KR PD s2s tip sheet

KUALI RESEARCH
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System-to-System (s2s) is the direct transfer of information from CSU's Kuali Research Proposal Development (KR PD) module to Grants.gov, the Federal portal used for application submission by many (but not all) Federal agencies.

- If a Federal agency uses Grants.gov form packages (aka Workspaces or NIH ASSIST applications) to accept proposal submissions, we should attempt to use KR PD s2s for these proposals.

NOTE: Not all Grants.gov forms are supported by mapping in KR PD. If an opportunity has a required or optional form that is not supported, the error message will provide specific form name and version. These forms can be uploaded using the s2s User Attached section, so s2s is still an submission option.

NOTE: S2S is used *only* when CSU is submitting a proposal to a Federal Agency. It is ***not*** used when CSU is a subrecipient on another institution's proposal that is being submitted using Grants.gov.

Before starting the proposal record:

If there will be subrecipients in the proposal:

First time for new subs, sub personnel:

- **Organization** and **Address Book** entries for subrecipient institution have been requested
- ***Sub PI*** (and other subrecipient Key Personnel) **Address Book** entries have been requested;

If Key Personnel will include non-CSU employees <u>not</u> associated with a subrecipient organization:

- **Address Book** entries have been created for those people (e.g., consultant, collaborator, NIH 'Other Significant Contributor')

Tips for completing the PD record:

Proposal Details, Sponsor & Program Information, Organization & Location sections:

Proposal type is accurate per sponsor instructions

- Resubmissions should include the previous (original, 'new') Institutional Proposal (IP) number.
- Renewals should reference the CSU Award ID (the KR Award number, not the 53 account number). Medusa will give you the number information, or you can contact your OSP Research Administrator.

Deadline date is entered (as early as possible) so that OSP is aware of the proposal

NIH: If resubmission or renewal, previous NIH (proposal/award) core numbers required (i.e., 'Federal Identifier').

- Sponsor & Program Information: Sponsor Proposal ID field is where to put the 'Federal identifier' data.

If subrecipients are included in the proposal:

- Subawards box is checked (Sponsor & Program Information)
- Subrecipient organizations are added to Org & Location page, ***Other Organizations*** section

S2S Opportunity:

Find and attach the correct opportunity using the Opportunity ID search.

Review the Forms list

** NEW ** -- a 'blank' version of the form will open if you click on the Form Name hyperlink. This lets you know what information (data fields) are required before the PDF of a completed form can be generated (Select > Create PDF).

- Applicable budget form is selected to include (check box in *Include* column)
- Other forms that are available and necessary for our proposal submission are selected to include
- For forms listed, but showing as 'unavailable': These forms need to be downloaded, completed, and attached to User Attached section. Form versions must match the version number of the form listed. Some examples are:
    - **NIH**: PHS Assignment Request
    - **NIFA**: AFRI Project Type, NIFA Supplemental info

- o **Other agencies** may have required forms for specific opportunities that have to be included in User Attached section. Red error message will give you form and version details. See below for more info.

User Attached Forms:

If a form is ***mandatory*** but not available for KR PD to map information to, the opportunity will not load to the record and a red warning banner will appear.

- Note the form name and version from the error message.
- Download the PDF from Grants.gov Forms page.
- Complete the form, and attach in ***User Attached Form*** section using the “Add User Attached Form” button.

Grants.gov Forms Repository:
https://www.grants.gov/web/grants/forms.html

- Start with *R&R Family* to look for the form, unless you know for sure it is in one of the other groups

If the form is *optional*, it can be added any time (before or after the Grants.gov opportunity is attached.

Forms

Form Name	Mandatory	Include	Description
PHS_AssignmentRequestForm_2_0-V2.0	No	No	Unavailable

User attached forms must be **complete** <u>before</u> the KR PD record is submitted to routing. These attachments *cannot* be replaced during routing.

Key Personnel

CSU employees:

- Proposal Person Certification questions enabled for all (including Key Persons)
- Edit Directory Title as needed (HR title may not be what we should use for Position/Title)
- **NIH:** the lead PI must have the PI/Contact role

Non-CSU employees:

Any non-CSU employees must be in the Address Book before they can be added to the Key Personnel section.

- If subrecipients, sub PI added as non-employee. Add as “Key Person” with role = Subrecipient PI.
- **NIH**: For Multiple PI submissions that include non-CSU employees, you can choose PI/Multiple for the non-employee.
- If they meet NIH (or other sponsor) key personnel definition, consultant/collaborator/NIH Other Significant Contributor added as Key Person with correctly typed/spelled role information.

Correct Position/Title ***must be copied*** from the Primary field to the Directory field in **Organization** section.

Non-employee’s department must be manually entered to appear correctly on the key person form:

- In the non-employee line item, click ‘Extended Details’ section.
- On the right side, enter the non-employee’s department information in **Directory Department** field

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Animal, Human, Biosafety (Compliance):

Animal, Human subjects items added as ***'pending'***. ("Not Yet Applied" will answer the pending question 'no', so do not use)

Attachments:

NOTE: PDFs need to be single document files, NOT portfolios or other special combinations.

- Proposal as required by opportunity forms in ***Proposal*** section
- Personnel as required by opportunity in ***Personnel*** section
- Abstract if required by opportunity is entered in ***Abstracts*** section (not an attachment)
- Attachments needed for internal CSU review are in *Internal* section
  - DO NOT add attachments in Proposal section that do not get submitted to sponsor (e.g., subrecipient files)

NOTE: *Internal* attachments and *Notes* are NOT submitted to the sponsor

Questionnaire:

CSU Standard Questionnaire is always required. Additional tabs on the Questionnaire page will appear if required for the attached opportunity (e.g., Grants.gov S2S, PHS 398 Cover Page Supplement)

Budget:

Create detailed budget for all s2s proposals. Budget information is required for the SF424 form, and most opportunities include a budget form that uses KR PD budget for mapping.

- The CSU budget justification is an attachment in the Attachments & Abstracts section.
- Subrecipient budget justifications are handled differently. See **Subawards** section below for details.

- **NIH -- Special Considerations**

- Answer 'yes' to the modular budget question only if using s2s for submitting the proposal.
- Budget Settings:
  - The 'modular' checkbox should be used if appropriate for the opportunity
    - To use the s2s Modular Budget form, the modular checkbox must be checked (='yes' in view mode)
    - For modular submissions, user will need to sync to the detail budget initially and after any detail budget editing
  - Submit cost-sharing unchecked (should only be checked for opportunities using the R&R Fed Non-Fed detail budget form).
- Project Personnel
  - If any key person is over Salary Cap, that info is in a ***separate*** budget version. (Adding the salary cap to the budget version to be submitted doubles the effort.)
- Use Period Direct Costs limit cells for each period to verify that CSU direct costs comply with FOA limits
  - If budget is over the limit, use sync to period direct costs button for Non-Personnel line items (if sufficient amount), or correct line items manually. (Personnel line items for named persons (including TBN) can't be adjusted; they are calculations based on effort.)

Remove from the Project Personnel list any Key Personnel who will not be budgeted. (This matters if using the detail R&R budget form.)

Subawards:

- R&R PDF budget form is used to upload sub attachment to the budget
  - ** VERSION MATTERS – use the name of the form in s2s Opportunity Search section to determine which version of the form to use

        - The sub R&R budget PDF can be extracted from the blank version of the form listed in the Forms section
        - The forms can also be downloaded from the Grants.gov forms library: https://www.grants.gov/web/grants/forms.html
    - Budget justification must be attached to the sub budget R&R PDF form (NOT in the Proposal Attachments section)
        - Use unique filename (sub name abbreviation + < budget justification >; e.g., **KState_budget_just**).
- Direct data entry in Subawards section:
    - If the submitted budget will be modular, you don't need the PDF budget form to use subaward budgeting functionality
        - Lookup and add the subawardee in the Subawards section.
        - Open the Details lightbox (button at right end of the subawardee line)
        - Enter Direct & Indirect costs by year.
        - Click save.
    - These expenses will map automatically to the Non-Personnel section in the distinct object codes for direct costs and F&A costs for each sub.
        - The Subrecipient line items cannot be edited in Non-Personnel. To make changes, open the Details box in the Subawards section again.

Modular budget (usually only NIH):

The modular budget section rounds the detailed budget amounts UP (only up) to the next $25k increment. The data can be edited, but edits in the modular section do not change the detailed budget line items, and the next 'sync' action will r

F&A will calculate on the *modular* budget (rounded amounts).

- If the Budget Settings checkbox for 'exclude subcontract F&A from Direct Cost Limit' and an F&A rate type of MTDC are used, the system will automatically exclude F&A from the direct costs limit validation, and the base amount used for F&A calculation will exclude sub F&A once the subrecipient total budget is greater than $25,000.

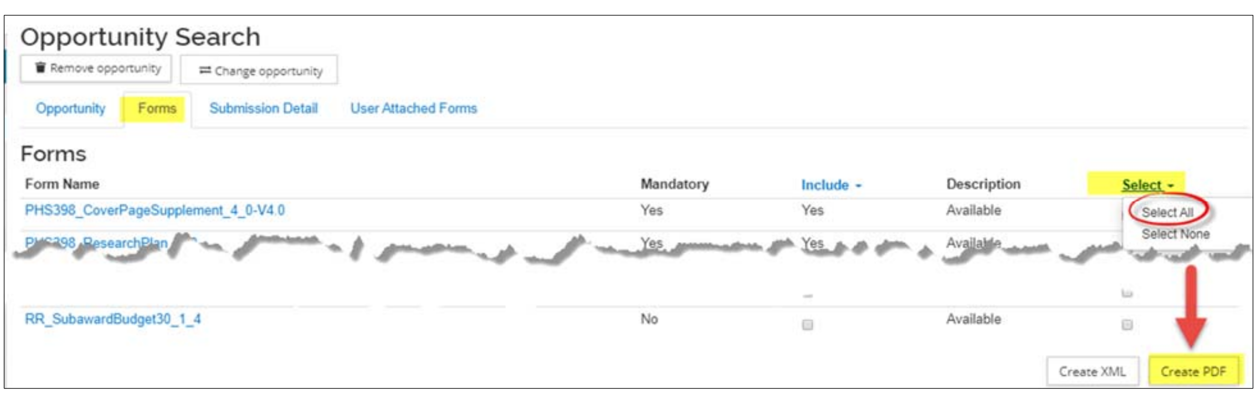
CSU direct costs and the base amount for F&A calculation can be manually modified in the modular section, but 'sync' action will reset any changes to match the detail budget.

Changes to the budget have to be made in the Detail sections (Personnel, Non-Personnel, and Subawards).

After any changes are made in the detail budget sections, have to use the 'sync' button again to bring those into the Modular section's budget information.

Preview the application after budget is approved, **before** submitting to routing.

- Use the 'Select' boxes to choose the forms to print. If you choose 'Select All' from the Select dropdown, the system shouldn't choose forms not available and/or not being included, but uncheck manually if an error message happens.



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Grants.gov error check and NIH Validations Service

Using s2s provides Grants.gov error checking for all Grants.gov opportunities, and an additional layer of checking for NIH proposals ('NIH validation services').

The Grants.gov check looks for missing data or attachments as required by the forms; this is the same check that runs in Workspace as the 'check for errors'.

For NIH s2s proposals, KR PD will also run the current eCommons validation check before the proposal is submitted to routing. This will catch items such as missing eCommons ID, missing attachments usually required by eCommons (not part of the Grants.gov error check), missing role information (like 'sponsor' for fellowship application faculty mentors). This is the same NIH check that runs in Workspace as 'grantor preview' and in ASSIST's validation service.

Having NIH validation service as part of KR PD s2s means we can submit more accurate NIH applications the first time. But if there is still an issue that needs to be fixed, KR PD s2s functionality can be used to submit changed/corrected applications.

Changed/Corrected applications

A changed/corrected application can be submitted for any Grants.gov opportunity. The original submission's Grants.gov tracking number is required for the changed/corrected submission.

For NIH submissions, if the application has loaded to eCommons, the OSP SO should reject the existing eApplication in eCommons before submitting a changed/corrected version.

The department research administrator or PI will need to copy the original PD record, and change the proposal type to the applicable 'changed/corrected' option (i.e., for New, choose New-Changed/Corrected; for Resubmission, choose Resubmission-Changed/Corrected).

Data corrections, corrected attachments, etc., need to be done in this 'changed/corrected' PD record, and then the proposal needs to be submitted to routing.

As soon as the PD record is submitted to routing, the OSP administrator can complete the submit s2s action. There is no routing for approvals for this proposal type.

Forms - Required information before the PDF of the form will print:

SF424 (cover)

- PI
- Budget version (can have -0- expenses)
  - o if more than one budget version exists, and none are marked 'include for submission', system will use the most recently created version
- Grants.gov Questionnaire completed

R&R Senior/Key Person

- Biosketch attached for each Key Personnel entry
- If NIH, eCommons id entered in Details section of the Key Personnel entry for PI/Contact and any PI/Multiple

R&R Other Project Information

- Grants.gov Questionnaire completed
- Proposal Summary attachment
- Proposal Narrative attachment

Budget (R&R detailed)

- Budget version
  - o if more than one budget version exists, and none are marked 'include for submission', system will use the most recently created version

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- PI must be added to Key Personnel and must have an assigned personnel line item in Budget in at least Period 1
  - use .01% for effort if necessary just to see the form
- Budget justification attachment

Budget (Modular)

- Budget version (can have -0- expenses)
  - if more than one budget version exists, and none are marked 'include for submission', system will use the most recently created version
  - If the modular budget has not yet been synced, there is an error message. Use sync action in Modular section of Budget version.
  - If the modular budget has been synced at least once,
- Modular question answered 'yes', or Modular checkbox checked in Budget Settings lightbox
- Personnel justification attachment

Subaward Budget:

- R&R Sub budget PDF uploaded in detailed Budget version > Subawards section
  - Must have budget justification attached within it, using a unique filename
    - (i.e., <u>not</u> BudgetJustification, but SubNameBudgetJust)
  - Indicator in the R&R pdf must be subrecipient
  - Dates must match KR proposal details
  - Version of the subaward form must match the opportunity form version

PHS Research Strategy

- Research strategy attachment

For any s2s, the Federal agency's system instructions (aka SF424, Grants.gov) should also tell you what the sponsor requirements are for the specific forms.

If a validation error message appears without a specific attachment reference, the required info is probably in one of the Questionnaire tabs (Grants.gov or PHS).

NIH – Resubmission, Renewal

The following additional data elements are needed for NIH resubmission and renewal applications:

- Sponsor & Program Information > Agency routing identifier: The two-letter institute code plus 6-digit number (e.g., CA123456). Do NOT include the R/U/P designation or any -01 or -A1 information.
- Proposal Attachments > Introduction