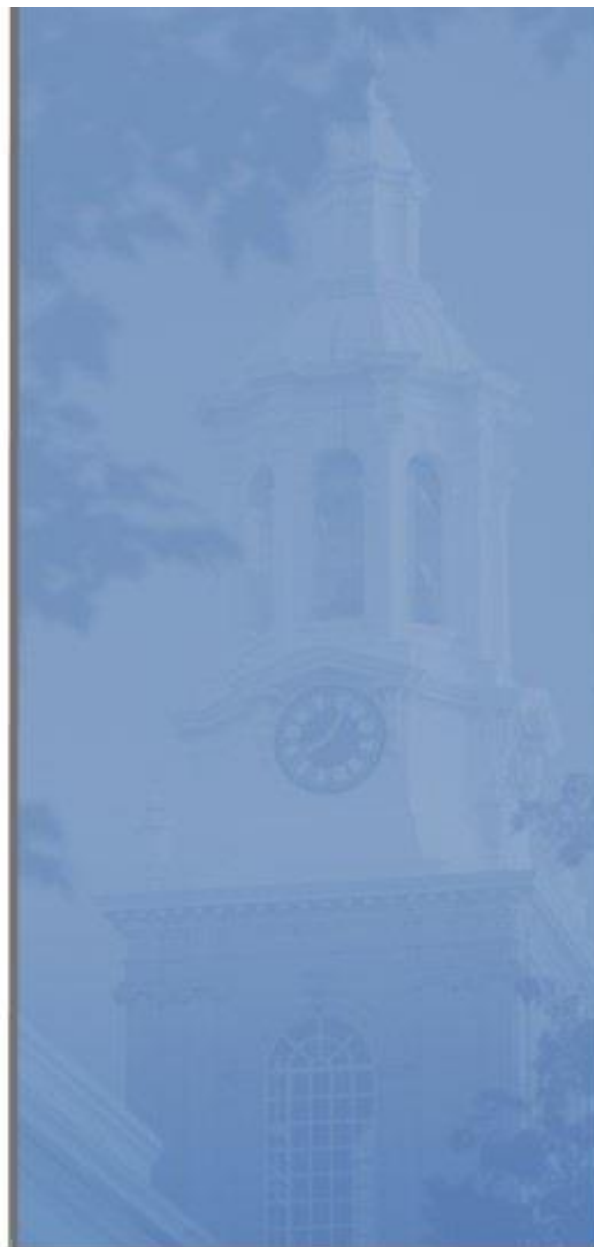


Click Portal

Grants Module

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



University at Buffalo
The State University of New York

Summary of Major Changes

Version 5

- Updated Credit Distribution Section



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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

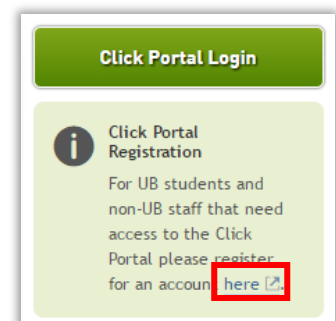
Accounts have been created for faculty and staff at the University at Buffalo in preparation for campus-wide implementation of the Click Portal. Faculty and staff users will log into the system using their **UBIT Name** and **Password**.

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](http://www.buffalo.edu/research/research-services/compliance/irb/click-irb.html) page at <http://www.buffalo.edu/research/research-services/compliance/irb/click-irb.html>

Locate the **Click Portal Login** area at the top-right of the page, and click on the registration link.

Complete the **Request Account** form at the bottom of the page, and then click the **Register** button. Be sure to select the *University at Buffalo* as your **Campus Affiliation**.





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 details

* First Name:	<input type="text" value="Joe"/>
* Last Name:	<input type="text" value="Researcher"/>
* Campus Email Address:	<input type="text" value="jresearcher@buffalo.edu"/>
Phone Number:	<input type="text" value="716-123-4567"/>
Campus Login ID:	<input type="text" value="jresearch"/>
* Campus Affiliation:	<input type="text" value="030 University at Buffalo"/>

* Required **Register**

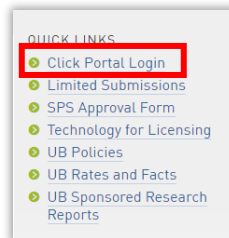
You will receive an email notification when your account has been activated.

Logging into the Click Portal

Navigate to the [UB Research and Economic Development](http://www.buffalo.edu/research) page at <http://www.buffalo.edu/research>

Locate the **Quick Links** section in the center of the page.

Click on the **Click Portal Login** link.



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

Login Required

<input type="text" value="jresearch"/>
<input type="password" value="....."/>

Log In



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.

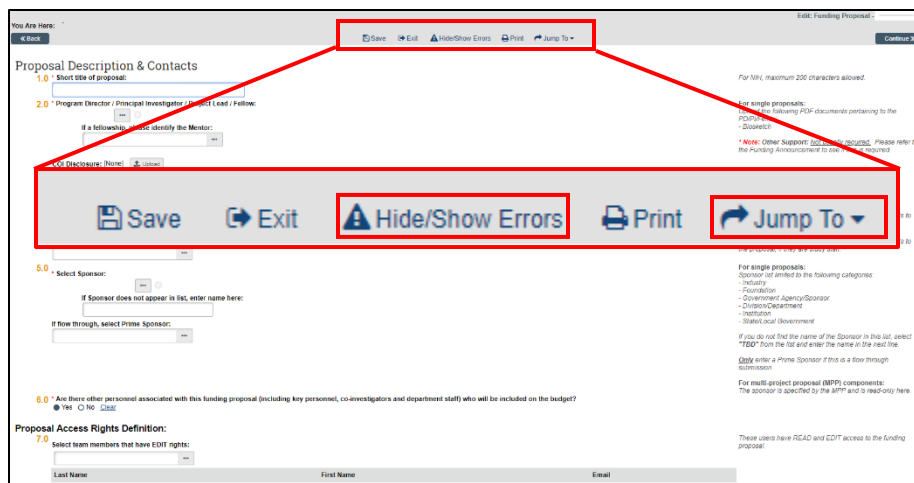


Additional Tips

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*




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**.



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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.

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

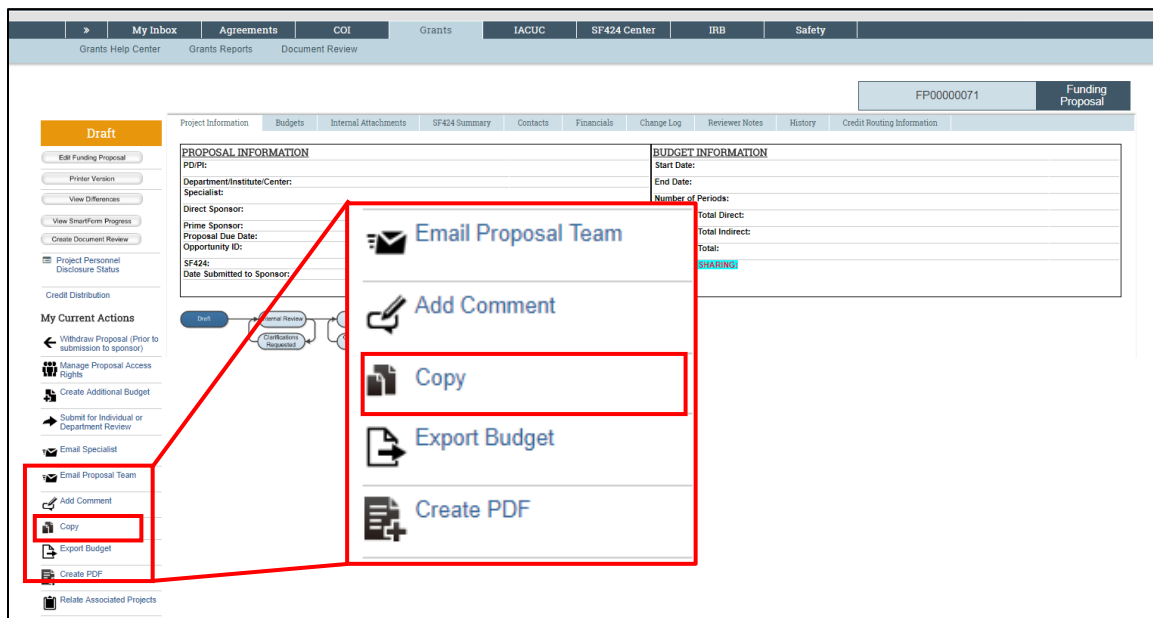
Select **Email Proposal Team** from the menu **My Current Actions** located on the left side of the screen. This allows you to email everyone at once listed on the selected proposal.

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.



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





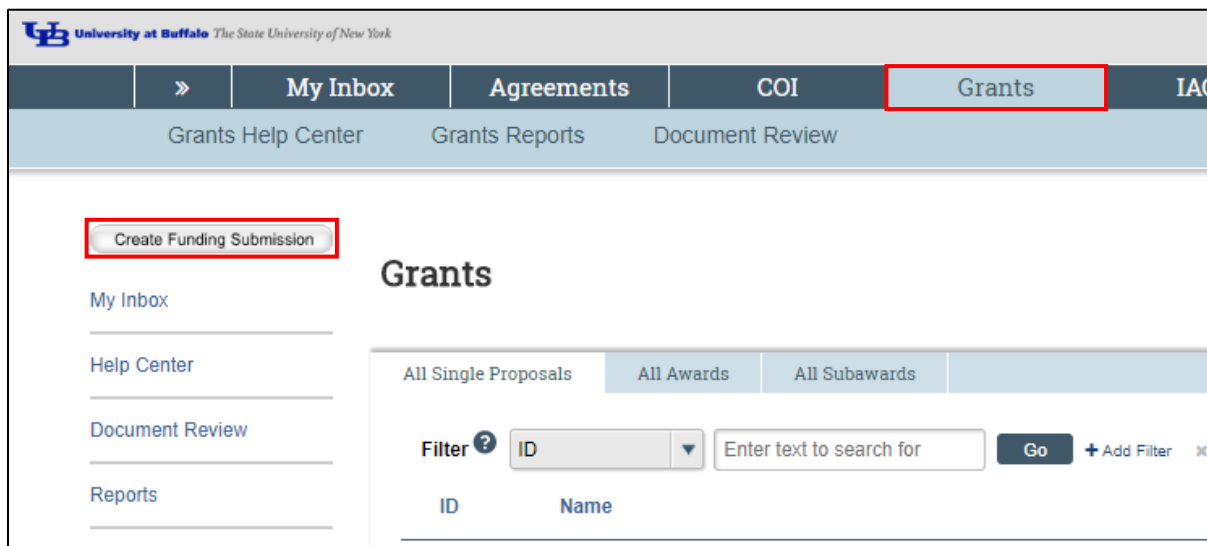
Funding Proposal as Approval Form

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,  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





Proposal Description & Contacts

You Are Here: Edit: Funding Proposal

← Back Save Exit Hide/Show Errors Print Jump To →

Proposal Description & Contacts

1.0 * Short title of proposal: 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 PDI/PI/Fellow: - Biosketch

If a fellowship, please identify the Mentor: * Note: Other Support: Not usually required. Please refer to the Funding Announcement to see if this is required.

COI Disclosure: [None]

Biosketch: [None]

Other Support: [None]

3.0 Research Coordinator:

4.0 Administrative Contact:

5.0 * Select Sponsor: Staff chosen for this question will have edit access rights to the proposal.

If Sponsor does not appear in list, enter name here:

If flow through, select Prime Sponsor:

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? Yes No Staff chosen for this question will have edit access rights to the proposal, if they are study staff.

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	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		

← Back Save Exit Hide/Show Errors Print Jump To →

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



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.



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:



This is where you will add your UB Co-investigators

When you click the **Add** button, a pop-up window will open. Include all co-investigators as this drives the credit distribution page.

1.0 (*) Staff Member

Select the individual's name

2.0 (*) Project Role



Select Co-investigator

3.0 Attach a Biographical Sketch



Skip this question.

Edit FP_AdditionalPersonnel

Add Institutional Proposal Staff

1.0 * Staff Member:

2.0 * Project Role:

If "Other (Specify)" selected, enter the role below:

3.0 Attach a Biographical Sketch: [None]

4.0 Attach Current and Pending Support Documentation: [None]

5.0 * This individual is a:

- Senior / Key Person on the proposal
- Other Significant Contributor on the proposal
- Other Personnel

6.0 * Should this user be included on the Credit Distribution page? Yes No

7.0 * Should this individual be required to approve proposal? Yes No

* Required

If staff member is not found in the list, contact the SPO administrator to have them added.

All Key and Other Significant Contributors must provide a Biographical Sketch. Current and Pending Support Documentation is not usually required. Refer to the Funding Announcement to see if it is required. Other Significant Contributors have no paid effort, so they will not be allowed on the budget page.

Selecting "Yes" will cause this individual to show up on the Credit Distribution page.



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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



General Proposal Information

You Are Here: Edit: Funding Proposal -

Save Exit Hide/Show Errors Print Jump To ->

General Proposal Information

1.0 Type of Application: New

Type of Sponsor Selected:
Federal

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

Is this award transferring in from another institution?
 Yes No [Clear](#)

3.0 Indicate how the forms will be submitted to the Sponsor:
 Click Grants via Grants Gov (S2S)
 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:

If the purpose is Research, indicate the type of Research below:
 Basic
 Clinical
 Translational
 Other
[Clear](#)

6.0 Is this a Clinical Trial? Yes No [Clear](#)

7.0 Is this a multi-PI Submission? Yes No [Clear](#)

8.0 Will the project performance be on campus, off campus or both?
 On Campus
 Off Campus
 Both
[Clear](#)

For single proposals:
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 this is not appropriate.

For multi-project proposal (MPP) components:
The sponsor type is specified by the MPP and is read-only here.

[The selection of a specific purpose will determine what F&A rates are used within the Budgets]

Back Save Exit Hide/Show Errors Print Jump To -> Continue ->

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



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 question 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



Research Department Determination

Edit: Funding Proposal

You Are Here

[Back](#)
[Save](#)
[Exit](#)
[Hide/Show Errors](#)
[Print](#)
[Jump 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](#)
[Hide/Show Errors](#)
[Print](#)
[Jump 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

Edit: Funding Proposal

You Are Here

[Back](#)
[Save](#)
[Exit](#)
[Hide/Show Errors](#)
[Print](#)
[Jump To](#)
[Continue](#)

Compliance Review

1.0 For the item listed below, indicate if it is involved in this project:

* Human Subjects [Yes](#) [No](#) [Clear](#)

2.0 For the item listed below, indicate if it is involved in this project:

* Vertebrate Animals [Yes](#) [No](#) [Clear](#)

3.0 For the item listed below, indicate if it is involved in this project:

* Recombinant DNA [Yes](#) [No](#) [Clear](#)

4.0 For the item listed below, indicate if it is involved in this project:

* Hazardous Materials [Yes](#) [No](#) [Clear](#)

5.0 For the item listed below, indicate if it is involved in this project:

* Radioactive Materials [Yes](#) [No](#) [Clear](#)

6.0 For the item listed below, indicate if it is involved in this project:

* Radiopharmaceuticals [Yes](#) [No](#) [Clear](#)

7.0 For the item listed below, indicate if it is involved in this project:

* Human Embryonic Stem Cells [Yes](#) [No](#) [Clear](#)

8.0 For the item listed below, indicate if it is involved in this project:

* DUC: Select Agents [Yes](#) [No](#) [Clear](#)

[Back](#)
[Save](#)
[Exit](#)
[Hide/Show Errors](#)
[Print](#)
[Jump To](#)
[Continue](#)

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

If you select **Yes** to the following: **Human Subjects, Vertebrate 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 **Stem Cell Lines** will be added after **General Submission Information**.



Additional Compliance Review SmartForms

Human Subjects Research

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:



Vertebrate Animal Research

You Are Here: Edit: Funding Proposal -

Vertebrate Animal Research

1.0 Is the research related to this project approved by the IACUC or pending review?

Approved
 Pending
 Not Yet Submitted

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

3.0 IACUC Protocol #, if available:

If this is a continuation, you must have the protocol # and approval date for IACUC

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

You Are Here: Edit: Funding Proposal -

Recombinant DNA Research

1.0 Is the research related to this project approved by the IBC or pending review?

Approved
 Pending
 Not Yet Submitted

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

3.0 IBC Protocol #, if available:

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



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

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



Hazardous Material Usage

You Are Here: Edit: Funding Proposal -

« Back Save Exit Hide/Show Errors Print Jump To » Continue »

Hazardous Material Usage

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

Approved
 Pending
 Not Yet Submitted

[Clear](#)

2.0 **Enter the date of the approval:**

3.0 **Registration #:**


« Back Save Exit Hide/Show Errors Print Jump To » Continue »

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 

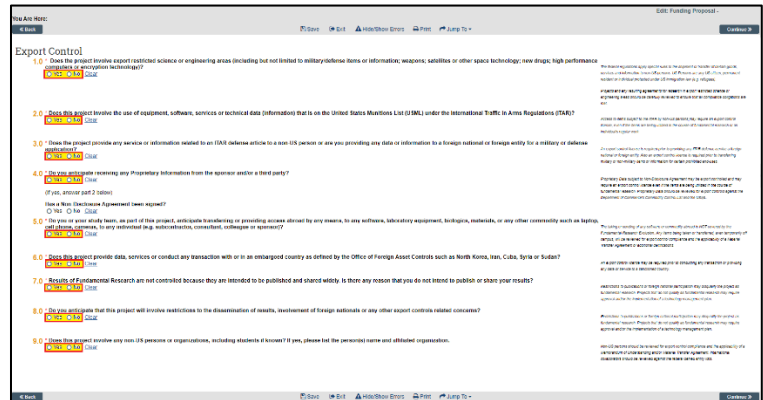
3.0 Registration #:



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; 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

You Are Here: Edit: Funding Proposal -

« Back Save Exit Hide/Show Errors Print Jump To » Continue »

Program Classification

Select the two most relevant terms for each of the program classifications listed below:

1.0 Discipline / Field:

* Primary: ...

Secondary: ...

2.0 This proposal is related to:

* Cancer Research: Yes No [Clear](#)

* HIV Research: Yes No [Clear](#)

* Phase 3 Clinical Trial: Yes No [Clear](#)

* Investigational Drug: Yes No [Clear](#)

« Back Save Exit Hide/Show Errors Print Jump To » Continue »

1.0 (*) Discipline / Field

Select the most relevant item from the list for both **Primary** and **Secondary**. This is data UB uses for reporting all sponsored research expenditures (not only NSF-funded projects) utilizing the Higher Education Research and Development (aka NSF Survey) discipline codes.

2.0 (*) This proposal is related to

Select as appropriate.



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Based on the Sponsor Type and answering either Adobe forms or Other from General Proposal Information 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.**



I. Federal Funding Proposal



Funding Proposal Sponsor Type = Federal

Federal Grant Information (Non-Grants.gov Submission)

You Are Here: Edit: Funding Proposal -

Federal Grant Information (Non-Grants.gov Submission)

1.0 Opportunity ID:

2.0 Opportunity Title:

3.0 Agency Name:

4.0 NIH Grant Type (if applicable):

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.

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:

4.0 NIH Grants Type (if applicable):



Federal Grant Program Income

You Are Here: Edit: Funding Proposal -

Federal Grant Program Income

1.0 Will there be program income?
 Yes No

If yes, provide program income details:

Period	Source	Amount
There are no items to display		

Program income is gross income—earned by a grantee, a consortium 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, visit the NIH Grants Policy site.

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.

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.*

You Are Here: Edit: Funding Proposal -

Federal Grant Stem Cell Lines

1.0 Select the Federal Grant stem cell line(s) that will be used:

Select the Federal Grant stem cell line(s) that will be used:

- U001
- R003
- U002
- R021
- S201
- F009
- E001
- F004
- E002
- E006
- M051
- S005
- S002
- U003
- T004
- T006
- T007
- T008
- T009
- T010
- T012
- U011
- U012
- W001
- W007
- W008
- W010
- W014

This may be pre-determined by the grant funding mechanism. In some cases, can be determined from your Funding Opportunity. You can check these numbers at: <http://www.fda.gov/oc/ohrt/ohrtstemcellregistry/ohrtstemcellregistry.pdf>

Go to page 25, Submission Dates, to continue.



II. Non Federal Funding Proposal



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

General Submission Information

You Are Here: Edit: Funding Proposal -

General Submission Information

1.0 Primary Sponsor/Funding Source:

2.0 General Submission Documents:

+ Add

Name	Version
There are no items to display	

Optional: Attach any documentation that would provide additional information about the submission. For example, sponsor guidelines, letters of intent, etc.

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



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

You Are Here: Edit: Funding Proposal -

Stem Cell Lines

1.0 Specific Stem Cell cannot be referenced at this time, one from the registry will be used:

Embryonic Stem Cell Lines:

- BG01
- BG02
- BG03
- BG04
- ES01
- ES02
- ES03
- ES04
- ES05
- ES06
- MI01
- SA01
- SA02
- SA03
- TE03
- TE04
- TE06
- TE07
- TE32
- TE33
- TE62
- TE72
- UC01
- UC02
- WA01
- WA07
- WA09
- WA13
- WA14

This may be pre-determined by the grant funding mechanism.
In some cases, can be determined from your Funding Opportunity.
You can check these numbers at <http://stemcells.nih.gov/statelicesources/research/registry/PDFs/AvailableLines.pdf>

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

The screenshot shows a web-based form titled "Flow Through Sponsor Information". At the top, it says "You Are Here:" and "Edit: Funding Proposal -". Below this are navigation buttons: "Back", "Save", "Exit", "Hide/Show Errors", "Print", "Jump To", and "Continue".

The main content area contains the following sections:

- 1.0 Direct Sponsor:** A section for identifying the direct sponsor.
- Prime Sponsor:** A label for the prime sponsor.
- 2.0 You may input the direct sponsor contact information here:** A section with an "+ Add" button and a table with columns "Name" and "Title". Below the table, it says "There are no items to display".
- 3.0 Identify the CFDA number as indicated by the direct sponsor:** A text input field.
- 4.0 Identify the grant award number as indicated by the direct sponsor:** A text input field.
- 5.0 Small Business Innovation or Technology:** Radio buttons for "Yes" and "No", and a "Clear" link.

At the bottom, there are more navigation buttons: "Back", "Save", "Exit", "Hide/Show Errors", "Print", "Jump To", and "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 from your earlier response based on sponsor selection (Form 1: **Proposal Description and Contacts** question 5.0)

Prime Sponsor

This defaults to **Prime Sponsor** mapped from 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:

The screenshot shows a dialog box titled "Add Write In Contact Information". It contains the following fields:

- Name:** A text input field, highlighted in yellow.
- Title:** A text input field.
- Address:** A text input field.
- Phone:** A text input field.
- Fax:** A text input field.
- Email:** A text input field.

At the bottom, there are three buttons: "Required" (with a red asterisk), "OK", "OK and Add Another", and "Cancel".

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



Submission Dates

You Are Here: Edit: Funding Proposal -

[Back](#)
[Save](#)
[Exit](#)
[Hide/Show Errors](#)
[Print](#)
[Jump To](#)
[Continue](#)

Submission Dates

1.0 * **Application submission deadline:**

2.0 **SPO submission deadline:**

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

4.0 * **Expected Start Date**

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 deadline.
 Please review the provided link to help estimate the expected response date for NIH applications. ["Review and Award Cycles"](#)
 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](#)
[Jump 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

You Are Here: Edit: Funding Proposal -

[Back](#)
[Save](#)
[Exit](#)
[Hide/Show Errors](#)
[Print](#)
[Jump To](#)
[Continue](#)

Budget Periods

Use Advanced Editing

*Date Project Starts

Date Project Ends

Project Length (Years)

Add	row	Add	Duration (Months)	Target Direct \$	Target Indirect \$	Start	End	
	1		12	\$ 0.00	\$ 0.00	6/13/2018	6/12/2019	
	2		12	\$ 0.00	\$ 0.00	6/13/2019	6/12/2020	
	3		12	\$ 0.00	\$ 0.00	6/13/2020	6/12/2021	
	4		12	\$ 0.00	\$ 0.00	6/13/2021	6/12/2022	
	5		12	\$ 0.00	\$ 0.00	6/13/2022	6/12/2023	Remove

[Back](#)
[Save](#)
[Exit](#)
[Hide/Show Errors](#)
[Print](#)
[Jump To](#)
[Continue](#)

A budget period table is created using the **Start Date** entered on the [Submission Dates](#) 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.*



Research Performance Sites

You Are Here: Edit: Funding Proposal -

« Back Save Exit Hide/Show Errors Print 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 them below:

Name
There are no items to display

« Back Save Exit Hide/Show Errors Print Jump 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

You Are Here: Edit: Funding Proposal -

« Back Save Exit Hide/Show Errors Print Jump To Continue »

Project Attachments

Research & Related Other Project Information:

1.0 Project Abstract:
[None]

2.0 Project Narrative:
[None]

3.0 Proposal in Full:
[None]

4.0 Budget:
[None]

5.0 Cost Share Budget:
[None]

6.0 Budget Justification:
[None]

7.0 Other (Waiver of F&A, guidelines, other as needed):

Name
There are no items to display

« Back Save Exit Hide/Show Errors Print Jump To Continue »

1.0 Project Abstract

This section is required for UB approval process

2.0 Project Narrative

3.0 Proposal in Full

4.0 Budget



This section is required for UB approval process



5.0 Cost Share Budget

6.0 Budget Justification

7.0 Other (Waiver of F&A, guidelines, other as needed)

Completion Instructions

You Are Here: Edit: Funding Proposal -

<< Back Save Exit Hide/Show Errors Print Jump To Finish

Completion Instructions:

1.0 Congratulations, you have completed the first section of required information for this application.

In the toolbar, select "Hide / Show Errors" to validate that all required questions in this application are complete. Update any errors or incomplete sections.

When you select "Finish" in the lower right-hand corner of this form, you will be returned to the application's main workspace. You will need to complete a budget for the application and can access the budget forms by selecting the "Budgets" tab in the workspace, and then clicking on the budget link under the "Name" column.

When the budget information is complete, select the activity "Submit for Department Review" from the application's main workspace to initiate the institutional approval process.

<< Back Save Exit Hide/Show Errors Print 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:

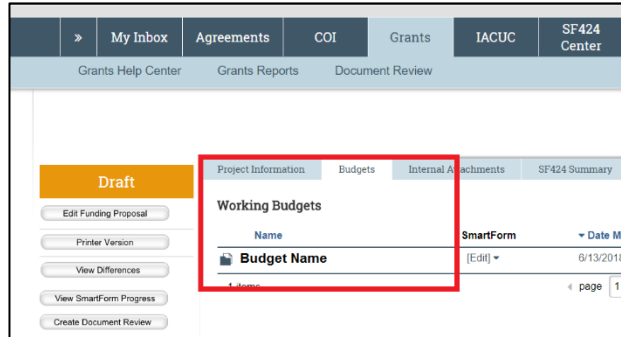
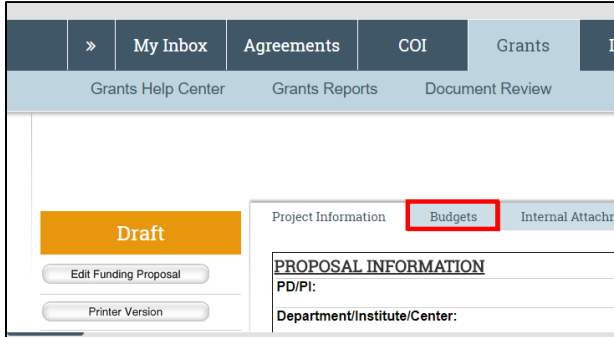
At this point **Project Information SmartForms** are now complete.

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.



General Budget Information

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



4.0 (*) Funding Source

This defaults to the sponsor type, no action needed

Project Sponsor

This defaults to the sponsor, no action needed



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

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,



University at Buffalo
The State University of New York
and other than personnel services) should be selected.

Will there be third party (external) cost sharing?



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.

Cost Totals	Period Start: End:	Period					Total
		6/13/2018 6/12/2019	6/13/2019 6/12/2020	6/13/2020 6/12/2021	6/13/2021 6/12/2022	6/13/2022 6/12/2023	
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 Domestic:		\$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 Costs - 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/Fees/ins:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Participant/Trainee Support Costs - Other:		\$0.00	\$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
Outpatient Care Costs:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Materials and Supplies:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tuition:		\$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
Human Subject Costs:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Animal Purchases/Care Costs:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alterations and Renovations:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ICPI/Computer Services:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subcontract:		\$0	\$0	\$0	\$0	\$0	\$0
Indirect:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$0	\$0	\$0	\$0	\$0	\$0



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/Subcontract research to another institution?** from **Budget Characteristics** is answered **Yes**.

Subaward-Subcontractor Sites

1.0 Please identify the organizations that will be participating in the grant Subaward/Subcontract (Only 5 subcontractors can be added at one time then you must save the smartform view before adding more): *If the name of the organization is not in this list, select "TBD" from the list. Budgets for these organizations will be created and in a separate form. The name of the organization can be entered in those forms.*

Name	Organization
There are no items to display	

2.0 Other Site Comments:

Navigation: Back, Save, Exit, Hide/Show Errors, Print, Jump 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

Attachments for Internal Purposes:

1.0 Attachments: *Attachments uploaded here will NOT populate into the SF-424. They are intended to aid internal review processes.*

Name
There are no items to display

Attach documents that may be useful for others who work on this budget. For example: budget spreadsheets, protocols, or contract.

Navigation: Back, Save, Exit, Hide/Show Errors, Print, Jump To, Finish

Leave blanktegan

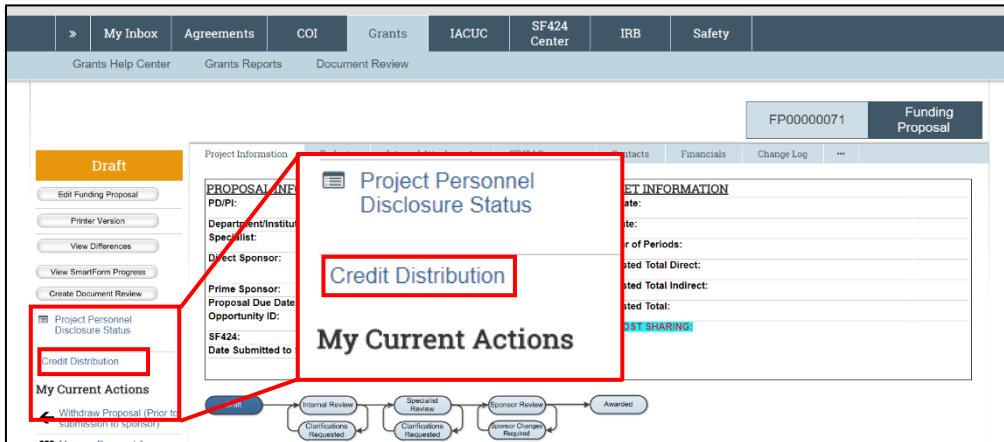
At this point **Budget** is now complete.

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



Step 3: Credit Distribution

Navigating to Credit Page



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**

You Are Here: Edit: Funding Proposal -

Hide/Show Errors Print OK 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	<input checked="" type="checkbox"/> Department/Center/Institute	75.00 %	100.00 %	100.00 %
	Add			
	Subtotal		100.00%	100.00%
PI/Co-PI/Senior Person/Key Person	<input checked="" type="checkbox"/> Department/Center/Institute	25.00 %	50.00 %	50.00 %
	<input checked="" type="checkbox"/> Department/Center/Institute		50.00 %	50.00 %
	Add			
	Subtotal		100.00%	100.00%
Proposal Credit Total		100.00%		

Hide/Show Errors Print OK 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%.



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



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 %		
	<input checked="" type="checkbox"/> 030 Sponsored Programs Administration		100.00 %	50.00 %
	<input checked="" type="checkbox"/> 030 Sustainable Manufg & Advanced Robotic Technologies		0.00 %	50.00 %
	<input type="button" value="Add"/>			
	Subtotal		100.00%	100.00%
Proposal Credit Total		100.00%		



Adding a Department/Center/Institute

1. Select the Add button

PI/Co-PI/Senior Person/Key Person	Department/Center/Institute	Proposal Credit	Financial Credit	Recognition Credit
PI/Co-PI/Senior Person/Key Person	<input type="checkbox"/> Department/Center/Institute	75.00 %	100.00 %	100.00 %
	<input type="button" value="Add"/>			
	Subtotal		100.00%	100.00%
PI/Co-PI/Senior Person/Key Person	<input type="checkbox"/> Department/Center/Institute	25.00 %	100.00 %	0.00 %
	<input type="checkbox"/> Department/Center/Institute		0.00 %	100.00 %
	<input type="button" value="Add"/>			
	Subtotal		100.00%	100.00%
Proposal Credit Total		100.00%		

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**.

Select Organization - Google Chrome

Secure | https://pacs-dev.acsu.buffalo.edu/SponsoredPrograms/sd/CommonAdministration/Choosers/Ent...

Select Organization

Filter by Organization | | Go Clear Advanced

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Organization	Org Parent
<input type="radio"/> 030 Academic Challenge and Enrichment Program	030 Vice Provost for Academic Affairs (5)
<input type="radio"/> 030 Academic Enhancement Programs	030 Office of Academic Affairs (5)
<input type="radio"/> 030 Academic Information and Planning	030 Office of the Provost (5)
<input type="radio"/> 030 Academic Planning and Budget	030 Office of the Provost (5)
<input type="radio"/> 030 Academic Services	030 University Computing Services (5)
<input type="radio"/> 030 Accounting and Budget Services	030 Assistant VP Financial Services (5)
<input type="radio"/> 030 Accounting and Law	030 School of Management (3)
<input type="radio"/> 030 Acting	030 Theatre and Dance
<input type="radio"/> 030 Acute Care Nurse Practitioner	030 School of Nursing
<input type="radio"/> 030 Admin Council for Arts & Scis	030 Office of Academic Affairs (5)
<input type="radio"/> 030 Administration (Hlth Sci)	030 Main Street Division (Health Science) (5)
<input type="radio"/> 030 Administrative Computing Services	030 University Computing Services (5)

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OK Cancel

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



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 %		
			100.00 %	100.00 %
			100.00%	100.00%
PI/Co-PI/Senior Person/Key Person	<input checked="" type="checkbox"/> Department/Center/Institute		50.00 %	50.00 %
	<input checked="" type="checkbox"/> Department/Center/Institute		50.00 %	50.00 %
	Add			
	Subtotal		100.00%	100.00%
Proposal Credit Total				

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**

The screenshot displays the Grants Module interface for a funding proposal (FP00000071). The interface is divided into several sections:

- Navigation Bar:** Includes tabs for My Inbox, Agreements, COI, Grants, IACUC, SF424 Center, IRB, and Safety.
- Left Sidebar:** Contains a 'Draft' section with options like 'Edit Funding Proposal', 'Printer Version', and 'View Differences'. Below this is the 'My Current Actions' section, where the 'Submit for Individual or Department Review' option is highlighted with a red box.
- Main Content Area:** Shows 'PROPOSAL INFORMATION' and 'BUDGET INFORMATION' tabs. A large red box highlights a list of actions: 'Manage Proposal Access Rights', 'Create Additional Budget', 'Submit for Individual or Department Review' (highlighted with a red box), 'Email Specialist', and 'Email Proposal Team'. A red arrow points from the highlighted option in the sidebar to this list.



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

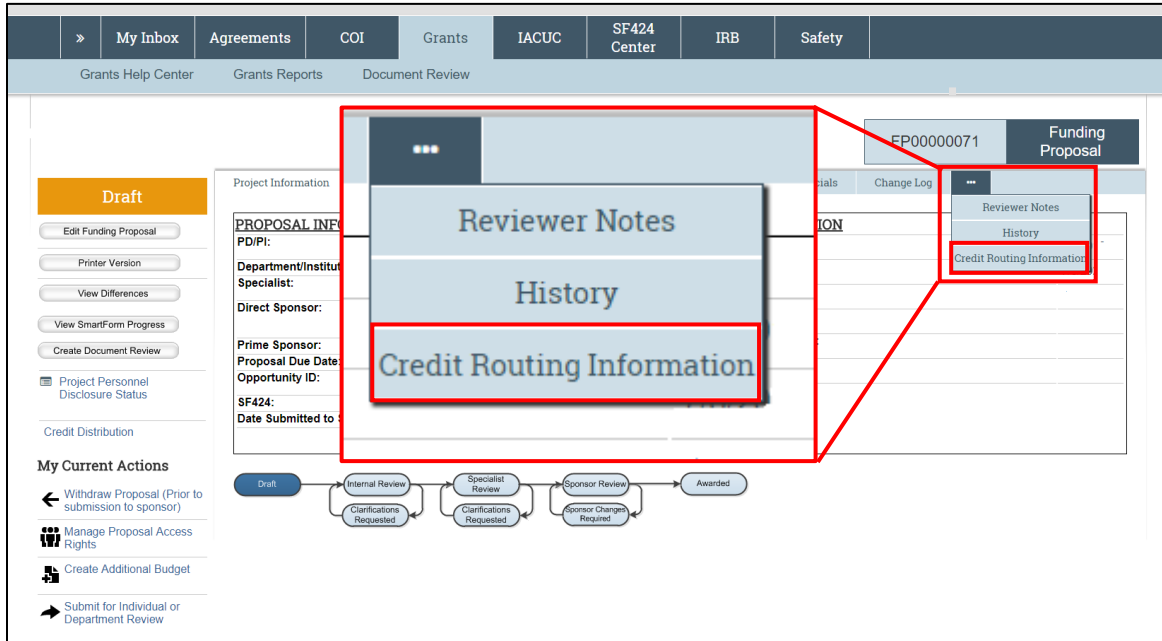
When a Funding Proposal is routed for review, it routes to Co-Investigators (if any), and Chairs & Deans of all units listed in Credit Distribution. Once all internal units approve the Funding Proposal it routes to SPS for final review (Specialist Review state). SPS will then coordinate with the Principal 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.




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				

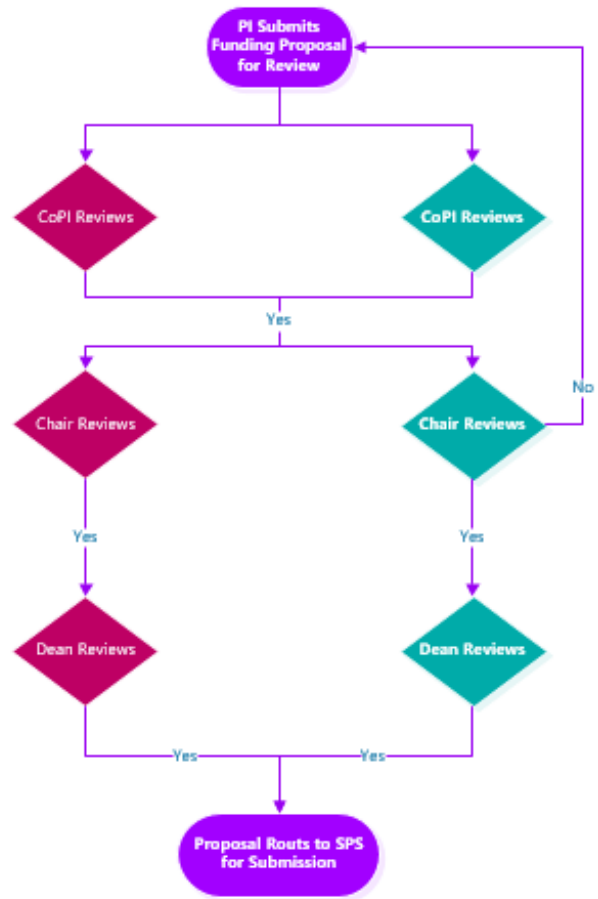
How A Funding Proposal Routes

- 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.

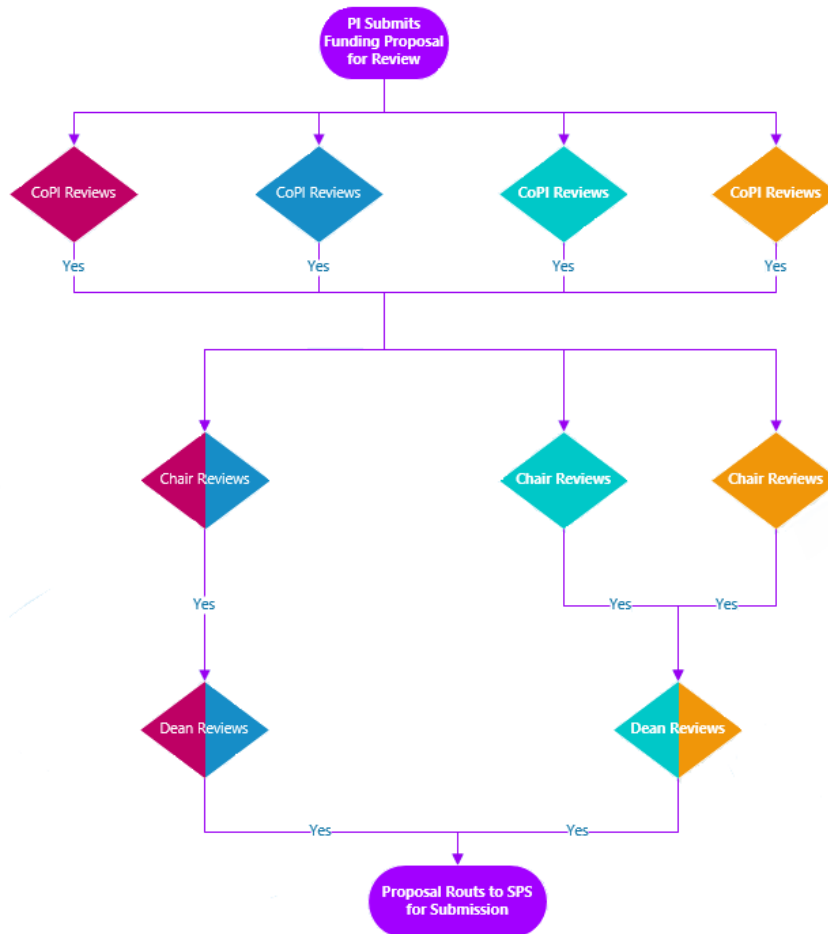
- The Funding Proposal is submitted by the PI and is moved to the Co-Investigator level.
- Both Co-Investigators must approve before the Funding Proposal is moved to the Chair level.
- At the Chair level the routing splits. As one Chair approves the Funding Proposal will route to the Dean without needing 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.





University at Buffalo
The State University of New York

- 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.

