Agenda for today

• LIRA: Quick Overview
• System Navigation and Key Terms
• Proposal Components
  ○ SmartForm
  ○ Budget
  ○ SF-424
• Workflow: Roles and Responsibilities
• Important Focus Areas
  ○ Ancillary Reviews
  ○ PI Certification
  ○ Proposal Submission Policy
  ○ Additional Proposal Types
• Q&A
LIRA: Quick Overview
What is LIRA?

- Lehigh Integrated Research Administration
- Electronic Research Administration system used at Lehigh to store relevant proposal data, review proposals, and submit proposals
- Create, negotiate, and track agreements
- Where sponsored awards are setup and managed
- System where award modifications are made to funded awards
- Create and track outgoing subawards
LIRA is not....

- LIRA is not a replacement for Desktop Finance or Banner
- All financial transactions and related reporting will continue to be in Banner, not LIRA
- You will still use Desktop Finance, Argos, or related tools to access your grant financial data
System to System (S2S) vs. Non System to System

- LIRA is the system that stores data and information connected to all sponsored program and research proposals. This includes proposals to:
  - Federal Sponsors
  - Non-Federal Sponsors
    - Foundations
    - Industry
  - Note: Lehigh internal submissions are not submitted in LIRA. Please continue to submit via infoready
- Regardless of how your proposal will be submitted, LIRA will capture all relevant data for your proposal
- However, if a proposal is federal and can be submitted via grants.gov, you can create the full application within LIRA and it will be submitted by your CGS directly from LIRA to grants.gov
  - This is called System to System (S2S)
System to System (S2S) vs. Non System to System

- Situations where your proposal cannot go system-to-system:
  - Lehigh is a sub
  - Collaborative NSF proposals (must be submitted via research.gov)
  - Sponsor is a foundation or nonprofit entity
  - Sponsor is industry
  - Certain federal proposals that have specific submission requirements in FOA and don’t allow for grants.gov submission

- In these situations, you still use LIRA to complete the required workflow steps and upload all final proposal documents to the record via “Add Attachments” activity

- Your CGS will review everything and submit the full proposal via the sponsor required external system
System Navigation and Key Terms
Logging into LIRA

- **GRANTS**
  - [https://liragrants.huronresearchsuite.com/](https://liragrants.huronresearchsuite.com/)

- **AGREEMENTS**
  - [https://liraagreements.huronresearchsuite.com/](https://liraagreements.huronresearchsuite.com/)

- LIRA is web-based system so you can access it via the websites above and login using your Lehigh SSO. A link to LIRA is also available on the ORSP website: [https://research.cc.lehigh.edu/lira](https://research.cc.lehigh.edu/lira)

- If you need help logging in, don’t have access to LIRA, or are new to Lehigh, please contact your department support person or CGS in ORSP to help ensure you are added to the system
# Key Terms in LIRA - Dashboard

The LEHIGH UNIVERSITY LIRA system includes a Dashboard with tabs forAgreements, COI, Grants, and SF424 Center. Each tab allows for specific functions and information on projects, proposals, and details.

## My Inbox

### Filter by
- ID
- Name
- Enter text to search

### My Inbox Table

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>State</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNV-544541-MOD001</td>
<td>Modification #1</td>
<td>5/11/2023 12:00 PM</td>
<td>5/11/2023 12:09 PM</td>
<td>Draft</td>
<td>ORSP Proposals</td>
</tr>
<tr>
<td>AWD00000009</td>
<td>EVS for POP</td>
<td>4/21/2023 3:01 PM</td>
<td>5/4/2023 3:26 PM</td>
<td>Pending Activation</td>
<td>Sarah Riccaboni</td>
</tr>
</tbody>
</table>

### Filter Options
- ID
- Name
- Enter text to search

### Additional Notes
- The dashboard provides a comprehensive view of ongoing projects and statuses, making it easier for users to manage their tasks and proposals.
Dashboard Recap

- Landing page in LIRA when you login
- Contains your “Inbox”
  - All proposals, modifications, agreements you have access to and can take action on
- Contains your “Recently Viewed” box
  - Shows the records you have most recently engaged in
  - You can click on the links here to access the records
- Can click on “Grants” or “Agreements” tabs to enter each solution
Key Terms in LIRA - Grants

### Funding Proposal

**Create Funding Proposal**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>PI</th>
<th>Primary Sponsor</th>
<th>Submission Type</th>
<th>Application Deadline</th>
<th>Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNV-S00008353</td>
<td>Connectivity of Coral Ecosystems in</td>
<td>Herrera</td>
<td>DOC-National Oceanic &amp; Atmospheric Administration</td>
<td>Funding Submission</td>
<td></td>
<td>Riccaboni Biological Sciences</td>
</tr>
<tr>
<td>FP00000019</td>
<td>DMREF: DNA-Nanocarbon Hybrid Materials for Percept</td>
<td>Jagota</td>
<td>National Science Foundation</td>
<td>Funding Submission</td>
<td>3/13/2023</td>
<td>Riccaboni Bioengineering</td>
</tr>
<tr>
<td>CNV-S0001832</td>
<td>Complex Structure Based Cooling Cha</td>
<td>Oztekin</td>
<td>Dynaene Inc.</td>
<td>Funding Submission</td>
<td></td>
<td>Riccaboni Mechanical Engineering and Mechanics</td>
</tr>
<tr>
<td>CNV-S00010132-Rev1</td>
<td>REU Supplement to: Multimodal nanotherap to improve s - Revision - 1</td>
<td>Ramamurthi</td>
<td>Cleveland Clinic</td>
<td>Revision</td>
<td>3/23/2023</td>
<td>Proposals Office of Research &amp; Sponsored Programs</td>
</tr>
<tr>
<td>FP00000016</td>
<td>DMREF: Design for Transformative Lifing</td>
<td>Vermeas</td>
<td>NSF-Directorate for Engineering</td>
<td>Funding Submission</td>
<td>3/13/2023</td>
<td>Riccaboni Mechanical Engineering and Mechanics</td>
</tr>
</tbody>
</table>
Grants Recap

- Lists all your funding proposal records
- You can use a filter or filters to search for specific records
- Here is where you initiate a new funding proposal
- Here is where you can view/access funded awards
Workspace Recap

- Workspace is where your proposal or agreement will be developed, routed, reviewed
  - All information pertaining to the proposal or agreement record will be stored within the workspace
- Shows which “state” your record is in to give you a quick status update
- Shows all the “activities” you can select to communicate within the record, interact with the record, or update state, depending on your role within the system
- Includes access to all proposal components
  - Funding Proposal SmartForm
  - Budget SmartForm
  - SF-424 Smart Form (if proposal is federal and submitted via grants.gov through the LIRA System to System capability)
Proposal
Components
Proposal Components

**Project Types**

- **Funding Proposal**: Main Component. Contains all the data and relationships necessary to describe the full scope of a Proposal.

- **Budget**: Includes Sponsor, Cost Share and Subaward budgets.

- **SF424**: Contains the application information that is submitted to Grants.gov
## Funding Proposal

### Create Funding Proposal

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>SmartForm State</th>
<th>PI</th>
<th>Primary Sponsor</th>
<th>Submission Type</th>
<th>Application Deadline</th>
<th>Specialist</th>
<th>Submitting Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNV-S0000353</td>
<td>Connectivity of Coral Ecosystems in</td>
<td>[Edit]</td>
<td>Awarded</td>
<td>Herrera</td>
<td>DOC-National Oceanic &amp; Atmospheric Administration</td>
<td>Funding Submission</td>
<td>Riccaboni</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>FP000000019</td>
<td>DMREF: DNA-Nanocarbon Hybrid Materials for Percept</td>
<td>[Edit]</td>
<td>Pending Sponsor Review</td>
<td>Jagota</td>
<td>National Science Foundation</td>
<td>Funding Submission</td>
<td>3/13/2023</td>
<td>Riccaboni</td>
</tr>
<tr>
<td>CNV-S0001832</td>
<td>Complex Structure Based Cooling Cha</td>
<td>[Edit]</td>
<td>Award Notification Received</td>
<td>Oztekin</td>
<td>Dynalene Inc.</td>
<td>Funding Submission</td>
<td>Riccaboni</td>
<td>Mechanical Engineering and Mechanics</td>
</tr>
<tr>
<td>CNV-S00010132-Rev1</td>
<td>REU Supplement to: Multimodal nanotherapies to improve s - Revision - 1</td>
<td>[Edit]</td>
<td>Draft</td>
<td>Ramamurthi</td>
<td>Cleveland Clinic</td>
<td>Revision</td>
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<td>Vermaek</td>
<td>NSF-Directorate for Engineering</td>
<td>Funding Submission</td>
<td>3/13/2023</td>
<td>Riccaboni</td>
</tr>
</tbody>
</table>
Initiate a Proposal in LIRA
Proposal Components

Main Component. Contains all the data and relationships necessary to describe the full scope of a Proposal.

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Proposal Information

- PI: Yu Zhang
- Department: Bioengineering
- Sponsor: U.S. Department of Health and Human Services
- Proposal Title: [Title]
- Proposal Information:
  - Sponsors: U.S. Department of Health and Human Services
  - Budget Information:
    - Estimated Cost: $0
    - Total Budget: $0

Budget Information

- Starting Date: 6/2024
- Number of Periods: 4
- Total Direct: $0
- Total Indirect: $0
- Total: $0

Working Budgets

- Name: U.S. Department of Health and Human Services
- Start Date: 4/21/2023 7:45 AM
- State: Draft
- Funding Source: Federal
- Total: $0
- In Financials?: Yes

Funding Proposal

- Proposal ID: FP00000154
- Funding Source: Federal
- Total: $0
- In Financials?: Yes
Proposal Components

Funding Proposal SmartForm Tips

● The following pages are required to be completed for this component:
  ○ General Proposal Information
  ○ Personnel
  ○ Submission Information
  ○ Budget Periods and Key Dates
  ○ Compliance Review
  ○ Additional Proposal Information

● Every question with a red asterisk is required to pass system validation.

● All information in the Smartform pages will be used for Department and Specialist Review.
Proposal Components

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Budget

Includes Sponsor, Cost Share and Subaward budgets.

U.S. Department of Health and Human Services
Proposal Components

Budget Tips

- Please use Lehigh’s internal budget spreadsheet when initially developing your project budgets
  - https://research.cc.lehigh.edu/sites/research.cc.lehigh.edu/files/Lehigh%20Internal%20Budget%20Template.xls
- Upload your internal budget template and justification to the LIRA record using “Add Attachments” activity
- Once final, enter the budget detail into the LIRA budget workspace

Includes Sponsor, Cost Share and Subaward budgets.
Proposal Components

Budget Tips

● Annualizing Effort
  ○ Percentage of annual effort is expressed as a percentage of months dedicated to the project out of months in a year (12): 1 month effort = \((1/12)*100=8.33\%\)
  ○ In the LIRA budget module for personnel costs, effort and requested salary should always be congruent unless there is personnel cost-share

● Annualizing Salary
  ○ To annualize salary, use the Lehigh budget spreadsheet. The spreadsheet has an embedded annualization tool.
Proposal Components

SF424

Contains the application information that is submitted to Grants.gov

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Proposal Components

- An SF424 is the full federal grants application package that includes all required forms needed to respond to a federal grants.gov solicitation.
Proposal Components

- **If submitting S2S, prior** to submitting your funding proposal to the department for Department review, the PI/Study Staff/department support will need to select the “Create/Update SF-424” activity in LIRA.

- This activity will pull information from your LIRA funding proposal record and budget directly into an SF-424 application package and will give you a link to be able to work on your full application.
Proposal Components

- You can work on uploading additional proposal documents to the SF-424 even if the LIRA proposal record is still in Department or Specialist Review.
- Once all final documents are entered into the SF-424, your CGS will review, do a final validation, and submit the proposal within LIRA.
- This will send your SF-424 application to grants.gov and it will be considered submitted to the federal sponsor.
Proposal Components (Non S2S)

- When not submitting S2S, all final proposal documents and supporting documents are uploaded to LIRA using “Add Attachments”
Proposal Components

Project Types:

- **Funding Proposal**: Main Component. Contains all the data and relationships necessary to describe the full scope of a Proposal.
- **Budget**: Includes Sponsor, Cost Share and Subaward budgets.
- **SF424**: Contains the application information that is submitted to Grants.gov

Required for **System to System** proposals.
Workflow: Roles and Responsibilities
Workflow

Funding Proposal Workflow

- Proposal has been initiated by PI/Department Support
- Funding Proposal SmartForms must be completed by PI/Department Support
- LIRA Budget must be finalized
  - Includes uploading Lehigh internal budget and justification and entering final budget into LIRA
- If proposal is going System to System, The SF-424 must be created
- Proposal must be submitted to Department Review (this goes to submitting department’s reviewer)
  - Ancillary Reviews must be sent to any additional department chairs if proposal includes personnel from additional departments OR if PI is submitting through a department other than their home department (like a center or institute)
- Proposal should be certified by the PI
# Funding Proposal Workflow - Department Support

<table>
<thead>
<tr>
<th>College</th>
<th>Support</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>Joe Bates, Senior Grants Administrator</td>
<td><a href="mailto:jeb918@lehigh.edu">jeb918@lehigh.edu</a></td>
</tr>
<tr>
<td>College of Business</td>
<td>Gregg Henry, Director of Administration</td>
<td><a href="mailto:gah3@lehigh.edu">gah3@lehigh.edu</a></td>
</tr>
<tr>
<td>College of Education</td>
<td>• Gina Sierzega, Senior Research Program</td>
<td>• <a href="mailto:gms209@lehigh.edu">gms209@lehigh.edu</a></td>
</tr>
<tr>
<td></td>
<td>Development Officer or;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Huron Support</td>
<td>• <a href="mailto:LIRAdeptsupport@lehigh.edu">LIRAdeptsupport@lehigh.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Health</td>
<td>• Heather Messina, Assistant Director of</td>
<td>• <a href="mailto:hmg311@lehigh.edu">hmg311@lehigh.edu</a></td>
</tr>
<tr>
<td></td>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Danielle Barzydlo, Coordinator of Pre-Award</td>
<td>• <a href="mailto:dcb322@lehigh.edu">dcb322@lehigh.edu</a></td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.C. Rossin College of Engineering &amp;</td>
<td>• For budget preparation, your department</td>
<td>• <a href="mailto:LIRAdeptsupport@lehigh.edu">LIRAdeptsupport@lehigh.edu</a></td>
</tr>
<tr>
<td>Applied Science</td>
<td>Business Manager or;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Huron Support</td>
<td></td>
</tr>
<tr>
<td>Other Proposers</td>
<td>Huron Support</td>
<td><a href="mailto:LIRAdeptsupport@lehigh.edu">LIRAdeptsupport@lehigh.edu</a></td>
</tr>
</tbody>
</table>
Workflow
Funding Proposal Workflow

DEPARTMENT REVIEW
- Notification received by Department approver
- Funding Proposal Smartform will be reviewed
- Budget will be reviewed
- The following information is **required** by ORSP for department approvers to review:
  - Space/Location
  - PI Effort
  - Cost Share Committed
  - Equipment budgeted
DEPARTMENT REVIEW

- If a department approver wants to see additional documents for their review, that is a decision that each individual department chair can make and will need to communicate to faculty so they know what else to include in the proposal prior to submitting for department review.
Workflow
Funding Proposal Workflow

SPECIALIST REVIEW

- Your assigned Contract and Grant Specialist will receive the proposal to begin review of documents for compliance with sponsor, Lehigh, and federal guidelines.
- Proposal may be sent back to PI if updates needed.
- CGS may determine a second Department review is needed if there are significant changes in project scope after Department approval has already been received.
- CGS will submit the proposal either via LIRA S2S or in the outside sponsor system as required.
# Workflow

## Funding Proposal Workflow

Use the checklist below to ensure proposal completeness at each stage of review:

### Department Review

To be complete at the time of department review:

- [ ] Funding Opportunity Announcement
- [ ] Complete Proposal SmartForm
- [ ] Complete Budget SmartForm
- [ ] Initiation of SF424 Forms package (if applicable)

### Specialist Review

To be complete five business days before sponsor due date:

- [ ] Funding Opportunity Announcement
- [ ] For incoming subs: documentation of requested documents
- [ ] Complete Proposal SmartForm
- [ ] Complete Budget SmartForm
- [ ] Completed SF424 Forms package (if applicable)
- [ ] All non-SF424 proposal documents uploaded in Attachments tab of Proposal Workspace
- [ ] Complete ancillary review (if applicable)
- [ ] PI Proposal Certification must be completed
We are here

SPONSOR REVIEW

- At this stage in the workflow, the proposal has been submitted to the sponsor for review. The proposal will be in this state until a response is received from the sponsor either asking for additional information, declining the proposal, or indicating an award is expected/received.
Important Focus Areas
Communicating within LIRA

• Please utilize the “Send Email” activity to contact your CGS or others when working on a proposal
  ○ This will capture the email in the record’s history
  ○ A notification and direct link to the record will be emailed to the individual’s lehigh email
Additional Proposal Types
LOI, Concept Papers, Pre-proposals

- LOIs, Concept Papers, Pre-proposals will be entered into LIRA
- Add a prefix to the title indicating it is an LOI, Concept Paper, or Pre-proposal
  - ex. LOI: Title of Proposal
- These proposal types will remain in “Draft” state and will **not** be submitted for Department Review
  - PI/Study Staff uploads all requirements via “Add Attachments”
  - send an email through LIRA to let CGS know it is ready for review or submission (if needs AOR)
  - CGS will provide approval through LIRA and submit (if needs AOR) or PI will submit

- When PI has been notified of decision
  - If invited for full proposal, use same LIRA record to complete proposal
  - If not invited, Withdraw Proposal
**Additional Proposal Types**  
Supplemental Funding, Continuation, Resubmission, Renewal

- Please use this guide when creating additional proposal types in LIRA

- This can be found here: [https://research.cc.lehigh.edu/lira-system-faqs](https://research.cc.lehigh.edu/lira-system-faqs) along with other FAQs

<table>
<thead>
<tr>
<th>Name</th>
<th>Where to Start</th>
<th>How to Initiate</th>
<th>What does it do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Funding - REU supplements, Admin supplements, etc.</td>
<td>Funding Proposal record in &quot;Awarded&quot; state</td>
<td>A supplement is initiated from using the &quot;Add Revision&quot; activity on the workspace of a proposal in the &quot;Awarded&quot; state</td>
<td>This will affiliate the supplement with the current award and original proposal while also requiring the same proposal process as a &quot;New&quot; proposal</td>
</tr>
<tr>
<td>Continuation</td>
<td>Award Record</td>
<td>A Continuation is initiated using the &quot;Create Continuation&quot; activity from the current Award Record workspace</td>
<td>This will create a proposal connected to the project in order to request additional funds from the sponsor beyond the approved project period</td>
</tr>
<tr>
<td>Resubmission</td>
<td>Funding Proposal in the &quot;Not Funded&quot; or &quot;Withdrawn&quot; state</td>
<td>A Resubmission is initiated from any proposal in the &quot;Not Funded&quot; or &quot;Withdrawn&quot; states. These states occur only after the proposal has been in the Pending Sponsor Review state.</td>
<td>This will create a new copy of the proposal for you to update in order to resubmit to a sponsor</td>
</tr>
<tr>
<td>Renewal</td>
<td>Funding Proposal in the &quot;Awarded&quot; state</td>
<td>A Renewal is initiated from a funding proposal in the &quot;Awarded&quot; state by clicking on &quot;Create Renewal&quot;</td>
<td>This will create a new funding proposal record connected to the original to submit a proposal for consideration to renew the project</td>
</tr>
</tbody>
</table>
Ancillary Reviews

- Ancillary reviews are required in the following situations:
  - Multi-Department projects: If project Co-PIs or Senior Personnel listed on the project are from departments different than the PI’s, Ancillary Reviews are required to be sent to each department chair
    - This will give them View Only Access to the proposal so they can review their own faculty’s committed effort and review the proposal
  - Center or Institute Proposals: If a PI submits a proposal through a center or institute different than their home department, an Ancillary review must be sent to their home department chair to enable a review of the proposal
  - Outgoing subawards: If you receive an award with subs, ORSP will work on developing the outgoing subaward agreement. However, an ancillary review will be sent to the PI of the award to review the agreement before it is sent out
Ancillary Reviews

- Ancillary reviews are required in the following situations:
  - Compliance Review
    - Certain compliance responses in the Funding Proposal SmartForm may require your CGS to submit an ancillary review to Research Integrity and/or other offices for further review.
Ancillary Reviews

A Multi-Sample, Transdiagnostic App

Proposal Information

Principal Investigator: Yu Zhang
Department: Biomedical Engineering
Specialists: Sarah Roodveld
Sponsors: U.S. Department of Health and Human Services

Internal Submission Deadline: 6/20/2023
Approved by: No
SF424 Link: SF-42400000004

Budget Information

Starting Date: 5/1/2024
Number of Periods: 4
Total Direct: $0
Total Indirect: $0
Total: $0

Working Budgets

<table>
<thead>
<tr>
<th>Name</th>
<th>SmartForm</th>
<th>Date Modified</th>
<th>State</th>
<th>Funding Source</th>
<th>Total</th>
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<tbody>
<tr>
<td>U.S. Department of Health and Human Services</td>
<td>(Draft)</td>
<td>04/21/2023 7:49 AM</td>
<td>Draft</td>
<td>Federal</td>
<td>$0</td>
</tr>
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</table>
How to initiate an ancillary review

- Select the Person to send the review to
- You can send more than one ancillary review at a time
- Detail in the comments anything you’d like the reviewer to know
What happens when an ancillary review is initiated?

- Ancillary Reviewers receive an email notification when the ancillary review is initiated, and multiple Ancillary Reviewers may perform their reviews in parallel.

- Ancillary Reviewers will have view only access to the entire record.

- Ancillary Reviewers do not have access to edit the record. If edits to a record are required, the Ancillary Reviewer will communicate necessary changes to the PI or appropriate central office.
Responding to an ancillary review

• When you have reviewed and are ready to respond, you will utilize the “Submit Ancillary Review” activity in the workspace
Responding to an ancillary review

1. Select the Review you are submitting:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Person</th>
<th>Review Type</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sarah Riccaboni</td>
<td>Other</td>
<td>yes</td>
</tr>
</tbody>
</table>

2. * Do you accept this submission? ☐
   - Yes ☐ No Clear

3. * Is the ancillary review complete? ☐
   - Yes ☐ No Clear

4. Comments:

5. Supporting documents:

   ![Add button]

   Name
   There are no items to display
PI Certification

- Required for submission of proposal - will get notified to certify when proposal moves to Department Review
- CGS will review and ensure this is done prior to submission

This process takes place of the transmittal form! Will no longer receive or need to sign a transmittal!
PI Certification

- Required for submission of proposal - will get notified when proposal moves to Department Review
- CGS will review and ensure this is done prior to submission

Certify

As PI for this project, I certify the following:

1. All statements and information provided in this proposal are true, complete, and accurate to the best of my knowledge.

2. I understand that any false, fictitious, or fraudulent statements or claims in this proposal may subject me to criminal, civil, or administrative penalties.

3. I am responsible for the conduct of the project and agree to provide all required progress reports and the final report for any resulting award.

4. I agree to comply with any resulting award terms and conditions and to manage the project in accordance with University and Sponsor policies and procedures.

5. I will report to my Division Director any outside activity or significant financial interest which may arise during the course of this study that could potentially result in a conflict with the work performed under this proposal.

6. If this proposal is for a fellowship, I further certify that I have read and agree to abide by the National Research Service Award Payback Assurance (PDF), and agree that the award will not support residency training.
Proposal Submission Policy

- Our Proposal Submission Policy remains the same
  - All final proposal documents should be uploaded into the LIRA workspace if being submitted non system-to-system or uploaded into the SF-424 application if being submitted S2S at least 5 business days prior to the submission deadline
  - If final documents are received between 2-5 days prior, it will receive a limited review
  - If final documents are received less than 2 days prior to the deadline, there is no guarantee that the proposal will be reviewed and the proposal is considered At Risk

- review our ORSP Proposal Submission Policy here:
Proposal Submission Policy

- **Proposal workspace Internal Deadline**
  - Every funding proposal workspace includes an internal deadline
  - ORSP highly recommends using that deadline when planning out your proposal development and ensuring all final documents are uploaded by that internal deadline
  - This will allow for a full review!
Q&A
Thanks!