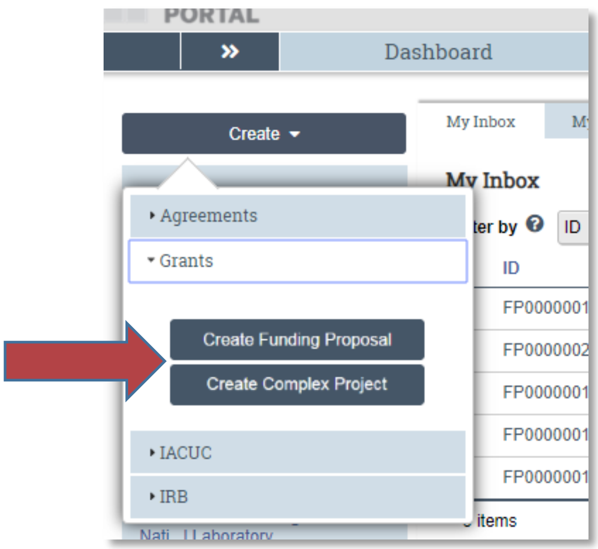
RAMP RESEARCH ADMINISTRATION MANAGEMENT PORTAL

RAMP GRANTS: HOW TO CREATE A PROPOSAL

Study Staff members, including PIs, Administrative Contacts (Department Research Administrators), and other registered technical staff can create funding proposals in the Grants module. This topic shows how to create a funding proposal, and check it for errors and omissions.

To create a funding proposal

1. From the Dashboard, click the **Create** menu and then select **Create Funding Proposal under Grants**.



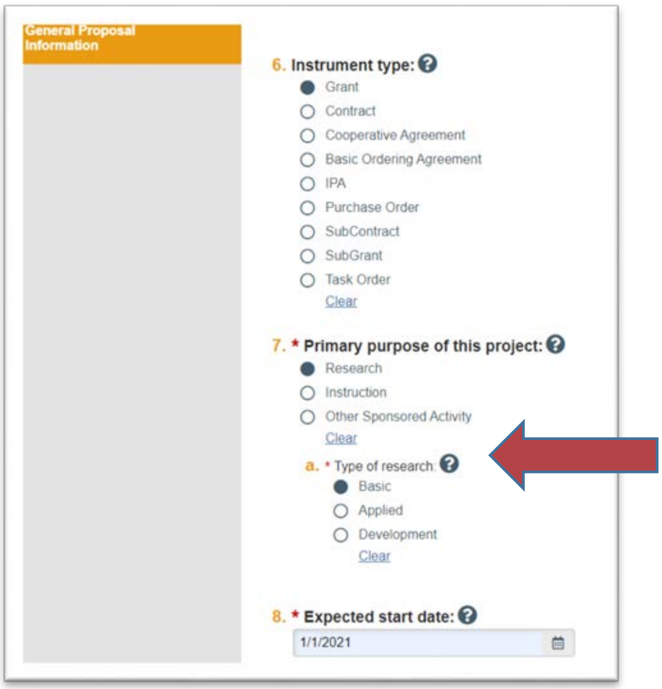
2. Fill out each page of the SmartForm and click **Continue**. Required fields are marked with a red asterisk.*

General Proposal Information

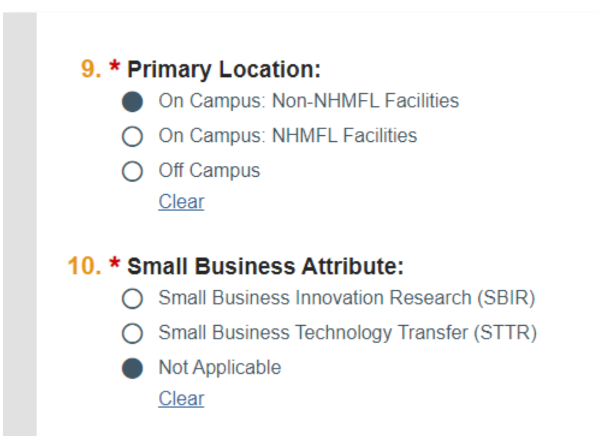
1. Type of Application
2. *Short Title – enter an application ID in the following format: PI's last name, sponsor, Grants Officer's last name, and due date

   For example: Smith_NIH_Stamm_7-5-20
3. *Long Title – enter the Proposal Title as submitted to the sponsor
4. *Program director / Principal Investigator / Project lead / Fellow
5. *Select the direct sponsor - Which direct sponsor you select determines whether you are subsequently queried for Federal solicitation information. Once you specify the sponsor, Grants creates a budget you can complete.

6. Complete instrument type if you know what it will be (usually NIH, NSF awards are grants); this is not a required field.
7. *Primary Purpose of Project – if Research, fill in the type (basic, applied, development).



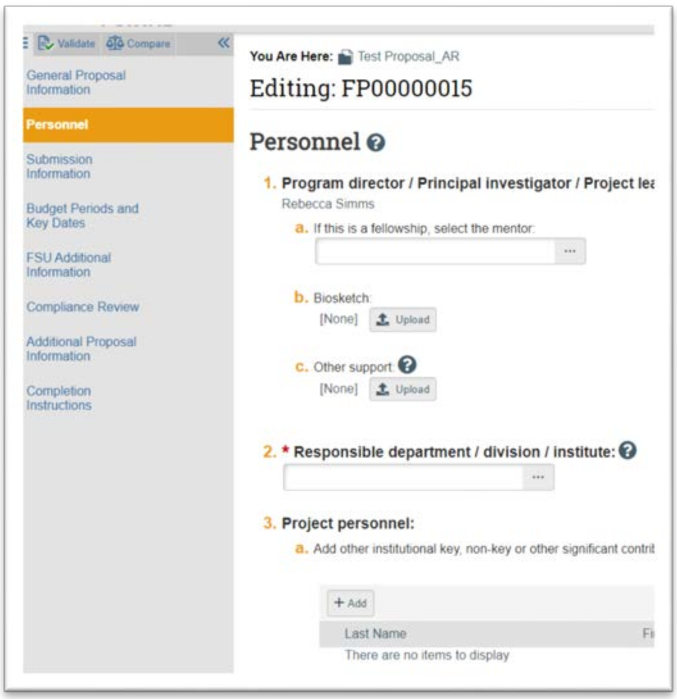
8. *Expected start date - is required; most agencies require at least 6 months from the application deadline, sometimes it's specified in the solicitation.
9. *Primary Location is required; this designation will drive the IDC rate.
10. *Small Business Attribute is required.



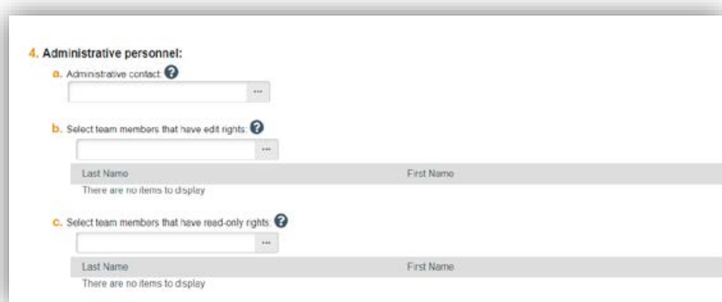
Once the General Proposal Information is saved, the other SmartForm pages will generate. In addition, the Sponsor Budget will be created in the proposal workspace and can be filled in before the rest of the SmartForm is completed.

Personnel

1. Program director / Principal Investigator / Project lead / Fellow
2. *Responsible department / division / institute
3. Project personnel -
    a. Institutional personnel - Adding institutional project personnel here will allow these individuals and their respective salaries to be imported into the budget.
    b. Add non-institutional key personnel, including subrecipients



4. Administrative Personnel
    a. Administrative Contact – this should be someone internal to the department
    b. Select additional team members that have edit rights (the PI and Admin Contact will have edit access and do not need to be listed as additional editors), and
    c. Select additional team members that have read only rights



Submission Information

This form will display fields based on the sponsor information you entered on the General Proposal Information form.

1. Submission type - automatically assigned based on the Direct Sponsor entered on the General Proposal Information form.
2. Direct Sponsor - auto populated based on the information entered on the General Proposal Information page.

<u>For Federal sponsors</u> -

3. *Will this application be submitted system-to-system?
    - If you select “Yes” you will then need to find and select the funding opportunity using the following instructions
    - If you select “No” you will be provided additional fields in question 4 and new fields in questions 5 and 6 to enter solicitation information for applications not submitted through Grants.gov
4. For federal system-to-system submissions, enter one search criteria in Field 4 to find the application package and click **Find**.

    Grants.gov returns matching opportunities and their instructions and forms if applicable.

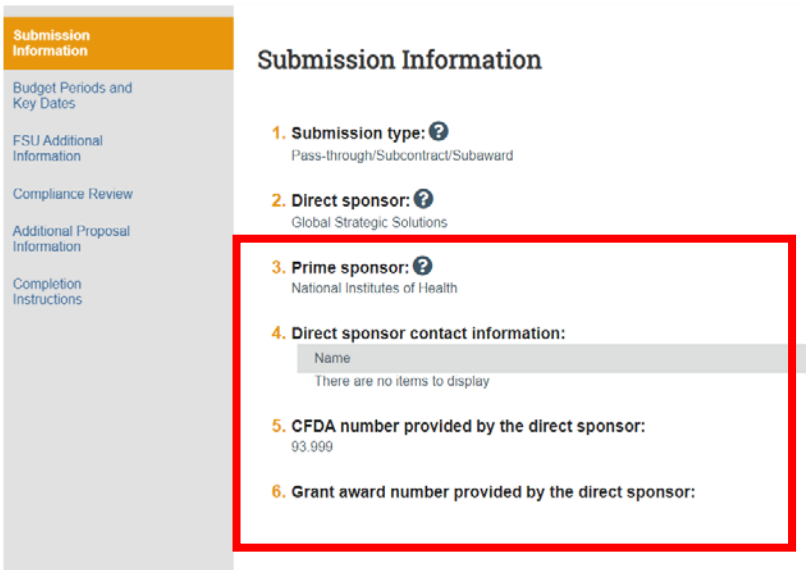
Click the radio button to select the desired opportunity.

Note: A search value in the Competition ID field can only be used in combination with search criteria entered in the other fields.

Tip: To replace the currently attached forms with any supported updates, click **Refresh Form Support**.

<u>For Non-Federal Direct sponsors</u> -

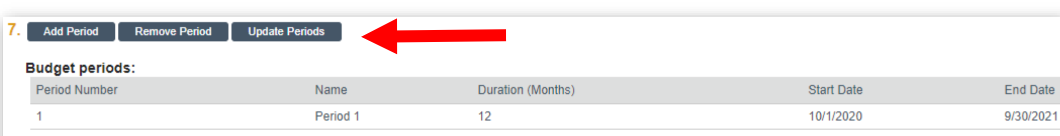
- Federal flow-through proposals will auto-populate the prime sponsor information and you'll be provided fields to enter optional information about the Direct Sponsor Contact and prime award information (optional fields).



- Other sponsor types will auto populate the sponsor information and provide a field to upload additional solicitation documents.

Budget Periods and Key Dates

1. *Application submission deadline - Enter the sponsor's deadline date; if no sponsor deadline, enter a target date. The internal submission deadline (FSU's internal 3-day deadline will appear on the Funding Proposal workspace.)
2. Date response expected from sponsor is not a required field.
3. Date project starts - This date auto populates from the General Proposal Information form
4. Date project ends - This field automatically populates based on how many budget periods are included in field 7. To modify the end date, add or remove budget periods and/or adjust budget period durations.
5. Project length (years): This will follow how many budget periods are used.
6. *Modular budget? - Enter Yes or No (a modular budget will only apply to certain NIH proposals that are requesting $250,000 or less per budget period in direct costs)
7. Budget periods – Add, Remove, or change the duration of any of the budget periods ("Update Periods") using the buttons

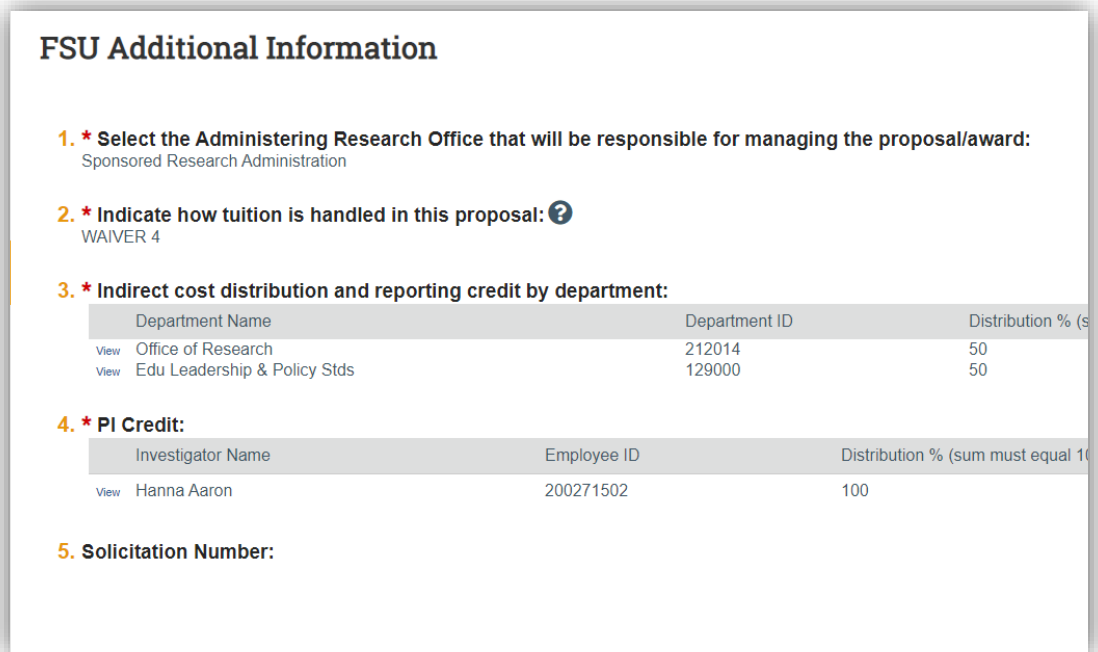


FSU Additional Information

1. *Select the Administering Research Office - Select Sponsored Research Administration for public funding (including flow-through) or Research Foundation for private funding.
2. *Tuition Waiver information - Pick the appropriate waiver for the grads students appointed to the project. If there are no grad students anticipated, Waiver 1 is the default. See the Help icon for details.
3. *Indirect cost distribution and reporting credit by department - Choose the departments and the % distribution they will receive for the SRAD distribution. The percentage must equal 100%.

   Enter whole numbers to indicate the percent indirect cost distribution and reporting credit by department. The credit assigned to departments can be based on any factor as long as all investigators, department chairs, and deans involved agree to the allocations. Refer to Policy 7A-7 Distribution of Indirect Cost Earnings on Projects Involving More than One Organizational Unit and Policy 7A-22 SRAD Distribution.
4. *PI Credit - Identify the PI and the Co-PIs and the credit distribution.

   Each investigator must receive at least 1% using whole numbers only, and the sum of all percentages must equal 100%. Credit is not applied or tracked for roles other than investigators.
5. Solicitation number - Enter the solicitation number for the application, if known and not included on the Submission Information form.



FSU Additional Information

1. * **Select the Administering Research Office that will be responsible for managing the proposal/award:**
   Sponsored Research Administration

2. * **Indicate how tuition is handled in this proposal:**
   WAIVER 4

3. * **Indirect cost distribution and reporting credit by department:**

	Department Name	Department ID	Distribution % (s
View	Office of Research	212014	50
View	Edu Leadership & Policy Stds	129000	50

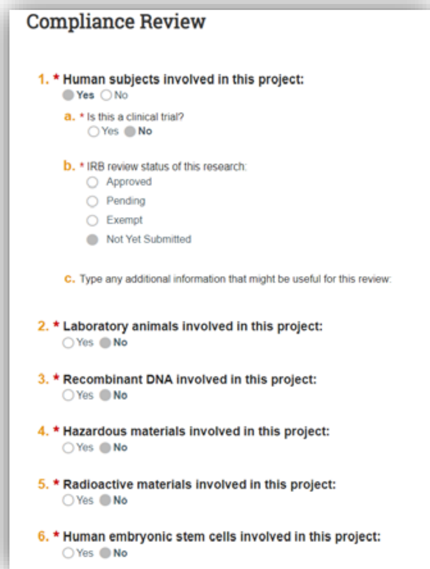
4. * **PI Credit:**

	Investigator Name	Employee ID	Distribution % (sum must equal 1(
View	Hanna Aaron	200271502	100

5. **Solicitation Number:**

Compliance Review

Check all the areas with a Yes or No depending on whether they are applicable to this project.

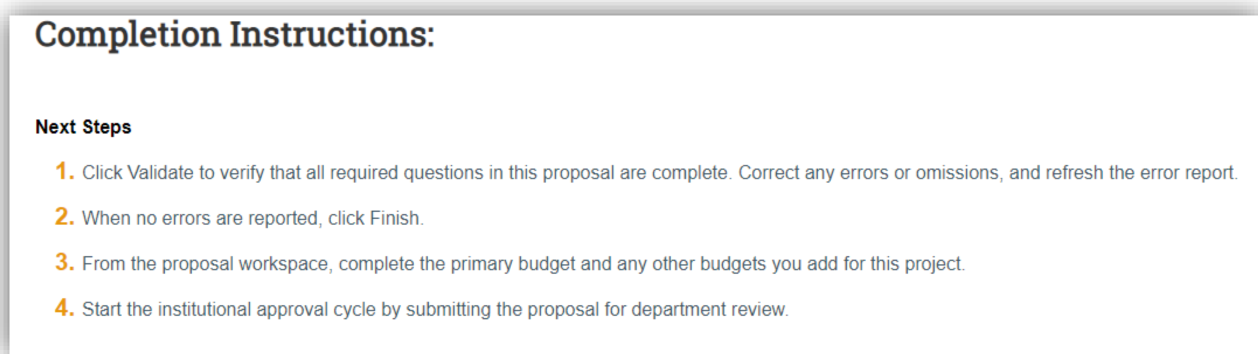


Additional Proposal Information

1. Will there be program income? Check yes or no.

Completion Instructions

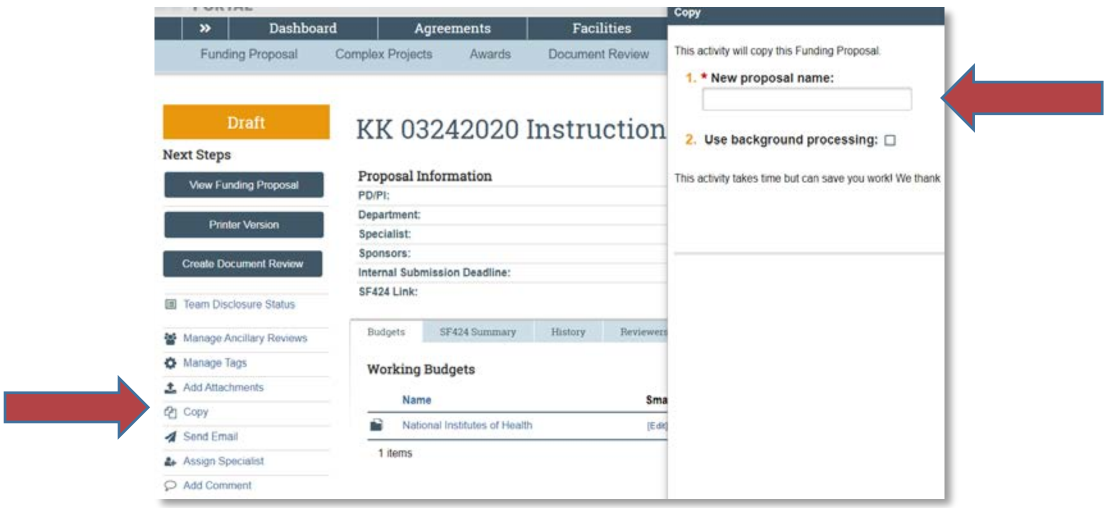
Follow the completion instructions on the last page, and then click **Finish**.



See How to Guides for entering budgets, subaward budgets, cost share budgets, and creating SF424 Form. Once all proposal components are complete, submit the funding proposal for routing by clicking **Submit for Department Review** in the menu of actions on the left.

To copy a previous funding proposal

1. Navigate to the previous proposal you want to copy and click on the record name to open the workspace.
2. Click "**Copy**" in the navigation pane.
3. Enter a new proposal name in the following format: PI's last name, sponsor, Grants Officer's last name, and due date, click "ok." The box to use background processing does not need to be checked.



4. Your copied proposal will appear under Draft Funding Proposals. If you don't see it right away, refresh the screen after a few minutes.

To upload additional attachments to a funding proposal

- To add additional attachments to a funding proposal, click "Add Attachments" on the navigation pane.
- The attachments will then appear under the Attachments tab in the funding proposal workspace.