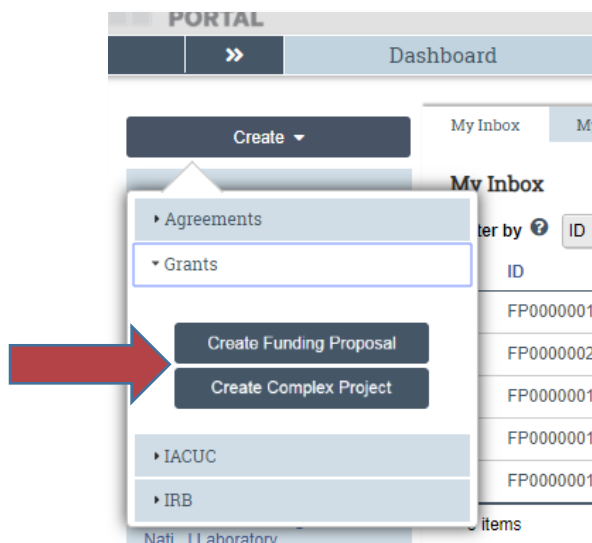


HOW TO CREATE A PROPOSAL

Study Staff members (Department Research Administrators), including PIs, Administrative Contacts, 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. To create a New funding proposal, from the Dashboard, click the **Create** menu and then select **Create Funding Proposal under Grants**. See the RAMP Grants Help Center for instructions on creating Resubmission, Renewal and Revision proposals.



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).

General Proposal Information

6. **Instrument type:** ?

- ☒ Grant
- ☐ Contract
- ☐ Cooperative Agreement
- ☐ Basic Ordering Agreement
- ☐ IPA
- ☐ Purchase Order
- ☐ SubContract
- ☐ SubGrant
- ☐ Task Order
- [Clear](#)

7. * **Primary purpose of this project:** ?

- ☒ Research
- ☐ Instruction
- ☐ Other Sponsored Activity
- [Clear](#)

a. * **Type of research:** ?

- ☒ Basic
- ☐ Applied
- ☐ Development
- [Clear](#)

8. * **Expected start date:** ?

1/1/2021

8. *Expected start date - is required; most agencies require at least 6 months from the application deadline, sometimes it's specified in the solicitation. It is acceptable to estimate this date if no guidance is provided by the sponsor.
9. *Primary Location is required; this designation will drive the IDC rate.
10. *Small Business Attribute is required.

9. * **Primary Location:**

- ☒ On Campus: Non-NHMFL Facilities
- ☐ On Campus: NHMFL Facilities
- ☐ Off Campus
- [Clear](#)

10. * **Small Business Attribute:**

- ☐ Small Business Innovation Research (SBIR)
- ☐ Small Business Technology Transfer (STTR)
- ☒ Not Applicable
- [Clear](#)

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 - this field auto-populates based on the PI's appointment. Please verify that it correctly identifies the department that will manage the project if awarded.

The screenshot shows the 'Personnel' section of the RAMP Grants SmartForm. The left sidebar contains a navigation menu with options: General Proposal Information, Personnel (highlighted), Submission Information, Budget Periods and Key Dates, FSU Additional Information, Compliance Review, Additional Proposal Information, and Completion Instructions. The main content area is titled 'You Are Here: Test Proposal_AR' and 'Editing: FP00000015'. Below this, the 'Personnel' section is displayed with three main items:

- 1. Program director / Principal Investigator / Project lead:** Rebecca Simms. Sub-item 'a. If this is a fellowship, select the mentor:' has a dropdown menu. Sub-item 'b. Biosketch:' has a '[None]' button and an 'Upload' button. Sub-item 'c. Other support:' has a '[None]' button and an 'Upload' button.
- 2. * Responsible department / division / institute:** A dropdown menu.
- 3. Project personnel:** Sub-item 'a. Add other institutional key, non-key or other significant contrit' has an '+ Add' button. Below this is a table with a header 'Last Name' and a 'Full Name' column. The table is currently empty, with the text 'There are no items to display' at the bottom.

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, if applicable. Note non-institutional key personnel should generally “not” be identified as investigators for FCOI disclosure purposes – we will rely on their institute to monitor potential financial conflicts of interest.

The screenshot shows the 'Add FP_AdditionalPersonnel' form. The form is titled 'Add Institutional Proposal Staff' and contains several sections. A red box highlights the '+ Add' button under the 'Project personnel' section. A red arrow points from this button to the 'Add FP_AdditionalPersonnel' form.

Add FP_AdditionalPersonnel

Add Institutional Proposal Staff

1. * Staff member: [Text field]

2. * Project role: [Dropdown menu]

3. * This individual is considered an investigator for FCOI disclosure purposes: ☐ Yes ☐ No [Clear](#)

4. Attach a biographical sketch: [None] [Upload](#)

5. Attach current and pending support documentation: [None] [Upload](#)

6. * This individual is a: ☐ Senior / key person on the proposal ☐ Other significant contributor on the proposal ☐ Other personnel [Clear](#)

4. Administrative Personnel

- Administrative Contact – this should be someone internal to the department. This individual is the only other person besides the PI who will receive automatic RAMP notifications regarding this proposal. They will need to distribute notifications in accordance with department procedure.
- 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
- Select additional team members that have read only rights

The screenshot shows the 'Administrative personnel' section of the RAMP Grants system. It contains three sub-sections:

4. Administrative personnel:

a. Administrative contact: [Search bar]

b. Select team members that have edit rights: [Search bar]

Last Name	First Name
There are no items to display	

c. Select team members that have read-only rights: [Search bar]

Last Name	First Name
There are no items to display	

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.

For Federal sponsors -

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.

4. Type a package ID, opportunity ID, or CFDA number, and click Find. ?

Package ID:

Opportunity ID (PA or RFA number):

CFDA number:

Competition ID:

Package Id	Opp Id	Opportunity Title	Opening Date	Closing Date	CFDA	Comp ID	Instructions
<input checked="" type="radio"/> PKG00037235	PA-DD-R01	G.g. Training and NIH Ext-UAT FOA (R01)	8/16/2017	8/16/2020	93.865	FORMS-E	

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**.

For Non-Federal Direct sponsors -

- 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).

Submission Information

1. **Submission type:** ?
Pass-through/Subcontract/Subaward

2. **Direct sponsor:** ?
Global Strategic Solutions

3. **Prime sponsor:** ?
National Institutes of Health

4. **Direct sponsor contact information:**
Name
There are no items to display

5. **CFDA number provided by the direct sponsor:**
93.999

6. **Grant award number provided by the direct sponsor:**

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

Budget Periods and Key Dates

- *Application submission deadline - Enter the direct 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.
- Date response expected from sponsor is not a required field.
- Date project starts - This date auto-populates from the General Proposal Information form
- 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.
- Project length (years): This will follow how many budget periods are used.
- Effort metric: Defaults to Months but may be changed to Percentage. This determines whether the salary information in the Project Budget will be calculated based on annual effort percentage or Person Months.
- *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)
- Budget periods – Add, Remove, and update budget period duration as necessary.

To define periods that include partial months, check Use Advanced Editing, and specify the end dates. The system calculates a decimal value for period duration by dividing the number of days in the partial month by 30.

NOTE: Changing budget period duration by editing the start date or editing period intervals may produce changes in budget totals. This is because budget period duration is a variable in calculating salary totals when the effort metric is percentage. It is also a variable in the calculation of inflation for all cost types.

Update Budget Periods

Use advanced editing ☒

* Project start date
11/1/2023

Period number	Name	* Period end date
1	Period 1	3/15/2024
2	Period 2	12/31/2025
3	Period 3	9/11/2026

Calendar view: Sep 2026


Now Done

8. **Add Period** **Remove Period** **Update Periods**

Budget periods:

Period Number	Name	Duration (Months)	Start Date	End Date
1	Period 1	4.50	11/1/2023	3/15/2024
2	Period 2	21.50	3/16/2024	12/31/2025
3	Period 3	8.37	1/1/2026	9/11/2026

FSU Additional Information

- *Select the Administering Research Office - Select Sponsored Research Administration for public funding (including flow-through) or Research Foundation for private funding.
- *Tuition Waiver information - Pick the appropriate waiver for the grad students appointed to the project. If there are no grad students anticipated, Waiver 1 is the default. See the Help icon  for details.
- *Indirect cost distribution and reporting credit by department - Choose the departments and the % distribution they will receive for the SRAD distribution. The total of all percentages 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 PI or Co-PI (as identified on the Personnel page) 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 PI or Co-PI.

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 % (sum must equal 100)
View	Office of Research	212014	50
View	Edu Leadership & Policy Stds	129000	50

4. *** PI Credit:**

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

5. **Solicitation Number:**

Compliance Review

Check Yes or No to questions 1-6 and 10-13 depending on whether they are applicable to this project. If Yes is selected, additional responses may be required. Check all the checkboxes that are applicable to this project for questions 7-9.

Compliance Review

1. * Human subjects involved in this project:

☐ Yes ☐ No [Clear](#)

2. * Laboratory animals involved in this project:

☐ Yes ☐ No [Clear](#)

3. * Recombinant DNA involved in this project:

☐ Yes ☐ No [Clear](#)

4. * Hazardous materials involved in this project:

☐ Yes ☐ No [Clear](#)

5. * Radioactive materials involved in this project:

☐ Yes ☐ No [Clear](#)

6. * Human embryonic stem cells involved in this project: ?

☐ Yes ☐ No [Clear](#)

7. * Select options that apply. Does this project involve any of the following activities? ?

- ☐ International Travel – e.g. Presenting data, conference attendance, investigator meetings, etc.
- ☐ Performance site in a non-US location – e.g. Gathering data, subject enrollment, etc.
- ☐ Foreign Subawardee or other collaborator (funded or unfunded).
- ☐ Involvement of Foreign National working in the US.
- ☐ Financial or in-kind support from a foreign entity.
- ☐ None of the above

8. * Select options that apply. Does the sponsor's documentation contain the following terms? ?

- ☐ Participation of foreign persons/non-US citizens on this project is prohibited or restricted.
- ☐ An investigator may not publish research results without sponsor's explicit approval, except for the sponsor's right to review and exclude their proprietary data from publication?
- ☐ None of the above

9. * Select options that apply. Does the sponsor's scope of work or other documentation define the project as export controlled, or refer to: ?

- ☐ Export Administration Regulations (EAR).
- ☐ International Traffic in Arms Regulations (ITAR).
- ☐ Controlled Unclassified Information (CUI).
- ☐ None of the above

10. * Select agents involved in this project?

☐ Yes ☐ No [Clear](#)

11. * Nanomaterials involved in this project?

☐ Yes ☐ No [Clear](#)

12. * Marine lab involved in this project?

☐ Yes ☐ No [Clear](#)

13. * Compressed Air Diving (ADP) involved in this project?

☐ Yes ☐ No [Clear](#)

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**.

Completion Instructions:

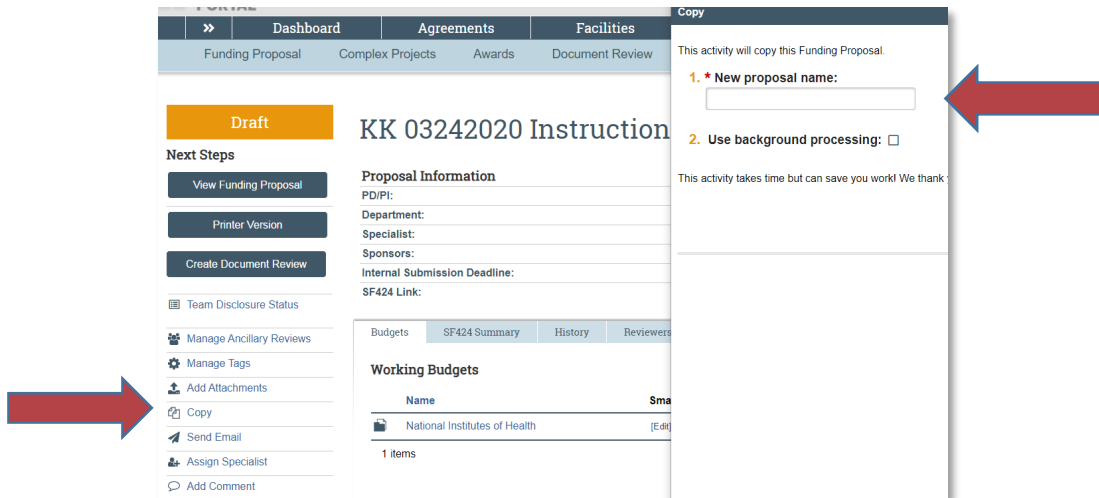
Next Steps

1. Click Validate to verify that all required questions in this proposal are complete. Correct any errors or omissions, and refresh the error report.
2. When no errors are reported, click Finish.
3. From the proposal workspace, complete the primary budget and any other budgets you add for this project.
4. Start the institutional approval cycle by submitting the proposal for department review.

See How to Guides for entering budgets, subaward budgets, cost share budgets, creating SF424 Form and PI Certify. 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

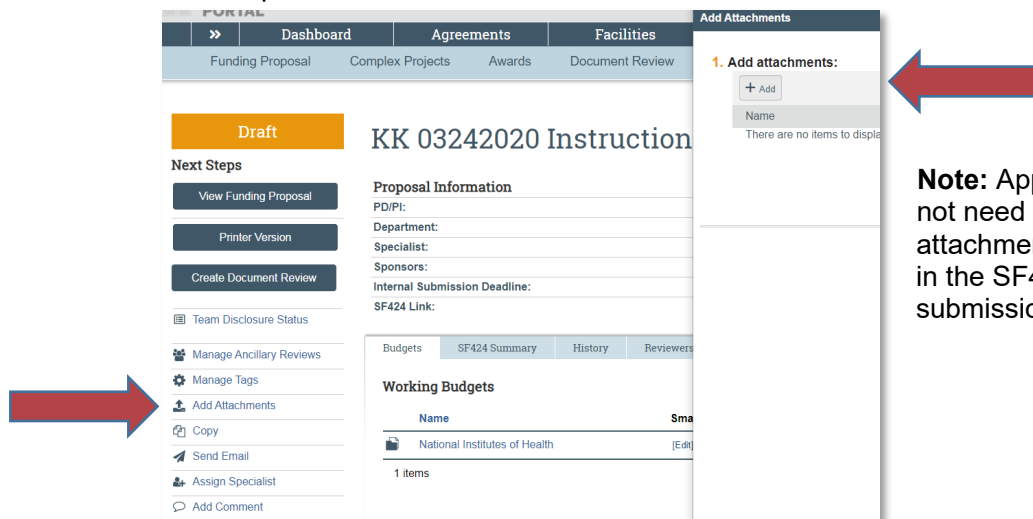
1. Navigate to the previous proposal you want to copy and click on the record name to open the workspace.
2. Click **"Copy"** in the navigation pane.
3. Enter a new proposal name in the following format: PI's last name, sponsor, Grants Officer's last name, and due date, click "ok." The box to use background 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 attachments to a funding proposal

- To add 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.



Note: Application components do not need to be uploaded in the attachments if they are reviewed in the SF424 or another agency submission platform.