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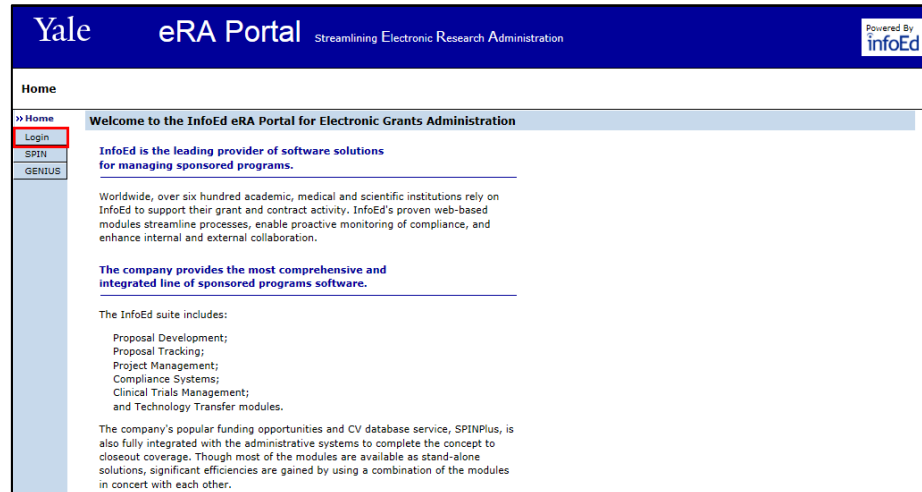
How do I know what Template to use on the Set-Up Questions Tab?

- Submission Mechanism Screen Template Matrix

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

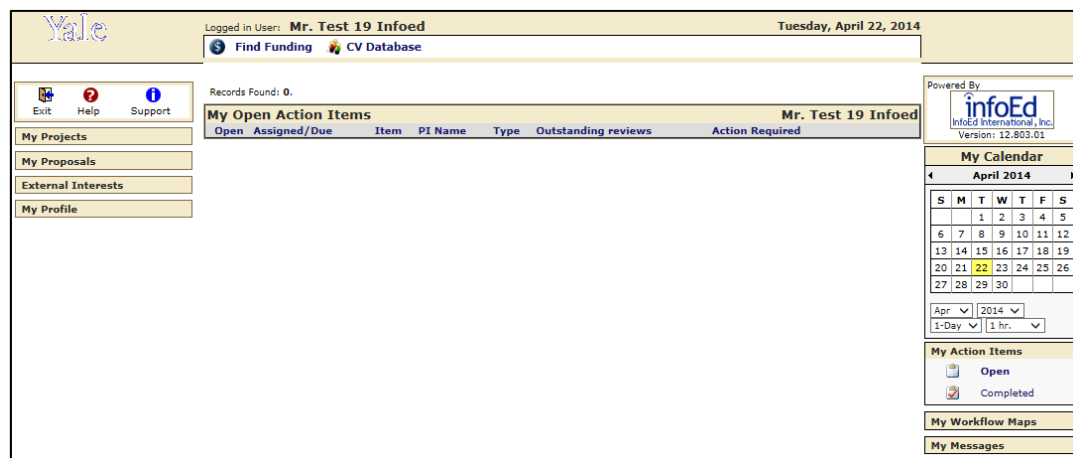
This quick guide highlights the process for logging into **IREs** and navigating the tabs on the menu bar.

- 1 Access the **IREs Main Page** at the following address <https://ires.yale.edu/> and click **Login**.



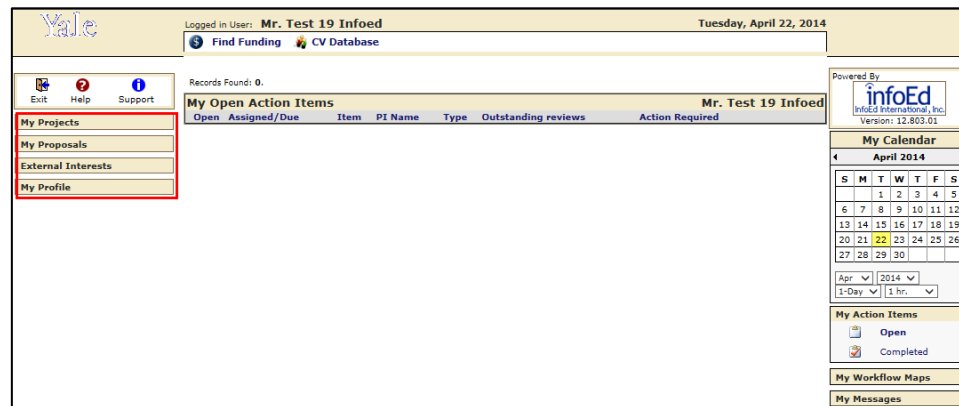
Enter **NetID** and **Password**.

- 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**



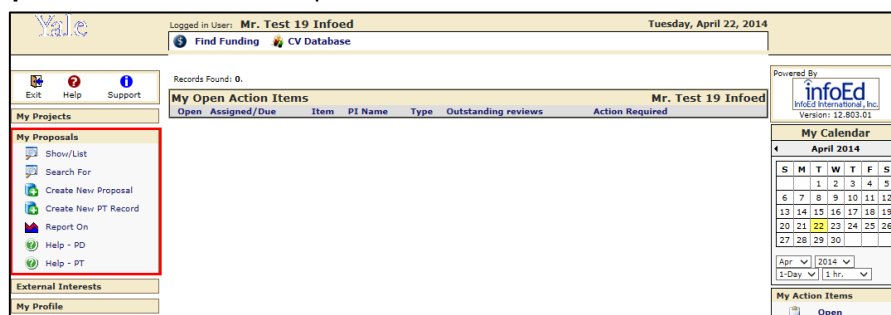
Note: The **My Projects** tab is not being used at this time.

3.a My Proposals

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:

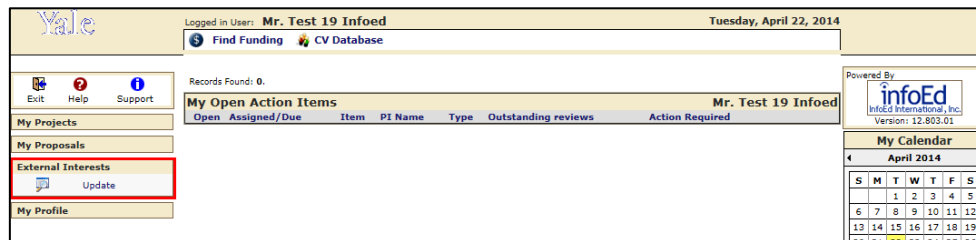
- **Show/List:** Allows users to view all proposals in **PT** and **PD** in which they are listed as the Principal Investigator (PI).
- **Search For:** Allows users to search for previously created proposals to which they have access.
- **Create New Proposal:** Allows users to create a new proposal record 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.

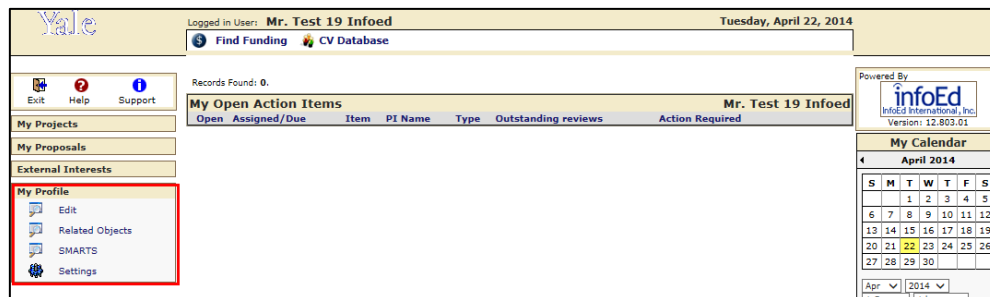
- **Update:** Allows users to recertify or update their annual COI disclosure.



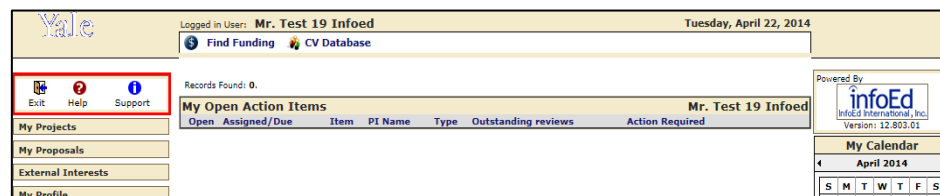
3.c **My Profile**

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.



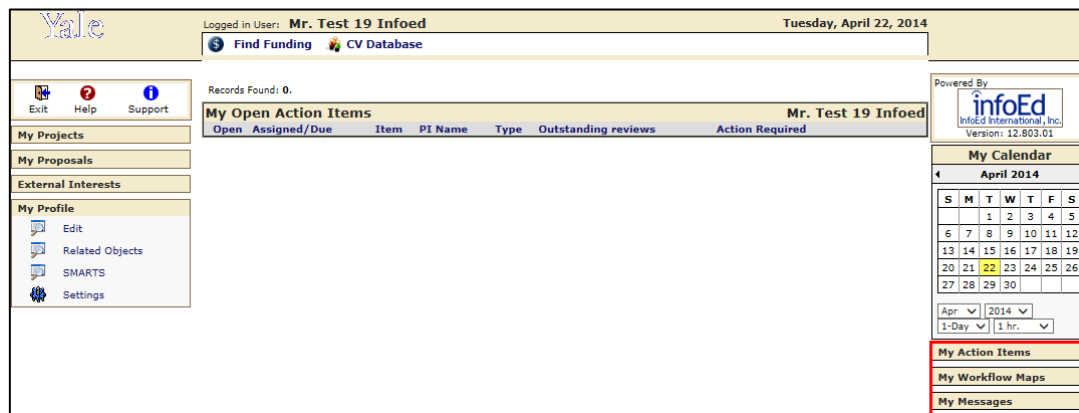
4 **Icons**



- **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:

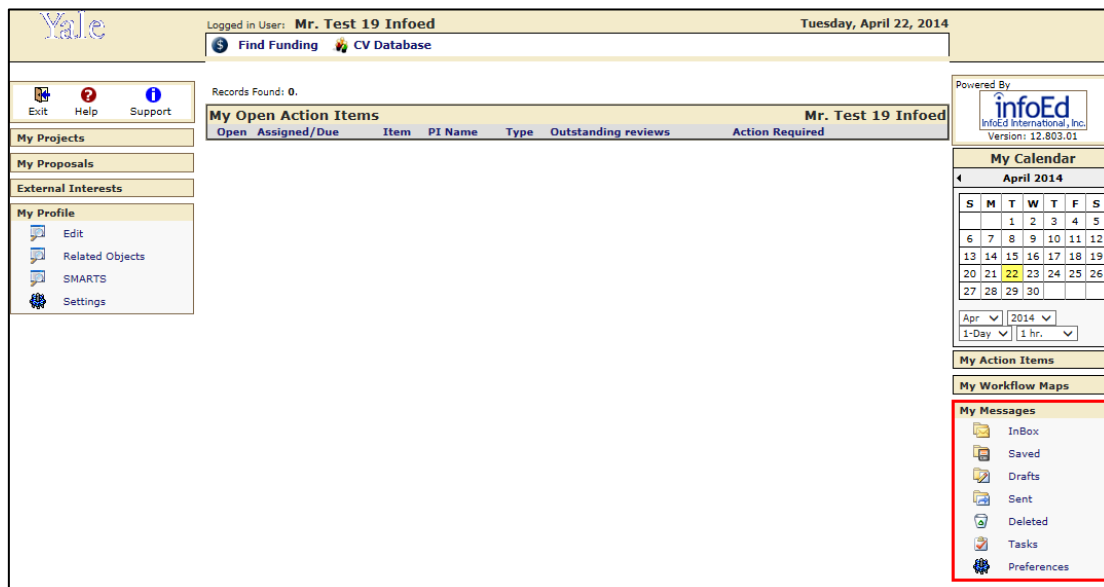
- **My Action Items:** Not being used at this time
- **My Messages**



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

5.a My Messages

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



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 Master Record 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. Child Record proposal types (Non-Competing Continuation, Supplement...) may include some of these tabs, as well as other tabs specific to that type.*

» Setup Questions
SF424 (R&R)
Performance Sites
Other Project Info
Project Summary
Project Narrative
References Cited
Resources
Other Attachments
Personnel
New Budget
PHS 398 Cover Page
PHS 398 Research Plan
PHS 398 Checklist
Approvals
Internal Documents
Finalize

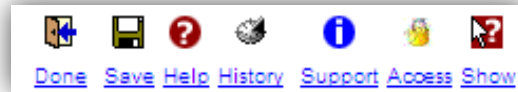
Setup Questions: Answering the Setup Questions will drive the selection of the appropriate proposal template that is generated for the proposal.

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.

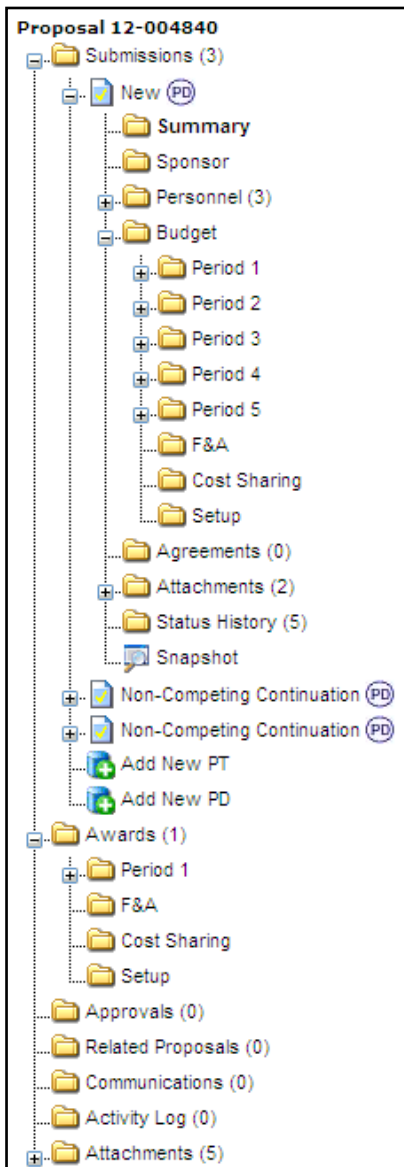
Show: Use this icon to turn on the **Hover Help** feature. Once clicked, the **Hide** icon will replace the **Show** icon. Use the **Hide** icon to turn off the **Hover Help** feature.

Additional Icons:

Icon	Use
	To Open
	To View
	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.

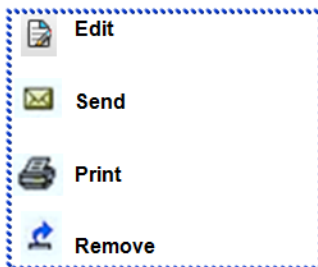
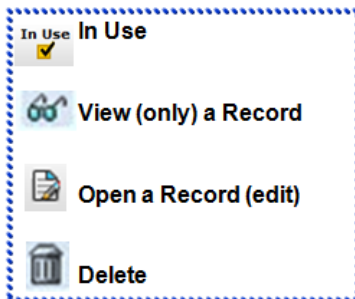
History: Displays information related to the access history of the PT Record.

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

Access: Shows security information by role.

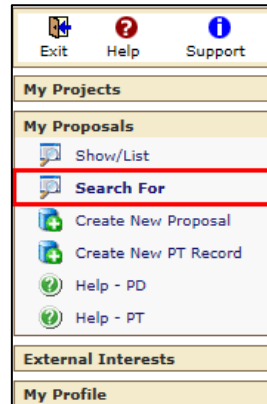
Show: Displays help information for individual fields.

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.**

Proposals - Search For				Locate	Clear All
Use * for wildcard					
Property	Value	Property	Value		
Proposal number	<input type="text"/>	Legacy Number	<input type="text"/>		
Sponsor/Scheme	<input type="text" value="Sponsor Name"/>	Proposal Status	<input type="text" value=""/>		
PI	<input type="text" value="Investigator Name"/>	Primary Assoc Dept	<input type="text" value="Department Name"/>		
▲ Hide Additional Search Options ▲					

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.

Proposals - Search For Locate Clear All

Use * for wildcard

Property	Value	Property	Value
Proposal number	<input type="text"/>	Legacy Number	<input type="text"/>
Sponsor/Scheme	<input type="text" value="Sponsor Name"/>	Proposal Status	<input type="text" value="v"/>
PI	<input type="text" value="Investigator Name"/>	Primary Assoc Dept	<input type="text" value="Department Name"/>

▲ Hide Additional Search Options ▲

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

Proposals - Search For Locate Clear All

Use * for wildcard

Property	Value	Property	Value
Proposal number	<input type="text"/>	Legacy Number	<input type="text"/>
Sponsor/Scheme	<input type="text" value="Sponsor Name"/>	Proposal Status	<input type="text" value="v"/>
PI	<input type="text" value="Investigator Name"/>	Primary Assoc Dept	<input type="text" value="Department Name"/>

Additional Search Fields

Title	<input type="text"/>	Project Status	<input type="text" value="v"/>
Sponsor Type	<input type="text" value="Sponsor Type"/>	Deadline	<input type="text"/> - <input type="text"/>
Sponsor Program #	<input type="text"/>	Requested Start Date	<input type="text" value="v"/> <input type="text"/>
PI Department	<input type="text" value="Department Name"/>	Requested End Date	<input type="text" value="v"/> <input type="text"/>
Investigator	<input type="text" value="Investigator Name"/>	Awarded Start Date	<input type="text" value="v"/> <input type="text"/>
Investigator Dept.	<input type="text" value="Department Name"/>	Awarded End Date	<input type="text" value="v"/> <input type="text"/>
Award Number	<input type="text"/>	Award Date	<input type="text" value="v"/> <input type="text"/>
Protocol Number	<input type="text"/>	Grants.gov ID #	<input type="text"/>
Proposal Type	<input type="text" value="v"/>	Sub Contractor #	<input type="text"/>
Approval Date	<input type="text" value="v"/> <input type="text"/>	Originating Sponsor	<input type="text" value="Sponsor Name"/>
Activity Code	<input type="text" value="v"/>		

▲ Hide Additional Search Options ▲

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.

Proposals - Search For Locate Clear All

Use * for wildcard

Property	Value	Property	Value
Proposal number	<input type="text" value="14*"/>	Legacy Number	<input type="text"/>
Sponsor/Scheme	<input type="text" value="Sponsor Name"/>	Proposal Status	<input type="text" value="v"/>
PI	<input type="text" value="Investigator Name"/>	Primary Assoc Dept	<input type="text" value="Department Name"/>

▲ Hide Additional Search Options ▲

4 All results matching your search criteria will display.

Proposals - Search For Locate Clear All

Use * for wildcard

Property	Value	Property	Value
Proposal number	14*	Legacy Number	
Sponsor/Scheme	Sponsor Name	Proposal Status	
PI	Investigator Name	Primary Assoc Dept	Department Name

▲ Hide Additional Search Options ▲

Results Showing Page 1 of 42 (1049 Proposals Found) Next

Institution Number	Title (PI)	Legacy Number/ Award Number	Requested Period Awarded Period	Sponsor Department	Info
14-001000	Genome-wide translational control in human cortical neurons by RNA binding proteins implicated in frontotemporal degeneration - Weissman, Sherman Morton				
New		M154147	01-Nov-2013 -01-Nov-2014 03-Nov-2013 - 01-Nov-2104	Association for Frontotemporal Degeneration (Formally: Association for Frontotemporal Dementias) Research MGEN 729003	
14-001001	Placental exosomal syncytin-1 and pregnancy complications in women with APS - Abrahams, Vikki M				
New		M157925	01-Jan-2014 -31-Dec-2016 -	American Heart Association Reproductive Sciences MOBGYN 723018	
14-001002	Development of a Multivalent Chikungunya/dengue virus vaccine - Rose, John K				
New		M156257/1R01	01-May-2014 -30-Apr-2019 -	National Institutes of Health/DHHS Research MPATH 725006	
14-001003	Mechanisms of Abnormal Enterochromaffin Cell Secretion of Serotonin in Crohn's Disease - Kidd, Mark Simon				
Resubmission		12-005708/R01	01-Apr-2014 -31-Mar-2019	National Institute of Diabetes and Digestive and Kidney Diseases/NIDDK	

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

14-001006	Exocrine Pancreatic Zymogen Activation - Gorelick, Fred				
Resubmission		M158114/2R01DK054021-14	01-Apr-2014 -31-Mar-2019	National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS Digestive Diseases MIMED 721215	
14-001007	The role of mitochondria and the mechanisms of action in axon regeneration - Han, Sung Min				
New		M158164	01-Apr-2014 -31-Mar-2017	Helen Hay Whitney Foundation Research MGEN 729003	
14-001008	Escalation, Reputation, and Audience Costs in the East and South China Seas - Weiss, Jessica C				
			01-Jul-2013 -30-Jun-2014 01-Jul-2013 - 30-Jun-2014	Uppsala University Political Science FASPSI 597001	
	Challenges on Life History Traits - Medzhitov, Ruslan M				
New			01-Sep-2013 -31-Aug-2017	Ellison Medical Foundation Research MIMMU 707103	

Select one of the following icons within the appropriate column:

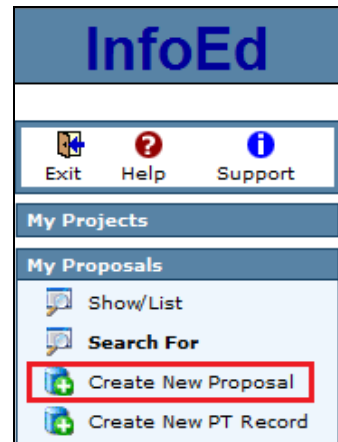
- Select the **Edit** () icon to open the record in edit mode.
- Select the **View** () icon to view the record in View Only mode.
- Select the **Forward** () icon to forward the record to another IRES user.
- The **Delete** () icon is disabled, and is not available for use.

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.

Support Show Ms. Laura B. Kozma - Research Enterprise Operation RESADM 527202 Proposal
-----TBD-----

Cancel

New Proposal Questionnaire

Step 0
Confirm you intend for the PI of this proposal to be **Kozma, Laura B.** - or - **Change PI** now please

Step 1 Create a "New" Proposal or "Copy From Existing"? Do you want to...

Continue to Next Step **Create a New Proposal**
Copy From Existing Proposal

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**.

Personnel **Select** **Close**

Begin typing

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**.

Support Show Richard Stephen Janis - Shared Solutions ITSSSG 536001 Proposal
-----TBD-----

Cancel

New Proposal Questionnaire

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

Step 1 Create a "New" Proposal or "Copy From Existing"? Do you want to...

Continue to Next Step **Create a New Proposal**
Copy From Existing Proposal

4 **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**.

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 1 Continued....

[Continue to Next Step](#)

pa-13-160 S2S ☒ [Search](#)

1 Records Found

Opportunity Number	CFDA Number	Competition ID	Competition Title	S2S	Open Date	Agency	Title	Spin View
PA-13-160 Select	93.273	FORMS-C		<input checked="" type="checkbox"/>	08-Sep-2013	Department of Health and Human Services	Alcohol Use Disorders: Treatment, Services, and Recovery Research (R01)	SPIN

- 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**.

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**

Program Number	Program Name	CFDA	Competition ID	Sponsor
PA-13-160	Alcohol Use Disorders: Treatment, Services, and Recovery Research (R01)	93.273	FORMS-C	National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS

Step 2 **Please Select a Proposal Type:**

[Continue to Next Step](#)

- New**
- Competing Continuation
- Limited Submission
- Non-Competing Continuation
- Supplement
- Extension
- Transfer
- Binding Letter of Intent/Pre-Application
- At Risk Request
- Cost Sharing Approval Form
- Just In Time
- Resubmission
- No Cost Extension

- 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**.

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**

Program Number	Program Name	CFDA	Competition ID	Sponsor
PA-13-160	Alcohol Use Disorders: Treatment, Services, and Recovery Research (R01)	93.273	FORMS-C	National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS

Step 2 Proposal Type **New**

Step 3 **Select a Sponsor**

National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS [v] Alternate sponsors listed in SPIN for this Opportunity

Continue to Next Step OR [Select from Full Sponsor List](#)

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.

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**

Program Number	Program Name	CFDA	Competition ID	Sponsor
PA-13-160	Alcohol Use Disorders: Treatment, Services, and Recovery Research (R01)	93.273	FORMS-C	National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS

Step 2 Proposal Type **New**

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 **Enter the Proposal's Title**

Alcohol and Drug Addition- Alternative Treatment Approaches, Outcomes, and Advancements

Continue to Next Step

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

Click the **Continue to Next Step** button.

Alcohol and Drug Addition- Alternative Treatment Approaches, Outcomes, and Advancements

Richard Stephen Janis- Shared Solutions ITSSSG 536001 (National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS)

New Proposal Questionnaire

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**

Program Number	Program Name	CFDA	Competition ID	Sponsor
PA-13-160	Alcohol Use Disorders: Treatment, Services, and Recovery Research (R01)	93.273	FORMS-C	National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS

Step 2 Proposal Type **New**

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 Addition- Alternative Treatment Approaches, Outcomes, and Advancements**

Step 6 What are the project start and end dates? to [x](#) [Show Calendar](#)

[Continue to Next Step](#)

11 **Step #7:** Verify that the number of years/periods listed is correct.

Click the **Continue to Next Step** button.

Alcohol and Drug Addition- Alternative Treatment Approaches, Outcomes, and Advancements

Richard Stephen Janis- Shared Solutions ITSSSG 536001 (National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS)

New Proposal Questionnaire

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**

Program Number	Program Name	CFDA	Competition ID	Sponsor
PA-13-160	Alcohol Use Disorders: Treatment, Services, and Recovery Research (R01)	93.273	FORMS-C	National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS

Step 2 Proposal Type **New**

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.

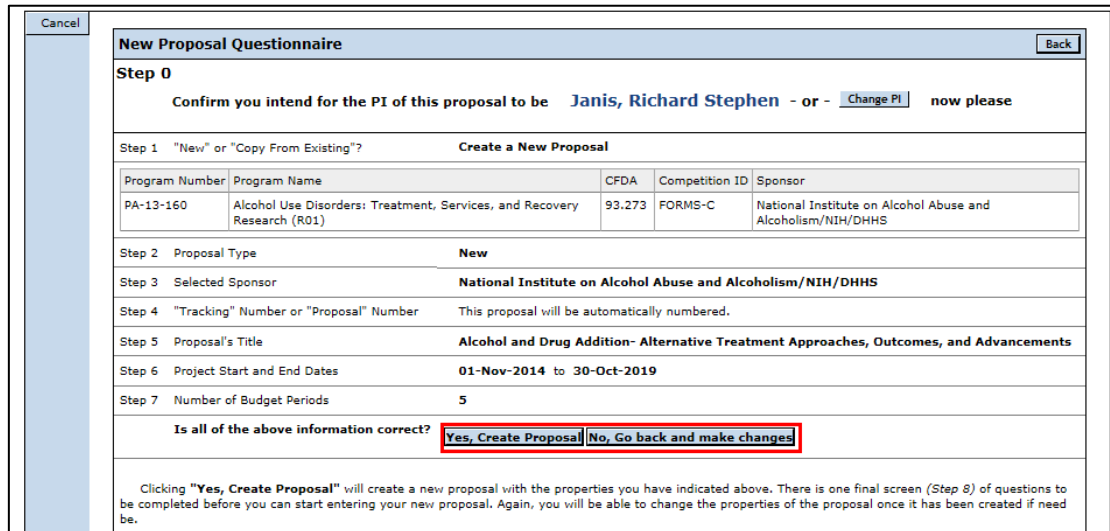
Step 5 Proposal's Title **Alcohol and Drug Addition- Alternative Treatment Approaches, Outcomes, and Advancements**

Step 6 Project Start and End Dates **01-Nov-2014 to 30-Oct-2019**

Step 7 How many years and/or budget periods would you like? [Show Calendar](#)

[Continue to Next Step](#)

- 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.

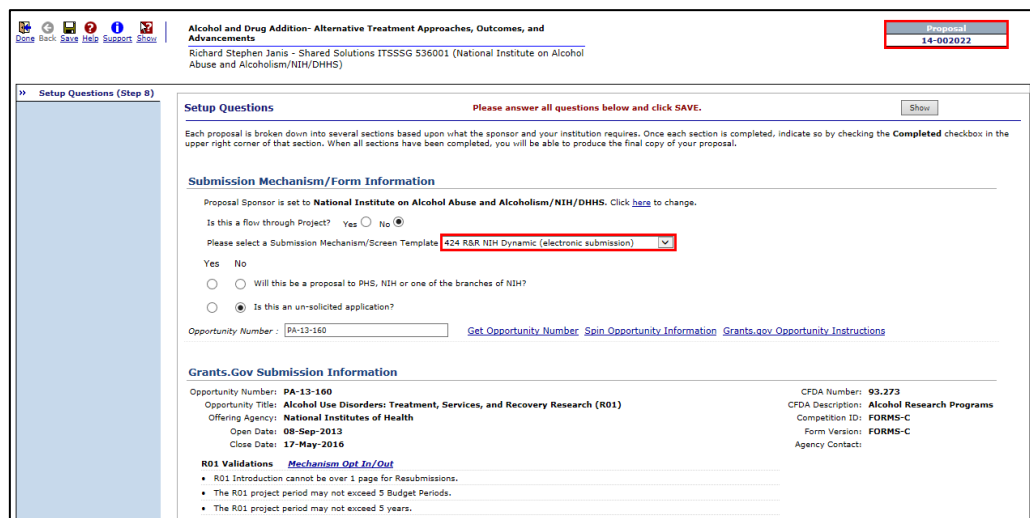


- 13 If the **Yes, Create Proposal** button is selected, the **Setup Questions** screen will display.

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*

Setup Questions Please answer all questions below and click **SAVE**. Show

Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the **Completed** checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

Submission Mechanism/Form Information

Proposal Sponsor is set to **National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS**. Click [here](#) to change.

Is this a flow through Project? Yes ☐ No ☒

Please select a Submission Mechanism/Screen Template 424 R&R NIH Dynamic (electronic submission) ▼

Yes No

☐ Will this be a proposal to PHS, NIH or one of the branches of NIH?

☐ ☒ Is this an un-solicited application?

Opportunity Number : PA-13-160 [Get Opportunity Number](#) [Spin Opportunity Information](#) [Grants.gov Opportunity Instructions](#)

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.

Setup Questions Please answer all questions below and click **SAVE**. Show

Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the **Completed** checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

Submission Mechanism/Form Information

Proposal Sponsor is set to **National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS**. Click [here](#) to change.

Is this a flow through Project? Yes ☐ No ☒

Please select a Submission Mechanism/Screen Template 424 R&R NIH Dynamic (electronic submission) ▼

Yes No

☒ ☐ Will this be a proposal 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.

Setup Questions Please answer all questions below and click **SAVE**. Show

Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the **Completed** checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

Submission Mechanism/Form Information

Proposal Sponsor is set to **National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS**. Click [here](#) to change.

Is this a flow through Project? Yes ☐ No ☒

Please select a Submission Mechanism/Screen Template 424 R&R NIH Dynamic (electronic submission) ▼

Yes No

☒ ☐ Will this be a proposal to PHS, NIH or one of the branches of NIH?

☐ ☒ Is this an un-solicited application?

Opportunity Number : PA-13-160 [Get Opportunity Number](#) [Spin Opportunity Information](#) [Grants.gov Opportunity Instructions](#)

14 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 InformationOpportunity 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

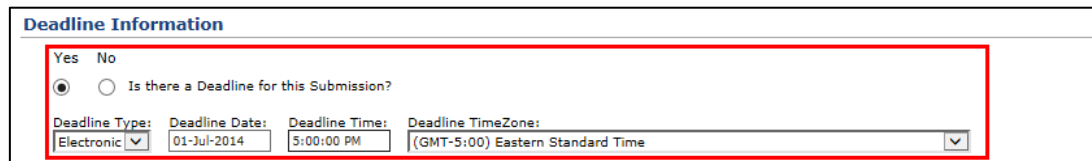
- R01 Introduction cannot be over 1 page for Resubmissions.
- The R01 project period may not exceed 5 Budget Periods.
- The R01 project period may not exceed 5 years.
- R01 Introduction cannot be over 1 page for Revisions.
- R01 Introduction is mandatory for revisions/resubmissions.
- R01 Research Strategy 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	<input type="checkbox"/>
PlannedReport	PlannedReport-V1.0	<input type="checkbox"/>
PHS398_CumulativeInclusionReport	PHS398_CumulativeInclusionReport-V1.0	<input type="checkbox"/>
PHS398_ModularBudget_1_2-V1.2	PHS398_ModularBudget_1_2-V1.2	<input type="checkbox"/>
RR_Budget_1_3	RR_Budget_1_3-V1.3	<input checked="" type="checkbox"/>

15

Step #8 Continued: Setup Questions by Section:**Deadline Information Section:**

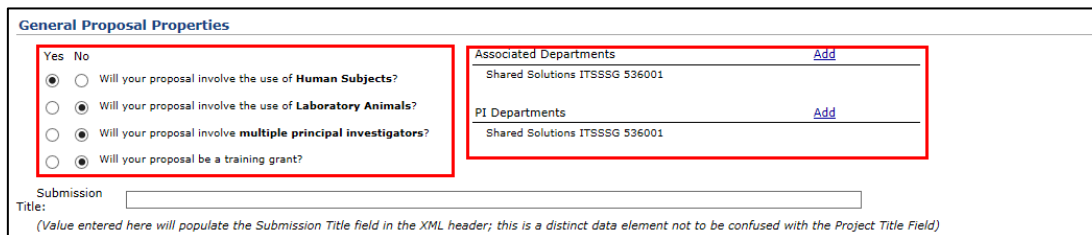
1. Use the drop down menu to select the **Deadline Type**.
2. Review the **Deadline Date** and update if necessary. *(This information is auto-populated.)*
3. Review the **Deadline Time**. *(This information is auto-populated.)*
4. Review the **Deadline Time Zone**. *(This information is auto-populated.)*



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 Owning 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.

Yes	No	
<input type="radio"/>	<input checked="" type="radio"/>	Will this proposal involve human embryonic stem cells ?
<input type="radio"/>	<input checked="" type="radio"/>	Is this proposal funding a Clinical Trial ?
<input type="radio"/>	<input checked="" type="radio"/>	Is this proposal an NIH-defined Phase III Clinical Trial ?
<input type="radio"/>	<input checked="" type="radio"/>	Will this proposal be using a Modular budget?
<input type="radio"/>	<input checked="" type="radio"/>	Will this proposal involve Cumulative Inclusion Report ?

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**

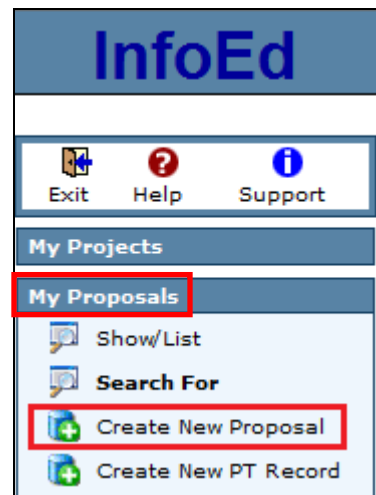
Budget Setup Information	
Select the Program Type	<input type="text" value="- select -"/>
The majority of the research will be conducted	On <input checked="" type="radio"/> Off <input type="radio"/> campus.

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.

Support Show Dr. Richard Stephen Janis- Shared Solutions ITSSSG 536001 Proposal
---TBD---

Cancel

New Proposal Questionnaire

Step 0

Confirm you intend for the PI of this proposal to be Janis, Richard Stephen - or - **Change PI** now please

Step 1 Create a "New" Proposal or "Copy From Existing"?

Do you want to...

Create a New Proposal
Copy From Existing Proposal

Continue to Next Step

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**.

Personnel **Select** **Close**

Begin typing

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**.

Support Show Dr. Richard Stephen Janis- Shared Solutions ITSSSG 536001 Proposal
---TBD---

Cancel

New Proposal Questionnaire

Step 0

Confirm you intend for the PI of this proposal to be Janis, Richard Stephen - or - **Change PI** now please

Step 1 Create a "New" Proposal or "Copy From Existing"?

Do you want to...

Create a New Proposal
Copy From Existing Proposal

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.

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 1 Continued....		<div>Setup Proposal Manually</div>	
<div>Continue to Next Step</div>			

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**.

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		Please Select a Proposal Type: <div>New</div>	
<div>Continue to Next Step</div>			

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**.

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 Select a Sponsor			
<div>American Heart Association</div>			
<div>Continue to Next Step</div>			

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	<div style="border: 1px solid red; height: 40px; width: 250px;"></div>	
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	What are the project start and end dates?	<div style="border: 1px solid red; padding: 2px;"> <input type="text"/> × to <input type="text"/> </div>	
Continue to Next Step			

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	How many years and/or budget periods would you like?	<div style="border: 1px solid red; padding: 2px;"> <input type="text" value="5"/> </div>	
Continue to Next Step		If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.	

- 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.

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	Number of Budget Periods	5

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.

- 11
- If the **Yes, Create Proposal** button is selected, the **Setup Questions** screen will display.

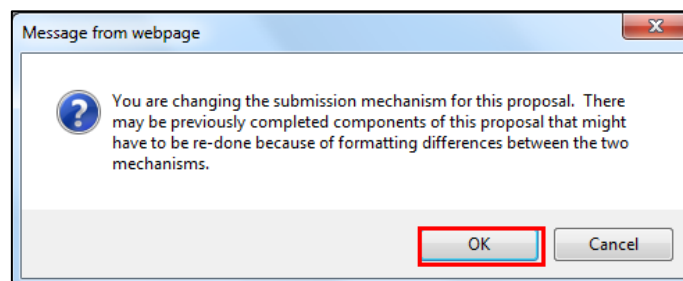
Step #8: Final Setup Questions by Section

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

Please select a Submission Mechanism/Screen Template Non System-to-System (Generic Template)

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

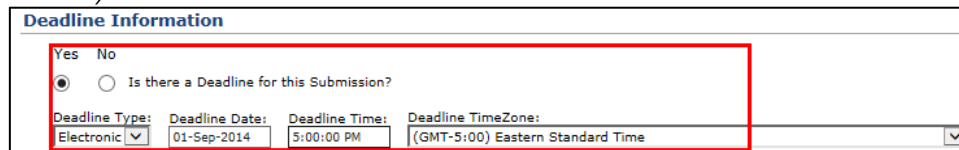
5. If the proposal will be to PHS, NIH or one of the branches of NIH, select the **Yes** radio button. *The default selection will be **No**.*

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.)*



Deadline Information

Yes No
☒ ☐ Is there a Deadline for this Submission?

Deadline Type: Deadline Date: Deadline Time: Deadline TimeZone:
Electronic 01-Sep-2014 5:00:00 PM (GMT-5:00) Eastern Standard Time

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 Owning Org.



General Proposal Properties

Yes No

☐ ☒ Will your proposal involve the use of **Human Subjects**?

☐ ☒ Will your proposal involve the use of **Laboratory Animals**?

☐ ☒ Will your proposal involve **multiple principal investigators**?

☐ ☒ Will your proposal be a training grant?

Associated Departments [Add](#)
Shared Solutions ITSSSG 536001

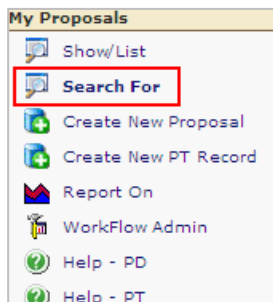
PI Departments
Shared Solutions ITSSSG 536001

14	<p>Step #8 Continued: Setup Questions by Section:</p> <p>Budget Setup Information Section:</p> <ol style="list-style-type: none">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. <i>The default selection will be On campus.</i> <div data-bbox="391 539 1318 770"><p>Budget Setup Information</p><p>Select the Program Type - select -</p><p>The majority of the research will be conducted On <input checked="" type="radio"/> Off <input type="radio"/> campus.</p><p>Save and Continue</p></div>
15	<p>Click Save and Continue.</p> <div data-bbox="722 873 989 915"><p>Save and Continue</p></div>

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**.

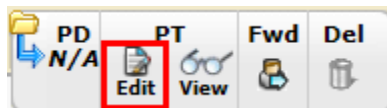
 A screenshot of the 'Proposals - Search For' form. The form has two columns for search criteria. The first column has fields for 'Proposal number' (with a wildcard '*'), 'Sponsor/Scheme' (with 'Sponsor Name'), and 'PI' (with 'Investigator Name'). The second column has fields for 'Legacy Number', 'Proposal Status' (with a dropdown arrow), and 'Primary Assoc Dept' (with 'Department Name'). A red box highlights the search criteria fields. At the top right, there are 'Locate' and 'Clear All' buttons. At the bottom, there is a 'Show Additional Search Options' link.

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.

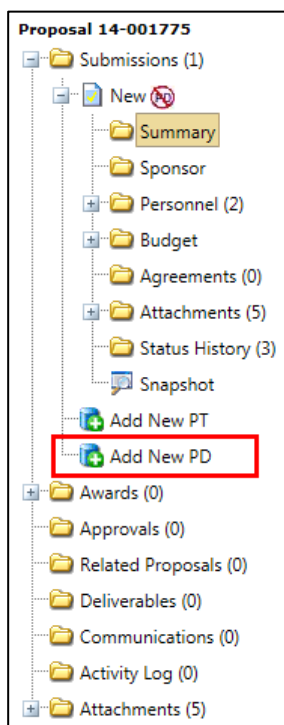
3 All results matching your search criteria will display below.

Institution Number [▲]	Title (PI)	Legacy Number/ Award Number	Requested Period Awarded Period	Sponsor Department	Info
14-001775 - Monocyte Regulation in RA	- Kang, Insoo				
New		M158522	01-Jan-2014 -31-Dec-2015	Arthritis Foundation Rheumatology MIMED 721860	

- 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.

Additional Submission Questionnaire	
This Proposal will be created with Janis, Richard Stephen as the PI. Change PI	
Step 1	<p>Copy from an Existing record:</p> <p><input checked="" type="radio"/> Copy PI and Sponsor only</p> <p><input type="radio"/> Copy Basic Structure & Personnel - no Budget</p> <p><input type="radio"/> Copy Basic Structure, Personnel and Budget</p>
Continue to Next Step	

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.

Additional Submission Questionnaire	
This Proposal will be created with Janis, Richard Stephen as the PI. Change PI	
Step 1	<p><u>Copy from an Existing record:</u></p> <p><input type="radio"/> Copy PI and Sponsor only</p> <p><input type="radio"/> Copy Basic Structure & Personnel - no Budget</p> <p><input checked="" type="radio"/> Copy Basic Structure, Personnel and Budget</p> <p><input type="checkbox"/> Copy BioSketches</p>
Continue to Next Step	

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**.

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	Please Select a Proposal Type:	Non-Competing Continuation ▼
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	What are the project start and end dates?	<input type="text" value="01-Nov-2014"/> to <input type="text" value="31-Oct-2015"/>	
Continue to Next Step			

- 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	How many years and/or budget periods would you like?	<input type="text" value="1"/>	
Continue to Next Step If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.			

	Requested Periods	
	1	2
New Proposal/Submission		
Copy Budget	<input type="text" value="1"/>	<input type="text" value="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									
	<table border="1"> <thead> <tr> <th colspan="2">Requested Periods</th> </tr> <tr> <th></th> <th>1</th> </tr> </thead> <tbody> <tr> <td>New Proposal/Submission</td> <td></td> </tr> <tr> <td>Copy Budget</td> <td><input type="text" value="1"/></td> </tr> </tbody> </table>	Requested Periods			1	New Proposal/Submission		Copy Budget	<input type="text" value="1"/>
Requested Periods									
	1								
New Proposal/Submission									
Copy Budget	<input type="text" value="1"/>								
Is all of the above information correct?									
Yes, Create Proposal No, Go back and make changes									

- 11
 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.

How many periods will this proposal have? 1	
	Requested Periods
	1
New Proposal/Submission	
Copy Budget	1
Is all of the above information correct?	
<input type="button" value="Yes, Create Proposal"/> <input type="button" value="No, Go back and make changes"/>	

- 12

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**.

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**

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**

Program Number	Program Name	CFDA	Competition ID	Sponsor
PA-14-112	Family-Centered Self-Management of Chronic Conditions (R01)	93.361	FORMS-C	National Institute of Nursing Research/NIH/DHHS

Step 2 Please Select a Proposal Type:

Continue to Next Step

- New
- Competing Continuation
- Limited Submission
- Non-Competing Continuation
- Supplement
- Extension
- Transfer
- Binding Letter of Intent/Pre-Application**
- At Risk Request
- Cost Sharing Approval Form
- Just In Time
- Resubmission
- No Cost Extension

- 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.

Setup Questions Please answer all questions below and click SAVE. Show

Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the **Completed** check upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

Submission Mechanism/Form Information

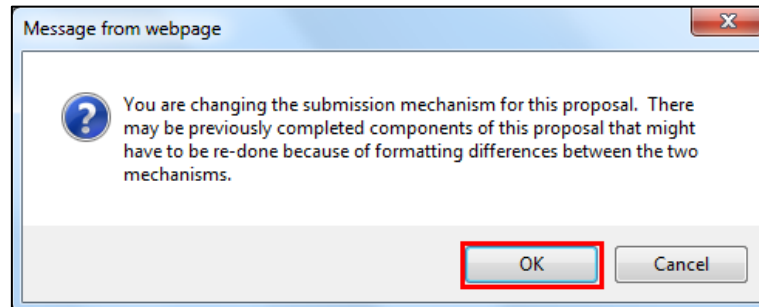
Proposal Sponsor is set to **National Institute of Nursing Research/NIH/DHHS**. Click [here](#) to change.

Is this a flow through Project? Yes ☐ No ☐

Please select a Submission Mechanism/Screen Template: **Binding Letter of Intent**

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.

Submission Mechanism/Form Information

Proposal Sponsor is set to **National Institute of Nursing Research/NIH/DHHS**. Click [here](#) to change.

Is this a flow through Project? Yes ☐ 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

Sponsor/Template Selection Save Close

Proposal Sponsor: **National Institute of Nursing Research/NIH/DHHS** [Change](#)

Originating Sponsor: **National Institute of Nursing Research/NIH/DHHS** [Change](#)

Is this a flow Through Project? Yes ☐ No ☒

Proposal Type: **Binding Letter of Intent/Pre-Application**

Opportunity Number: **pa-14-112** [Search SPIN/Grants.gov for Funding](#)

Opportunity Number	CFDA Number	Competition ID	S2S	Open Date	Agency	Title	Spin View
<input checked="" type="checkbox"/> PA-14-112	93.361	FORMS-C	<input checked="" type="checkbox"/>	05-May-2014	National Institute of Nursing Research/NIH/DHHS	Family-Centered Self-Management of Chronic Conditions (R01)	SPIN

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.

Submission Mechanism/Form Information

Proposal Sponsor is set to **National Institute of Nursing Research/NIH/DHHS**. Click [here](#) to change.

Is this a flow through Project? Yes ☐ No ☒

Please select a Submission Mechanism/Screen Template **Binding Letter of Intent**

Yes No

☐ ☒ Is this a US federal sponsored project?

☐ ☒ Will this be a proposal to PHS, NIH or one of the branches of NIH?

☒ ☐ Has your sponsor given a specific reference for this proposal?

Opportunity Number : **PA-14-112** [Get Opportunity Number](#) [Spin Opportunity Information](#)

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.)*

Deadline Information

Yes No

☒ ☐ Is there a Deadline for this Submission?

Deadline type: **Electronic** Deadline Date: **01-Sep-2014** Deadline Time: **5:00:00 PM** Deadline Timezone: **(GMT-5:00) Eastern Standard Time**

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.

General Proposal Properties

Yes No

☐ ☒ Will your proposal involve the use of **Human Subjects**?

☐ ☒ Will your proposal involve the use of **Laboratory Animals**?

☐ ☒ Will your proposal involve **multiple principal investigators**?

☐ ☒ Will your proposal be a training grant?

Associated Departments [Add](#)

Shared Solutions ITSSSG 536001

PI Departments

Shared Solutions ITSSSG 536001

Submission Title:

(Value entered here will populate the Submission Title field in the XML header; this is a distinct data element not to be confused with the Project Title Field)

4	<p>Budget Setup Information Section:</p> <ol style="list-style-type: none"> 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. <i>The default selection will be On campus.</i> 3. Click Save and Continue. <div data-bbox="305 531 1404 665"> <p>Budget Setup Information</p> <div> Select the Program Type <div>Research</div> </div> <p>The majority of the research will be conducted On <input checked="" type="radio"/> Off <input type="radio"/> campus.</p> </div>
5	<p>Upon clicking the Save and Continue button, the Internal Documents tab will display.</p> <p>Click the Add Institution Forms/Supporting Documents link.</p> <div data-bbox="297 829 1411 987"> <p>The screenshot shows the 'Internal Documents' tab in the IRES system. The page title is 'Assessment Approaches in Family-Entered Self-Management' by Dr. Richard Stephen Janis. The 'Internal Documents' sidebar is active, and the 'Add Institution Forms/Supporting Documents' link is highlighted in red. The main content area shows a table with columns for Form Name, Document Type, Open Status, Action, Completed Form, and Remove. A 'Completed' checkbox is visible in the top right corner of the main content area.</p> </div>

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**

Form Name	Type	Add
At Risk Request Form (FINAL)	Conditional Use	<input type="checkbox"/>
Cost Sharing Approval Request	Conditional Use	<input type="checkbox"/>
PI Status Request	Conditional Use	<input type="checkbox"/>
Regulatory Form	Conditional Use	<input checked="" type="checkbox"/>
Yale University Transmittal Form v.2012	Conditional Use	<input type="checkbox"/>

8

Click the edit icon to open the form.

Form Name	Document Type	Open	Status
Regulatory Form			Incomplete

[Add Institution Forms/Supporting Documents](#)

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.

Form Name	Document Type	Open	Status	Action	Completed Form	Remove
Regulatory Form			Completed	N/A		
Letter of Intent	Proposal	N/A				

10 Click the **Finalize** tab.

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

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted. The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.

The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: **In Development**

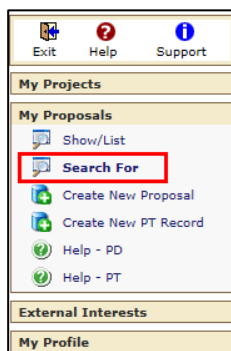
Form Name	Open	Status	Action	Completed Form	Remove
Regulatory Form		Completed	N/A		
Letter of Intent	N/A	Completed			

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**.

Results					
Showing Page 1 of 42 (1034 Proposals Found)					
Institution Number	Title (PI)	Legacy Number/ Award Number	Requested Period Awarded Period	Sponsor Department	Info
14-001000	Genome-wide translational control in human cortical neurons by RNA binding proteins implicated in frontotemporal degeneration - Weissman, Sherman Morton				
New		M154147	01-Nov-2013 - 01-Nov-2014 03-Nov-2013 - 01-Nov-2104	Association for Frontotemporal Degeneration (Formerly: Association for Frontotemporal Dementias) Research MGEN 729003	
14-001001	Placental exosomal syncytin-1 and pregnancy complications in women with APS - Abrahams, Vikki M				
New		M157925	01-Jan-2014 - 31-Dec-2016 -	American Heart Association Reproductive Sciences MOBGYN 723018	
14-001002	Development of a Multivalent Chikungunya/dengue virus vaccine - Rose, John K				
New		M156257/1R01	01-May-2014 - 30-Apr-2019 -	National Institutes of Health/DHHS Research MPATH 725006	
14-001003	Mechanisms of Abnormal Enterochromaffin Cell Secretion of Serotonin in Crohn's Disease - Kidd, Mark Simon				
Resubmission		12-005708/R01	01-Apr-2014 - 31-Mar-2019 -	National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS Gastrointestinal MSURG 728027	

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.

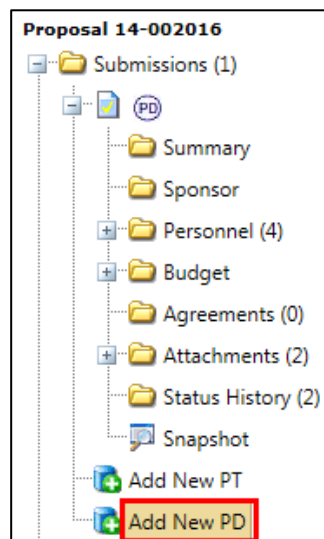
- 3 All results matching your search criteria will display below.

The screenshot shows the InfoEd web application interface. At the top, it says "Logged in User: Mr. Test 19 Infoed" and "Tuesday, April 15, 2014". Below this is a search bar with "Find Funding" and "CV Database" buttons. The main section is titled "Proposals - Search For" and contains a search form with fields for Proposal number (14-002016), Sponsor/Scheme (Sponsor Name), PI (Investigator Name), Legacy Number, Proposal Status, and Primary Assoc Dept (Department Name). Below the search form, it says "Showing Page 1 of 1 (1 Proposals Found)". The results table has columns for Institution Number, Title (PI), Legacy Number/Award Number, Requested Period Awarded Period, Sponsor Department, and Info. The first row shows proposal 14-002016 for "Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes" by Janis, Richard Stephen, with a requested period of 01-Nov-2014 to 31-Oct-2019, sponsored by the National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS, and shared solutions ITSSG 536001. Below the table are icons for PD (Edit, View), PT (Edit, View), Fwd, and Del.

- 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 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**.

Additional Submission Questionnaire		Back
This Proposal will be created with Janis, Richard Stephen as the PI. Change PI		
Step 1	Copy Basic Structure & Personnel - no Budget	
Step 2	Please Select a Proposal Type:	
	<div> <div>New</div> <div>Competing Continuation</div> <div>Limited Submission</div> <div>Non-Competing Continuation</div> <div>Supplement</div> <div>Extension</div> <div>Transfer</div> <div>Binding Letter of Intent/Pre-Application</div> <div>At Risk Request</div> <div>Cost Sharing Approval Form</div> <div>Just In Time</div> <div>Resubmission</div> <div>No Cost Extension</div> </div>	
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**.

Additional Submission Questionnaire		Back
This Proposal will be created with Janis, Richard Stephen as the PI. Change PI		
Step 1	Copy Basic Structure & Personnel - no 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	What are the project start and end dates?	<div> <div>01-Nov-2014</div> <div></div> <div>to</div> <div>31-Oct-2019</div> <div></div> </div>
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	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 ▼																								
Continue to Next Step																											
<table border="1"> <thead> <tr> <th colspan="6">Requested Periods</th> </tr> <tr> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>New Proposal/Submission</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Copy Budget</td> <td>▼</td> <td>▼</td> <td>▼</td> <td>▼</td> <td>▼</td> </tr> </tbody> </table>				Requested Periods							1	2	3	4	5	New Proposal/Submission						Copy Budget	▼	▼	▼	▼	▼
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											
<table border="1"> <thead> <tr> <th colspan="2">Requested Periods</th> </tr> <tr> <th></th> <th>1</th> </tr> </thead> <tbody> <tr> <td>New Proposal/Submission</td> <td></td> </tr> <tr> <td>Copy Budget</td> <td>▼</td> </tr> </tbody> </table>				Requested Periods			1	New Proposal/Submission		Copy Budget	▼
Requested Periods											
	1										
New Proposal/Submission											
Copy Budget	▼										
Is all of the above information correct? Yes, Create Proposal No, Go back and make changes											
<p>Clicking "Yes, Create Proposal" will create a new proposal with the properties you have indicated above. There is one final screen (<i>Step 8</i>) 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.</p>											

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.

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										
<table border="1"> <thead> <tr> <th colspan="2">Requested Periods</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> </tr> <tr> <td colspan="2">New Proposal/Submission</td> </tr> <tr> <td>Copy Budget</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			Requested Periods			1	New Proposal/Submission		Copy Budget	<input type="checkbox"/>
Requested Periods										
	1									
New Proposal/Submission										
Copy Budget	<input type="checkbox"/>									
Is all of the above information correct?										
Yes, Create Proposal No, Go back and make changes										

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.)

Save
 Print
 Back
 Next
 Success
 Error

Alcohol and Drug Addition Treatment Alternatives, Services, and Outcomes

Richard Stephen Jans - Shared Solutions ITSSSG S36001 (National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS)

14-002016-001

» Setup Questions (Step 8)

Setup Questions

Please answer all questions below and click **SAVE**.

Show

Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the **Completed** checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

Submission Mechanism/Form Information

Proposal Sponsor is set to **National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS**. Click [here](#) to change.

Is this a flow through Project? Yes ☐ No ☒

Please select a Submission Mechanism/Screen Template

☐ Yes
☒ Is this an un-solicited application?

424 Short (electronic submission)
 424 R&B (electronic submission)
 424 R&B (electronic submission)
 Binding Letter of Intent
 New Evaluation System (Generic Template)
 Revised Budget Template
 424 R&B (un-solicited electronic submission)
 424 (electronic submission)
 Non-Competing Continuation Template - 5/30/2013
 424 Mandatory (electronic submission)

Opportunity Number : PA-13-160 [Link](#) Grants.gov Opportunity Instructions

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**

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.

CFDA Number: **93.273**

CFDA Description: **Alcohol Research Programs**

Competition ID: **FORMS-C**

Agency Contact:

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

Click **Save and Continue**.

General Proposal Properties	
<p>Yes No</p> <p><input checked="" type="radio"/> <input type="radio"/> Will your proposal involve the use of Human Subjects?</p> <p><input type="radio"/> <input checked="" type="radio"/> Will your proposal involve the use of Laboratory Animals?</p> <p><input type="radio"/> <input checked="" type="radio"/> Will your proposal involve multiple principal investigators?</p> <p><input type="radio"/> <input checked="" type="radio"/> Will your proposal be a training grant?</p>	<p>Associated Departments Add</p> <p>Shared Solutions ITSSSG 536001</p> <p>PI Departments</p> <p>Shared Solutions ITSSSG 536001</p>
<p>Submission Title: <input type="text"/></p> <p><i>(Value entered here will populate the Submission Title field in the XML header; this is a distinct data element not to be confused with the Project Title Field)</i></p>	
<p>Because you indicated that this proposal is to PHS/NIH ...</p>	
<p>Yes No</p> <p><input type="radio"/> <input checked="" type="radio"/> Will this proposal involve human embryonic stem cells?</p> <p><input type="radio"/> <input checked="" type="radio"/> Is this proposal funding a Clinical Trial?</p> <p><input type="radio"/> <input checked="" type="radio"/> Is this proposal an NIH-defined Phase III Clinical Trial?</p> <p><input type="radio"/> <input checked="" type="radio"/> Will this proposal be using a Modular budget?</p> <p><input type="radio"/> <input checked="" type="radio"/> Will this proposal involve Cumulative Inclusion Report?</p>	
<p>Budget Setup Information</p>	
<p>Select the Program Type <input type="text" value="Research"/></p> <p>The majority of the research will be conducted On <input checked="" type="radio"/> Off <input type="radio"/> campus.</p>	
<p>Save and Continue</p>	

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 accurately, adjust if necessary, then click the **Complete Budget** button on the **Budget Summary** screen. Click **Done** to close the budget screen/window.

Year/Period	Increment	Start	End	Type	Status	Sponsor	Cost Sharing	Project
1	1	01-Nov-2014	31-Oct-2015	Budget Period*	Pending	255,438.75	-	153,416.67
2	2	01-Nov-2015	31-Oct-2016	Budget Period*	Pending	261,824.72	-	157,252.08
3	3	01-Nov-2016	31-Oct-2017	Budget Period*	Pending	268,370.34	-	161,183.38
4	4	01-Nov-2017	31-Oct-2018	Budget Period*	Pending	275,079.60	-	165,212.97
Total						1,060,713.41	0.00	637,065.10

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.

Upload

Upload new document

Name

Location

Category ▼

Folder ▼

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.

The screenshot shows the 'Add Initial Application Components' section. At the top, there is an 'Upload' section with fields for Name, Location, Category (set to 'Proposal'), and Folder (set to '[ROOT]'). Below this is a table with the following data:

Form Name	Type	Add
At Risk Request Form (FINAL)	Conditional Use	<input type="checkbox"/>
Cost Sharing Approval Request	Conditional Use	<input type="checkbox"/>
PI Status Request	Conditional Use	<input type="checkbox"/>
Regulatory Form	Conditional Use	<input checked="" type="checkbox"/>
Yale University Transmittal Form v.2012	Conditional Use	<input type="checkbox"/>

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.

The screenshot shows the 'Components for Initial Application' table. The table has the following data:

Form Name	Document Type	Open	Status	Action	Completed Form	Remove
Progress Report	Progress Report	N/A				
Regulatory Form			Incomplete	N/A	N/A	

7 Click the **Completed** check box.

The screenshot shows the 'Components for Initial Application' table after the 'Regulatory Form' has been marked as completed. The table has the following data:

Form Name	Document Type	Open	Status	Action	Completed Form	Remove
Progress Report	Progress Report	N/A				
Regulatory Form			Completed	N/A		

8 Click the **Finalize** tab.

Finalize

Build PDF / Form Pages

Assemble Application

Submit for Internal Review

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.

The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.

The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: **In Development**

Components for **Initial Application**

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

[Add Institution Forms/Supporting Documents](#)

Submit Final Review

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

Click the **Submit Final Review** icon.

Build PDF / Form Pages

Assemble Application

Submit for Internal Review

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.

The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.

The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: **In Development**

Components for **Initial Application**

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

[Add Institution Forms/Supporting Documents](#)

Submit Final Review

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.

- 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:

Submission Mechanism/Form Information

Proposal Sponsor is set to **National Science Foundation**. Click [here](#) to change.

Is this a flow through Project? Yes ☐ No ☒

Please select a Submission Mechanism/Screen Template

Yes No

☒ ☐ Is this a US federal sponsored project?

☐ ☒ Will this be a proposal to PHS, NIH or one of the other federal agencies?

☐ ☒ Has your sponsor given a specific reference for this proposal?

Non System-to-System (Generic Template) ▼

Binding Letter of Intent

424 R&R NSF Dynamic (electronic submission)

Revised Budget Template

424 Short (electronic submission)

Non-Competing Continuation Template

Non System-to-System (Generic Template)

424 Mandatory (electronic submission)

424 R&R (electronic submission)

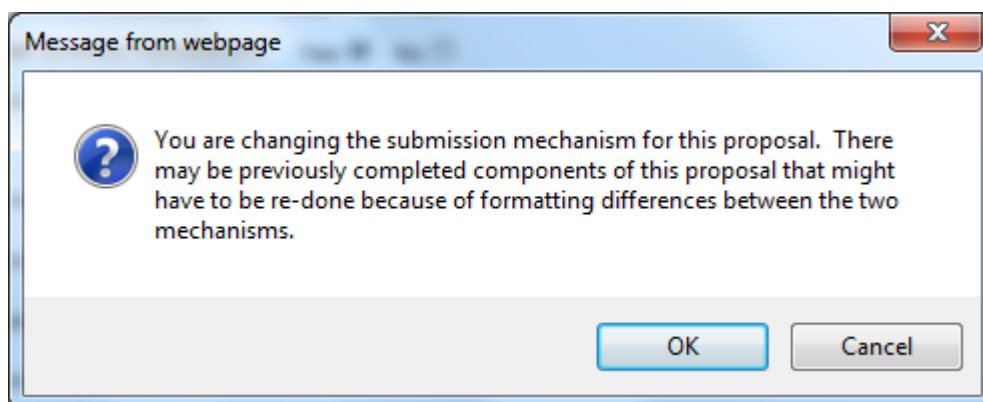
At Risk Request Template

424 (electronic submission)

- 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 Continuation 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.

>> Setup Questions
✓ SF424 (R&R)
✓ Other Project Info
✓ Performance Sites
✓ Project Summary
✓ Project Narrative
✓ S2S Forms
✓ References Cited
✓ Resources
✓ Other Attachments
Personnel
✓ PHS398_ResearchPlan
Budget
Approvals
Internal Documents
PHS398_CoverPageSupplement
Finalize

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

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	-	-	-	-	-
2	2	01-Nov-2015	31-Oct-2016	Budget Period*	Pending	-	-	-	-	-
3	3	01-Nov-2016	31-Oct-2017	Budget Period*	Pending	-	-	-	-	-
4	4	01-Nov-2017	31-Oct-2018	Budget Period*	Pending	-	-	-	-	-
5	5	01-Nov-2018	31-Oct-2019	Budget Period*	Pending	-	-	-	-	-
Total						0.00	0.00	0.00	0.00	0.00

Personnel [hide]

	Name	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
Detail	Janis, Richard PD/PI	-	-	-	-	-	0.00
Subtotal Personnel:		0.00	0.00	0.00	0.00	0.00	0.00

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

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

Personnel [hide]

	Name	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
Detail	Janis, Richard PD/PI	-	-	-	-	-	0.00
Subtotal Personnel:		0.00	0.00	0.00	0.00	0.00	0.00

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

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

1. Click the **Appointments** tab.

Budget Detail for: Dr. Richard Stephen Janis

Detail **Appointments** Justifications Cost Sharing

Costs by "Budget Period" Person Months Show Calculation Details

Period	Role	Base Salary	Calendar	Academic	Summer	Salary	Fringe Benefits	Total
1	PD/PI	0.00	0.00	0.00	0.00	0.00	Federal Grant 0.00	0.00
2	PD/PI	0.00	0.00	0.00	0.00	0.00	Federal Grant 0.00	0.00
3	PD/PI	0.00	0.00	0.00	0.00	0.00	Federal Grant 0.00	0.00

2. Enter base salary.

Detail **Appointments** Justifications Cost Sharing

Salary/Payroll Information Refresh From Profile Add Appointment

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Delete
Type: Academic Year Months: 12	S: 01-Nov-2014 E: 31-Oct-2015	100,000.00 Per Appt	Federal Grants & Contr Amount: 31,500.00	131,500.00	
Continue <input type="radio"/> Recycle <input checked="" type="radio"/> End <input type="radio"/>	Annual Inflation 3.0	Total:		131,500.00	

☐ Apply inflation on the Primary Appointment Anniversary Date

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.

Detail **Appointments** Justifications Cost Sharing

Salary/Payroll Information Refresh From Profile Add Appointment

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Delete
Type: Academic Year Months: 12	S: 01-Nov-2014 E: 31-Oct-2015	100,000.00 Per Appt	Federal Grants & Contr Amount: 31,500.00	131,500.00	
Continue <input type="radio"/> Recycle <input checked="" type="radio"/> End <input type="radio"/>	Annual Inflation 3.0	Total:		131,500.00	

☐ Apply inflation on the Primary Appointment Anniversary Date

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

Detail **Appointments** Justifications Cost Sharing

Salary/Payroll Information Refresh From Profile Add Appointment

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Delete
Type: Academic Year Months: 12	S: 01-Nov-2014 E: 31-Oct-2015	100,000.00 Per Appt	Federal Grants & Contr Amount: 31,500.00	131,500.00	
Continue <input type="radio"/> Recycle <input checked="" type="radio"/> End <input type="radio"/>	Annual Inflation 3.0	Total:		131,500.00	

☐ Apply inflation on the Primary Appointment Anniversary Date

5

1. Click the **Detail Tab**, enter **effort**, press tab key for effort entry to populate in all years. Click **save**.

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	18,427.50	76,927.50
2	PD/PI	79,950.00	9.00	0.00	0.00	59,962.50	18,888.19	78,850.69
3	PD/PI	81,948.75	9.00	0.00	0.00	61,461.56	19,360.39	80,821.95
4	PD/PI	83,997.47	9.00	0.00	0.00	62,998.10	19,844.40	82,842.50
5	PD/PI	86,097.41	9.00	0.00	0.00	64,573.05	20,340.51	84,913.57
Total						307,495.21	96,860.99	404,356.20

☐ Leave the base salary field blank in submission PDFs/XML

****Click Save to calculate salary and fringe benefits. This is required because appointment data is being used.**

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.

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	18,427.50	76,927.50
2	PD/PI	79,950.00	9.00	0.00	0.00	59,962.50	18,888.19	78,850.69
3	PD/PI	81,948.75	9.00	0.00	0.00	61,461.56	19,360.39	80,821.95
4	PD/PI	83,997.47	9.00	0.00	0.00	62,998.10	19,844.40	82,842.50
5	PD/PI	86,097.41	9.00	0.00	0.00	64,573.05	20,340.51	84,913.57
Total						307,495.21	96,860.99	404,356.20

☐ Leave the base salary field blank in submission PDFs/XML

****Click Save to calculate salary and fringe benefits. This is required because appointment data is being used.**

7

Personnel costs appear as entered.

Year/Period	Increment	Start	End	Type	Status	Sponsor [show]	Cost Sharing [show]	Project [hide]	Total
1	1	01-Nov-2014	31-Oct-2015	Budget Period*	Pending	128,084.29	-	76,927.50	128,084.29
2	2	01-Nov-2015	31-Oct-2016	Budget Period*	Pending	131,286.39	-	78,850.69	131,286.39
3	3	01-Nov-2016	31-Oct-2017	Budget Period*	Pending	134,568.55	-	80,821.95	134,568.55
4	4	01-Nov-2017	31-Oct-2018	Budget Period*	Pending	137,932.77	-	82,842.50	137,932.77
5	5	01-Nov-2018	31-Oct-2019	Budget Period*	Pending	141,381.09	-	84,913.57	141,381.09
Total						673,253.09	0.00	404,356.21	673,253.09

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

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.

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			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.

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	<input type="text" value="Begin typing name to select"/>		<input type="text" value="Select Type"/>		<input type="text" value="Select Role"/>		Add Person	
Non-Personnel [hide] Add Bulk Entry								

The **New Profile** screen will display.

New Profile

Save Close

Genius Profile ☒ Temporary Profile ☐

Salutation

First Name

Middle Initial

* Last Name

Suffix

Title

Phone

Fax

Email

Address

City

State Select State

Zip

Country Select Country

* Department [Set](#)

or Add New Department

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.

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	TBN, 1 - Chronic Diseases MEPH 731225		Non-Key		Graduate Student		Add Person	

10. Navigate to the **Non-Personnel** section of the Budget Summary screen.
- Click the **Select Budget Category** drop down menu.

Non-Personnel [hide] Add Bulk Entry							
Category	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs	
No records to display.							
Subtotal Non-Personnel:		0.00	0.00	0.00	0.00	0.00	0.00
Select Budget Category	Add Item						
SubAwards [show]							
Subprojects [show]							
	Period 1	Period 2	Period 3	Period 4	Period 5	Total Costs	
Total Project Direct Costs:	92,204.78	94,586.28	97,029.61	99,536.39	102,108.28	485,465.34	
Project F&A:	61,316.18	62,899.88	64,524.70	66,191.70	67,902.00	322,834.46	
Total Project Costs:	153,520.96	157,486.16	161,554.31	165,728.09	170,010.28	808,299.80	

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

Non-Personnel [hide] Add Bulk Entry							
Category	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs	
No records to display.							
Subtotal Non-Personnel:		0.00	0.00	0.00	0.00	0.00	0.00
Select Budget Category	Add Item						
SubAwards [show]							
Subprojects [show]							
	Period 1	Period 2	Period 3	Period 4	Period 5	Total Costs	
Alteration and Renovations	204.78	94,586.28	97,029.61	99,536.39	102,108.28	485,465.34	
Animal Care	316.18	62,899.88	64,524.70	66,191.70	67,902.00	322,834.46	
Computer Services	520.96	157,486.16	161,554.31	165,728.09	170,010.28	808,299.80	
Consultant Services							
Professional Services							
Equipment Maintenance							
Direct Costs							
Equipment or Facility Rental/User Fees							
Direct Costs Conversion							
Inpatient Costs							

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**.

Materials and Supplies PD/PI 76,927.50 78,850.69 80,821.95 82,842.50 84,913.57 404

Detail Justifications Cost Sharing Show Calculations **Save and Close** Save Close

Costs by "Budget Period" Annual Inflation Manual Entry Description Office Supplies

Period	Start Date	End Date	Qty	Unit Cost	Total	
1	01-Nov-2014	31-Oct-2015	1	3,500.00	3,500.00	Remove
2	01-Nov-2015	31-Oct-2016	1	3,596.25 2.75 %	3,596.25	Remove
3	01-Nov-2016	31-Oct-2017	1	3,695.15 2.75 %	3,695.15	Remove
4	01-Nov-2017	31-Oct-2018	1	3,796.77 2.75 %	3,796.77	Remove
5	01-Nov-2018	31-Oct-2019	1	3,901.18 2.75 %	3,901.18	Remove
Total					18,489.35	

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**.

Budget Summary [hide]

Year/Period	Increment	Start	End	Type	Status	Sponsor [show]	Cost Sharing [show]	Project [hide]		
						Total	Total	Directs	F&A	Total
1	1	01-Nov-2014	31-Oct-2015	Budget Period*	Pending	159,348.45	-	95,704.78	63,643.68	159,348.45
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						839,084.54	0.00	503,954.69	335,129.87	839,084.54

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**

- 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.

F&A Source View: Project

Calculation rate method
☐ Prevailing ☒ Blended

Scheme Show Org Rsrch On Campus **Base Show** MTDC **Rate** On Campus 1 **Effective** 66,500 **Apply** **Manual F&A**

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

- 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.
 - To select correct scheme, match the **F&A Rate** to the current **Rate Agreement**.
 - Name of Scheme is the title under columns **Applicable To** and **Location** (e.g., Rate=26%, Scheme=Organized Research Off-Campus 4)
- 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:

- Select the appropriate **Base** option from the **Base** drop down menu
- Select the **Manual Entry** option from the **Rate** drop down menu to enter a rate that is not on Yale's rate agreement.
- Enter the **Rate** in the **Rate** field.
- Click the **Apply** button.

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

F&A Source View: Sponsor

Calculation rate method
☐ Prevailing ☒ Blended

Scheme Show Base Show Rate Effective

Org Rsrch - Off Campus 4 MTDC Off Campus 4 26.000 Apply Manual F&A

- 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**.

F&A Source View: Sponsor

Calculation rate method
☐ Prevailing ☒ Blended

Scheme Show Base Show Rate Effective

Org Rsrch On Campus MTDC On Campus 1 66.500 Apply Manual F&A

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.

Budget Edit Mode

Budget Source View: Sponsor Rollup subprojects: ☐ Complete Budget

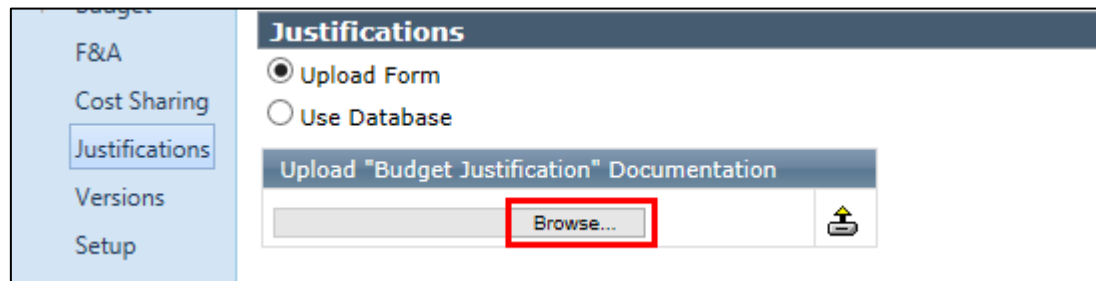
Project Period: Start: 01-Nov-2014 End: 31-Oct-2019

Budget Summary [hide]

Year/Period	Increment	Periods [hide]		Type	Status	Sponsor [show]	Cost Sharing [show]	Project [hide]		
		Start	End			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.

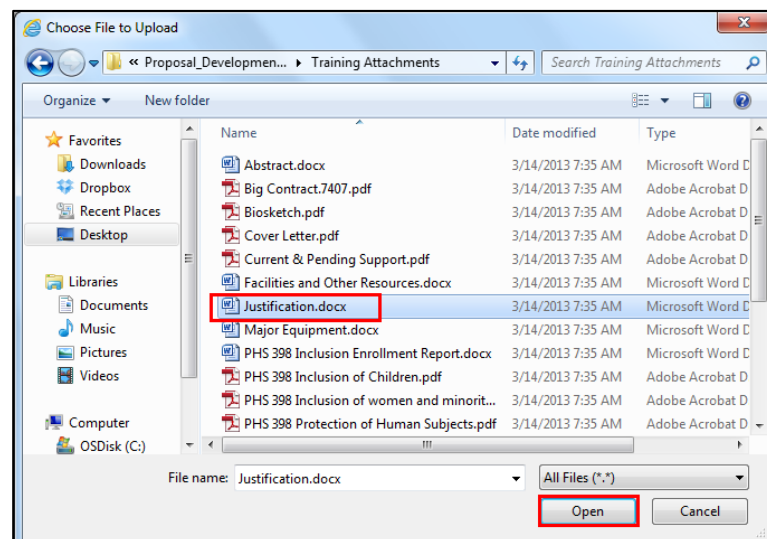
The default selection is the **Upload Form** radio button. Click the **Browse** button to upload the budget justification document. Note: The budget justification should only be updated when preparing an S2S proposal.



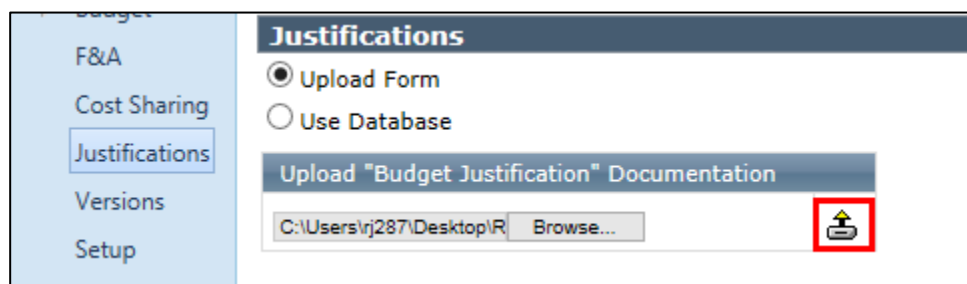
- 20 The **Choose File** window will display.

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.

View	Pages	Remove
View PDF	1	Remove

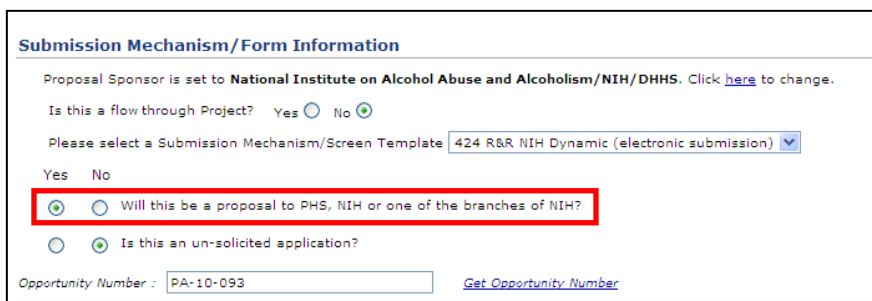
Note: Users may use the **Use Database** option to manually enter justification details.

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

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

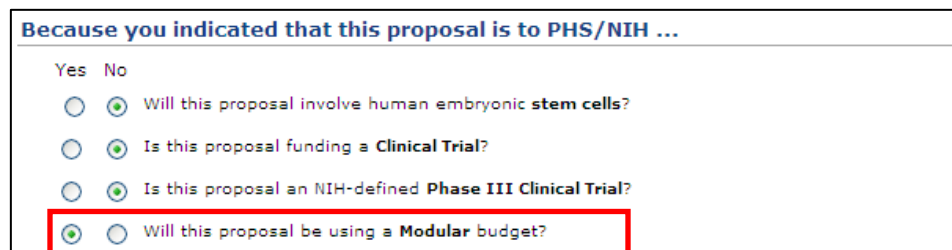
Refer to **Quick Guide - Initiating a Proposal (S2S)** for additional information.

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.

A vertical menu titled 'Setup Questions' with a red heart icon. The menu items are: SF424 (R&R), Other Project Info, Performance Sites, Project Summary, Project Narrative, References Cited, Resources, Other Attachments, Personnel, PHS398_ResearchPlan, **Budget** (highlighted with a red box), Approvals, Internal Documents, PHS398_CoverPageSupplement, and Finalize.

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

Click the **Modular Budget** tab.

The 'Budget Summary' screen shows a sidebar with tabs: Budget, Period 1, Period 2, Period 3, Period 4, Period 5, **Modular Budget** (highlighted with a red box), F&A, Cost Sharing, Justifications, Versions, and Setup. The main area displays a table with columns: Year/Period, Increment, Start, End, Type, Status, Total, Cost Sharing, Project, and Total. The table shows data for three periods, with the 'Modular Budget' tab selected.

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

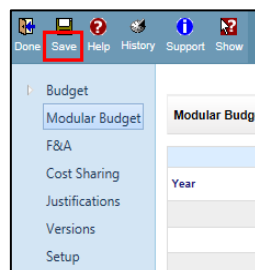
Under the **Directs** section, select the total number of modules for each period using the drop-down menu in the Modules column (e.g. 10).

The 'Modular Budget' screen shows a sidebar with tabs: Budget, **Modular Budget** (highlighted with a red box), F&A, Cost Sharing, Justifications, Versions, and Setup. The main area displays a table with columns: Year, Directs less Sub Cont F&A, **Modules** (highlighted with a red box), Amount, and Gap. The table shows data for five periods, with the 'Modules' column containing drop-down menus.

- 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.

Budget

Period 1

Period 2

Period 3

Modular Budget

SubAwards (1)

Subprojects (1)




F&A

Cost Sharing

Budget

Source View: Project

Rollup subprojects: ☐

   Build PDF

Complete Budget

Project Period:

Start: 01-Dec-2014

End: 30-Nov-2017

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-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.**

Budget Source View: Project Rollup subprojects: ☐ Build PDF Complete Budget

Project Period: Start: 01-Dec-2014 End: 30-Nov-2019

Budget Summary [hide]

Year/Period	Increment	Periods [hide]		Type	Status	Sponsor [show]	Cost Sharing [show]	Project [hide]		
		Start	End			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

Personnel [show]

Non-Personnel [show] Add Bulk Entry

SubAwards [show]

Subprojects [show]

	Period 1	Period 2	Period 3	Period 4	Period 5	Total Costs
Modular Budget Transaction:	190,137.73	189,811.18	179,475.96	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.

Setup Questions
>> SF424 (R&R)
Other Project Info
Performance Sites
Project Summary
Project Narrative
References Cited
Resources
Other Attachments
Personnel
PHS398_ResearchPlan
Budget
Approvals
Internal Documents
PHS398_CoverPageSupplement
Finalize

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

Budget

Period 1

Period 2

Period 3

F&A

Cost Sharing

Justifications

Versions

Setup

Budget

Source View: Project

Rollup subprojects: ☐

Complete Budget

Project Period:

Start: 01-Sep-2014

End: 31-Aug-2017

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-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

Personnel [hide]

Name	Period 1	Period 2	Period 3	Direct Costs
------	----------	----------	----------	--------------

3 Select the **Source View** that you wish to export

The screenshot shows the IRES Budget interface. On the left is a sidebar with a tree view containing 'Budget', 'Period 1', 'Period 2', 'Period 3', 'F&A', 'Cost Sharing', 'Justifications', 'Versions', and 'Setup'. The main area has a 'Source View' dropdown menu set to 'Project', which is highlighted with a red box. Below it, the 'Project Period' is shown with 'Start' and 'End' dates. A 'Budget Summary [hide]' table is displayed with columns for Year/Period, Increment, Start, End, Type, Status, Sponsor, Cost Sharing, and Project. The table contains three rows of data and a total row. Below the table is a 'Personnel [hide]' section with columns for Name, Period 1, Period 2, Period 3, and Direct Costs.

Year/Period	Increment	Start	End	Type	Status	Sponsor	Cost Sharing	Project
1	1	01-Sep-2014	28-Feb-2015	Budget Period*	Pending	91,915.49	-	55,204.50
2	2	01-Mar-2015	31-Aug-2016	Budget Period*	Pending	138,829.57	-	83,381.12
3	3	01-Sep-2016	31-Aug-2017	Budget Period*	Pending	189,586.95	-	113,866.03
Total						420,332.01	0.00	252,451.65

4 Click either the **Excel** (exports the budget into Microsoft Excel) or **pdf** (exports the budget as a PDF document) icon.

The screenshot shows the IRES Budget interface with the 'Source View' dropdown menu set to 'Project'. The 'Excel' and 'PDF' export icons are highlighted with a red box. The 'Budget Summary [hide]' table is also visible, showing the same data as in the previous screenshot.

Year/Period	Increment	Start	End	Type	Status	Sponsor	Cost Sharing	Project
1	1	01-Sep-2014	28-Feb-2015	Budget Period*	Pending	91,915.49	-	55,204.50
2	2	01-Mar-2015	31-Aug-2016	Budget Period*	Pending	138,829.57	-	83,381.12
3	3	01-Sep-2016	31-Aug-2017	Budget Period*	Pending	189,586.95	-	113,866.03
Total						420,332.01	0.00	252,451.65

5 The **File Download** window will appear.

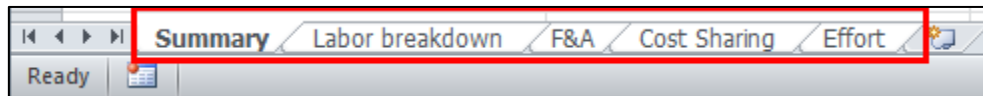
Click the **Open** button.

The screenshot shows a 'File Download' window with the text 'Do you want to open or save Budget.xls from ied-gold-app01.yu.yale.edu?'. The 'Open' button is highlighted with a red box. There are also 'Save' and 'Cancel' buttons.

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				
<u>Category</u>	<u>Item</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Total</u>
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

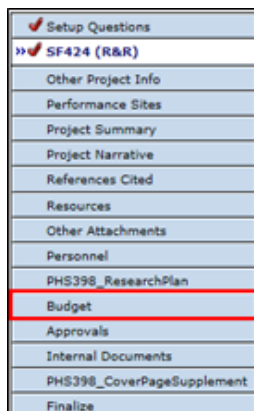


Either **Save** or **Close** the Excel document.

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.

A screenshot of the Budget Summary window. The window has a sidebar on the left with a 'Budget' tab selected. The main area shows a 'Budget Summary [hide]' table. The table has columns for Year/Period, Increment, Start, End, Type, Status, Sponsor, Cost Sharing, and Project. The data is as follows:

Year/Period	Increment	Start	End	Type	Status	Sponsor	Cost Sharing	Project
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

Below the table is a 'Personnel [hide]' section with columns for Name, Period 1, Period 2, Period 3, and Direct Costs.

3 Click the **Versions** tab.

The screenshot shows the 'Budget' screen. On the left sidebar, the 'Versions' tab is highlighted with a red box. The main content area shows the 'Budget Summary' table. The 'Source View' is set to 'Project'. The 'Project Period' is from '01-Sep-2014' to '31-Aug-2017'. The 'Budget Summary' table has columns for Year/Period, Increment, Start, End, Type, Status, Sponsor, Cost Sharing, Project, and Total. The table shows three budget periods, all with a status of 'Pending'.

Year/Period	Increment	Start	End	Type	Status	Sponsor	Cost Sharing	Project	Total
1	1	01-Sep-2014	28-Feb-2015	Budget Period*	Pending	91,915.49	-	55,204.50	91,915.49
2	2	01-Mar-2015	31-Aug-2016	Budget Period*	Pending	138,829.57	-	83,381.12	138,829.57
3	3	01-Sep-2016	31-Aug-2017	Budget Period*	Pending	189,586.95	-	113,866.03	189,586.95
Total						420,332.01	0.00	252,451.65	420,332.01

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.

The screenshot shows the 'Versions' screen. The 'Version Name' field is highlighted with a red box, and the 'Add New Version' button is also highlighted with a red box. The table below shows the existing versions.

ID	Show	Name	Versioned By	Date	Active	Download	Total	Remove
0		Initial	Kozma, Laura B.	1/17/2014 11:54:17 AM	<input checked="" type="radio"/>		420,332.01	

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

The screenshot shows the 'Versions' screen. The 'Active' column has two radio buttons. The radio button for the newly created version (ID 1) is highlighted with a red box. The table below shows the existing versions.

ID	Show	Name	Versioned By	Date	Active	Download	Total	Remove
0		Initial	Kozma, Laura B.	1/17/2014 11:54:17 AM	<input type="radio"/>		420,332.01	
1		Personnel Revision	Infoed, Test 19	4/1/2014 11:16:02 AM	<input checked="" type="radio"/>		420,332.01	

6 Click the **Budget Tab**.

The screenshot shows the 'Versions' screen. The 'Budget' tab in the sidebar is highlighted with a red box. The main content area shows the 'Versions' screen with the 'Version Name' field and 'Add New Version' button. The table below shows the existing versions.

ID	Show	Name	Versioned By	Date	Active	Download	Total	Remove
0		Initial	Kozma, Laura B.	1/17/2014 11:54:17 AM	<input type="radio"/>		420,332.01	
1		Personnel Revision	Infoed, Test 19	4/1/2014 11:16:02 AM	<input checked="" type="radio"/>		420,332.01	

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.

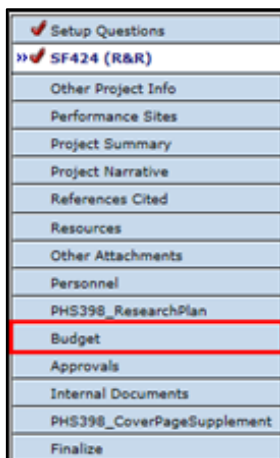
Periods [hide]		Sponsor [show]		Cost Sharing [show]		Project [hide]	
Year/Period	Increment	Start	End	Type	Status	Total	Total
1	1	01-Sep-2014	28-Feb-2015	Budget Period*	Pending	91,915.49	-
2	2	01-Mar-2015	31-Aug-2016	Budget Period*	Pending	138,829.57	-
3	3	01-Sep-2016	31-Aug-2017	Budget Period*	Pending	189,586.95	-
Total						420,332.01	0.00

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

ID	Show	Name	Versioned By	Date	Active	Download	Total	Remove
0		Initial	Kozma, Laura B.	1/17/2014 11:54:17 AM	<input checked="" type="radio"/>		420,332.01	
1		Personnel Revision	Infoed, Test 19	4/1/2014 11:16:02 AM	<input type="radio"/>		354,647.76	

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.*

A screenshot of the Budget Summary window. The window has a sidebar with links: Budget, Period 1, Period 2, Period 3, F&A, Cost Sharing, Justifications, Versions, and Setup. The main area shows a 'Budget Summary [hide]' table. The table has columns: Year/Period, Increment, Start, End, Type, Status, Sponsor, Cost Sharing, and Project. The data is as follows:

Year/Period	Increment	Start	End	Type	Status	Sponsor	Cost Sharing	Project
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

Below the table is a 'Personnel [hide]' section with columns: Name, Period 1, Period 2, Period 3, and Direct Costs.

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.

Edit Mode

Budget

- Period 1
- Period 2
- Period 3
- F&A
- Cost Sharing**
- Justifications
- Versions
- Setup

Budget
Source View: Project
Rollup subprojects: ☐

Complete Budget

Project Period: Start: 01-Sep-2014 End: 31-Aug-2017

Budget Summary [hide]

Year/Period	Increment	Periods [hide]		Type	Status	Sponsor [show]	Cost Sharing [show]	Project [hide]		
		Start	End			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.

Budget
F&A
Cost Sharing
Justifications
Versions
Setup

Cost Sharing

Personnel Costs

	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

4/25/2014 5:13 PM

Page 2 of 6

- 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.

Personnel Costs					
		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

The **Cost Sharing** window will appear.

Cost Sharing by Breakdown
Cost Sharing by Build Up
+ Add Source

	Period 1	Period 2	Period 3
<div> <div> </div> Sponsor </div>			
Percent	100.000	100.000	100.000
Salary	10,300.00	31,727.09	54,909.53
Fringe Benefits	3,244.50	9,994.03	17,296.50
Type			
Category			
<div> <div> </div> Institution </div>			
Percent	0.000	0.000	0.000
Salary	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00
Type			
Category			
<div> <div> </div> Unallowable </div>			
Percent	0.000	0.000	0.000
Salary	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00
Type			
Category			
Percent	100.00%	100.00%	100.00%

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 by Build-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.

Detail		Appointments		Justifications		Cost Sharing		Committed Effort		Save and Close		Save		Close	
Cost Sharing by Breakdown		Cost Sharing by Build Up		+ Add Source		Period 1		Period 2		Period 3					
Sponsor															
Percent	100.000					100.000				100.000					
Salary	10,300.00					31,727.09				54,909.53					
Fringe Benefits	3,244.50					9,994.03				17,296.50					
Type															
Category															
Institution															
Percent	0.000					0.000				0.000					
Salary	0.00					0.00				0.00					
Fringe Benefits	0.00					0.00				0.00					
Type															
Category															
Unallowable															
Percent	0.000					0.000				0.000					
Salary	0.00					0.00				0.00					
Fringe Benefits	0.00					0.00				0.00					
Type															
Category															
Percent	100.00%					100.00%				100.00%					
Salary	10,300.00					31,727.09				54,909.53					

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**.

The screenshot shows the 'Cost Sharing by Breakdown' tab with three columns for Period 1, Period 2, and Period 3. The 'Sponsor' section has the following values: Percent (50.000), Salary (5,150.00), Fringe Benefits (1,622.25), Type (Mandatory), and Category (Cost Sharing). The 'Institution' section has the same values. The 'Type' and 'Category' dropdowns for all three periods are highlighted with a red box.

	Period 1	Period 2	Period 3
Sponsor			
Percent	50.000	50.000	50.000
Salary	5,150.00	15,863.55	27,454.77
Fringe Benefits	1,622.25	4,997.02	8,648.25
Type	Mandatory	Mandatory	Mandatory
Category	Cost Sharing	Cost Sharing	Cost Sharing
Institution			
Percent	50.000	50.000	50.000
Salary	5,150.00	15,863.55	27,454.77
Fringe Benefits	1,622.25	4,997.02	8,648.25
Type	Mandatory	Mandatory	Mandatory
Category	Cost Sharing	Cost Sharing	Cost Sharing

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

The screenshot shows the 'Cost Sharing by Build Up' tab with three columns for Period 1, Period 2, and Period 3. The 'Sponsor' section has the following values: Percent (100.000), Salary (10,300.00), Fringe Benefits (3,244.50), Type (blank), and Category (blank). The 'Institution' section has the following values: Percent (0.000), Salary (0.00), Fringe Benefits (0.00), Type (blank), and Category (blank). The 'Unallowable' section has the following values: Percent (0.000), Salary (0.00), Fringe Benefits (0.00), Type (blank), and Category (blank). The 'Cost Sharing by Build Up' tab is highlighted with a red box.

	Period 1	Period 2	Period 3
Sponsor			
Percent	100.000	100.000	100.000
Salary	10,300.00	31,727.09	54,909.53
Fringe Benefits	3,244.50	9,994.03	17,296.50
Type			
Category			
Institution			
Percent	0.000	0.000	0.000
Salary	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00
Type			
Category			
Unallowable			
Percent	0.000	0.000	0.000
Salary	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00
Type			
Category			

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)

		Period 1	Period 2	Period 3
Sponsor				
Percent		100.000	100.000	100.000
Salary		10,300.00	31,727.09	54,909.53
Fringe Benefits		3,244.50	9,994.03	17,296.50
Type				
Category				
Institution				
Percent		0.000	0.000	0.000
Salary		0.00	0.00	0.00
Fringe Benefits		0.00	0.00	0.00
Type				
Category				
Unallowable				
Percent		0.000	0.000	0.000
Salary		0.00	0.00	0.00
Fringe Benefits		0.00	0.00	0.00
Type				
Category				
Percent		100.00%	100.00%	100.00%
Salary		10,300.00	31,727.09	54,909.53

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**.

		Period 1	Period 2	Period 3
Sponsor				
Percent		45.361	38.387	47.487
Salary		4,000.00	8,000.00	24,000.00
Fringe Benefits		1,622.25	4,997.02	8,648.25
Type		Mandatory	Mandatory	Mandatory
Category		Cost Sharing	Cost Sharing	Cost Sharing
Institution				
Percent		54.639	61.613	52.513
Salary		5,150.00	15,863.55	27,454.77
Fringe Benefits		1,622.25	4,997.02	8,648.25
Type		Mandatory	Mandatory	Mandatory
Category		Cost Sharing	Cost Sharing	Cost Sharing

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

1 Click the **Budget** tab.

✓ Setup Questions
✓ SF424 (R&R)
✓ Other Project Info
✓ Performance Sites
✓ Project Summary
✓ Project Narrative
✓ S2S Forms
✓ References Cited
✓ Resources
✓ Other Attachments
Personnel
>> PHS398_ResearchPlan
Budget
Approvals
Internal Documents
PHS398_CoverPageSupplement
Finalize

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.

SubAwards [hide]							
Inst/Contractor Name	Short Form	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
No records to display.							
Subtotal SubAwards:		0.00	0.00	0.00	0.00	0.00	0.00
John Hopkins University		Add New Profile		Select SubAward PI		Add SubAward	

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.

SubAwards [hide]							
Inst/Contractor Name	Short Form	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
No records to display.							
Subtotal SubAwards:		0.00	0.00	0.00	0.00	0.00	0.00
John Hopkins University		Add New Profile		<div> <div></div> <div>Guest, James - John Hopkins University - -</div> <div>O'Brien, Katherine - John Hopkins University - -</div> </div>		Add SubAward	
Subprojects [show]							

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

SubAwards [hide]							
Inst/Contractor Name	Short Form	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
No records to display.							
Subtotal SubAwards:		0.00	0.00	0.00	0.00	0.00	0.00
John Hopkins University		Add New Profile		Select SubAward PI		Add SubAward	

Add SubAward PI's name and contact information.

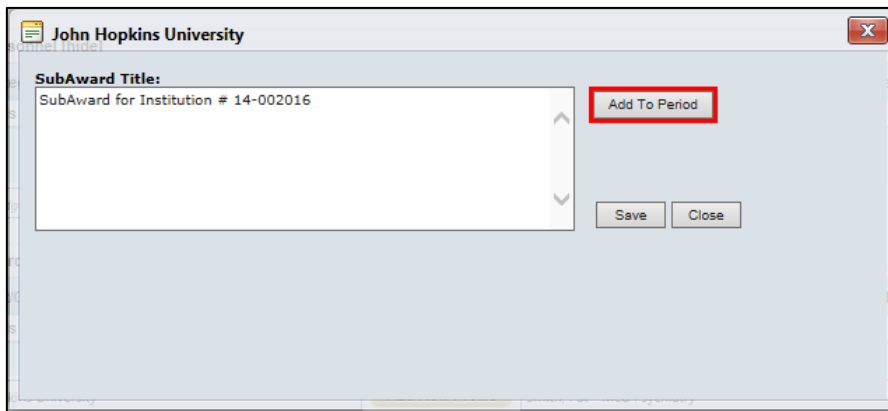
1. Enter all available information.
2. Click the **Save** button.
3. Click the **Close** button.

4. Click the **Add SubAward** button.

SubAwards [hide]							
Inst/Contractor Name	Short Form	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
No records to display.							
Subtotal SubAwards:		0.00	0.00	0.00	0.00	0.00	0.00
John Hopkins University		Add New Profile		Smith, Pat - Med Psychiatry		Add SubAward	

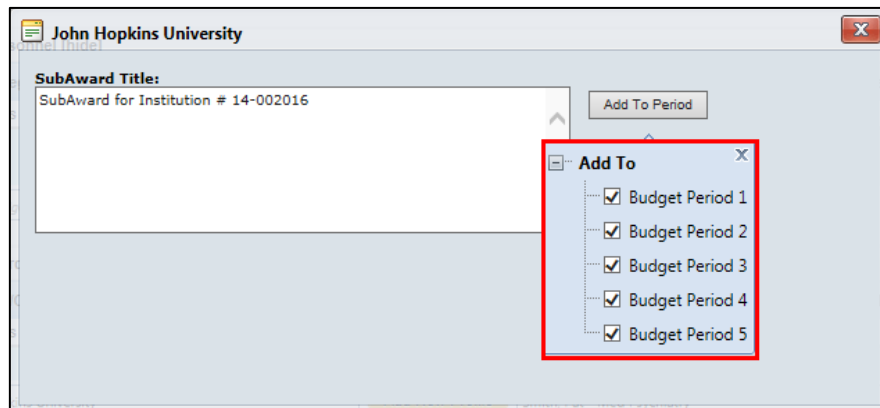
The **SubAward** window will appear.

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

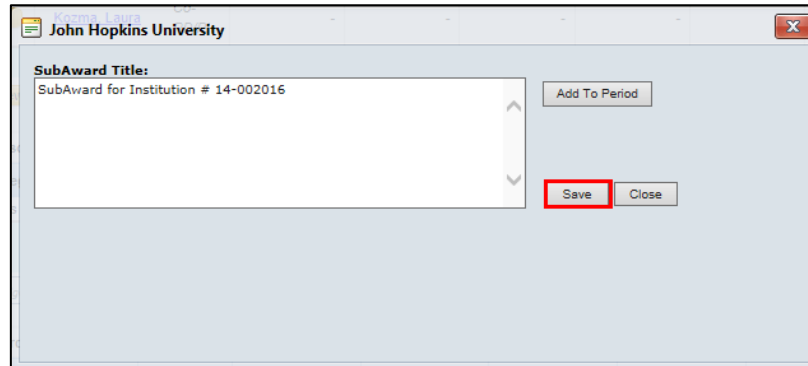


5 The **Add To Period** window will display. The SubAward will default to all Budget Periods.

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.




John Hopkins University

SubAward Title:
SubAward for Institution # 14-002016

Add To Period

Save Close

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

SubAwards [hide]									
	Inst/Contractor Name	Short Form	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs	
Detail	John Hopkins University		-	-	-	-	-	0.00	Delete
Subtotal SubAwards:			0.00	0.00	0.00	0.00	0.00	0.00	
Begin typing to select subaward institution...			Select SubAward PI			Add SubAward			

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**.

Non-Personnel

Add Bulk Entry

Category	Period 1	Period 2	Period 3	Direct Costs
No records to display.				
Subtotal Non-Personnel:	0.00	0.00	0.00	0.00
Direct Costs	Add Item			

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

Direct Costs

Detail Justifications Cost Sharing

Show Calculations Save and Close Save Close

Costs by "Budget Period" Annual Inflation 3.0 Description Direct Costs

Period	Start Date	End Date	Qty	Unit Cost	Total	
1	01-Nov-2014	31-Oct-2015	1	7,500.00	7,500.00	Remove
2	01-Nov-2015	31-Oct-2016	1	7,725.00	7,725.00	Remove
3	01-Nov-2016	31-Oct-2017	1	7,956.75	7,956.75	Remove
4	01-Nov-2017	31-Oct-2018	1	8,195.45	8,195.45	Remove
5	01-Nov-2018	31-Oct-2019	1	8,441.31	8,441.31	Remove
Total					39,818.51	

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

SubAwards [show]

	Period 1	Period 2	Period 3	Period 4	Period 5	Total Costs
Total Sponsor Direct Costs:	64,500.00	66,225.00	68,001.75	69,831.80	71,716.75	340,275.30
Sponsor F&A:	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	75,000.00
Total Sponsor Costs:	79,500.00	81,225.00	83,001.75	84,831.80	86,716.75	415,275.30

7. Click **Save**.

Done Save Help History Support Show

11

In **all other scenarios**:

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

Non-Personnel

Add Bulk Entry

Category	Period 1	Period 2	Period 3	Direct Costs
No records to display.				
Subtotal Non-Personnel:	0.00	0.00	0.00	0.00

Direct Costs [Add Item]

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

Direct Costs

Detail Justifications Cost Sharing

Show Calculations Save and Close Save Close

Costs by "Budget Period" Annual Inflation 3.0 Description Direct Costs

Period	Start Date	End Date	Qty	Unit Cost	Description	Total
1	01-Nov-2014	31-Oct-2015	1	7,500.00		7,500.00
2	01-Nov-2015	31-Oct-2016	1	7,725.00	Auto-calculated Inflation	7,725.00
3	01-Nov-2016	31-Oct-2017	1	7,956.75	Auto-calculated Inflation	7,956.75
4	01-Nov-2017	31-Oct-2018	1	8,195.45	Auto-calculated Inflation	8,195.45
5	01-Nov-2018	31-Oct-2019	1	8,441.31	Auto-calculated Inflation	8,441.31
Total						39,818.51

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.

✓ Setup Questions
✓ SF424 (R&R)
✓ Other Project Info
✓ Performance Sites
✓ Project Summary
✓ Project Narrative
✓ S2S Forms
✓ References Cited
✓ Resources
✓ Other Attachments
Personnel
» PHS398_ResearchPlan
Budget
Approvals
Internal Documents
PHS398_CoverPageSupplement
Finalize

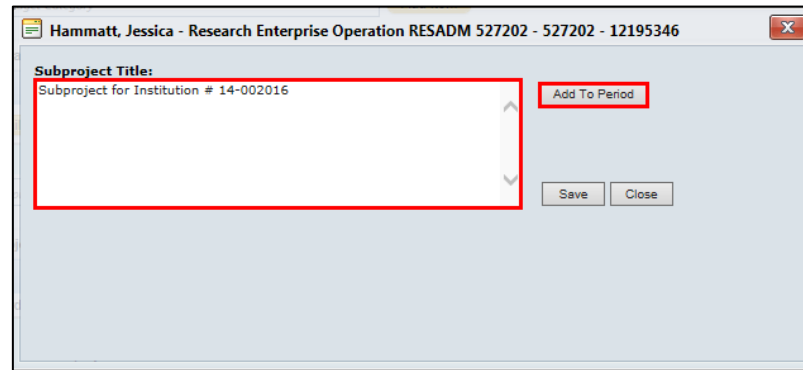
2 The **Budget Summary** screen will display.

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.

Subprojects [hide]						
PI	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
No records to display.						
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00
Subprojects:						
<div>Begin typing to select subproject PI...</div>	<div>Add SubProject</div>					

3 The **SubProject** window will appear.

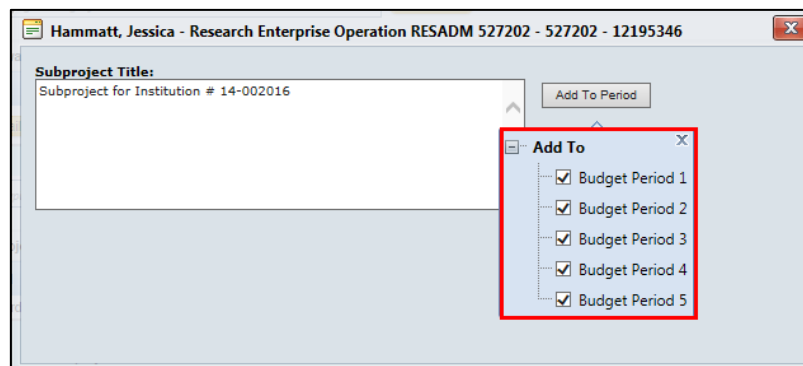
1. Update the **SubProject Title** if applicable.
2. Click the **Add To Period** button to confirm that the SubProject is applied to all of the appropriate budget periods.



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.

Subprojects [hide]							
	PI	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
Detail	Hamstatt, Jessica - SUB-009665	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Subprojects:		0.00	0.00	0.00	0.00	0.00	0.00
Begin typing to select subproject PI...		Add SubProject					

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.

Advancements in Treatment Alternatives, Services, and Outcomes
Dr. Richard Stephen Janis (National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS)

Proposal 14-002016
Edit Mode

Budget Source View: Project Rollup subprojects: ☐

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	109,473.75	-	65,750.00	43,723.75	109,473.75
2	2	01-Nov-2015	31-Oct-2016	Budget Period*	Pending	112,757.96	-	67,722.50	45,035.46	112,757.96
3	3	01-Nov-2016	31-Oct-2017	Budget Period*	Pending	116,140.70	-	69,754.18	46,386.53	116,140.70
4	4	01-Nov-2017	31-Oct-2018	Budget Period*	Pending	119,624.92	-	71,846.80	47,778.12	119,624.92
5	5	01-Nov-2018	31-Oct-2019	Budget Period*	Pending	123,213.67	-	74,002.20	49,211.47	123,213.67
Total						581,211.00	0.00	349,075.68	232,135.33	581,211.00

Personnel [hide]

Name	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
Detail Hammat, Jessica SubProject PI	65,750.00	67,722.50	69,754.18	71,846.80	74,002.20	349,075.68
Subtotal Personnel: 65,750.00 67,722.50 69,754.18 71,846.80 74,002.20 349,075.68						

[Add New Profile](#) [Add](#)

Non-Personnel [hide] [Add Bulk Entry](#)

Category	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
----------	----------	----------	----------	----------	----------	--------------

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

1 Click the **Budget** tab.

A vertical list of navigation tabs. The 'Budget' tab is highlighted with a red border. The tabs are: Setup Questions, SF424 (R&R), Other Project Info, Performance Sites, Project Summary, Project Narrative, S2S Forms, References Cited, Resources, Other Attachments, Personnel, >> PHS398_ResearchPlan, Budget, Approvals, Internal Documents, PHS398_CoverPageSupplement, and Finalize.

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

Personnel [hide]

	Name		Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs	
Detail	Janis, Richard	PD/PI	-	-	-	-	-	0.00	
Detail	Kozma, Laura	Co-PD/PI	-	-	-	-	-	0.00	
Subtotal Personnel:			0.00	0.00	0.00	0.00	0.00	0.00	

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

1. Click the **Appointments** tab.

Budget Detail for: Dr. Richard Stephen Janis

Detail **Appointments** Justifications Cost Sharing Save and Close Save Close

Costs by "Budget Period" Person Months

Period	Role	Base Salary	Calendar	Academic	Summer	Salary	Fringe Benefits	Total
1	PD/PI	0.00	0.00	0.00	0.00	0.00	Federal Grant... 0.00	0.00
2	PD/PI	0.00	0.00	0.00	0.00	0.00	Federal Grant... 0.00	0.00
3	PD/PI	0.00	0.00	0.00	0.00	0.00	Federal Grant... 0.00	0.00
4	PD/PI	0.00	0.00	0.00	0.00	0.00	Federal Grant... 0.00	0.00
5	PD/PI	0.00	0.00	0.00	0.00	0.00	Federal Grant... 0.00	0.00
Total						0.00	0.00	0.00

**Click Save to calculate salary and fringe benefits. This is required because appointment data is being used.

- 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**.

Budget Detail for: Dr. Richard Stephen Janis

Detail Appointments Justifications Cost Sharing

Committed Effort Save and Close Save Close

Salary/Payroll Information Refresh From Profile Add Appointment

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Delete
Type: Calendar Year Months: 12	S: 01-Jul-2013 E: 30-Jun-2014	0.00 Per Appt	Federal Grants & Contr Amount: 0.00	0.00	
Continue <input type="radio"/>	Recycle <input checked="" type="radio"/>	End <input type="radio"/>			
Annual Inflation				Total:	0.00
<input type="checkbox"/> Apply inflation on the Primary Appointment Anniversary Date					

- 5 Verify that the **Recycle** radio button is selected.
Click **Save**.

Budget Detail for: Dr. Richard Stephen Janis

Detail Appointments Justifications Cost Sharing

Committed Effort Save and Close Save Close

Salary/Payroll Information Refresh From Profile Add Appointment

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Delete
Type: Academic Year Months: 9	S: 01-Sep-2014 E: 31-May-2015	100,000.00 Per Appt	Federal Grants & Contr Amount: 0.00	0.00	
Continue <input type="radio"/>	Recycle <input checked="" type="radio"/>	End <input type="radio"/>			
Annual Inflation				Total:	0.00
<input type="checkbox"/> Apply inflation on the Primary Appointment Anniversary Date					

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

Budget Detail for: Dr. Richard Stephen Janis

Detail Appointments Justifications Cost Sharing

Committed Effort Save and Close Save Close

Salary/Payroll Information Refresh From Profile Add Appointment

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Delete
Type: Academic Year Months: 9	S: 01-Sep-2014 E: 31-May-2015	100,000.00 Per Appt	Federal Grants & Contr Amount: 31,500.00	131,500.00	
Continue <input type="radio"/>	Recycle <input checked="" type="radio"/>	End <input type="radio"/>			
Annual Inflation 3.0				Total:	131,500.00
<input type="checkbox"/> Apply inflation on the Primary Appointment Anniversary Date					

7 Click the **Detail** tab.

Budget Detail for: Dr. Richard Stephen Janis

Detail Appointments Justifications Cost Sharing

Committed Effort Save and Close Save Close

Salary/Payroll Information

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Delete
Type: Academic Year Months: 9	S: 01-Sep-2014 E: 31-May-2015	100,000.00 Per Appt	Federal Grants & Contr Amount: 31,500.00	131,500.00	
Continue <input type="radio"/>	Recycle <input checked="" type="radio"/>	End <input type="radio"/>			
Annual Inflation 3.0		Total:		131,500.00	

☐ Apply inflation on the Primary Appointment Anniversary Date

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.

Budget Detail for: Dr. Richard Stephen Janis

Detail Appointments Justifications Cost Sharing

Committed Effort Save and Close Save Close

Costs by "Budget Period"

Person Months

Show Calculation Details

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	103,000.00	0.00	9.00	0.00	103,000.00	Federal Grant 32,445.00	135,445.00
3	PD/PI	106,090.00	0.00	9.00	0.00	106,090.00	Federal Grant 33,418.35	139,508.35
4	PD/PI	109,272.70	0.00	9.00	0.00	109,272.70	Federal Grant 34,420.90	143,693.60
5	PD/PI	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

☐ Leave the base salary field blank in submission PDFs/XML

**Click Save to calculate salary and fringe benefits. This is required because appointment data is being used.

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

Verify that the salary data loaded correctly for each period.

Personnel [hide]

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	
Subtotal Personnel:		131,500.00	135,445.00	139,508.35	143,693.60	148,004.41	698,151.36

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

Non-Personnel [hide]

Category	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
No records to display.						

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**.

Setup Questions
» SF424 (R&R)
Other Project Info
Performance Sites
Project Summary
Project Narrative
S2S Forms
References Cited
Resources
Other Attachments
Personnel
PHS398_ResearchPlan
Budget
Approvals
Internal Documents
PHS398_CoverPageSupplement
Finalize

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

Personnel [hide]						
	Name		Period 1	Period 2	Period 3	Direct Costs
Detail	Janis, Richard	PD/PI	118,350.00	121,308.75	124,341.47	364,000.22

- 3 Click the **Appointments** tab.

Detail	Appointments	Justifications	Cost Sharing	Committed Effort Save and Close Save Close	
Salary/Payroll Information			Refresh From Profile Add Appointment		
Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Delete
Type: Academic Year	S: 01-Jul-2013 E: 31-Mar-2014	90,000.00 Per Appt	Federal Grants & Contr Amount: 29,160.00	119,160.00	
Continue <input type="radio"/>	Recycle <input checked="" type="radio"/>	End <input type="radio"/>			
Annual Inflation 2.5			Total:	119,160.00	
<input type="checkbox"/> Apply inflation on the Primary Appointment Anniversary Date					

- 4 Navigate to the **Fringe Benefits** section. Click the pull down menu and select the appropriate **Fringe Rate**.

Detail		Appointments	Justifications	Cost Sharing	Committed Effort		Save and Close	Save	Close
Salary/Payroll Information					Refresh From Profile		Add Appointment		
Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Delete				
Type: Academic Year	S: 01-Jul-2013 E: 31-Mar-2014	90,000.00 Per Appt	Federal Grants & Contr	119,160.00					
Months: 9	Recycle	End	Federal Grants & Contracts- Exempt						
Continue	Annual Inflation 2.5		Federal Grants & Contracts- Non-Exempt						
			Federal Grants & Contracts- Part-Time						
			None						
<input type="checkbox"/> Apply inflation on the Primary Appointment Anniversary Date									

- 5 The fringe benefit amount will be updated per the new rate. Click **Save and Close**.

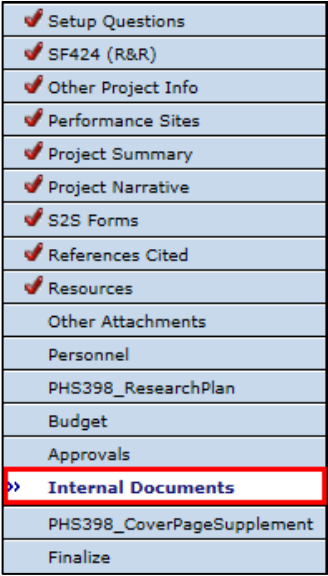
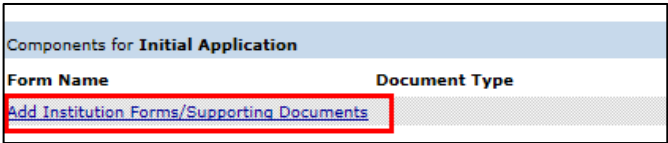
Detail		Appointments	Justifications	Cost Sharing	Committed Effort		Save and Close	Save	Close
Salary/Payroll Information					Refresh From Profile		Add Appointment		
Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Delete				
Type: Academic Year	S: 01-Jul-2013 E: 31-Mar-2014	90,000.00 Per Appt	All School of Medicine	124,650.00					
Months: 9	Recycle	End	Amount: 34,650.00						
Continue	Annual Inflation 2.5								
			Total:	124,650.00					
<input type="checkbox"/> Apply inflation on the Primary Appointment Anniversary Date									

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	<p>Click the Internal Documents tab.</p>  <p>The screenshot shows a vertical list of menu items. The 'Internal Documents' item, which includes a double arrow icon, is highlighted with a red rectangular box. Other items include Setup Questions, SF424 (R&R), Other Project Info, Performance Sites, Project Summary, Project Narrative, S2S Forms, References Cited, Resources, Other Attachments, Personnel, PHS398_ResearchPlan, Budget, Approvals, PHS398_CoverPageSupplement, and Finalize.</p>				
2	<p>The Internal Documents screen will display.</p> <p>Click the Add Institution Forms/Supporting Documents link.</p>  <p>The screenshot shows a table titled 'Components for Initial Application'. It has two columns: 'Form Name' and 'Document Type'. The 'Add Institution Forms/Supporting Documents' link is highlighted with a red rectangular box under the 'Form Name' column.</p> <table border="1"> <thead> <tr> <th data-bbox="522 1354 649 1375">Form Name</th><th data-bbox="885 1354 1031 1375">Document Type</th></tr> </thead> <tbody> <tr> <td data-bbox="522 1386 893 1407">Add Institution Forms/Supporting Documents</td><td></td></tr> </tbody> </table>	Form Name	Document Type	Add Institution Forms/Supporting Documents	
Form Name	Document Type				
Add Institution Forms/Supporting Documents					

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.

Upload Upload Close

Upload new document

Name

Location Browse...

Category ▼

Folder ▼

Add Initial Application Components Add

Form Name	Type	Add
At Risk Request Form (FINAL)	Conditional Use	<input type="checkbox"/>
Cost Sharing Approval Request	Conditional Use	<input type="checkbox"/>
PI Status Request	Conditional Use	<input type="checkbox"/>
Regulatory Form	Conditional Use	<input type="checkbox"/>
Yale University Transmittal Form v.2012	Conditional Use	<input type="checkbox"/>

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.

Upload Upload Close

Upload new document

Name

Location Browse...

Category Proposal

Folder [ROOT]

Add Initial Application Components Add

Form Name	Type	Add
At Risk Request Form (FINAL)	Conditional Use	<input type="checkbox"/>
Cost Sharing Approval Request	Conditional Use	<input type="checkbox"/>
PI Status Request	Conditional Use	<input type="checkbox"/>
Regulatory Form	Conditional Use	<input checked="" type="checkbox"/>
Yale University Transmittal Form v.2012	Conditional Use	<input type="checkbox"/>

- 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.

Components for Initial Application						Completed <input type="checkbox"/>
Form Name	Document Type	Open	Status	Action	Completed Form	Remove
Regulatory Form			Incomplete	N/A	N/A	
Add Institution Forms/Supporting Documents						

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

Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes

Richard Stephen Janis - Shared Solutions ITSSSG 536001 (National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS)

Proposal 14-002016

Form Name	Document Type	Open	Status	Action	Completed Form	Remove
Regulatory Form			Completed	N/A		N/A

Completed ☒

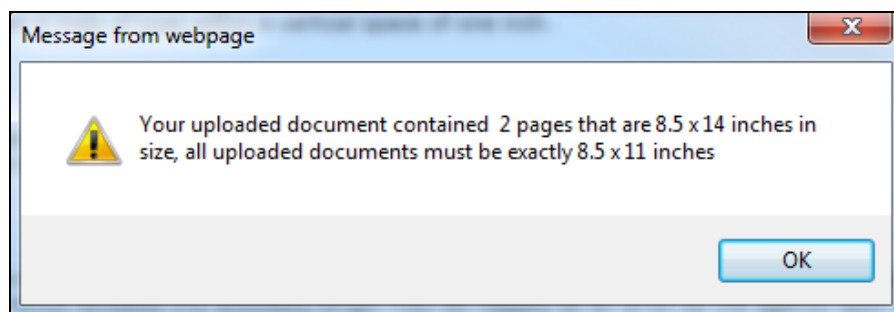
This quick guide highlights the process for uploading documents in an **NIH proposal**.

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.

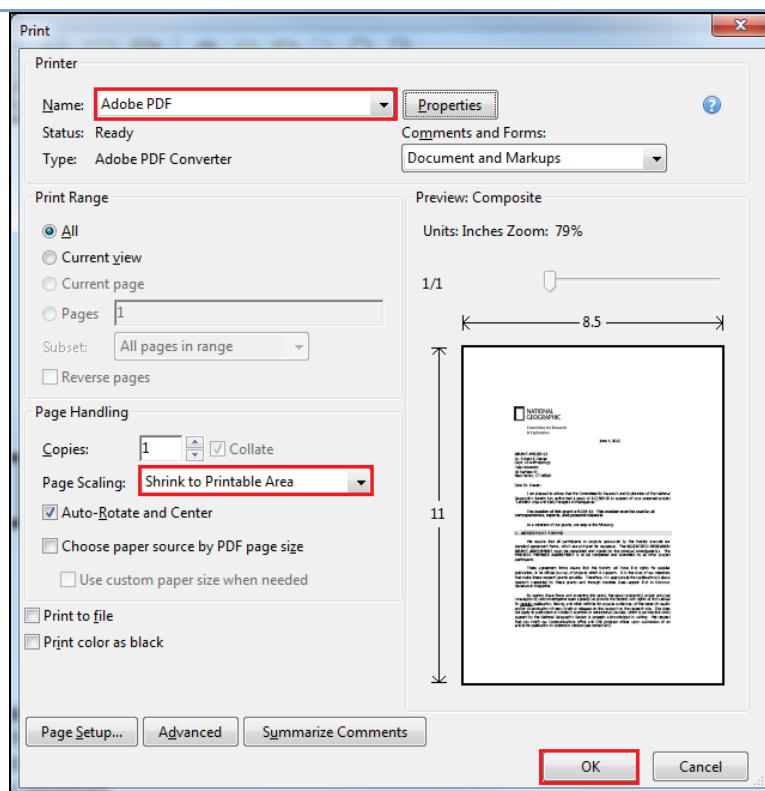


To resolve the size issue, open the PDF document and select File > Print.

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:

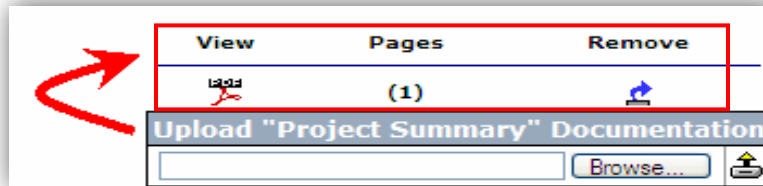
1. Click the **Project Summary** tab.
2. The system will default to the **Upload Document** option.
3. Click **Browse** and locate the Summary document.
4. Click the **Open** button.
5. Click the **Upload** icon.



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*.

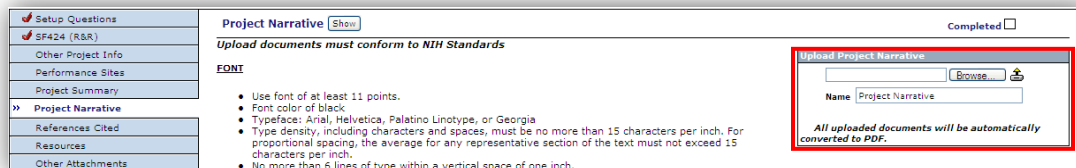


Note: The view option above will display in all tabs once a document has been uploaded.

3. Uploading Project Narrative Tab Document(s)

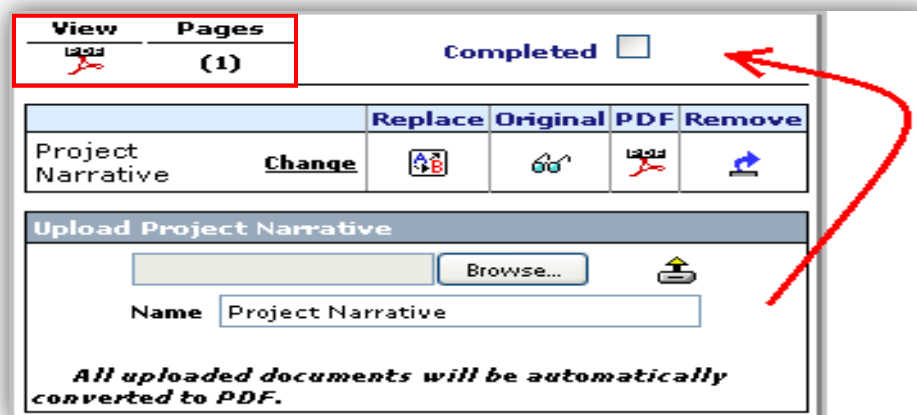
- 1 To upload a **Project Narrative** document:

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.

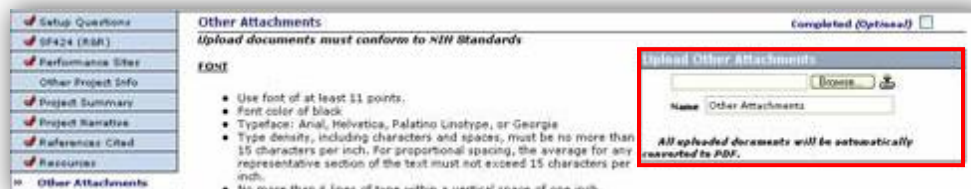
- i. Click the **Replace** icon to replace the existing (uploaded) document, *if necessary*
- ii. Click **View** icon to view the document in the original format, e.g. MS Word, PDF etc.
- iii. Click **PDF** icon to view a PDF version of the document.
- iv. Click **Remove** icon to delete the document,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



4. Uploading Other Attachments Tab Document(s)

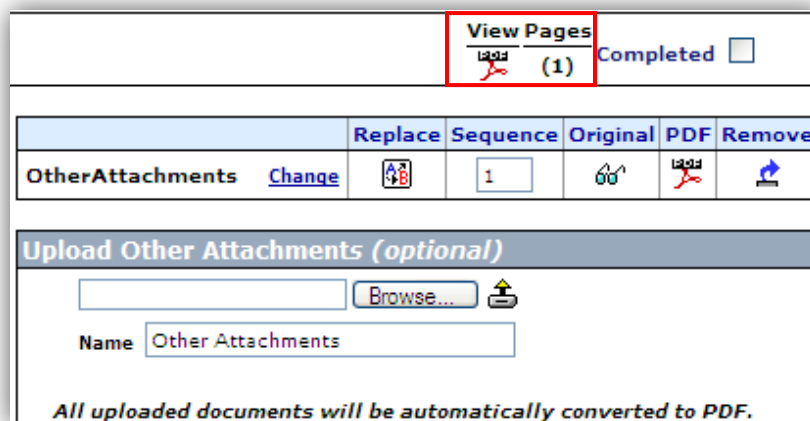
1 To upload a document to the **Other Attachments** tab:

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 screenshot shows the 'Personnel' tab interface. At the top, there are fields for 'Proposal Element' (set to 'Prime'), 'Personnel Type' (set to 'Key'), 'Name (Last, First)' (with a placeholder 'Begin typing name to select'), and 'Role' (set to 'Co-PD/PI'). Below these fields is an 'Add' button. A 'Person Months' dropdown is also visible. The main part of the interface is a table with the following columns: Name/Role, Mail, Alert, COI, Responsible, Order, Organization / Department, Person Months (Calendar, Academic, Summer), CV/Biosketch, Current/Pending Support, and Remove Person. Two rows are visible in the table:

Name/Role	Mail	Alert	COI	Responsible	Order	Organization / Department	Person Months	CV/Biosketch	Current/Pending Support	Remove Person
							Calendar Academic Summer			
Laura B. Kozma PD/PI *						Yale University Research Enterprise Operation RESADM 527202	3.6 0 0			
Jacqueline D. Fields Co-Investigator						Yale University Regional Grants BUSRBO 524013	1.2 0 0			

The **Attachment** window will display.

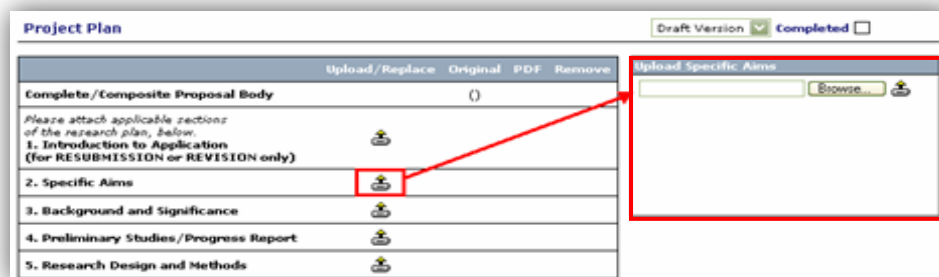
1. Click the **Browse** button.
2. Locate and select the **MS Word** or **PDF** document.
3. Click the **Open** button.
4. Click the **Upload** button.

The screenshot shows the 'Attachment' window. It has a title bar with standard window controls. Inside, there is a text field labeled 'Attachment:' followed by a 'Browse...' button. Below these are 'Upload' and 'Cancel' buttons. At the bottom, there is a 'Delete Attachment' button with a red 'X' icon next to it.

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: <ul style="list-style-type: none"> Progress report/eSNAP Correspondence 	Draft _Year X Corres_ "Define"
Proposal	Documentation related to the submission of a proposal, including but not limited to: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Correspondence IACUC Approval Letter 	Corres_ "Define" IACUC_2010 (Approval Year)
JIT	Documentation related to JIT requests and submissions, including, but not limited to: <ul style="list-style-type: none"> JIT materials Correspondence 	Materials Corres_ "Define"
Sponsor Guidelines	Documentation related to sponsor guidelines for proposal or award, including but not limited to: <ul style="list-style-type: none"> 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.

✓ Setup Questions
✓ SF424 (R&R)
✓ Other Project Info
✓ Performance Sites
✓ Project Summary
✓ Project Narrative
✓ S2S Forms
✓ References Cited
✓ Resources
✓ Other Attachments
✓ Personnel
✓ Budget
✓ Approvals
✓ PHS 398 Cover Letter
✓ Internal Documents
» Finalize

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.

Finalize				
Build PDF / Form Pages				
Form Page	Build	View	Last Built	Built By
SF424 (R&R)				
Other Project Info				
Performance Sites				
Personnel				
PHS398_ResearchPlan				
Budget				
PHS398_Checklist				
PHS398_CoverPageSupplement				



Warning: Once these pages are built, completion of any of these "Tabs" will require that you re-build these pages.

Assemble Application				
Submit for Internal Review				
Submit to Grants.gov				

Validating XML....

Validation for RR_Budget-V1.1:RR_Budget

XML <?xml version="1.0"?>

✓ PASSED

Validation for RR_KeyPersonExpanded_1_2:RR_KeyPersonExpanded_1_2

XML <?xml version="1.0"?>

✓ PASSED

Validation for RR_OtherProjectInfo_1_3:RR_OtherProjectInfo_1_3

XML <?xml version="1.0"?>

✓ PASSED

Validation for PHS398_Checklist_1_3:PHS398_Checklist_1_3

XML <?xml version="1.0"?>

✓ PASSED

3

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

Finalize

Build PDF / Form Pages

Form Page	Build	View	Last Built	Built By
SF424 (R&R)				
Other Project Info				
Performance Sites				
Personnel				
PHS398_ResearchPlan				
Budget				
PHS398_Checklist				
PHS398_CoverPageSupplement				

Assemble Application

Submit for Internal Review

Submit to Grants.gov

- 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.

Finalize				
Build PDF / Form Pages				
Form Page	Build	View	Last Built	Built By
SF424 (R&R)			Build Complete	
Other Project Info			Build Complete	
Performance Sites			Building <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
Personnel			Building <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
PHS398_ResearchPlan			Build Complete	
Budget			Build Complete	
PHS398_Checklist			Building <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
PHS398_CoverPageSupplement			Building <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
Assemble Application				
Submit for Internal Review				
Submit to Grants.gov				

- 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.

Build PDF / Form Pages				
Form Page	Build	View	Last Built	Built By
SF424 (R&R)			10-Apr-2014 4:51:06 PM	Infoed, Test 19
Other Project Info			10-Apr-2014 4:51:06 PM	Infoed, Test 19
Performance Sites			10-Apr-2014 4:51:06 PM	Infoed, Test 19
Personnel			10-Apr-2014 4:51:06 PM	Infoed, Test 19
PHS398_ResearchPlan			10-Apr-2014 4:51:08 PM	Infoed, Test 19
Budget			10-Apr-2014 4:51:27 PM	Infoed, Test 19
PHS398_CoverPageSupplement			10-Apr-2014 4:51:09 PM	Infoed, Test 19
PlannedReport			10-Apr-2014 4:51:21 PM	Infoed, Test 19
Assemble Application				
Submit for Internal Review				
Submit to Grants.gov				

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

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

Finalize	
Build PDF / Form Pages	
Assemble Application	
<div>Build Grants.gov Application</div>	<p>No table of contents is created in this assembled proposal. The Cover Letter (If applicable) is included at the end of the proposal (they are stored separately by NIH). Appendices (if applicable) are included at end of the proposal (they are stored separately by NIH). A few pages may appear in the assembled document that are not in the attachments list, Assurances/Certification Exclusions, and the proposal document.</p> <p>398 Cover Page will appear before the research plan. References Cited will appear after the Research Plan. In detailed budget applications, the cumulative budget justification will follow the cumulative budget.</p>
Submit for Internal Review	
Submit to Grants.gov	

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.

Build PDF / Form Pages

Assemble Application

Submit for Internal Review

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Submitted and Un-submitted.

The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thunderbolt" icon in the "Completed" column. If you see this icon, then the proposal has not yet been submitted.

The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrator will be able to see the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: **In Development**

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

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

[Add Institution Forms/Supporting Documents](#)

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

Current Proposal Status: **In Development**

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

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

[Add Institution Forms/Supporting Documents](#)



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.

Proposal **14-002016-001 - Richard Stephen Janis** "Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes" (In Development)

[Refresh Route](#) Route Path - **GCA - Gillich - (4/25/2013)** [Add New Person to Review Path](#)

Step 1	PI Certification	Richard Stephen Janis	
Step 2	GCA Review	Dr. David F Gillich MD, PhD	

No comments have been recorded yet

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.

Add step

☐ Informational Only

☒ Approval Required

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**.

Proposal 14-002016 - Richard Stephen Janis "Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes" (In Development)

[Refresh Route](#) Route Path - GCA - Gillich - (4/25/2013) [Add New Person to Review Path](#)

Step 1	PI Certification	Richard Stephen Janis	
Inserted Step	Inserted Step	Ms. Laura B. Kozma	
Step 2	GCA Review	Dr. David F Gillich MD, PhD	

No comments have been recorded yet

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

Proposal 14-002016 - Richard Stephen Janis "Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes" (In Development)

[Refresh Route](#) Route Path - GCA - Gillich - (4/25/2013) [Add New Person to Review Path](#)

Step 1	PI Certification	Richard Stephen Janis	
Inserted Step	Inserted Step	Ms. Laura B. Kozma	
Step 2	GCA Review	Dr. David F Gillich MD, PhD	

No comments have been recorded yet

- 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.

Finalize

Build PDF / Form Pages

Assemble Application

Submit for Internal Review

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: U

The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on

been submitted.

The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have co

your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: **In Review**

Components for **Initial Application**

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

[Add Institution Forms/Supporting Documents](#)

Routing Progress

Open Full

14-002016 - Richard Stephen Janis "Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes"

Submitted by Mr. Test 19 Infoed on behalf of Richard Stephen Janis

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
GCA - Gillich - Final Review	Step 1 - PI Certification	Richard Stephen Janis	10-Apr-2014 5:07:48 PM				
GCA - Gillich - Final Review	Inserted Step	Ms. Laura B. Kozma					

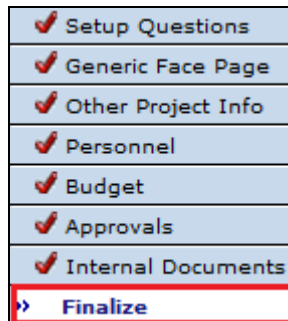
Submit to Grants.gov

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.



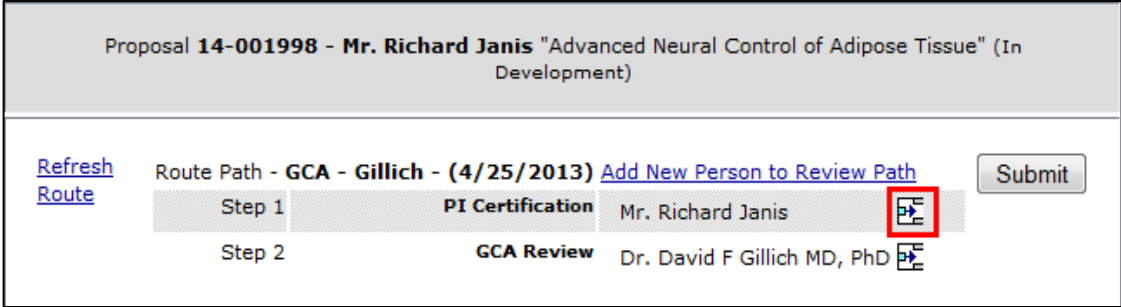
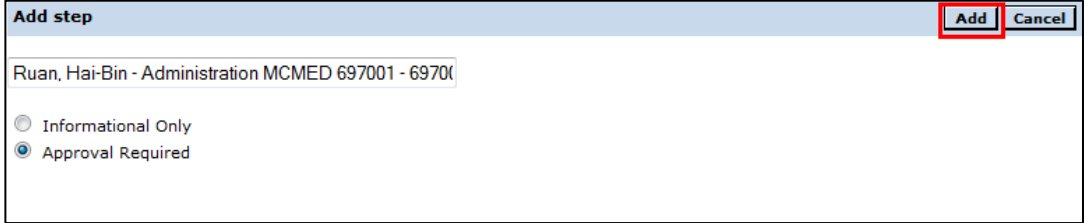
2 The **Submit for Internal Review** tab will display.

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.

Form Name	Open	Status	Action	Completed	Form	Remove
Proposal_Initial	N/A	Completed				
Regulatory Form		Completed	N/A			

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

<ul style="list-style-type: none"> ✓ Setup Questions ✓ Generic Face Page ✓ Other Project Info ✓ Personnel ✓ Budget ✓ Approvals ✓ Internal Documents » Finalize 	<p>Finalize</p> <hr/> <p>Build PDF / Form Pages</p> <hr/> <p>Assemble Application</p> <hr/> <p>Submit for Internal Review</p> <p>Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in</p> <p>The screen is in Un-submitted mode when your proposal has not yet been routed. You can determine this by visually identifying a "th" not yet been submitted.</p> <p>The screen is in Submitted mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators appropriate for your proposal. If you have any questions regarding this process, please contact them.</p> <p>Current Proposal Status: In Development</p> <p>Components for Initial Application</p> <table border="1"> <thead> <tr> <th>Form Name</th> <th>Open</th> <th>Status</th> <th>Action</th> <th>Completed</th> <th>Form</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Assembled Doc</td> <td>N/A</td> <td>Completed</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Regulatory Form</td> <td></td> <td>Completed</td> <td>N/A</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Institution Forms/Supporting Documents</p>	Form Name	Open	Status	Action	Completed	Form	Remove	Assembled Doc	N/A	Completed					Regulatory Form		Completed	N/A			
Form Name	Open	Status	Action	Completed	Form	Remove																
Assembled Doc	N/A	Completed																				
Regulatory Form		Completed	N/A																			

- 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**.

Proposal **14-001998 - Mr. Richard Janis** "Advanced Neural Control of Adipose Tissue" (In Development)

[Refresh Route](#) Route Path - **GCA - Gillich - (4/25/2013)** [Add New Person to Review Path](#)

Step 1	PI Certification	Mr. Richard Janis	
Inserted Step	Inserted Step	Doctor Hai-Bin Ruan	
Step 2	GCA Review	Dr. David F Gillich MD, PhD	

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

Proposal **14-001998 - Mr. Richard Janis** "Advanced Neural Control of Adipose Tissue" (In Development)

[Refresh Route](#) Route Path - **GCA - Gillich - (4/25/2013)** [Add New Person to Review Path](#)

Step 1	PI Certification	Mr. Richard Janis	
Inserted Step	Inserted Step	Doctor Hai-Bin Ruan	
Step 2	GCA Review	Dr. David F Gillich MD, PhD	

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.

✓ Setup Questions

✓ Generic Face Page

✓ Other Project Info

✓ Personnel

✓ Budget

✓ Approvals

✓ Internal Documents

» Finalize

Finalize

Build PDF / Form Pages

Assemble Application

Submit for Internal Review

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in t

The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "th

The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administra

Current Proposal Status: **In Review**

Components for Initial Application

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

[Add Institution Forms/Supporting Documents](#)

Routing Progress

Open Full

14-001998 - Mr. Richard Janis "Advanced Neural Control of Adipose Tissue"

Submitted by Mr. Test 19 Infoed on behalf of Mr. Richard Janis

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert R
GCA - Gillich	Final Review	Step 1 - PI Certification	Mr. Richard Janis	03-Apr-2014 3:57:34 PM		

Routing Progress

Close

14-001998 - Mr. Richard Janis "Advanced Neural Control of Adipose Tissue"

Submitted by Mr. Test 19 Infoed on behalf of Mr. Richard Janis

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
GCA - Gillich	Final Review	Step 1 - PI Certification	Mr. Richard Janis	03-Apr-2014 3:57:34 PM			
-	(4/25/2013)						
GCA - Gillich	Final Review	Inserted Step	Doctor Hai-Bin Ruan				
-	(4/25/2013)						
GCA - Gillich	Final Review	Step 2 - GCA Review	Dr. David F Gillich MD, PhD				
-	(4/25/2013)						

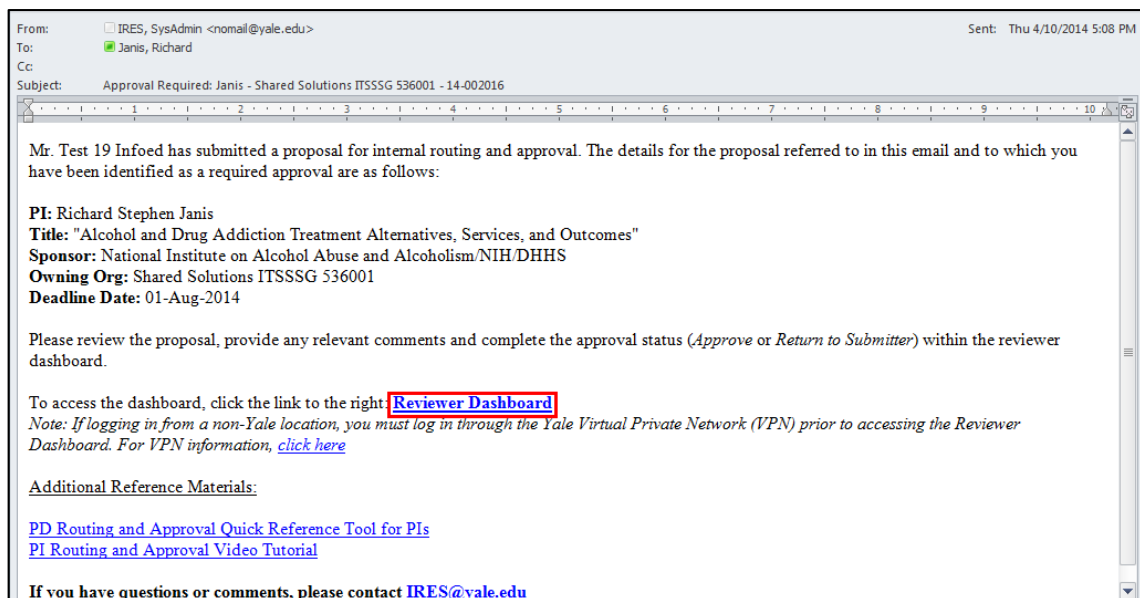
This quick guide highlights the process for certifying a proposal in **IRES Proposal Development (PD)**.

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.



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.

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?

- Click the **Review Tab** and navigate to the Form Name section.
- 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.*
- 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.
- Click the **View** icon to open and review the **Assembled Doc.** Select the **Reviewed** radio button when the review is complete.
- Add comments if necessary. *Note: Comments added to the record are permanent and are subject to audit.*
- Click the **Save** button.
- Navigate to the **My Decision** is section of the **Review** screen, and select one of the following options:
 - 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.
 - 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.
- 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.

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.

Proposal - Initial Application

Number: 14-002016
 Title: Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes
 Sponsor: National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS
 Submitted: 10-Apr-2014 5:07:40 PM

Comments I can see...
 No Comments have been recorded

Form Name/Category	Submitted	Open	Reviewer Action		
			Un-Reviewed	Reviewed	Not Applicable
Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes (Proposal)	10-Apr-2014 3:16:41 PM	View Edit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assembled Doc (Proposal)	10-Apr-2014 4:58:25 PM	View	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regulatory Form	10-Apr-2014 5:07:46 PM	View	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**.

Proposal - Initial Application

Number: 14-002016
 Title: Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes
 Sponsor: National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS
 Submitted: 10-Apr-2014 5:07:40 PM

Save your data or it will not be recorded

Comments I can see...
 No Comments have been recorded

Form Name/Category	Submitted	Open	Reviewer Action		
			Un-Reviewed	Reviewed	Not Applicable
Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes (Proposal)	10-Apr-2014 3:16:41 PM	View Edit	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Assembled Doc (Proposal)	10-Apr-2014 4:58:25 PM	View	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Regulatory Form	10-Apr-2014 5:07:46 PM	View	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

Proposal - Initial Application

Number: 14-002016
 Title: Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes
 Sponsor: National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS
 Submitted: 10-Apr-2014 5:07:40 PM

Save your data or it will not be recorded...

Comments I can see...
 Richard Stephen Janis - "Proposal ready for submission."

Form Name/Category	Submitted	Open	Reviewer Action		
			Un-Reviewed	Reviewed	Not Applicable
Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes (Proposal)	10-Apr-2014 3:18:41 PM	View Edit	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Assembled Doc (Proposal)	10-Apr-2014 4:58:25 PM	View	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Regulatory Form	10-Apr-2014 5:07:46 PM	View	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Add Comments:
 To be shared with everyone
 Proposal ready for submission.

My Decision is:
 Ready to Submit
 Not Ready to Submit

- 9 Click the **My Decision is** drop down menu.
- Select the **Ready to Submit** or the **Not Ready to Submit** option.



Ready to Submit
 Not Ready to Submit

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.

Save your data or it will not be recorded.  





INTRO
 REVIEW
 ROUTE

Proposal - Initial Application

Number: 14-002016
 Title: Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes
 Sponsor: National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS
 Submitted: 10-Apr-2014 5:07:40 PM

Comments I can see...

Richard Stephen Janis - "Proposal ready for submission."

Form Name/Category	Submitted	Open	Reviewer Action		
			Un-Reviewed	Reviewed	Not Applicable
Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes (Proposal)	10-Apr-2014 3:16:41 PM	 View  Edit	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Assembled Doc (Proposal)	10-Apr-2014 4:58:25 PM	 View	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Regulatory Form	10-Apr-2014 5:07:46 PM	 View	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Add Comments:

To be shared with everyone

Proposal ready for submission.

Between you and the PI

Between Reviewers Only

Between you and Admins

My Decision is:

Ready to Submit ▼

PI/Multiple PI/Co-PI:
 I certify that:
 The information submitted within the proposal is true, accurate, complete, is my original work, and to the best of my knowledge has not been used by other individuals in the preparation and submission of a similar grant application. Any false, fictitious or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and I agree to accept responsibility for the scientific and administrative conduct of the project and will provide the required reports if a sponsored agreement is awarded as a result of the proposal; and (click [here](#) to read additional requirements).

Department Chair/Dean (or Designee):
 I approve the attached proposal. It is within the total program and academic objective of the department/school. Adequate space is available or planned for the conduct of the project. The professional time allocation described therein is realistic. I will be responsible for assuring that the necessary resources are made available. The information contained in this proposal and Yale University Regulatory Form is true and accurate to the best of my knowledge.

Department Administrator:
 I certify that the budget and administrative information contained on this form and in the attached proposal is complete and accurate to the best of my knowledge. If an award is made as a result of this proposal, it will be administered in accordance with the terms and conditions of the sponsor and University policies.



☒ **Accept**
☐ **Decline**

- 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.

INTRO
REVIEW
ROUTE

Proposal - Initial Application

Save your data or it will not be recorded.  

Number: 14-002016





Title: Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes

Sponsor: National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS

Submitted: 10-Apr-2014 5:07:40 PM

Comments I can see...

Richard Stephen Janis - "Proposal ready for submission."

Form Name/Category	Submitted	Current Submission	Open	Reviewer Action		
				Un-Reviewed	Reviewed	Not Applicable
Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes (Proposal)	10-Apr-2014 3:16:41 PM	 View		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Assembled Doc (Proposal)	10-Apr-2014 4:58:25 PM	 View		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Regulatory Form	10-Apr-2014 5:07:46 PM	 View		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Add Comments:

To be shared with everyone

Proposal ready for submission.

My Decision is:

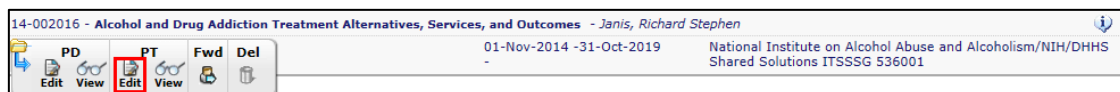
Not Ready to Submit

You have chosen a decision that will send this record back for further revision prior to your acceptance. Please complete your decision by clicking the Save icon.

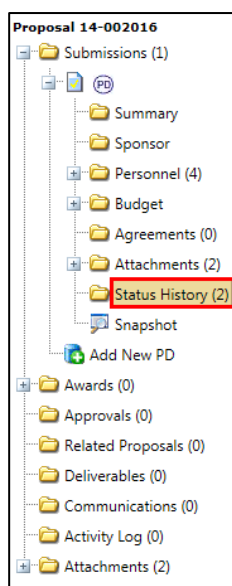
This quick guide highlights the process for resubmitting an S2S proposal due to an error, warning or at the request of the PI/Department (Changed/Corrected).

GCA Reviewer

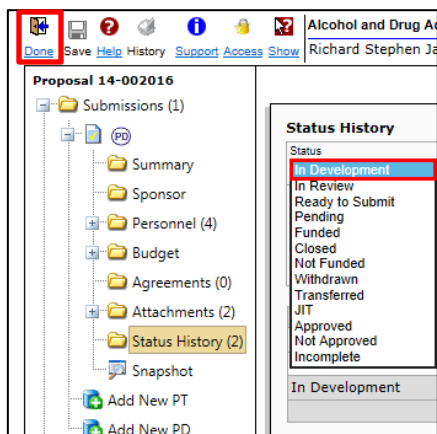
- 1 Open the record in **PT Edit** (refer to **Searching for a Proposal**)



- 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**

14-002016 - Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes - Janis, Richard Stephen

01-Nov-2014 -31-Oct-2019 National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS
Shared Solutions ITSSSG 536001

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

Setup Questions

SF424 (R&R)

Other Project Info

Performance Sites

Project Summary

Project Narrative

S2S Forms

References Cited

Resources

Other Attachments

Personnel

PHS398_ResearchPlan

Budget

Approvals

Internal Documents

PHS398_CoverPageSupplement

Finalize

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

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

SF424 (R&R) Completed ☒

1. TYPE OF SUBMISSION:

☐ Pre-application

☒ Application

☒ Changed/Corrected Application

2. DATE SUBMITTED [Change](#)

3. DATE RECEIVED BY STATE [Change](#)

4 a. Federal Identifier [Change](#)

b. Agency Routing Identifier

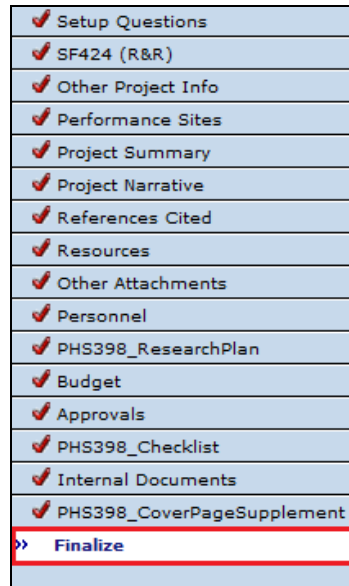
c. Previous Grants.gov Tracking ID

3 Make the required changes to the proposal:

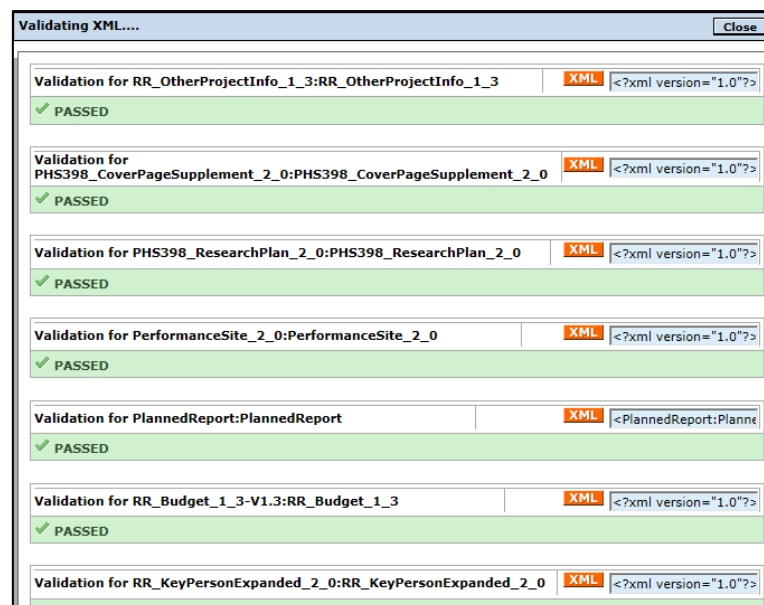
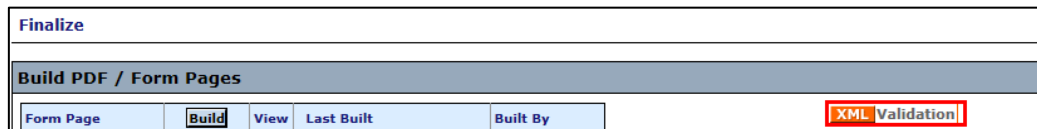
- Uncomplete the applicable tab
- Make the change or upload the new document
- Complete the tab

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.

Finalize				
Build PDF / Form Pages				
Form Page	Build	View	Last Built	Built By
SF424 (R&R)				
Other Project Info				
Performance Sites				
Personnel				
PHS398_ResearchPlan				
Budget				
PHS398_CoverPageSupplement				
PlannedReport				

Assemble Application
Submit for Internal Review
Submit to Grants.gov

















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.
---	---

Finalize					
Build PDF / Form Pages					
Form Page	[Build]	View	Last Built	Built By	
SF424 (R&R)			Building [Progress Bar]		
Other Project Info			Building [Progress Bar]		
Performance Sites			Building [Progress Bar]		
Personnel			Building [Progress Bar]		
PHS398_ResearchPlan			Building [Progress Bar]		
Budget			Building [Progress Bar]		
PHS398_CoverPageSupplement			Building [Progress Bar]		
PlannedReport			Building [Progress Bar]		

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.

Finalize

Build PDF / Form Pages

Assemble Application

No table of contents is created in this assembled document.
Cover Letter (If applicable) is included at the beginning to aid in review, but it won't appear in the final Commons proposal (they are stored separately by NIH)
Appendices (if applicable) are included at end of the research plan to aid in review, but they won't appear in the final Commons proposal (they are stored separately by NIH)
A few pages may appear in the assembled document that are "lists of attachments" (e.g., Modular Budget Justifications attachments list, Assurances/Certification Explanation attachments list); these will NOT show up in the Commons proposal document.

Build Grants.gov Application

398 Cover Page will appear before the research plan in both modular and detailed budget applications.
References Cited will appear after the Research Plan section in both modular and detailed budget applications.
In detailed budget applications, the cumulative budget will appear immediately following the detailed budget (and the budget justification will follow the cumulative budget).

Submit for Internal Review

Submit to Grants.gov

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**.

Finalize

Build PDF / Form Pages

Assemble Application

Submit for Internal Review

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.

The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" or "thumbs down" icon.

The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have control over your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: **In Review**

Components for **Initial Application**

Submit Final Review

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

[Add Institution Forms/Supporting Documents](#)

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.

Current Proposal Status: **In Review**

Components for **Initial Application**

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

[Add Institution Forms/Supporting Documents](#)

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.

Proposal **14-002016-001 - Richard Stephen Janis "Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes" (In Development)**

[Refresh Route](#) Route Path - **GCA - Gillich - (4/25/2013)** [Add New Person to Review Path](#) **Submit**

Step 1	PI Certification	Richard Stephen Janis	
Step 2	GCA Review	Dr. David F Gillich MD, PhD	

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.

Add step **Add** **Cancel**

rise Operation RESADM 527202 - 527202 - 118954 x|

☐ Informational Only

☒ **Approval Required**

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**.

Proposal **14-002016 - Richard Stephen Janis** "Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes" (In Review)

[Refresh Route](#) Route Path - **GCA - Gillich - (4/25/2013)** [Add New Person to Review Path](#)

Step 1	PI Certification	Richard Stephen Janis	
Inserted Step	Inserted Step	Ms. Laura B. Kozma	
Step 2	GCA Review	Dr. David F Gillich MD, PhD	

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

Proposal **14-002016 - Richard Stephen Janis** "Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes" (In Review)

[Refresh Route](#) Route Path - **GCA - Gillich - (4/25/2013)** [Add New Person to Review Path](#)

Step 1	PI Certification	Richard Stephen Janis	
Inserted Step	Inserted Step	Ms. Laura B. Kozma	
Step 2	GCA Review	Dr. David F Gillich MD, PhD	

- 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.

Current Proposal Status: **In Review**

Components for **Initial Application**

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

[Add Institution Forms/Supporting Documents](#)

Routing Progress
[Open Full](#)

14-002016 - Richard Stephen Janis "Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes"
Submitted by Mr. Test 19 Infoed on behalf of Richard Stephen Janis

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
GCA - Gillich - Final Review	Step 1 - PI Certification	Richard Stephen Janis	16-Apr-2014 8:26:36 AM				
GCA - Gillich - Final Review	Inserted Step	Ms. Laura B. Kozma					

GCA Reviewer

1

If the proposal is submitted for recertification 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

✓ Setup Questions
✓ SF424 (R&R)
✓ Other Project Info
✓ Performance Sites
✓ Project Summary
✓ Project Narrative
✓ S2S Forms
✓ References Cited
✓ Resources
✓ Other Attachments
✓ Personnel
✓ PHS398_ResearchPlan
✓ Budget
✓ Approvals
✓ Internal Documents
✓ PHS398_CoverPageSupplement
» ✓ Finalize

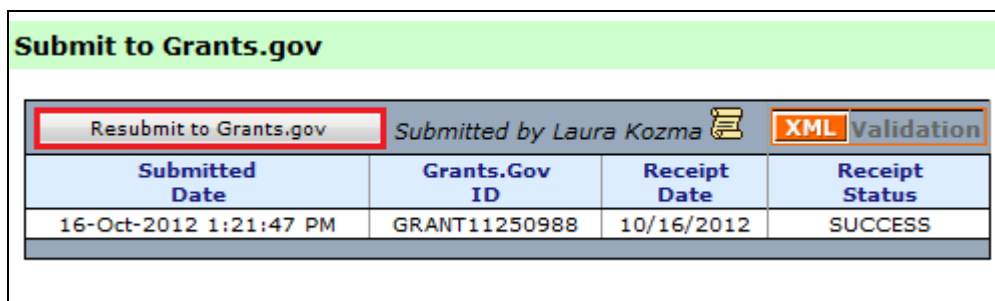
- Open applicable documents to review all changes

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					

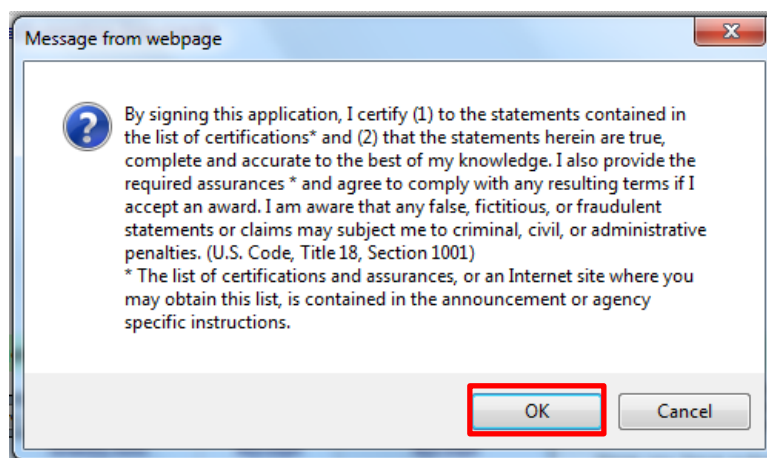
- 2 To resubmit the proposal, open the PD record and navigate to the **Finalize** tab



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




- 3 Review the Certification Language and select the OK button



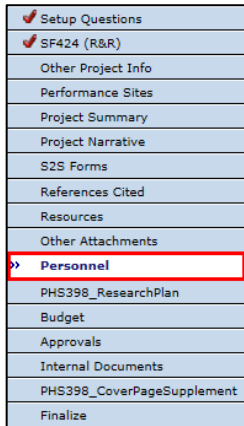
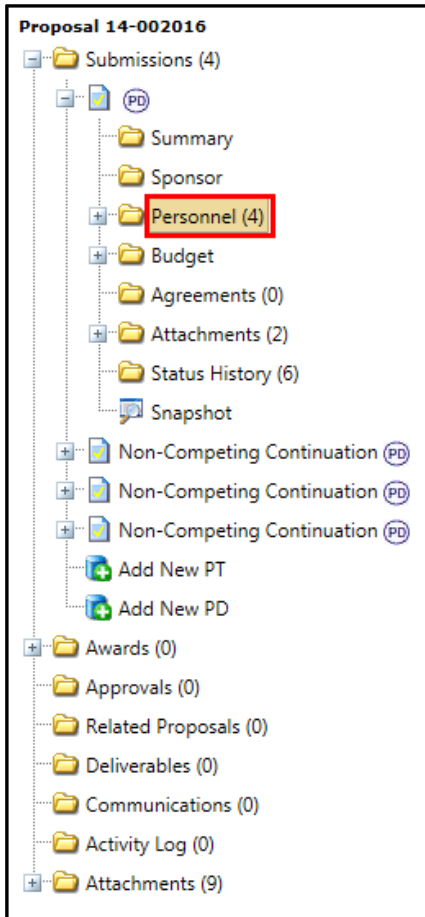
4

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. All other personnel should be entered via the Budget Tab.*

1	Proposal Development (PD) Users	Team Assistants Using Proposal Tracking (PT)
	<p>Click the Personnel tab in PD.</p> 	<p>Click the Personnel folder in PT.</p> 

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.


Personnel Completed ☐




















Proposal Element  Prime

Personnel Type Key

Name (Last, First) Role Co-PD/PI

Begin typing name to select

Person Months 

Key													
	Name/Role	Mail	Alert	COI	Responsible	Order	Organization / Department	Person Months			CV/Biosketch	Current/Pending Support	Remove Person
								Calendar	Academic	Summer			
<input checked="" type="radio"/>	Richard Stephen Janis PD/PI *				<input checked="" type="checkbox"/>	0	Yale University Shared Solutions ITSSSG 536001	0	9	0			
<input type="radio"/>	Jessica R Hammatt SubProject PI				<input checked="" type="checkbox"/>		Yale University Research Enterprise Operation RESADM 527202	6	0	0			
<input type="radio"/>	Laura B. Kozma Co-PD/PI				<input checked="" type="checkbox"/>		Yale University Research Enterprise Operation RESADM 527202	0	6	3			
<input type="radio"/>	Pat Smith SubAward PI				<input checked="" type="checkbox"/>		John Hopkins University Med Psychiatry	0	6	3			

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

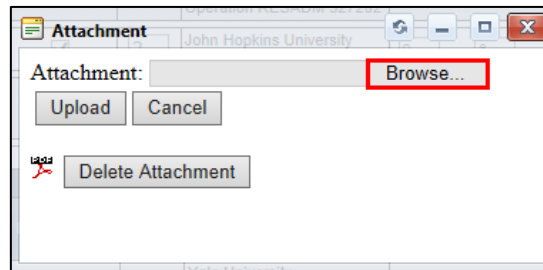
Column	Description
Name/Role	Name of added personnel and role on the proposal. Click the name to change or update profile information.
Mail	Link to send an email to personnel.
Alert	Yellow caution icon will appear if information if required profile information is missing. Hover over the icon to find 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 appropriate 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,

Key														
	Name/Role	Mail	Alert	COI	Responsible	Order	Organization / Department	Person Months			CV/Biosketch	Current/Pending Support	Remove Person	
								Calendar	Academic	Summer				
<input checked="" type="radio"/>	1 Richard Stephen Janis PD/PI *				<input checked="" type="checkbox"/>	0	Yale University Shared Solutions ITSSSG 536001	0	0	0				
<input type="radio"/>	1 Laura B. Kozma Co-PD/PI				<input checked="" type="checkbox"/>	1	Yale University Research Enterprise Operation RESADM 527202	0	0	0				
<input type="radio"/>	2 Pat Smith SubAward PI				<input checked="" type="checkbox"/>	2	John Hopkins University Med Psychiatry	0	0	3				
<input type="radio"/>	3 Jessica R Hammatt SubProject PI				<input checked="" type="checkbox"/>	3	Yale University Research Enterprise Operation RESADM 527202	0	0	3				
Non-Key														
	Name/Role	Mail	Alert	COI	Responsible	Order	Organization / Department	Person Months			CV/Biosketch	Current/Pending Support	Remove Person	
								Calendar	Academic	Summer				
<input checked="" type="radio"/>	1 1 TRN Graduate Student				<input type="checkbox"/>	4	Yale University Chronic Diseases MEPH 731225	12	0	0				
Legend: Prime SubAward - SUB-009664 (Pat Smith) SubProject - SUB-009665 (Jessica Hammatt)														

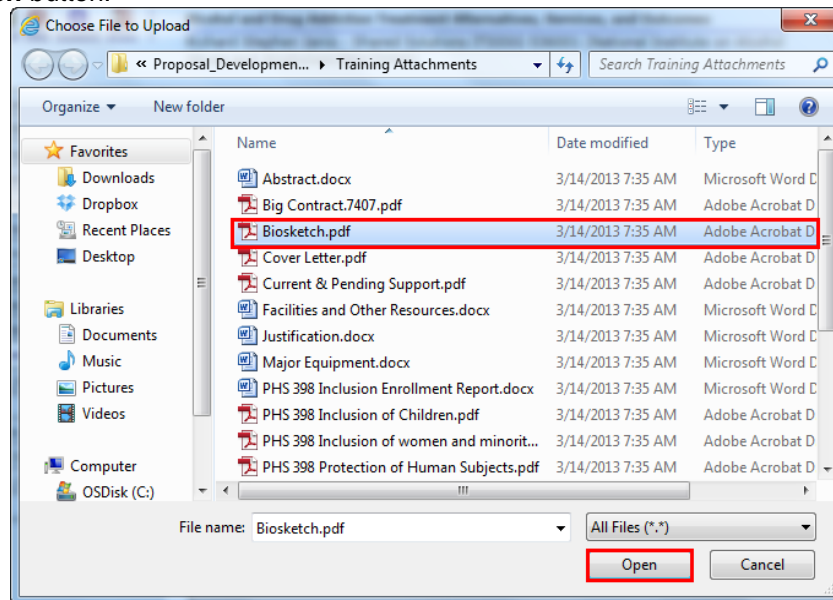
4 The **Attachment** window will display.

Click the **Browse** button.

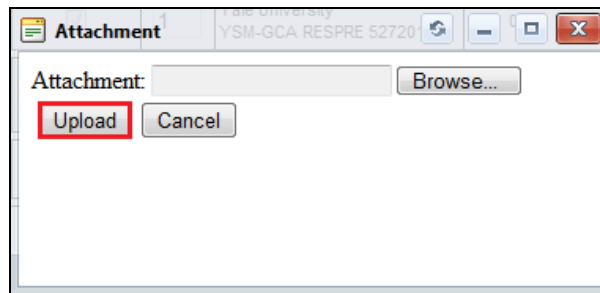


5 Locate and select the **MS Word** or **PDF** document.

Click the **Open** button.



- 6 Click the **Upload** icon on the Attachment screen.



To view the uploaded document, click the **PDF** icon.

Key											
	Name/Role	Mail	Alert	COI	Responsible	Order	Organization / Department	Person Months			CV/Biosketch
								Calendar	Academic	Summer	
<input checked="" type="radio"/>	1 Richard Stephen Janis PD/PI *				<input checked="" type="checkbox"/>	0	Yale University Shared Solutions ITSSSG 536001	0	0	0	

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											
Key											Completed <input checked="" type="checkbox"/>
	Name/Role	Mail	Alert	COI	Responsible	Order	Organization / Department	Person Months			CV/Biosketch
								Calendar	Academic	Summer	
<input checked="" type="radio"/>	1 Richard Stephen Janis PD/PI *				<input checked="" type="checkbox"/>	0	Yale University Shared Solutions ITSSSG 536001	0	0	0	
<input type="radio"/>	1 Laura B. Kozma Co-PD/PI				<input checked="" type="checkbox"/>	1	Yale University Research Enterprise Operation RESADM 527202	6	0	0	
<input type="radio"/>	2 Pat Smith SubAward PI				<input checked="" type="checkbox"/>	2	John Hopkins University Med Psychiatry	0	6	3	
<input type="radio"/>	3 Jessica R Hammatt SubProject PI				<input checked="" type="checkbox"/>	3	Yale University Research Enterprise Operation RESADM 527202	0	6	3	

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					<i>Currently Not Applicable- Please contact your GCA Reviewer with any questions</i>

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.

» Setup Questions

- ✓ SF424 (R&R)
- ✓ Other Project Info
- ✓ Performance Sites
- ✓ Project Summary
- ✓ Project Narrative
- ✓ S2S Forms
- ✓ References Cited
- ✓ Resources
- ✓ Other Attachments
- ✓ Personnel
- ✓ PHS398_ResearchPlan
- ✓ Budget**
- ✓ Approvals
- ✓ Internal Documents
- ✓ PHS398_CoverPageSupplement
- Finalize

- 2 Uncomplete the budget (if completed).

Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes
Richard Stephen Janis (National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS)

Proposal 14-002016

You are in view only mode due to the budget being completed.

Budget Source View: Project Rollup subprojects: ☐ Un-Complete Budget

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

Budget Summary [hide]

Year/Period	Increment	Periods [hide]		Type	Status	Sponsor [show] Total	Cost Sharing [show] Total	Project [hide]		
		Start	End					Directs	F&A	Total
1	1	01-Nov-2014	31-Oct-2015	Budget Period*	Pending	745,890.29	-	465,955.13	279,935.16	745,890.29

Navigate to the **Setup** tab

Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes
Richard Stephen Janis (National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS)

Proposal 14-002016

Edit Mode

Budget Source View: Project Rollup subprojects: ☐ Complete Budget

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

Budget Summary [hide]

Year/Period	Increment	Periods [hide]		Type	Status	Sponsor [show] Total	Cost Sharing [show] Total	Project [hide]		
		Start	End					Directs	F&A	Total
1	1	01-Nov-2014	31-Oct-2015	Budget Period*	Pending	745,890.29	-	465,955.13	279,935.16	745,890.29
2	2	01-Nov-2015	31-Oct-2016	Budget Period*	Pending	740,884.65	-	462,876.49	278,008.16	740,884.65
3	3	01-Nov-2016	31-Oct-2017	Budget Period*	Pending	757,526.74	-	475,154.19	282,372.55	757,526.74
4	4	01-Nov-2017	31-Oct-2018	Budget Period*	Pending	778,293.50	-	487,798.91	290,494.59	778,293.50
5	5	01-Nov-2018	31-Oct-2019	Budget Period*	Pending	799,681.96	-	500,821.64	298,860.32	799,681.96
Total						3,822,277.14	0.00	2,392,606.36	1,429,670.78	3,822,277.14

Click the **Change PI** tab

The screenshot shows the IRES application window titled "Alcohol and Drug Addiction Treatment Alternatives, Services, and Outcomes" for user "Richard Stephen Janis (National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS)". The left sidebar contains a tree view with "Setup" selected. The main area shows the "Setup" tab with sub-tabs: "General", "Period/Dates", "Change PI" (highlighted with a red box), "Budget Sources", and "Mechanism Opt In/Out". Under "Change PI", there are options for "Use Scheme dates or Project Anniversary for inflation dates?" (with "Scheme Anniversary" selected), a checked box for "Display Quantity and Unit Columns in Budget Detail", and a "Decimal Precision" dropdown set to "2 (.xx)". Below this is the "Alternate Currency" section with a checkbox for "Track alternate currency on this proposal" and a "Currency Rate 1.00000" field with a "Set" button. At the bottom is the "Budget Validate" section with a "Budget Validate" button.

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

This screenshot shows the "Change PI" dropdown menu open. The menu has three options: "Replace PI and Leave the Current PI on the Proposal" (highlighted with a red box), "Replace PI and Leave the Current PI on the Proposal" (repeated), and "Replace and Remove the Current PI" (highlighted with a red box). The "Name (Last, First)" field is visible below the dropdown, and a "Select PI" button is at the bottom left.

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.

This screenshot shows the "Change PI" dropdown menu with the option "Replace and Remove the Current PI" selected. Below the dropdown is a search field labeled "Name (Last, First)" containing the text "1 - Research Enterprise Operation RESADM 527202 - 527202 - 11895449" (highlighted with a red box). To the right of the search field is a "Select" button (highlighted with a red box).

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**

Setup

General Period/Dates **Change PI** Budget Sources Mechanism Opt In/Out

Change the PI Replace PI and Leave the Current PI on the Proposal

Name (Last, First)
Select PI

Select

-Or-

Switch PI To....

Name	Department	New PI
Janis, Richard Stephen	Shared Solutions ITSSSG 536001	<input type="checkbox"/>
Kozma, Laura B.	Research Enterprise Operation RESADM 527202	<input checked="" type="checkbox"/>

Select

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

>> Setup Questions

- SF424 (R&R)
- Other Project Info
- Performance Sites
- Project Summary
- Project Narrative
- S2S Forms
- References Cited
- Resources**
- Other Attachments
- Personnel**
- PHS398_ResearchPlan
- Budget**
- Approvals
- Internal Documents
- PHS398_CoverPageSupplement
- Finalize

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).

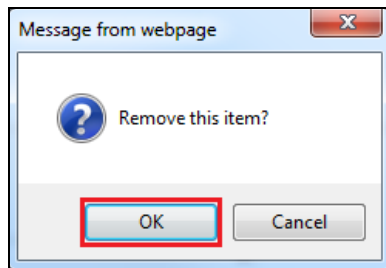
- 3 Navigate to the **General Proposal Properties** section of the **Setup Questions** screen.

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

4	<p>The Department screen will appear.</p> <p>Enter the Department's name or Org in the Progressive Search field.</p> <p>Locate and click the appropriate Department's name in the search results list.</p> <p>Click Select.</p> <div data-bbox="310 485 1395 642"> </div>
5	<ol style="list-style-type: none"> 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. Click the Prime radio button next to the new Department just added. <div data-bbox="293 858 1412 1083"> </div> <ol style="list-style-type: none"> Click Save. Click OK to the Cost Sharing Popup <div data-bbox="540 1226 1166 1457"> </div>
6	<ol style="list-style-type: none"> Click the Remove button next to the old Department. <div data-bbox="323 1604 1433 1835"> </div>

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.