

# Module 5

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## Proposal Creation



# Objectives

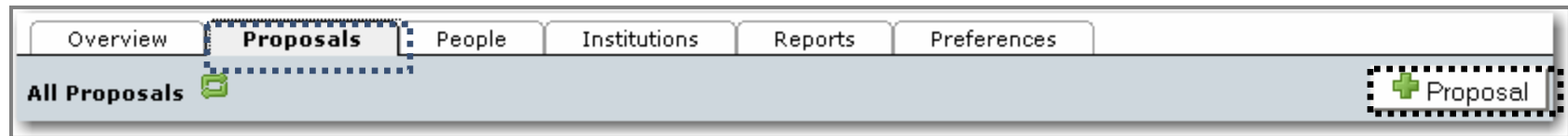
2

- ❑ 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

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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.

# Creating New Proposal


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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

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 **Create New Grant Proposal?** 4 **Budget type:**  **Project**  **Generic**

**5 Opportunity:**   
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

**6 Proposal Name:**  (For reference within **Cayuse424**)

**7 Principal Investigator:**

**Organization:**

**8 # of Budget periods:**  1  2  3  4  5

**9 Validation Type:**

**10**

# Navigating the Proposal

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- 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

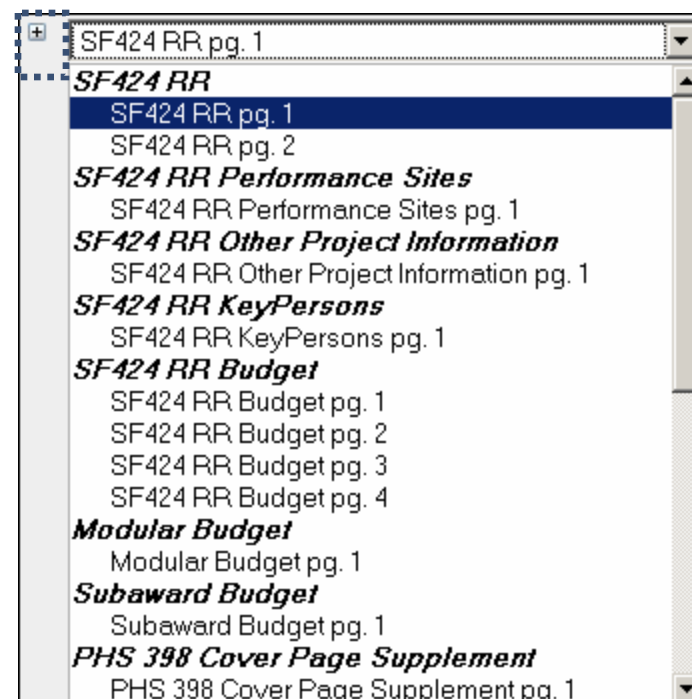
A screenshot of a navigation bar showing a list of forms. The list includes:

- SF424 RR  
1
- SF424 RR Performance Sites  
1
- SF424 RR Other Project Inform  
1
- SF424 RR KeyPersons  
1
- SF424 RR Budget  
1  
2  
3  
4
- Modular Budget  
1
- Subaward Budget  
1
- PHS 398 Cover Page Suppleme  
1  
2
- PHS 398 Research Plan  
1
- Targeted/Planned Enrollment  
1

# Navigating the Proposal

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- ❑ 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.



# Internal Proposal Title

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- 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.

DKS; Bruin, J., PA-07-070, R01 renewal ←	
APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)	2. DATE SUBMITTED <input type="text"/>
	3. DATE RECEIVED BY STATE <input type="text"/>
1. * TYPE OF SUBMISSION <input type="radio"/> Pre-application <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	4. Federal Identifier <input type="text"/>



# Managing Proposal Permissions

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- ❑ 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

# Adding Permissions

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- ❑ 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**

Add Security Principal

To provide **Users** or **Groups** access to this **Proposal**, click on the table below. When finished you may [close](#) this window.

Type	Group or Username	Profile Name
G	SysAdmin	
G	AOR	
G	AllUsers	
U	200940246	
U	adminuser	
U	alalvarez	
U	aoruser	
U	cayuseadmin	
U	jakin	
U	kkhan	
U	slacantar	
U	sysadmin	
U	user1	
U	user2	
U	userN	
U	101000598	Abdou, Mohamed A.
U	601000770	Abedi, Marjan
U	501001143	Aberbach, Joel D.
U	200477647	Aberle, Denise R.
U	701001260	Abjani, Noor
U	000582395	Ackerman, Deborah
U	703636274	Adzhemyan, Ani
U	701003645	Aghaloo, Tara
U	700274497	Akaragian, Salpy
U	702975726	Alcantar, Suzette
U	700617645	Alejos, Juan C.
U	502571590	Allen, Laura B.
U	802743104	Allen-Auerbach, Martin

# Adding Permissions

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

		List	Read	Write	Attach	Break Lock	Delete	Print	Change Permissions	Add User/Group	Remove User/Group	Submit
✘	Kawamura, Kathy (403256637)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✘	Abjani, Noor (701001260)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✘	AllUsers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

# Permission Definitions

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**List**

Allows the “User” to see the proposal in a list of proposals

**Read**

Allows the “User” to read the contents of a proposal

**Read/Write**

Allows the ability to add, change or delete information on a proposal

**Attach**

Allows the “User” the ability to attach documents to the proposal

**Breaklock**

Allows the “User” to gain write access while another user is in the proposal

# Permission Definitions

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**Delete**

Allows the “User” to delete a proposal

**Print**

Allows the “User” to print the proposal

**Change Permission**

Allows the “User” to change security permissions on a proposal

**Add User Group**

Allows the “User” to add other users to the proposal

**Remove User Group**

Allows the “User” to delete other users from the proposal

**Submit**

Allows the “User” to submit a proposal to Grants.gov

# Validation and Error Tracking

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- ❑ 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

# Displaying Errors and Warnings

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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

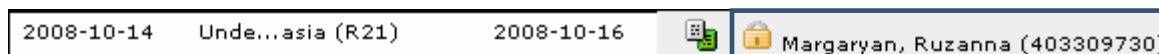
The screenshot displays a user interface for reviewing proposal errors and warnings. At the top left, a tab labeled '1' contains the text '3 Errors / 6 Warnings'. To its right is a dropdown menu currently set to 'NIH'. On the far right of the header is a button labeled 'Final Review'. Below the header is a scrollable list of messages:


- Error:** [Other Project Info 6][NIH] The [Abstract](#) (labeled 'Project Summary/Abstract') must be included.
- Error:** [Other Project Info 7][NIH] The [Public Health Relevance Statement](#) (labeled **Project Narrative**) must be included.
- Error:** [Research Plan 2.5][NIH] [Research Design and Methods](#) attachment must be included **2**
- Warning:** [SF424rr 1.11][CV] [Descriptive Title](#) will be truncated to 81 characters by NIH.
- Warning:** [Other Project Info 8][NIH] In most cases, a [Bibliography and References Attachment](#) should be included.
- Warning:** [Modular Budget Justifications][NIH] In most cases, a [Personnel Justification](#) 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.

# Proposal Lock Feature

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- 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



# Copy/Transform Proposal

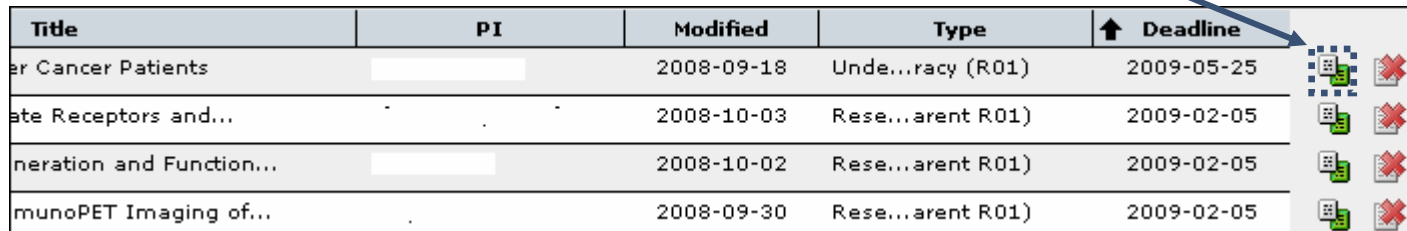
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





- ❑ 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

# How to make a copy of a proposal

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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**



Title	PI	Modified	Type	↑ Deadline	
er Cancer Patients		2008-09-18	Unde...racy (R01)	2009-05-25	 
ate Receptors and...		2008-10-03	Rese...arent R01)	2009-02-05	 
neration and Function...		2008-10-02	Rese...arent R01)	2009-02-05	 
munoPET Imaging of...		2008-09-30	Rese...arent R01)	2009-02-05	 


# Copy Proposal

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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

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 **Copy Proposal?**

4 Copy Type:  Duplicate  Transform

Opportunity Details:

5

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

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

Copy Attachments?

Validation Type: NIH

7

# Copy Proposal

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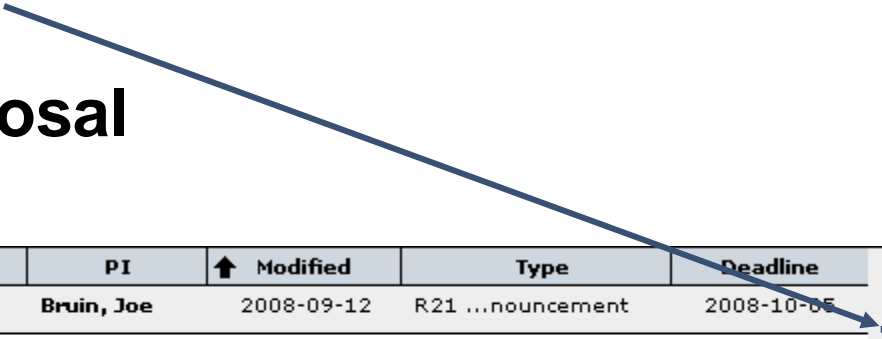
- Note that both the original and a copy are now in your proposals list

Proposal	Title	PI	Modified
<a href="#">RGM, [redacted], PAR-07-020, Health...</a>	Health Literacy in Older Cancer Patients	I [redacted]	2008-09-18
<a href="#">Copy of JXZ, G [redacted], PA-07-070, Parent R01</a>	Modulation of Glutamate Receptors and...	G [redacted]	2008-10-14
<a href="#">JXZ, G [redacted], PA-07-070, Parent R01</a>	Modulation of Glutamate Receptors and...	G [redacted]	2008-10-03
<a href="#">RGM, [redacted], N. PA-07-070, HER2 R01</a>	Molecular Characterization of Response and...	O'l [redacted]	2008-09-29

# How to Transform a Proposal

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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**



Title	PI	↑ Modified	Type	Deadline
Yet another sample proposal	Bruin, Joe	2008-09-12	R21 ...nouncement	2008-10-05
wertyui the mitochondria	Bruin, Joe	2008-09-12	R21 ...nouncement	
Sample	Bruin, Joe	2008-09-12	R21 ...nouncement	2008-10-05


# How to Transform a Proposal

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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

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 **Copy Proposal?**

**4** Copy Type:  Duplicate  Transform

**5** Opportunity:   
05-05B — NSF testing package - SubAwards  
05-509 — Science of Learning Centers  
**PA-06-042 — Academic Research Enhancement Award (R15)**  
PA-SS-R21 — R21 System-to-System Program Announcement

**6** Opportunity Details:

<b>Opportunity Id:</b>	PA-06-042
<b>CFDA #:</b>	93.113
<b>Title:</b>	Academic Research Enhancement Award (R15)
<b>Competition Id:</b>	
<b>Opening date:</b>	2005-12-19
<b>Closing date:</b>	2009-01-03

**7** NEW Proposal Name:  (For reference within **Cayuse424**)

Copy Attachments?

Validation Type:  **8**

**9**



# How to Transform a Proposal

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- 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

Proposal	Title	PI	↑ Modified	Type
<a href="#">DKS: Bruin, J; R15; Cool Stuff</a> ←	wertyui the mitochondria	<b>Bruin, Joe</b>	2008-10-15	Acad...ward (R15)
<a href="#">DKS: Bruin; PA-SS-R21 revised</a>	Yet another sample proposal	<b>Bruin, Joe</b>	2008-09-12	R21 ...nouncement
<a href="#">dks,bruin,pa-ss-r21</a>	wertyui the mitochondria	<b>Bruin, Joe</b>	2008-09-12	R21 ...nouncement
<a href="#">dks:Bruin;pa-ss-r21revised</a>	Sample	<b>Bruin, Joe</b>	2008-09-12	R21 ...nouncement

# Conclusion

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- In this module you learned how to:
  - ▣ Create a new proposal
  - ▣ Navigate the proposal
  - ▣ Assign proposal permissions
  - ▣ Validate and track errors
  - ▣ Lock/Break Lock
  - ▣ Copy/Transform proposals