

**RAS-Grants  
SF424 Funding Proposal  
User Guide**

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# Create SF424 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.

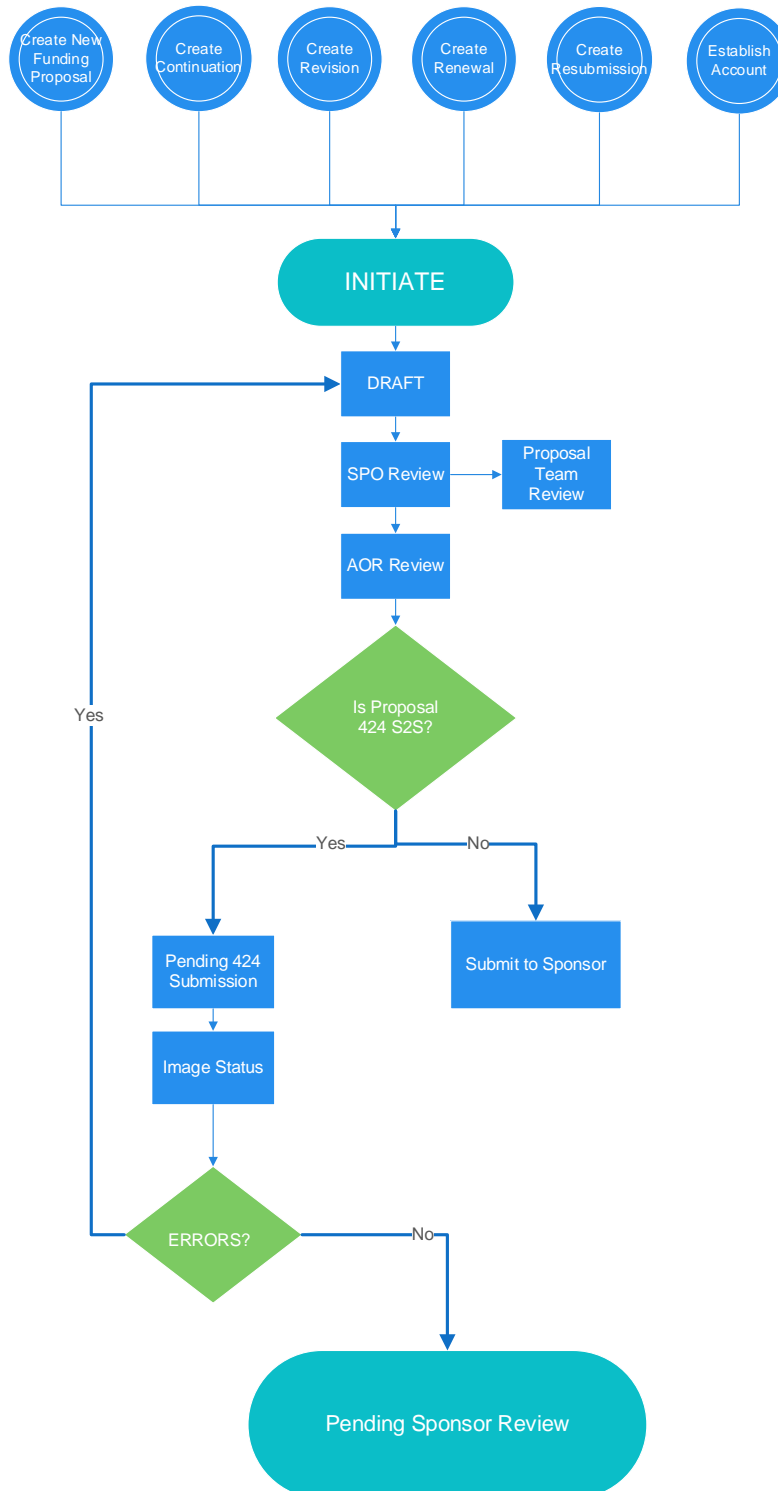
## Application Types

*Progress Report/Continuations, Revisions, Renewal, Supplements, and Resubmissions* will similarly be initiated, managed and submitted on Funding Proposal SmartForms, and submitted or otherwise documented 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://rasgrants.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.



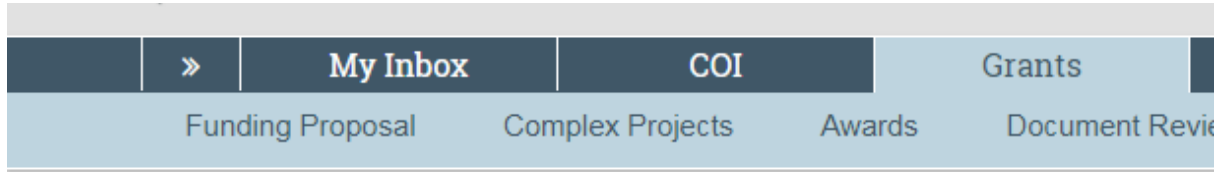
5. To logout, click the **Logout** link located at the top right hand corner of the screen.

# Create SF424 Funding Proposal User Guide

## 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

A screenshot of the 'Grants' section. 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 panel with three tabs: 'All Single Proposals', 'Complex Proposals', and 'Complex'. Below the tabs is a 'Filter by' section with a dropdown menu set to 'ID' and a search input field containing 'Enter text to search for'. Below the search field is a table with two columns: 'ID' and 'Name'. The table contains two rows of data:

ID	Name
FP00050041	CR Test: Federal proposal
FP00050040	TEST CR: Dissecting the role of aspartate

# Create SF424 Funding Proposal User Guide

## 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

[← Back](#)

[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.

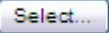
[← Back](#)

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

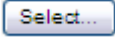
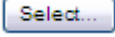
[Continue »](#)



# Create SF424 Funding Proposal User Guide

<i>Field Name</i>	<i>Field Description/Purpose</i>	<i>SF424 Mapping</i>
<b>1.0 *Enter the proposal/project title</b>	<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>	R&R, question 11
<b>2.0 *Select the principal investigator</b>	<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><b>If a fellowship, please identify the Mentor:</b></p> <div style="border: 1px solid gray; padding: 2px; width: 200px; margin-bottom: 5px;"> <input type="text"/> <span style="float: right;">...</span> </div>	<p>PHS398 cover Page Supplement, question 1</p> <p>Research &amp; Related Senior/Key Person Profile, Profile - Project Director/PI, First &amp; Last Name</p> <p>R&amp;R, question 15</p>
	<p>If a Federal SF424 application, upload PI's Biosketch and Other Support (if FOA Requires) here.</p> <p><b>NOTE: All FINAL attachments must be in PDF.</b></p>	Sr./Key Person Profile
<b>3.0 Administrative Contact</b>	<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><b>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.</b></p> <p>Individuals named here will receive notifications on this proposal, will have edit access, and are considered part of the Proposal Team.</p>	
<b>4.0 * Select Direct Sponsor:</b>	<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>	
<b>If Sponsor does not appear in list, enter name here:</b>	<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>	
<b>If flow through, select Prime Sponsor</b>	<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>	
<b>5.0 * Will this proposal include outgoing subawards</b>	<p>Required. The answer to this question impacts branching.</p> <p><a href="#">See next page for instructions on adding subawardees.</a></p>	

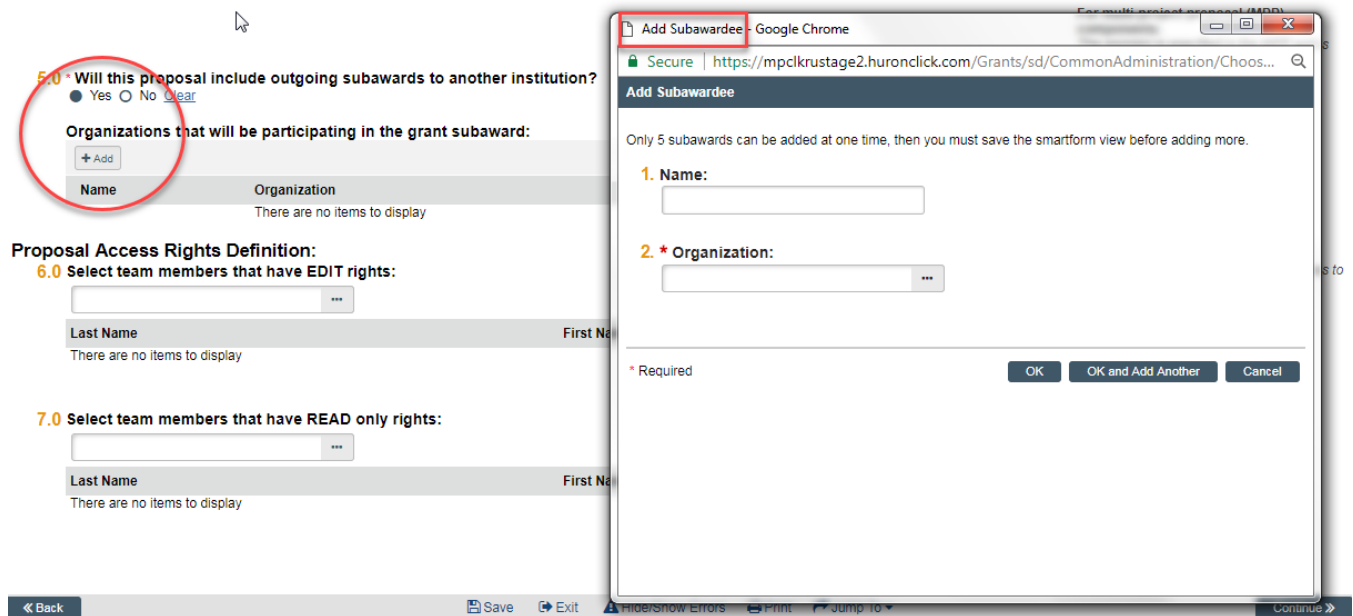
# Create SF424 Funding Proposal User Guide

Field Name	Field Description/Purpose	SF424 Mapping
to another institution?		
<b>6.0 Select team members that have EDIT rights:</b>	<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>	
<b>7.0 Select team members that have READ only rights:</b>	<p>This allows the PI or AC to add additional team members who will be able to read 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, but not edit, the same elements as the PI and AC, including the history and any attachments.</p>	

## Step 2A: 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.



The screenshot displays the 'Add Subawardee' pop-up window over a web form. In the background, question 5.0 asks 'Will this proposal include outgoing subawards to another institution?' with 'Yes' selected. Below it, a table for 'Organizations that will be participating in the grant subaward:' has an '+ Add' button circled in red. The pop-up window, titled 'Add Subawardee', contains the following fields and controls:

- Header: Add Subawardee
- Text: Only 5 subawards can be added at one time, then you must save the smartform view before adding more.
- Field 1: Name: (text input)
- Field 2: \* Organization: (picklist)
- Buttons: OK, OK and Add Another, Cancel
- Footer: \* Required

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## Step 3: 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	SF424 Mapping
<b>1.0 Rockefeller Personnel</b>	<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"> <li>1. Choose the appropriate person from the picklist.</li> <li>2. Choose the role they will fill on the project (not necessarily the same as their job title). If "Other," fill in a description.</li> <li>3. Attach their Biosketch here if Sr./Key.</li> <li>4. Attach their other support information, if required by the FOA.</li> <li>5. Choose their degree of involvement: Sr./Key, OSC, or Other.</li> </ol> <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>	<p>RR Sr/Key personnel Page</p> <p>Budget pages</p>
<b>2.0 Identify all non-institutional investigators and personnel that will be involved in this proposal:</b>	<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>	<p>RR Sr/Key personnel Page</p>

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Field Name	Field Description/Purpose	SF424 Mapping
	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>See screenshots below for additional details.</p>	

## Step 3A: 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

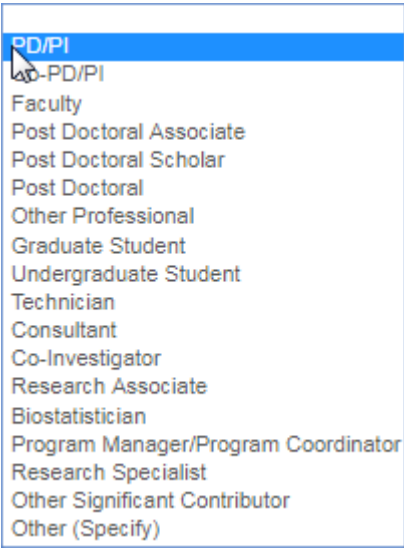
OK

OK and Add Another

Cancel

Field Name	Field Description/Purpose	SF424 Mapping
1.0 Staff member:	Click on the <input type="button" value="Select..."/> button to choose the desired Rockefeller personnel.	If 5.0 equals Key or OSC, R&R Senior/Key Person Profile, Senior/Key Person

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Field Name	Field Description/Purpose	SF424 Mapping
<b>2.0 *Project Role</b>	Required. Options: 	R&R Senior/Key Person Profile, Senior/Key Person
<b>If “Other (Specify)” selected, enter the role below:</b>	Required if ‘Other (Specify)’ is selected above in question 2.0.	R&R Senior/Key Person Profile, Senior/Key Person
<b>3.0 Attach a biographical sketch</b>	Enter a biosketch for any Sr/Key or OSC Rockefeller personnel here, or it can be attached directly to the 424 package.	R&R Senior/Key Person Profile, Senior/Key Person
<b>4.0 Attach current and pending support documentation</b>	If required by the FOA, enter a current and pending other support documentation for any Sr/Key or OSC Rockefeller personnel here, or it can be attached directly to the 424 package.	R&R Senior/Key Person Profile, Senior/Key Person
<b>5.0 *This individual is a:</b>	Required. Options: <ul style="list-style-type: none"> <li>• Key Personnel</li> <li>• Other Significant Contributor</li> <li>• Other Personnel (use this for non-key personnel)</li> </ul>	
<input type="button" value="OK"/> <input type="button" value="OK and Add Another"/> <input type="button" value="Cancel"/>	Click <i>OK</i> to add person selected. Click <i>OK and Add Another</i> to add person and add another. Click <i>Cancel</i> to exit without saving.	

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## Step 3B: 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 4: 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...

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

### 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].*

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

Field Name	Field Description/Purpose	SF424 Mapping
1.0 Type of Application	This information is populated based on the sponsor you selected on Page 1.	
2.0 * Modular budget?	If you are submitting to NIH, and anticipate your annual direct costs	

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	will be \$250,000, select "Yes." If you are unsure of your budget estimate, or are submitting to a sponsor other than NIH, select "No."	
<b>3.0 If Resubmission or Renewal, please enter the Sponsor #:</b>	Generally applicable only to NIH. The number entered here is the grant number assigned by the Sponsor, e.g., CA123456.	
<b>4.0 * Indicate how the forms will be submitted to the Sponsor:</b>	For most federal applications, choose the first option (NSF applications may be submitted either through this process or through Fastlane.)  If an incoming subaward, regardless of sponsor, choose "Other."  If your application is non-Federal, choose "Other."	
<b>5.0 * Instrument type</b>	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."	
<b>6.0 * Describe the purpose of this project:</b>	Sample project purpose types are: Research: R01, R21, P01 Fellowship: F31, F32 Career: K08, K22 Training: T32 Other Sponsored Activity: Conference applications  Contact your SPO if you have questions about how to categorize your proposals.	
<b>7.0 * Is this a Clinical Trial?</b>		
<b>8.0 * Is this a multi-PI submission?</b>	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.	

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## Step 5: 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 paper Institutional Routing Form.*

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

### 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.]*

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

Field Name	Field Description/Purpose	SF424 Mapping
<b>1.0 * Select the Submitting Department</b>	This is the department which will be mapped to the SF424, and does not necessarily need to be the lab to which the PI is assigned.  Example: PI is applying for a T32, and wishes to list the Dean's Office as the submitting department.	
<b>2.0 Sponsored Research Local (Institution):</b>	This defaults our institutional information.	
<b>3.0 If this project will be administered by an Institute, select it below:</b>	This question is for internal use by OSPA, Development, and Tech Transfer. <b>PIs and ACs can skip.</b>	

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## Step 6: Compliance Review

On this page, please indicate types of compliance issues involved in this proposal.

*This information was previously collected on the paper Institutional Routing Form.*

For examples of how to enter protocol information, see Page 20 for Human Subjects and Page 21 Animal Subjects research.

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

### 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	SF424 Mapping
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."	

# Create SF424 Funding Proposal User Guide

## Step 6A: 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.

Even if you have only one protocol, be sure to enter the protocol number in Question 3.0 to ensure mapping to the SF424.

*This information was previously collected on the paper Institutional Routing Form.*

The screenshot shows a web browser window with a form titled "Human Subjects Research". The form has several sections:

- 1.0 \* IRB protocol has been submitted:** Radio buttons for "True" (selected) and "False", with a "Clear" link.
- 2.0 Enter related IRB protocols:** A table with columns "IRB Number" and "PI Protocol". A "+ Add" button is highlighted with a red box.
- 3.0 Primary Protocol Number:** A text input field.
- 4.0 Protocol submission date, if p**: A date input field.
- 5.0 If approved by the IRB, enter**: A text input field.
- 6.0 Provide any additional inform**: A large text area.

An "Add Protocol Summary" modal window is open over the form. The modal title is "Add Protocol Summary" and the URL is "https://mpclkrustage2.huronclick.com/Grants/sd/CommonAdministration/Choosers/Entity...". The modal contains the following questions:

- 1.0 \* Enter IRB Protocol Number:** Text input field.
- 2.0 \* Enter PI Name:** Text input field.
- 3.0 \* Enter Protocol Title:** Text input field.
- 4.0 \* Enter Status:** Radio buttons for "Approved", "Pending", "Exempt", and "Not Yet Submitted", with a "Clear" link.
- 5.0 If exempt and NIH-funded, select the appropriate IRB exemption numbers below:** Checkboxes for E1, E2, E3, E4, E5, E6, E7, and E8.
- 6.0 Enter Approval Date:** Date input field with a calendar icon.

At the bottom of the modal, there is a legend: "\* Required". Buttons for "OK", "OK and Add Another", and "Cancel" are at the bottom right.

# Create SF424 Funding Proposal User Guide

## Step 6B: 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.

Even if you have only one protocol, be sure to enter the protocol number in Question 3.0 to ensure mapping to the SF424.

*This information was previously collected on the paper Institutional Routing Form.*

The screenshot shows a web browser window with a form titled "Laboratory Animal Research". The form has several sections:

- 1.0 \* IACUC protocol has been submitted:** Radio buttons for "True" (selected) and "False".
- 2.0 Enter related IACUC Protocols:** A "+ Add" button and a table with columns "IACUC Number", "PI", and "Protocol".
- 3.0 Primary IACUC protocol:** A text input field.
- 4.0 Protocol submission date, if pending:** A date picker.
- 5.0 If approved by the IACUC, enter the date of approval:** A date picker.
- 6.0 Provide any additional information that may be relevant:** A large text area.

An "Add Protocol Summary" modal window is open over the form. It contains the following fields:

- 1.0 \* Enter IACUC Protocol Number:** Text input field.
- 2.0 \* Enter PI Name:** Text input field.
- 3.0 \* Enter Protocol Title:** Text input field.
- 4.0 \* Enter Status:** Radio buttons for "Approved", "Pending", and "Not Yet Submitted".
- 5.0 Enter Approval Date:** Date picker.

At the bottom of the modal are buttons for "OK", "OK and Add Another", and "Cancel". A "\* Required" label is also present.


# Create SF424 Funding Proposal User Guide

---

## **Step 7: 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 paper Institutional Routing Form.*

You Are Here:  Proposal for Training Document...

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## 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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# Create SF424 Funding Proposal User Guide

## Step 8: 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.	



# Create SF424 Funding Proposal User Guide

## Step 9: Federal Grant Information

- Enter value in Opportunity ID or CFDA Number field. It is important to enter any opportunity IDs in the correct manner, e.g., PA-07-070, not pa-07070.
- Select . All related opportunities will appear.
- Select appropriate opportunity for the funding proposal.
- If opportunity cannot be found, an error message will appear, **"No matching Funding Opportunity Announcement was found. Please verify that you have correctly entered the Opportunity ID or CFDA Number."**
- Follow the directions and select **Continue**.

You Are Here: CR TEST: PHS EZE G.G w/sub

### Federal Grant Information

1.0 Enter opportunity ID or CFDA number below. Information regarding the Grant Application Package will be downloaded from Grants.gov

\* Opportunity ID (PA or RFA Number):

CFDA Number:

Competition ID:

*After you select the "Find" button, the system will contact grants.gov to access matching opportunities. This may take several minutes to complete.*  
*Click the "Refresh Form Support" button to replace the currently attached forms with any supported updates.*

Opportunity ID	Opportunity Title	Opening Date	Closing Date	CFDA Number	Competition ID	Instructions
<input checked="" type="checkbox"/> PA-EN-R01	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allowed)	8/16/2017	8/16/2020	93.865	FORMS-E	

Field Name	Field Description/Purpose	SF424 Mapping
1.0 *Opportunity ID (PA or RFA Number)	Users must enter all dashes and spaces for opportunity to appear. (e.g. PA-07-070)	
CFDA Number		
Competition ID		

# Create SF424 Funding Proposal User Guide

## Step 10: Funding Opportunity Announcement

This page is read-only and displays information regarding the announcement selected in Page 1.03. One of two messages will appear under the page name:

1. These forms are fully supported and the application will be submitted to Grants.gov
  - a. This message will appear if the opportunity **can be** submitted electronically via RAS-Grants
  - b. Select *Continue*
2. All forms not supported by RAS-Grants. Opportunity may be submitted to Grants.gov electronically, but outside of RAS-Grants. Contact your SPO.
  - a. This message will appear if the opportunity **cannot be** submitted electronically via RAS-Grants but can be submitted to Grants.gov by NIH Assist or Grants.gov Workspace.
  - b. Users must contact their SPO for support in preparing the forms outside of RAS-Grants.



### Funding Opportunity Announcement

These forms are fully supported and the application will be submitted to Grants.gov

#### 1.0 Required SF424 Forms:

Form Name	Supported
SF424 (R&R) V2.0	yes
Research & Related Project/Performance Site Location(s) V2.0	yes
Research And Related Other Project Information V1.4	yes
Research & Related Senior/Key Person Profile (Expanded) V2.0	yes
PHS 398 Cover Page Supplement V4.0	yes
PHS 398 Research Plan V4.0	yes
PHS Human Subjects and Clinical Trials Information V1.0	yes

#### 2.0 Optional SF424 Forms:

Form Name	Supported
Research & Related Budget V1.4	yes
Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4	yes
PHS 398 Modular Budget V1.2	yes
PHS Assignment Request Form V2.0	yes

#### 3.0 Opportunity ID:

PA-EN-R01

#### CFDA Number:

93.865

#### 4.0 Opportunity Title:

G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allowed)

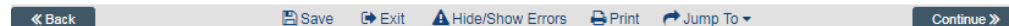
#### Activity Title:

Child Health and Human Development Extramural Research

#### 5.0 Agency Name:

#### Information URL:

Instructions for FOA00000008



Field Name	Field Description/Purpose	SF424 Mapping
1.0 Required SF424 Forms	This field displays the selected opportunities required SF424 Forms and if they are supported by Click Commerce.	
2.0 Optional SF424 Forms	This field displays the selected opportunities optional SF424 Forms and if they are supported by Click Commerce.	

# Create SF424 Funding Proposal User Guide

Field Name	Field Description/Purpose	SF424 Mapping
3.0 Opportunity ID	Displays selected opportunity ID.	
CFDA Number	Displays selected opportunities CFDA number.	R&R, question 10
4.0 Opportunity Title	Displays selected opportunities title.	R&R, question 10
5.0 Agency Name	Displays selected opportunity's agency name.	R&R, question 9

## Step 11: Federal Grant Program Income

This page is required to track any anticipated program income, for both the application and planning purposes.

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### Federal Grant Program Income

**1.0 \* Will there be program income?**  
 Yes  No [Clear](#)

**If yes, provide program income details:**

Period	Source	Amount
There are no items to display		

*Program income is gross income—earned by a grantee, a consortium participant, or a contractor under a grant that was directly generated by the grant-supported activity or earned as a result of the award.*

**For a multi-project proposal (MPP) Overall component:**  
*This question on the Overall component provides the only location in the MPP where you can describe the program income. Include the details for the entire MPP and all its components here.*

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Field Name	Field Description/Purpose	SF424 Mapping
1.0 * Will there be program income?	This field displays the selected answer on the SF424 Forms.	
If yes, provide program income details:	Add an attachment which explains the type, source, and amount of program income anticipated.  Example: "We will charge conference registrants \$200 each to cover the costs of facility rental, A/V, lunch, and course materials."	

# Create SF424 Funding Proposal User Guide

## Step 12: Submission Dates

This page collects information regarding the date the submission is due to the Sponsor and the expected response and start dates.

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

You Are Here: CR TEST: PHS E2E G.G w/sub

### Submission Dates

**1.0 \* Application submission deadline:**

**2.0 SPO submission deadline:**  
 5/29/2018

**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.*

Field Name	Field Description/Purpose	SF424 Mapping
<b>1.0 * Application submission deadline:</b>	Required. Enter the date the proposal is due to the sponsor or the prime institution if an incoming subaward.	Cover page Budget pages
<b>2.0 SPO submission deadline:</b>	The system will calculate the date by which you must have all materials to your SPO for review.	
<b>3.0 Date response expected from sponsor (estimated)</b>	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.	
<b>4.0 * Expected start date:</b>	The date you expect the project to begin, if awarded.	Cover page Budget pages

# Create SF424 Funding Proposal User Guide

## Step 13: 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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<b>Field Name</b>	<b>Field Description/Purpose</b>	<b>SF424 Mapping</b>
<b>1.0 Date project starts:</b>	Defaults from prior page. If incorrect, return to previous page, correct, and continue.	
<b>2.0 Date project ends:</b>	Defaults from grid below. Can be changed in #4.	
<b>3.0 Project length (Years):</b>	Defaults length in years depending on type of proposal being submitted. Can be changed in #4.	
<b>4.0 Budget periods:</b>	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.	

# Create SF424 Funding Proposal User Guide

## Step 14: 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 15: 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.*

# Create SF424 Funding Proposal User Guide

## C. Additional Activities

### Step 1: PI Certification

This activity must be completed by any Rockefeller personnel with the role PD/PI on this proposal. This can be completed at any time during the proposal preparation process.

*This replaces the signature on the previous paper Institutional Routing Form.*

**This activity can be completed only by the PD/PI(s) as it is a legal certification.**

**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.

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)'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

# Create SF424 Funding Proposal User Guide

## Step 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. This will keep your message in the history of the proposal so it can be referred to later, if needed. You can also use this activity to send your SPO your proposed budget details for drafting.

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 displays the 'Draft' workspace for a 'Non-Fed Proposal for Training Documents' with ID 'FP00050052'. The left sidebar lists various activities, with 'Email Specialist' highlighted by a red box and a red arrow. The main content area shows the proposal details. A pop-up window titled 'Email Specialist' is open, showing a message field and an attachments section. The message field contains the text: 'This message will be sent via Email to the Financial/Grants Specialist: Collette Ryder'. The attachments section has a '+ Add' button and a 'Name' field, with the text 'There are no items to display' below it. The pop-up window has 'OK' and 'Cancel' buttons at the bottom right.

Remainder of this page intentionally left blank.



# Create SF424 Funding Proposal User Guide

## D. Creating and Editing the SF424 Application

### Step 1A: Create-Update SF424

1. When you are ready to begin uploading your attachments to the SF424 application, select the Create-Update SF424 activity in the Funding Proposal workspace. Be sure to select any needed Optional forms such as the PHS Human Subjects form and PHS Assignment Request Form.

Pay close attention to the warnings. Click "OK" to continue. The window will disappear when the task is completed.

The screenshot shows a web browser window with a dialog box titled "Execute 'Create-Update SF424' on FP00050043 - Google Chrome". The dialog box contains the following text:

**WARNING:** Selecting "OK" below will **override** any manual changes previously made directly in an already created SF424 form. Do not use this activity if you are making a correction requested by a specialist.

If this is the first time this activity is being executed, select "OK" and this activity will create your SF424 application.

If this is not the first time this activity is being executed, selecting "OK" will override any manual changes made in the SF424 form.

Select "Cancel" if you do not wish to execute this activity.

Action	Status
<input checked="" type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0	
<input checked="" type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0	
<input checked="" type="checkbox"/> Research And Related Other Project Information V1.4	
<input checked="" type="checkbox"/> PHS 398 Research Plan V4.0	
<input checked="" type="checkbox"/> PHS 398 Cover Page Supplement V4.0	
<input checked="" type="checkbox"/> SF424 (R&R) V2.0	
<input checked="" type="checkbox"/> PHS Human Subjects and Clinical Trials Information V1.0	
<input type="checkbox"/> Research & Related Budget V1.4	
<input type="checkbox"/> PHS 398 Modular Budget V1.2	
<input type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4	
<input checked="" type="checkbox"/> PHS Assignment Request Form V2.0	

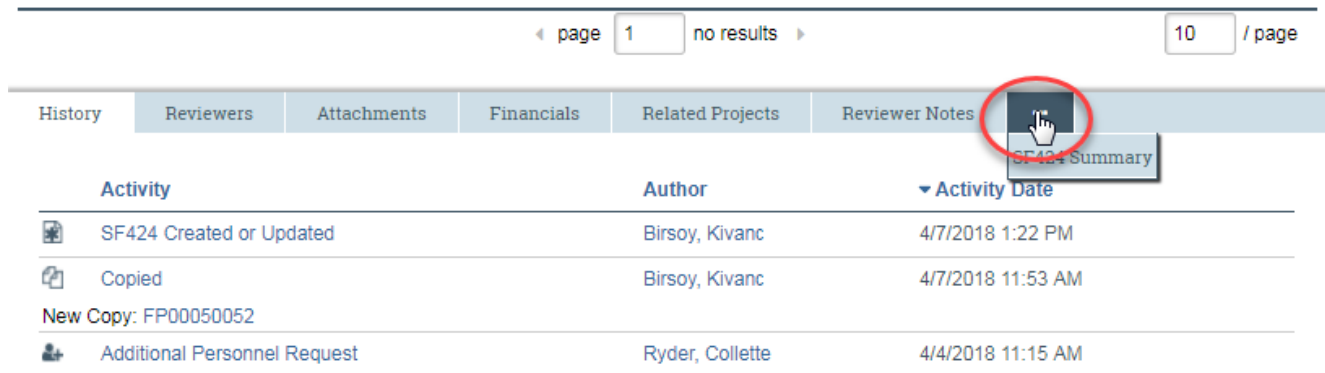
The "OK" button is circled in red.

The rest of this page intentionally left blank.

# Create SF424 Funding Proposal User Guide

## Step 1B: Navigate to the 424 Workspace

To navigate to the 424 workspace, click the SF424 Summary tab in the workspace. If it does not appear, click the Ellipsis tab first to reveal the SF424 Summary tab.



A screenshot of a workspace navigation menu. At the top, there is a pagination bar showing "page 1 no results" and "10 / page". Below this is a horizontal menu with tabs: History, Reviewers, Attachments, Financials, Related Projects, Reviewer Notes, and an Ellipsis menu. The Ellipsis menu is open, showing a sub-menu with "SF424 Summary" highlighted by a red circle and a mouse cursor. Below the menu is a table with columns: Activity, Author, and Activity Date. The table contains three rows of activity data.

Activity	Author	Activity Date
SF424 Created or Updated	Birsoy, Kivanc	4/7/2018 1:22 PM
Copied	Birsoy, Kivanc	4/7/2018 11:53 AM
New Copy: FP00050052		
Additional Personnel Request	Ryder, Collette	4/4/2018 11:15 AM

## Step 1C: 424 Summary Link

Click the SF424 Summary link:

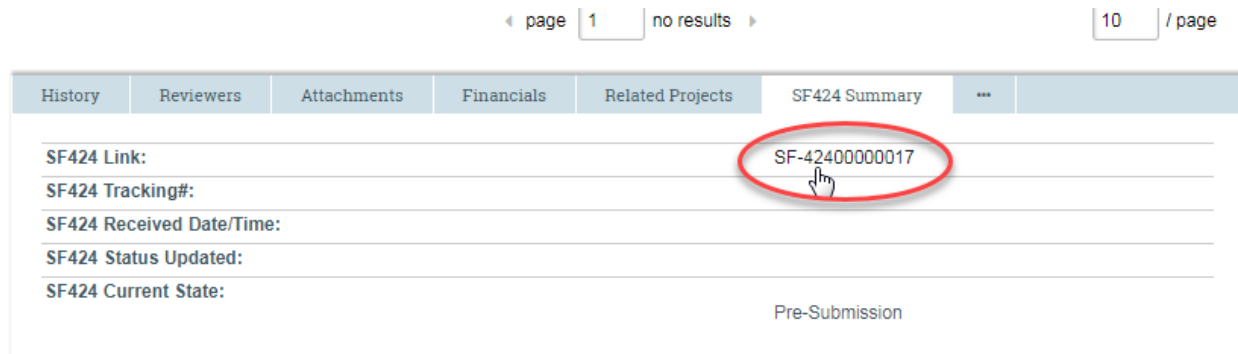


A screenshot of a workspace navigation menu, similar to the one in Step 1B. The Ellipsis menu is open, and the "SF424 Summary" option is highlighted with a red circle and a mouse cursor. The table below the menu shows the same activity data as in Step 1B.

Activity	Author	Activity Date
SF424 Created or Updated	Birsoy, Kivanc	4/7/2018 1:22 PM
Copied	Birsoy, Kivanc	4/7/2018 11:53 AM
New Copy: FP00050052		
Additional Personnel Request	Ryder, Collette	4/4/2018 11:15 AM

## Step 1D: Access 424 Workspace

This will open up the SF424 tab. Click on the link to open the SF424 workspace. Note the status of the 424 is in "Pre-Submission."



A screenshot of the SF424 workspace. At the top, there is a pagination bar showing "page 1 no results" and "10 / page". Below this is a horizontal menu with tabs: History, Reviewers, Attachments, Financials, Related Projects, SF424 Summary, and an Ellipsis menu. The SF424 Summary tab is active. Below the menu is a form with several fields. The "SF424 Link:" field contains the value "SF-42400000017", which is highlighted with a red circle and a mouse cursor. Other fields include "SF424 Tracking#", "SF424 Received Date/Time:", "SF424 Status Updated:", and "SF424 Current State:", which is set to "Pre-Submission".

SF424 Link:	SF-42400000017
SF424 Tracking#:	
SF424 Received Date/Time:	
SF424 Status Updated:	
SF424 Current State:	Pre-Submission

# Create SF424 Funding Proposal User Guide

## Step 2: Editing the SF424 Application

Once you are in the SF424 workspace, you will be able to do several actions. You can Edit the application forms, assign editors, log comments, etc.

To edit the application, click the Edit Grant Application link in the left navigation menu.

The screenshot displays the SF424 workspace interface. On the left, a navigation menu includes buttons for 'Pre-Submission', 'Project Editor', 'Edit Grant Application' (circled in red with a red arrow), 'Printer Version', and 'View Differences'. Below these are links for 'Validate Submission', 'Generate PDF Version', 'Assign Editors and Readers', 'Log Comment', and 'Import Subaward'. The main content area shows the 'WorkspaceHeader' and 'Workspace Summary' for application ID 'FP00050043'. It includes fields for 'Descriptive Title', 'Submission Type', 'PDF Version(s)', 'Tracking Number', 'Received Date/Time', and 'Status Updated'. To the right, a summary box shows 'SF-42400000017' and 'SF424', along with 'Start Date', 'End Date', 'FOA', and 'Date Modified'. At the bottom, a 'Project Log' table shows a single entry: 'SF424 Created' by 'Birsoy, Kivanc' on '4/7/2018 1:22 PM'.

Use the Jump To and/or Continue buttons to move through the application and add your attachments.

Information here will be fed from your answers on the Funding Proposal SmartForm. NOTE: There are more questions on the 424 form pages than in the SmartForm, so some questions may be blank. If you need to change an answer previously answered on the SmartForm, it is recommended that you exit, navigate to the Funding Proposal SmartForm, and make corrections so the records match each other.

If your SPO has not yet completed your budget, it will not appear here yet. **Be sure to work with your SPO to complete the budget as early in the process as possible.**

*The rest of this page intentionally left blank.*

# Create SF424 Funding Proposal User Guide

## E. Application Review and Proposal States

### 1: Submit for Specialist Review

When you are ready for your SPO to begin reviewing your proposal, select the “Submit for Specialist Review” activity in the workspace. This will open the activity, and run preliminary validations to ensure there are no unanswered questions.

Click “OK” to forward to your SPO. Your proposal will be locked from editing. Your SPO can send it back to you for further edits as needed.

The screenshot shows a web application interface. At the top, there is a navigation bar with tabs for 'My Inbox', 'COI', 'Grants', and 'S C'. Below this is a sub-navigation bar with 'Funding Proposal', 'Complex Projects', 'Awards', and 'Docur'. The main content area is titled 'Draft' and 'CR TEST: PHS E2'. On the left, under 'Next Steps', there are several buttons: 'Edit Funding Proposal', 'Printer Version', 'View Differences', 'Create Document Review', 'Team Disclosure Status', 'PI Certification', 'Submit for Specialist Review' (highlighted with a red box and a red arrow), and 'Withdraw Proposal'. On the right, there is a 'Proposal Information' section with fields for 'PD/PI', 'Laboratory', 'Head of Laboratory', 'Laboratory Admin Contact', 'Specialist', 'Direct Sponsor', 'Prime Sponsor', and 'Sponsor Number'. Below that is a 'Funding Awards' section.

The screenshot shows a browser window titled 'Execute "Submit for Specialist Review" on FP00000012 - Google Chrome'. The address bar shows a URL from 'https://mpckrustage2.huronclick.com/Grants/sd/ResourceAdministration/Activity/form?ActivityType=com.we...'. The main content area has a dark header 'Submit for Specialist Review' and a message: '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.' At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red, and a red arrow points to it.

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## **1A: 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.

## **Other Funding Proposal Submission Activities**

You will note that there are additional activities in the Funding Proposal workspace. These can help you document additional information or ask questions of your SPO during the process.

## **2: Team Disclosure Status**

Institutional policy requires that all personnel named to applications to all PHS sponsors, and sponsors which follow PHS rules, complete and annual Financial Interest disclosure. Because RAS-Grants and RAS-COI are linked, you and your SPO can view the status of disclosures by clicking this activity.

You Are Here: CR TEST: PHS E2E G.G w/sub

Hide/Show Errors Print

**Affiliated Personnel:**

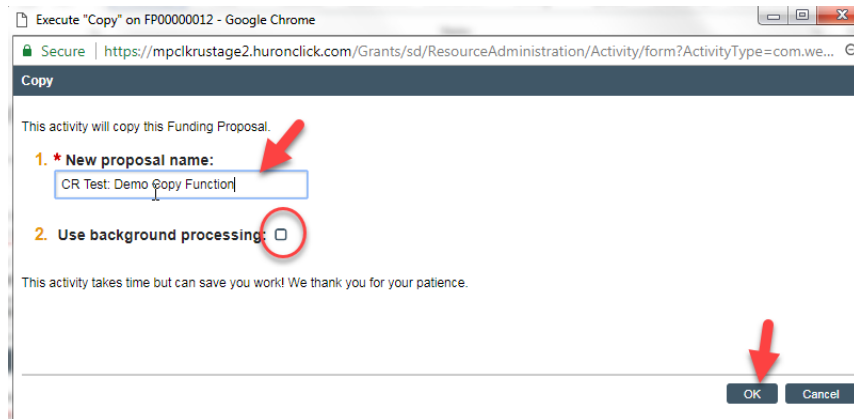
Person	Key	Disclosure Status	Required?
Winrich Freiwald	Senior / Key Person on the proposal		<input checked="" type="checkbox"/>
Alipasha Vaziri	Senior / Key Person on the proposal		<input checked="" type="checkbox"/>

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## 3: Copy

If you want to submit another proposal which is extremely similar to this proposal, you have the ability to copy the Funding Proposal Smartform to a new proposal.

Be sure to update your title. We recommend using the “background processing” function to copy more data. Click “OK” to proceed and wait until it closes. You can access the new Funding Proposal by clicking on the link in the History tab of the original workspace.



Activity	Author	Activity Date
Copied	Freiwald, Winnich	5/27/2018 11:33 AM
New Copy: FP00000014		
PI Certification	Freiwald, Winnich	5/27/2018 11:21 AM

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## 4: Email Specialist

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](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.

**Email Specialist**

This message will be sent via Email to the Financial/Grants Specialist: Collette Ryder

1. \* **Message:**

test email specialist activity.

2. **Attachments:**

Name
BUDGET TEMPLATE.pdf

OK Cancel

## 5: Add Comment

Execute the Add Comment activity to log a general comment in the history. There will be no notifications sent, and this will be visible to all proposal team members.

**Add Comment**

The comments or documents added below will be visible to all individuals that have access to read or edit this proposal.

1. \* **Comments:**

2. **Attach documents:** (Optional)

Name	Version
There are no items to display	

OK Cancel