

**RAS-Grants
Non-424 Funding Proposal
User Guide**

Non-424 Funding Proposal User Guide

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OVERVIEW:

In order to apply for funding for research programs, investigators must submit proposals to various sponsors. The Create Funding Proposal SmartForm enables investigators and OSPA staff to prepare proposal packages and submit them to sponsors. The Rockefeller University will use data from the applications to meet its management, compliance, and reporting obligations.

Faculty and staff will use RAS-Grants in many ways: to initiate an application, to track its development and progress through the Rockefeller offices, to verify that a complete proposal is ready for submission, to submit the application to the sponsor; to gather and organize proposal data; and to facilitate the administration of proposals, awards, and reports.

Roles

RAS-Grants will move a proposal through the Rockefeller process, notifying each party of its obligations on the application:

- **PI** (Principal Investigator): Initiates the application, uploads all attachments, and approves the proposal for submission.
- **AC** (Administrative Contact): Can perform all PI functions, except PI certifications.
- **PT** (Proposal Team): Participants on the project, who can be assigned to *read only* or *edit*.
- **SPO** (Sponsored Programs Officer): Supports PI in determining application requirements, drafting and revising the budget, and reviewing the proposal for Rockefeller.
- **AOR** (Authorized Organizational Representative): Performs final institutional review, and submits proposal (as required by the sponsor).

Proposal Process

PIs and/or their ACs initiate the RAS-Grants process by entering information about the sponsor, deadline date and proposal opportunity in a series of webpages called SmartForms. This notifies the SPO who will assist in the process. The PI or AC uploads the proposal attachments, and works with the SPO on the budget. **Be sure to work with your SPO to complete the budget as early in the process as possible.**

SPOs review the application for completeness, accuracy and compliance with Sponsor and Rockefeller requirements. Throughout the proposal development, the parties will communicate with each other through system generated emails, called “notifications.” This will enable a complete record of the proposal and award for audit purposes.

When the application is complete, the AOR submits it to the sponsor by the appropriate method, or documents the submission if the Sponsor requires that the PI submit. Federal proposals supported by the system-to-system (S2S) process will be submitted directly from the RAS-Grants system. Proposals that cannot be submitted S2S will be sent outside the system and the submission information documented in RAS-Grants. RAS-Grants captures project data and copies of the application for institutional management and reporting.

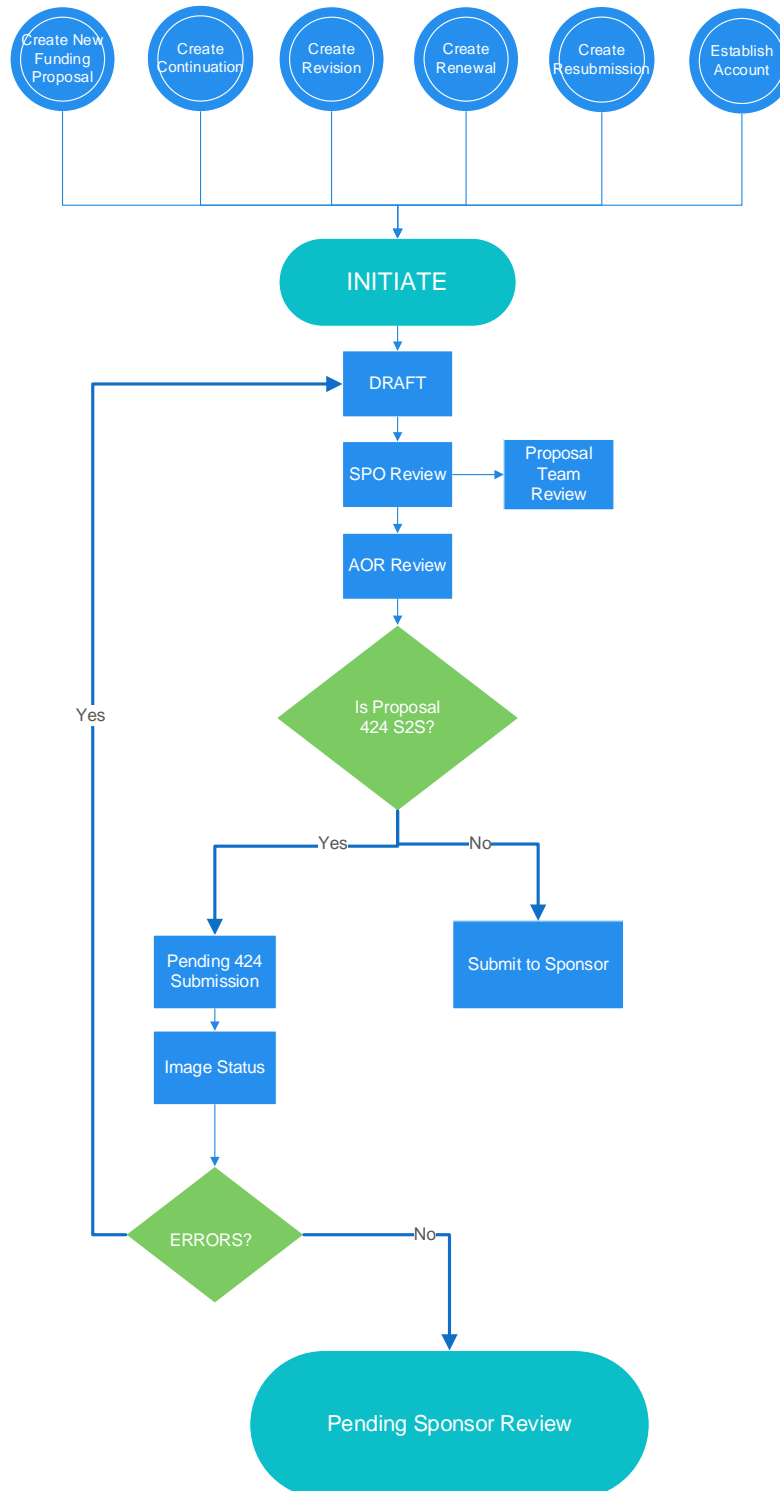
Application Types

Progress Report/Continuations, Revisions, Renewal, Supplements, and Resubmissions will similarly be initiated, managed and submitted on Funding Proposal SmartForms, and submitted through RAS-Grants.

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PROCESS FLOW

Preparation and Submission



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Before you begin, a few notes:

- Be sure to allow pop-ups for the RAS-Grants system.
- All attachments for SF424 applications must be in PDF. RAS-Grants will not convert attachments from Word.
- Questions with a red asterisk (*) are required.
- At the top and bottom each page is a list of functions. Click either the “Save” or the “Continue” button to save your work. Clicking “Exit” will prompt you to save any changes.



PROCEDURES

A. Logging in to RAS-Grants

1. Type this link in your web browser: <https://ras.rockefeller.edu>
2. Type your **User Name** and **Password** (same as your RU logon) in the appropriate fields.
3. Click **Login**.
4. Click the Grants link at the top of the page. This will direct you to your Grants workspace.



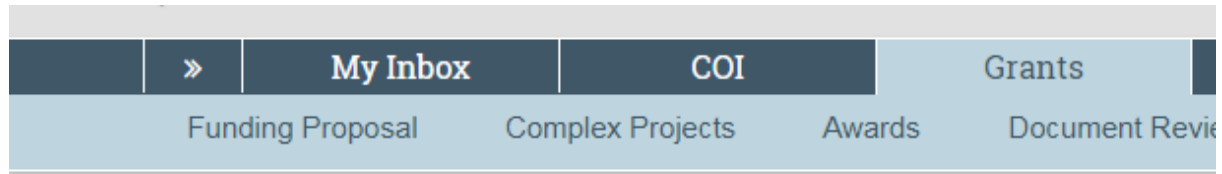
5. To logout, click the **Logout** link located at the top right hand corner of the screen.

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B. Create Funding Proposal

Step 1: Create New Funding Proposal

Select Create Funding Proposal and the first page of the Funding Proposal SmartForm will appear.



Grants

The image shows the 'Grants' section of the application. On the left, there are two dark blue buttons: 'Create Funding Proposal' and 'Create Complex Proposal'. The 'Create Funding Proposal' button is circled in red, and a red arrow points to it from the top right. To the right of the buttons is a search and filter interface. It includes three tabs: 'All Single Proposals', 'Complex Proposals', and 'Complex'. Below the tabs is a 'Filter by' dropdown menu set to 'ID', a search input field with the placeholder text 'Enter text to search for', and a table of proposals. The table has two columns: 'ID' and 'Name'. The first row shows 'FP00050041' and 'CR Test: Federal proposal'. The second row shows 'FP00050040' and 'TEST CR: Dissecting the role of aspartate (2020)'. Each row has a small lock icon to the left of the ID.

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Step 2: Proposal Description and Contacts

Information entered on this page is needed in order to create a funding proposal in RAS-Grants.

You Are Here: Funding Proposal

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[Save](#) [Print](#)

[Continue »](#)

Proposal Description & Contacts

1.0 * Title of proposal:

For NIH, maximum 200 characters allowed.

2.0 * Program Director / Principal Investigator / Project Lead / Fellow:

Kivanc Birsoy Assistant Professor

If a fellowship, please identify the Mentor:

For single proposals:
Upload the following PDF documents pertaining to the PD/PI/Fellow:
- COI (Conflict of Interest) Disclosure
- Biosketch

For multi-project proposal components:

Upload the COI (Conflict of Interest) Disclosure as a PDF file for the PD/PI/Fellow.

*** Note: Other Support:** Not usually required. Please refer to the Funding Announcement to see if this is required.

Staff chosen for this question will have edit access rights to the proposal, if they are study staff.

A direct sponsor funds your institution directly. A prime sponsor is the originator of an opportunity whose funds are awarded through intermediary organizations. Specify a prime sponsor only if this is a submission to an intermediary organization.

For single proposals:

The sponsor list is limited to these categories:
- Industry
- Foundation
- Government Agency/Sponsor
- Division/Department
- Institution
- State/Local Government

If you do not find the sponsor in this list, select TBD from the list and enter the name in the next line.

For multi-project proposal (MPP) components:

The sponsor is specified in the MPP and is read-only here.

Biosketch: [None]

Other Support: [None]

3.0 Administrative Contact:

4.0 * Select Direct Sponsor:

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

If flow through, select Prime Sponsor:

5.0 * Will this proposal include outgoing subawards to another institution?

Yes No [Clear](#)

Proposal Access Rights Definition:

6.0 Select team members that have EDIT rights:

Last Name First Name

There are no items to display

These users have READ and EDIT access to the funding proposal and budget.

7.0 Select team members that have READ only rights:

Last Name First Name

There are no items to display

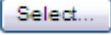
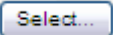
These users have READ access to the funding proposal and budget.

[← Back](#)

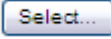
[Save](#) [Print](#)

[Continue »](#)

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<i>Field Name</i>	<i>Field Description/Purpose</i>
1.0 *Enter the proposal/project title	<p>Required.</p> <p>A character limit will be enforced only if the application is Federal. For example, NIH limits this field to 200 characters.</p>
2.0 *Select the principal investigator	<p>Required.</p> <p>If the PI initiates the proposal his/her name will automatically appear here. If this person is not the PI, click on the  button to search for the appropriate PI.</p> <p>If the application is a fellowship, identify the Mentor in the section. Note that some funding agencies call the Mentor a "Sponsor."</p> <p>If a fellowship, please identify the Mentor:</p> <div style="border: 1px solid gray; width: 200px; height: 20px; margin-left: 40px; display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text"/> ... </div>
3.0 Administrative Contact (AC)	<p>This is the field for the main administrative contact for the PI for this proposal, typically the lab administrator. If there is no lab administrator, leave blank.</p> <p style="color: red;">If you are entering this proposal on behalf of a PI, enter your name here. If you do not enter it, you will not be able to access the application once you save this page.</p> <p>Individuals named here will receive notifications on this proposal, will have edit access, and are considered part of the Proposal Team.</p>
4.0 * Select Direct Sponsor:	<p>Required. The answer to this question impacts branching.</p> <p>This is the original source of funds, e.g., NIH, DOD, American Heart Association, whether we are receiving them directly or through a subaward.</p>
If Sponsor does not appear in list, enter name here:	<p>If you cannot locate the sponsor in the list, select "To Be Determined" in the list, and type in the sponsor in the blank here.</p>
If flow through, select Prime Sponsor	<p>If we will be receiving this funding from another institution (e.g., Columbia University, Mayo Clinic) choose that institution here.</p> <p>If the Prime Sponsor does not appear, leave blank for now and alert your SPO to have them added.</p>
5.0 * Will this proposal include outgoing subawards to another institution?	<p>Required. The answer to this question impacts branching.</p> <p>See next page for instructions on adding subawardees.</p>
6.0 Select team members that have EDIT rights:	<p>This allows the PI or AC to add additional team members who will assist in the preparation of the proposal.</p> <p>Click on the  button to choose the desired proposal team member.</p> <p>Team members listed here will have EDIT rights to the proposal and will be able to see and edit the same elements as the PI and AC, including the history and any attachments.</p>
7.0 Select team members that have READ only rights:	<p>This allows the PI or AC to add additional team members who will be able to read the proposal.</p>

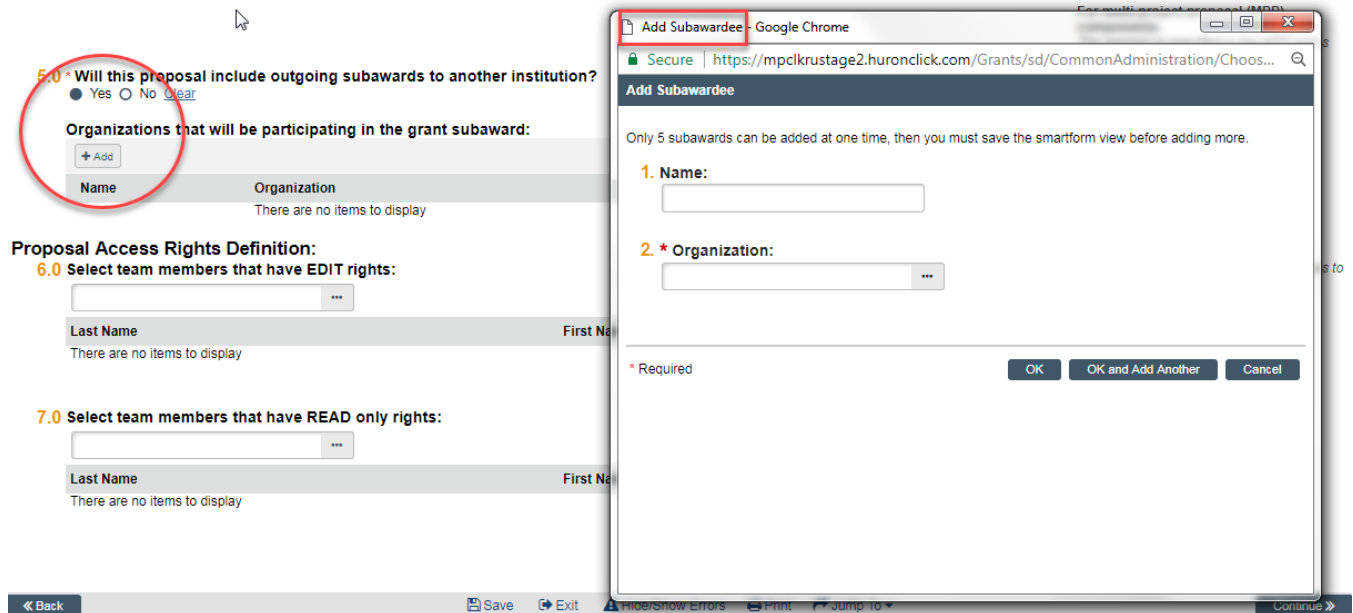
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Field Name	Field Description/Purpose
	Click on the  button to choose the desired proposal team member. Team members listed here will have EDIT rights to the proposal and will be able to see, but not edit, the same elements as the PI and AC, including the history and any attachments.

Step 3: Adding Subaward Site

Answering “Yes” to question 5.0 will bring up the ability to add an external organization. Click “+Add” and a pop-up window will appear, where you can choose the Organization in question 2 as shown in the screenshot below.

If the organization you need is not listed in the picklist, click “Cancel” and contact your SPO.



5.0 Will this proposal include outgoing subawards to another institution?
 Yes No [Clear](#)

Organizations that will be participating in the grant subaward:

[+ Add](#)

Name	Organization
There are no items to display	

Proposal Access Rights Definition:

6.0 Select team members that have EDIT rights:

...

Last Name First Name
There are no items to display

7.0 Select team members that have READ only rights:

...

Last Name First Name
There are no items to display

Add Subawardee - Google Chrome

Secure | <https://mpclkrustage2.huronclick.com/Grants/sd/CommonAdministration/Choos...>

Add Subawardee

Only 5 subawards can be added at one time, then you must save the smartform view before adding more.

1. Name:

2. * Organization:
 ...

* Required

[OK](#) [OK and Add Another](#) [Cancel](#)

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Step 4: Additional Personnel

- Question 1.0 - Enter all Rockefeller University personnel who will work on the project if awarded.
 - Must be included in order to have them added to the budget and/or Key Personnel page.
 - You **do not** need to re-add the PD/PI.
 - To be Named personnel will be added on the budget. **Be sure to include details (i.e., position, base salary, % effort) when you send your draft budget to your SPO.**
- Question 2.0 - Enter all Non-Rockefeller Sr./Key Personnel
 - Use when there are outgoing subawards or other external collaborators on the funding proposal.
 - Select the Principal Investigators at the outgoing subaward institutions. If they are not in the pick list, you will be able to manually enter their detailed contact information.

You Are Here: Proposal for Training Document...

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

Additional Personnel

1.0 Select other institutional investigators and key personnel that will be involved in this proposal: Upload the Biosketch and Other Support documents as PDF files.

+ Add

Last Name	Key / Other Significant	Role	Biosketch
There are no items to display			

2.0 Identify all non-institutional investigators and personnel that will be involved in this proposal: Upload the Biosketch and Other Support documents as PDF files.

+ Add

Last Name	Organization	Key / Other Significant	Role	Biosketch
There are no items to display				

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

Field Name	Field Description/Purpose
1.0 Rockefeller Personnel	<p>Rockefeller University Personnel must be included here in order to select them on the budget and/or have them included on an SF424 submission.</p> <p><u>Do not re-add the PD/PI.</u></p> <p>Click <i>Add</i> to select Rockefeller Personnel.</p> <ol style="list-style-type: none"> 1. Choose the appropriate person from the picklist. 2. Choose the role they will fill on the project (not necessarily the same as their job title). If "Other," fill in a description. 3. Attach their Biosketch here if Sr./Key. 4. Attach their other support information, if required by the FOA. 5. Choose their degree of involvement: Sr./Key, OSC, or Other. <p>Click "OK" to save this person, or "OK and Add Another" to save this person and add more Rockefeller personnel.</p> <p>OK OK and Add Another Cancel</p> <p>See screenshot below for additional details.</p>
2.0 Identify all non-institutional investigators and personnel that will be involved in this proposal:	<p>If the funding proposal includes subawards or other external collaborators, at least one non-Rockefeller person must be entered for each external organization. This is usually the PI at the external organization.</p> <ul style="list-style-type: none"> • Follow the steps from 1.0 above. If the person you require is not listed in the picklist, select the link highlighted in the screenshot below and enter the appropriate data. <p>See screenshots below for additional details.</p>

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4A. Adding Rockefeller University Staff

Add FP_AdditionalPersonnel

Add Institutional Proposal Staff

1. * Staff member:

2. * Project role:

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

3. Attach a biographical sketch:

[None]

4. Attach current and pending support documentation:

[None]

5. * This individual is a:

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

[Clear](#)

* Required

OK

OK and Add Another

Cancel

Field Name	Field Description/Purpose
1.0 Staff member:	Click on the <input type="button" value="Select..."/> button to choose the desired Rockefeller personnel. Continued next page.

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<i>Field Name</i>	<i>Field Description/Purpose</i>
2.0 *Project Role	<p>Required. Options:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>PD/PI</p> <p>Exp-PD/PI</p> <p>Faculty</p> <p>Post Doctoral Associate</p> <p>Post Doctoral Scholar</p> <p>Post Doctoral</p> <p>Other Professional</p> <p>Graduate Student</p> <p>Undergraduate Student</p> <p>Technician</p> <p>Consultant</p> <p>Co-Investigator</p> <p>Research Associate</p> <p>Biostatistician</p> <p>Program Manager/Program Coordinator</p> <p>Research Specialist</p> <p>Other Significant Contributor</p> <p>Other (Specify)</p> </div>
If “Other (Specify)” selected, enter the role below:	Required if ‘Other (Specify)’ is selected above in question 2.0.
3.0 Attach current and pending support documentation	If required by the FOA, enter a current and pending other support documentation for any Sr/Key or OSC Rockefeller personnel here.
4.0 *This individual is a:	<p>Required. Options:</p> <ul style="list-style-type: none"> • Key Personnel • Other Significant Contributor • Other Personnel (use this for non-key personnel)
<p><input type="button" value="OK"/> <input type="button" value="OK and Add Another"/> <input type="button" value="Cancel"/></p>	<p>Click <i>OK</i> to add person selected.</p> <p>Click <i>OK and Add Another</i> to add person and add another.</p> <p>Click <i>Cancel</i> to exit without saving.</p>

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4B. Adding non-Rockefeller Personnel

Using similar steps as above for Rockefeller personnel, enter any external personnel here (usually the PI of an external organization).

If the external person does not appear in the picklist, click the link circled below, and enter the information. A notification will be sent to OSPA for the person to be added, and OSPA will notify you when they are available to be added. See additional screenshots below on the information needed.

Add FP_AdditionalPersonnel

Add Non-Institutional Proposal Staff

1. * Select Non-Institutional Staff member:

 ...

If staff member does not appear in list, [enter name here and notify OSPA.](#)

2. * Project role:

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

3. Attach a biographical sketch:

[None]

4. Attach current and pending support documentation:

[None]

5. * This individual is a:

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

[Clear](#)

* Required

OK

OK and Add Another

Cancel



Continued next page.

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To be used if non-Rockefeller individual does not appear in picklist. Fields with a * are Required.

Additional Personnel Request

Add Other Non-Institutional Proposal Staff

1. Staff Member Name

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

2. Staff Member Contact Information:

Phone:

Fax:

* Email:

3. Staff Member Address:

Street Address 1:

Street Address 2:

City:

County:

State:

Continued next page.

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Province:

Country:

Zip Code:

4. Staff Member Organization Information:

Position / Title:

Organization:

Department:

Division:

5. Credential, e.g. Agency Login:

6. Degree:

Degree Type:

Degree Year:

Click "OK" to send email to OSPA.

OK

Cancel

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Step 5: General Proposal Information

The information entered here will control branching to additional forms. *This information was previously collected on the Institutional Routing Form.*

You Are Here: Proposal for Training Document...

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[Hide/Show Errors](#)
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[Jump To](#)
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General Proposal Information

1.0 Type of Application: [?](#)
New

Type of Sponsor Selected:
Federal

2.0 *Modular budget?
 Yes No [Clear](#)

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

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

4.0 * Indicate how the forms will be submitted to the Sponsor:
 Grants.gov Workspace via Click SF424 (S2S)
 Other
[Clear](#)

5.0 * Instrument Type: [?](#)
 Grant
 Contract
 Cooperative Agreement
 Pre-Application
[Clear](#)

6.0 * Describe the purpose of this project:
 Research
 Fellowship
 Career
 Training
 Other Sponsored Activities
[Clear](#)

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

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

For single proposals:
If the Sponsor name was manually entered, 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].

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[Jump To](#)
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Field Name	Field Description/Purpose
1.0 Type of Application	This information is populated based on the sponsor you selected on Page 1.
2.0 * Modular budget?	For non-424 applications, select "No" here.

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3.0 If Resubmission or Renewal, please enter the Sponsor #:	Generally applicable only to NIH. The number entered here is the grant number assigned by the Sponsor, e.g., CA123456.
4.0 * Indicate how the forms will be submitted to the Sponsor:	For non-424 applications, select "Other."
5.0 * Instrument type	Please choose the type of application for which you are applying. For example, if you are submitting for an NIH U proposal, choose "Cooperative Agreement." For most non-Federal projects, select "Grant."
6.0 * Describe the purpose of this project:	Sample project purpose types are: Research: R01, R21, P01 and similar Fellowship: F31, F32 and similar Career: K08, K22 and similar Training: T32 and similar Other Sponsored Activity: Conference applications, construction Contact your SPO if you have questions about how to categorize your proposals.
7.0 * Is this a Clinical Trial?	
8.0 * Is this a multi-PI submission?	If there will be more than one PD/PI identified, choose "Yes." Note that each PI will need to perform the "PI Certification" activity before the proposal is submitted.

Step 6: Research Department Determination

If the department submitting the proposal is different than that listed, you can select it here.

This information was previously collected on the Institutional Routing Form.

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Research Department Determination

1.0 * Select the Submitting Department:
 Birsoy Laboratory ⋮

2.0 Sponsored Research Location (Institution):
 Rockefeller University

Sponsored Programs Office (SPO):
 Sponsored Programs Administration

3.0 If this project will be administered by an Institute, select it below

Development
 Technology Transfer
[Clear](#)

[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 derived from the profile of the submitting department selected in question 1.0 or, if the profile does not specify this information, from site-wide default settings.]

[The selection of an institute determines whether an institute is involved in the workflow review process.]

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Save Exit Hide/Show Errors Print Jump To
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Field Name	Field Description/Purpose
1.0 * Select the Submitting Department	This is the department which will credited with the award
2.0 Sponsored Research Local (Institution):	This defaults our institutional information.
3.0 If this project will be administered by an Institute, select it below:	This question is for internal use by OSPA, Development, and Tech Transfer. PIs and ACs can skip.

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Step 7: Compliance Review

On this page, please indicate types of compliance issues involved in this proposal. *This information was previously collected on the Institutional Routing Form.*

For examples of how to enter protocol information, see Page 22 for Human Subjects and Page 23 Animal Subjects research.

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Compliance Review

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

- * **Human Subjects:** Yes No [Clear](#)
- * **Animal Subjects:** Yes No [Clear](#)
- * **Recombinant DNA:** Yes No [Clear](#)
- * **Biohazardous Agents Level 3 (BL3):** Yes No [Clear](#)
- * **Radioactive Materials:** Yes No [Clear](#)
- * **Custom Antibodies:** Yes No [Clear](#)
- * **Human Pluripotent Stem Cells:** Yes No [Clear](#)
- * **Human Embryos:** Yes No [Clear](#)

2.0 Research is designed to or may result in:

- * **Development of Model Organisms:** Yes No [Clear](#)
- * **Generation of Human Gametes:** Yes No [Clear](#)
- * **Generation of large-scale Human Genomic Data:** Yes No [Clear](#)
- * **Generation of large-scale Non-Human Genomic Data:** Yes No [Clear](#)
- * **Dual Use Research of Concern (DURC):** Yes No [Clear](#)

3.0 * Does this project involve activities outside the United States or partnerships with international collaborators?

Yes No [Clear](#)

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Field Name	Field Description/Purpose
1.0 * For each item listed below, indicate if it is involved in this project:	A response is required for each topic area.
2.0 * Research is designed to or may result in:	A response is required for each topic area.
3.0 * Does this project involve activities outside the United States or partnerships with international collaborators?	A response is required. If any work will be performed outside the U.S., or if you will collaborate with anyone outside the U.S., answer "Yes."

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Step 8: Human Subjects

If you answered “Yes” to Human Subjects on the Compliance Review Page, you will automatically see this page.

If you have already submitted your protocol, answer “True” in Question 1.0.

This will bring up questions 2.0 – 6.0. Click “+Add” to enter information about your submitted protocol(s). Click “OK” to save, or “OK and Add Another” to add more than one protocol.

If you have more than one protocol, and wish to indicate which should be the primary protocol, enter that in Question #3.

The screenshot shows the 'Human Subjects Research' section of a web form. The main form has several questions: 1.0 (radio buttons for True/False), 2.0 (a table with an '+ Add' button), 3.0 (text input), 4.0 (text input), 5.0 (text input), and 6.0 (text area). A modal window titled 'Add Protocol Summary' is overlaid on the form. The modal contains questions 1.0 through 6.0: 1.0 (text input), 2.0 (text input), 3.0 (text input), 4.0 (radio buttons for Approved, Pending, Exempt, Not Yet Submitted), 5.0 (checkboxes for IRB exemption numbers E1-E8), and 6.0 (calendar input). The modal has 'OK', 'OK and Add Another', and 'Cancel' buttons at the bottom. A red circle highlights the 'Add Protocol' button in the modal's title bar.

Human Subjects Research

1.0 * IRB protocol has been submitted:
 True
 False
Clear

2.0 Enter related IRB protocols:
+ Add
IRB Number PI Protocol
There are no protocols listed.

3.0 Primary Protocol Number:
[Text Input]

4.0 Protocol submission date, if applicable:
[Text Input]

5.0 If approved by the IRB, enter the date of approval:
[Text Input]

6.0 Provide any additional information:
[Text Area]

Add Protocol Summary

1.0 * Enter IRB Protocol Number:
[Text Input]

2.0 * Enter PI Name:
[Text Input]

3.0 * Enter Protocol Title:
[Text Input]

4.0 * Enter Status:
 Approved
 Pending
 Exempt
 Not Yet Submitted
Clear

5.0 If exempt and NIH-funded, select the appropriate IRB exemption numbers below:
 E1
 E2
 E3
 E4
 E5
 E6
 E7
 E8

6.0 Enter Approval Date:
[Calendar Input]

* Required

OK OK and Add Another Cancel

Non-424 Funding Proposal User Guide

Step 9: Animal Research

If you answered “Yes” to Animal Subjects on the Compliance Review Page, you will automatically see this page.

If you have already submitted your protocol, answer “True” in Question 1.0.

This will bring up questions 2.0 – 6.0. Click “+Add” to enter information about your submitted protocol(s). Click “OK” to save, or “OK and Add Another” to add more than one protocol.

The screenshot shows a web browser window with a form titled "Laboratory Animal Research". The form contains several questions, with question 1.0 highlighted by a red box. Question 1.0 asks "IACUC protocol has been submitted:" and has radio buttons for "True" (selected) and "False". Below it, question 2.0 asks "Enter related IACUC Protocols:" and has a "+ Add" button circled in red. A table with columns "IACUC Number", "PI", and "Protocol" is partially visible. Below the table, questions 3.0 through 6.0 are listed, each with a text input field and a calendar icon. An "Add Protocol Summary" modal window is open over the form, containing the following fields:


- 1.0 * Enter IACUC Protocol Number: [Text Input]
- 2.0 * Enter PI Name: [Text Input]
- 3.0 * Enter Protocol Title: [Text Input]
- 4.0 * Enter Status: [Radio Buttons: Approved, Pending, Not Yet Submitted] and a "Clear" link.
- 5.0 Enter Approval Date: [Text Input with Calendar Icon]

At the bottom of the modal window, there are three buttons: "OK", "OK and Add Another", and "Cancel". A "* Required" label is present at the bottom left of the modal. The browser's address bar shows the URL: <https://mpclkrustage2.huronclick.com/Grants/sd/CommonAdministration/Cho...>

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Step 10: Commitment of Additional Resources

This page tracks the use of internal resources, such as core facilities, so those resources are able to anticipate and plan for workload and other needs. Check the box next to each resource which will be utilized. *This information was previously collected on the Institutional Routing Form.*

You Are Here:  Proposal for Training Document...

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[Save](#)

[Exit](#)

[Hide/Show Errors](#)

[Print](#)

[Jump To](#)

[Continue »](#)

Commitment of Additional Resources

1.0 If the proposal requires any items that require either institutional approval or commitment, identify them below:

- Alterations and/or renovations to existing space
- Antibody and Bioresource Core Facility
- Bio-Imaging Resource Center
- Bioluminescence
- Comparative Bioscience Center
- Cryo-Electron Microscopy Resource Center
- DNA Sequencing
- Electron Microscopy Resource Center
- Flow Cytometry Resource Center
- Gene Targeting
- Genomics Resource Center
- High Energy Physics Instrument Shop
- High-Throughput and Spectroscopy Resource Center
- Installation of major equipment
- IT Resources: new applications, databases, etc.
- New space
- Precision Fabrication Facility
- Proteomics Resource Center (PRC)
- Spectroscopy Resource Center (SRC)
- Stem Cell Derivation Core
- Structural Biology Resource Center (SBRC)
- Transgenic Services

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Step 11: Program Classification

Data entered on this page will be utilized for internal Rockefeller University reporting purposes.

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Program Classification

1.0 Rockefeller research area:

[Program Classification as requested from the NCI.]

* Primary: ...

Secondary: ...

2.0 Keyword(s):

Primary: ...

Secondary: ...

3.0 This proposal is related to:

* Cancer Research:

Yes No [Clear](#)

* HIV Research:

Yes No [Clear](#)

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Field Name	Field Description/Purpose	SF424 Mapping
1.0 * Rockefeller research area	A response is required for the Primary research area. The choices are the list of Rockefeller research areas.	
2.0 Keyword(s)	You may select one or two keywords. This is optional.	
3.0 *This proposal is related to:	A response is required for each of these topic areas.	

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Step 12: General Submission Information

For incoming subawards, or non-Federal proposals, use this page to upload any documentation you have which would help OSPA review your submission: proposal instructions, preliminary drafts of submission documents, etc.

You Are Here: TEST CR: For Non-424 Submissio...

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[Jump To](#)
[Continue](#)

General Submission Information

1.0 Primary Sponsor/Funding Source:

Chan Zuckerberg Initiative

2.0 General Submission Documents:

[+ Add](#)

	Name	Version
Upload Revision	APPLICATION INSTRUCTIONS.pdf	0.01
Upload Revision	BUDGET TEMPLATE.pdf	0.01

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

[Back](#) [Continue](#)

No Title - Google Chrome

Secure | https://mpclkrustage2.huronclick.com/Grants/sd/ResourceAdministration/Docu...

Submit a Document [Help](#)

Title: If not provided, the name of the file will be used

* File: [Choose File](#)

[Show Advanced Options](#)

* Required

[OK](#) [OK and Add Another](#) [Cancel](#)

Field Name	Field Description/Purpose
1.0 Primary Sponsor/Funding Source	This field displays the selected answer from Page 1.
2.0 General Submission Documents:	Add any attachment currently available, such as instructions from the Sponsor or prime institution.

Rest of this page left intentionally blank.

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Step 13: Submission Dates

This page collects information regarding the date the submission is due to the Sponsor (or to the Prime institution if an incoming subaward) and the expected response and start dates.

RAS-Grants may default an upcoming date. You can overwrite this.

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Submission Dates

1.0 * Application submission deadline:

2.0 SPO submission deadline:
 5/31/2018

3.0 * Date response expected from sponsor: (estimated)

4.0 * Expected Start Date:

Standard Cycle Due Dates for the selected Program: (Month/Day)

2/5, 6/5, 10/5

Review the Opportunity instructions carefully to determine if a special submission deadline applies. Calculated to be five 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"](#)

For a multi-project proposal (MPP) Overall component:
The start date will be compared with the budget period start dates in the other components of the MPP.

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<i>Field Name</i>	<i>Field Description/Purpose</i>
1.0 * Application submission deadline:	Required. Enter the date the proposal is due to the sponsor or the prime institution if an incoming subaward.
2.0 SPO submission deadline:	The system will calculate the date by which you must have all materials to your SPO for review.
3.0 * Date response expected from sponsor (estimated)	Required. The date you anticipate you will receive feedback on your application. Can be a rough estimate. This will enable OSPA to assist with post-submission reminders such as JIT and post-submission materials.
4.0 * Expected start date:	The date you expect the project to begin, if awarded.

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Step 14: Budget Periods

Based on the information you entered on the previous page, and the type of proposal being submitted, this page defaults some information for the budget period dates. You can overwrite these.

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Budget Periods

1. Date project starts:
4/1/2019

2. Date project ends:
3/31/2024

3. Project length (Years):
5

4. Add Period Remove Period Update Periods

Budget periods:

Period Number	Name	Duration (Months)	Start Date	End Date
1	Period 1	12	4/1/2019	3/31/2020
2	Period 2	12	4/1/2020	3/31/2021
3	Period 3	12	4/1/2021	3/31/2022
4	Period 4	12	4/1/2022	3/31/2023
5	Period 5	12	4/1/2023	3/31/2024

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<i>Field Name</i>	<i>Field Description/Purpose</i>
1.0 Date project starts:	Defaults from prior page. If incorrect, return to previous page, correct, and continue.
2.0 Date project ends:	Defaults from grid below. Can be changed in #4.
3.0 Project length (Years):	Defaults length in years depending on type of proposal being submitted. Can be changed in #4.
4.0 Budget periods:	Defaults information based on type of proposal being submitted and information from prior page. You can add, remove, or change the length of the budget periods using the appropriate buttons. Click Save to see changes made, or hit Continue.

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Step 15: Research Performance Sites

This page defaults in our institutional address. Other sites, if any, will be added later.

Research Performance Sites

1.0 Sponsored Research Location (Institution):
Rockefeller University
1230 York Ave

New York, NY 10065-6399

Step 16: Completion Instructions

You have reached the end of the shell of your proposal. If you have not already done so, validate the SmartForm by clicking the Hide/Show Errors menu option, provide budget draft details to your SPO, and forward this form to OSPA to begin review.

Click "Finish" to return to the Proposal Workspace.

Completion Instructions

You have completed the first section of required information for this application.

NEXT STEPS:

- 1 - Validate Funding Proposal:** In the toolbar, select "Hide/Show Errors" to verify that all required questions in this application are complete. Update any errors or incomplete sections, as necessary.
- 2 - Finish:** Select "Finish" in the lower right-hand corner of this form to return to the application's main workspace. Proceed to Step 3, below.
- 3 - Budget:** A budget needs to be completed for each application. Please work with your Sponsored Programs Officer to complete the budget in the RAS-Grants system.
- 4 - Submit for OSPA Review:** Select the activity "Submit for Specialist Review" from the application's main workspace to initiate the institutional approval process.

Contact your Sponsored Programs Officer with any questions on how to proceed.

SF424 document attachments should be uploaded to the SF424 directly.

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C. Additional Steps

1. PI Certification

This activity must be completed by any Rockefeller personnel with the role PD/PI on this proposal.

This activity can be completed only by the PD/PI as it is a legal certification. This replaces the former signature on the paper Institutional Routing Form.

Draft

Fed Proposal for CR

Next Steps

- Edit Funding Proposal
- Printer Version
- View Differences
- Create Document Review
- Team Disclosure Status
- PI Certification**
- Submit for Specialist Review
- Withdraw Proposal

Proposal Information

PD/PI:

Laboratory:

Head of Laboratory:

Laboratory Admin Contact:

Specialist:

Direct Sponsor:

Prime Sponsor:

Sponsor Number:

Funding Awards

In the Funding Proposal workspace, click the PI Certification activity. The Certification pop-up opens.

Click the assurance checkbox, then “OK” to record the certification. Once completed, the activity link will go away.

Execute "PI Certification" on FP00050043 - Google Chrome

Secure | <https://mpclkrustage2.huronclick.com/Grants/sd/ResourceAdministration/Activity/form?ActivityType=com.we...>

PI Certification

I certify that, to the best of my knowledge:

1. the information submitted within the application and any related documentation is true, complete and accurate to the best of my knowledge;
2. that I understand any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties;
3. that I am responsible for the scientific conduct and financial management of the project and to provide the required progress reports if a grant is awarded as a result of the application; and
4. that if the project is currently awarded and involves one or more subrecipients, that I have reviewed and approved the subrecipient(s) technical report(s)
5. that I am not excluded from participation in federally-funded activities as a result of government-wide suspension or debarment.

***I agree to the above investigator assurances**

OK Cancel

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2. Email your SPO

If you need to contact your SPO, it is **strongly recommended** that you use the “Email Specialist” activity within the Funding Proposal workspace, rather than through Outlook. This will keep your message in the history of the proposal so it can be referred to later, if needed. Use this activity to send your SPO your proposed budget details for drafting. See the OSPA website at http://www2.rockefeller.edu/sr-pd/index.php?page=osp-modgrants_cgi to access budget templates.

In the Workspace, Click the activity “Email Specialist.” This will bring up a pop-up window where you can enter your message and include any needed attachments. Click “OK” to send the message to your specialist.

The screenshot shows a web application interface for a funding proposal. On the left is a sidebar menu with a 'Draft' header and a list of 'Next Steps' including 'Edit Funding Proposal', 'Printer Version', 'View Differences', and 'Create Document Review'. Below these are various actions like 'Team Disclosure Status', 'PI Certification', 'Submit for Specialist Review', 'Withdraw Proposal', 'Manage Ancillary Reviews', 'Manage Relationships', 'Copy', 'Create Additional Budget', 'Export Budget', 'Email Specialist' (highlighted with a red box and arrow), 'Manage Guest List', 'Add Comment', 'Add Attachments', and 'Additional Personnel Request'. The main content area displays 'Non-Fed Proposal for Training Documents' with a proposal ID 'FP00050052' and a 'Funding Proposal' label. A pop-up window titled 'Email Specialist' is overlaid on the main content, showing a message recipient 'Collette Ryder' and a text input field for the message. The attachments section is currently empty.

Remainder of this page intentionally left blank.

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3. Forward to SPO for Review

Once you are ready for to forward to the SPO for review, use the “Submit for Specialist Review” activity to forward to your assigned specialist.

Draft TEST CR: For Non-424 Submission instructions **FP00050156 Funding Proposal**

Next Steps

- Edit Funding Proposal
- Printer Version
- View Differences
- Create Document Review
- Team Disclosure Status
- PI Certification
- Submit for Specialist Review**
- Withdraw Proposal
- Manage Ancillary Reviews
- Manage Relationships

Proposal Information

PD/PI:	Sean Brady	Budget Information	
Laboratory:	Brady Laboratory	Starting Date:	4/24/2018
Head of Laboratory:	Sean Brady	End Date:	4/23/2023
Laboratory Admin Contact:	Mary Abaskharoun	Number of Periods:	5
Specialist:	Alyssa Luong	Proposed Total Direct:	\$0
Direct Sponsor:	Chan Zuckerberg Initiative	Proposed Total Indirect:	\$0
Prime Sponsor:		Proposed Total:	\$0
Sponsor Number:		PD Involvement:	

Funding Awards

No data to display.

The activity will perform validations to make sure that all required questions have been answered. You can click on the “Jump To” link to be taken to any needed pages, make the corrections, and execute the “Submit for Specialist Review” activity again.

Error/Warning Messages Refresh

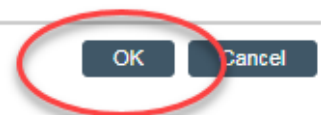
Message	Field Name	Jump To
This is a required field; therefore, you must provide the required information.	Application Submission Deadline	Submission Dates (Non-Grants.gov)

Close

Once all validations have cleared, Click “OK” on the activity to continue. The proposal will be forwarded to your SPO.

Submit for Specialist Review

By clicking OK, this proposal submission will be routed for Specialist review and approval. The proposal team will no longer have access to edit the proposal and budget SmartForms.



Non-424 Funding Proposal User Guide

4. Specialist Review State

In the *Specialist Review* state, if the SPO finds that changes are needed they can:

- Edit the Funding Proposal SmartForm; or
- Execute the *Specialist Requests Changes* activity.

The SPO will also verify on the *Team Disclosure Status* activity of the Funding Proposal Workspace that all certifications have been completed. If not completed, they can:

- Execute the *Email Proposal Team* activity; to inform the PI and AC what is still outstanding.

The PD/PI(s) must also complete the *PI Final Certification* activity before a Funding Proposal can be forwarded to the AOR for approval.