ONLINE PROPOSAL SUBMISSION USER GUIDE

Research & Sponsored Program Development

erac.und.edu

For questions, please contact Ms. Michael Sadler

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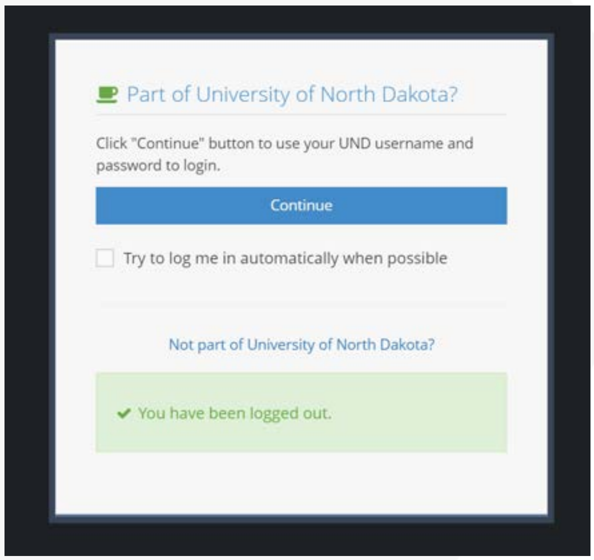
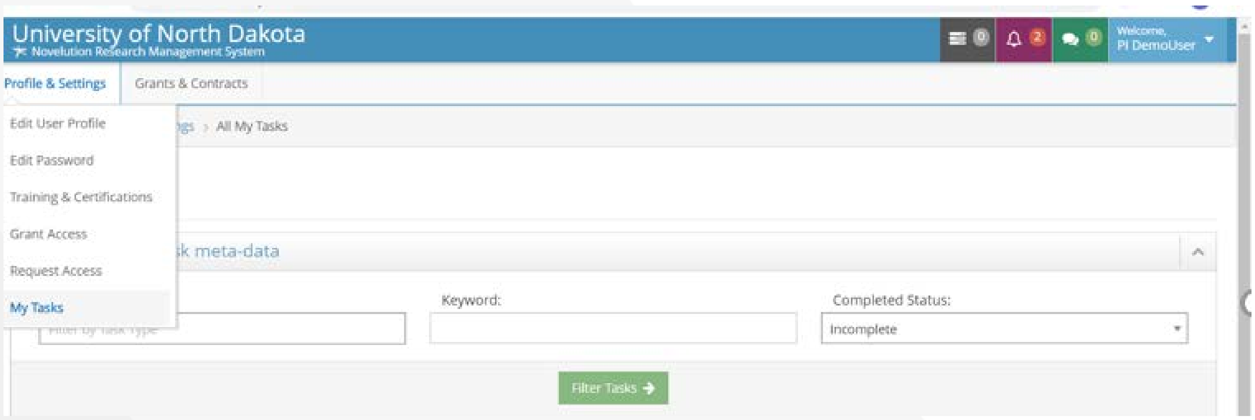
SYSTEM LOG IN

- System URL is erac.und.edu.
- Log in at erac.und.edu with your Peoplesoft log in information (ID is typically firstname.lastname).
- Landing page upon login is the My Tasks page – this is a listing of open tasks requiring your review/approval.

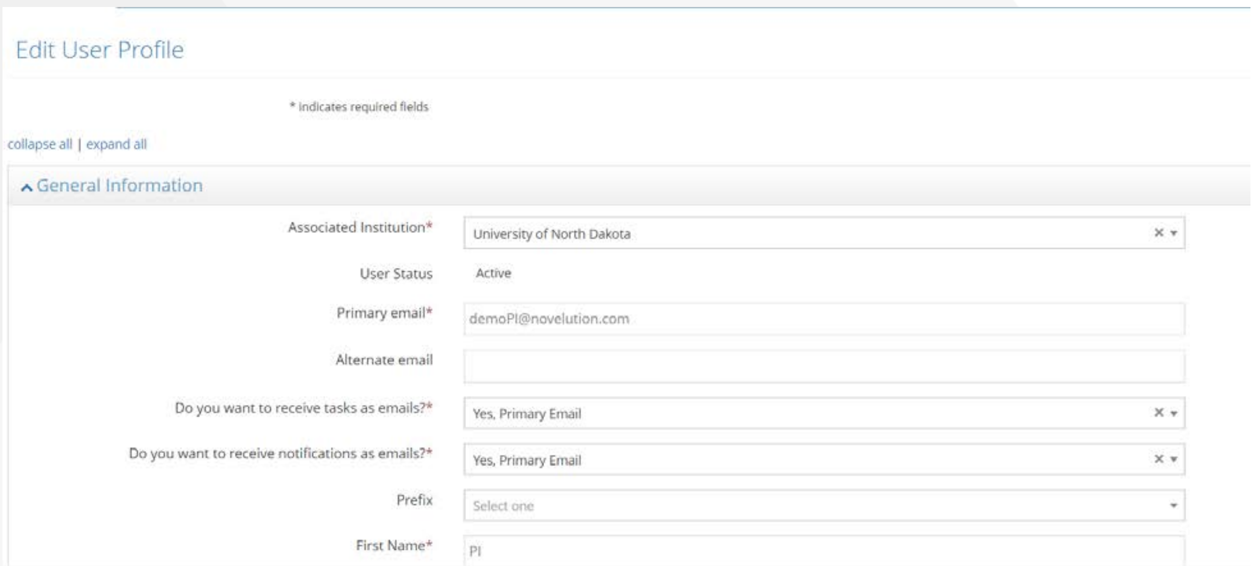


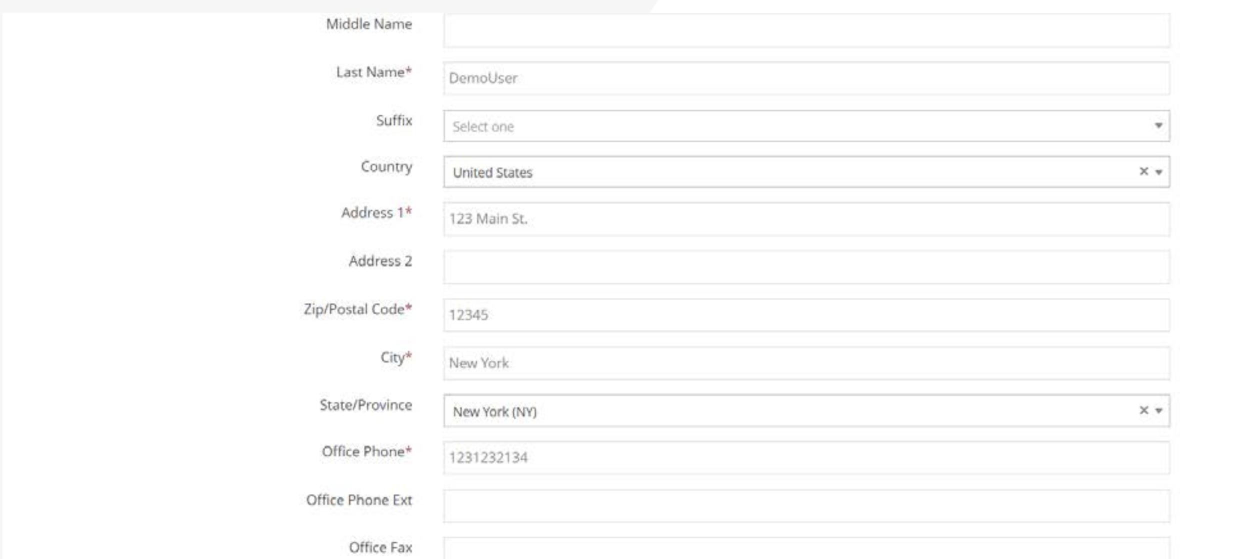
PROFILE & SETTINGS MENU

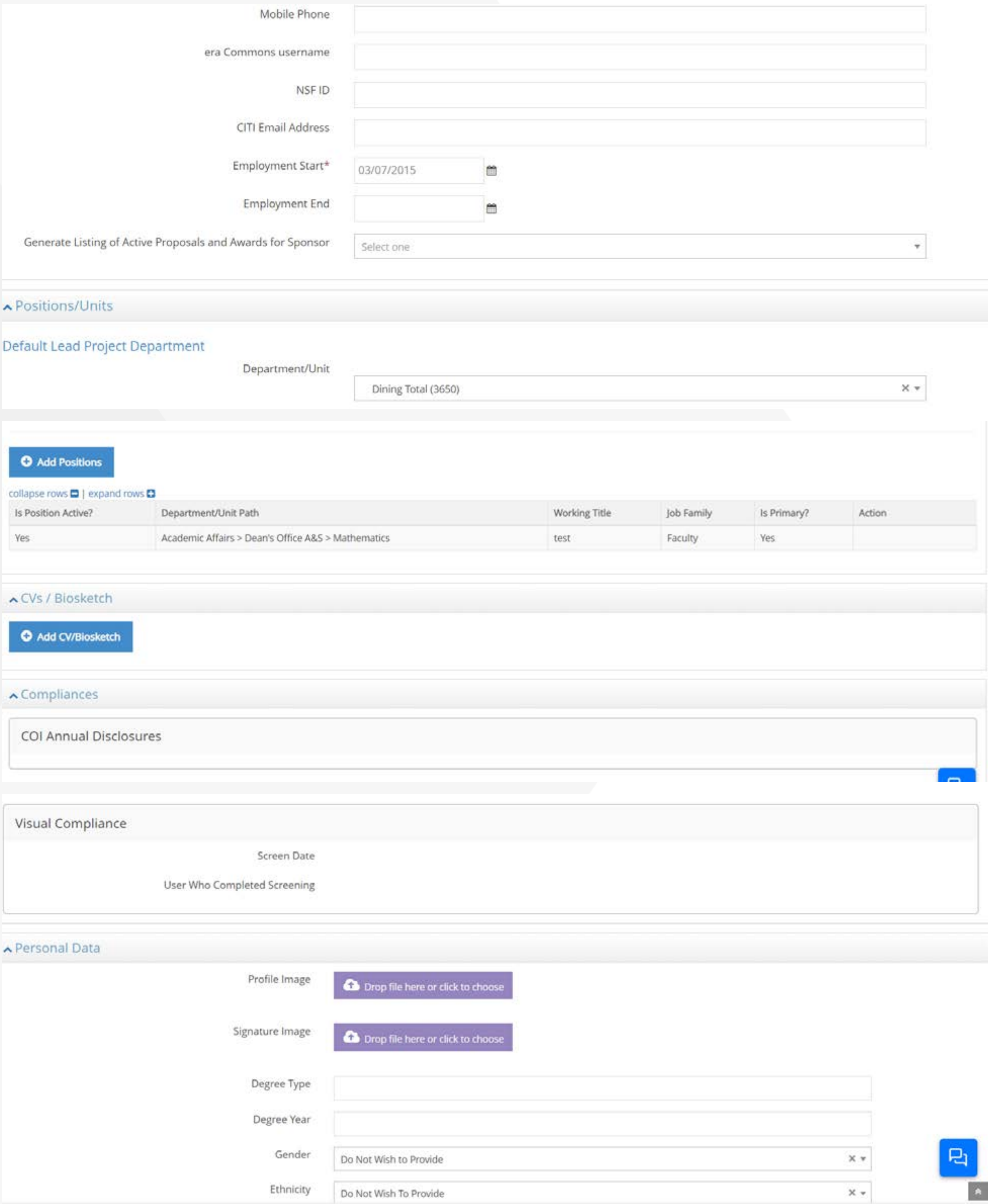
- User Profile – Update your user information, including contact information, contact preferences, eRA Commons, NSF and CITI user information, department information, CV and bio sketch information, COI disclosures.
- Edit Password – Change password here.
- Trainings & Certifications – Enter CITI FCOI training information here. This will include an option to enter IACUC and IRB CITI training eventually as well.
- Grant Access – Grant others access to view/edit your projects.
- Request Access – Request access to view/edit other users projects.
- My Tasks – Listing of your open tasks in the system (this is also the landing page upon log in).

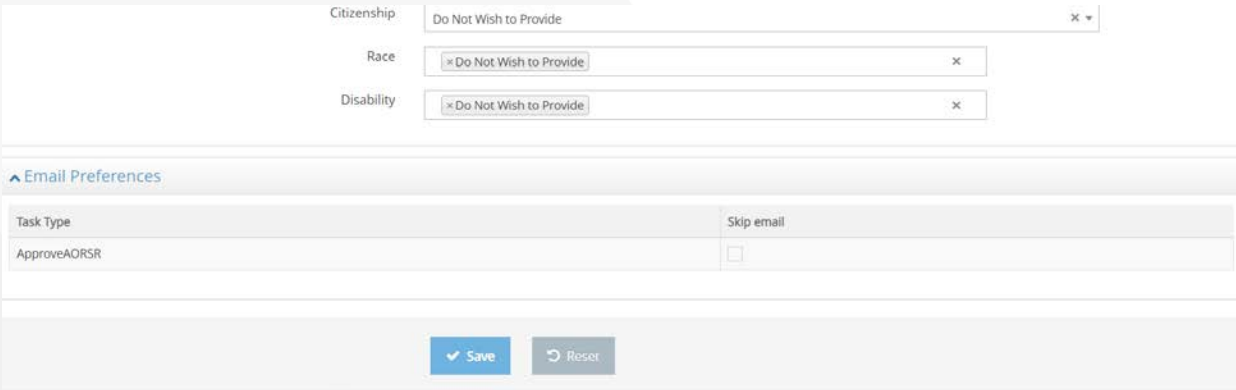


USER PROFILE

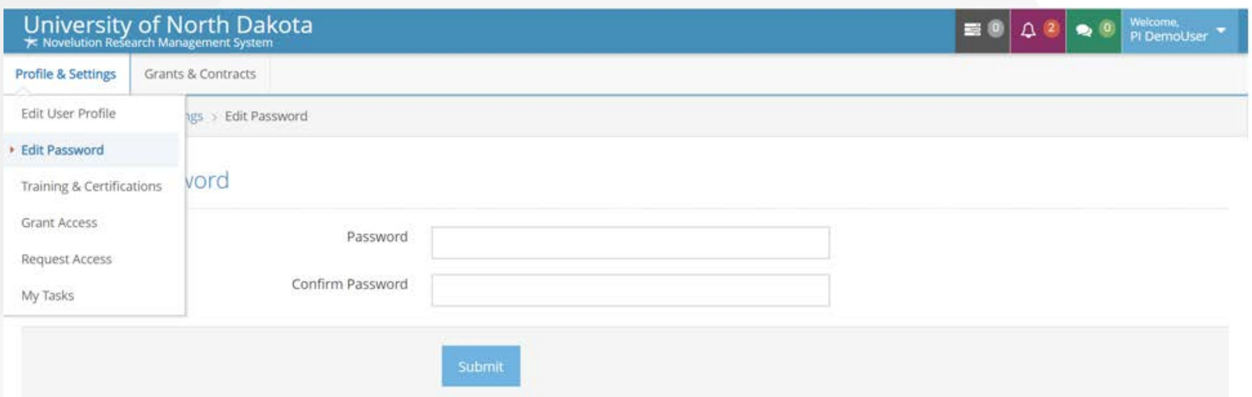




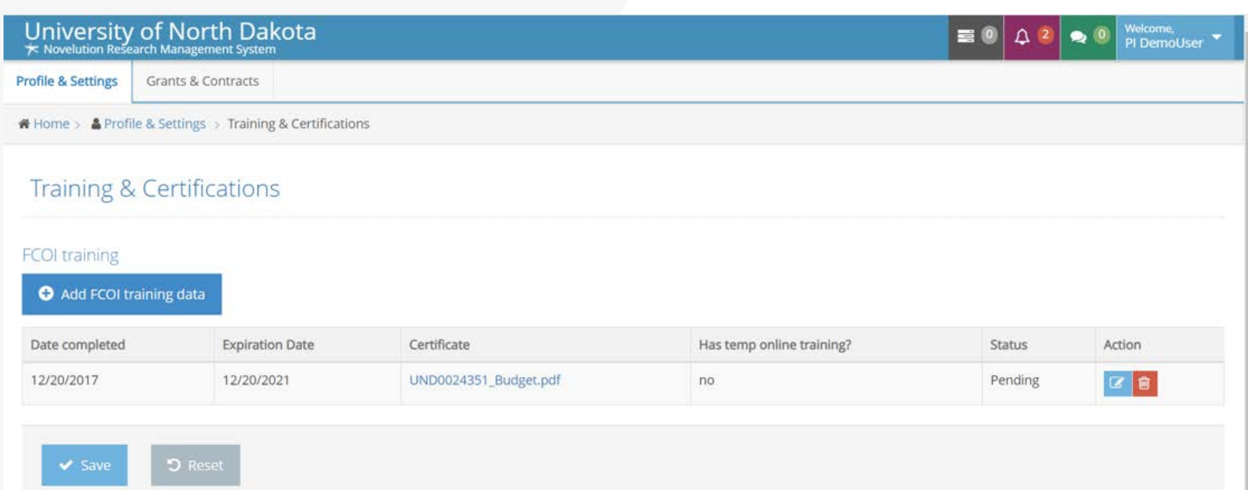

Mobile Phone
era Commons username
NSF ID
CITI Email Address
Employment Start*
03/07/2015
Employment End
Generate Listing of Active Proposals and Awards for Sponsor
Select one
Positions/Units
Default Lead Project Department
Department/Unit
Dining Total (3650)
Add Positions
collapse rows | expand rows
Is Position Active? | Department/Unit Path | Working Title | Job Family | Is Primary? | Action
Yes | Academic Affairs > Dean's Office A&S > Mathematics | test | Faculty | Yes |
CVs / Biosketch
Add CV/Biosketch
Compliances
COI Annual Disclosures
Visual Compliance
Screen Date
User Who Completed Screening
Personal Data
Profile Image
Drop file here or click to choose
Signature Image
Drop file here or click to choose
Degree Type
Degree Year
Gender
Do Not Wish to Provide
Ethnicity
Do Not Wish To Provide



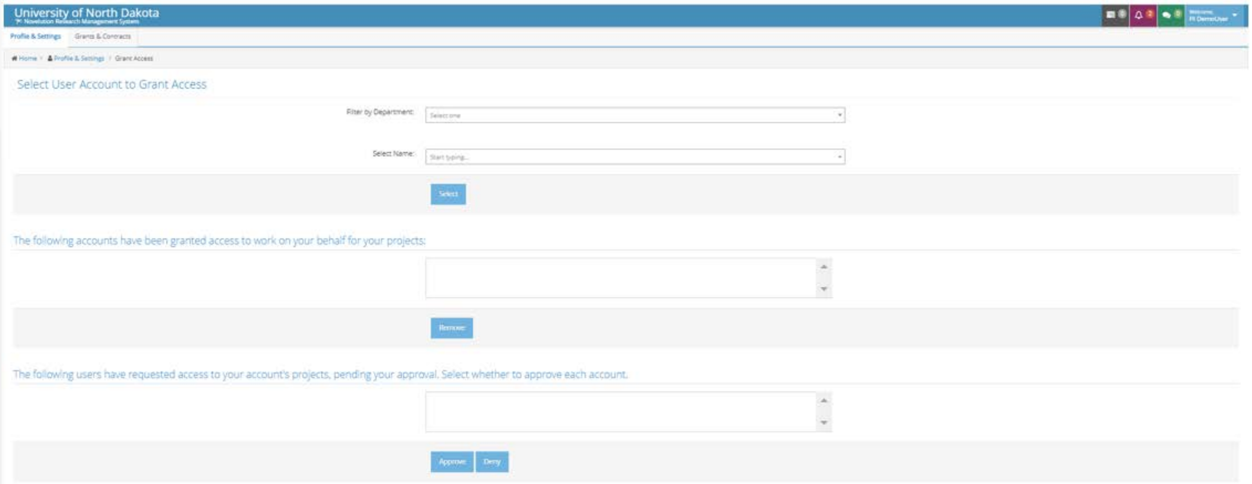
EDIT PASSWORD



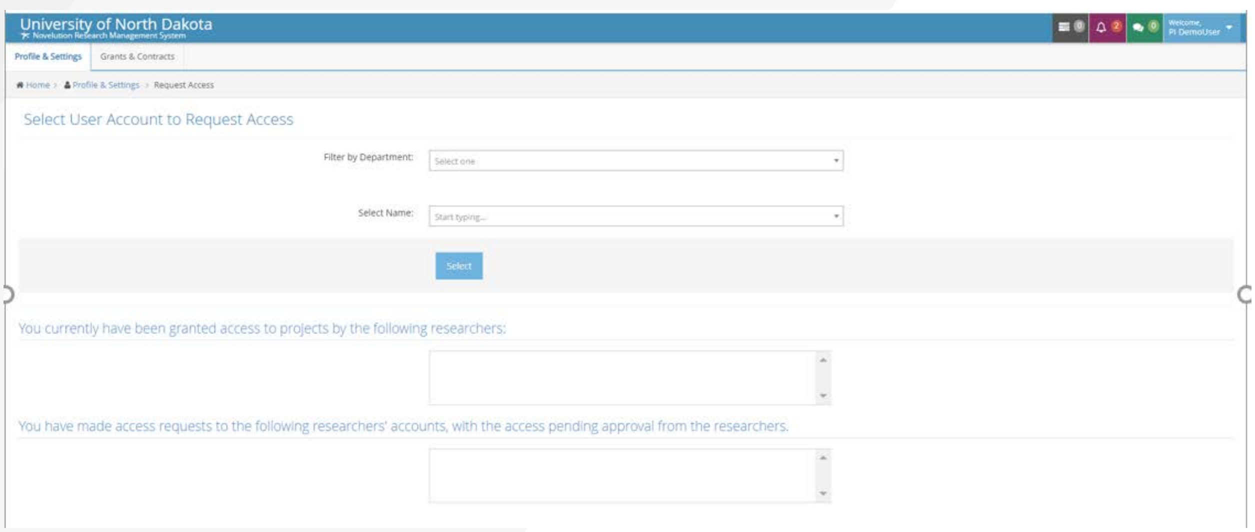
TRAINING & CERTIFICATIONS



GRANT ACCESS

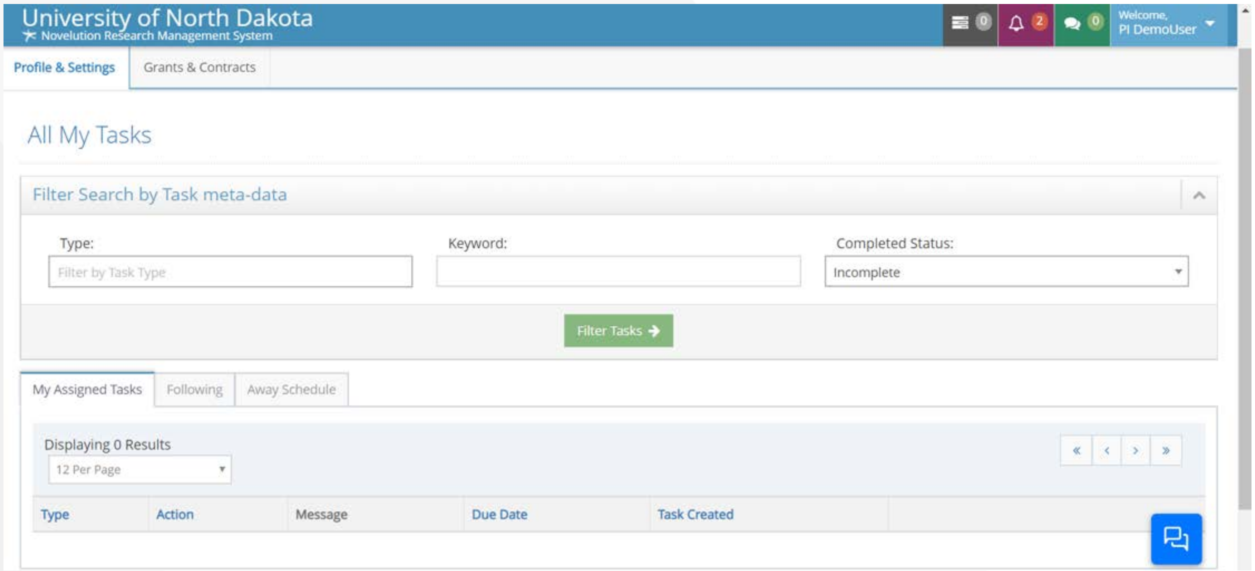


REQUEST ACCESS



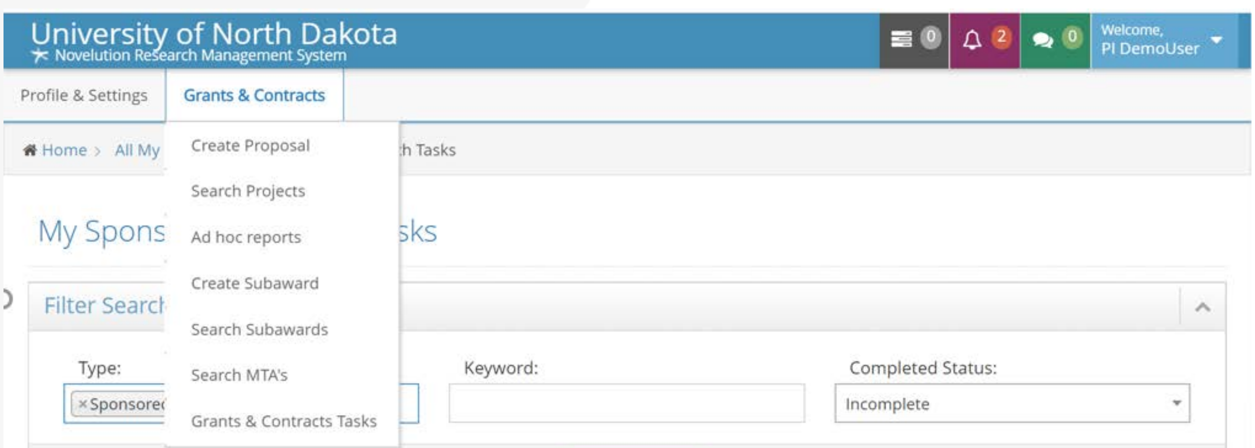
UNIVERSITY OF NORTH DAKOTA
LEADERS IN ACTION

MY TASKS

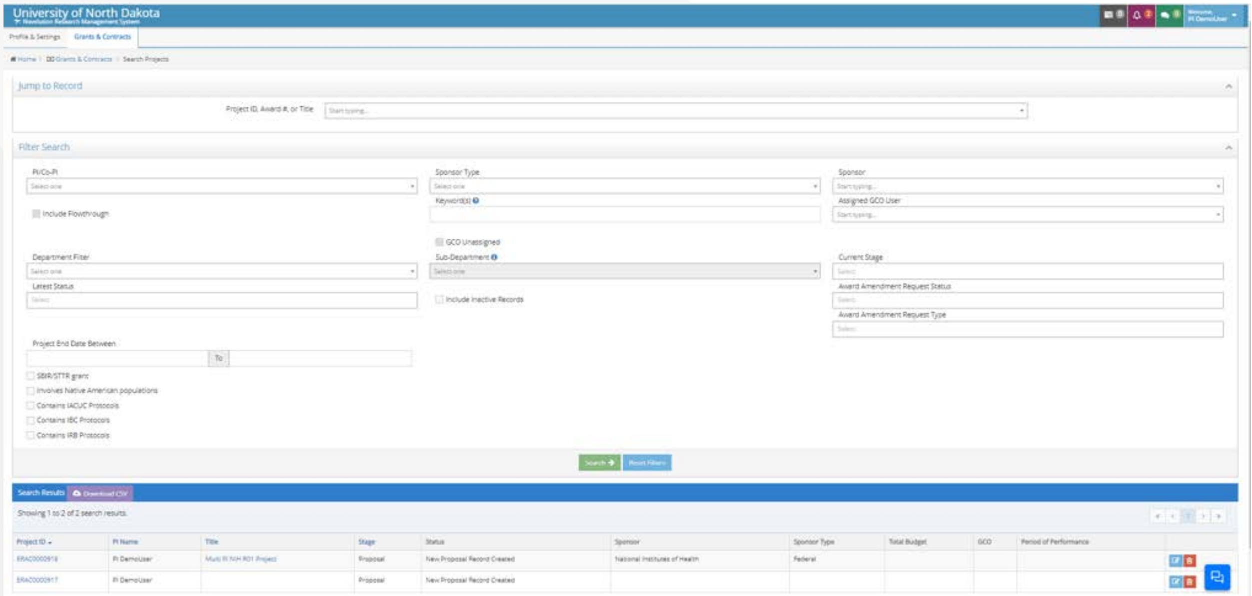


GRANTS & CONTRACTS MENU

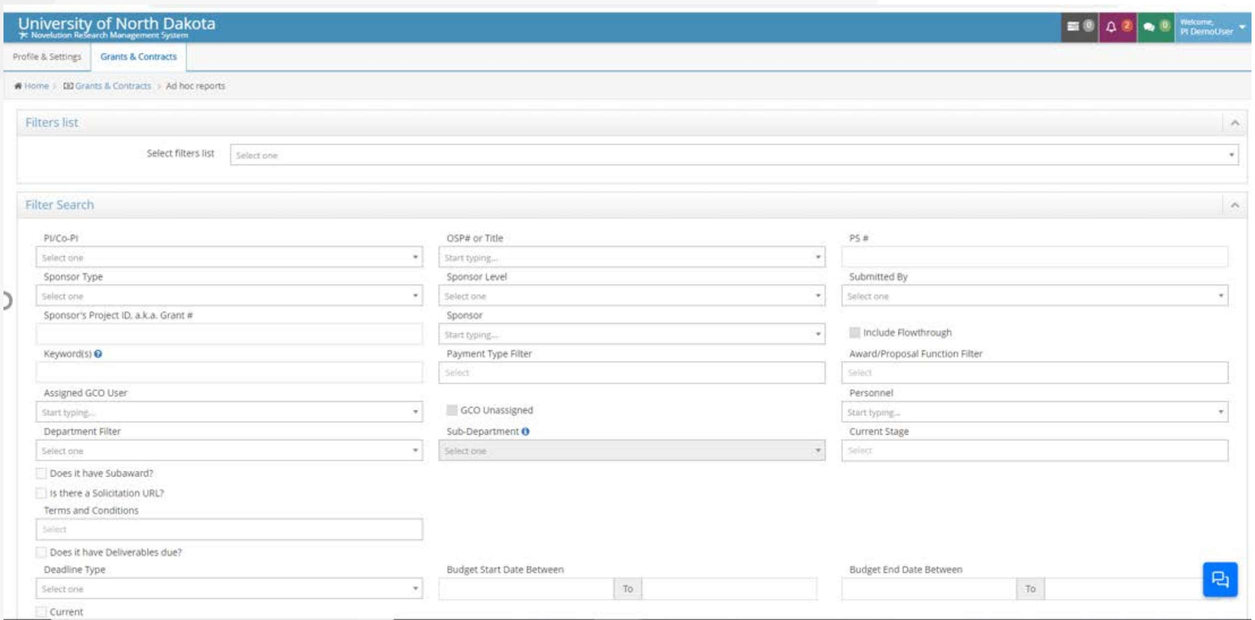
- Create Proposal – Create a new proposal
- Search Projects – Search your active projects
- Ad Hoc Reports – Create reports based on a large choice of variables
- Grants & Contracts Tasks – Listing of all of your open tasks in the system
- Create Subaward – Functionality will be launched in March
- Search Subawards – Functionality will be launched in March
- Search MTA’s – Menu being updated to remove this option

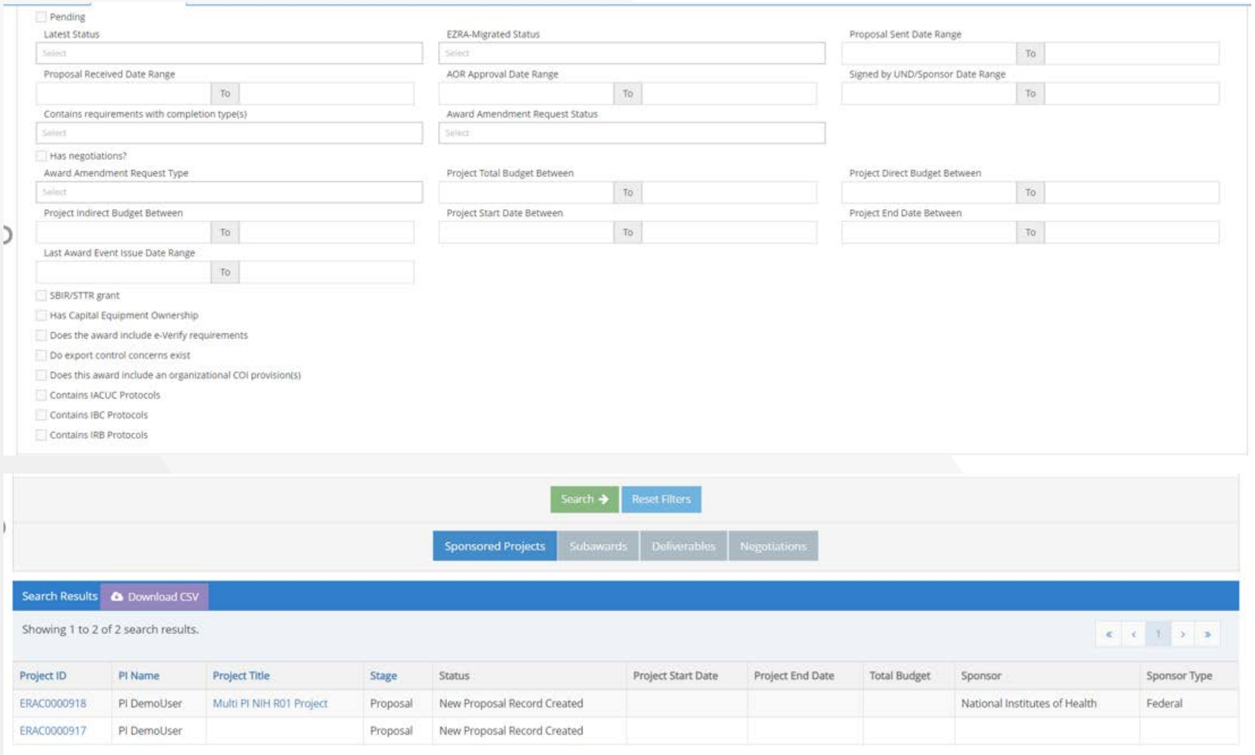


SEARCH PROJECTS



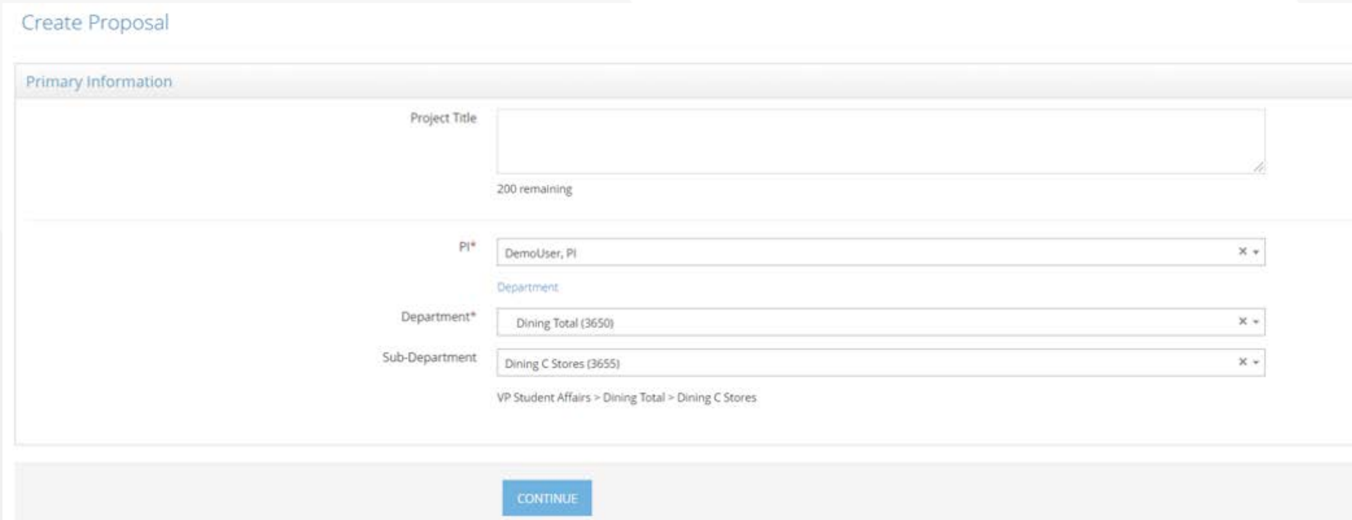
AD HOC REPORTS





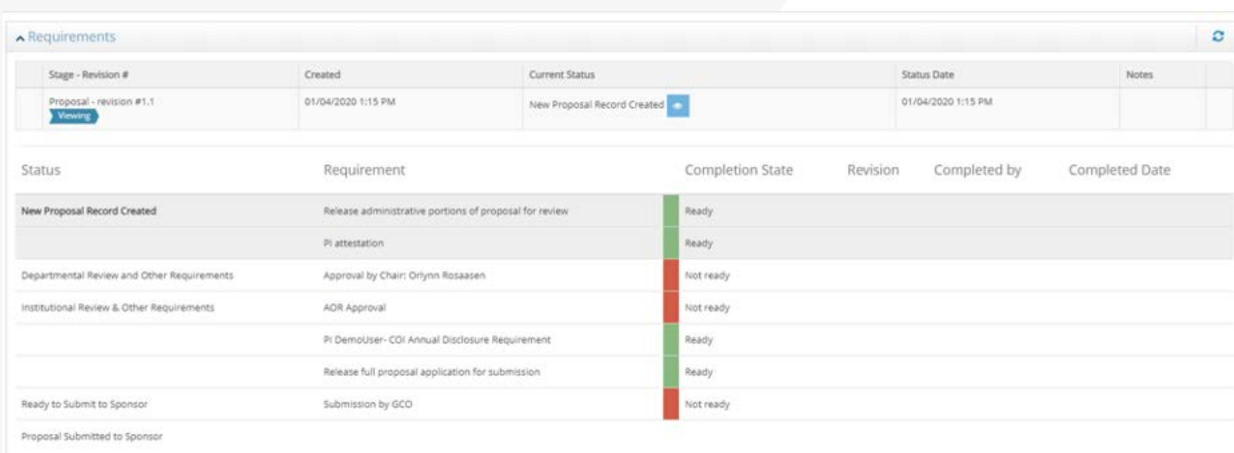
CREATING A PROPOSAL

- Choose Create Proposal from Grants & Contracts Menu.
- Enter Project Title.
- Your name and department will auto populate (the sub-department section showing now will be deleted next week – only the department will show).
- The PI line auto populates with the name of the person logged in, but if a user has access to other accounts (as a Chair, Dean, or if they have been granted access to a certain other user's account) any of those names can be entered as PI at this point. Department will auto populate once PI is chosen.
- Choose, Continue.



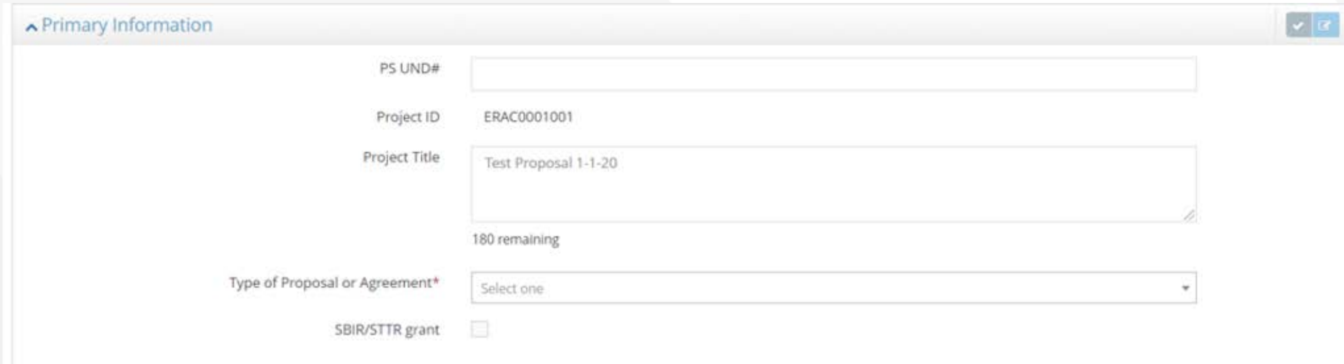
REQUIREMENTS PANEL

- The Requirements Panel provides a listing of all of the various requirements the proposal will have to complete prior to submission. Many of these can be completed simultaneously.
- The Requirements Panel updates automatically as certain requirements are satisfied through the process of creating the proposal.



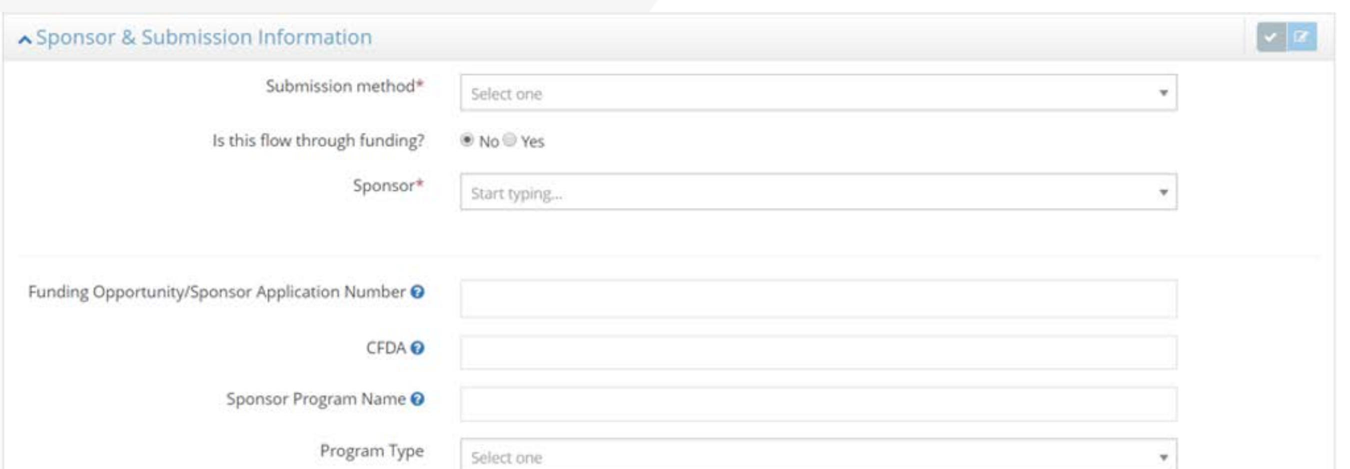
PRIMARY INFORMATION PANEL

- The Primary Information Panel shows the Project ID, Project Title and Type of Agreement.
- Once the proposal is submitted, a UND00 ID number will be populated in this panel.



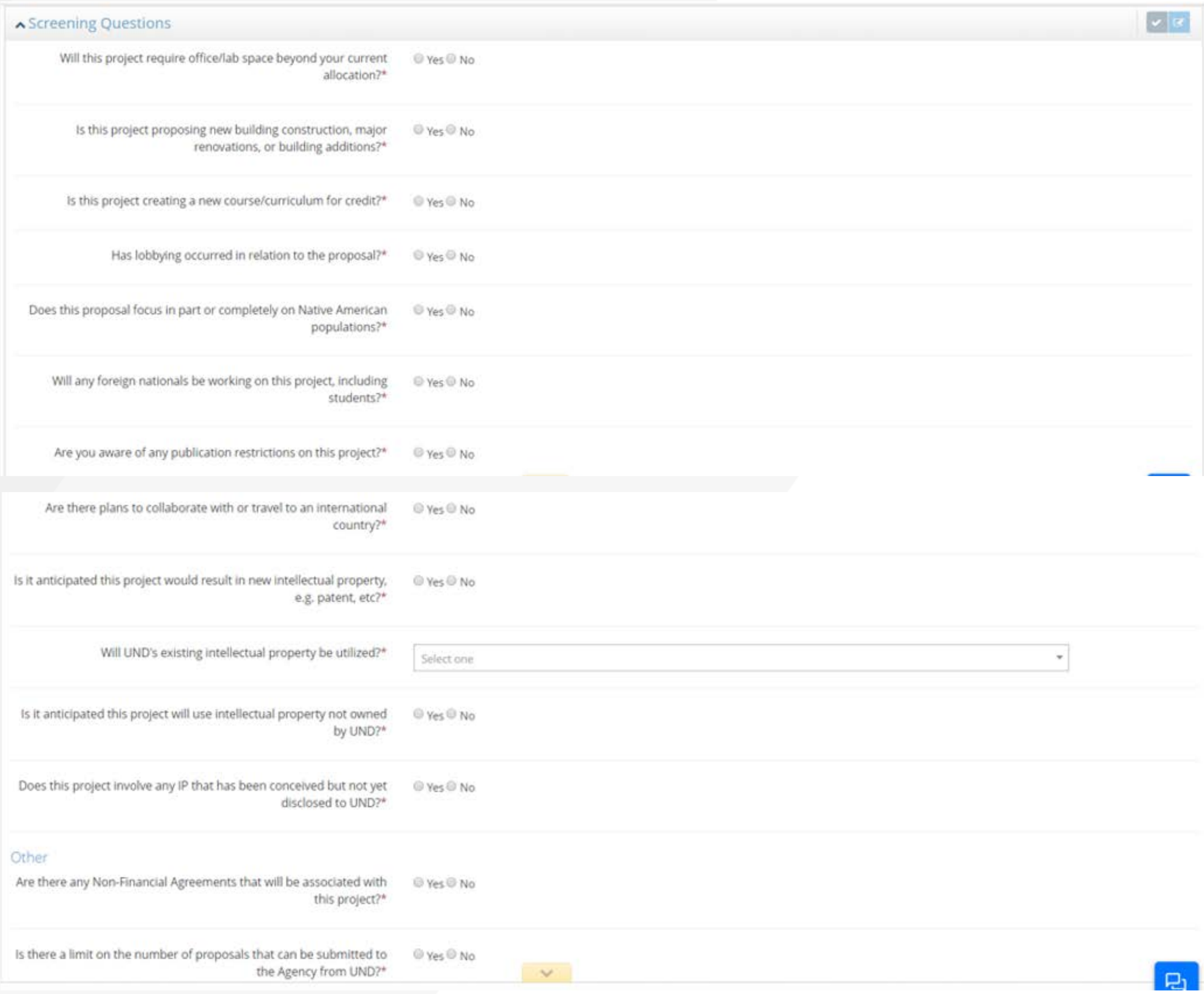
SPONSOR & SUBMISSION INFORMATION

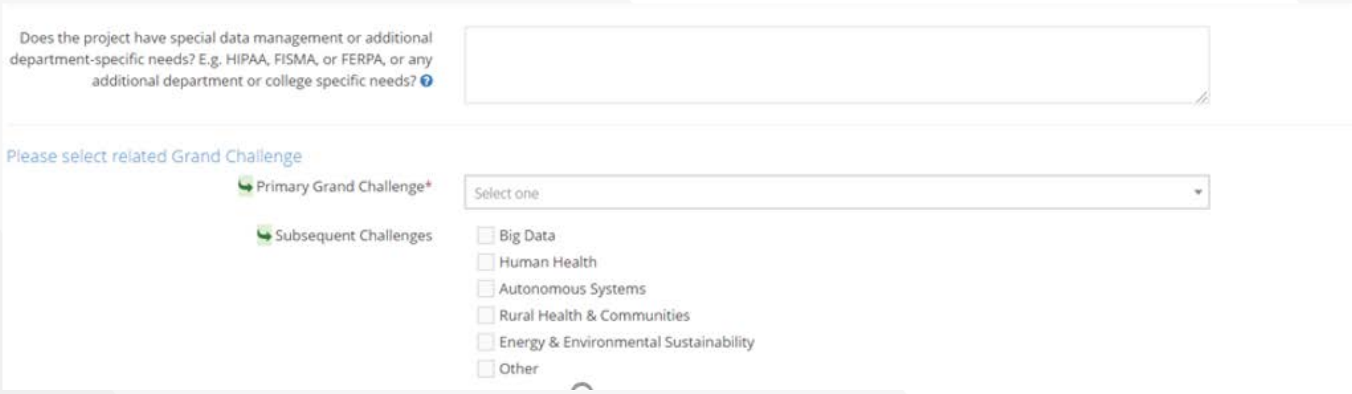
- Submission method provides a drop down to choose whether the proposal submission will be made by email, online portal, etc.
- If the submission is to be made via an online portal, the Connect FOA button will bring the user to Grants.gov and they can choose their FOA number. This will populate required sponsor information as well as proposal deadlines within the proposal.
- If the proposal is for flow through funding, choose the Yes radio button for “Is this flow through funding?” and the page will populate options to enter the Prime Sponsor as well as the Direct/Pass through Entity Sponsor.
- If the submission is not going to be through an online submission system, choose the Sponsor name from the Sponsor drop down menu.



SCREENING QUESTIONS PANEL

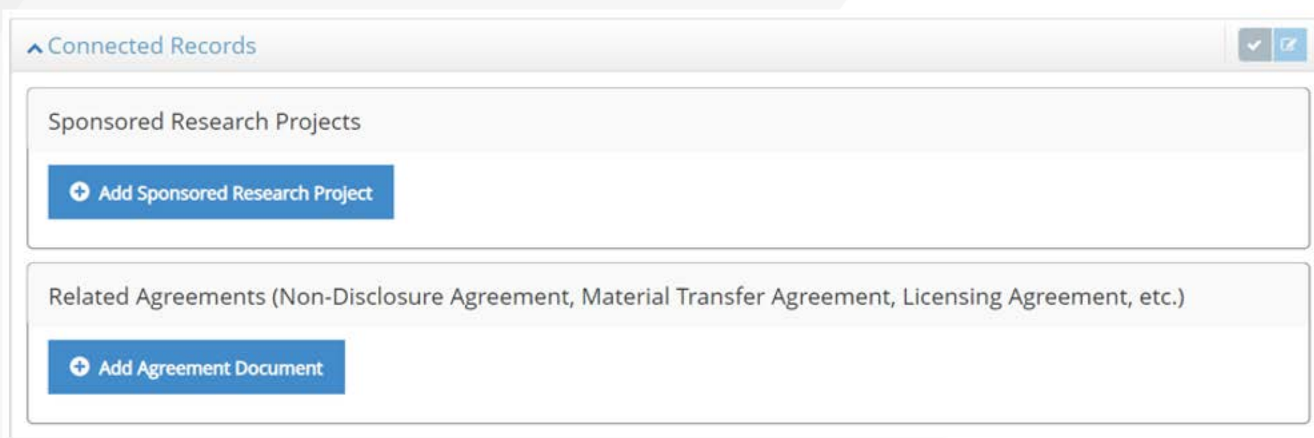
- The Screening Questions reflect the questions asked in our current Proposal Transmittal Form.
- Choose Yes or No from the radio buttons, as applicable.





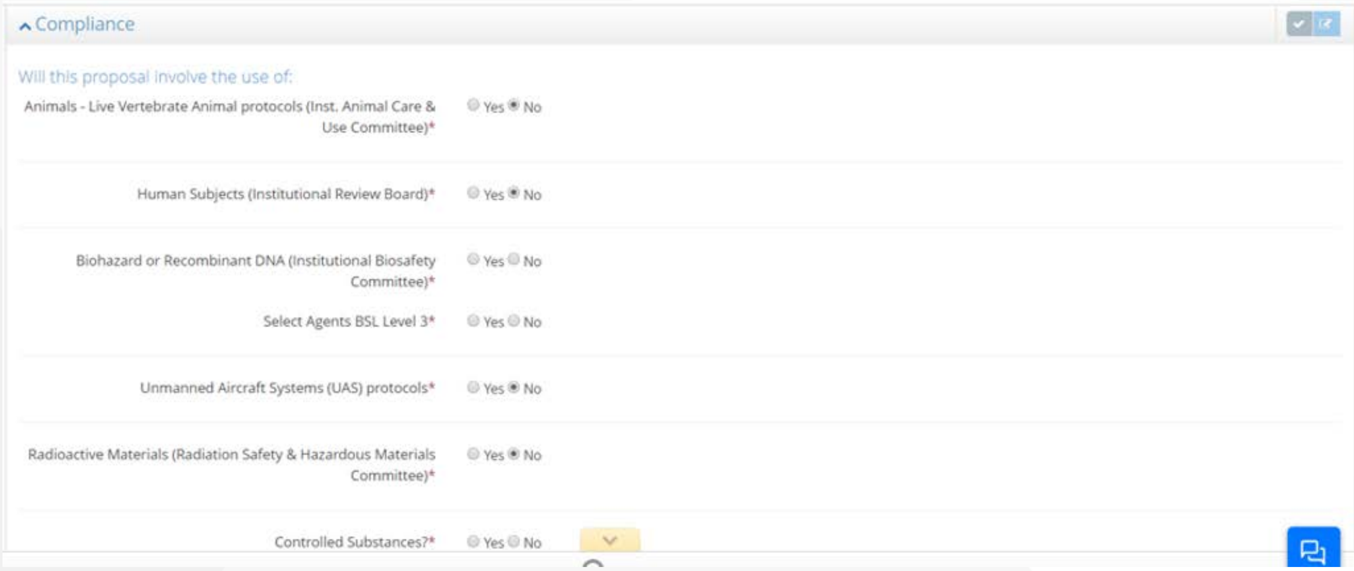
CONNECTED RECORDS

- If you are proposing work connected with another proposal or an active award, you can choose Add Sponsored Research Project to link the records.
- If you are proposing work connected with any non-financial agreements (e.g. non-disclosure agreements, material transfer agreements, licensing agreements, etc.), you can choose, Add Agreement Document to link the agreement in the proposal record.



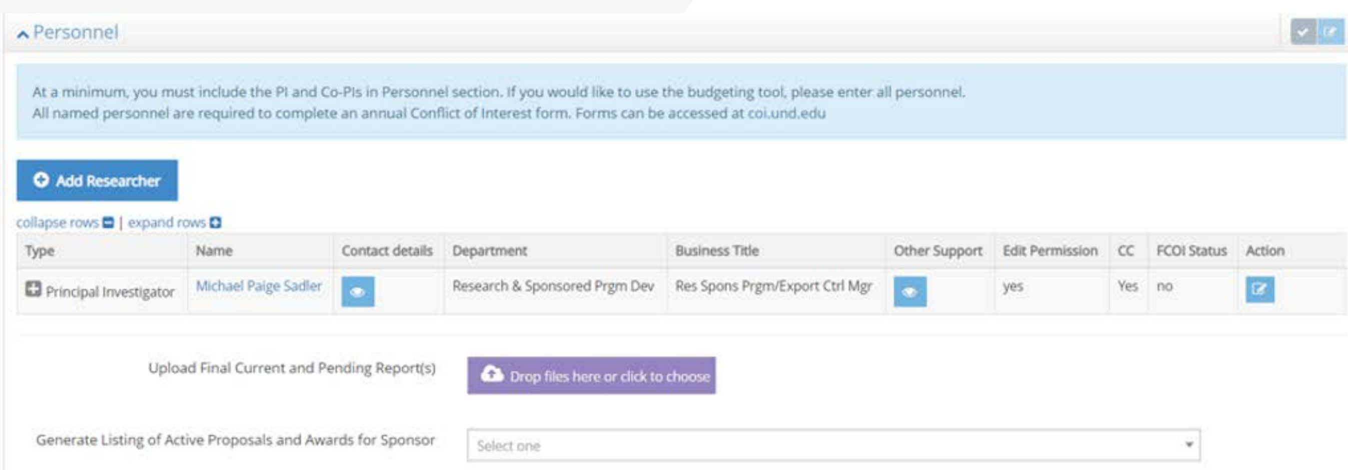
COMPLIANCE PANEL

- The Compliance Panel questions are reflective of questions on the Proposal Transmittal Form.
- Choose the Yes or No radio buttons as appropriate for the work.
- Once the IACUC and IRB modules are complete, later in 2020, you will be able to link and manage your protocols to your proposals here.



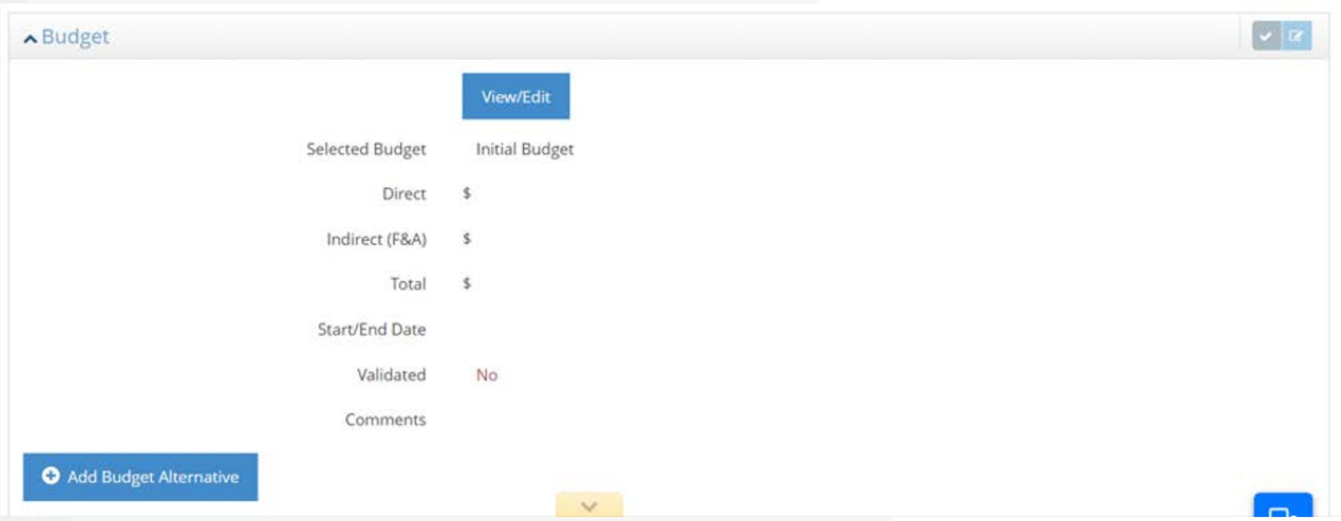
PERSONNEL PANEL

- You can add and remove personnel in the Personnel Panel.
- Choosing Add Researcher allows you to add personnel from UND or To Be Named personnel, as well as input what role they will serve on the project (Additional PI, Co-PI, Post Doc, etc.).
- You can upload existing Current and Pending listing here.
- This panel can also create a list of active proposals and awards on which the personnel in the panel are named. This can be a helpful tool with which to create a Current and Pending listing.



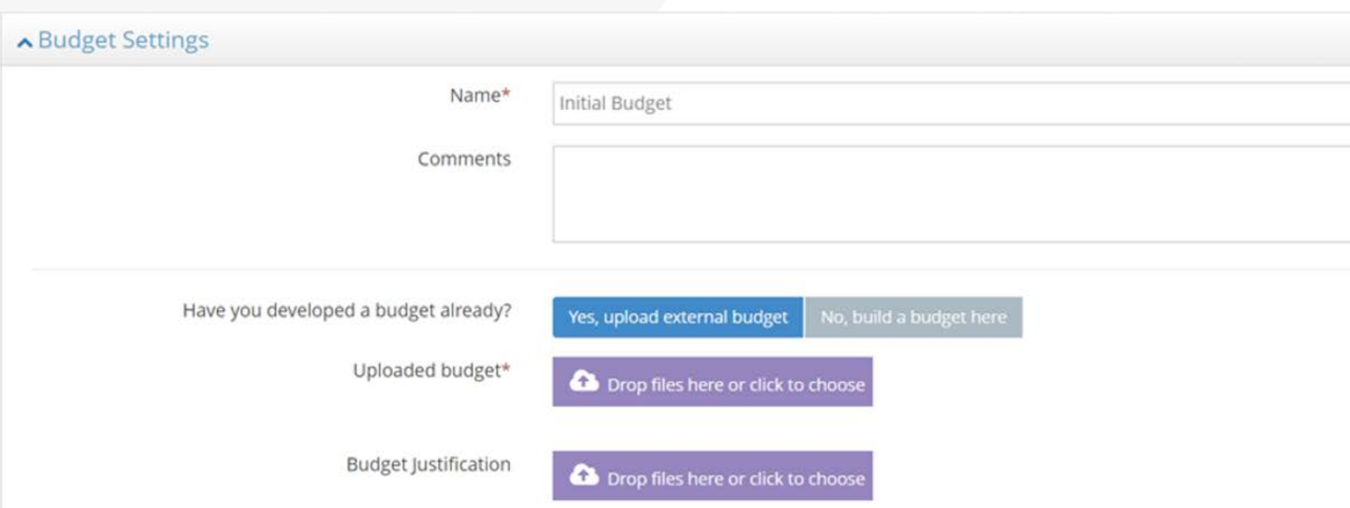
BUDGET PANEL

- To create the budget in your proposal, choose View/Edit budget.
- You can choose to upload a budget that is already created (in a spreadsheet, for example) or to create a budget in the system.



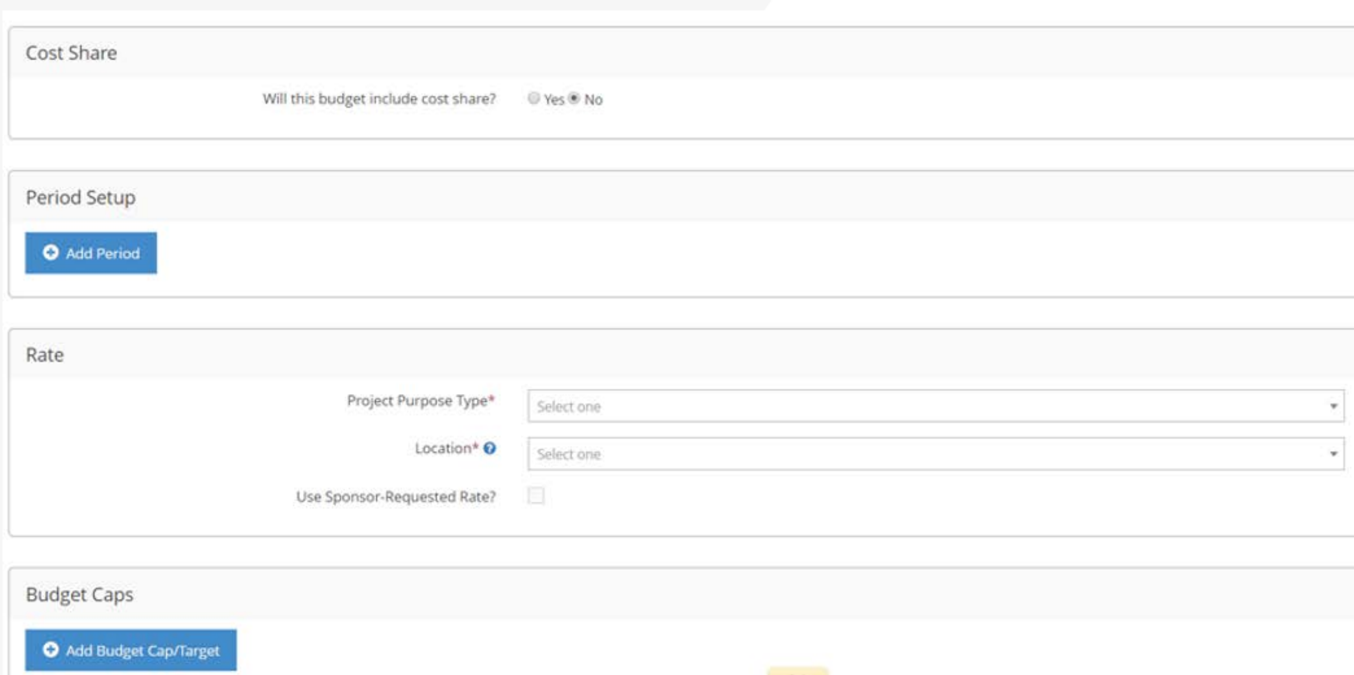
UPLOADING A BUDGET INTO THE SYSTEM

- Choose the “Yes, upload external budget” option.
- Upload a copy of the budget and a copy of the budget justification.



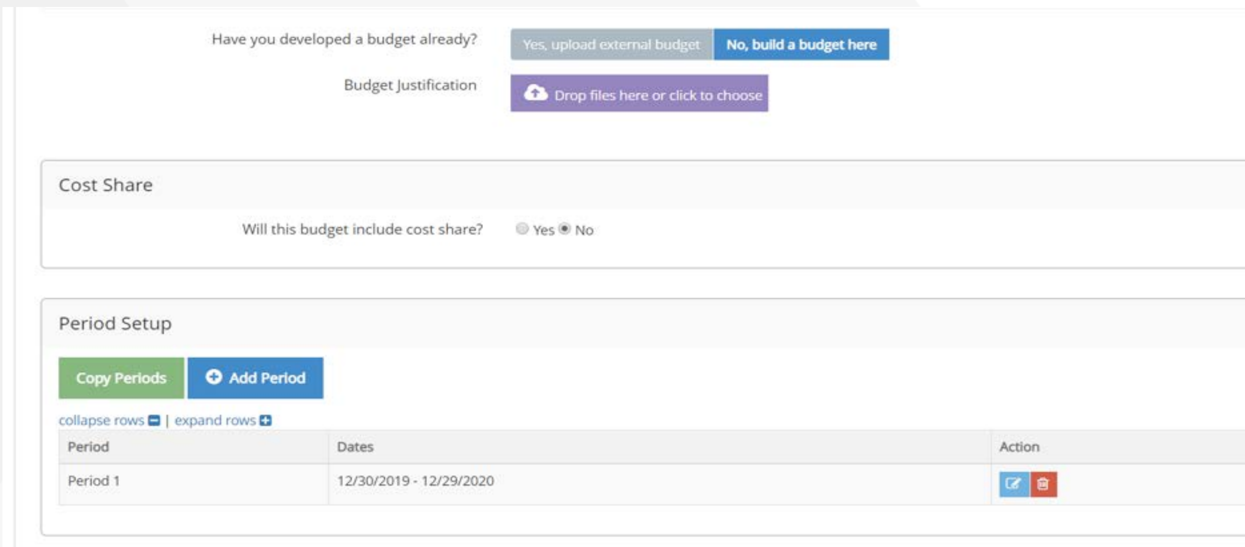
- Under the Cost Share panel, choose Yes or No, whether the budget includes Cost Share.
- Under the Period Setup panel, add Budget Periods by choosing Add Period. You can create however many periods you would like, but please note – you **must** enter a budget period in order to complete your budget.

- Under the Rate panel, choose the project purpose (research, public service, etc.) and choose whether the work will be completed on or off campus.
- If the Sponsor requires an F&A rate lower than our negotiated rate, choose the “Use Sponsor-Requested Rate?” option. This option will provide space to enter what the Sponsor requested rate is and a justification for using an alternate rate. Approval of an indirect cost rate lower than our negotiated rate requires Research & Sponsored Program Development approval.

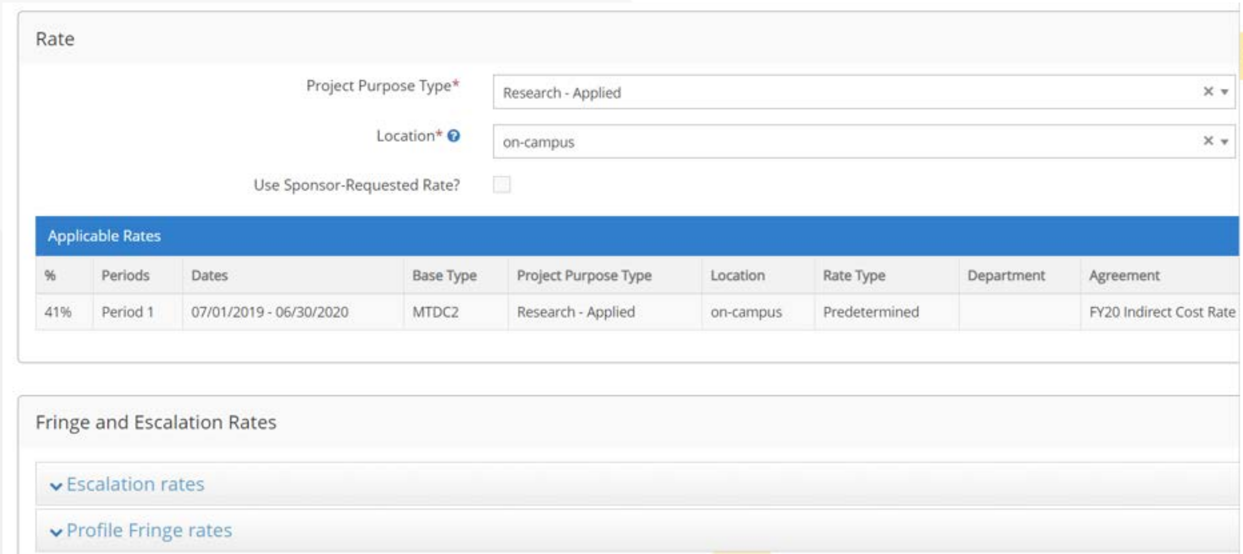


BUILDING A BUDGET IN THE SYSTEM

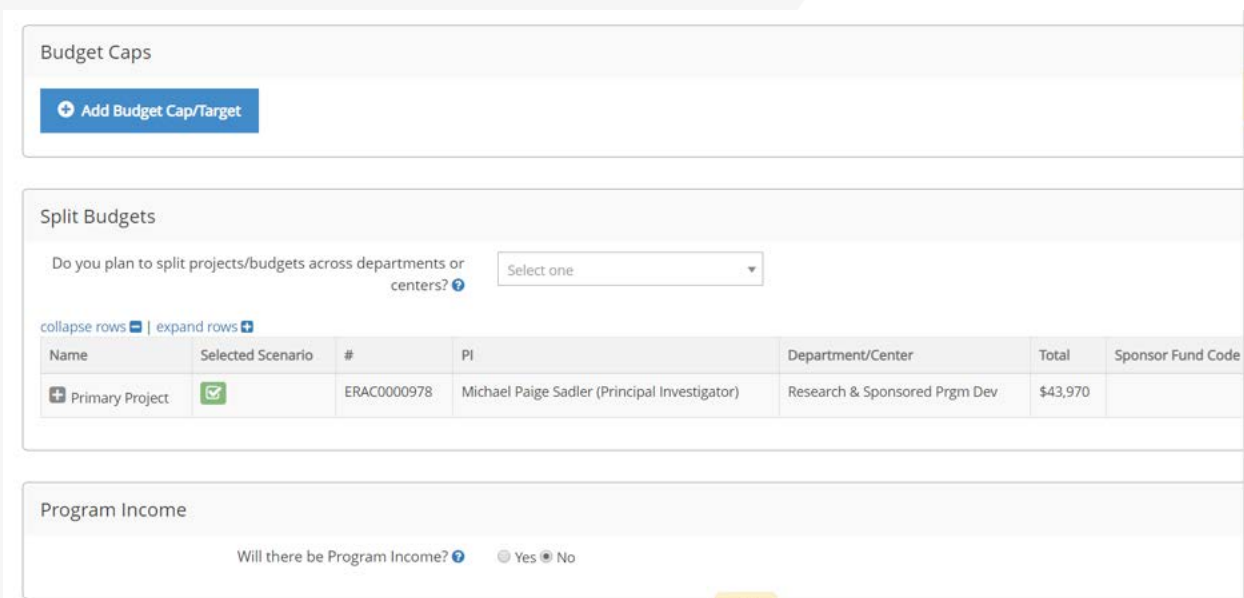
- To build a proposal budget within the system, choose "No, build a budget here."
- Attach your budget justification to purple file drop.
- Under the Cost Share panel, choose Yes or No, whether the budget includes Cost Share.
- Under the Period Setup panel, add Budget Periods by choosing Add Period. You can create however many periods you would like, but please note – you **must** enter a budget period in order to complete your budget.



- Under the Rate panel, choose the project purpose (research, public service, etc.) and choose whether the work will be completed on or off campus.
- If the Sponsor requires an F&A rate lower than our negotiated rate, choose the "Use Sponsor-Requested Rate?" option. This option will provide space to enter what the Sponsor requested rate is and a justification for using an alternate rate. Approval of an indirect cost rate lower than our negotiated rate requires Research & Sponsored Program Development approval.
- Under the Fringe and Escalation Rates panel, you can choose an escalation rate to apply to salaries in the budget. This may be helpful if you are planning budget periods over multiple years. You can also view fringe rates for individuals named on the project – fringe rates for the individuals listed in the Personnel Panel will automatically pull from Peoplesoft.

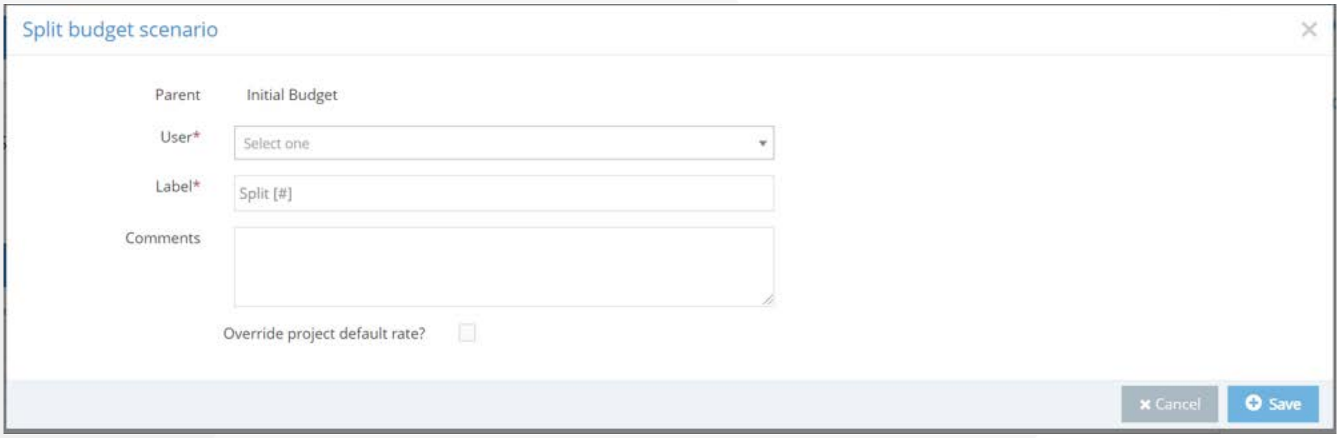


- Under the Budget Cap panel, you can add budget caps or targets for the entire project or for each period, to help you plan your budget to meet certain caps or targets.
- Under the Program Income panel, you can account for expected program income.
- Under the Split Budget panel, you can create multiple budgets for different departments under the main proposal budget.

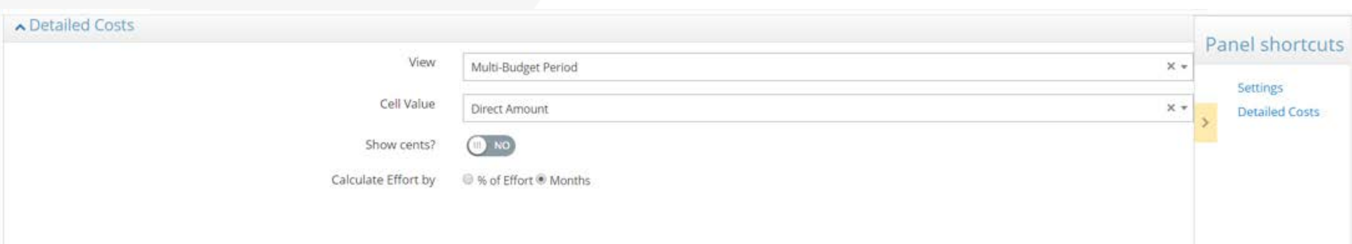


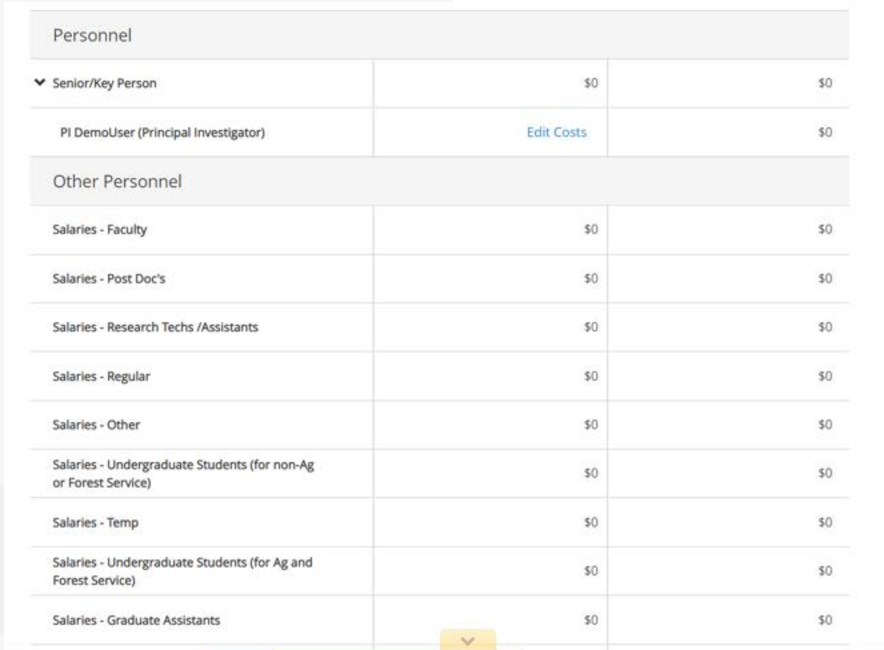
- If you would like to create a split budget (different budgets for multiple departments under the main proposal budget) at the proposal stage, you can choose, “Yes, at Pre-Award Stage” and Add Split to add your secondary budget.

- You can add a User for the secondary budget – this dropdown pulls a listing from the Personnel Panel.



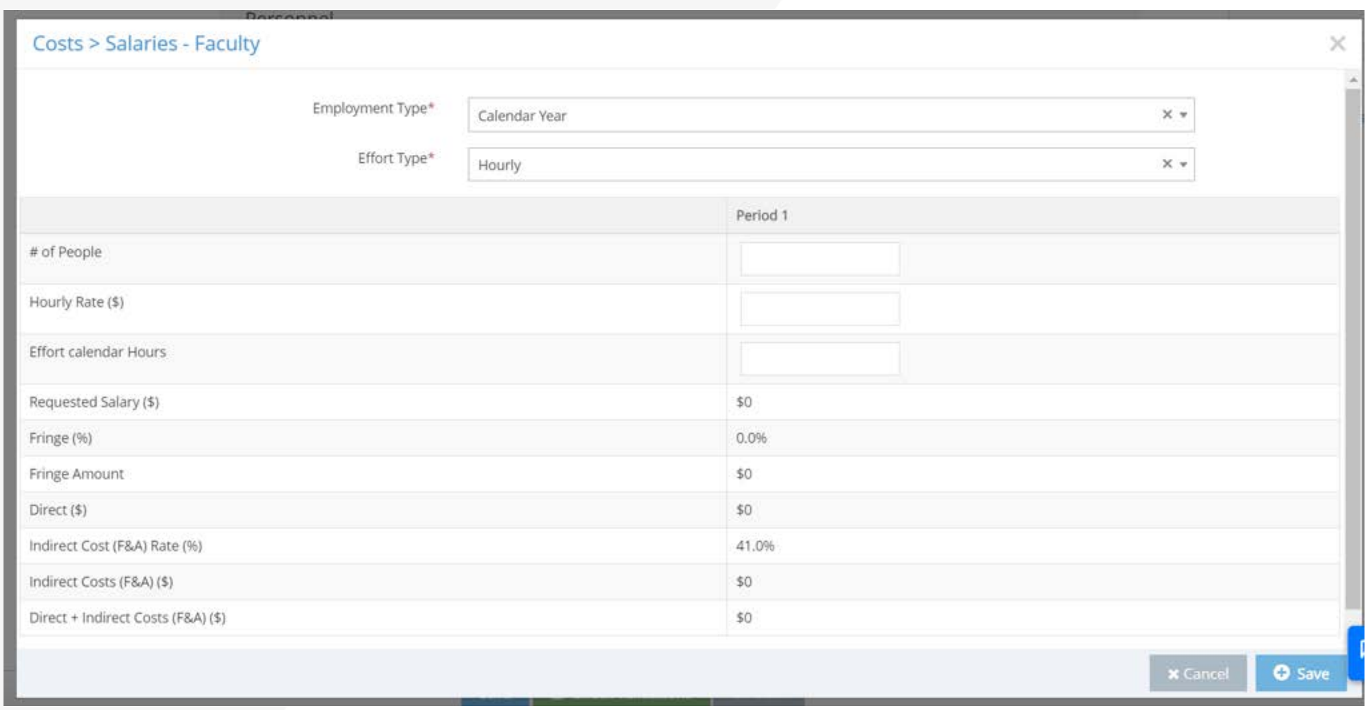
- Under the Detailed Costs panel, you are able to enter the details of your proposal budget. You can choose multiple different views at the top of the page, including:
    - To view the budget total for all years, to see the multi-year breakout, to see only the direct cost or both direct and indirect cost in each cell, etc.
- You can choose to add cents to the dollar values (we recommend using whole dollar values).
- You can choose whether to enter personnel effort time using percentages or months (5% effort on the project vs. 2 months on the project).
- The system will automatically input all of the named individuals from the Personnel Panel under the Senior/Key Person line.
- To adjust the effort named personnel will be putting into the project, follow the screenshots here to drop down the Senior/Key Person line and choose Edit Costs to open the panel to input the effort information. This will open a box to enter either the effort percentage or month where you can input the effort and the system will calculate the salary and fringe of the personnel added.





Personnel		
Senior/Key Person	$0	$0
PI DemoUser (Principal Investigator)	Edit Costs	$0
Other Personnel		
Salaries - Faculty	$0	$0
Salaries - Post Doc's	$0	$0
Salaries - Research Techs /Assistants	$0	$0
Salaries - Regular	$0	$0
Salaries - Other	$0	$0
Salaries - Undergraduate Students (for non-Ag or Forest Service)	$0	$0
Salaries - Temp	$0	$0
Salaries - Undergraduate Students (for Ag and Forest Service)	$0	$0
Salaries - Graduate Assistants	$0	$0

- To add unnamed personnel, you can choose the appropriate salary line item (staff, faculty, GRA, etc.) from the lines below by choosing to Edit Costs (shown in the screen shots below). This will open a panel for you to enter the necessary budgeting information (employment and effort type, salary, fringe percentage, etc.).



Costs > Salaries - Faculty

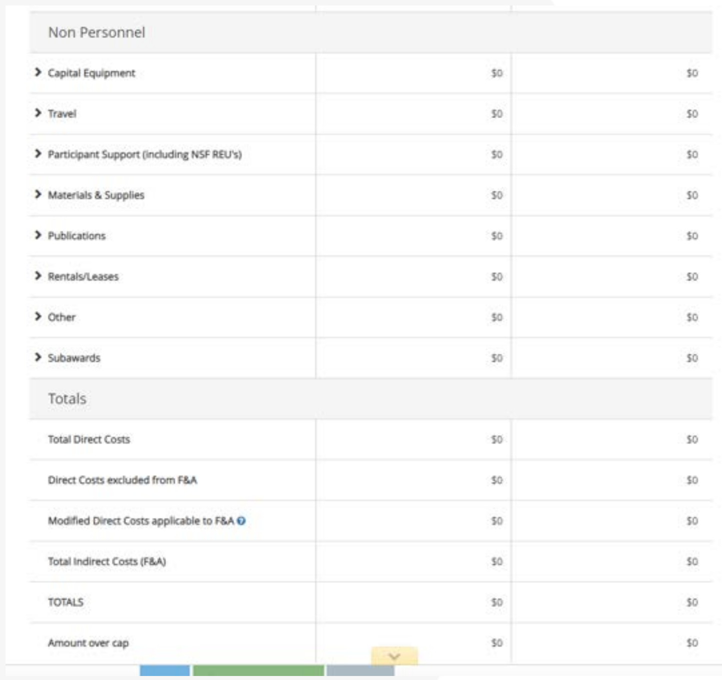
Employment Type*: Calendar Year

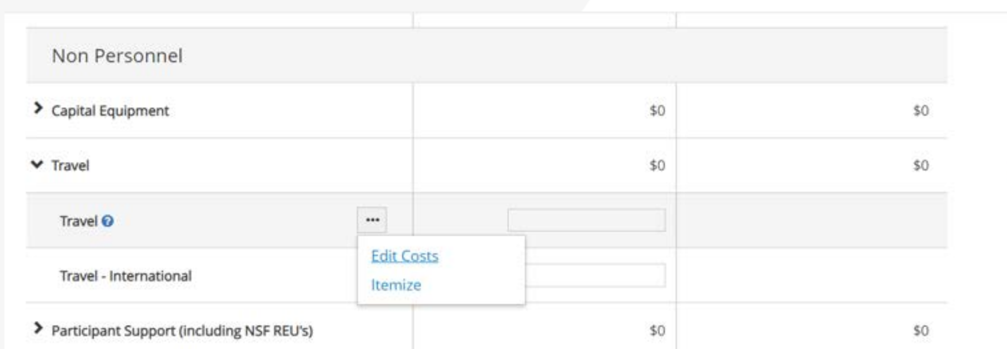
Effort Type*: Hourly

	Period 1
# of People	
Hourly Rate ($)	
Effort calendar Hours	
Requested Salary ($)	$0
Fringe (%)	0.0%
Fringe Amount	$0
Direct ($)	$0
Indirect Cost (F&A) Rate (%)	41.0%
Indirect Costs (F&A) ($)	$0
Direct + Indirect Costs (F&A) ($)	$0

Cancel Save

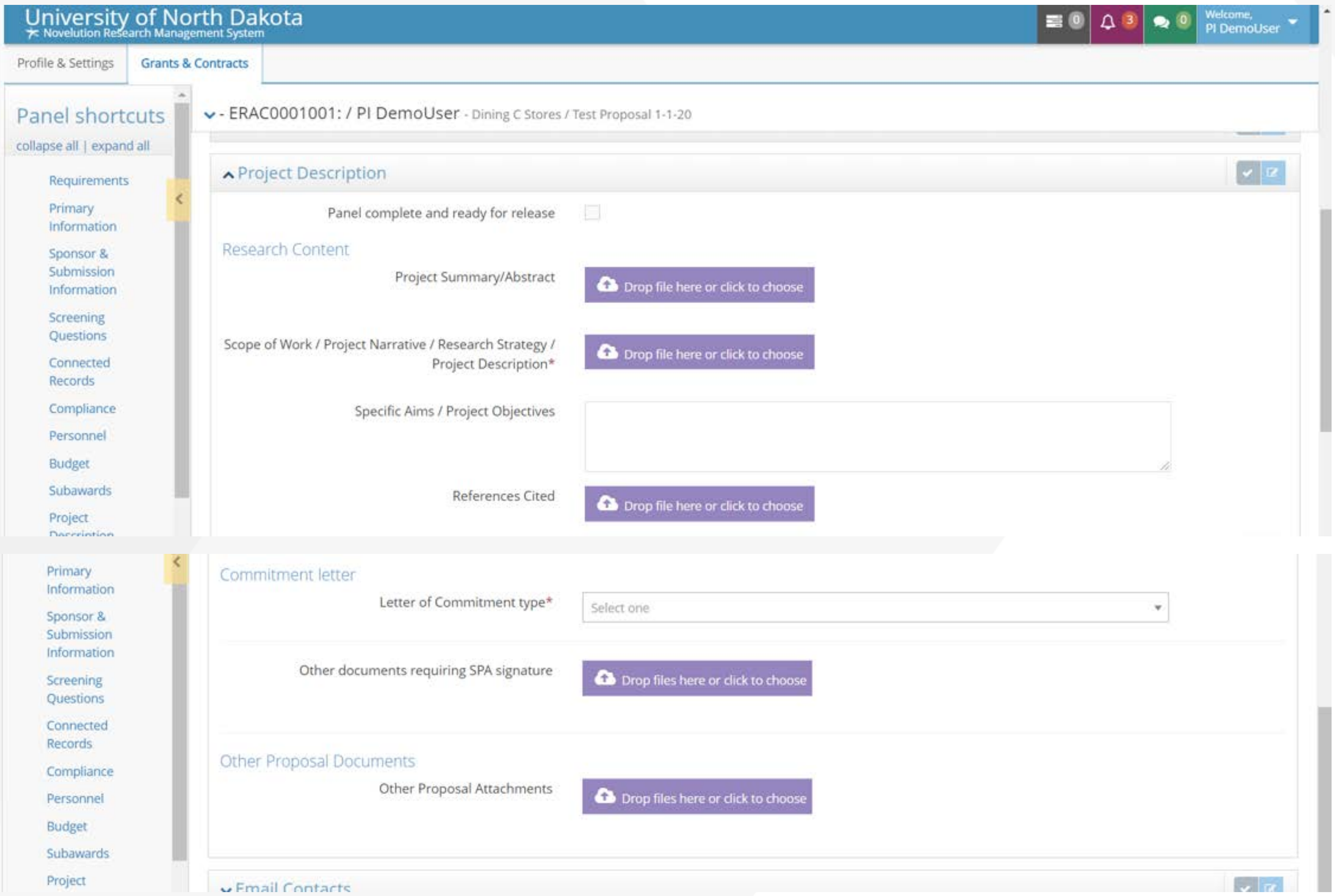
- Under the Non Personnel heading, you can add values for other direct costs, by following the screen shots below to Edit Costs.
- The Totals at the bottom of the budget will total direct costs, direct costs that are excluded from F&A (capital equipment over $5,000, subawards over $25,000, etc.), total applicable (“modified”) indirect costs and the budget total.
- If you have chosen a budget cap, this area will also show you if you are over the cap.





PROJECT DESCRIPTION PANEL

- Scope of Work and any additional documentation (letters of commitment, project objectives, etc.) required for the proposal can be attached here.

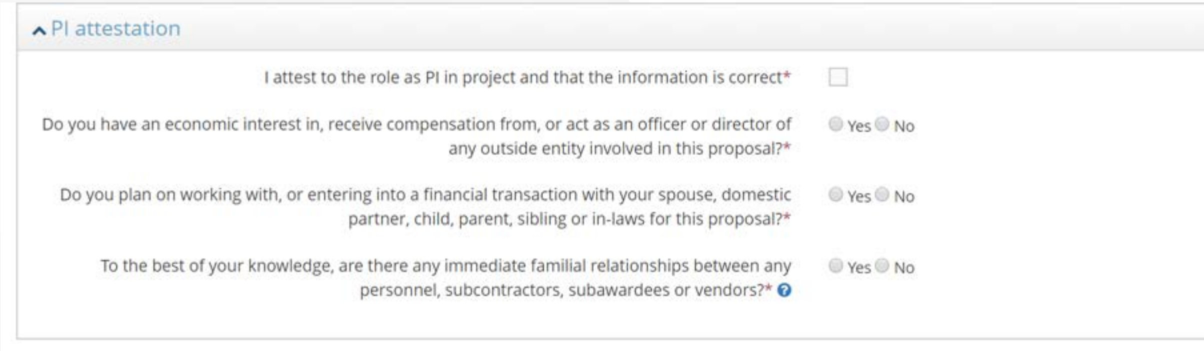


EMAIL CONTACTS PANEL

- If you would like email correspondence regarding your proposal to be sent to additional recipients, you can include them here. This would include notices regarding approvals, modifications needed, etc.

PI ATTESTATION PANEL

- The PI Attestation panel requires certification from the PI that the information entered is correct and whether there may be any potential conflicts of interest regarding the project.



PROPOSAL SUBMISSION

- The SAVE, SUBMT FOR APPROVAL, Check Validations, and Request Budget pre-review buttons will always be at the bottom of the proposal page.
- It is necessary to SAVE your proposal as you complete it, as navigating away from the page can you're your changes.
- Check Validations will run a check to verify whether you have completed all required sections of the proposal form. This is not required, but can be helpful to determine if you are missing any required pieces.
- Request Budget pre-review is also optional, but will forward on your budget to RSPD for review **prior** to your completion of the other requirements. This can be helpful if you are creating a proposal on short notice, as it keeps the approval process moving.
- Choosing SUBMIT FOR APPROVAL will submit your proposal for routing approval. Your proposal will immediately be available for RSPD review, so we can begin our review of the proposal documents during the routing process.
- Your proposal will route to your Chair and Dean automatically upon submission. If your Chair or Dean have any questions regarding the proposal, they can comment and return the proposal to you within the system.
- You can track the status of your proposal via the Requirements Panel. This panel will update automatically any time an additional approval or requirement is met.