PROPOSAL DEVELOPMENT- PRE AWARD TRAINING MANUAL: PROPOSALS & BUDGETS

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Program Manager- Streamlyne
(NJIT Grants Management Software)

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Background

- Streamlyne is an efficient and focused software system to be utilized for faster grant application review and submission processing. The providing vendor is Vivantech, a software company based in San Diego, CA.

Objective

- The primary objective of the implementation of Streamlyne at NJIT is to alleviate the legacy paper processing related to Research Administration Proposal, Awards, and Compliance.

Benefit

- A major benefit of adopting Streamlyne is that the framework is designed to work with information about system users (roles and responsibilities) to support workflow. The desired approach for implementation is to keep current processes at NJIT ‘where it makes sense’.

Modules

- Streamlyne is accommodating NJIT's grant proposal submission and award needs. The implementation is currently being conducted in phases according to the following functional modules:

1. Pre Award – Creation and routing of proposals, including proposal budgets and submission to Grants.gov.
2. Award- Maintenance of funded projects from award notification to closeout, including hierarchy, time & money and award budget.
3. Negotiation- Tracking of communication relevant to other Streamlyne documents or stand-alone activities.
4. Sub Award- Tracking of outgoing sub awards and generating sub award templates.
5. Conflict Of Interest (COI)- Financial entities submission and maintenance, disclosure preparation and submission.
6. Internal Review Board (IRB)- Committee Creation, Protocol Preparation and Submission, Protocol Review, Committee Meeting Management and Reporting.
7. Institutional Animal Care & Use Committee (IACUC)- Committee Creation, Protocol Preparation and Submission, Protocol Review, Committee Meeting Management and Reporting.
8. Streamlyne -Banner System Integration- Communication method between Streamlyne and Banner for future use of Account Creation and Budget Adjustment.

Current State

- The Streamlyne implementation is currently being conducted in stages by modules.
  - The Pre Award module is currently live in Production (since Sept. 15, 2016).
- The Internal Review Board (IRB) and Conflict of Interest (COI) compliance modules are being implemented.

Future State

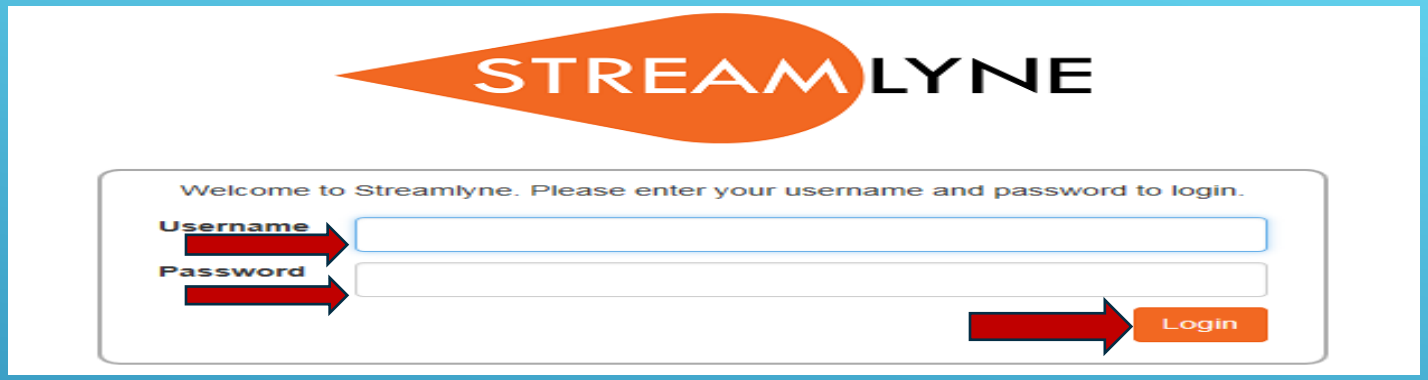
- The Negotiation, Award and Sub award modules will be implemented during the 2nd half of Fiscal Year 2017.

Goals

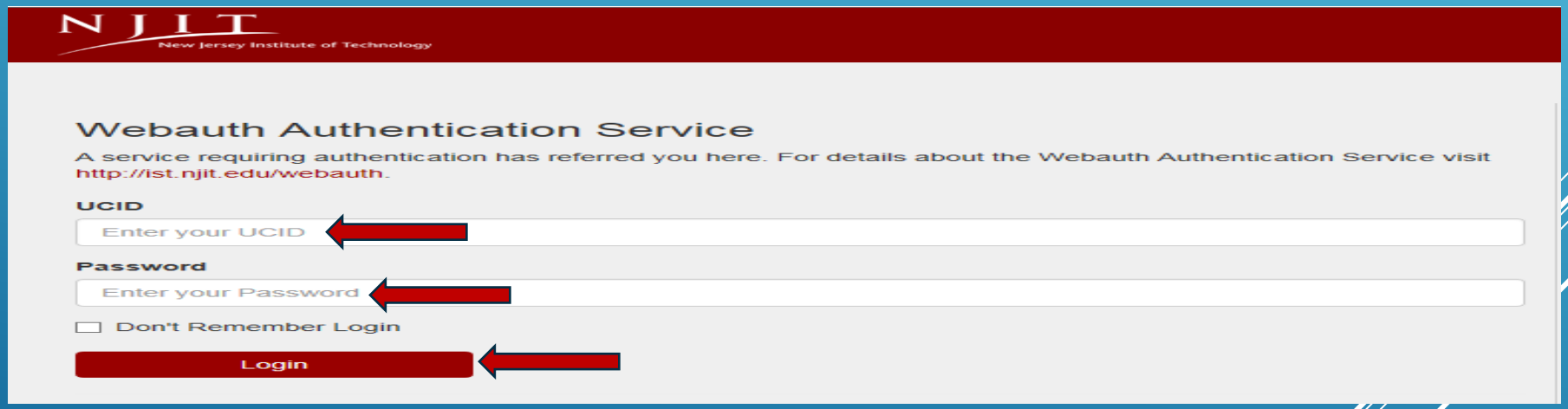
- Resulting from these training manuals, the faculty members will be able to:
  - Create Proposals
  - Create Budgets
  - Submit Proposals & Budgets to Grants.gov

INITIAL LOG-IN

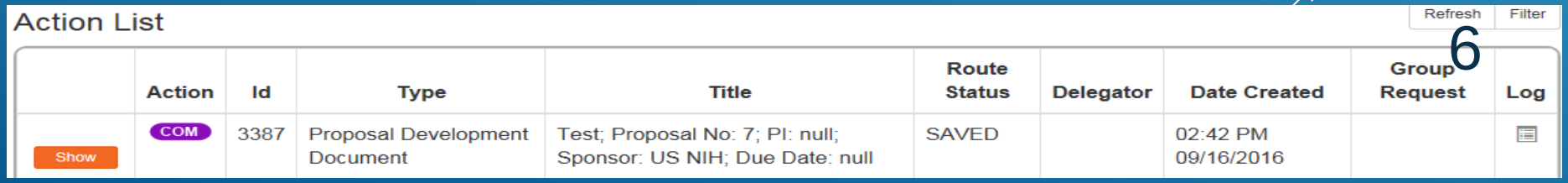
- The url to access the CONFIG environment in Streamlyne is : https://config-research.njit.streamlyne.org/
- The PI/Initiator logs into Streamlyne (Username is your UCID), enters the following password: Fud1XMMuF4i5
- *Note: This is the testing environment.*



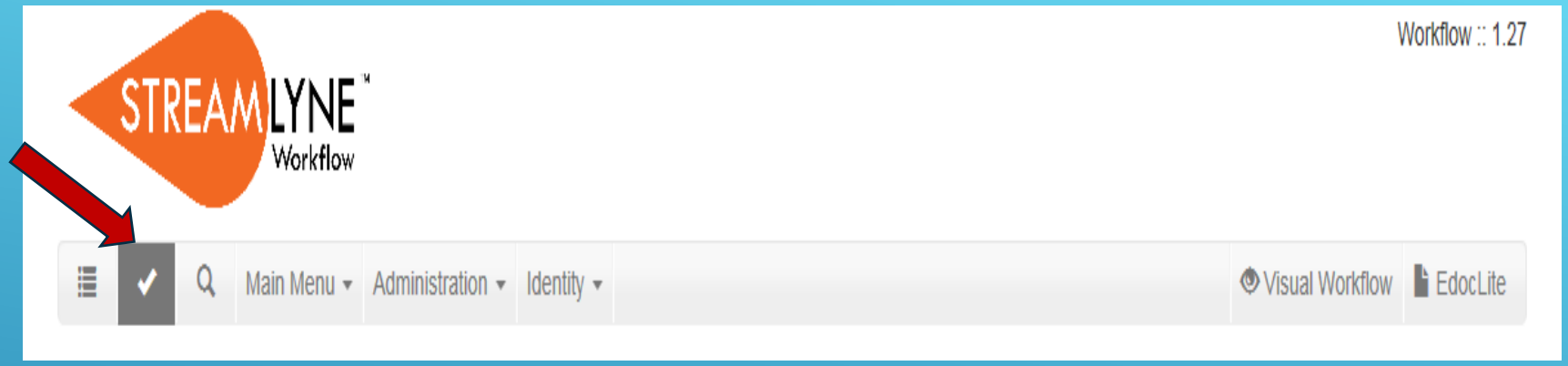
- The url to access the PRODUCTION environment in Streamlyne is : https://research.njit.streamlyne.org/
- The PI/Initiator logs into Streamlyne (Username is your UCID, enters the following password: the same password to access NJIT Pipeline



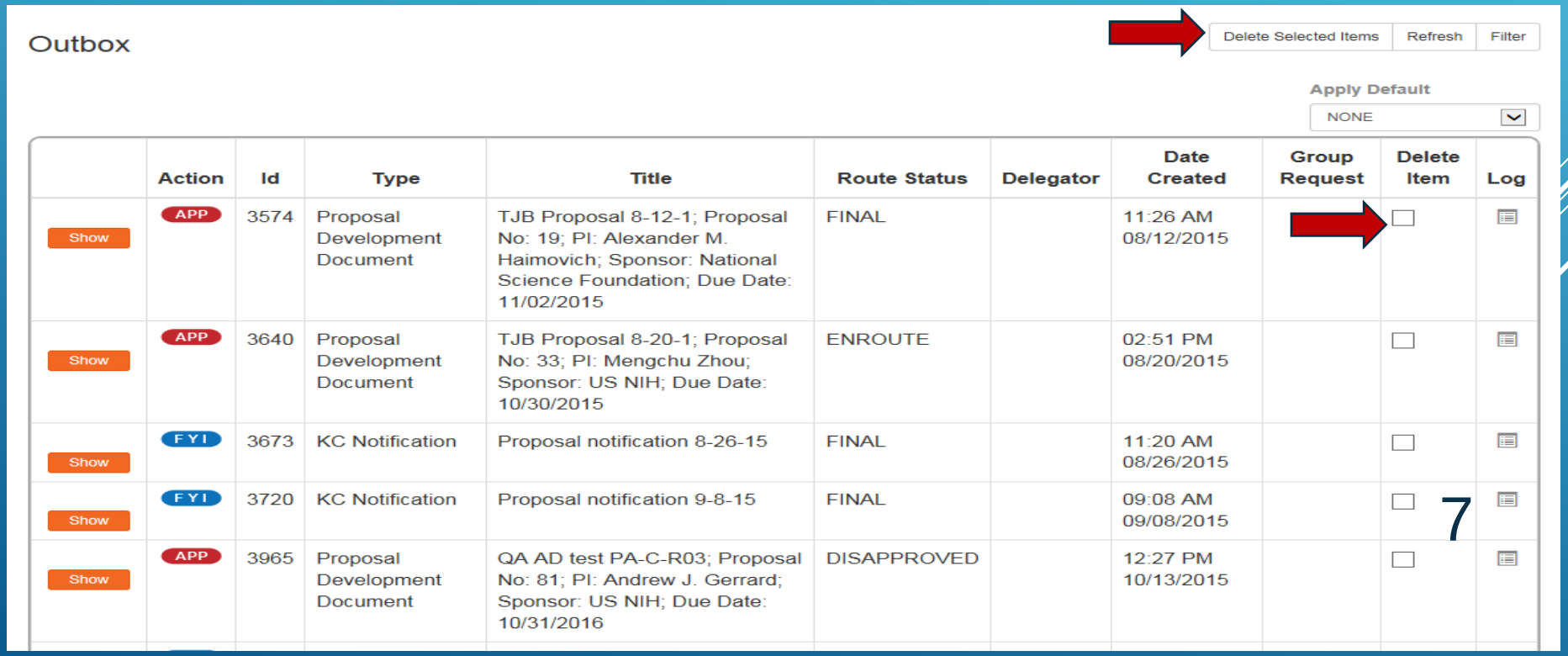
- Once the PI/Initiator is logged in, his/her action list will appear along with active or completed proposals (if any).



- The PI/Initiator can also view the Outbox- which lists the proposals that have already been taken action on (proposals already submitted/approved and have route statuses of: 'Final', 'Enroute', 'Disapproved' or 'Cancelled'). He/she clicks on the check mark at top of home screen and the Outbox items will be displayed.



- The PI/Initiator has the option to delete the items from the Outbox if he/she chooses.



	Action	Id	Type	Title	Route Status	Delegator	Date Created	Group Request	Delete Item	Log
Show	APP	3574	Proposal Development Document	TJB Proposal 8-12-1; Proposal No: 19; PI: Alexander M. Haimovich; Sponsor: National Science Foundation; Due Date: 11/02/2015	FINAL		11:26 AM 08/12/2015			
Show	APP	3640	Proposal Development Document	TJB Proposal 8-20-1; Proposal No: 33; PI: Mengchu Zhou; Sponsor: US NIH; Due Date: 10/30/2015	ENROUTE		02:51 PM 08/20/2015			
Show	FYI	3673	KC Notification	Proposal notification 8-26-15	FINAL		11:20 AM 08/26/2015			
Show	FYI	3720	KC Notification	Proposal notification 9-8-15	FINAL		09:08 AM 09/08/2015			
Show	APP	3965	Proposal Development Document	QA AD test PA-C-R03; Proposal No: 81; PI: Andrew J. Gerrard; Sponsor: US NIH; Due Date: 10/31/2016	DISAPPROVED		12:27 PM 10/13/2015			

PROPOSAL TAB

- **The PI/Initiator can access existing documents on their action list by clicking the ID link- proposal will appear.**

Action List

Refresh | Filter

	Action	Id	Type	Title	Route Status	Delegator	Date Created	Group Request	Log
Show	COM	7802	Proposal Development Document	test; Proposal No: 1017; PI: Kevin D. Belfield; Sponsor: National Science Foundation; Due Date: null	SAVED		03:24 PM 10/28/2016		
Show	COM	6297	Proposal Development Document	Test; Proposal No: 516; PI: Cristo E. Yanez Leon; Sponsor: National Science Foundation; Due Date: 05/31/2016	SAVED		10:47 AM 05/20/2016		

Proposal Development Document

Document Number : 7802
Initiator Network Id : bozza
Sponsor/S2S : National Science Foundation/None
Document Status : In Progress
Creation Timestamp : 03:24 PM 10/28/2016
Principal Investigator : Kevin D. Belfield

- Proposal
- S2S
- Key Personnel
- Special Review
- Abstracts & Attachments
- Questions
- Budget Versions
- Permissions
- Proposal Summary
- Proposal Actions
- Streams

* Indicates required field

Required Fields for Saving Document

Required Fields for Saving Document

Proposal Number : 1017
*** Sponsor Code :** 31000254 National Science Foundation
*** Proposal Type :** New
*** Project Start Date :** 10/01/2016
*** Lead Unit ID :** 261000 - Chemistry and Environmental Science
*** Project End Date :** 10/31/2016
*** Activity Type :** Research
*** Project Title :** test

Institutional Fields Conditionally Required

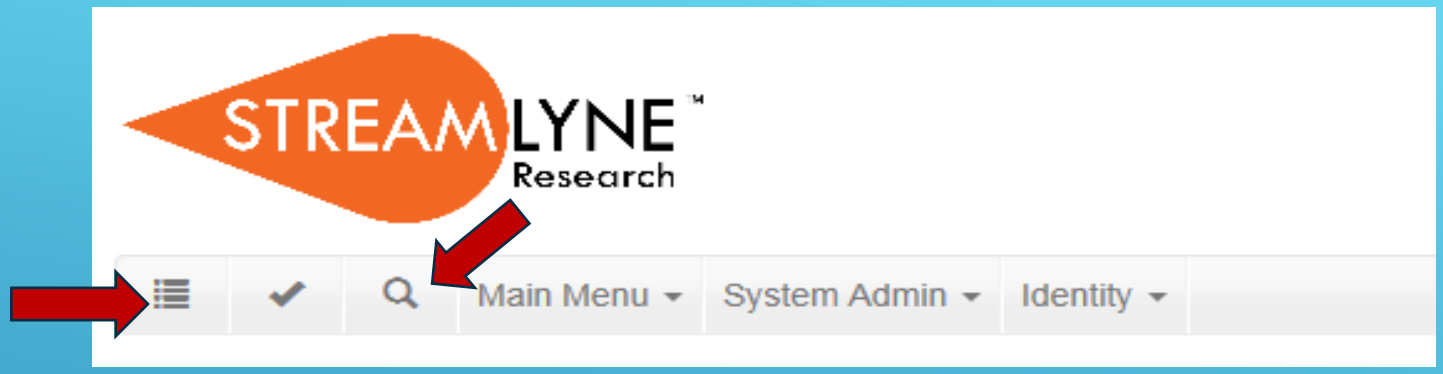
Award ID :
Original Institutional Proposal ID :

Sponsor & Program Information

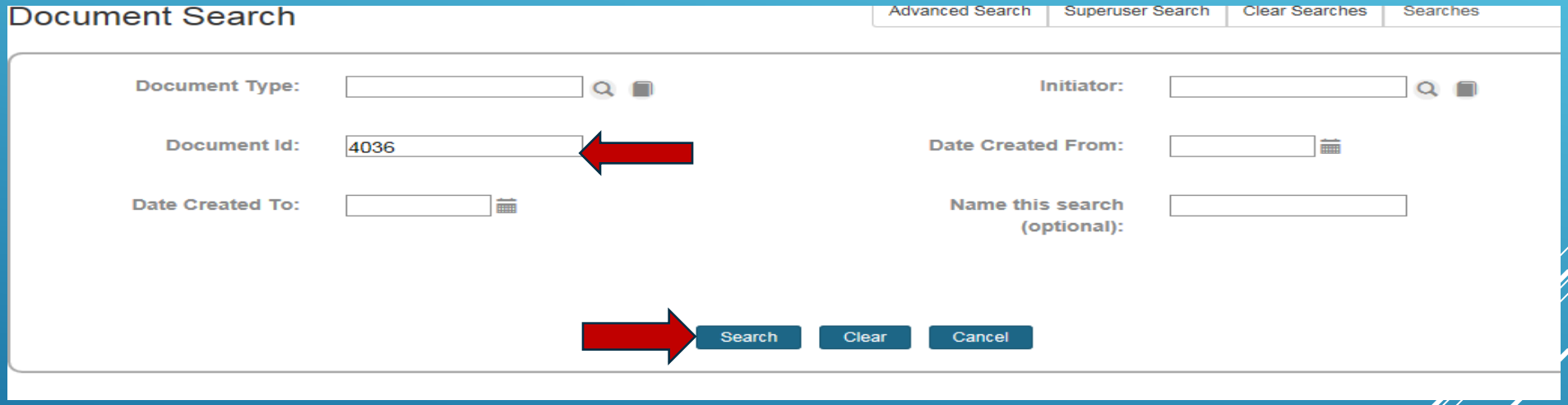
Organization/Location

Delivery Info

- The PI/Initiator can also search for the proposal document by clicking the search icon.



- The PI/Initiator will search for the document by Document ID, followed by clicking 'Search'.

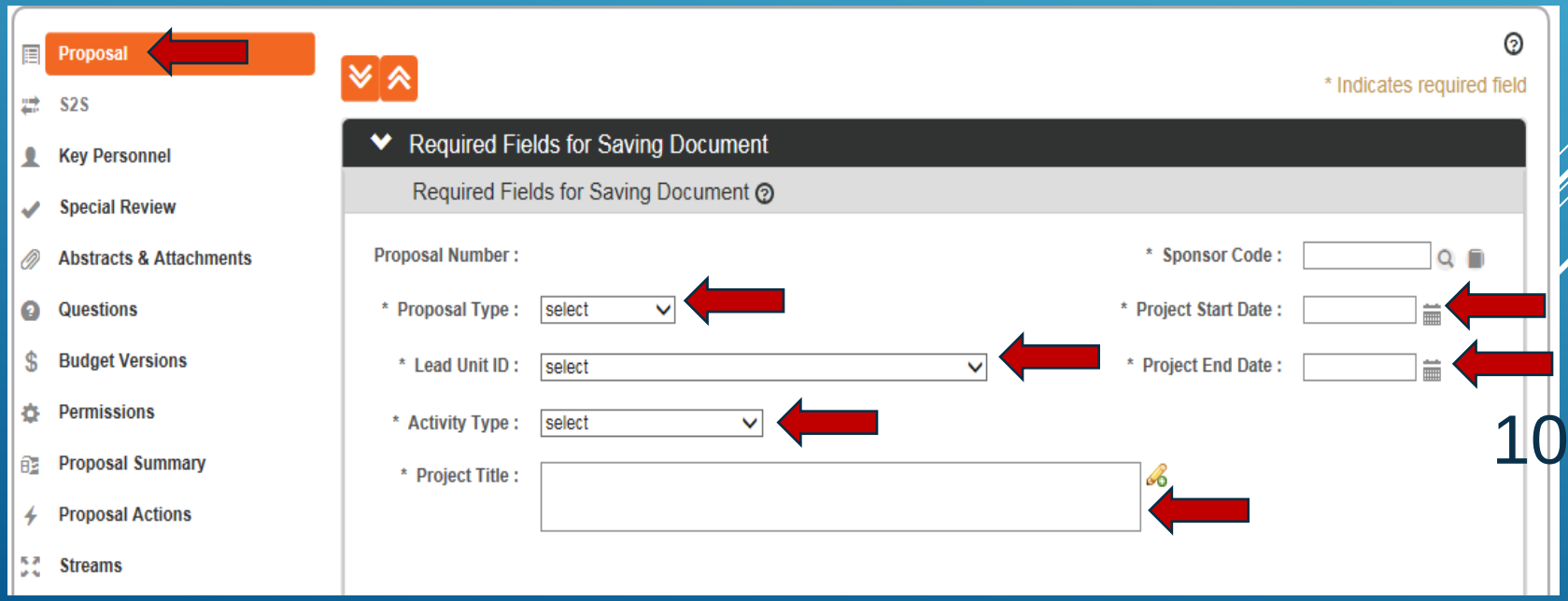


- The PI/Initiator can select the proposal document by clicking ID link- proposal will appear.

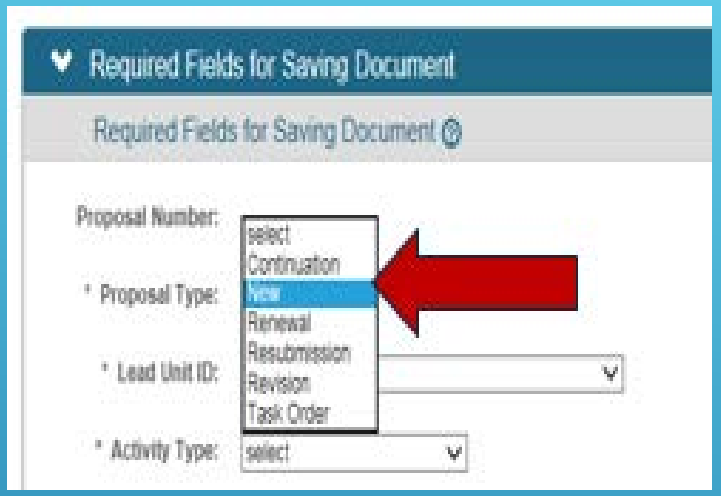
Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
4036	Proposal Development Document	TJB Proposal 10-15-; Proposal No: 103; PI: Alexander M. Haimovich; Spo...	ENROUTE	Bozza, Thomas J.	10/23/2015 12:23 PM	

To create a new proposal, the PI/Initiator will click main menu, followed by Pre Award and plus (+) sign next to Proposal Development. Note: If the PI/Initiator clicks on Proposal Development itself, it would bring up the document lookup screen, as if one were searching for a particular proposal document.

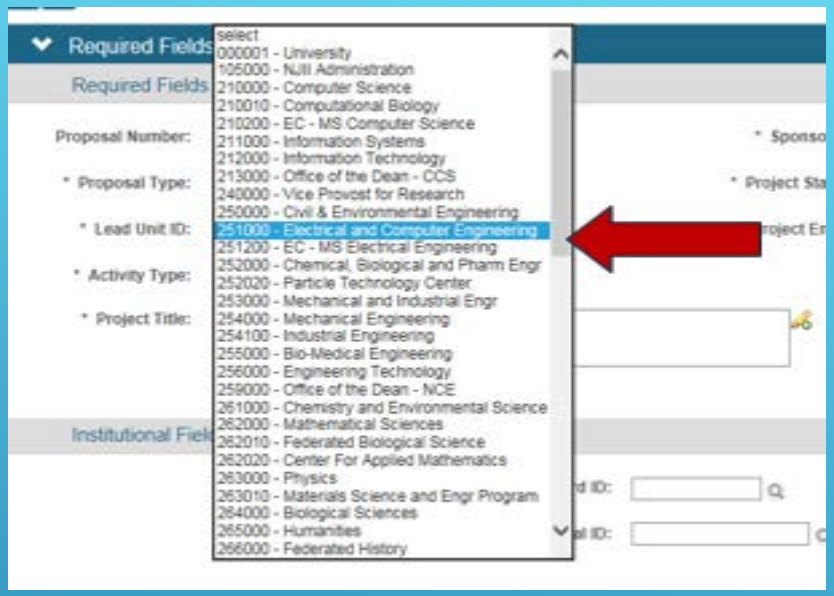
➢ REQUIRED FIELDS FOR SAVING DOCUMENT: The PI/Initiator enters the required fields for the proposal (see next slide for dropdown listings).



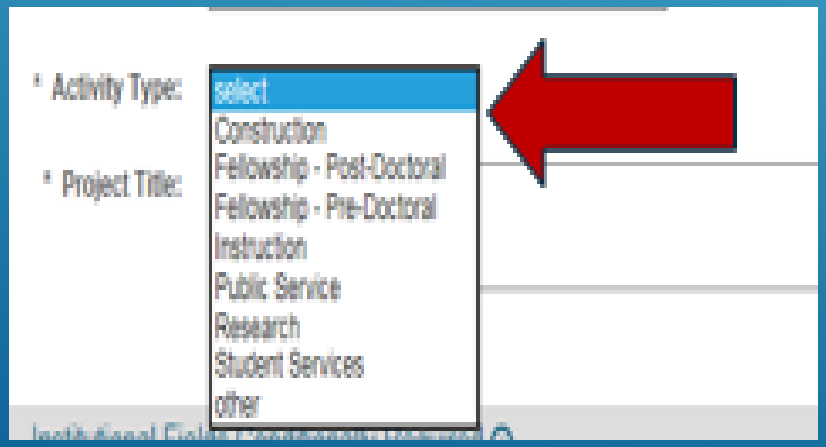
➢**The PI/Initiator selects the Proposal Type from the dropdown menu.**



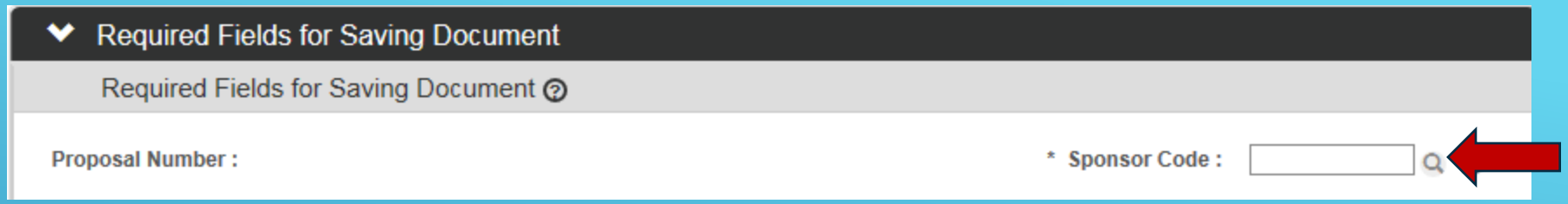
➢**The PI/Initiator selects the Lead Unit ID from the dropdown menu.**



➢**The PI/Initiator selects the Activity Type from the dropdown menu.**

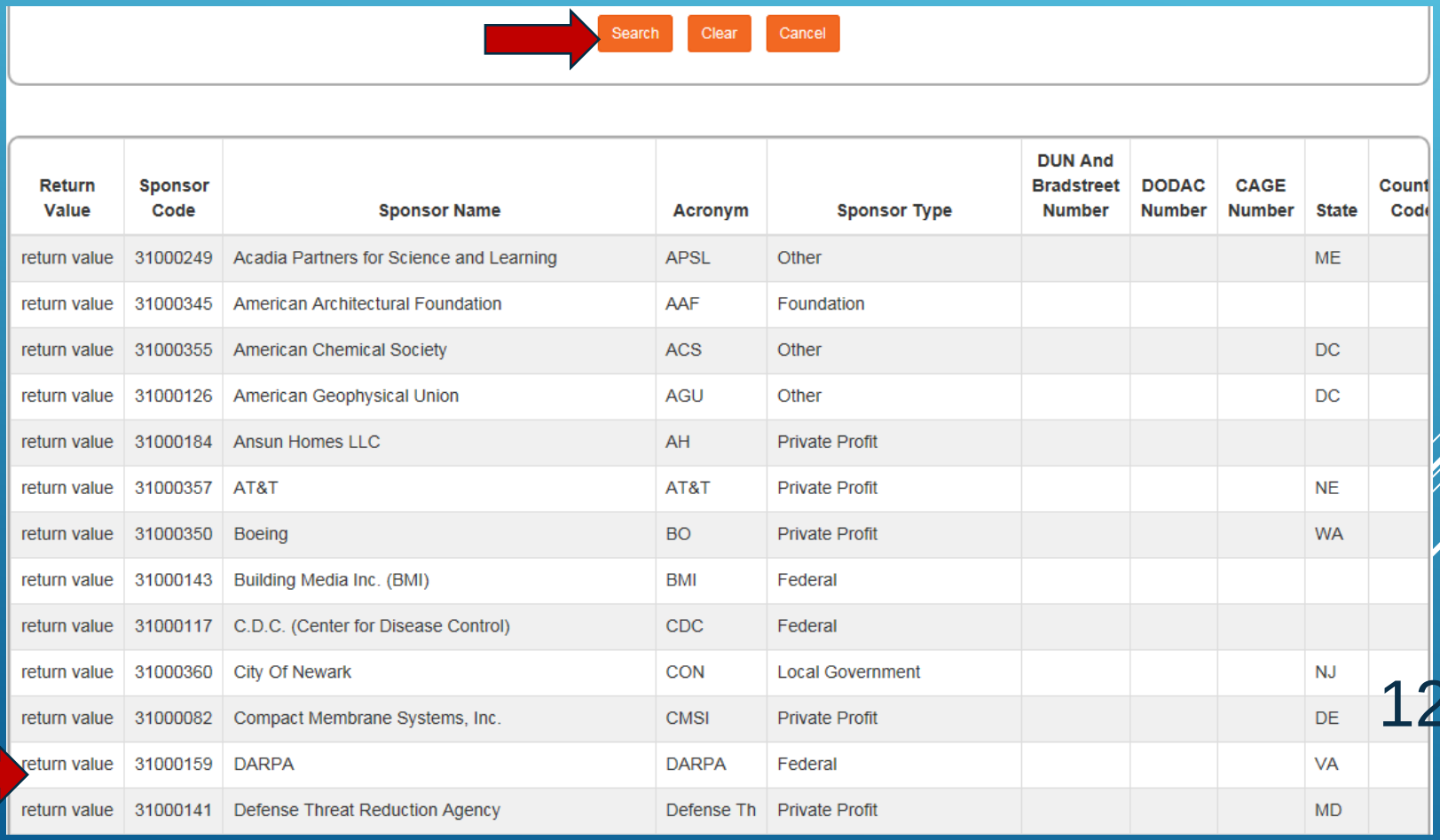


➢The PI/Initiator enters the Sponsor Code for the Proposal.



➢If the PI/Initiator does not know the sponsor code off-hand, s/he can lookup the sponsor code.

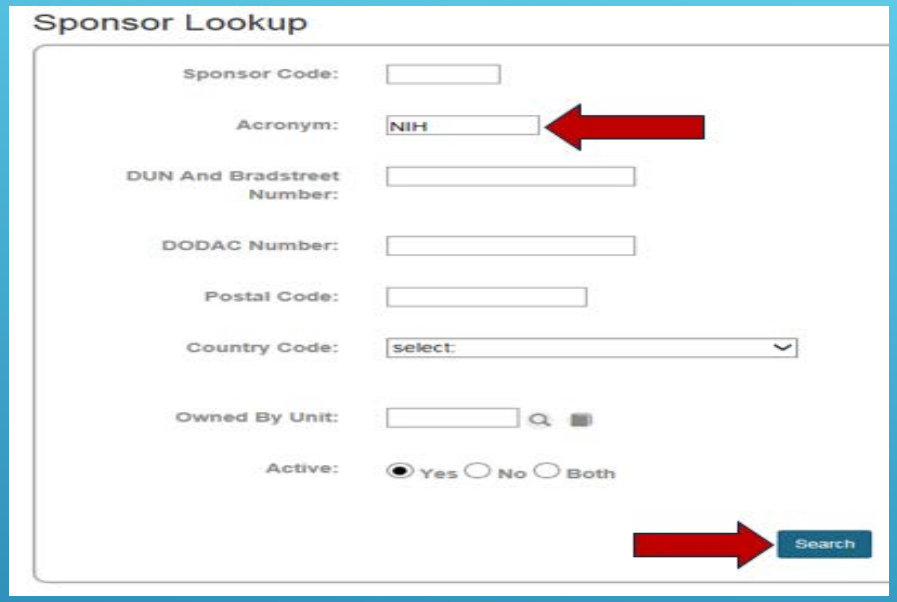
➢He/she will search for/ select the sponsor by clicking 'Search'.

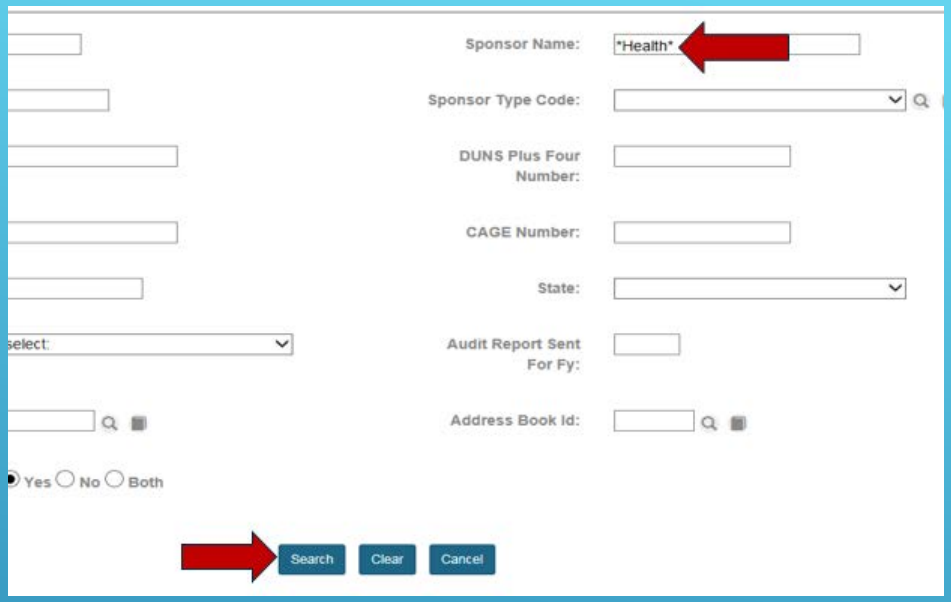


Return Value	Sponsor Code	Sponsor Name	Acronym	Sponsor Type	DUN And Bradstreet Number	DODAC Number	CAGE Number	State	Count Code
return value	31000249	Acadia Partners for Science and Learning	APSL	Other				ME	
return value	31000345	American Architectural Foundation	AAF	Foundation					
return value	31000355	American Chemical Society	ACS	Other				DC	
return value	31000126	American Geophysical Union	AGU	Other				DC	
return value	31000184	Ansun Homes LLC	AH	Private Profit					
return value	31000357	AT&T	AT&T	Private Profit				NE	
return value	31000350	Boeing	BO	Private Profit				WA	
return value	31000143	Building Media Inc. (BMI)	BMI	Federal					
return value	31000117	C.D.C. (Center for Disease Control)	CDC	Federal					
return value	31000360	City Of Newark	CON	Local Government				NJ	
return value	31000082	Compact Membrane Systems, Inc.	CMSI	Private Profit				DE	
return value	31000159	DARPA	DARPA	Federal				VA	
return value	31000141	Defense Threat Reduction Agency	Defense Th	Private Profit				MD	

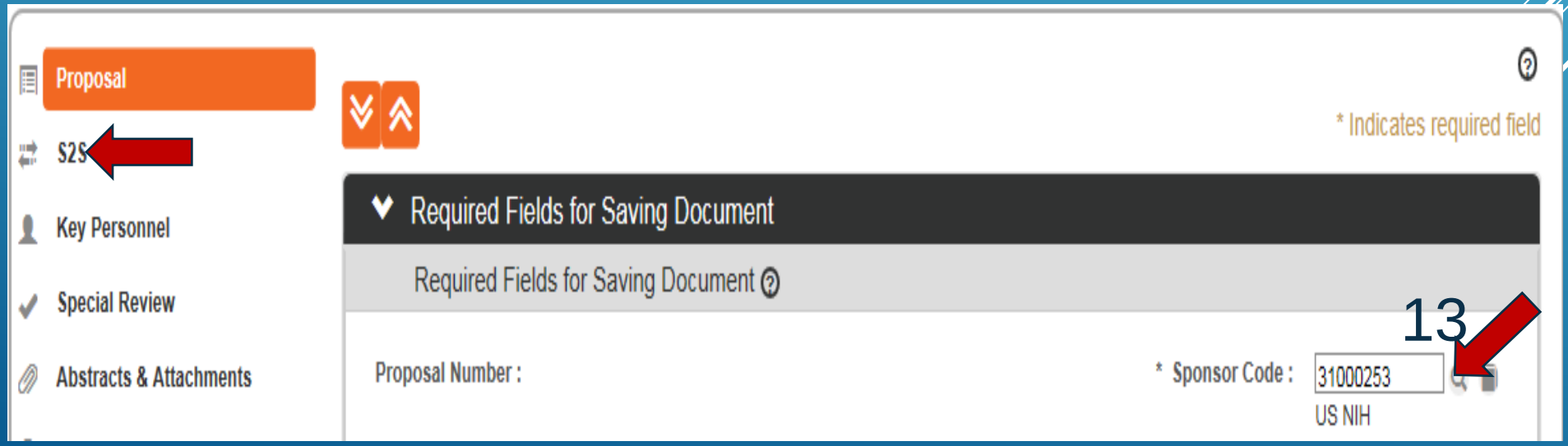
➢To narrow a sponsor search, the PI/Initiator can enter the acronym of the sponsor.

➢The PI/Initiator can also use wild cards (i.e. %, * and the like) to narrow a search as well.

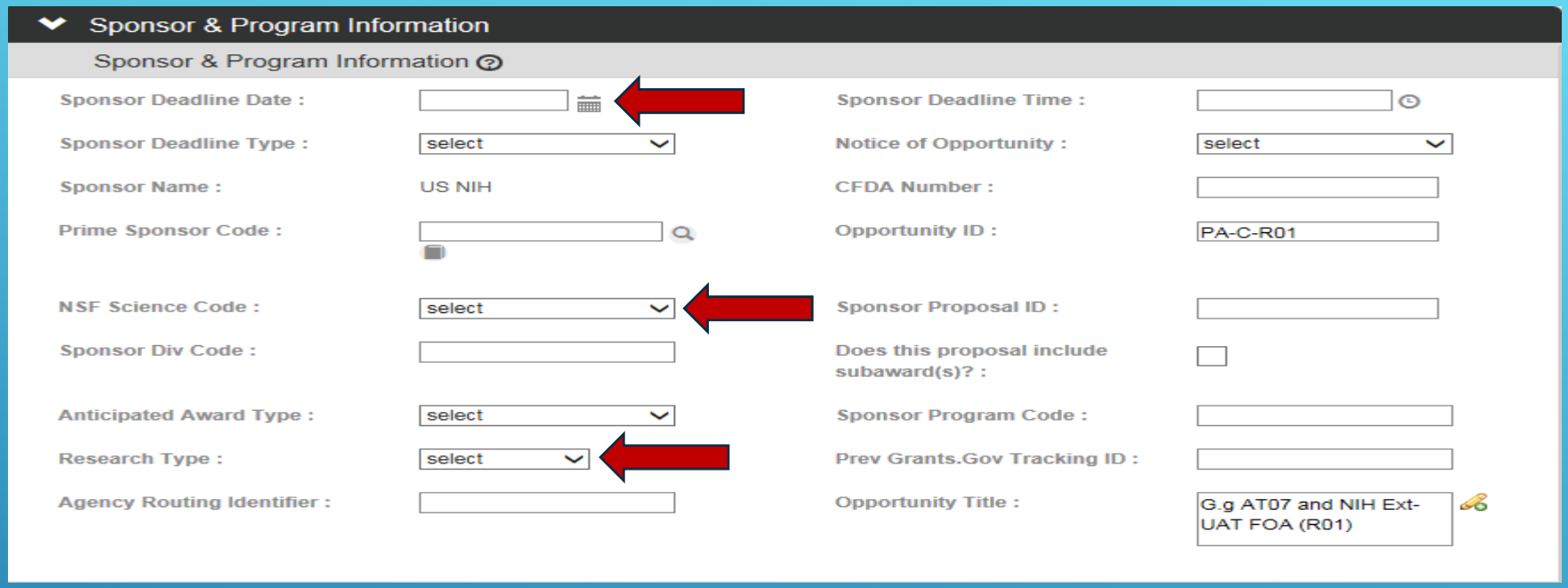




➢Once selected, the Sponsor Code will be populated. If the proposal being created is to be submitted to grants.gov, the S2S (System To System) tab will become enabled. Otherwise, this will be grayed out.



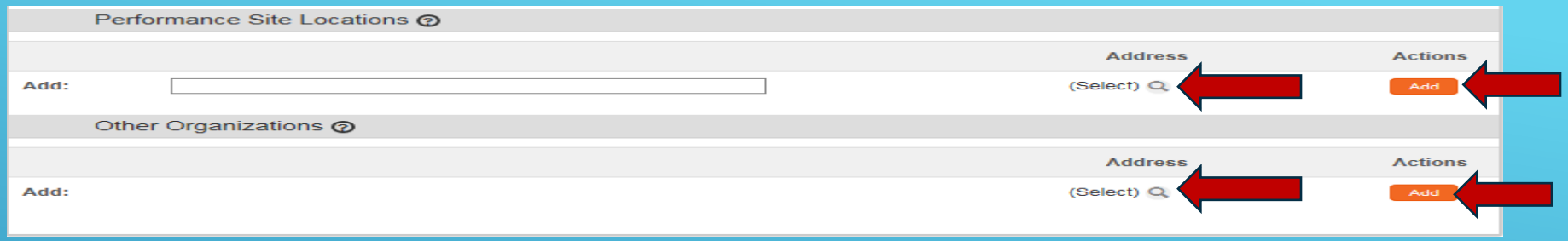
- **SPONSOR & PROGRAM INFORMATION: The PI/Initiator continues to populate the required fields on the Proposal tab.**
  Note: Sponsor Deadline Date, NSF Science Code and Research Type are required. All other fields are optional.



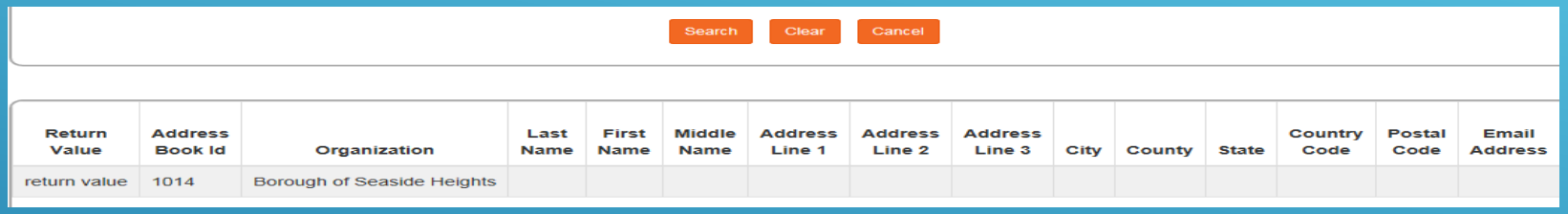
- **NSF Science Code (aka Field of Science) dropdown menu:**

- **Research Type dropdown menu:**

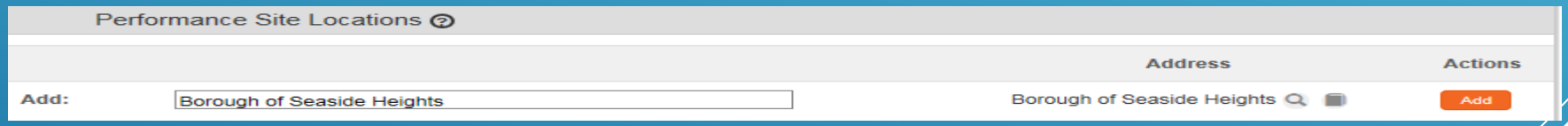
- The Applicant and Performing Organizations will be populated with NJIT by default.
- (Optional) The PI/Initiator can add various performing site or other organization locations for the proposals.
- He/she will click on the lookup icon to locate an organization to add.



- All lookup screens behave the same where the PI/Initiator can refine their search, click the search button and then click on the 'return value' link for selection.

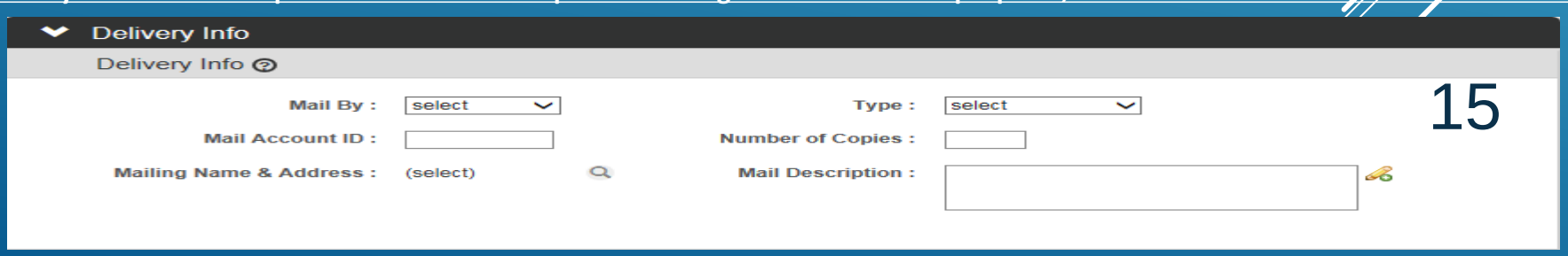


- The Performance Site will be listed. The PI/Initiator will click the 'add' button.



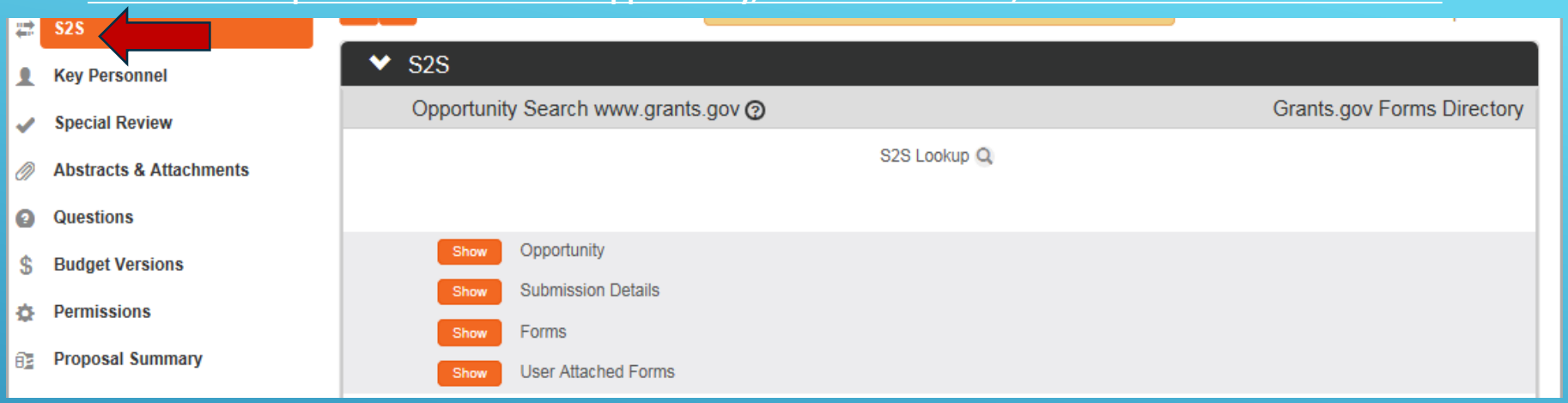
- Each performance site will be listed as a line item.

- Delivery Info section is optional. If there were specific mailing instructions for a proposal, this information would be entered here.



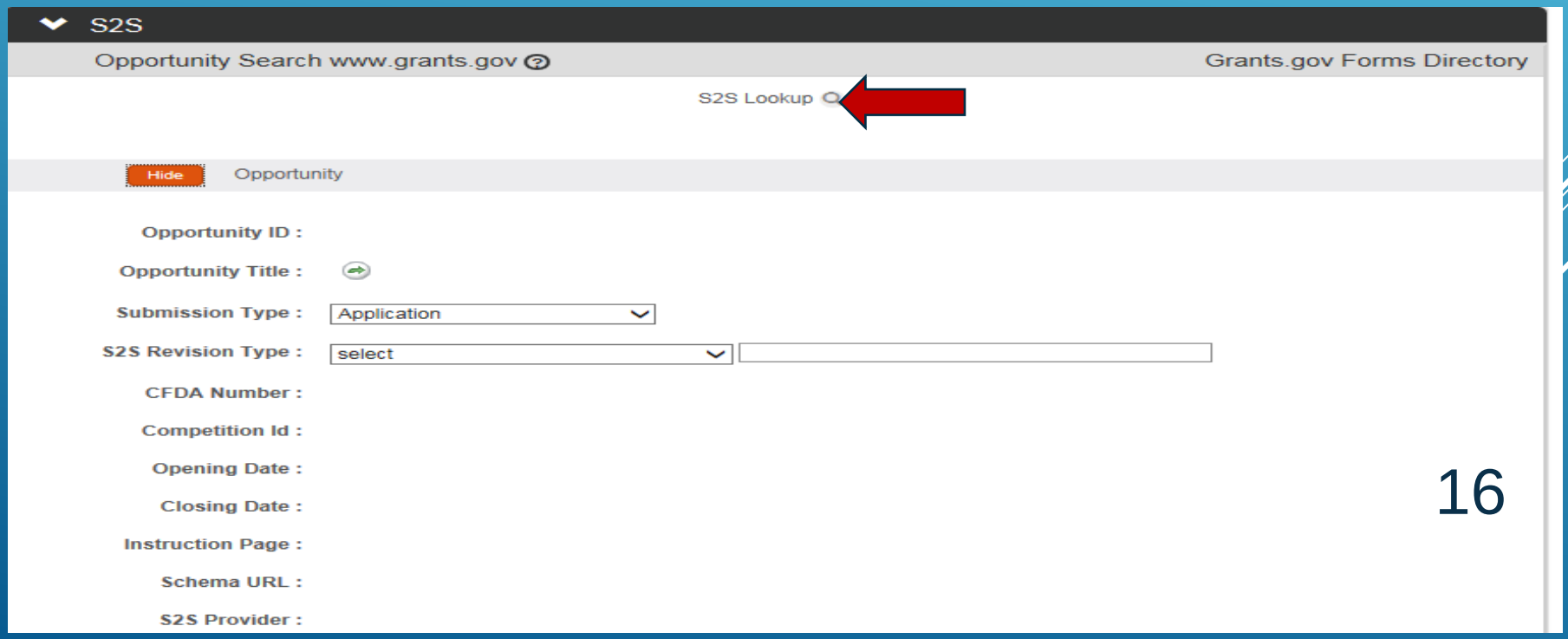
S2S TAB

- There are 4 subpanels on the S2S tab: opportunity, submission details, forms and user attached forms.



OPPORTUNITY subpanel

- The PI/Initiator will click the S2S Lookup icon to search for the Opportunity ID.



➢ The PI/Initiator enters the ID in the Opportunity ID field, clicks Search and the listing will be displayed. The PI/Initiator will click return

Opportunity Lookup

S2S Provider: Grants.Gov

Opportunity ID: PA-C-R01

CFDA Number:

Search Clear Cancel

Return Value	CFDA Number	Closing Date	Competition Id	Instruction Page	Opening Date	Opportunity ID	
return value	93.855	03/09/2019 12:00 AM	FORMS-D	https://trainingapply.grants.gov/apply/opportunities/instructions/oppP...	03/09/2016 12:00 AM	PA-C-R01	G.
return value		06/25/2018 12:00 AM	FORMS-C	https://trainingapply.grants.gov/apply/opportunities/instructions/oppP...	06/25/2013 12:00 AM	PA-C-R01	G.
return value	00.000	10/17/2017 12:00 AM	FORMS-D	https://trainingapply.grants.gov/apply/opportunities/instructions/oppP...	10/17/2016 12:00 AM	PA-C-R01	G.

3 items displayed.

➢ The opportunity details will be populated.

S2S

Opportunity Search www.grants.gov

Grants.gov Forms Directory

S2S Lookup

Remove Opportunity

Hide Opportunity

Opportunity ID : PA-C-R01

Opportunity Title : G.g AT07 and NIH Ext-UAT FOA (R01)

Submission Type : Application

S2S Revision Type : select

CFDA Number :

Competition Id : FORMS-C

Opening Date : 06/25/2013 12:00 AM

Closing Date : 06/25/2018 12:00 AM

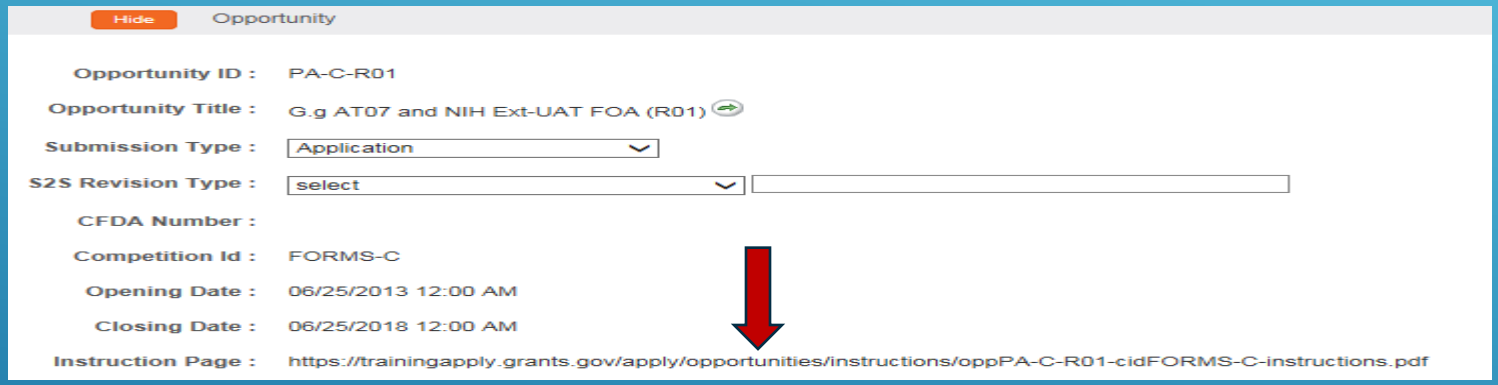
Instruction Page : https://trainingapply.grants.gov/apply/opportunities/instructions/oppPA-C-R01-cidFORMS-C-instructions.pdf

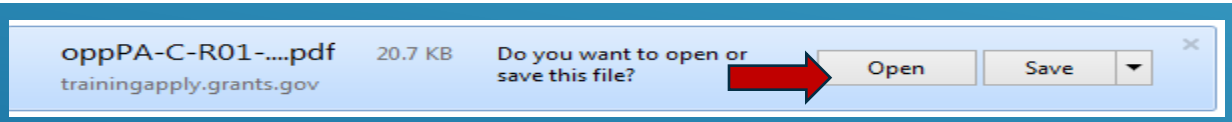
Schema URL : http://trainingapply.grants.gov/apply/opportunities/schemas/applicant/oppPA-C-R01-cidFORMS-C.xsd

S2S Provider : Grants.Gov

➢If the PI/Initiator doesn't know the opportunity number off-hand, he/she will click on the link **www.grants.gov** to locate the opportunity ID. He/she can then search for this opportunity ID they are interested in.

➢The PI/Initiator can view the grants.gov instruction page, which will prompt a download of a PDF file.





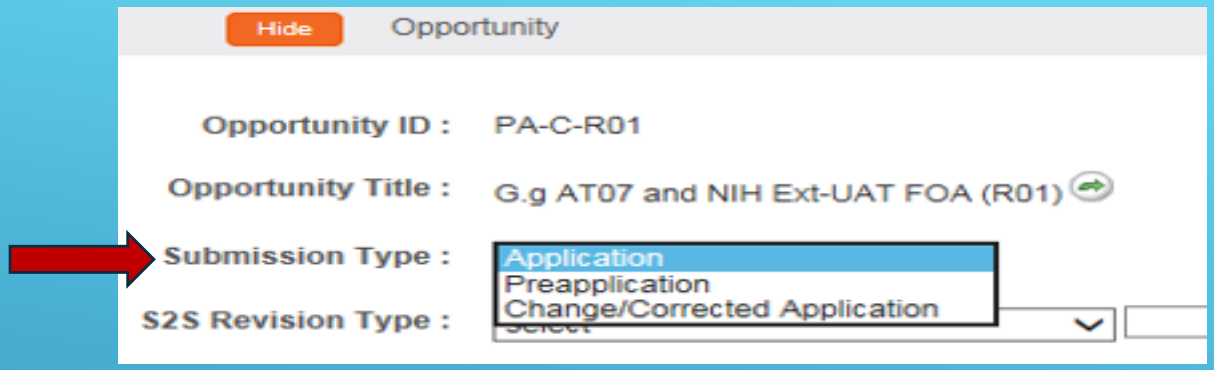
SF424 (R&R) General Application Instruction Links for FORMS-C Application Packages

The application guide and supplemental instructions for this Funding Opportunity Announcement (FOA) are located at the following links. Applicants are encouraged to return to these links for the most current revision of these instructions.

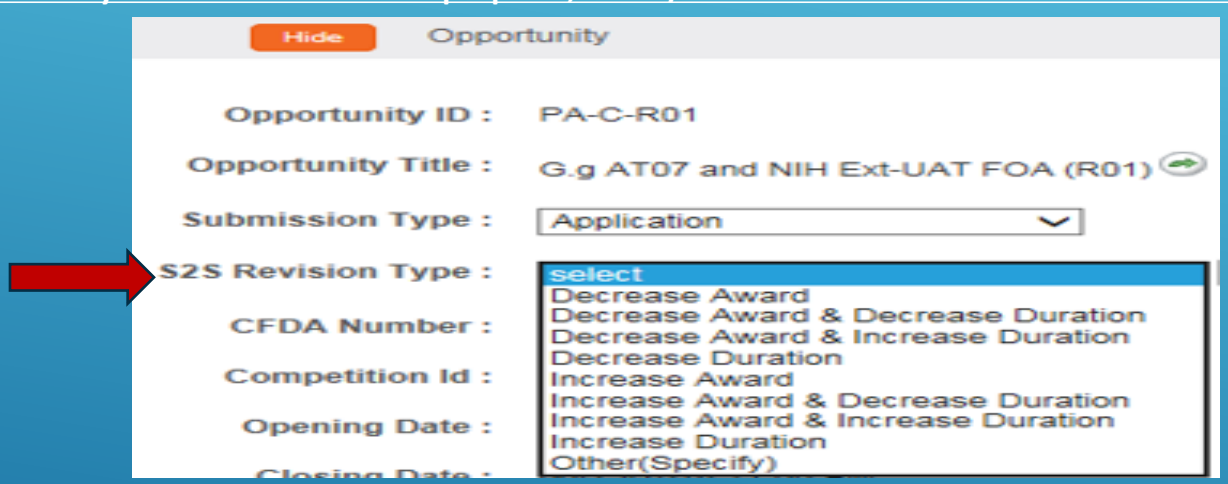
- Part I: Instructions for Preparing and Submitting an Application
- Part II: Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan & Part III: Policies, Assurances, Definitions, and Other Information

It is critical that applicants follow the instructions in these documents except where instructed to do otherwise (in the FOA or in a notice from the NIH Guide for Grants and Contracts). When the program-specific instructions deviate from those in the above Application Guide documents, follow the program-specific instructions. Conformance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced.

- The PI/Initiator will enter the submission type from the dropdown list.

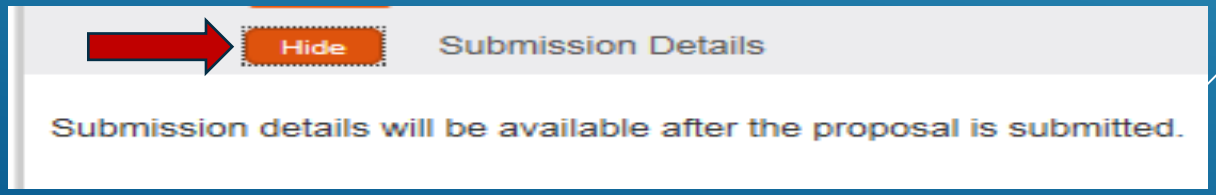


- If there were any revisions made to the proposal, the PI/Initiator will also select the S2S Revision Type from the dropdown



SUBMISSION DETAILS subpanel

- After the proposal is finally submitted to Grants.gov, all the details and statuses will appear in this subpanel.
  - *Note: Since nothing has been submitted yet, we will revisit this subpanel later in this manual.*



FORMS subpanel

➢ This is where the PI/Initiator can view all the forms associated with the Opportunity. He/she is able to select which forms to download and print. *Note: The proposal must be completed in order for the forms to be printed.*

Hide Forms

Form Name	Mandatory	Include	Desc	Select to Print: (All Included | None)
RR_SF424_2_0-V2.0	Yes	Yes	Available	☑
PerformanceSite_2_0	Yes	Yes	Available	☐
RR_OtherProjectInfo_1_3-V1.3	Yes	Yes	Available	☐
RR_KeyPersonExpanded_2_0	Yes	Yes	Available	☐
RR_Budget_1_3	No	☐	Available	☐
RR_SubawardBudget30_1_3	No	☐	Available	☐
PHS398_CoverPageSupplement_2_0-V2.0	Yes	Yes	Available	☐
PHS398_ModularBudget_1_2	No	☐	Available	☐
PHS398_ResearchPlan_2_0	Yes	Yes	Available	☐
PlannedReport	No	☐	Not Available	☐
PHS398_CumulativeInclusionReport	No	☐	Not Available	☐

Print Selected

OMB Number: 4040-0001
Expiration Date: 06/30/2016

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

3. DATE RECEIVED BY STATE

State Application Identifier NJ

1.* TYPE OF SUBMISSION

○ Pre-application ● Application ○ Changed/Corrected Application

4.a. Federal Identifier

b. Agency Routing Number

2. DATE SUBMITTED 2015-10-23

Application Identifier 33

c. Previous Grants.gov Tracking ID

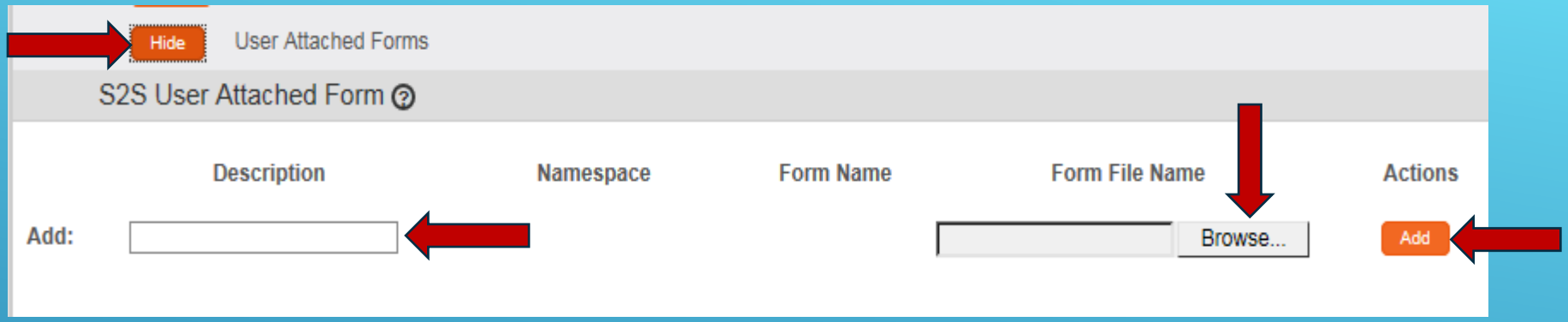
5. APPLICANT INFORMATION *** Organizational DUNS:**075162990

* Legal Name: New Jersey Institute of Technology
Department: Electrical and Computer Engin
Division: University
* Street1: NJIT Office of Sponsored Research Administration
Street2: Suite 340, Fenster Hall, 323 Martin Luther King Blvd.
* City: Newark
County:
* State: NJ: New Jersey
Province:
* Country: USA: UNITED STATES
* ZIP / Postal Code: 07102-1982

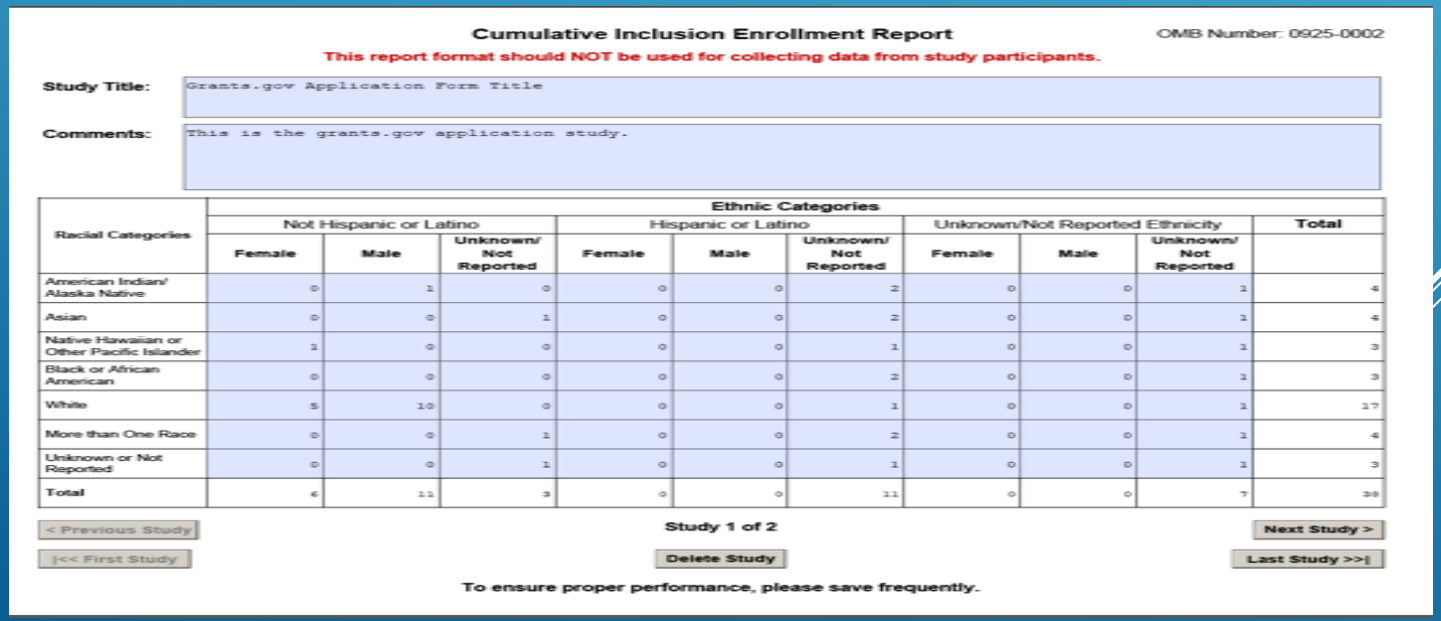
Person to be contacted on matters involving this application
Prefix:
* First Name: Norma
Middle Name: Y.
* Last Name: Rubio
Suffix:
Position/Title: Director Sponsored Program
* Street1: University Heights
Street2:
* City: Newark
County:
* State: NJ: New Jersey
Province:
* ZIP / Postal Code: 07102-1982
* Phone Number: 973-596-6053
Fax Number: 973-596-6056
Email: norma.rubio@njit.edu

USER ATTACHED FORMS subpanel

- In the event that a form is not automatically populated, the PI/Initiator can go to this subpanel, enter in a description, search for the form and click add.



- The PI/Initiator attached form will be listed as a line item, giving the he/she the option to view/print the



Cumulative Inclusion Enrollment Report

OMB Number: 0925-0002

This report format should NOT be used for collecting data from study participants.

Study Title: Grants.gov Application Form Title

Comments: This is the grants.gov application study.

Racial Categories	Ethnic Categories									Total
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			
	Female	Male	Unknown/ Not Reported	Female	Male	Unknown/ Not Reported	Female	Male	Unknown/ Not Reported	
American Indian/ Alaska Native	0	1	0	0	0	2	0	0	1	4
Asian	0	0	1	0	0	2	0	0	1	4
Native Hawaiian or Other Pacific Islander	1	0	0	0	0	1	0	0	1	3
Black or African American	0	0	0	0	0	2	0	0	1	3
White	5	10	0	0	0	1	0	0	1	17
More than One Race	0	0	1	0	0	2	0	0	1	4
Unknown or Not Reported	0	0	1	0	0	1	0	0	1	3
Total	6	11	3	0	0	11	0	0	7	38

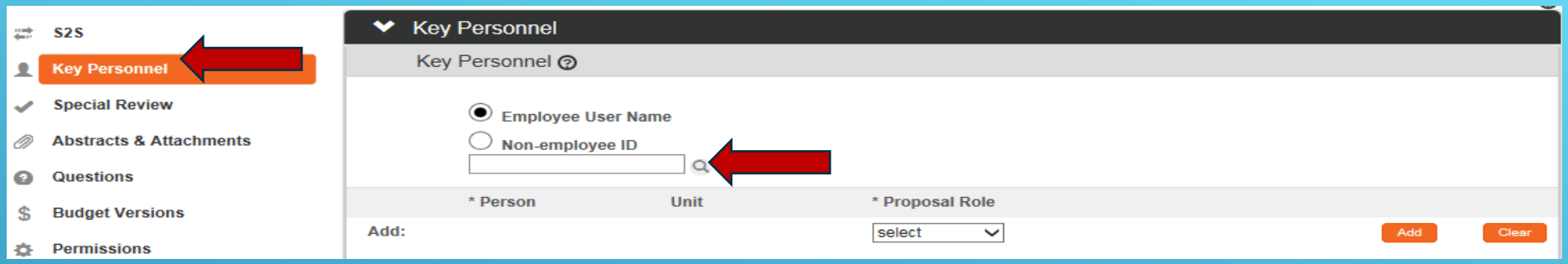
< Previous Study | Study 1 of 2 | Next Study >

|<< First Study | Delete Study | Last Study >>|

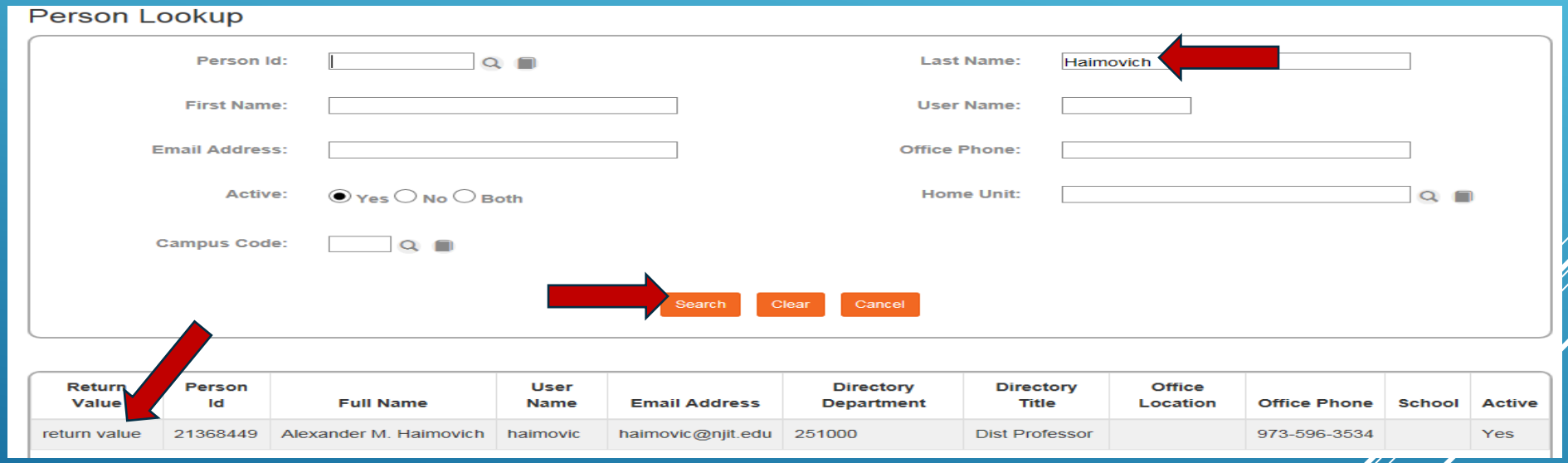
To ensure proper performance, please save frequently.

KEY PERSONNEL TAB

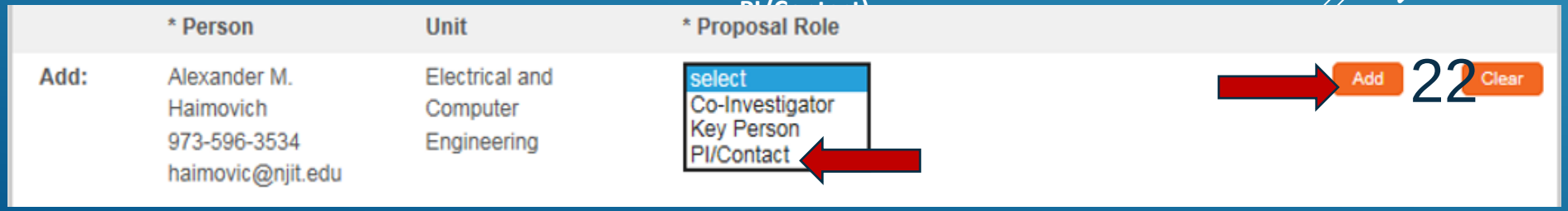
- The PI/Initiator will add all the necessary personnel (PI, Co-investigator, and Key Person) to the proposal.



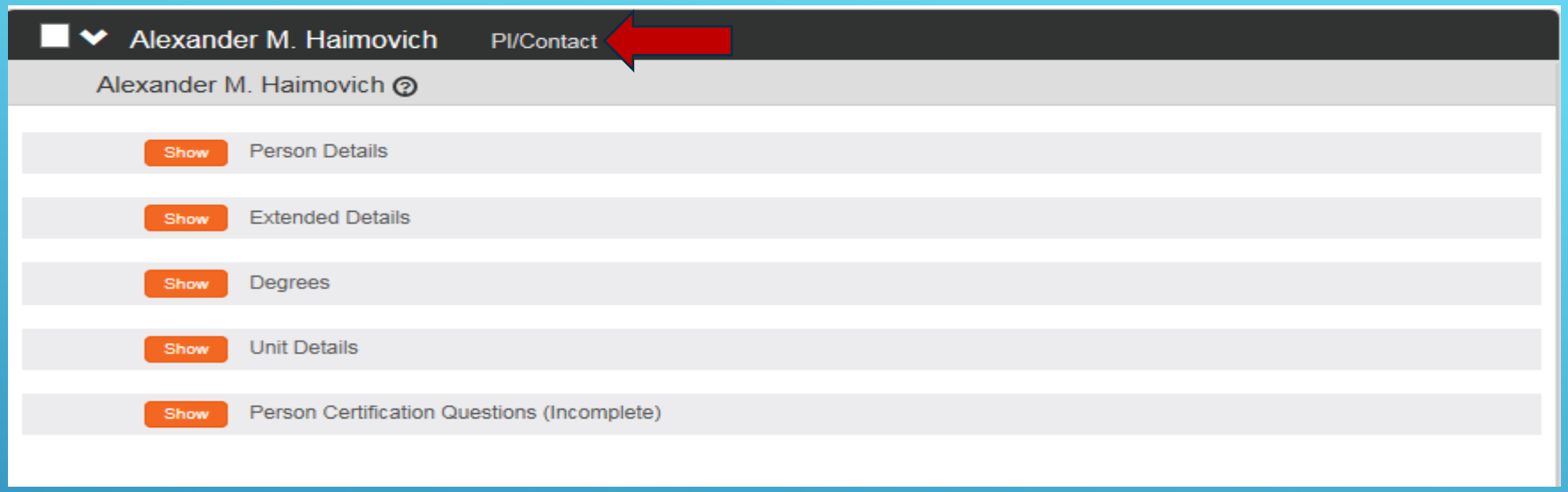
- The PI/Initiator will search for and select this person.



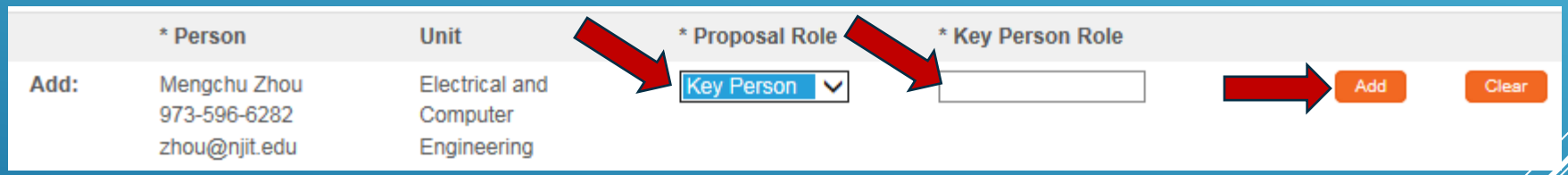
- The PI/Initiator selects the proposal role for this person (usually begin with the PI/Contact)



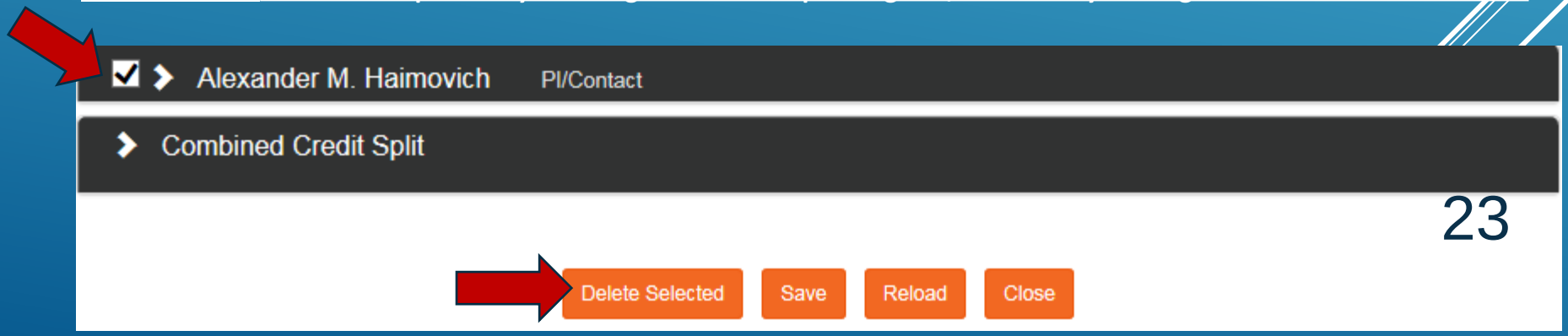
- Each person will be listed as a separate section.



- Note: The steps to add a PI will be the same for the Co-Investigator and Key Person.
- The key person role field needs to be populated only when the proposal role is Key Person (example: 'scientist').



- The PI/Initiator can delete a person by checking off the corresponding box, followed by clicking the 'delete selected' button.



- **PERSON DETAILS subpanel: The PI/Initiator can view all the details of each person by clicking 'Show'. All fields are editable. In the event a field is edited, the PI/Initiator must click 'Save'.**
  - ***Note: These changes will only be reflected for the current proposal he/she is working on.***
- **In the case of 'Percentage Effort', the PI/Initiator will enter a % to reflect the amount of time/effort each key person will devote to this particular proposal as compared to other activities. The total effort cannot exceed 100% for all sponsored projects and work-related duties.**
  - ***Note: This amount does not flow through to the credit split or budget areas.***

Hide Person Details

Proposal Person Role Id :	PI/Contact		
Full Name :	Alexander M. Haimovich	User Name :	haimovic
First Name :	Alexander	Last Name :	Haimovich
Middle Name :	M.		
Organization			
Email Address :	haimovic@njit.edu	Office Phone :	973-596-3534
Primary Title :	Dist Professor	Directory Title :	Dist Professor
Home Unit :	251000	Division :	Newark College of Engineering
eRA Commons User Name :		Fax :	973-596-6056
Pager :		Mobile :	
Office Location :		Secondary Office Location :	
Address Line 1 :	University Heights	City :	Newark
Address Line 2 :		County :	Essex
Address Line 3 :		Country :	United States
Postal Code :	07102-1982	State :	US - NEW JERSEY
Percentage Effort :		Faculty :	✓
Education			
Education Level :		Year Graduated :	
Major :		Degree :	
School :			

- **EXTENDED DETAILS subpanel: will display the additional details of each person.**

Hide Extended Details

Age by Fiscal Year :		Race :	
Education Level :		Degree :	
Major :		Person Id :	21368449
Is Handicapped :	☐	Handicap Type :	
Veteran :	☐	Veteran Type :	
Has Visa :	☐	Visa Code :	
Visa Type :		Visa Renewal Date :	
Office Location :		Secondary Office Location :	
School :		Year Graduated :	
Directory Department :	251000	Primary Title :	Dist Professor
Directory Title :	Dist Professor	Is Vacation Accrual :	☐
Is on Sabbatical :	☐	County :	Essex
Id Provided :		Id Verified :	
Version Number :	0	Citizenship Type :	PERMANENT RESIDENT OF US

- **DEGREES subpanel: the PI/Initiator has the ability to add the person's degrees, graduation year and school.**

Hide Degrees

	* Degree Type	* Degree Description	* Graduation Year	School	Actions
Add:	select				Add

- **UNIT DETAILS subpanel: displays the lead unit(s) associated with each person. The PI/Initiator has the ability to add units if necessary.**

Hide Unit Details

	Unit Name	* Unit Number	Actions
Add:	(select)		Add
1	Sponsored Research Administration	701000	
2	Electrical and Computer Engineering	251000	Delete

- **PERSON CERTIFICATION QUESTIONS subpanel: each key person is required to answer a set of questions.**
- ***Note: It is important to click 'Save' button after answering the questions.***

Hide Person Certification Questions (Incomplete)

Questions Print

Are you currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any Federal Department or agency? More Information...

Yes No

Have you or will you lobby any Federal agency on behalf of this award? (Lobbying is defined as using Federal funds in an attempt to influence, - either in the executive or legislative branch,- a specific Federal award? The term Federal award includes grants, contracts, loans, loan guarantees, insurance and/or other assistance programs.) More Information...

Yes No

Do you agree and certify that you will abide by current University policies on cost sharing, financial conflict of interest, intellectual property, and the use of human subjects/vertebrate animals in research? More Information...

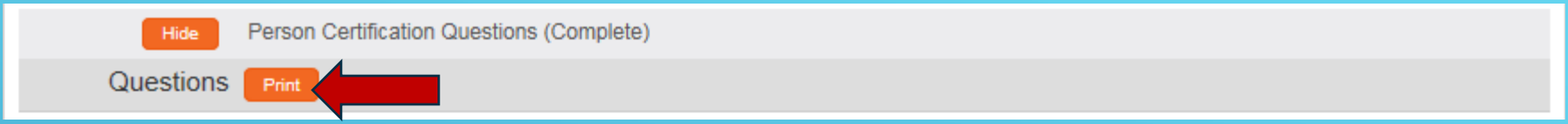
Yes No

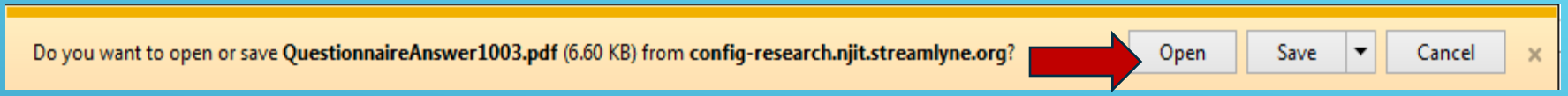
Do you certify that the information contained on this form and within this application is true, accurate and complete and any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties? More Information...

Yes No

Save

- **The PI/Initiator has the option to print the Person Certification Questions- a PDF file will appear.**





Questionnaire

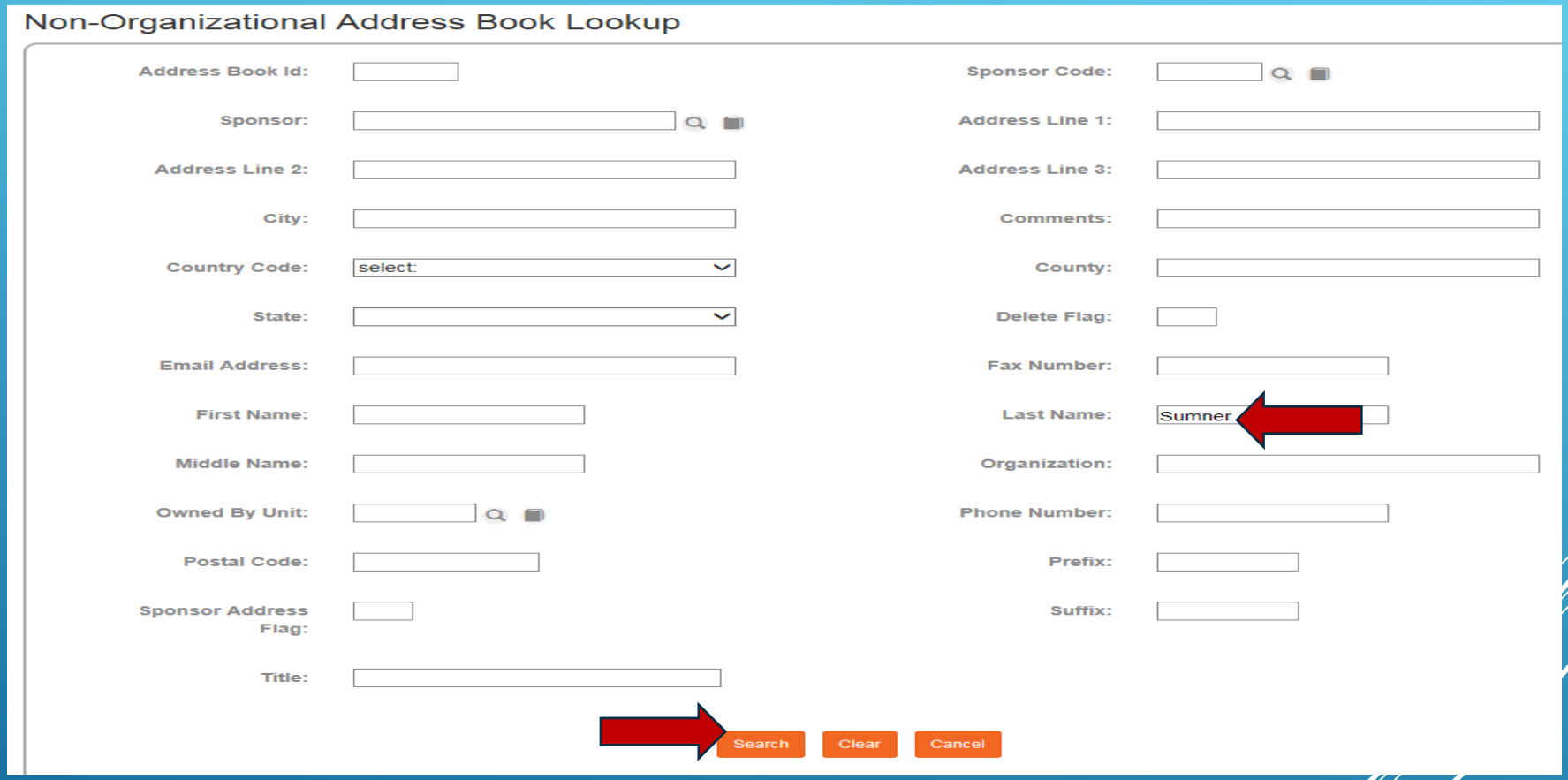
Questionnaire Name:	version 2 Person Certifciation Questions		
Description:	Version 2_Person Certifciation Questions		
Module:	Proposal Development	**Sub Module:**	Proposal Person Certification
Proposal Number:	317	**Principal Investigator:**	Alexander M. Haimovich
Title:	QA AD		
Proposal Person:	Alexander M. Haimovich	**Person Role:**	Principal Investigator

As a Principal Investigator/Co-Investigator/Key Person I certify that:

- No, I am not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any Federal Department or agency.
  No
- No, I have not lobbied or will not lobby a Federal agency on behalf of this award.
  No
- Yes, I agree and certify that I will abide by current University policies on cost sharing, financial conflict of interest, intellectual property, and the use of human subjects/vertebrate animals in research.
  Yes
- Yes, I certify that the information contained on this form and within this application is true, accurate and complete and any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
  Yes
- Yes, I certify that the proposal budget includes all the Cost Sharing, necessary equipment, installation, shipping, new space, renovation and/or facility modification costs.
  Yes
- Yes, I accept responsibility for compliance with award terms and conditions and University policies and procedures; particularly for the technical conduct of the work, submission of technical reports, regulatory compliance, and financial management.
  Yes

- The PI/Initiator can also add a Non-NJIT Employee to the proposal if necessary.

- The PI/Initiator will search for and select the Non-Employee.



Return Value	Address Book Id	Last Name	First Name	Middle Name	Title	Organization	Address Line 1	Address Line 2	Address Line 3	City	State	Country Code	Postal Code	County	A
return value	100039	Sumner	Gordon	M.	Front-man	The Police	405 Spier Ave			Allenhurst	NJ		07711		

➢The PI/Initiator selects the proposal role for the non-employee.

Non-employee ID
100039

	* Person	Unit	* Proposal Role	Key Person Role		
Add:	Gordon M. Sumner	Sponsored Research Administration	Key Person	Key Person	Add	Clear

➢The non-employee will be listed as a separate section.

Gordon M. Sumner Key Person

Gordon M. Sumner

- Show Person Details
- Show Extended Details
- Show Degrees
- Show Unit Details
- Show Person Certification Questions (Complete)

COMBINED CREDIT SPLIT

➢The PI/Initiator can enter the percentages for Combined Credit Split among all key personnel.

Combined Credit Split

Combined Credit Split

	Responsibility	Space	Financial
Alexander M. Haimovich	0.00	0.00	0.00
701000 - Sponsored Research Administration	0.00	0.00	0.00
251000 - Electrical and Computer Engineering	0.00	0.00	0.00
Unit Total:	0.00	0.00	0.00
Mengchu Zhou	0.00	0.00	0.00
251000 - Electrical and Computer Engineering	0.00	0.00	0.00
Unit Total:	0.00	0.00	0.00
Totals			
Investigator Total:	0.00	0.00	0.00

Recalculate

➢The PI/Initiator will indicate the Investigator (green) and Unit (blue) percentages for Responsibility, Space and Financial for each person. Once the figures are entered, he/she clicks 'Recalculate'.

➢*Note: Both the investigator total and unit total must equal 100% for each column.*

Combined Credit Split

Combined Credit Split

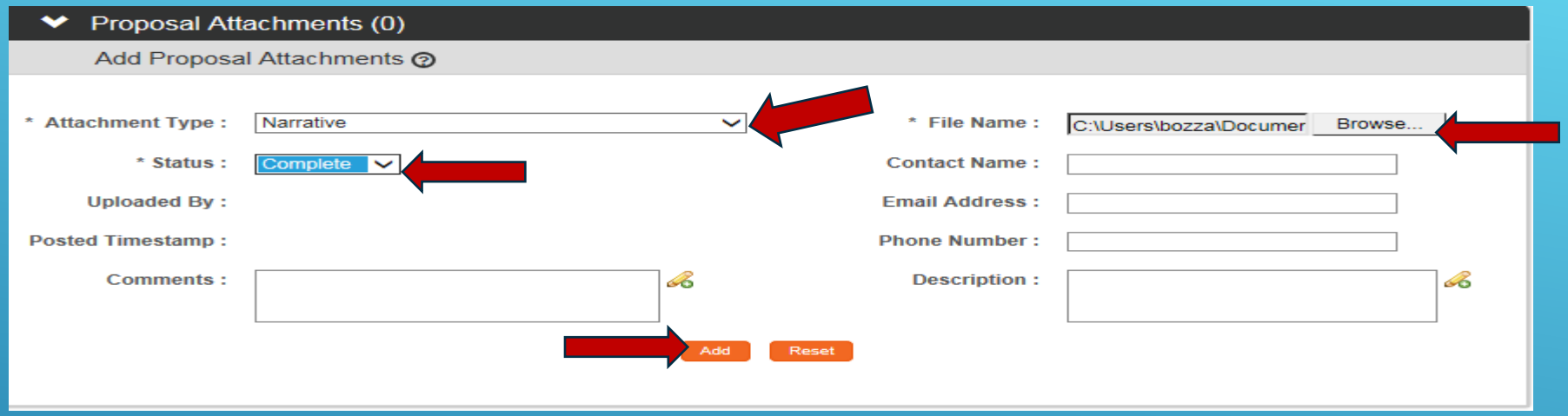
	Responsibility	Space	Financial
Alexander M. Haimovich	50	50	50
701000 - Sponsored Research Administration	40	40	40
251000 - Electrical and Computer Engineering	60	60	60
Unit Total:	**0.00**	**0.00**	**0.00**
Mengchu Zhou	50	50	50
251000 - Electrical and Computer Engineering	100	100	100
Unit Total:	**0.00**	**0.00**	**0.00**
Totals			
Investigator Total:	**0.00**	**0.00**	**0.00**

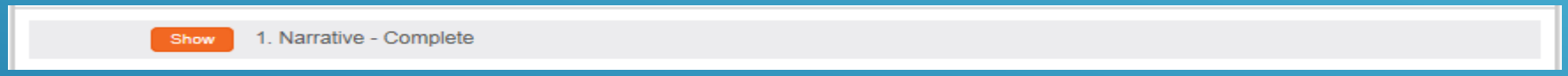
Recalculate

	Responsibility	Space	Financial
Alexander M. Haimovich	50.00	50.00	50.00
701000 - Sponsored Research Administration	40.00	40.00	40.00
251000 - Electrical and Computer Engineering	60.00	60.00	60.00
Unit Total:	**100.00**	**100.00**	**100.00**
Mengchu Zhou	50.00	50.00	50.00
251000 - Electrical and Computer Engineering	100.00	100.00	100.00
Unit Total:	**100.00**	**100.00**	**100.00**
Totals			
Investigator Total:	**100.00**	**100.00**	**100.00**

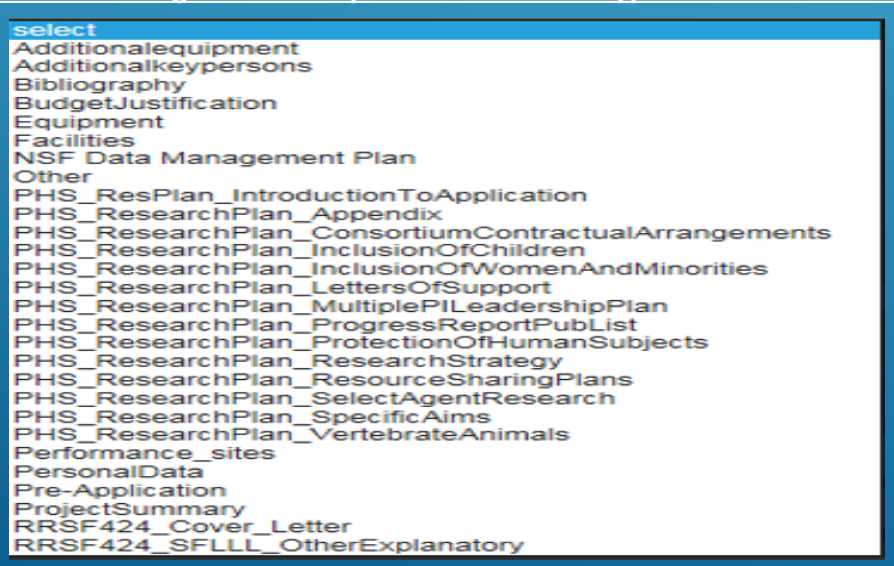
➢ ABSTRACTS & ATTACHMENTS TAB

- **The PI/Initiator can upload all the related/necessary/required documents for proposals by selecting the attachment type, the status, uploading the file, entering comments and a description. Once added, each attachment will be listed as a line item.**
  - **PROPOSAL ATTACHMENTS: All required attachments for the proposal that is being submitted to the Sponsor.**





- **The following are the Proposal Attachment types to choose from:**



➢The process to attach documents for the PERSONNEL Attachments and INTERNAL Attachments is the same as for the Proposal Attachments.

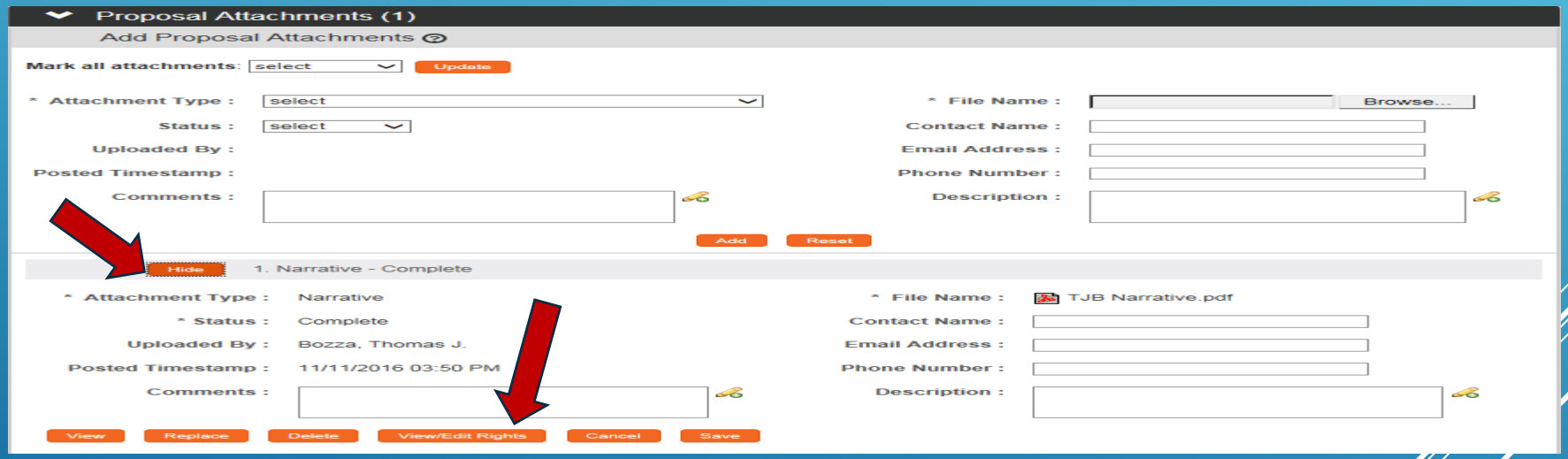
➢PERSONNEL ATTACHMENTS: Documentation specific to the key personnel on the proposal. The attachment types are as follows:

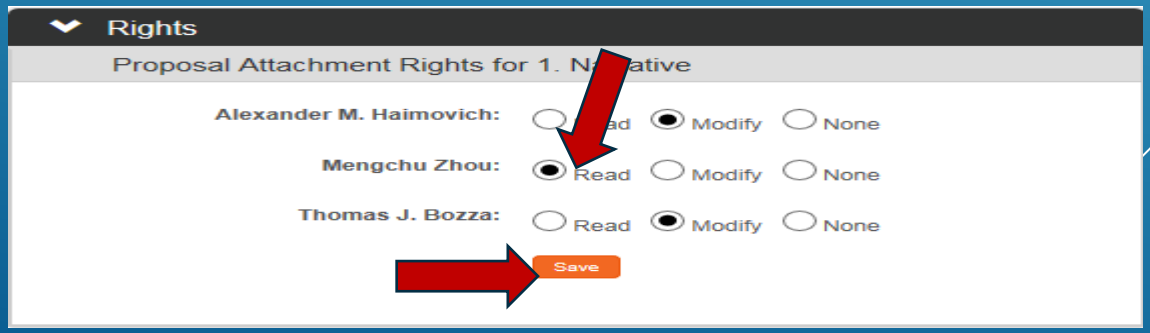
- select
- Biosketch
- BudgetDetails
- Currentpending
- Other
- StatementofCommitment

➢INTERNAL ATTACHMENTS: NJIT-specific documentation and Non-Grants.gov proposal documents after they have been submitted to the sponsor. The attachment types are as follows:

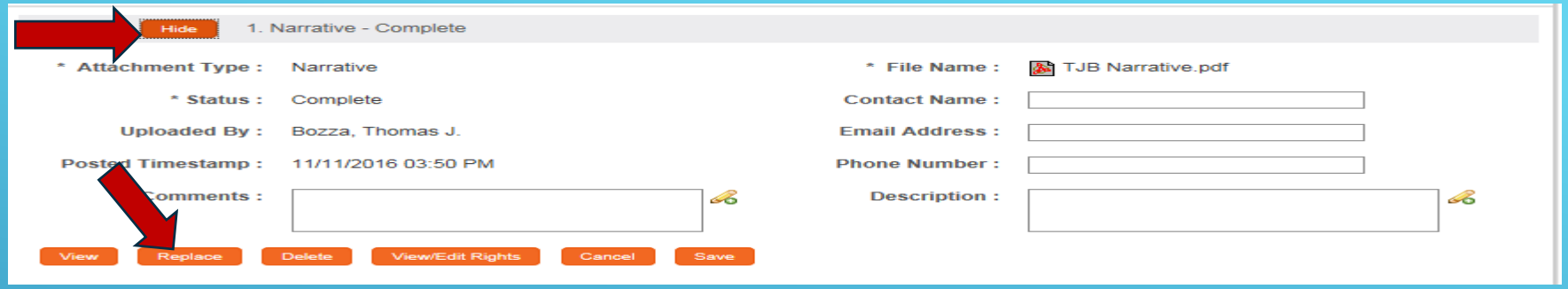
- select
- Institutional Narrative
- Cost-Sharing Distribution
- F&A Under-recovery Distribution
- Other Institutional Attachment
- Institutional Attachment 1
- Institutional Attachment 2
- Sub Contract Documentation

➢The PI/Initiator had the ability to view and edit the Rights for managing the attachments.

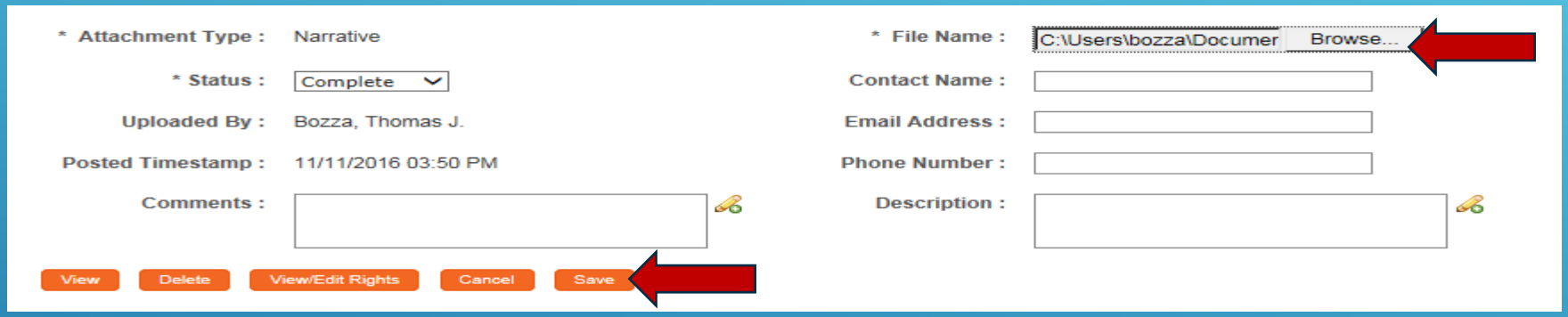




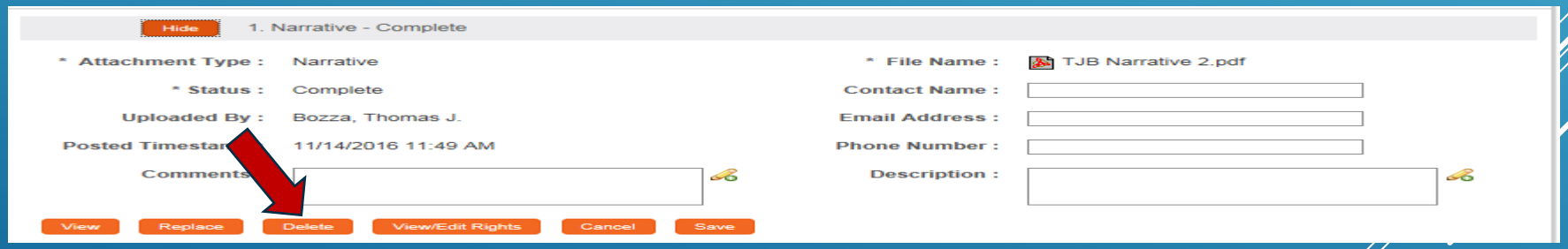
- During approval process (within the Proposal Actions tab), the PI/Initiator wishes to replace the existing proposal attachment.



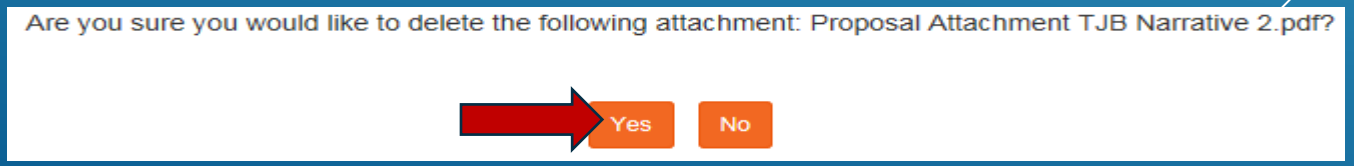
- The PI/Initiator chooses the attachment to replace the existing proposal attachment.



- The PI/Initiator is able to delete the attachment.



- The attachment will be deleted upon clicking 'Yes'.



- Following the data validation process, the attachments are showing a status of 'incomplete'. The PI/Initiator cannot proceed with proposal submission until the attachments are marked as 'complete'.
- Under 'Mark all attachments', the PI/Initiator will select 'Complete' and then clicks the 'Update' button.

Proposal Attachments (1)

Add Proposal Attachments

Mark all attachments: Complete Update

* Attachment Type : select

Status : select

Uploaded By :

Posted Timestamp :

Comments :

* File Name : Browse...

Contact Name :

Email Address :

Phone Number :

Description :

Add Reset

Hide 1. Narrative - Incomplete

Validation Errors found in this Section:

- Proposal Attachment Status Codes must be set to "Complete".

* Attachment Type : Narrative

* Status : Incomplete

Uploaded By : Bozza, Thomas J.

Posted Timestamp : 11/14/2016 11:54 AM

Comments :

* File Name : TJB Narrative.pdf

Contact Name :

Email Address :

Phone Number :

Description :

- The attachments will now be marked as 'complete' and the PI/Initiator will be able to proceed with the proposal submission process.

Hide 1. Narrative - Complete

* Attachment Type : Narrative

* Status : Complete

Uploaded By : Bozza, Thomas J.

Posted Timestamp : 11/14/2016 11:54 AM

Comments :

* File Name : TJB Narrative.pdf

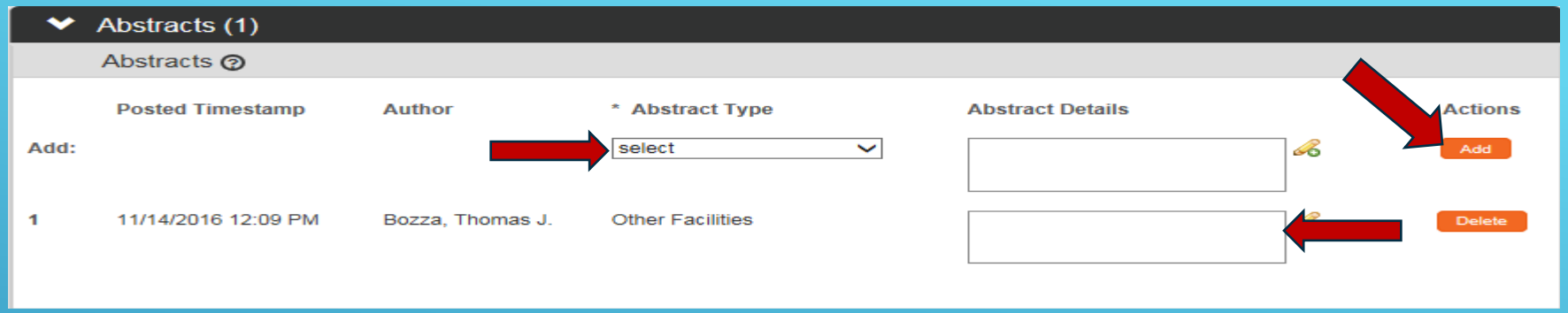
Contact Name :

Email Address :

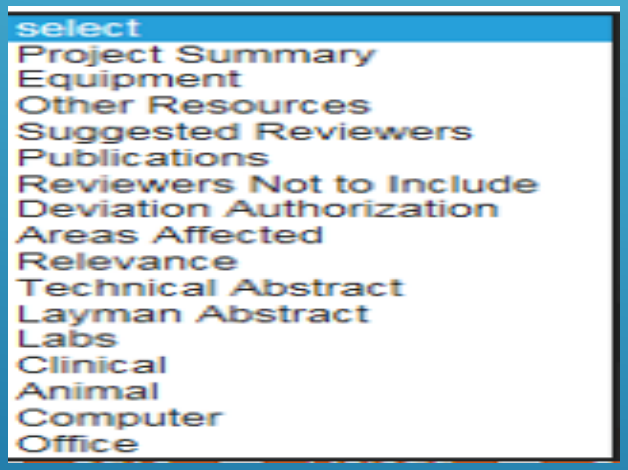
Phone Number :

Description :

- The PI/Initiator can add ABSTRACTS, by selecting type and details. Once added, each abstract will appear as a line item.

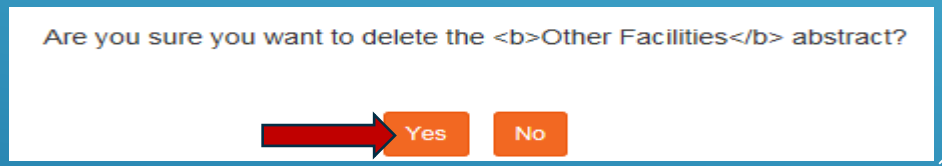


- The Abstract types are as follows:

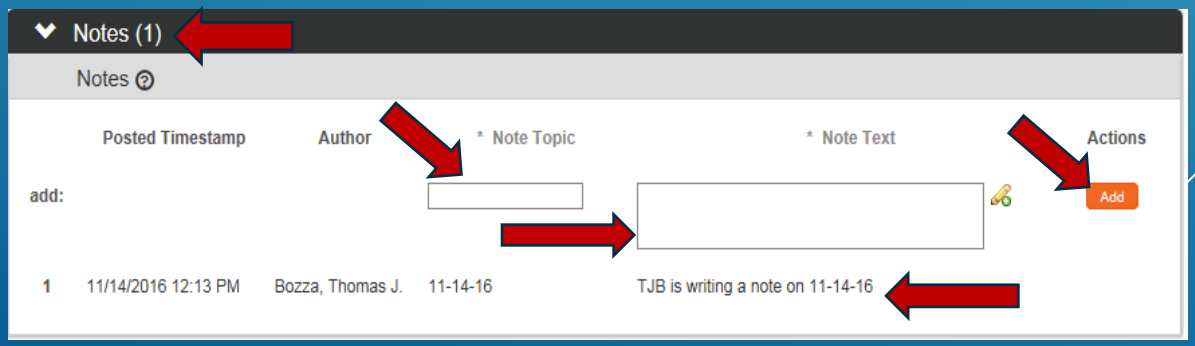


- The PI/Initiator can also delete the abstracts.

- The abstract will be deleted upon clicking 'Yes'.

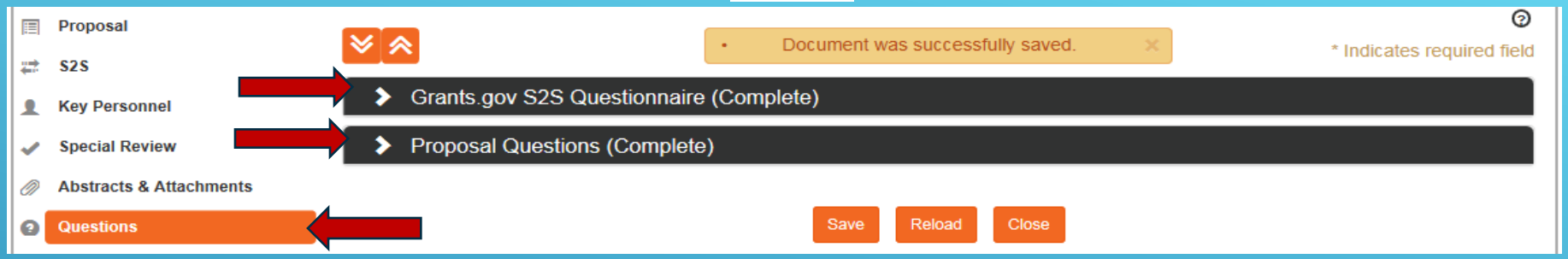


- The PI/Initiator can add NOTES to the proposal by entering a topic and note text. Once added, each will appear as a line item.

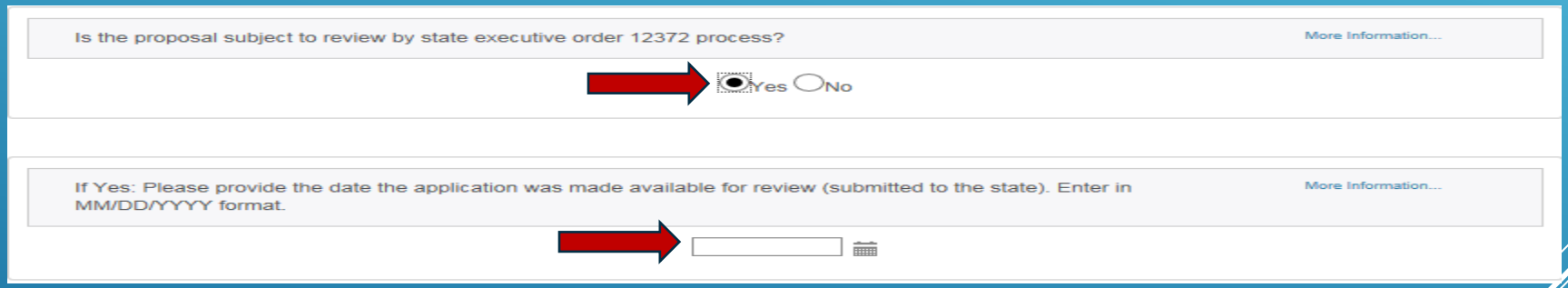


QUESTIONS TAB

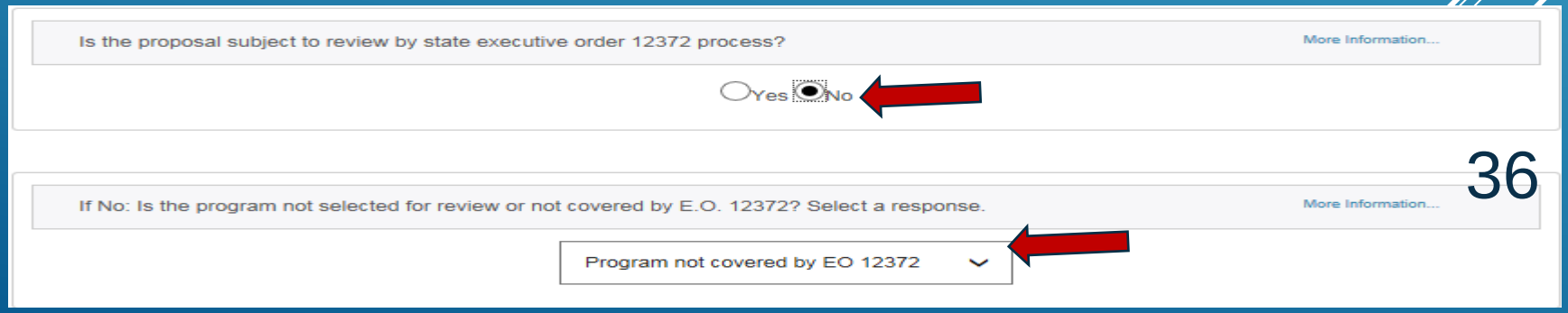
- The Questions tab will include the Proposal Questionnaire. If the proposal is going to be submitted to Grants.gov, the Grants.gov questionnaire will be available as well. Both questionnaires are to be answered by all key personnel in order for the proposal to be submitted.



- GRANTS.GOV S2S QUESTIONNAIRE:
- The PI/Initiator will answer some questions which will lead to further questions. Example: 'Is the proposal subject to review by state executive order 12372 process?' If answered YES, an additional question will appear prompting a response (the entering of a date).



- If answered NO, an additional question will be listed asking whether or not the program is covered by executive order 12372.



- PROPOSAL QUESTIONNAIRE: The PI/Initiator will also answer the Proposal Questions (internal- specific to NJIT).
- Note: If compliance (IRB/IACUC/Bio-Safety) questions are answered Yes, the PI/Initiator will need to enter the details on the Special Review tab.

Does your research project include the use of human subjects (IRB)? If yes, please enter information into the Special Review page. More Information...

Yes No

Does your research project include the use of animal subjects (IACUC)? If yes, please enter information into the Special Review page. More Information...

Yes No

Does your research project include the use of biohazards (Biosafety)? If yes, please enter information into the Special Review page. More Information...

Yes No

- There is also a question pertaining to Export Controls. Only if answered 'Yes', a text box will appear for further elaboration by the PI/Initiator.

Does your research include any of the following? Foreign nationals; Work outside of the USA; International Sponsor; Development or use of any data, hardware, materials, technology, software or services on the US Munitions List/Commerce Control List; Development or Use of encrypted software in which you will have access to the applicable source code; The shipment of, or travel abroad with material/prototype/samples (including biological/hazardous materials/equipment/hardware/technology/software/technical drawings/schematics/data (For more information on Export Control, please see http://www.njit.edu/research/compliance/export-control.php) More Information...

Yes No

Please explain. More Information...

0 of 1000

➢ The PI/Initiator can also print the questionnaires.

Grants.gov S2S Questionnaire (Complete)

Questions Print

Questionnaire

Questionnaire Name:	GG S2S Forms		
Description:	Multiple Grants.gov forms:NASA Other Project Information, NASA PI/AOR Data Sheet, PHS 398 Checklist, PHS 398 Cover Page Supplement, RR Other Project Information, SF 424 R&R, SF 424, ED SF424 Supplement		
Module:	Proposal Development	**Sub Module:**	
Proposal Number:	317	**Principal Investigator:**	Alexander M. Haimovich
Title:	QA AD		

- Will any civil service personnel work on this project?
  - Please record the total number of civil service FTEs by Government fiscal year in the upcoming questions. Up to six (6) fiscal years can be detailed on this form.
    - Select a Government Fiscal Year from the list to report the FTE's (Form version 1-0 supports years 2006-2021)
    - Enter the Number of FTE's for the selected Fiscal Year.
      - Is there another year to report?
        - Select a Government Fiscal Year from the list to report the FTE's (Form version 1-0 supports years 2006-2021)
        - Enter the Number of FTE's for the selected Fiscal Year.
          - Is there another year to report?

Proposal Questions (Complete)

Questions Print

Questionnaire

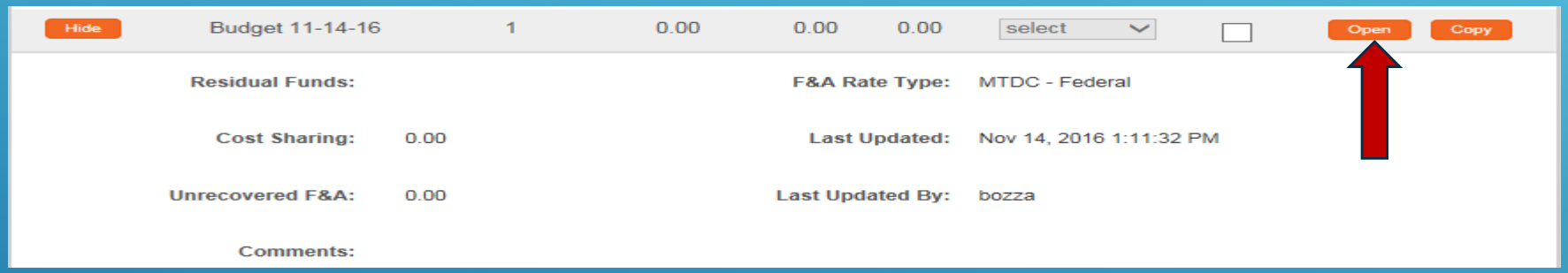
Questionnaire Name:	Project Questionnaire_Questions Page		
Description:	Project Questionnaire_Questions Page		
Module:	Proposal Development	**Sub Module:**	
Proposal Number:	317	**Principal Investigator:**	Alexander M. Haimovich
Title:	QA AD		

- Does your research project include the use of mandatory cost share?
  No
- Does your research project include the use of voluntary cost share?
  No
- Does your research project include the use of human subjects (IRB)? If yes, please enter information into the Special Review page.
  No
- Does your research project include the use of animal subjects (IACUC)? If yes, please enter information into the Special Review page.
  No
- Does your research project include the use of biohazards (Biosafety)? If yes, please enter information into the Special Review page.
  No

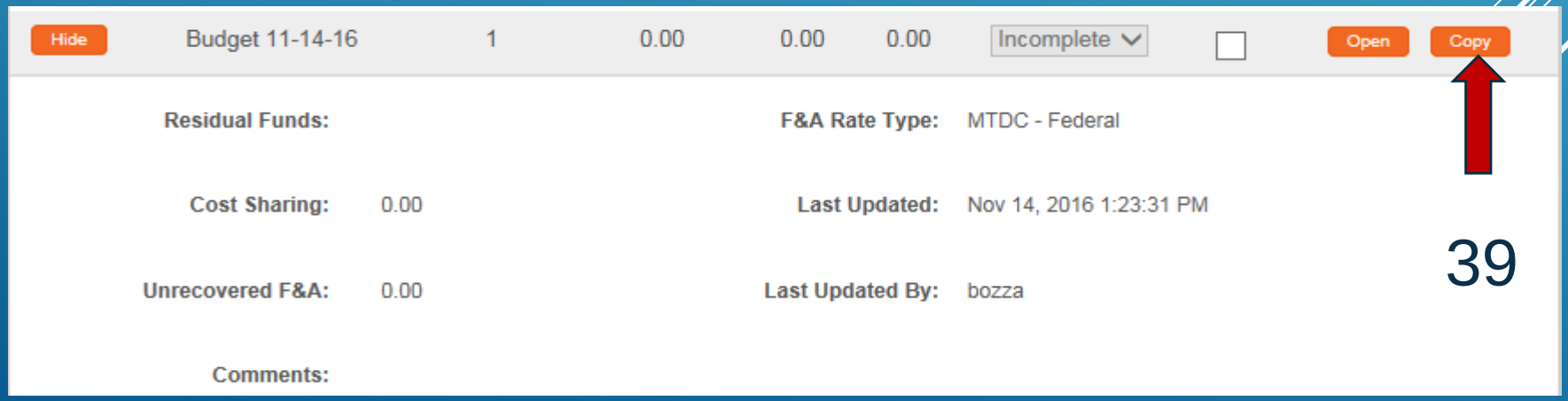
BUDGET VERSIONS TAB

➢The PI/Initiator first needs to enter a name for the budget and then click add.

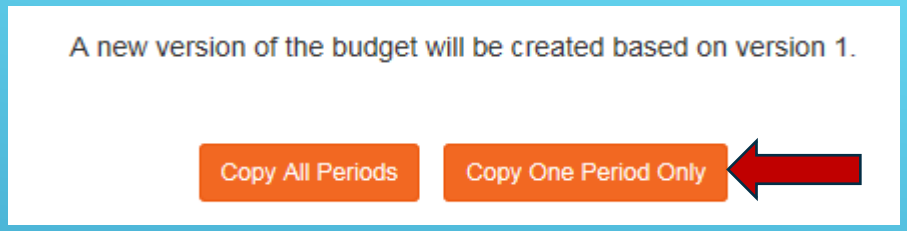
➢The PI/Initiator will open up the budget to navigate to the Budget tabs.



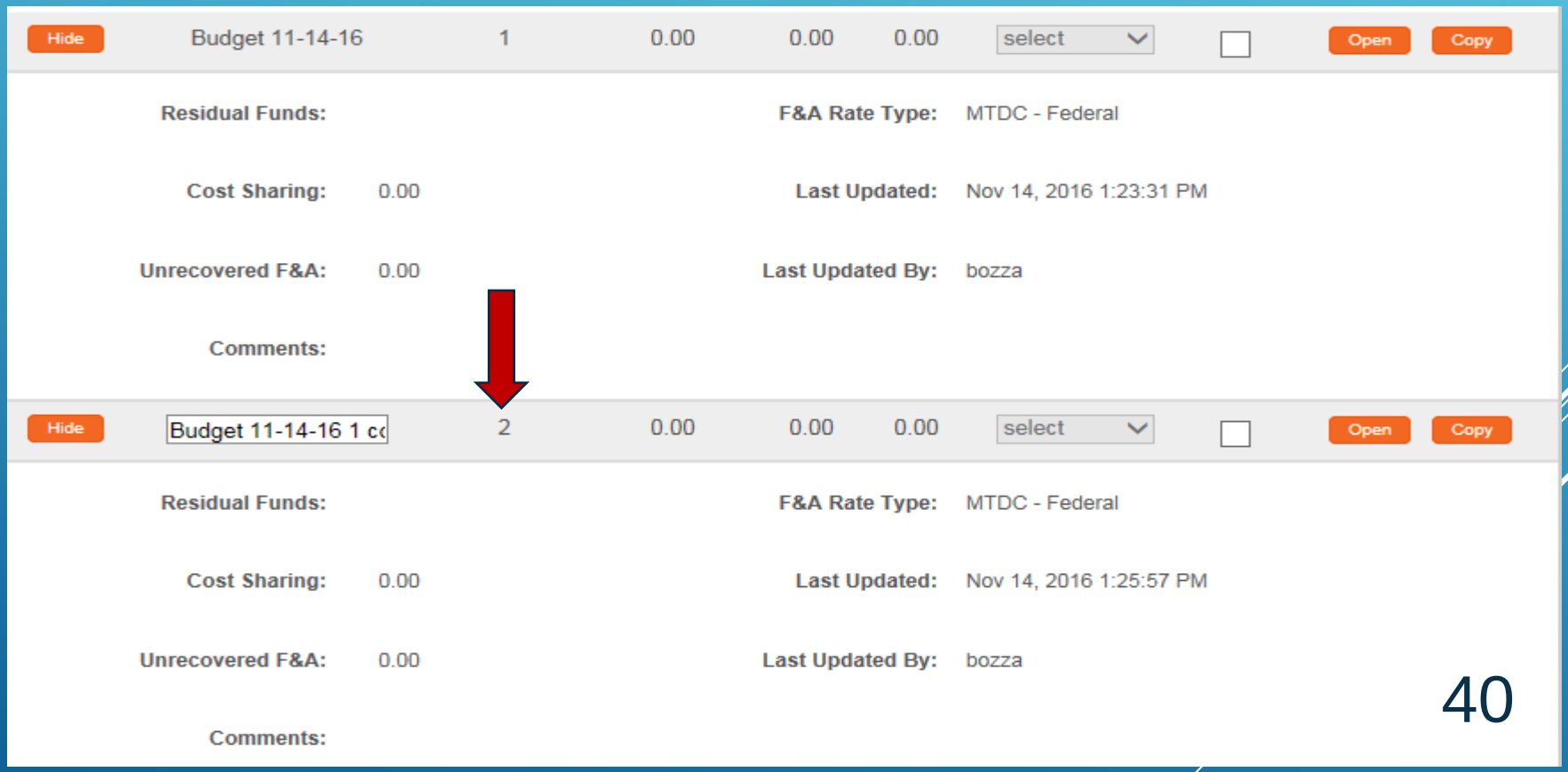
➢If an existing budget is attached to the proposal, the PI/Initiator has the option to create another version of the budget based on the existing budget. He/she will click 'Copy' button.



➢**The PI/Initiator will have the option to copy all periods or copy 1 period only. For this example, he/she will copy 1 period only.**



➢**The new version (Version 2) of the budget will be listed below the original budget.**



PARAMETERS TAB

The PI/Initiator will enter in the Total Direct Cost Limit, Total Cost Limit, Comments, whether the activity is performed on/off campus and whether the cost sharing will/will not be submitted to the sponsor. Once all is entered, he/she clicks 'Save'.

- Budget Versions
- Parameters
- Rates
- Summary
- Personnel
- Non-Personnel
- Distribution & Income
- Modular Budget
- Budget Actions

Budget Overview

Budget Overview

Project Start Date :	01/01/2017	Modular Budget?	☐
Project End Date :	12/31/2017	Residual Funds :	
Total Direct Cost Limit :	200000	Total Cost Limit :	300000
Budget Status :	Incomplete	Unrecovered F & A Rate Type :	MTDC - Federal
Final?	☐	F&A Rate Type :	MTDC - Federal
On/Off Campus :	Default	Submit Cost Sharing?	☑
Comments :			

Budget Periods & Totals

Generate All Periods | Calculate All Periods | Default Periods | Save | Reload | Close

RATES TAB

- The pre-determined rates for RESEARCH F & A, FRINGE BENEFITS & INFLATION rates will be displayed on this tab.
  - *Note: Only for special cases and if absolutely necessary, the PI/Initiator will change the applicable rate.*
    - The PI/Initiator will enter a new rate under 'applicable rate', followed by clicking 'Save'.

Research F & A

Research F & A

Description	On CampusContract	Fiscal Year	Start Date	Institute Rate	* Applicable Rate
MTDC Federal	No	2017	07/01/2016	26.00	30.00
MTDC Federal	Yes	2017	07/01/2016	53.50	53.50
MTDC State	No	2017	07/01/2016	10.00	10.00
MTDC State	Yes	2017	07/01/2016	10.00	10.00

Save

- A window will appear, the PI/Initiator will click 'Yes'.

Do you want to save the modified rates? Saving changes will cause the system to recalculate the budget.

Yes No

- *Note: The rate-changing process is the same for Research F & A, Fringe and Inflation.*
- The PI/Initiator chooses to reset the each set of rates back to what were initially entered.

Research F & A

Research F & A

Description	On CampusContract	Fiscal Year	Start Date	Institute Rate	* Applicable Rate
MTDC Federal	No	2017	07/01/2016	26.00	30.00
MTDC Federal	Yes	2017	07/01/2016	53.50	53.50
MTDC State	No	2017	07/01/2016	10.00	10.00
MTDC State	Yes	2017	07/01/2016	10.00	10.00

Sync Rates Reset Rates

- A window will appear, the PI/Initiator will click 'Yes'.

Do you want to undo changes within this rate type's Applicable Rate fields and reset rates to match existing Institute Rates? This action will cause recalculation of the budget.

Yes No

- The rate is reset to its initial rate.

Description	On CampusContract	Fiscal Year	Start Date	Institute Rate	* Applicable Rate
MTDC Federal	No	2017	07/01/2016	26.00	26.00

- The PI/Initiator chooses to have the rates reflect the current NJIT rates. A window will follow, the PI/Initiator will click 'Yes'.

Research F & A

Research F & A

Description	On CampusContract	Fiscal Year	Start Date	Institute Rate	* Applicable Rate
MTDC Federal	No	2017	07/01/2016	26.00	27.50
MTDC Federal	Yes	2017	07/01/2016	53.50	53.50
MTDC State	No	2017	07/01/2016	10.00	10.00
MTDC State	Yes	2017	07/01/2016	10.00	10.00

Sync Rates Reset Rates

- A window will appear, the PI/Initiator will click 'Yes'.

Do you want to sync this rate type's Institute Rates & Applicable Rates with the current Institute Rates identified in the Unit Hierarchy rate table? This will override the existing rates within both columns and cause recalculation of the budget.

Yes No

- The current NJIT rates will now be reflected.

Description	On CampusContract	Fiscal Year	Start Date	Institute Rate	* Applicable Rate
MTDC Federal	No	2017	07/01/2016	26.00	26.00

- The PI/Initiator can either Reset all sets of rates simultaneously or Sync all rates simultaneously.

Sync All Rates Reset All Rates

PERSONNEL TAB

- The salaries and appointment types for all key personnel selected on the proposal will be displayed.
- The PI/Initiator also has the option to Delete personnel as well (followed by answering 'Yes').

Rates
Summary
Personnel
Non-Personnel
Distribution & Income
Modular Budget
Budget Actions

Project Personnel (All Periods)

Changes made in the Project Personnel panel must be saved before the corresponding results are reflected in the Personnel Details panel.

Project Personnel (All Periods)

	Person	Job Code :	Appointment Type :	* Base Salary :	* Salary Effective Date :	Salary Anniversary Date :	Actions
Add:	Employee Search Non-employee Search To be named						
1	Daniel E. Bunker	B1006 Associate Professor	9M DURATION	99,702.00	01/01/2017		Delete Base Salary by Period

Are you sure you want to delete Daniel E. Bunker?

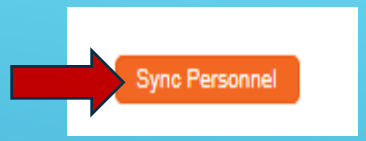
Yes No

- The PI/Initiator can reinstate the deleted person to the budget by clicking the 'Sync Personnel' button.
- The key person will reappear on the screen.

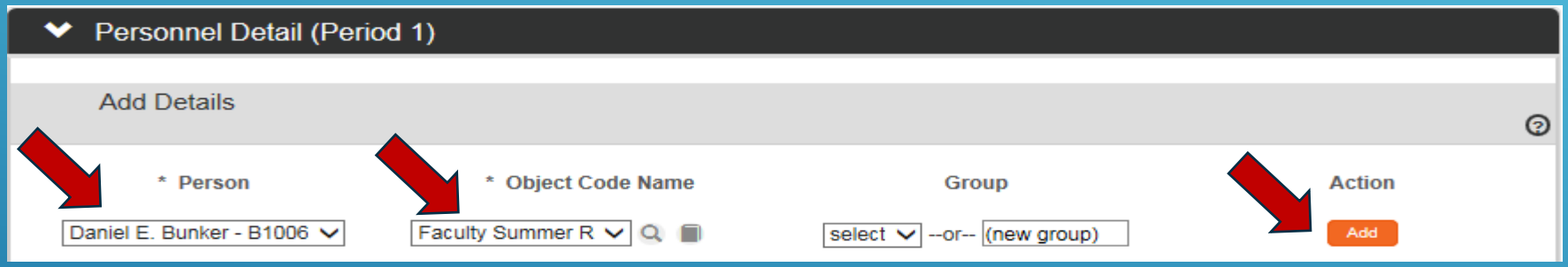
Sync Personnel

1	Daniel E. Bunker (Principal Investigator)	B1006 Associate Professor	9M DURATION	99,702.00	01/01/2017		Delete Base Salary by Period

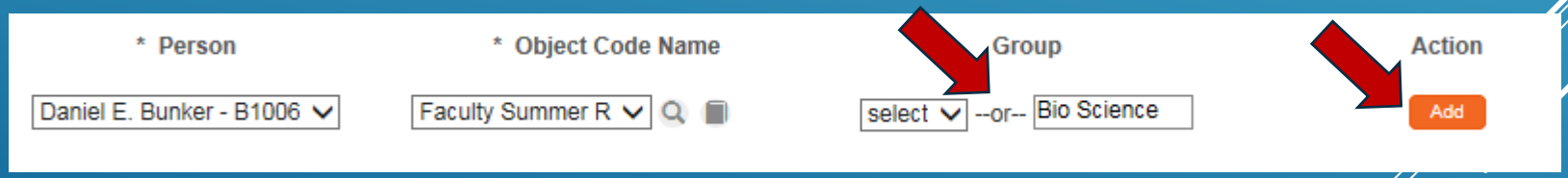
➢When key personnel are added to the proposal after the budget is created, the PI/Initiator can include the personnel by clicking the 'Sync Personnel' button. In the example below: Daniel Bunker was added to the proposal on the Key Personnel tab. His name will appear on the screen.



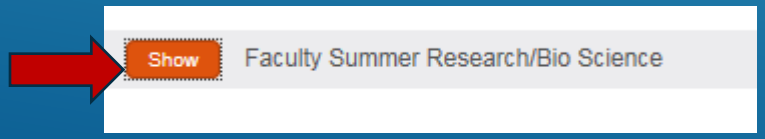
➢ The personnel detail section is where the PI/Initiator will calculate the salary costs for a particular budget based on the full salary stated the Project Personnel section. The PI/Initiator will select the person and the object code name, followed by clicking 'Add'.



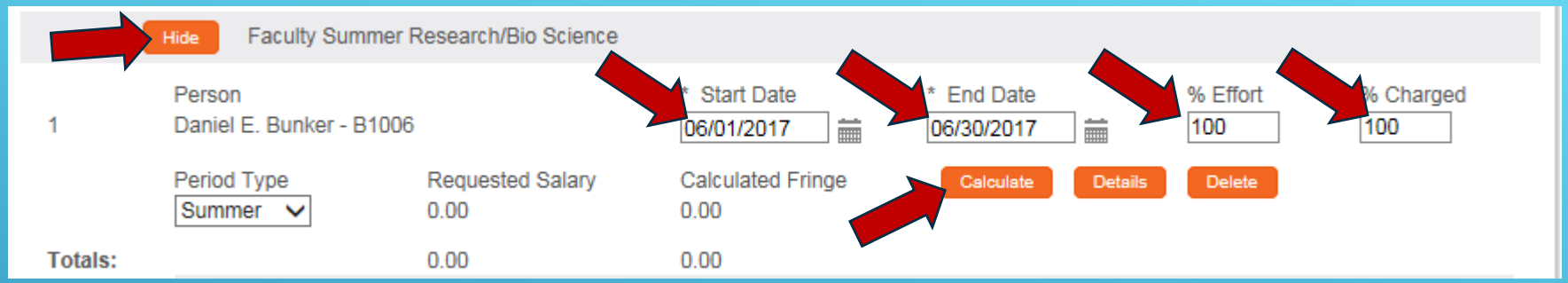
➢The PI/Initiator can include the personnel into separate groups when multiple persons share similar special charges (i.e. off-campus F&A rate, no inflation, or submit/do not submit cost sharing details), followed by clicking 'Add'.



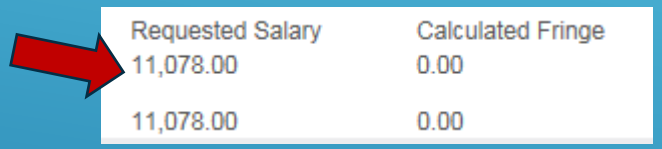
➢The name of the group will be listed on the line item.



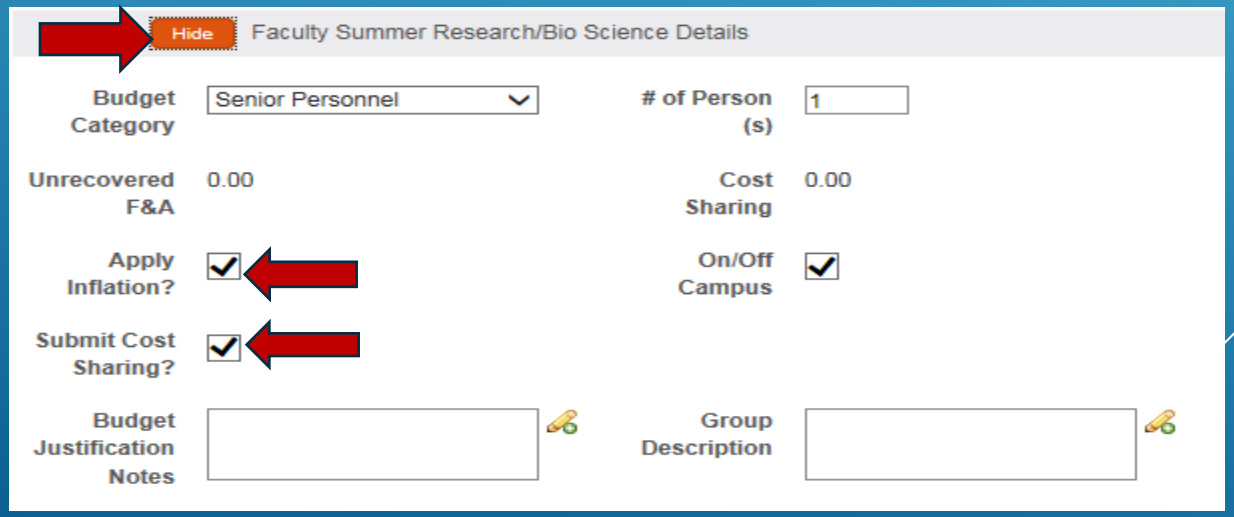
➢The PI will be listed as a line item. The PI/Initiator will select the start and end dates, % effort, % charged and period type (optional). He/she will click 'Calculate'.



➢The Requested Salary and Fringe will be calculated driven by the start and end dates. Since this is summer pay, there will be no calculated fringe amount.



➢The PI/Initiator can view more details, including 'Submit Cost Sharing?' If he/she wishes to not submit the cost sharing amount to the sponsor for this particular line item, he/she will uncheck the box. Otherwise, it will be checked by default. Also the PI/Initiator can choose to apply inflation (checked off) or not apply inflation (unchecked).



➢The PI/Initiator can view additional details pertaining to the F & A rate. He/she can select whether or not Indirect Cost will be applied or not be applied to the budgeted item. Indirect cost will automatically be applied (the box under 'Apply Rate' will be checked off by default). If 'Apply Rate' was unchecked, the rate cost would be 0.00.

Hide Rate Classes

Rate Class	Rate Type	Apply Rate?	Rate Cost	Rate Cost Sharing
MTDC - Federal	MTDC Federal	☑	5,926.73	0.00

➢The PI/Initiator wishes to apply cost sharing to the budget.

➢*Note: To create the cost sharing, the % effort must be a higher % than % charged. To make an entry that only reflects expenses to be charged to NJIT, the PI/Initiator can enter a % effort and leave % charged as zero.*

	Person	* Start Date	* End Date	% Effort	% Charged
1	Daniel E. Bunker - B1006	06/01/2017	06/30/2017	50	25

Period Type	Requested Salary	Calculated Fringe
Summer	11,078.00	0.00
Totals:	11,078.00	0.00

Calculate Details Delete

➢The Requested Salary will be calculated driven by the % effort and % charged difference.

Requested Salary	Calculated Fringe
2,769.50	0.00
2,769.50	0.00

➢The PI/Initiator can verify that the Cost Sharing amount is populated.

Hide Faculty Summer Research/Bio Science Details

Budget Category	Senior Personnel	# of Person (s)	1
Unrecovered F&A	0.00	Cost Sharing	2,769.50
Apply Inflation?	☑	On/Off Campus	☑
Submit Cost Sharing?	☑		
Budget Justification Notes		Group Description	

- **The PI/Initiator can view additional details pertaining to the cost sharing rate.**

Hide Rate Classes

Rate Class	Rate Type	Apply Rate?	Rate Cost	Rate Cost Sharing
MTDC - Federal	MTDC Federal	☑	1,481.68	1,481.68

- **The PI/Initiator can view additional details on the Personnel Budget Details screen.**

Hide Faculty Summer Research/Bio Science

	Person	* Start Date	* End Date	% Effort
1	Daniel E. Bunker - B1006	06/01/2017	06/30/2017	50.00

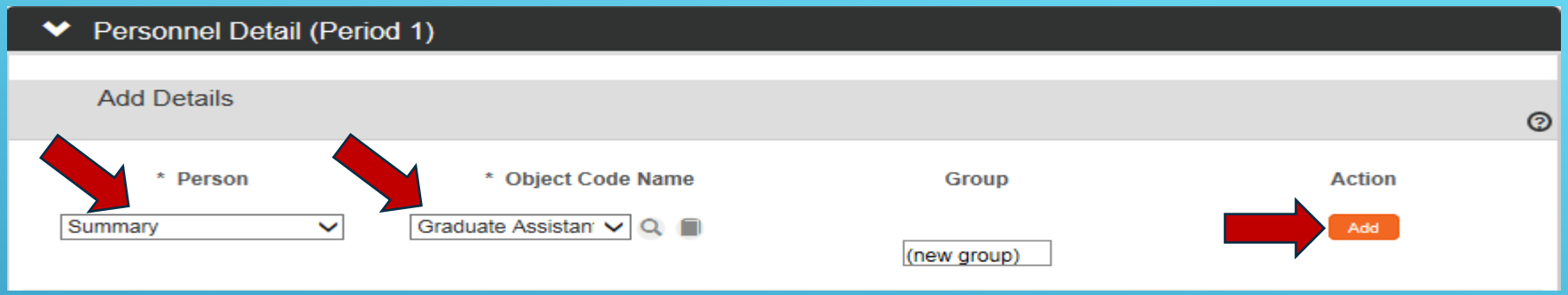
	Period Type	Requested Salary	Calculated Fringe			
	Summer	2,769.50	0.00	Calculate	Details	Delete
Totals:		2,769.50	0.00			

Personnel Budget Details

Personnel Budget Details - Daniel E. Bunker

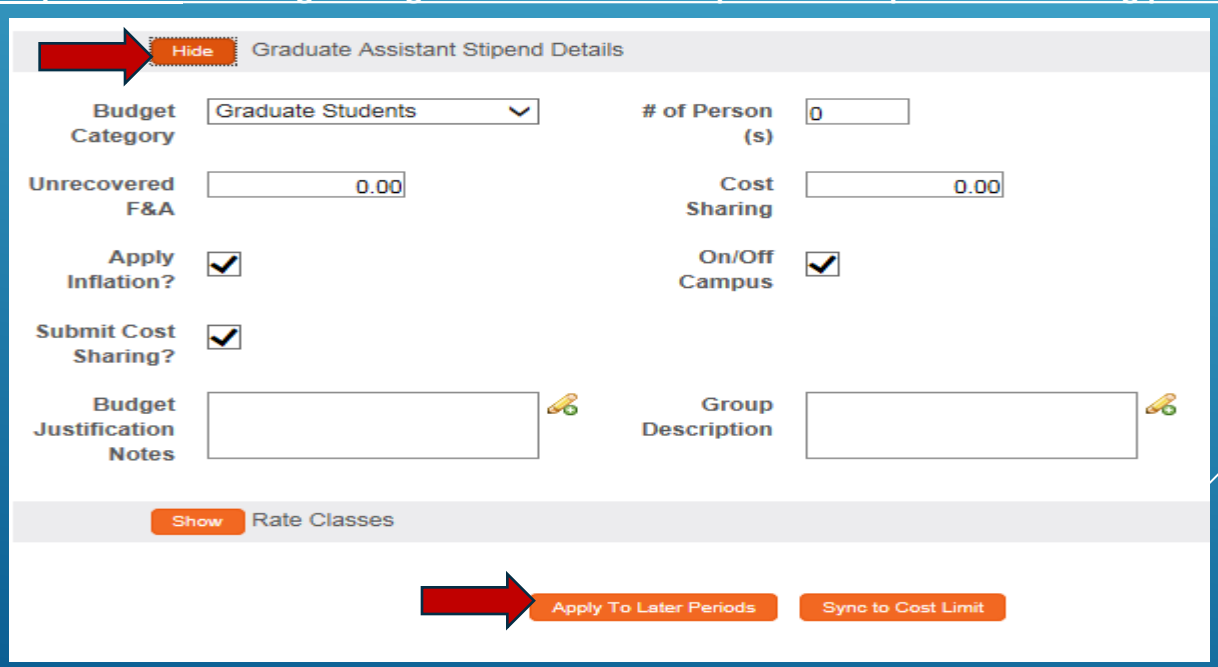
Effective Period	06/01/2017 to 06/30/2017
% Effort	50.00
% Charged	25.00
Description	
Unrecovered F&A	0.00
Cost Sharing Amount	2,769.50
Cost Sharing Percent	25.00
Person Months	0.50

➢In addition to the key personnel (PI, Co-Investigator and Key Person), the PI/Initiator can also budget additional personnel (i.e. Graduate Assistants). He/she will select 'Person' as is 'Summary' and the object code name, followed by clicking 'Add'.

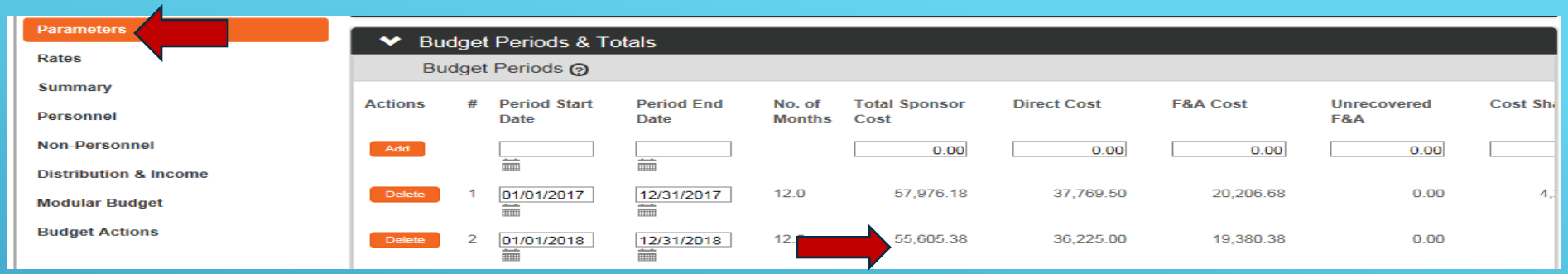


➢The PI/Initiator enters the start and end dates and requested salary for the graduate assistant.

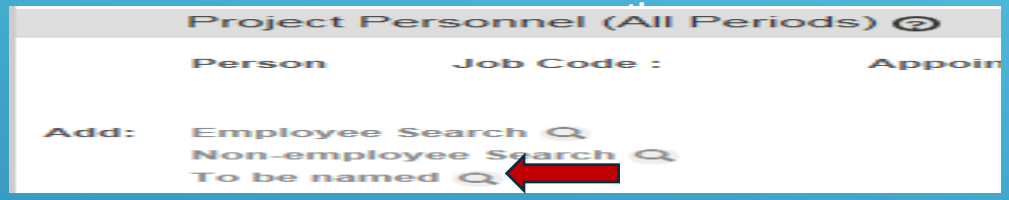
➢The PI/Initiator can budget the graduate student's stipend for all periods following period 1.



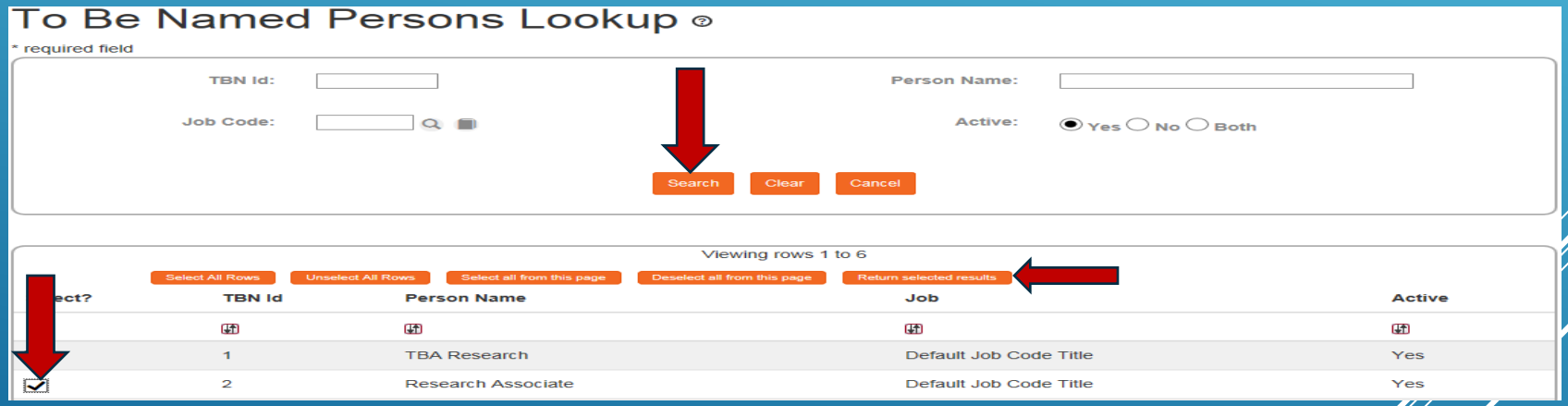
➢The PI/Initiator will verify that the graduate student's stipend has been budgeted for all periods following period 1.



➢The PI/Initiator can also add a 'To be Named' person who will be sought to perform a particular kind of work based on an area of

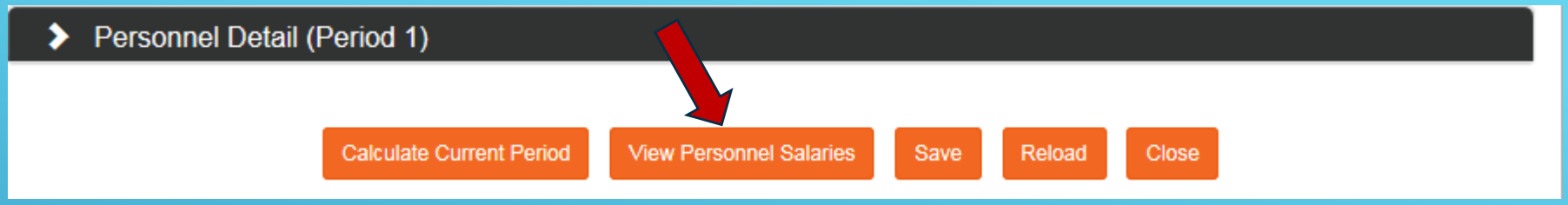


➢The PI/Initiator searches for and selects the person to be named.



➢The 'to be named' person will be listed as a line item in the Project Personnel section.

➢ The PI/Initiator can click the 'View Personnel Salaries' button to view a PDF version of all personnel salaries for the budget periods.



New Jersey Institute of Technology Proposal Development - Salary requested on proposal budget

Proposal Number: 1106 **Budget Version:** 1

Start Date: 01/01/2017 **End Date:** 12/31/2027

Comments:

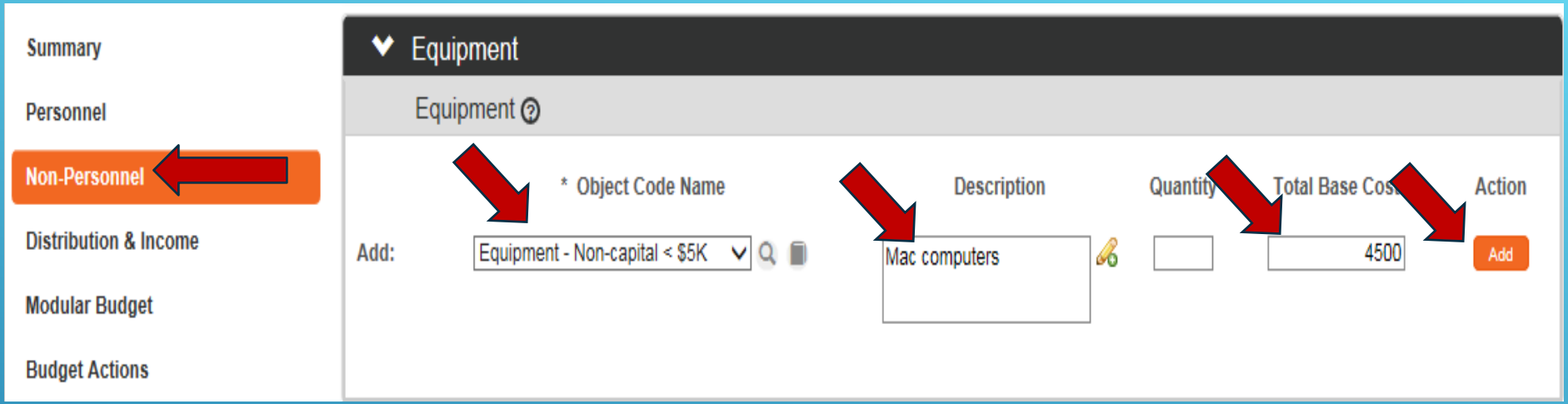
Cost Element	Name	Period 1	Period 2	Period 3	Period 4	Period 5
9 Month Tenure-Track Faculty						
	Thomas J. Bozza	$1,017,500.00	$1,035,000.00	$1,035,000.00	$1,035,000.00	$1,035,000.00
Calculated Amount						
	OH - MTDC Federal	$813,509.23	$831,473.46	$831,473.46	$831,473.46	$831,473.46
	Employee Benefits - Full-Time Employees	$503,078.00	$519,156.00	$519,156.00	$519,156.00	$519,156.00
	Total	**$2,334,087.23**	**$2,385,629.46**	**$2,385,629.46**	**$2,385,629.46**	**$2,385,629.46**

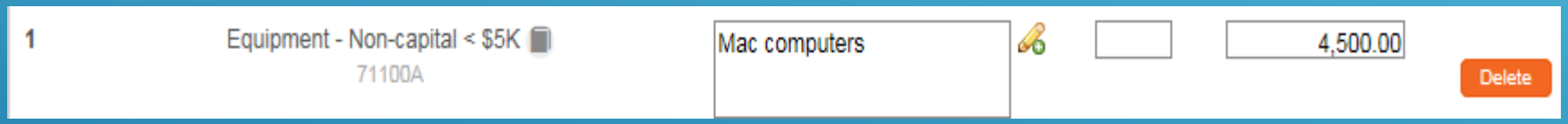
Name	Period 6	Period 7	Period 8	Period 9	Period 10
Thomas J. Bozza	$1,035,000.00	$1,035,000.00	$1,035,000.00	$1,035,000.00	$1,035,000.00
OH - MTDC Federal	$831,473.46	$831,473.46	$831,473.46	$831,473.46	$831,473.46
Employee Benefits - Full-Time Employees	$519,156.00	$519,156.00	$519,156.00	$519,156.00	$519,156.00
Total	**$2,385,629.46**	**$2,385,629.46**	**$2,385,629.46**	**$2,385,629.46**	**$2,385,629.46**

Name	Period 11	Total
Thomas J. Bozza	$1,035,000.00	**$11,367,500.00**
OH - MTDC Federal	$831,473.46	**$9,128,243.83**
Employee Benefits - Full-Time Employees	$519,156.00	**$5,694,638.00**
Total	**$2,385,629.46**	**$26,190,381.83**

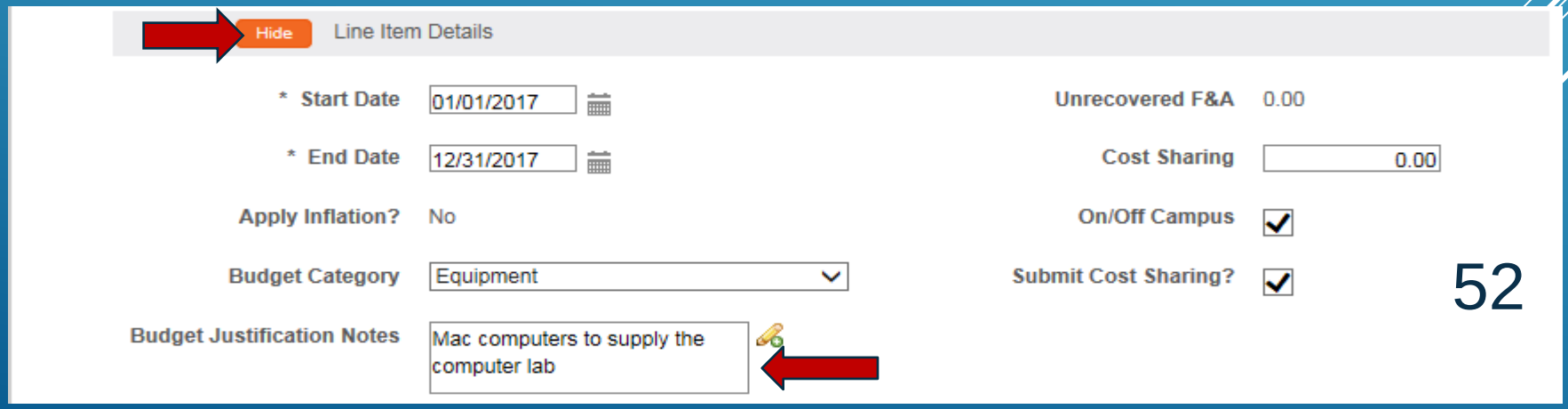
➢ NON-PERSONNEL TAB

➢ **The PI/Initiator will add EQUIPMENT expenses to the budget by selecting the object code, entering the amount and clicking 'Add'. Description and Quantity are optional fields. Once added, the equipment expense will appear as a line item.**

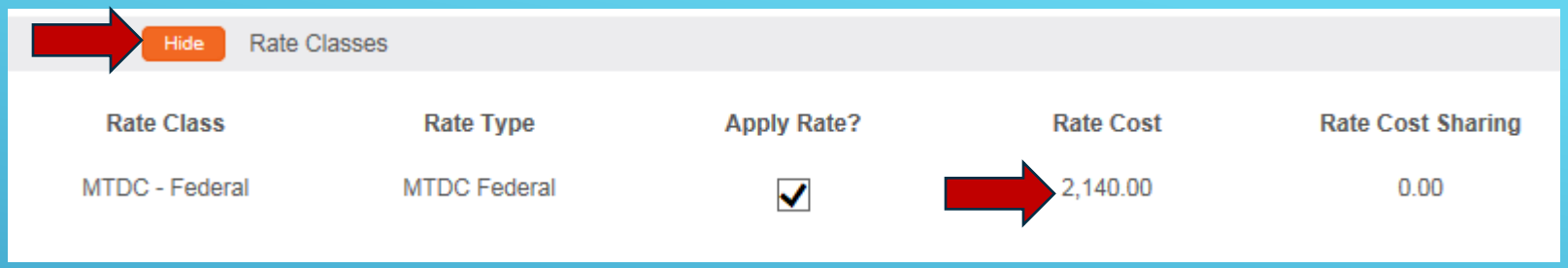




➢**The PI/Initiator can enter additional details to each expense, including Budget Justification Notes.**

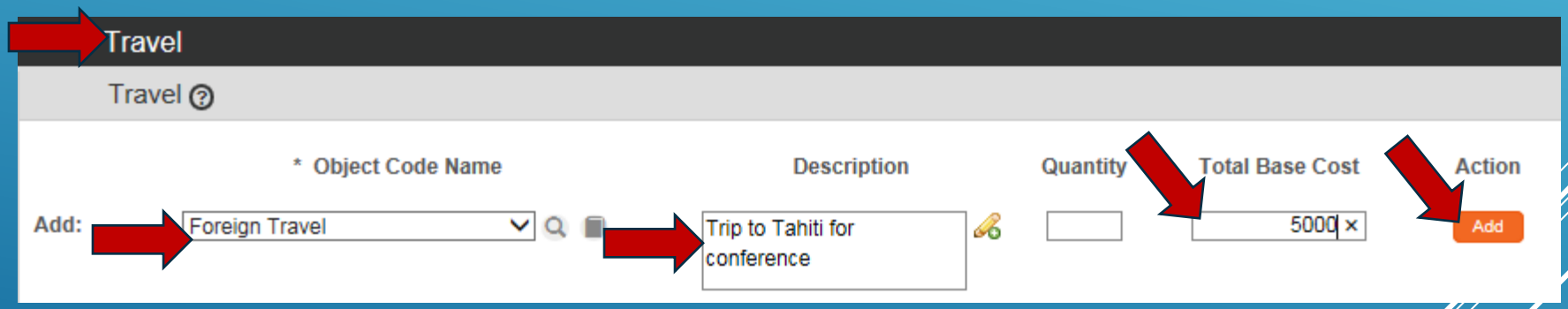


➢Since this particular expense carries indirect cost, the PI/Initiator will verify the indirect cost amount.

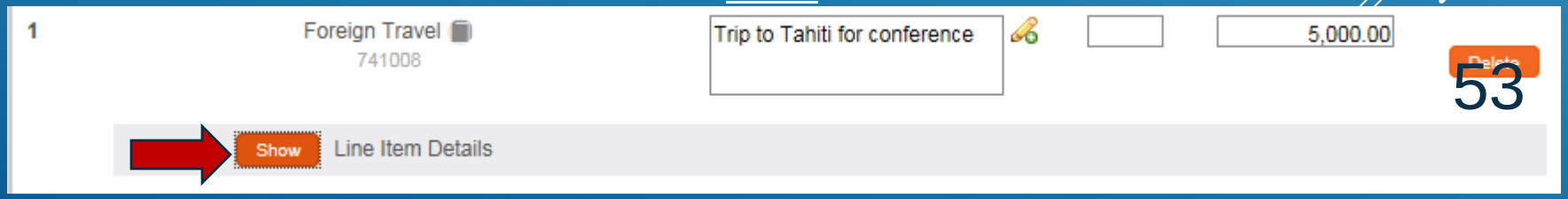


➢ The PI/Initiator can budget this equipment expense for all periods following period 1. This step can be done for all Non-Personnel expenses.

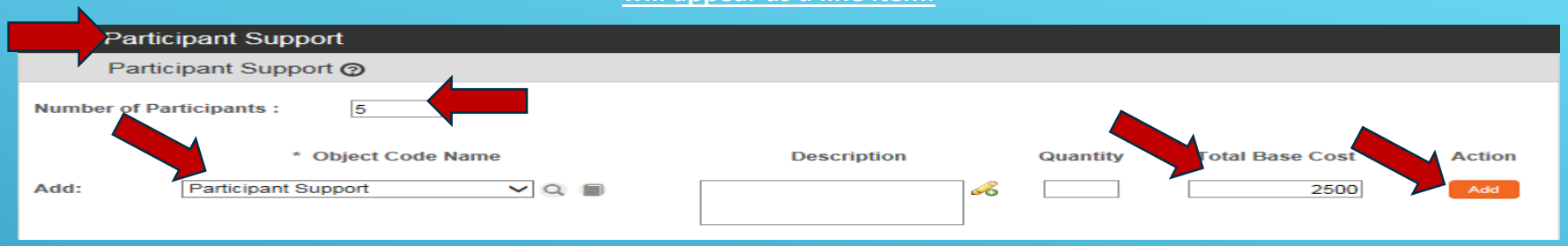
➢The PI/Initiator will add TRAVEL expenses to the budget by selecting the object code, entering the amount and clicking 'Add'. Description and Quantity are optional fields. Once added, the travel expense will appear as a line item.



➢The PI/Initiator can enter additional details to each expense, including Budget Justification Notes by clicking the 'Show' button.

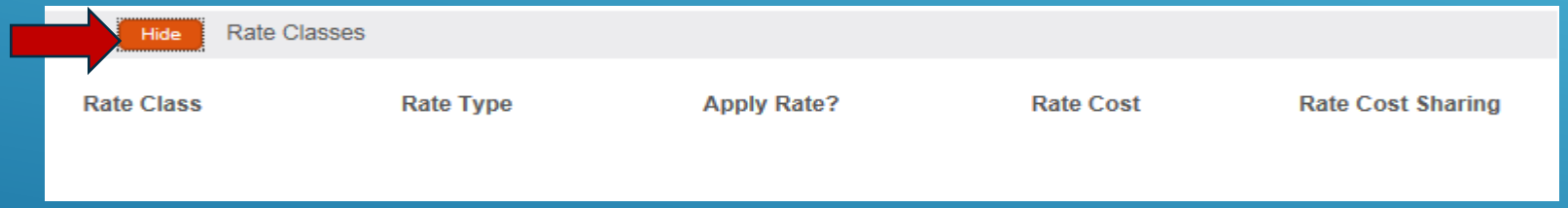


➢The PI/Initiator will add PARTICIPANT SUPPORT expenses to the budget by entering the # of participants, selecting the object code, entering the amount and clicking 'Add'. Description and Quantity are optional fields. Once added, the participant support expense will appear as a line item.

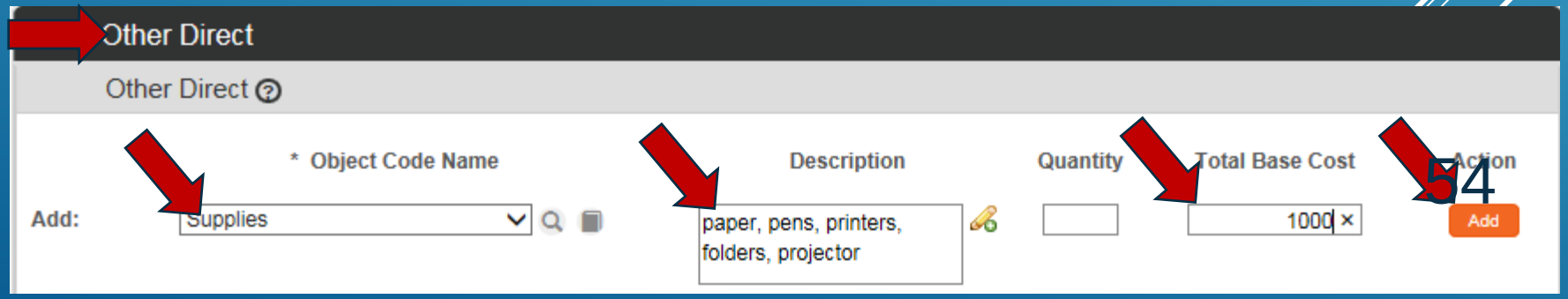


➢The PI/Initiator can enter additional details to each expense, including Budget Justification Notes by clicking the 'Show' button.

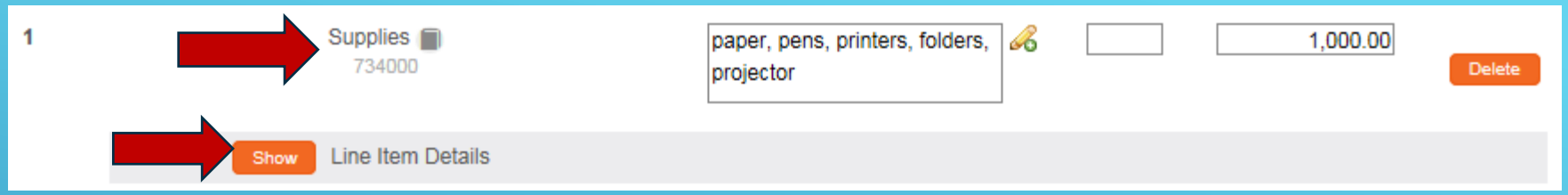
➢Note: Since Participant Support does not carry F & A, the Indirect Cost section will be blank.



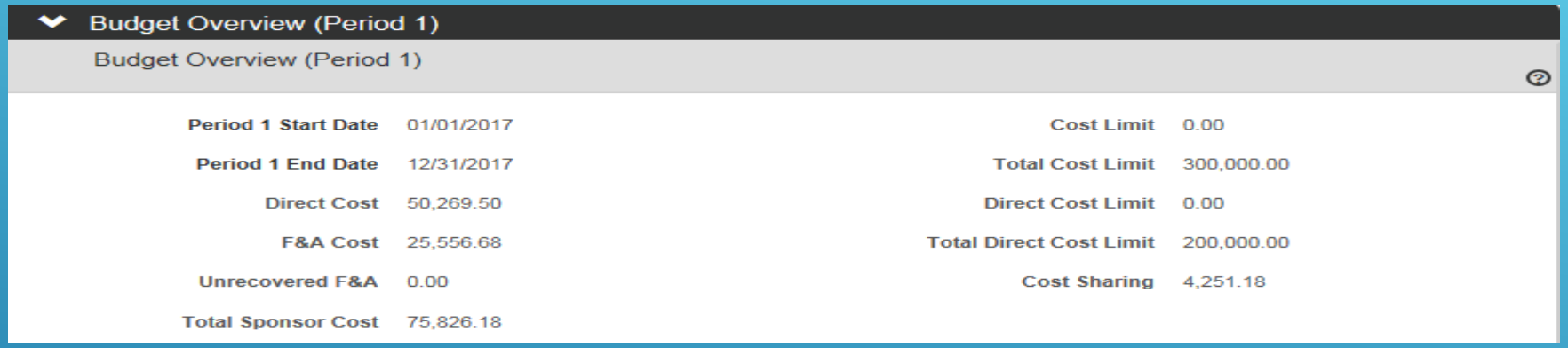
➢The PI/Initiator will add OTHER DIRECT expenses to the budget by selecting the object code, entering the amount and clicking 'Add'. Description and Quantity are optional fields. Once added, the other direct expense will appear as a line item.



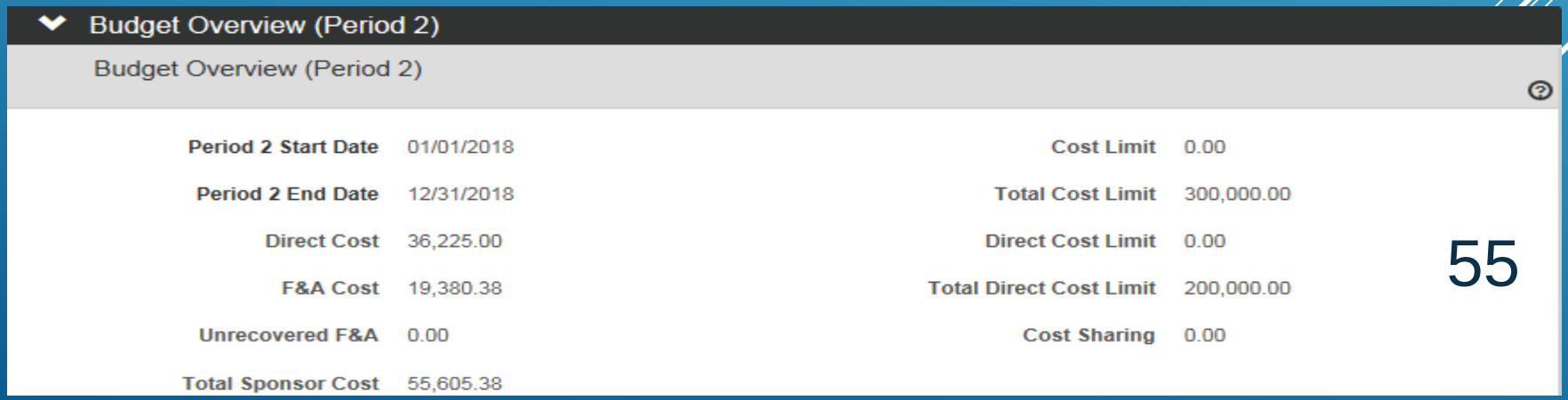
➢The PI/Initiator can enter additional details to each expense, including Budget Justification Notes by clicking the 'Show' button.



➢The PI/Initiator can view a full-detail summary of period 1 (listed by default).



➢The PI/Initiator can view a full-detail summary of period 2 by selecting the budget period and clicking 'Update View'.



➢ PARAMETERS TAB

- **If the PI/Initiator wishes to send the budget to the sponsor as a Modular Budget, he/she will check off the box next to 'Modular Budget'.**
  - ***Note: Please see the Modular Budget slide (62) for the steps on how to sync the Modular Budget.***

Budget Overview

Budget Overview

Project Start Date :	01/01/2017	Modular Budget?	☑
Project End Date :	12/31/2018	Residual Funds :	
Total Direct Cost Limit :	200,000.00	Total Cost Limit :	300,000.00
Budget Status :	Incomplete	Unrecovered F & A Rate Type :	MTDC - Federal
Final?	☐	F&A Rate Type :	MTDC - Federal
On/Off Campus :	Default	Submit Cost Sharing?	☑
Comments :			

- **If no total cost limit or total direct cost limit were entered prior to creation of the budget, the PI/Initiator can manually enter a cost limit and/or a direct cost limit value for a budget period, followed by clicking 'Save'.**

Budget Periods & Totals

No. of Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12.0	75,826.18	50,269.50	25,556.68	0.00	4,251.18	300000	200000

- NON PERSONNEL TAB- The PI/Initiator makes note of the total sponsor cost and cost/direct cost limit.
- He/she enters the total base cost of the equipment expense, clicks 'Add'.

Rates
Summary
Personnel
Non-Personnel
Distribution & Income
Modular Budget
Budget Actions

Budget Overview (Period 1)

Budget Overview (Period 1)

Period 1 Start Date	01/01/2017	Cost Limit	300,000.00
Period 1 End Date	12/31/2017	Total Cost Limit	300,000.00
Direct Cost	46,269.50	Direct Cost Limit	200,000.00
F&A Cost	23,416.68	Total Direct Cost Limit	200,000.00
Unrecovered F&A	0.00	Cost Sharing	4,251.18
Total Sponsor Cost	69,686.18		

Equipment

Equipment

	* Object Code Name	Description	Quantity	Total Base Cost	Action
Add:	Capital Equipment >= $5K			10000	Add

- The PI/Initiator verifies that the total sponsor cost changed based on the total base cost entered. He/she can also recalculate the budget using this expense to goal-seek the value to meet the period cost limit entered in the Parameters tab. He/she will click 'Sync To Period Cost Limit' or 'Sync To Period Direct Cost Limit' button. For this example, we're syncing Cost Limit.

Total Sponsor Cost 79,686.18

Equipment (1 line item)

Equipment

	* Object Code Name	Description	Quantity	Total Base Cost	Action
Add:	select			0.00	Add
1	Capital Equipment >= $5K 710000			10,000.00	Delete

Hide Line Item Details

* Start Date	01/01/2017	Unrecovered F&A	0.00
* End Date	12/31/2017	Cost Sharing	0.00
Apply Inflation?	No	On/Off Campus	☑
Budget Category	Equipment	Submit Cost Sharing?	☑
Budget Justification Notes			

Show Rate Classes

Apply To Later Periods | Sync To Period Cost Limit | Sync To Period Direct Cost Limit

- The Cost Limit and the Total Sponsor Cost values are now in sync.
- Note: The total base cost value has increased. The total costs will reflect 300,000.00 for period 1 on the Summary tab as well.

Budget Overview (Period 1)

Period 1 Start Date	01/01/2017	Cost Limit	300,000.00
Period 1 End Date	12/31/2017	Total Cost Limit	300,000.00
Direct Cost	276,583.32	Direct Cost Limit	200,000.00
F&A Cost	23,416.68	Total Direct Cost Limit	200,000.00
Unrecovered F&A	0.00	Cost Sharing	4,251.18
Total Sponsor Cost	300,000.00		

Equipment (1 line item)

Equipment

	* Object Code Name	Description	Quantity	Total Base Cost
Add:	select			0.00
1	Capital Equipment >= $5K 710000			230,313.82

- PARAMETERS TAB: The PI/Initiator can generate period 2 of the budget based on the details entered for period 1.

Budget Periods & Totals

Budget Periods

Actions	#	Period Start Date	Period End Date	No. of Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sh
Add					0.00	0.00	0.00	0.00	
Delete	1	01/01/2017	12/31/2017	12.0	300,000.00	276,583.32	23,416.68	0.00	4,
Delete	2	01/01/2018	12/31/2018	12.0	0.00	0.00	0.00	0.00	
Totals									
		01/01/2017	12/31/2018	24.0	$ 300,000.00	$ 276,583.32	$ 23,416.68	$ 0.00	$ 4,

Generate All Periods | Calculate All Periods | Default Periods | Save | Reload | Close

- Period 2 is populated based on the details and calculations from period 1. You will notice that the amounts are slightly higher than period 1 due to varying rates and inflation.

Delete	1	01/01/2017	12/31/2017		300,000.00	276,583.32	23,416.68	0.00
Delete	2	01/01/2018	12/31/2018		302,029.17	277,905.25	24,123.92	0.00

DISTRIBUTION & INCOME TAB

- If Cost Sharing was applied to the budget, the PI/Initiator can view a breakdown of the Cost Sharing amount(s).

Budget Versions
Parameters
Rates
Summary
Personnel
Non-Personnel
Distribution & Income
Modular Budget
Budget Actions

Cost Sharing (2)

Cost Sharing Distribution List

	Project Period	Percentage	Source Account	Amount	Actions
Add:		0.00		0.00	Add
1	1	0.00		4,251.18	Delete
2	2	0.00		0.00	Delete

Total Allocated: $4,251.18

Unallocated: $0.00

Cost Sharing Summary

Period 1: 01/01/2017 - 12/31/2017:	$4,251.18
Period 2: 01/01/2018 - 12/31/2018:	$0.00
Total Cost Sharing:	$4,251.18

Reset to Default | Recalculate

In order for cost sharing to be reported to the sponsor, the PI/Initiator must include source accounts for each cost sharing amount, followed by clicking 'Save'.

Cost Sharing (2)

Cost Sharing Distribution List

	Project Period	Percentage	Source Account	Amount	Actions
Add:		0.00		0.00	Add
1	1	0.00	Source Account 1	4,251.18	Delete
2	2	0.00		0.00	Delete

➢The PI/Initiator can also view the Unrecovered F & A for the budget (if any). For this example, there is $19,709.26 in Unrecovered F & A. When there is an Unallocated amount, this needs to be allocated among all periods of the budget. He/she will enter the unallocated amount, followed by clicking 'Recalculate'.

Unrecovered F&A (4)

Unrecovered F&A Distribution List

	Fiscal Year	Applicable Rate	Campus	Source Account	Amount	Actions
Add:			Select		0.00	Add
1	2017	11.15	Yes	Source Account 1	17000.00	Delete
2	2017	27.50	No		0.00	Delete
3	2018	11.15	Yes	Source Account 2	18050.55	Delete
4	2018	27.50	No		0.00	Delete

Total Allocated: $0.00

Unallocated: $35,050.55

Unrecovered F&A Summary

Period 1: 01/01/2017 - 12/31/2017: $19,709.26

Period 2: 01/01/2018 - 12/31/2018: $15,341.29

Reset to Default | Recalculate

➢The total unrecovered F & A amount will be allocated.

Unrecovered F&A (4)

Unrecovered F&A Distribution List

	Fiscal Year	Applicable Rate	Campus	Source Account	Amount	Actions
Add:			Select		0.00	Add
1	2017	11.15	Yes	Source Account 1	17,000.00	Delete
2	2017	27.50	No		0.00	Delete
3	2018	11.15	Yes	Source Account 2	18,050.55	Delete
4	2018	27.50	No		0.00	Delete

Total Allocated: $35,050.55

Unallocated: $0.00

➢The PI/Initiator can also add project income data for any budget period.

Project Income (0)

Income Details

	*Period	*Income	*Description	Actions
Add:	1: 01/01/2017 - 12/31/20	25000	added project income data for period 1	Add

Income Summary

Period 1 Income: 0.00

Period 2 Income: 0.00

Total Income: 0.00

1	1: 01/01/2017 - 12/31/2017	25,000.00	added project income data for period 1	Delete

Income Summary

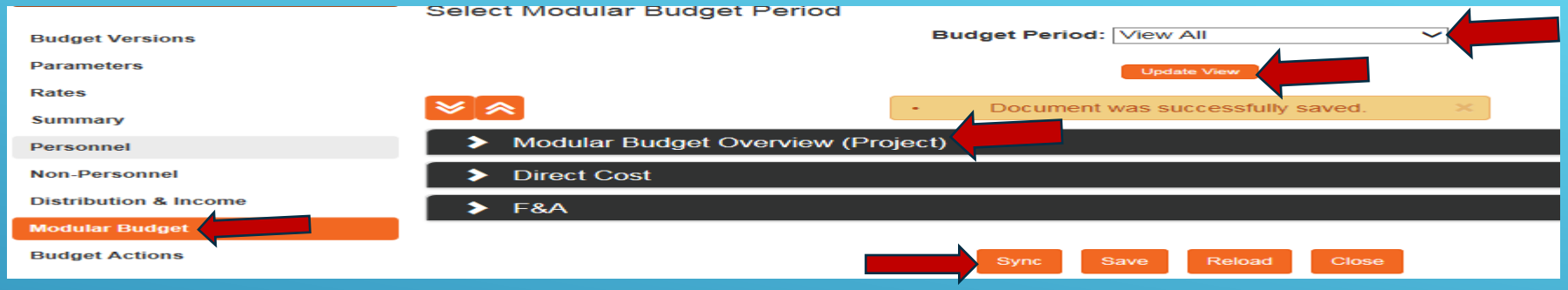
Period 1 Income: 25000.00

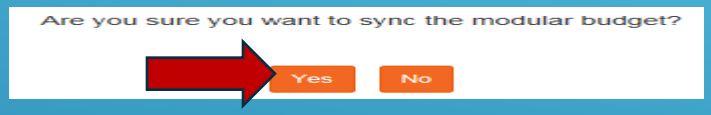
Period 2 Income: 0.00

Total Income: 25000.00

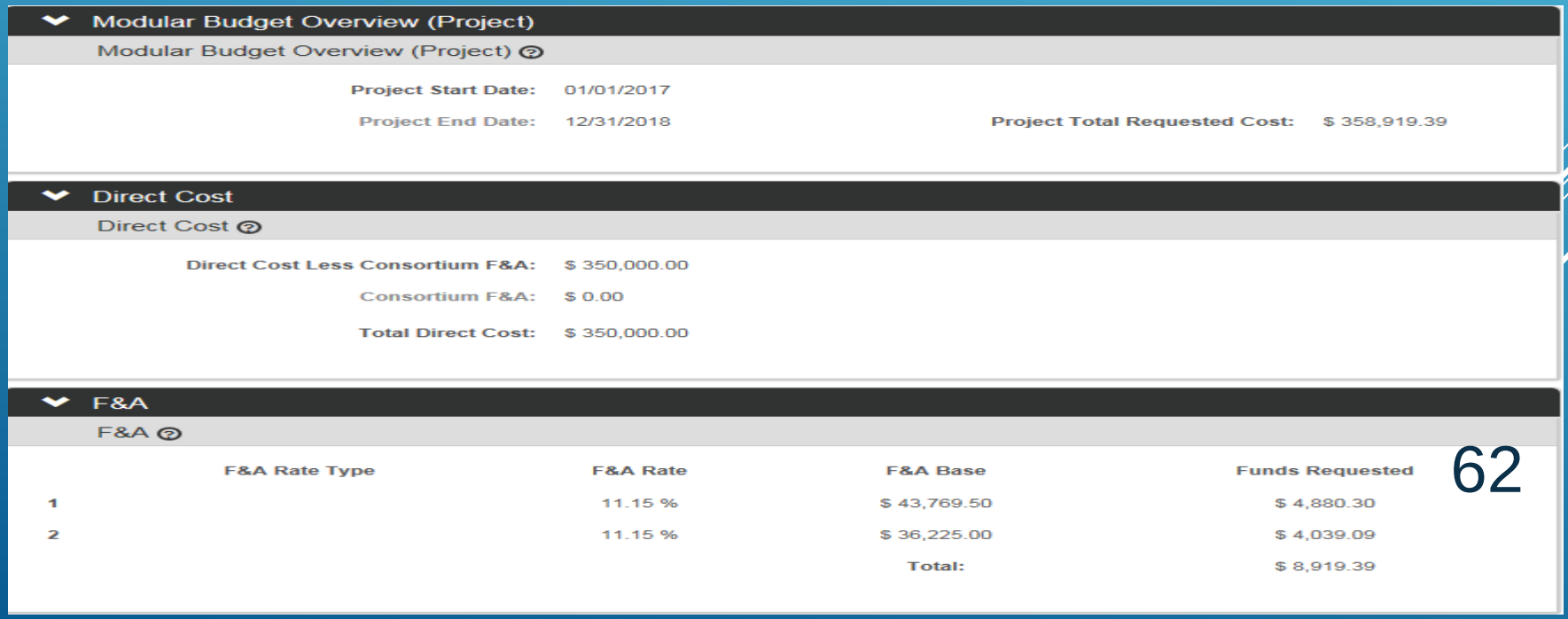
➢MODULAR BUDGET TAB

➢ **If the PI/Initiator must submit a modular budget to the sponsor (only when indicated on Parameters tab), he/she will create a Modular Budget based on the existing budget. Modular budgets can be created for each period or for all periods ('View All'). For this example, we will create a modular budget for the entire budget. He/she will click 'Sync', followed by clicking 'Yes'.**





➢ **The Modular Budget is created for the entire budget.**



Modular Budget Overview (Project)

Modular Budget Overview (Project)

Project Start Date: 01/01/2017

Project End Date: 12/31/2018

Project Total Requested Cost: $ 358,919.39

Direct Cost

Direct Cost

Direct Cost Less Consortium F&A: $ 350,000.00

Consortium F&A: $ 0.00

Total Direct Cost: $ 350,000.00

F&A

F&A

	F&A Rate Type	F&A Rate	F&A Base	Funds Requested
1		11.15 %	$ 43,769.50	$ 4,880.30
2		11.15 %	$ 36,225.00	$ 4,039.09
			Total:	$ 8,919.39

➢ BUDGET ACTIONS TAB

➢ **In order to print a budget report, the PI/Initiator clicks 'Print' followed by the 'Open'. The report will appear as a PDF file.**

- Budget Versions
- Parameters
- Rates
- Summary
- Personnel
- Non-Personnel
- Distribution & Income
- Modular Budget
- Budget Actions

Print Forms

	Print Forms	Print Budget Comments	Actions
1	Budget Costshare Summary Report	☐	Print
2	Budget Cumulative Report	☐	Print
3	Budget Salary Report	☐	Print
4	Budget Summary Report	☐	Print
5	Budget Summary Total Report	☑	Print
6	Budget Total Report	☐	Print
7	Industrial Budget Report	☐	Print
8	Industrial Cumulative Budget Report	☐	Print

New Jersey Institute of Technology Proposal – Budget Summary Total

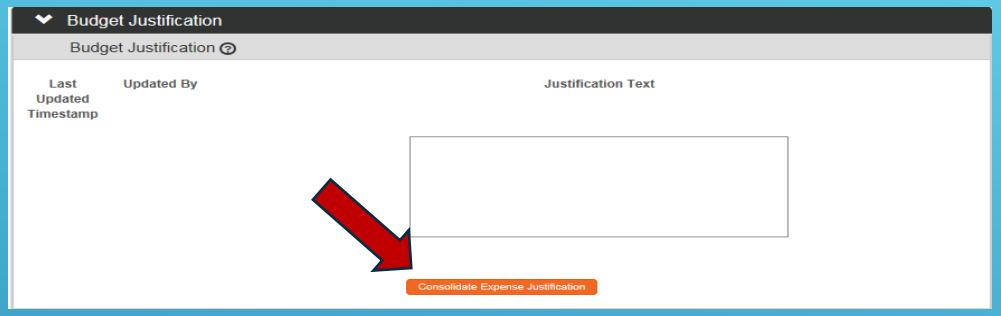
Proposal Number: 1106
Proposal Title: Test
Investigator Name:
Period: 01/01/2017 - 12/31/2027
Comments:
Budget Version: 1

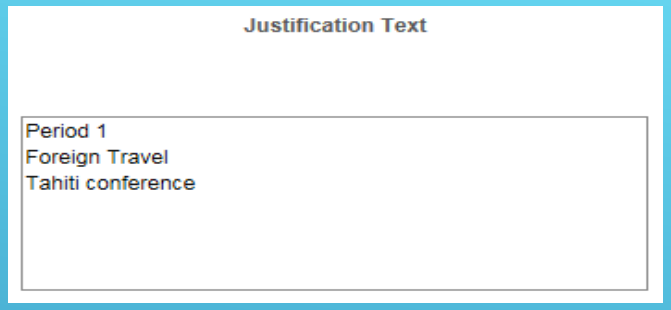
Cost Element	Description	Period 1	Period 2	Period 3	Period 4	Period 5
610001	9 Month Tenure-Track Faculty	$1,017,500.00	$1,035,000.00	$1,035,000.00	$1,035,000.00	$1,035,000.00
	OH - MTDC Federal	$813,509.23	$831,473.46	$831,473.46	$831,473.46	$831,473.46
	Employee Benefits - Full-Time Employees	$503,078.00	$519,156.00	$519,156.00	$519,156.00	$519,156.00
	Total	$2,334,087.23	$2,385,629.46	$2,385,629.46	$2,385,629.46	$2,385,629.46

Description	Period 6	Period 7	Period 8	Period 9	Period 10
9 Month Tenure-Track Faculty	$1,035,000.00	$1,035,000.00	$1,035,000.00	$1,035,000.00	$1,035,000.00
OH - MTDC Federal	$831,473.46	$831,473.46	$831,473.46	$831,473.46	$831,473.46
Employee Benefits - Full-Time Employees	$519,156.00	$519,156.00	$519,156.00	$519,156.00	$519,156.00
Total	$2,385,629.46	$2,385,629.46	$2,385,629.46	$2,385,629.46	$2,385,629.46

Description	Period 11	Total
9 Month Tenure-Track Faculty	$1,035,000.00	$11,367,500.00
OH - MTDC Federal	$831,473.46	$9,128,243.83
Employee Benefits - Full-Time Employees	$519,156.00	$5,694,638.00
Total	$2,385,629.46	$26,190,381.83

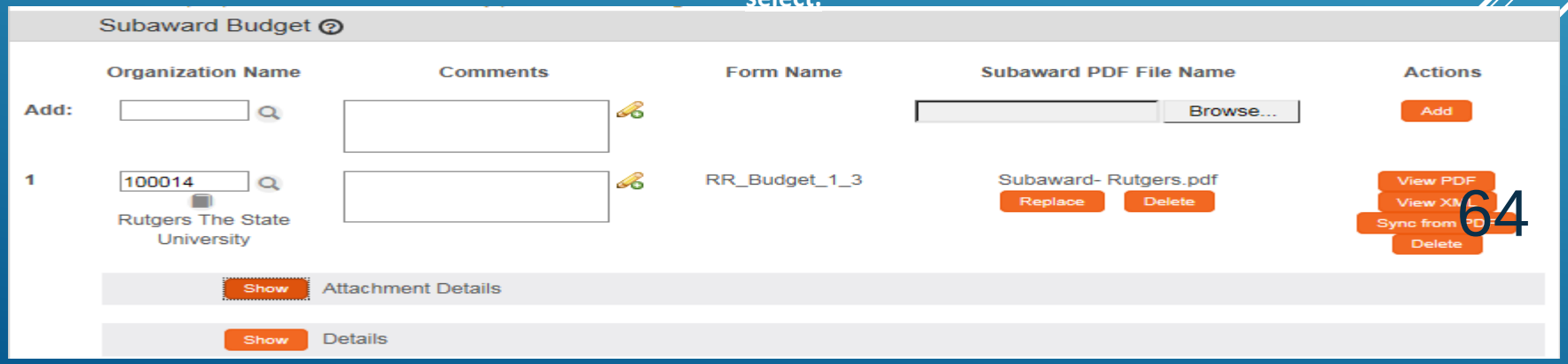
- The PI/Initiator can enter and consolidate BUDGET JUSTIFICATION Notes that were previously entered in the Budget Justification Notes fields for each line item on the Personnel and Non-Personnel tabs. He/she will click 'Consolidate Expense Justification'. The budget justification notes for all Personnel and Non-Personnel line item expenses will be listed in the text box.





- The PI/Initiator can enter SUBAWARD details. He/she will search for/select the Organization, upload the PDF file, followed by clicking 'Add'.

- The sub award will appear as a line item. Several action buttons will become enabled for the PI/Initiator to select.



➢The PI/Initiator can view the attachment details and the sub award details.

Hide Attachment Details

Attachments:	RRBudget13P4optionalFile1419969343914
Pdf Last Updated	11/16/2016 10:52 AM
Xml Last Updated	11/16/2016 10:52 AM
Subaward Status Code	1
Namespace	http://apply.grants.gov/forms/RR_Budget_1_3-V1.3

Hide Details

	Direct Cost	F&A Cost	Cost Sharing	Total Cost
1	136,000.00	27,125.00	0.00	163,125.00
2	108,500.00	27,125.00	0.00	135,625.00

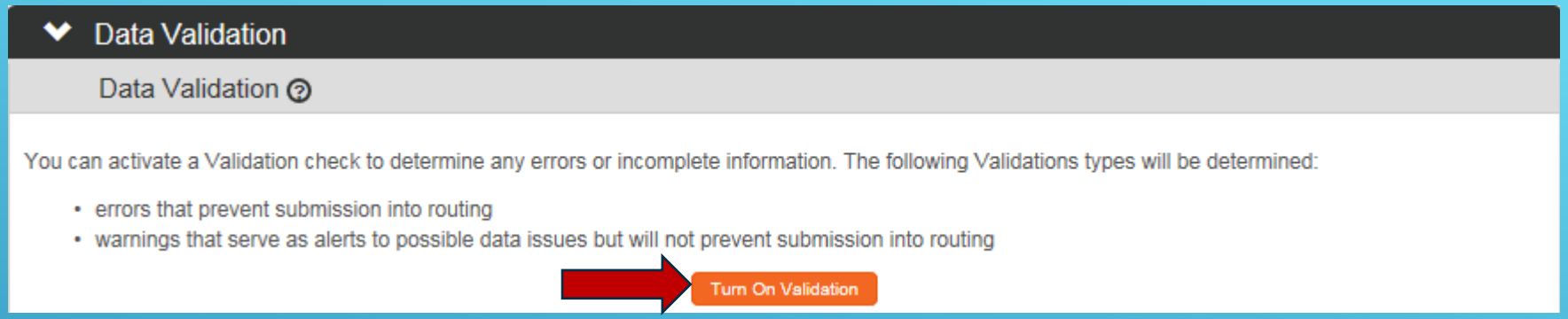
➢The sub award details can also be viewed on the NON-PERSONNEL tab as 'Subcontracts' under 'Other Direct' expenses.

Other Direct (2 line items)

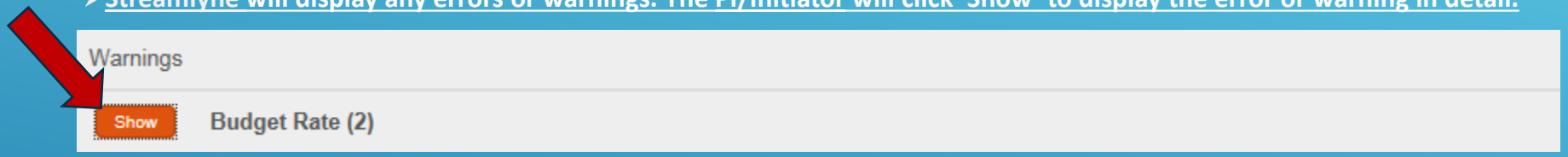
Other Direct

	* Object Code Name	Description	Quantity	Total Base Cost	Action
Add:	select			0.00	Add
1	Subcontract > $25K 756111	Rutgers The State University		108,500.00	
	Show Line Item Details				
2	Subrecipient F&A, No NJIT F&A 22222	Rutgers The State University		27,125.00	
	Show Line Item Details				

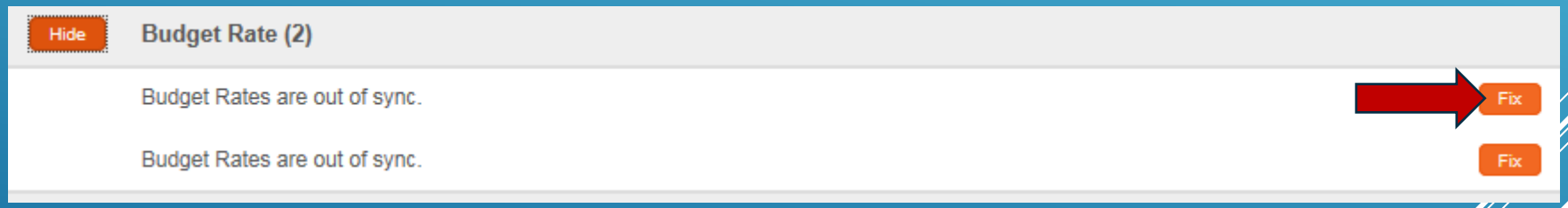
- **DATA VALIDATION: The PI/Initiator can verify if there are any errors or incomplete information which could prevent the budget submission into routing.**



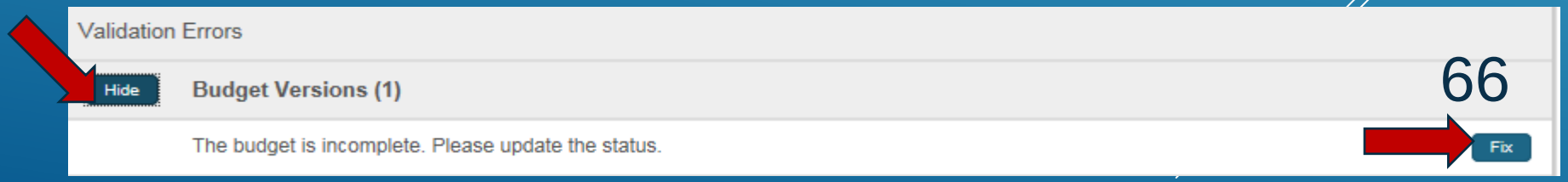
- **Streamlyne will display any errors or warnings. The PI/Initiator will click 'Show' to display the error or warning in detail.**



- **For this example: The warnings listed are 'Budget Rates are out of sync'. The v clicks on the fix button to be directed to the screen needing attention. For this example, he/she will be directed to the Rates tab and click 'Sync All Rates' button.**



- **Upon clicking 'Save', the PI/Initiator will be redirected back to the 'Data Validation' section. There will be one validation error listed.**
- **He/she will click the 'Fix' button to be redirected to the screen in question.**



BUDGET VERSIONS TAB

➢To finalize the budget, the PI/Initiator checks the box under 'Final', selects budget status as 'Complete and follows by clicking

Budget Versions (01/01/2017 - 12/31/2018)

Budget Versions

	* Name	Version #	Direct Cost	F & A	Total	Budget Status	Final	Actions
Add:								Add
Hide	Budget 11-14-16	1	611,558.32	56,172.06	667,730.38	Complete	☑	Open Copy

Save Reload Close

SUMMARY TAB

➢The PI/Initiator is able to view the totals of each expense tab for all budget periods.

- Budget Versions
- Parameters
- Rates
- Summary
- Personnel
- Non-Personnel
- Distribution & Income
- Modular Budget
- Budget Actions

Summary

Summary

	< back	next >	Total
	Period 1 01/01/2017 - 12/31/2017	Period 2 01/01/2018 - 12/31/2018	
Personnel Edit			
show Salary	37,769.50	36,225.00	73,994.50
show Fringe	0.00	0.00	0.00
show Calculated Direct Costs	0.00	0.00	0.00
Personnel Subtotal	37,769.50	36,225.00	73,994.50
Non-Personnel Edit			
show Equipment	230,313.82	0.00	230,313.82
show Travel	5,000.00	0.00	5,000.00
show Participant Support	2,500.00	0.00	2,500.00
show Other Direct	164,125.00	135,625.00	299,750.00
show Calculated Direct Costs	0.00	0.00	0.00
Non-Personnel Subtotal	401,938.82	135,625.00	537,[illegible]3.82
Totals			
TOTAL DIRECT COSTS	439,708.32	171,850.00	611,558.32
TOTAL F&A COSTS	36,791.68	19,380.38	56,172.06
TOTAL COSTS	476,500.00	191,230.38	667,730.38

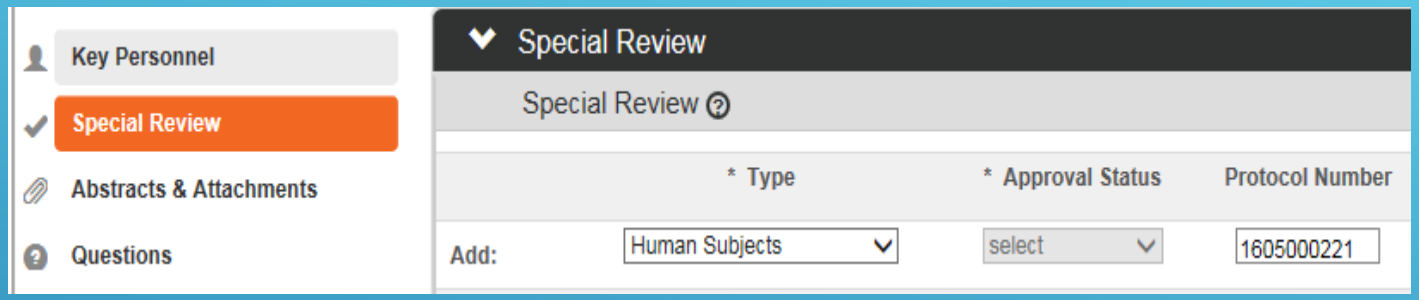
➢**The PI/Initiator is able to view the breakdown of each line item for each budget period.**

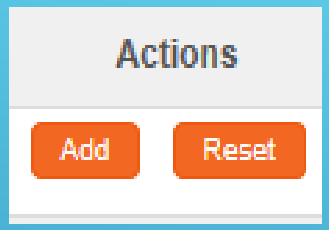
Personnel				
show	Salary	37,769.50	36,225.00	73,994.50
Faculty Summer Research		**2,769.50**	**0.00**	**2,769.50**
Daniel E. Bunker	Principal Investigator	2,769.50	0.00	2,769.50
Graduate Assistant Stipend		**35,000.00**	**36,225.00**	**71,225.00**
Summary Line Item		35,000.00	36,225.00	71,225.00

Non-Personnel				
show	Equipment	230,313.82	0.00	**230,313.82**
show	Travel	5,000.00	0.00	**5,000.00**
show	Participant Support	2,500.00	0.00	**2,500.00**
show	Other Direct	164,125.00	135,625.00	**299,750.00**
Subrecipient F&A, No NJIT F&A		27,125.00	27,125.00	54,250.00
Supplies		1,000.00	0.00	1,000.00
Subcontract <= $25K		25,000.00	0.00	25,000.00
Subcontract > $25K		111,000.00	108,500.00	219,500.00
show	Calculated Direct Costs	0.00	0.00	**0.00**

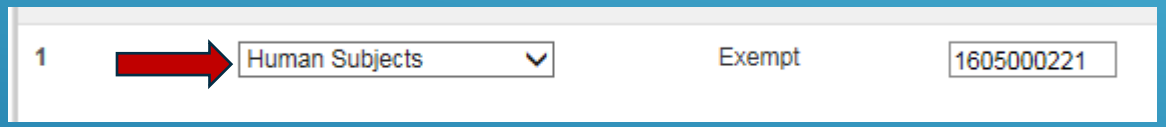
➢ SPECIAL REVIEW TAB

- Special Review is used to link Proposals to Compliance Protocols (IRB/IACUC), depending on how the compliance (IRB/IACUC) questions were answered on Questions tab. The PI/Initiator has the option to be able to start a new protocol document by clicking 'Start Protocol'.
  - He/she will select the special review type, search for and select the protocol number and click 'Add'.
  - In the example below, Protocol 1605000221 will be linked with Proposal 640.

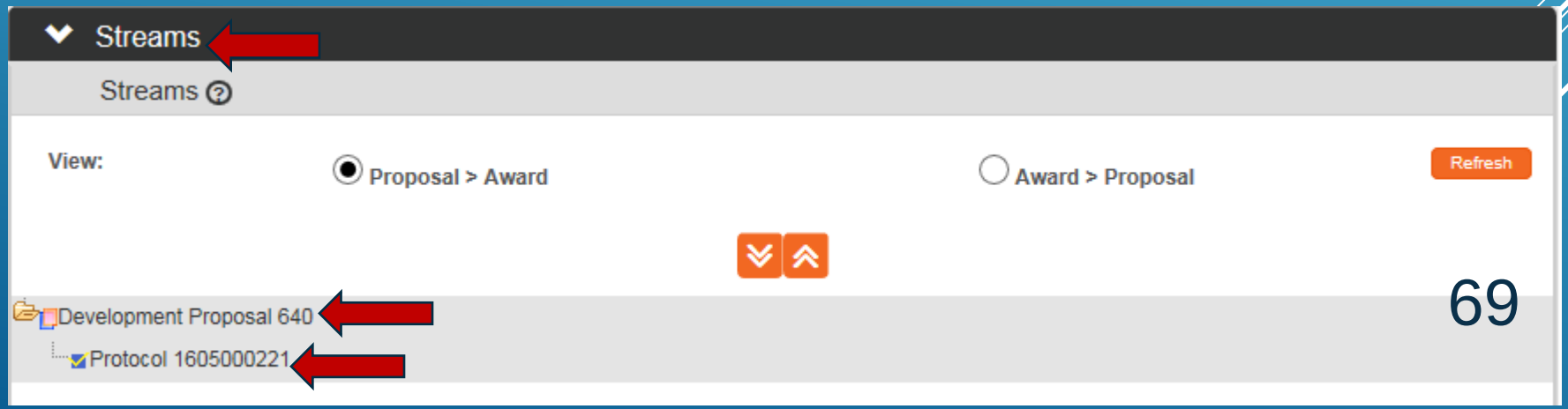




- The special review will be listed as a line item, along with the option to delete the line item or view the protocol. Clicking 'View Protocol' will open up the protocol.

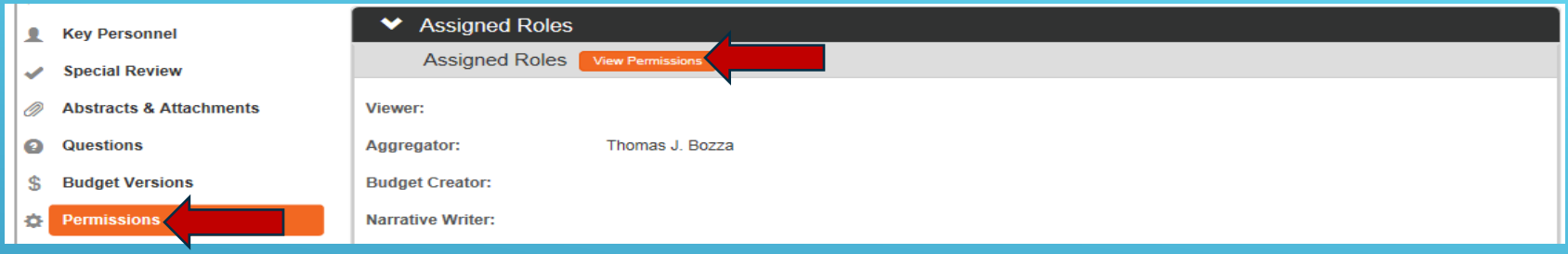


- To verify that the protocol has been linked to the proposal, the PI/Initiator will refer to the STREAMS tab (see slides 113-116) for further details.



PERMISSIONS

- **The PI/Initiator can assign various roles for the key personnel. He/she clicks on 'View permissions' button to view the roles, the rights and descriptions.**



Rights

Roles

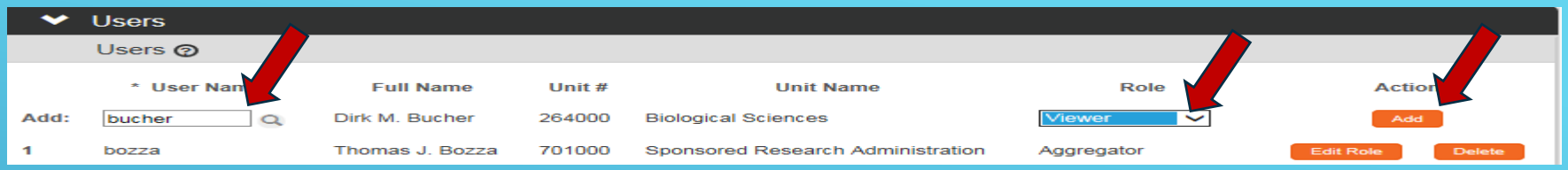
Viewer

View Proposal:	View Proposal Development Document
View Budget:	View Proposal Budget
View Narratives:	View Proposal Narrative
Print Proposal:	Print proposal on a sponsor specific path

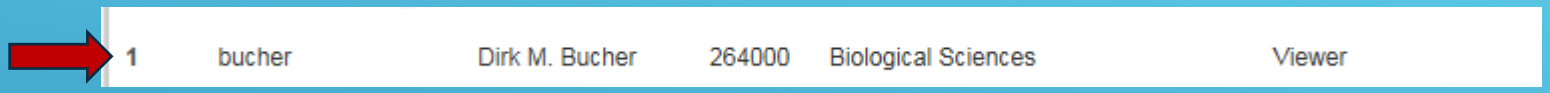
Aggregator

View Personnel Salaries:	View Personnel Salaries
Submit ProposalDevelopmentDocument:	Submit a Proposal for approval
Modify ProposalDevelopmentDocument:	Modify Proposal Development Document
Modify Budget:	Create/Modify Proposal Budget
Modify Narrative:	Create/Modify Proposal Narrative
Modify ProposalPermissions:	Assign Users to Proposal Roles
View Proposal:	View Proposal Development Document
View Budget:	View Proposal Budget
View Narratives:	View Proposal Narrative
Print Proposal:	Print proposal on a sponsor specific path
Certify:	Certify
Add Proposal Viewer:	Assign User to Proposal Viewer Role
Maintain ProposalHierarchy:	Create, modify and synchronize ProposalHierarchies

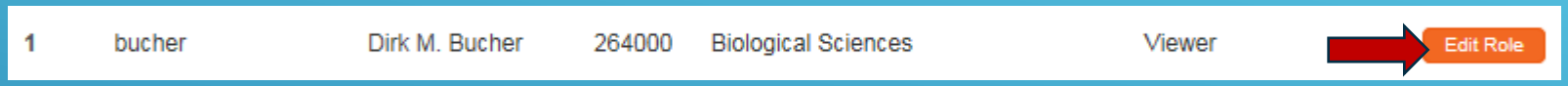
- The PI/Initiator can assign a role to a key person by searching for/selecting the key personnel names.



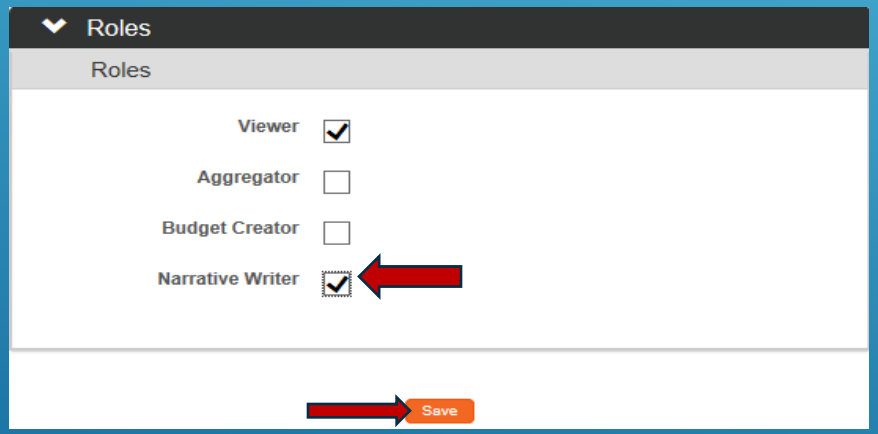
- For this example, Professor Bucher has been added as a Viewer for this proposal (as shown as a line item).



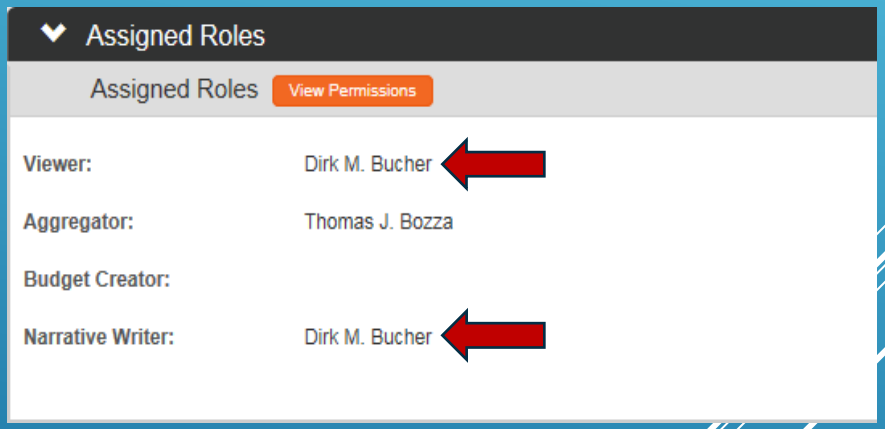
- The PI/Initiator can also edit (add or remove) a particular role for a person.



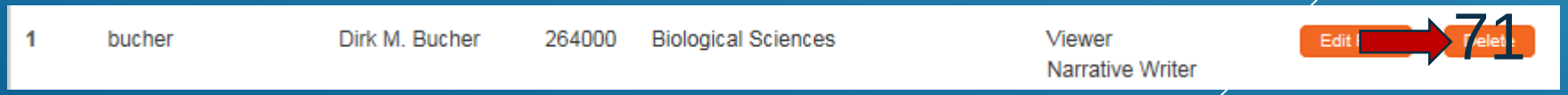
- The PI/Initiator will assign the Narrative Writer role to the person, followed by clicking 'Save'.



- The person will now be listed for the additional roles.

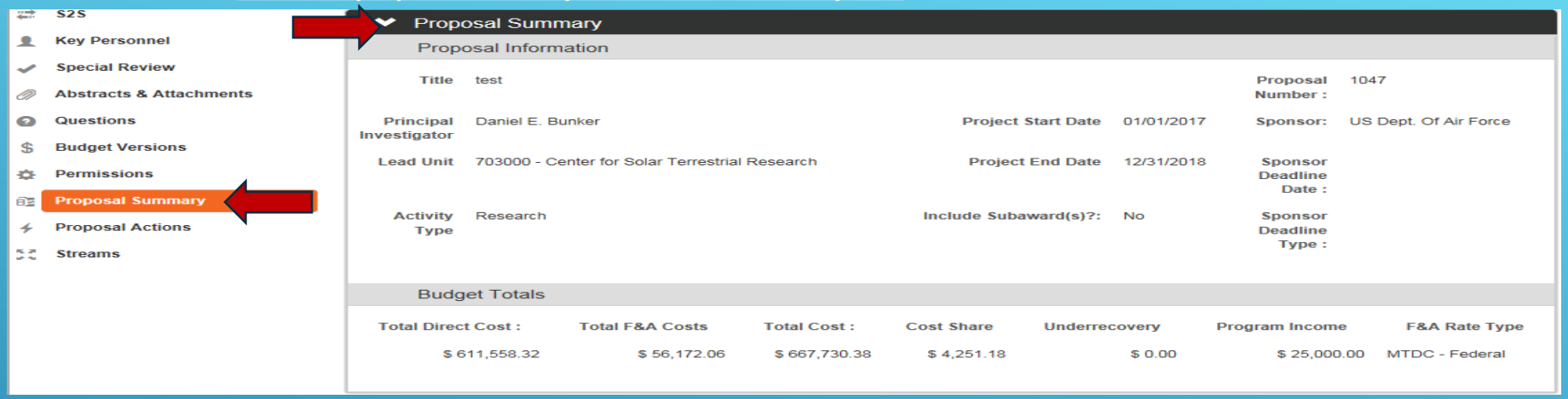


- The PI/Initiator can also remove key personnel from the roles and permissions. The person will no longer be listed.

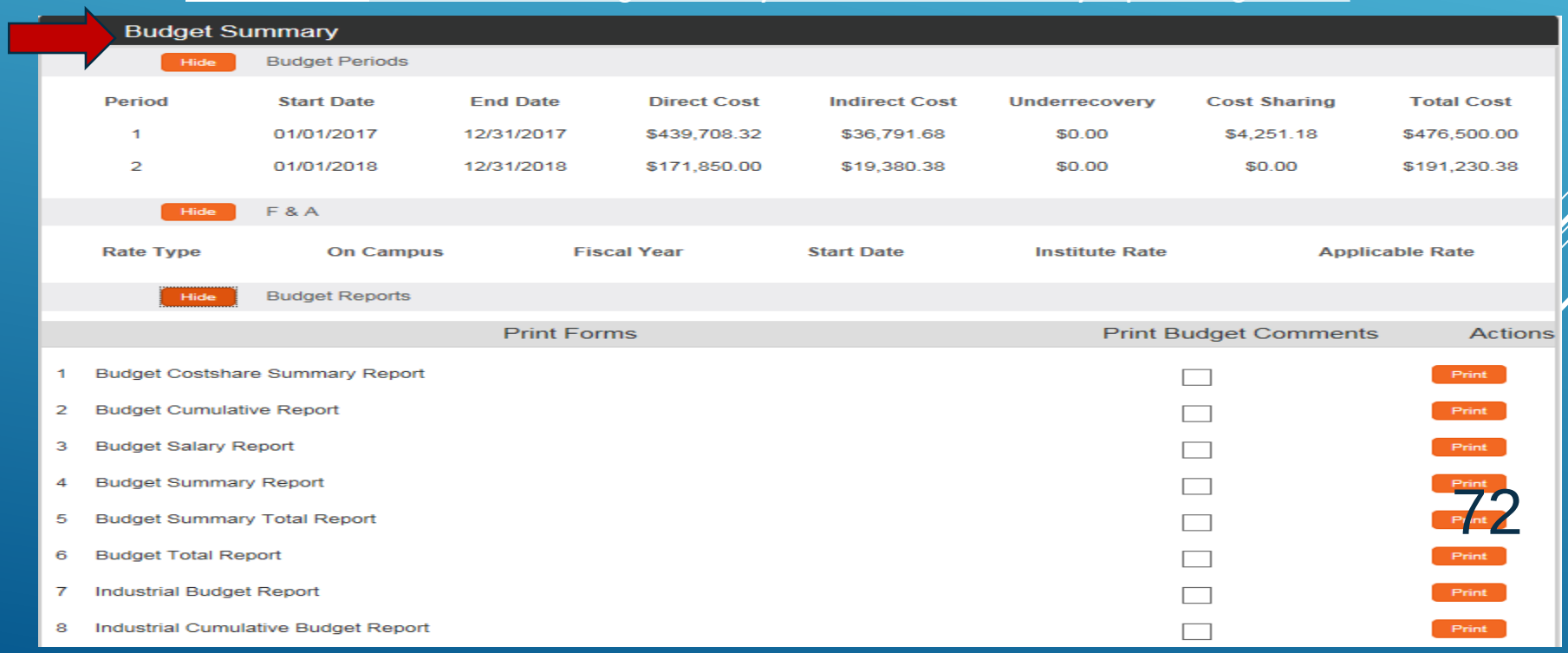


➢ PROPOSAL SUMMARY TAB

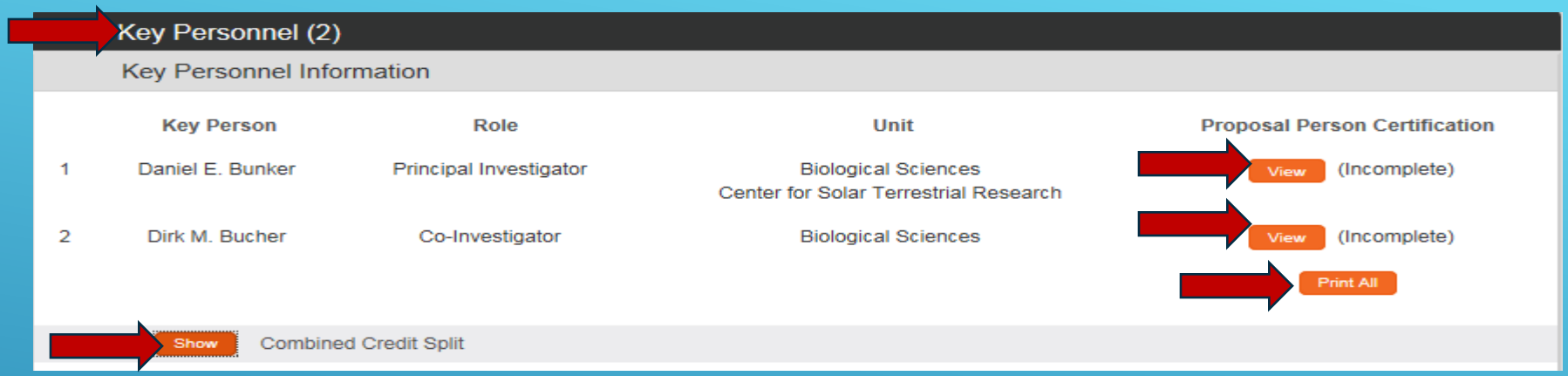
- ➢ The PI/Initiator can view the Proposal Summary details.
- ➢ Note: the proposal summary sections are view-only, the PI/Initiator cannot enter data.



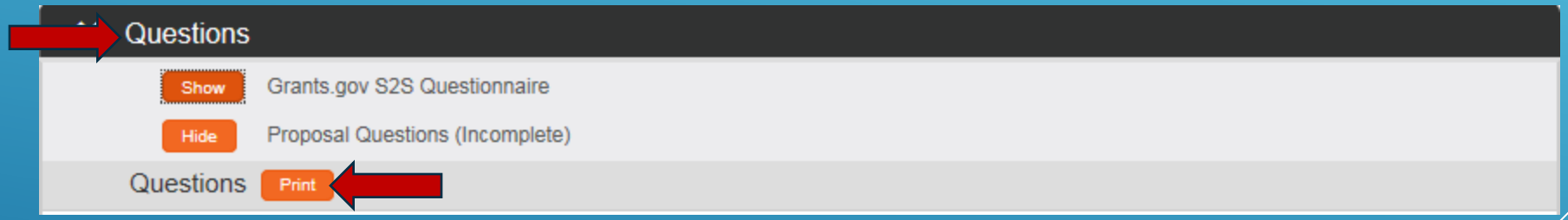
➢ The PI/Initiator can also view the Budget Summary details and have the ability to print budget forms.



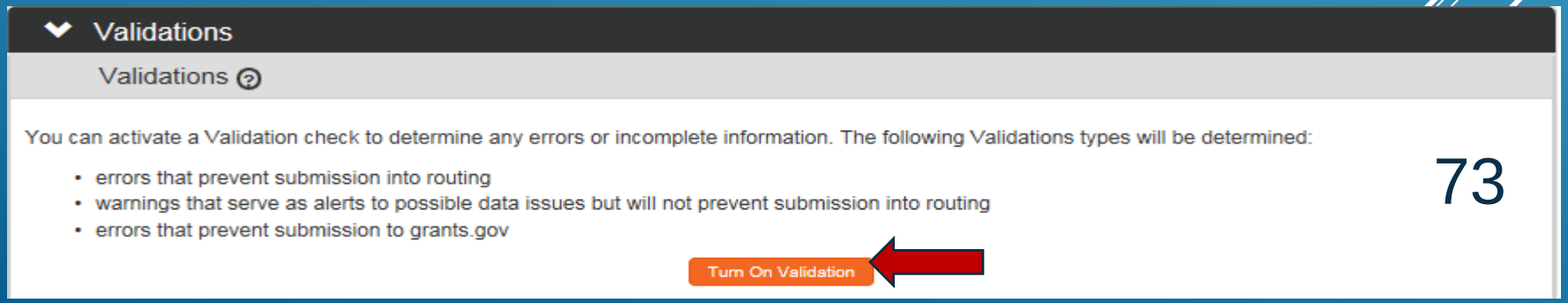
- The PI/Initiator can also view the Key Personnel section. He/she will have the ability to do the following: review the Proposal Person Certification questions, review the Combined Credit Split for the key personnel and have the option to print the person certification questions for all key personnel.



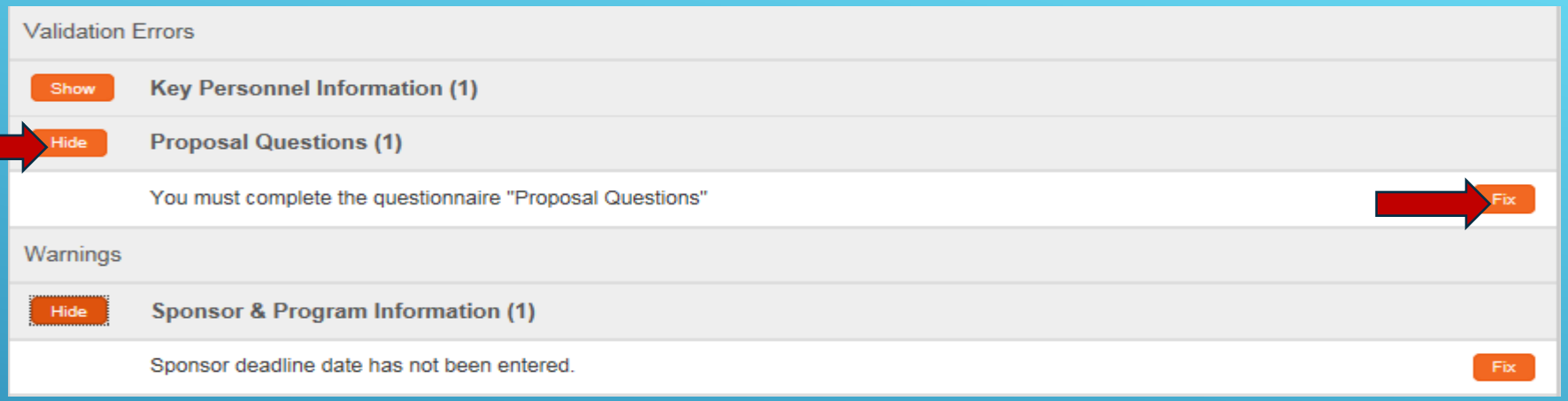
- The PI/Initiator can view the Grants.gov S2S Questionnaire, along with the option to print to a PDF file.



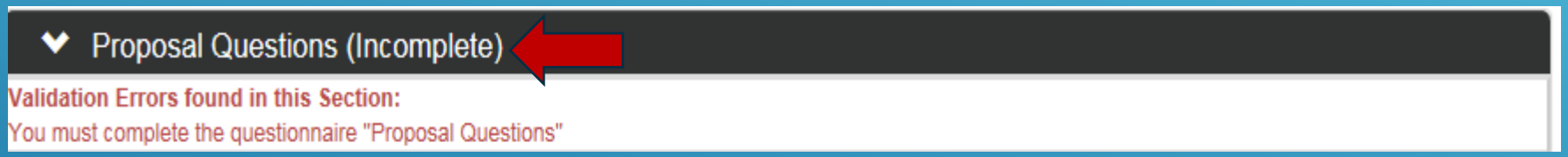
- DATA VALIDATIONS:
- The PI/Initiator can activate the validation check to check to see if any errors or incomplete information could prevent submission into routing. Streamlyne will also provide alerts to possible data issues and errors preventing submission to grants.gov.
- Note: Data Validations can also be performed on the Proposal Actions tab.



- The list of validation errors and warnings that need attention will appear. The descriptions for the errors will be listed which need to be fixed. The PI/Initiator will click on the Fix button(s), this will direct him/her to the screen which will include the error(s) or warning(s) in question.



- For this example, the PI/Initiator needs to complete the Proposal Questionnaire in order to be able to submit the proposal.



- When all questions are answered, the PI/Initiator will click 'Save' and he/she will be redirected back to the Data Validation section to correct any other errors or warnings (if any). In this example, Streamlyne is saying that the PI needs to submit his Conflict Of Interest (COI) Proposal Project Disclosure. This must be completed before he can submit the proposal.

- *Note: There is a separate module being in Streamlyne for Conflict Of Interest that is currently being implemented. Future state: the PI/Initiator will refer to the COI Training Manual and the COI Training Video (which will both be linked on the Research page of the NJIT website).*

➢**The PI/Initiator can PRINT all forms and reports pertaining to the proposal. In the example below, he/she selects a sponsor form, followed by clicking 'Print Selected'. The form will print to a PDF file.**

Print

Print

Show Print Grants.gov Forms (0)

Hide Print Sponsor Form Packages (7)

Generic Printing Forms (Coeus 4.x)	CoverPage	☐
Generic Printing Forms (Coeus 4.x)	Budget Summary Period 1	☐
Generic Printing Forms (Coeus 4.x)	Budget Summary Period 2	☐
Generic Printing Forms (Coeus 4.x)	Budget Summary Period 3	☐
Generic Printing Forms (Coeus 4.x)	Budget Summary Period 4	☐
Generic Printing Forms (Coeus 4.x)	Budget Summary Period 5	☐
Generic Printing Forms (Coeus 4.x)	Budget Summary Total	☑

Print Selected

Select (all | none)

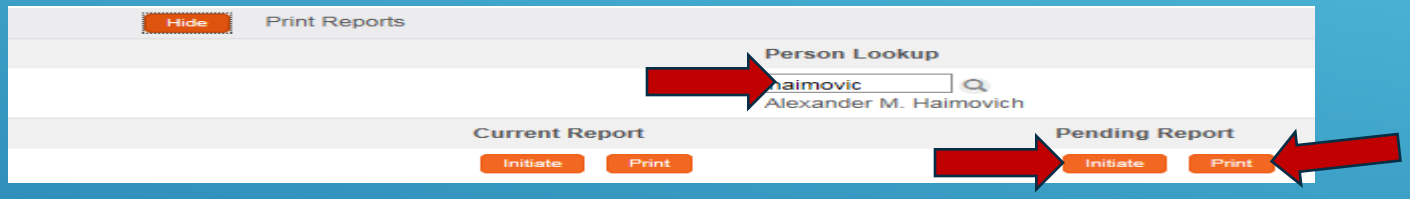
SUMMARY PROPOSAL BUDGET
Total Project

ORGANIZATION New Jersey Institute of Technology				FOR SPONSOR USE ONLY	
				PROPOSAL NO.	DURATION (MONTHS)
					Proposed / Granted
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR Bunker, Daniel E.				AWARD NO.	
A. SENIOR PERSONNEL: PI/PD, Co-PIs, Faculty and Other Senior Associates List each separately with name and title. (A.7. Show number in brackets)	Sponsor-Funded Person-months			Funds Requested by Proposer	Funds Granted by Sponsor (If Different)
	CAL	ACAD	SUMR		
1.					
2.					
3.					
4.					
5.					
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)	0	0	0	$0.00	
7. (0) TOTAL SENIOR PERSONNEL (1-6)	0	0	0	$0.00	
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. (0) POSTDOCTORAL				$0.00	
2. (0) OTHER PROFESSIONS (TECHNICIAN, PROGRAMMER, ETC.)				$0.00	
3. (0) GRADUATE STUDENTS				$0.00	
4. (0) UNDERGRADUATE STUDENTS				$0.00	
5. (0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)				$0.00	
6. (0) OTHER (PERSONNEL LAB ALLOCATION: $0.00)				$0.00	
TOTAL SALARIES AND WAGES (A + B)				$0.00	
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					
TOTAL SALARIES, WAGES, AND FRINGE BENEFITS (A+B+C)				$NaN	
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING $5000.)					
TOTAL EQUIPMENT				$0.00	
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)				$0.00	
2. FOREIGN				$0.00	
F. PARTICIPANT SUPPORT 1. STIPENDS $0.00 2. TRAVEL $0.00 3. SUBSISTENCE $0.00 4. OTHER $0.00					
TOTAL NUMBER OF PARTICIPANTS( ) TOTAL PARTICIPANT COSTS				$0.00	

PROPOSAL ACTIONS

- The PI/Initiator can also PRINT select reports associated with proposals.

- The PI/Initiator will search for/select a key person, then click the 'Initiate' button to view the list of agencies/reports associated with proposals for a particular person. He/she can also print the list of reports.



- The PI/Initiator will view the list of agencies/reports associated with proposals for a particular person.

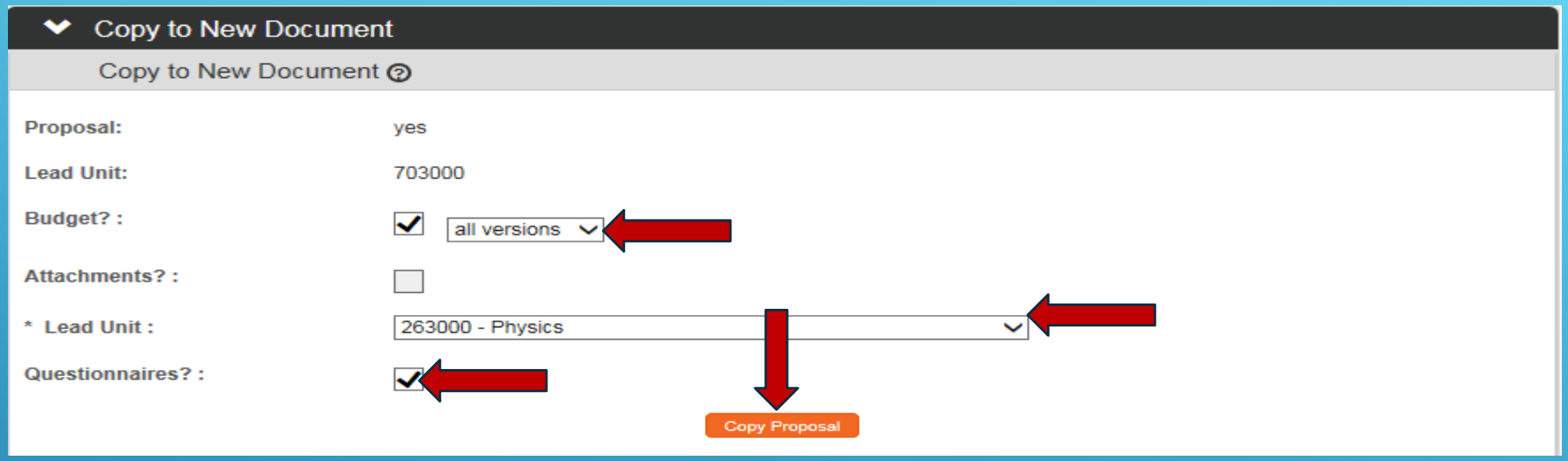
Pending Support - Alexander M. Haimovich

Institutional Proposal Number	Sponsor Proposal Number	Sponsor	Role	Title	Total Direct Cost	Total F&A Cost	Total Requested Cost	Start Date	End Date	% Effort	Acade Year Effort
00000580		US NIH	PI	ECE Proposal 2-3-16	108,717.88	58,164.07	166,881.95	03/01/2016	02/28/2019		
00000550		US NIH	PI	NIH Test Proposal 5-16-16	346,638.68	185,451.70	532,090.38	06/01/2016	05/31/2017		
00000068		US NIH	PI	October 28 workflow	0.00	0.00	0.00	01/01/2017	12/31/2019		
00000174		US Dept. Of The Army	PI	Proposal 11-16-15	1,538,214.66	806,894.84	2,345,109.50	01/01/2016	12/31/2018		
00000250		US NIH	PI	Proposal 11-23-15	763,155.61	256,481.99	1,019,637.60	01/01/2016	12/31/2018		
00000377		US Dept. Of The Army	PI	Proposal 12-22-15	1,391,600.64	735,678.86	2,127,279.50	01/01/2016	12/31/2018		

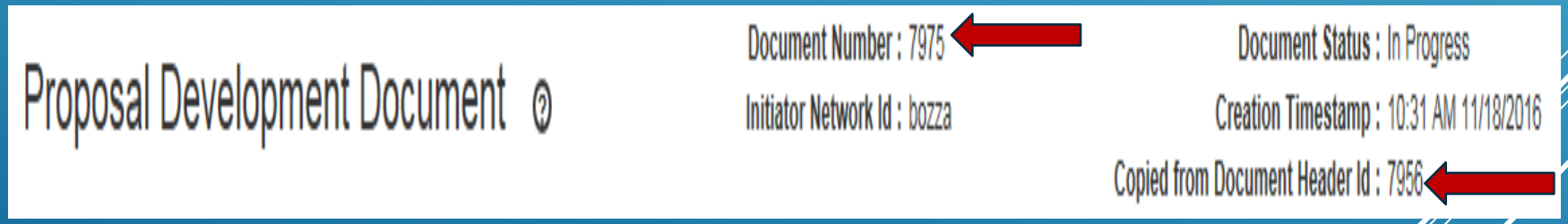
➢COPY TO NEW DOCUMENT:

➢If/When a proposal that has already been submitted is incomplete or needs to be corrected, the PI/Initiator will be notified via email.

➢The PI/Initiator will then mark a check next to 'Budget' (select all versions or final version), mark a check next to Attachments (if any), select the lead unit and mark a check next to Questionnaire, followed by the clicking 'Copy Proposal' button.



➢The new document will appear. At the top of the screen, the new document number (6306) will be displayed as well as the original document number (6266). The PI/Initiator will then make the necessary corrections prior to re-starting the workflow process.



➢ ROUTE LOG:

➢ The 1st subsection of Route Log pertains to the document ID in question and will include the audit trail details and the route status of the proposal document.

Route Log

Route Log

refresh

ID: 7956

Title	test; Proposal No: 1047; PI: Daniel E. Bunker; Sponsor: US Dept. Of Air Force; Due Date: null		
Type	Proposal Development Document	Created	03:04 PM 11/10/2016
Initiator	Bozza, Thomas J.	Last Modified	10:48 AM 11/18/2016
Route Status	SAVED	Last Approved	
Document Status		Document Status Modified	
Node(s)	Initiated	Finalized	

➢ The Actions Taken subsection will display all actions taken thus. In this example, the only action listed is 'SAVED', and taken by the initiator of the proposal.

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Bozza, Thomas J.		03:05 PM 11/10/2016	

➢ The Pending Action Requests subsection will list the next person in the route log chain to take action. In this example, the initiator will be submitting the proposal document into workflow.

Pending Action Requests

	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST COMPLETE	Bozza, Thomas J.	03:05 PM 11/10/2016	

- The Future Action Requests subsection will list the chain of approvers following the pending action request. Key Personnel can click on Unit Approver Type link to view the approver names and their alternates for a certain level of approval.

Future Action Requests

	Action	Requested Of	Time/Date	Annotation
show	PENDING APPROVE	Bunker, Daniel E.	10:48 AM 11/18/2016	KC-WKFLW PI
show	PENDING APPROVE	Bucher, Dirk M.	10:48 AM 11/18/2016	KC-WKFLW COI
show	PENDING APPROVE	Unit Approver Type ChairCSTR Unit Number 703000	10:48 AM 11/18/2016	KC-WKFLW Unit Approver 1 Derived Role
show	PENDING APPROVE	Unit Approver Type ChairBS Unit Number 264000	10:48 AM 11/18/2016	KC-WKFLW Unit Approver 1 Derived Role
show	PENDING APPROVE	Unit Approver Type DeanCSLA Unit Number DIV26	10:48 AM 11/18/2016	KC-WKFLW Unit Approver 2 Derived Role
show	PENDING APPROVE	Unit Approver Type CSLAChiefBS Unit Number 264000	10:48 AM 11/18/2016	KC-WKFLW Unit Approver 3 Derived Role
show	PENDING APPROVE	Unit Approver Type SRA Unit Number 000001	10:48 AM 11/18/2016	KC-WKFLW Unit Approver 4 Derived Role

- Each line of approval following the PI and Co-PI will include multiple names of the people who can approve for that line of approval. For this example, 2 people can approve as the Chair. Click on the link to view the names.

show	PENDING APPROVE	Unit Approver Type ChairBS Unit Number 264000	11:41 AM 11/18/2016	KC-WKFLW Unit Approver 1 Derived Role

Overview

Group Id :	10032	Type Name :	Default
Group Namespace :	KC-WKFLW - KC Workflow Infrastructure	Group Name :	Unit Approver Type ChairBS Unit Number 264000
Active? :	Yes	Group Description :	BS Chair

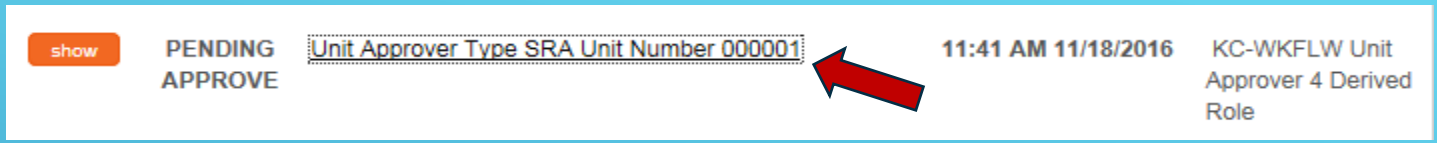
Assignees

Viewing rows 1 to 2

Members:

	* Type Code	* Member Identifier	Namespace	Name	Full Name	Active From Dt	Active To Dt
1	Principal	21367260		golowasc	Jorge Golowasch		
2	Principal	21455010		russell	Gareth Russell		

- **The last line of approval before submission is Sponsored Research Administration. There are 8 people listed who can approve on behalf of Sponsored Research. Click on the link to view the names.**



Overview

Group Id :	10059	**Type Name :**	Default
Group Namespace :	KC-WKFLW - KC Workflow Infrastructure	**Group Name :**	Unit Approver Type SRA Unit Number 000001
Active? :	Yes	**Group Description :**	Sponsored Research Adminstration

Assignees

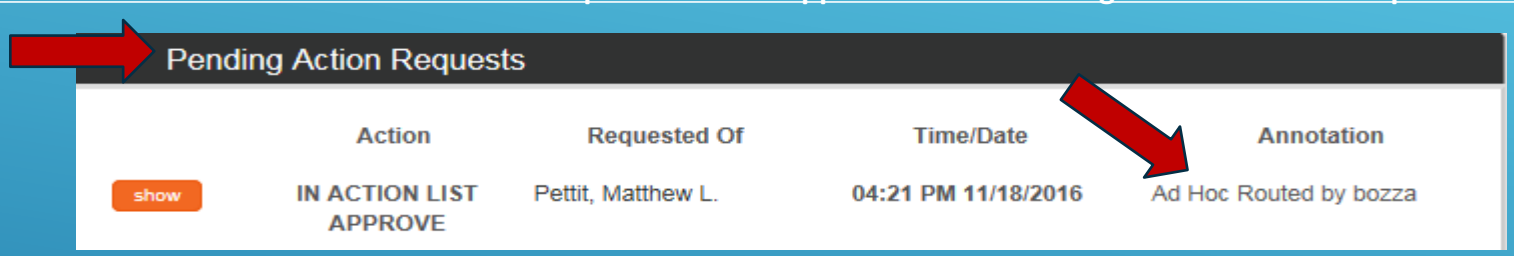
Viewing rows 1 to 8

Members:

	* Type Code	* Member Identifier	Namespace	Name	Full Name	Active From Dt	Active To Dt
1	Principal	31386348		bozza	Thomas Bozza		
2	Principal	21837573		irp3	Iris Pantoja		
3	Principal	31437461		jsamolew	Justin Samolewicz		
4	Principal	21470500		margolie	Felicia Margolies		
5	Principal	21647788		novoaj	Jesus Novoa		
6	Principal	31382999		pettit	Matthew Pettit		
7	Principal	21470615		rfederic	Rose Federici		
8	Principal	21236506		rubio	Norma Rubio		

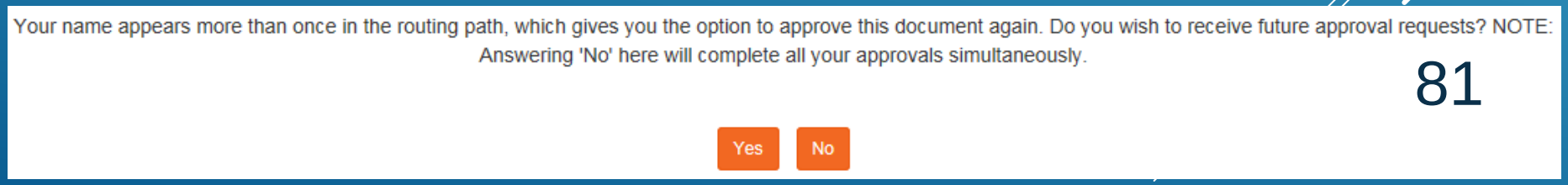
➢The PI/Initiator is able to add another recipient to the normal workflow routing. AD HOC RECIPIENTS can be both persons and/or groups. Allowable action requests include Complete, Approve, Acknowledge or FYI.

➢Once the PI/Initiator clicks 'Submit' (submits into workflow), the ad-hoc recipient will receive an email notification that he/she has been added to the workflow. The ad-hoc recipient will also appear in the Route Log section as the next person to approve.



➢The Proposal is now ready to be submitted into workflow. The PI/initiator will click 'Submit'.

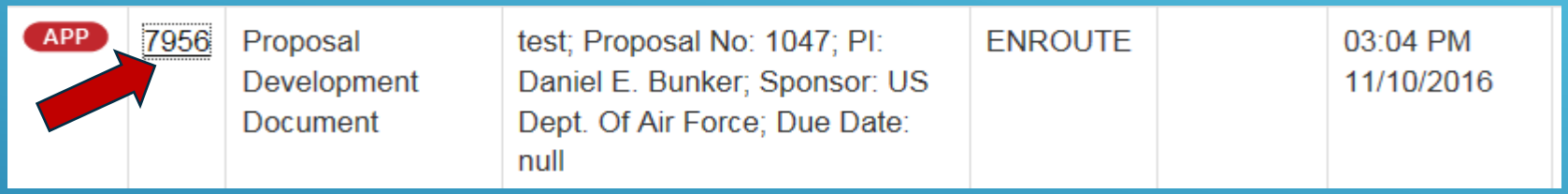
➢Upon clicking 'Submit', the PI/Initiator will be asked whether he/she wishes to receive future approval requests because his/her name appears more than once in the routing path.



- Upon clicking 'Yes' or 'No', Streamlyne will display the following success message (the proposal has been submitted into workflow).

- Once submitted into workflow, the next person to approve will receive email notifications. (This example: the PI and the Co-Investigator are next people to approve).

- The PI's & the Co-Investigator's action list will list the document ID in question to be approved. The 'APP' icon indicates that approval action is being requested.



APP	7956	Proposal Development Document	test; Proposal No: 1047; PI: Daniel E. Bunker; Sponsor: US Dept. Of Air Force; Due Date: null	ENROUTE		03:04 PM 11/10/2016

- Continuing with this proposal as the example, the PI & Co-Investigator will approve by clicking the 'Approve' button.

- The approval process is repeated for all lines of approval: the Chair, Dean, Division Chief and Sponsored Research Administration.

➢Once the SRA member clicks the 'Approve' button, the proposal will be submitted to the sponsor. Also, a message will be displayed: 'Institutional Proposal (number ID) has been generated'.

- Institutional Proposal 00001017 has been generated.

➢Also upon SRA Approval, the Notification Editor screen will appear. The SRA member will have the ability to send a notification to the PI/Initiator of the proposal. The SRA member can add recipients, edit the message and send to the recipient(s).

Notification Editor

Notification Recipients

Add:

Role Search

Employee Search

Non-Employee Search

Add

1 KC-PD:Aggregator

Delete

Notification Message

Subject: 703000 - Proposal 1047 is submitted

Message: The Proposal 1047 has been submitted to sponsor. The institute proposal number is 00001017.

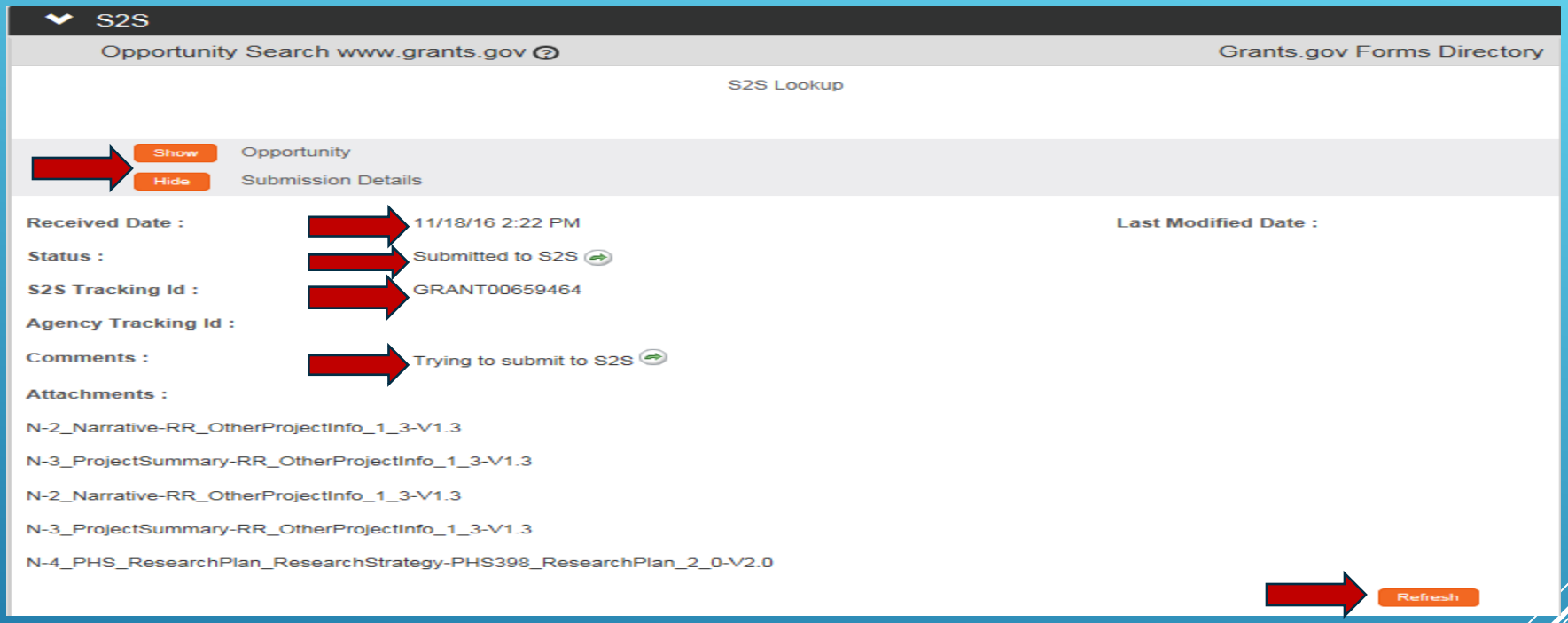
Include Document Link ☑

Send Cancel

➢An email will be sent to the PI/initiator of the proposal notifying him/her that the proposal has been submitted. The recipient will be able to click on the Proposal Number link to access the proposal in question.

- (If a grants.gov proposal) Once the proposal is approved by the entire routing chain, a member of Sponsored Research Administration will submit the proposal to Grants.gov:

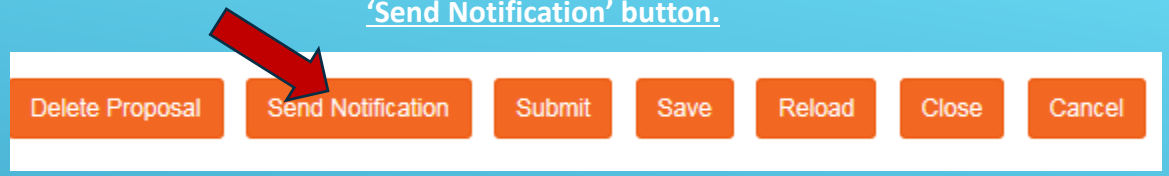
- S2S TAB:
- After the SRA member submits to grants.gov, Streamlyne will display the submission details: Status, S2S Tracking ID and comments. To verify that the submission has been validated, the PI/Initiator will click 'Refresh' button.



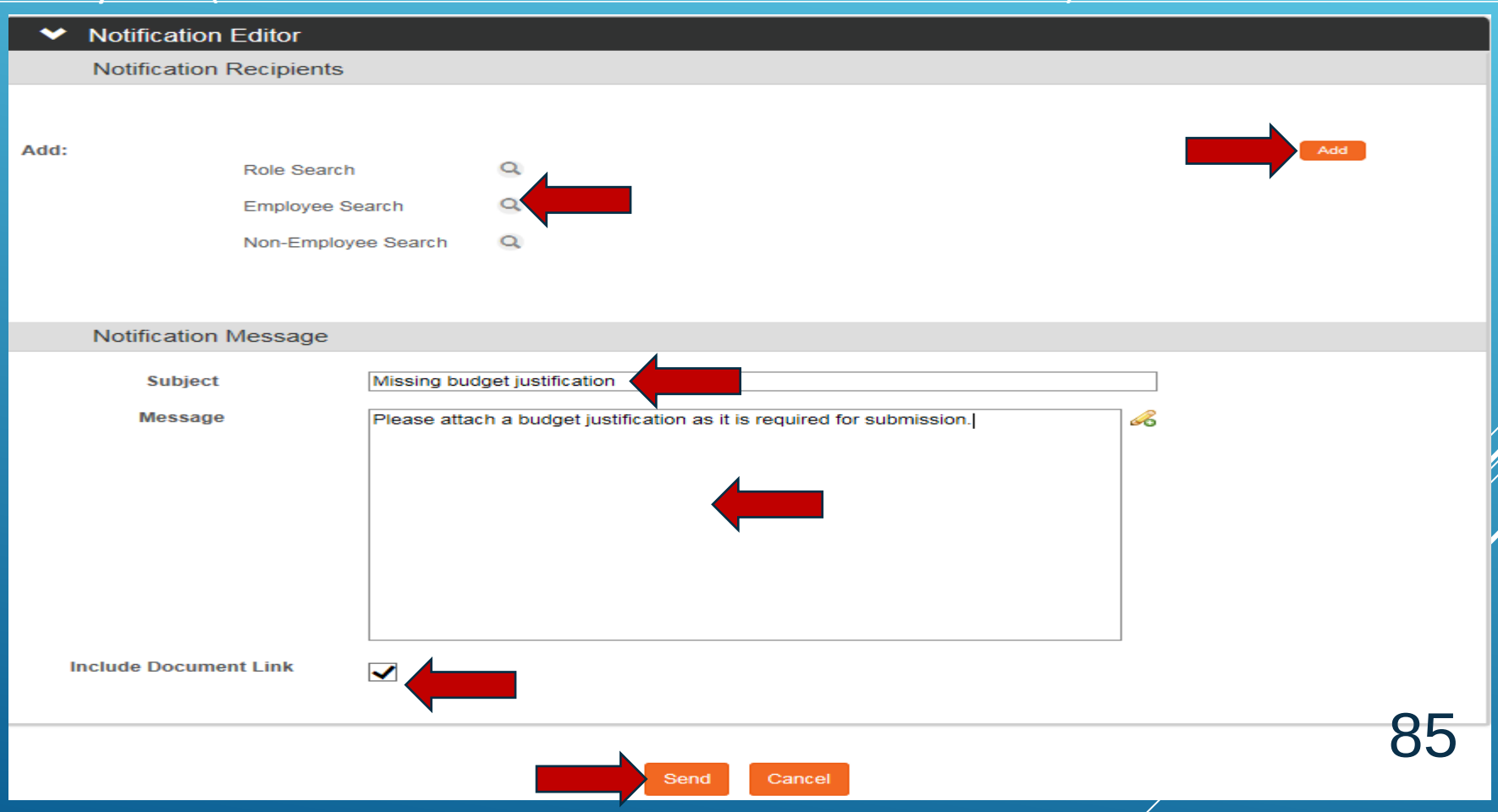
- Streamlyne will display the updated submission details: status, the S2S tracking ID, Comments and time stamp of submission.

➢SEND NOTIFICATON

➢Key Personnel have the ability to voluntarily send notifications to other users with information/details pertaining to the proposal document in question. Common reasons include missing attachments required prior to submission to sponsor. The person (sender) clicks 'Send Notification' button.

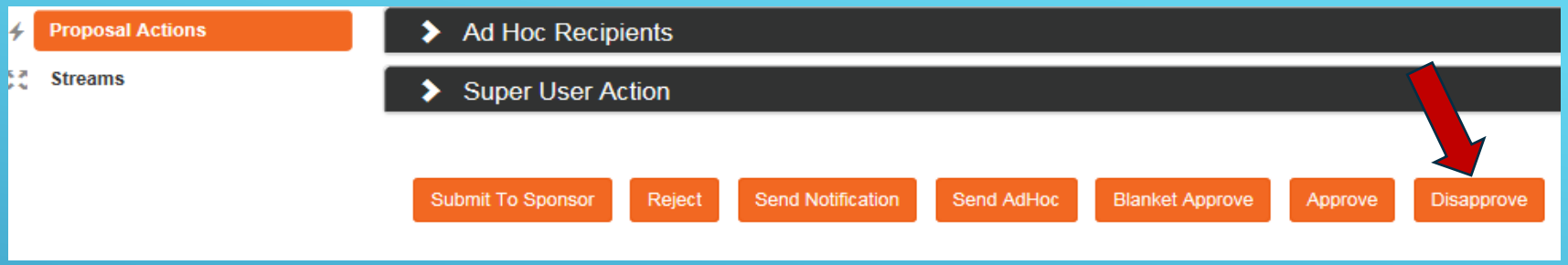


➢The sender will search, select and add the recipient, subject and message in the text box. 'Include Document Link' will be checked by default (the receiver will be able to access the document from the notification). The sender will click 'Send' button.



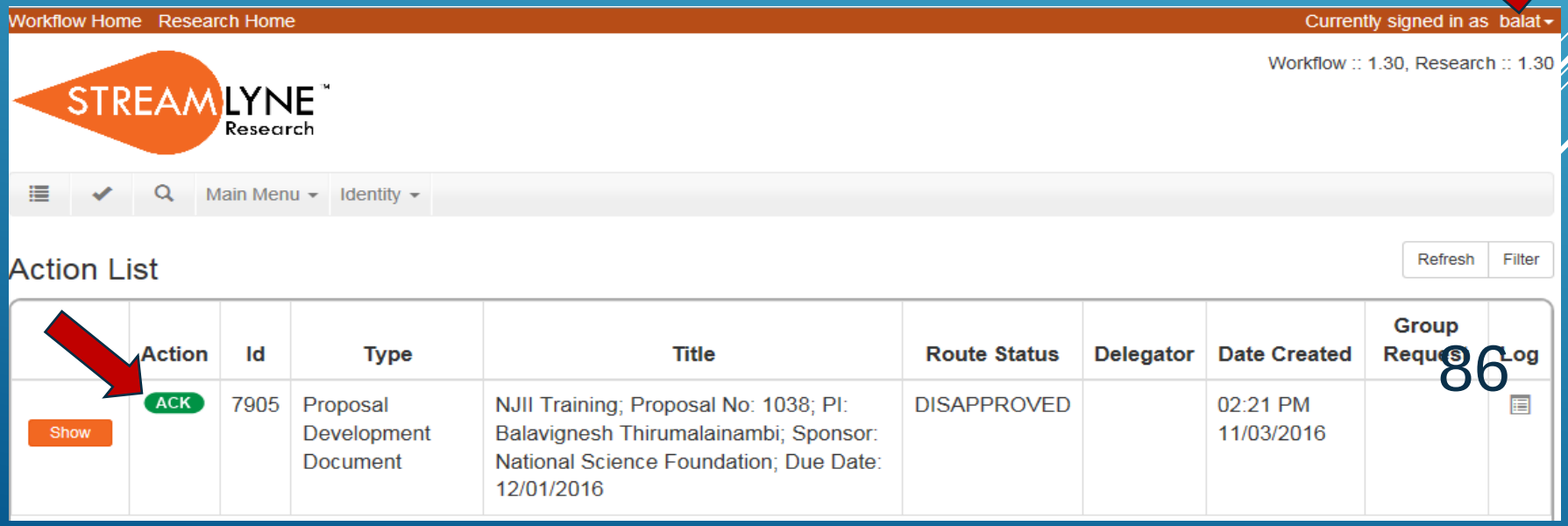
➢ The recipient will receive the notification via email.

➢Once a proposal has been submitted into workflow, the pending approver has the ability to DISAPPROVE the proposal document.

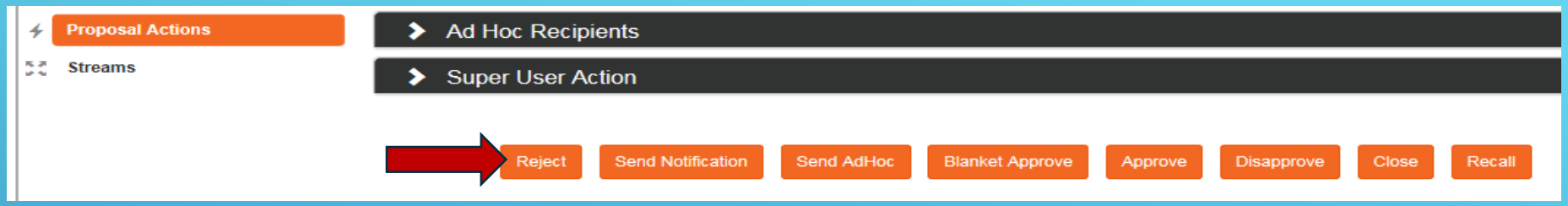


➢The pending approver enters a reason for disapproval and clicks 'Yes'.

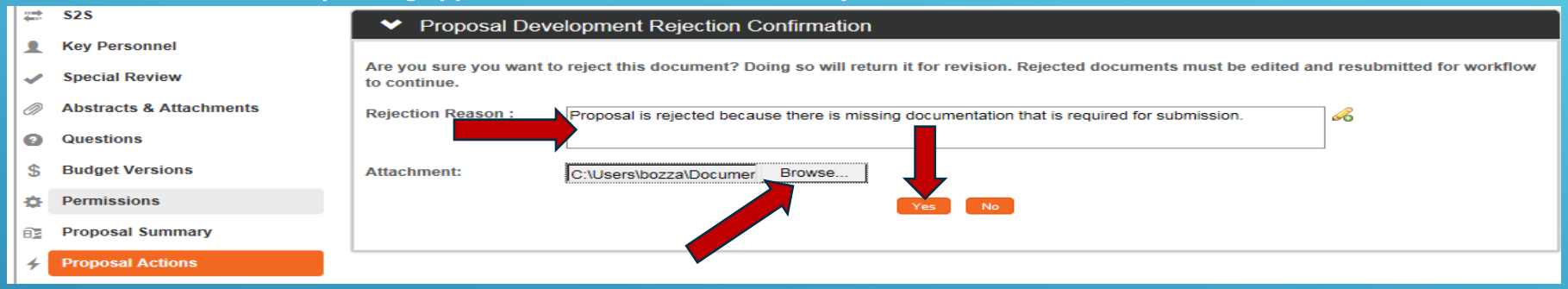
➢The disapproved document will appear in the initiator's action list. The ACK icon indicates the document is pending acknowledgement by the initiator. Disapproved documents cannot be edited and resubmitted.



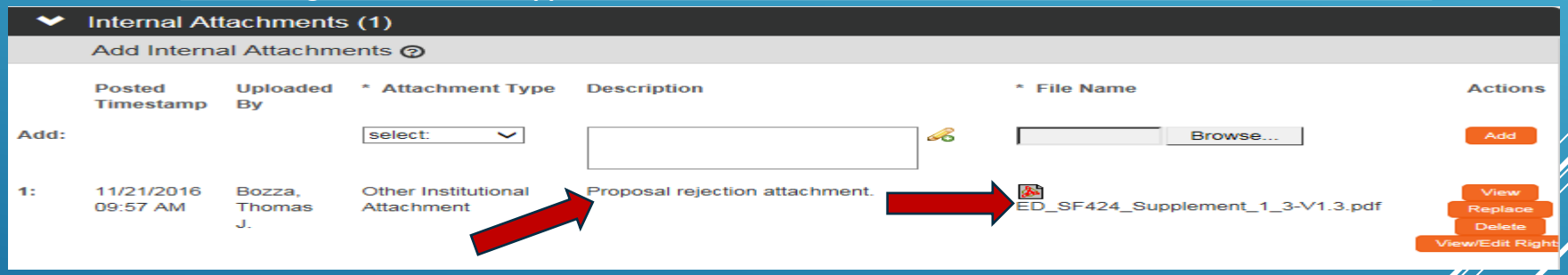
➢The pending approver has the ability to REJECT the proposal document. This will allow the approver to return a proposal back to the PI/Initiator for revision. (Note: this can be done on either the Proposal Summary or Proposal Actions tab).



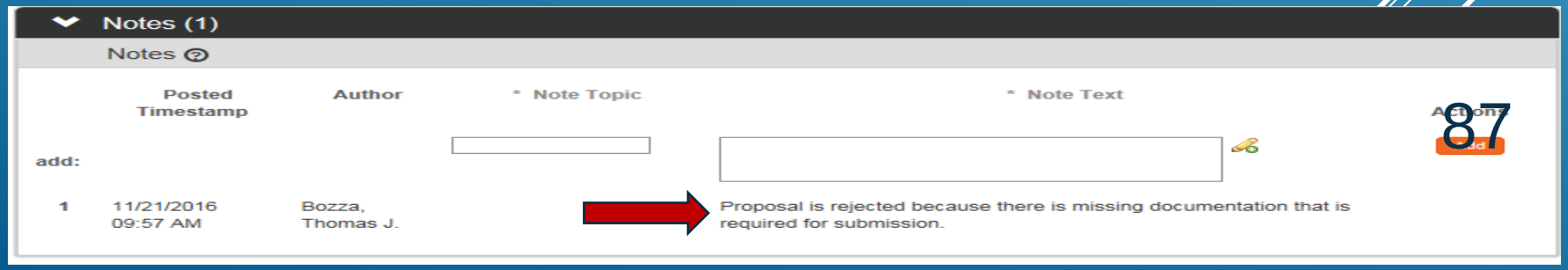
➢The pending approver enters a reason for the reject. Also, an attachment can be added.



➢The missing attachment will appear in the Internal Attachments section of the Abstract & Attachment tab.

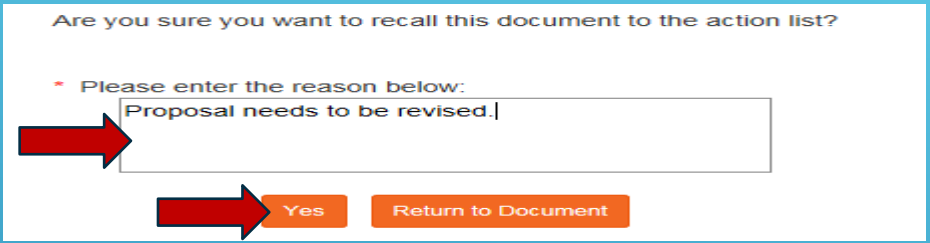


➢The rejection reason will appear in the Notes section.

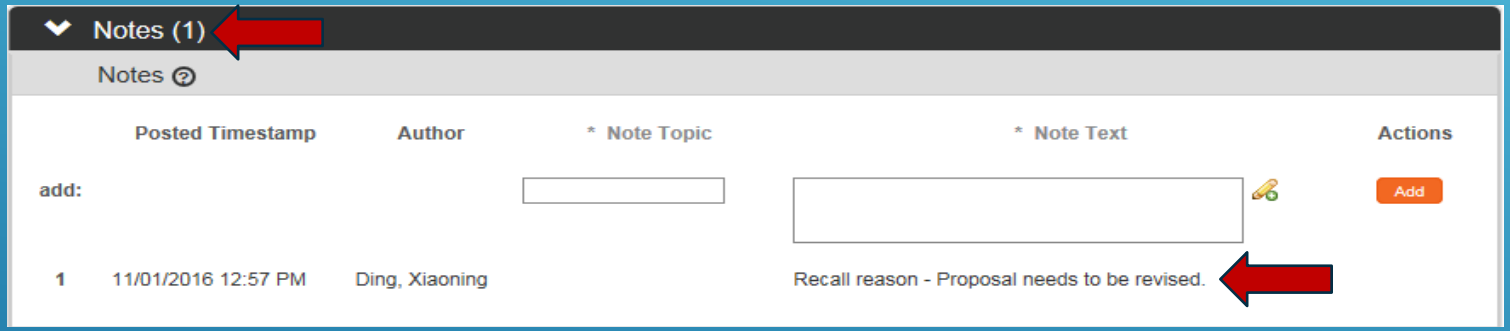


- A proposal has been approved by all key personnel and is awaiting final approval from SRA.
- The aggregator of a proposal document has the ability to RECALL a proposal document for revision after the document has been submitted into workflow.

- The PI/Initiator enters a reason for recall and clicks 'Yes'.



- The annotation of the recall will appear in the Notes section of Abstracts and Attachments tab.

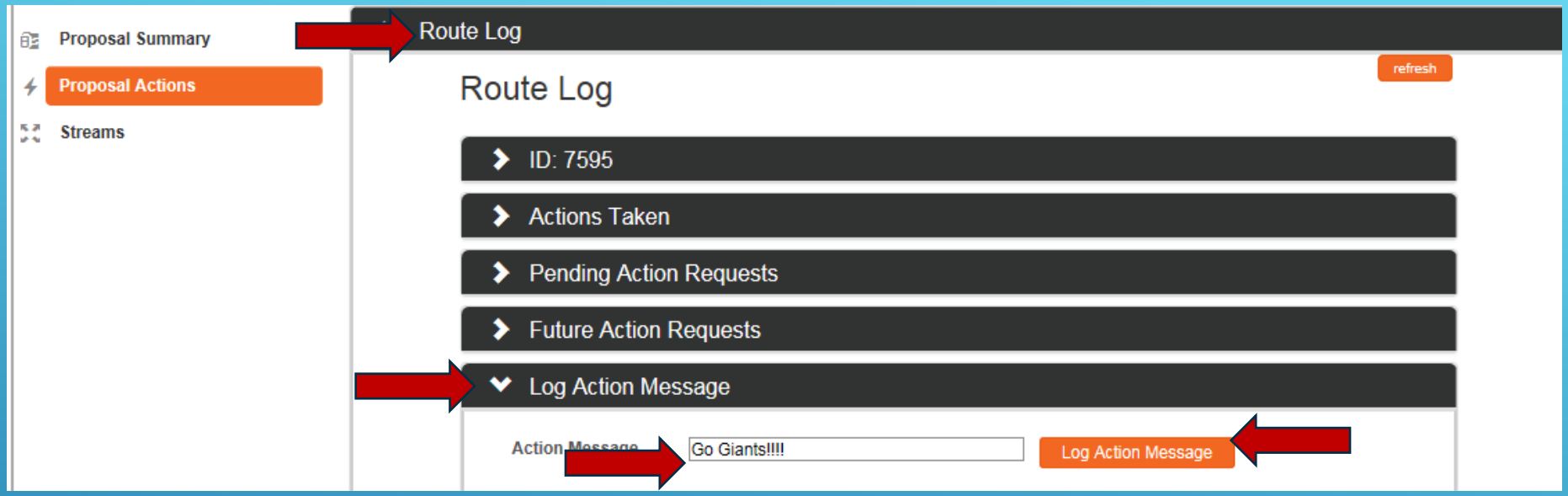


- Once a document is recalled, the requested action in the action list of current approvers (SRA)will change from approve to FYI. The document will appear in the action list of the PI/Initiator who recalled it.

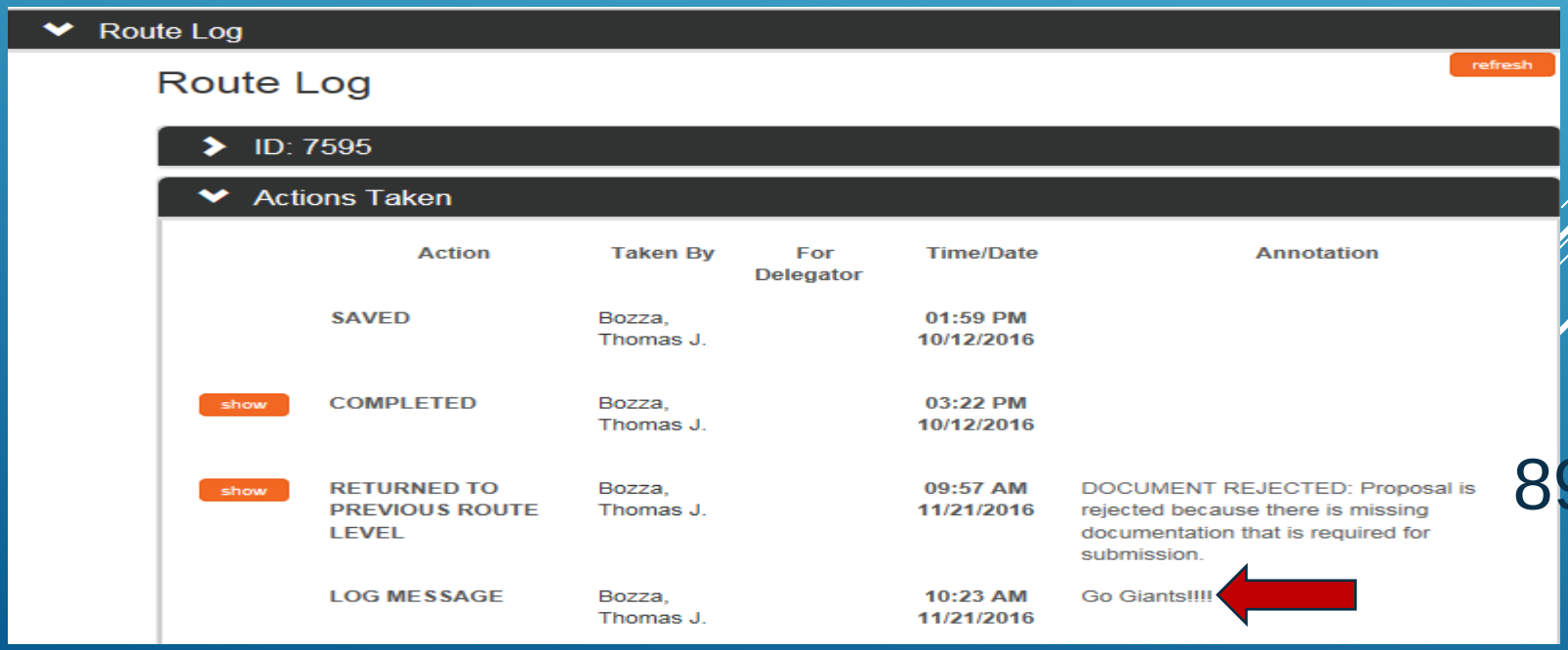
- Recalled documents can be edited only by users with edit access for that document (in this example: the PI/Initiator and the SRA team).

- Once revisions are complete, the PI/Initiator who recalled the document must 'Submit' in order to restart the workflow.
- Since the original document was previously approved, please reach out to an SRA member with Super User Access who has the ability to approve on behalf of all persons in the workflow to avoid another round of approvals.

➢The log action message is an optional section where key personnel can add a message to the route log. He/she enters the message followed by clicking the LOG ACTION MESSAGE button.



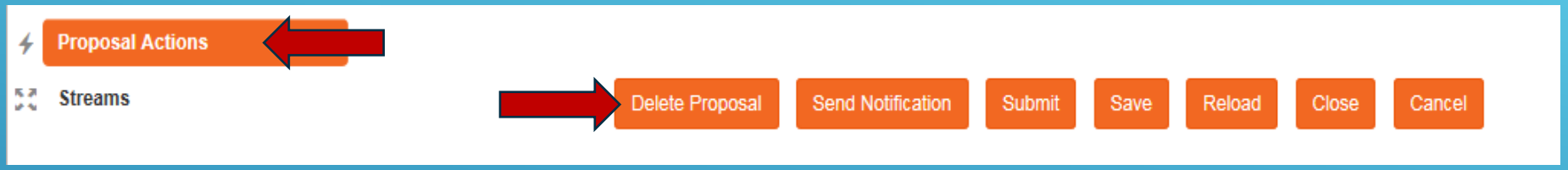
➢The log message will be added to the most recent action taken.



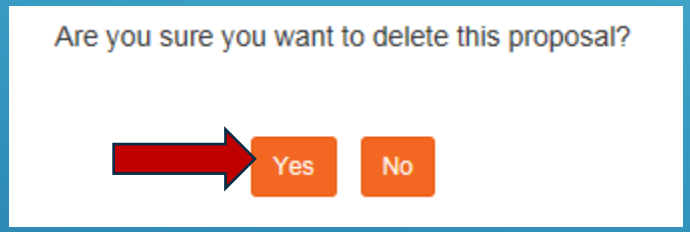
- The P/I initiator has the ability to DELETE/CANCEL a 'Saved' proposal document from his/her action

COM	7760	Proposal Development Document	Test PD Number; Proposal No: 1001; PI: null; Sponsor: New Jersey Meadowlands Commission; Due Date: null	SAVED		06:00 PM 10/20/2016

- The P/I initiator navigates to the Proposal Actions tab, clicks the 'Cancel' button.



- Note: A warning message will follow asking 'Are you sure you want to cancel?'. The PI/Initiator will click 'Yes'.

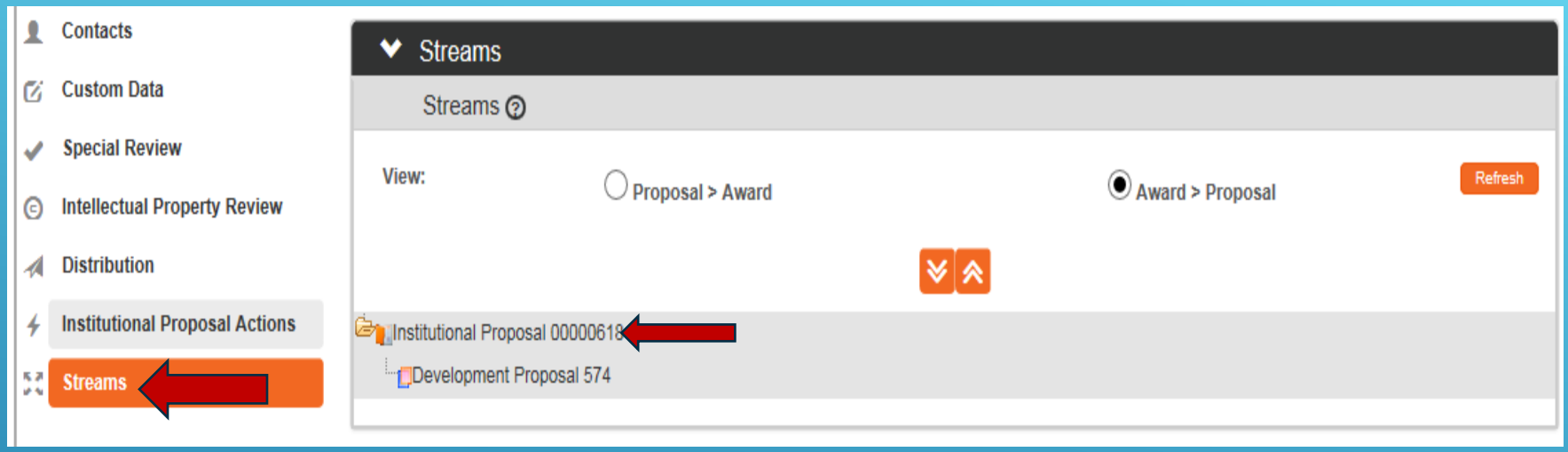


- The proposal document will no longer be listed on the initiator's action list. However, when searching for this document, 'CANCELED' status will be displayed.

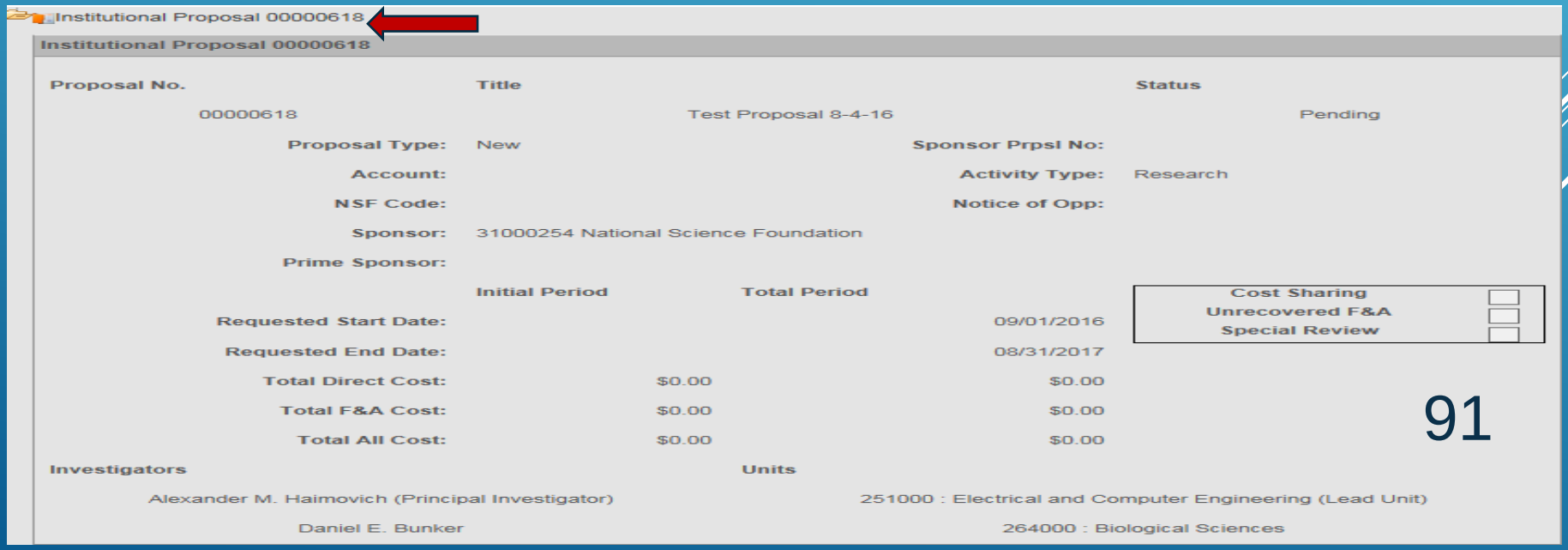
Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
7760	Proposal Development Document	Test PD Number; Proposal No: 1001; PI: null; Sponsor: New Jersey Meado...	CANCELED	Bozza, Thomas J.	10/20/2016 06:00 PM	

STREAMS

- STREAMS functions as a relational cross-reference, allowing the key personnel to view different types of documents when they are associated with each other. STREAMS allows the key personnel to view fields of information and to navigate directly to each document.



- From the Institutional Proposal, the key person clicks 'Institutional proposal', the IP details will be displayed.



➢ The key person clicks 'Development proposal', the DP details will be displayed. He/she can also navigate to the proposal document from

Development Proposal 574

Development Proposal 574

Open Proposal | Notes

Proposal No:	574	**Status:**	Approved and Submitted
Lead Unit:	251000:Electrical and Computer Engineering		
Start Date:	09/01/2016	**End Date:**	08/31/2017
Title:	Test Proposal 8-4-16		
Proposal Type:	New		
NSF Code:			
Sponsor:	31000254 National Science Foundation		
Prime Sponsor:			
Sponsor Proposal No:		**Activity Type:**	Research
Program Title:			
Notice of Opportunity:		**Program No:**	
Attachments:	None	**Budget:**	Unset

Investigators	Units
Alexander M. Haimovich (Principal Investigator)	251000 : Electrical and Computer Engineering (Lead Unit)
Daniel E. Bunker	264000 : Biological Sciences

➢ The initial development proposal screen will appear, along with the other development proposal tabs.

Proposal Development Document

Document Number : 6780
Initiator Network Id : tsybesko
Sponsor/S2S : National Science Foundation/None
Document Status : Approved and Submitted
Creation Timestamp : 02:03 PM 08/04/2016
Principal Investigator : Alexander M. Haimovich

- Proposal
- S2S
- Key Personnel
- Special Review
- Abstracts & Attachments
- Questions
- Budget Versions
- Permissions
- Proposal Summary
- Proposal Actions
- Streams

- Required Fields for Saving Document
- Sponsor & Program Information
- Organization/Location
- Delivery Info

Close

➢ Conversely, from the Development Proposal, the key person can open the Institutional proposal from here.

Institutional Proposal 00000618

Institutional Proposal 00000618

Open Proposal | Open Proposal Notes

Proposal No.	Title	Status
00000618	Test Proposal 8-4-16	Pending

Proposal Type:	New	Sponsor Prpsl No:	
Account:		Activity Type:	Research
NSF Code:		Notice of Opp:	
Sponsor:	31000254 National Science Foundation		
Prime Sponsor:			

	Initial Period	Total Period
Requested Start Date:		09/01/2016
Requested End Date:		08/31/2017
Total Direct Cost:	$0.00	$0.00
Total F&A Cost:	$0.00	$0.00
Total All Cost:	$0.00	$0.00

Cost Sharing ☐
Unrecovered F&A ☐
Special Review ☐

Investigators	Units
Alexander M. Haimovich (Principal Investigator)	251000 : Electrical and Computer Engineering (Lead Unit)
Daniel E. Bunker	264000 : Biological Sciences

Development Proposal 574

➢The Institutional Proposal screen will appear, along with the other Institutional proposal tabs.

- Institutional Proposal
- Contacts
- Custom Data
- Special Review
- Intellectual Property Review
- Distribution
- Institutional Proposal Actions
- Streams

* Indicates required field

Document Overview

* Description : Generated by Dev Proposal 574 Explanation :

Organization Document Number :

Institutional Proposal

Sponsor & Program Information

Financial

Graduate Students

Notes and Attachments (0)

Delivery Info

➢ **The key person can view proposal notes.**

Development Proposal 574

Open Proposal | Notes

Proposal No:	574	Status:	Approved and Submitted
Lead Unit:	251000:Electrical and Computer Engineering		
Start Date:	09/01/2016	End Date:	08/31/2017
Title:	Test Proposal 8-4-16		
Proposal Type:	New		
NSF Code:			
Sponsor:	31000254 National Science Foundation		
Prime Sponsor:			
Sponsor Proposal No:		Activity Type:	Research
Program Title:			
Notice of Opportunity:		Program No:	
Attachments:	None	Budget:	Unset

Investigators	Units
Alexander M. Haimovich (Principal Investigator)	251000 : Electrical and Computer Engineering (Lead Unit)
Daniel E. Bunker	264000 : Biological Sciences

➢**The key person is directed to the Abstracts and Attachments tab- notes section. If there were notes entered initially, they would be listed as a line item here.**

- Abstracts & Attachments
- Questions
- Budget Versions
- Permissions
- Proposal Summary
- Proposal Actions
- Streams

Internal Attachments (0)

Abstracts (0)

Notes (0)

Notes

	Posted Timestamp	Author	* Note Topic	* Note Text	Actions
add:					Add

Contact Information

- **For all proposal-specific & budget-specific questions, please direct them to the ambassador of your respective college:**
  - **Nancy Henderson**, Program Manager- College of Computing Sciences
    973-642-4566; **nancy.henderson@njit.edu**
  - **John McCarthy**, Director of Research- Newark College of Engineering
    973-596-3247; **john.p.mccarthy@njit.edu**
  - **Iris Pantoja**, Program Manager- School of Management & College of Architecture and Design
    973-642-4483; **iris.pantoja@njit.edu**
  - **Cristo Yanez-Leon**, Director of Research- College of Science & Liberal Arts
    973-596-6426; **leonc@njit.edu**

- **For all technical questions pertaining to Streamlyne, please direct them to:**
  - **Thomas Bozza**, Streamlyne Program Manager- Office of Sponsored Research Administration
    973-596-5352**; thomas.j.bozza@njit.edu**