Module 5

Proposal Creation
Objectives

In this module you will learn how to:

- Create a new proposal
- Navigate the proposal
- Assign proposal permissions
- Validate and track errors
- Lock/Break Lock
- Copy/Transform proposals
Creating a New Proposal

1. Login to S2S Grants
2. Click the **Proposals** tab
3. Click the **Proposal** button

4. Indicate **Budget Type**
5. Select the **Opportunity**
6. Type internal **Proposal Name**

   - For specific information on UCLA’s proposal naming convention, refer to the Resources tab.
7. Select **Principal Investigator** using the drop-down menu

8. Choose **# of Budget Periods**

9. Choose **Validation Type**
   - This setting determines which agency validations will be used on the form set

10. Click **Create Proposal**
    - S2S Grants creates the SF424 form set required by the opportunity

**See screen shot on next slide**
Creating New Proposal

Create New Grant Proposal?

Opportunity:
- 06-567 — Research Coordination Networks in Biological Sciences (RCN)
- 08-564 — Doctoral Dissertation Improvement Grants in the Directorate for Biological Sciences
- AFOSR-BAA-2008-1 — Research Interests of the Air Force Office of Scientific Research
- AFOSR-BAA-2008-1 — Research Interests of the Air Force Office of Scientific Research
- AFOSR-BAA-2008-1 — Research Interests of the Air Force Office of Scientific Research

Proposal Name: [ ]

Principal Investigator: Please select...

Organization: Please select...

# of Budget periods: ○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Validation Type: Please select...

Create Proposal  Cancel
Navigating the Proposal

- All forms are listed in the navigation bar on the left of the screen
- The checkboxes control which forms are submitted electronically to the agency
  - Mandatory forms are automatically checked and cannot be unchecked
  - Optional forms can be checked to include in the proposal submission (e.g. Detailed vs. modular budget pages)
- The page numbers are links to form pages
Navigating the Proposal

- Use the left panel to navigate the form set:
  - Click page numbers to display the page.
- Or click the minus sign to close the left navigation bar, then...
- ...use the drop down menu to navigate form set.
Upon creating a proposal, enter the proposal name in the designated format:

- Reviewer Initials, PI Last Name, Opportunity Number, and any other identifiers you wish to include

Example: KML, Bruin, PA-07-070, Cancer grant R01

Remember to follow the proposal naming convention and enter the deadline date on the Summary page, as this will assist reviewers in identifying proposals requiring attention.
Managing Proposal Permissions

- Proposal Permissions are separate and distinct from Professional Profile permissions
- Whoever creates the proposal is given full permissions
- Only the proposal creator can initially grant permission(s) to other users
- Appropriate proposal permissions must be granted to other users who must have access to the proposal. Typically, that includes:
  - Principal Investigators
  - Research Administrators
  - Reviewers
To grant permission(s) to other S2S Grants users, click the Proposal Permissions icon [ ].

Click Add user/group.

Scroll and select an individual user.

Click Close.
Adding Permissions

- Once the user is added, check or uncheck permissions, as desired
- NEVER add All Users to proposal permissions

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<table>
<thead>
<tr>
<th></th>
<th>List</th>
<th>Read</th>
<th>Write</th>
<th>Attach</th>
<th>Break Lock</th>
<th>Delete</th>
<th>Print</th>
<th>Change Permissions</th>
<th>Add User/Group</th>
<th>Remove User/Group</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kawamura, Kathy</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
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<td>(403256637)</td>
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<td></td>
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</tr>
<tr>
<td>Abjani, Noor</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
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<td>✓</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Users</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- All signing officials, including DRAs, and assistants in OCGA have access to all proposals. Individual permissions do not need to be added.
## Permission Definitions

<table>
<thead>
<tr>
<th>Permission</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>List</td>
<td>Allows the “User” to see the proposal in a list of proposals</td>
</tr>
<tr>
<td>Read</td>
<td>Allows the “User” to read the contents of a proposal</td>
</tr>
<tr>
<td>Read/Write</td>
<td>Allows the ability to add, change or delete information on a proposal</td>
</tr>
<tr>
<td>Attach</td>
<td>Allows the “User” the ability to attach documents to the proposal</td>
</tr>
<tr>
<td>Breaklock</td>
<td>Allows the “User” to gain write access while another user is in the proposal</td>
</tr>
<tr>
<td>Permission</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Delete</td>
<td>Allows the “User” to delete a proposal</td>
</tr>
<tr>
<td>Print</td>
<td>Allows the “User” to print the proposal</td>
</tr>
<tr>
<td>Change Permission</td>
<td>Allows the “User” to change security permissions on a proposal</td>
</tr>
<tr>
<td>Add User Group</td>
<td>Allows the “User” to add other users to the proposal</td>
</tr>
<tr>
<td>Remove User Group</td>
<td>Allows the “User” to delete other users from the proposal</td>
</tr>
<tr>
<td>Submit</td>
<td>Allows the “User” to submit a proposal to Grants.gov</td>
</tr>
</tbody>
</table>
S2S Grants keeps a running total of all errors and warnings

As you correct errors and warnings, the running total decreases

Errors are fatal. Any proposal that is submitted with errors will be rejected by Grants.gov or the granting agency

Before you notify your signing official that a proposal is ready for submission, be sure that 0 errors are indicated

Warnings are not fatal; but be sure if you are submitting a proposal with warnings that you have determined the warning will not cause the proposal to be rejected or delayed by the granting agency
1. Click the **Errors/Warnings** button at the bottom of the proposal page to display details.

2. Click the **hyperlink**. S2S Grants will display the page on which the Error/Warning occurs and highlight the field that contains the Error/Warning.

### Displaying Errors and Warnings

<table>
<thead>
<tr>
<th>Error</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>[Other Project Info 6][NIH] The <strong>Abstract</strong> (labeled 'Project Summary/Abstract') must be included.</td>
</tr>
<tr>
<td>2.</td>
<td>[Other Project Info 7][NIH] The <strong>Public Health Relevance Statement</strong> (labeled <strong>Project Narrative</strong>) must be included.</td>
</tr>
<tr>
<td>3.</td>
<td>[Research Plan 2.5][NIH] <strong>Research Design and Methods</strong> attachment must be included.</td>
</tr>
<tr>
<td>4.</td>
<td>[SF424r 1.11][CV] <strong>Descriptive Title</strong> will be truncated to 81 characters by NIH.</td>
</tr>
<tr>
<td>5.</td>
<td>[Other Project Info 6][NIH] In most cases, a <strong>Bibliography and References Attachment</strong> should be included.</td>
</tr>
<tr>
<td>6.</td>
<td>[Modular Budget Justifications][NIH] In most cases, a <strong>Personnel Justification</strong> attachment should be included if a Modular Budget is being submitted. If this is not included, the application will be processed, but may be delayed in the Peer Review process.</td>
</tr>
</tbody>
</table>
Proposal Lock Feature

- When you are working in a proposal, all other users who have permission to that proposal will see the lock icon [🔒] adjacent to that proposal when they log-on to S2S Grants.

- The icon signifies that the proposal is locked, and your name will be indicated next to the icon.

- Only persons who you have been granted permission to “break-lock” can break your lock.

- Persons without the break-lock authority can still open up the proposal in read-only format; but they will not be able to enter data or add attachments.

- Thought should be given before using the break lock function because unsaved changes will be lost.
The Copy/Transform feature allows users to:

- Create a duplicate copy of an existing proposal;
  - or
- Transform data from an existing proposal into a new grant proposal for a different opportunity

Once copied or transformed the new proposal can be renamed, edited and submitted electronically to Grants.gov
1. Click on the **Proposal** tab and locate the proposal you would like to copy.

2. Click the **Copy/Transform** icon adjacent to the proposal.

3. Click **Copy Proposal**
Copy Proposal

4. Select **Duplicate** for Copy Type
5. Confirm Opportunity Details
6. Rename proposal if desired
7. Click **Copy**
   - See screen shot on next slide
Copy Proposal

Copy Proposal?

4 Copy Type:  Duplicate  Transform

Opportunity Details:

<table>
<thead>
<tr>
<th>Opportunity Id:</th>
<th>PA-07-070</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFDA #:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td>Research Project Grant (Parent R01)</td>
</tr>
<tr>
<td>Competition Id:</td>
<td>VERSION-2A-FORMS</td>
</tr>
<tr>
<td>Opening date:</td>
<td>2007-01-05</td>
</tr>
<tr>
<td>Closing date:</td>
<td>2010-01-07</td>
</tr>
</tbody>
</table>

6 New Proposal Name: Copy of JXZ, G   PA-07-070, Parent R01

Copy Attachments? ✓

Validation Type: NIH
Copy Proposal

- Note that both the original and a copy are now in your proposals list

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Title</th>
<th>PI</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGM, PAR-07-020, Health...</td>
<td>Health Literacy in Older Cancer Patients</td>
<td></td>
<td>2008-09-18</td>
</tr>
<tr>
<td>Copy of JxZ, G, PA-07-070, Parent R01</td>
<td>Modulation of Glutamate Receptors and...</td>
<td>G</td>
<td>2008-10-14</td>
</tr>
<tr>
<td>JxZ, G, PA-07-070, Parent R01</td>
<td>Modulation of Glutamate Receptors and...</td>
<td>G</td>
<td>2008-10-03</td>
</tr>
<tr>
<td>RGM, N, PA-07-070, HER2 R01</td>
<td>Molecular Characterization of Response and...</td>
<td>O'</td>
<td>2008-09-29</td>
</tr>
</tbody>
</table>
1. Click on the **Proposal** tab and locate the proposal you would like to copy
2. Click the **Copy/Transform** icon adjacent to the proposal
3. Click **Copy Proposal**
4. Select **Transform** for Copy Type
5. Select new **Opportunity**
6. Confirm Opportunity Details
7. Rename proposal if desired
8. Change **Validation Type** if necessary
9. Click **Copy**

- See screen shot on next slide
## How to Transform a Proposal

**Copy Proposal?**

**Copy Type:**
- [ ] Duplicate
- [x] Transform

**Opportunity:**
- [ ] 05-05B — NSF testing package - SubAwards
- [ ] 05-009 — Science of Learning Centers
- [x] PA-05-042 — Academic Research Enhancement Award (R15)
- [ ] PA-SS-R21 — R21 System-to-System Program Announcement

**Opportunity Details:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity Id</td>
<td>PA-06-042</td>
</tr>
<tr>
<td>CFDA #:</td>
<td>93.113</td>
</tr>
<tr>
<td>Title</td>
<td>Academic Research Enhancement Award (R15)</td>
</tr>
<tr>
<td>Competition Id</td>
<td></td>
</tr>
<tr>
<td>Opening date</td>
<td>2005-12-19</td>
</tr>
<tr>
<td>Closing date</td>
<td>2009-01-03</td>
</tr>
</tbody>
</table>

**New Proposal Name:**
- DKS: Bruin, J; R15; Cool Stuff

**Copy Attachments?**
- [x] Copy

**Validation Type:**
- NIH

**Copy** / **Cancel**
Note that both the original and transformed copy are now in your proposals list.

Data from the original proposal is automatically copied into the SF424 form set required for a NSF Opportunity.

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Title</th>
<th>PI</th>
<th>Modified</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DKS: Bruin, J; R15; Cool Stuff</td>
<td>wertyui the mitochondria</td>
<td>Bruin, Joe</td>
<td>2008-10-15</td>
<td>Academic (R15)</td>
</tr>
<tr>
<td>DKS: Bruin; PA-SS-R21 revised</td>
<td>Yet another sample proposal</td>
<td>Bruin, Joe</td>
<td>2008-09-12</td>
<td>Round 1 announcement</td>
</tr>
<tr>
<td>dks.bruin.pa-ss-r21</td>
<td>wertyui the mitochondria</td>
<td>Bruin, Joe</td>
<td>2008-09-12</td>
<td>Round 1 announcement</td>
</tr>
<tr>
<td>dks:Bruin;pa-ss-r21revised</td>
<td>Sample</td>
<td>Bruin, Joe</td>
<td>2008-09-12</td>
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- Create a new proposal
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- Assign proposal permissions
- Validate and track errors
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- Copy/Transform proposals