



***Training Document 1: Quick Proposal Creation using Kuali Coeus - Single PI Research Proposal***

This document illustrates how to create a single PI research proposal in response to a federal funding opportunity (**PA-11-260**). For this example, you will be creating a new NIH research proposal titled: *Health, Science and Technology*. Funding will be requested for a two-year period. You will be the PI (named upr.pi on this training document). The requested budget includes: A) Personnel: PI buys 3 credits of release time (22% Time and Effort) during the 9-month academic period, and salary for 1 summer month; technician on a 12-month salary of \$24K; B) Non-personnel: \$35K for equipment in year 1, travel for a conference in both years (\$2,500 per year), and \$20K for materials and supplies per year.

***Ex. 1: Federal Funding Opportunity –Single PI Research Proposal***

- NIH proposal, new, for research
- In response to Funding opportunity ID: **PA-B2-UF1**
- Project Title: **Health, Science and Technology**
- Project Start Date: August 15, 2014; Project End Date: August 14, 2016 (2 years)
- PI: YOU

Personnel:	Non-Personnel:
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 2 years: <b>August 15, 2014 – August 14, 2016</b></li> <li><input checked="" type="checkbox"/> PI has a 9 month ACADEMIC appointment</li> <li><input checked="" type="checkbox"/> <b>PI salary:</b> 22% academic year (3 cr.); 1 month summer (100%)</li> <li><input checked="" type="checkbox"/> <b>Technician (To be named):</b> 2 years @ \$24,000/yr.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Equipment:</b> <i>BioRAD HPLC Chromatograph with DAD</i> - \$35,000</li> <li><input checked="" type="checkbox"/> <b>Travel:</b> 1 annual domestic travel - \$2,500</li> <li><input checked="" type="checkbox"/> <b>Participant Support:</b> None</li> <li><input checked="" type="checkbox"/> Other Direct:               <ul style="list-style-type: none"> <li>• <b>Materials and Supplies:</b> \$20,000 (for general laboratory reagents and supplies)</li> </ul> </li> </ul>

- Log in to the ***Kuali Coeus home page*** using your *upr.edu* username and password. For proposal submission through KC (the LIVE instance), access: <http://kuali.uprm.edu>. For training purposes, a KC instance is available at: <http://kualitraining.uprm.edu>. Information you input on this training site is NOT permanently stored.



Figure 1

- ☑ The **Researcher** tab (Figure 2) will be displayed upon logging in. For this example, the proposal initiator (UPR PI) is a professor of Electrical Engineering. The KC system will recognize his email upon login, and in most cases will identify the Lead Unit he belongs to.

Figure 2



- ☑ Select **Create Proposal**.  
**Note:** There is a **Required Fields for Saving Document** tab. There are 7 fields marked with an asterisk (\*) to indicate that they are **REQUIRED**. These are:

1. **Proposal Type:** Select from the menu (In this example: New, since it is a new project, not a continuation, renewal, resubmission, or task order/contract)
2. **Activity Type:** Select from menu. In this case select: Research
3. **Project Title:** Enter project title: *Health, Science and Technology*
4. **Sponsor Code:** You may enter it manually or use the search function to look up NIH

- ☑ **To find the sponsor code, you must click on the Lookup symbol, the magnifying glass**  **to the right of the blank Sponsor Code field. The Sponsor Lookup Screen will appear:**



Figure 3

- To Search for a code, enter the Sponsor Name or Acronym (eg. NIH, NSF) in the corresponding field, then click on the **Search** button below. Items retrieved will appear at the bottom of the screen.
  - o You may also use wildcards to broaden your search by writing a word between asterisks. For example, enter \*Health\* in the Sponsor Name and click on the **Search** button. Several results containing the word will appear, such as HHS-National Institutes of Health.

15 items retrieved, displaying all items.

Return Value	Sponsor Code	Sponsor Name	Acronym	Sponsor Type	DUNS And Bradstreet Number	DODAC Number	CAGE Number	State	Country Code
return value	000140	HHS - National Institutes Of Health	NIH	Federal					
return value	000010	Department Of Health And Human Services	HHS	Federal					
return value	000010	DOD - Uniformed Services University Of The Health Sciences	USUHS	Federal					
return value	000122	DOL - Mine Safety And Health Administration	MSHA	Federal					
return value	000122	DOL - Occupational Safety And Health Administration	OSHA	Federal					
return value	000122	HHS - Agency For Healthcare Research And Quality	AHRQ	Federal					
return value	000220	HHS - Health Resources And Services Administration	HRSA	Federal					
return value	000214	HHS - Indian Health Service	IHS	Federal					

Figure 4

When you find the correct sponsor, click on the **Return Value** button to its left. You will be returned to the previous screen. The selected *Sponsor Code* will appear in it.

Figure 5

5. Enter the **Project Start Date** and the **Project End Date**. The format is MM/DD/YYYY. You may click on the calendar icon next to each field and select the date. To change the month, click on the "<" and ">" icons. To change the year, click on the "<<" and ">>" icons. Once you have the correct month and year, click on the date to finish. For this example, select the following:

- Project Start Date:** August 15, 2014
- Project End Date:** August 14, 2016



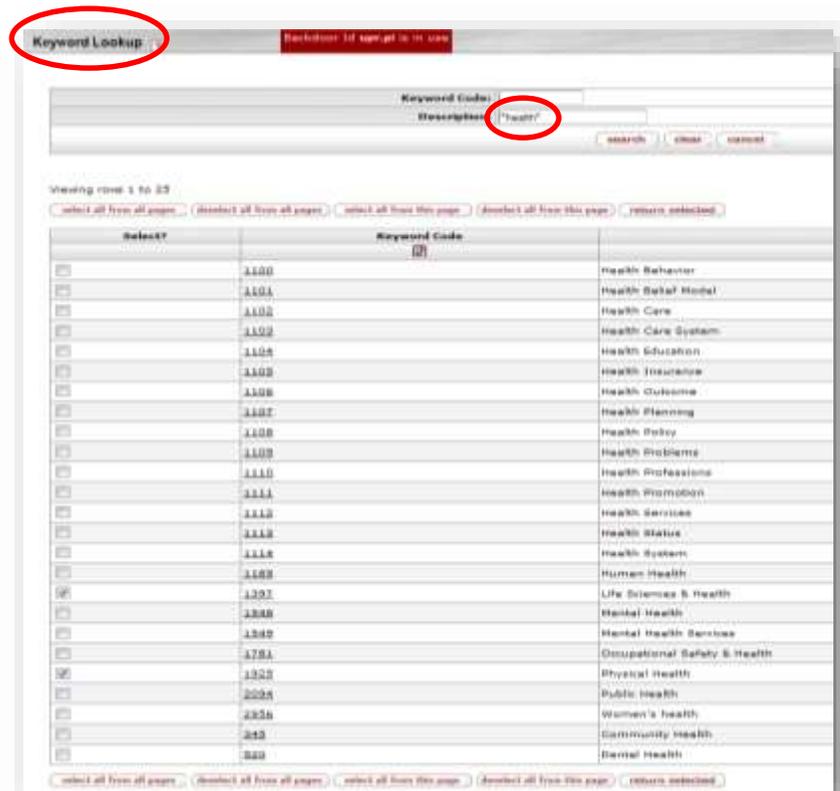
Figure 6

6. In the **Sponsor and Program Information** tab (Figure 6), enter the following information:

- Sponsor Deadline Date: November 15, 2013
- Sponsor Deadline Time: 5:00 pm
- Notice of Opportunity: e.g. Federal (from menu)
  - You should insert here the funding opportunity ID, e.g. **PA-11-260**

7. In the **Keywords** tab (Figure 6):

This tab is used to insert keywords relevant to the proposed research. Many agencies require this. A list of predetermined keywords is available in KC. You may select as many keywords as you desire. For example: Enter in the description field the word health (between asterisks): \*health\*, and click Search. This will bring up a list of results. Select those that apply, and then click on return selected.



The screenshot shows the Kualu Coeus system interface. At the top, there is a navigation bar with 'Kualu Coeus', 'PORTICO', and 'UPRM' logos. The user is logged in as 'mware' and impersonating 'User: upr-gi'. The main content area is titled 'Proposal Development Document' and contains several sections:

- Required Fields for Saving Document:** Includes fields for Proposal Number, Proposal Type (New), Lead Unit (RU-51051 - DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING), Activity Type (Research), and Project Title (Health, Science and Technology). It also includes Sponsor Code (000340), Project Start Date (08/15/2014), and Project End Date (08/14/2016).
- Institutional Fields Conditionally Required:** Includes Award ID and Original Institutional Proposal ID.
- Sponsor & Program Information:** Includes Sponsor Deadline Date (02/15/2014), Sponsor Name (NHS - National Institutes Of Health), Prime Sponsor ID, NSF Science Code, Sponsor Div Code, Anticipated Award Type, Opportunity Title, Sponsor Deadline Time, Notice of Opportunity (Federal Solicitation), CFDA Number, Opportunity ID (PA-11-260), Sponsor Proposal ID, and Sponsor Program Code.
- Organization/Location, Delivery Info, and Keywords:** Includes a table for keywords with columns for Add, Description, and Actions. Two keywords are listed: 'Life Sciences & Health' and 'Physical Health'.

At the bottom of the form, there is a 'save' button circled in red with an arrow pointing to it. A red box at the top right highlights the 'Doc Nbr' field, which contains the value '4222', with an arrow pointing to it.

Figure 8

At this point, the screen should look like the image presented in Figure 8.

- ☑ Click the **save** button at the bottom of the screen. This will save the document. Notice the system generates a document number (**Doc Nbr**), which is the document ID used by the system to identify your proposal. You should save this number for reference.

### System to System: S2S Tab

The S2S tab is used for proposals which can be submitted electronically to the funding agency via system to system, such as Grants.gov or Research.gov. Note: Not all proposals can be submitted S2S via Kualu Coeus. Contact the ORE office for assistance regarding this function.

If the proposal CAN be submitted electronically, the program announcement is known and the forms are available for S2S submission, you may follow this procedure to utilize the S2S function. In the NIH grant example with funding opportunity ID **PA-11-260**, do the following:

- Select the **S2S** tab. The panel shown in Figure 9 will allow you to select the S2S provider (e.g. Grants.gov or Research.gov) and funding opportunity. The system will search for the forms that apply to the opportunity in order to create the proposal package using KC.

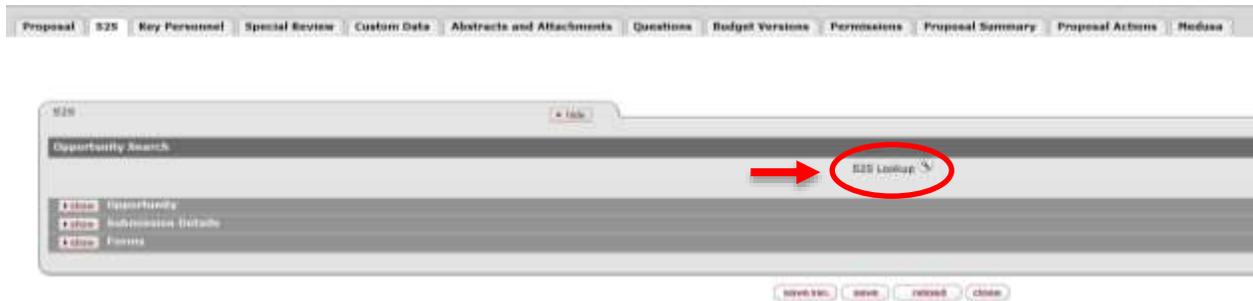


Figure 9

Click on S2S Lookup (Figure 9) to access the Opportunity Lookup panel. Select the S2S provider: **Grants.Gov**, input the **Opportunity ID: PA-11-260**, and press **search**. The system will look for the package information, and allow you to select the proper package (Figure 10).



Figure 10

For this example, select **ADOBE-FORMS –B2**, by pressing the **return value** corresponding to that option.

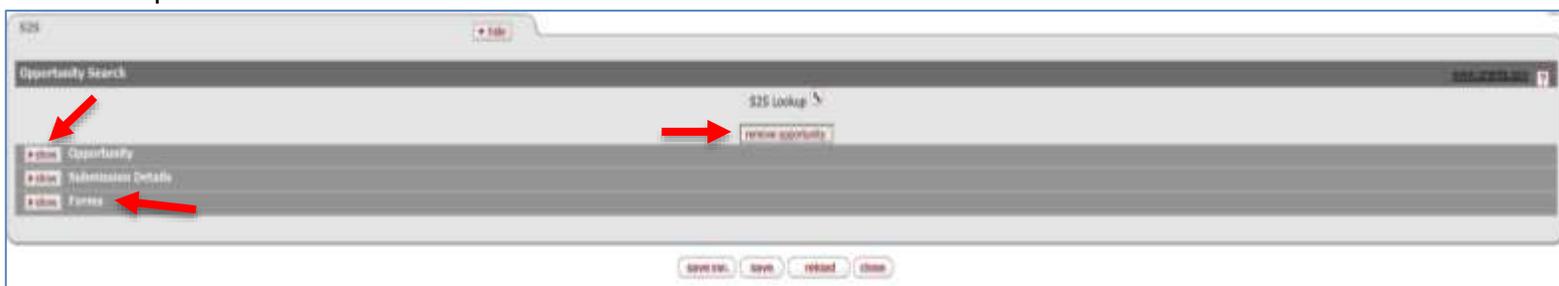


Figure 11

Press **show** before the **Opportunity** tab to examine the information pertaining to the package selected. If it is not the appropriate one, use the **remove opportunity** button to eliminate the package and select another. From the **Forms** tab, one can select forms to print, see which are mandatory to include, etc.

Form Name	Mandatory	Include	Status	Select to Print (All Included / None)
NS_SPCA_1_2-V1.2	Yes	Yes	Available	<input type="checkbox"/>
NS_StaffAndInv_1_2-V1.2	Yes	Yes	Available	<input type="checkbox"/>
NS_StaffPersonnel_1_2-V1.2	Yes	Yes	Available	<input type="checkbox"/>
Performance_1_2	Yes	Yes	Available	<input type="checkbox"/>
NS3M_Researcher_1_2	Yes	Yes	Available	<input type="checkbox"/>
NS3M_CoverageSupplement_1_4	Yes	Yes	Available	<input type="checkbox"/>
NS3M_Checklist_1_2-V1.2	Yes	Yes	Available	<input type="checkbox"/>
NS_Budget-V1.2	Yes	Yes	Available	<input type="checkbox"/>
NS_SubawardBudget-V1.2	Yes	Yes	Available	<input type="checkbox"/>
NS_Coverage_1_2-V1.2	Yes	Yes	Available	<input type="checkbox"/>
NS3M_WebSiteBudget_1_2-V1.2	Yes	Yes	Available	<input type="checkbox"/>

Figure 12

Key Personnel tab:

- ☑ The Key Personnel tab (Figure 13) is used to insert PI, CoPI's, and other key personnel for the proposal.

*For this example, the account UPR.PI is the Principal Investigator.*

- ☑ Enter **Key Personnel** tab, to **Add Key Person**. Use the **Employee Search** lookup to select the **person**, assign a **role**, and then click the **add person** button. The \* yellow asterisk identifies a required action (in this case, to click the add person button).

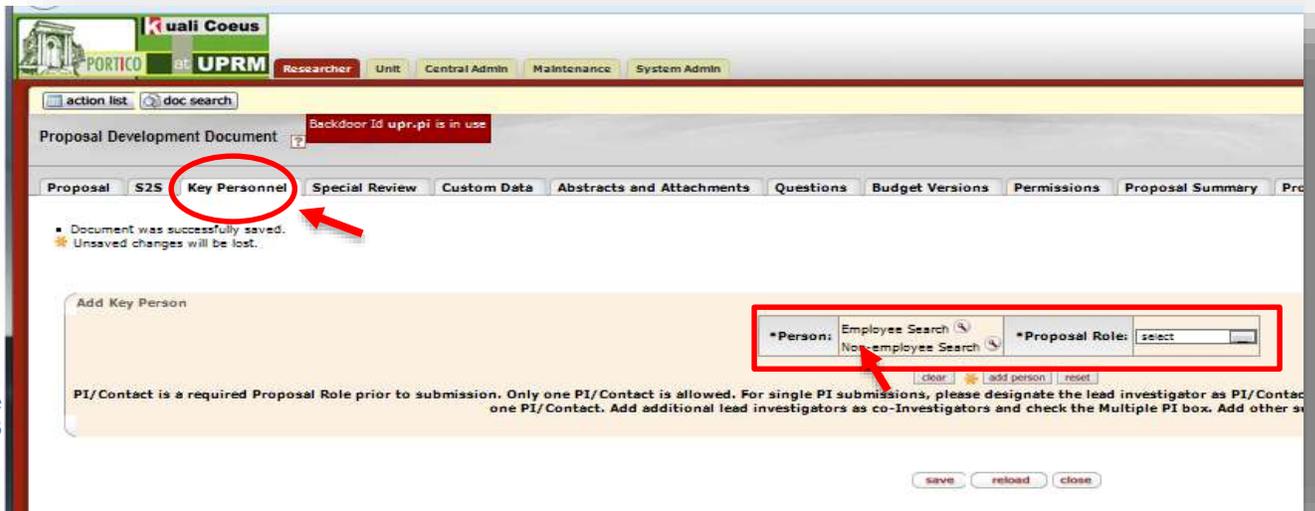


Figure 13

Select **Person**, use the **Employee search (lookup)** and select **Principal Investigator** (from menu) as the role.

Example: Insert \*PI\* in the **Last Name** field box, and select "return value" for the professor named: UPR PI. (Figure 14)



- ☑ To fill out the "Proposal Person Certification", select **show** in that tab. Answer the required questions, and click the **save** button. The Proposal Person Certification tab should indicate that it is now *complete* (figure 16).

The screenshot displays a web application interface for UPR PI. At the top, there are tabs for 'UPR PI' and 'PI/Contact'. Below this, a sidebar lists several sections: 'Person Details', 'Extended Details', 'Degrees', 'Unit Details', and 'Proposal Person Certification (Complete)'. An orange arrow points to the 'Proposal Person Certification (Complete)' tab. The main content area shows a 'Questions' section with five questions, each with 'Yes' and 'No' radio button options. The questions are: 1. Can you certify that the information submitted within this application is true, complete and accurate to the best of your knowledge? That any false, fictitious, or fraudulent statements or claims may subject you, as the PI/Co-PI/Co-I to criminal, civil or administrative penalties? That you agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if an award is made as a result of this application. 2. Is there any potential for a perceived or real conflict of interest as defined in UPR Policies and Procedures with regard to this proposal? 3. Have you submitted the required Financial Conflict of Interest Disclosures (Certification Number 2012-2013-8)? 4. Have lobbying activities been conducted on behalf of this proposal? 5. Are you currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from current transactions by a federal department or agency? Below the questions is a 'Combined Credit Split' section with a 'hide' button. At the bottom, there is a 'UPR PI' section with fields for 'RU-51081 - DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING', 'Unit Total:', 'Totals', and 'Investigator Total:'. A 'recalculate' button is located below these fields. At the very bottom of the page, there are buttons for 'delete selected', 'save', 'reload', and 'close'.

Figure 16

- ☑ Press **Save**.
- ☑ **Special Review** tab (Figure 17):  
This tab serves to identify Special Review requirements, such as Human Subjects, Animal Usage, Biohazard Materials, among others required for compliance purposes, if the proposal is granted.

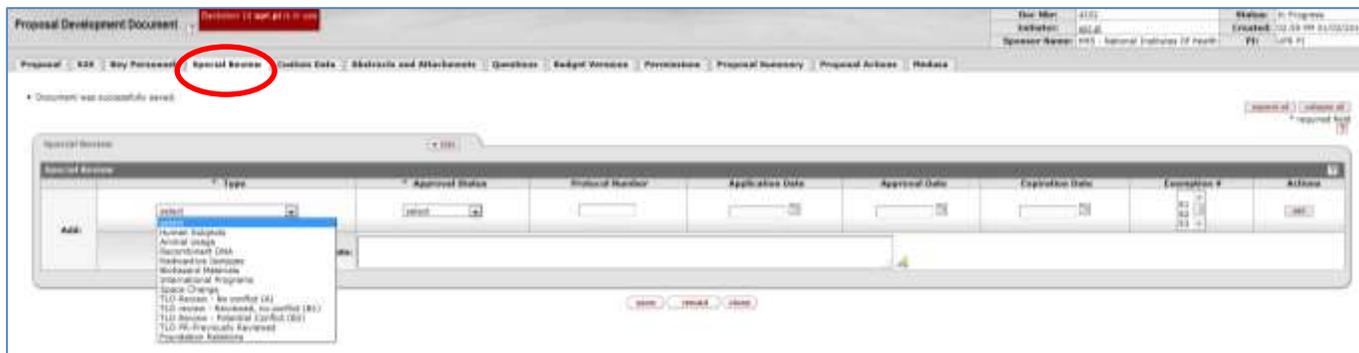


Figure 17

Note: If the proposal doesn't have any of these requirements, leave them blank. If it does, simply select the Type of Special Review required, and in the Approval Status field select Pending. As the UPRM is not managing these approvals electronically at the moment, please contact the ORE office for further guidance on complying with these requirements if they apply to your proposal.

☑ **Custom Data** tab:

- ☑ This tab is currently used only for proposals with **Curricular Impact**. In the Project Details tab, press show. The following required question appears: Has curricular impact? Select Yes or No. If yes is selected, the system will route the proposal to the Deanship of Academic Affairs for approval.
- ☑ Press save.

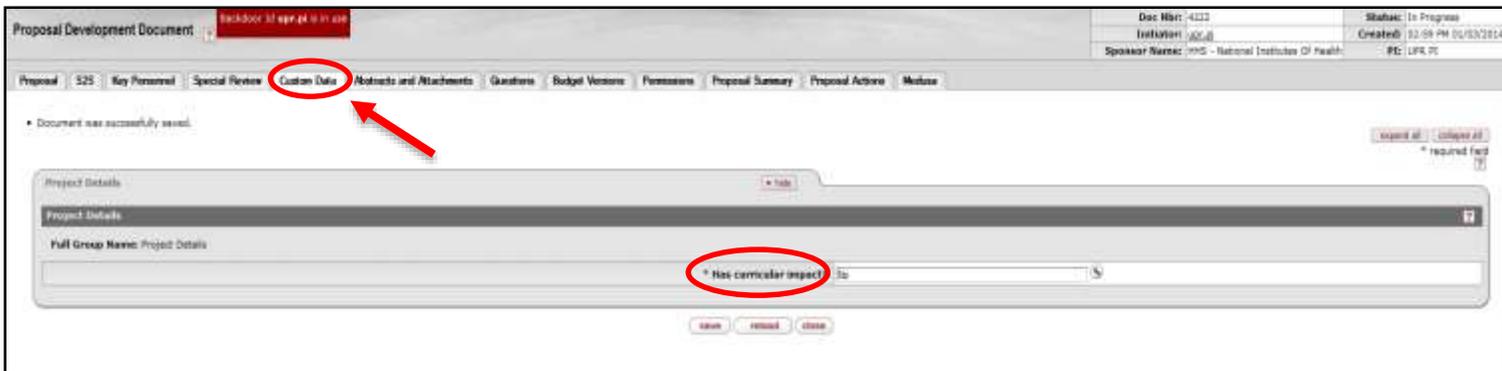


Figure 18

☑ **Abstracts and Attachments** tab (Figure 19):

This section has several tabs, of which Proposal Attachments, Personal Attachments and Internal Attachments are the most important.

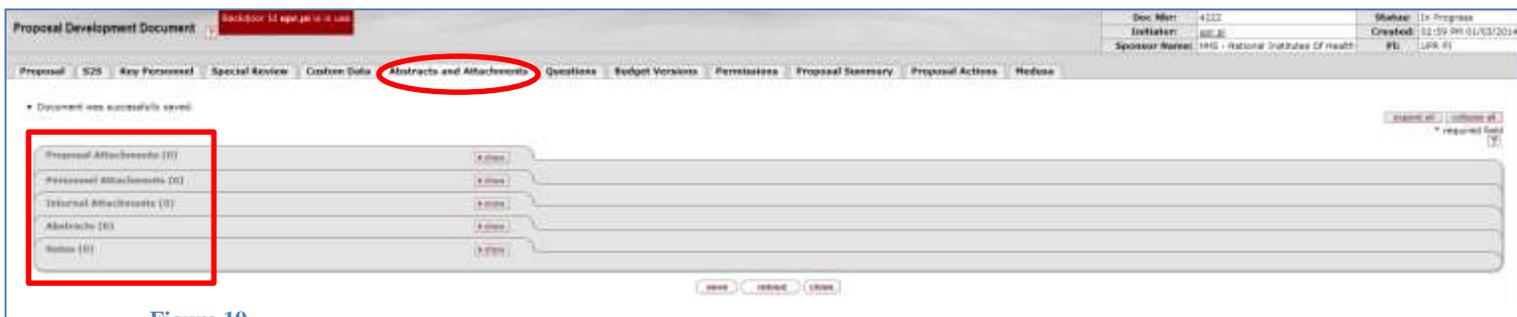


Figure 19

The **Proposal Attachments** tab is used to upload all the files pertaining to the project summary, narrative, research plan, budget justification, facilities, and other attachments required by the funding agency, as needed for the given proposal. Not all are required, and agencies may have different names for the different parts of the proposal. Please follow the specific program announcement guidelines.

The **Personnel Attachments** tab is used to upload personnel-specific documents such as bio-sketches (curriculum vitae or equivalent), current and pending support, statements of commitment, and any other key personnel documents. There may be several attachments of each type depending on the number of key participants in the proposal.

The **Internal Attachments** tab is used to insert documents to keep as part of the institutional proposal information, but will NOT be submitted to the agency. It is advisable to insert here the following documents which are critical for future audits, and considerations if the proposal is funded: **Agency guidelines** (as per submission date); **FCOI documents** (Financial Conflict of Interest Disclosures, one per each PI/CoPI or relevant personnel); any **other internal attachment, agreements or documents** of relevance (e.g. UPR/UPRM letters committing funds, space, equipment, or time; additional letters of support; IRB, IACUC or any other documents pending approval or in process, useful for future reference.)

**Proposal Attachments:**

- To insert the required proposal attachments, select **Proposal Attachments** and press **Show**. An **Add Proposal Attachments** tab will appear:

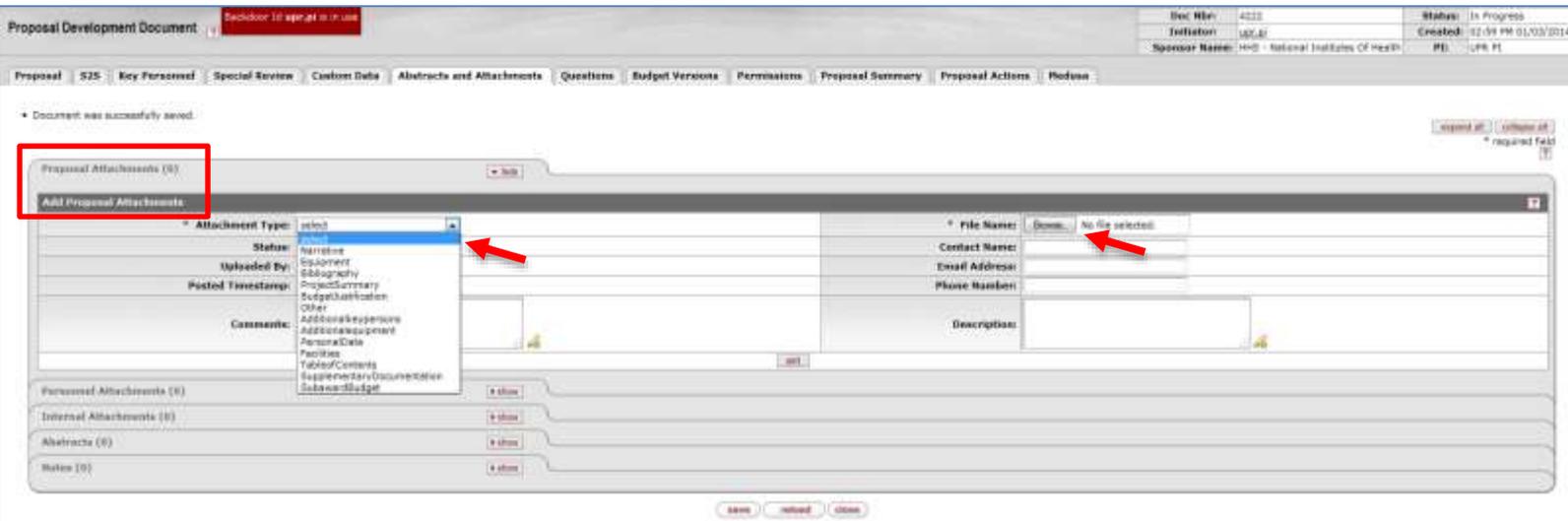


Figure 20

- Select **\*Attachment Type** from the dropdown box, then upload the file using **\*File Name: Browse...** Upload the corresponding file. Indicate the Status of the document (Options: Complete, Incomplete). Complete means it is the final version, Incomplete can be used when a draft version is inserted (this option is useful during the proposal development stage of the grant writing process). You may add comments if the file is a draft, for future reference.

EXAMPLE:

- The following figure illustrates the insertion of the Project Summary from a file titled ProjectSummary.pdf, as the final (complete) version.

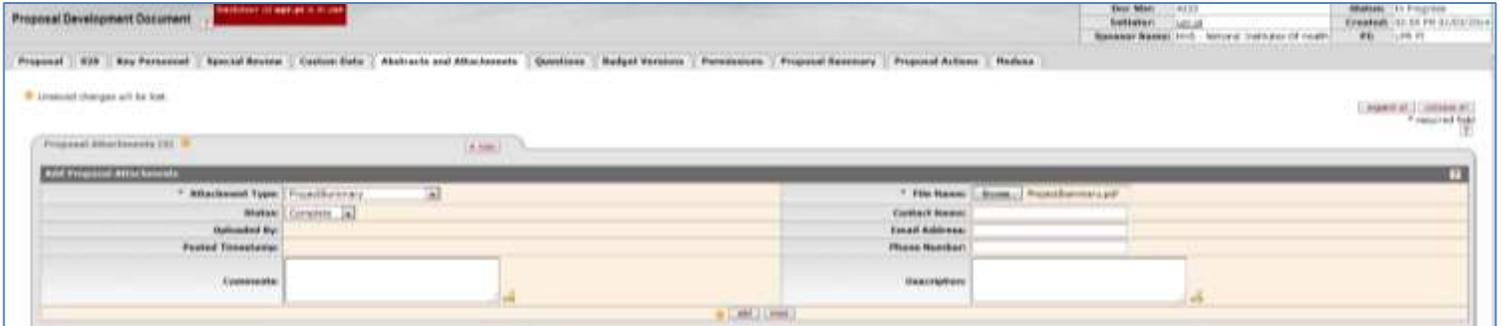


Figure 21

- Press \***add**. Upon this action, a new tab named **Project Summary-Complete** is created which contains the file of interest. A series of options appear at the bottom of the tab for additional actions, if needed: you may select **view** (to see the file); **replace** to replace the file for a new one), **delete** (to delete the file), or modify the rights of others to view or edit the file through **view/edit rights**.

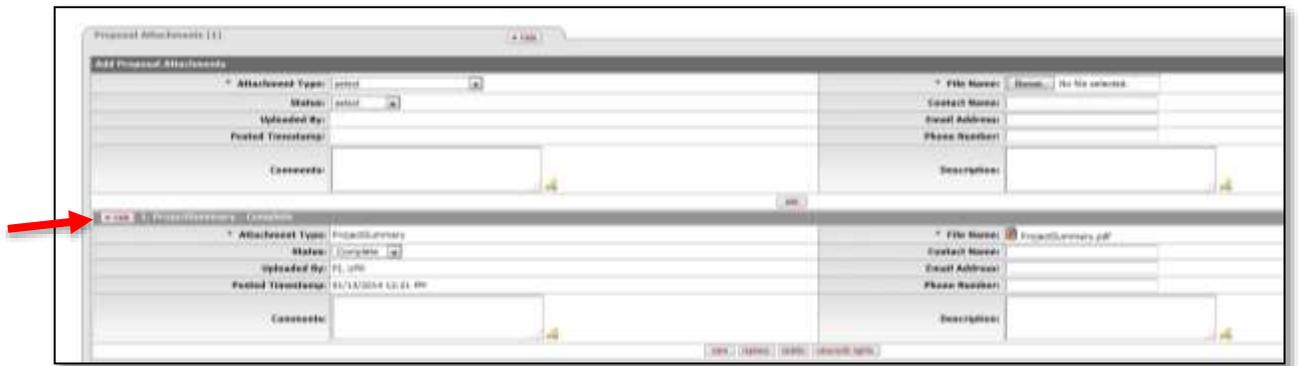


Figure 22

**Notes:**

1. Remember that filenames should NOT include special characters or spaces. (e.g. NarrativeNIH; ProposalSummary, BiosketchPI)
2. Proposal CANNOT be submitted for routing unless all attachments required are marked as COMPLETE.
3. The Biosketch (or equivalent document) for the PI (and other Key Personnel, if applicable) is inserted in the **Personnel Attachment** tab.
4. The **Personnel Attachment** tab will have a number in parenthesis, e.g. **(1)**, indicating the number of attachments inserted. Make sure you add all the files needed for submission.

### Personnel Attachments: (Figure 23)

- To insert the required personnel attachments, select **Personnel Attachments** and press **Show**. An **Add Proposal Attachments** tab will appear.
- Select from the **\*Person** menu the key person name to which the attachment belongs, (e.g. the name of the PI) then select the **\*Attachment Type** from the menu e.g. Biosketch) and upload the file using the **\*File Name: Browse...** menu options.
- Press **\*add**. The **Personnel Attachments** tab will show a number (1) indicating it has added an attachment. The **Actions** column will now have the option to **add** additional attachments and to **view**, **delete**, and **replace** the file inserted.
- Press **save** to complete the actions.

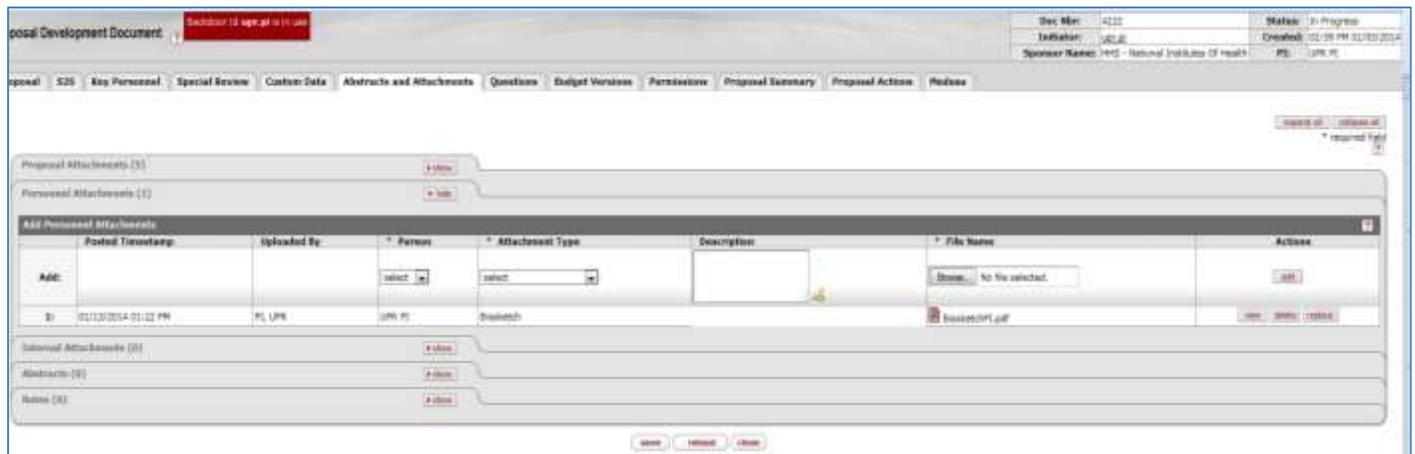


Figure 23

### Questions tab

There are presently two REQUIRED questionnaires available within the Questions tab. These are: **Grants.gov S2S Questionnaire** and **UPRM Commitment of Institutional Resources**.

- ☑ In the **Grants.gov S2S Questionnaire (Incomplete)** tab (Figure 24), press **show** to see the required questions. Answer the questions and press the **Save** button. The questionnaire tab should now appear as Complete.
  - Note: The question pertaining to state executive order 12372 relates to specific proposals which may require additional review by state authorities. The Program announcement should indicate if the proposal is affected by that executive order. For our example, select "Program not covered by EO 12372" from the menu (see last question).

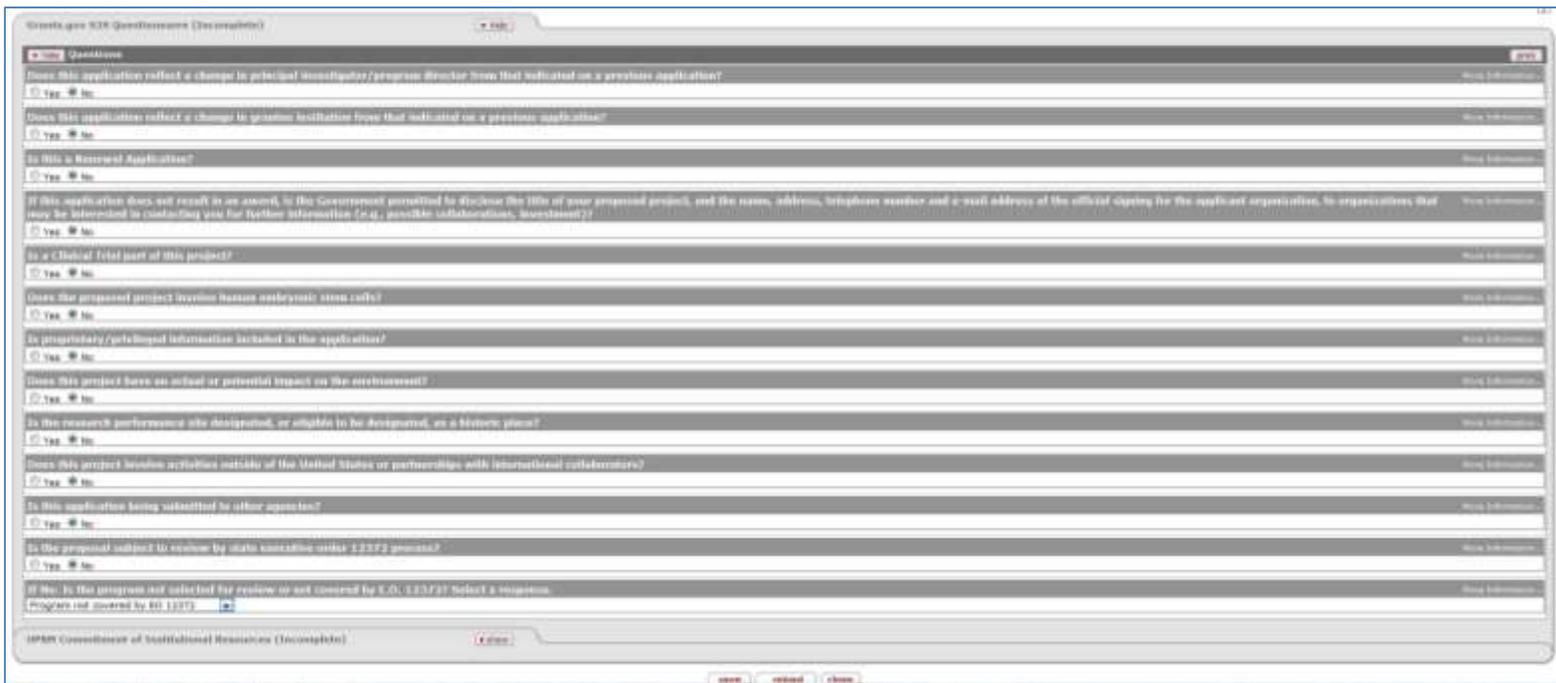


Figure 24

The tab should indicate the Grants.gov S2S Questionnaire is complete (Figure 25), and the “Document was successfully saved.”



Figure 25

**UPRM Commitment of Institutional Resources tab:**

This tab contains questions that must be answered to assist UPRM Officials as they evaluate the commitment of institutional resources (Funds; Personnel; Space; Equipment)

If the answer is **Yes**, a brief explanation is required. Be specific and brief. This information is critical for the proper routing and internal approval of the proposal by the required directors and deans. You may click on “More Information...” for a description of what each question asks. You can also Print the Questionnaire.



Figure 26

## Budget Versions

The **Budget Versions** tab within the Proposal Development Document is used to create the budget using a **Budget Document** module. The Budget Document module allows you to create multiple versions of the budget for different proposal scenarios, and then select the one which best suits the proposal to become the final budget version that will be inserted in the Proposal Document for submission. The Budget Versions feature allows you to estimate salary costs, including fringe benefits, according to UPR regulations, and the corresponding F&A (indirect) costs allowed. This assists the PI in planning the use of resources within the project's time frame.

- Select the **Budget Versions** tab.
- **Add** a budget **Name:** For this example, type the budget name: Budget 1.



Figure 27

- Select \* **add** in the Actions section.



Figure 28

- Select **open**, to open Budget 1. This action will open a new **Budget Document** module, with a new set of tabs, all of them related to budget. Notice at the top of the screen the words **Budget Document**. If you want to return to the **Proposal Document** module, click the blue tab that says **<return to proposal**. (Figure 29)

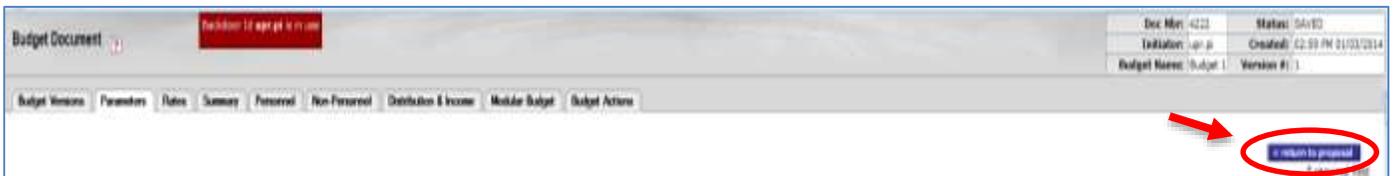


Figure 29

The budget tabs are: Budget Versions, Parameters, Rates, Summary, Personnel, Non-Personnel, Distribution and Income, Modular Budget, Budget Actions. (Figure 29)

The screenshot shows the 'Budget Document' application interface. At the top, there are navigation tabs: Budget Versions, Parameters, Rates, Summary, Personnel, Non-Personnel, Distribution & Income, Modular Budget, and Budget Actions. The 'Budget Overview' tab is active, displaying fields for Project Start Date (08/15/2014), Project End Date (08/14/2016), Total Direct Cost Limit (0.00), Budget Status (01/01/2016), Fixed? (checked), and On/Off Campus (Default). It also shows Master Budget?, Budgeted Funds, Total Cost Limit (0.00), Unrecovered F & A Rate Type (MTDC), F&A Rate Type (MTDC), and Subject Cost Sharing? (checked). Below this is the 'Budget Periods & Totals' section, which contains a table with columns for Period Start Date, Period End Date, No. of Months, Total Sponsor Cost, Direct Cost, F&A Cost, Unrecovered F&A, Cost Sharing, Cost Limit, Direct Cost Limit, and Actions. The table shows two periods (1 and 2) and a Totals row, all with values of 0.00.

Period	Period Start Date	Period End Date	No. of Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
1	08/15/2014	08/14/2015	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[Add] [Delete]
2	08/15/2015	08/14/2016	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[Add] [Delete]
<b>Totals</b>	<b>08/15/2014</b>	<b>08/14/2016</b>	<b>24.0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	[Add] [Delete]

Figure 30

### Description of Budget Document tabs:

- **Parameters** tab: Upon opening a new budget version, the system opens automatically in the Parameters tab. It will be primarily used to define: Type of F&A rates that apply (default is Modified Total Direct Costs (MTDC) – predefined in the Rates tab); If the proposal requires the submission of Cost Sharing (you must check or uncheck the option); and to generate all budget periods copying Year 1 budget to other budget periods. If done properly, this simplifies entering the budget for Year 2 and on.
- **Rates** tab: Contains the actual Research F&A rates (MTDC Off Campus, On Campus) and the Fringe Benefits to be used in the budget calculations (health insurance, unemployment, medicare, retirement, etc).
- **Summary** tab: It provides a summary view of all personnel costs (salary, fringe); non-personnel costs; total direct costs, total F&A costs per period; and the overall Total Costs for the project.
- **Personnel** tab: Allows the insertion of project personnel for all periods. One can then select who participates per year in the project, and the corresponding costs based on their appointment type and base salary.
- **Non-Personnel** tab: Allows the insertion of other non-personnel related expenses classified within four basic categories: equipment, travel, participant support, and other direct costs.
- **Distribution & Income** tab: Allows the insertion of information related to Cost Sharing, Unrecovered F&A, and other Project Income, if applicable.
- **Modular Budget** tab: Only used in projects which require modular type budgets (eg. some NIH programs).

- **Budget Actions** tab: This tab contains access to [Print Forms](#), [Budget Justification](#), [Proposal Hierarchy](#), [Subaward Budget](#), and [Data Validation](#). The Data Validation tab is particularly used to check if the proposal is complete prior to routing and S2S submission.

The **Budget Document** module divides the expenses among two options: Personnel (e.g. salary of PI) and Non-Personnel (Equipment, Travel, Participant Support, and Other Direct costs (such as Materials and Supplies). For this example, the proposed budget is distributed as indicated in the following table.

Example Proposal Budget:	
<input checked="" type="checkbox"/> Budget Period: 2 years: <b>August 15, 2014 – August 14, 2016</b>	
Personnel:	Non-Personnel:
PI has a 9 month ACADEMIC appointment. Requests to the agency: <input checked="" type="checkbox"/> <b>PI salary:</b> 22% academic year (3 cr.); 1 month summer (100%) <input checked="" type="checkbox"/> <b>Technician (To be named):</b> 2 years @ \$24,000/yr.	<input checked="" type="checkbox"/> <b>Equipment:</b> <i>BioRAD HPLC Chromatograph with DAD</i> - \$35,000 <input checked="" type="checkbox"/> <b>Travel:</b> 1 annual domestic travel - \$2,500 <input checked="" type="checkbox"/> <b>Participant Support:</b> None <input checked="" type="checkbox"/> Other Direct: <ul style="list-style-type: none"> <li>• <b>Materials and Supplies:</b> \$20,000 (for general laboratory reagents and supplies)</li> </ul>

- Go to the **Personnel** tab: The default Budget Period is always year 1 (In example: 08/15/2014-08/14/2015.)
- In the **Project Personnel (All Periods)** tab, add the **Project Personnel** classified as: **Employees**, **Non-Employees** or **To be named** (eg. technicians, graduate students, to be hired if the project is awarded) using the search button.
  - For the **PI:** enter the following information: Job Code (from menu), Appointment Type, Base Salary, Christmas Bonus (if applicable, since it is considered salary for nonpermanent employees). The **PI** name should appear, since this information was entered earlier.
  - For **Appointment Type**, select from menu: **9M DURATION** (9-months); set **Christmas bonus** entry to 0.00 for faculty appointments, since this is covered by the institution in the case of faculty. The institutional base salary is available from the UPRM Human Resources (HR) database (eg. \$55,000). Note: Please inform the R&D Center if a different salary from the one indicated by HR applies. This is important for future Time & Effort Reports and compliance audits.
  - Add **"To be named" personnel:**
    - **Using the To Be Named persons Lookup**, look for **\*technician\***, press **search**. Click  next to the option: **Technician** (T1), and press **return** selected.

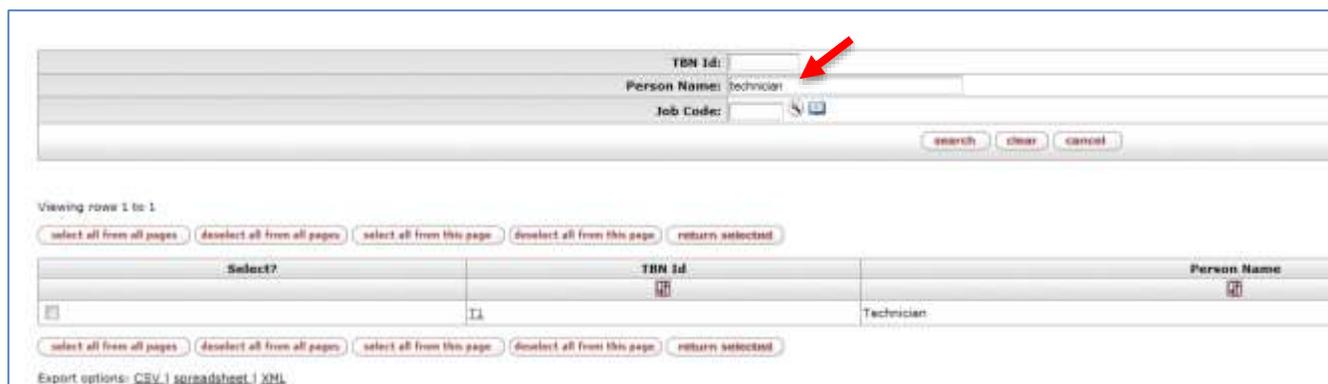


Figure 31

- Enter salary for a 12-month appointment (\$24,000). In this case, charging the Christmas Bonus is allowed since it is a required benefit which is considered as part of the salary.

Figure 32

- ☑ Click **SAVE**.
- ☑ Select **Personnel Details (Period 1)** Tab, press **show**. In this tab you should enter information related to personnel of Year 1..
  - In the case of personnel, the time periods are defined as **Academic** (relates to the 9-month academic period); **Summer** (relates to the 3-month summer period); **Calendar** (refers to the 12 months total calendar period). Faculty at UPRM either has a 9-month appointment or a 12-month appointment. Those with 9-month appointments could receive additional compensation during the summer for research or other scholarly activities.
  - To enter information pertaining to the request of salary equivalent to 3 credits for the PI during the 9-month academic appointment:
    - Go to **Add Details** tab. Select **\*Person** from menu: **UPR.PI**
    - In **\* Object Code name**, select: **Faculty-Academic**. Press **\* add**.
      - A new tab appears: **Faculty-Academic** tab, requesting the **\*Start Date**, **\*End Date**, **%Effort**, **% Charged**, and **Period Type**.
      - For the academic period (9 months): enter the following dates:
        - **Start Date:** **08/15/2014**
        - **End Date:** **05/14/2015**
        - **% Effort:** **22%** (to be defined)
        - **% Charged:** **22%**
        - **Period Type:** Select: **Academic**
      - In the **Action** panel, click **calculate**. This will estimate the costs corresponding to the Requested Salary and Calculated Fringe for the Academic Period.
      - Select **save**.
  - To enter information pertaining to the request of Summer salary for the PI:
    - Go to **Add Details** tab. Select **\*Person** from menu: **UPR.PI**
    - In **\* Object Code name**, select from menu: **Faculty-Summer**. Press **\* add**.

- A new tab appears: **Faculty-Summer** tab, requesting the **\*Start Date**, **\*End Date**, **%Effort**, **% Charged**, and **Period Type**.
- For the academic period (9 months): enter the following dates for 1-month of summer salary (in this example using June 1-30, 2015):
  - **Start Date:** 06/01/2015
  - **End Date:** 06/30/2015
  - **% Effort:** 100%
  - **% Charged:** 100%
  - **Period Type:** Select: **Summer**
- In the **Action** panel, click **calculate**, to estimate the costs corresponding to the Requested Salary and Calculated Fringe for the Summer period.
- Select **save**.
- To enter information pertaining to the Technician for the Calendar period:
  - Go to **Add Details** tab. Select **\*Person** from menu: **Technician**.
  - In **\* Object Code name**, select from the menu: **Technician**. Press **\* add**.
- A new tab appears: **Technician** tab, requesting the **\*Start Date**, **\*End Date**, **%Effort**, **% Charged**, and **Period Type**.
- For the **calendar** period (12-months): enter the project dates:
  - **Start Date:** 08/15/2014
  - **End Date:** 08/14/2015
  - **% Effort:** 100%
  - **% Charged:** 100%
  - **Period Type:** Select: **Calendar**
- In the **Action** panel, click **calculate**.
- Select **save**.



Figure 33

## Non-Personnel tab:

- Go to **Non Personnel Tab** to enter information related to: **Equipment, Travel, Participant Support, and Other Direct** costs, in the corresponding tabs.

Category	Cost Limit	Total Cost Limit	Direct Cost Limit	Total Direct Cost Limit	Cost Sharing
Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Participant Support	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other Direct	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total</b>	<b>\$ 1,120.87</b>	<b>\$ 1,120.87</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Figure 34

- Select the **Equipment** tab, and press **show** to Add equipment information:
  - Select **\* Object Code Name**, from menu: **Equipment**
  - Add a Description: **BioRAD HPLC Chromatograph with Diode Array Detector** (Note: This description will appear in the proposal documents, so be as exact and informative as possible.)
  - Add Quantity: 1
  - Add Total Base Cost: \$35000
  - Press **\*add** to insert information into the budget document.
- Select the **Travel** tab, and press **show** to Add Travel information:
  - Select **\* Object Code Name**, from menu: **Travel - Domestic**
  - Add a Description: **Awardees Annual Conference**
  - Add Quantity: 1
  - Add Total Base Cost: \$2500
  - Press **\*add** to insert information into the budget document.
- Select the **Other Direct** tab, and press **show** to Add Other Direct Costs information:
  - Select **\* Object Code Name**, from menu: **Materials and Supplies**
  - Add a Description: **Laboratory Reagents and Supplies**
  - Add Quantity: 1 (to include total sum)
  - Add Total Base Cost: \$20000
  - Press **\*add** to insert information into budget document.
- Follow this same procedure to add all other expenses, as applicable.

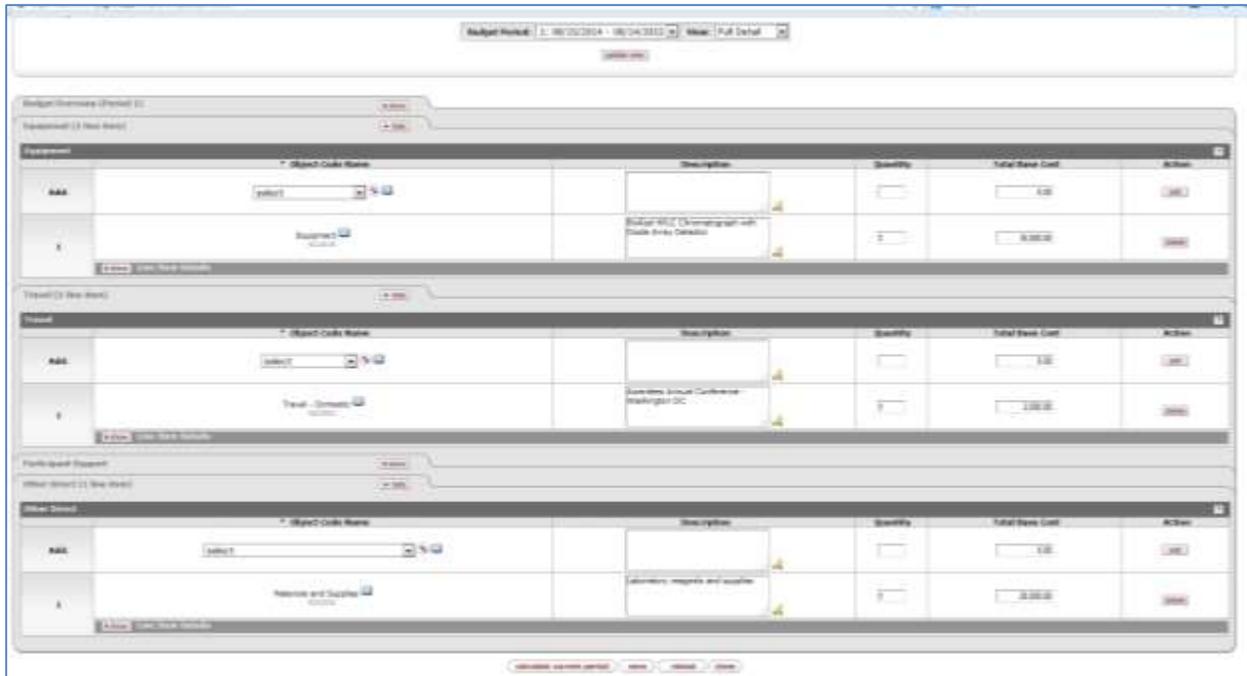


Figure 35

Now you can enter the following years using this same format, or Generate All periods using Year 1 as template. To do the latter, go to the **Parameters** tab:

- Verify that only information on Year 1 is filled out. Other years must be empty.
  - Now click on **Generate all periods**. The system will use Year 1 as a template to generate budgets for subsequent years, which can be edited as needed.
    - Remember to unselect the **Submit Cost Sharing** unless cost sharing is required.

To edit the Year 2 budget in order to eliminate equipment:

- Go to **Non-Personnel** tab:
- Select **Budget Period** for Year 2 and click on **update view**. (ex. 8-15-2005- 8-14-2016). Notice the **Budget Overview (Period 2)** tab is shown.
- Select the **Equipment** tab, and press **delete** to eliminate the equipment on Year 2.
- Press **save**.

	Period 1	Period 2	Total
<b>Personnel</b>			
Salary	43,330.33	43,330.33	86,670.66
Fringe	18,343.93	18,343.93	36,687.86
Unallocated Direct Costs	0.00	0.00	0.00
Personnel Subtotal	61,674.26	61,674.26	123,348.52
<b>Non-Personnel</b>			
Equipment	30,000.00	0.00	30,000.00
Travel	3,000.00	3,000.00	6,000.00
Other Direct	30,000.00	30,000.00	60,000.00
Unallocated Direct Costs	0.00	0.00	0.00
Non-Personnel Subtotal	63,000.00	33,000.00	96,000.00
<b>Totals</b>			
TOTAL DIRECT COSTS	124,674.26	94,674.26	219,348.52
TOTAL FBA COSTS	43,000.00	43,000.00	86,000.00
TOTAL COSTS	167,674.26	137,674.26	305,348.52

Figure 36

Note: You can create more than one budget version. You will need to select which is the FINAL budget version and mark it as COMPLETE prior to validation and routing.

- To select Budget 1 as the final budget version, go to the Budget Versions tab.
  - Click on **Final:**
  - Select **Budget Status** as **Complete**.
  - Select **Save**.
- Select the **< Return to proposal** button, to exit the budget module, and enter the proposal development module prior to validation and routing.

**Proposal Actions** tab:

In the Proposal Development Document, select the **Proposal Actions** tab. There are six subtabs: Data Validation, Proposal Hierarchy, Print, Copy to New Document, Route Log, and Ad Hoc Recipients.

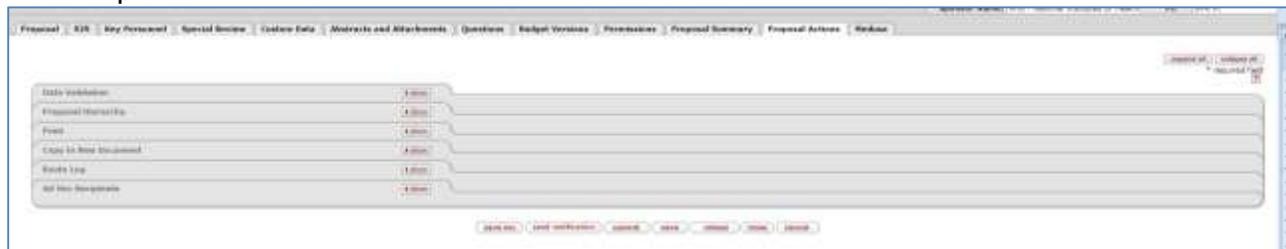


Figure 37

- Select the **Data Validation** tab, press **show**.
- Select **turn on validation** to activate a validation check to determine if there are any errors or incomplete information that could prevent routing, warnings that point to possible data issues, or errors that could prevent electronic submission.

Validation errors will be easily accessible for correction using the **fix** option, next to the error notification.

- Select the **Print** tab, to print the pdfs of all documents generated for the proposal.

- ☑ Select the **Copy to New Document** tab, to make a copy of the proposal as a new document. This is extremely useful when a previous proposal will be modified for resubmission.
- ☑ Select **Route Log** tab, to see the order of approvals for a given proposal. Please verify that the correct department chairs and deans are listed. If there is a discrepancy, please contact the R&D Center and the KC Help Desk to fix the problem.

### **Submit proposal for internal routing**

When the proposal is complete and validates properly, you are ready to submit it for routing. Press the **submit** button to initiate the process. Remember: The proposal MUST BE COMPLETE prior to submitting to routing. Contact the ORE office prior to submitting a proposal for electronic routing.