levels
- Once the Funding Proposal is approved at the Co-Investigator level the Funding Proposal moves to the Chair level.
  - If the Chairs are in the same school both Chairs need to approve before going to the Dean level.
  - If the Chairs are in different schools only the Chair of that school needs to approve before moving onto the Dean level.
- Once the Funding Proposal is at the Dean level all Deans must approve before the Funding Proposal is routed to SPS for submission to the sponsor.
  - At any stage if an approver disapproves the Funding Proposal it will be routed back to the PI level for requested edits. The Funding Proposal then must be re-submitted by the PI and go through all approver levels again.
- All approvers will get an email prompting them to log in and approve the funding proposal



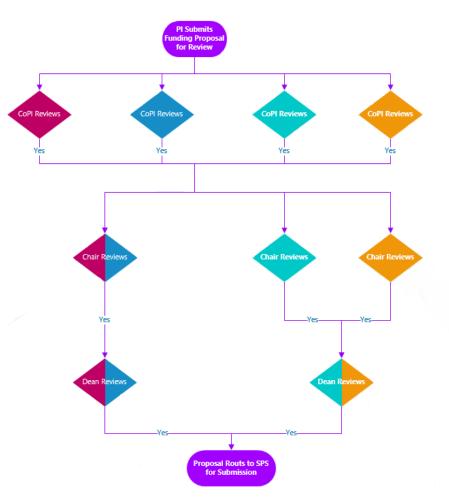
The following are two workflow examples of how a Funding Proposal might route through the system.

- The Funding Proposal is submitted by the PI and is moved to the Co-Investigator level.
- Both Co-Investigators must approve before the Funding Proposal is moved to the Chair level.
- At the Chair level the routing splits. As one Chair approves the Funding Proposal will route to the Dean without needing the other Chair to approve.
- Once at the Dean level both Deans need to approve before the Funding Proposal is routed to SPS for Specialist Review.





- The Funding Proposal is submitted by the PI and is moved to the Co-Investigator level •
- All Co-Investigators must approve before the Funding Proposal is routed to the Chair level
- At the Chair level the routing splits:
  - The left two Co-Investigators are in the same department, only one Chair needs to approve. Once approved the Dean receives an email to review.
  - The right two Co-Investigators are in different departments but the same school. After both Chairs approve the Dean receives an email to review.
- Once both Deans have approved the Funding Proposal is routed to SPS for Specialist Review



Once all Chairs and Deans approve, the Funding Proposal advances to the Specialist Review state for SPS final review and sponsor submission.



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