

Overview

This tip sheet provides an overview of the Kuali Proposal Development (PD) module, offering definitions and guidance for institutional review of a PD. These guidelines are not intended to address every situation that may arise. Thus, RED Officers are expected to remain flexible, within reason, to facilitate the submission of PD's and to ensure institutional compliance.

Reviewing the Proposal Development

Prior to beginning the PD review, RED Officers should review the sponsor's guidelines (e.g., program announcement, requests of application, sponsor's application instructions, etc.) for the following:

- Verify institutional eligibility.
- Determine if UCR must submit certifications, assurances, or representations.
- Identify issues related to institutional commitments or concerns including, but not limited to:
 - Cost sharing requirement and/or policy.
 - Special institutional or regulatory approvals (e.g., approved IRB or IACUC protocol to be provided at proposal submission; Intellectual Property Plan, etc.)
 - F&A rate limitations
 - Special commitments or requirements that affect the whole institution (e.g., limited number of submissions, ambiguous language with the potential to infringe upon faculty academic freedoms, etc.)
 - Construction and/or renovation (review and evaluation of costs need to be confirmed with Planning, Design & Construction (PD&C) prior to submission).
- Determine if the sponsor's policies are consistent with UC's and UCR's governing principles, policies, and practices by reviewing proposed award terms and conditions (if available). Special areas of concern include, but are not limited to:
 - Patent rights
 - o Copyrights
 - o Ownership of records and data use rights
 - Publication restrictions (e.g., length of publication delay, sponsor approval and/or editorial rights)
 - Use and protection of confidential or proprietary information

Upon review of the sponsor's policies, determine if any noted concerns or issues need to be addressed with the sponsor at the time of PD submission (e.g., identify the issues or reserve a right to negotiate via a PD cover letter).

Publication restrictions, foreign national restrictions, citizenship requirements, performance of work that is not considered 'basic research' or 'applied research' in science or engineering, performance of classified work, receipt of Controlled Unclassified Information (CUI) or Controlled Unclassified Technology (CTI), or any other issue that would threaten or remove the fundamental research 'safe harbor' exemption under U.S. export control laws are all problematic terms that will require the RED Officer to consult with their supervisor to discuss next steps on how to proceed with the review of the PD.

Determine if the PD is subject to review by the State Clearinghouse under Presidential Executive Order 12372. This review requirement is usually listed on the application cover page or in the program announcement, otherwise the RED Officer can go to the following website: http://cfda.opr.ca.gov. In the event the Assistance Listing number is not listed in the drop-down menu, no further action is needed. If it is listed, the RED Officer will need to fill out the online form, attach the signed SF424 and submit. Once submitted, an email confirmation will be provided to the RED Officer stating that a request has been sent to the State for review. The Clearinghouse will advise within 30 days whether the review requirement has been met. (For background information related to this review requirement, see UC Contract and Grant Manual Chapter 2, Section 2-584).

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Intergovernmental of Federal Programs	Review					0	PR Home S	ubmissions	Registration	Login
State, federal, and local a available on internet web	agencies must comply with osites (OPR Accessibility).	n all applicable statute	ory and regulate	ory requiremen	ts related to th	e Americans wi	th Disabilities	Act for docum	ients posted and	l made
			CFDA			Assembly	Senate	Project Start	Project End	Date Received
Applicant 1↓	SF-424 Form ↑↓	Federal Agency $\uparrow\downarrow$	Number $\uparrow\downarrow$	City/Town 1	County 🕮	District ↑↓	District 1	Date ↑↓	Date $\uparrow\downarrow$	Ļ
The Regents of the University of California, Riverside	Hoddle_SF424_signed. pdf 🔮	Animal and Plant Health Inspection Services	10.025	Riverside	Riverside	40	23	9/30/2024	9/26/2025	7/18/2024

♣ NOTE: The email confirmation will not reference a specific proposal. Therefore, it is important to save the SF424 with the PI's name and PD number in the file name so that it can be easily identified on the State Clearinghouse website. When the confirmation email is received, it should be uploaded to the PD/Institutional Proposal (IP) in the event sponsor requests evidence of the submission.

Getting Started

After you log into Kuali Research, you will see the Dashboard Home page. There are several sections called 'cards' – Proposals routing to me, Proposals not routing, Institutional Proposals work in progress, Proposal workload assignments (among others) – This Tip Sheet will focus on Proposal workload assignments.

If after logging into Kuali Research and you do not see the cards, click on the square icon in the left margin to access the **Dashboard** page (as shown below).

K	Dashboard			Show/hide cards
ଅ < ଦ	Proposals rou	ting to me 🍸 Filter Sort by 🗸	Proposals no	t routing T Filter Sort by ~
2 8	You're up!	Proposal #248 – PI: Wu, Rachel – Sponsor: MISCELLANEOUS SPONSORS – Title: Improving older adults' c., – Lead unit: D01030 Due date: 8/29/2023 Last action: 8/28/2023 4:58 PM	Proposal	Proposal #44 – Pt: Kolluri, Suneal Harish – Sponsor: CALIFORNIA STATE UNIVERSITY – Title: Enfranchised: Fostering C., – Lead unit: Due date: 7/12/2023 Last action: 7/11/2023 9.05 AM
	You're up!	Proposal #339 – Pt: Rolehausen, Philippe E – Sponsor: CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE – Title: Growing citrus Due date: 9/07/2023 Last action: 10/02/2023 5:14 PM	Proposal	Proposal #180 - Pt: Mitra, Arunabha - Sponsor: ANIMAL AND PLANT HEALTH INSPECTION SERVICE - Title: Survey for exotic, high-r Due date: 8/07/2023 Last action: 8/05/2023 1:40 PM
	You're up!	Proposal #221 - Pt Balley, Davina Marie - Sponsor: CALLFORNIA DEPARTMENT OF SOCIAL SERVICES - Title: FY2023 American Rescu- Due date: 9/08/2023 Last action: 8/11/2023 11:29 AM	Proposal	Proposal #206 – PI: Wei, Ran – Sponsor: NATIONAL SCIENCE FOUNDATION – Title: Integrating uncertainty i… – Lead unit: D02092 Due date: 1/12/2024 Last action: 8/08/2023 512 PM
	You're up!	Proposal #120 - Pt: Bailey, Davina Marie - Sponsor: RVERSIDE COUNTY OFFICE OF EDUCATION - Title: P2023 RCOE-POST COVID FL_ Due date: 9/08/2023 Last action: 8/10/2023 6:22 PM	Proposal	Proposal #220 - PI: Cass, Bodil Natalia - Sponsor: US DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SE_ Due date: 8/07/2023 Last action: 8/10/2023 2:37 PM
	2 steps away	Proposal #304 – Pt: Du, Ke – Sponsor: NATIONAL INSTITUTE FOR FOOD AND AGRICULTURE – Title: PARTNERSHIP: Integrated n – Le_ Due date: 9/12/2023 Last action: 9/14/2023 1:14 PM	Proposal	Proposal #241 - PI: Baird, James H - Sponsor: BASF CORPORATION - Title: DEVH-2023-US-VF3-A-01.0, Lead unit: D01047 Due date: #25/2023 Last action: 8/17/2023 9.41 AM
		1-5of 48 < >		1-5 of 59 < 🖒
	Institutional P	roposals work in progress T Filter Sort by ~	Awards work	in progress T Filter Sort by ~
	Institutional Proposal	Institutional Proposal #00076842 – PI: Durbin, Mark Thomas – Sponsor: EASTERN RESEARCH GROUP, INC. – Title: Heavy-Duty Vehicle (Pending) Last action: 7/13/2023 2:29 PM	Award	Award #006954-00001 - PI: Barth, Matthew J - Sponsor: SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT - Title: Evaluation of
	Institutional Proposal	Institutional Proposal #00079373 – PI: Bartels, Ludwig – Sponsor: NATIONAL SCIENCE FOUNDATION – Title: REU Site: Materials Conn [Pending] Last action: 9/28/2023 5:06 PM	Award	Award #009258-00001 - PI: McCole, Declan F - Sponsor: PFIZER INC Title: Targeting JAK-STAT Inhibi Lead unit: D01059 Active Last action: 9/11/2023 2:12 PM Compliance
() ()	Institutional Proposal	Institutional Proposal #00077305 - PI: Bahamonde, Ana - Sponsor: ARNOLD AND MABEL BECKMAN FOUNDATION - Title: Mechanisti (Pending) Last action: 8/02/2023 3:14 PM	Award	Award #009993-00001 - PI: Liu, Ming - Sponsor. NATIONAL SCIENCE FOUNDATION - Title: Development of tunnel fie Lead unit: D Active: Last action: 10/13/2023 4:31 PM
ල ල	Institutional Proposal	Institutional Proposal #00077123 – PI: Martinez-Morales, Alfredo Adolfo – Sponsor: CITY OF COACHELLA – Title: Coachella Prospera (Pending) Last action: 7/24/2023 3:12 PM	Award	Award #010003-00001 - PE Kos, Lidia - Sponsor: NATIONAL SCIENCE FOUNDATION - Title: Graduate Research Fellows Lead unit
	Institutional Proposal	Institutional Proposal #00077956 – PI: Wong, Bryan M – Sponsor: DEPARTMENT OF ENERGY OFFICE OF FOSSIL ENERGY – Title: C4M: _ (Pending) Last action: 8/18/2023 4:19 PM	Award	Award #010249-00001 - PE L6 Roch, Karline - Sponsor: NATIONAL INST OF ALLERGY AND INFECTIOUS DISEASES - Title: RAPs-medi Active Last action: 7/13/2023 802 PM Compliance
		1-5 of 33 < >		1-5 of 49 < >

Scroll down to Proposal workload assignments at the bottom of the page. There you will find a list of PDs that have been assigned among the RED Officer approvers.

Proposal workload assignments									
Proposal Number	Principal Investigator	Sponsor	Lead Unit	Title	↓ Due Date	Last Action	Current Request(s)	Assigned Approver	
#1163	Zachariah, Michael R	NATIONAL SCIENCE FOUNDATION	D01005	Tunable Control of Bimetal Alloys from Geo-Inspired Perovskite Oxides	03/01/2024	02/29/2024 1:12 PM	RED Officer Approvers	Sissac, Victoria 🔇	
#1154	Barth, Matthew J	UC DAVIS	D01007	National Center for Sustainable Transportation	03/01/2024	03/01/2024 2:04 PM	All Personnel	Prins, Ursula N 🔇	
#1110	Men, Yujie	AUBURN UNIVERSITY	D01005	Abiotic and Biotic Aging of Microplastics Mediates Precursor Transformation and PFAA Transport at AFEE-Impacted DoD Sites	03/01/2024	02/27/2024 4:00 PM	RED Officer Approvers	Sissac, Victoria 🔇	
#1161	Abdulrazak, Khaleel	UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER	D01030	Sex-specific mechanisms of cortical circuit dysfunction in a mouse ASD model	03/01/2024	03/12/2024 10:05 PM	D01030 - Psychology Approvers	Prins, Ursula N 😒	

This card shows each PD after it has been submitted into routing by the Initiator (also referred to as the Aggregator) for approval.

The "Current Request(s)" column shows who the current primary approver is (such as the Principal Investigator, All Personnel, Department, Department Approvers, Dean's Office Approvers, or RED

Officer Approvers). Prior to initiating the review of the PD, ensure that the RED Officer Approver is listed under the Current Request(s) column. This ensures all internal approvals have been obtained and the RED Officer is now authorized to proceed with their review of the PD. If the PD is ready for review but not yet at this stage in the approval process, the RED Officer should alert the Initiator and request that they reach out to the pending approvers to ensure the final PD is approved by the campus approvers at least two (2) full business days prior to the Sponsor's deadline.

In the event the final PD is received in RED less than two (2) full business days from the sponsor's deadline, or after the sponsor's deadline has passed (i.e., after-the-fact), the RED Officer will remind the Pl/Initiator of the Two-Day Rule and the need for the PI to submit a justification addressing the reason why the PD could not be timely routed to RED, through the RED Officer, to request exceptional approval from Sr. RED Management. If the justification is received, the RED Officer will email the justification to the Associate Vice Chancellor for Research and Compliance (AVC) or the AVC's designee, to seek approval to proceed. The RED Officer may only proceed once this approval is received. (The RED Officer should exercise discretion to avoid jeopardizing the submission of the proposal and should consider the sponsor's deadline when awaiting feedback from the AVC/AVC designee.)

To initiate the PD review, click on the proposal number to view the record. (Note: Upon selecting a PD for review, it will automatically open the **Summary/Submit** tab of the proposal, as seen below.)

P	Proposal workload assignments Titter								
1	Proposal Number	Principal Investigator	Sponsor	Lead Unit	Title	↓ Due Date	Last Action	Current Request(s)	Assigned Approver
3	<u>¥1163</u>	Zachariah, Michael R	NATIONAL SCIENCE FOUNDATION	D01005	Tunable Control of Bimetal Alloys from Geo-Inspired Perovskite Oxides	03/01/2024	02/29/2024 1:12 PM	RED Officer Approvers	Sissac, Victoria 🔇
2	¥1154	Barth, Matthew J	UC DAVIS	D01007	National Center for Sustainable Transportation	03/01/2024	03/01/2024 2:04 PM	All Personnel	Prins, Ursula N 🔇
3	¥1110	Men, Yujie	AUBURN UNIVERSITY	D01005	Abiotic and Biotic Aging of Microplastics Mediates Precursor Transformation and PFAA Transport at AFFF-Impacted DoD Sites	03/01/2024	02/27/2024 4:00 PM	RED Officer Approvers	Sissac, Victoria 🔕
3	¥1161	Abdulrazak, Khaleel	UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER	D01030	Sex-specific mechanisms of cortical circuit dysfunction in a mouse ASD model	03/01/2024	03/12/2024 10:05 PM	D01030 - Psychology Approvers	Prins, Ursula N 🔇

Before we begin, below is an overview of each of the tabs and the PD information included therein.

Basics >	Basics - collects basic proposal details, delivery information,
👤 Key Personnel >	performance locations.
N Attachments	Key Personnel - captures information for the Principal
(?) Questionnaire	Investigator (PI), Co-Investigators (Co-Is), and Key Personnel.
✓ Compliance	Attachments – includes five (5) Attachment types for different aspects of the proposal, such as: Proposal (S2S
Budget	submissions), Personnel (biosketch and current & pending support), Abstract (text block entries for S2S), Internal
Access	(internal use documents not utilized for S2S), and Notes
G Summary/Submit	(internal notes to the RED Officer).
Notifications History	Questionnaire - internal questions regarding Proposal Deadlines and UCR Proposal Questions focusing on questions

such as: Intellectual Property, Research Security Controls, research specific questions, Research Integrity reviews, and Proposal Information pertinent to a RED Officers review. (S2S information coming soon).
Compliance – captures relevant research compliance related information that is relevant to the project (e.g., proposals that include the use of human participants in research).
Budget - displays the list of budget versions created for the proposal. Only a summary budget is required currently, which includes total direct costs, F&A costs, and cost-share, if applicable. (<i>S2S information coming soon</i>).
Access - used to grant proposal specific rights and permissions provided by the Initiator.
Summary/Submit - shows current PD status, provides a series of tabs with information across the entire proposal for easier review and includes action buttons based on the user's role in the PD.
Notifications History - tracks system triggered notifications.

The Summary/Submit tab provides a series of tabs with information across the entire PD and allows the RED Officer to review the PD from a single access point. The Summary/Submit tab includes the following: Proposal Summary, Personnel, Compliance, Attachments, Questionnaire, Keywords and Budget Summary.

				~	Data Validation (off) 👼 Print 🔍 Copy	Medusa 💿 Budget Versions	/ Data Override & Link (1) Help -
	Submit						
🖹 Basics 🗸 🗸							
Proposal Details		Saved		Routing		Approved	
Delivery Info							
Sponsor & Program Information	Assigned approver Prins, Ursula N (ursulap@ucr.edu) added by Prins, Ursula N					
Organization and Location	Proposal Summary Personnel	Compliance Attachments Questionnaire Keyword	fs Budget Summary				
1 Key Personnel	Proposal Summary						
Attachments	Title	Equitable Digital Health Intervention to Increase Access to	Early Intervention and Reduce Health Disparities for Pre	chool Children at Risk for ADHD			
Questionnaire	Principal Investigator	Kimberley Dawn Lakes					
V Complianza	Lead Unit	D02016 - (D02016) SOM Neuroscience Dept					
• Compliance	Proposal Type	New					
Budget	Activity Type	Applied Research					
Access	Proposal Number	655					
Summary/Submit	Project Start Date	09/01/2024					
S. Consellant Antions	Project End Date	08/31/2029					
M Super Oser Actions	Include Subaward(s)?	Yes					
Notifications History	Sponsor Name	NIH/MISCELLANEOUS AGENCIES & DEPARTMENTS					
	Prime Sponsor Name						
	RED Deadline Date	02/01/2024					
	RED Deadline Type	Hard Deadline					
	By electronically approving this proposa	al you agree to the following statement:					
	Endorsement by Department(s) and Co	ollege(s) indicates:					
	Approval of project Cognizance of project's risks and of adr Confirmation that appropriate space an Proposed cost share funds are availabl Confirmation that applicable Conflict of	ministrative obligations d facilities are/will be available le Interest requirements have been addressed according to policies and	regulations				
	Send Adhoc Ad Hoc Recipients	Approve Return View Route Log Submit to Sponso	r More Actions + Close				

Proposal Summary

Field Name	Definition/Use
Title	This is the project title determined by the Principal Investigator (PI). Ensure that this title matches the title included in the proposal being submitted to the sponsor when utilizing a third-party system (e.g., Research.gov, ProposalCentral, etc.). In the event the title has changed since the PD arrived
	in the RED Officers queue, the title can be updated utilizing 'Data Override'.
Principal Investigator	The lead investigator responsible for the design, conduct and reporting of the project.
Lead Unit	Unit number and name of department. The Lead Unit is the administering department for the Proposal and will assume primary responsibility for administration of the proposal should it be funded.
Proposal Type	The type of proposal being reviewed. In the event the Initiator selects the incorrect Proposal Type, this can be corrected by the RED Officer by utilizing the 'Data Override' and selecting the correct Proposal Type.
	Pre Proposal - a preliminary proposal required by a sponsor prior to the full proposal submission and is required to be reviewed by RED (i.e., pre-proposal or letter of intent must be submitted by the RED Officer and/or the submission requires a budget).
	New - a proposal that has not previously been submitted to a Sponsor by UCR or which was submitted to another institution and is being transferred to UCR.
	New - Change/Corrected - a new proposal (already approved) which requires changes or corrections to be resubmitted to the Sponsor.
	Renewal - A renewal proposal is a competitively reviewed proposal that requests additional funds to extend a project beyond the current project period/competitive segment.
	Renewal - Changed/Corrected – A renewal proposal already approved which requires changes or corrections to be resubmitted to the Sponsor.
	Resubmission - A resubmission proposal is a proposal that was not selected for funding by the sponsor that has been modified following initial review and is being resubmitted for consideration.
	Resubmission – Changed/Corrected – A resubmission proposal already approved which requires changes or corrections to be resubmitted to the Sponsor.
	Supplement/Revision – A supplement/revision proposal is a proposal that requests additional funding to a currently funded award during an approved project period.
	Supplement – Changed/Corrected - A supplement/revision proposal already approved which requires changes or corrections to be resubmitted the Sponsor.

	Budget/SOW Update – This proposal type is used to modify an existing budget, update a proposal's SOW, or reflect a change in the F&A rate. It is most commonly utilized when a Sponsor provides additional funding above the amount requested in the initial submission. <i>Note: this option is not necessary if the sponsor has awarded funds less than originally requested.</i>
	Continuation (non-competing) - A non-competing continuation proposal that conveys the next budget increment* for a multiyear award, and such award does not result from a competitive peer review. *Note: The next budget increment may fall within the current budget period (where increments are issued more frequently than annually) or may fall in the next budget period.
	Other – Use this type only if the proposal does not align with any other
Activity Type	 Basic Research: research directed toward more complete knowledge of a particular subject without regard to application. Applied Research: research that attempts to exploit scientific discoveries or improvements in technology, materials, processes, devices, or techniques. Developmental: systematic use of scientific and technical knowledge in the design, development, testing or evaluation of a potential new product or service. Training: this code is to be used for training activity, which may include, but not be limited to, training of graduate students, undergraduate students, or post docs. Instruction: this code is to be used for course development, course enhancements, or similar activities associated with teaching and courses. Scholarships/Fellowship: research activity that includes fellowships or support for dissertations. Unfunded Agreement: this code is only to be used when inputting unfunded research collaboration agreements, a memorandum of understanding (MOU), or a Data Use Agreement (DUA) when Department Chair approval is required for possible cost-sharing commitments. Confidential Disclosure Agreement: this code is only to be used when inputting confidential disclosure agreements (also known as non-disclosure agreements). Clinical Trial: the controlled, clinical testing in human subjects of investigational new drugs, devices, treatments or diagnostics, or comparisons of approved drugs, devices, treatments, or diagnostics, to assess their safety, efficacy, benefits, costs, adverse reactions, and/or outcomes. Other Research: research activity consisting of symposia, conferences, or technical reactions.
	Public Service: in the context of sponsored projects, public service activity means externally sponsored projects where the sponsor desires to have the University provide the benefits of scholarly or professional training or services to individuals or sponsor designated recipient groups which are external to the University. The principal characteristic of public service is that individuals and groups external to the University are the intended beneficiaries.

	Other Service (Surveys, Evaluations): Other sponsored activities and services
	(rather than research) that the University provides or makes available which do
	not fit within the categories of Training or Public Service.
	Equipment: this code is to be used for awards whose purpose is the
	acquisition of equipment.
	Other – No Other Code Applies: activities that cannot be classified by one of
	the above categories.
	4 NOTE: The activity type, combined with the on/off campus designation,
	is the basis for the applicable Facilities & Administrative Rate (F&A)
	that will be assessed for the project. It is important to ensure that the
	most appropriate Activity Type is captured to ensure accuracy in
	assessing F&A. If the Activity Type is not correct, the RED Officer can
	revise it utilizina 'Data Override'
Proposal Number	The Kuali Research assigned PD number.
Project Start Date	The requested start date of the project. The RED Officer should ensure this is
-	consistent with the solicitation and/or any documentation/Sponsor policies.
Project End Date	The requested end date of the project. The RED Officer should ensure this is
	consistent with the solicitation and/or any documentation/ Sponsor policies.
Include Subaward(s)?	This field confirms if subaward(s) are included in the PD.
Sponsor Name	The name of the sponsor to which UCR is submitting. NOTE: 9850 Misc.
	Sponsor Code may only be utilized by the Initiator when a sponsor code does
	not exist in REMS. The RED Officer will need to confirm if a sponsor code will
	need to be requested. If a sponsor code exists, the RED Officer should make
	note of the sponsor code (as no search feature exists in the Data Override).
	RED Officer can then make the correction by utilizing the 'Data Override' and
	inputting the correct sponsor code.
Prime Sponsor Name	If UCR is a subrecipient, the entity where the funding originated from is who
	should be listed as the Prime Sponsor. NOTE : 9850 Misc. Sponsor Code may
	only be utilized by the Initiator when a sponsor code does not exist in REMS.
	When the sponsor code is 9850, the RED Officer will perform a search in REMS
	to confirm if a sponsor code already exists or one will need to be requested. If
	a sponsor code exists, the RED Officer should make note of the sponsor code
	(as no search feature exists in the Data Override). RED Officer can then make
	the correction by utilizing the 'Data Override' and inputting the correct
	sponsor code.
RED Deadline Date	The date the PD is due in RED, two business days prior to the Sponsor's
	deadline submission day and time.
RED Deadline Type	This indicates if the RED Deadline Date is a "Hard Deadline" mandated by the
	Sponsor or "Target Deadline" where the Sponsor provides a submission
	window of greater than one day.

To Perform a Data Override

The Data Override option is available in the top header of the PD

Once clicked it will bring up a popup window for a RED Officer to select from the Field to Edit to choose the configured field the RED Officer wishes to correct. Note: The Data Override does not provide the option to amend budget information (e.g., F&A rate type or rate).

Data Override		×
Override History		
Override		
Field To Edit:	select	N
Current Values	select	45
Current value:	Activity Type	
New Value:	RED Deadline Date	
	RED Deadline Type	
Comments:	Mailing Address	
	Notice of Opportunity	
	Prime Sponsor Code	
	Program Number	
	Program Title	
	Proposal Type	
	Sponsor	
nce Dept	Title	

Once selected, it will prefill the existing entry from the PD (if there is one) in the Current Value field. You can then update via the New Value field; depending on how the field is configured this could be a dropdown or manual entry. You can then add additional notations on the change in the Comments field.

Data Override		×
Override History		
Override		
Field To Edit:	Proposal Type	\$
Current Value:	New	
New Value: *	New - Change/Corrected	\$
Comments:	need to update as changed corrected for resubmit to s2s	
		11
	Create Override	

When you click the 'Create Override' button it will give you the option to send a notification regarding the update to desired recipients; the Initiator is the default recipient. Once a Data Override action has been performed on a PD the pencil icon beside Data Override in the proposal toolbar will be orange instead of gray.

Any override(s) performed can be seen by the Initiator as an information box is presented with the notice that a data override action has occurred. The RED Officer can see all changes made by clicking on the Data Override History tab.

Data Over	ride				
Override	History				
History					
Date	User	Field	Old	New	Comments

While the Proposal Summary tab provides much of the information needed to conduct a review of the PD, the Basics tab is also necessary as additional information is provided that is not covered elsewhere. To view, navigate to the Basics tab.

Basics

Proposal Details: This subtab includes the Proposal Type, Lead Unit, Activity Type, Project Dates, Project Title, Sponsor Name including Sponsor Code, Prime Sponsor Code and Keywords. This information is provided in other tabs of the PD but is useful for confirming the Sponsor and Prime Sponsor codes, when needed.

Delivery Info:

		Delivery Info	
B	Basics 🗸	Submission By:	RED
	Proposal Details	Submission description:	Via Cayuse
	Delivery Info		
	Sponsor & Program Information		
	Organization and Location		

Submission By	Describes which party is responsible for physically submitting the authorized proposal to the sponsor. This will either reflect "RED" or "Department."
Submission	Optional field for explanatory information about the delivery. This is an open
Description	field that allows the Initiator to specify special proposal submission
	requirements, such as:
	a) Electronic Submission through Sponsor website.
	b) Specify if the proposal is due by a specific time/time zone (which may also
	be included in the Questionnaire, Proposal Deadlines).
	c) Original signature required for a paper submission.
	RED Officers should review this section to determine how and when the proposal
	needs to be submitted to the Sponsor and coordinate accordingly with the
	Initiator and PI.

<u>Sponsor and Program Information</u>: This subtab includes information relevant for S2S submissions. Additional information will be provided once S2S is live.

Organizations & Locations:

<	Organizations & Locations	
🖹 Basics 🗸 🗸	Applicant Organization Performing Organization Performance Site Location	ns Other Organizations
Proposal Details	Applicant Organization	
Delivery Info	13372	
Sponsor & Program Information	000001	
Organization and Location	Organization Name	REGENTS OF THE UNIVERSITY OF CALIFORNIA AT RIVERSIDE
L Key Personnel	Address Line 1	245 University Office Building
Attachments Attach	Address Line 2	University of California
() Quartinganing	Address Line 3	Disperide
(r) Questionnaire	State	Riverside CA
 Compliance 	Postal Code	92521-0217
Budget	i ostal code	
Access		
G Summary/Submit	CA-039	
Super User Actions	Congressional District: CA-039	
Notifications History		
Performing Organiza Performance Site Locations	Congressional District. The Initiator has Congressional Districts to the PD, if nec- ition This tab auto populates with UCR's officient changed The Performance Site Location is the na- project is being performed, internal or of synonymous with "project site" or "performed <i>this tab is NOT</i> for subawarded subrecipient is added here, the correction.	the ability to add additional ressary. (S2S information coming soon) cial address and should not be me assigned to the place(s) where the external to UCR. This field is forming site." ress. If the RED Officer notes that the ry will need to return the PD for
Other Organizations	This tab is used to name other perform institutions and subaward/subcontract place. Each organization needs to be er Initiator has advised their RED Officer the the applicable organization to add, the Subawards Team at subawards@ucr.e be added. Information that must be inco subrecipient, address and website at a	ing organizations; collaborating locations where the project will take ntered separately by the Initiator. If the nat they are unsuccessful at locating RED Officer should reach out to the du to request that the subrecipient luded in the request is full name of minimum.

Personnel

The personnel section shows all Key Persons included in a PD.

Submit			
	Saved	Routing	Approved
Assigned approver Sissac, Victoria (vi Proposal Summary Personnel	ctoris@ucr.edu) added by Prins, Ursula N Compliance Attachments Questionnaire	Keywords Budget Summary	
Personnel Key Person	Role	Unit	Proposal Person Certification
Kimberley Dawn Lakes	PI/Contact	(Lead Unit) D02016 - (D02016) SOM Neuroscience Dept	complete (view)
Lisa Roxann Fortuna	Co-Investigator	D02016 - (D02016) SOM Neuroscience Dept	complete (view)
Carl B Feinstein	Co-Investigator	D02016 - (D02016) SOM Neuroscience Dept	complete (view)
Michelle Vicki Porche	Co-Investigator	D02002 - (D02002) SOM Internal Medicine Dept	complete (view)
Send Adhoc Ad Hoc Recipients	Return View Route Log Submit to Sponsor M	close	

Verify that the PI(s), Co-Investigator(s), and Key Personnel included in the proposal/budget are included under the Personnel tab. If a Key Person is not included, the PD will need to be returned to the Initiator for edits. The following roles are available to the Initiator: PI/Multiple, Co-Investigator, and Key Person. When the 'Key Person' role is selected, the Initiator must specify the Key Person's role. Once the PD has been put into routing, the PI will complete all required certifications for the overall proposal, and each Key Person will provide their respective approval(s).

NOTE: For NIH proposal submissions that list multiple PD/PI's, the PI/Multiple will be utilized for all PD/PI's listed in the proposal. For NIH Fellowships, such as F31 and F32 submissions, the Fellow must be included as Key Personnel (to capture COI disclosure) and Fellow should be used as the Role. Non-UCR personnel should not be included – if included the PD will need to be returned to the Initiator to remove.

Compliance

The compliance tab is where the regulatory approvals necessary to conduct the research are captured, as seen below. The snapshot provided below indicates that human subjects research will be conducted.

Submit				
	Saved	Routing		Approved
Assigned approver Sissac, Victoria (vict Proposal Summary Personnel	tors@ucr.edu) added by Prins, Ursula N Compliance Attachments Questionnaire Keywords	Budget Summary		
Compliance				
Туре	Approval Status	Compliance Identifier	Application Date	Comments
Human Subjects	Not Submitted			
Send Adhoc Ad Hoc Recipients	Return View Route Log Submit to Sponsor More Actions	Close		

The Initiator inputs the relevant regulatory approvals based on the responses provided by the PI under the Questionnaire tab. To confirm that all regulatory approvals have been included, the RED Officer will now navigate to the Questionnaire tab and select the UCR Proposal Questions tab.



Scroll about halfway down the page to the Environmental Health and Safety and Research Integrity Committee Approvals section of the questions. As indicated below by the PI and circled in 'red', the project will include Human Subjects Research. This indicates that the Compliance tab has been accurately completed and will not require the PD to be returned to the Initiator for correction.

Environmental Health and Safety
No No
Research Integrity Committee Approvals Will Vertebrate Animals be used on this project? (Vertebrate Animals: All research and teaching activities involving vertebrate animals must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) PRIOR to initiation of that activity. This includes payment to outside institutions/companies for oustom research activities (No)
Ves bis project indude Human Subjects Research/Tissues/Stem Cells (IRB)?
Will this project include Biohazards/DDA4 (IEC)?
(Research with all ""biohazardous materials") is defined as:
(i) Recombinant/synthetic nucleic acid molecules and genetically-modified organisms, as covered by the NIH Guidelines;
(ii) Potentially infectious organisms such as viruses, bacteria, fungi, or prions that can cause disease in humans or cause significant environmental or agricultural impact;
(iii) Select agents and select toxins, as covered by the CDC DSAT regulations;
(iv) Human and nonhuman primate materials (including established cell lines), as covered by the Cal/OSHA Bloodborne Pathogen Standard;
(v) At its discretion or IACUC request, the IBC may also review protocols involving animals or animal specimens known to be reservoirs/vectors of zoonotic diseases; and/or
Dual Use Research of Concern and plant infectious agents or other infections agents with potential environmental impact. For more information, please visit the IBC website.) 0
Will this project require Stem Cell Research Oversight (SCRO)?
(SCRC): Includes all human embryonic and pluripotent stem cell activities (maintenance and experimentation) involving both federally approved lines and non-approved lines. All activities involving human embryonic and pluripotent stem cell lines must be reviewed and approved by the Stem Cell Research Oversight Committee PRIOR to initiation of
No Sectivity. For more information, please visit the SCRO website.)

NOTE: The options available to the Initiator are Animal Usage, Human Subjects, Biohazard Materials, Radioactive Isotopes, International Programs, Recombinant DNA and Human Pluripotent Cells (SCRO).

Attachments

The Attachments tab includes multiple sub tabs (e.g., Proposal, Personnel, Abstracts, Internal and Notes). Currently, only the Internal and Notes tab are being utilized; Proposal, Personnel and Abstracts are tied to Kuali S2S submissions. Here you can view attachments that have been uploaded by the Initiator for this PD. The Internal attachments tab includes all the relevant documents to be reviewed for the PD. For Cayuse submissions, only the Proposal Announcement Guidelines, Internal Budget, and Budget Justification are required. If the proposal includes subrecipients, the following attachments must be uploaded for each subrecipient: Letter of Institutional Approval, Budget, Budget justification, and Scope of Work.

The Internal tab may contain documents or forms required to be completed by the RED Officer. When unsigned or incomplete documents or forms are attached, the RED Officer will need to download the file, by selecting the file name. In the event of an email submission, the RED Officer

can	click the	Download All	button	and a	źip	file	will	appear	with	all	files.
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Proposal Summary Personnel Compliance Attachments Questionnaire Keywords Budget Summary					
Attachments					
Proposal (0) Personnel (0) Abstracts (0) Internal (14) Notes (0)					
Internal (14)					
Download All					
File	Type *	Status	Description	Uploaded By	Posted Timestamp
1 PA-20-183_Research Project Grant (Parent R01 Clinical Trial Required) pdf	Proposal Announcement Guidelines (RFP, RFA, Sponsor e-mail, etc.)	Complete		Armstrong, Kelsea Bahn	12/08/2023 10:43 AM
2 Budget_5Year_Lakes-FINAL.xlsx	Internal Budget	Complete		Alonzo-Le, Roseline Cadalin	02/01/2024 11:34 AM
3 Lakes_Budget_Justification-FINAL.pdf	Budget Justification	Complete		Alonzo-Le, Roseline Cadalin	02/01/2024 11:36 AM
4 Lakes_R01 ADHD DHI abstract.pdf	Abstract/Scope of Work	Complete		Alonzo-Le, Roseline Cadalin	02/01/2024 11:37 AM
5 Lakes_PHS398_signed.pdf	Subrecipient Letter of Institutional Approval	Complete	UCI CU BMC	Alonzo-Le, Roseline Cadalin	02/01/2024 12:11 PM
6 BMC budget justification.pdf	Subrecipient Budget Justification	Complete	BMC	Alonzo-Le, Roseline Cadalin	02/01/2024 12:13 PM
7 BMC_RR_Budget_3_0-V3.0.pdf	Subrecipient Budget	Complete	BMC	Alonzo-Le, Roseline Cadalin	02/01/2024 12:13 PM
8 BMC Scope of Work pdf	Subrecipient Scope of Work	Complete	BMC	Alonzo-Le, Roseline Cadalin	02/01/2024 12:14 PM
9 CU budget justification.pdf	Subrecipient Budget Justification	Complete	CU	Alonzo-Le, Roseline Cadalin	02/01/2024 12:14 PM
10 CU RR_Budget_3_0-V3.0.pdf	Subrecipient Budget	Complete	cu	Alonzo-Le, Roseline Cadalin	02/01/2024 12:14 PM
11 CU Scope of Work.pdf	Subrecipient Scope of Work	Complete	CU	Alonzo-Le, Roseline Cadalin	02/01/2024 12:16 PM
12 UCI Budget Justification.pdf	Subrecipient Budget Justification	Complete	UCI	Alonzo-Le, Roseline Cadalin	02/01/2024 12:16 PM
13 UCI RR Budget.pdf	Subrecipient Budget	Complete	uci	Alonzo-Le, Roseline Cadalin	02/01/2024 12:17 PM
14 UCI Scope of Work pdf	Subrecipient Scope of Work	Complete	UCI	Alonzo-Le, Roseline Cadalin	02/01/2024 12:17 PM

Once downloaded, the RED Officer will complete the form, as necessary, provide endorsement and re-upload the file to the PD. To upload revised file, the RED Officer will need to navigate to the Attachments tab, locate the file to be revised, select the Details button under the Actions column.

Basics	Attachments Attachments Percent @ Percent @ Aberech @ Internal (10 Notes @						
Attachments Questionnaire Compliance	Internal (14) Downant M File	Type *	Status *	Description	Uploaded By	Posted Timestamp	Actions
E Budget	1 PA-20-183_Research Project Grant (Parent R01 Clinical Trial Required) pdf	Proposal Announcement Guidelines (RFP, RFA, Sponsor e-mail, etc.)	Complete		Armstrong, Kelsea Bahn	12/08/2023 10:43 AM	Details
Access	2 Budget_SYear_Lakes-FINAL.xtex	Internal Budget	Complete	,	Alonzo-Le, Roseline Cadalin	02/01/2024 11:34 AM	Dotaits
Sunar Lisar Artions	3 Lakes_Budget_Justification-FINAL.pdf	Budget Justification	Complete		Alonzo-Le, Roseline Cadalin	02/01/2024 11:36 AM	Details
Notifications History	4 Lakes_R01 ADHO DH abstract pdf	Abstract/Scope of Work	Complete		Alonzo-Le, Roseine Cadalin	02/01/2024 11:37 AM	Details
	5 Lakes_PHS388_signed.pdf	Subrecipient Letter of Institutional Approval	Complete	UCI CU BMC	Alonzo-Le, Roseline Cadalin	02/01/2024 12:11 PM	Details
	6 BMC budget justification pdf	Subrecipient Budget Justification	Complete	BMC	Alonzo-Le, Roseline Cadalin	02/01/2024 12:13 PM	Details
	7 BMC_RR_Budget_3_0-V3.0 pdf	Subrecipient Budget	Complete	BMC	Alonzo-Le, Roseline Cadalin	02/01/2024 12:13 PM	Dotails
	8 BMC Scope of Work pdf	Subrecipient Scope of Work	Complete	MC BMC	Alonzo-Le, Roseline Cadalin	02/01/2024 12:14 PM	Details
	CU budget justification.pdf	Subrecipient Budget Justification	Complete	, cu	Alonzo-Le, Roseline Cadalin	02/01/2024 12:14 PM	Details
	10 CU RR_Budget_3_0-V3.0.pdf	Subrecipient Budget	Complete	/ CU	Alonzo-Le, Roseline Cadalin	02/01/2024 12:14 PM	Details
	11 CU Scope of Work pdf	Subrecipient Scope of Work	Complete	, cu	Alonzo-Le, Roseline Cadalin	02/01/2024 12:18 PM	Details
	12 UCI Budget Justification.pdf	Subrecipient Budget Justification	Complete	/ UCI	Alonzo-Le, Roseline Cadalin	02/01/2024 12:18 PM	Details
	13 UCI RR Budget.pdf	Subrecipient Budget	Complete	UCI	Alonzo-Le, Roseline Cadalin	02/01/2024 12:17 PM	Details
	14 UCI Scope of Work.pdf	Subrecipient Scope of Work	Complete	UCI	Alonzo-Le, Roseline Cadalin	02/01/2024 12:17 PM	Details

This will provide a pop-up window where the RED Officer can replace the Current File with a New File. Once the New File is selected, the RED Officer will click "Save" and the file will be replaced. Once the file is replaced, the 'File' name, 'Updated By' and 'Posted Timestamp' fields will update.

Details	×	
Type: Proposal Announcement Guidelines (RFP, RFA, Sponsor e-mail, etc.) Status: *		
Complete	¥	ſ
Description: Current File: PA-20-183_Research Project Grant (Parent R01 Clinical Trial Required).pdf New File:		
Choose File No file chosen		

The Initiator may also utilize the Notes tab to include any relevant PD information not captured in other tabs.

Attachm	ents			
Attachme	nts			
Proposal (0)	Personnel (0)	Abstracts (0)	Internal (14)	Notes (0)
Notes (o)				

Questionnaire

The Questionnaire tab includes multiple sub tabs, such as the Proposal Deadlines, Re Routing Questionnaire and UCR Proposal Questions. Here you will see the responses provided by the Initiator and PI for this PD.

NOTE: The Re Routing Questionnaire sub-tab will populate upon the return of a PD to the Initiator for edit.

Proposal Deadlines

This tab includes the Sponsor's proposal deadline OR submission target date set by the Initiator for this submission. Sponsor's proposal deadlines are hard deadlines and take precedence over submission target dates. For a Sponsor's proposal deadline, the Initiator will also confirm if the submission is prior to 5pm PT/PST. If marked 'yes', the Initiator is required to input the submission deadline time.

Re Routing Questionnaire

When a PD is returned to the Initiator for revisions, the Initiator will be provided with a series of questions to provide a Yes/No response. These questions will determine, based on the Initiator's response, whether the PD will route to all approvers (hard return) OR bypass prior workflow approvers and route directly back to the RED Officers queue (soft return). If the Initiator responds in the affirmative that the PD includes major revisions, the remaining questions are not triggered, and the PD will route to the PI and all approvers.



If the revisions are not considered a Major revision, then the Re Routing Questionnaire will include two additional questions, as seen below.

Proposal Summary	Personnel	Compliance	Attachments	Questionnaire	Keywords	Budget Summary
Questionnaire	Re Routin	g Questionnaire 🗸	UCR Propo	sal Questions 🗸		
Re Routing Qu	uestionn	aire (Com	plete)			
Major revision(s) is/are de	fined as:					
Budget change: 25% or gro Change in the Indirect Cos Major change in scope of v Change in cost sharing (e. Change in the Principal Inv Addition or Removal of a or Addition or Removal of any At Submitter's determination At RED's request INO	eater it Rate work (e.g., scop g., commitmen vestigator co-Investigator y Subrecipient/ on (e.g., due to	pe change which w t, source and/or ty and/or any Key Pe Subcontractor a major revision o	vill impact the budg ipe) prsonnel other than as defin	get) ed above)		
Have the project personne Yes	l approved this	proposal during a	previous workflov	v submission? 🛈		
Have all Chair(s) and/or De Yes	ean(s) already	approved this prop	posal as part of a p	prior workflow submi	ission? 🛈	

UCR Proposal Questions

This tab provides information regarding Intellectual Property, Export Controls, and specific research and proposal related questions. The PI completes this tab of the Questionnaire as the questions are related to the research proposed under the PD.



Proposal Function: The RED Officer should ensure that the correct option is chosen as this selection is tied to the F&A Rate to be populated in the proposal. Options available are

Instruction, Summer Session, Academic Support, Research, Clinical Operations, Library, University Extension, Public Service, Operations and Maintenance of Plant, Student Services, Institutional Support, Auxiliary Enterprises, and Financial Aid. The most utilized proposal functions are Research, Public Service, and Instruction.

Intellectual Property: This response confirms if the PI feels that the research may result in some form of intellectual property, such as a Patentable Invention. If the response is "Yes", the RED Officer should ensure that the proposal submission includes appropriate markings to ensure any background IP or Proprietary Information included in the proposal is protected.

Research Security: A response in the affirmative will result in an auto-generated email to the Export Control Officer within RED to alert them of a proposal that contains potential export controls. Such email will look like the following:

From: <u>kualisupport=ucr.edu@mx3.kuali.co</u> < <u>kualisupport=ucr.edu@mx3.kuali.co</u> > On Behalf Of <u>kualisupport@ucr.edu</u> Sent: Wednesday, January 10, 2024 12:29 PM To: <u>kualisandbox@ucr.edu</u> Subject: Proposal 896 Includes Potential Export Control(s)
TEST MODE In Production mode this mail will be sent to the following TO: [exportcontrol@ucr.edu]
Hello, The following proposal includes potential export controls:
 Proposal No: 896 PI: Ke Du Lead Unit: (D01005) Chemical/Environ. Engineering Dept Sponsor: BIOLOGICAL MIMETICS, INC. Title: Self-contained CRISPR-based diagnostic for human parasites Project Period: 2024-07-01 - 2026-06-30
Click on the following link to access the proposal: <u>Review Full Document</u>

NOTE: In the event the following question is answered in the affirmative, immediately send an email to <u>researchsecurity@ucr.edu</u> and copy your supervisor.

Are any proposed project personnel a participant of a Malign Foreign Talent Recruitment Program (MFTRP) as defined in Section 10638(4) of the CHIPS and Science Act of 2022 (Public Law 117-167)?

G

PI's or any project personnel participating in a Malign Foreign Talent Recruitment Program are prohibited from participating on federally funded awards and this must be addressed immediately with the PI to ensure UCR is compliant with the CHIPS and Science Act of 2022.

UCR Proposal Questions, cont.

```
Are Any of the Following Involved?

Does the project involve Substance Abuse research? (a)

No

Does this project involve Cannabis research? (a)

No

Does the project involve Investigational New Drugs? (a)

No

Does the project involve Sustainability Research?

(Sustainability research addresses, directly or indirectly, any of these topics:

Iving within limits imposed by available resources and the carrying capacity of our environment;

examining the interconnections among the economy, social well-being, and the environment; or

equitably distributing resources and opportunities for advancement across places and among generations.)

No
```

If the PD is for Substance Abuse research, the RED Officer will need to ensure the research does not include illegal drugs. Research involving Cannabis may require additional licenses, such as a DEA License. Projects that involve Investigational New Drugs, alerts the RED Officer that the PD involves pre-clinical or clinical research. When marked 'Yes', the RED Officer will need to alert the PreAward Manager for possible re-assignment of the proposal.

UCR Proposal Questions, cont.

Proposal Information In addition to the resources available in the administering department (excluding recharge services), will this project require the use of space, equipment or other resources NOT under the direct control of the department? No
Is this proposal in response to a Limited Submission program? () No
Is Participant Support included in this proposal? () No
Does the solicitation require Program Income to be reported? () No
Does this proposal anticipate COVID funding? () No
Does the eligibility requirements of the solicitation require the applicant to have the designation as being either a Hispanic Serving Institution (HSI), Asian American and Native American Pacific Islander (AANAPIS), or Minority Serving Institution (MSI) under Title III and/or Title V of the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2006 (HEA), to submit?
By electronically approving this proposal you agree to the following statement:
Endorsement by Department(s) and College(s) indicates:
Approval of project Cognizance of projects risks and of administrative obligations Confirmation that appropriate space and facilities are livelible Proposed costs share funds are available Confirmation that applicable Conflict of Interest requirements have been addressed according to policies and regulations

The Proposal Information questions above alerts the Departmental Approver of potential space, equipment or other resources required for the PI to conduct the project as proposed. The remaining questions inform the RED Officer that the PD is in response to a limited submission requiring internal confirmation of approvals to submit as well as other budgetary concerns regarding Participant Support Costs, and Program Income.

The final question pertains to special program requirements UCR may apply to under Title III and/ or Title V programs. See SPA's Institutional Information webpage for UCR's current eligibility letter.

Key Words - Skip

Budget Summary

The Budget Summary shows the summary level budget including any cost share amounts. Information here should tie to other details captured in the proposal, including attachments (i.e., sponsor limitation on IDC). Only a summary budget is required currently, which includes total direct costs, F&A costs, and cost-share, if applicable. *(S2S information coming soon)*

Proposal Summary Personnel	Compliance Attachments Quest	ionnaire Keywords Budget Summan	1			
Budget Summary						
	Cost Sharing Amount: 0.00			Underrecovery Amount:	0.00	
	Program Income: 0.00			F&A Rate Type:	ITDC	
	P1(09/01/2024 - 08/31/2025)	P2(09/01/2025 - 08/31/2026)	P3(09/01/2026 - 08/31/2027)	P4(09/01/2027 - 08/31/2028)	P5(09/01/2028 - 08/31/2029)	Totals
Non-personnel						
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-personnel Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals						
Total Direct Cost	\$541,610.00	\$542,918.00	\$543,869.00	\$543,673.00	\$544,290.00	\$2,716,360.00
Total F&A Costs	\$254,744.00	\$220,929.00	\$219,485.00	\$221,569.00	\$219,923.00	\$1,136,650.00
Totals Subtotal	\$796,354.00	\$763,847.00	\$763,354.00	\$763,354.00 \$765,242.00		\$3,853,010.00
&A Rates						
Description	On Campus Flag	Fiscal Year	Start Date	Institute Rate	Applicable Rate	
MTDC	No	2023	07/01/2022	26.00	26.00	
MTDC	Yes	2023	07/01/2022	57.50	57.50	

Click to expand the carrot on the F&A rates section to review the rates being applied to this proposal.

To view additional budget details, the RED Officer will need to navigate to the Budget Tab of the PD.



<u>Budget</u>

The Budget tab in the PD will list all available budget versions (if any added) with the below information.

- <u>Name</u>: the budget version description entered when added to the proposal. Click on the user entered Name to open the budget version.
- <u>Version</u>: Each budget version added is assigned a sequential budget version.
- <u>Direct Cost</u>: the direct funding level for the budget version.
- <u>F&A</u>: the indirect costs for the budget version.
- <u>Total</u>: the combined direct and indirect (F&A) costs for this version.
- <u>Start</u>: the start date of the budget.
- End: the end date of the budget.
- <u>Status</u>: Incomplete or Complete. The Complete version will be reviewed.
- <u>Comments</u>: optional text entered by the user for informational purposes.

		Budget									
Basics	>	Budgets									
1 Key Personnel	>	The following budgets are linked	to this proposal.								
Attachments		Name	Version	Direct Cost	\$ F&A	Total	\$ Start	\$ End	≎ Status	Comments	Actions
(2) Questionnaire		Detailed Budget	1	0.00	0.00	0.00	09/01/2024	08/31/2029	Incomplete		Action+
✔ Compliance		Budget (for submission)	2	2,716,360.00	1,136,650.00	3,853,010.00	09/01/2024	08/31/2029	Complete		Action+
(1) Budget											
Access											
🕞 Summary/Submit											
Super User Actions											
Notifications History											

To review all details of the budget, select the Budget marked Status Complete, a pop-up window will appear and select Open Budget Document

Budget	Judget											
Budgets The following budgets are li	inked to this proposal.											
Name	١	Version	Direct Cost	0 F&A	\$	Total	Start	0 End		≎ Status	Comments	Actions
Detailed Budget		1	0.00	0.00		0.00	09/01/2024	08/31/2029		Incomplete		Action+
Budget (for submission)	-	2	2,716,360.00	1,138,650.00		3,853,010.00	09/01/2024	08/31/2029		Complete		Action+

Open Version	×
You are about to open a budget attached to this proposal docun sure you want to do this?	t document nent. Are you
Open Budget Document	Cancel

Periods & Totals:

The Periods & Totals tab pre-populates with a row for each 12-month budget period which defaults from the Start Date and End Date in the proposal details and provides Total Sponsor Cost (Direct Cost plus applicable F&A Cost), any Cost Sharing that is being committed, as well as any cost limits inputted by the initiator.

		744									
« Return to proposal		Periods & Totals								Recalcul	te with changes Reset to period defaults
↓F Periods & Totals		Period Start				~			~		~
E Pater		Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit
		09/01/2024	08/31/2025	12.0	798,354.00	541,610.00	254,744.00	0.00	0.00	0.00	0.00
Personnel Costs	>	09/01/2025	08/31/2026	12.0	763,847.00	542,918.00	220,929.00	0.00	0.00	0.00	0.00
Non-Personnel Costs		09/01/2028	08/31/2027	12.0	763,354.00	543,869.00	219,485.00	0.00	0.00	0.00	0.00
Subawards		09/01/2027	08/31/2028	12.0	785,242.00	543,673.00	221,589.00	0.00	0.00	0.00	0.00
573 a. J		09/01/2028	08/31/2029	12.0	764,213.00	544,290.00	219,923.00	0.00	0.00	0.00	0.00
Lau Project Income				60.00	3,853,010.00	2,718,380.00	1,138,650.00	0.00	0.00	0.00	
✓ Modular	2			Total:	Total:	Total:	Total:	Total:	Total:	lotal:	
III Budget Notes											
E Budget Summary											

Rates:

The Rate types and classes that appear below are driven by the Proposal and Activity Type selected by the campus Initiator. The Applicable Rates are pre-populated with the university's approved rates included in the university's F&A Rate Agreement.

NOTE: As these rates will pre-populate in the Award module, it is important to verify that the campus initiator has made the appropriate revision(s) to the Rates table and provided such rate under the appropriate Description (i.e., MTDC, None, Other, S&W, TDC, etc.).

						\frown	
					× 0.	ata Validation (of Dudget Settings) @ Summ	nary 📧 Budget Versions 🖉 Data Override 🗇 Help -
		Pater					Defende All Defense All Defense
< Return to proposal		ROUGO					Remession All Paties
17 Periods & Totals		terring the deliver is a set of your manufacture role and other the deliver of your role and role role role to the right of each role.				\times	
	_	Appled Research F & A Fringe Benefits Infration					
Rates		Applied Research F & A					Sync to Current Institutional Rates Reset to Default Rates
Personnel Costs	>	Description	On Campus Flag	Fiscal Year 0	Start Date 0	Institute Rate	Applicable Rate *
Non-Personnel Costs		MTDC					
Subawards		MTDC	No	2023	07/01/2022	28.00	28.00
TB1 Project Income		MTDC	Yes	2023	87/01/2022	57.50	57.50
a a construction of the co	-	None		/			
✓ Modular	G	None	No	2023	07/01/2022	0.00	0.00
E Budget Notes		None	Yes	2023	07/01/2022	0.00	0.00
E Budget Summary		Other					
		Other	No	2023	07/01/2022	0.00	0.00
		Other	Yes	2023	07/01/2022	0.00	0.00
		S&W					
		S&W	No	2023	07/01/2022	0.00	0.00
		Saw	Yes	2023	07/01/2022	0.00	0.00
		Salary, Wages, and Benefits					
		Salary, Wages, and Benefits	No	2023	07/01/2022	0.00	0.00
		Salary, Wages, and Benefits	Yes	2023	07/01/2022	0.00	0.00
		TDC					
		TDC	No	2023	07/01/2022	0.00	0.00
			Yes	2023	07/01/2022	0.00	0.00
		Total Costs (30% Federal Default)					
		Total Costs (30% Federal Default)	No	2023	07/01/2022	42.88	42.88
		Total Costs (30% Federal Default)	Yes	2023	07/01/2022	42.88	42.88
		Total Direct Excluding Tuition and Fees					
		Total Direct Excluding Tutton and Fees	No	2023	07/01/2022	0.00	0.00
		Total Direct Excluding Tuttion and Fees	Yes	2023	07/01/2022	0.00	0.00
		Total Direct Excluding Tuttion, Fees, and Equipment					
		Total Direct Excluding Tutton, Hees, and Equipment	No	2023	0//01/2022	0.00	0.00
		Total Direct Excluding Tution, Hees, and Equipment	Yes	2023	07/01/2022	0.00	0.00

The system automatically defaults to the on-campus rate, unless revised by the campus Initiator under the Budget Settings located at the header as circled above. Currently, the proposal is set to 'Default', as seen in the first screenshot below. If the proposal is an off-campus project or a mix of both on and off-campus with more than 51% of the salaries for the project is for work conducted off-campus, then the campus Initiator will revise this to 'All Off', as seen in the second screenshot below and upload the <u>On_Off Campus IDC Rate Determination Spreadsheet</u> to the PD for confirmation on why the off-campus rate was utilized for the proposal.

On-c	ampus	Off-ca	impus
Budget Settings		Budget Settings	
Project Start Date	09/01/2024	Project Start Date	07/01/2024
Project End Date	08/31/2029	Project End Date	06/30/2026
Total Direct Cost Limit	0.00	Total Direct Cost Limit	0.00
Budget Status	Complete	Budget Status	Complete
On Campus Flag	Default	On Campus Flag	All Off
Residual Funds	0.00	Residual Funds	0.00
Total Cost Limit	0.00	Total Cost Limit	0.00
Unrecovered F & A Rate Type	MTDC	Unrecovered F & A Rate Type	MTDC
F&A Rate Type	MTDC	F&A Rate Type	MTDC
Comments		Comments	
Modular Budget:	No	Modular Budget:	No
Submit Cost Sharing:	Yes	Submit Cost Sharing:	Yes
Exclude Subcontract F&A from Direct Cost Limit:	No	Exclude Subcontract F&A from Direct Cost Limit:	No
	Close		Close

Personnel Costs

The Personnel Costs tab includes two sub-tabs, Project Personnel and Assign Personnel to Periods. All Key Persons included under the Key Personnel tab will be listed here along with their appointment type and base salary.

			🗸 Data Validation (off)	P Budget Settings @ Summary @ Budget Ve	ersions 🖉 Data Override 🛛 Help 👻
	Project Personnel				
« Return to proposal	Personnel added to the proposal are shown below. Review, configure, and add additional personnel	to the budget.			
↓F Periods & Totals	Person	Job Code	Appointment Type	© Base Salary	Actions
Rates	From Proposal Development				
🔔 Personnel Costs 🛛 🗸	Kimberley Dawn Lakes (PI)	DEFAULT (AA000)	12M EMPLOYEE	256.200.00	Details
Project Personnel					
Assign Personnel to Periods					
E Non-Personnel Costs					
🗞 Subawards					
Project Income					
🗸 Modular 📴					
Budget Notes					
Budget Summary					

Remainder of this page has been left intentionally blank

The Assign Personnel to Periods sub-tab will be utilized under S2S submissions (coming soon).

« Return to proposal	<	Assign				ts and charges
Periods & Totals		Period 1	Period 2	Period 3	Period 4	Period 5
🛱 Rates		Period	1			
Personnel Costs	~					
Project Personnel						
Assign Personnel to Perio	ds					
Subawards						
Project Income						
✓ Modular	C					
Budget Notes						
Budget Summary						

Non-Personnel Costs

The Non-Personnel Costs tab will be utilized under S2S submissions (coming soon).

		Non-Pe	rsonnel	Costs		
Return to proposal		Add and confi	gure non-perso	onnel items for	this budget pe	riod.
Periods & Totals		Period 1	Period 2	Period 3	Period 4	Period 5
Rates		Deriod :				
Personnel Costs	~	Periou .	L			
Project Personnel						
Assign Personnel to Perio	ds					
Non-Personnel Costs						
Subawards						
Project Income						
Modular	6					
Budget Notes						
Durant Comment						

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Subawards

The Subawards tab allows the Initiator to upload a pre-formatted subaward budget for an S2S submission *(coming soon)*

	Suk	awards			
« Return to proposal	Uploa	d a pre-formatted bud	get document for a sub	awardee organization o	or enter details manually.
↓ Periods & Totals					
Rates					
Personnel Costs	~				
Project Personnel					
Assign Personnel to Perio	ds				
Non-Personnel Costs					
🔇 Subawards					
Project Income					
✔ Modular	C				
Budget Notes					
Budget Summary					

Institutional Commitments

If the PD includes Cost Share, an additional tab will be added to the Budget menu to allow the Initiator to provide summary information such as the budget period the cost share is provided to, the source of the cost share, amount and whether the Cost Share is mandatory or voluntary.

	<u> </u>	Cost Sharing									
« Return to proposal		Assign a	ssign and distribute any additional unallocated expenses to stakeholders, institutions, or other individuals.								
Periods & Totals			Period \$	Source Account \$\\$	Amount \$	Unit Details \$	Cost Share Type				
Rates		1	1: 10/01/2025 - 09/30/2028	Third Party	147,208.00		Mandatory - Specified Amount/Percent				
Personnel Costs	>	2	2: 10/01/2026 - 09/30/2027	Third Party	152,792.00		Mandatory - Specified Amount/Percent				
Non-Personnel Costs					300,000.00 Total Allocated: 0.00 Total Upallocated:						
N Subawards					Iotal Glanocated.						
↓ Institutional Commitments											
Cost Sharing	~	Cost Sł	hare Comment:								
Project Income											
💙 Modular	6										
Budget Notes											
Budget Summary											

Remainder of this page has been left intentionally blank

Project Income

The Project Income tab will capture any program income anticipated to be generated under the project.

	K
	Project Income
« Return to proposal	Verify and adjust additional program income costs as necessary for this budget.
F Periods & Totals	
🖹 Rates	
Personnel Costs	~
Project Personnel	
Assign Personnel to Periods	
Non-Personnel Costs	
🗞 Subawards	
Project Income	
✔ Modular	t l
Budget Notes	
E Budget Summary	

Modular Budget

The Modular Budget tab provides the Direct Costs, Indirect Costs, Modular Total Direct and Indirect Costs and Cumulative Budget amounts for S2S submissions that contain a Modular Budget. Additional information and guidance will be provided soon.

Budget Notes

The Budget Notes allow the Initiator to compile a list of justification notes to utilize in a Budget Justification, if utilized.

Budget Summary

The Budget Summary provided here is identical to the Budget Summary discussed above.

Once the RED Officer has completed their review of the Budget tab, the RED Officer will select the Return to Proposal button on the upper left task bar. This will return the RED Officer to the Budget tab.

/	
	<
« Return to proposal	
🗜 Periods & Totals	
Rates	
Personnel Costs	>
Non-Personnel Costs	
🔇 Subawards	
Project Income	
💙 Modular	C
Budget Notes	
Budget Summary	

Navigate back to the Summary/Submit tab. Now that the review of the PD is complete, in the event the RED Officer identified any institutional issues or concerns requiring revision by the Initiator, the PD will need to be returned for revision. To return the PD, the RED Officer will select

	Submit
Basics ~	Devide Basilian
Proposal Details	Sareo Kouing
Delivery Info	
Sponsor & Program Information	Assigned approver Sissac, Victoria (victoris@ucredu) added by Prins, Ursula N
Organization and Location	Proposal Summary Personnel Compliance Attachments Questionnaire Keywords Budget Summary
L Key Personnel >	Proposal Summary
🗞 Attachments	Title Equitable Digital Health Intervention to Increase Access to Early Intervention and Reduce Health Disparities for Preschool Children at Risk for ADHD
Questionnaire	Principal Investigator Kimberley Dawn Lakes
✓ Compliance	Lead Unit D02015 - (D02015) SOM Neuroscience Dept
(A) Durlant	Proposal Type New
Budget	Activity Type Applied Research
Access	Proposal Number 655
🕞 Summary/Submit	Project Start Date 09/01/2024
Notifications History	Project End Date 08/31/2029
	Include Subaward(s)? Yes
	Sponsor Name NIH/MISCELLANEOUS AGENCIES & DEPARTMENTS
	Prime Sponsor Name
	RED Deadline Date 02/01/2024
	RED Deadline Type Hard Deadline
	By electronically approving this proposal you agree to the following statement:
	Endorsement by Department(s) and College(s) indicates:
	Approval of project Cognizance of projects risks and of administrative obligations Confirmation that appropriate space and facilities are/will be available Proposed cost share funds are available Confirmation that applicable Confirmation that applicable Send Adhoc Recipients Approve Return View Route Log Submit to Sponsor More Actions Close

the Return button at the bottom of the Summary/Submit screen.

A pop-up window will appear, and the RED Officer will be required to include the reason for the return. The RED Officer can provide their notes here for the Initiator, or if more feasible, the RED Officer can refer to an email or upload an attachment, if necessary. Once completed, select the OK button. The PD will be returned to the Initiator and the Initiator will be required to complete the Re Routing Questionnaire, as discussed above.

Please Select	×	
Are you sure you want to return this document? Return Reason: *		
Choose File No file chosen		

If the PD did not require revisions, the RED Officer can proceed with providing final approval of the PD by selecting the "Approve" button.

•	Submit		
🖹 Basics 🗸 🗸		Prend	Dauting
Proposal Details		Saved	Rouung
Delivery Info			
Sponsor & Program Information	Assigned approver Sissac, Victoria (ictoris@ucr.edu) added by Prins, Ursula N	
Organization and Location	Proposal Summary Personnel	Compliance Attachments Questionnaire	Keywords Budget Summary
▲ Key Personnel >	Proposal Summary		
N Attachments	Title	Equitable Digital Health Intervention to Increase Access	s to Early Intervention and Reduce Health Disparities for Preschool Children at Risk for ADHD
(?) Questionnaire	Principal Investigator	Kimberley Dawn Lakes	
Compliance	Lead Unit	D02016 - (D02016) SOM Neuroscience Dept	
	Proposal Type	New	
Budget	Activity Type	Applied Research	
Access	Proposal Number	655	
🕞 Summary/Submit	Project Start Date	09/01/2024	
Notifications History	Project End Date	08/31/2029	
Nonications mistory	Include Subaward(s)?	Yes	
	Sponsor Name	NIH/MISCELLANEOUS AGENCIES & DEPARTMENTS	
	Prime Sponsor Name		
	RED Deadline Date	02/01/2024	
	RED Deadline Type	Hard Deadline	
	By electronically approving this proposa	I you agree to the following statement:	
	Endorsement by Department(s) and Co	Ilege(s) indicates:	
	Approval of project Cognizance of project's risks and of adi Confirmation that appropriate space an Proposed cost share funds are availab Confirmation that applicable Conflict of	ministrative obligations d facilities are/will be available e Interest requirements have been addressed according to	policies and regulations
	Send Adhoc Ad Hoc Recipients	Approve Return Submit	to Sponsor Close

Once you select the 'Approve' button, a pop window will appear allowing the RED Officer to include an 'Approval Comment' such as, "Cayuse submitted proposal" or "Research.gov submitted proposal" and attach a PDF of the proposal. The 'Approval Comment' will populate under the Description header of the Attachments tab along with the file uploaded.

Please Select	×
Are you sure you want to approve this document? Approval Comment:	g
Attachment:	1,
Choose File No file chosen	
OK Cancel	

Once the RED Officer clicks , a pop-up window will appear to send a notification to the Initiator and the PI.

Send Notifications		×
Recipient	Actions	
KC-PD:Aggregator Document Level		
KC-PD:PI	8	
Subject:		
D01007 - Proposal 1243 is submitted		
Message:		
Proposal No. 1243 has been subn DEPARTMENT OF ENERGY OFFICE ENERGY EFFICIENCY & RENEWABI ENERGY. The related Institutional Pro 00084805.	nitted to A E OF LE poposal No. is V	
	Send Notifications Add More Recipients Cancel	

The notification will include the PD number as well as the sponsors' name and the related

Institutional Proposal (IP) number generated. Once the RED Officer clicks the send Notifications button, a message will appear confirming that the PD has been successfully approved, the PD has been saved and an IP number has been generated.

Submit							
This page ha Document was succ Document was succ Institutional Proposa	S 3 Messag essfully approve essfully saved. I 00084805 has I	es d. been generated.					
			Saved				
Assigned approver Pri	ns. Ursula N (urs	ulap@ucr.edu) ac	dded by Prins. Ursi	ula N			
Proposal Summary	Personnel	Compliance	Attachments	Questionnaire	Keywords	Budget Summary	
Send Adhoc Ad H	loc Recipients	View Route Log	More Actions 👻	Close			
The RED Officer of	can now cl	ick	to close the	e PD.			

Some Proposal Types will provide a different pop-up window, prior to the 'Send Notifications" screenshot above, with the following Institutional Proposal Generation Options:

Institutional Proposal Generation Options
 Generate a new version of Institutional Proposal Generate a new Institutional Proposal Do not generate a new Institutional Proposal or Institutional Proposal version
Proceed Close

Most of the time, "Generate a new Institutional Proposal" will be chosen (i.e., Renewal, Resubmission, Continuation and Supplement/Revision) but there are instances where another option may be more appropriate.

When the proposal type is New - Change/Corrected, Renewal – Change/Corrected, Resubmission – Change/Corrected, or Supplement - Change/Corrected, or Budget-SOW Update, the first option, "Generate a new version of Institutional Proposal" is appropriate as creating a version to the original IP will incorporate the changes/corrections being made. Once the correct option is

selected, click

NOTE: Never select "Do not generate a new Institutional Proposal or Institutional Proposal version".