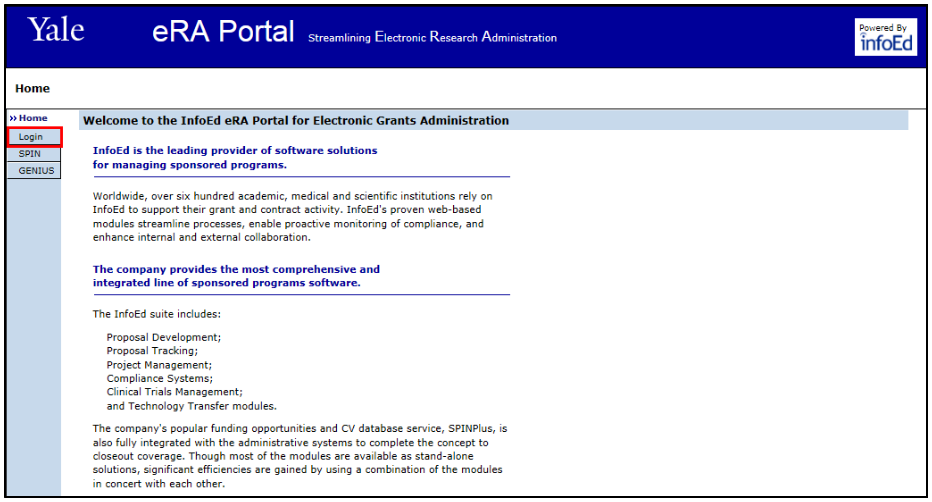
Content Guide

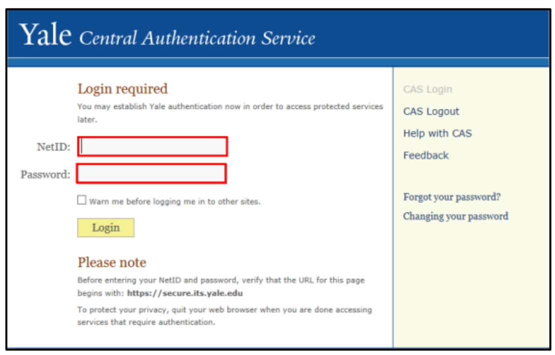
For additional assistance, please contact ires@yale.edu.

This quick guide highlights the process for logging into **IRES** and navigating the tabs on the menu bar.

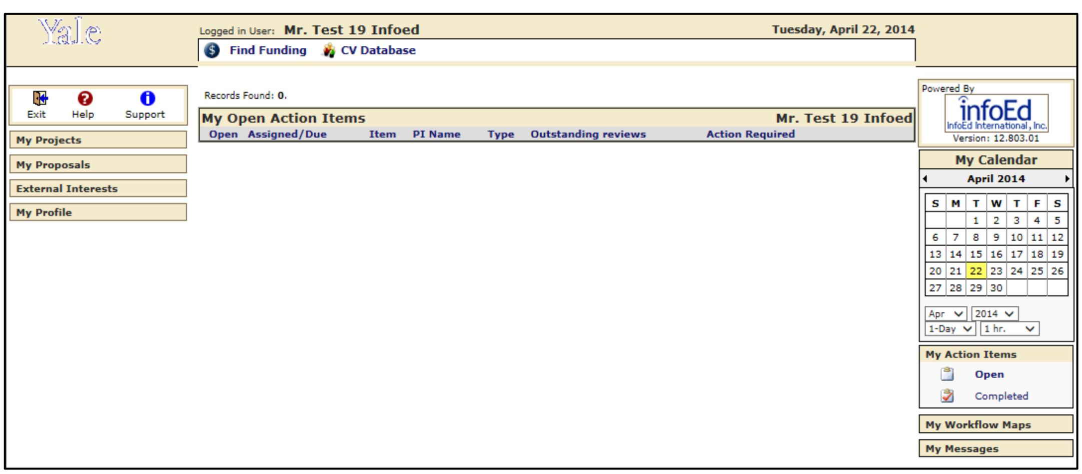
1 Access the **IRES Main Page** at the following address https://ires.yale.edu/ and click **Login**.



Enter **NetID and Password**.



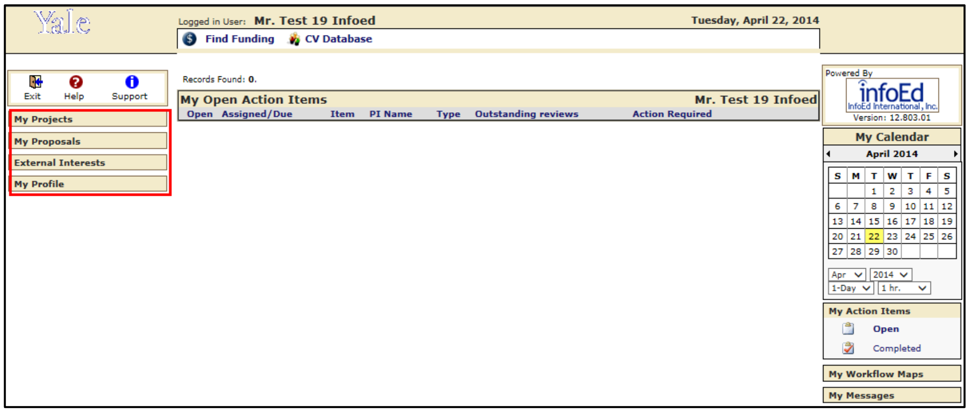
2 The **IRES Main Page** will appear.



3

From the **IRES Main Page**, select one of the following tabs from the left-hand side bar:

- **My Proposals**
- **External Interests**
- **My Profile**



Note: *The **My Projects** tab is not being used at this time.*

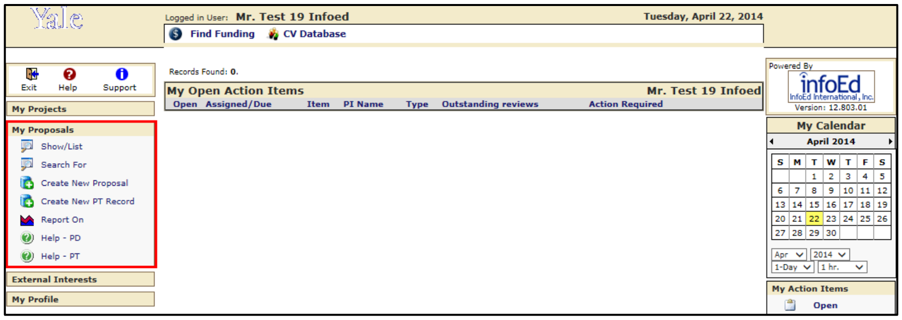
3.a

<u>My Proposals</u>

The **My Proposals** tab provides searching capability for all proposals entered into **IRES Proposal Development (PD)** and **Proposal Tracking (PT)**. Users may also use this tab to create a new PT Record or PD Record.

My Proposals – Sub-Menu Options:

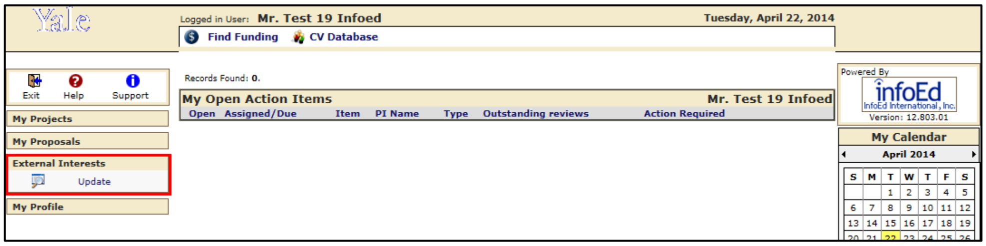
- **Show/List:** Allows users to view all proposals in **PT** and **PD** in which they are listed as the Principal Investigator (PI).
- **Search For**: Allows users to search for previously created proposals to which they have access.
- **Create New Proposal**: Allows users to create a new proposal record in the **Proposal Development (PD)** system.
- **Create New PT Record:** Allows users to create a new proposal record in the **Proposal Tracking (PT)** system.
- **Report On:** Allows users to navigate to the **Proposal Tracking (PT) Reporting Tool**.
- **Help – PD**: Do not use this option.
- **Help – PT**: Do not use this option.



3.b External Interests

The **External Interests** tab allows users to submit Conflict of Interest (COI) disclosures.

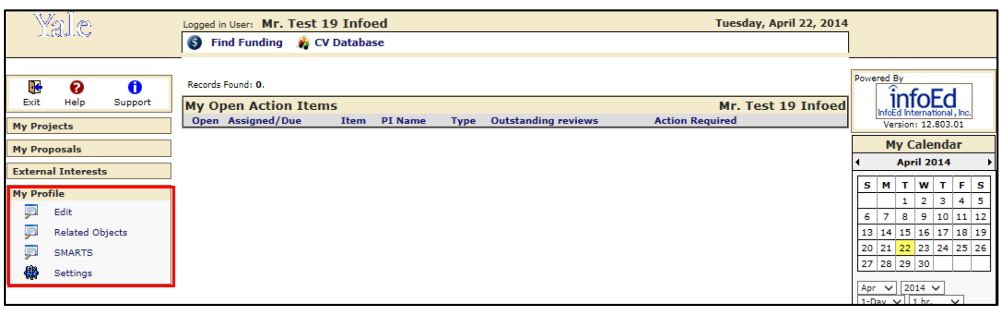
- **Update**: Allows users to recertify or update their annual COI disclosure.



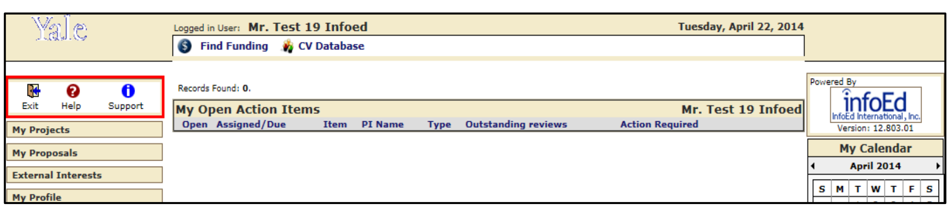
3.c My Profile

The **My Profile** tab allows users to edit their personal profile and settings.

- **Edit Icon**: Allows users to edit or update their personal profile information.
- **Setting Icon**: Allows users to change or customize their IRES Main Page preferences, i.e. color scheme, tabs, etc.



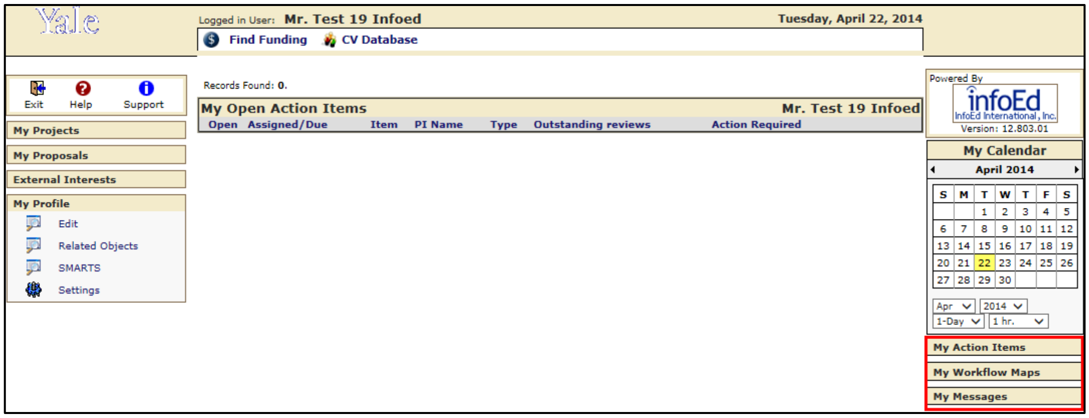
4 Icons



- **Exit:** Use this icon to exit the **IRES** system. *It is important to use this icon rather than x'ing out of the browser window to ensure that the application is closed properly.*
- **Help:** This icon is not used.
- **Support**: Use this icon to access the Toolkit section of the GCA/GCFA website.

5 From the **IRES Main Page**, select one of the following options from the right-hand menu bar:

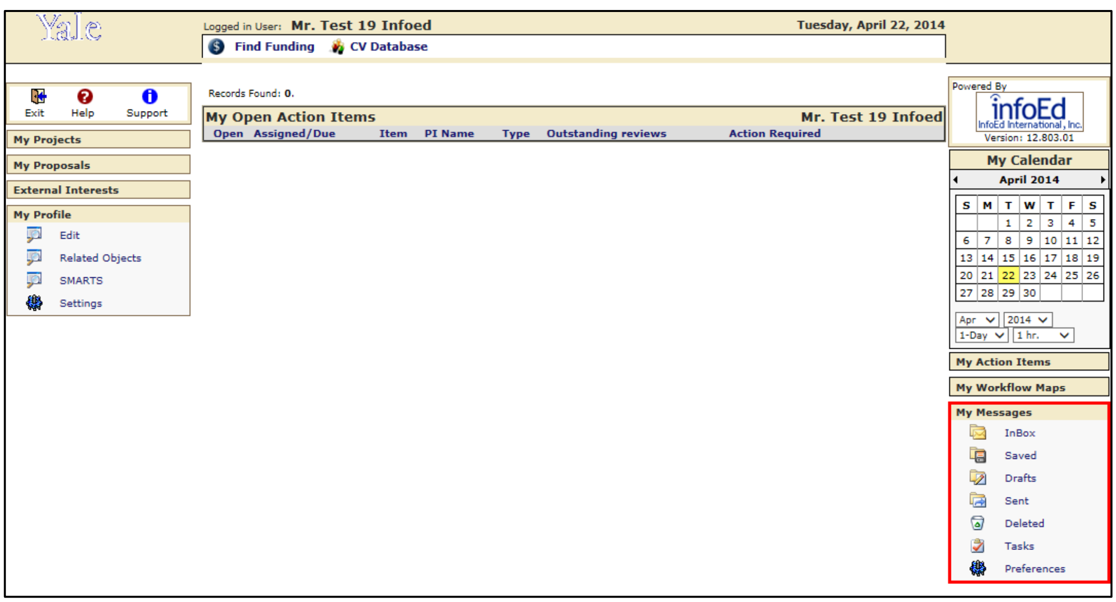
- **My Action Items:** Not being used at this time
- **My Messages**



Note: *The **My Workflow Maps** tab is not being used at this time.*

5.a **<u>My Messages</u>**

The **My Messages** tab allows users to view emails and notifications sent to their **IRES Inbox**.

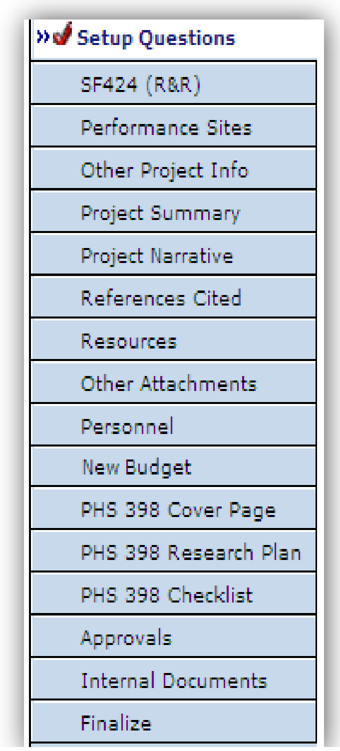


IRES
PD and PT Record Navigation

This quick guide highlights the process for navigating **IRES Proposal Development (PD)** and **Proposal Tracking (PT)** records, the standard tabs, and folders located in each.

PROPOSAL DEVELOPMENT (PD)

Note: *The sidebar for a proposal in PD varies based on the sponsor and template chosen during the Setup Questions. All templates for* <u>*Master Record*</u> *proposal types (New, Competing Continuation, Resubmission etc.) have the* ***Setup Questions****,* ***Face Page****,* ***Personnel****,* ***Budget****,* ***Internal Documents****, and* ***Finalize*** *tabs, as well as other tabs specific to that type.* <u>*Child Record*</u> *proposal types (Non-Competing Continuation, Supplement…) may include some of these tabs, as well as other tabs specific to that type.*



Setup Questions: Answering the Setup Questions will drive the selection of the appropriate proposal template that is generated for the proposal.

Personnel Tab: Lists all personnel associated with the project. The Principal Investigator (PI) chosen during the Setup Questions will be included in the **Key Personnel** section. ***Use this tab to enter Key Personnel Consultants, Non-Key Personnel Consultants, and Other Significant Contributors. All other personnel should be entered via the Budget Tab.***

Budget Tab: Allows users to enter Budget details including Personnel, Non-Personnel, Cost Sharing, SubAward and SubProject costs via the Budget Summary screen or by Budget Period.

Internal Documents: Allows users to review and/or modify institutional forms and upload institutional supporting documents associated with the proposal.

Finalize: Allows users to build PDF documents, sequence the application pieces, and submit the application to the route for review, certification, approval and submission to the sponsor.

Done: Click **Done** to completely exit the PD Record window.

Save: *Always* click **Save** after entering information in the PD Record, and prior to clicking **Done**.

History: Use this icon to view information on users that have accessed the PD Record.

Support: Use this icon to access the **Help** section of the GCA/GCFA website.

Access: This icon shows the user's security information by role.

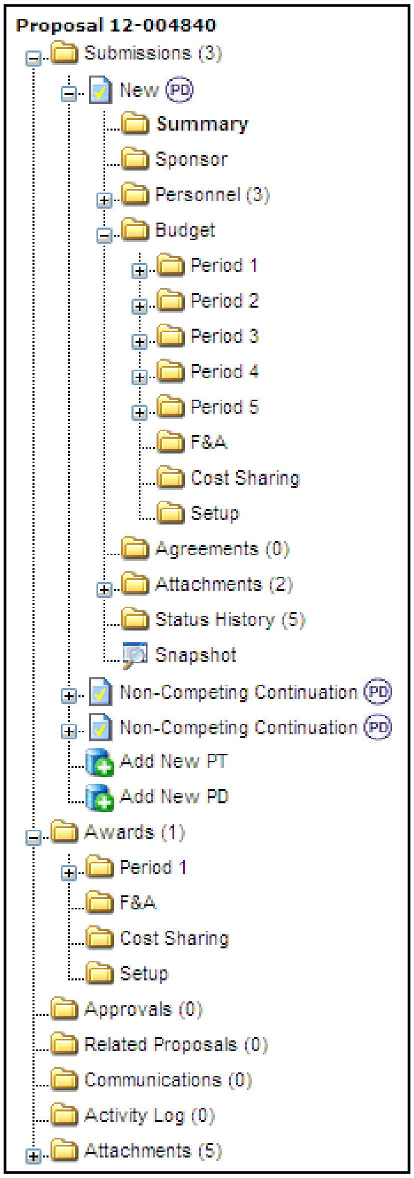
Show: Use this icon to turn on the **Hover Help** feature. Once clicked, the **Hide** icon will replace the **Show** icon. Use the **Hide** icon to turn off the **Hover Help** feature.

Additional Icons:

Icon	Use
	To Open
	To View
or	To Edit
	To Remove
	To Delete
	For a Calendar
	To Upload a Document
	To Open a PDF
	To Replace
	To Download
	To Get a Document
	To Remove a Document
	For a History
	To Inflate
	For Committed
	For a Budget Detail
	To Build
	To Insert
	For a History

PROPOSAL TRACKING (PT)

The following PT sidebar displays, allowing you to enter or review proposal data.



Submissions Folder: Displays sub-folders that allow you to enter or view information into the PT Record.

Summary Folder: Enter/edit basic record information associated with the proposal, including title, type, deadline date, Reviewer, Dept. Admin. Contact and department.

Sponsor Folder: Enter/edit detailed information about the sponsor to which the proposal is being submitted in addition other information including program and instrument type.

Personnel Folder: View all key, non-key and responsible personnel on the proposal. As personnel are added, a sub-folder is created for each individual in the PT Record.

Note: *Always add personnel through the **Budget** folder to populate the **Personnel** folder.*

Budget Folder: Enter/edit budget and personnel information. *See*

Agreements Folder: Enter, edit and track contract details related to the proposal.

SubProjects Folder: View all SubProjects on the proposal.

Note: *Always add SubProjects through the **Budget** folder.*

Attachments Folder: Upload or review proposal documentation that was previously uploaded, create or modify electronic institutional forms, e.g. the TranSum e-Form.

Status History Folder: Enter a new status or view the status history of the PT Record.

Snapshot: View a consolidated summary of all information entered into the PT Record.

Add New PT: Create a Child Record off of the Master Record.

Add New PD: Create a Child Record off of the Master Record.

Awards Folder: Enter/edit award and budget information.

Approvals Folder: View IACUC and HRPP approvals.

Related Proposals Folder: View or add records related to the Master Record, e.g. *Competing Continuation, Resubmission etc.*

Communications Folder: Enter or track communications related to the PT Record.

Activity Log Folder: Enter/edit activities items that require an action, e.g. *T&C Review, JIT Requested etc.*

Note: *All activity items must be closed once resolved*.

IRES Icons:

Done: Click **Done** to exit the PT Record window. **Reminder:** *Click **Save** prior to clicking **Done** to save entered proposal information.*

Save: ***Always*** click **Save** after entering information in the various folders of the PT Record.

Help: Routes users to the InfoEd Proposal Tracking Users Guide.

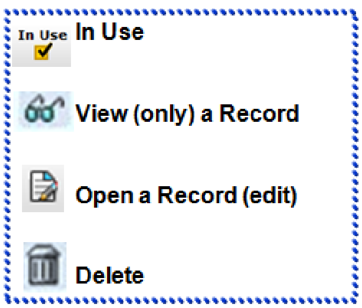
History: Displays information related to the access history of the PT Record.

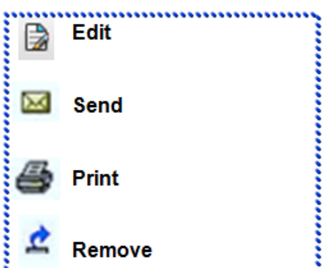
Support: Use this icon to access the Toolkit section of the GCA/GCFA website.

Access: Shows security information by role.

Show: Displays help information for individual fields.

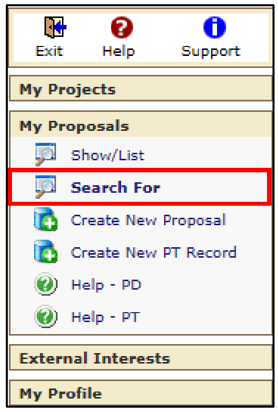
Additional Icons:





This quick guide highlights the process for searching for a proposal in **IRES**.

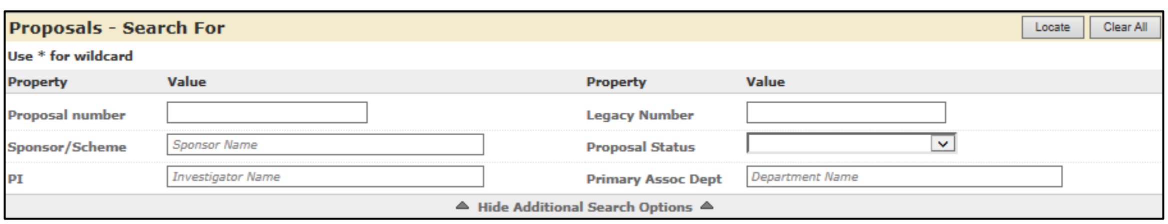
1 Click **Search For** under the **My Proposals** tab.



2 Enter the search criteria in the appropriate field.

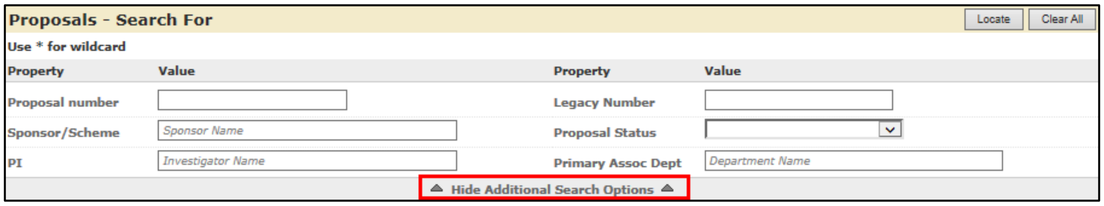
Search using any of the following criteria:

- **Proposal Number**
- **Sponsor/Scheme**
- **PI**
- **Legacy Number**
- **Proposal Status**
- **Primary Assoc Dept.**

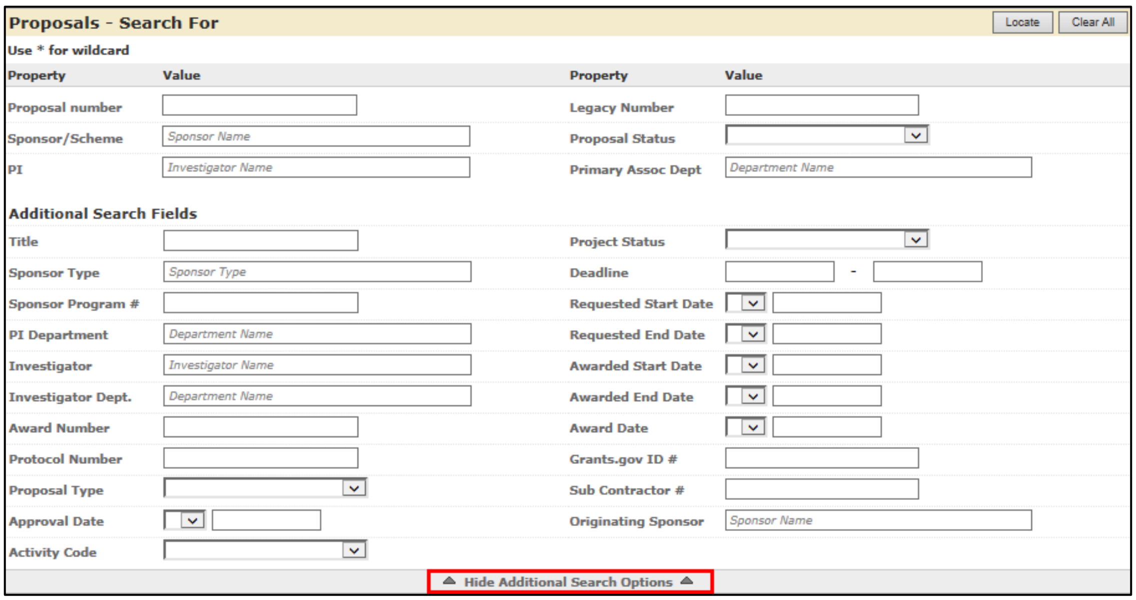


Note: *Use the wildcard (*) symbol to replace unknown values. Place the wildcard at the beginning or end of the information entered only in non-Progressive Search fields, i.e. Proposal Number and Legacy Number fields.*

2.a If necessary, click **Show Additional Search Options** tab to enter additional details.

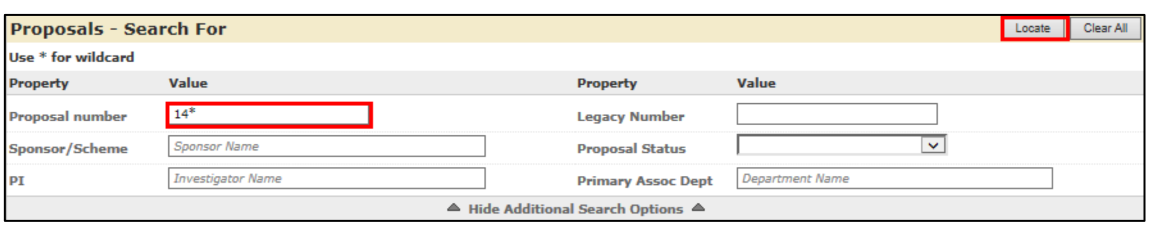


The **Additional Search Fields** screen will display. Use this screen to narrow your search.



Click **Hide Additional Search Options** to hide the **Additional Search Fields** section.

3 To search and locate proposals beginning with the number 14 (i.e., created in the year 2014), enter 14* in the proposal number field and click **Locate** to execute your search.



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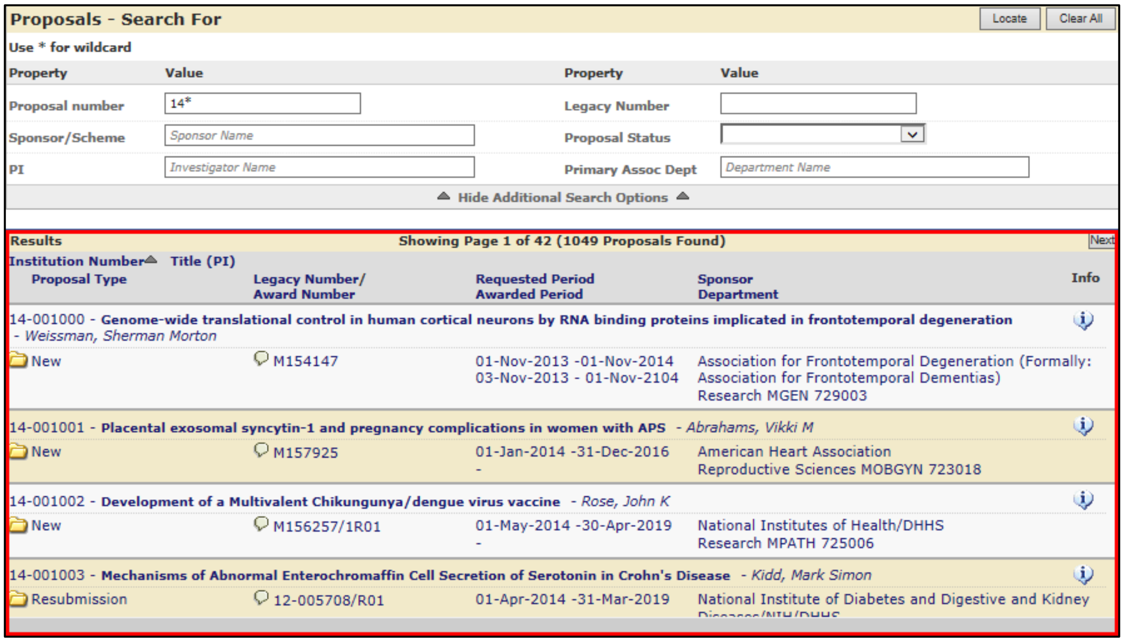
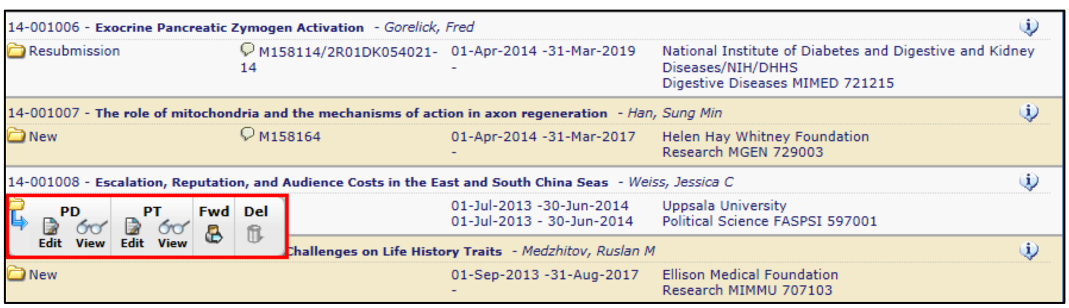
All results matching your search criteria will display.



5

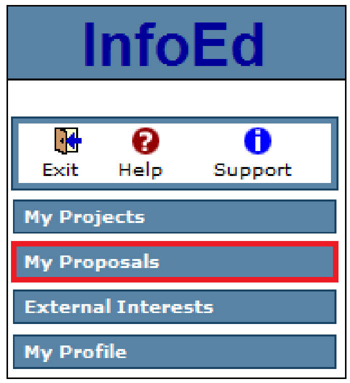
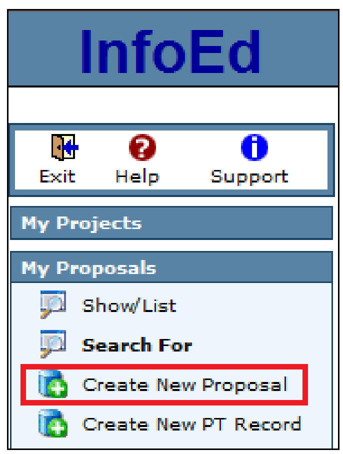
Scroll your mouse over the folder ( ) icon. The record menu bar will display.



Select one of the following icons within the appropriate column:

- Select the **Edit** ( ) icon to open the record in edit mode.
- Select the **View** ( ) icon to view the record in View Only mode.
- Select the **Forward** ( ) icon to forward the record to another IRES user.
- The **Delete** ( ) icon is disabled, and is not available for use.

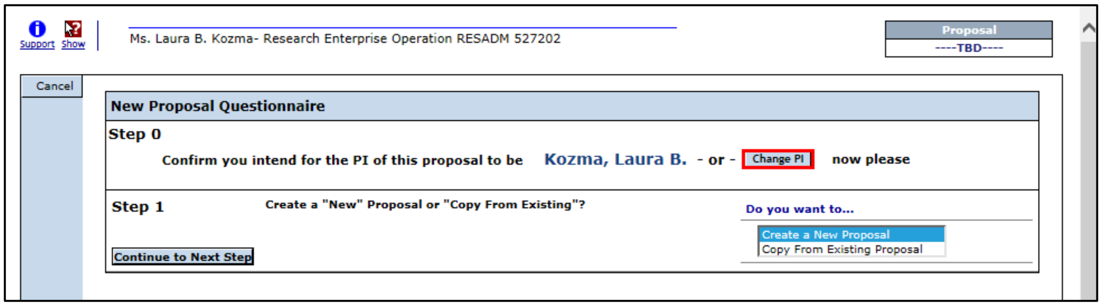
This quick guide highlights the process for initiating a proposal for an *S2S* proposal for submission to Grants.gov in **IRES Proposal Development (PD)**.

1	Log into **IRES** and click the **My Proposals** tab. 
2	Click **Create New Proposal**. 

3

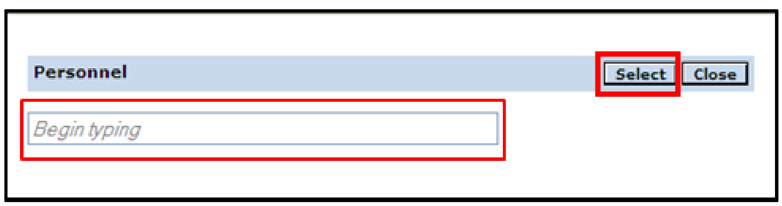
The **Create New Proposal** window will display. Complete the **New Proposal Questionnaire**.

Step #0: Click the **Change PI** button.



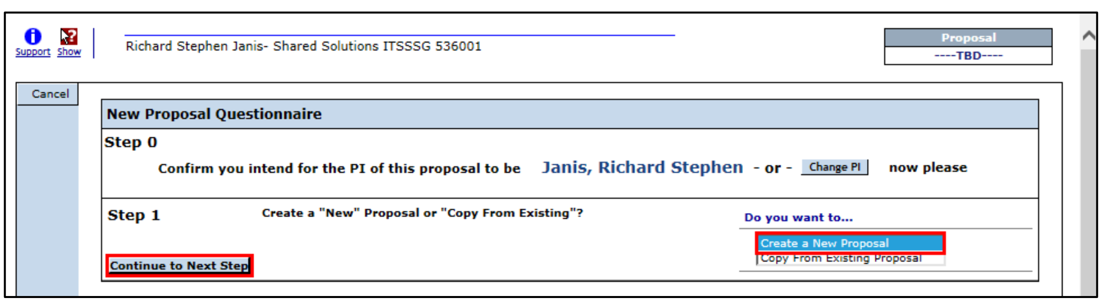
The **Personnel** window will display.

1. Enter the Principal Investigator's (PI) name in the **Progressive Search** field.
2. Locate and click the name of the person in the search results list.
3. Click **Select**.



The PI's name will display in **Step #0**.

Step #1: Confirm that the system defaults to **Create a New Proposal**, and click **Continue to Next Step**.



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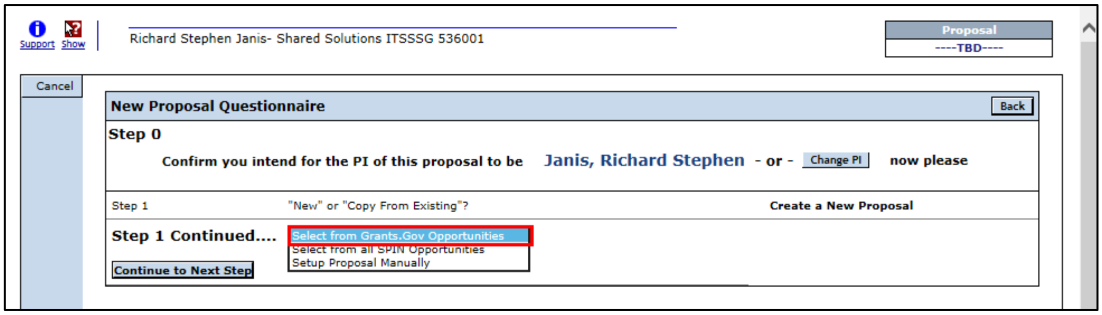
Step #1 Continued: Use the drop down menu to choose the **Select from Grants.gov Opportunities**.

Click **Continue to Next Step**.
Note: Clicking the "Back" button will allow you to return to the previous step.



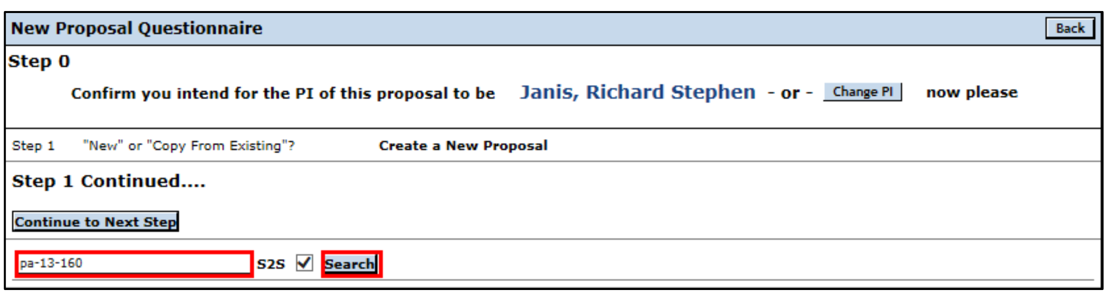
The following options are available in the **Step 1 Continued** drop down menu:

1. **Select from Grants.gov Opportunities:** *This option includes opportunities in the SPIN and Grants.gov database that are electronic proposal submissions only.*

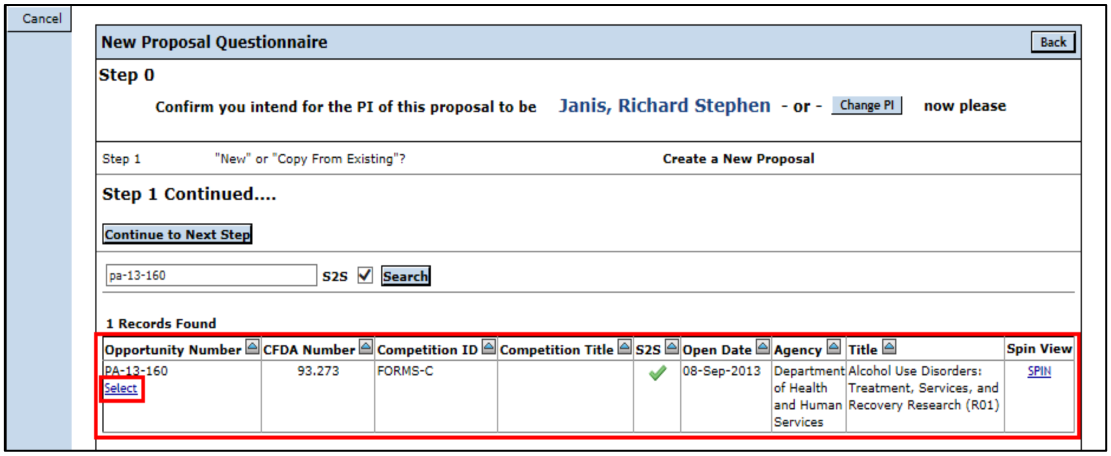
2. **Setup Proposal Manually:** *This option will route users to Step 2, and allows users to manually set up a proposal record without an assigned opportunity. Refer to* ***Initiating a Proposal Non-S2S*** *for instructions about how to initiate a proposal which will not be submitted system to system.*

5

If you choose the **Select from Grants.gov Opportunities** option, enter the **Funding Opportunity Number** in the search field and click **Search.** If you do not have the **Funding Opportunity Number**, you may also search by keyword or sponsor.

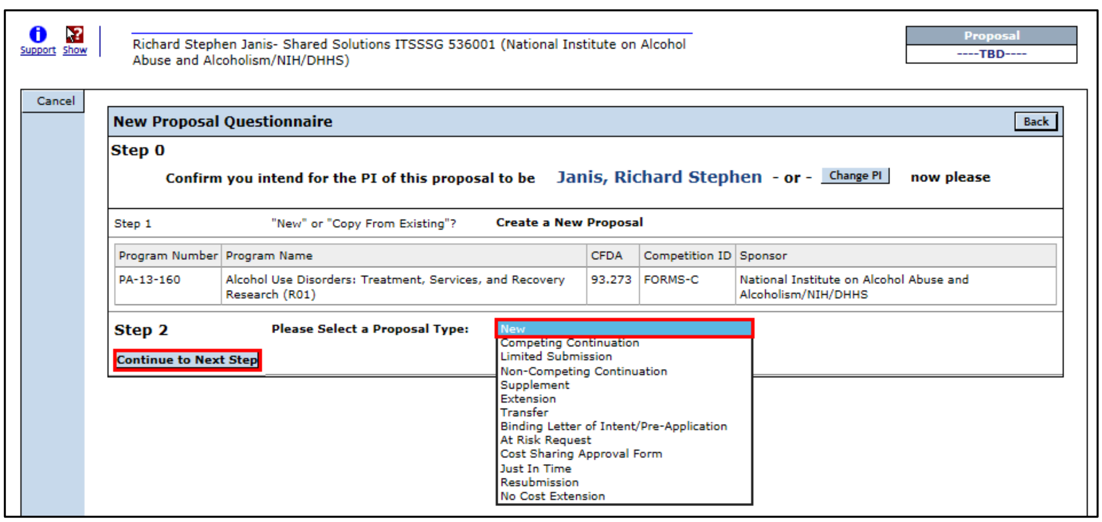


6 Upon selecting the funding opportunity, you will be routed back to the **New Proposal Questionnaire** screen. Verify that the **Opportunity Number**, **CFDA, Sponsor, and Title** populated correctly from Grants.gov. Click **Select**.

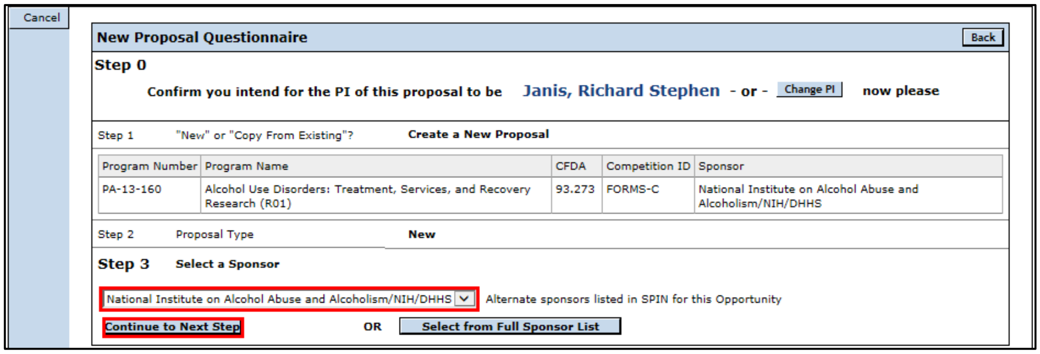


7 **Step #2:** Use the drop down menu next to **Please Select a Proposal Type** to select the type of proposal that you want to create. *The default **Proposal Type** will be **New**.*

Click **Continue to Next Step**.

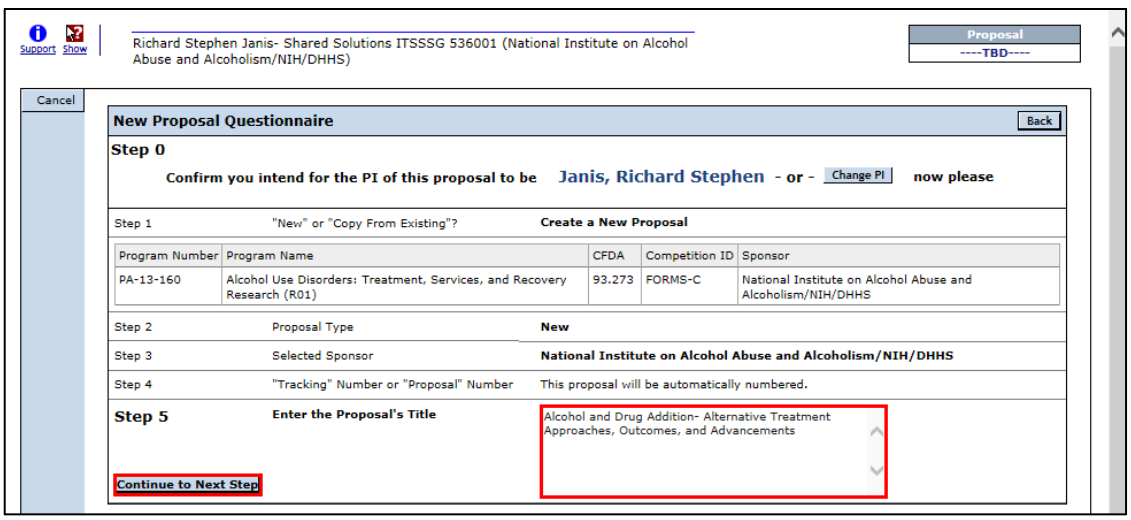


8 **Step #3:** The IRES system automatically populates the sponsor's name in the **Sponsor** field based on the **Grants.gov** opportunity selected. Click **Continue to Next Step**.

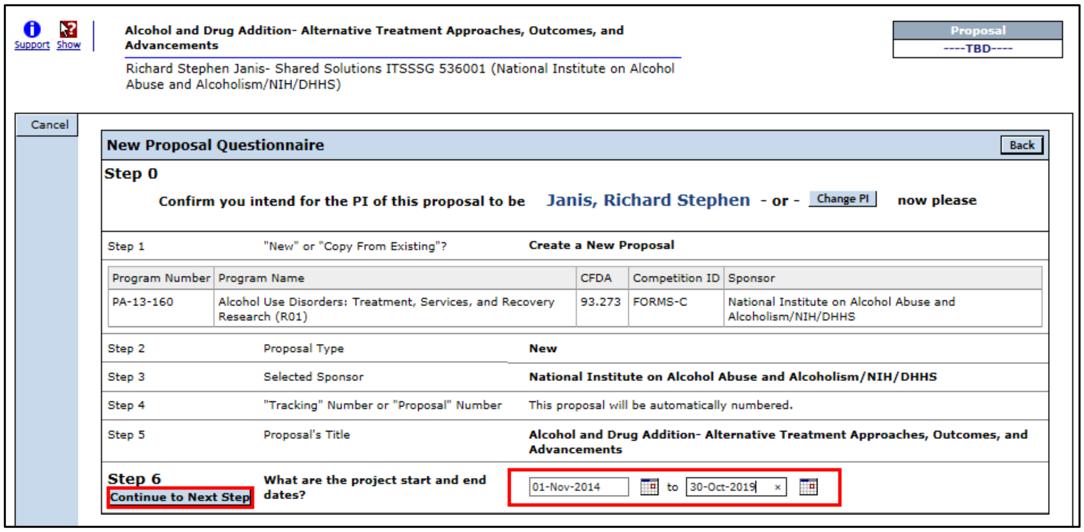


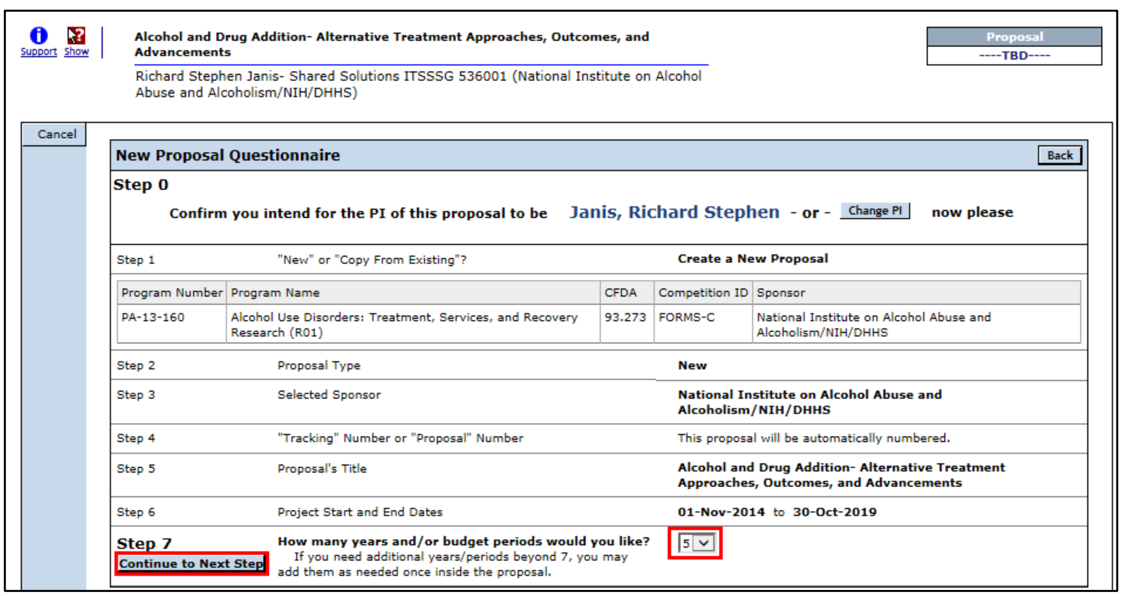
Step #4: The IRES system will automatically create a **Proposal Number** for the PD Record.

9 **Step #5:** Enter the proposal's **Title** in the **Proposal Title** field, and click the **Continue to Next Step** button.



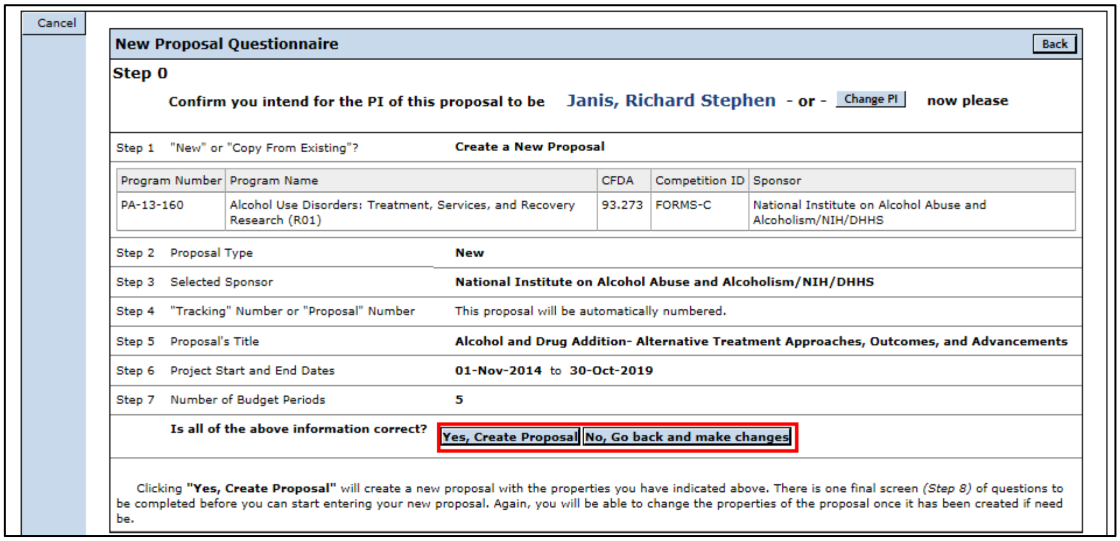
10	**Step #6:** Use the **Show Calendar** icons to enter the project **Start Date** and **End Date**. Click the **Continue to Next Step** button.
11	**Step #7:** Verify that the number of years/periods listed is correct. Click the **Continue to Next Step** button.





12

1. Verify that the information entered for **Step # 0 – 7** is correct.
2. Click the **No, Go back and make changes** button to edit a specific section.
3. Click the **Yes, Create Proposal** button to create a new proposal with the information entered.



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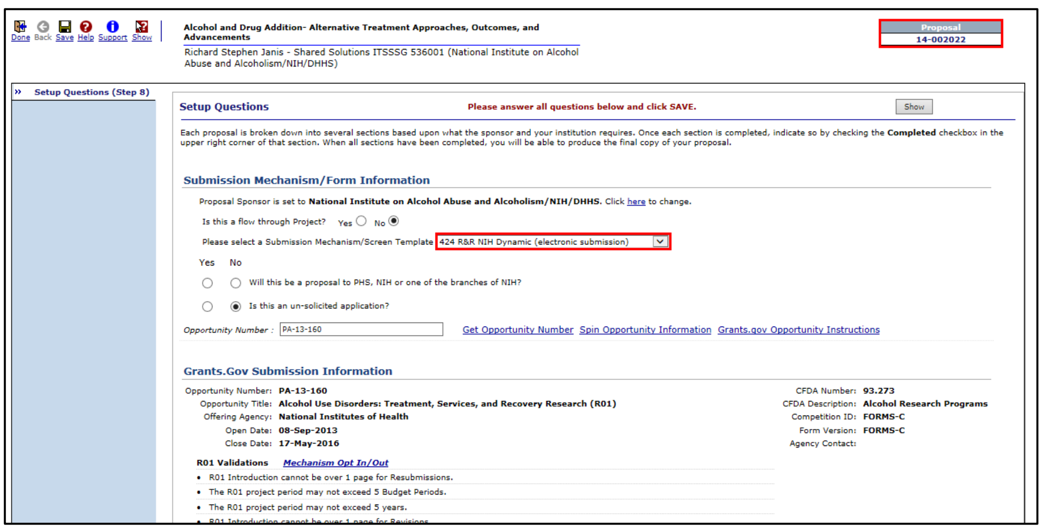
If the **Yes, Create Proposal** button is selected, the **Setup Questions** screen will display.

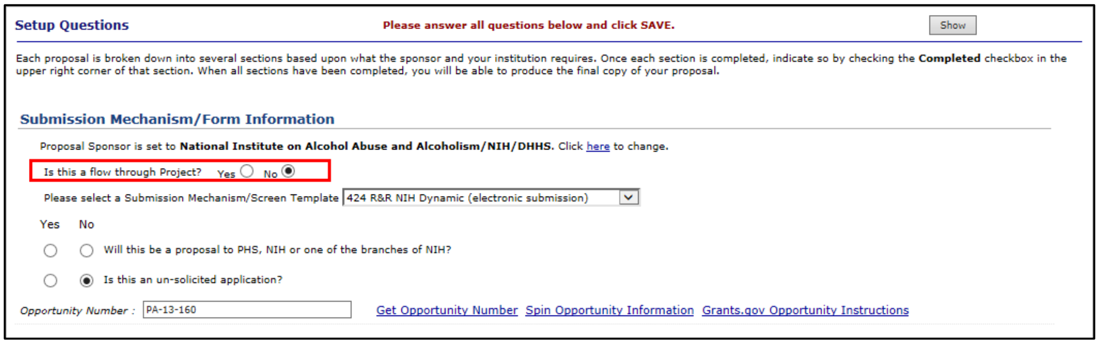
Step #8: Final Setup Questions by Section

Submission Mechanism/Form Information Section:

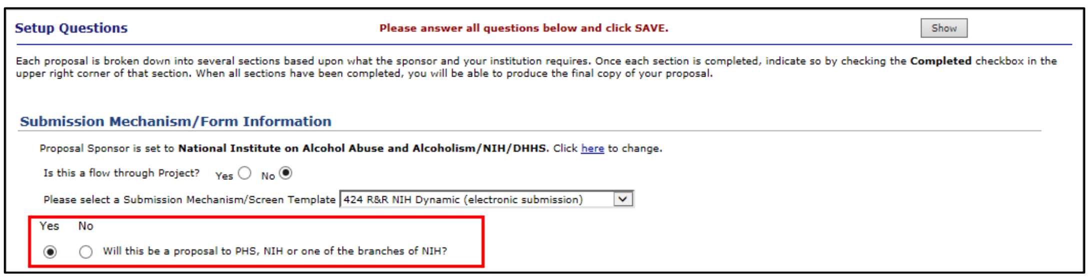
1. Verify that the correct **Submission Mechanism/Screen Template** has been selected and change if necessary. See ***Submission Mechanism/Screen Template*** *for additional information.*



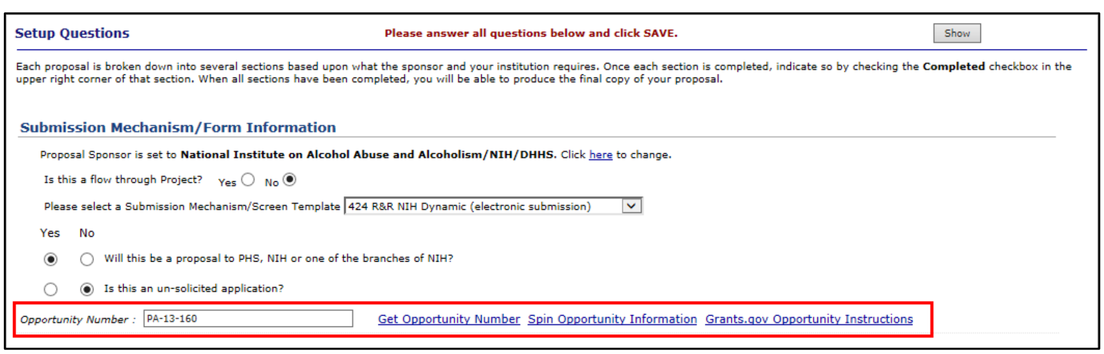
2. If the proposal is a flow through Project, select the **Yes** radio button. *The default selection will always be* ***No*** for an S2S submission



3. Select the **Yes** or **No** radio button to indicate if the proposal will be to PHS, NIH or one of the branches of NIH.



4. The **Opportunity Number** field will be pre-populated based on the opportunity selected in Grants.gov. If you need to change the Opportunity Number, click the **Get Opportunity Number** link next to the Opportunity Number field to search for the opportunity number.



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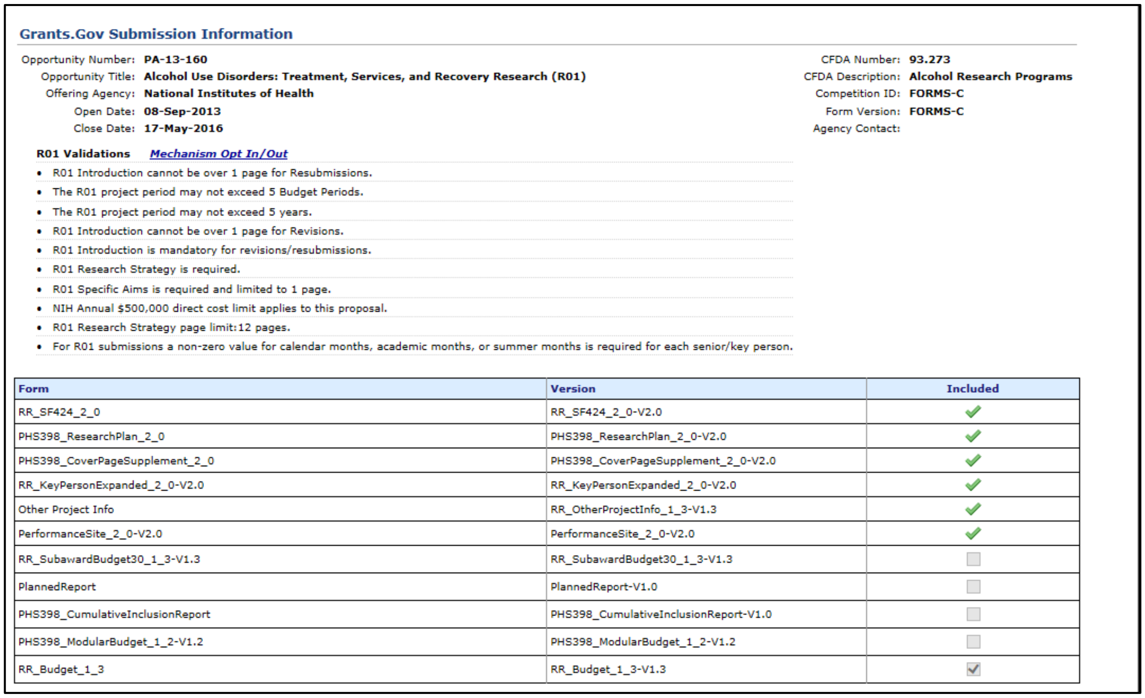
Step #8 Continued: Final Setup Questions by Section

Grants.Gov Submission Information Section:

1. Review the **Opportunity** information, validation requirements, and forms included in the proposal template.



Grants.Gov Submission Information

Opportunity Number: **PA-13-160**
Opportunity Title: **Alcohol Use Disorders: Treatment, Services, and Recovery Research (R01)**
Offering Agency: **National Institutes of Health**
Open Date: **08-Sep-2013**
Close Date: **17-May-2016**

CFDA Number: **93.273**
CFDA Description: **Alcohol Research Programs**
Competition ID: **FORMS-C**
Form Version: **FORMS-C**
Agency Contact:

R01 Validations *Mechanism Opt In/Out*

- R01 Introduction cannot be over 1 page for Resubmissions.
- The R01 project period may not exceed 5 Budget Periods.
- The R01 project period may not exceed 5 years.
- R01 Introduction cannot be over 1 page for Revisions.
- R01 Introduction is mandatory for revisions/resubmissions.
- R01 Research Strategy is required.
- R01 Specific Aims is required and limited to 1 page.
- NIH Annual $500,000 direct cost limit applies to this proposal.
- R01 Research Strategy page limit:12 pages.
- For R01 submissions a non-zero value for calendar months, academic months, or summer months is required for each senior/key person.

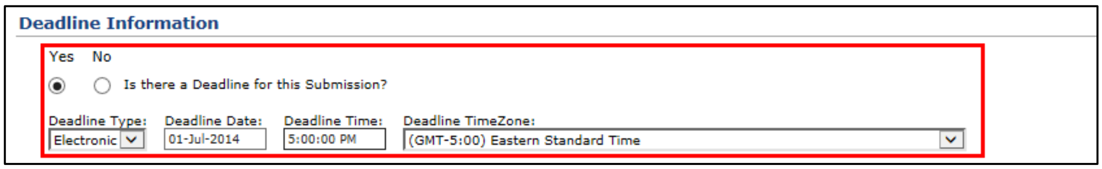
Form	Version	Included
RR_SF424_2_0	RR_SF424_2_0-V2.0	✓
PHS398_ResearchPlan_2_0	PHS398_ResearchPlan_2_0-V2.0	✓
PHS398_CoverPageSupplement_2_0	PHS398_CoverPageSupplement_2_0-V2.0	✓
RR_KeyPersonExpanded_2_0-V2.0	RR_KeyPersonExpanded_2_0-V2.0	✓
Other Project Info	RR_OtherProjectInfo_1_3-V1.3	✓
PerformanceSite_2_0-V2.0	PerformanceSite_2_0-V2.0	✓
RR_SubawardBudget30_1_3-V1.3	RR_SubawardBudget30_1_3-V1.3	☐
PlannedReport	PlannedReport-V1.0	☐
PHS398_CumulativeInclusionReport	PHS398_CumulativeInclusionReport-V1.0	☐
PHS398_ModularBudget_1_2-V1.2	PHS398_ModularBudget_1_2-V1.2	☐
RR_Budget_1_3	RR_Budget_1_3-V1.3	☑

15

Step #8 Continued: Setup Questions by Section:

Deadline Information Section:

1. Use the drop down menu to select the **Deadline Type**.
2. Review the **Deadline Date** and update if necessary. *(This information is auto-populated.)*
3. Review the **Deadline Time**. *(This information is auto-populated.)*
4. Review the **Deadline Time Zone**. *(This information is auto-populated.)*

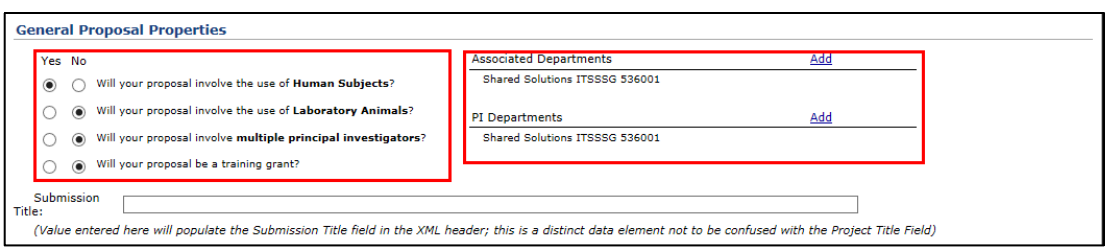


16

Step #8 Continued: Setup Questions by Section:

General Proposal Properties Section:

1. Select the **Yes** or **No** radio button to indicate if the proposal will involve the use of **Human Subjects**.
2. Select the **Yes** or **No** radio button to indicate if the proposal will involve the use of **Laboratory Animals**.
3. If the proposal will involve **multiple principal investigators**, select **Yes** radio button. *The default selection will be **No**.*
4. **Associated Department** displays the owning organization of the proposal. The default is the PI's owning Org. Update if necessary. For more information see **Changing an Associated Department.**
5. **PI Department** displays the PI's Owinging Org.

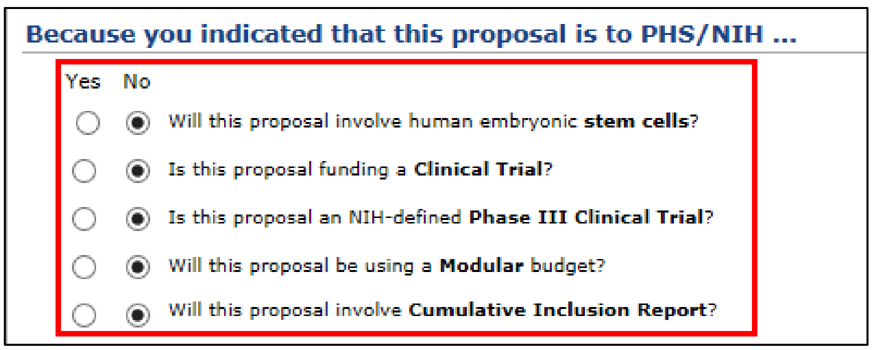


17 **Step #8 Continued: Setup Questions by Section:**

If you indicated that the proposal will be submitted to PHS, NIH or one of the branches of NIH, the **Because you indicated that this proposal is to PHS/NIH ...** section will display.

Because you indicated that this proposal is to PHS/NIH Section:

1. Select the **Yes** or **No** radio button to indicate if the proposal will involve **Human Embryonic Stem Cells**.
2. Select the **Yes** or **No** radio button to indicate if the proposal is funding a Clinical Trial.
3. Select the **Yes** or **No** radio button to indicate if the proposal is an NIH-defined Phase III Clinical Trial.
4. Select the **Yes** or **No** radio button to indicate if the proposal will be using a Modular budget.

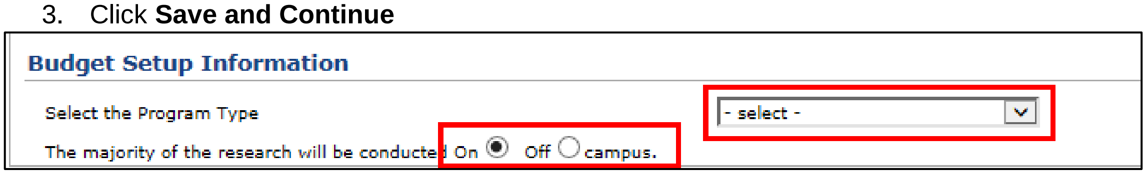


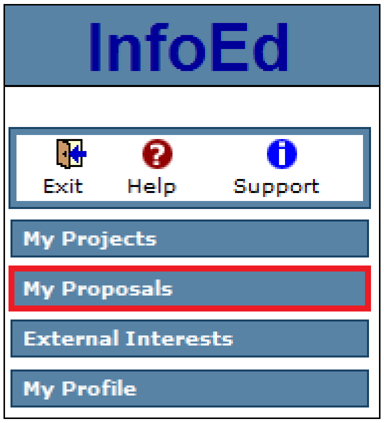
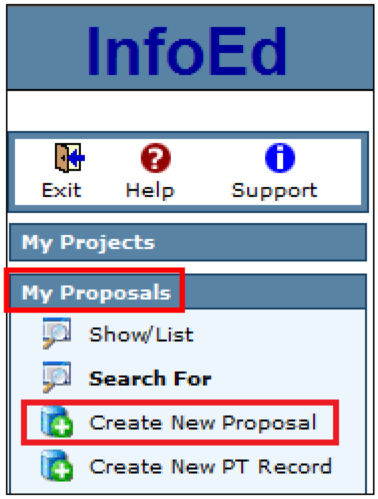
Note: *This section will be hidden if you indicated that the proposal will not be submitted to PHS, NIH or one of the branches of NIH.*

18 **Step #8 Continued: Setup Questions by Section:**

Budget Setup Information Section:

1. Use the drop down menu to select the appropriate **Program Type**.
2. If the majority of the research will be conducted off campus, select the **Off** radio button. *The default selection will be* ***On*** *campus.*
3. Click **Save and Continue**

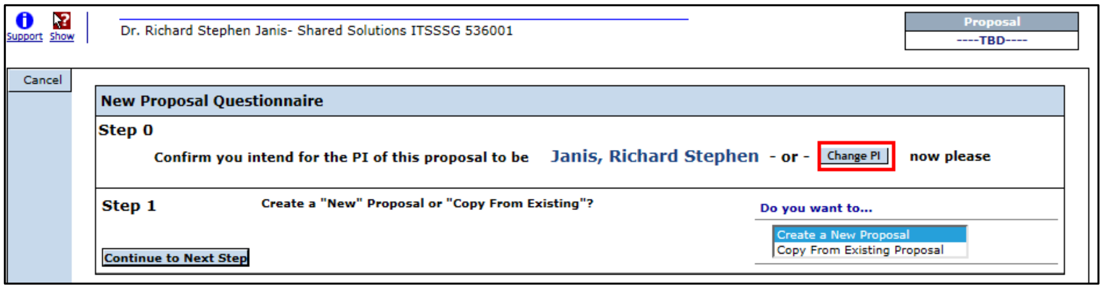


This quick guide highlights the process for creating a *Non-S2S* proposal in **IRES Proposal Development (PD)**.	
1	Log into **IRES** and click the **My Proposals** tab. 
2	Click **Create New Proposal**. 

3

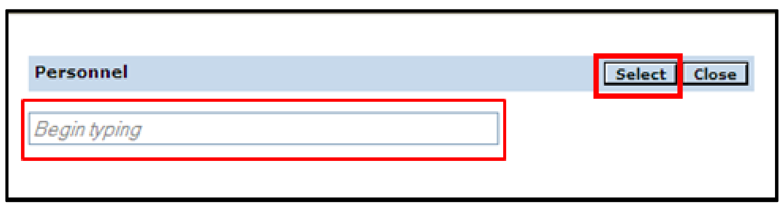
The **Create New Proposal** window will display. Complete the **New Proposal Questionnaire**.

Step #0: Click the **Change PI** button.



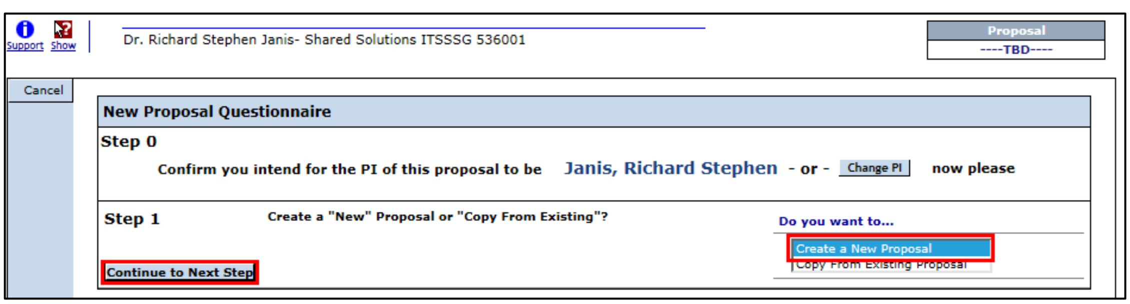
The **Personnel** window will display.

1. Enter the Principal Investigator's (PI) name in the **Progressive Search** field.
2. Locate and click the name of the person in the search results list.
3. Click **Select**.



The PI's name will display in **Step #0**.

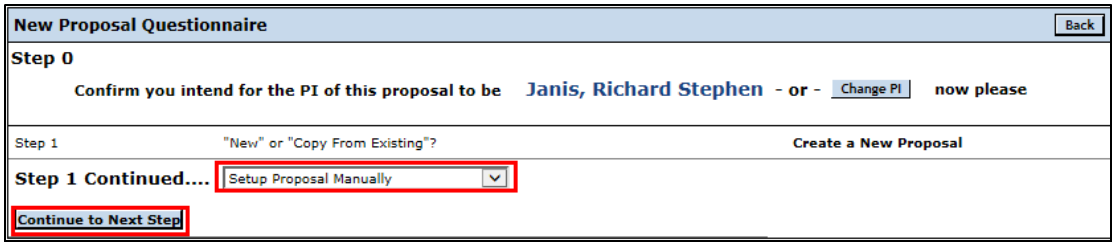
Step #1: Confirm that the system defaults to **Create a New Proposal**, and click **Continue to Next Step**.



4

Step #1 Continued: Use the drop down menu to choose the **Setup Proposal Manually** option.

Click **Continue to Next Step**.
Note: Clicking the “Back” button will allow you to return to the previous step.



5

Step #2: Use the drop down menu next to **Please Select a Proposal Type** to select the type of proposal that you want to create. *The default **Proposal Type** will be **New**.*

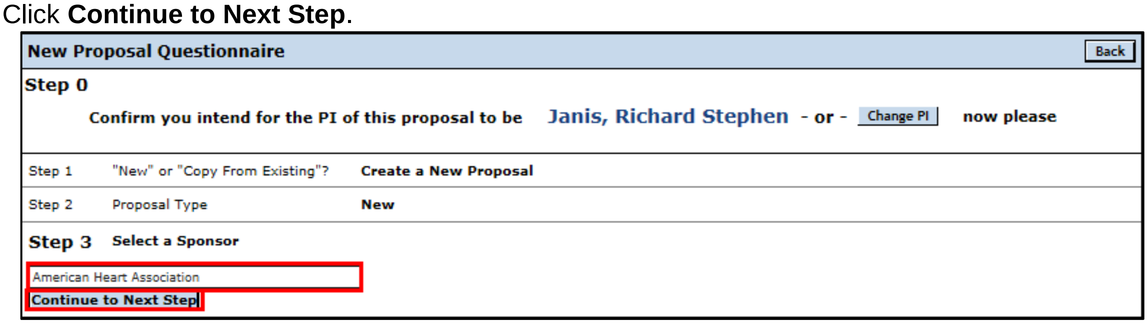
Click **Continue to Next Step**.

6

Step #3: Enter the **Sponsor’s** name in the **Progressive Search** field.

Locate and click the appropriate sponsor’s name in the search results list.

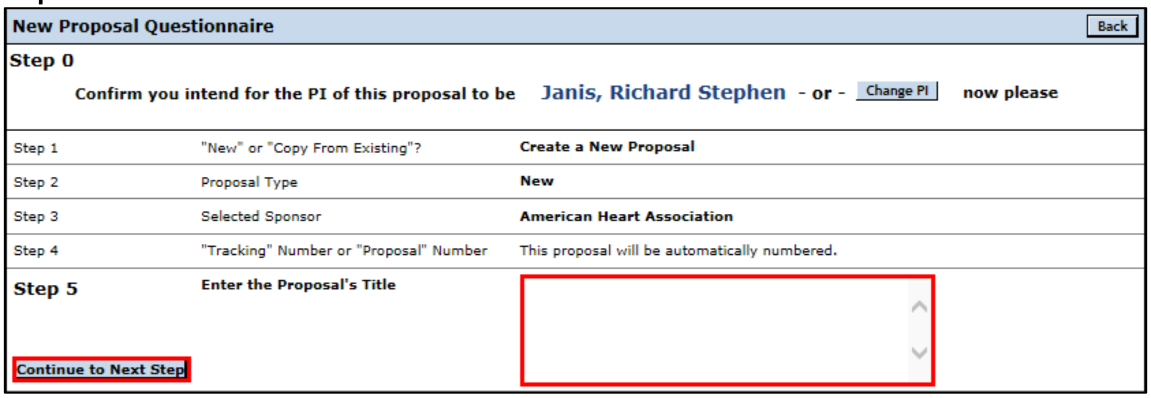
Click **Continue to Next Step**.



7

Step #4: The IRES system will automatically create a **Proposal Number** for the PD Record.

Step #5: Enter the proposal's **Title** in the **Proposal Title** field, and click the **Continue to Next Step** button.


New Proposal Questionnaire
Back
Step 0
Confirm you intend for the PI of this proposal to be Janis, Richard Stephen - or - Change PI now please

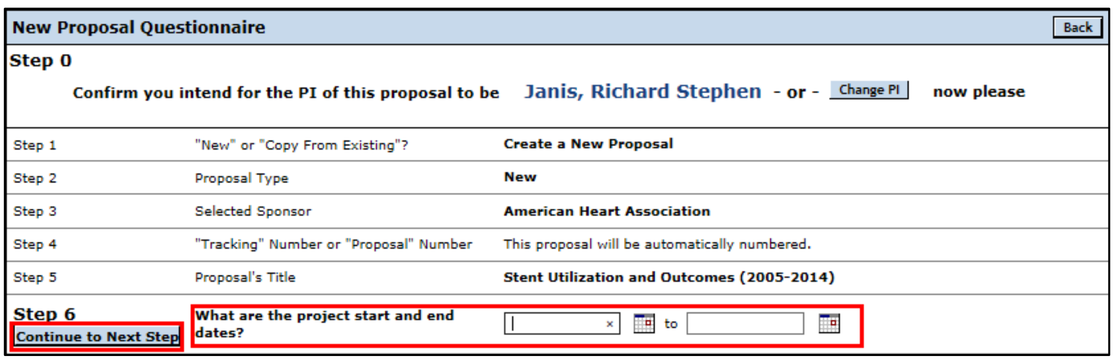
Step 1	"New" or "Copy From Existing"?	**Create a New Proposal**
Step 2	Proposal Type	**New**
Step 3	Selected Sponsor	**American Heart Association**
Step 4	"Tracking" Number or "Proposal" Number	This proposal will be automatically numbered.
Step 5	**Enter the Proposal's Title**	

Continue to Next Step

8

Step #6: Use the **Show Calendar** icons to enter the project **Start Date** and **End Date**.

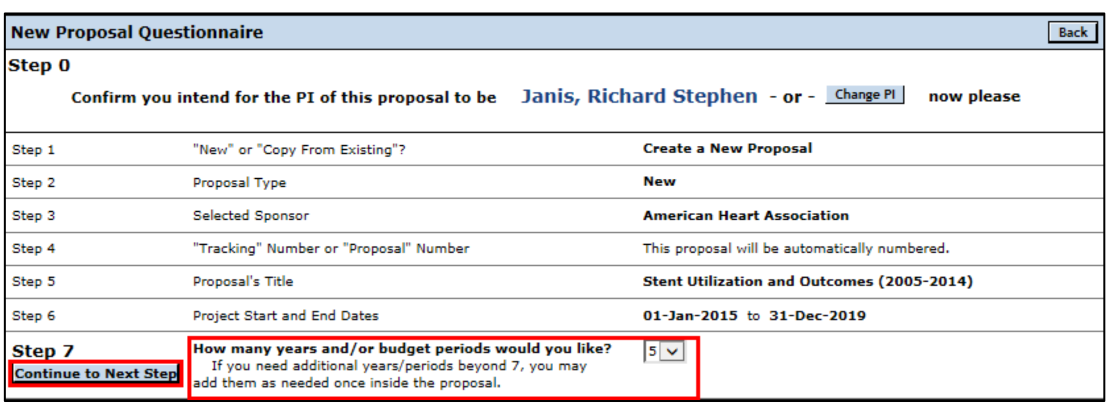
Click **Continue to Next Step**.


New Proposal Questionnaire
Back
Step 0
Confirm you intend for the PI of this proposal to be Janis, Richard Stephen - or - Change PI now please

Step 1	"New" or "Copy From Existing"?	**Create a New Proposal**
Step 2	Proposal Type	**New**
Step 3	Selected Sponsor	**American Heart Association**
Step 4	"Tracking" Number or "Proposal" Number	This proposal will be automatically numbered.
Step 5	Proposal's Title	**Stent Utilization and Outcomes (2005-2014)**
Step 6 Continue to Next Step	**What are the project start and end dates?**	to

9

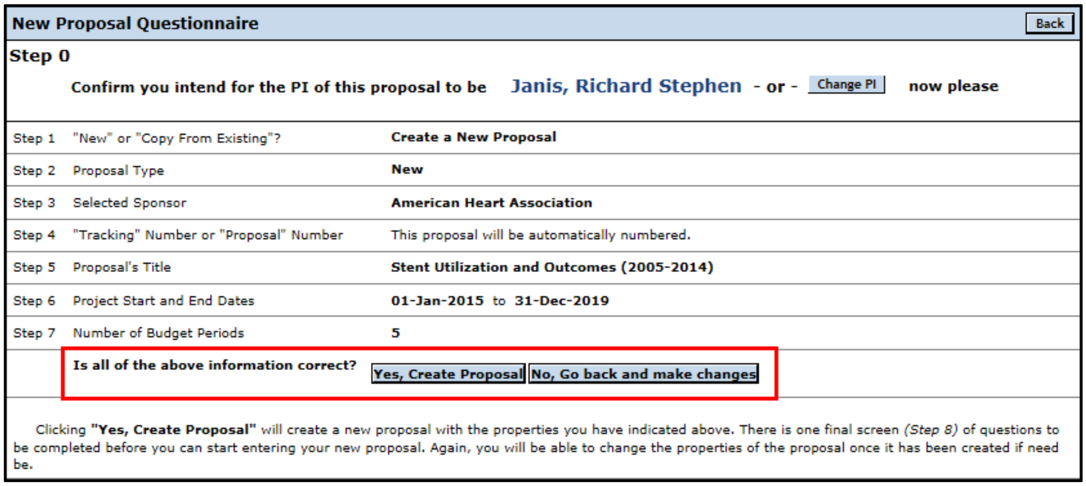
Step #7: Verify that the number of years/periods listed is correct. Click **Continue to Next Step** button.


New Proposal Questionnaire
Back
Step 0
Confirm you intend for the PI of this proposal to be Janis, Richard Stephen - or - Change PI now please

Step 1	"New" or "Copy From Existing"?	**Create a New Proposal**
Step 2	Proposal Type	**New**
Step 3	Selected Sponsor	**American Heart Association**
Step 4	"Tracking" Number or "Proposal" Number	This proposal will be automatically numbered.
Step 5	Proposal's Title	**Stent Utilization and Outcomes (2005-2014)**
Step 6	Project Start and End Dates	**01-Jan-2015 to 31-Dec-2019**
Step 7 Continue to Next Step	**How many years and/or budget periods would you like?** If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.	5

10

1. Verify that the information entered for **Step # 0 – 7** is correct.
2. Click the **No, Go back and make changes** button to edit a specific section.
3. Click the **Yes, Create Proposal** button to create a new proposal with the information entered.



11

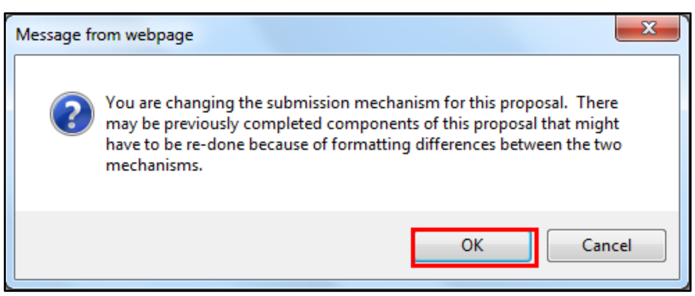
If the **Yes, Create Proposal** button is selected, the **Setup Questions** screen will display.

Step #8: Final Setup Questions by Section

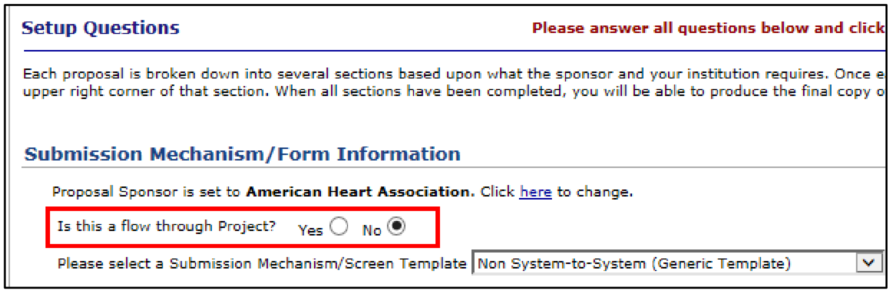
Select **the appropriate submission mechanism/screen template.** See **Submission Mechanism/Screen Template** guide for more information.

A window will pop-up prompting you to confirm the change to the **Submission Mechanism/Screen Template** for the proposal.

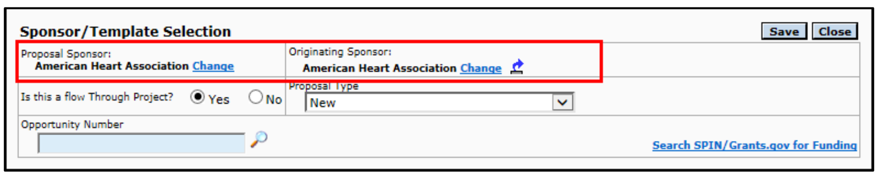
1. Click the **OK** button.



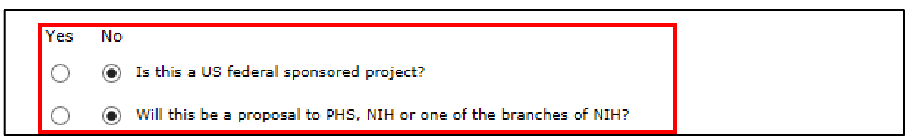
3. Select the **Yes** or **No** radio button to indicate that the proposal is a flow through Project.



4. If the proposal is a U.S. federal sponsored project, select the **Yes** radio button. *The default selection will be **No**.*
   - *If Yes is selected, a window will appear to populate the Proposal Sponsor and Originating sponsor.*
     - *Click the Change link, search for the Sponsor Name and click the Select button*



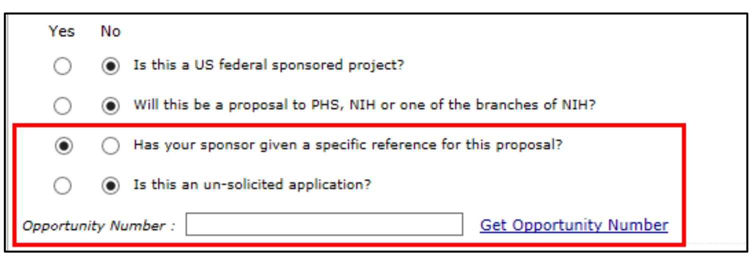
5. If the proposal will be to PHS, NIH or one of the branches of NIH, select the **Yes** radio button. *The default selection will be **No**.*



6. If the sponsor has given a specific reference number for the proposal, select the **Yes** radio button. *The default selection will be **No**.*

   a. If the **Yes** radio button is selected, enter the **Opportunity Number** in the **Opportunity Number** field.

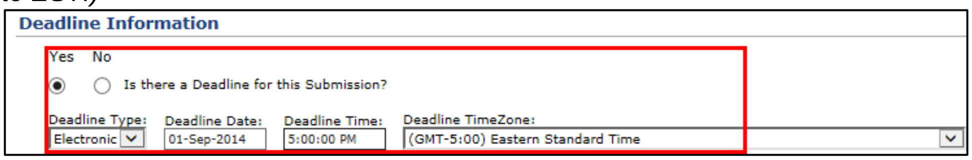
7. If this is an un-solicited application, select the **Yes** radio button. *The default selection will be **No**.*



12 **Step #8 Continued: Setup Questions by Section:**

Deadline Information Section:

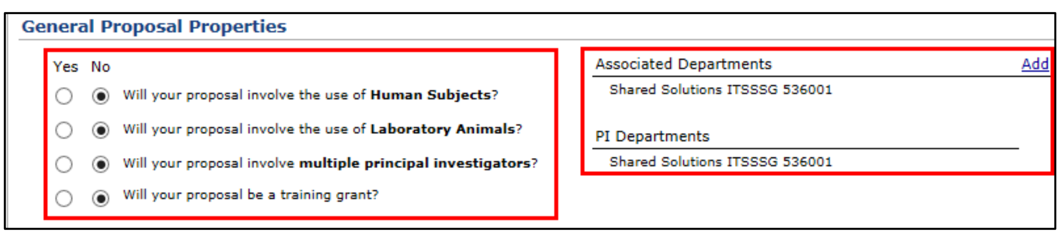
1. Use the drop down menu to select the **Deadline Type**.
2. Enter the **Deadline Date** (if applicable).
3. Review and modify the **Deadline Time** (if necessary). *(This information will default to 5:00p.m.)*
4. Review and modify the **Deadline Time Zone** (if necessary). *(This information will default to EST.)*

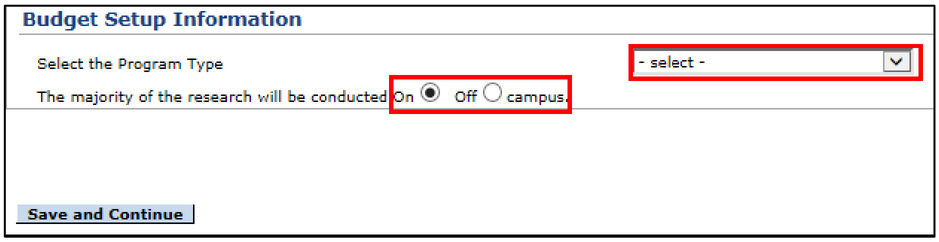
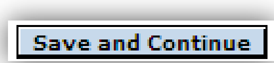


13 **Step #8 Continued: Setup Questions by Section:**

General Proposal Properties Section:

1. Select the **Yes** or **No** radio button to indicate if the proposal will involve the use of **Human Subjects**.
2. Select the **Yes** or **No** radio button to indicate if the proposal will involve the use of **Laboratory Animals**.
3. If the proposal will involve **multiple principal investigators**, select **Yes** radio button. *The default selection will be* ***No****.*
4. **Associated Department** displays the owning organization of the proposal. The default is the PI's owning Org. Update if necessary. For more information see **Changing Associated Departments** guide.
5. **PI Department** displays the PI's Owinging Org.

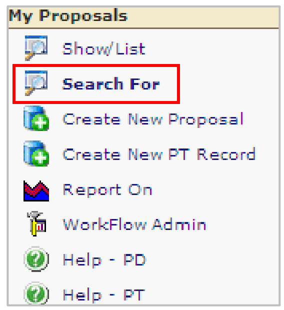


14	**Step #8 Continued: Setup Questions by Section:** **Budget Setup Information Section:** 1. Use the drop down menu to select the appropriate **Program Type**. 2. If the majority of the research will be conducted off campus, select the **Off** radio button. *The default selection will be **On** campus.* 
15	Click **Save and Continue**. 

This quick guide highlights the process for creating a Child Record proposal in **IRES Proposal Development (PD)**. **Note:** *The types of PD **Child Record** proposals that may be created include:*

- *Non-Competing Continuation*
- *Supplement*
- *Extension*
- *Just In Time (JIT) for revised budgets*

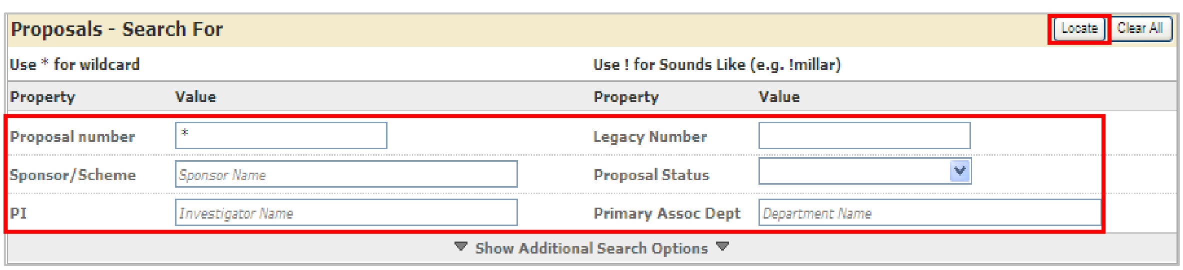
1 Click **Search For** under the **My Proposals** tab.



2 Enter the search criteria in the appropriate search field. Search using any of the following criteria:

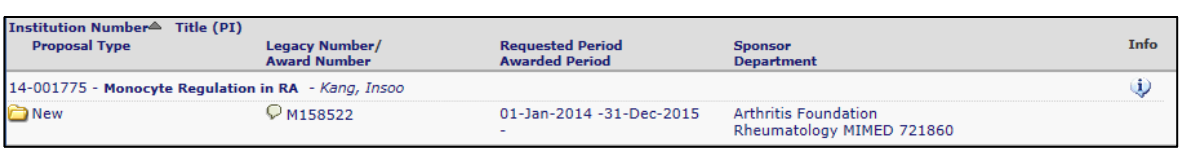
- **Proposal Number**
- **Sponsor/Scheme** (Name)
- **PI** (Last Name)
- **Legacy Number**
- **Proposal Status**
- **Primary Assoc Dept.**

Click **Locate**.



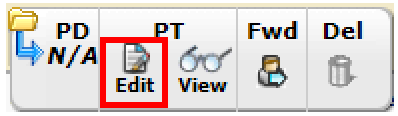
Note: *Use the wildcard (*) symbol to replace unknown values in non-progressive search fields. Place the wildcard at the beginning or end of the information entered.*

3 All results matching your search criteria will display below.

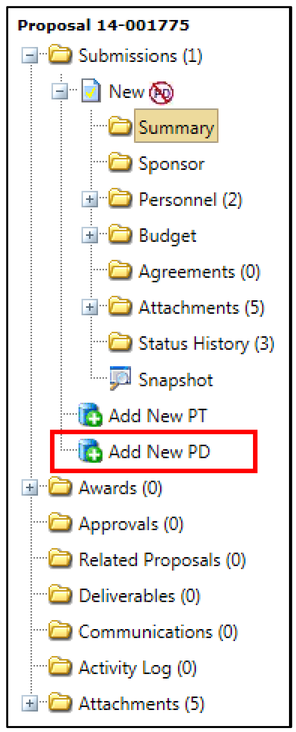


4 Scroll your mouse over the folder ( ) icon and the record menu bar will display.

Click the **Edit PT Proposal** icon to open the PT Record.

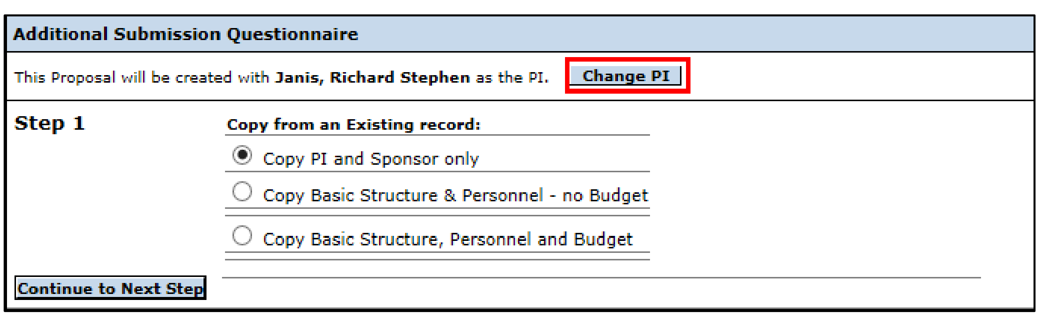


5 Click the **Add New PD** icon located in the proposal tree.



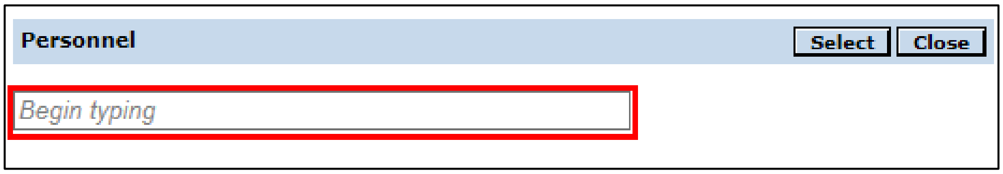
6 The **Additional Submission Questionnaire** screen will display.

Click the **Change PI** button.



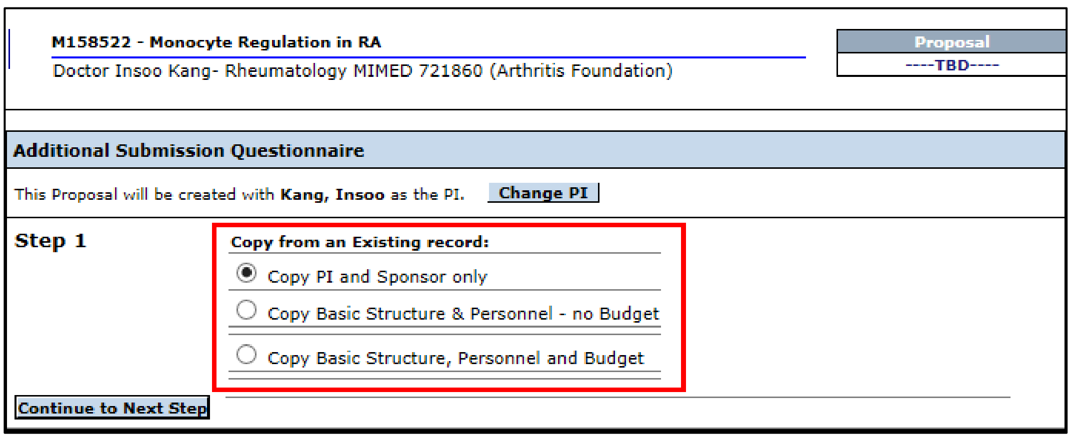
The **Personnel** window will display.

1. Enter the Principal Investigator's (PI) last name in the Progressive Search field.
2. Use the drop down menu to select the correct PI.
3. Click **Select**.



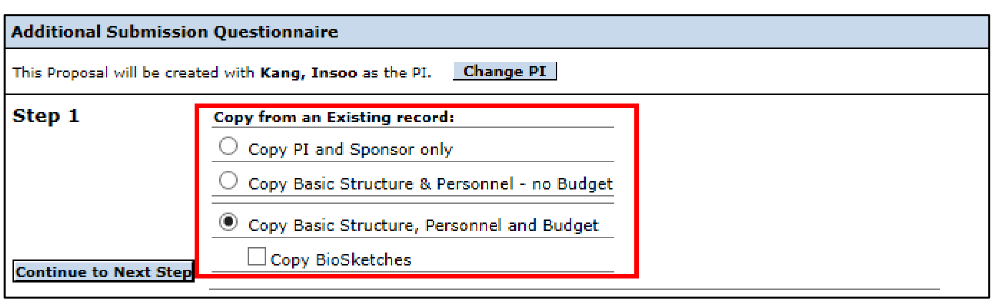
7

The PI's name will display.

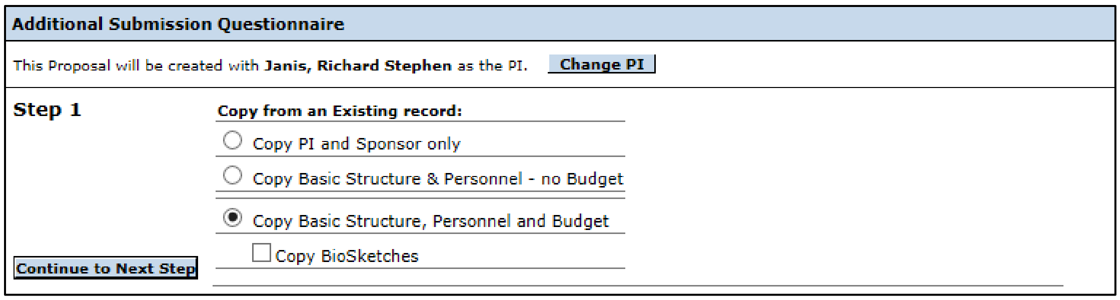


1. Select the appropriate **Copy from an Existing record (Copy Basic Structure, Personnel and Budget)** radio button:

- **Copy Basic Structure, Personnel and Budget:** *This option copies all of the information pulled for the "**Copy PI and Sponsor only**" and the "**Copy Basic Structure & Personnel – no Budget**" options, as well as the structure of the Budget and all dollar amounts.*



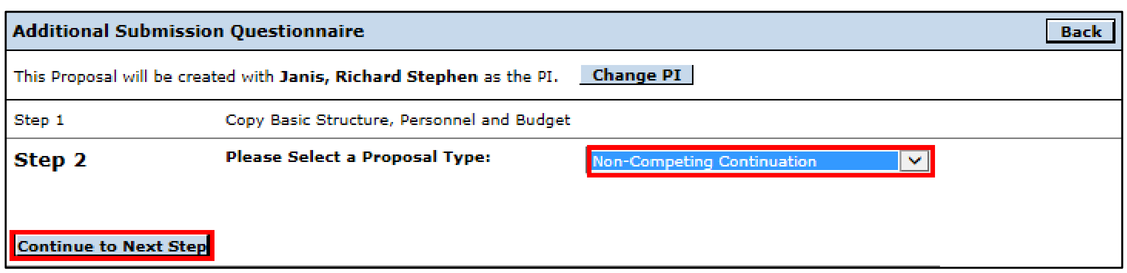
2. Upon selecting a **Copy** option, the **Copy BioSketches** check box will display.



3. Click **Continue to Next Step**.

8 Select the appropriate Child Record option from the **Please Select a Proposal Type** from the drop down menu.

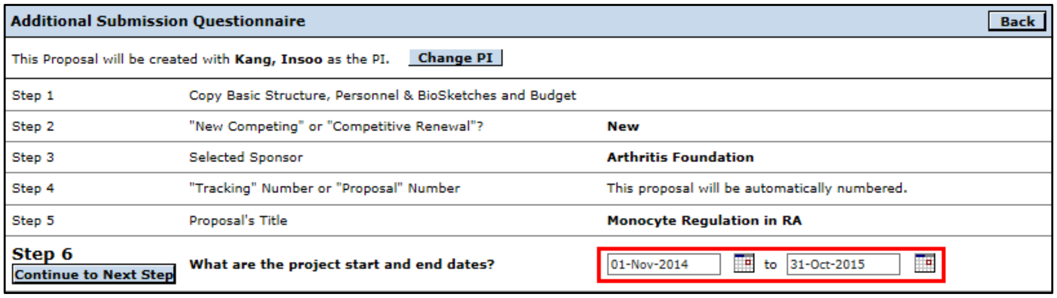
Click **Continue to Next Step**.



*Refer to **Understanding Parent/Master and Child Records** for additional information.*

9 Use the **Show Calendar** icons to modify the project **Start Date** and **End Date**, if necessary. *(These fields auto-populate.)*

Click **Continue to Next Step**.

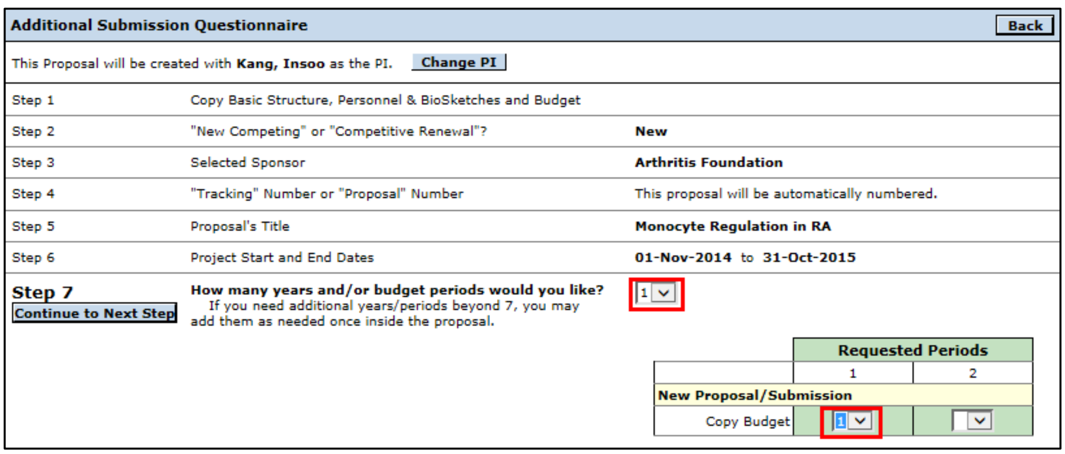

Additional Submission Questionnaire | Back

This Proposal will be created with **Kang, Insoo** as the PI. Change PI

Step 1	Copy Basic Structure, Personnel & BioSketches and Budget	
Step 2	"New Competing" or "Competitive Renewal"?	**New**
Step 3	Selected Sponsor	**Arthritis Foundation**
Step 4	"Tracking" Number or "Proposal" Number	This proposal will be automatically numbered.
Step 5	Proposal's Title	**Monocyte Regulation in RA**
Step 6 Continue to Next Step	**What are the project start and end dates?**	01-Nov-2014 to 31-Oct-2015

10 1. Verify that the number of years/periods listed is correct.

2. Click **Continue to Next Step**.

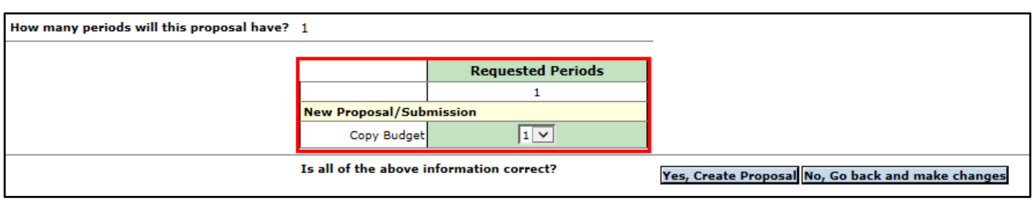

Additional Submission Questionnaire | Back

This Proposal will be created with **Kang, Insoo** as the PI. Change PI

Step 1	Copy Basic Structure, Personnel & BioSketches and Budget	
Step 2	"New Competing" or "Competitive Renewal"?	**New**
Step 3	Selected Sponsor	**Arthritis Foundation**
Step 4	"Tracking" Number or "Proposal" Number	This proposal will be automatically numbered.
Step 5	Proposal's Title	**Monocyte Regulation in RA**
Step 6	Project Start and End Dates	**01-Nov-2014 to 31-Oct-2015**
Step 7 Continue to Next Step	**How many years and/or budget periods would you like?** If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.	1

	Requested Periods	
	1	2
New Proposal/Submission		
Copy Budget	1	

3. Navigate to the **Requested Periods** column that corresponds to the budget period you want to copy. Use the **Copy Budget** drop down menu to select the appropriate **Period/Budget**. **Note:** This step only occurs if you chose to copy the budget.

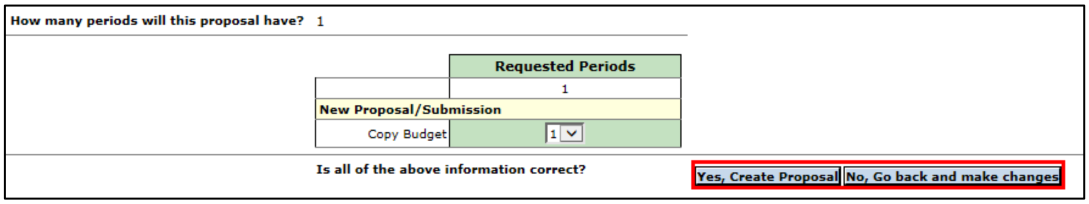

How many periods will this proposal have? 1

	Requested Periods
	1
New Proposal/Submission	
Copy Budget	1

Is all of the above information correct? Yes, Create Proposal | No, Go back and make changes

<table>
<tr><td>11</td><td>

1. Verify that the information entered for **Step # 0 – 7** is correct.
2. Click the **No, Go back and make changes** button to edit a specific section.
3. Click the **Yes, Create Proposal** button to create a new proposal with the information entered.



</td></tr>
<tr><td>12</td><td>

Complete the following sections on the **Setup Questions** screen:

- **Submission Mechanism/Form Information** *(Choose the appropriate template. For more information see the* ***Submission Mechanism/Screen Template Maxtrix*** *guide.*
- **Grants.Gov Submission Information** *(if applicable)*
- **Deadline Information Section**
- **General Proposal Properties Section**
- **Budget Setup Information**

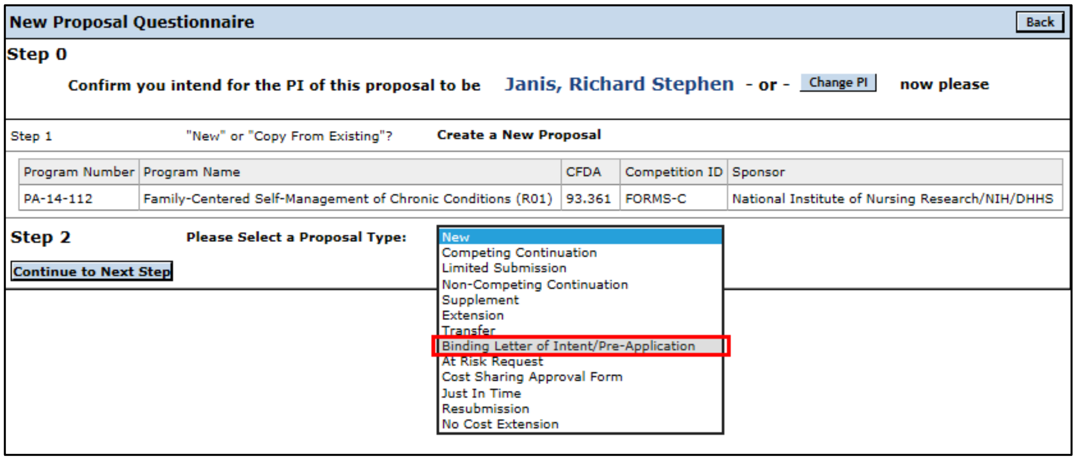
Click **Save and Continue**.

</td></tr>
</table>

This quick guide highlights the process for entering a Binding Letter of Intent/Pre-Application proposal in **IRES Proposal Development (PD)**.

1 Complete the **New Proposal Questionnaire** setup questions (*See **Initiating a Proposal Non-S2S** for additional guidance*)

Select **Binding Letter of Intent/Pre-Application** as the **Proposal Type** in **Step #2**

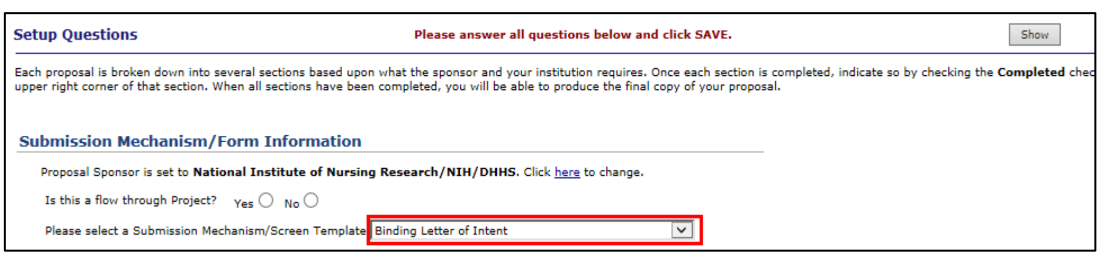


2 After the **Yes, Create Proposal** button is selected, the **Setup Questions** screen will display.

Note: *Answering the Setup Questions will drive the selection of the appropriate proposal template that is generated for the proposal.*

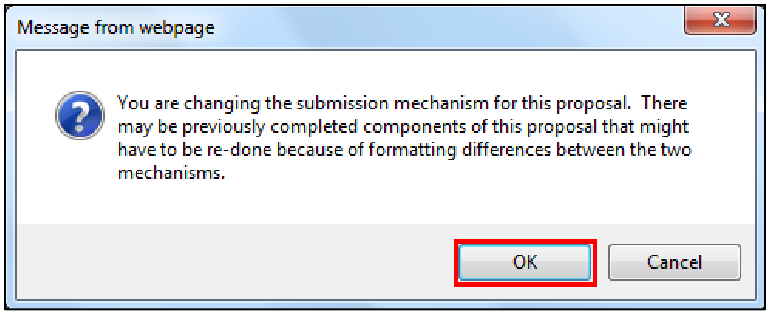
Submission Mechanism/Form Information Section:

1. Select the **Binding Letter of Intent/Pre-Application** option from the **Submission Mechanism/Screen Template** drop down menu.

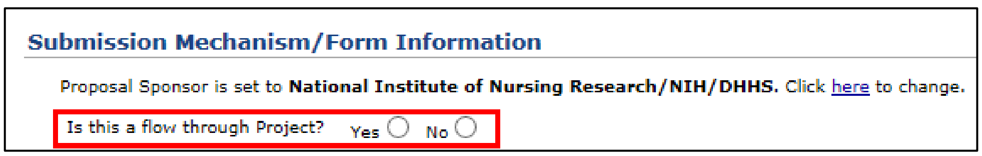


A window will pop-up prompting you to confirm the change to the **Submission Mechanism/Screen Template** for the proposal.

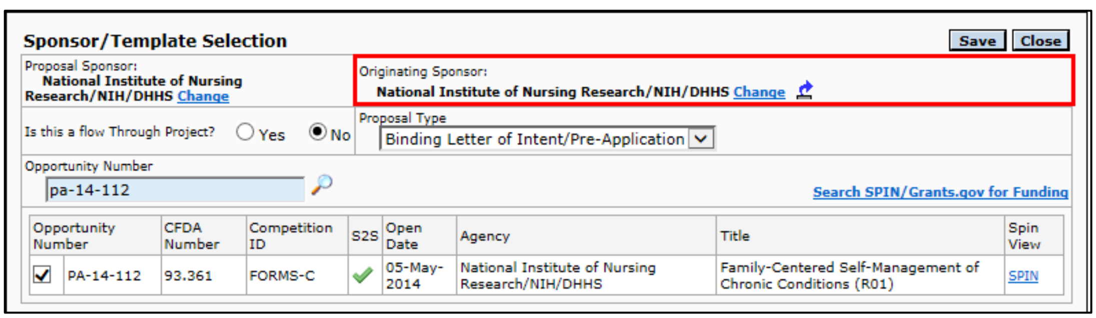
2. Click the **OK** button.



3. Select the **Yes** or **No** radio button to indicate if the proposal is a flow through Project.



- *If Yes is selected, a window will appear to populate the Proposal Sponsor and Originating sponsor.*
    - *Click the Change link, search for the Sponsor Name and click the Select button*

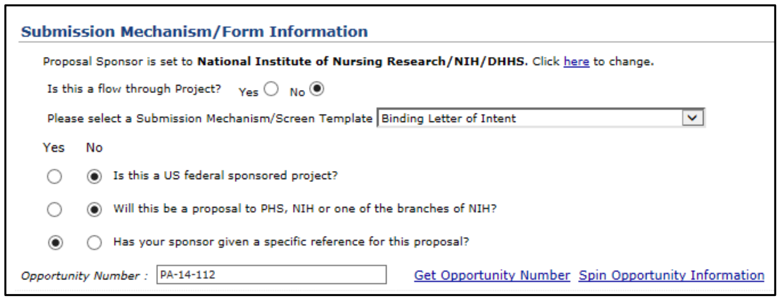


4. If the proposal is a U.S. federal sponsored project, select the **Yes** radio button.

5. If the proposal will be to PHS, NIH or one of the branches of NIH, select the **Yes** radio button.

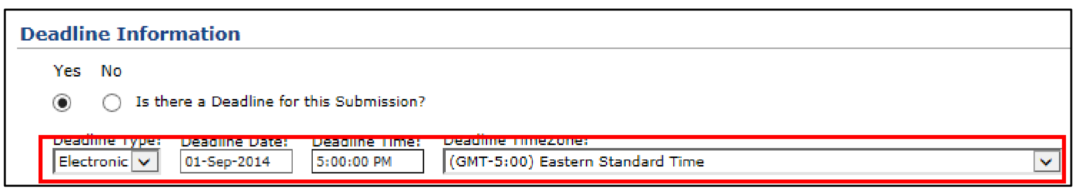
6. If the sponsor has given a specific reference number for the proposal, select the **Yes** radio button. *The default selection will be **No**.*

    a. If the **Yes** radio button is selected, enter the **Opportunity Number** in the **Opportunity Number** field.



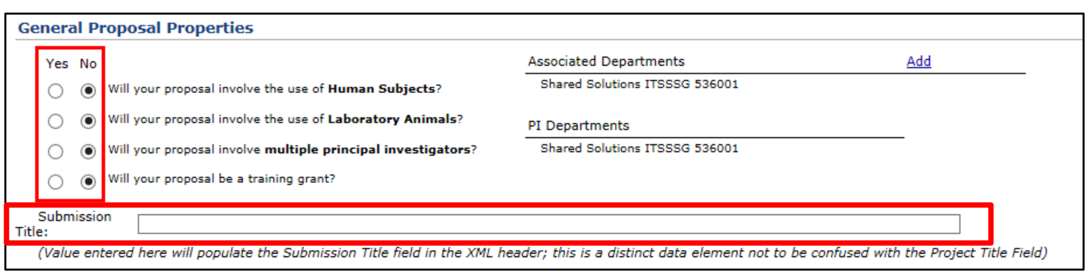
Deadline Information Section:

1. Use the drop down menu to select the **Deadline Type**.
2. Enter the **Deadline Date** (if applicable).
3. Review and modify the **Deadline Time** (if necessary). *(This information will default to 5:00p.m.)*
4. Review and modify the **Deadline Time Zone** (if necessary). *(This information will default to EST.)*



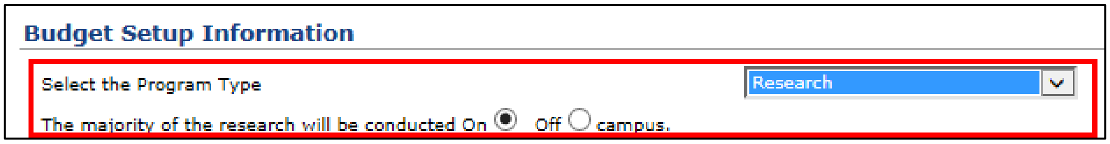
3 **General Proposal Properties Section:**

1. Select the **Yes** or **No** radio button to indicate if the proposal will involve the use of **Human Subjects**.
2. Select the **Yes** or **No** radio button to indicate if the proposal will involve the use of **Laboratory Animals**.
3. If the proposal will involve **multiple principal investigators**, select **Yes** radio button. *The default selection will be **No**.*
4. If the proposal will be a **training grant**, select **Yes** radio button. *The default selection will be **No**.*
5. Leave the **Submission Title** field blank.



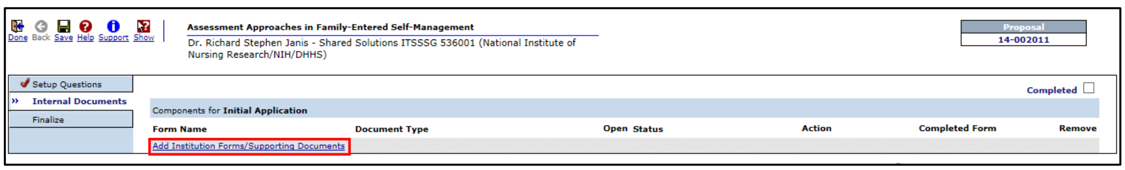
4 **Budget Setup Information Section:**

1. Use the drop down menu to select the appropriate **Program Type**.
2. If the majority of the research will be conducted off campus, select the **Off** radio button. *The default selection will be **On** campus.*
3. Click **Save and Continue**.



5 Upon clicking the **Save and Continue** button, the **Internal Documents** tab will display.

Click the **Add Institution Forms/Supporting Documents** link.

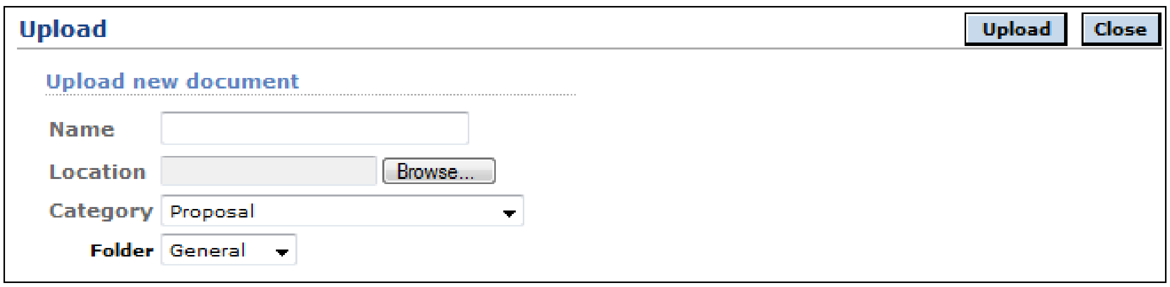


6

The **Add Institution Forms/Supporting Documents** screen will appear.

To upload the **Binding Letter of Intent/Pre-Application**, navigate to the **Upload** section of the screen.

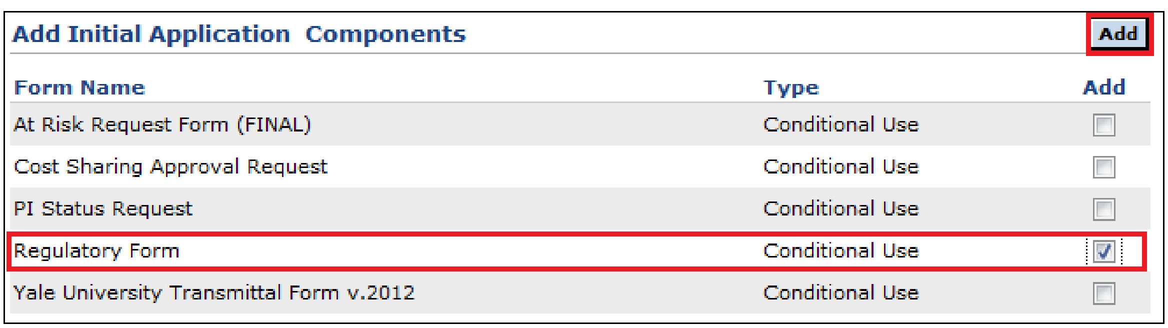
1. Enter the name of the document in the **Name** field.
2. Click **Browse** to search for the **Binding Letter of Intent** document.
3. Use the **Category** drop down menu to select the **Proposal** option.
4. Click the **Upload** button to attach the document to the PD Record.
5. Use the **Folder** drop down menu to select the **General** folder option. *The default will be ROOT*.
6. Click the **Close** button.



7

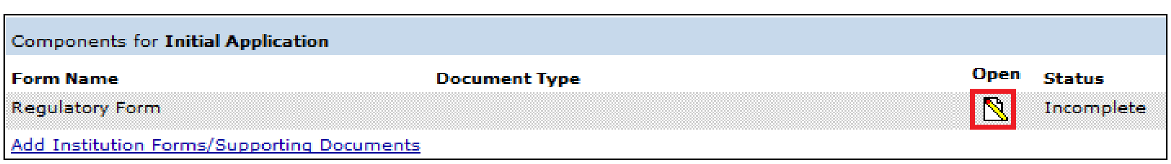
To add the **Regulatory Form**, click **Add Institution Forms/Supporting Documents**, navigate to the **Add Initial Application Components** section of the screen.

1. Click the box to add the **Regulatory Form**
2. Click **Add**



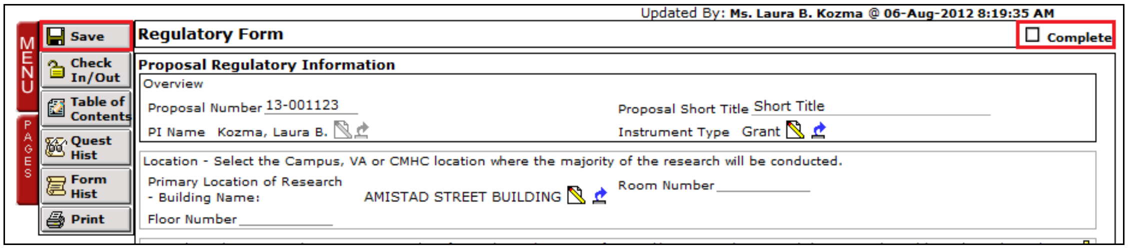
8

Click the edit icon to open the form.



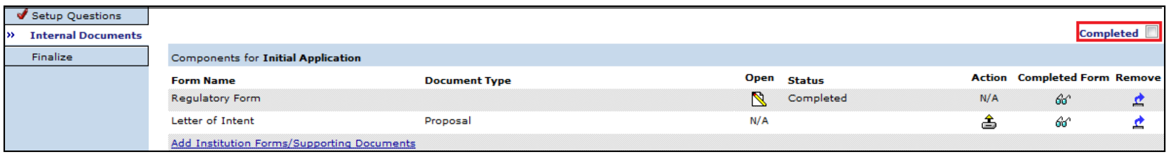
Complete all required sections with information obtained from the PI.

Click **Save** and **Complete.**

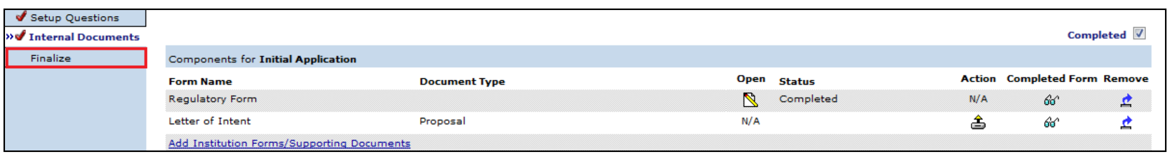


Note: *Follow Steps 7-8 to add any other required e-forms*

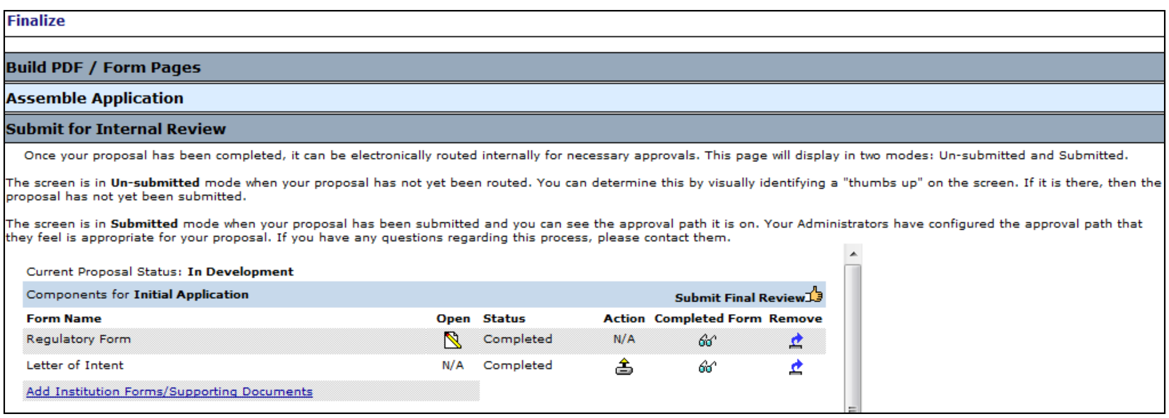
9 Click the **Completed** check box.



10 Click the **Finalize** tab.



11 The **Submit for Internal Review** section will display.

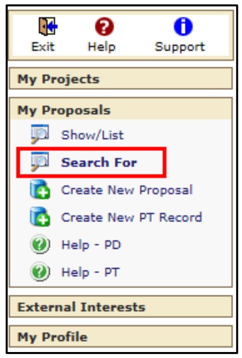


Refer to the **Finalizing and Submitting a Non-S2S Proposal** guide for information on how to route the record for review and approval..

This quick guide highlights the process for creating a Non-Competing Continuation (NCC) Child Record proposal in **IRES Proposal Development (PD)**.

1 Log into **IRES**.

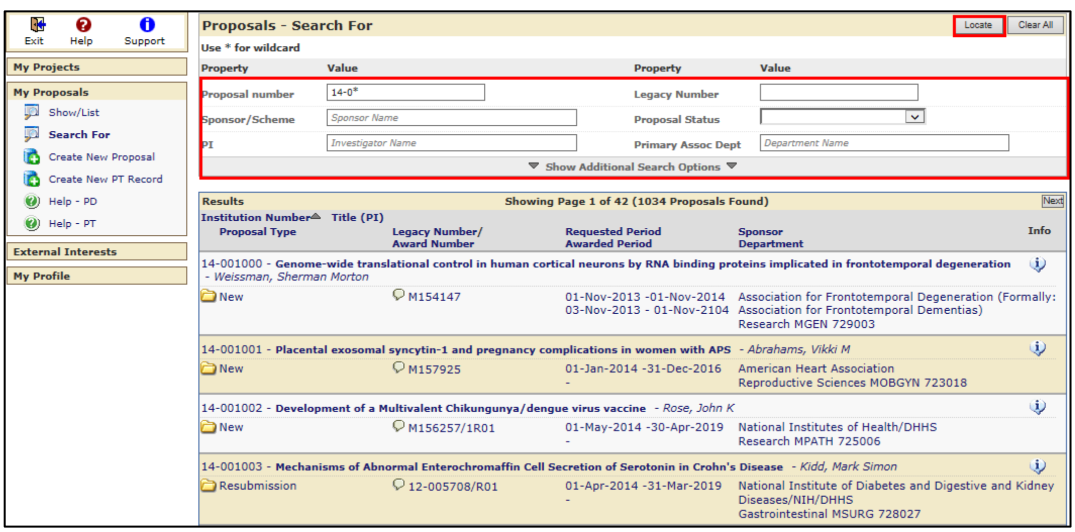
Click **Search For** under the **My Proposals** tab.



2 Enter the search criteria in the appropriate search field. Search using any of the following criteria:

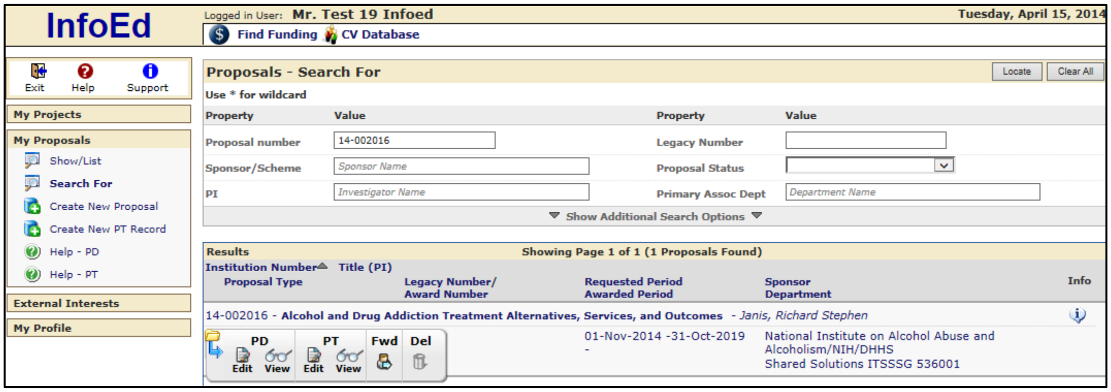
- **Proposal Number**
- **Sponsor/Scheme** (Name)
- **PI** (Last Name)
- **Legacy Number**
- **Proposal Status**
- **Primary Assoc Dept.**

Click **Locate**.



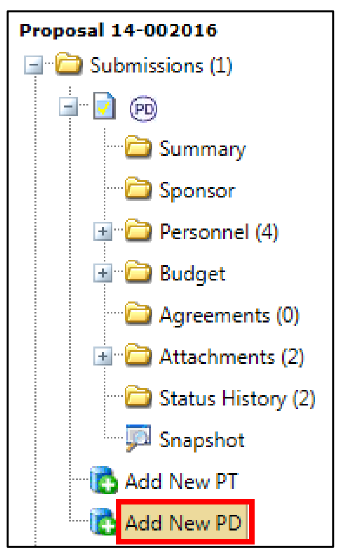
Note: *Use the wildcard (*) symbol to replace unknown values. Place the wildcard at the beginning or end of the information entered only in non-Progressive Search fields, i.e. Proposal Number and Legacy Number fields.*

<table>
<tr><td>3</td><td>All results matching your search criteria will display below.


</td></tr>
<tr><td>4</td><td>Scroll your mouse over the folder ( ) icon and the record menu bar will display.

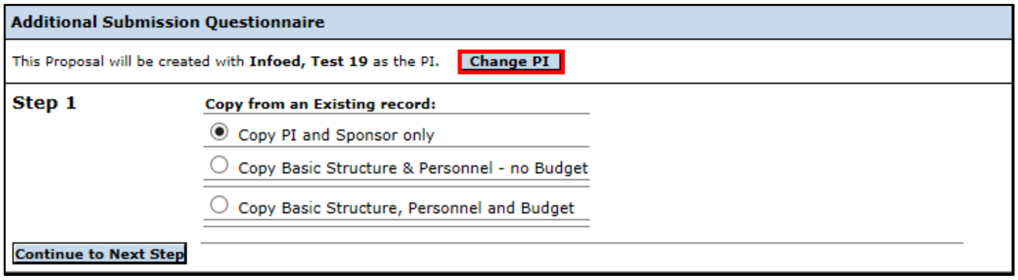
Click the Edit PT Proposal icon to open the PT Record.


</td></tr>
<tr><td>5</td><td>Click the Add New PD icon located in the proposal tree.


</td></tr>
</table>

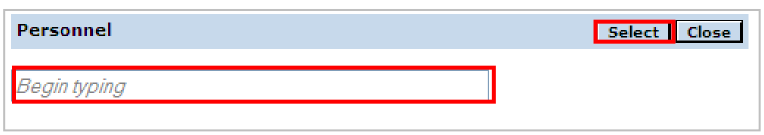
6 The **Additional Submission Questionnaire** screen will display.

Click the **Change PI** button.



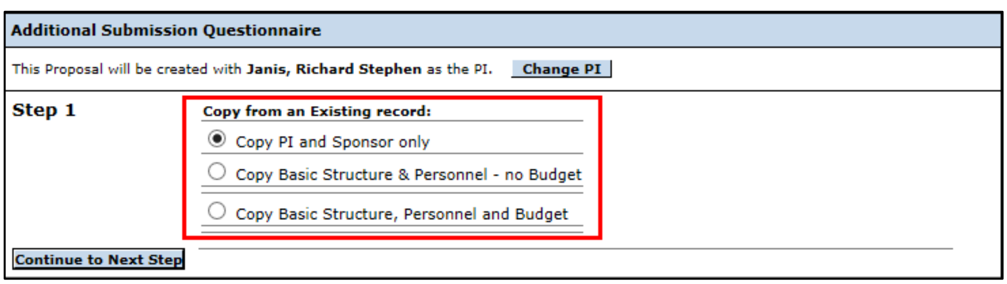
The **Personnel** window will display.

1. Enter the Principal Investigator's (PI) last name in the Progressive Search field.
2. Use the drop down menu to select the correct PI.
3. Click **Select**.

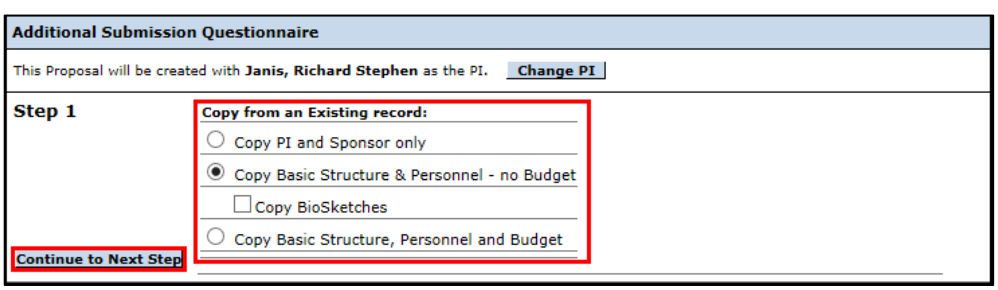


7 The PI's name will display.

1. Select the appropriate radio button to indicate what information will copy into the child record.

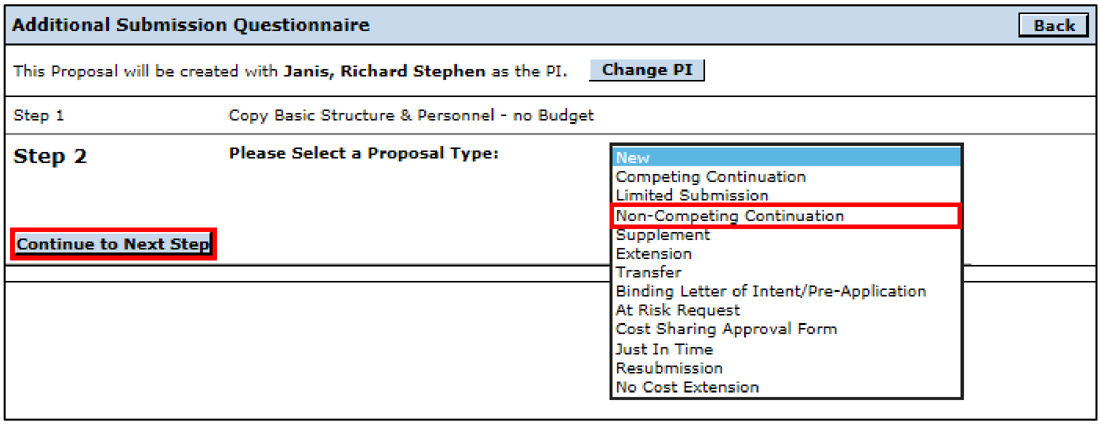


2. Click **Continue to Next Step**.



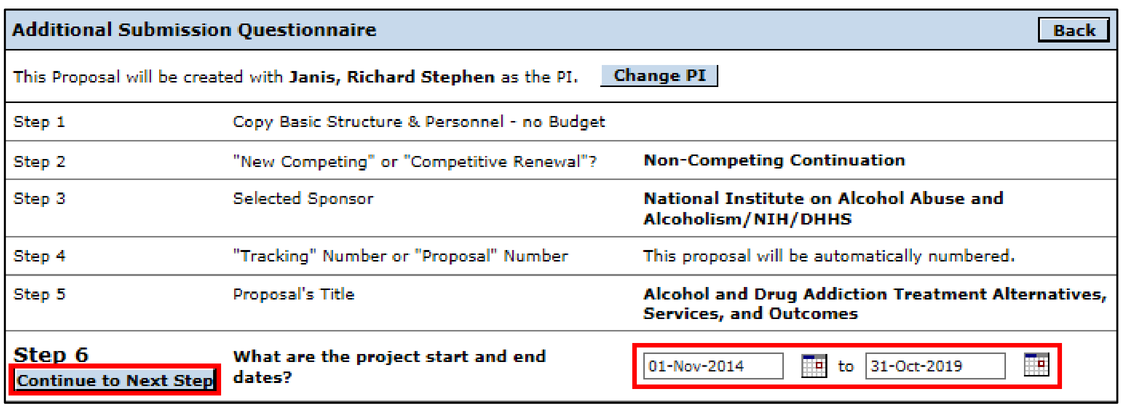
8 Select the **Non-Competing Continuation** option from the **Please Select a Proposal Type** drop down menu.

Click **Continue to Next Step**.



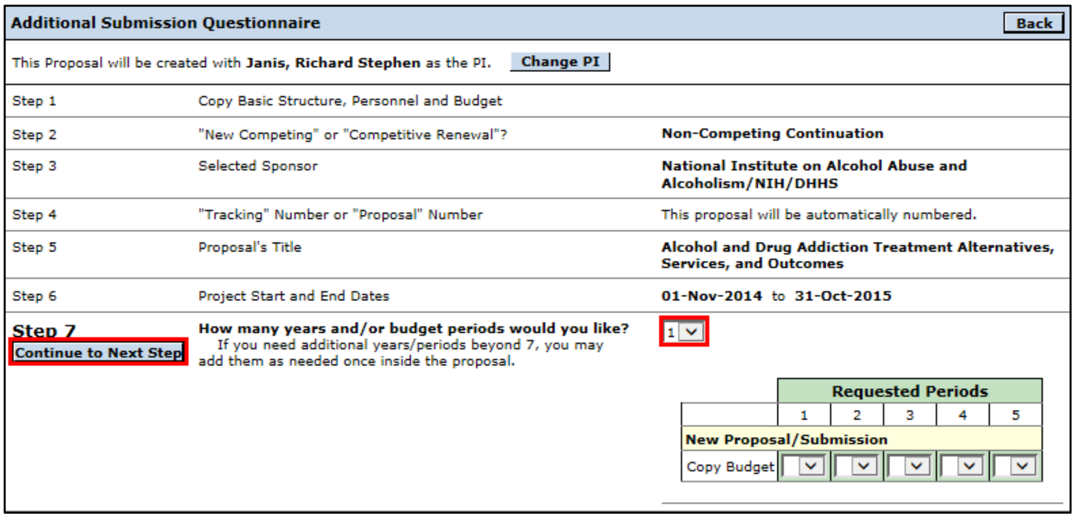
9 Use the **Show Calendar** icons to modify the project **Start Date** and **End Date** to match the Non-Competing Budget Period. *(These fields auto-populate.)*

Click **Continue to Next Step**.



10

1. Verify that the information entered for **Step # 0 – 7** is correct.
2. Verify that the number of years/periods listed is correct.
3. Click **Continue to Next Step**.



Additional Submission Questionnaire Back

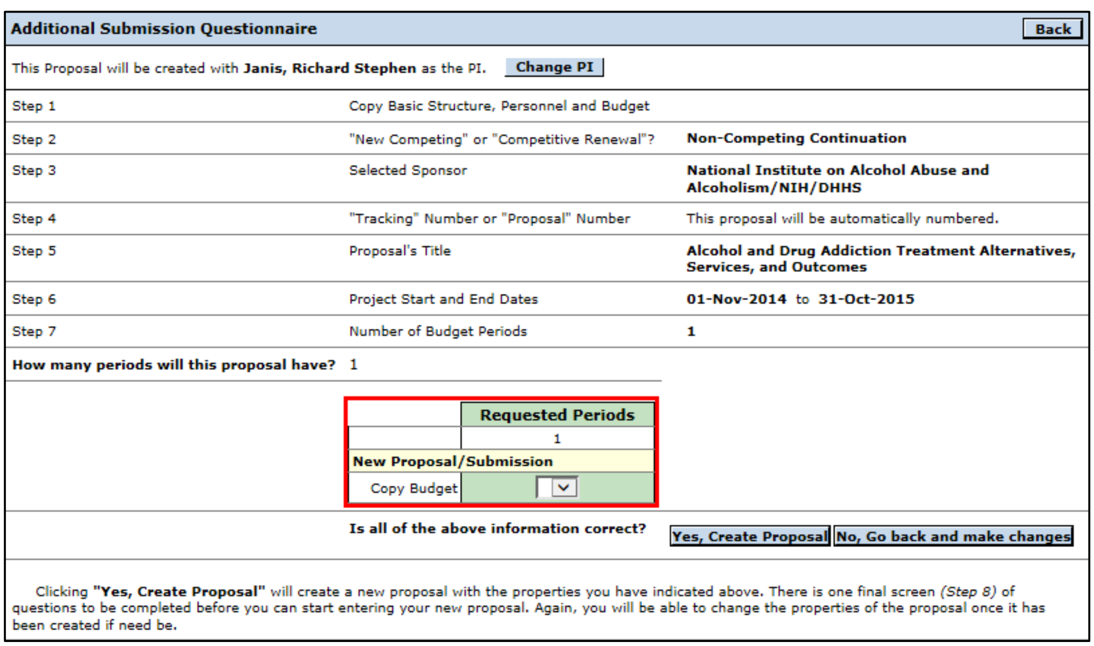
This Proposal will be created with **Janis, Richard Stephen** as the PI. Change PI

Step 1	Copy Basic Structure, Personnel and Budget	
Step 2	"New Competing" or "Competitive Renewal"?	**Non-Competing Continuation**
Step 3	Selected Sponsor	**National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS**
Step 4	"Tracking" Number or "Proposal" Number	This proposal will be automatically numbered.
Step 5	Proposal's Title	**Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes**
Step 6	Project Start and End Dates	**01-Nov-2014** to **31-Oct-2015**
Step 7 Continue to Next Step	**How many years and/or budget periods would you like?** If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.	1

	Requested Periods				
	1	2	3	4	5
New Proposal/Submission					
Copy Budget					

11

Navigate to the **Requested Periods** column (if the copy budget option was previously selected) that corresponds to the budget period you want to copy. Use the **Copy Budget** drop down menu to select the appropriate **Period/Budget**.



Additional Submission Questionnaire Back

This Proposal will be created with **Janis, Richard Stephen** as the PI. Change PI

Step 1	Copy Basic Structure, Personnel and Budget	
Step 2	"New Competing" or "Competitive Renewal"?	**Non-Competing Continuation**
Step 3	Selected Sponsor	**National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS**
Step 4	"Tracking" Number or "Proposal" Number	This proposal will be automatically numbered.
Step 5	Proposal's Title	**Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes**
Step 6	Project Start and End Dates	**01-Nov-2014** to **31-Oct-2015**
Step 7	Number of Budget Periods	**1**

How many periods will this proposal have? 1

	Requested Periods
	1
New Proposal/Submission	
Copy Budget	

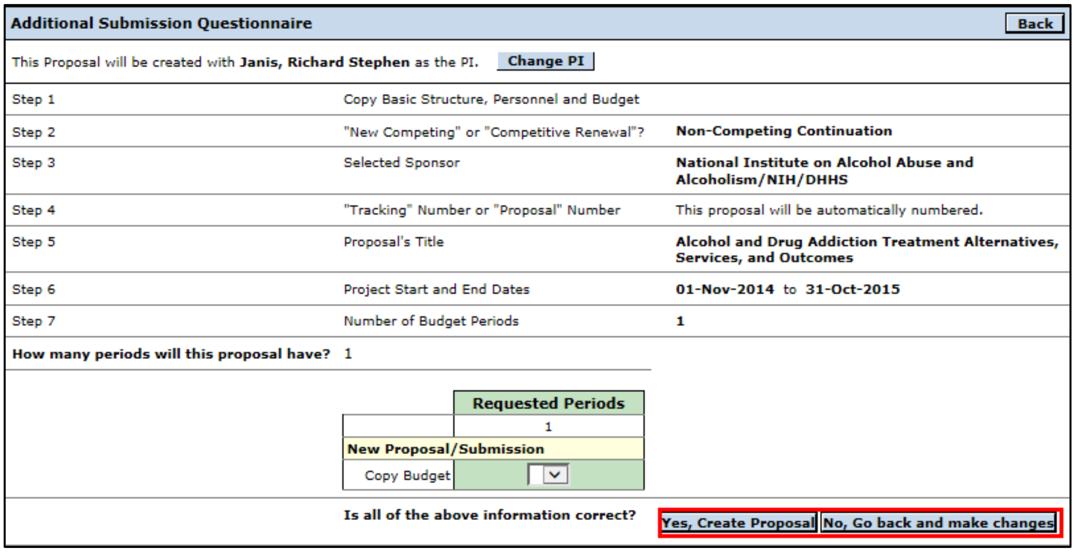
Is all of the above information correct? Yes, Create Proposal No, Go back and make changes

Clicking **"Yes, Create Proposal"** will create a new proposal with the properties you have indicated above. There is one final screen *(Step 8)* of questions to be completed before you can start entering your new proposal. Again, you will be able to change the properties of the proposal once it has been created if need be.

12 Click the **No, Go back and make changes** button to edit a specific section.

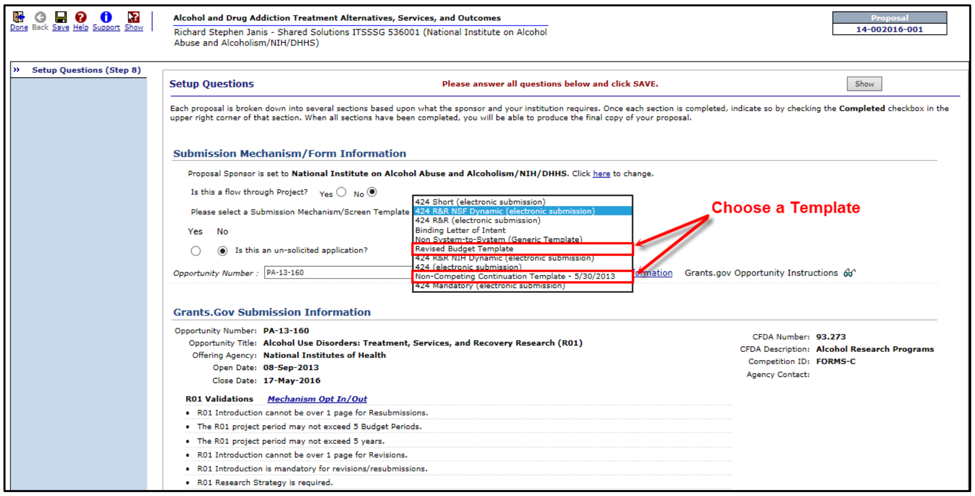
OR

Click the **Yes, Create Proposal** button to create a new proposal with the information entered.



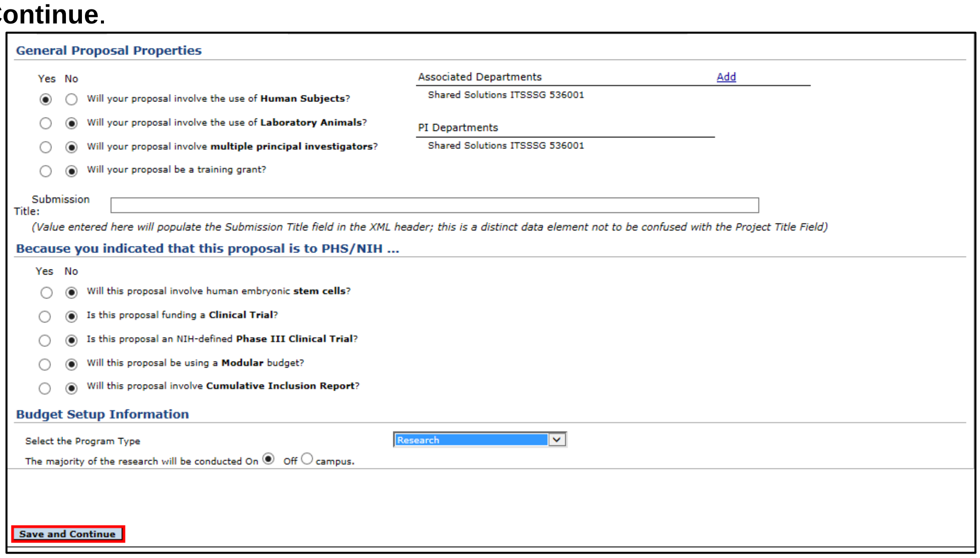
13 Complete the following sections on the **Setup Questions** screen:

- **Submission Mechanism/Form Information** *(choose the appropriate template)*
  - **Revised Budget Template** – *a budget is being submitted to the sponsor (Navigate to Page #8 to view instructions.)*
  - **Non-Competing Continuation Template** – *no budget is being submitted to the sponsor (Navigate to Page #10 to view instructions.)*



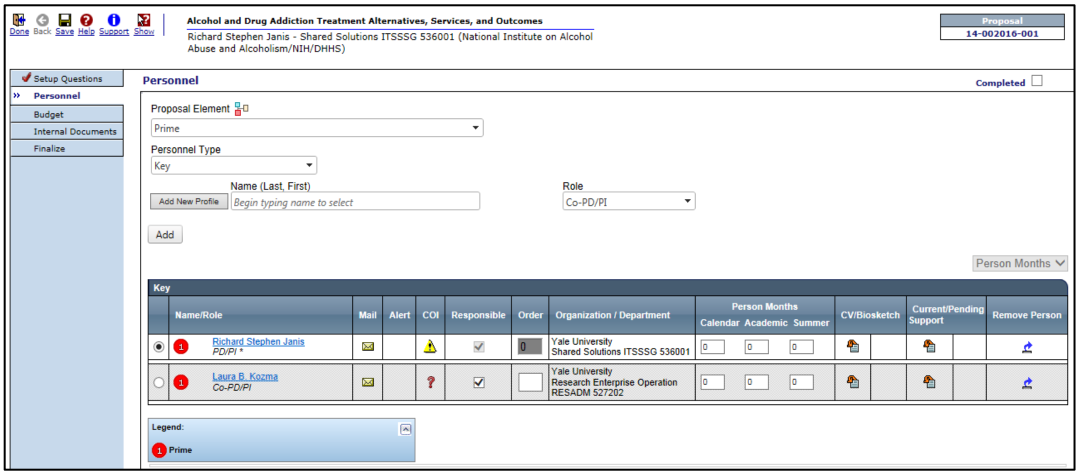
- **Grants.Gov Submission Information** *(if applicable)*
- **Deadline Information Section**
- **General Proposal Properties Section**
- **Budget Setup Information**

Click **Save and Continue**.

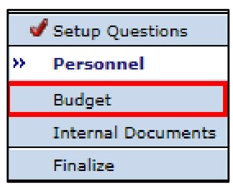


Revised Budget Template

1 Upon clicking the **Save and Continue** button, the **Personnel Tab** will display.



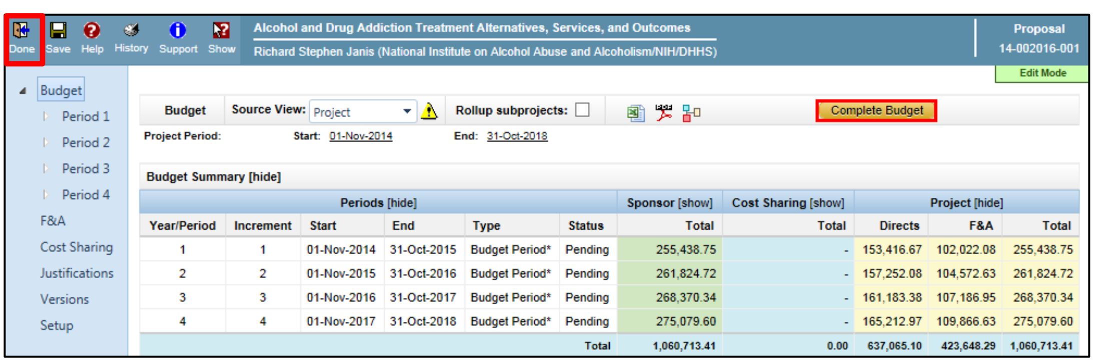
2 Click on the **Budget** tab to modify personnel effort and budget details.



3 The **Budget Summary** screen will display.

Refer to the **Entering Budget Costs** guide for information on how to complete the budget tab.

4 Verify that all costs are entered accuratly, adjust if necessary, then click the **Complete Budget** button on the **Budget Summary** screen. Click **Done** to close the budget screen/window.

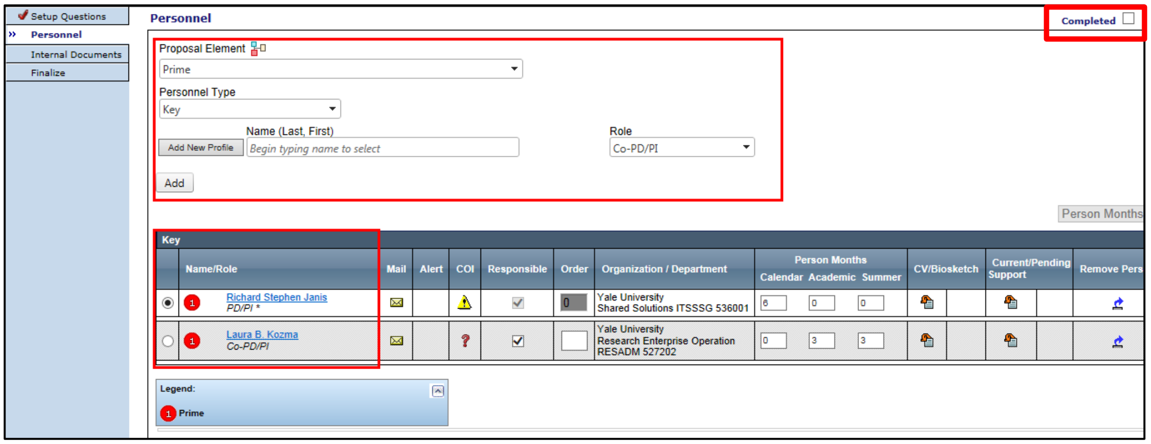


To complete and submit the proposal to the route for review and approval, continue with **Step 1** outlined in the Non-Competing Continuation Template section below.

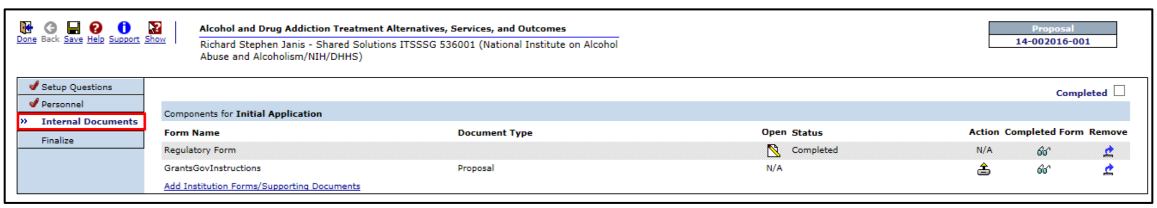
Non-Competing Continuation (NCC) Template

1 Upon clicking the **Save and Continue** button, the **Personnel** tab will display.

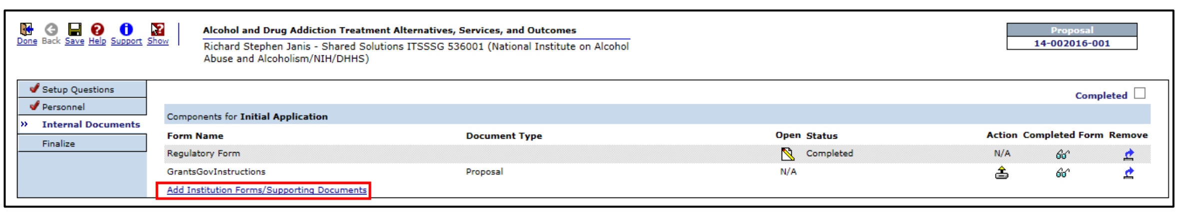
Review the personnel and add or remove key and responsible personnel (*see* ***Adding Personnel*** *and* ***Understanding Personnel Types*** *for additional information*). Complete the **Personnel tab**.



2 Navigate to the **Internal Documents** tab.



3 Click the **Add Institution Forms/Supporting Documents** link.

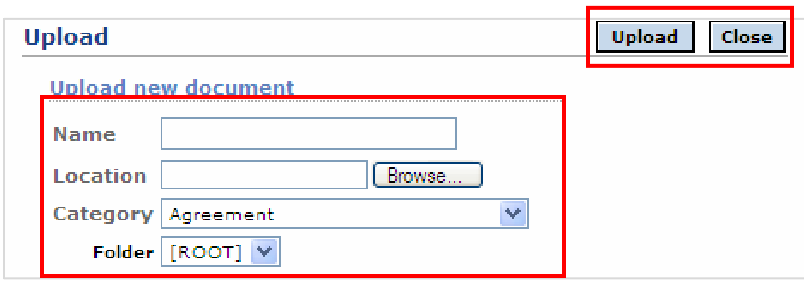


4

The **Add Components** screen will appear.

To upload the **Progress Report** document, navigate to the **Upload** section of the screen.

1. Enter the name of the document in the **Name** field.
2. Click **Browse** to search for the document on your hard drive. Locate and select the appropriate document.
3. Use the drop down menu to select the document **(Progress Report) Category**.
4. Use the drop down menu to select the appropriate **(General) Folder**.
5. Click the **Upload** button to attach the document to the PD Record.
6. Click the **Close** button.



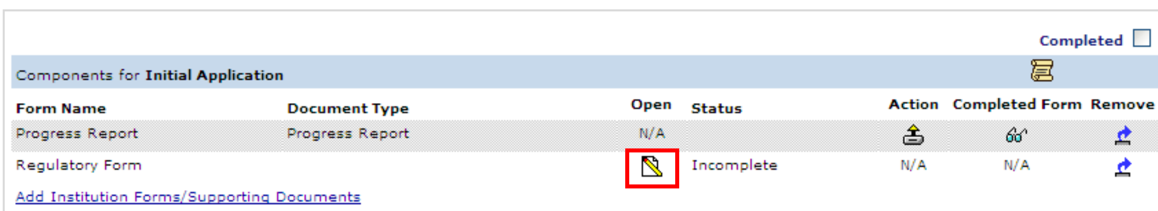
5 To add the **Regulatory Form** e-Form, navigate to the **Add Initial Application Components** section (located at the bottom) of the **Add Components** screen.

1. Click the check box next to the **Regulatory Form** e-Form.

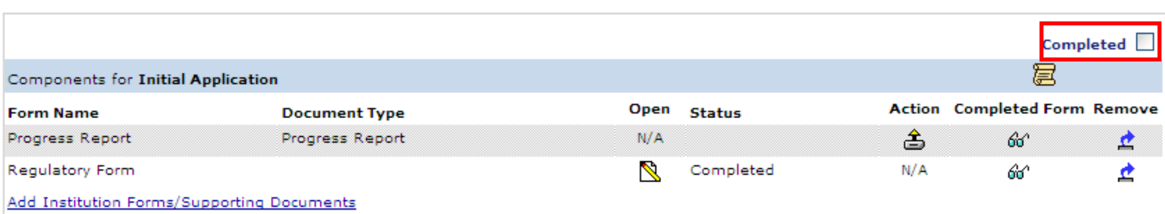
2. Click **Add** to create the e-Form.

6 To access the e-form, click the **Open** icon to view or edit the e-Form.

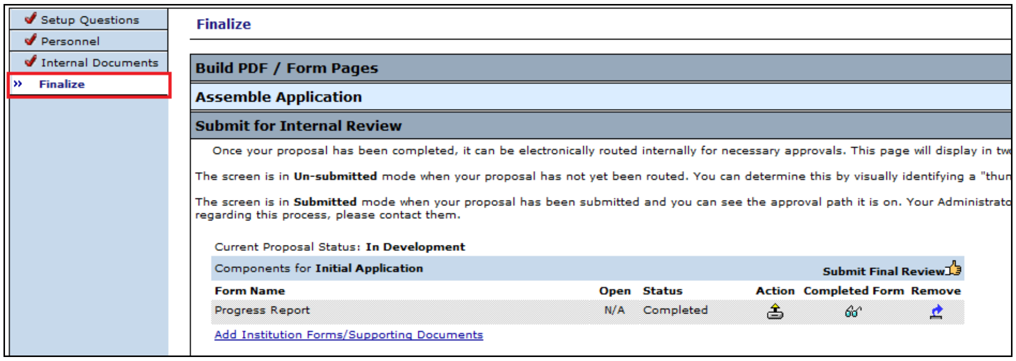
Navigate through the various sections of the e-form and complete all required data entry based on information provided by the PI.



7 Click the **Completed** check box.

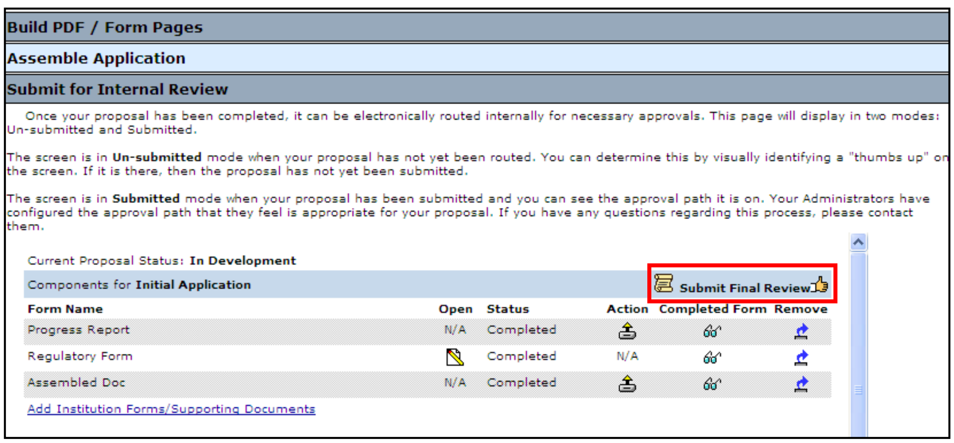


8 Click the **Finalize** tab.



9 The **Submit for Internal Review** section will display.

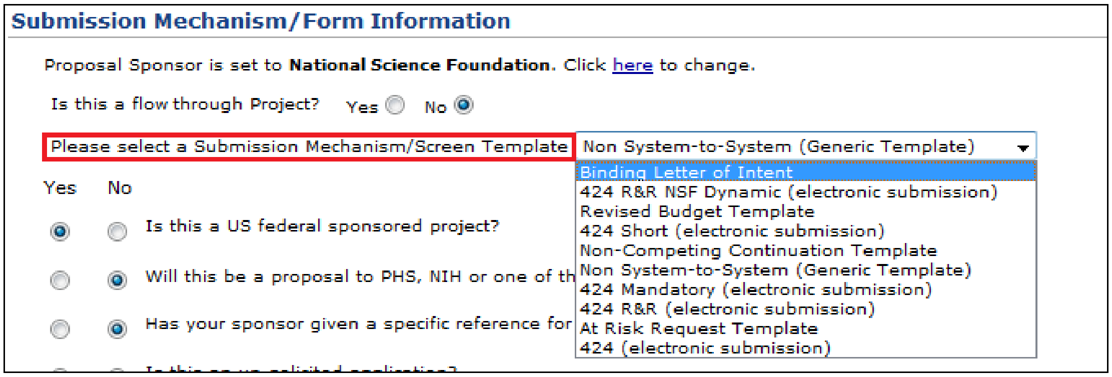
Click the **Submit Final Review** icon.



Refer to ***Finalizing and Submitting a Non-S2S Proposal*** for more information.

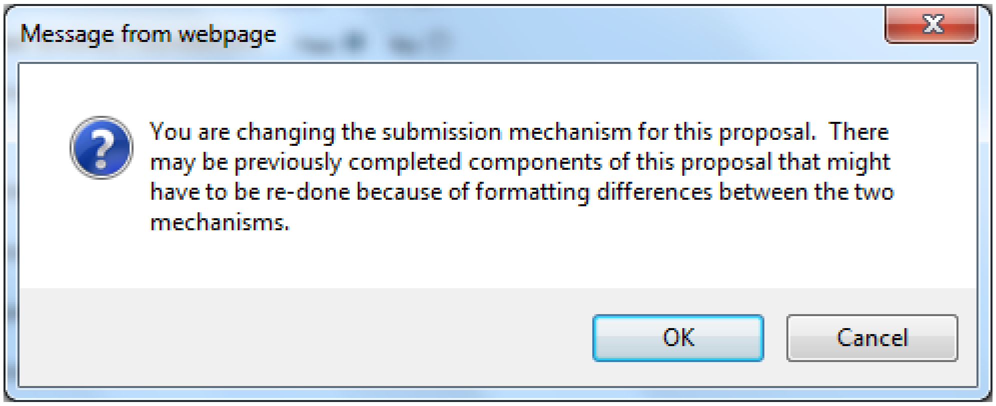
This guide provides a matrix of what Submission Mechanism/Screen Template should be selected.

1 After initiating a proposal (*See **Creating a Proposal Shell S2S*** *or* ***Creating a Proposal Shell Non-S2S***) navigate to the **Submission Mechanism/Screen Template** question on the **Setup Questions** tab:



2 Select the appropriate **Submission Mechanism/Screen Template** based on the **Proposal Type**

Proposal Type	Submission Mechanism/Screen Template
System-to-System (S2S) Proposals	
New	Appropriate template will be selected by the system
Limited Submission	Appropriate template will be selected by the system
Competing Continuation	Appropriate template will be selected by the system
Resubmission (copied previous record)	Template will copy from original submission
Resubmission (did not copy previous record)	Appropriate template will be selected by the system
Supplement	Appropriate template will be selected by the system
Non System-to-System (Non-S2S) Proposals	
New	Non System-to-System (Generic Template)
Limited Submission	Non System-to-System (Generic Template)
Competing Continuation	Non System-to-System (Generic Template)
Extension	Non System-to-System (Generic Template)
Transfer	Non System-to-System (Generic Template)
Resubmission	Non System-to-System (Generic Template)
Supplement	Non System-to-System (Generic Template)
Binding Letter of Intent	Binding Letter of Intent
Non System-to-System (Non-S2S) Other	
Non-Competing Continuation (NIH Progress Report)	Revised Budget Template or Non-Competing Continuation Template (*See **Creating a Non-Competing Contination Proposal***)
Revised Budget (use JIT proposal type)	Revised Budget Template

3	Click **OK** to the pop-up message: 

This guide provides a matrix of what proposal types are parent record and what proposal types are child records.

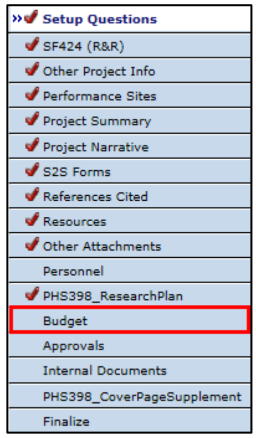
1 Initiate the proposal as either a **Parent/Master** or **Child of a Parent/Master** record based on the matrix below:

Proposal Type	Parent/Master or Child Record
New	Parent/Master
Competing Continuation	Parent/Master
Limited Submission	N/A – not utilized in PD
Non-Competing Continuation	Child of a Parent/Master
Supplement	Child of a Parent/Master
Extension	Child of a Parent/Master
Transfer	N/A – not utilized in PD
Binding Letter of Intent/Pre-Application	Parent/Master
At Risk Request	N/A – not utilized in PD
Cost Sharing Approval Form	N/A – not utilized in PD
Just In Time*	Child of a Parent/Master
Resubmission	Parent/Master
No Cost Extension	N/A – not utilized in PD

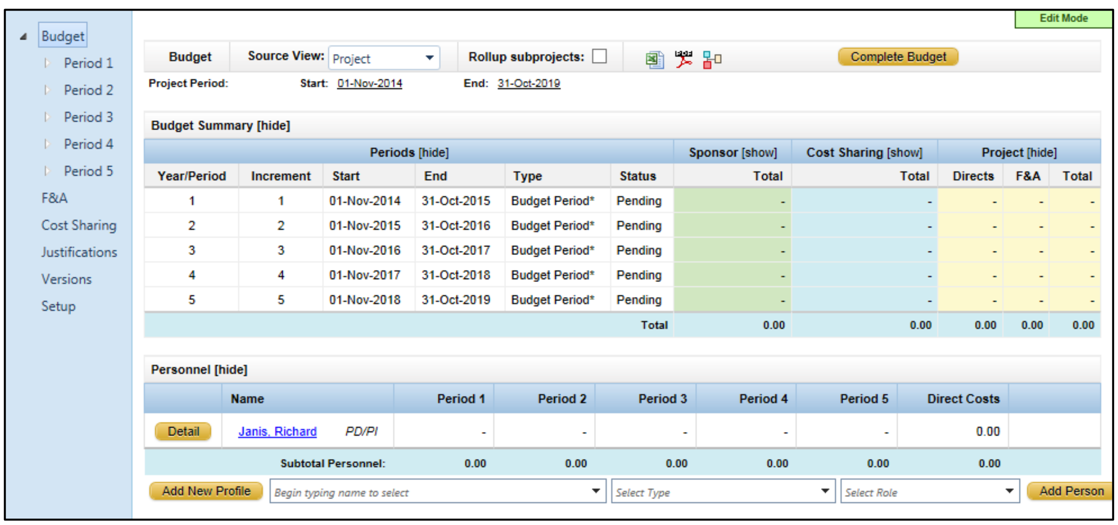
*applicable only to **revised budgets**. Just in Time/JITs submitted to NIH without a budget are not submitted through PD

This quick guide highlights the process for entering budget elements in **IRES Proposal Development (PD)**.

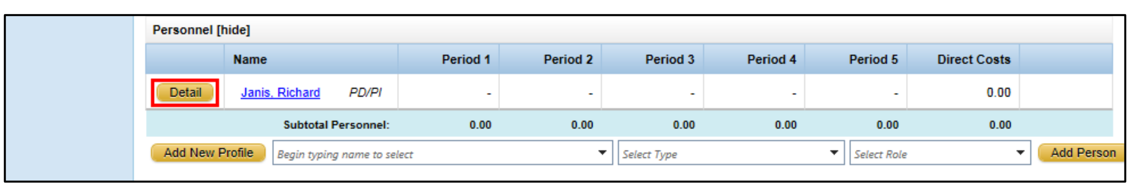
1 Click the **Budget** tab.



2 The **Budget Summary** window will appear. *Budget details for all periods may be entered from the Budget Summary screen.*

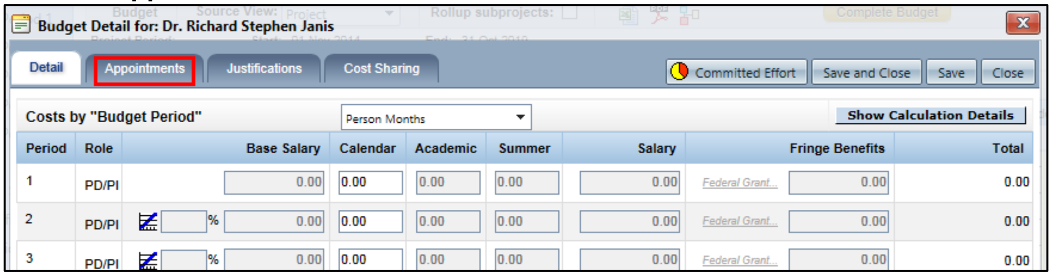


3 To enter **Personnel Costs**, navigate to the **Personnel** section, and click the **Detail** button next to the PI's name.

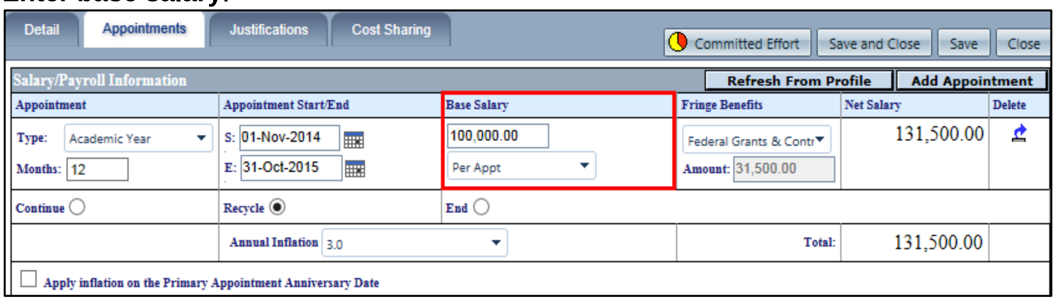


4 The **Personnel Detail** screen will appear.

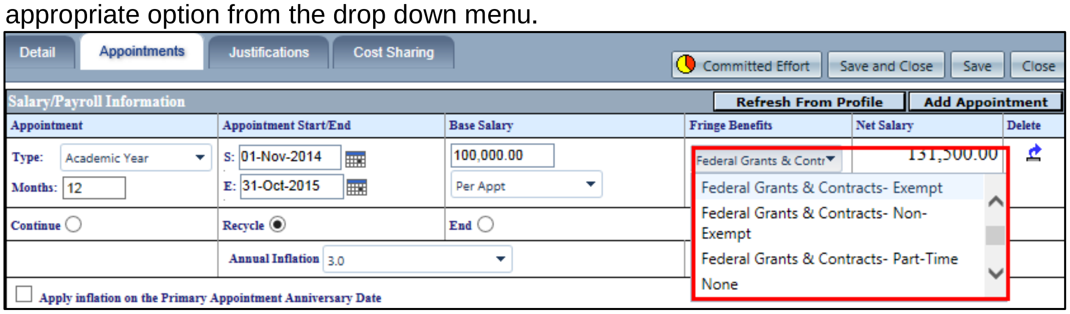
1. Click the **Appointments** tab.



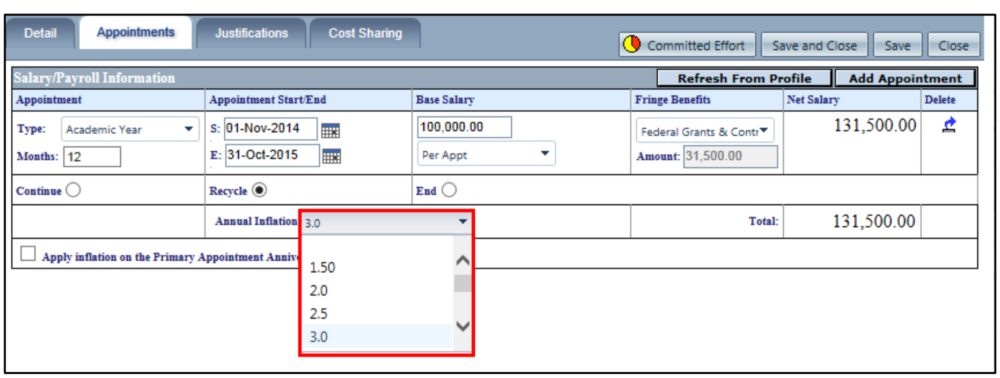
2. **Enter base salary**.



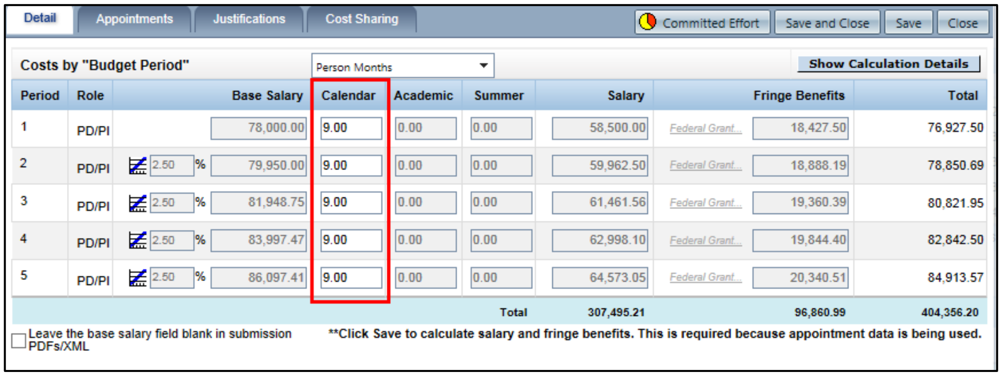
3. Validate that the appropriate **Fringe Benefit Rate** has been applied. To modify the **Fringe Benefits**, click on the **Fringe Benefits** column header icon, and select the appropriate option from the drop down menu.



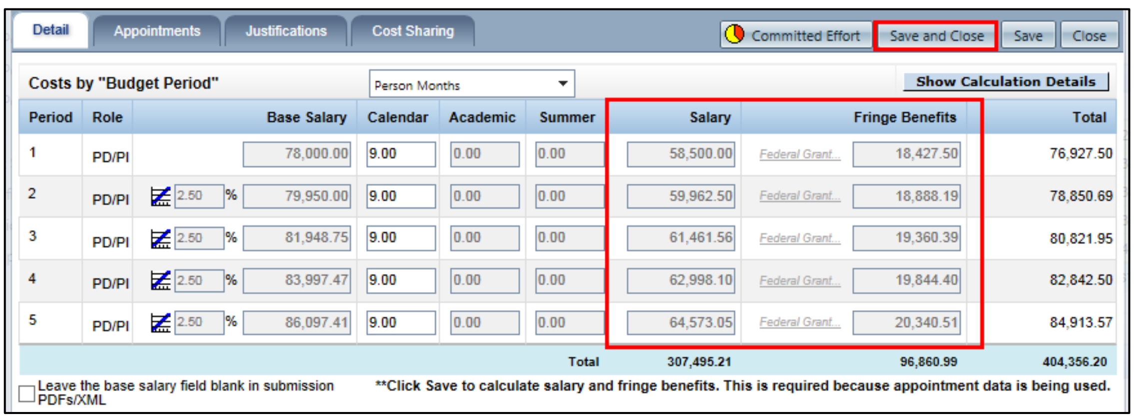
4. Enter the **% Inflation** amount and click ***save***.



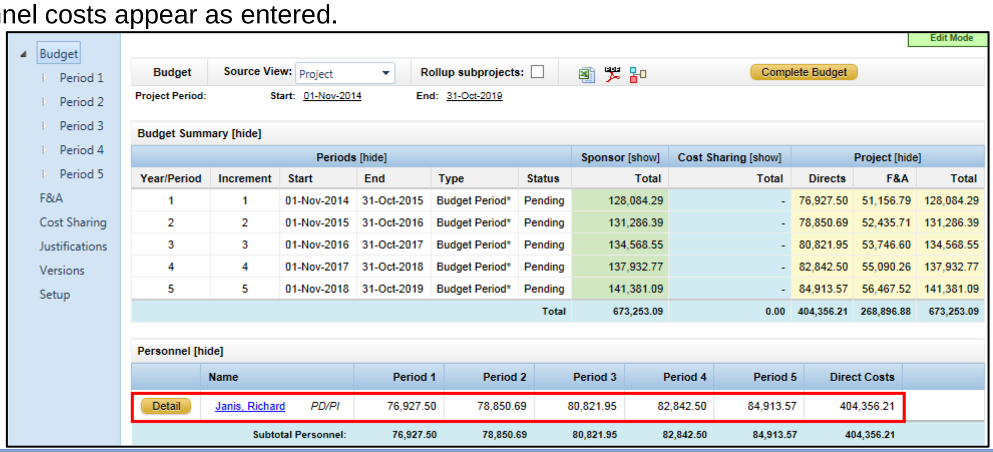
5	1. Click the **Detail Tab,** enter **effort**, press tab key for effort entry to populate in all years. Click ***save***. **Note:** *Details entered for the first Budget Period will flow down to all subsequent periods after hitting tab key. Each Budget Period may be modified by clicking on that field and making the appropriate edits.*
6	The **Salary** and **Fringe Benefits** fields for each period will auto-populate based on the **Person Months** information entered. Click **Save and Close** button to return to the Budget Summary screen.
7	Personnel costs appear as entered.



Period	Role		Base Salary	Calendar	Academic	Summer	Salary		Fringe Benefits	Total
1	PD/PI		78,000.00	9.00	0.00	0.00	58,500.00	Federal Grant...	18,427.50	76,927.50
2	PD/PI	2.50 %	79,950.00	9.00	0.00	0.00	59,962.50	Federal Grant...	18,888.19	78,850.69
3	PD/PI	2.50 %	81,948.75	9.00	0.00	0.00	61,461.56	Federal Grant...	19,360.39	80,821.95
4	PD/PI	2.50 %	83,997.47	9.00	0.00	0.00	62,998.10	Federal Grant...	19,844.40	82,842.50
5	PD/PI	2.50 %	86,097.41	9.00	0.00	0.00	64,573.05	Federal Grant...	20,340.51	84,913.57
						Total	307,495.21		96,860.99	404,356.20



Period	Role		Base Salary	Calendar	Academic	Summer	Salary		Fringe Benefits	Total
1	PD/PI		78,000.00	9.00	0.00	0.00	58,500.00	Federal Grant...	18,427.50	76,927.50
2	PD/PI	2.50 %	79,950.00	9.00	0.00	0.00	59,962.50	Federal Grant...	18,888.19	78,850.69
3	PD/PI	2.50 %	81,948.75	9.00	0.00	0.00	61,461.56	Federal Grant...	19,360.39	80,821.95
4	PD/PI	2.50 %	83,997.47	9.00	0.00	0.00	62,998.10	Federal Grant...	19,844.40	82,842.50
5	PD/PI	2.50 %	86,097.41	9.00	0.00	0.00	64,573.05	Federal Grant...	20,340.51	84,913.57
						Total	307,495.21		96,860.99	404,356.20



Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
Year/Period	Increment	Start	End	Type	Status	Total	Total	Directs	F&A	Total
1	1	01-Nov-2014	31-Oct-2015	Budget Period*	Pending	128,084.29	-	76,927.50	51,156.79	128,084.29
2	2	01-Nov-2015	31-Oct-2016	Budget Period*	Pending	131,286.39	-	78,850.69	52,435.71	131,286.39
3	3	01-Nov-2016	31-Oct-2017	Budget Period*	Pending	134,568.55	-	80,821.95	53,746.60	134,568.55
4	4	01-Nov-2017	31-Oct-2018	Budget Period*	Pending	137,932.77	-	82,842.50	55,090.26	137,932.77
5	5	01-Nov-2018	31-Oct-2019	Budget Period*	Pending	141,381.09	-	84,913.57	56,467.52	141,381.09
					Total	673,253.09	0.00	404,356.21	268,896.88	673,253.09

Personnel [hide]

	Name		Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
Detail	Janis, Richard	PD/PI	76,927.50	78,850.69	80,821.95	82,842.50	84,913.57	404,356.21
	Subtotal Personnel:		76,927.50	78,850.69	80,821.95	82,842.50	84,913.57	404,356.21

8

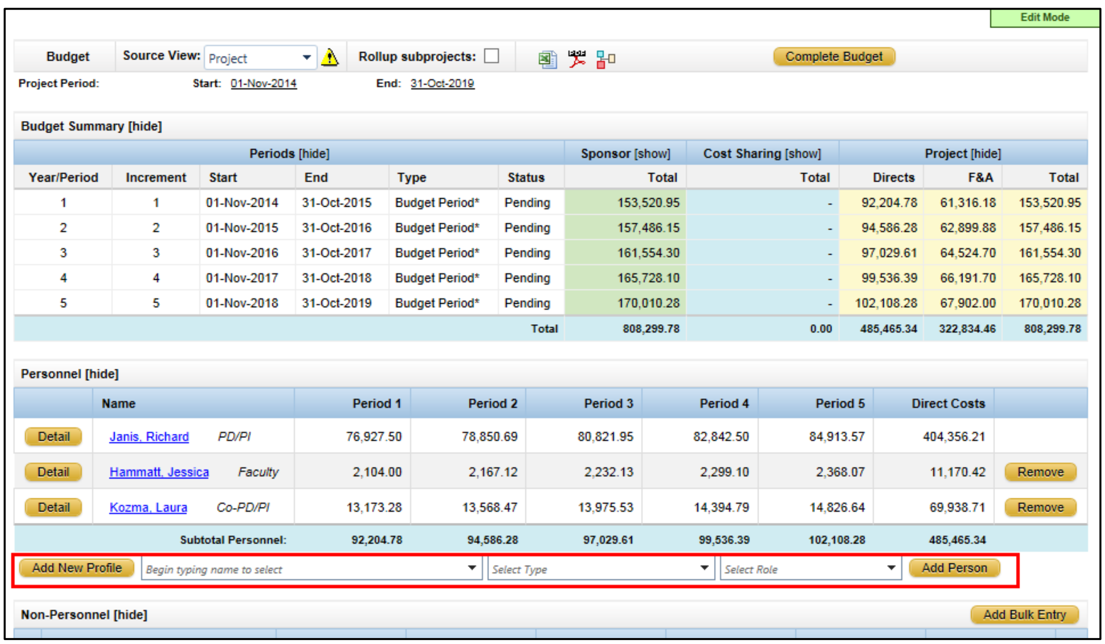
1. To add additional Yale personnel, navigate to the **Personnel** section of the Budget Summary screen and enter the individual's name in the **Progressive Search** field. Locate and select the personnel from the results list.

2. Use the drop down menu to select the **Personnel Type** (Key/Non-Key).

3. Use the drop down menu to select the **Personnel Role**.

4. Click the **Add Person** button. Personnel who will not be included on the budget must be added via the Personnel tab. *See **Step #9** for adding To Be Named personnel.*

5. Enter the following budget details in the Appointment tab:
    1. **Base Salary**
    2. **Fringe Benefits**
    3. **% Inflation**
6. Enter the **person months** in the Detail tab.



Edit Mode

Budget | Source View: Project | Rollup subprojects: | Complete Budget

Project Period: Start: 01-Nov-2014 End: 31-Oct-2019

Budget Summary [hide]

Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
Year/Period	Increment	Start	End	Type	Status	Total	Total	Directs	F&A	Total
1	1	01-Nov-2014	31-Oct-2015	Budget Period*	Pending	153,520.95	-	92,204.78	61,316.18	153,520.95
2	2	01-Nov-2015	31-Oct-2016	Budget Period*	Pending	157,486.15	-	94,586.28	62,899.88	157,486.15
3	3	01-Nov-2016	31-Oct-2017	Budget Period*	Pending	161,554.30	-	97,029.61	64,524.70	161,554.30
4	4	01-Nov-2017	31-Oct-2018	Budget Period*	Pending	165,728.10	-	99,536.39	66,191.70	165,728.10
5	5	01-Nov-2018	31-Oct-2019	Budget Period*	Pending	170,010.28	-	102,108.28	67,902.00	170,010.28
					Total	808,299.78	0.00	485,465.34	322,834.46	808,299.78

Personnel [hide]

	Name		Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs	
Detail	Janis, Richard	PD/PI	76,927.50	78,850.69	80,821.95	82,842.50	84,913.57	404,356.21	
Detail	Hammatt, Jessica	Faculty	2,104.00	2,167.12	2,232.13	2,299.10	2,368.07	11,170.42	Remove
Detail	Kozma, Laura	Co-PD/PI	13,173.28	13,568.47	13,975.53	14,394.79	14,826.64	69,938.71	Remove
	Subtotal Personnel:		92,204.78	94,586.28	97,029.61	99,536.39	102,108.28	485,465.34	

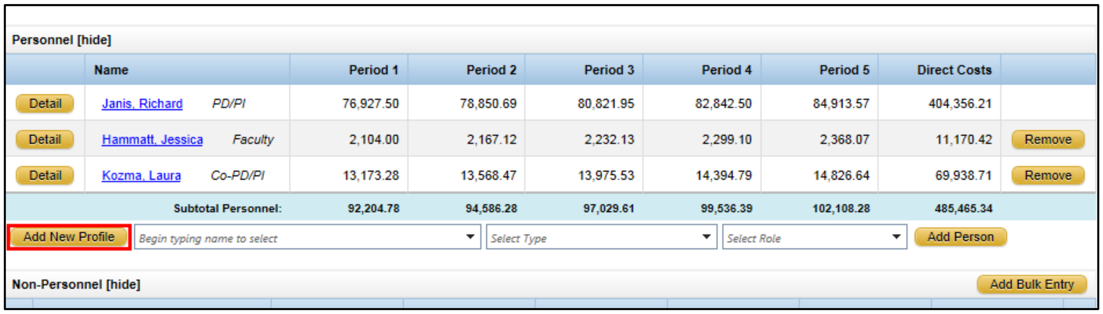
Add New Profile | Begin typing name to select | Select Type | Select Role | Add Person

Non-Personnel [hide] | Add Bulk Entry

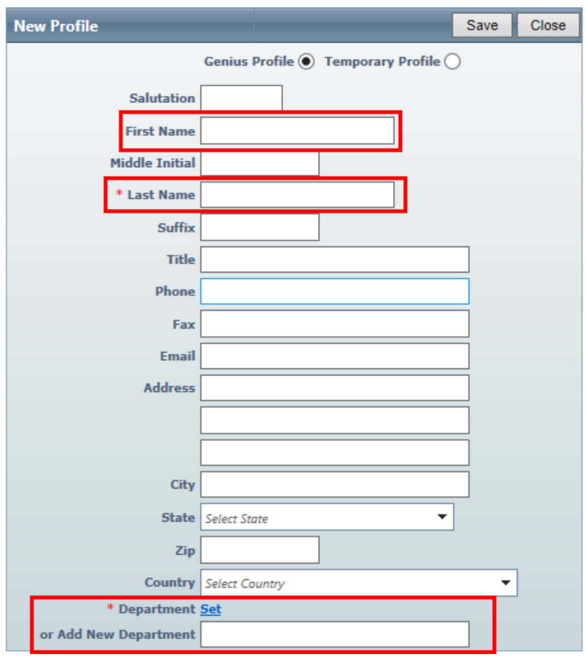
Note: *All Key Personnel require a CV/Biosketch to be uploaded to the proposal. Refer to quick guide **Adding Personnel** or **Uploading Documents to an NIH Proposal** for instructions.*

9

1. To add To-Be Named (TBN) or To-Be Determined (TBD) personnel, click the **Add New Profile** button.



The **New Profile** screen will display.



2. Populate the following mandatory fields (indicated by a red asterisk):

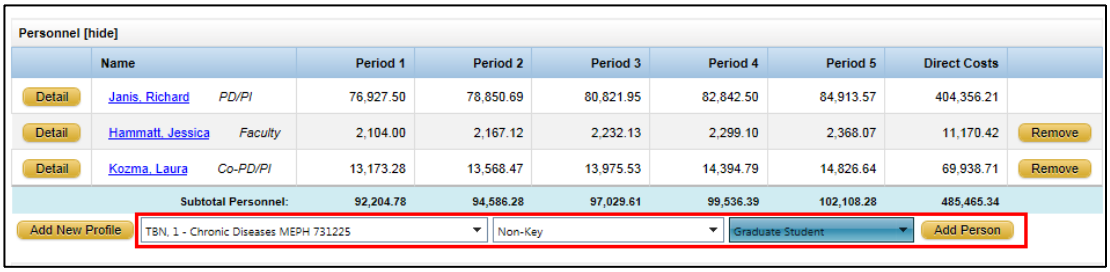
- Enter the number (1) in the **First Name** field. . *If there are multiple TBNs added to this proposal, continue to increase the number in the First Name field.*
- Enter **TBN** in the **Last Name** field.
- Use the **Department** Progressive Search field to search for and select the correct department.
- Click **Save**.

The new TBN/TBD personnel will display in the person name field.

3. Use the drop down menu to select the **Personnel Type** (Non-Key).

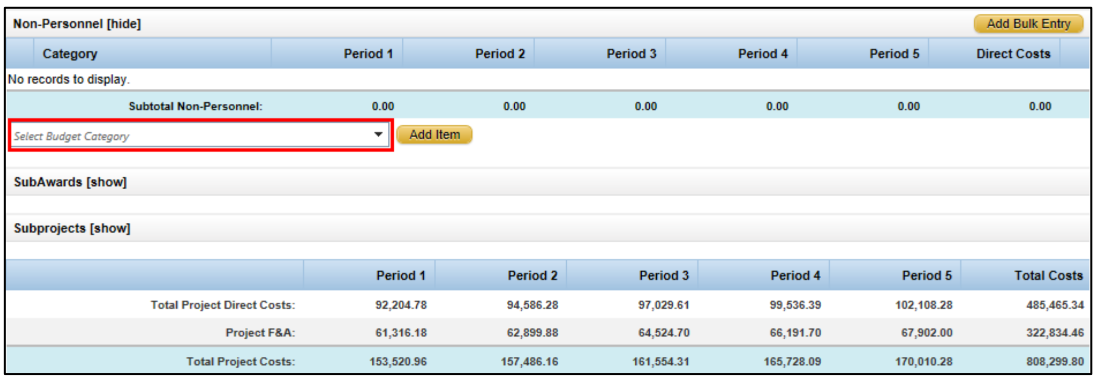
4. Use the drop down menu to select the **Personnel Role**.

5. Click the **Add Person** button.

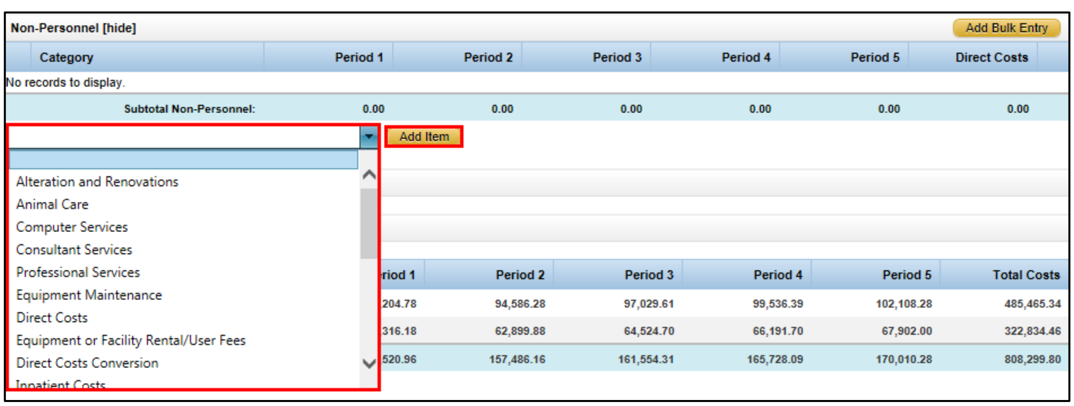


10 Navigate to the **Non-Personnel** section of the Budget Summary screen.

Click the **Select Budget Category** drop down menu.



11 Select the appropriate **Budget Category**, and click the **Add Item** button.



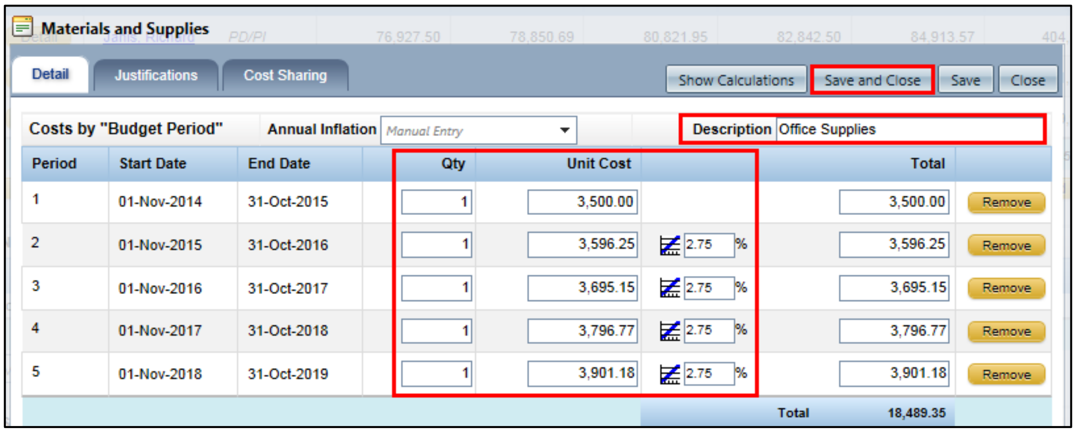
12	The **Budget Category Detail** screen will display.

1. Use the **Description** field to customize the description.

2. Enter the **Quantity (Qty)** and **Unit Cost** for the first period, and the amount entered will flow down to all subsequent periods after hitting the tab key. *To edit the **Quantity** or **Unit Cost** for a subsequent budget period, click on the appropriate field and modify the information, which will flow down to all remaining periods.*

3. Enter the **% Inflation** amount for budget period 2, if applicable, and the amount entered will flow down to all subsequent periods after hitting the tab key.

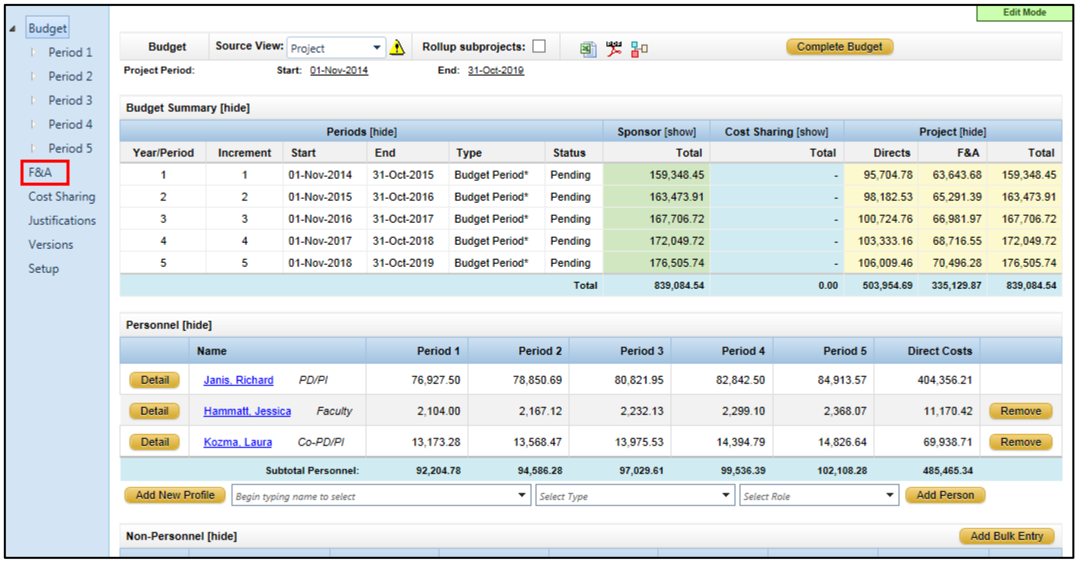
4. Click **Save and Close**.



Note: *Repeat steps #10 - #12 to add additional Non-Personnel Budget Categories.*

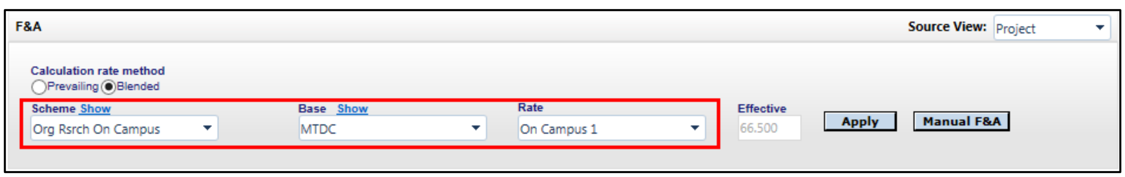
Note: *Refer to the following quick guides for information on adding specific types of costs:* ***Entering Cost Sharing Costs***, ***Entering a SubAward***, ***Entering a SubProject***

13 Click the **F&A** tab to review the **F&A Costs**.



14 The **F&A Summary** screen will appear.

Ensure that the correct **Scheme**, **Base** and **F&A Rate** are selected according to Yale University policy and sponsor guidelines.



15 To change to another approved rate per Yale's rate agreement:

1. Select the appropriate **Scheme** option from drop down menu on the **F&A Summary** screen, and the **Base**, **Rate** and **Effective** fields will auto populate.
   a. To select correct scheme, match the **F&A Rate** to the current **Rate Agreement**.

   b. Name of Scheme is the title under columns **Applicable To** and **Location** (e.g., Rate=26%, Scheme=Organized Research Off-Campus 4)

2. If necessary, use the drop down menu to select the appropriate **Base** if not correct.

To change the **Rate** to a non-approved Yale rate:

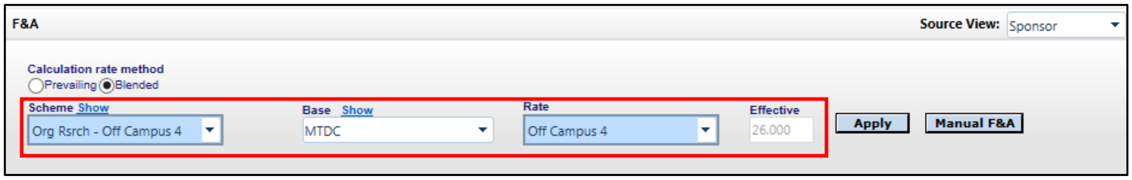
1. Select the appropriate **Base** option from the **Base** drop down menu

2. Select the **Manual Entry** option from the **Rate** drop down menu to enter a rate that is not on Yale's rate agreement.

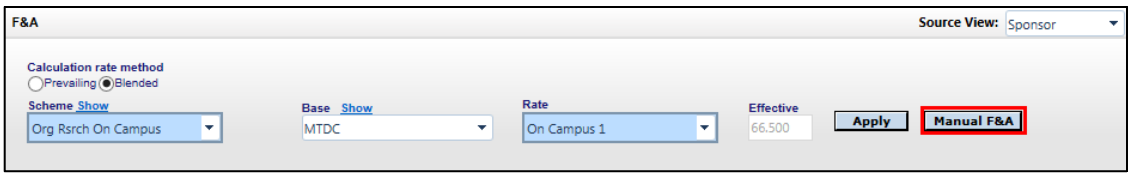
3. Enter the **Rate** in the **Rate** field.

4. Click the **Apply** button.

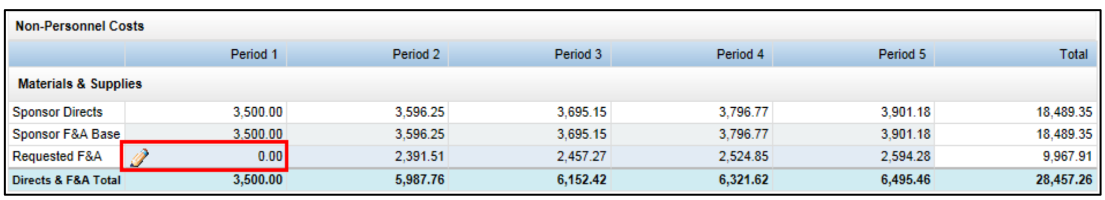
16 Verify that the **Effective** field displays the appropriate F&A Rate.



17 To change the **F&A Base** or **Requested F&A** for an individual cost item or period, select **Manual F&A**, make all required changes, enter comments if applicable, and click **Save**.



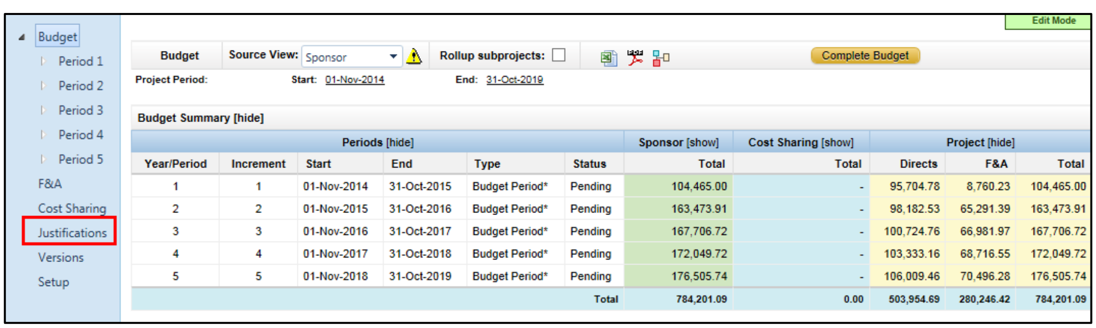
Items that are manually adjusted will be indicated with a blue icon.



Non-Personnel Costs

	Period 1	Period 2	Period 3	Period 4	Period 5	Total
Materials & Supplies						
Sponsor Directs	3,500.00	3,596.25	3,695.15	3,796.77	3,901.18	18,489.35
Sponsor F&A Base	3,500.00	3,596.25	3,695.15	3,796.77	3,901.18	18,489.35
Requested F&A	0.00	2,391.51	2,457.27	2,524.85	2,594.28	9,967.91
Directs & F&A Total	**3,500.00**	**5,987.76**	**6,152.42**	**6,321.62**	**6,495.46**	**28,457.26**

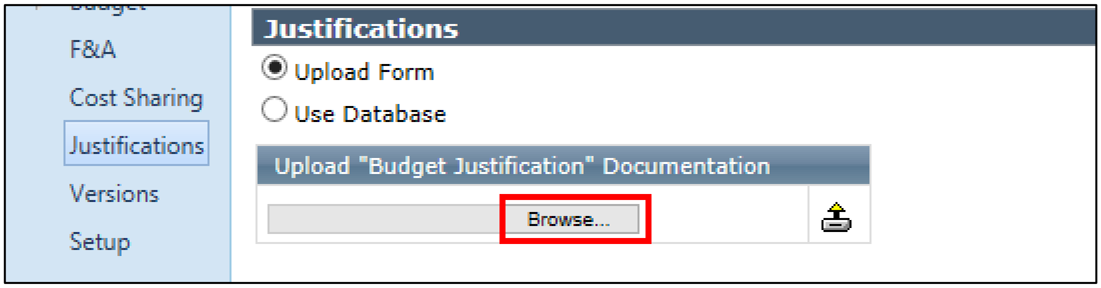
18 Click the **Justifications** tab.



Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
Year/Period	Increment	Start	End	Type	Status	Total	Total	Directs	F&A	Total
1	1	01-Nov-2014	31-Oct-2015	Budget Period*	Pending	104,465.00	-	95,704.78	8,760.23	104,465.00
2	2	01-Nov-2015	31-Oct-2016	Budget Period*	Pending	163,473.91	-	98,182.53	65,291.39	163,473.91
3	3	01-Nov-2016	31-Oct-2017	Budget Period*	Pending	167,706.72	-	100,724.76	66,981.97	167,706.72
4	4	01-Nov-2017	31-Oct-2018	Budget Period*	Pending	172,049.72	-	103,333.16	68,716.55	172,049.72
5	5	01-Nov-2018	31-Oct-2019	Budget Period*	Pending	176,505.74	-	106,009.46	70,496.28	176,505.74
					Total	784,201.09	0.00	503,954.69	280,246.42	784,201.09

19 The **Justifications** screen will appear.

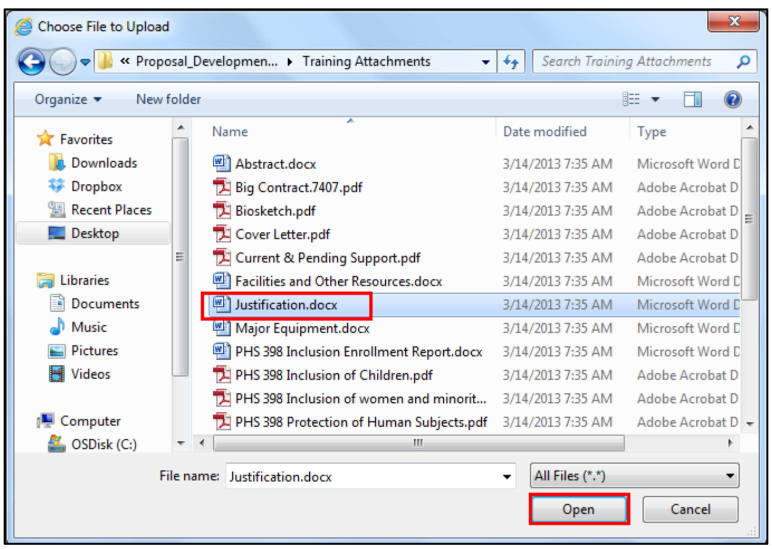
The default selection is the **Upload Form** radio button. Click the **Browse** button to upload the budget justification document. Note: The budget justification should only be updated when preparing an S2S proposal.



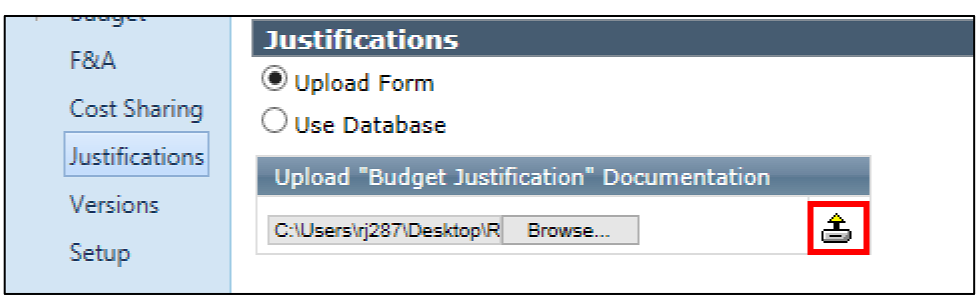
20 The **Choose File** window will display.

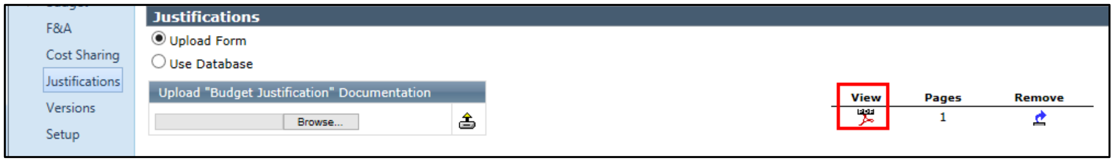
Locate and select the **MS Word** or **PDF** document.

Click the **Open** button.



21 Click the **Upload** icon.



	To view the uploaded document, click the **View PDF** document option.  **Note:** *Users may use the **Use Database** option to manually enter justification details.*

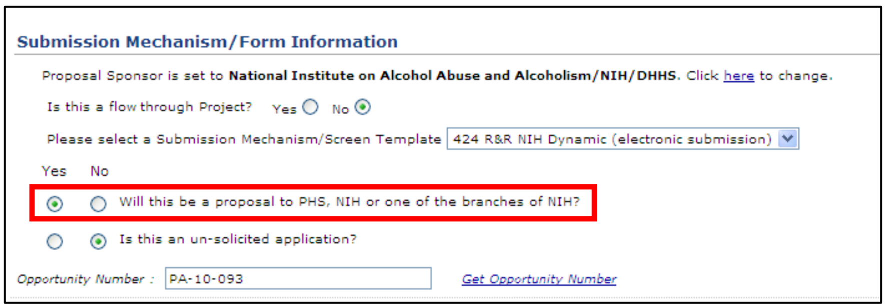
This quick guide highlights the process for entering a modular budget in **IRES Proposal Development (PD)**.

1

Complete the **New Proposal Questionnaire** setup questions.

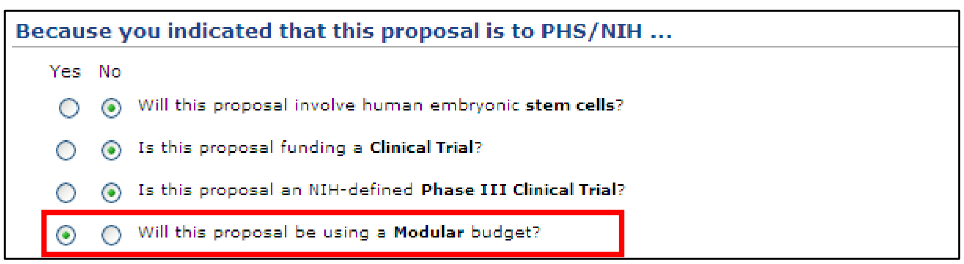
Refer to ***Quick Guide - Initiating a Proposal (S2S)*** *for additional information.*

1. On the **Setup Questions (Step #8)** screen, select the **Yes** radio button for the **"Will this be a proposal to PHS, NIH or one of the branches of NIH?"** question in the **Submission Mechanism/Form Information** section.



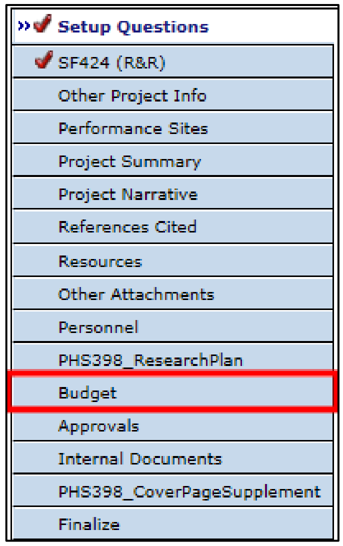
Navigate to the **Because you indicated that this proposal is to PHS/NIH…** section.

2. Select the **Yes** radio button for the **"Will this proposal be using a Modular budget?"** setup question.



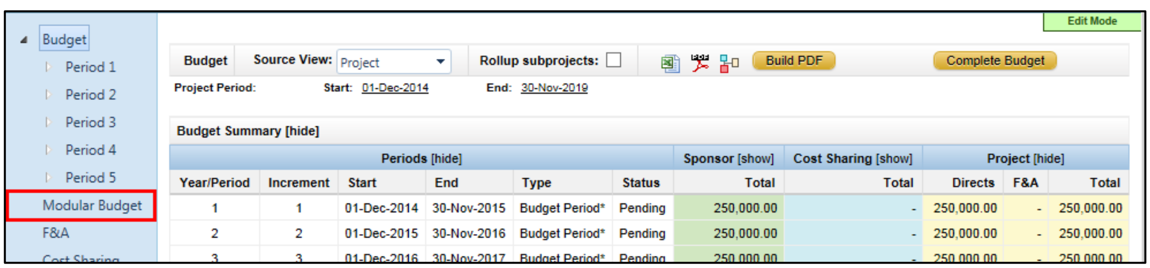
Note: *Users should not select these answers if the proposal is being submitted to sponsors other than those within PHS and NIH.*

2 Click the **Budget** tab.



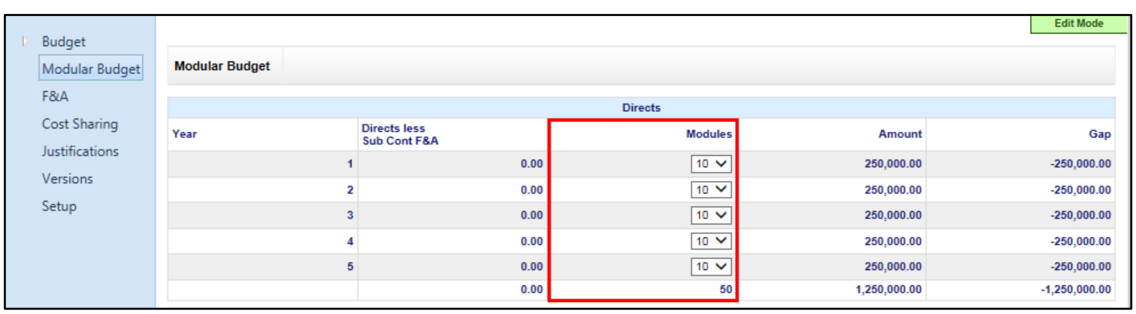
3 The **Budget Summary** screen will appear.

Click the **Modular Budget** tab.



4 The **Modular Budget** screen will display.

Under the **Directs** section, select the total number of modules for each period using the drop-down menu in the Modules column (e.g. 10).



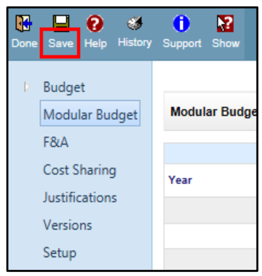
5

Under the **F&A Basis** section, select the total number of modules for each period using the drop-down menu in the Modules column. Align the F&A period modules with the Directs period modules (e.g. 10).

F&A Basis					
Year	Detail Directs	Detail Base	Exemptions	Module Directs	Modular Base
1	-	0.00	0.00	10	250,000.00
2	-	0.00	0.00	10	250,000.00
3	-	0.00	0.00	10	250,000.00
4	-	0.00	0.00	10	250,000.00
5	-	0.00	0.00	10	250,000.00
	0.00	1,250,000.00	0.00	50	1,250,000.00

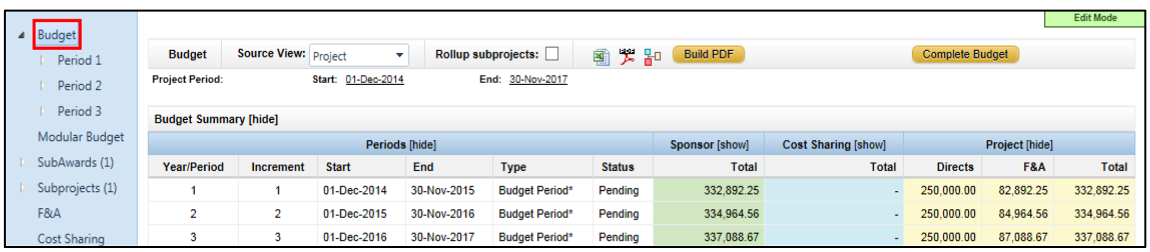
6

Click **Save**.



7

Click the **Budget** tab.



Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
Year/Period	Increment	Start	End	Type	Status	Total	Total	Directs	F&A	Total
1	1	01-Dec-2014	30-Nov-2015	Budget Period*	Pending	332,892.25	-	250,000.00	82,892.25	332,892.25
2	2	01-Dec-2015	30-Nov-2016	Budget Period*	Pending	334,964.56	-	250,000.00	84,964.56	334,964.56
3	3	01-Dec-2016	30-Nov-2017	Budget Period*	Pending	337,088.67	-	250,000.00	87,088.67	337,088.67

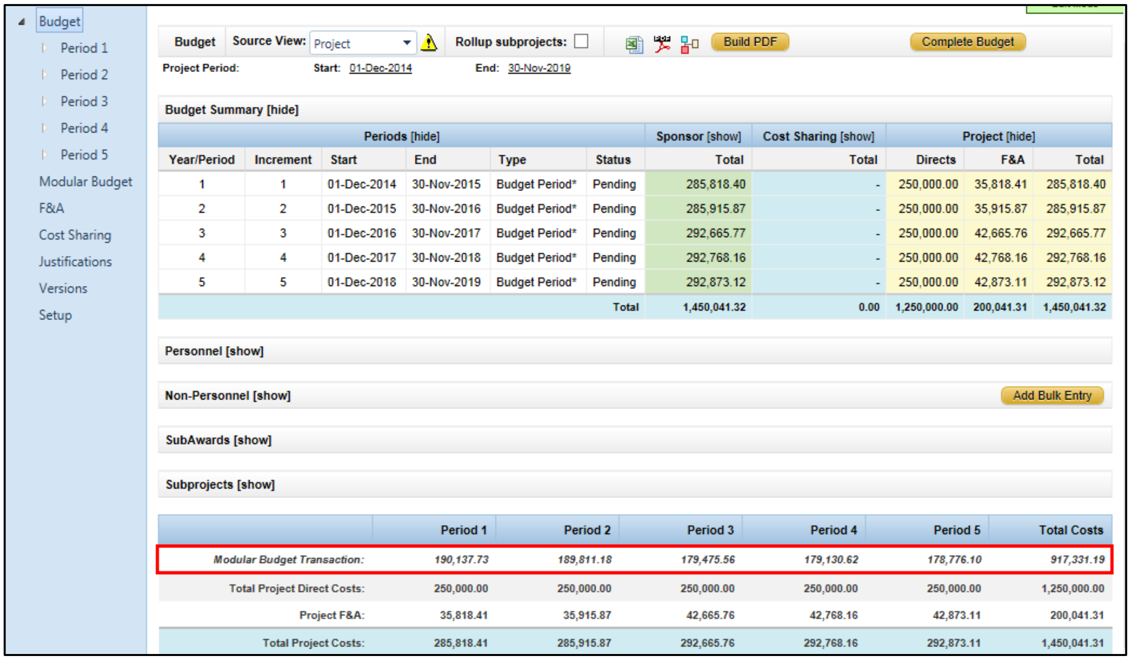
8

Enter **Personnel**, **Non-Personnel** and **SubAward** (if applicable) budget details and costs.

*Refer to **Entering Budget Costs**, **Entering Cost Sharing Costs**, **Entering a SubAward**, **Entering a SubProject** for additional information.*

9

Navigate to the **Summary** section of the Budget Summary screen, below the SubProject section, and confirm that the **Modular Budget Adjustment** line has decreased the same amount that was applied to the Personnel, Non-Personnel and SubAward (if applicable) budget line(s). ***The total for each period should equal $250,000 if (10) modules are applied and no SubAward F&A is budgeted.***



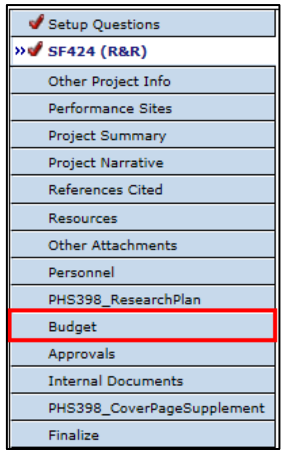
Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
Year/Period	Increment	Start	End	Type	Status	Total	Total	Directs	F&A	Total
1	1	01-Dec-2014	30-Nov-2015	Budget Period*	Pending	285,818.40	-	250,000.00	35,818.41	285,818.40
2	2	01-Dec-2015	30-Nov-2016	Budget Period*	Pending	285,915.87	-	250,000.00	35,915.87	285,915.87
3	3	01-Dec-2016	30-Nov-2017	Budget Period*	Pending	292,665.77	-	250,000.00	42,665.76	292,665.77
4	4	01-Dec-2017	30-Nov-2018	Budget Period*	Pending	292,768.16	-	250,000.00	42,768.16	292,768.16
5	5	01-Dec-2018	30-Nov-2019	Budget Period*	Pending	292,873.12	-	250,000.00	42,873.11	292,873.12
					Total	1,450,041.32	0.00	1,250,000.00	200,041.31	1,450,041.32

	Period 1	Period 2	Period 3	Period 4	Period 5	Total Costs
Modular Budget Transaction:	*190,137.73*	*189,811.18*	*179,475.56*	*179,130.62*	*178,776.10*	*917,331.19*
Total Project Direct Costs:	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	1,250,000.00
Project F&A:	35,818.41	35,915.87	42,665.76	42,768.16	42,873.11	200,041.31
Total Project Costs:	285,818.41	285,915.87	292,665.76	292,768.16	292,873.11	1,450,041.31

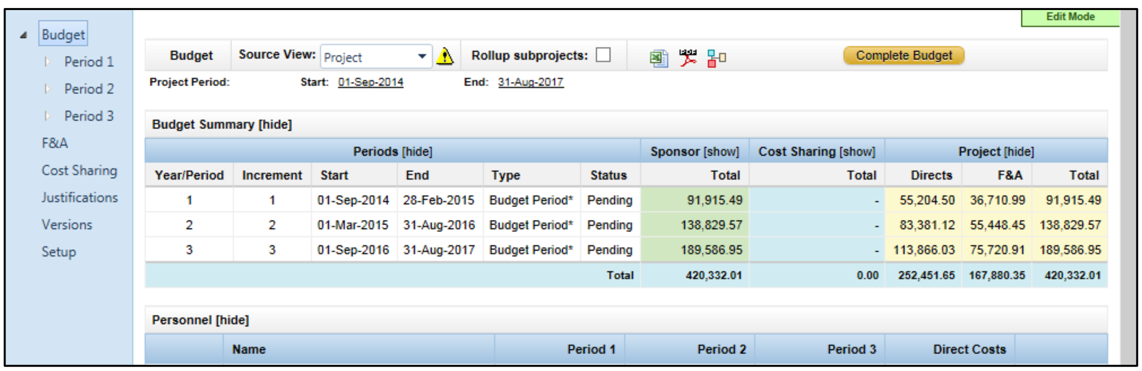
Note: *The* ***Modular Budget Transaction*** *represents the difference between the total modular amount selected and the total direct costs.*

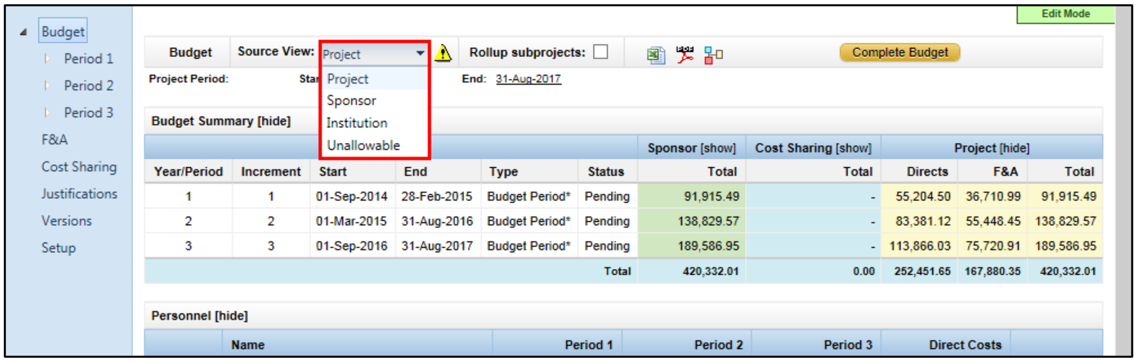
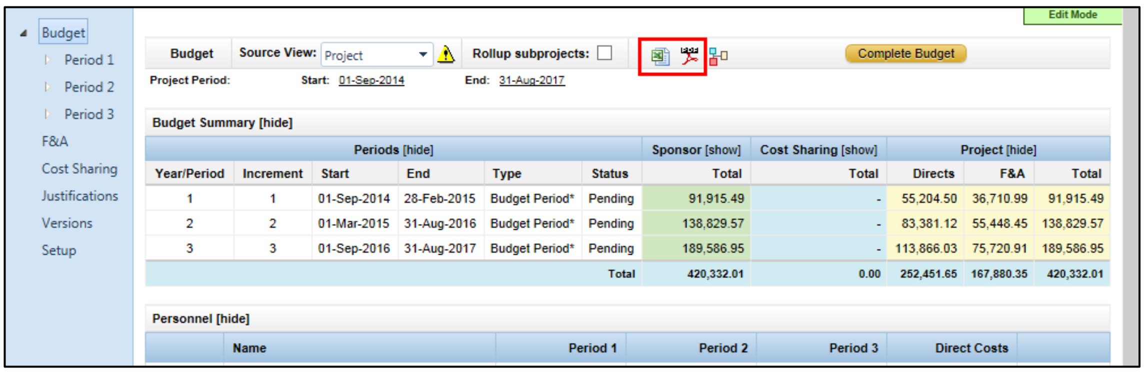
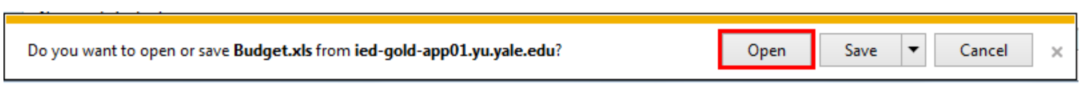
This quick guide highlights the process for exporting budgets in **IRES Proposal Development (PD)**.

1 Click the **Budget** tab.



2 The **Budget Summary** window will appear.

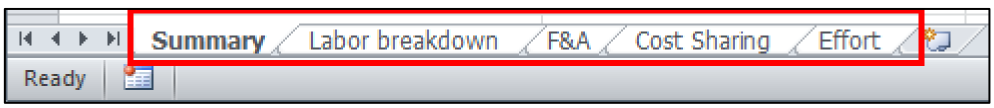


3	Select the **Source View** that you wish to export 
4	Click either the **Excel** (exports the budget into Microsoft Excel) or **pdf** (exports the budget as a PDF document) icon. 
5	The **File Download** window will appear. Click the **Open** button. 

6

If exported as an excel, use the tabs at the bottom of the document to view **Summary, Labor breakdown, F&A, Cost Sharing, and Effort** budget details.

Budget for: iTEMS 1366 and iTEMS 2023	Tuesday, April 01, 2014				
Proposal:	14-001958				
Sponsor:	National Institutes of Health/DHHS				
Investigator:	Laura B. Kozma				
Category	Item	Period 1	Period 2	Period 3	Total
Labor	Laura B. Kozma	13,544.50	41,721.12	72,206.03	127,471.65
	Jacqueline D Fields	13,150.00	13,150.00	13,150.00	39,450.00
	Jessica R Hammatt	15,360.00	15,360.00	15,360.00	46,080.00
	Jerry Rezendes	13,150.00	13,150.00	13,150.00	39,450.00
	Subtotal Personnel:	**55,204.50**	**83,381.12**	**113,866.03**	**252,451.65**
	Total Project Direct Costs:	55,204.50	83,381.12	113,866.03	252,451.65
	Project F&A:	36,710.99	55,448.45	75,720.91	167,880.35
	Total Project Costs:	**91,915.49**	**138,829.57**	**189,586.94**	**420,332.00**

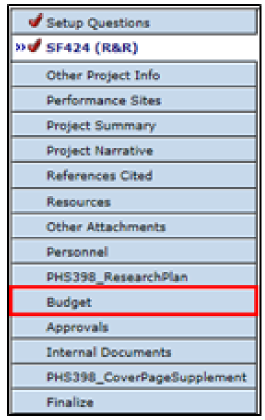


Either **Save** or **Close** the Excel document.

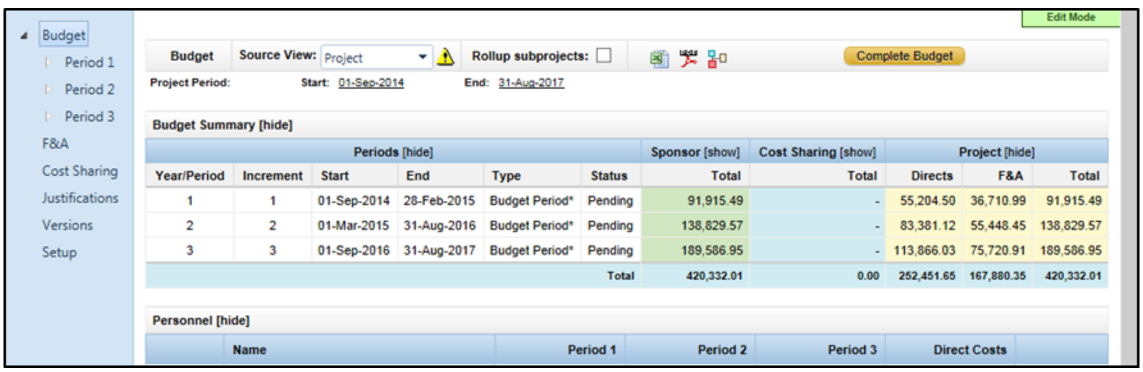
Note: *If exported as a PDF document, the Summary, Labor breakdown, F&A, Cost Sharing, and Effort budget details will appear on separate pages.*

This quick guide highlights the process for using the budget versioning function in **IRES Proposal Development (PD)**.

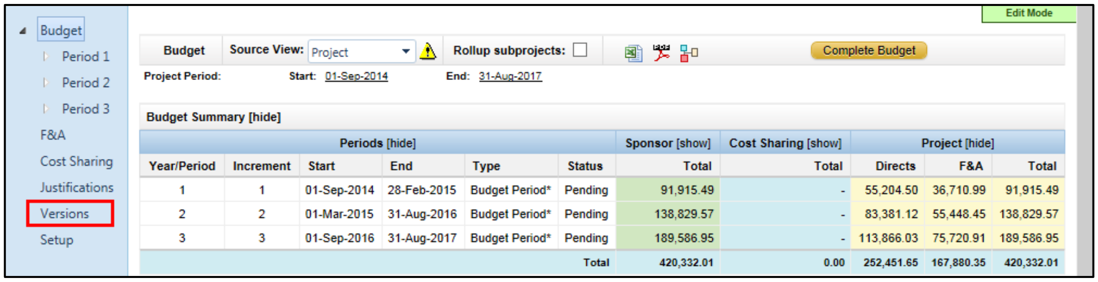
1 Click the **Budget** tab.



2 The **Budget Summary** window will appear.



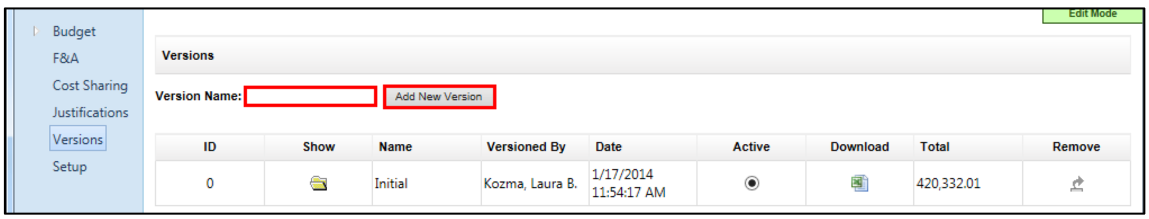
3 Click the **Versions** tab.



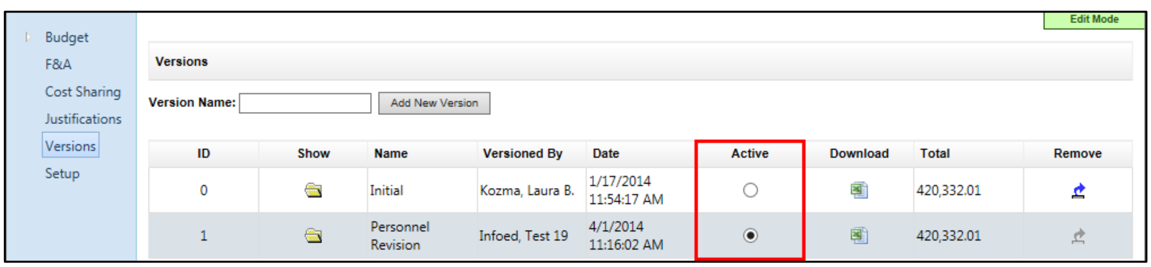
4 The **Versions** screen will appear.

1. Enter the name of the version in the **Version Name** field, for example, *No Equipment* if the modified budget excludes Equipment.

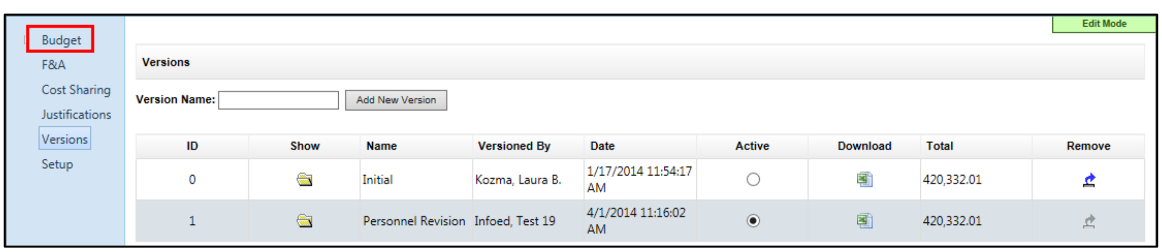
2. Click the **Add New Version** button.



5 Under the **Active** column, click the radio button of the newly created budget version.



6 Click the **Budget Tab**.



7

The **Budget Summary** screen will appear.

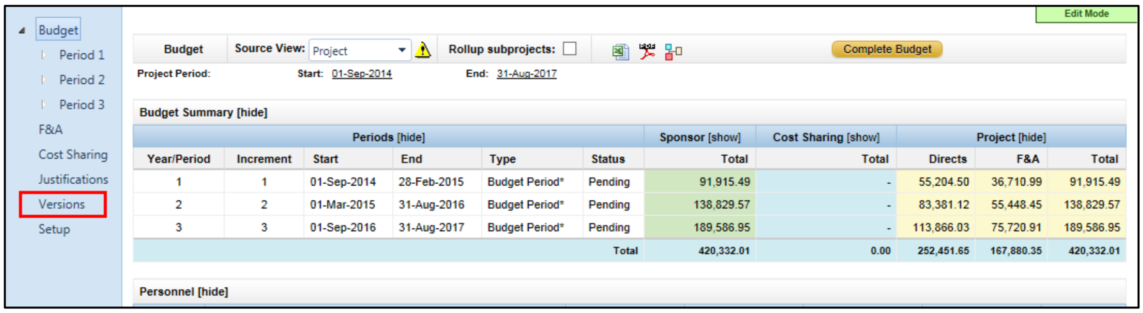
Make all desired changes.

Click **Save**.

8

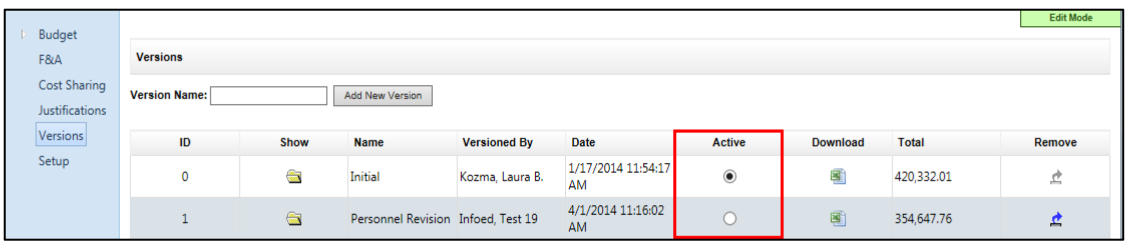
To select the **Initial** or any other version as the **Active** version:

Click the **Versions** tab.



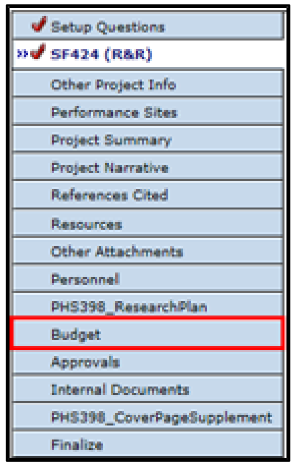
9

Under the **Active** column, click the desired version's radio button to make that version the primary budget.

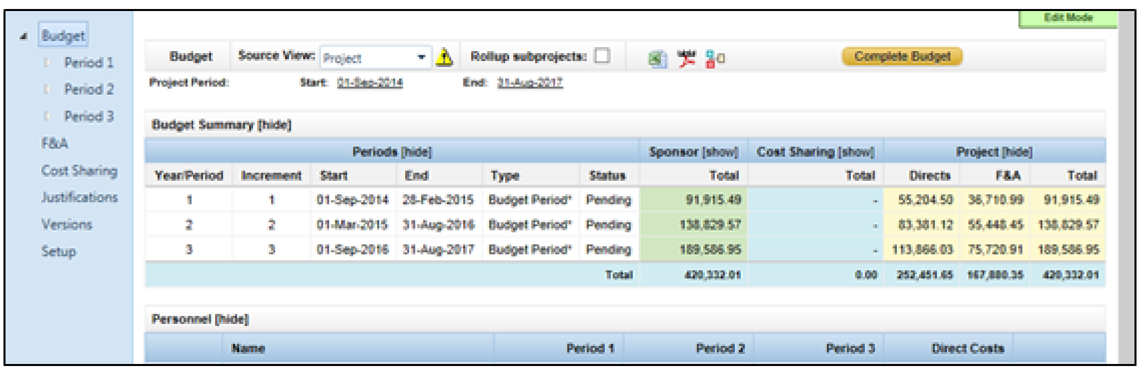


This quick guide highlights the process for entering Cost Sharing costs in **IRES Proposal Development (PD)**.

1 Click the **Budget** tab.



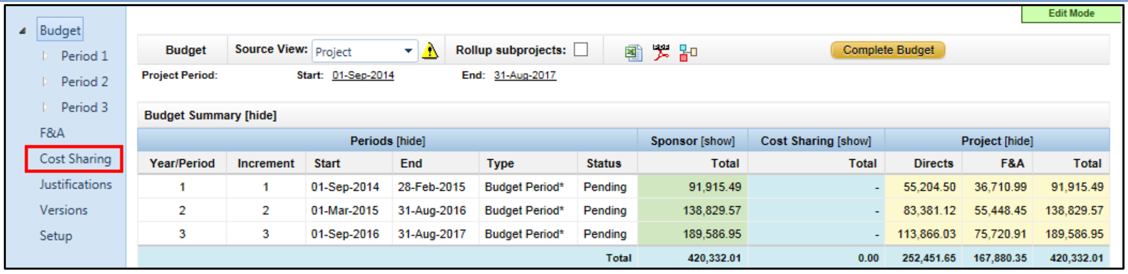
2 The **Budget Summary** window will appear. *Budget details for all periods may be entered from the Budget Summary screen.*



3 Enter **Personnel**, **Non-Personnel** and **SubAward** (if applicable) budget details and costs.

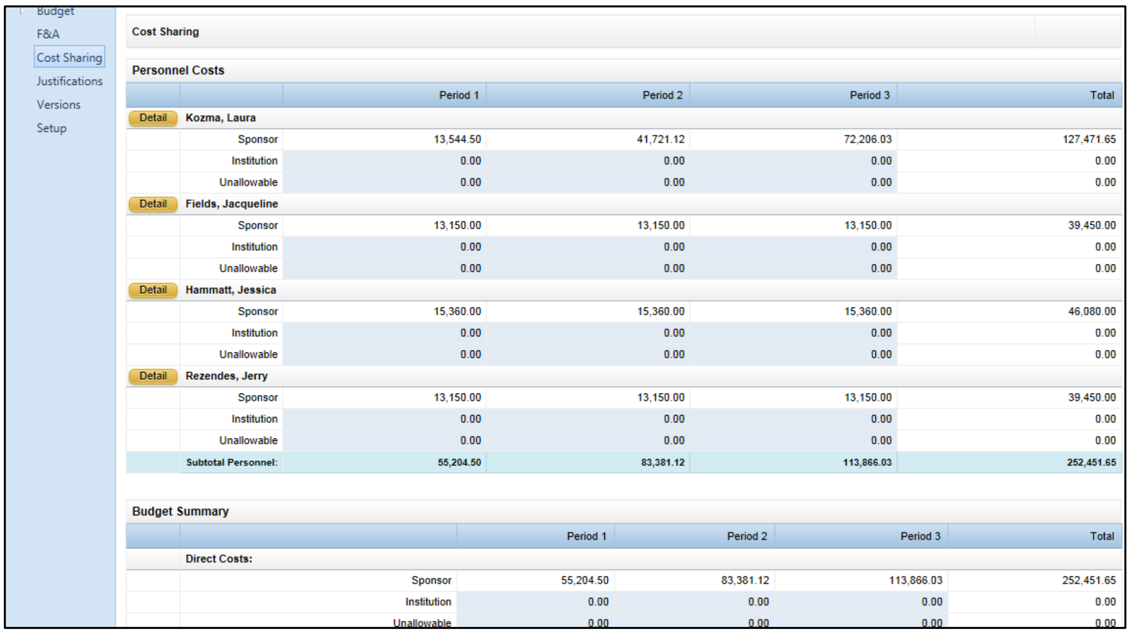
*Refer to **Entering Budget Costs**, **Entering a SubAward**, **Entering a SubProject** for additional information.*

4 Click the **Cost Sharing** tab.



Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
Year/Period	Increment	Start	End	Type	Status	Total	Total	Directs	F&A	Total
1	1	01-Sep-2014	28-Feb-2015	Budget Period*	Pending	91,915.49	-	55,204.50	36,710.99	91,915.49
2	2	01-Mar-2015	31-Aug-2016	Budget Period*	Pending	138,829.57	-	83,381.12	55,448.45	138,829.57
3	3	01-Sep-2016	31-Aug-2017	Budget Period*	Pending	189,586.95	-	113,866.03	75,720.91	189,586.95
					Total	420,332.01	0.00	252,451.65	167,880.35	420,332.01

The **Cost Sharing Summary** screen will appear.



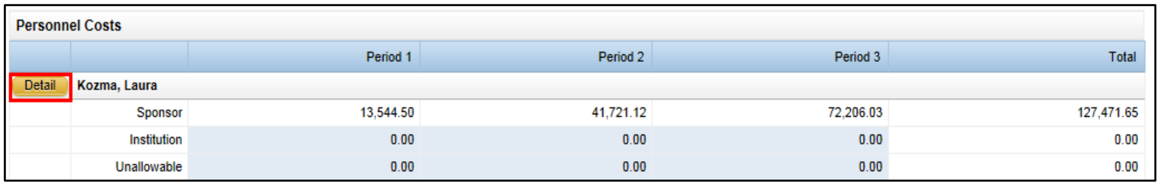
		Period 1	Period 2	Period 3	Total
Detail	Kozma, Laura				
	Sponsor	13,544.50	41,721.12	72,206.03	127,471.65
	Institution	0.00	0.00	0.00	0.00
	Unallowable	0.00	0.00	0.00	0.00
Detail	Fields, Jacqueline				
	Sponsor	13,150.00	13,150.00	13,150.00	39,450.00
	Institution	0.00	0.00	0.00	0.00
	Unallowable	0.00	0.00	0.00	0.00
Detail	Hammatt, Jessica				
	Sponsor	15,360.00	15,360.00	15,360.00	46,080.00
	Institution	0.00	0.00	0.00	0.00
	Unallowable	0.00	0.00	0.00	0.00
Detail	Rezendes, Jerry				
	Sponsor	13,150.00	13,150.00	13,150.00	39,450.00
	Institution	0.00	0.00	0.00	0.00
	Unallowable	0.00	0.00	0.00	0.00
	Subtotal Personnel:	55,204.50	83,381.12	113,866.03	252,451.65

Budget Summary

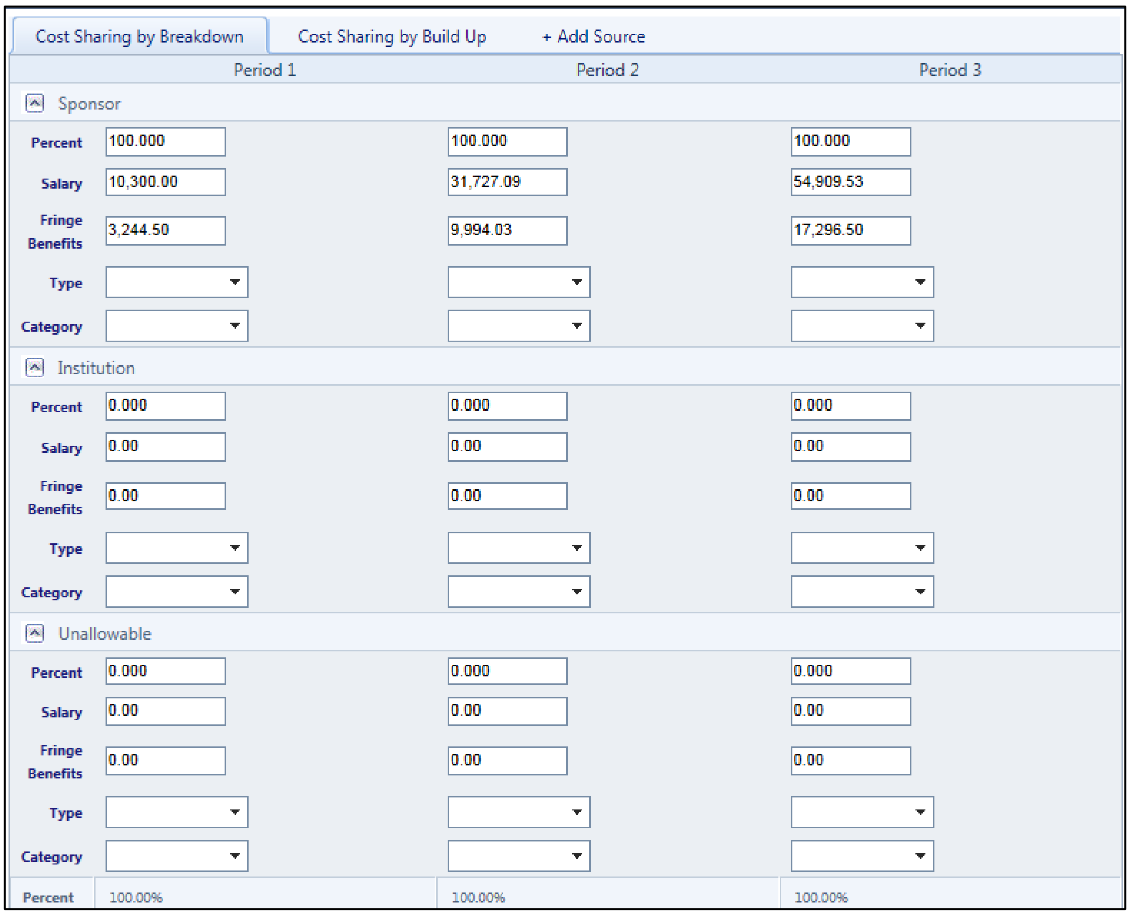
		Period 1	Period 2	Period 3	Total
Direct Costs:					
	Sponsor	55,204.50	83,381.12	113,866.03	252,451.65
	Institution	0.00	0.00	0.00	0.00
	Unallowable	0.00	0.00	0.00	0.00

5

Navigate to the section that contains the item(s) which will be cost shared, and click the **Detail** button next to the budget item to add Cost Sharing details.



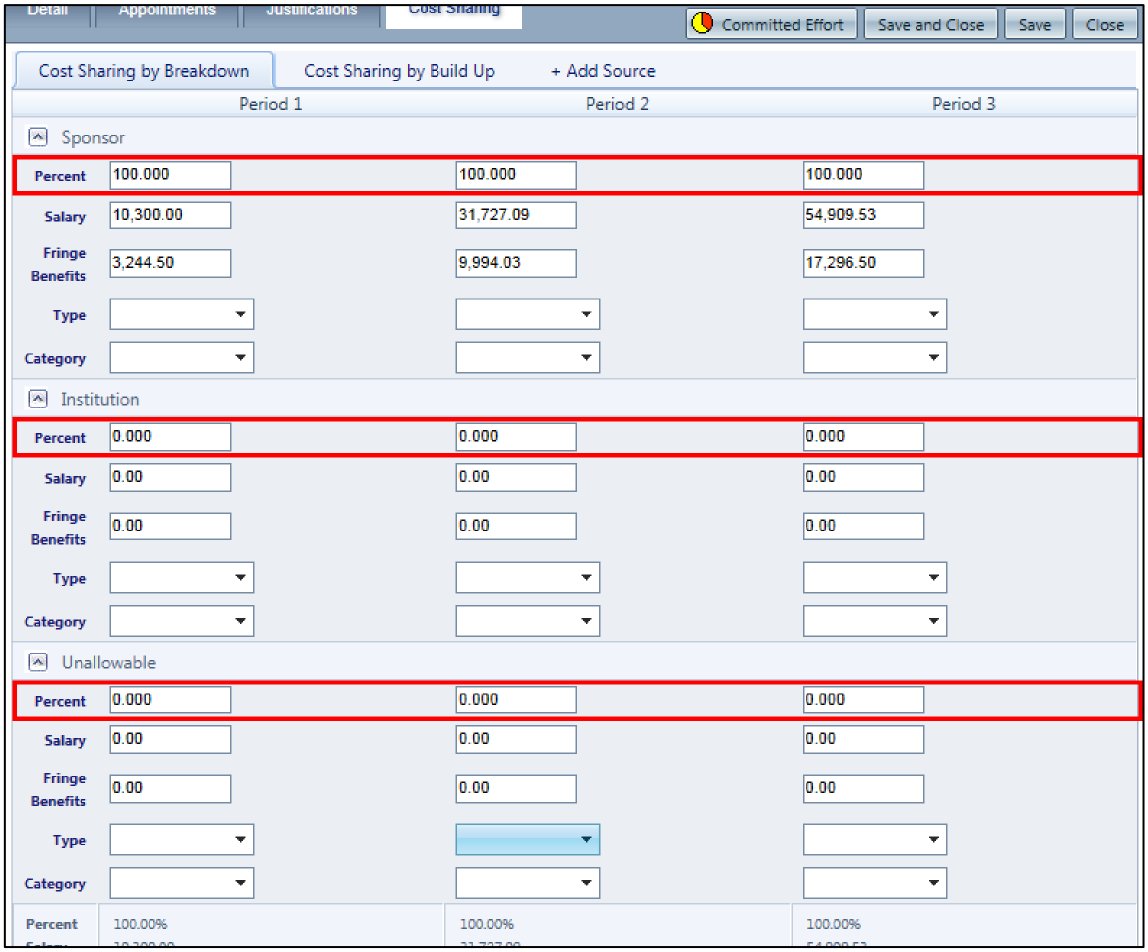
The **Cost Sharing** window will appear.



6

The default selection will be the ***Cost Sharing by Breakdown*** tab. *To enter the amount of the Cost Sharing instead of the percent, select the **Cost Sharing byBuild-Up** tab and skip to Step #8.*

Enter the Cost Sharing percent in the **Percent** field under **Sponsor, Institution and/or Unallowable**. ***Salary** and **Fringe Benefits** costs will calculate based on the percent entered.*

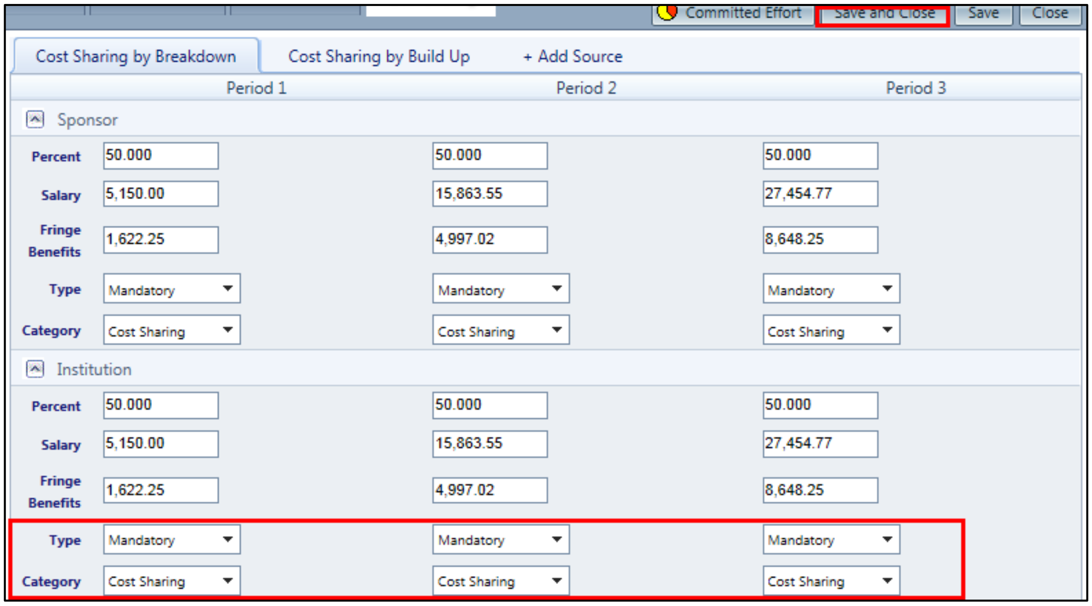


Note: *If the Percent entered in the Sponsor, Institution, and Unallowable columns do not equal 100% for that budget period, the percentage total will be highlighted in red. Users are required to correct this error before saving this information.*

7

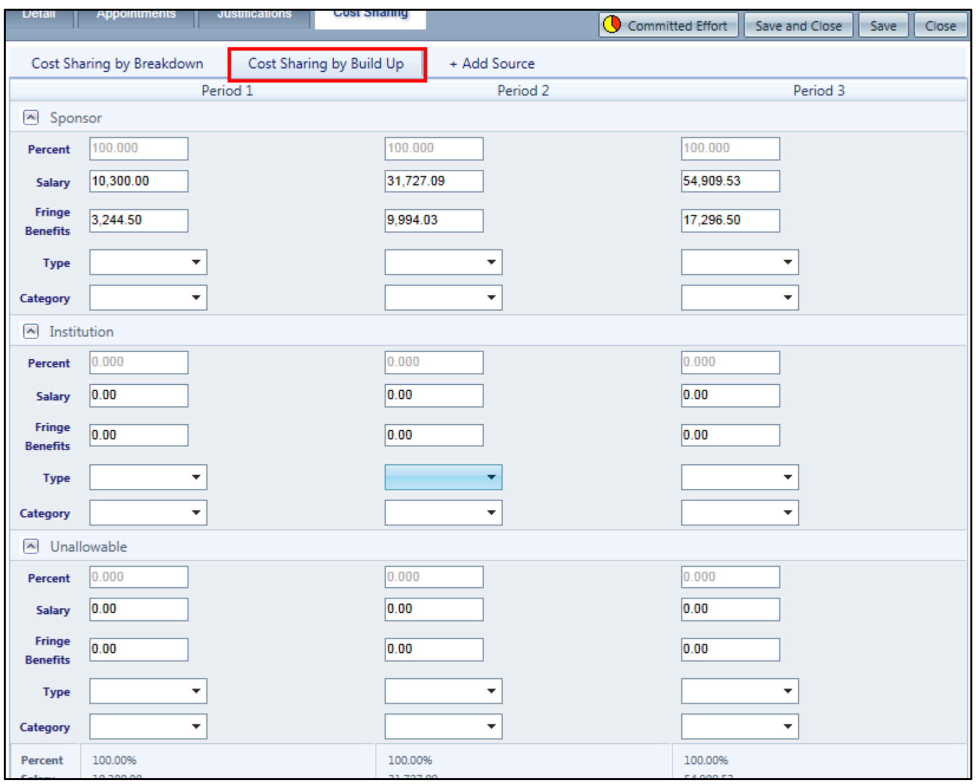
Select the **Type (Type of Approved Cost Sharing)** and **Category (Cost Sharing)** from the drop down menu for period 1, and the Type and Category selected will flow to subsequent periods.

Click **Save** and **Close**.

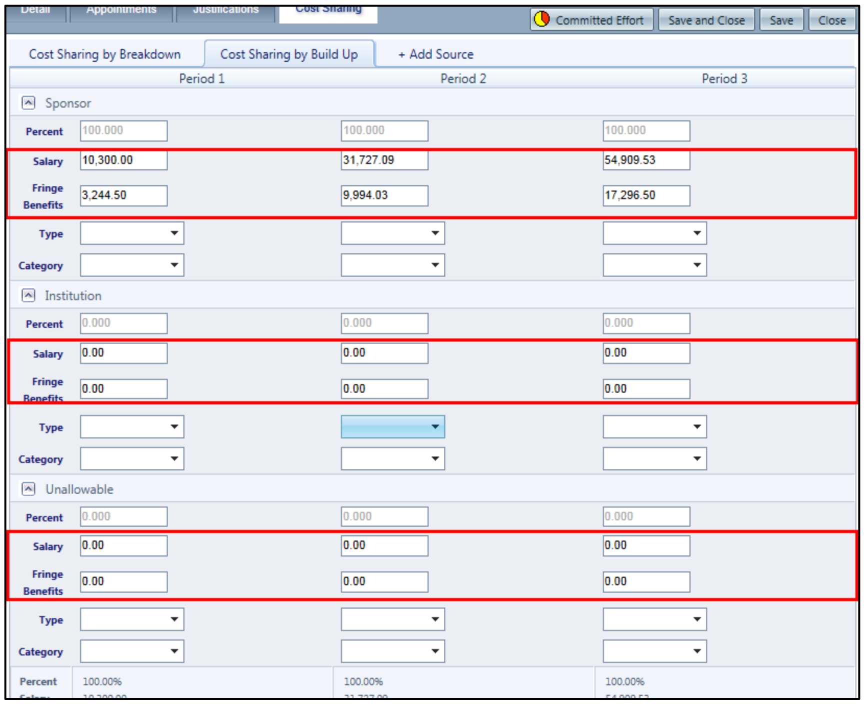


8

To enter cost sharing by cost, select the **Cost Sharing by Build Up** tab.

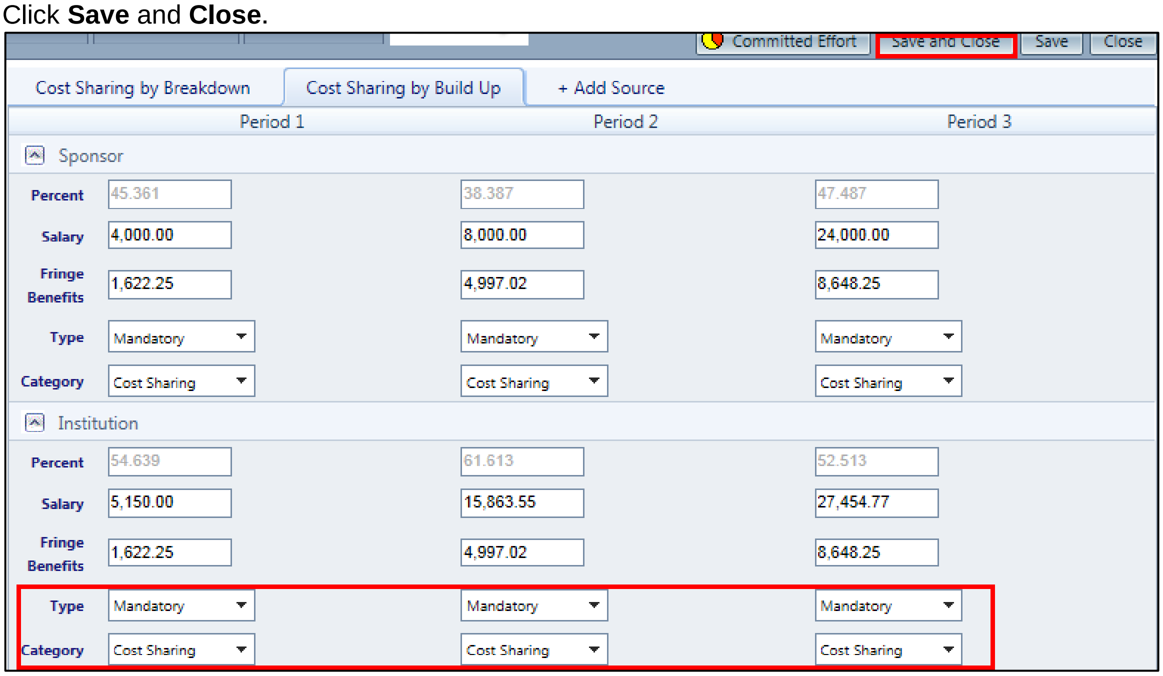


Enter the amount of cost to be covered by the **Sponsor**, **Institution**, and **Unallowable** *(Note that modifying costs will increase or decrease the overall Project Budget)*



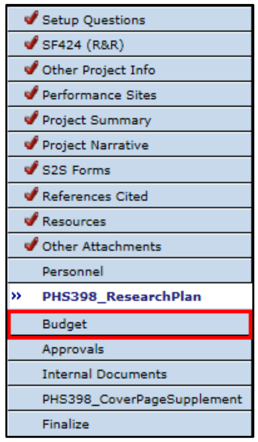
9 Select the **Type (Type of Approved Cost Sharing)** and **Category (Cost Sharing)** from the drop down menu for period 1, and the Type and Category selected will flow to subsequent periods.

Click **Save** and **Close**.



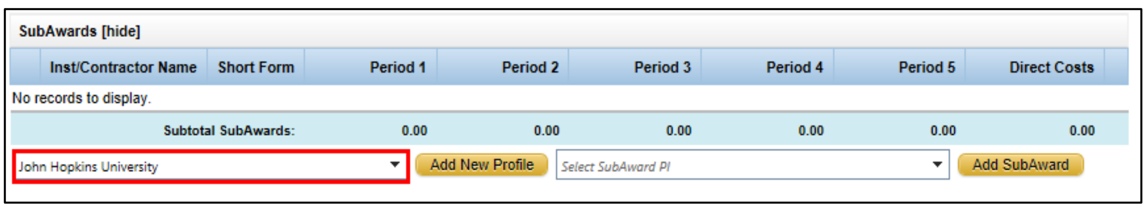
This quick guide highlights the process for entering a SubAward in **IRES Proposal Development (PD)**.

1 Click the **Budget** tab.



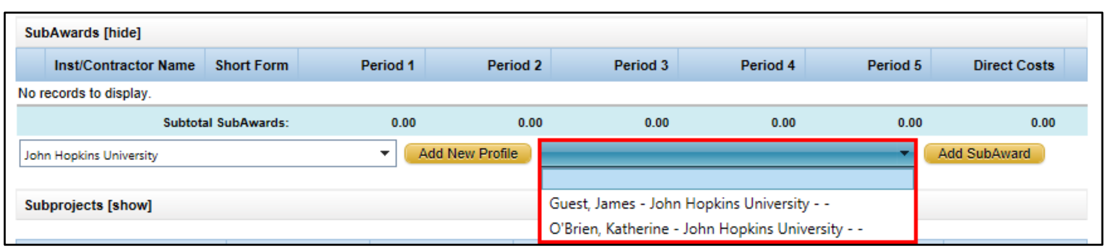
2 Navigate to the **SubAward** section of the **Budget Summary** screen and click **Save**.

Enter the **SubAwardee Institution Name** in the **SubAward Institution** field, and select the appropriate institution from the search results list.

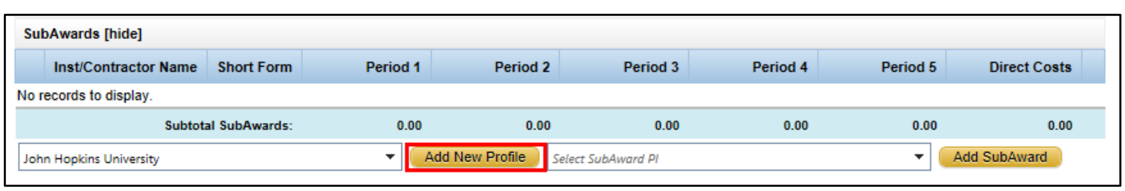


Note: *If SubAwardee Institution is not listed, contact your GCA Manager*

3 Use the **Select SubAward PI** drop down menu to select the appropriate PI from the list.

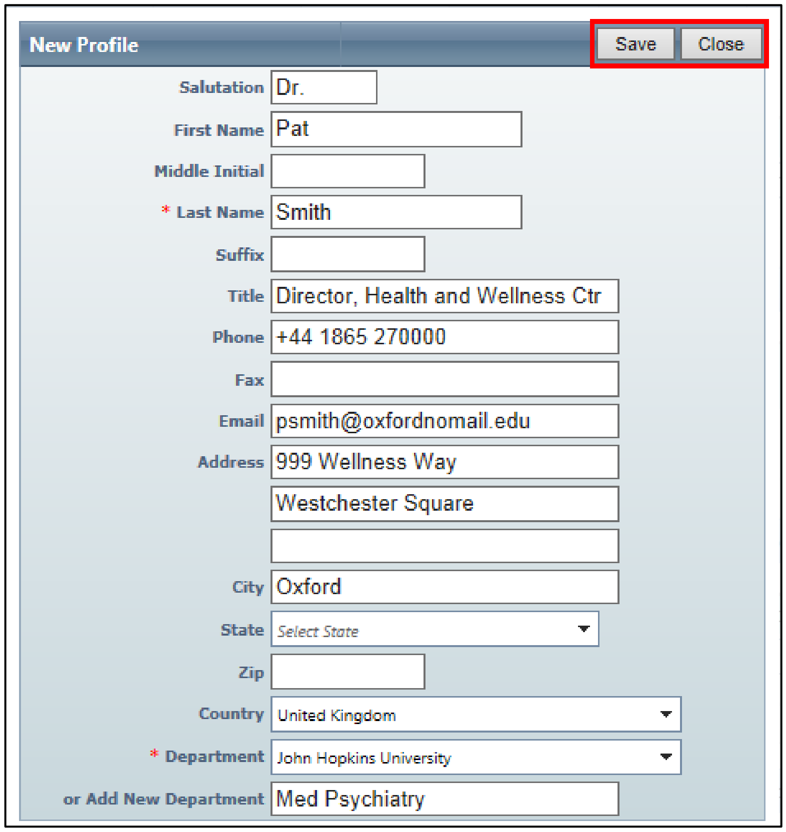


If the SubAwardee PI's name is not listed in the drop down menu, click the **Add New Profile** button to add the PI.

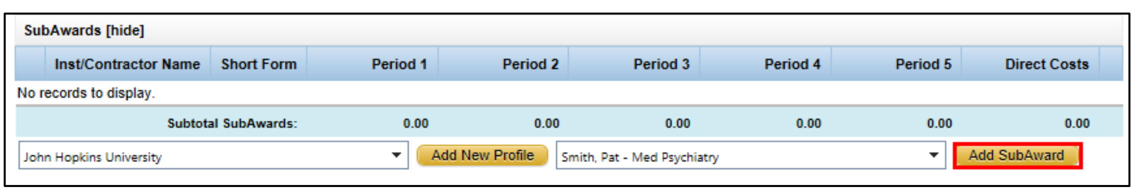


Add SubAward PI's name and contact information.

1. Enter all available information.
2. Click the **Save** button.
3. Click the **Close** button.

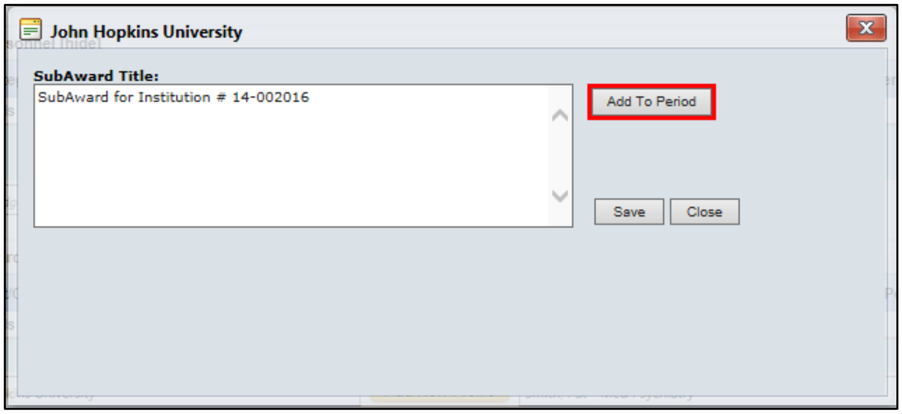


4 Click the **Add SubAward** button.



The **SubAward** window will appear.

1. Click the **Add To Period** button to confirm that the SubAward is applied to all of the appropriate budget periods.

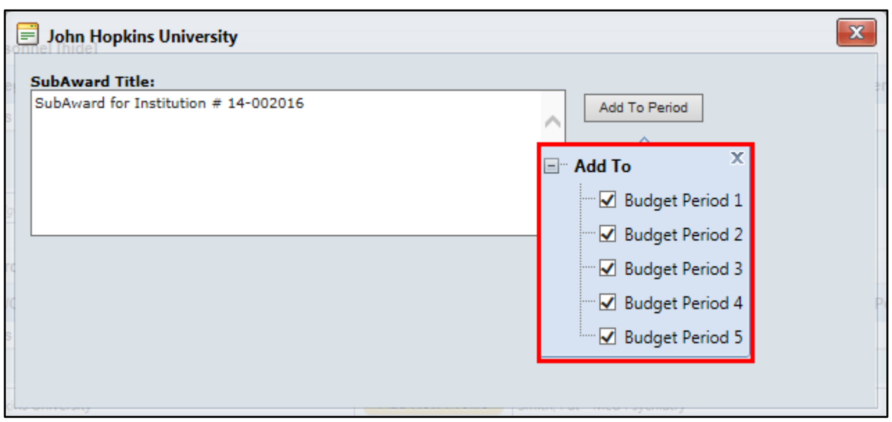


5

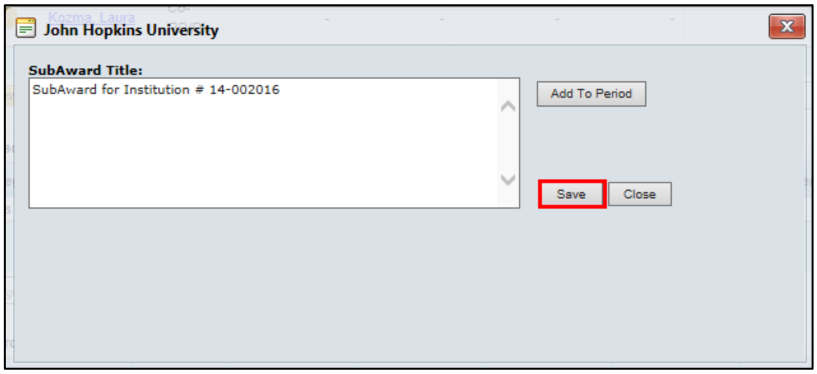
The **Add To Period** window will display. The SubAward will default to all Budget Periods.

1. To remove the SubAward from a Budget Period, deselect the corresponding check box in the **Add To Period** window next to that Budget Period.

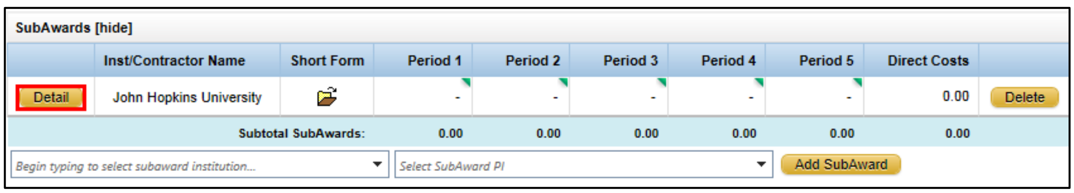
2. Click the **X** icon to close the **Add To Period** window.



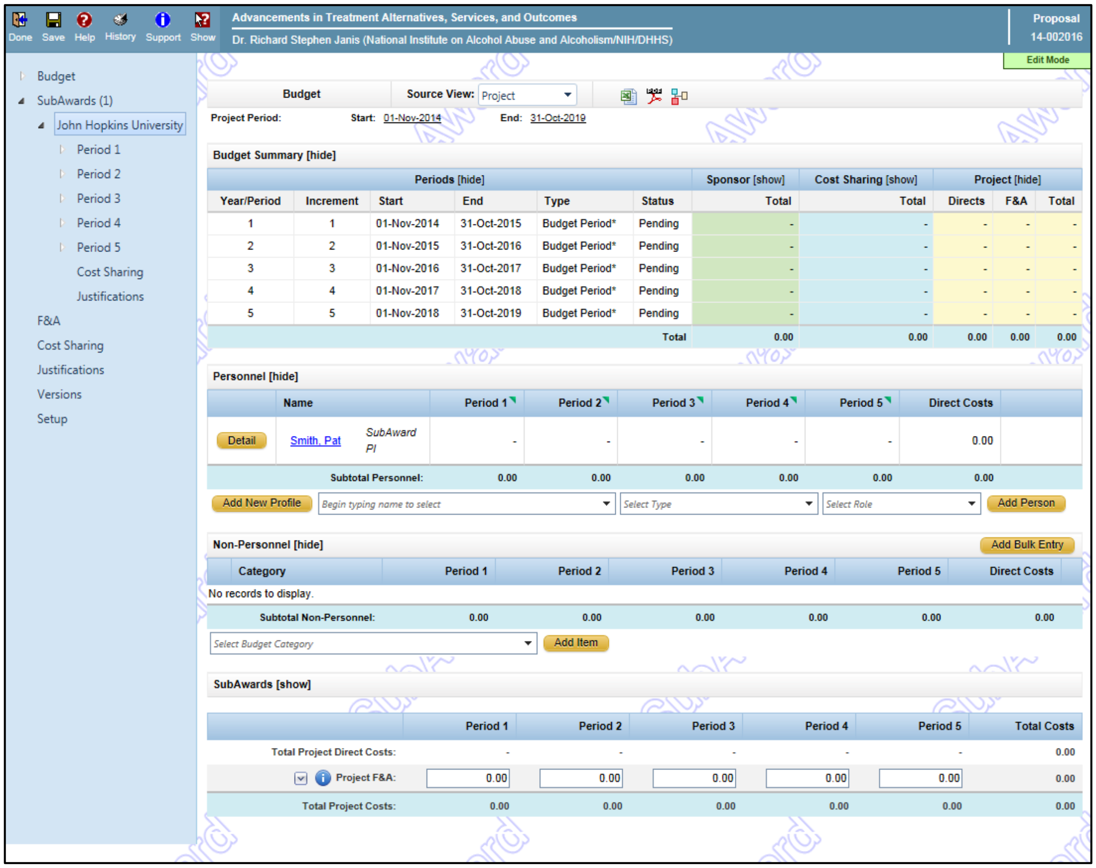
6 Click **Save** to return to the Budget Summary screen.



7 Click the **Detail** button next to the SubAward Institution's name.



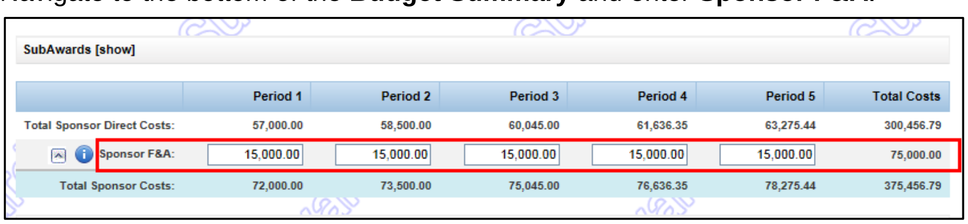
8 The **SubAward Budget Summary** screen will display.



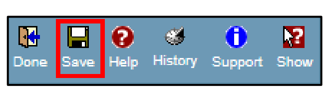
- If submitting an **S2S submission where the sponsor requires a detailed budget for the SubAward(s)**, follow Step #9
- If submitting an **NIH Modular Budget**, follow Step #10
- In **all other scenerios**, follow Step #11

9 If submitting an **S2S submission where the sponsor requires a detailed budget for the SubAward(s):**

1. Enter all **Personnel** and **Non-Personnel** budget items. *See* ***Entering Budget Costs*** *for additional information.*
2. Navigate to the bottom of the **Budget Summary** and enter **Sponsor F&A**.

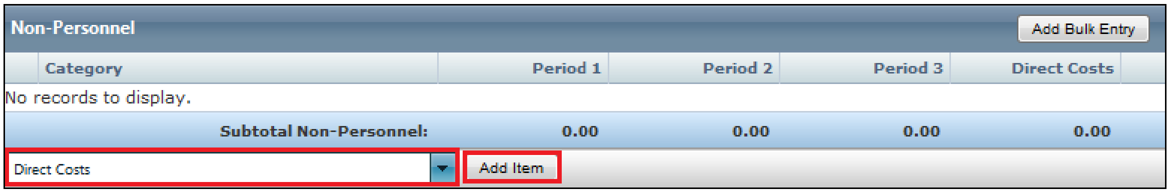


3. Click **Save**.

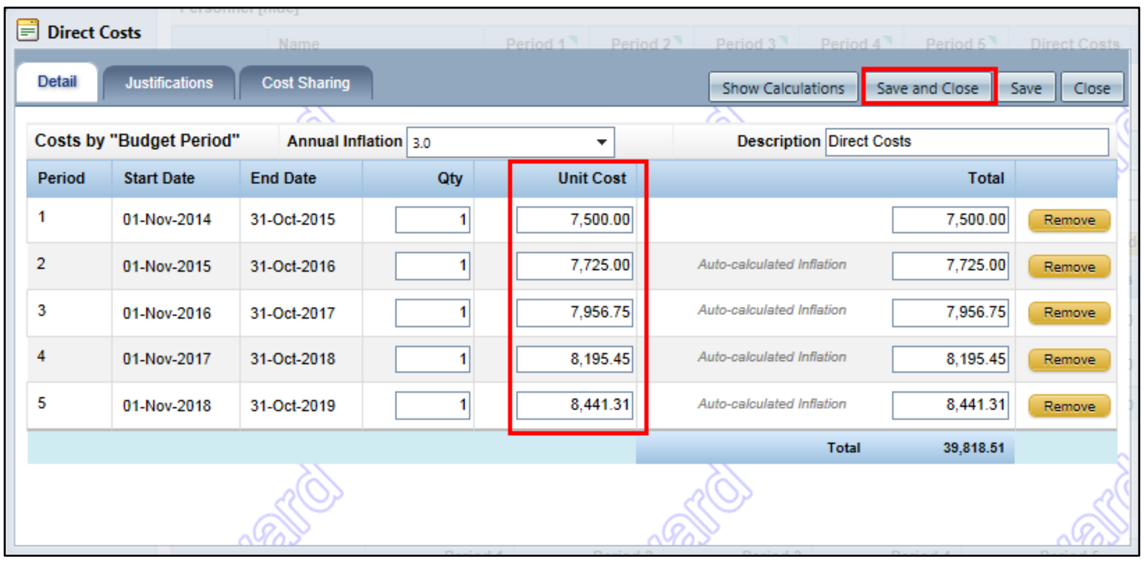


10 If submitting an **NIH Modular Budget:**

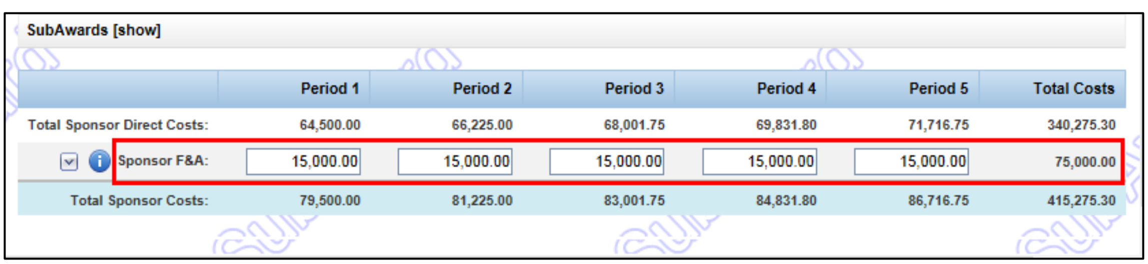
1. Navigate to the **Non-Personnel** section.
2. Select **Direct Costs** from the drop down menu.
3. Click **Add Item**.



4. Enter the **Total Direct Costs** for each period.
5. Click **Save and Close**.



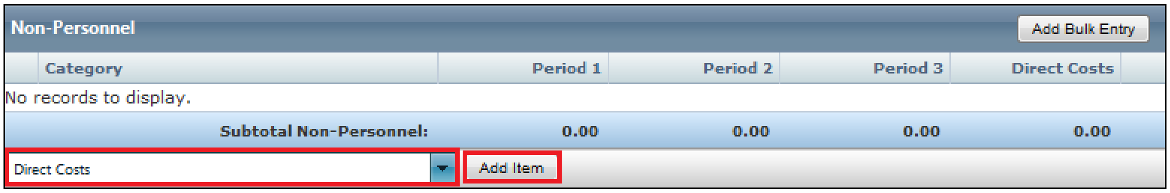
6. Navigate to the bottom of the **Budget Summary** and enter **Sponsor F&A**.



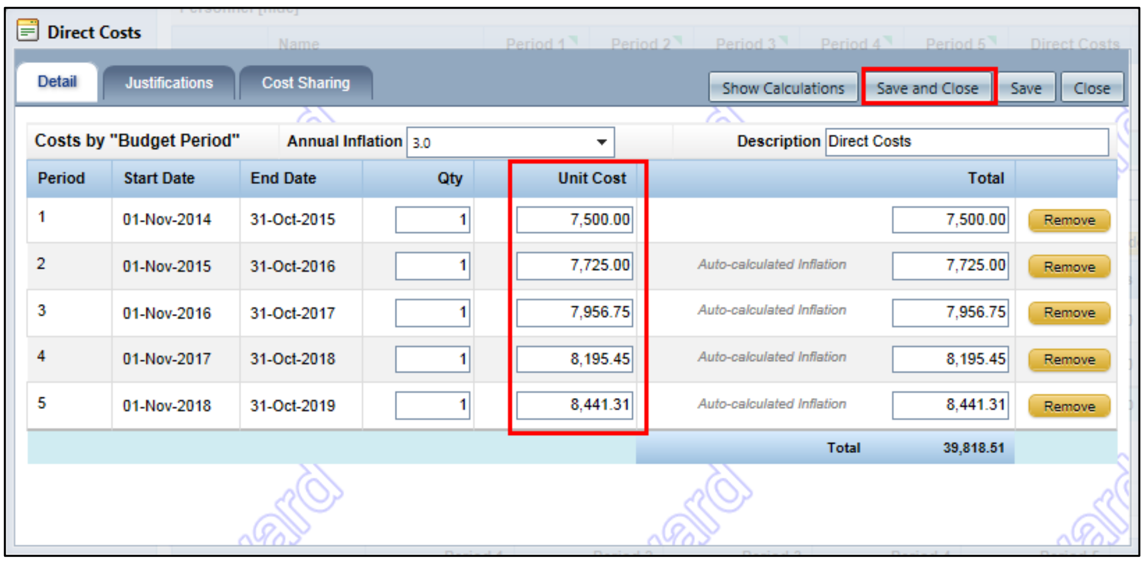
7. Click **Save**.

11 In **all other scenerios:**

1. Navigate to the **Non-Personnel** section.
2. Select **Direct Costs** from the drop down menu.
3. Click **Add Item**.



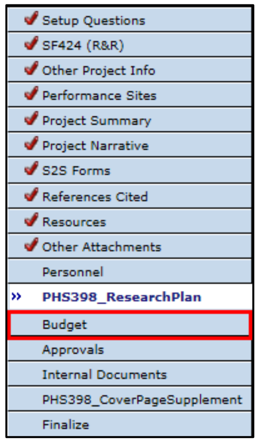
4. Enter the **Total Costs** (both direct and indirect) for each period.
5. Click **Save and Close**.



This quick guide highlights the process for entering a SubProject in **IRES Proposal Development (PD)**.

Note: When utilizing subprojects, ALL costs must be entered into a subproject budget.

1 Click the **Budget** tab.

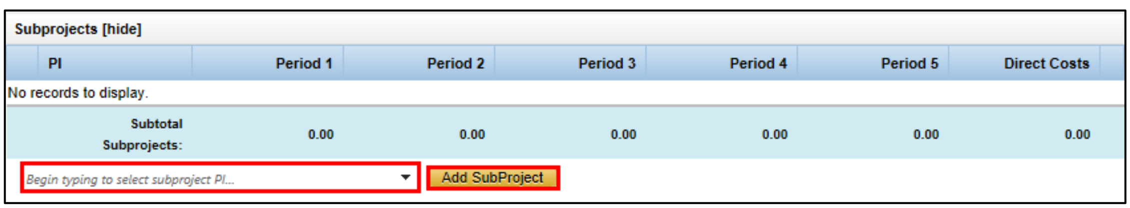


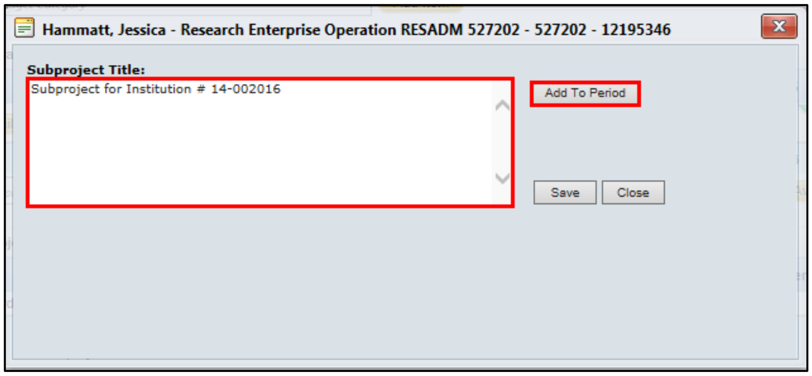
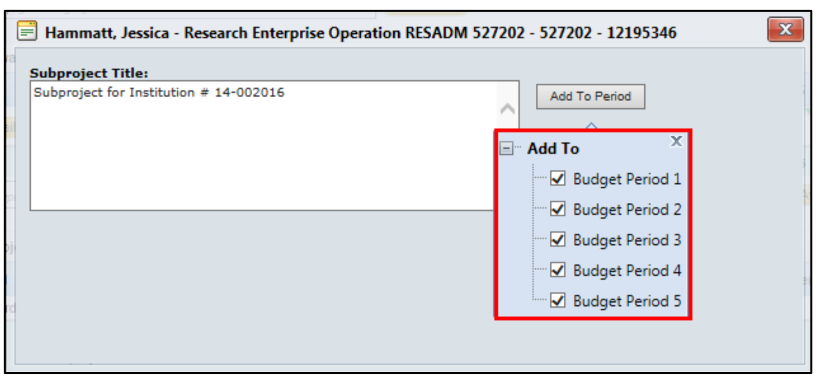
2 The **Budget Summary** screen will display.

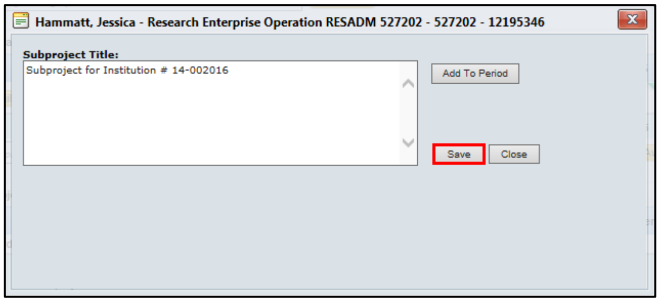
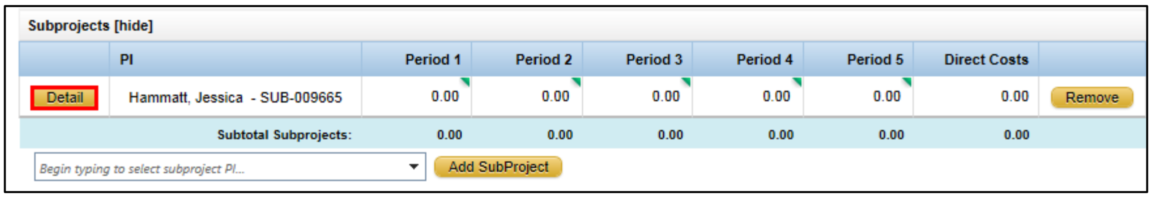
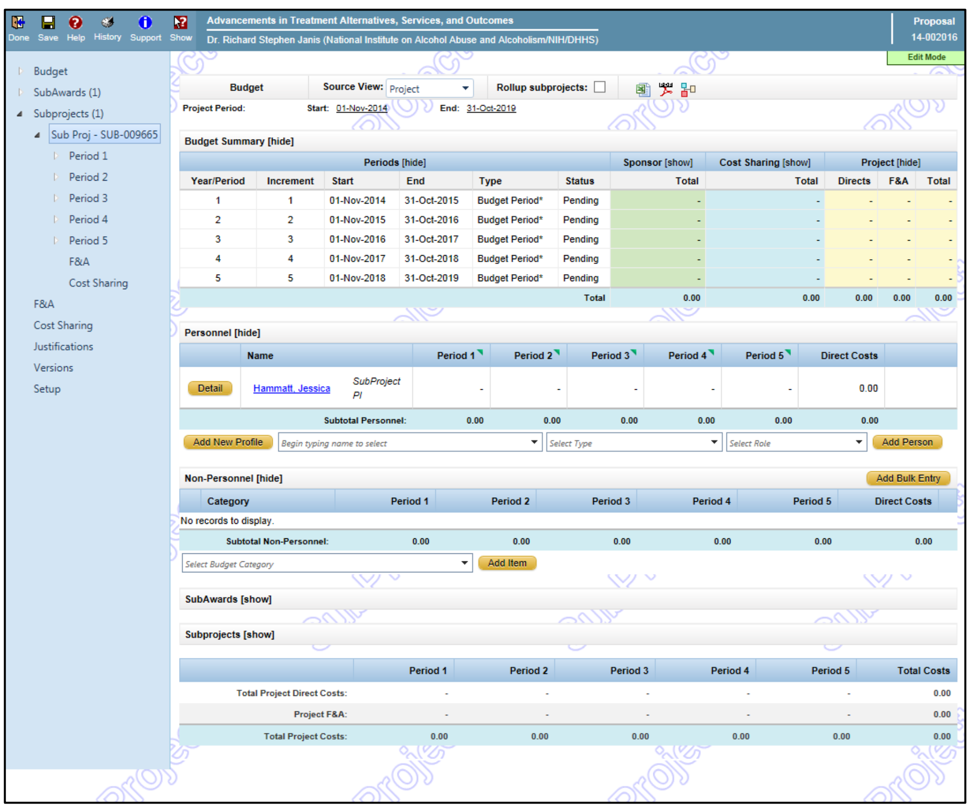
1. Navigate to the **SubProjects** section of the **Budget Summary** screen.

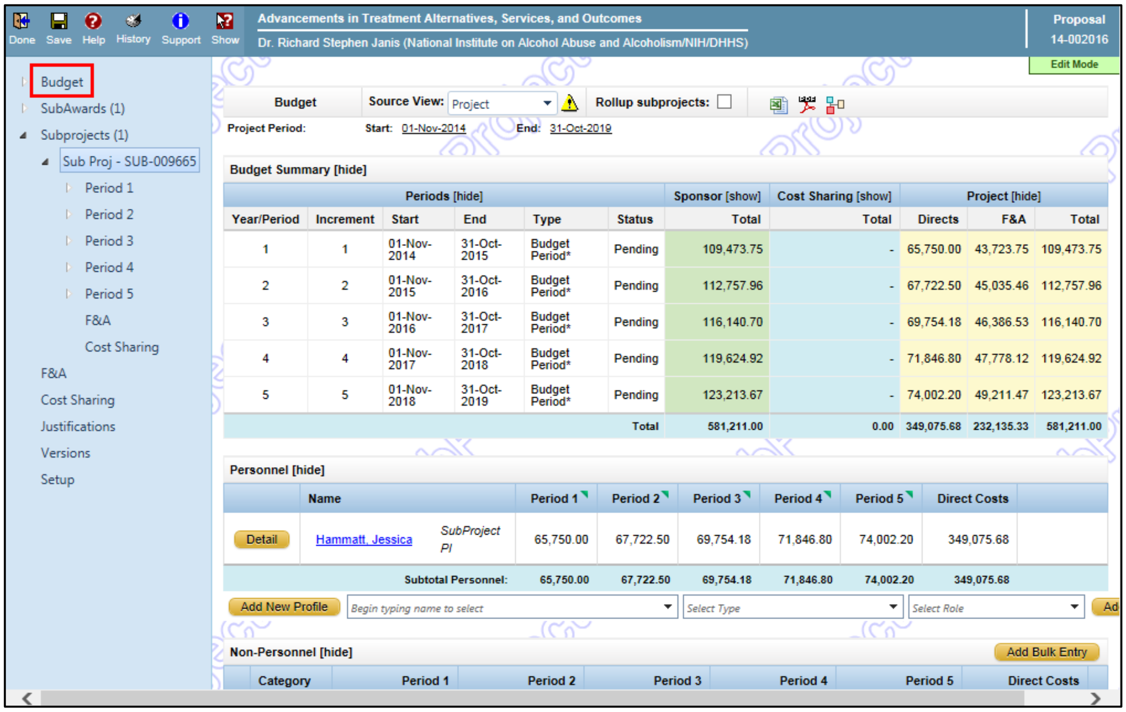
2. Enter the name of the PI of the subproject in the **SubProject PI** field, and locate and select the appropriate PI name from the results list.

3. Click the **Add SubProject** button.



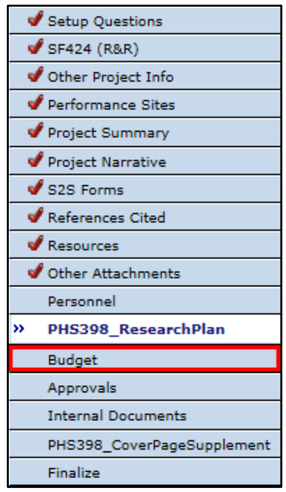
3	The **SubProject** window will appear. 1. Update the **SubProject Title** if applicable. 2. Click the **Add To Period** button to confirm that the SubProject is applied to all of the appropriate budget periods.  **Note:** *Users may modify the SubProject Title as necessary.*
4	The **Add To Period** window will display. The SubProject will default to all Budget Periods. 1. To remove the SubProject from a Budget Period, deselect the corresponding check box in the **Add To Period** window next to that Budget Period. 2. Click the **X** icon to close the **Add To Period** window. 

5	Click **Save** to return to the Budget Summary screen.
	
	Note: *Repeat **Steps #2 – #5** to add additional SubProjects to the record.*
6	Click the **Detail** button next to the **SubProject PI's** name.
	
7	The **SubProject Budget Summary** screen will display.
	
	Enter all **Personnel** and **Non-Personnel** budget items. *See guide **Entering Budget Costs** for additional information.*

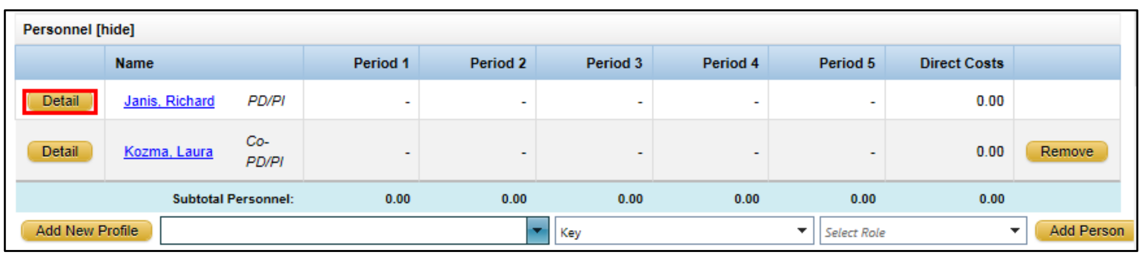
8	Navigate to the **Budget** tab to return to the main budget. 

This quick guide highlights the process for adding an Academic Appointment Type in **IRES Proposal Development (PD)**.

1 Click the **Budget** tab.

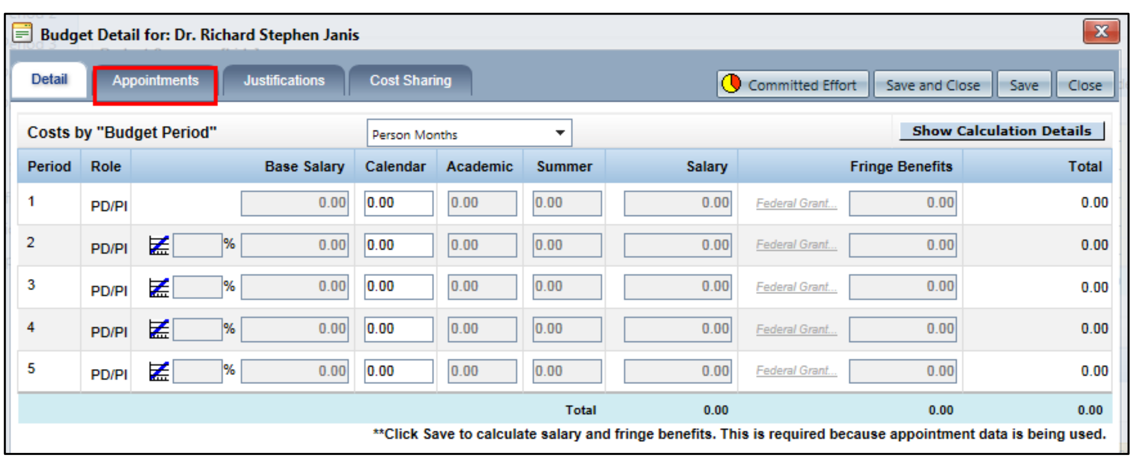


2 Navigate to the **Personnel** section of the **Budget Summary** screen, and click the **Drill** icon next to the appropriate individual's name.



3 The **Budget Detail** screen will appear.

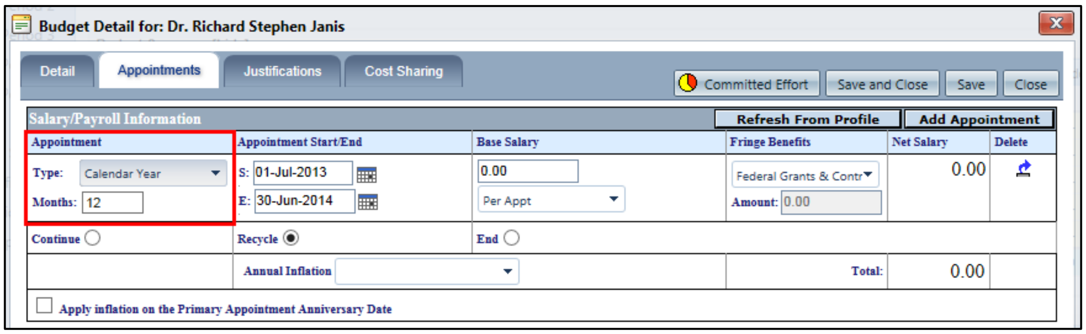
1. Click the **Appointments** tab.



4

The **Appointment >> Salary and Payroll Information** screen will display.

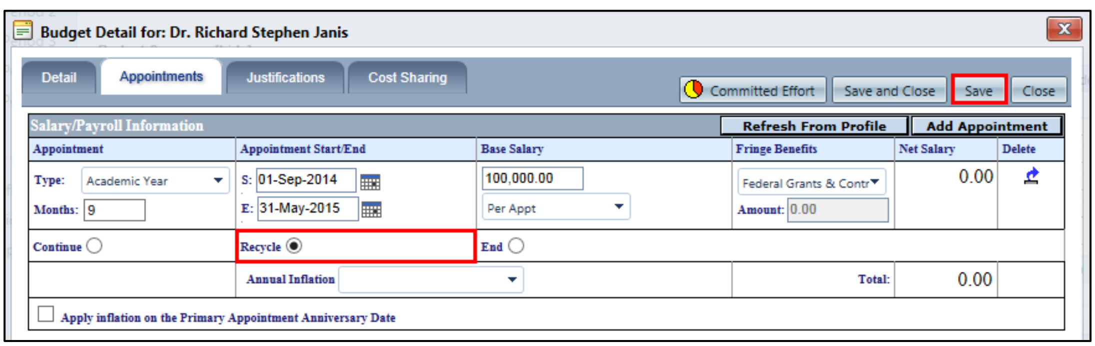
1. Use the **Type** drop-down menu in the **Appointment** column to select **Academic** as the **Appointment Type**.
2. Enter **(9)** in the **Months** field.
3. Appointment **End Date** will auto-populate to (9) months after the **Start Date**.



5

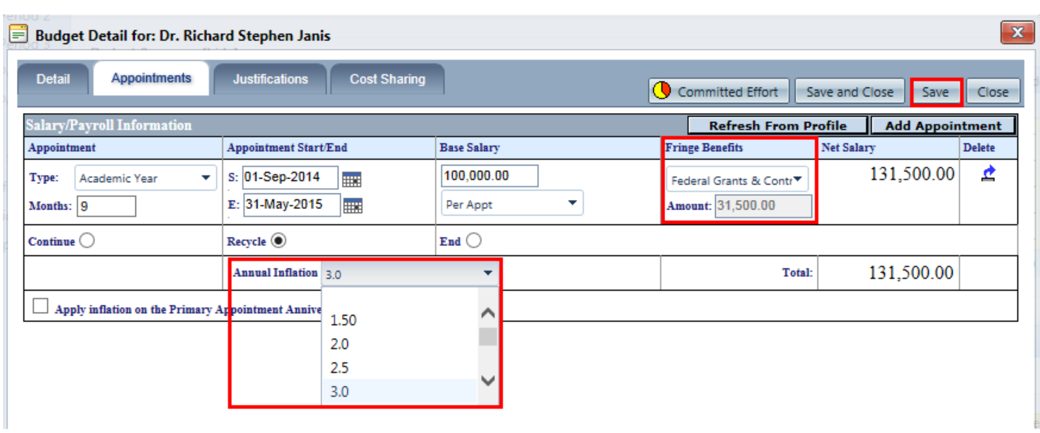
Verify that the **Recycle** radio button is selected.

Click **Save**.

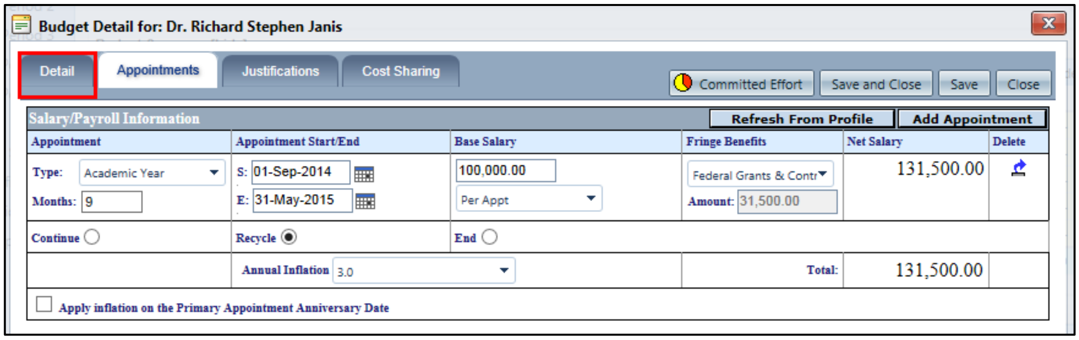


6

Add **Annual Inflation** percentage, verify **Fringe**, and click **Save**.



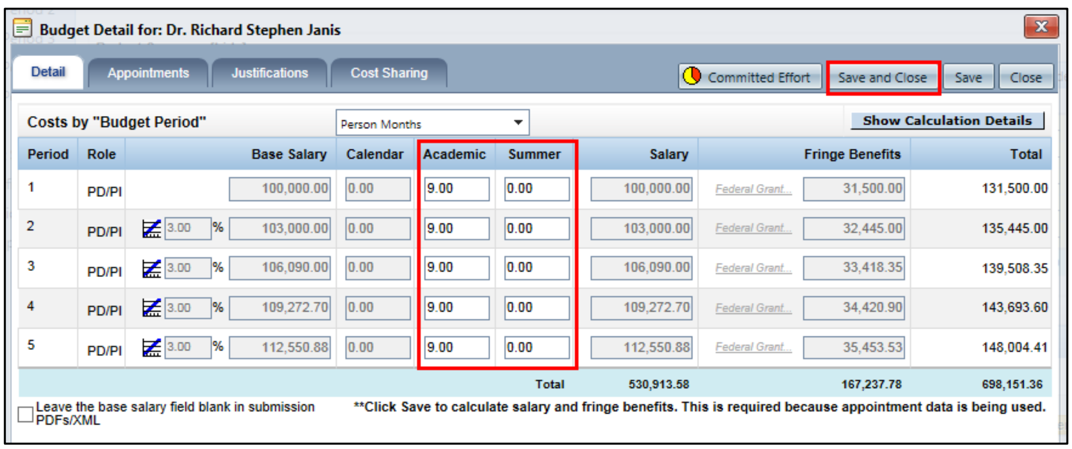
7 Click the **Detail** tab.



7 The **Budget Detail** screen will appear.

1. Enter the **Person Months** in the **Academic** (9-months) or **Summer** (3-months) columns. *Click the **Tab** button to flow information down to all subsequent periods.*

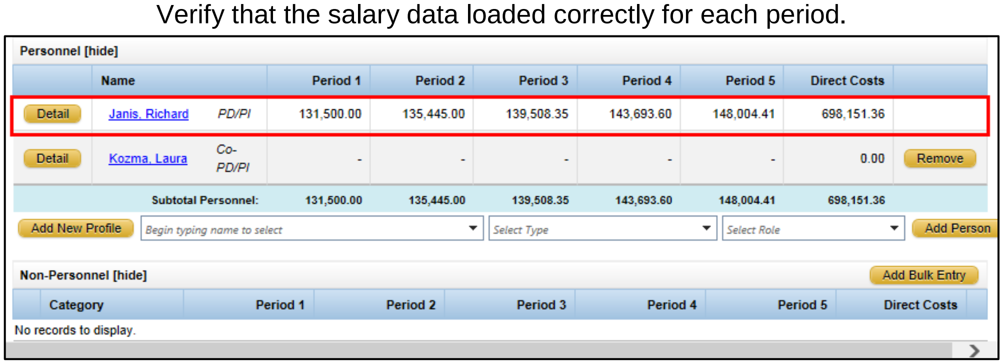
2. Click the **Save and Close** button to return to the Budget Summary screen.



Period	Role		Base Salary	Calendar	Academic	Summer	Salary	Fringe Benefits		Total
1	PD/PI		100,000.00	0.00	9.00	0.00	100,000.00	Federal Grant...	31,500.00	131,500.00
2	PD/PI	3.00 %	103,000.00	0.00	9.00	0.00	103,000.00	Federal Grant...	32,445.00	135,445.00
3	PD/PI	3.00 %	106,090.00	0.00	9.00	0.00	106,090.00	Federal Grant...	33,418.35	139,508.35
4	PD/PI	3.00 %	109,272.70	0.00	9.00	0.00	109,272.70	Federal Grant...	34,420.90	143,693.60
5	PD/PI	3.00 %	112,550.88	0.00	9.00	0.00	112,550.88	Federal Grant...	35,453.53	148,004.41
						Total	530,913.58		167,237.78	698,151.36

8 The **Budget Summary** screen will appear.

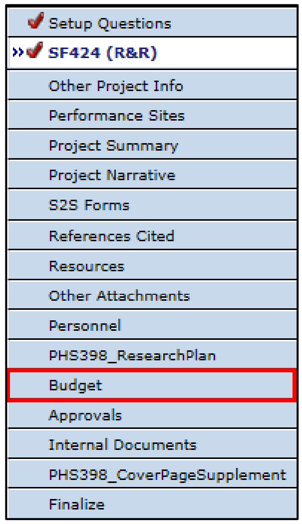
Verify that the salary data loaded correctly for each period.



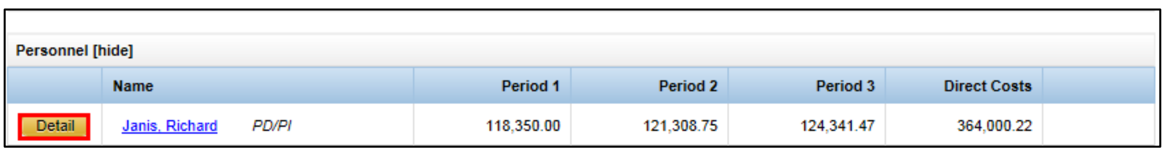
	Name		Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs	
Detail	Janis, Richard	PD/PI	131,500.00	135,445.00	139,508.35	143,693.60	148,004.41	698,151.36	
Detail	Kozma, Laura	Co-PD/PI	-	-	-	-	-	0.00	Remove
	Subtotal Personnel:		131,500.00	135,445.00	139,508.35	143,693.60	148,004.41	698,151.36	

This documents highlights the process for updating a budget to reflect new fringe benefit rates in Proposal Development (PD).

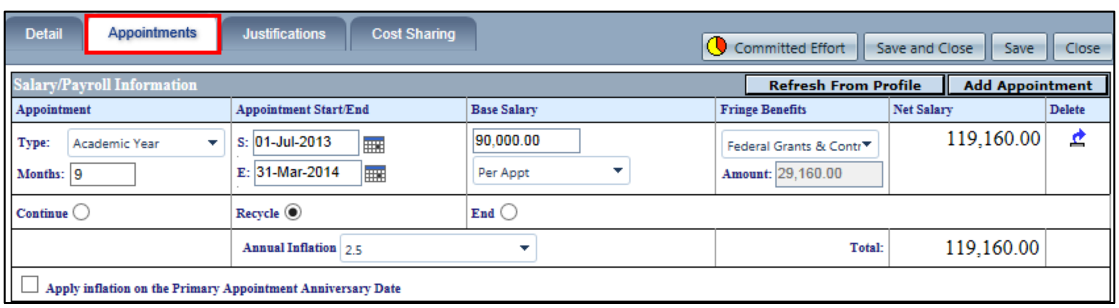
1 Open the PD record and navigate to the **Budget Tab**.

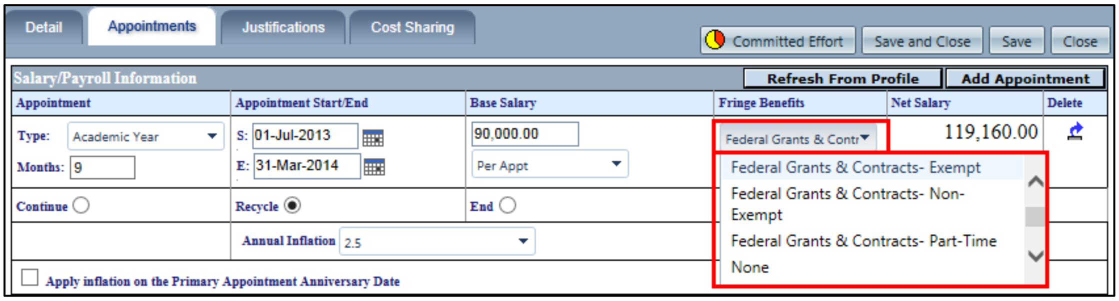
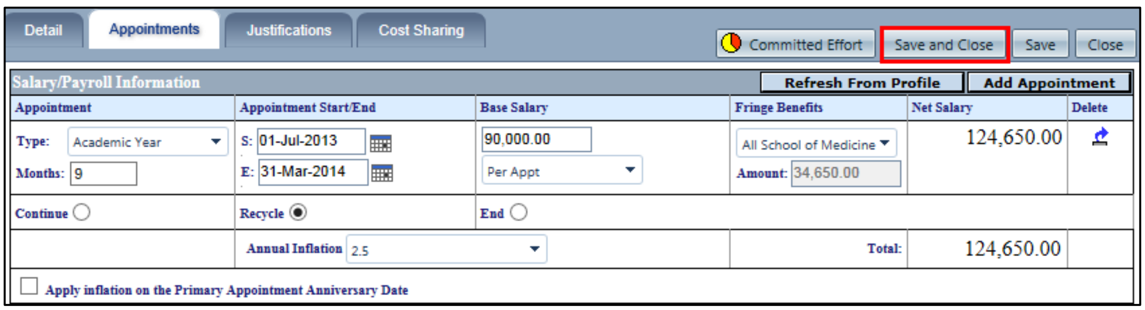


2 Click the **Detail** button next to the individual whose fringe benefits need to be updated.



3 Click the **Appointments** tab.



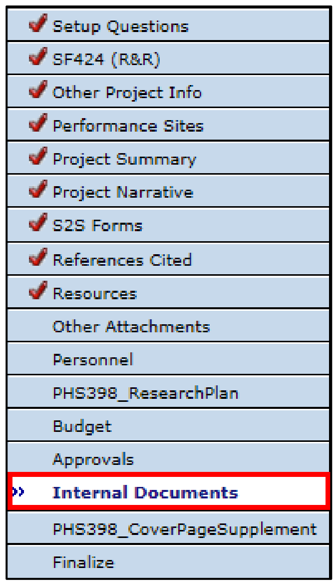
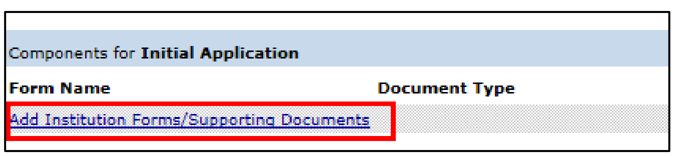
4	Navigate to the **Fringe Benefits** section. Click the pull down menu and select the appropriate **Fringe Rate**. 
5	The fringe benefit amount will be updated per the new rate. Click **Save and Close**. 

This quick guide highlights the process for uploading internal documents in **IRES Proposal Development (PD)**.

The following sections are included in this quick guide:

1. Uploading Internal Documents
2. Adding Institutional e-Forms

Uploading Internal Documents

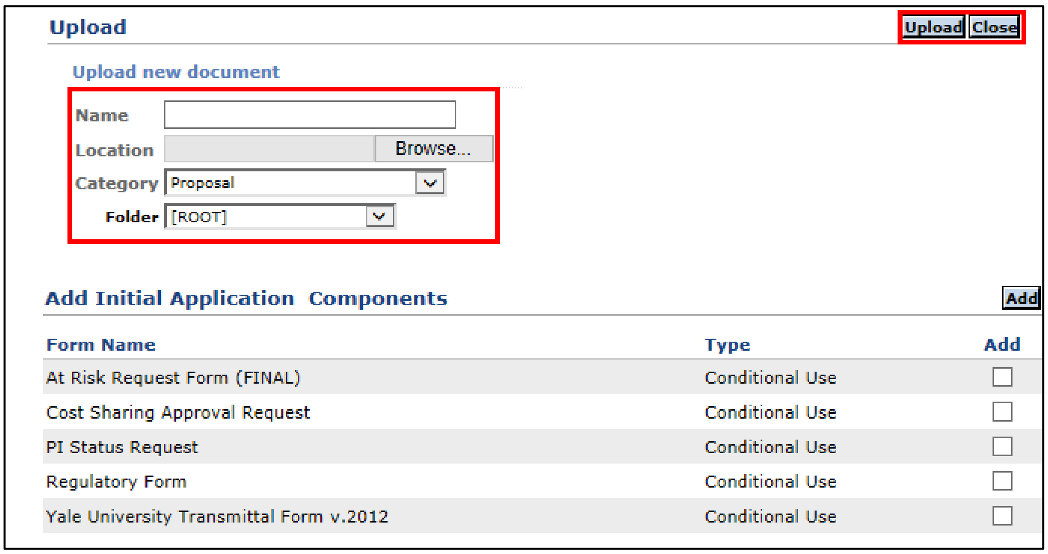
1	Click the **Internal Documents** tab. 
2	The **Internal Documents** screen will display. Click the **Add Institution Forms/Supporting Documents** link. 

3

The **Upload/Add Initial Application Components** screen will appear.

To upload a document, navigate to the **Upload** section of the screen.

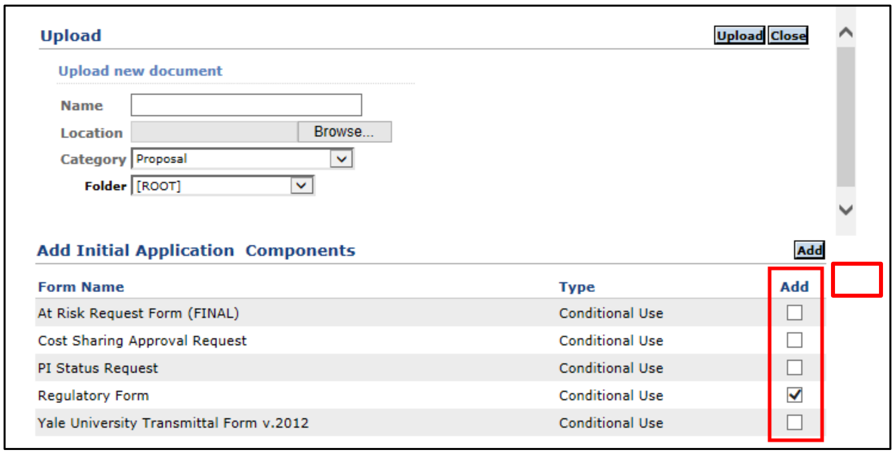
1. Enter the name of the document in the **Name** field.
2. Click **Browse** to search for the document on your hard drive. Locate and select the appropriate document.
3. Use the drop down menu to select the document **Category**.
4. Use the drop down menu to change the **Folder** to **General**.
5. Click the **Upload** button to attach the document to the PD Record.
6. Click the **Close** button.



Adding Institutional e-Forms

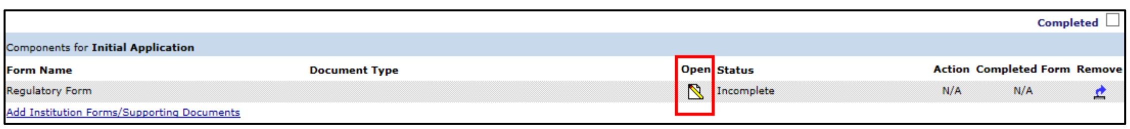
1 To add an **Institutional e-Form**, navigate to the **Add Initial Application Components** section (located at the bottom) of the **Upload/Add Initial Application Components** screen.

1. Click the check box next to the e-form that you want to create.
2. Click **Add** to create the e-form.

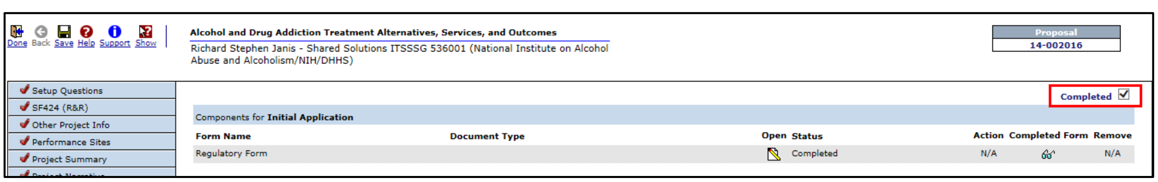


2 To access the e-form, click the **Open** icon to view or edit the e-form.

Navigate through the various sections of the e-form and complete all required data entry based on information provided by the PI.



3 Click the **Completed** check box after all internal documents and institutional e-forms have been uploaded.



IRES

Uploading Documents to an NIH Proposal

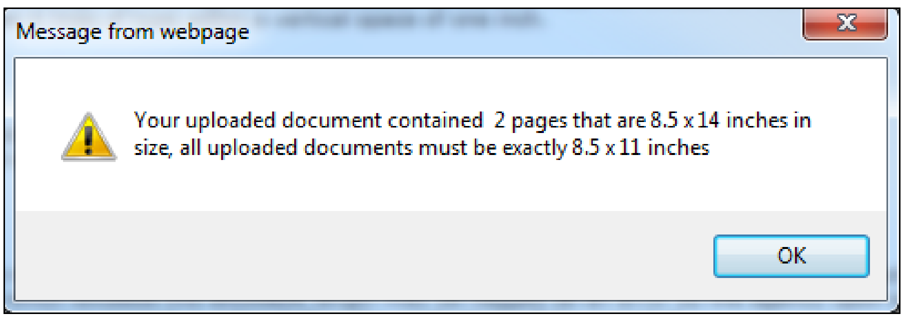
This quick guide highlights the process for uploading documents in an **NIH proposal**.

The following sections are included in this quick guide:

1. Page Size
2. Uploading Project Summary Tab Document(s)
3. Uploading Project Narrative Tab Document(s)
4. Uploading Other Attachments Tab Document(s)
5. Uploading Personnel Tab Document(s)
6. Uploading PHS 398 Research Plan Document(s)
7. Uploading PHS 398 Cover Letter

1. Page Size

1 All uploaded documents must be 8.5” by 11”. Any document that does not match this size will receive an error when uploaded.

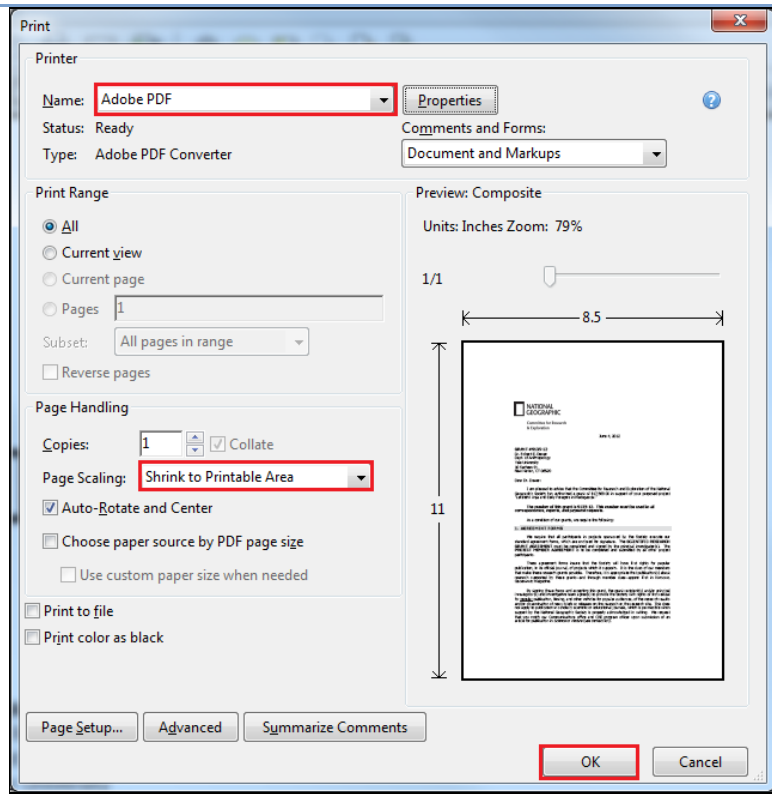


To resolve the size issue, open the PDF document and select File > Print.

In ‘Print Settings’ select the following:

1. Printer Name drop box: select PDFCreator (or the Adobe PDF option)
2. Page Handling Section
   a. Page Scaling drop box: select “Shrink to Printable Area”

Click OK and save to your computer

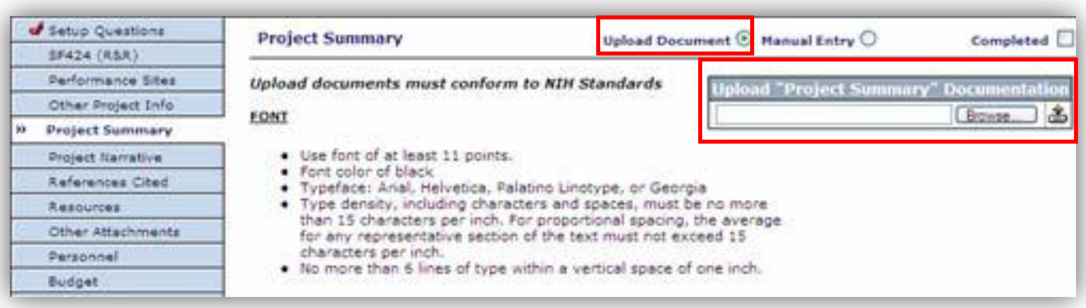


Upload the newly saved document per the following sections.

2. Uploading Project Summary Tab Document(s)

1 To upload a **Project Summary** document:

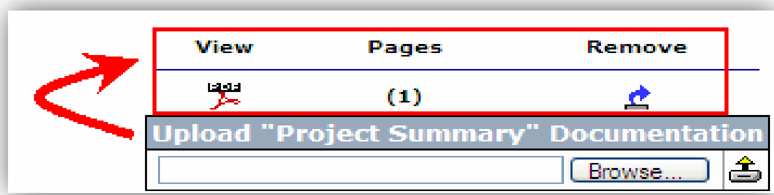
1. Click the **Project Summary** tab.
2. The system will default to the **Upload Document** option.
3. Click **Browse** and locate the Summary document.
4. Click the **Open** button.
5. Click the **Upload** icon.



When the screen refreshes, the number of page uploaded will display under the **Pages** column.

i. Click **PDF** icon to view the document.

ii. Click **Remove** icon to delete the document, *if necessary*.

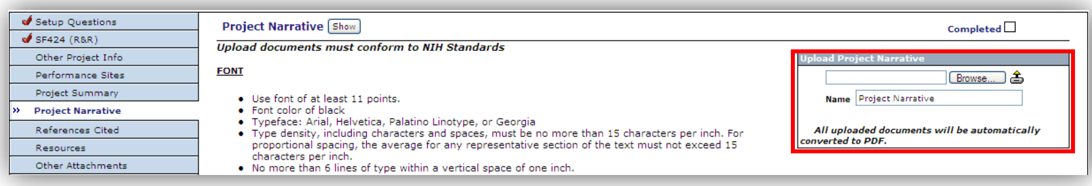


Note: *The view option above will display in all tabs once a document has been uploaded.*

3. Uploading Project Narrative Tab Document(s)

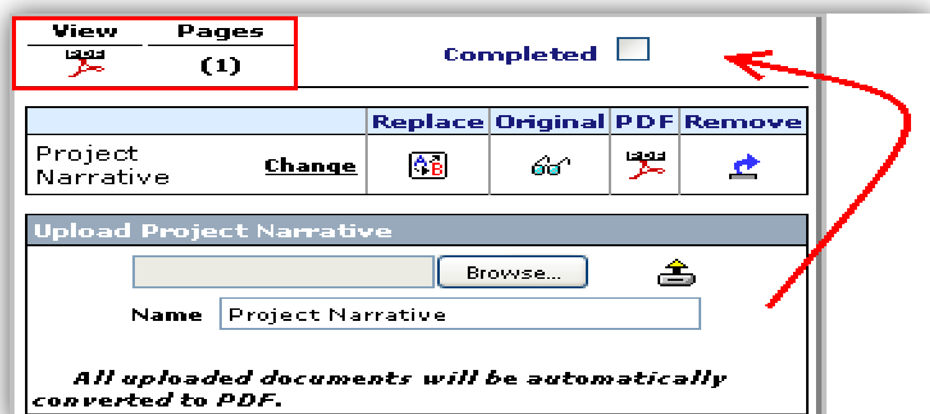
1 To upload a **Project Narrative** document:

1. Click the **Project Narrative** tab.
2. Click **Browse** and locate the Narrative document.
3. Click the **Open** button.
4. Click the **Upload** icon.



When the screen refreshes, the number of pages uploaded will display under the **Pages** column.

i. Click the **Replace** icon to replace the existing (uploaded) document, *if necessary*
ii. Click **View** icon to view the document in the original format, e.g. MS Word, PDF etc.
iii. Click **PDF** icon to view a PDF version of the document.
iv. Click **Remove** icon to delete the document, *if necessary*.

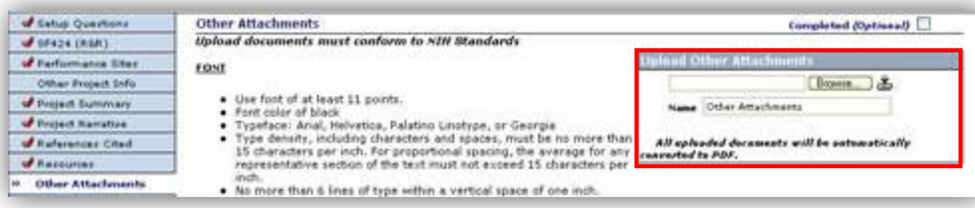


4. Uploading Other Attachments Tab Document(s)

1

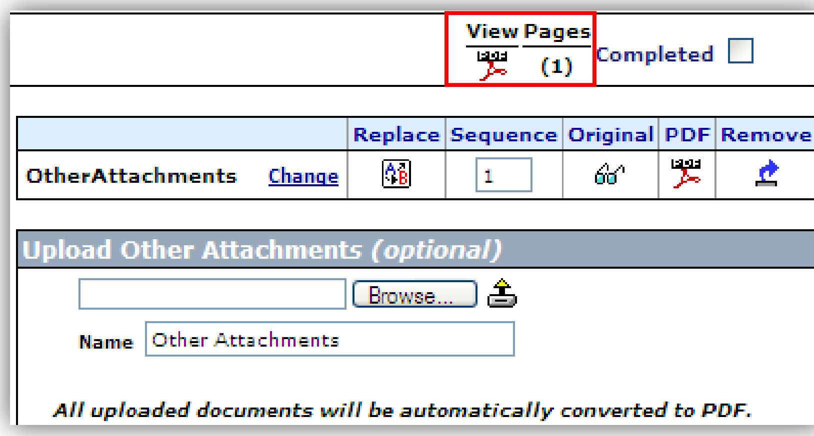
To upload a document to the **Other Attachments** tab:

1. Click the **Other Attachments** tab.
2. Click **Browse** and locate the document.
3. Click the **Open** button.
4. Click the **Upload** icon.



When the screen refreshes, the number of pages uploaded will display under the **Pages** column.

i. Click the **Replace** icon to replace the existing (uploaded) document, *if necessary*.
ii. Click **View** icon to view the document in the original format, e.g. MS Word, PDF etc.
iii. Click **PDF** icon to view a PDF version of the document.
iv. Click **Remove** icon to delete the document, *if necessary*.

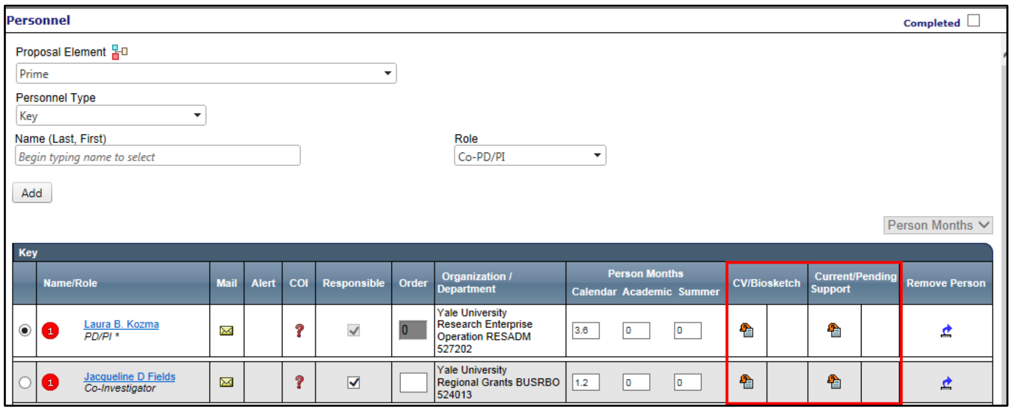


5. Uploading Personnel Tab Document(s)

1

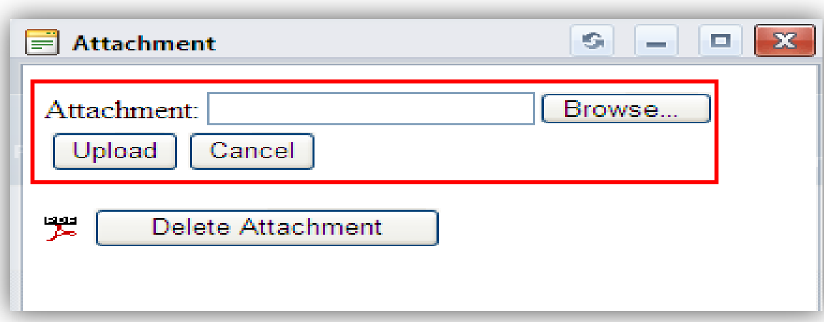
To upload a document to the **Personnel** tab:

1. Click the **Personnel** tab.
2. Click the **Upload CV/Biosketch**.



The **Attachment** window will display.

1. Click the **Browse** button.
2. Locate and select the **MS Word** or **PDF** document.
3. Click the **Open** button.
4. Click the **Upload** button.

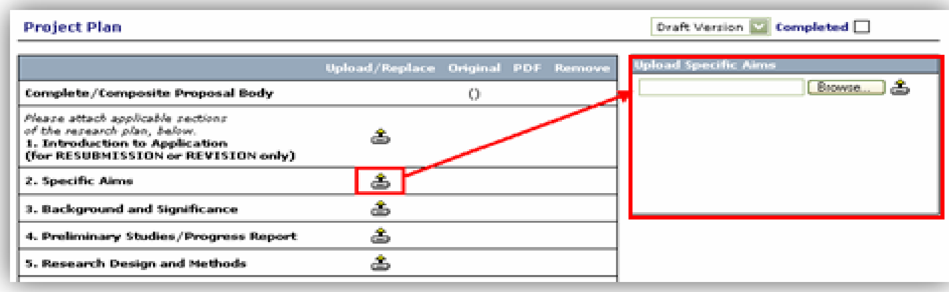


6. Uploading PHS 398 Research Plan Document(s)

1

To upload documents to the **PHS 398 Research Plan** tab:

1. Click the **PHS 398 Research Plan** tab.
2. Click the **Upload** icon next to the title of the document.
3. Click **Browse** and locate the document.
4. Click the **Open** button.
5. Click the **Upload** icon.



Note: *Repeat **Steps #3 - #5** to upload the following documents (if applicable) to the PHS398 Research Plan Tab:*

1. Specific Aims
2. Research Strategy
3. Inclusion Enrollment Report
4. Progress Report Publication List
5. Protection of Human Subjects
6. Inclusion of Women and Minorities
7. Inclusion of Children
8. Vertebrate Animals
9. Select Agent Research
10. Multiple PI Leadership Plan
11. Consortium/Contractual Arrangements
12. Letters of Support
13. Resource Sharing Plan(s)
14. Appendix

This quick guide highlights the naming conventions used in **IRES Proposal Development (PD)** when uploading documents to the **Internal Documents** tab.

Document Category and Naming Conventions

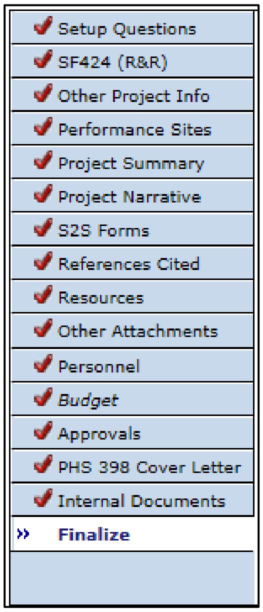
Document Category	Definition	Naming Convention(s)
Progress Report	Documentation related to the submission of non-competing continuations: • Progress report/eSNAP • Correspondence	Draft _Year X Corres_"Define"
Proposal	Documentation related to the submission of a proposal, including but not limited to: • Draft proposal • Correspondence related to the proposal • Appendices related to the proposal • Cost Sharing Approval Form • PI Status Request Form • Sub statement of work, budget, justification, etc. • Subrecipient Information & Compliance Form • Supplement Materials	Proposal_Initial Corres_"Define" Appendices _Year 1 CSForm PIStatusForm Sub_Proposal_NYU Sub_SICForm_NYU Supplement_"Type"
Compliance	Documentation related to compliance including, but not limited to: • Correspondence • IACUC Approval Letter	Corres_"Define" IACUC_2010 (Approval Year)
JIT	Documentation related to JIT requests and submissions, including, but not limited to: • JIT materials • Correspondence	Materials Corres_"Define"
Sponsor Guidelines	Documentation related to sponsor guidelines for proposal or award, including but not limited to: • Instructions/guidelines such as an RFA or RFP • Correspondence (this could be confirmation of details in the RFP)	RFP or Instructions, etc Corres_"Define"

This quick guide highlights the process for finalizing and submitting a *S2S* proposal in **IRES Proposal Development (PD)**.

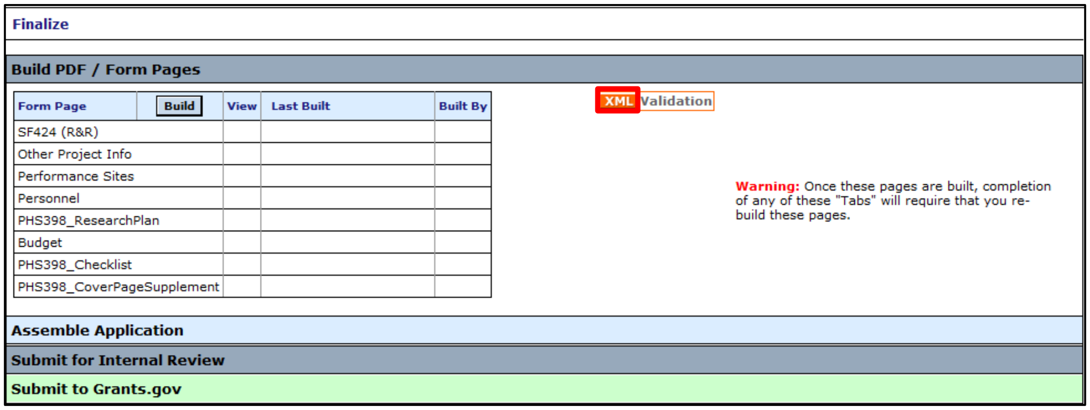
Reminder: All proposals must be routed for internal review and approval prior to submission to the sponsor.

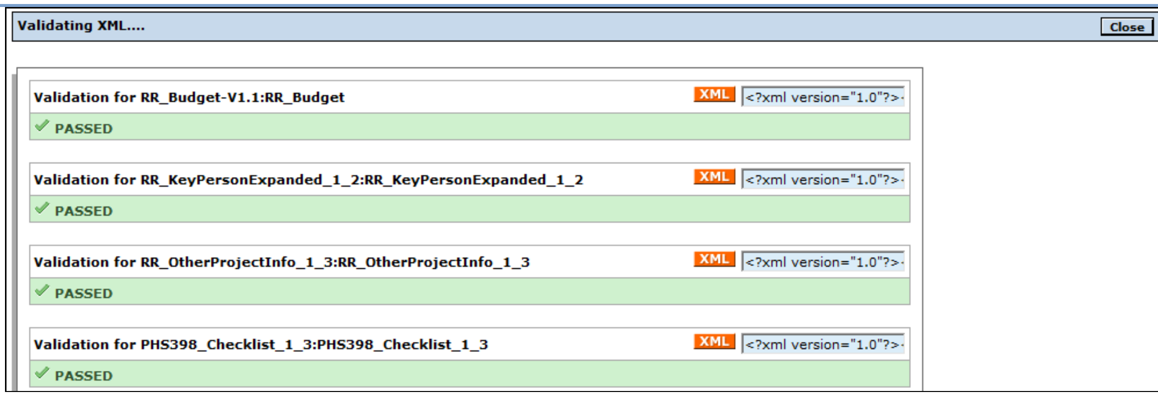
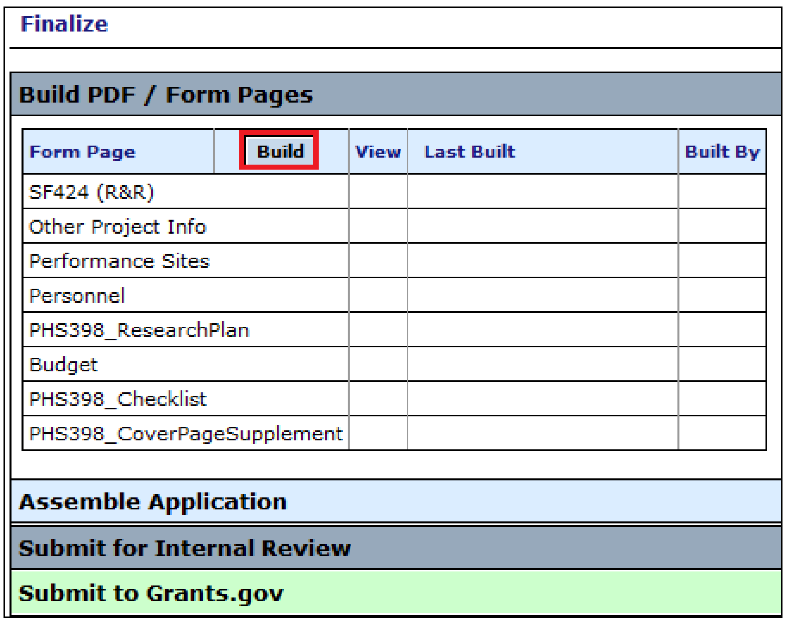
1 Confirm that the **Completed** check box on all tabs has been checked.

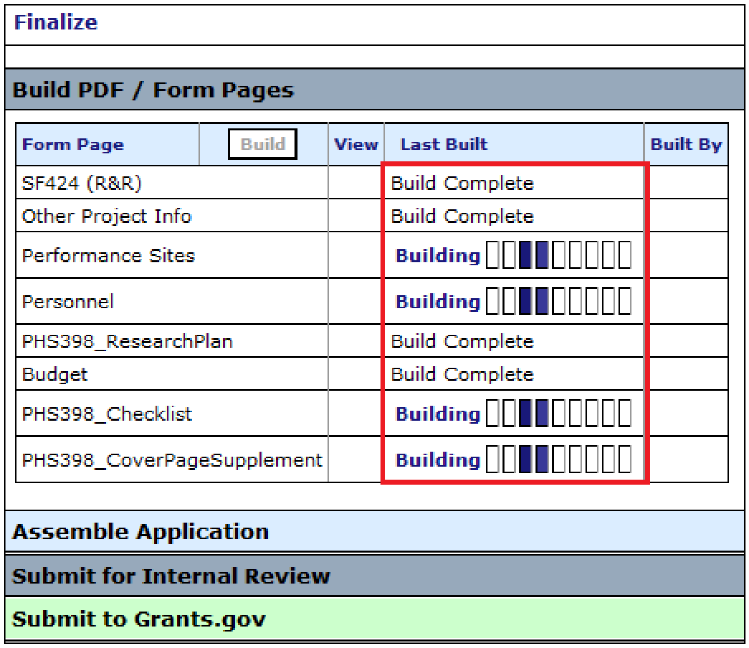
Click the **Finalize** tab.



2 Click on the **XML** icon view the validations checked by IRES prior to submission. Contact your GCA Proposal Manager if a section does not pass.

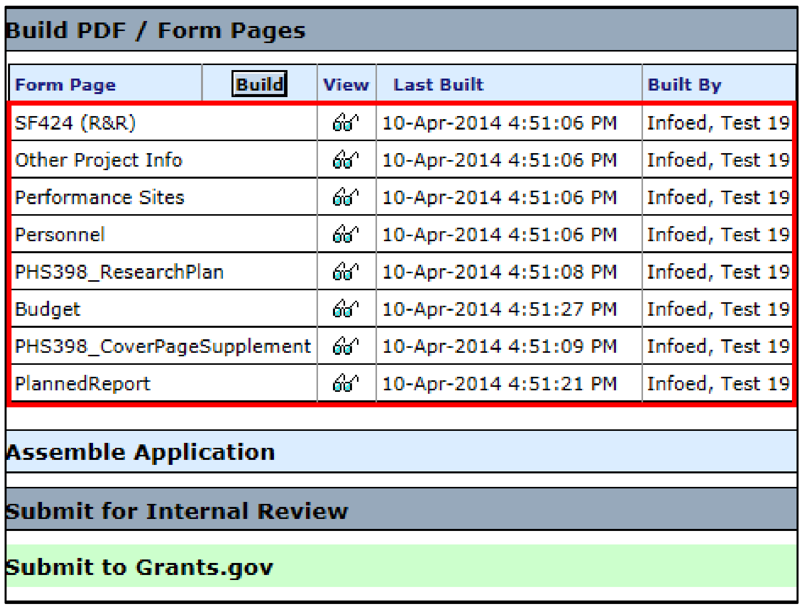


	
3	Click the **Build** button under the **Build PDF / Forms Pages** tab. 

4	Each **Form Page** will be built. While the pages are building, a status bar will show in the **Last Built** column, and as each Form Page completes, the words **Build Complete** will display. 

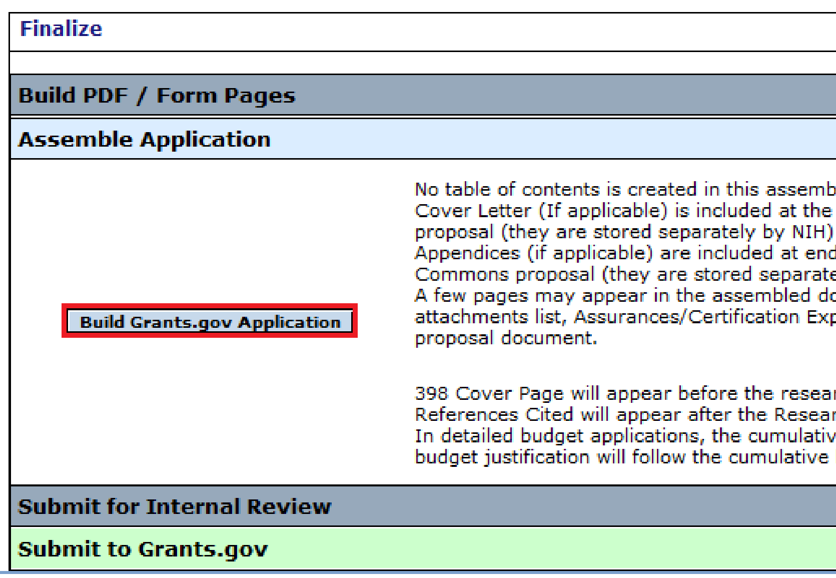
5 Once all of the Form Pages are built, the following columns will be populated in the **Build PDF/Form Pages** section:

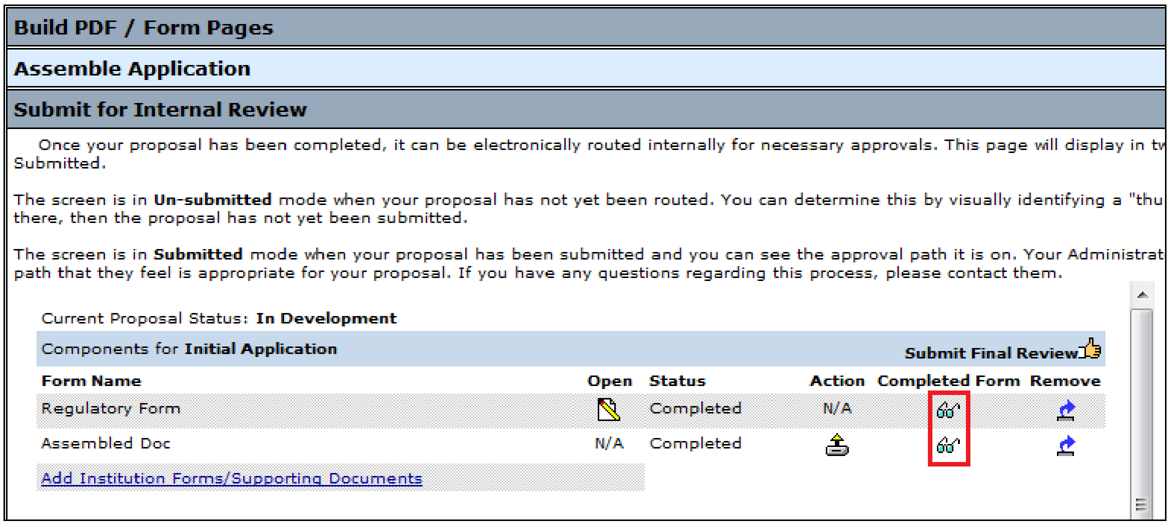
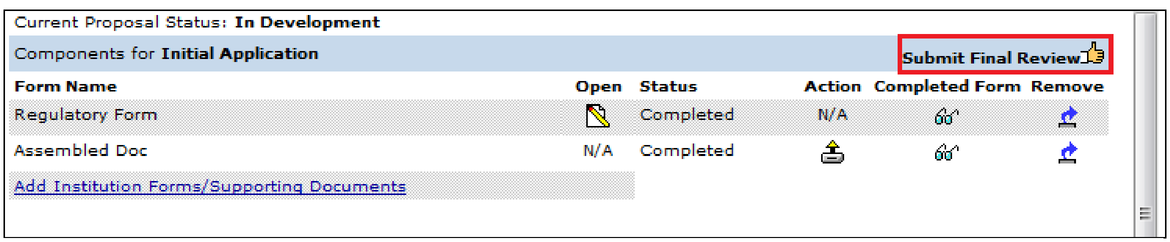
- **Form Page:** *The name of the Form Page displays. Use the Build option to build the pages again, if necessary.*
- **View:** *Click the corresponding icon to view each Form Page independently in a PDF.*
- **Last Built:** *The date and time each form page was built automatically displays.*
- **Built By:** *The name of user who built the Form Pages displays.*



6 When the screen refreshes, the **Assemble Application** tab will display.

Click the **Build Grants.gov Application** button.

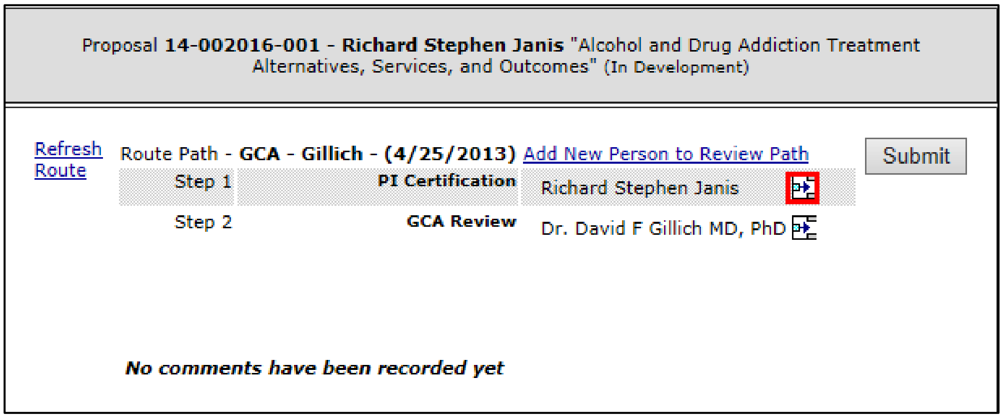


7	When the screen refreshes, the **Submit for Internal Review** tab will display. 1. Click the **View** icon to view a PDF version of the **Assembled Doc**. Scroll through the PDF pages and verify that the proposal is correct including the budget. 2. Click the **View** icon to view the **Regulatory Form**. 3. Click the **View** icon to view any other documents associated with the record. 
8	Click the **Submit Final Review** icon. 

9 The **Submit** window will appear.

Additional **Approvers** may be added to the route. To add an approver:

1. Click the **Insert** button next to the name of the person in the route who the inserted **Approver** should review the proposal after.



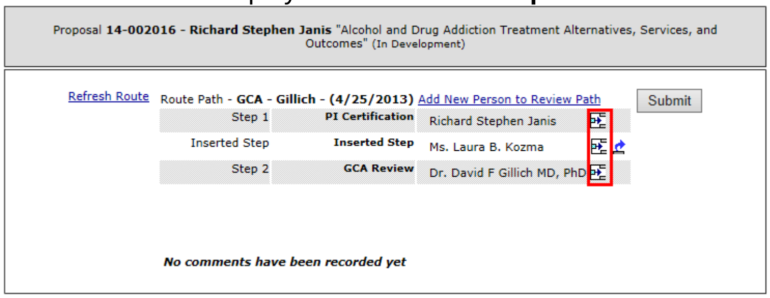
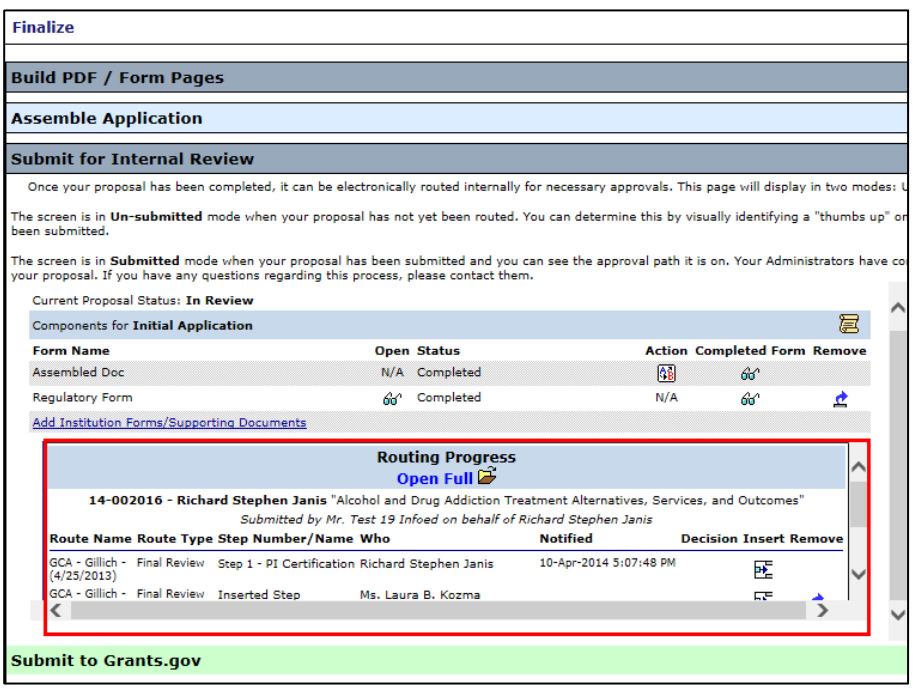
10 The **Add Step** window will appear.

1. Enter the name of the **Approver** in the **Add Step** field, and select the appropriate **Approver** from the search results (i.e. Ms. Laura B. Kozma).
2. Select the **Informational Only** or **Approval Required** radio button (see description of each option below).
3. Click the **Add** button.

The following **Approval** options are available:

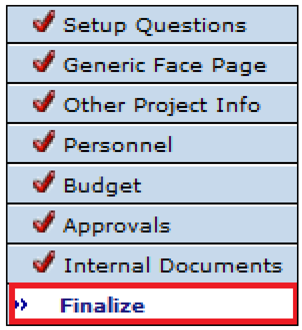
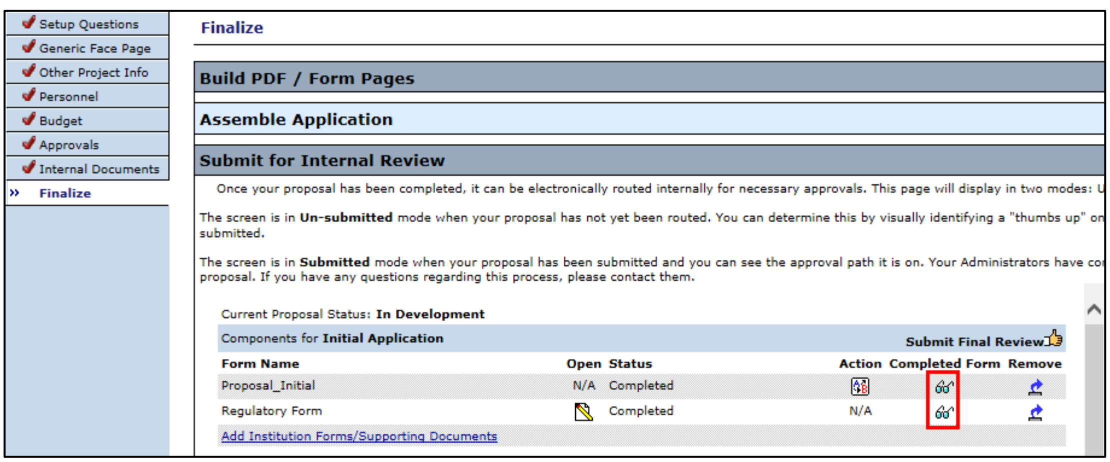
- **Informational Only:** *This option allows the user to send a notification to an individual for informational purposes only, and does not require any action on the part of that individual to move the proposal to the next Approver in the route.*

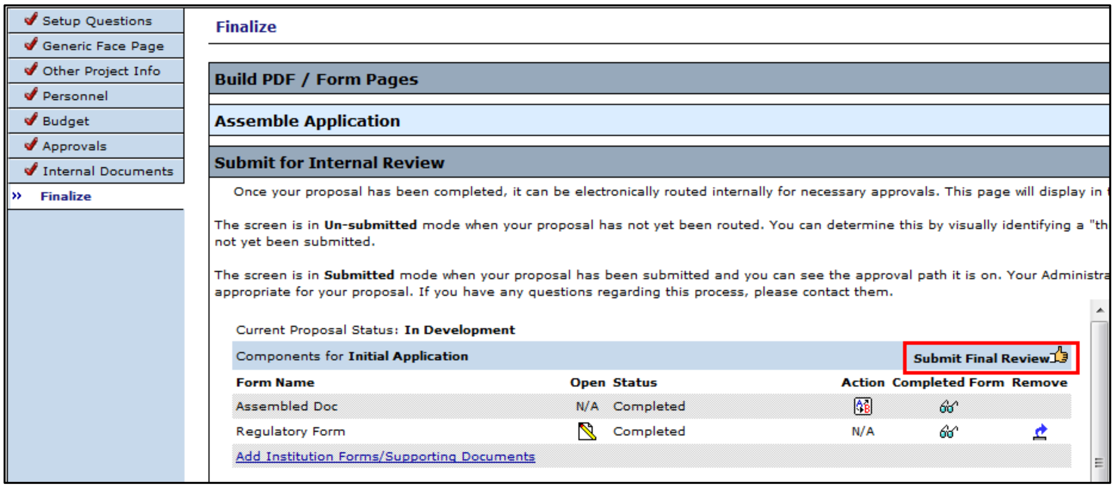
- **Approval Required:** *This option allows the user to send a notification to an individual who is required to take action (by reviewing and approving the proposal) for submission of the proposal to the sponsor. An action is required on the part of that individual to move the proposal to the next Approver in the route.*

11	The inserted Approver's name will display as an **Inserted Step**. 
12	To submit the proposal to the route, click the **Submit** button. 
13	To view the progress of the proposal in the route, navigate to the **Routing Progress** section at the bottom of the **Submit for Internal Review** section in the **Finalize** tab. Click **Open Full** to see a full window view of people who are in the view and approval route. 

IRES

Finalizing and Submitting a *Non-S2S* Proposal

This quick guide highlights the process for finalizing and submitting a *Non System-to-System (Non-S2S)* proposal in **IRES Proposal Development (PD)**. **Reminder:** All proposals must be routed for internal review and approval prior to submission to the sponsor.	
1	Confirm that the **Completed** check appears on all tabs. Click the **Finalize** tab. 
2	The **Submit for Internal Review** tab will display. 1. Click the **View** icon to view the uploaded **Proposal**. Scroll through the PDF pages to verify that all components are included. 2. Click the **View** icon to view the Yale University Proposal **Regulatory Form** and any additional uploaded documents. 

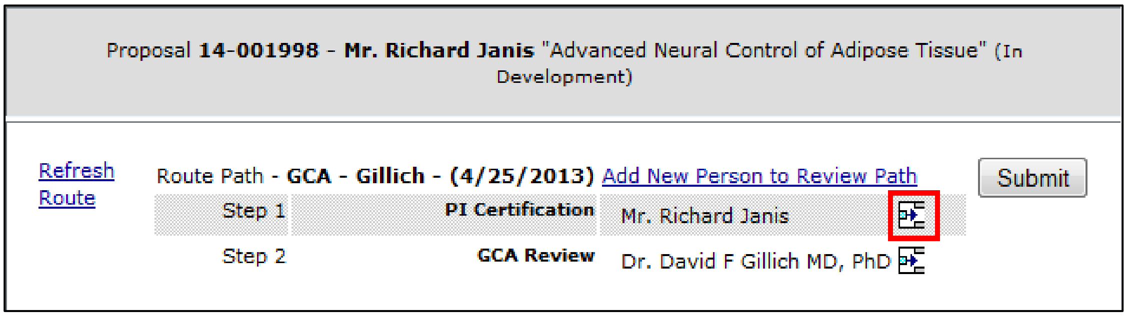
3	Click the **Submit Final Review** icon. 

4

The **Submit** window will appear.

Additional **Approvers** may be added to the route. To add an approver:

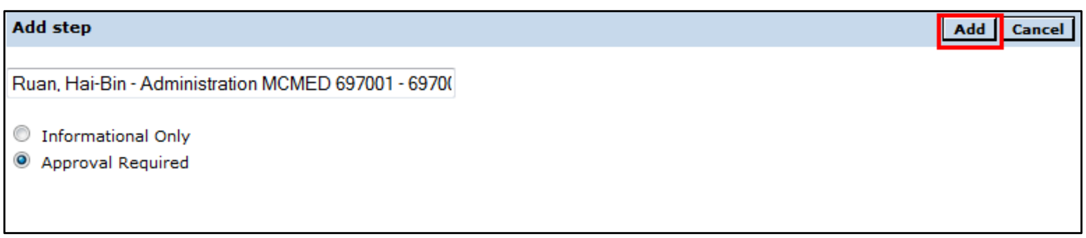
1. Click the **Insert** button next to the name of the person in the route where you want the name of an additional **Approver or Information Only** inserted into the sequenced route (e.g., after the PI Certification Mr. Richard Janis). Note to insert a person before the PI, click Add New Person to Review Path and insert the name.



5

The **Add Step** window will appear.

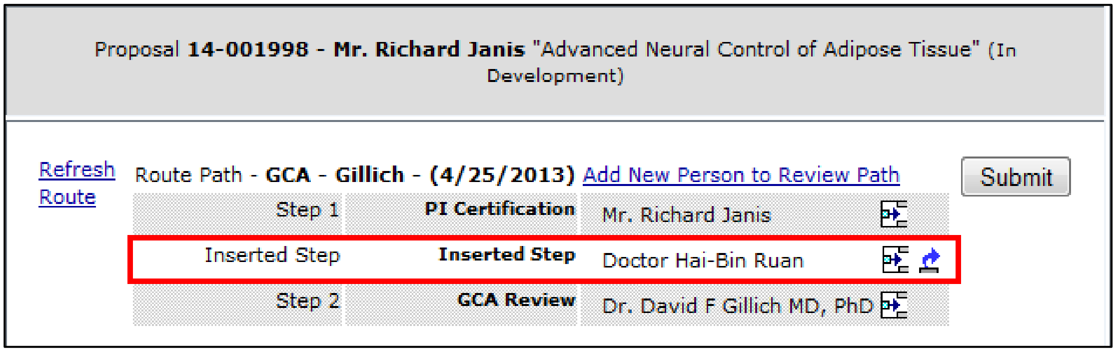
1. Enter the name of the approver in the **Add Step** field, and select the appropriate **Approver** from the search results list.
2. Select the **Informational Only** or **Approval Required** radio button (see description of each option below).
3. Click the **Add** button.



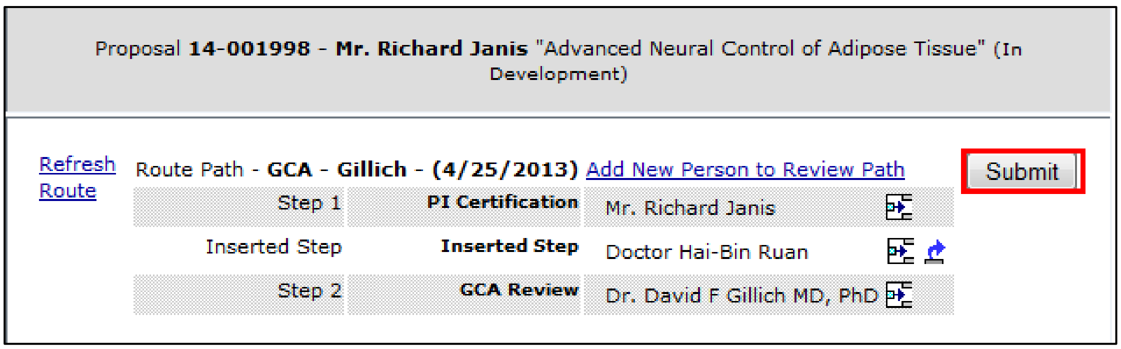
The following **Approval** options are available:

- **Informational Only:** *This option allows the user to send a notification to an individual for informational purposes only, and does not require any action on the part of that individual to move the proposal to the next Approver in the route.*
- **Approval Required:** *This option allows the user to send a notification to an individual who is required to take action (by reviewing and approving the proposal) for submission of the proposal to the sponsor. An action is required on the part of that individual to move the proposal to the next Approver in the route.*

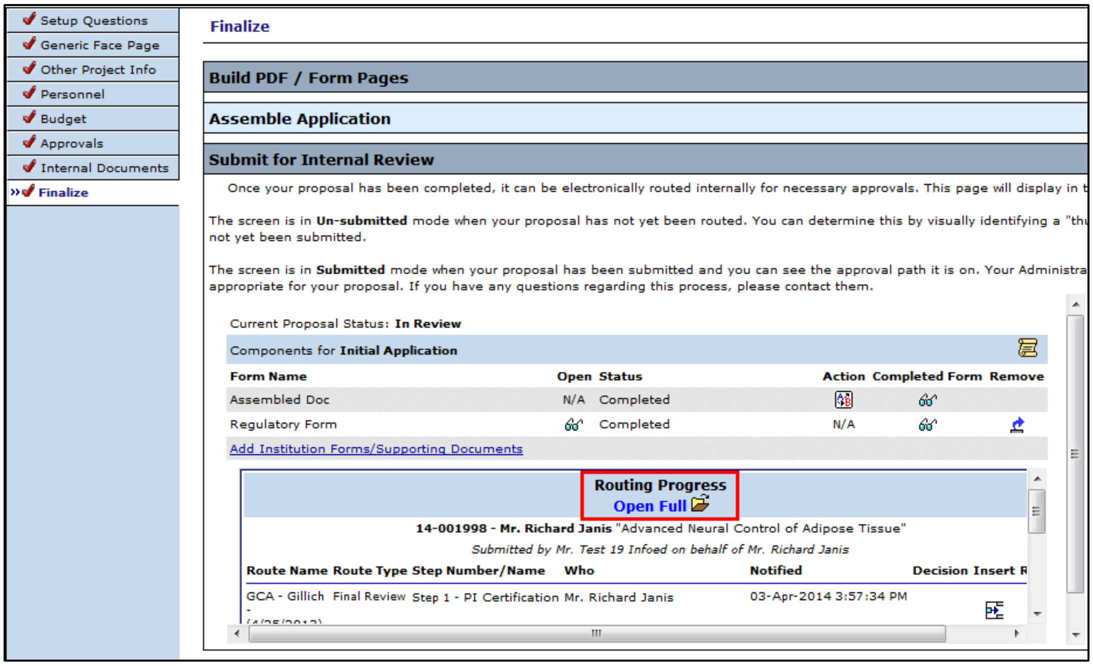
6 The inserted **Approver's** name will display as an **Inserted Step**.

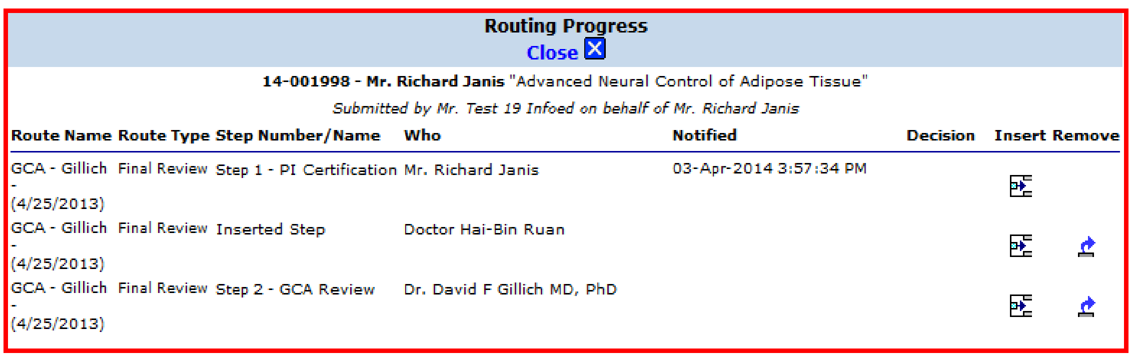


7 To submit the proposal to the route, click the **Submit** button.



8	To view the progress of the proposal in the route, navigate to the **Routing Progress** section at the bottom of the **Submit for Internal Review** tab in the **Finalize** tab.





IRES

Certifying a Proposal

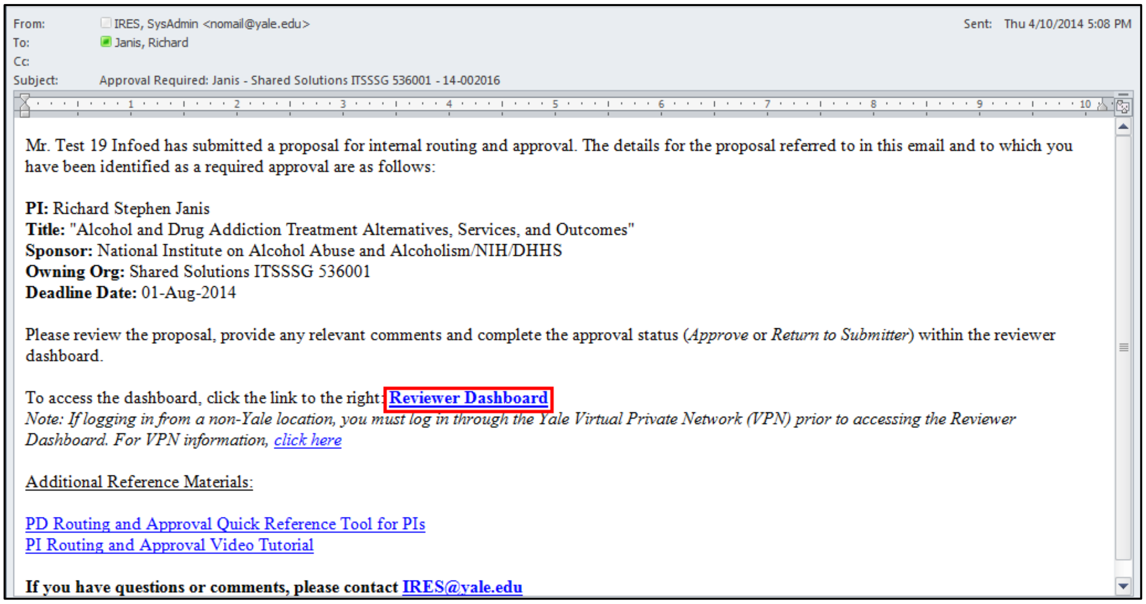
This quick guide highlights the process for certifying a proposal in **IRES Proposal Development (PD)**.

1 Navigate to your **Yale MS Outlook – Inbox**, and open the **Approval Required** e-mail from **IRES, SysAdmin**.

Note: Users may also access the Approval Required e-mail on the IRES main page under My Messages> Inbox

2 The **Approval Required** e-mail will display.

Click the **Reviewer Dashboard** link.



From: IRES, SysAdmin <nomail@yale.edu> Sent: Thu 4/10/2014 5:08 PM
To: Janis, Richard
Cc:
Subject: Approval Required: Janis - Shared Solutions ITSSSG 536001 - 14-002016

Mr. Test 19 Infoed has submitted a proposal for internal routing and approval. The details for the proposal referred to in this email and to which you have been identified as a required approval are as follows:

PI: Richard Stephen Janis
Title: "Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes"
Sponsor: National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS
Owning Org: Shared Solutions ITSSSG 536001
Deadline Date: 01-Aug-2014

Please review the proposal, provide any relevant comments and complete the approval status (*Approve* or *Return to Submitter*) within the reviewer dashboard.

To access the dashboard, click the link to the right: **Reviewer Dashboard**
Note: If logging in from a non-Yale location, you must log in through the Yale Virtual Private Network (VPN) prior to accessing the Reviewer Dashboard. For VPN information, click here

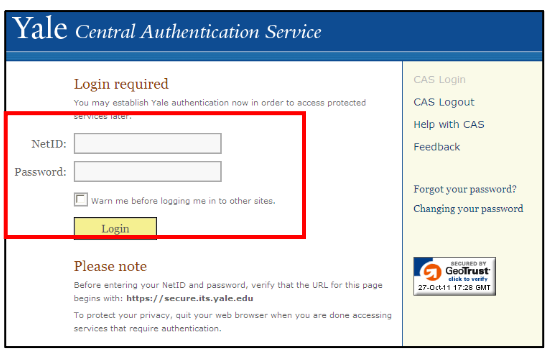
Additional Reference Materials:

PD Routing and Approval Quick Reference Tool for PIs
PI Routing and Approval Video Tutorial

If you have questions or comments, please contact IRES@yale.edu

3 A **Central Authentication Service (CAS)** login screen will appear.

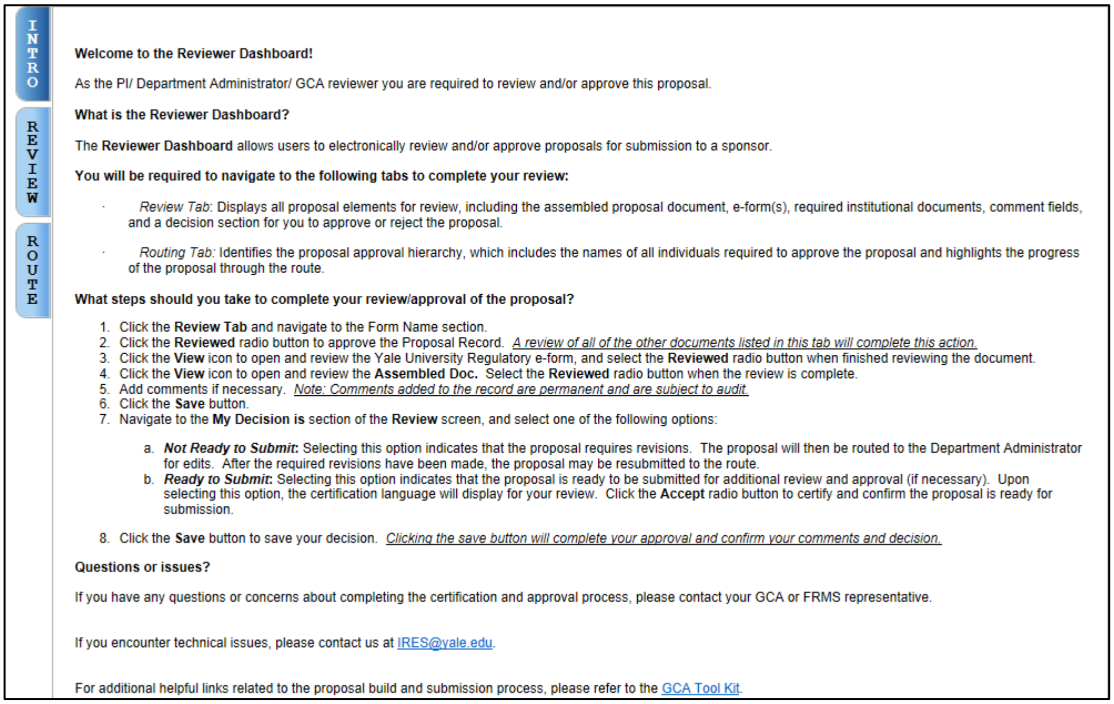
Enter your Yale **Net ID** and **Password**, and click **Login**.



4

The **Reviewer Dashboard – INTRO** tab will display.

The **Reviewer Dashboard** allows users to electronically review, approve or return a proposal for revisions, add comments, and track the proposal throughout the certification and approval process.



I N T R O

R E V I E W

R O U T E

Welcome to the Reviewer Dashboard!

As the PI/ Department Administrator/ GCA reviewer you are required to review and/or approve this proposal.

What is the Reviewer Dashboard?

The **Reviewer Dashboard** allows users to electronically review and/or approve proposals for submission to a sponsor.

You will be required to navigate to the following tabs to complete your review:

- *Review Tab*: Displays all proposal elements for review, including the assembled proposal document, e-form(s), required institutional documents, comment fields, and a decision section for you to approve or reject the proposal.
- *Routing Tab*: Identifies the proposal approval hierarchy, which includes the names of all individuals required to approve the proposal and highlights the progress of the proposal through the route.

What steps should you take to complete your review/approval of the proposal?

1. Click the **Review Tab** and navigate to the Form Name section.
2. Click the **Reviewed** radio button to approve the Proposal Record. *A review of all of the other documents listed in this tab will complete this action.*
3. Click the **View** icon to open and review the Yale University Regulatory e-form, and select the **Reviewed** radio button when finished reviewing the document.
4. Click the **View** icon to open and review the **Assembled Doc.** Select the **Reviewed** radio button when the review is complete.
5. Add comments if necessary. *Note: Comments added to the record are permanent and are subject to audit.*
6. Click the **Save** button.
7. Navigate to the **My Decision is** section of the **Review** screen, and select one of the following options:
    a. ***Not Ready to Submit*:** Selecting this option indicates that the proposal requires revisions. The proposal will then be routed to the Department Administrator for edits. After the required revisions have been made, the proposal may be resubmitted to the route.
    b. ***Ready to Submit*:** Selecting this option indicates that the proposal is ready to be submitted for additional review and approval (if necessary). Upon selecting this option, the certification language will display for your review. Click the **Accept** radio button to certify and confirm the proposal is ready for submission.
8. Click the **Save** button to save your decision. *Clicking the save button will complete your approval and confirm your comments and decision.*

Questions or issues?

If you have any questions or concerns about completing the certification and approval process, please contact your GCA or FRMS representative.

If you encounter technical issues, please contact us at IRES@yale.edu.

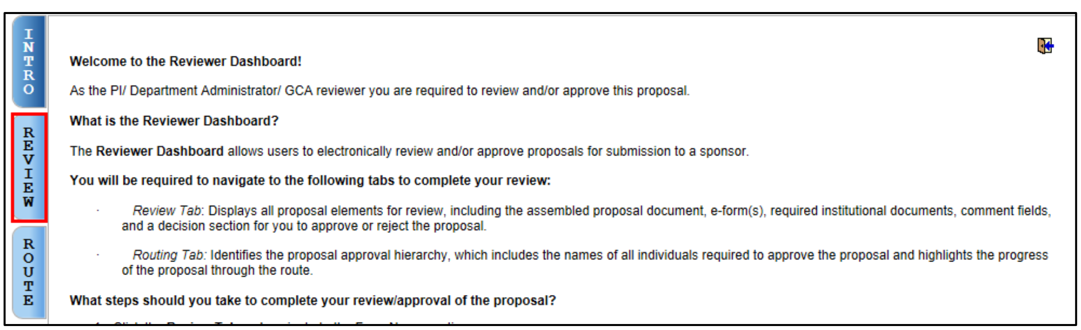
For additional helpful links related to the proposal build and submission process, please refer to the GCA Tool Kit.

The following tabs are available on the **Reviewer Dashboard**:

- ***Intro Tab:*** Provides an overview of the Reviewer Dashboard and outlines steps required to complete your review of the proposal.
- ***Review Tab*:** Displays all proposal elements for review, including the assembled proposal document, e-forms, required institutional documents, comment fields, and a decision section for you to approve or reject the proposal.
- ***Routing Tab:*** Identifies the proposal's approval hierarchy, which includes the names of all individuals required to approve the proposal, and highlights the progress of the proposal through the route.

5

To review the proposal, click the **Review** tab.



I N T R O

R E V I E W

R O U T E

Welcome to the Reviewer Dashboard!

As the PI/ Department Administrator/ GCA reviewer you are required to review and/or approve this proposal.

What is the Reviewer Dashboard?

The **Reviewer Dashboard** allows users to electronically review and/or approve proposals for submission to a sponsor.

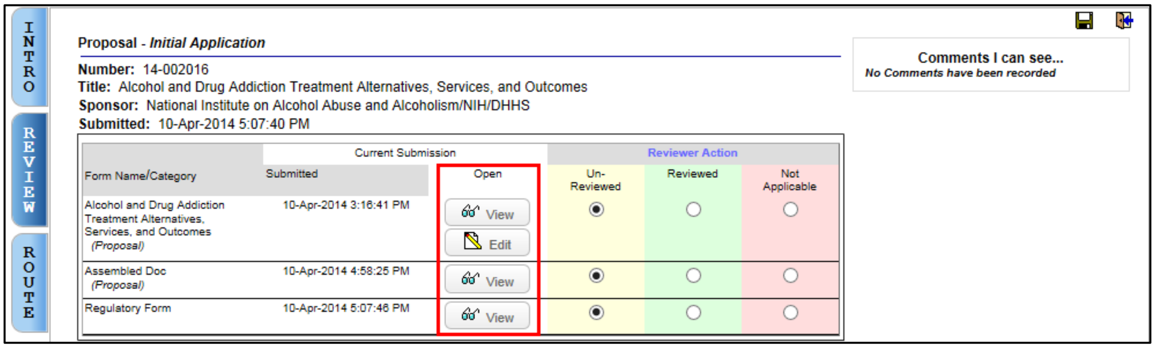
You will be required to navigate to the following tabs to complete your review:

- *Review Tab*: Displays all proposal elements for review, including the assembled proposal document, e-form(s), required institutional documents, comment fields, and a decision section for you to approve or reject the proposal.
- *Routing Tab*: Identifies the proposal approval hierarchy, which includes the names of all individuals required to approve the proposal and highlights the progress of the proposal through the route.

What steps should you take to complete your review/approval of the proposal?

6 The **Review** tab will display.

Click the **View** icon button next to all available documents to review for accuracy and that all required proposal elements are included.

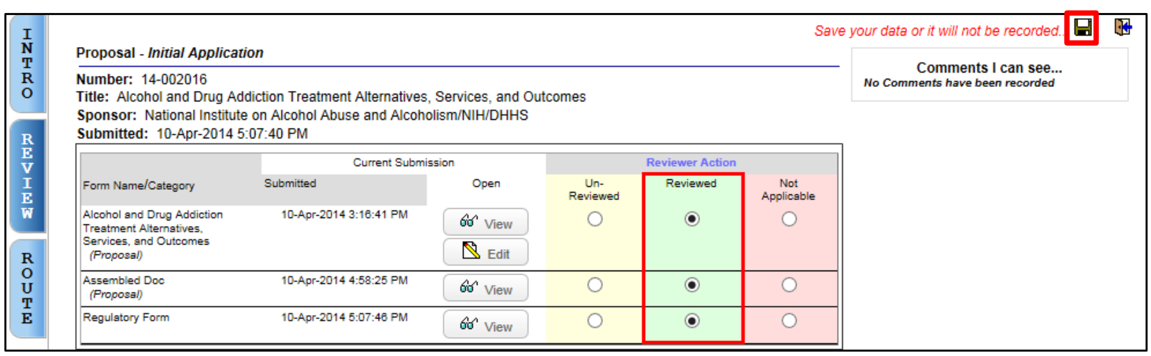


7 Click the **Reviewed** radio button next to the **Proposal**, **Assembled Doc**, **Yale University Proposal Regulatory Form**, and all other forms and documents listed once the review has been completed.

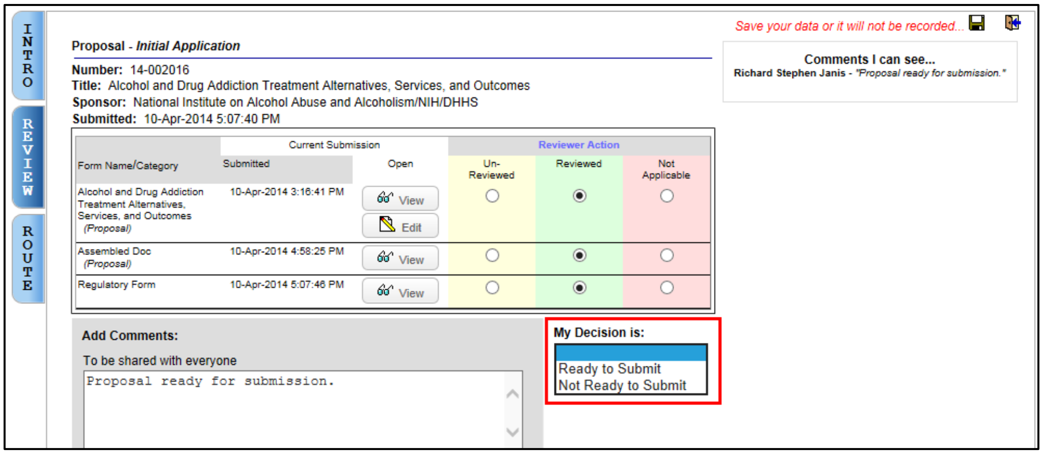
Click the **Not Applicable** radio button next to all forms and documents that did not require review.

Note: If you are unable to access all tabs within the PD record, please access the proposal record through IRES Proposal Tracking (PT) by logging into the IRES main page (see ***Logging In and Navigation****.)*

Click **Save**.

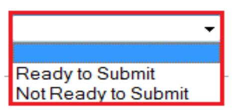


8 To approve or return the proposal for revision, navigte to the **My Decision** section of the **Review** tab.



9 Click the **My Decision is** drop down menu.

Select the **Ready to Submit** or the **Not Ready to Submit** option.

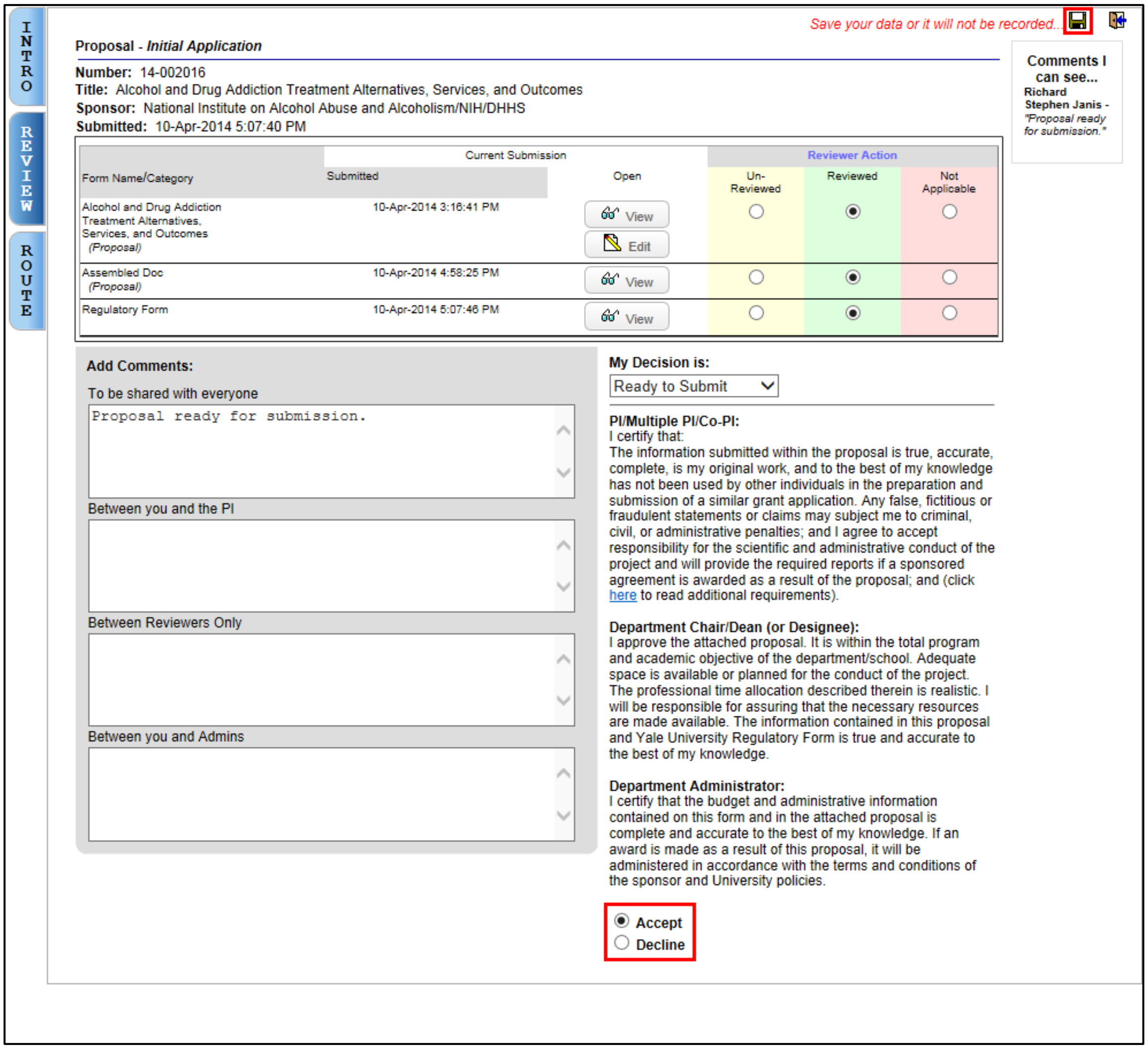


10 If the **Ready to Submit** option is selected, the certification text will appear at the bottom of the screen. Review the certification text, and select one of the following options:

- If the proposal is ready to be submitted, click the **Accept** radio button.
- If the proposal is not ready to be submitted, select the **Decline** radio button.

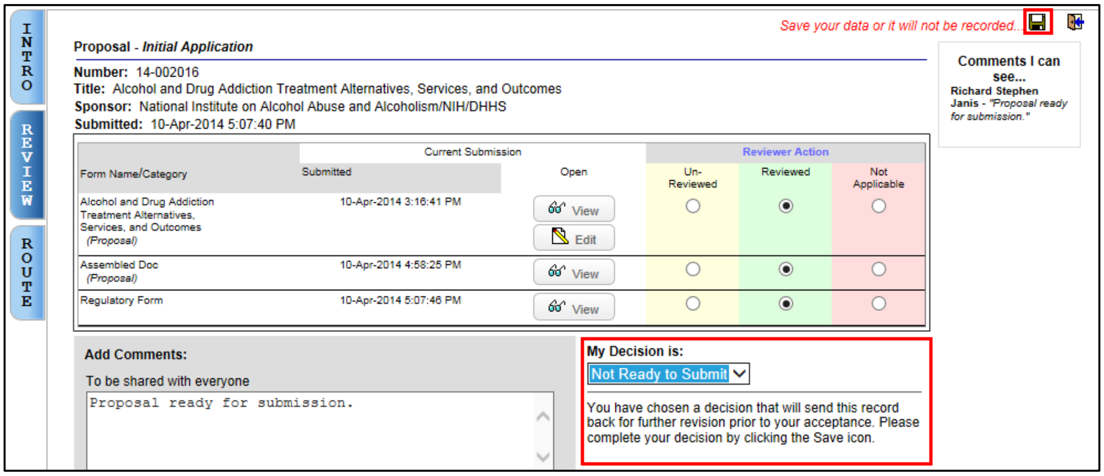
  Note: Selecting the Decline radio button will not allow you to submit the approval.

Click **Save** at the top right.



11 If the **Not Ready to Submit** option is selected, click **Save** (located at the top right) to route the proposal to the beginning of the route for re-certification and approval.

Note: Selecting Not Ready to Submit will require the route to start over. Prior to selecting Not Ready to Submit please consult the Proposal Development (PD) PI Recertification Scenarios document and your GCA Reviewer to determine next steps.



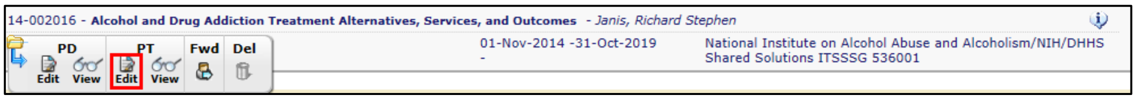
IRES

Submitting a Changed/Corrected Proposal

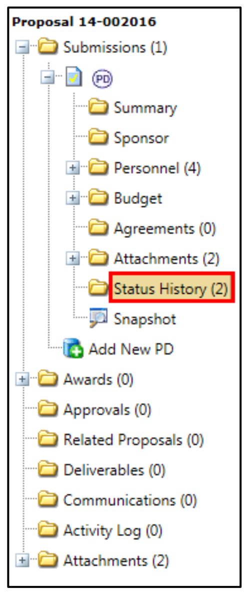
This quick guide highlights the process for resubmitting an S2S proposal due to an error, warning or at the request of the PI/Department (Changed/Corrected).

GCA Reviewer

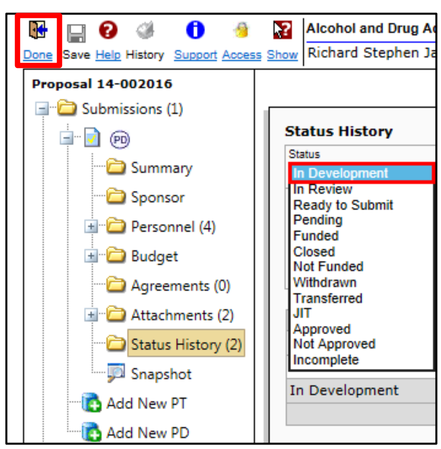
1 Open the record in **PT Edit** (*refer to **Searching for a Proposal***)



2 Navigate to the **Status History** tab



Change the proposal status to **In Development,** then click **Done.**



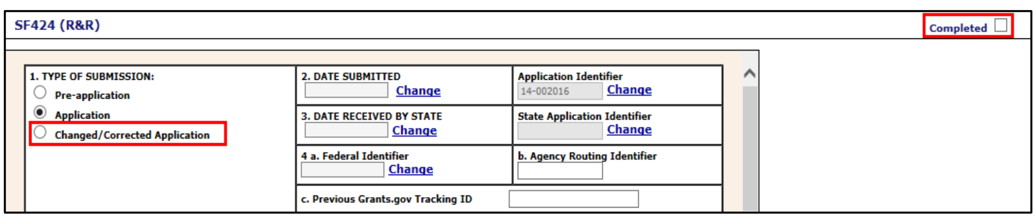
Department Administrator

1 Open the record in **PD Edit**

Navigate to the **SF424 (R&R) tab**

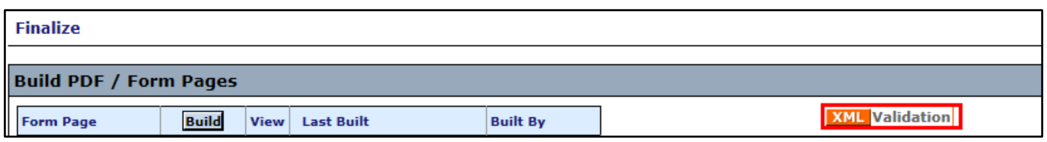
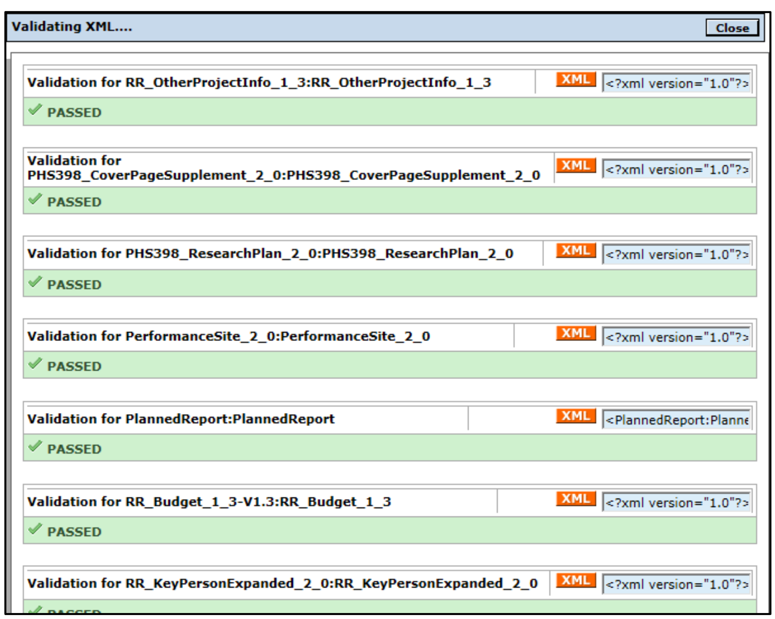
2 Uncomplete the tab by clicking the **Completed checkbox** in the top right corner

Change the **Type of Submission** to **Changed/Corrected Application**

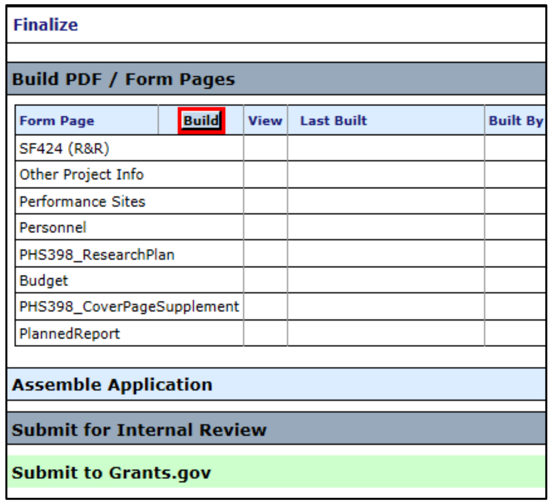


3 Make the required changes to the proposal:

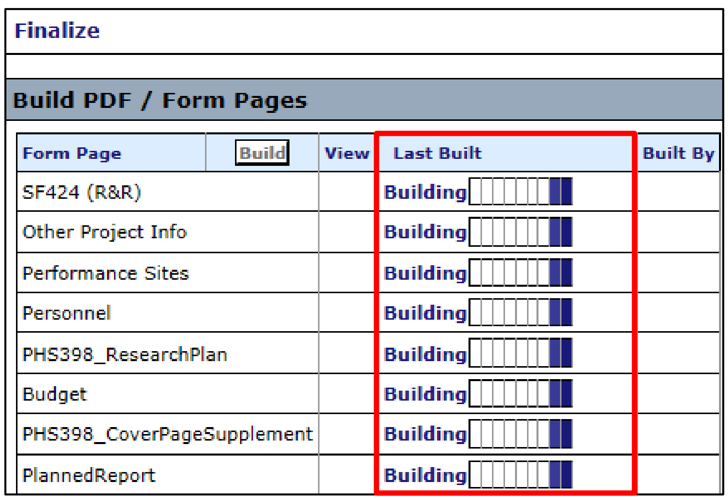
- Uncomplete the applicable tab
- Make the change or upload the new document
- Complete the tab

4	Once all required changes have been made, confirm that the **Completed** check box on all tabs has been checked. Click the **Finalize** tab. 
5	Click the **XML Validation** button under the **Finalize** tab to view the validations checked by IRES prior to submission.  

6 Click the **Build** button under the **Build PDF / Forms Pages** tab.



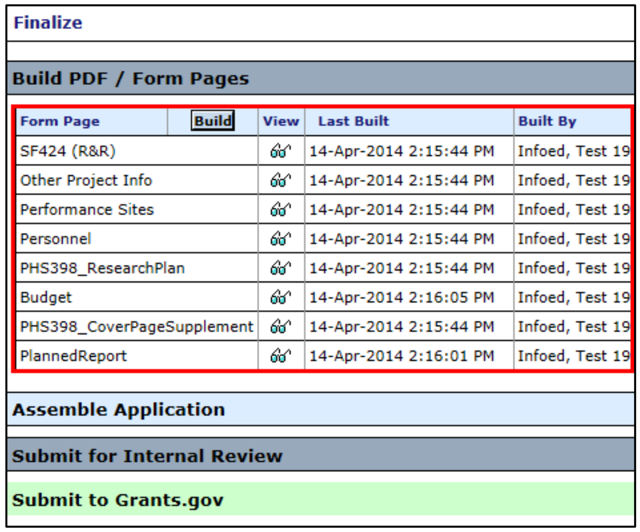
7 Each **Form Page** will be built. While the pages are building, a status bar will show in the **Last Built** column, and as each Form Page completes, the words **Build Complete** will display.



8

Once all of the Form Pages are built, the following columns will be populated in the **Build PDF/Form Pages** section:

- **Form Page:** *The name of the Form Page displays. Use the Build option to build the pages again, if necessary.*
- **View:** *Click the corresponding icon to view each Form Page independently in a PDF.*
- **Last Built:** *The date and time each form page was built automatically displays.*
- **Built By:** *The name of user who built the Form Pages displays.*



Finalize

Build PDF / Form Pages

Form Page	Build	View	Last Built	Built By
SF424 (R&R)			14-Apr-2014 2:15:44 PM	Infoed, Test 19
Other Project Info			14-Apr-2014 2:15:44 PM	Infoed, Test 19
Performance Sites			14-Apr-2014 2:15:44 PM	Infoed, Test 19
Personnel			14-Apr-2014 2:15:44 PM	Infoed, Test 19
PHS398_ResearchPlan			14-Apr-2014 2:15:44 PM	Infoed, Test 19
Budget			14-Apr-2014 2:16:05 PM	Infoed, Test 19
PHS398_CoverPageSupplement			14-Apr-2014 2:15:44 PM	Infoed, Test 19
PlannedReport			14-Apr-2014 2:16:01 PM	Infoed, Test 19

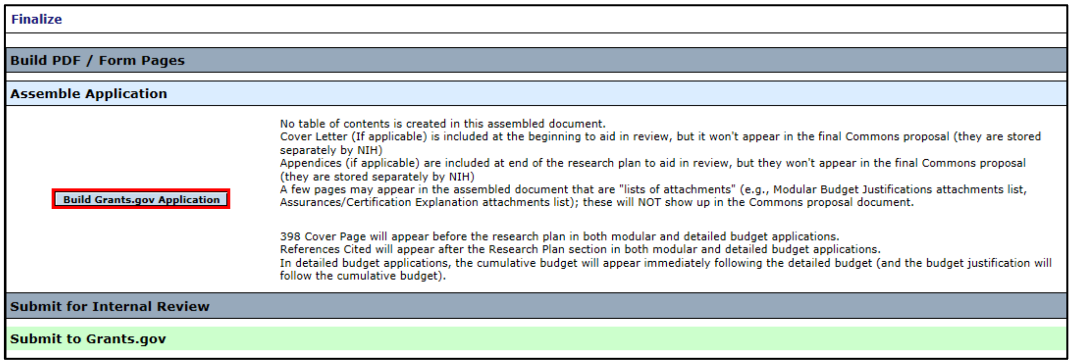
Assemble Application

Submit for Internal Review

Submit to Grants.gov

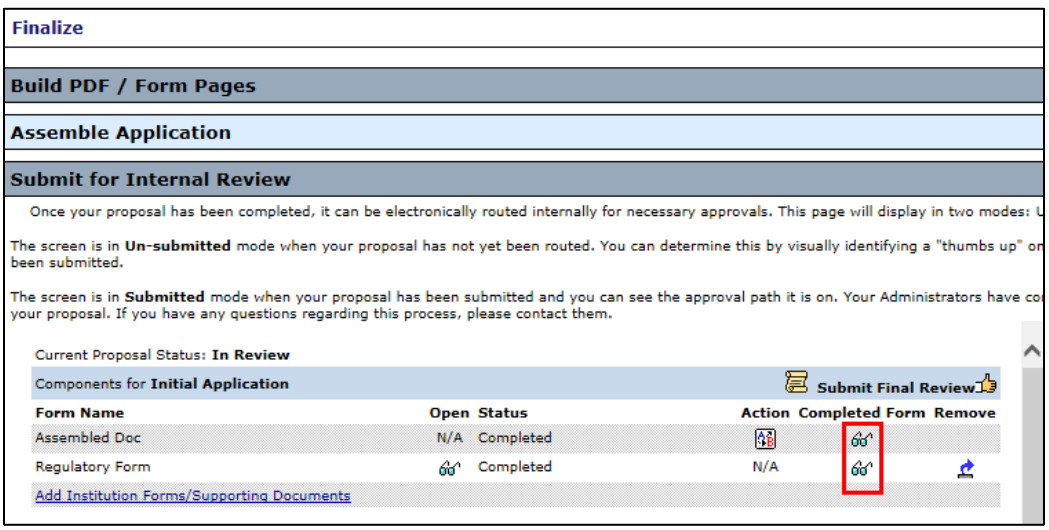
9 When the screen refreshes, the **Assemble Application** tab will display.

Click the **Build Grants.gov Application** button.



10 When the screen refreshes, the **Submit for Internal Review** tab will display.

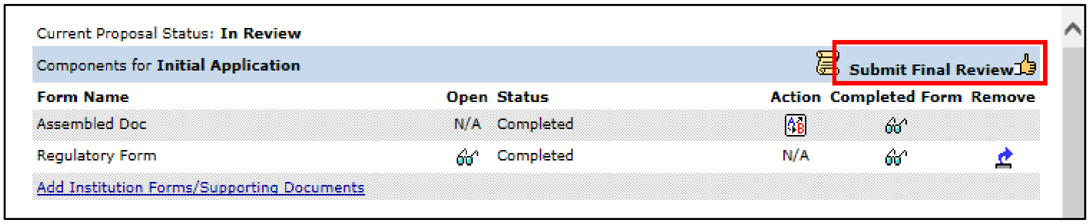
1. Click the **View** icon to view a PDF version of the **Assembled Doc**. Scroll through the PDF pages and verify that the proposal is correct including the budget.
2. Click the **View** icon to view the **Yale University Proposal Regulatory Form**.



11 If the proposal does not require recertification (*refer to the **[Proposal Development (PD) PI Recertification Scenarios]** located in the GCA Toolkit*), **notify the GCA Reviewer** and request that the proposal be resubmitted.

If the proposal requires recertification by the PI, Department Administrator or any other approver, **follow steps 12-17** below.

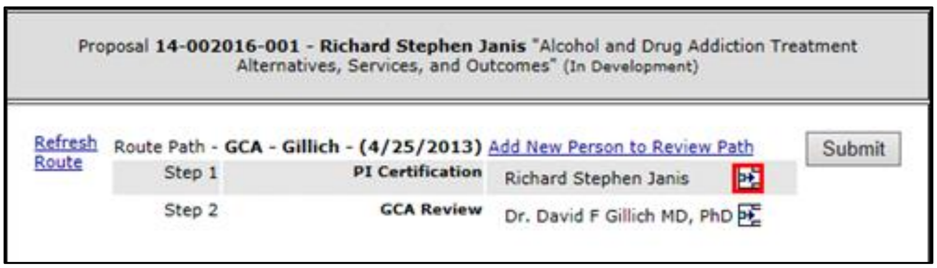
12 Click the **Submit Final Review** icon.



13 The **Submit** window will appear.

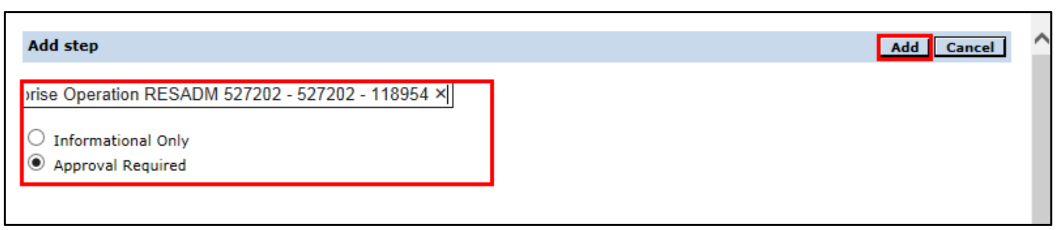
Additional **Approvers** may be added to the route. To add an approver:

1. Click the **Insert** button next to the name of the person in the route who the inserted **Approver** should review the proposal after.



14 The **Add Step** window will appear.

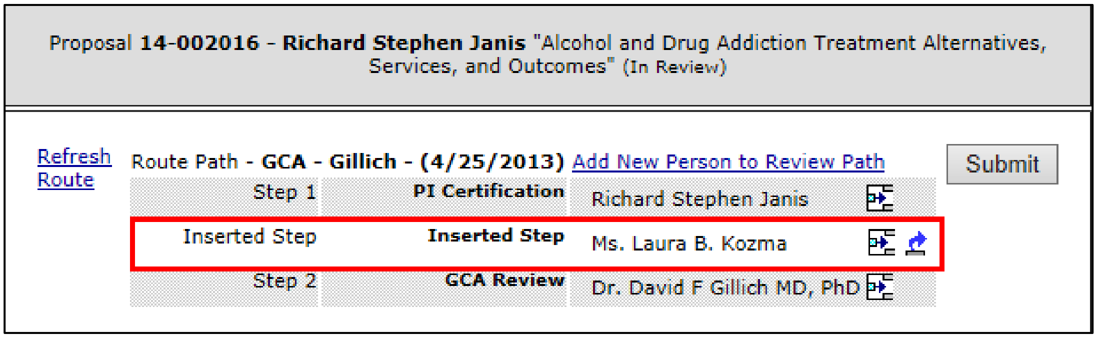
1. Enter the name of the **Approver** in the **Add Step** field, and select the appropriate **Approver** from the search results.
2. Select the **Informational Only** or **Approval Required** radio button (see description of each option below).
3. Click the **Add** button.



The following **Approval** options are available:

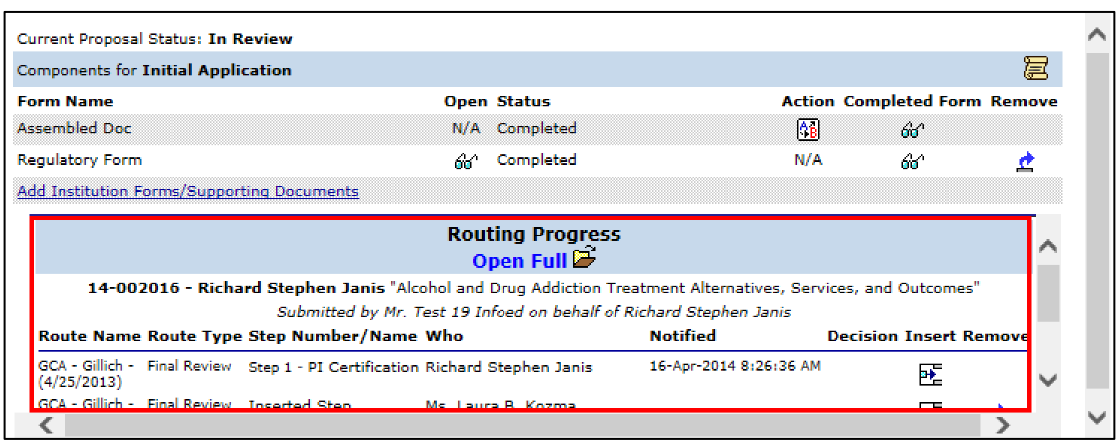
- **Informational Only:** *This option allows the user to send a notification to an individual for informational purposes only, and does not require any action on the part of that individual to move the proposal to the next Approver in the route.*
- **Approval Required:** *This option allows the user to send a notification to an individual who is required to take action (by reviewing and approving the proposal) for submission of the proposal to the sponsor. An action is required on the part of that individual to move the proposal to the next Approver in the route.*

15 The inserted Approver's name will display as an **Inserted Step**.



16 To submit the proposal to the route, click the **Submit** button.

17 To view the progress of the proposal in the route, navigate to the **Routing Progress** section at the bottom of the **Submit for Internal Review** tab in the **Finalize** tab.



GCA Reviewer

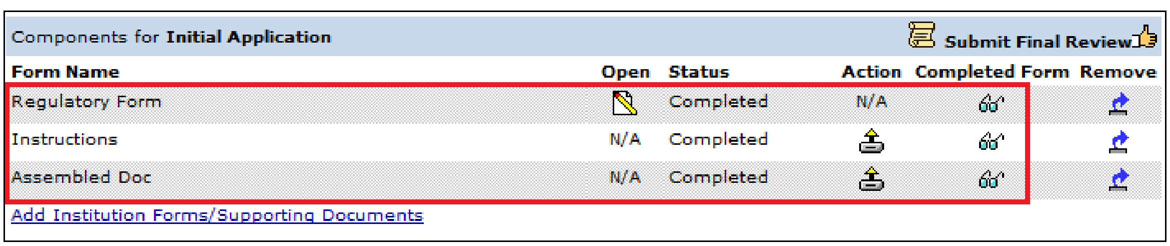
1 ***If the proposal is submitted for recertifcation in the route*:**

- Review all changes by navigating to the Reviewer Dashboard
- When the proposal is ready for submission, approve the proposal

If the proposal did not require recertification:

- Open the PD record and navigate to the **Finalize tab**

- Open applicable documents to review all changes

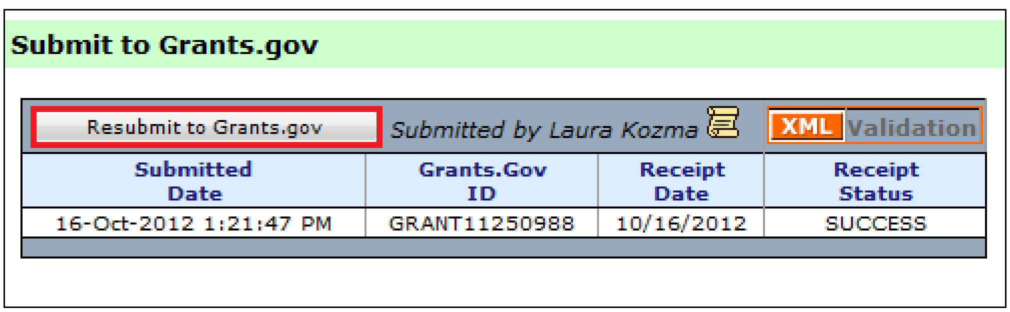

Components for **Initial Application** **Submit Final Review**

Form Name	Open	Status	Action	Completed Form	Remove
Regulatory Form		Completed	N/A		
Instructions	N/A	Completed			
Assembled Doc	N/A	Completed			

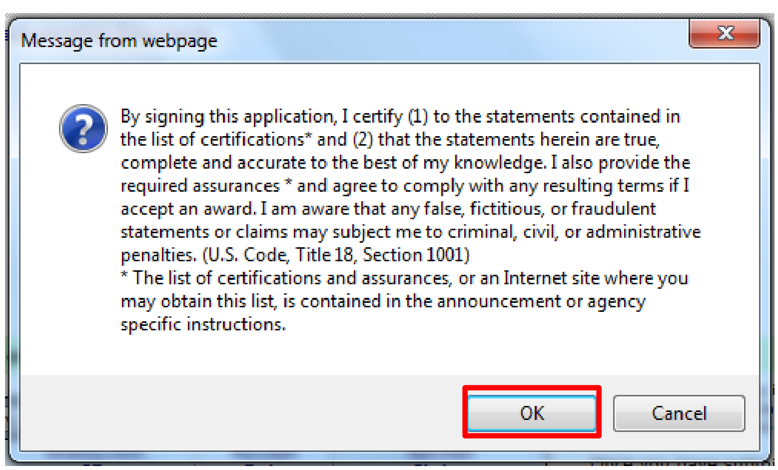
Add Institution Forms/Supporting Documents

2 To resubmit the proposal, open the PD record and navigate to the **Finalize tab**

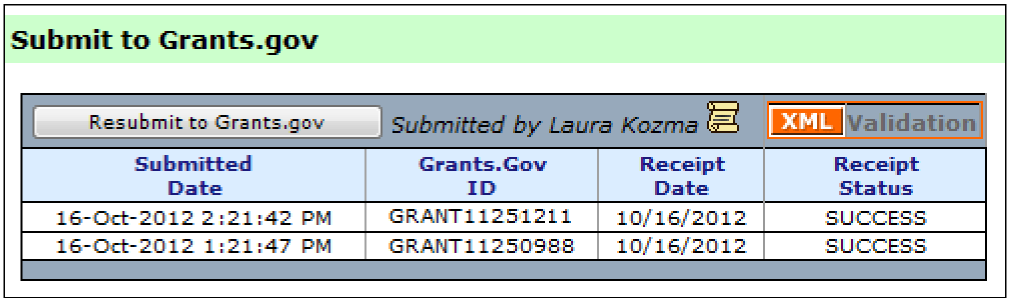
Click **Resubmit to Grants.gov** to resubmit the proposal



3 Review the Certification Language and select the OK button



4	Screen refreshes to show an additional submission row under the Submit to Grants.gov section

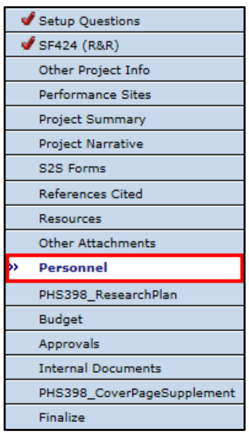
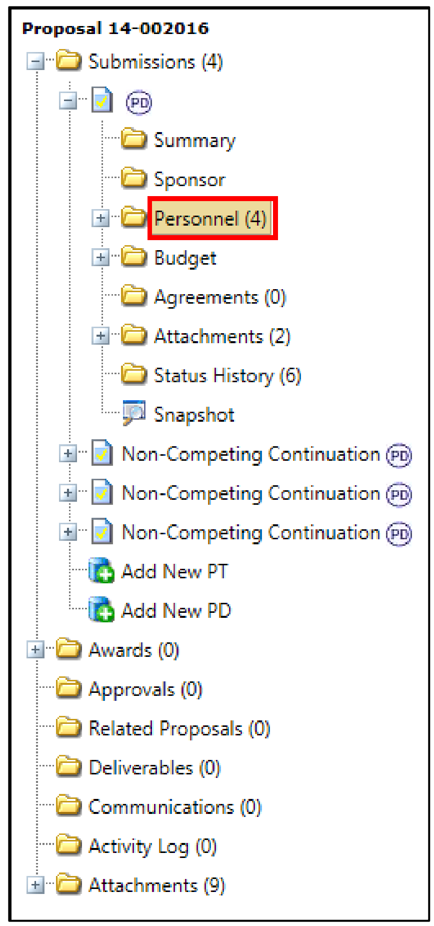

Submit to Grants.gov

Resubmit to Grants.gov | Submitted by Laura Kozma | XML Validation

Submitted Date	Grants.Gov ID	Receipt Date	Receipt Status
16-Oct-2012 2:21:42 PM	GRANT11251211	10/16/2012	SUCCESS
16-Oct-2012 1:21:47 PM	GRANT11250988	10/16/2012	SUCCESS

This quick guide highlights the process for adding personnel in **IRES Proposal Development (PD) and Proposal Tracking (PT)**.

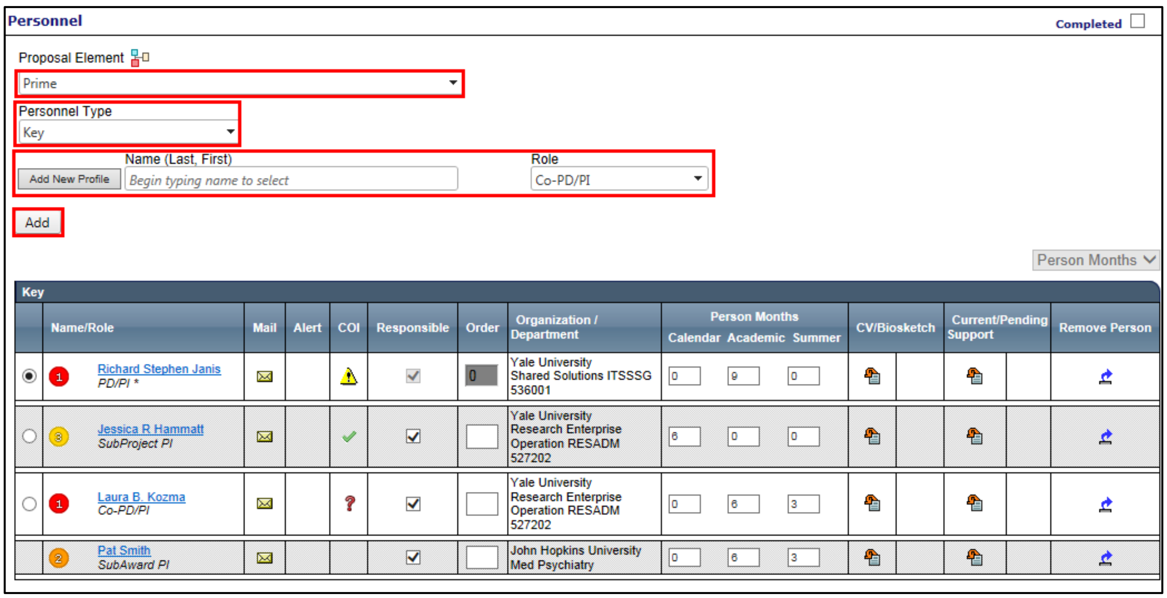
Note: The **Personnel** tab/folder lists personnel associated with the project. The Principal Investigator (PI) chosen during the Setup Questions will be included in the **Key Personnel** section. *Use this tab to enter personnel who are not requesting salary.* ***<u>All other personnel should be entered via the Budget Tab.</u>***

	Proposal Development (PD) Users	**Team Assistants Using Proposal Tracking (PT)**
1	Click the **Personnel** tab in PD. 	Click the **Personnel** folder in PT. 

2

The **Personnel** screen will display. To add additional personnel
:

1. Use the drop down menu to select **Personnel Type** (*Refer to* ***Understanding Personnel Types*** *for additional information*).
2. If entering an external individual, enter the name of the institution in the **progressive search** field.
3. Enter the name of the personnel in the **Name** field. Locate and select the appropriate name from the results list. If no profile exists for a Yale employee, contact your GCA Proposal Manager. If no profile exists for a non-Yale employee, click the **Add New Profile** button.
4. Use the drop down menu to identify **Role**.
5. Click the **Add** button.



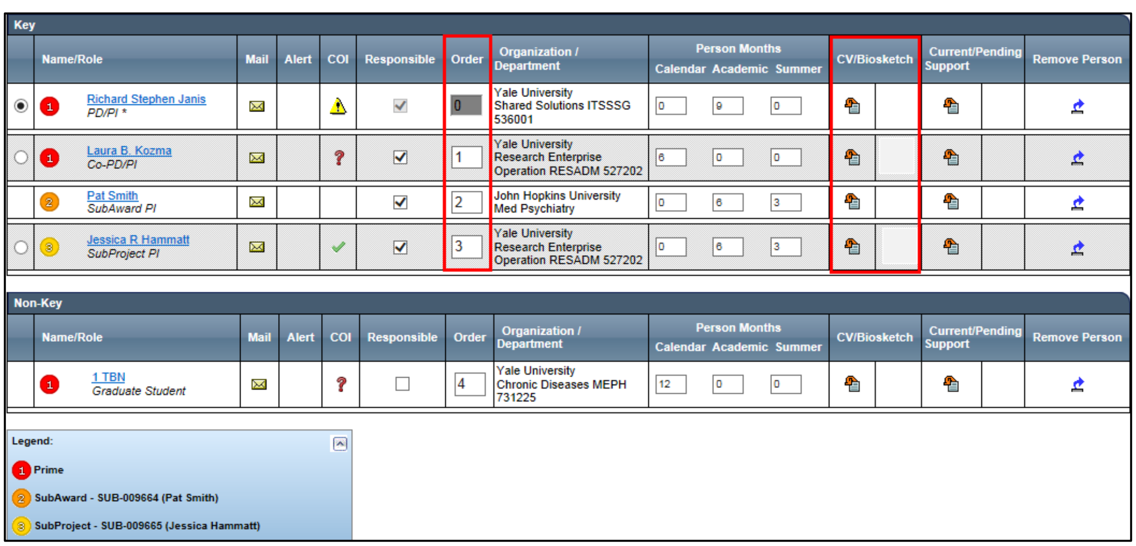
Note: *Repeat these steps to add additional personnel.*

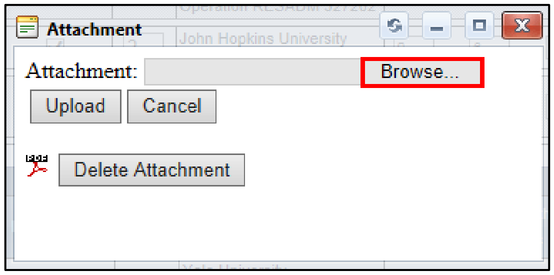
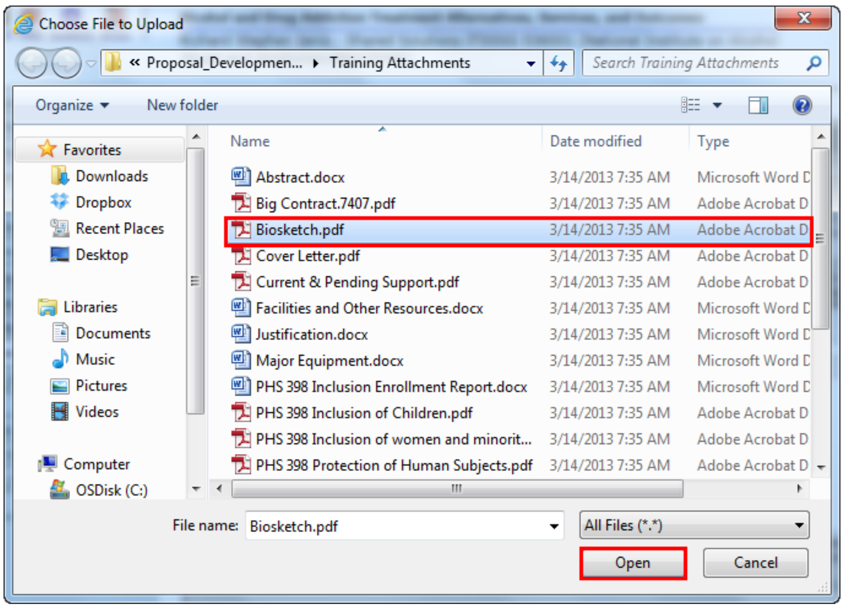
3 Personnel will be listed at the bottom of the page under the appropriate **Personnel Type** (Key, Non Key etc.) section.

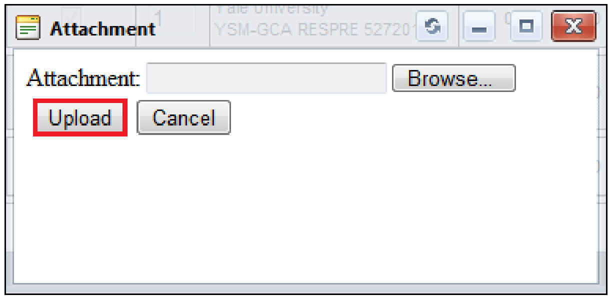
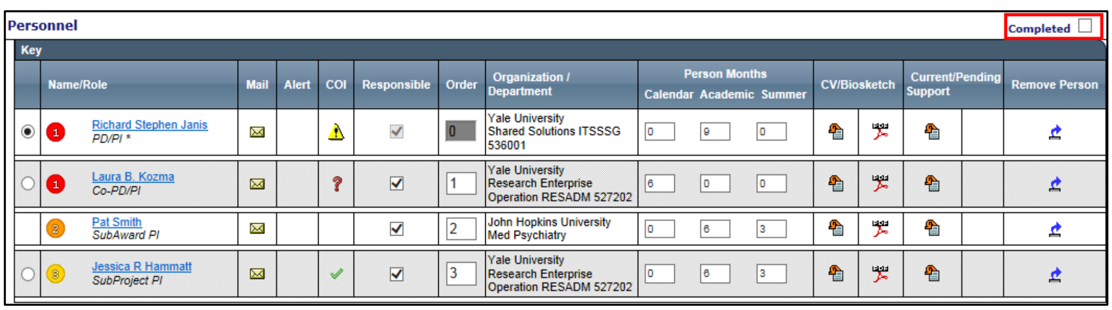
Personnel Section

Column	Description
Name/Role	Name of added personnel and role on the proposal. Click the name to change or update profile information.
Mail	Link to send an email to personnel.
Alert	Yellow caution icon will appear if information if required profile information is missing. Hover over the icon to find out what information is missing.
COI	COI status should be checked using the Case Status Report
Responsible Person	Check or uncheck the box to indicate if the personnel is responsible for the design, conduct or reporting of the research/project
Order	Choose the order of appearance of personnel in the proposal.
Organization/Department	Institutional and departmental affiliation.
Person Months	The average number of person months committed to the project annually.
CV/Biosketch	Click the Upload Biosketch icon to upload the biographical sketch. Click the PDF icon to view the uploaded document.
Current/Pending Support	Click the Upload Current/Pending icon to upload current and pending. Click the PDF icon to view the uploaded document.
Remove	Click the Remove icon to remove the personnel from the proposal.

1. In the **Order** field indicate the approporiate number in which personnel are to be ordered to appear in the proposal.
2. **All Key Personnel require a CV/Biosketch** to be uploaded to the proposal. Click the **Upload Biosketch** icon to upload a CV/Biosketch,
3. Click **Save** and the ordering will appear as entered,



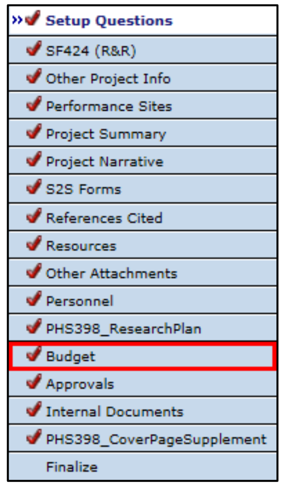
4	The **Attachment** window will display. Click the **Browse** button. 
5	Locate and select the **MS Word** or **PDF** document. Click the **Open** button. 

6	Click the **Upload** icon on the Attachment screen.
	
	To view the uploaded document, click the **PDF** icon.
	
	Note: *Repeat **Steps #2 thru #6** to upload CV/Biosketch documents for all Key Personnel.*
7	Click the **Completed** check box after all personnel and biosketches have been added.
	

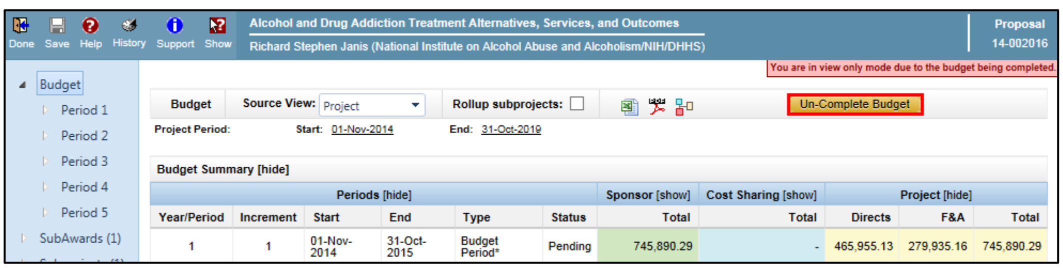
Personnel Type	Definition	Available on Budget Tab	Available on Personnel Tab	Appears on Assembled Proposal-Budget	Appears on Assembled Proposal-Key Personnel	Require CV/Biosketch	Yale Employee	Examples
Key	Yale Personnel that are defined as Key personnel who will contribute effort to the proposal	X	X	X	X	X	X	PI, Co-PI or Co-Investigator who is being paid from the grant
Non-Key	Yale Personnel that are defined as Non-Key personnel who will contribute effort to the proposal	X	X	X			X	TBNs, other Yale faculty or employees who will be paid from the grant
Other Significant Contributor	Yale Personnel that will have the role "Other Significant Contributor"		X		X	X	X	Yale OSCs for NIH grants only
Consultant-Key	Yale Personnel that are defined as Key personnel who are associated with the proposal but will not contribute effort to the proposal		X		X	X	X	Co-Investigators, Collaborators and others who are key (Biosketch included) but will not be paid from the grant
Consultant-Non-Key	Yale Personnel that are defined as Non-Key personnel who are associated with the proposal but will not contribute effort to the proposal		X				X	Only for individuals who are responsible (as indicated by the PI) but will not be paid from the grant
External Consultant-Key	Personnel from other Institutions that are defined as Key personnel who are associated with the proposal but will not contribute effort to the proposal.		X		X	X		Collaborators, Co-Investigators, Consultants. Individuals who are key (Biosketch included) but will not be paid from the grant
External Consultant-Non-Key	Personnel from other Institutions that are defined as Non-Key personnel who are associated with the proposal but will not contribute effort to the proposal		X					*Currently Not Applicable-Please contact your GCA Reviewer with any questions*

This quick guide highlights the process for changing the PI of a record to another PI at Yale in Proposal Development (PD).

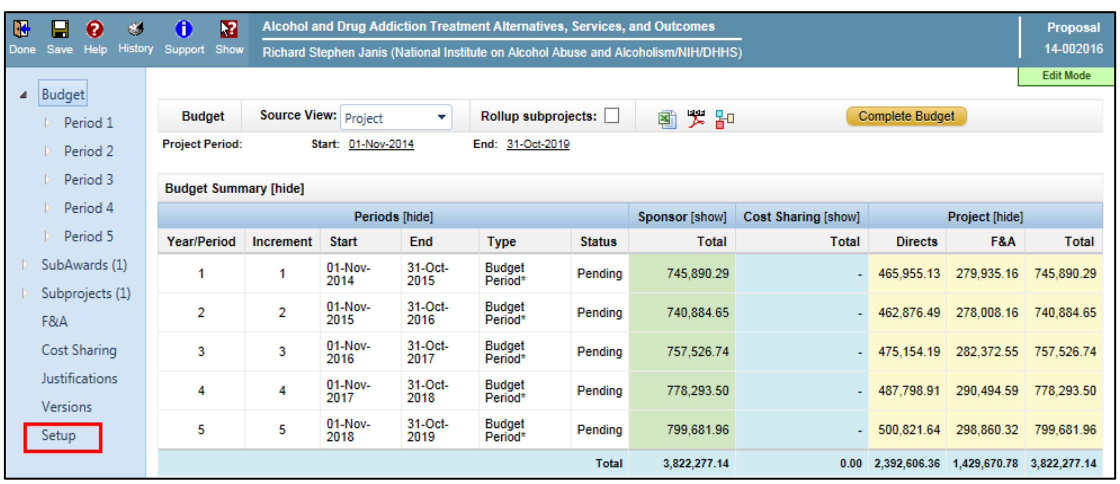
1 Click on the **Budget** tab to open the budget.



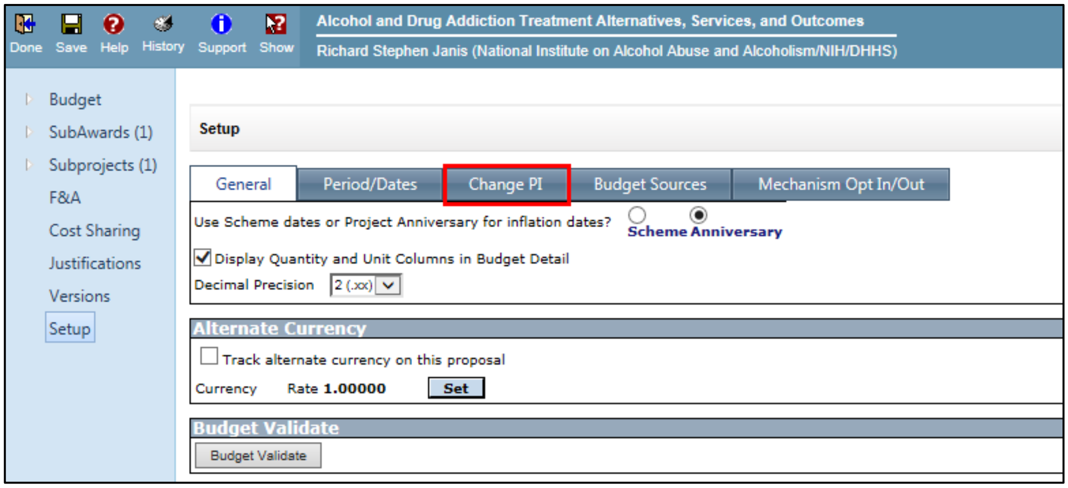
2 Uncomplete the budget (if completed).



Navigate to the **Setup** tab

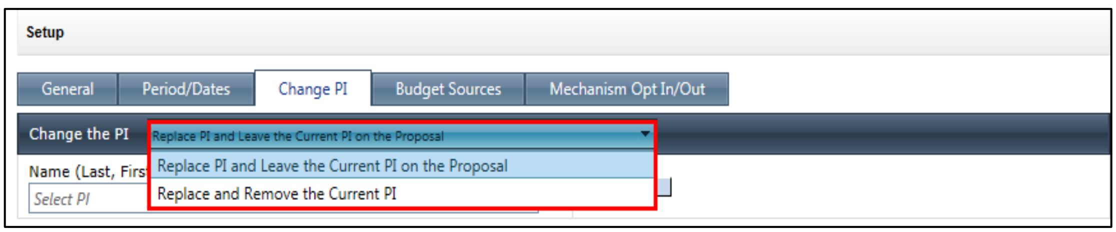


Click the **Change PI** tab



3

Click the dropdown to select whether or not to leave the current PI on the proposal

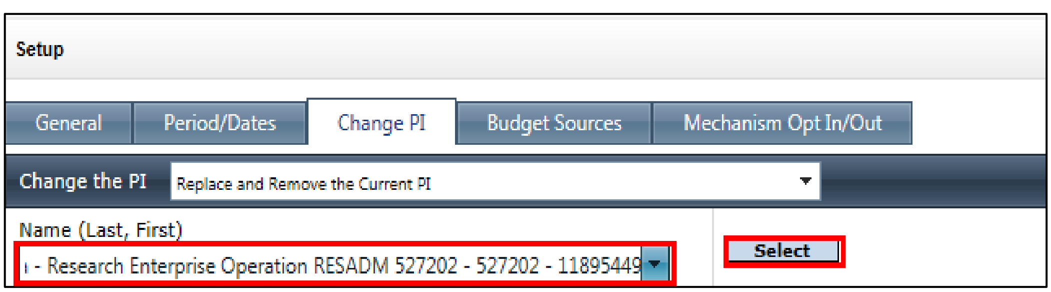


If the new PI is **not currently listed** on the proposal, follow **Step 4** below.

If the new PI is **already listed** on the proposal, follow **Step 5** below

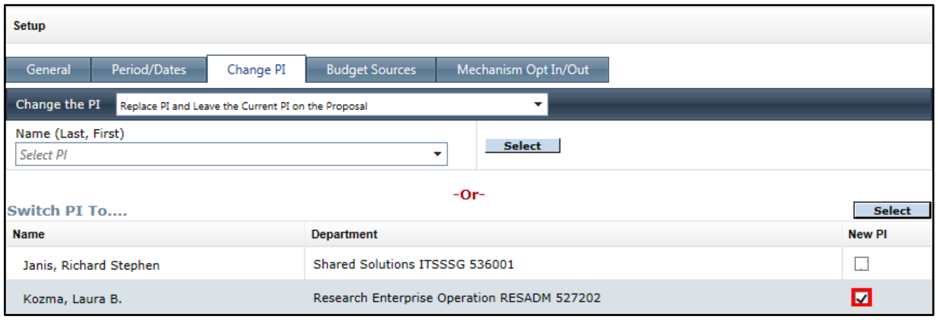
4

If the new PI is **not currently listed** on the proposal, use the progress search field to locate and select the new PI.

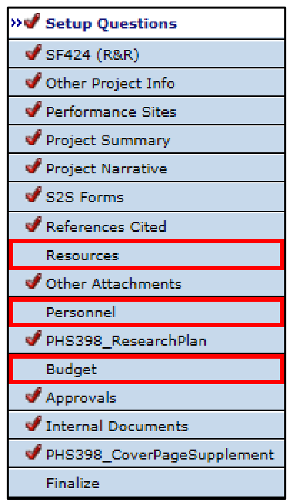


Continue to **Step 6**.

5 If the PI is **currently listed** on the proposal, click the box next to the name of the new PI and click **Select**



4 The **Resources**, **Personnel**, and **Budget** tabs will need to be updated and recompleted (if previously completed).

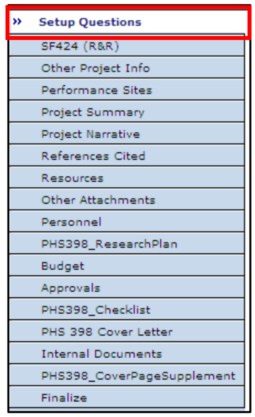


IRES

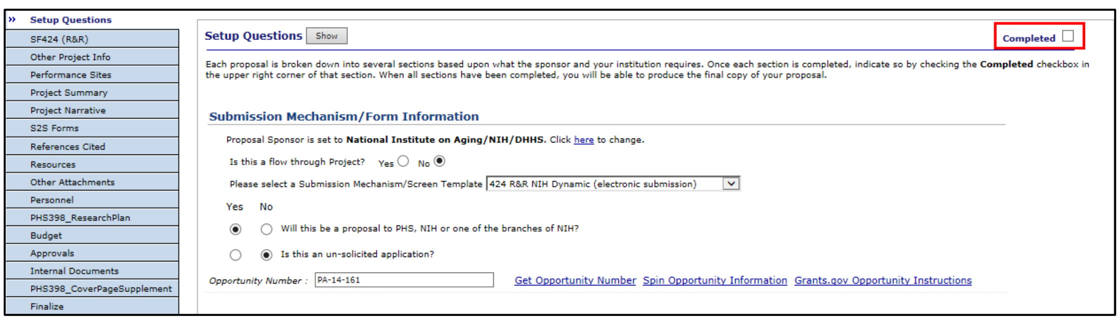
Quick Guide #09
Changing a Department

This quick guide highlights the process for changing a department in **IRES Proposal Development (PD)**.

1 Click on the **Setup Questions** tab in the PD Record that you created.

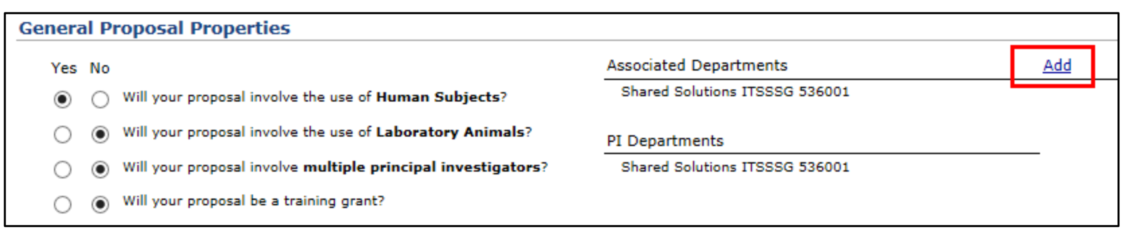


2 Deselect the **Completed** check box to edit the record (if necessary).



3 Navigate to the **General Proposal Properties** section of the **Setup Questions** screen.

Click the **Add** link next to the **Associated Departments** section.

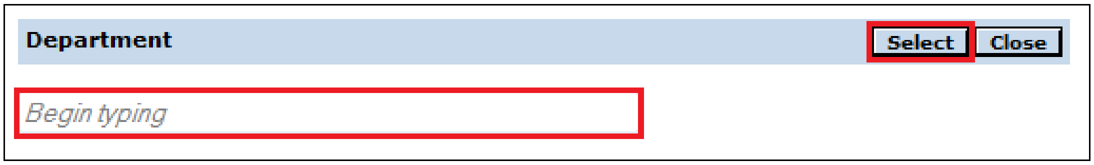


<table>
<tr><td>4</td><td>
The Department screen will appear.

Enter the Department’s name or Org in the Progressive Search field.

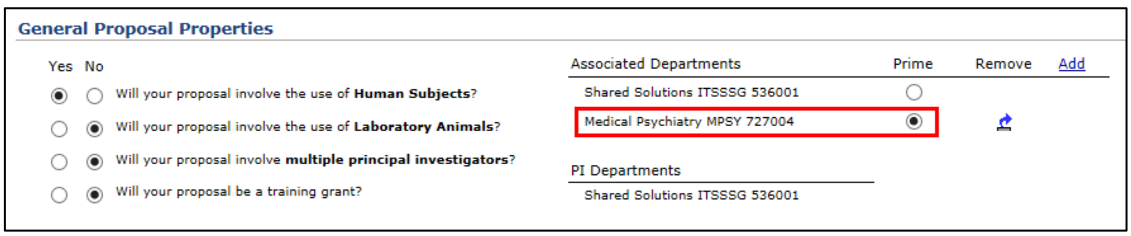
Locate and click the appropriate Department’s name in the search results list.

Click Select.

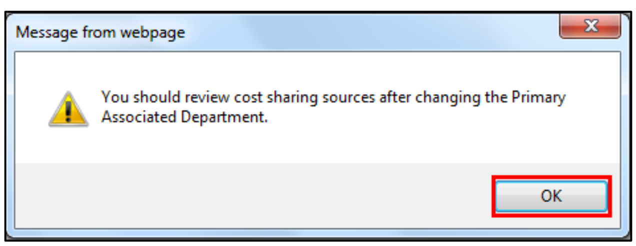


</td></tr>
<tr><td>5</td><td>
1. The Department’s name should appear in the Associated Departments section on the Setup Questions screen. The old Department will still be listed as well.

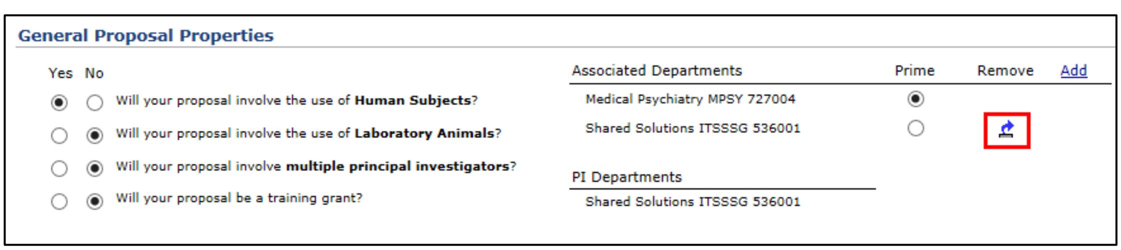
2. Click the Prime radio button next to the new Department just added.



3. Click Save.
4. Click OK to the Cost Sharing Popup



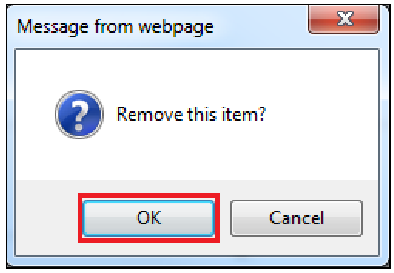
</td></tr>
<tr><td>6</td><td>
1. Click the Remove button next to the old Department.



</td></tr>
</table>

A window will pop-up prompting you to confirm the removal of the old Department.

2. Click the **OK** button.



3. Click the **Completed** check box.