Proposal Development (PD)
User Group Forum

November 14, 2013
• Who Are We, Anyway?
• Test Your PD Knowledge (*Round One*)
• Updates
• Test Your PD Knowledge (*Round Two*)
• Your Inputs -- IRES/InfoEd V14 Upgrade
Who Are We, Anyway?

Community of PD Users
Clicker Technology: Overview

(1) Questions projected

Which of the following is not a eukaryote?

1. Drosophila melanogaster 47%
2. Saccharomyces cerevisiae 12%
3. Escherichia coli 13%
4. Xenopus laevis 29%

(2) Answers selected

(3) Results displayed

- 10 seconds to respond before polling closes
- Do not use “Go” or “?” buttons
Get ready to click!
How long have you been employed by Yale?

A. Less than 1 year
B. 1-4 years
C. 5-10 years
D. 11-20 years
E. 20+ years
How do you classify your PD knowledge and skill level?

1. Beginner
2. Intermediate
3. Advanced
4. Expert
TEST YOUR KNOWLEDGE

Round One
(1) What Screen Template should I use when submitting S2S to NIH?

A. 424 R&R NIH
B. 424 R&R
C. System default
D. 424 R&R NIH Dynamic
(1) See Quick Guide #30 – Submission Mechanism / Screen Template Matrix

Submission Mechanism/Form Information

Proposal Sponsor is set to National Institutes of Health/ 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-13-302  Get Opportunity Number
(2) When should the Regulatory eForm be included?

A. **Always**
B. Only for proposals
C. Only for progress reports
D. Never

- A: 60%
- B: 0%
- C: 0%
- D: 40%
(2) Regulatory Form Added in Internal Documents

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Institution Forms/Supporting Documents</td>
<td></td>
</tr>
</tbody>
</table>

Components for **Initial Application**

- 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
(3) What proposal type(s) are child records?

A. Renewal
B. Resubmission
C. Non-Competing Continuation
D. All of the above
<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Parent/Master or Child Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Parent/Master</td>
</tr>
<tr>
<td>Competing Continuation</td>
<td>Parent/Master</td>
</tr>
<tr>
<td>Limited Submission</td>
<td>N/A – not utilized in PD</td>
</tr>
<tr>
<td>Non-Competing Continuation</td>
<td>Child of a Parent/Master</td>
</tr>
<tr>
<td>Supplement</td>
<td>Child of a Parent/Master</td>
</tr>
<tr>
<td>Extension</td>
<td>Child of a Parent/Master</td>
</tr>
<tr>
<td>Transfer</td>
<td>N/A – not utilized in PD</td>
</tr>
<tr>
<td>Binding Letter of Intent/Pre-Application</td>
<td>Parent/Master</td>
</tr>
<tr>
<td>At Risk Request</td>
<td>N/A – not utilized in PD</td>
</tr>
<tr>
<td>Cost Sharing Approval Form</td>
<td>N/A – not utilized in PD</td>
</tr>
<tr>
<td>Just In Time*</td>
<td>Child of a Parent/Master</td>
</tr>
<tr>
<td>Resubmission</td>
<td>Parent/Master</td>
</tr>
<tr>
<td>No Cost Extension</td>
<td>N/A – not utilized in PD</td>
</tr>
</tbody>
</table>

*applicable only to **revised budgets**. Just in Time/JITs submitted to NIH without a budget are not submitted through PD.
(4) What folder should internal documents be uploaded into?

A. ROOT
B. General
C. COI Sponsor Notification
(4) See example below
UPDATES
1) Child versus Master/Parent records…which one do I use? (handout)

2) Contracts in PD…how do I know if I should use a transum or not?

3) Can I update the PD record after the proposal has been submitted?

4) How do I add a Yale person to my proposal who doesn’t show up in the progressive search field?

5) Update on External Consultant Key personnel who are not Other Significant Contributors
6) Update on the new Planned and Cumulative Enrollment Tables in PD

7) User highlight at User Group Forum

8) Update on saving information when adding External “On the Fly” personnel

9) Make sure all the red checks are there!

10) Adding your GCA Coordinator to the route
TEST YOUR KNOWLEDGE

Round Two
(5) How do you add a Yale person who will submit a biosketch but not be paid?

A. In the Budget Tab as “Key” but no effort or salary
B. In the Personnel Tab as “Key”
C. In the Personnel Tab as “Consultant – Key”
<table>
<thead>
<tr>
<th>Personnel Type</th>
<th>Definition</th>
<th>IRES</th>
<th>Available on Budget Tab</th>
<th>Available on Personnel Tab</th>
<th>Appears on Assembled Proposal-Budget</th>
<th>Appears on Assembled Proposal-Key Personnel</th>
<th>Require CV/Biosketch</th>
<th>Yale Employee</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key</td>
<td>Yale Personnel that are defined as Key personnel who will contribute effort to the proposal</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>PI, Co-PI or Co-Investigator who is being paid from the grant</td>
</tr>
<tr>
<td>Non-Key</td>
<td>Yale Personnel that are defined as Non-Key personnel who will contribute effort to the proposal</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>TBNs, other Yale faculty or employees who will be paid from the grant</td>
</tr>
<tr>
<td>Other Significant Consultant</td>
<td>Yale Personnel that will have the role &quot;Other Significant Consultant&quot;</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Yale OSCs for NIH grants only</td>
</tr>
<tr>
<td>Consultant-Key</td>
<td>Yale Personnel that are defined as Key personnel who are associated with the proposal but will not contribute effort to the proposal</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Co-Investigators, Collaborators and others who are key (Biosketch included) but will not be paid from the grant</td>
</tr>
<tr>
<td>Consultant-Non-Key</td>
<td>Yale Personnel that are defined as Non-Key personnel who are associated with the proposal but will not contribute effort to the proposal</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Only for individuals who are responsible (as indicated by the PI) but will not be paid from the grant</td>
</tr>
<tr>
<td>External Consultant-Key</td>
<td>Personnel from other Institutions that are defined as Key personnel who are associated with the proposal but will not contribute effort to the proposal.</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>Collaborators, Co-Investigators, Consultants. Individuals who are key (Biosketch included) but will not be paid from the grant</td>
</tr>
<tr>
<td>External Consultant-Non-Key</td>
<td>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.</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>Currently Not Applicable. Please contact your GCA Reviewer with any questions</td>
</tr>
</tbody>
</table>
(6) What is the correct EIN number for NIH applications?

A. 1060646973A1
B. 06-0646973
C. 106-0646973A1
(6) Select Help, then hover over the number field.

If Sponsor is NIH or NIH branch, user must enter "1060646973A1"
(7) What should I include in the Internal Documents Tab?

A. Regulatory eForm

B. Regulatory eForm and other internal documents

C. Regulatory eFORM, other internal documents, and sponsor guidelines
(7) See examples of uploads below
(8) Where do I fill in the “instrument type”?

A. Regulatory eFORM  
B. Setup Questions  
C. SF424 Face Page/Generic Face Page
(8) See example - Instrument Type on Regulatory Form
Your Inputs to PD Upgrade

Your Inputs

InfoEd V14 Upgrade
Which would you prefer when building budgets?

1. Round all costs to the nearest whole dollar

2. No rounding – include costs to the nearest penny
When entering TBN personnel, do you prefer scenario A or B?

Answer after you see a demo of scenarios A & B

A. I can enter all TBNs with the same role in one profile but I have figure out the salary request

B. I have to create a TBN profile for each person but I don’t have to calculate the salary request (current functionality)
Volunteers for Testing

- Volunteers for testing InfoEd/IRES V14 Updates
- Please hand in your clicker
Thank you for participating

Use form to provide your feedback and ideals for the next meeting