



LEHIGH
UNIVERSITY

Lehigh Integrated
Research Administration
(LIRA)

Grants Module
Funding Proposal Reference Guide
Revised December, 2022

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1 Introduction

This guide describes how the Research Community and Office of Research and Sponsored Programs (ORSP) will interact with the Lehigh Integrated Research Administration (LIRA) system.



Tip: See the end of this guide for a [glossary](#) of LIRA terminology.

2 Navigation

2.1 How to Access a Record

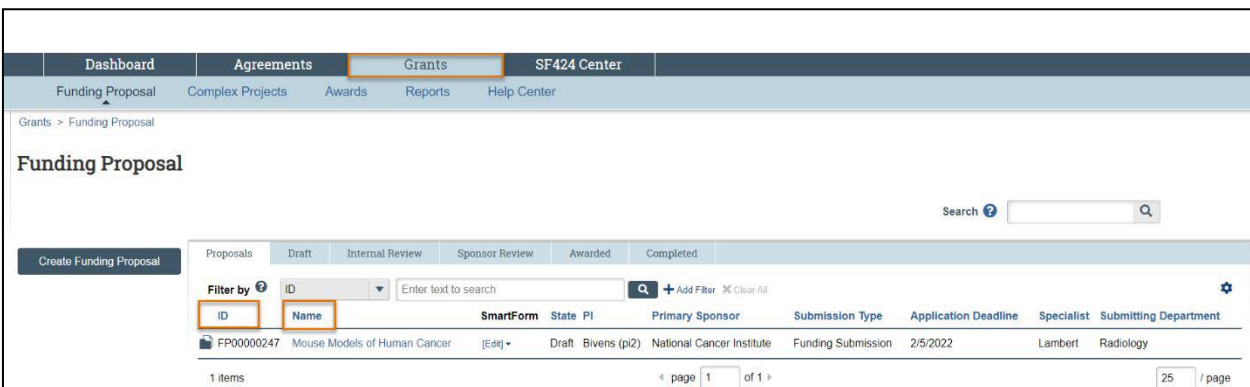
You can access and view Grants module records you have permission to see. You can locate or search for records on the *Dashboard* or *Grants Module* pages as shown below.

- **Dashboard, My Inbox page** – This page acts as your to-do list and contains records from any of the LIRA modules (Grants and Agreements) that require an action from you. To access a record, click on the record **ID** or **Name**.



ID	Name	Date Created	Date Modified	State	Coordinator
FP00000247	Mouse Models of Human Cancer	1/26/2022 9:42 AM	1/26/2022 9:49 AM	Draft	Ava Lambert
OA00000004AM1	Amendment for Agreement Workflow 1 20 1	1/20/2022 1:11 PM	1/20/2022 1:24 PM	Pre-Submission	
OA00000002AM1	Amendment for Agreement Workflow 1	1/18/2022 12:28 PM	1/18/2022 12:28 PM	Pre-Submission	

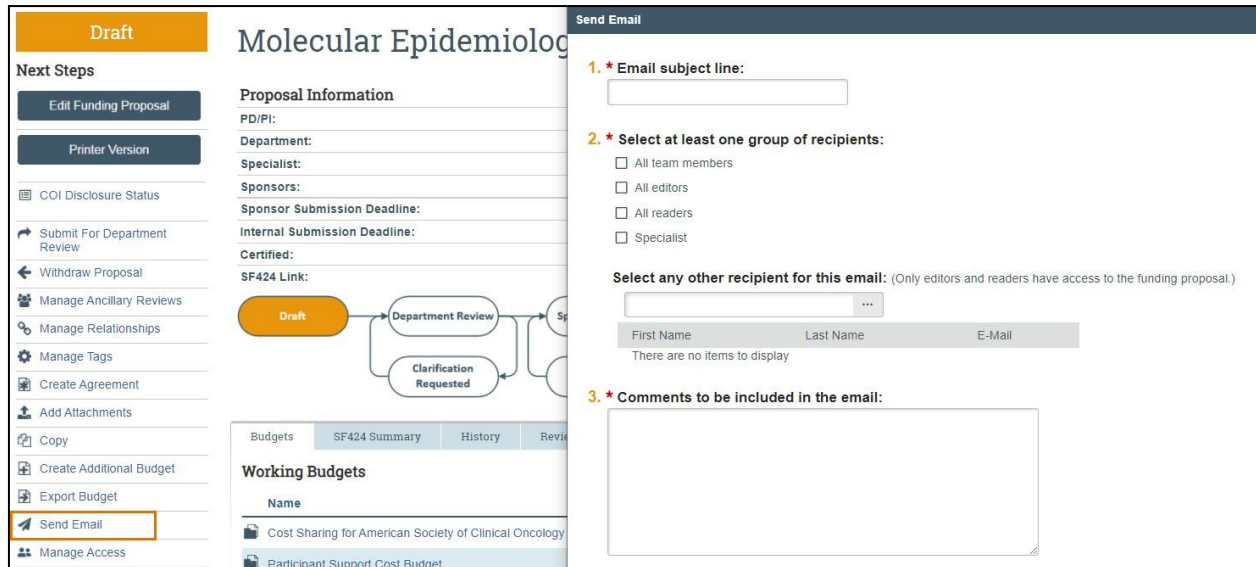
- **Grants Module page** – Funding proposal and award records can be accessed on this page. To access a record, click on the **ID** or **Name**.



ID	Name	SmartForm	State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
FP00000247	Mouse Models of Human Cancer	[Edit]	Draft	Bivens (pi2)	National Cancer Institute	Funding Submission	2/5/2022	Lambert	Radiology

other proposals, awards or agreements within the email if they are unrelated. Follow the steps below to send an email from the Proposal:

1. On the *Proposal Workspace*, click the **Send Email** activity.
2. In the *Send Email* window, complete the fields.



3. When complete, click **OK** to return to the *Workspace*.

2.4 How to Search for a Record

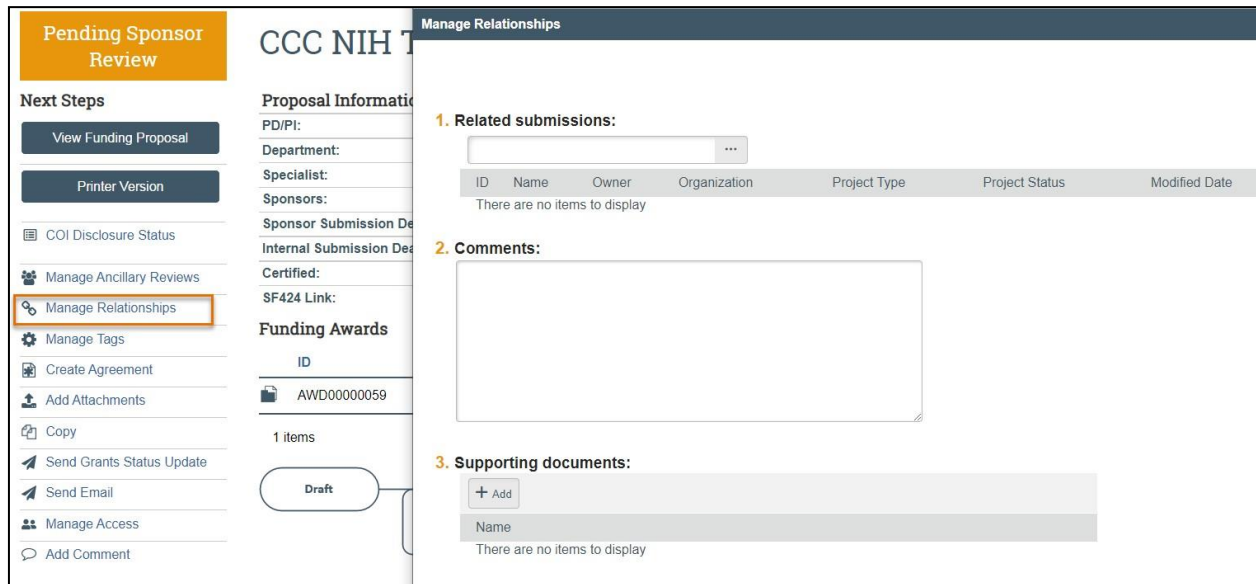
The SF424 Summary tab on the Funding Proposal will contain the SF424 Tracking# and the state of the SF424.

2.5 How to Manage Relationships

Proposals can be linked to Agreements using the “Manage Relationships” activity.

Follow the steps below to associate an agreement with a proposal or award:

1. Navigate to the *Proposal Workspace*.
2. On the *Proposal Workspace*, click the **Manage Relationships** activity.



3. In the *Manage Relationships* window, search for the related submission you would like to link. Select the appropriate project and click **OK**.
4. When complete, click **OK**.



Note: Linked agreements are displayed on the *Related Projects* tab of the *Workspace*.

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
Related Projects								
Filter by ID <input type="text" value="Enter text to search"/> + Add Filter × Clear All								
ID	Name	Owner	Organization	Project Type	Project Status	Modified Date		
MTA00000014	20210727 AVT	Orlando Max (rev1)	The Rector & Visitors of the University of Virginia	Agreement	Active	1/17/2022 8:30 PM		

3 Creating a Proposal


Proposal submissions consist of creating a proposal, completing a budget, creating additional budgets as necessary (cost share, subawards, etc.) and managing SF424 submissions (if applicable, for federal proposals submitted via Grants.gov).

The sections below provide step-by-step instructions on how to complete these tasks.

3.1 Pre-Proposals and Letter of Intent

Pre-Proposals should be entered into LIRA if the pre-application requires institutional endorsement, includes a detailed budget, or commits University resources. Do not submit the pre-application to the sponsor until it has been approved by the Specialist.

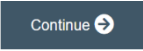
1. On the *Dashboard* or *Grants Module* page, click the **Create Funding Proposal** button.

2. Complete the *Proposal SmartForm* pages. When finished with each page, click **Continue** to navigate through the rest of the SmartForm pages.
 - a. General Proposal Information Page
 - i. Expected start date: expected start date of the grant
 - b. Budget Periods and Key Dates
 - i. Application submission date: Note the submission date of the pre-application.
3. If the sponsor requires a detailed budget, complete the *Budget SmartForm*. When finished with each page, click **Continue** to navigate through the rest of the SmartForm pages.
4. If the sponsor requires the submission of the pre-application through their online portal, complete the pre-application there and save a copy of it. Using the **Add Attachments** activity on the Funding Proposal workspace, add the pre-application document(s).
5. If the sponsor requires the submission of the pre-application via email, use the **Add Attachments** activity on the Funding Proposal workspace to add the documents.
6. Using the **Manage Ancillary Review** activity on the *Funding Proposal Workspace*, send an ancillary review to your assigned Contract and Grant Specialist so they can review. Keep the proposal in *Draft* state, do not submit the proposal using the Submit for Department Review activity.
 **Note:** The PI will only Certify the proposal if invited to submit a full application.
7. Once approval has been granted by your CGS, submit the pre-application as directed by the Sponsor. Using the **Add Attachments** activity on the Funding Proposal workspace, add the final pre-application, submission email, or other documents.
8. The Funding Proposal will remain the *Draft* state. When the PI has been notified to submit a full funding proposal, you may edit the Funding Proposal and submit for review as described in subsequent sections of this guide.


3.2 How to Create a Proposal

Creating a proposal consists of completing the Proposal SmartForm, which is a series of pages where you will answer questions about the proposal. For federal opportunities being submitted system to system, many of the answers to these questions will populate on the SF424 form.

Follow the steps below to create a proposal:

1. On the *Dashboard* or *Grants Module* page, click the **Create Funding Proposal** button.
2. Complete the Proposal SmartForm pages. The subsections below walk you through each of the pages. When finished with each page, click **Continue**  to navigate through the rest of the SmartForm pages.



Tip: Click on the **Help icons**  throughout the SmartForm for additional information on how to answer the questions.

[3.2.1 General Proposal Information Page](#)

1. Type of application – Defaults to “new” for new proposals.

Indicate (Yes or No) if the award is being transferred from another institution.

2. Short title of proposal – Enter the following information: PI Last Name, Sponsor Name, and Optional Program Description. (50 character maximum) The short title identifies the proposal throughout system, such as in the LIRA Dashboard, Grants Module page, and in reports.

a. For example: Smith_NIH_R21

3. Long title of proposal – Enter the Title as submitted to the sponsor. If this is an SF424 application, this title will display on the SF424 forms (255 character maximum).

4. Program director/Principal Investigator/Project lead/Fellow – Enter or search for the PI’s name.



Note: For proposals with a Multiple PI, the PI listed here should be the Contact PI. Any Multiple PIs can be listed on the Personnel page. Multiple PIs will need to approve/certify the proposal via Ancillary Review.



Note: If the proposal is specifically for mentored research, the Mentor/Sponsor should be listed as the PI. Please see Institutional policies around mentored research.



Note: If the PI is incoming faculty, work with your submitting department and ORSP to be able to select the correct name from the PI list.

5. Select the direct sponsor – Enter the sponsor’s name.

If the sponsor’s name is not listed, enter “TBD” in Question 5 and type the sponsor’s name in Question 5a.

If Lehigh is a subrecipient on a funding proposal for the organization listed in Question 5, enter the prime sponsor in Question 5b.

6. Instrument type – Select the appropriate instrument for the proposal (Grant, Contract, Cooperative Agreement, or subaward).


7. Primary Purpose of this project – Select the primary purpose of the project. Based on the answer to this question, a new Question 7a. may appear on the form.

8. Expected start date – Enter the expected start date.

3.2.2 Personnel Page

1. Program director /Principal Investigator /Project lead /Fellow – This field contains the name selected on the prior page, question 4. Question 1a should be left blank even if the proposal is for mentored research. Lehigh requires the mentor to be listed as the proposal PI. For Question 1b, you **must** upload a Biosketch if necessary. Only upload an Other Support document if required by the funding opportunity announcement. Note that for system-to-system submissions, this information will map to the SF424.

2. Responsible department / division / institute – Enter the department, program, center, or institute that will primarily manage the proposal or award. This will default to the PI's department and may need to be updated.

 **Note:** When selecting the responsible department in LIRA, please only select one that has a 4-digit value. Ex. 2035 College of Health as opposed to 235 College of Health.

3. Project Personnel – Enter Lehigh key, non-key, or other significant contributor (OSC) personnel in Question 3a and enter non-Lehigh key personnel in Question 3b. You **must** upload their bio sketches and C&P here in the format required by the

 onsor.


Note: The system maps all Lehigh personnel marked as key personnel to section A of the Research & Related Budget in the SF424 forms (if applicable), and all personnel marked as non-key map to section B of the Research & Related Budget. Non-Lehigh key personnel entered in Question 3b will map to the Senior Key Person Profile section of the SF424.

4. Administrative Personnel – Enter the administrative contact in Question 4a. The administrative contact entered in Question 4a should be internal to the primary department who will be able to edit the proposal and respond to reviewer notes. Enter any additional contacts who may need edit or read-only access to the record under Questions 4b and/or 4c.

3.2.3 [Submission Information Page](#)

➤ **For a Federal Proposal:**

1. **Submission type** – This is automatically displayed based on the sponsor selected on the *General Proposal Information* page.
2. **Direct sponsor** – Displays the sponsor selected on the *General Proposal Information* page.
3. **Will this application be submitted system-to-system (S2S)?**
 - System-to-system applications are supported for many Grants.gov submission opportunities.
 - If **yes**, then enter or search for the Package ID, Opportunity ID (including dashes), CFDA number, or Competition ID under Question 4. Click the **Help** icon for search tips. After the opportunity displays, click the radio button to select it and click **Continue** to navigate to the next page of the SmartForm.

 **Note:** See next section for how to process a Grants.gov application that cannot be submitted system-to-system. At this time, NSF applications cannot be submitted system-to-system.

3. * Will this application be submitted system-to-system?
 Yes No [Clear](#)

4. Type a package ID, opportunity ID, or CFDA number, and click Find. [?](#)

Package ID: [Find...](#) [Clear](#) [Refresh Form Support](#)

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 type="checkbox"/> PKG00052570	PA-FO-R01	G.g Training and NIH Ext-UAT FOA (R01-Clinical Trial Optional)	10/9/2019	10/8/2024	93.855	FORM-F	PKG00052570-instructions.png

- If **no**, then enter the funding announcement opportunity identifiers (Package ID, Opportunity ID, and/or Opportunity title) under Questions 4a, 4b, and 4c. If NIH, please also answer question 5.

3. * Will this application be submitted system-to-system?
 Yes No [Clear](#)

4. Type a package ID, opportunity ID, or CFDA number, and click Find. [?](#)

Package ID: [Find...](#) [Clear](#) [Refresh Form Support](#)

Opportunity ID (PA or RFA number):

CFDA number:

Competition ID:

If the desired opportunity is not listed above, type its ID and title below:

a. Package ID:

b. Opportunity ID:

c. Opportunity title:

5. NIH grant type (if applicable):

6. Add any general submission documents:

[+ Add](#)

Name	Version
There are no items to display	

➤ **For a Non-Federal Proposal:**

- 1. Submission type** – The type displayed is based on the sponsor selected on the *General Proposal Information* page.
- 2. Direct sponsor** - Displays the sponsor selected on the *General Proposal Information* page.
- 3. Add any general submission documents** – Best practice is to add all attachments under the [Attachments](#) tab of the Workspace and not use the attachment uploads within the SmartForm. Include all necessary solicitation and proposal information.

[3.2.4 Funding Opportunity Announcement Page](#)

Displayed for Federal Proposals only

This page contains a list of required and optional SF424 Forms and identifying opportunity information from the prior page and indicates if the forms are supported by the system.

Click the **link under Question 8** for the funding opportunity instructions.



Note: A SF424 must be created manually for S2S submissions.



Important: If the screen indicates all forms are supported under Questions 1 and 2, but you still receive a red error message indicating “Some of the required forms are not

supported. Submission would not occur electronically,” navigate back to the Submission Information page and click **Refresh Form Support** as shown below:

Funding Opportunity Announcement

Some of the required forms are not supported. Submission would not occur electronically.

1. Required SF424 Forms:

Form Name	Supported
SF424 (R&R) V2.0	yes
Research & Related Project/Performance Site Location(s) V2.0	yes
Research And Related Other Project Information V1.4	yes
Research & Related Personal Data V1.2	yes
NSF Cover Page V1.9	yes
NSF Senior Key Person Profile (Expanded) V1.2	yes
Research & Related Budget V1.4	yes

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:

- If any of the forms are not supported, the opportunity cannot be submitted system-to-system. In this rare circumstance, return to the prior page and update Question 3. “Will this be submitted system-to-system?” to indicate No. If you expected your submission to be submitted system-to-system and think this is incorrect, contact ORSP.

[3.2.5 Budget Periods and Key Dates Page](#)

1. Application submission deadline – Enter the date the proposal is due to the sponsor.



Note: For incoming subaward/consortium proposals, enter the date the application submission is due to the direct sponsor (Pass-Through Entity).

2. Date response expected from sponsor


3. Date projects starts – Displays the start date entered on the General Proposal Information page.

4. Date project ends – End date displayed is based off the End Date of the last budget period. Edit the budget periods to update this date.

5. Project length (years) – Number of years displayed based on the budget periods. Edit the budget periods to update this duration.

6. Modular budget – Select Yes or No as appropriate based on sponsor guidelines.

7. Budget Periods – The system automatically creates 5 periods that are 12 months each, even if you have designated a different project period (e.g., 1 year). Click the **Add Period**, **Remove Period**, and/or **Update Periods** buttons to modify the periods as necessary. Budget periods are typically 12 months unless otherwise noted by a funding opportunity announcement.

 **Note:** In the Update Periods window, click the **Use advanced editing** checkbox to enter specific period end dates (as opposed to a number of months).

7. Add Period Remove Period Update Periods


Budget periods:






Period Number	Name	Duration (Months)	Start Date	End Date
1	Period 1	12	7/1/2022	6/30/2023
2	Period 2	12	7/1/2023	6/30/2024
3	Period 3	12	7/1/2024	6/30/2025
4	Period 4	12	7/1/2025	6/30/2026
5	Period 5	12	7/1/2026	6/30/2027

Edit Budget Period

Update Budget Periods

Use advanced editing

* Project start date
7/1/2022 

Period number	Name	* Period end date
1	<input type="text" value="Period 1"/>	<input type="text" value="6/30/2023"/> 
2	<input type="text" value="Period 2"/>	<input type="text" value="6/30/2024"/> 
3	<input type="text" value="Period 3"/>	<input type="text" value="6/30/2025"/> 
4	<input type="text" value="Period 4"/>	<input type="text" value="6/30/2026"/> 
5	<input type="text" value="Period 5"/>	<input type="text" value="6/30/2027"/> 

[3.2.6 Compliance Review Page](#)

Select **Yes** or **No** or check the appropriate boxes for the questions listed below. In some cases, answering Yes or checking a box will prompt additional questions to display. If you are unfamiliar with the relevant policies, refer to the Help Text for additional information and links.

- 1. Human subjects involved in this project**
- 2. Animals involved in this project**
- 3. Recombinant DNA involved in this project**
- 4. Hazardous materials/Compressed gasses involved in this project**
- 5. Radioactive materials involved in this project**
- 6. Radioisotopes involved in this project**
- 7. Human embryonic stem cells involved in this project**
- 8. Does this project involve any of the following activities?**
 - a. *International Travel – e.g., Presenting data, conference attendance, investigator meetings, etc.*
 - b. *Performance site in a non-US location – e.g., Gathering data, subject enrollment, etc.*
 - c. *Foreign Sub awardee or another collaborator (funded or unfunded)*
 - d. *Individuals (Foreign Nationals or US persons) working on behalf of a foreign entity.*
 - e. *Financial or in-kind support from a foreign entity.*

9. Does the sponsor's documentation contain the following terms?

- a. *Participation of foreign persons/non-US citizens on this project is prohibited or restricted*
- b. *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*

This question seeks to identify if this project can be considered Fundamental Research.

Fundamental research is any basic or applied research in science and engineering, the results of which are ordinarily published and shared broadly within the scientific community. To qualify as Fundamental Research, the research must be conducted free of any publication restrictions and without any access restrictions.

A project is no longer considered Fundamental Research if the sponsor:

- Forbids the participation of foreign persons/non-US citizens (or)
- Gives the sponsor a right to approve publications resulting from the research, (or)
- Otherwise restricts participation in research, and/or access to the research results

10. Does the sponsor's scope of work or other documentation define the project as export controlled, or refer to?

- a. *Export Administration Regulations (EAR)*
- b. *International Traffic in Arms Regulations (ITAR)*
- c. *Controlled Unclassified Information (CUI)*

11. Does this project involve any of the following activities?

- a. *X-Ray Producing Equipment*
- b. *Potential infectious agents, including human blood/tissue*
- c. *Compressed gases*
- d. *Human carcinogens*
- e. *Lasers*
- f. *Nanotechnology*
- g. *Hazardous Chemical Waste Generation*
- h. *Biohazardous Waste Generation*

[3.2.7 Additional Proposal Information Page](#)

- 1. Will there be program income?**
- 2. Select resources required for this proposal** – Select as applicable. Additional information must be attached to Question 3a if one or more of the listed resources are selected.
- 3. Are cost share or matching funds required as stated in the FOA, RFP/RFA?**
- 4. Does the project involve background technology for which the Office of Technology Transfer has filed a Patent or Copyright Protection?**
- 5. Is Proprietary or Privileged Information included in this proposal?**
- 6. Lobbying activity is/has been used to influence the outcome of the funding decision?**
- 7. Does the proposal include commitments to the academic and professional advancement of underrepresented and economically disadvantaged students or faculty?**
- 8. Does this proposal include partnerships with an HBCU and/or HSI?**
- 9. Does this proposal require or include a data management plan?**
- 10. Building name(s)/room number(s) where research will be performed** - Please include all buildings and room numbers as applicable to the proposed research

3.2.8 [Completion Instructions Page](#)

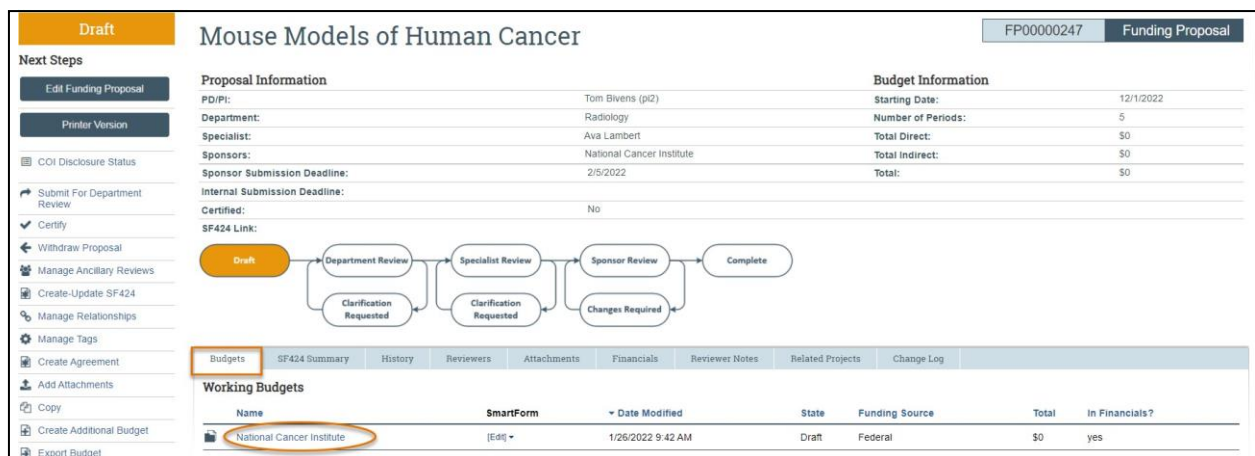
This page provides guidance on what to do after you have completed the SmartForm, including how to validate all required questions were completed. Review the instructions and click **Finish** when complete. You are returned to the *Proposal Workspace*.

! **Important:** Clicking **Finish** does **not** submit your proposal to your department or ORSP. This allows for additional edits and/or actions to occur prior to the proposal submission (e.g., completing the budget, creating/updating the SF424, etc.).

3.3 How to Create a Budget

After the proposal has been created, the system automatically creates a budget record with the name of the direct sponsor. The next step in the proposal submission process is to access the Budget Workspace and complete the Budget SmartForm. Create additional budgets as necessary. Follow the steps below to complete a budget:

1. Navigate to the *Proposal Workspace*. You will automatically be brought to the *Workspace* when you click **Finish** on the Proposal SmartForm.
2. On the *Proposal Workspace*, under the Budgets tab, click the **budget name** to display the *Budget Workspace*.

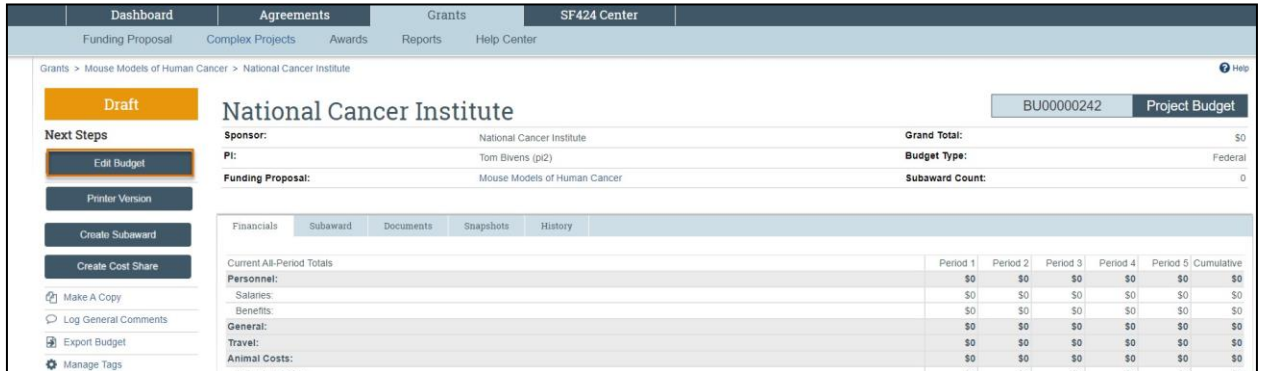


The screenshot displays the 'Budgets' tab in the 'Proposal Workspace' for a proposal titled 'Mouse Models of Human Cancer' (ID: FP00000247). The interface includes a 'Next Steps' sidebar, 'Proposal Information', 'Budget Information', a review flow diagram, and a 'Working Budgets' table.

Proposal Information		Budget Information	
PD/PI:	Tom Blvens (pi2)	Starting Date:	12/1/2022
Department:	Radiology	Number of Periods:	5
Specialist:	Ava Lambert	Total Direct:	\$0
Sponsors:	National Cancer Institute	Total Indirect:	\$0
Sponsor Submission Deadline:	2/5/2022	Total:	\$0
Internal Submission Deadline:			
Certified:	No		
SF424 Link:			

Working Budgets							
Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?	
National Cancer Institute	[Edit]	1/26/2022 9:42 AM	Draft	Federal	\$0	yes	

3. On the *Budget Workspace*, click the **Edit Budget** button.



Grants > Mouse Models of Human Cancer > National Cancer Institute

National Cancer Institute BU00000242 Project Budget

Sponsor: National Cancer Institute Grand Total: \$0
 PI: Tom Bivens (pi2) Budget Type: Federal
 Funding Proposal: Mouse Models of Human Cancer Subaward Count: 0

Financials	Subaward	Documents	Snapshots	History	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Current All-Period Totals										
Personnel:					\$0	\$0	\$0	\$0	\$0	\$0
Salaries:					\$0	\$0	\$0	\$0	\$0	\$0
Benefits:					\$0	\$0	\$0	\$0	\$0	\$0
General:					\$0	\$0	\$0	\$0	\$0	\$0
Travel:					\$0	\$0	\$0	\$0	\$0	\$0
Animal Costs:					\$0	\$0	\$0	\$0	\$0	\$0

4. Complete the Budget SmartForm pages. The subsections below walk you through each of the pages. When finished with each page, click **Continue** to navigate through the rest of the SmartForm pages.



Tip: Click on the *Help* icons throughout the SmartForm for additional information on how to answer the questions.

3.3.1 [General Budget Information Page](#)

- Budget title** – Edit the display name of the budget to better identify the sponsor or the budget’s content if necessary. (Example: an internal subproject title should be edited to reflect the receiving department name.)
- Principal Investigator for this budget** – This drop-down list contains only the names of those identified as a PI or Co-PI on the proposal. Update as necessary.
- Does this budget use the standard F&A cost base and rates?** – The system determines the standard F&A (indirect) cost base and rates from setup selection, sponsor, and budget period dates.

If **yes**, the Standard F&A cost base and rates display in the table.

3. * Does this budget use the standard F&A cost base and rates?


Yes No [Clear](#)


Standard F&A cost base and rates

	Period	1	2	3	4	5
F&A Cost Base	Start:	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027
	End:	6/30/2024	6/30/2025	6/30/2026	6/30/2027	6/30/2028
MTDC	Rate:	61%	61%	61%	61%	61%

If **no**, a second **Non-standard F&A cost base and rates** table displays to specify a different cost rate (if appropriate). When entering rates, enter the value in the first field and use the arrow to duplicate the value in all periods. Select TDC or MTDC as the F&A cost base.

- i. TDC – Total Direct Cost
- ii. MTDC – Modified Total Direct Cost

 **Note:** Other F&A cost base options will appear in the system for selection but only TDC and MTDC should be selected for a proposal budget. The additional cost base options will be used at time of award if necessary.

3. * Does this budget use the standard F&A cost base and rates? 

Yes No [Clear](#)


Standard F&A cost base and rates

	Period	1	2	3	4	5
	Start:	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027
F&A Cost Base	End:	6/30/2024	6/30/2025	6/30/2026	6/30/2027	6/30/2028
MTDC	Rate:	61%	61%	61%	61%	61%

Non-standard F&A cost base and rates

	Period	1	2	3	4	5
	Start:	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027
F&A Cost Base	End:	6/30/2024	6/30/2025	6/30/2026	6/30/2027	6/30/2028
MTDC	Rate:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Clear](#)

 **Important:** LIRA does not allow a user to enter a set indirect cost budget dollar value. If the proposal limits the indirect costs to a specific dollar value, calculate the necessary percentage to recover all costs and enter the relevant percentage.

4. Will you require detailed budget tables for this budget submission? – Click **Yes** if you need a detailed Travel budget (type of trip, # of trips, # of people). Click **No** if you will enter Travel costs as a line item on the *General Costs* page.

5. Include in consolidated budgets?

- If **yes**, the budget will be included in the total proposal budget displayed in the Financials tab of the *Proposal Workspace*.
- If **no**, the budget will be excluded from the total proposal budget displayed in the Financials tab of the *Proposal Workspace*. Select No if this is a draft budget that will not be used on the final proposal or if this is a cost share budget.

Notes: Selecting Yes adds this budget's totals to the figures on the proposal's Financials tab. The totals of all budgets (except cost share budgets) get rolled up into one total per cost type on the SF424 budget.

6. Salary Cap – This field may be automatically populated with the sponsor's salary cap. You can override the default salary cap by typing a new amount. Follow sponsor guidelines for salary caps. Salary cap overages do not need a cost share budget unless they are being reported to the sponsor as part of mandatory cost share.

7. Apply inflation rate to personnel costs? – Defaults to "Yes." Update as necessary. Note that if you intend to apply inflation to salary costs for individuals at the salary cap, you will need to remove the Salary Cap otherwise, no inflation will occur in out-years.

8. Enter inflation rates –Update as necessary. Click the **Inflate Period 1** box to apply the inflation rate to Period 1; otherwise, inflation will start with Period 2.

3.3.2 [Personnel Cost Definition Page](#)

The personnel cost tables consist of two pages. This first page, *Personnel Cost Definition*, is for entering costs. The second page, *Personnel Costs*, is for entering amounts.

Complete the list of personnel by completing one of the following tasks:

Personnel Cost Definition ⓘ

Go to additional personnel on funding proposal

1. Import Proposal Personnel

Personnel costs:

+ Add

Staff Member	Appointment	Role	Is Key
There are no items to display			

- i. Click the **Import Proposal Personnel** button to import the PI and all other institutional personnel listed on the proposal at one time. **This action can only be completed once. If you need to add a person after you have run the import, you will manually add them using the "Add" button and then select their name from the dropdown.**
- ii. Click **Update** by each staff member name to complete/edit the additional details
- a. For entering Senior/Key Personnel: **Always select 12 months** for appointment in question 3. For question 4, the base salary must be annualized.
 - iii. E.g., PI 9-month salary = \$100,000.
 To annualize divide $100,000/9 = \$11,111$
 Multiply $\$11,111 \times 12 = \$133,333$ Annual salary
- b. For entering a 12-month graduate student, you must use two lines in Personnel Costs - one with a 9-month appointment (reflecting academic year) and one with a 3-month appointment (reflecting summer months). This is so the fringe is correctly applied only to the summer months

Sample Graduate Student entered in budget:

Personnel Costs

Show Effort		Period 1 3/6/2023 3/5/2024	Period 2 3/6/2024 3/5/2025	Period 3 3/6/2025 3/5/2026	Period 4 3/6/2026 3/5/2027	Period 5 3/6/2027 3/5/2028
Person: Staff Member To Be Determined Role: Graduate Student	Salary: Benefits: Total:	\$7,500.00 \$608.00 \$8,108.00	\$7,725.00 \$626.00 \$8,351.00	\$7,957.00 \$645.00 \$8,602.00	\$8,195.00 \$664.00 \$8,859.00	\$8,441.00 \$684.00 \$9,125.00
Person: Staff Member To Be Determined Role: Graduate Student	Salary: Benefits: Total:	\$22,500.00 \$0.00 \$22,500.00	\$23,175.00 \$0.00 \$23,175.00	\$23,870.00 \$0.00 \$23,870.00	\$24,586.00 \$0.00 \$24,586.00	\$25,324.00 \$0.00 \$25,324.00
Salary Cost Total: Benefits Cost Total: Personnel Cost Total:		\$30,000.00 \$608.00 \$30,608.00	\$30,900.00 \$626.00 \$31,526.00	\$31,827.00 \$645.00 \$32,472.00	\$32,781.00 \$664.00 \$33,445.00	\$33,765.00 \$684.00 \$34,449.00

When the Personnel list is complete, each row of the table reflects the Appointment duration, Role, and whether the individual is Senior/Key Personnel.

Personnel Cost Definition [e](#)

Go to additional personnel on funding proposal

1. Personnel costs:

[+ Add](#)

	Staff Member	Appointment	Role	Is Key	
Update	Tom Bivens (pi2)	12 months	PD/PI	yes	x
Update	Todd Bauer	12 months	Co-Investigator	yes	x
Update	Jehan Farah	12 months	Post Doctoral	no	x

3.3.3 [Personnel Costs Page](#)

This page consists of a Budget Summary table and a Personnel Costs table that contains a row for each individual listed on the prior page, which includes their salary, benefits costs, and total compensation.

- i. Click the **Show Effort** button to display additional fields used to indicate the percentage of effort each individual will contribute to the project and the percent of the base salary required.

Personnel Costs

Budget Summary

	Period 1 9/29/2020 9/28/2021	Period 2 9/29/2021 9/28/2022	Period 3 9/29/2022 9/28/2023	Period 4 9/29/2023 9/28/2024	Period 5 9/29/2024 9/28/2025	Budget Totals
Personnel Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Personnel Costs

	Period 1 9/29/2020 9/28/2021	Period 2 9/29/2021 9/28/2022	Period 3 9/29/2022 9/28/2023	Period 4 9/29/2023 9/28/2024	Period 5 9/29/2024 9/28/2025
<input type="button" value="Show Effort"/>					
Person: Rebecca Simms (pi) Role: PD/PI	Salary: \$0.00 Benefits: \$0.00 Total: \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Person: System Administrator Role: Collaborator	Salary: \$0.00 Benefits: \$0.00 Total: \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Person: test test Role: Co-Investigator	Salary: \$0.00 Benefits: \$0.00 Total: \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Salary Cost Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Benefits Cost Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Cost Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- ii. Enter the applicable **Effort** and **Salary Requested (Sal Req)** percentages and modify the **Fringe Benefits Rate** if necessary. Note that the Fringe Benefit rate defaults to Lehigh's negotiated full time rate. The most common reason the Fringe Benefit rate would need to be updated would be for staff requiring the part time rate or no rate like for graduate students. If you expect these values to remain consistent across all periods, click the **small arrows** to copy the values to the subsequent periods.

Personnel Costs		Period 1 7/1/2023 6/30/2024	Period 2 7/1/2024 6/30/2025	Period 3 7/1/2025 6/30/2026	Period 4 7/1/2026 6/30/2027	Period 5 7/1/2027 6/30/2028
<input type="button" value="Show Totals"/>						
Person: Staff Member To Be Determined Role: PD/PI	Effort: 8.33 % <input type="button" value="↔"/>	8.33 % <input type="button" value="↔"/>	8.33 % <input type="button" value="↔"/>	8.33 % <input type="button" value="↔"/>	8.33 % <input type="button" value="↔"/>	8.33 % <input type="button" value="↔"/>
	Sal Req: 8.33 % <input type="button" value="↔"/>	8.33 % <input type="button" value="↔"/>	8.33 % <input type="button" value="↔"/>	8.33 % <input type="button" value="↔"/>	8.33 % <input type="button" value="↔"/>	8.33 % <input type="button" value="↔"/>
	FB Rate: 30.8 % <input type="button" value="↔"/>	30.8 % <input type="button" value="↔"/>	30.8 % <input type="button" value="↔"/>	30.8 % <input type="button" value="↔"/>	30.8 % <input type="button" value="↔"/>	30.8 % <input type="button" value="↔"/>
	Base: \$133,333.00	\$137,333.00	\$141,453.00	\$145,697.00	\$150,067.00	
Person: Staff Member To Be Determined Role: Graduate Student	Effort: 100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	
	Sal Req: 100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	
	FB Rate: 8.1 % <input type="button" value="↔"/>	8.1 % <input type="button" value="↔"/>	8.1 % <input type="button" value="↔"/>	8.1 % <input type="button" value="↔"/>	8.1 % <input type="button" value="↔"/>	
	Base: \$7,650.00	\$7,879.00	\$8,116.00	\$8,359.00	\$8,610.00	
Person: Staff Member To Be Determined Role: Graduate Student	Effort: 100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	
	Sal Req: 100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	100 % <input type="button" value="↔"/>	
	FB Rate: 0 % <input type="button" value="↔"/>	0 % <input type="button" value="↔"/>	0 % <input type="button" value="↔"/>	0 % <input type="button" value="↔"/>	0 % <input type="button" value="↔"/>	
	Base: \$22,950.00	\$23,638.00	\$24,348.00	\$25,078.00	\$25,830.00	
Salary Cost Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Benefits Cost Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Personnel Cost Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

- iii. Repeat this process for all salaried personnel. When complete, click the **Save** to update the totals fields in both the Budget Summary and Personnel Costs tables.


General Notes about the Personnel Costs table:

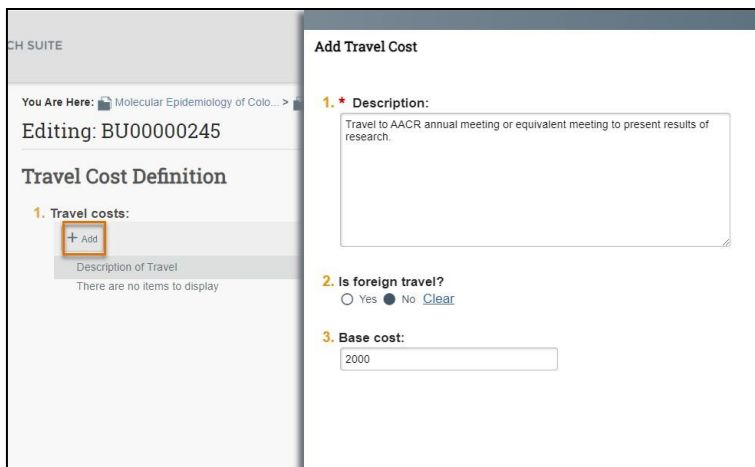
- Use the Show Effort button to toggle between the percentage and dollar amount views.
- The Base salary entered needs to be annualized and defined for each person on the Personnel Cost Definition page.
- $Salary = Base * Sal Req \%$
- $Benefits = Base * Sal Req \% * FB Rate \%$
- The Effort percentage and salary requested should always be the same percentage **unless** AY cost share is being formally committed per proposal requirements. Effort entered that is greater than the salary requested will prompt you to create a cost share budget on the Budget Workspace.
- If the base salary is greater than the salary cap amount, the calculations will use the salary cap. You will be prompted to create a cost share budget on the Budget Workspace. Lehigh does not require cost share budgets to be created for salary cap overage alone.
- If you have mandatory cost share needs, you will need to execute the additional budget activity from the Funding Proposal Workspace and create a Cost Share budget. See [Additional Budget](#) instructions below.

3.3.4 [Travel Cost Definition Page](#)

This page appears if you entered Yes to Question 4 (Will you require detailed budget tables for this budget submission?) on the General Budget Information page.

Similar to the *Personnel Costs* pages, the General Cost tables consist of two pages. The first page, *Travel Cost Definition*, is for entering costs. The second page, *Travel Costs*, is for entering amounts.

1. Travel Costs – Click the **Add** button to add new travel costs and repeat as necessary.



In the *Add Travel Cost* window, answer the following questions:

1. **Description** – Description of travel event.
2. **Is foreign travel?** – Answer Yes or No.
3. **Base cost** – Enter the travel cost.

When complete, click **OK** or **OK and Add Another**.

Travel Cost Definition

1. Travel costs:

Description of Travel	Is Foreign Travel	Base Cost
<input type="button" value="Update"/> Travel to AACR annual meeting or equivalent meeting to present results of research.	no	\$2,000.00

3.3.5 [Travel Costs Page](#)

This page consists of a Budget Summary table and a Travel Costs table that contains a row for each travel line item listed on the prior page.

- i. Click the **Show Quantity** button to display additional fields used to indicate the number of trips and number of people per trip.

Travel Costs

Budget Summary

	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027	Budget Totals
Travel Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Travel Costs


	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027
<input type="button" value="Show Quantity"/>					
Description: Travel to AACR annual meeting ...	Total Units: 0	Total Units: 0	Total Units: 0	Total Units: 0	Total Units: 0
	Unit Cost w/Inf: \$2,000.00	Unit Cost w/Inf: \$2,000.00	Unit Cost w/Inf: \$2,000.00	Unit Cost w/Inf: \$2,000.00	Unit Cost w/Inf: \$2,000.00
	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00
Domestic Travel Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Foreign Travel Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel Cost Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- ii. Enter the applicable **# Trips** and **# People per Trip** as necessary. If you expect these values to remain consistent across all periods, click the **small arrows** to copy the values to the subsequent periods.

Travel Costs		Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027
Show Totals						
Description: Travel to AACR annual meeting ...	# Trips:	0	0	0	0	0
	# People per Trip:	0	0	0	0	0
Domestic Travel Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Foreign Travel Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel Cost Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

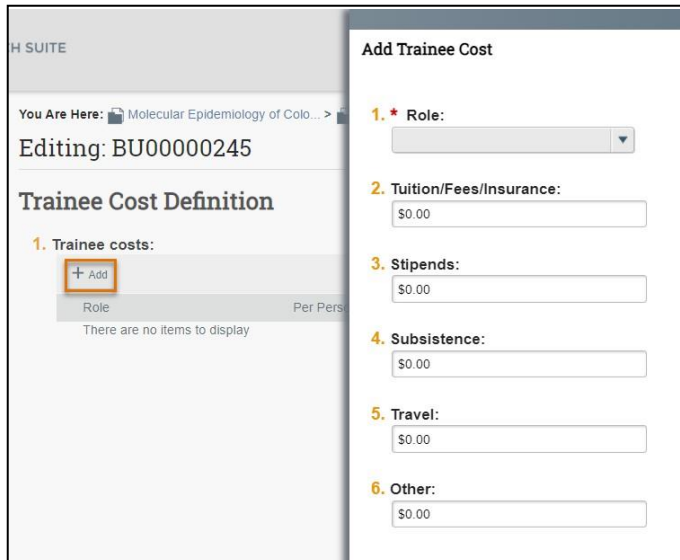
- iii. Repeat this process for all travel costs. When complete, click the **Save** to update the totals fields in both the Budget Summary and Travel Costs tables.

3.3.6 [Trainee Cost Definition Page](#)

 **Note:** This page appears on all budgets. Only use this page if appropriate for your proposal and allowed by the funding opportunity and sponsor guidelines that guide your submission. This should not be used for graduate students on a standard proposal but only if **participant support is required**.

On this page you'll enter line items for trainee costs. Similar to the *Personnel Costs* pages, the Trainee Cost tables consist of two pages. The first page, *Trainee Cost Definition*, is for entering costs. The second page, *Trainee Costs*, is for entering amounts.

Trainee Costs – Click the **Add** button to add new trainee costs for each trainee role/level and repeat as necessary.



In the *Add Trainee Cost* window, answer the following questions, using your funding opportunity announcement and sponsor guidelines:

1. **Role** – Enter the role using the drop-down
2. **Tuition/Fees/Insurance**

3. Stipends
4. Subsistence
5. Travel
6. Other

When complete, click **OK** or **OK and Add Another**.

Trainee Cost Definition

1. Trainee costs:

+ Add

Role	Per Person Cost Total
Update Post Doc 1 Year	\$70,494.00

3.3.7 Trainee Cost Page

This page consists of a Budget Summary table and a Trainee Costs table that contains a row for each trainee role/level listed on the prior page.

- i. Click the **Show Totals** button to display additional fields used to indicate the number of trainees for each trainee role/level.

Trainee Costs

Budget Summary

	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027	Budget Totals
Trainee Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Total:	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$20,000.00
Indirect Total:	\$2,460.00	\$2,460.00	\$2,460.00	\$2,460.00	\$2,460.00	\$12,300.00
Grand Total:	\$6,460.00	\$6,460.00	\$6,460.00	\$6,460.00	\$6,460.00	\$32,300.00

Trainee Costs

		Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027
Show Totals						
Role: Post Doc 1 Year	# Trainees:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Trainee Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- ii. Enter the applicable **# Trainees** as necessary. If you expect these values to remain consistent across all periods, click the small arrows to copy the values to the subsequent periods.

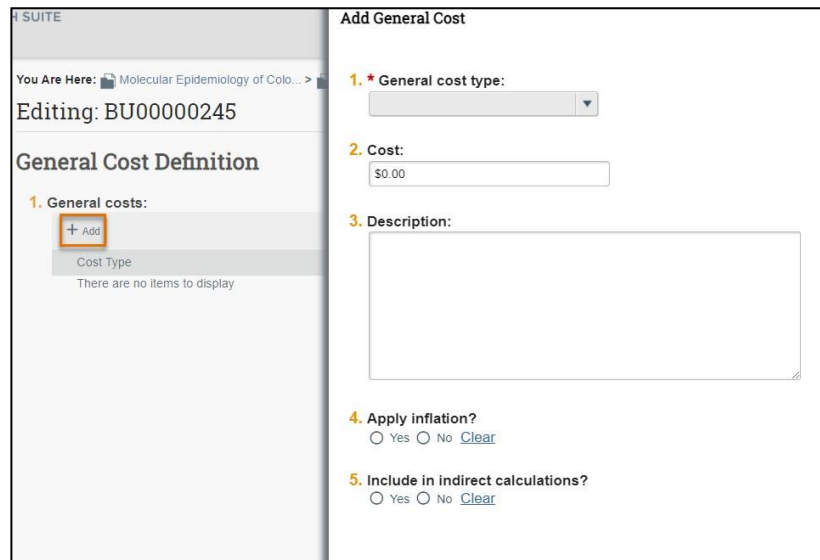
Trainee Costs		Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027
<input type="button" value="Show Totals"/>						
Role: Post Doc 1 Year	# Trainees:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Trainee Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- iii. Repeat this process for all trainee costs. When complete, click the **Save** to update the totals fields in both the Budget Summary and Trainee Costs tables.

3.3.8 [General Cost Definition Page](#)

On this page you'll enter line items for cost categories not entered on the preceding budget tables. Similar to the *Personnel Costs* pages, the General Cost tables consist of two pages. The first page, *General Cost Definition*, is for entering costs. The second page, *General Costs*, is for entering amounts.

- i. **General costs** – Click the **Add** button to add a new cost type and repeat as necessary.



In the *Add General Cost* window, answer the following questions:

- General cost type** – Make a selection in the drop-down list.
- Cost** – Enter the dollar amount per period.
- Description** – Enter additional information about the cost type.
- Apply inflation?** – Answer Yes or No. By answering no, the amounts will be editable on the next page. If answering Yes, this will apply inflation rate applied from general information tab (even 0%) and outyear budget amounts won't be editable.



Note: Graduate tuition must be labeled "Other" and "Graduate Student Tuition" entered in the description. Answer "No" for questions 4 & 5. Any questions, please contact your CGS.

5. **Include in indirect calculations?** - Answer Yes or No. This question only displays for certain cost types Do not change default answer unless sponsor solicitation/guidelines specifically require change. Default answers are driven by indirect cost base.

When complete, click **OK** or **OK and Add Another**.

General Cost Definition

1. General costs:

	Cost Type	Description	Cost	
<input type="button" value="Update"/>	Animal		\$9,000.00	<input type="button" value="✕"/>
<input type="button" value="Update"/>	Consultant Services		\$5,000.00	<input type="button" value="✕"/>
<input type="button" value="Update"/>	Materials and Supplies		\$25,000.00	<input type="button" value="✕"/>

3.3.9 [General Costs Page](#)

This page consists of a Budget Summary table and a General Costs table that contains a row for each cost type listed on the prior page. Notice that the costs with inflation factored in are automatically promoted across all budget periods.

- i. Click the **hyperlink** associated with each *Cost Type* to edit the *Cost Type* and the associated details listed for each *Cost Type*.
- ii. Click the **Save** button within the *General Costs* table after you have completed your edits.

General Costs

Budget Summary


	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027	Budget Totals
General Total:	\$39,000.00	\$39,000.00	\$39,000.00	\$39,000.00	\$39,000.00	\$195,000.00
Direct Total:	\$113,494.00	\$113,494.00	\$113,494.00	\$113,494.00	\$113,494.00	\$567,470.00
Indirect Total:	\$67,031.00	\$67,031.00	\$67,031.00	\$67,031.00	\$67,031.00	\$335,155.00
Grand Total:	\$180,525.00	\$180,525.00	\$180,525.00	\$180,525.00	\$180,525.00	\$902,625.00

General Costs

	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027
<input type="button" value="Save"/>					
Cost Type: Animal	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00
Description:					
Cost Type: Consultant Services	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Description:					
Cost Type: Materials and Supplies	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Description:					
General Cost Total:	\$39,000.00	\$39,000.00	\$39,000.00	\$39,000.00	\$39,000.00

- iii. Enter any notes about the general costs in Question 1 and click **Continue**.

- iv. If you have any supporting documents for this budget, please use the proposal "Add Attachments" activity in the *Proposal Workspace*.

 **Note:** The general cost dollar amounts shown below (Cost Type "Animal") are editable because the "Apply inflation?" question in the Add General Cost window was answered as "no."

General Costs						
Budget Summary						
	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027	Budget Totals
General Total:	\$39,000.00	\$39,000.00	\$39,000.00	\$39,000.00	\$39,000.00	\$195,000.00
Direct Total:	\$113,494.00	\$113,494.00	\$113,494.00	\$113,494.00	\$113,494.00	\$567,470.00
Indirect Total:	\$67,031.00	\$67,031.00	\$67,031.00	\$67,031.00	\$67,031.00	\$335,155.00
Grand Total:	\$180,525.00	\$180,525.00	\$180,525.00	\$180,525.00	\$180,525.00	\$902,625.00

General Costs						
	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027	
<input type="button" value="Save"/>						
Cost Type: Animal Description:	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	
Cost Type: Consultant Services Description:	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Cost Type: Materials and Supplies Description:	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
General Cost Total:	\$39,000.00	\$39,000.00	\$39,000.00	\$39,000.00	\$39,000.00	

3.3.10 [F&A Cost Overrides Page](#)

This page reports the F&A cost base standard being used to calculate the F&A amount for this budget and if applicable, any overrides. **You will not need to make any changes to this page. Only Specialists in ORSP will need to adjust these settings. Please click "Continue."**

F&A Cost Overrides ?
1. F&A cost base: MTDC
2. * Personnel salary: No override
3. * Personnel benefits: No override
4. * General cost: No override

3.3.11 Attachments Page

Do not attach any documents in this page. Attach any supporting budget documentation to the proposal “Add Attachments” activity in the main proposal workspace. When complete, click the **Finish** button. You are returned to the *Budget Workspace*.

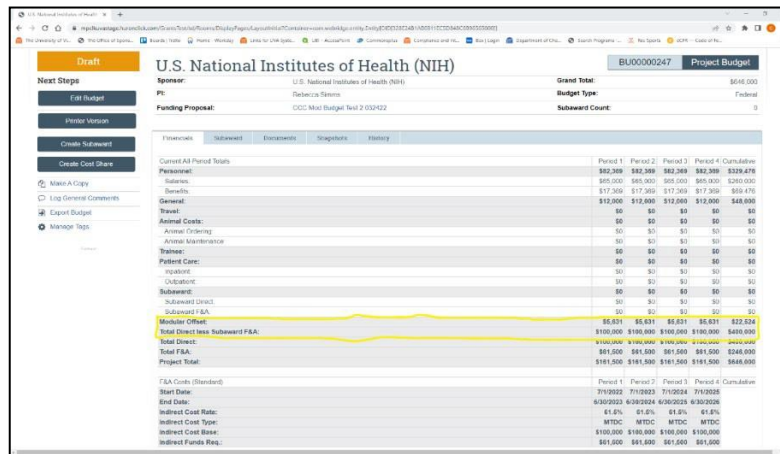
On the *Budget Workspace*, the Financials tab reflects the categories and totals specified on the budget tables. Click the **Edit Budget** button to make any additional updates.

Draft		American Society of Clinical Oncology Cancer Foundation		BU00000245	Project Budget																																																																										
Next Steps		Sponsor: American Society of Clinical Oncology Cancer Foundation	Grand Total: \$902,625																																																																												
Edit Budget		PI: Tom Blivens (pi2)	Budget Type: Foundation/Not For Profit																																																																												
Printer Version		Funding Proposal: Molecular Epidemiology of Colon Cancer	Subaward Count: 0																																																																												
Create Subaward																																																																															
Create Cost Share																																																																															
Make A Copy																																																																															
Log General Comments																																																																															
Export Budget																																																																															
Manage Tags																																																																															
		<table border="1"> <thead> <tr> <th>Financials</th> <th>Subaward</th> <th>Documents</th> <th>Snapshots</th> <th>History</th> </tr> </thead> <tbody> <tr> <td colspan="6">Current All-Period Totals</td> </tr> <tr> <td>Personnel:</td> <td>Period 1</td> <td>Period 2</td> <td>Period 3</td> <td>Period 4</td> <td>Period 5</td> <td>Cumulative</td> </tr> <tr> <td>Salaries:</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Benefits:</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>General:</td> <td>\$39,000</td> <td>\$39,000</td> <td>\$39,000</td> <td>\$39,000</td> <td>\$39,000</td> <td>\$195,000</td> </tr> <tr> <td>Travel:</td> <td>\$4,000</td> <td>\$4,000</td> <td>\$4,000</td> <td>\$4,000</td> <td>\$4,000</td> <td>\$20,000</td> </tr> <tr> <td>Animal Costs:</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Animal Ordering:</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Animal Maintenance:</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Trainee:</td> <td>\$70,484</td> <td>\$70,484</td> <td>\$70,484</td> <td>\$70,484</td> <td>\$70,484</td> <td>\$352,470</td> </tr> </tbody> </table>				Financials	Subaward	Documents	Snapshots	History	Current All-Period Totals						Personnel:	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative	Salaries:	\$0	\$0	\$0	\$0	\$0	\$0	Benefits:	\$0	\$0	\$0	\$0	\$0	\$0	General:	\$39,000	\$39,000	\$39,000	\$39,000	\$39,000	\$195,000	Travel:	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$20,000	Animal Costs:	\$0	\$0	\$0	\$0	\$0	\$0	Animal Ordering:	\$0	\$0	\$0	\$0	\$0	\$0	Animal Maintenance:	\$0	\$0	\$0	\$0	\$0	\$0	Trainee:	\$70,484	\$70,484	\$70,484	\$70,484	\$70,484	\$352,470
Financials	Subaward	Documents	Snapshots	History																																																																											
Current All-Period Totals																																																																															
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Benefits:	\$0	\$0	\$0	\$0	\$0	\$0																																																																									
General:	\$39,000	\$39,000	\$39,000	\$39,000	\$39,000	\$195,000																																																																									
Travel:	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$20,000																																																																									
Animal Costs:	\$0	\$0	\$0	\$0	\$0	\$0																																																																									
Animal Ordering:	\$0	\$0	\$0	\$0	\$0	\$0																																																																									
Animal Maintenance:	\$0	\$0	\$0	\$0	\$0	\$0																																																																									
Trainee:	\$70,484	\$70,484	\$70,484	\$70,484	\$70,484	\$352,470																																																																									

3.3.12 How to Create a Modular Budget

In the Funding Proposal SmartForm, Budget Periods and Key Dates page, select Yes to question 6 “Modular Budget?”

Follow the steps in Sec. 3.2. When complete, click the **Finish** button. You are returned to the *Budget Workspace* where the budget is displayed:



Financials	Subaward	Encumbrance	Singularity	History	Period 1	Period 2	Period 3	Period 4 Cumulative
Current All Period Totals								
Personnel:					\$82,200	\$82,200	\$82,200	\$329,476
Salaries					\$85,000	\$85,000	\$85,000	\$330,000
Benefits					\$17,300	\$17,300	\$17,300	\$69,476
General:					\$10,000	\$10,000	\$10,000	\$40,000
Travel					\$0	\$0	\$0	\$0
Animal Costs:					\$0	\$0	\$0	\$0
Animal Care/ing					\$0	\$0	\$0	\$0
Animal Maintenance					\$0	\$0	\$0	\$0
Travel:					\$0	\$0	\$0	\$0
Patient Care:					\$0	\$0	\$0	\$0
input:					\$0	\$0	\$0	\$0
output:					\$0	\$0	\$0	\$0
Subaward:					\$0	\$0	\$0	\$0
Subaward Direct:					\$0	\$0	\$0	\$0
Subaward F&A:					\$0	\$0	\$0	\$0
Modular Offset:					\$6,831	\$6,831	\$6,831	\$27,624
Total Direct less Subaward F&A:					\$100,000	\$100,000	\$100,000	\$400,000
Total Direct:					\$106,831	\$106,831	\$106,831	\$427,624
Total F&A:					\$181,500	\$181,500	\$181,500	\$726,000
Project Total:					\$288,331	\$288,331	\$288,331	\$1,153,624

Note: The **Modular Offset** and the **Total Direct less Subaward F&A** lines in the budget (highlighted in the image above). Based on the total direct costs entered, the system rounds the Total Direct less Subaward F&A up to the next \$25,000 increment by adding the modular offset.

If your budget is over the target direct cost increment, click the **Edit Budget** button to reduce the direct costs to obtain the desired total. If the Total Direct less Subaward F&A is your target amount, and the modular offset is greater than \$0, it is recommended that you edit the budget to increase the direct costs to reduce the modular offset to \$0. However, if there is a non-zero modular offset and the Total Direct less Subaward F&A is correct, the budget will map correctly to the SF424.

3.3.13 How to Create an Additional Budget

Additional budgets may need to be created for the proposal submission.

Note: Consider creating additional budgets for the following scenarios:

- Multiple departments or divisions
- Multiple PD/PIs
- Estimate budgets (be careful to select whether to consolidate in financials)
- Additional sponsor budget requirements (i.e., by fiscal year)

Follow the steps below to create an additional budget:

1. Navigate to the *Proposal Workspace*.
2. On the *Proposal Workspace*, click the **Create Additional Budget** activity.
3. In the *Create Additional Budget* window, enter the **Budget title** and the associated **PI Name** and click **OK**.

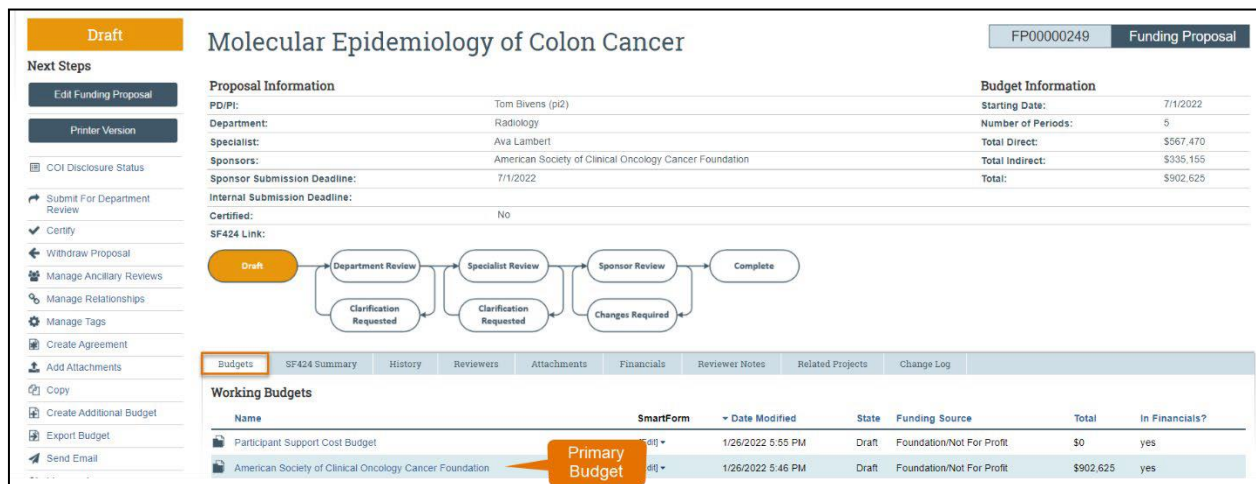
- On the *Budget Workspace*, complete the pages as necessary. See previous steps on how to enter a budget for additional information.

3.3.14 [How to Create a Cost Share Budget](#)

Cost share budgets are necessary to account for funds that must be covered by Lehigh **only** when mandated by the sponsor. Cost share budgets can only be created after the primary budget associated with the proposal has been created.

Follow the steps below to create a cost share budget:

- Navigate to the *Proposal Workspace*.
- On the *Proposal Workspace*, under the Budgets tab, click the **primary budget name** to display the *Budget Workspace*.



Draft Molecular Epidemiology of Colon Cancer FP00000249 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- Certify
- Withdraw Proposal
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Create Additional Budget
- Export Budget
- Send Email

Proposal Information

PD/PI: Tom Bivens (pi2)
 Department: Radiology
 Specialist: Ava Lambert
 Sponsors: American Society of Clinical Oncology Cancer Foundation
 Sponsor Submission Deadline: 7/1/2022
 Internal Submission Deadline:
 Certified: No
 SF424 Link:

Budget Information

Starting Date: 7/1/2022
 Number of Periods: 5
 Total Direct: \$567,470
 Total Indirect: \$335,155
 Total: \$902,625

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Participant Support Cost Budget	Bill	1/26/2022 5:55 PM	Draft	Foundation/Not For Profit	\$0	yes
American Society of Clinical Oncology Cancer Foundation	Bill	1/26/2022 5:46 PM	Draft	Foundation/Not For Profit	\$902,625	yes

- On the *Budget Workspace*, click the **Create Cost Share** button.



Draft American Society of Clinical Oncology Cancer Foundation BU00000245 Project Budget

Next Steps

- Edit Budget
- Printer Version
- Create Subaward
- Create Cost Share

Sponsor: American Society of Clinical Oncology Cancer Foundation
PI: Tom Bivens (pi2)
Funding Proposal: Molecular Epidemiology of Colon Cancer

Grand Total: \$902,625
Budget Type: Foundation/Not For Profit
Subaward Count: 0

Financials Subaward Documents Snapshots History


Current All-Period Totals


Personnel:	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
	\$0	\$0	\$0	\$0	\$0	\$0

- Complete the Cost Share SmartForm pages. The subsections below walk you through each of the pages. When finished with each page, click **Continue** to navigate through the rest of the SmartForm pages.

Cost Share Information Page:

- What are the sponsor's cost share requirements?** – Please include all details and information relevant to the sponsor's mandatory cost share requirements.

 **Note:** Cost share documentation is required and **must** be uploaded to the Funding Proposal. Additionally, cost share budgets will be reviewed and approved during Department Review prior to submission to ORSP and the sponsor.

 **Note:** To add unrecovered F&A or subaward cost share, add them under General Costs as direct costs.

5. The remaining SmartForm pages of the Cost Share budget are similar to those of the primary budget. See the [General Budget Information Page](#) of the [How to Complete a Budget](#) section above.
 - a. General Budget Information Notes - for Questions 4 & 5 always select "no" and for question 6 the inflation rate should be "0".
 - b. Personnel Costs Notes - This will automatically capture any salary over the cap or committed AY time from the funding proposal budget. If you need to make changes here, return to the primary budget, make your updates, then return to the cost share budget to confirm changes were recorded correctly.
 - c. General Cost Definition Notes - Please add a line for each cost share source. In question 3 for the description, you **must** provide the type (cash, in-kind, tuition remission etc.) and source (Lehigh department, industry partner, etc.)
 - i. e.g., Cash - Industry Partner / In-Kind - Air Products

Budgets	Budget Summary	SF424
Working Budgets		
Name		
 Cost Sharing for National Institutes of Health		
 National Institutes of Health		

6. For future reference, cost share budgets are displayed under the Budgets tab of the Proposal Workspace.

[3.3.15 Over-the-Cap Cost Share](#)

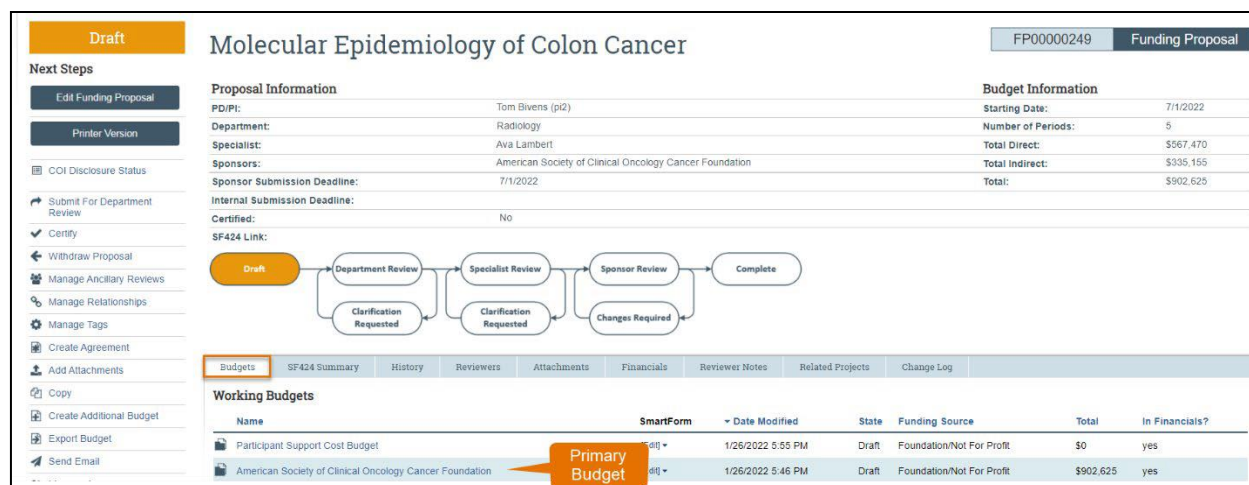
Unless **required** by the sponsor, Lehigh is not using a Cost Share budget to account for over-the-cap salary. In the Budget Workspace, salary requested that exceeds the salary cap will prompt a reminder to generate a Cost Share budget. This is a Huron-generated reminder and can be ignored, **unless over-the-cap salary is being reported to the sponsor as part of mandatory cost share (for example, salary requested on an NIH grant when the salary basis exceeds the NIH salary cap).**

3.3.16 [How to Create an External Subaward Budget](#)

Subaward budgets are necessary to account for funds when contracting an external institution for a specific scope of work as part of the research project. Subaward budgets can only be created after the primary budget associated with the proposal has been created.

Follow the steps below to create a subaward budget:

1. Navigate to the *Proposal Workspace*.
2. On the *Proposal Workspace*, under the Budgets tab, click the **primary budget** name to display the *Budget Workspace*.



The screenshot shows the 'Draft' workspace for a funding proposal titled 'Molecular Epidemiology of Colon Cancer' (ID: FP00000249). The interface includes a 'Next Steps' sidebar with actions like 'Edit Funding Proposal', 'Printer Version', and 'Submit For Department Review'. The main area displays 'Proposal Information' (PI: Tom Bivens, Department: Radiology, Specialist: Ava Lambert) and 'Budget Information' (Starting Date: 7/1/2022, Total: \$902,625). A workflow diagram shows the current status as 'Draft', with steps for Department, Specialist, and Sponsor reviews, including 'Clarification Requested' and 'Changes Required' loops. Below the workflow is a 'Working Budgets' table with the following data:

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Participant Support Cost Budget		1/26/2022 5:55 PM	Draft	Foundation/Not For Profit	\$0	yes
American Society of Clinical Oncology Cancer Foundation		1/26/2022 5:46 PM	Draft	Foundation/Not For Profit	\$902,625	yes

An orange callout box labeled 'Primary Budget' points to the 'American Society of Clinical Oncology Cancer Foundation' row in the table.

3. On the *Budget Workspace*, click the **Create Subaward** button.



Draft American Society of Clinical Oncology Cancer Foundation BU00000245 Project Budget

Next Steps

- Edit Budget
- Printer Version
- Create Subaward**
- Create Cost Share

Sponsor: American Society of Clinical Oncology Cancer Foundation **Grand Total:** \$902,625

PI: Tom Bivens (pi2) **Budget Type:** Foundation/Not For Profit

Funding Proposal: Molecular Epidemiology of Colon Cancer **Subaward Count:** 0

Financials Subaward Documents Snapshots History

Current All-Period Totals	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Personnel:	\$0	\$0	\$0	\$0	\$0	\$0

4. Complete the Subaward SmartForm pages. The subsections below walk you through each of the pages. When finished with each page, click **Continue** to navigate through the rest of the SmartForm pages.

- **Subaward Budget Information page**

1. **Title** - Enter a descriptive name for the subaward (50 character maximum). For example, identify the subawardee by name, e.g., University of Virginia Budget.

2. **Organization** - Enter the subawardee's name. If the subawardee name is not listed, select "TBD."

3. **Principal Investigator** – This field automatically populates with the primary budget's PI.


4. **Subawardee PI** – Enter the Subawardee PI's information. This is required field.

5. **Subaward budget detail level** – Select how to capture budget data for this subaward.

- **Per Period Direct and Indirect totals** – All costs are captured in a single budget table as per-period direct and indirect totals. If submitting via S2S, SF424 may still require subaward budget details to be entered manually in the SF424 Workspace.
- **SF424 Subaward Import** – Allows you to upload the subawardee's budget totals from a completed *R&R Subaward Budget PDF* form. (You do this on the *SF424 Subaward Import* page, which appears later in the SmartForm. The information from the uploaded R&R Subaward Budget PDF will map to the SF424.) SF424 R&R Budget for specific proposal package will be available for download after you initiate the SF424 Workspace.
 - Select this option when submitting your proposal system-to-system (LIRA to Grants.gov).
 - The PDF form must be opened with Adobe Acrobat (not a web browser) to edit it. Ensure you use the PDF version associated with the opportunity (which can be downloaded from the *SF424 Workspace*). Using older form versions may result in error.
 - The period dates entered in the Subaward R&R Budget PDF form must match the budget periods of the primary budget.

6. Include in consolidated budgets? – Select **Yes** to include this subaward budget in the final application budget that is to be submitted to the sponsor. Select **No** if this budget should be excluded from the final application budget.

7. Subaward indirect allowance limit – By default, LIRA includes the first \$25,000 of subaward budgets in the cost base for calculating F&A costs for the primary budget for MTDC budgets. However, you can change this value.

 **Note:** This question appears only if the cost base type selected in the parent budget is “MTDC.”

- **All Personnel Page: Do not use this section.**
- **Per Period Cost Totals** page (displayed only if this option was selected on the first page).
 1. Enter the **Direct** and **Indirect** costs as necessary and use the arrows to promote the same values to the subsequent periods.

Per Period Cost Totals	
Total Direct:	
Total Indirect:	
Total Project:	
Cost Totals	Period Start: 7/1/2022 End: 6/30/2023
Direct:	\$100,000
Indirect:	\$54,000
Grand Total:	\$154,000

2. The totals at the top of the table will update as data is entered. Enter applicable notes in the text field by Question 1.


Per Period Cost Totals						
Total Direct:						\$500,000
Total Indirect:						\$270,000
Total Project:						\$770,000
Cost Totals	Period Start: 7/1/2022 End: 6/30/2023	2 7/1/2023 6/30/2024	3 7/1/2024 6/30/2025	4 7/1/2025 6/30/2026	5 7/1/2026 6/30/2027	Total
Direct:	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Indirect:	\$54,000	\$54,000	\$54,000	\$54,000	\$54,000	\$270,000
Grand Total:	\$154,000	\$154,000	\$154,000	\$154,000	\$154,000	\$770,000
1. Budget notes: Enter budget notes in this field						

- **SF424 Subaward Import Page**

This page is only displayed if **SF424 Subaward Import** is selected on the [Subaward Budget Information](#) page. The editable PDF is available on the SF424 Workspace within the system or on the Grants.gov website.

SF424 Subaward Import

1. To import, select your SF424 Subaward PDF click Save. The totals from the form will be loaded in the system.

 **Important:** The budget periods entered on this PDF form must match the budget periods on the primary budget.

1. To import, select your SF424 Subaward PDF and click **Save**. The totals from the form will be loaded in the system.
 - **Attachments Page**
 - i. **Attachments** – Do not upload any supporting documents here. Attach all documentation using the “Add Attachment” activity in the *Proposal Workspace*. When complete, click the **Finish** button. You are returned to the *Subaward Workspace*.

For future reference, subaward budgets are displayed under the Subaward tab of the *Budget Workspace*.



The screenshot shows a web interface for the National Institutes of Health. At the top, it says "National Institutes of Health" and "Project Budget" with ID BU00000441. Below this, there are fields for Sponsor (National Institutes of Health), PI (Rebecca Simms (pi)), Funding Proposal (JCE Test), Grand Total (\$8,031,842), Budget Type (Federal), Subaward Count (1), and Cost Share Budget (Cost Sharing for National Institutes of Health). A navigation bar includes "Budget Summary", "Subaward" (highlighted), "Attachments", and "History". Below the navigation bar is a table titled "Subaward" with columns: ID, Name, SmartForm, Date Created, Date Modified, State, Include in Totals, and Total. The table contains one row: BU00000443, JCE Test Subaward Budget, [Edit], 9/30/2020 8:57 AM, 9/30/2020 9:07 AM, Draft, yes, \$0. At the bottom, it shows "1 items" and "page 1 of 1".

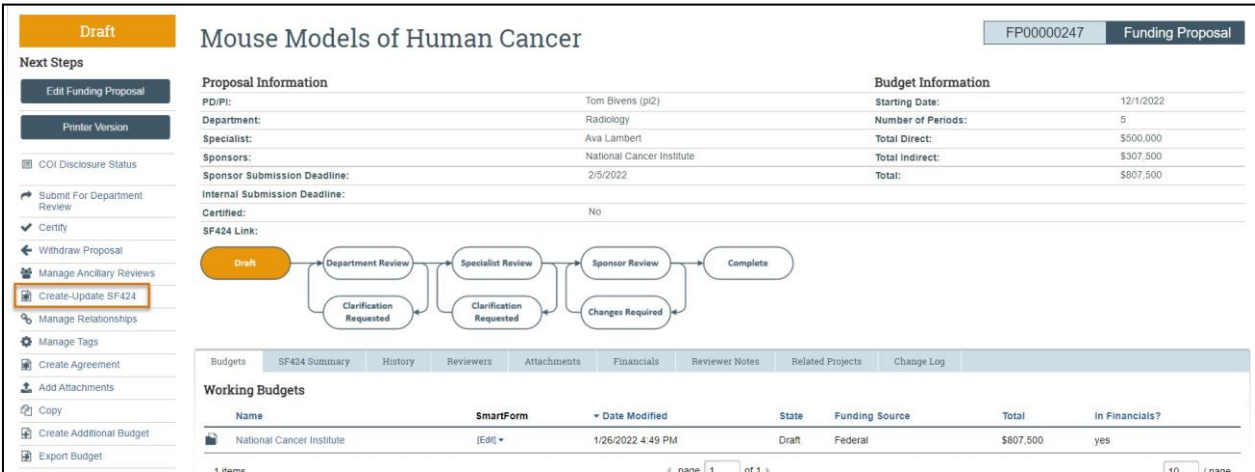
4 How to Manage a SF424 Submission for Federal Proposals

If you selected to submit your proposal by system-to-system on the [Submission Information page](#) of the Proposal SmartForm, you will also need to create the applicable SF424 forms and populate them with data from the Proposal and Budget SmartForms. This functionality also allows you to quickly verify compliance with sponsor requirements.

4.1 How to Create the SF424

1. On the *Proposal Workspace*, click the **Create-Update SF424** activity. This step must be done prior to submitting it for Department Review. The SF424 does not need to be **complete**, it only needs to be **initiated** for submission to the Department.

! **Important:** If SF424 forms have been edited directly, re-creating, or updating them from within the Proposal could overwrite those edits.



Mouse Models of Human Cancer FP00000247 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- Certify
- Withdraw Proposal
- Manage Ancillary Reviews
- Create-Update SF424**
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Create Additional Budget
- Export Budget

Proposal Information

PID/PI:	Tom Bivens (pi2)	Budget Information	
Department:	Radiology	Starting Date:	12/1/2022
Specialist:	Ava Lambert	Number of Periods:	5
Sponsors:	National Cancer Institute	Total Direct:	\$500,000
Sponsor Submission Deadline:	2/5/2022	Total Indirect:	\$307,500
Internal Submission Deadline:		Total:	\$807,500
Certified:	No		
SF424 Link:			

Budget Information

Starting Date:	12/1/2022
Number of Periods:	5
Total Direct:	\$500,000
Total Indirect:	\$307,500
Total:	\$807,500

Workflow: Draft → Department Review → Specialist Review → Sponsor Review → Complete. Clarification Requested loops back to Department and Specialist Review. Changes Required loops back to Sponsor Review.

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Cancer Institute	[E96]	1/26/2022 4:49 PM	Draft	Federal	\$807,500	yes

- In the resulting dialog box, select the SF424 forms to populate with data from the funding proposal and its budgets, then click **OK**. The “Status” column will update as the system generates the forms. When all the forms have been created, a “Success!” message displays at the bottom.

! **Important:**

The applicable optional forms must be selected, specifically the budget forms should be selected for all applications that include a budget.

- If this is the first time this activity is being executed, click **OK** to create the SF424 application. If this is not the first time this activity is being executed, be aware that selecting **OK** will override any manual changes made in the SF424 form to previously mapped data.
- You have the option to select only the form that needs to be updated.

Create-Update SF424

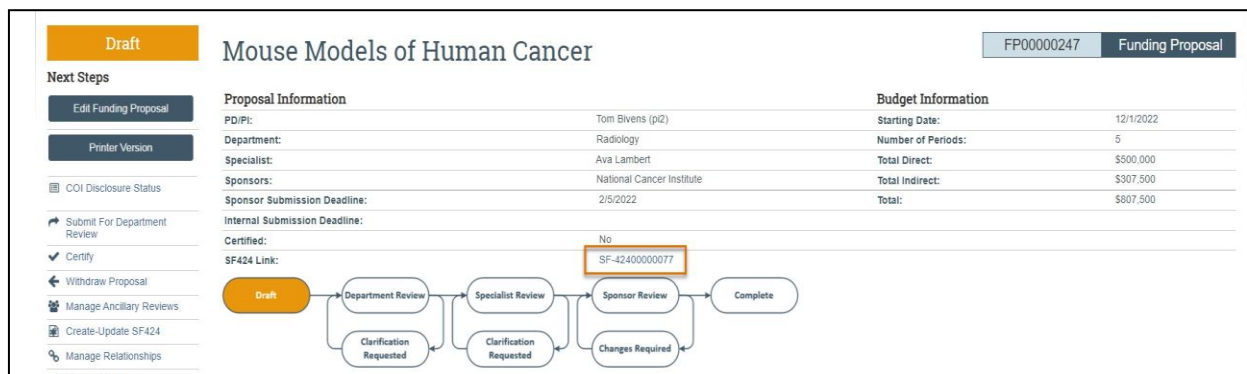
If this is the first time this activity is being executed, select "OK" and this activity will create your SF424 application.
 If this is not the first time this activity is being executed, selecting "OK" will override any manual changes made in the SF424 form.
 Select "Cancel" if you do not wish to execute this activity.

Action	Status
<input checked="" type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0	Complete
<input checked="" type="checkbox"/> PHS Human Subjects and Clinical Trials Information V2.0	Complete
<input checked="" type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0	Complete
<input checked="" type="checkbox"/> PHS 398 Modular Budget V1.2	Complete
<input checked="" type="checkbox"/> Research And Related Other Project Information V1.4	Complete
<input checked="" type="checkbox"/> PHS 398 Research Plan V4.0	Complete
<input checked="" type="checkbox"/> SF424 (R&R) V2.0	Complete
<input checked="" type="checkbox"/> PHS Assignment Request Form V3.0	Complete
<input checked="" type="checkbox"/> PHS 398 Cover Page Supplement V5.0	Complete
<input type="checkbox"/> Research & Related Budget V1.4	(Skipped)
<input type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4 (Skipped)	(Skipped)

X Success!
 All copy requests have completed successfully.

4.2 How to Edit and Complete the SF424

- Once the system has generated the SF424 forms, click the **SF424 Link** on the *Proposal Workspace*.



Draft Mouse Models of Human Cancer FP00000247 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- ✓ Certify
- Withdraw Proposal
- Manage Ancillary Reviews
- Create-Update SF424
- Manage Relationships

Proposal Information		Budget Information	
PO/PI:	Tom Bivens (pi2)	Starting Date:	12/1/2022
Department:	Radiology	Number of Periods:	5
Specialist:	Ava Lambert	Total Direct:	\$500,000
Sponsors:	National Cancer Institute	Total Indirect:	\$307,500
Sponsor Submission Deadline:	2/5/2022	Total:	\$807,500
Internal Submission Deadline:			
Certified:	No		
SF424 Link:	SF-4240000077		

Workflow Diagram:

```

    graph LR
      Draft(Draft) --> Dept[Department Review]
      Dept --> Spec[Specialist Review]
      Spec --> Sponsor[Sponsor Review]
      Sponsor --> Complete(Complete)
      Dept --> Clar1[Clarification Requested]
      Clar1 --> Dept
      Spec --> Clar2[Clarification Requested]
      Clar2 --> Spec
      Sponsor --> Changes[Changes Required]
      Changes --> Sponsor
  
```

- On the *SF424 Workspace*, click the **Edit Grant Application** button.

Pre-Submission		Mouse Models of Human Cancer		SF-42400000077	SF424
Edit Grant Application Printer Version		Descriptive Title: Mouse Models of Human Cancer Submission Type: New PDF Version(s): Not Available, Please execute Generate PDF Version activity	Start Date: 12/1/2022 End Date: 11/30/2027		
Validate Submission Generate PDF Version Assign Editors and Readers Log Comment Import Subaward		Agency Tracking Number: Grant Tracking Number: Received Date/Time: Status Updated: Principal Investigator: Bivens (pi2), Tom Authorized Representative: Authorized Organization Representative, Test Contact Person: Lambert, Ava	FOA: PKG00052570/PA-FO-R01(FOA00000021) Parent Project: FP00000247 Date Modified: 1/27/2022 2:29 PM		

3. On the first page of the SF424, select any optional forms to include in the SF424 application.

Validate Compare
Editing: SF-42400000077

Select Optional Forms

- SF424 (R & R) V2.0
- Project/Performance Site Location(s) V2.0
- Research & Related Other Project Information V1.4
- Research And Related Senior/Key Person Profile (Expanded) V2.0
- PHS 398 Cover Page Supplement V5.0
- PHS 398 Modular Budget (V1.2) - Period 1
- PHS 398 Modular Budget (V1.2) - Period 2
- PHS 398 Modular Budget (V1.2) - Period 3
- PHS 398 Modular Budget (V1.2) - Period 4
- PHS 398 Modular Budget (V1.2) - Period 5
- PHS 398 Modular Budget (V1.2) - Cumulative

Application Filing Name:

Following forms are optional, Please select any that you wish to include in your application:

Form Name
<input type="checkbox"/> Research & Related Budget V1.4
<input checked="" type="checkbox"/> PHS 398 Modular Budget V1.2
<input type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4
<input checked="" type="checkbox"/> PHS Assignment Request Form V3.0

Following forms are required:

Form Name
Research & Related Senior/Key Person Profile (Expanded) V2.0
PHS Human Subjects and Clinical Trials Information V2.0
Research & Related Project/Performance Site Location(s) V2.0
Research And Related Other Project Information V1.4
PHS 398 Research Plan V4.0
SF424 (R&R) V2.0
PHS 398 Cover Page Supplement V5.0

4. Click **Continue** and add or modify data in the SF424 forms as needed. On the last page, click **Finish** to return to the *Workspace*.

**Important guidance on creating SF424 forms:**

If a SF424 form field needs to be updated, but contains data that was automatically populated, make the necessary updates on the proposal and/or budget SmartForm pages and use the Create-Update SF424 activity in the workspace. If changes are made directly on the SF424 forms, the next time the “Create-Update” SF424 activity is executed, your changes will be overwritten with the values in the proposal and/or budget. Be sure to select only the forms on which you made changes.

Fields with a red asterisk (*) are required to be completed by the LIRA system. Please note that Grants.gov may require additional fields to be completed, in addition to those required by our system. When validating the SF424 SmartForm, the system will perform multiple layers of validation. You may receive additional errors or warnings on a second validation due to this approach.

All attachments must be uploaded in PDF format.

If a Subawardee was entered as “TBD” on the budget, you must update the SF424 form(s) with the name of the Subawardee.


For graduate students entered on multiple lines in your LIRA budget, when you create-update the SF424 it will bring them over on multiple lines. Please review and manually update this figure to correctly capture the number of graduate students, months effort, and total salary requested.

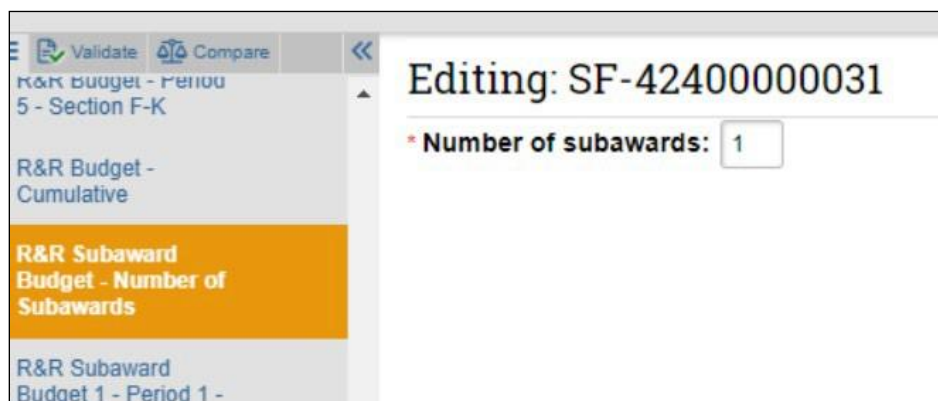
4.3 How to Import a Subaward Budget to a SF424 Application

If the subaward budget is being submitted system-to-system, the required Subaward R&R Budget form from Grants.gov form must be uploaded. Typically, users will upload the completed Subaward budget PDF form within the Subaward Budget SmartForm. However, if the data was manually entered on the Subaward Budget SmartForm, Grants.gov will still require that this form be uploaded as part of the SF424 submission. The “Import Subaward” activity can be used to accomplish this task after the SF424 has been created.


1. Once the SF424 is ready to be generated, click the **Create-Update SF424** activity on the *Proposal Workspace*.
2. On the *Create-Update SF424* window, select the applicable forms, including the R&R Subaward Budget form, and click **OK**. The system generated the SF424 application.

3. On the *Proposal Workspace*, click the **SF424 Summary** tab. Click the **SF424 link** to access the *SF424 Workspace*.
4. On the *SF424 Workspace*, click the **Edit Grant Application** button.
5. On the SF424 SmartForm, update the forms as necessary. On the R&R Subaward Budget – Number of Subawards form, enter the number of Subawards. You do not need to complete the Subaward Budget SmartForm pages as this is what will be uploaded using the “Import Subaward” activity.

 **Note:** This step is required even if you have updated the R&R Subaward Budget within the Subaward Budget SmartForm pages.




6. On the *SF424 Workspace*, click the **Import Subaward** activity.
7. In the *Import Subaward* window, select a subaward for Question 1 and upload the completed Subaward R&R Budget PDF form for Question 2. Click **OK**.


 **Important:** The period dates entered in the Subaward R&R Budget PDF form must match the budget periods of the primary budget.

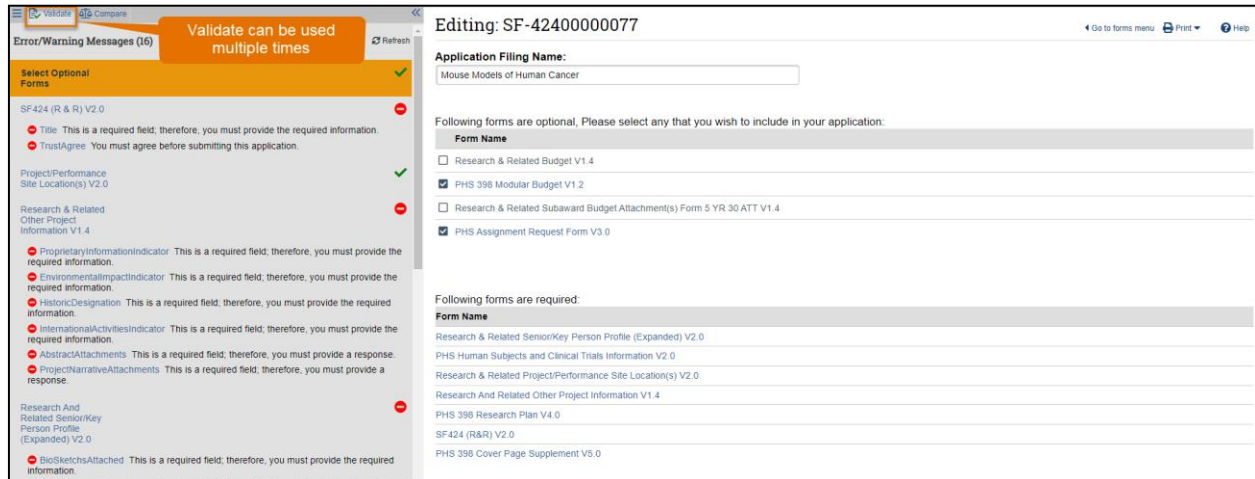
8. When returned to the *SF424 Workspace*, click the **Validate Submission** activity, and complete the remaining steps to submit the SF424 application.

4.4 How to Validate a SF424 Application

When review of your SF424 Grant Application is complete, you can check for errors using the **Validate** function.

1. On the *SF424 Workspace* click the **Validate** button in the left navigation pane of the SmartForm.
 - a. *Errors* reflect problems that will impose a hard-stop rejection at Grants.gov or the funding agency. Errors must be corrected and will be highlighted with a red circle .
 - b. *Warnings* are recommendations that will not stop proposal submission but remind you about potentially important items to include or issues to resolve. Warnings highlight situations that may cause issues when your proposal arrives at the agency. Warnings

will be noted with a yellow triangle . Note that certain *Warnings* are required to be addressed to ensure compliance with sponsor guidelines. Click on the field name or page to navigate to that location within the SF424 forms. It is encouraged to re-run the validation from within the SmartForm as many times as necessary.




The screenshot shows the 'Editing: SF-4240000077' interface. On the left, a sidebar lists various forms with their validation status:


- SF424 (R & R) V2.0: Error/Warning Messages (16). A yellow banner says 'Validate can be used multiple times'.
- Project/Performance Site Location(s) V2.0: Valid (green checkmark).
- Research & Related Other Project Information V1.4: Error/Warning Messages (16).
- Research And Related Senior/Key Person Profile (Expanded) V2.0: Error/Warning Messages (16).
- Site Sketches Attached: Error/Warning Messages (16).

 The main area shows the 'Application Filing Name' as 'Mouse Models of Human Cancer'. Below, there are two sections for form selection:

- 'Following forms are optional, Please select any that you wish to include in your application.' with checkboxes for:
 - Research & Related Budget V1.4 (unchecked)
 - PHS 398 Modular Budget V1.2 (checked)
 - Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4 (unchecked)
 - PHS Assignment Request Form V3.0 (checked)
- 'Following forms are required:' with checkboxes for:
 - Research & Related Senior/Key Person Profile (Expanded) V2.0 (checked)
 - PHS Human Subjects and Clinical Trials Information V2.0 (checked)
 - Research & Related Project/Performance Site Location(s) V2.0 (checked)
 - Research And Related Other Project Information V1.4 (checked)
 - PHS 398 Research Plan V4.0 (checked)
 - SF424 (R&R) V2.0 (checked)
 - PHS 398 Cover Page Supplement V5.0 (checked)

- When validation is complete, return to the *SF424 Workspace*
- Your CGS will review the SF424 and conduct the final review. Once complete, your CGS will click the **Validate Submission** activity from the SF424 workspace. This activity runs additional checks on the submission.
- If the validation passes, the state of the SF424 is updated to the Valid for Submission state, indicating it can be submitted to Grants.gov. The SF424 forms are now locked for editing.
- It is recommended to execute the Generate PDF activity to save a PDF of the submission at this stage.

 **Important:** The SF424 will need to be created before the proposal is routed for Department review. The PI and Study Staff can continue to work on the proposal and update the SF424 while the initial information is being reviewed. You will work with your department and CGS once the proposal is in Specialist Review to finalize the SF424 forms. Your CGS in ORSP will run the final Validation, Validate Submission Activity, prior to submitting the proposal

 **Important:** If SF424 changes other than the Research Plan are needed once the SF424 is Validated for Submission, the user will need to request that ORSP re-open the SF424 for edit so they can make changes. The SF424 will need to be re-validated to lock it again and put it back in a Valid for Submission state.

4.5 How to Export a Subaward Budget to a Grants.gov PDF Form

When Lehigh is a direct Grants.gov awardee, the system can generate the required SF424 forms from the data you enter in a funding proposal. Similarly, when Lehigh is an indirect Grants.gov awardee (also known as a subrecipient) through another institution, the system can generate the required Grants.gov subaward budget form.

Before you can export a subaward budget to a Grants.gov form, you must first ensure the funding proposal specifies both the Direct Sponsor (the primary awardee that is granting your institution a subaward), and the Prime Sponsor (the Grants.gov agency that published the original Funding Opportunity Announcement). Also, while not a technical requirement, it is assumed financial data has been entered into the funding proposal's budget.

Follow the steps below to export a subaward to a Grants.gov PDF form:

1. From the *Proposal Workspace*, click **Export Budget to Subaward PDF**. (If you do not see this activity listed in the *Workspace*, it's because you have not specified both the Direct Sponsor and the Prime Sponsor in the funding proposal.)
2. On the resulting dialog box, click **OK**.
A success message indicates the PDF form has been created.
3. To view or download the filled-out form, click **Subaward Budget Export.pdf** on the History tab.

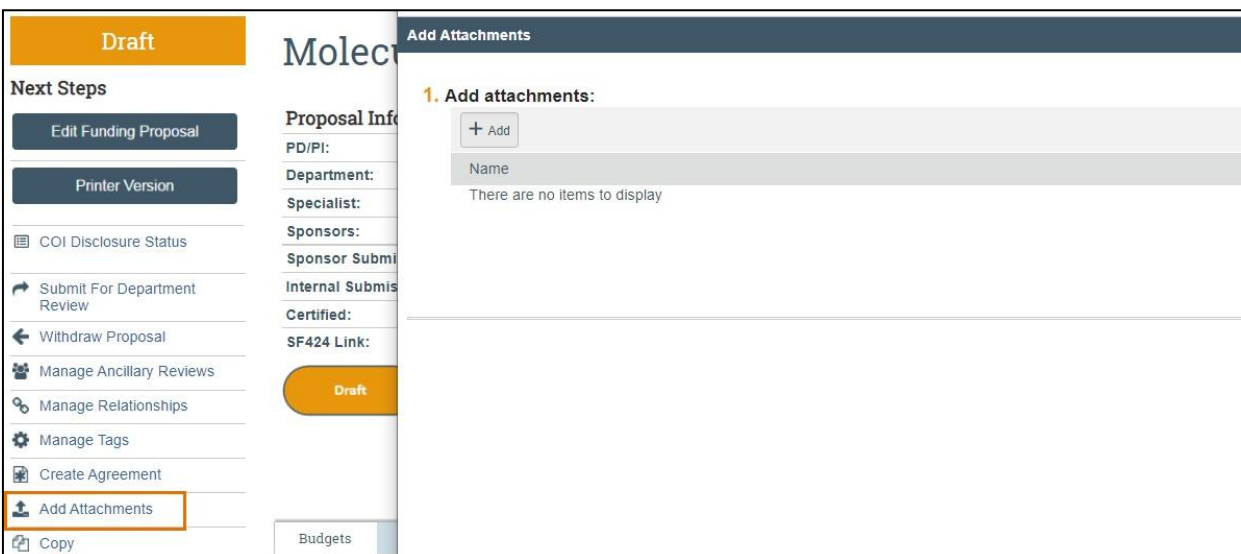
Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
Activity							Author	Activity Date
Budget Exported to Subaward PDF							Bivens (pi2), Tom	1/28/2022 12:48 PM
Latest Subaward PDF version is available here								
Subaward Budget Export.pdf								

5 How to Prepare a Proposal Not Submitted System to System

5.1 How to upload documents when not submitting S2S

When using LIRA for a proposal that will not be submitted System to System, it is necessary that all proposal documents are uploaded directly to the Funding Proposal via the *Add Attachments* Activity in the funding proposal workspace.

1. On the *Proposal Workspace*, click the **Add Attachments** activity.
2. To add a new document, click the **Add** button search and select your document and click **OK**.



3. To upload a revised document, click the **three dots "..."** and select Upload Revision.

6 Routing a Proposal for Review

6.1 Prior to Routing a Proposal for Review

Pay attention to sponsor deadlines and internal Lehigh deadlines and make sure there is enough time to route for review and meet the deadlines.

1. Complete the Funding Proposal SmartForm: Ensure Budget Period and Key Dates contain the sponsor deadline and internal deadline. The SmartForm does not provide a field for the time of day the submission is due. If the proposal is due at any other time besides 5:00 PM Eastern, please leave a comment on the proposal with the alternate time.
2. Complete the Budget Smartform
3. Attach a Lehigh internal budget file (this will be required for any JIT changes).
4. Validate the SmartForms in the LIRA Funding proposal.
5. If the proposal will not be submitted with System-to-System submission, make sure the submission information is included in the comments of the proposal. The Specialist will need to know how the proposal will be submitted and any relevant information about the submission portal (if applicable).
6. Add Ancillary Reviews (If applicable)
 - Only required when the proposal contains Key Personnel from multiple departments
 - Send an Ancillary Review to the Chair of each additional department so they can review the proposal as well

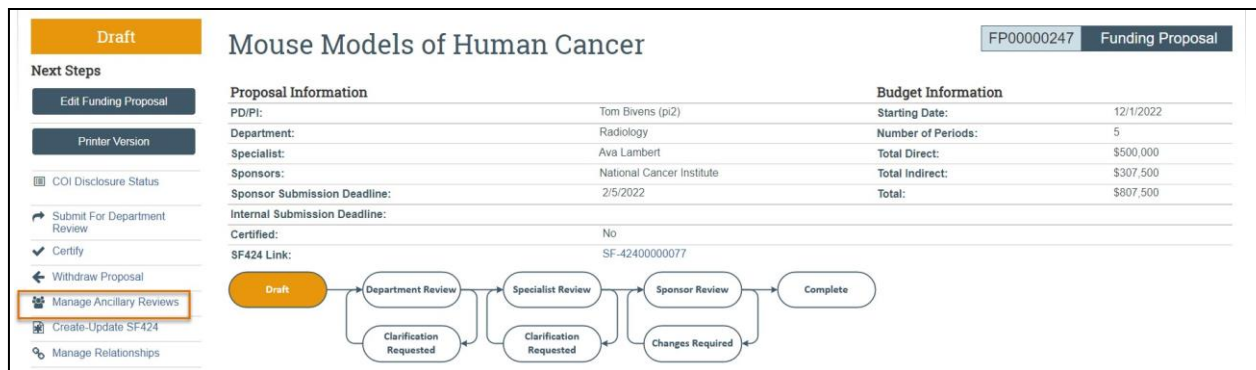
6.2 Ancillary Review

Lehigh will be using Ancillary Review functionality to add various approvals to projects in LIRA. The directions in this section apply to Funding Proposals and Awards.

6.2.1 How to Assign Ancillary Reviewers

Use the steps below to assign an ancillary review on a Funding Proposal or Award project:

1. Navigate to the appropriate *Proposal Workspace* or *Award Workspace*.
2. In the *Workspace*, click **Manage Ancillary Reviews**.
3. In the Manage Ancillary Reviews form, click **Add**.



Draft Mouse Models of Human Cancer FP00000247 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- ✓ Certify
- ← Withdraw Proposal
- Manage Ancillary Reviews**
- Create-Update SF424
- Manage Relationships

Proposal Information

PD/PI:	Tom Bivens (pi2)
Department:	Radiology
Specialist:	Ava Lambert
Sponsors:	National Cancer Institute
Sponsor Submission Deadline:	2/5/2022
Internal Submission Deadline:	
Certified:	No
SF424 Link:	SF-42400000077

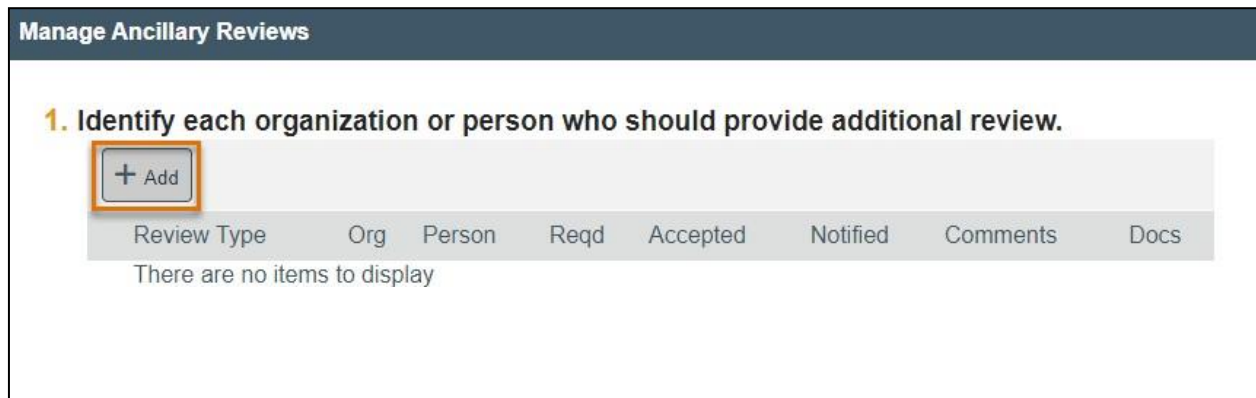
Budget Information

Starting Date:	12/1/2022
Number of Periods:	5
Total Direct:	\$500,000
Total Indirect:	\$307,500
Total:	\$807,500

Review Flow Diagram:

```

    graph LR
      Draft --> Department_Review[Department Review]
      Department_Review --> Specialist_Review[Specialist Review]
      Specialist_Review --> Sponsor_Review[Sponsor Review]
      Sponsor_Review --> Complete[Complete]
      Department_Review --> Clarification_Requested_1[Clarification Requested]
      Clarification_Requested_1 --> Department_Review
      Specialist_Review --> Clarification_Requested_2[Clarification Requested]
      Clarification_Requested_2 --> Specialist_Review
      Sponsor_Review --> Changes_Required[Changes Required]
      Changes_Required --> Sponsor_Review
  
```



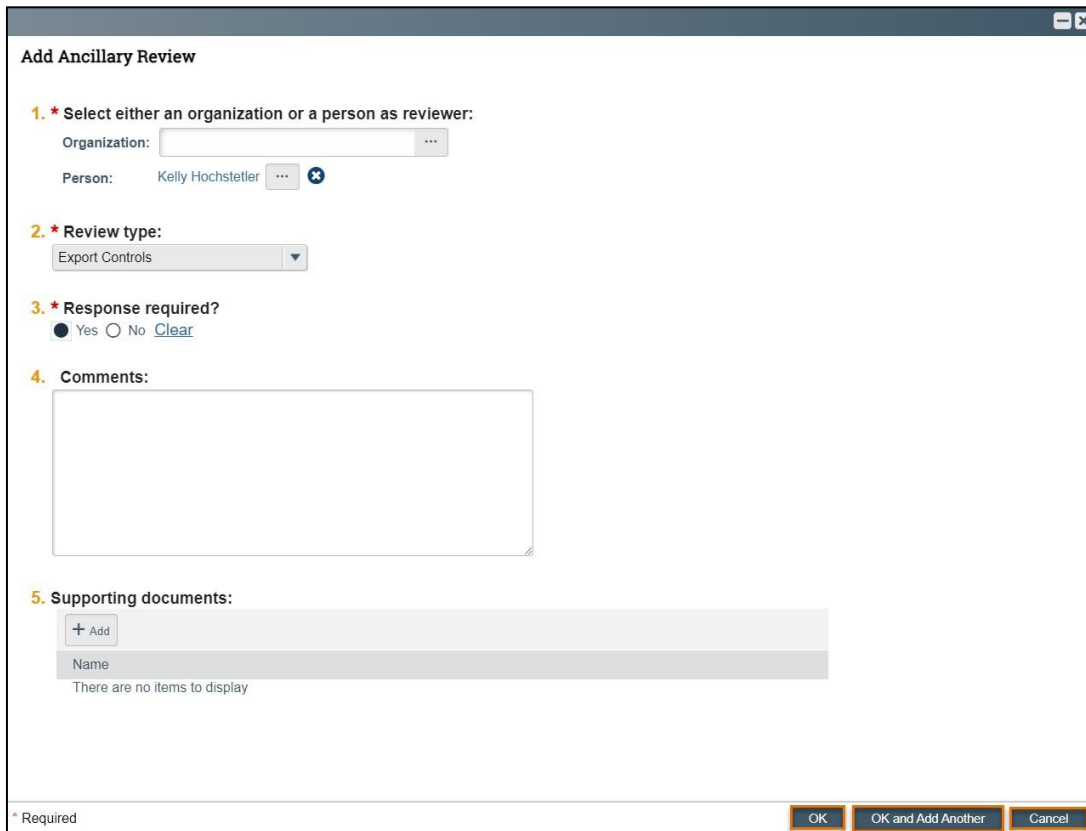
Manage Ancillary Reviews

1. Identify each organization or person who should provide additional review.

+ Add

Review Type	Org	Person	Reqd	Accepted	Notified	Comments	Docs
There are no items to display							

4. On the Add Ancillary Review form, select an organization or person to do the review.



Add Ancillary Review

1. * Select either an organization or a person as reviewer:

Organization:

Person: Kelly Hochstetler

2. * Review type:

Export Controls

3. * Response required?

Yes No [Clear](#)

4. Comments:

5. Supporting documents:

+ Add

Name
There are no items to display

* Required

OK OK and Add Another Cancel

5. Select the Review Type, select whether this ancillary review is required, and click **OK** or **OK and Add Another** to add an additional ancillary review.
6. You are returned to the project *Workspace*. The assigned ancillary reviewer(s) receives an e-mail notification, and the project appears in the reviewer's *Dashboard*.

[6.2.2 How to Check the Progress of an Ancillary Review](#)

Use the steps below to check the progress of an ancillary review:

1. Navigate to the *Workspace* for the project with the ancillary review you want to check.
2. Click the **Reviewers** tab.

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
Contacts								
Name		Organization		Phone		Email		
Tom Bivens (pi2)		UVA		503.123.4723		pi2@hurontest.com		
Reviewers								
The following people will review this proposal and provide organizational approval								
Current Step: 0								
Approval Step 1								
Eleanor Danz Rachel Poll								
Approval Step 2								
Rachel Poll								
Ancillary Review								
Review Type	Person	Organization	Required	Completed	Accepted			
Export Controls	Kelly Hochstetler		yes	no				

3. Examine the Ancillary Review area at the bottom of the page to see:

- All ancillary reviews assigned for this project.
- Whether they were assigned to individuals or organizations.
- Whether they are required.
- Whether they have been completed.
- Whether the reviews found the projects to be acceptable.

6.3 Submitting for Department Review

When the user submits for Department Review, an automatic notification will route to the assigned department reviewers listed in the Reviewers tab. Additionally, an automatic notification will route to the PI for PI Certification. To identify the Reviewers named on a proposal, navigate to the Reviewers tab. This tab will also tell you how many steps are required in the review process.

6.4 How to Complete the PI Certification Process

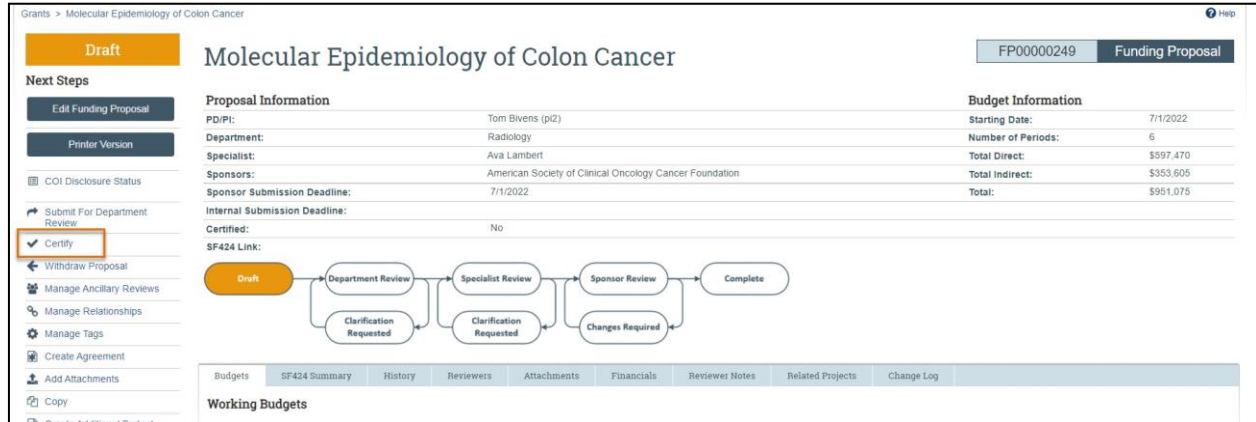
The PI Certify function is available to PIs in states before Pending Sponsor Review state and allows the PI to certify that the proposal meets institutional and sponsor requirements and is ready for submission. **PI certification is a required step for all proposals.**



Note: The PI certification process applies only to the contact PI for a multiple PI submission.

Follow the steps below to perform the PI certification:

1. Navigate to the *Proposal Workspace*.
2. On the *Proposal Workspace*, click the **Certify** activity to start the certification process.



Grants > Molecular Epidemiology of Colon Cancer

Draft Molecular Epidemiology of Colon Cancer FP00000249 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- Certify**
- Withdraw Proposal
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy

Proposal Information

PD/PI: Tom Bivens (pi2)
 Department: Radiology
 Specialist: Ava Lambert
 Sponsors: American Society of Clinical Oncology Cancer Foundation
 Sponsor Submission Deadline: 7/1/2022
 Internal Submission Deadline:
 Certified: No
 SF424 Link:

Budget Information

Starting Date:	7/1/2022
Number of Periods:	6
Total Direct:	\$597,470
Total Indirect:	\$353,605
Total:	\$951,075

Workflow: Draft → Department Review → Specialist Review → Sponsor Review → Complete
 Clarification Requested (under Department and Specialist Review)
 Changes Required (under Sponsor Review)

Budgets | SF424 Summary | History | Reviewers | Attachments | Financials | Reviewer Notes | Related Projects | Change Log

Working Budgets

3. Review the certification language, add any needed comments and attachments, and click **OK** to complete the certification.

Certify

- The information submitted within this application is true, complete, and accurate to the best of my knowledge; any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
- I agree to accept responsibility for the scientific conduct and financial oversight of the project, including any required reporting, and for compliance with all applicable University, local, state, and federal policies that govern the responsible conduct of research.
- I certify that to the best of my knowledge, myself and members of my project team are not debarred, suspended, declared ineligible, or voluntarily excluded from federally-funded activities.
- I and the appropriate UVA project investigators have disclosed financial interests in the UVA COI disclosure system (<https://coi.sites.virginia.edu/Home>) relative to any sponsor and University proposal-stage requirements and/or COI policies.

1. Comments:

2. Attachments:

+ Add

Name

There are no items to display

OK
Cancel

4. The activity shows in the History tab and disappears from the *Proposal Workspace* upon execution of the activity.

Draft
Molecular Epidemiology of Colon Cancer

FP00000249

Funding Proposal

Next Steps

Edit Funding Proposal

Print Version

COI Disclosure Status

Submit For Department Review

Withdraw Proposal

Manage Ancillary Reviews

Manage Relationships

Manage Tags

Create Agreement

Add Attachments

Copy

Create Additional Budget

Export Budget

Send Email

Manage Access

Add Comment

Proposal Information

PD/PI: Tom Bivens (pi2)

Department: Radiology

Specialist: Ava Lambert


Sponsors: American Society of Clinical Oncology Cancer Foundation

Sponsor Submission Deadline: 7/1/2022

Internal Submission Deadline:

Certified: Yes

SF424 Link:



Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
Activity		Author	Activity Date					
✓	Certified	Bivens (pi2), Tom	1/27/2022 12:53 PM					
+	Budget Created	Bivens (pi2), Tom	1/26/2022 5:55 PM					
+	Created	Bivens (pi2), Tom	1/26/2022 2:30 PM					

Note: The notification prompting the PI to certify will automatically be sent when the funding proposal is submitted for Department Review. When the certification is complete, it will be noted on the History tab.

6.5 Department Review

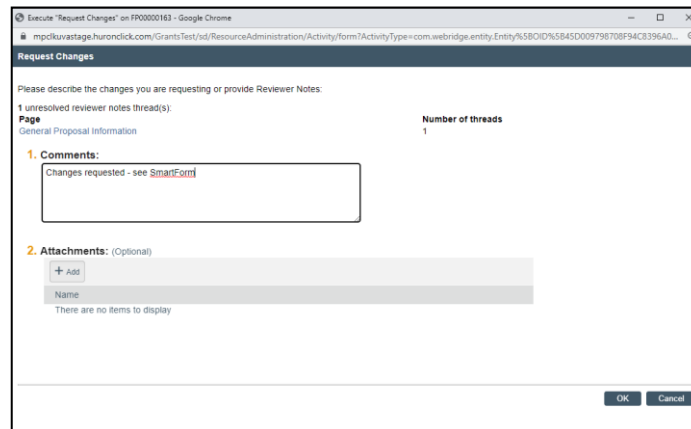
Department Review consists of reviewing the Funding Proposal, budget(s), and required details within the funding proposal. This process takes place of the Transmittal form previously used at Lehigh. The following will be reviewed:

1. Personnel - confirm effort is allowable and reasonable
2. Space/Location
3. Budget Review
 - a. Is the overall total budgeted appropriate for the scope of the project?
 - b. Confirm any mandatory cost share has been included and all cost share commitment letters/approvals have been uploaded
 - c. Confirm any equipment included in budget is appropriate

Below are the details for how the Department Reviewer will manage the review and provide feedback prior to routing the proposal to the assigned Specialist in ORSP.

1. Feedback to the proposal preparer can be left in three ways:
 - a. Through the comment bubbles within the SmartForms,
 - b. On the Workspace by using the Add Comment Activity, or
 - c. When you Approve or Request Changes.
2. Comments marked "Required" would need to be resolved by the study staff team prior to submitting back to the Department.
3. After the review is complete, the Department Reviewer can either Approve or Request Changes to the proposal

Note: If the proposal is a collaboration between multiple departments at Lehigh, the PI/Study Staff team will need to initiate an Ancillary Review when the proposal is in Draft State to all additional departments so they can provide the required review of the proposal elements. The system is only set up for Department Review to go to the primary PI's department.



6.6 Requesting Clarifications

Replying to Requested Changes:

1. Comments marked “Must Reply” need a response to move forward. The proposal must be updated to reflect required changes and then a response will need to be added to the comment bubble.
2. Once all clarifications are addressed, utilize the "Submit Changes to Department Reviewer" activity to send it back to the Department. It is best practice to leave a comment if you made changes.
3. Department Reviewer will receive the proposal on their dashboard and can approve or request further changes.
4. Once the Department Reviewer approves the proposal, it will move it to Specialist Review.

6.7 Moving to Specialist Review

Specialist review is done by your assigned Contract and Grant Specialist (CGS) in ORSP.

1. PI Certification and all Ancillary Reviews must be completed prior to submitting the proposal to the Specialist for their review. A proposal will be returned without review if these items are missing.
2. Before moving to Specialist Review the proposal will be required to be in final state, ready for Sponsor submission. Your CGS should receive all final proposal documents at least 5 business days prior to the sponsor deadline.

6.8 Specialist Review

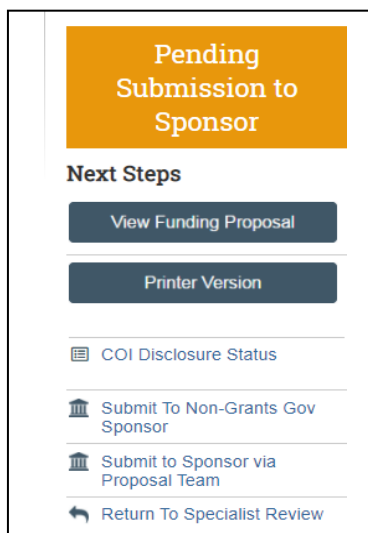
During Specialist Review, the Specialist will:

1. Confirm PI Certification and all Ancillary reviews are complete.
2. Review all proposal attachments

3. Confirm all requested changes have been addressed
4. If not already validated, Validate the SF424 and confirm no errors
5. Generate PDF Version of the SF424
6. Submit the proposal to the sponsor either via S2S or outside of LIRA, depending on sponsor requirements

6.8.1 Submitting to the Sponsor

1. Mark proposal as Final Review using Final Review activity
2. Complete Submission Pre-Check activity on SF424
3. Execute Submit to Grants.gov activity
4. Wait for the status to change to Validated by Grants.gov, confirm the tracking number populates on the SF424 workspace
5. Return to the Funding Proposal and do the Submit to Federal Sponsor activity
 - a. This will send an automatic notification to the PI and Admin Contact that the proposal was submitted
 - b. Do not do this activity until you receive confirmation the SF424 was submitted – this does not submit to the sponsor!
6. For non-S2S sponsors, after marking Final Review, submit the proposal to the sponsor via their submission method.



7. Post-Proposal Activities

7.1 How to Request a JIT

When a sponsor needs additional information or a change to a submission, the sponsor will issue a Just-In-Time (JIT) request to either the PI, study team or ORSP. If the PI or study team receives notification that JIT information is needed, they will need to request that ORSP marks the Funding Proposal as "JIT Changes Required". Follow the steps below to send a request to ORSP for a JIT:

1. Navigate to the related Funding Proposal.

- Execute either the Send Grant Status Update activity or, if that is not an option available, the Send Email activity.


Pending Sponsor Review

Next Steps

View Funding Proposal

Printer Version

- [COI Disclosure Status](#)
- [Manage Ancillary Reviews](#)
- [Manage Relationships](#)
- [Manage Tags](#)
- [Create Agreement](#)
- [Add Attachments](#)
- [Copy](#)
- [Send Grants Status Update](#)
- [Send Email](#)
- [Manage Access](#)
- [Add Comment](#)

 **Note:** The Send Grants Status Update can only be used once. Otherwise updates on the Funding Proposal will need to be sent via the Send Email activity.

- For the Send Grants Status Activity, fill out the pop-up form with the Grants status, any comments, or documents. If the PI prepared the JIT materials and they are ready to submit, they can be uploaded here.

Send Grants Status Update

Ancillary Review

Review Type	Person	Organization	Required	Completed	Accepted
Other	MaryBeth Spaulding		no	no	
Indirect Cost Waiver	Stewart Craig		yes	yes	yes

1. Grants status:

Award Anticipated
 JIT Info Requested
 Not Funded
 Withdraw Submission (Proposal Not Reviewed)
 Award Received
 other
[Clear](#)

2. Comments:


3. Documents:

Name

There are no items to display

7.2 How to Respond to a JIT Request


The assigned Specialist will use the “JIT Changes Required” activity to move the proposal to the JIT Response Required state, which sends an email notification to the assigned PI and the Administrative Contact.

 **Note:** *The proposal and budget are editable when in the JIT state. Prior to creating a JIT, download an export of the budget to preserve an original budget. You may also print the Funding Proposal SmartForm to preserve a copy of the original proposal information. Some Schools may choose to upload an internal template instead of using the excel export for the budget(s).*

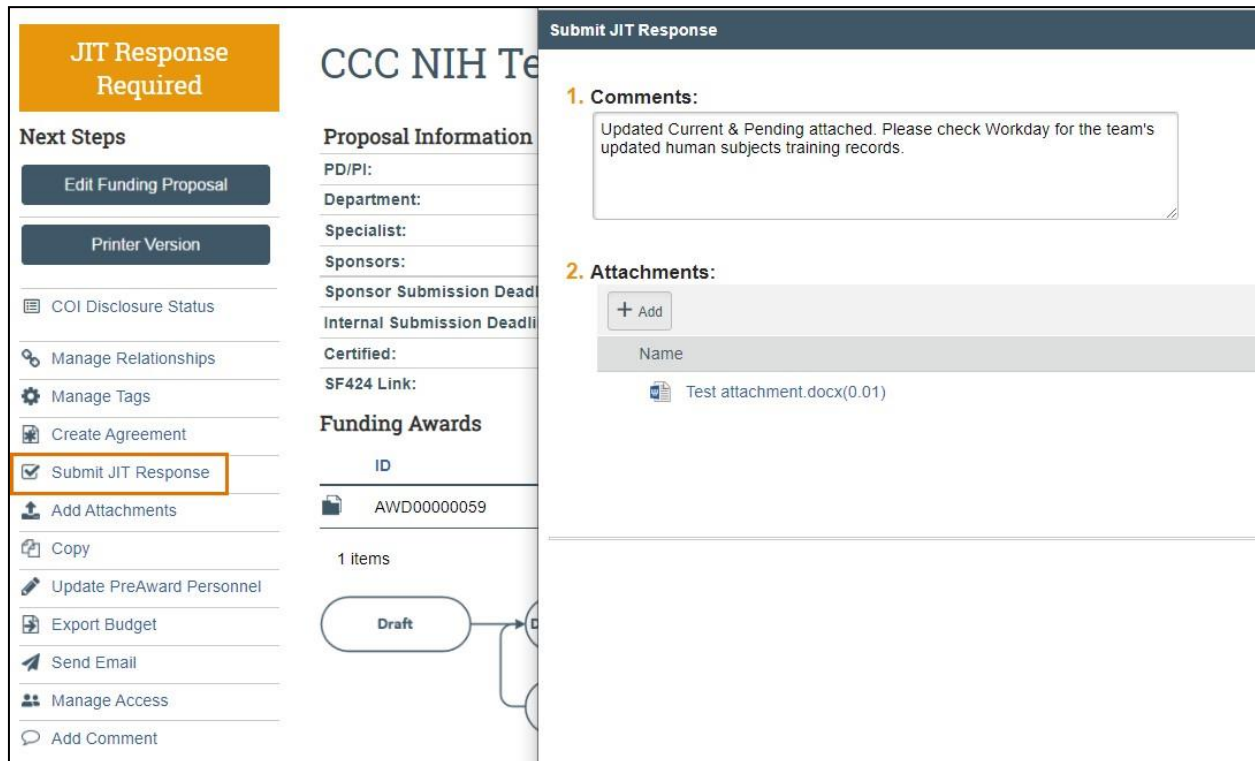
The assigned Specialist will complete the required steps in the system, in addition to submitting the JIT-information directly to the sponsor. Additionally, if the PI or Department wish to submit relevant information via the system, you can follow the steps below. Otherwise, the Specialist will complete this activity directly.

Follow the steps below to respond to a JIT Request:

1. Access the proposal in one of two ways:
 - a. From the system generated email, click on the **“FP” link**.
 - b. Click on the **proposal name** on the *Dashboard* or *Grants Module* page.
2. On the *Proposal Workspace*, click the **History** tab to review the comments and/or attachments from the assigned Specialist.

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log	
Activity			Author			Activity Date			
 JIT Changes Requested Sponsor has requested human subjects training certificate and updated current & pending support.			Lambert, Ava			1/27/2022 5:15 PM			

3. When you're ready to submit the updates to the Specialist, click the **Submit JIT Response** activity on the *Workspace*.
4. In the *JIT Changes Required* window, enter any necessary comments, and attach the document(s) and click **OK**.




5. The system updates the proposal state to Pending Sponsor Review Award Anticipated. The proposal, including the attached JIT documents, will appear in the assigned Specialist's *Dashboard* and will also receive an automatically generated email notification.
6. The Specialist will then forward the JIT information to the sponsor.

 **Important:** *The Specialist needs to confirm the JIT was submitted to the Sponsor.*

7.3 How to Withdraw a Proposal

Proposals may be withdrawn in various states throughout the workflow. Follow the steps below to withdraw a proposal:

1. On the *Proposal Workspace*, click the **Withdraw** activity.
2. In the *Withdraw Proposal* window, enter the reason for withdrawal and click **OK**.
3. After the system refreshes, the proposal state is updated to Not Submitted.

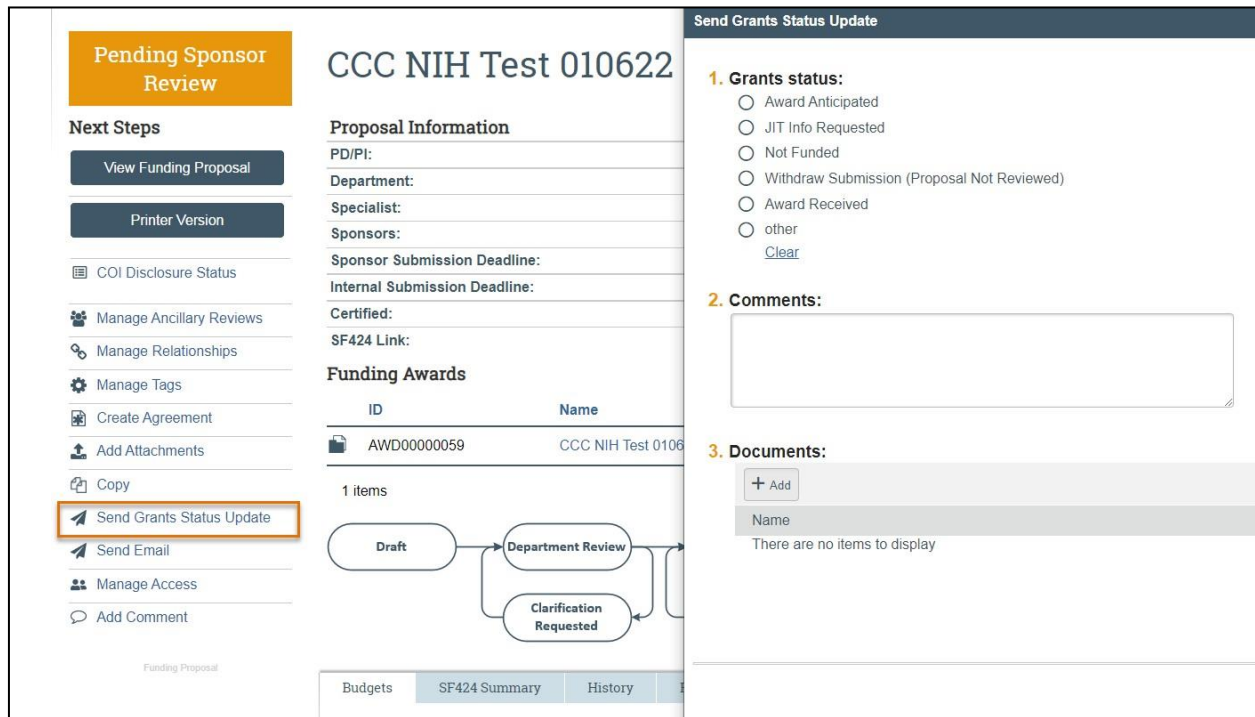
 **Note:** *Proposals in the Not Submitted state cannot be reintroduced to the workflow. A new proposal record will need to be created. See [How to Copy a Proposal](#) for additional information.*

7.4 How to Update the Proposal with the Sponsor Determination


When you receive a decision from the sponsor, update the proposal to send a notification to the assigned Specialist in ORSP.

Follow the steps below to update the proposal with the sponsor determination:

1. On the *Proposal Workspace*, click the **Send Grants Status Update** activity.
2. In the *Send Grants Status Update* window, select the **Grant Status** that describes the determination you received.



3. When complete, click **OK**. The state is updated to “Proposal Status Confirmation” and an email notification is sent to the assigned Specialist with the Grant Status you selected.
4. Based on the Grant Status, the Specialist will decide how to proceed.

 **Note:** The *Send Grant Status Update* activity can only be used once. If additional Grant Status updates are needed, use the *Send Email* activity.

8 Additional Proposal Tasks

The following subsections describe how to complete additional tasks that may be necessary as the proposal submission progresses through the workflow.

8.1 How to Export the Budget

Follow the steps below to export the budget to Excel format:

1. On the *Proposal Workspace*, click the **Export Budget** activity. Please note the budget must not contain any special characters (: \ / ? * [or]) to execute this activity.
2. After the screen refreshes, click the **History** tab. The Excel file can be accessed under the “Exported Budget” activity.

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
Activity			Author			Activity Date		
Exported Budget			Simms (pi), Rebecca			1/27/2022 4:47 PM		
Budget Spreadsheet_BL 01-25-2021 GS.1								

8.2 How to Add Attachments to a Proposal

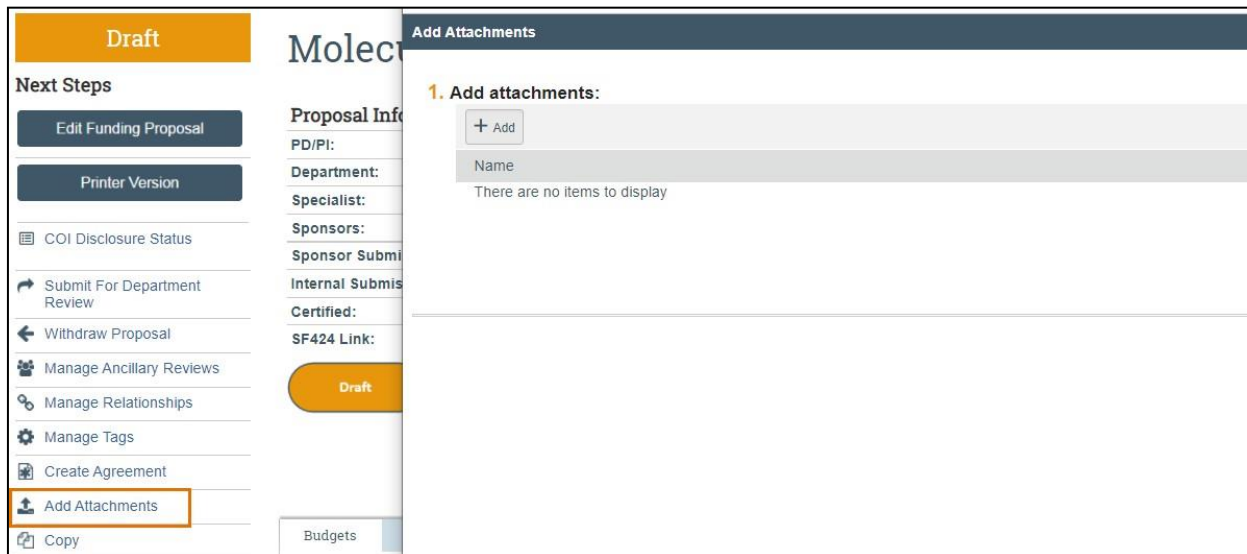
The “Add Attachments” activity can be used to upload new or revised documents to the Proposal.



Note: Best practice is to upload all relevant attachments that do not need to be included in the SF424 using this Add Attachments activity.

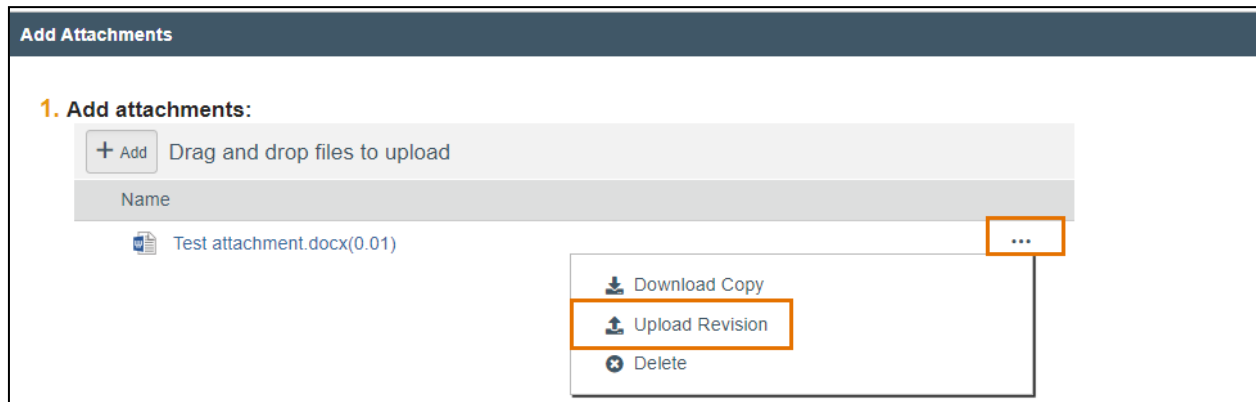
Follow the steps below to add an attachment:

1. On the *Proposal Workspace*, click the **Add Attachments** activity.
2. To add a new document, click the **Add** button search and select your document and click **OK**.



The screenshot shows the 'Add Attachments' modal window. On the left, a sidebar lists 'Next Steps' including 'Edit Funding Proposal', 'Printer Version', 'COI Disclosure Status', 'Submit For Department Review', 'Withdraw Proposal', 'Manage Ancillary Reviews', 'Manage Relationships', 'Manage Tags', 'Create Agreement', and 'Add Attachments' (which is highlighted with an orange box). The main area of the modal has a title 'Add Attachments' and a section '1. Add attachments:' containing a '+ Add' button and a search field labeled 'Name'. Below the search field, it says 'There are no items to display'.

3. To upload a revised document, click the **three dots “...”** and select Upload Revision.



4. When complete, click **OK** to return to the *Proposal Workspace*.

8.3 How to Manage Access to the Proposal

The “Manage Access” activity is used to manage the list of individuals who have either edit or read-only access to the proposal submission.



Note: This activity contains the same list of editors and/or readers as those listed as administrative personnel on the Personnel page of the Proposal SmartForm.

Follow the steps below to add an individual to the guest list:

1. On the *Proposal Workspace*, click the **Manage Access** activity.
2. In the *Manage Access* window, enter the individual’s name or use the ellipsis (“...”) to search for an individual to be added as an administrative contact (under Question 1), editor (under Question 2) or as a reader (under Question 3).
3. When complete, click **OK** to return to the *Proposal Workspace*.

8.4 How to Copy a Proposal

A proposal can be copied to create a new proposal, and the new proposal retains information from the copied proposal. The new proposal will be in a Draft state until submitted for department review and must undergo the full proposal review workflow.

Follow the steps below to copy a proposal:

1. On the *Proposal Workspace*, click the **Copy** activity.
2. In the *Copy* window, enter the new proposal name and check the **Use background processing** checkbox. When complete, click **OK** to return to the *Workspace*.

Copy

This activity will copy this Funding Proposal.

1. * **New proposal name:**

2. **Use background processing:**

This activity takes time but can save you work! We thank you for your patience.



Note: Copied records are not linked as a Related Project. You do not need to use the Copy feature to complete a resubmission. Proposals marked as Not Funded will allow you to create a Resubmission.

9 How to Manage Follow-On Proposal Types

The following types of follow-on proposals can be created:

- **Renewal** – Create a renewal for a proposal in the Awarded state.
- **Revision** – Create a revision (also called a supplement) for a proposal in the Awarded state.
- **Resubmission** – Create a resubmission from a proposal in the Not Funded or Withdrawn states. These states occur only after the proposal has been in the Pending Sponsor Review state.

The subsections below describe how to create each of these follow-on proposal types.

9.1 How to Create a Renewal Proposal

Follow the steps below to create a renewal proposal:

1. On the *Proposal Workspace* of a proposal in the Awarded state, click the **Create Renewal** button.
2. The Proposal SmartForm displays. Notice Question 1 “Type of application” indicates a type of Renewal.
3. Update the questions as necessary and use the **Continue** button to navigate through the SmartForm. On the last page click the **Finish** button.
4. When returned to the *Proposal Workspace*, note the state is Draft and the proposal type is indicated as Renewal.



5. Complete the Budget and any other necessary activities and/or tasks.
6. When the submission is complete, click the **Submit for Specialist Review** activity.
7. The renewal proposal follows the same workflow as the primary proposal.

9.2 How to Create a Revision to a Proposal

Follow the steps below to create a revision to a proposal:

1. On the *Proposal Workspace* of a proposal in the Awarded state, click the **Create Revision** activity.
2. In the *Create Revision* window, enter the **Revision name** and click **OK**.
3. The Proposal SmartForm displays. Notice the **ID** has been amended with “Rev” and the number of the revision.

Editing: FP00000392-Rev1

4. Update the questions as necessary and use the **Continue** button to navigate through the SmartForm. On the last page click the **Finish** button.
5. When returned to the *Proposal Workspace*, note the state is Draft and the proposal type is indicated as “Revision.”

FP00000392-Rev1

Revision

6. Complete the Budget and any other necessary activities and/or tasks.
7. When the submission is complete, click the **Submit for Specialist Review** activity.
8. The revision proposal follows the same workflow as the primary proposal.

9.3 How to Create a Resubmission Proposal

Follow the steps below to create a resubmission from a proposal in the Not Funded or Withdrawn states. Note that these states occur only after the proposal has been in the Pending Sponsor Review state.

1. On the *Proposal Workspace* of a proposal in the Not Funded or Withdrawn state, click the **Create Resubmission** activity.
2. In the *Create Resubmission* window, enter the **Resubmission name** and click **OK**.
3. The Proposal SmartForm displays. Notice Question 1 “Type of application” indicates a type of “Resubmission.”
4. Update the questions as necessary and use the **Continue** button to navigate through the SmartForm. On the last page click the **Finish** button.
5. When returned to the *Proposal Workspace*, note the state is Draft and the proposal type is indicated as “Resubmission.”

FP00000138-Res1

Resubmission

6. Complete the Budget and any other necessary activities and/or tasks.
7. When the submission is complete, click the **Submit for Specialist Review** activity.

8. The resubmission proposal follows the same workflow as the primary proposal.

10 LIRA Glossary

The following table provides additional information about terminology used within LIRA:

Term	Definition	Notes
Activities	Actions that can be executed by a user to update a record.	
Award	A record created in LIRA after a sponsor has indicated they will fund the research submitted in the proposal.	Awards have separate IDs from the associated Proposal.
LIRA	An Electronic Research Administration (eRA) system used for research administration at Lehigh.	LIRA includes two modules: Grants and Agreements. This Reference Guide covers the Grants module.
ID	Auto-generated identification number created by LIRA for each record created (e.g., FP00000001, UVA00000017).	Proposal IDs and Award IDs replace the ID from Proposal Central.
My Inbox	Dashboard for users that contains to-do list for any user.	
Proposal (or Funding Proposal)	A record created LIRA that contains submission information for a research project that will be submitted to a sponsor for funding.	Proposals have separate IDs from their associated Awards.
Record	A submission created within LIRA. Examples include proposals, awards, award modification requests, award modifications, subawards, etc.	
SF424	The Grants.gov application for federal assistance. When submitting for a federal opportunity using system-to-system capabilities (S2S) within LIRA, an electronic SF424 is created and populated using information entered on the proposal.	
SmartForm	A series of pages completed with information about the record (e.g., proposal, award, etc.).	
State	The status of a record.	
Workflow	The process through which a record passes from beginning to end.	
Workspace	Contains key information associated with the record (State, Title, ID, etc.) and also contains various buttons and links to perform Activities.	