



Proposal Development User Guide

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Conventions Used in this Guide

The following typographical conventions used throughout this guide:

Item	Convention	Example
Navigation	Bold, separated by '→'	Researcher link → Proposals menu group
Screen Elements (Field, Screen, Section, Window, etc. Names)	Bold	The Create Proposal window will open
Clickable/selectable icons, button, links, etc.	Bold in blue	Click the Search button; Select Department from Submission By drop-down
User entered text	Bold in Red	In the Sponsor Deadline field, enter 06/30/2019

Table 1 – Conventions Used

Proposals Access & Navigation

It is important to note some KC user interface terms are used interchangeably, both within the KC user interface screens themselves, and throughout the various types of the KC documentation when referencing them. **Proposal Development Document**, **Proposal Document**, and **Proposal** refer to the same thing in KC.

Accessing Proposals

Here are some of the various ways you can access a Proposals in KC:

- **Home** screen → **Pre-Award** menu group

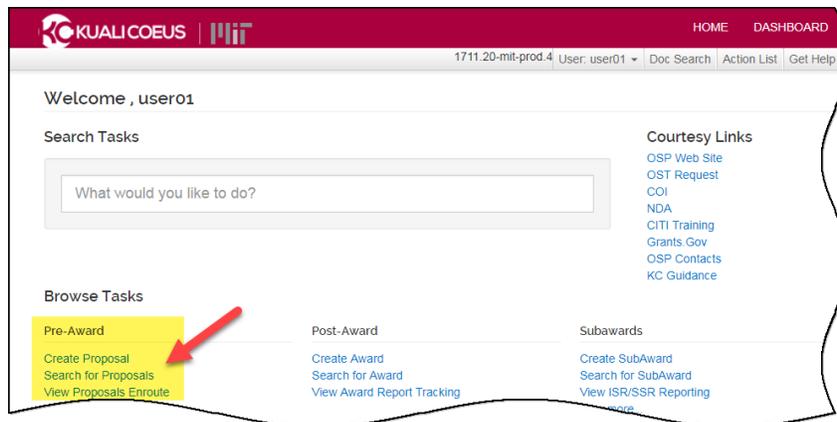


Figure 1 – Accessing Proposal from the Home Screen

- **Home** screen → **Search Tasks** text box; users can enter text into the 'What would you like to do?' field (e.g. create proposal, search, etc.). Make a selection & click return.

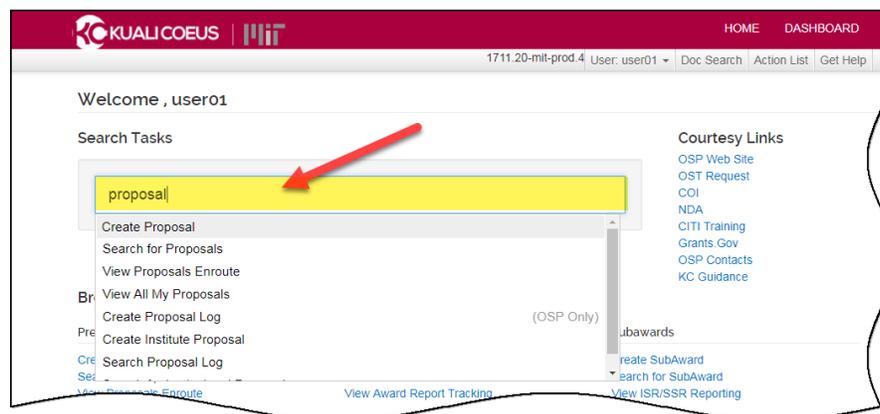
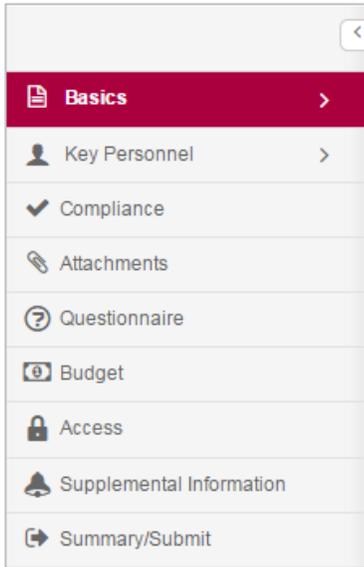


Figure 2 – Accessing Proposals by Searching Tasks

Navigation

Left Navigation panel:



Click on any of the listed options in the left navigation panel to open and view the desired screen.

- Some options act as category headers denoted by the triangle on the far right (ex. Basics, and Key Personnel)

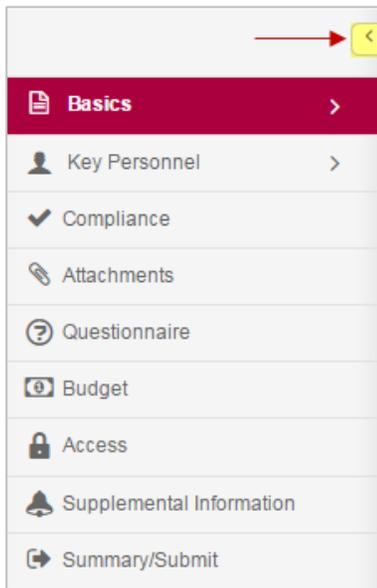


- Clicking on the **category header** when the triangle faces to the right will open a sub-menu, where you can then click on one of the items in the sub-menu to open the working screen.



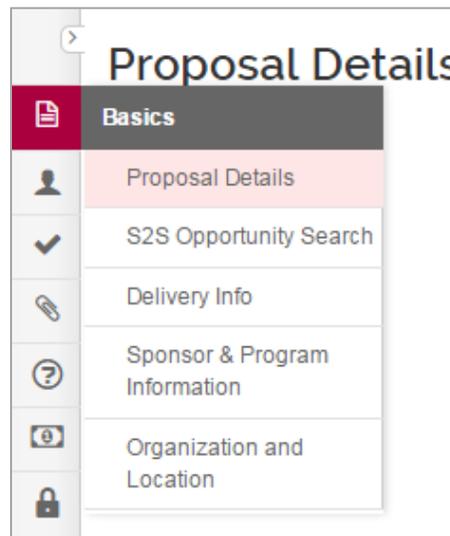
- Click the downward-facing triangle will collapse the sub-menu

Compressed Left Navigation Icon View:



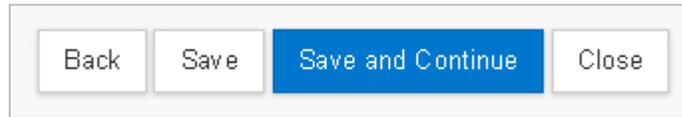
When screen space is at a premium, you can click on the **left-facing triangle** at the top of the navigation panel to compress the navigation panel to icon mode.

- When the panel is compressed, clicking on an icon will display a pop-up menu of the available options.



- To expand the navigation panel, simply click the right-facing triangle at the top of the icon panel

Proposal Footer Action Buttons:



Action Button	Description
	Click to navigate to the previous listing on the left navigation bar.
	Click to save any entered data and to stay on the same screen.
	Click the Save and Continue button to navigate to the next section of the Proposal/Budget as listed in the Navigation Panel.
	Click to close and exit the proposal.

Table 2 – Proposal Footer Action Buttons

Keyboard Navigation:

Users may also navigate in the Proposal using the Keyboard keys:

Key	Description
	Click the Tab button to navigate from one field to the next in the Proposal screen. The default tabbing sequence is left-to-right (across the first row, on to the second row, and so on). All editable fields for a given section are navigated to first, then all buttons.
	Click the Down or Up arrows while in the drop-down field to view the selection(s) available.
	Click a letter key while in a drop-down field to view available selection(s) that begin with that specific letter.
	Click the Enter button to make a selection or to activate an action button.

Table 3 – Navigating Using Computer Keyboard

Icons

Icon	Description
	Calendar icon allows you to select a date from a calendar tool populate the field.
	Direct Inquiry icon displays additional details about the information appearing in the field/screen. For example, clicking the icon next to the Sponsor Name/Sponsor Code will display that Sponsor record in KC.
	Lookup icon allows you to search the reference table information to select from it and populate the field.

Icon	Description
	<p>Selection tools; Use the drop-down menus, checkboxes, and/or radio buttons to select options to specify information in the field.</p>
	<p>Expands the field and opens it as a pop-up window.</p>
	<p>Information icon appearing next to questions in a Proposal. It displays more information about the specific questions.</p>
	<p>Fields marked with red asterisk are required fields for saving the Proposal Development document.</p>
	<p>Delete icon.</p>

Table 4 – Icons

Searching for Proposals

If you have a Proposal role (e.g. View Proposal), you can search for and open a proposal with view-only access. If you have been granted other roles such as Aggregator, you will have the ability to search for and open a proposal in the modify mode.

To search for a Proposal:

1. From the home screen, select [Search For Proposals](#).

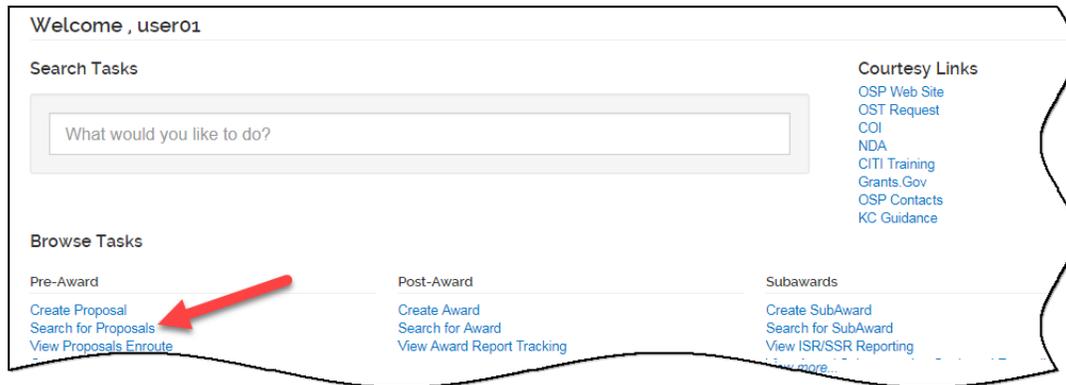


Figure 3 – Searching for Proposals

2. The **Development Proposal Lookup** window will automatically open.

Development Proposal Lookup

The screenshot shows the 'Development Proposal Lookup' window with the following fields and controls:

- Proposal Number:
- Proposal Type:
- Proposal State:
- Project Title:
- Proposal Person:
- Principal Investigator:
- Aggregator:
- Participant:
- Initiator Username:
- Sponsor Deadline Date: to
- Sponsor:
- Sponsor Name:
- Lead Unit:
- Lead Unit Name:
- Award ID:
- Opportunity ID:
- Hierarchy Status:
- Proposal Create Date: to

At the bottom of the form are three buttons: 'Cancel', 'Clear Values', and 'Search'. A red arrow points to the 'Search' button.

Figure 4 – Development Proposal Lookup Window

3. In the **Development Proposal Lookup** window, enter search terms in the appropriate fields and click the **Search** button (or hit the **<Enter>** key).
 - You can search by Proposal Number, Proposal Type, PI Name, Title, and more.
 - You can combine searches (e.g. searching for all 'In Progress' proposals for PI 'Haskell').
 - To enter partial values, you must use a **Wildcard** placeholder.

Note: Wildcards characters aid searches by letting you enter partial information – the wildcard provides the rest. The asterisk (*) wildcard is especially helpful when searching names, titles and organizations, etc. Since the data is entered in a very specific format, the search needs to match to retrieve the desired results. Using the wildcard allows for more flexibility.

Operator	Used to Locate	Examples
* (Asterisk)	You can use the wildcard * at the beginning or end of a text string, to indicate there may be any number of characters before or after the text.	Entering: 1589* in the Proposal Number field. (This will display all Proposals with Proposal Number starting with 1589.)
* ____ *	Use the wildcard on both ends of your entry to expand your search further.	Example: *nano* in the title field will find all proposals with that text segment.

Table 5 – Search Operators

Additionally, the **Proposal Lookup** window in KC provides various data fields:

- **Drop-down:** some fields have drop-down lists associated with them. Values must be selected from the provided list.
- **Lookup Icon:** Some fields have search icons associated with them to search for and select a value from a search table.
- **Calendar:** Some fields have a calendar tool associated with them to select a date.
- **Text Fields:** Some fields are free text fields.

In the fields that do not contain a drop-down list or a search icon, you will need to enter all or part of the value to search.

4. The **search results** will appear at the bottom of the **Development Proposal Lookup** window and will display the proposals that match your search criteria. Sometimes you may need to scroll down to the bottom of the screen to view the full list.

The screenshot shows the 'Proposal Lookup' window with a search filter applied. At the top, there is a 'Proposal Create Date' field with a date range. Below it are 'Cancel', 'Clear Values', and 'Search' buttons. A red arrow points to the 'Show 10 entries' dropdown menu. The main area displays a table of search results with columns for Actions, Proposal Number, Proposal Document Number, Proposal Type, Proposal State, Project Title, Prev Grants.Gov Tracking ID, Opportunity ID, Opportunity Title, CFDA Number, Agency Routing Identifier, Sponsor Name, Principal Investigator, Lead Unit, Lead Unit Name, Sponsor Deadline Date, and Opportunity ID.

Actions	Proposal Number	Proposal Document Number	Proposal Type	Proposal State	Project Title	Prev Grants.Gov Tracking ID	Opportunity ID	Opportunity Title	CFDA Number	Agency Routing Identifier	Sponsor Name	Principal Investigator	Lead Unit	Lead Unit Name	Sponsor Deadline Date	Opportunity ID
view medusa	31263	1630210	Budget-SOW Update	In Progress	Multi-Stage FcRn-Targeted Nanoparticles for Efficient Oral Delivery of Biologics		PA-13-302				Brigham & Women's Hospital					PA-13-302
view medusa	31156	1627581	Supplement	Approved and Submitted	Acid-labile PEG-ARB and PEG-vitamin D analogueconjugated nanoparticles via brush-first ROMP						XTuit Pharmaceuticals, Inc.					
view medusa	31139	1626926	New	Approval Pending	Strategies to Improve Alphaviral Vaccines by Rapid Generation of Modified Dendrimer Nanoparticles.		HDTRA1-14-CHEM-BIO-BAA	CHEMICAL / BIOLOGICAL TECHNOLOGIES DEPARTMENT FY2014 FY2016 Program Build			US Army Medical Research Institute of Infectious Diseases					
view medusa	31092	1624982	New - Change/Corrected	Approved and Submitted	Tunable Nanolayer-Polymer Composite Patches for Cell-Free CMF Repair	GRANT12086445	PA-13-302	Research Project Grant (Parent R01)			NIH					
view	31028	1622434	Task Order	Revisions Requested	ISN FY'16 6.2 Revised - Swager						ARO:ISN UARC					

Figure 5 – Search Results

- To open the proposal in **View-only** mode, click on the **view** link in the **Actions** column for the proposal that you want to view.

Actions	Proposal Number	Proposal Document Number	Proposal Type	Proposal State	Project Title	Prev Grants.Gov Tracking ID	Opportunity ID	Opportunity Title	CFDA Number	Agency Routing Identifier	Sponsor Name	Principal Investigator	Lead Unit	Lead Unit Name	Sponsor Deadline Date	Opportunity ID	Hierarchy Status
view edit copy medusa	24768	1111461	New	In Progress	KDawson PDB (title)			KDawson PDB (program)			Microsystems Software	James A Haskell	000001	Massachusetts Institute of Technology	10/31/2014		Not in a hierarchy

Figure 6 – Opening Proposal in View-only Mode

Action links to **View**, **Edit**, **Copy**, or access **Medusa** will display based on your role for the proposal.

The **medusa** link will display a hierarchical view of related documents to this Proposal. When the Proposal is submitted to the sponsor, the Institutional Proposal will be generated by this Proposal and will be linked in the Medusa window; if awarded, then the Award will be linked and visible in **Medusa** section as well.

Proposal Development Screen Overview

The Proposal Development Document screen consists of a document header, 9 general panels – accessed via Navigation Buttons located on the left side of the screen; a Proposal Tool Bar located above the panel, and Proposal Footer with **Action Buttons** appearing at the bottom. The proposal development document comprises a series of pages that enable the user to create an electronic proposal, including a Budget.

Figure 7 – Proposal Development Document

Document Header

The **document header** in the Proposal Document (top, right corner of screen) displays four fields with identifying information about the proposal.

Figure 8 – Document Header

The new Proposal and **Document Number** (Doc Nbr) assigned automatically with a status of '**In Progress**'. This information appears in the upper, right corner of the screen. The **Document Header** includes a '**more...**' link that displays additional information about the Proposal.

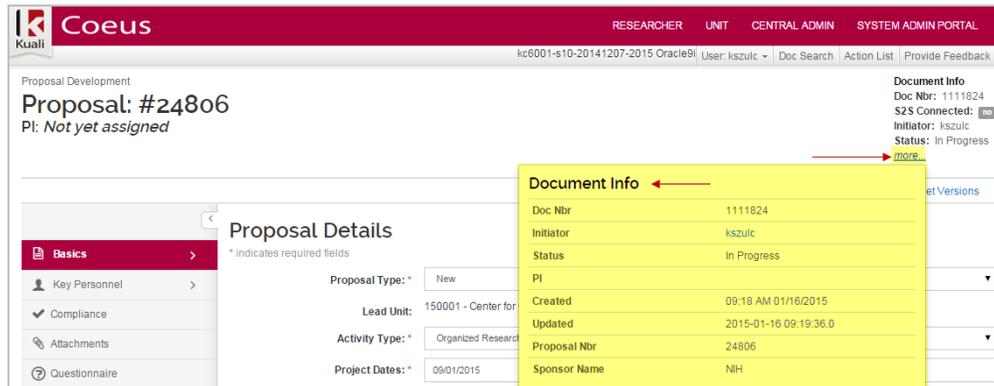


Figure 9 – Document Header 'more...'

As the **Proposal** progresses, the proposal **status** will automatically be changed by the system:

Proposal Status	Description
In Progress	An editable proposal.
Canceled	Proposal cannot be used.
Revisions Requested	Returned to the aggregator for corrections.
Approved	Reviewed and completed the final approval stop.
Approval Pending	Submitted for approval and is being reviewed.
Approval Granted	Approved at all levels of the approval map.
Approval Not Initiated – Submitted	Institutional Proposal generated prior to approval.
Approval Pending – Submitted	Institutional Proposal generated prior to approval.
Approved and Submitted	Completed the routing cycle and the Institutional Proposal generated. For S2S submission this indicates the proposal has been submitted to the Sponsor. For non-S2S proposals this indicates the proposal is ready to be submitted to the Sponsor by the DLC.
Approved Post-Submission	Submitted to the sponsor first and then the final approval took place.

Table 6 – Proposal Development Document Statuses

Initiating a Proposal

To start a New Proposal in Quali Coeus, you need the following:

- KC Proposal Creator role in the unit the PI wants the proposal/award managed
- Identify the Sponsor
- Identify the FOA Number or solicitation details.

To create a New Proposal:

- From the **Home** screen in the **Pre-Award** group, select **Create Proposal**.

The **Create Proposal** window will open with six required fields for saving the Proposal Document displayed (marked with red asterisks).

Figure 10 – Create Proposal Window

- Use the information and steps below to complete the **Create Proposal** fields:

Field Name	Description
Proposal Type	<p>Select the appropriate type from the drop-down list.</p> <ul style="list-style-type: none"> • Budget-SOW Updated • New (New application) • New – Change/Corrected • Pre-Proposal • Progress Report • Renewal (Competing continuation of an existing award) • Renewal – Change/Corrected • Resubmission • Resubmission – Change/Corrected • Supplement • Supplement – Change/Corrected • Task Order
Lead Unit	<p>Select the appropriate unit for this submission</p> <p>If you are authorized to create proposals in more than one unit, all of those units will be displayed in the drop-down list. Once selected and saved, lead unit cannot be changed.</p>
Activity Type	<p>Select the appropriate entry from the drop-down list</p> <ul style="list-style-type: none"> • Clinical Trial • Construction • Fellowship – Post-Doctoral (No F&A, no EB)

Field Name	Description
	<ul style="list-style-type: none"> Fellowship – Pre-Doctoral (No F&A, no EB) Instruction (Non-research, FUNSN) Organized Research (MTDC) Other (Non-research, FUNSN) Public Service (Non-research, FUNSN) Student Services (Non-research, FUNSN)
Project Dates	The Project Start and End Date. Use mm/dd/yyyy format or the Calendar tool that appears as you click in the fields to select the date.
Project Title	Enter Title (refer to the sponsor instructions). For electronic submission, the Title cannot contain special characters. 200 character maximum; individual sponsors may require shorter titles.
Sponsor	The organization providing funding. Enter the sponsor's 6-digit code or click the magnifying glass to search for it. (Quick Tip: you can also start typing the sponsor name in the sponsor field and the available options for selection will display.)
Prime Sponsor (conditional)	The Sponsor is the entity/agency providing funds to MIT. If MIT will be a subcontractor, then the institute/organization to which you are submitting your proposal is your Sponsor and the Prime Sponsor is the agency providing the funds to that organization.

Table 7 – Create Proposal Fields

- Click the **Save and continue** button.
- Otherwise, click **Cancel** to close this screen and return to the home screen.

The **Proposal Development Document** window will refresh with the **Proposal Details** section and the system assigned proposal number. The fields completed in the prior screen populates with the entered information.

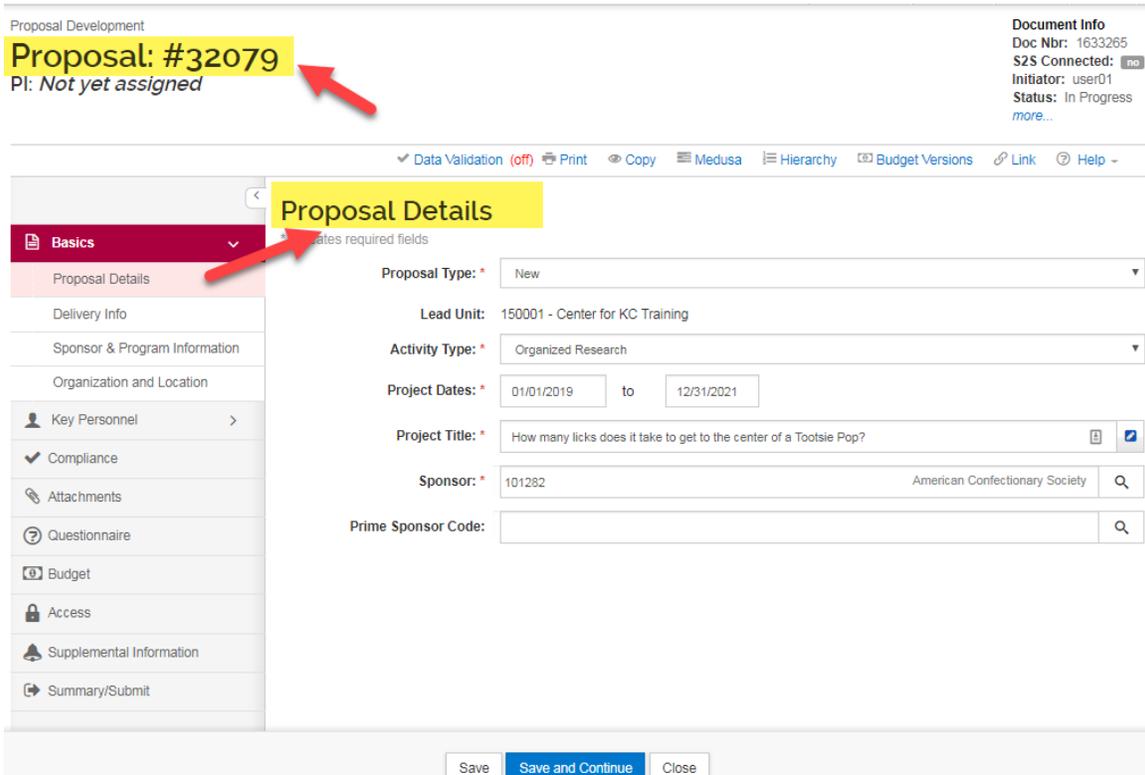


Figure 11 – Default Proposal Development Document View (Basics panel → Proposal Details Screen subpanel)

Completing Basics Proposal Information

Once a Proposal is initiated, you can complete the remaining basic information about the project in the **Basics** panel in the following subpanels:

- Proposal Details (most fields have been completed in the Create Proposal screen)
- S2S Opportunity Search (If Federal Sponsor and submitting via Grants.gov)
- Delivery Info
- Sponsor & Program Information
- Organization/Location

Proposal Details Subpanel

Most of the fields in this subpanel were completed in the Create Proposal screen. However, fields can be updated/modified if needed. Certain proposal types generate additional fields that may be conditionally required.

1. If needed, modify the data in the following fields: **Proposal Type, Activity Type, Project Dates, Project Title, and Sponsor.** Also, if applicable add the **Prime Sponsor.**
2. Some proposal types generate additional fields that are conditionally required: Award ID and Original Institutional Proposal ID.

The screenshot shows a form with the following fields:

- Sponsor: * 101282 American Confectionary Society [magnifying glass]
- Prime Sponsor Code: [magnifying glass]
- Award ID: [highlighted in yellow] [magnifying glass]
- Original Institutional Proposal ID: [highlighted in yellow] [magnifying glass]

Red arrows point to the magnifying glass icons next to the Award ID and Original Institutional Proposal ID fields.

Figure 12 – Conditionally Required Fields

Conditional Field	Description
Award ID	Click the magnifying glass to open the Award Search window. Award ID required for: <ul style="list-style-type: none"> • Progress Report • Renewal Change/Corrected • Supplement • Supplement Change/Corrected • Resubmission
Original Institutional Proposal ID	Click the magnifying glass to open the Institute Proposal Search window. Original Institutional Proposal ID required for: <ul style="list-style-type: none"> • Budget SOW Update • New Change/Corrected • Resubmission Change/Corrected • Renewal Change/Corrected • Supplement Change/Corrected • New (if Pre-Proposal was submitted in KC) • Resubmission (if desired, not required)

Table 8 – Conditionally Required Fields in Proposal Details Subpanel

3. Click the **Save** or the **Save and Continue** button.

S2S Opportunity Search Subpanel

The **S2S Opportunity Search** subpanel is where you search for and connect to the Grants.gov form package. You will use the funding opportunity number or CFDA number to find and retrieve the opportunity. **Note:** Only Federal sponsors are eligible for S2S submission. If the sponsor code in your proposal is non-federal, the S2S Opportunity Search navigation button does not display.

Once connected to Grants.gov, the sponsor-selected Grants.gov forms package will be available for population from the details in your KC proposal. To complete the submission requirements, you may need to upload individual Grants.gov User Attached Forms when a required form is not supported by KC. (See kc.mit.edu for quick card guides for mandatory and optional user attached forms.)

Connecting to Grants.gov

1. Click the **S2S Opportunity Search** subpanel.
2. Click the **Find an opportunity** button.

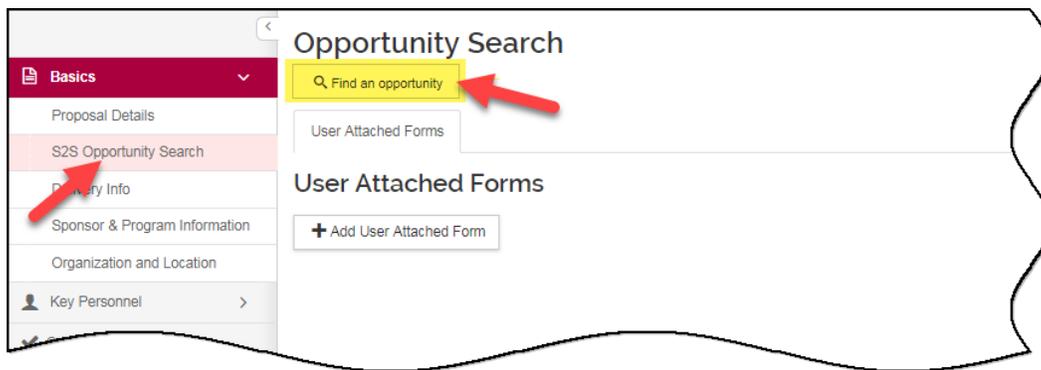


Figure 13 – Find an Opportunity Button

3. The **Opportunity Search** lookup window will open.

Figure 14 – Opportunity Search Lookup

Note: The **Opportunity Search** lookup in KC searches the selected provider websites for opportunities. The search uses: **CFDA Number** or the **Opportunity ID**. **Please note –for best results, do NOT use both options for a search, only ONE of these fields should be used!**

4. In the **Opportunity Search** window, complete the fields and then click the **Search** button.

Field Name	Description
Search Domain	Drop-down field with selections to choose the S2S Provider: Select Grants.gov
Opportunity ID or CFDA Number	Enter an Opportunity ID or CFDA Number .

Table 9 – Opportunity Search Fields

Lookup

Opportunity Search

Search Domain *	Grants.Gov	<input type="button" value="Q"/>
Opportunity ID	PA-EN-R01	<input type="text"/>
CFDA Number	<input type="text"/>	<input type="text"/>

Figure 15 – Search for Opportunity

Note: Some sponsors do not use CFDA numbers to post each opportunity. If your search does not locate an opportunity by the CFDA number, search by the FOA number.

- When a match is found, KC displays the results in the **Opportunity Search** window. Click the **select** button for the opportunity you want to apply.

Opportunity Search

Show entries

Actions	CFDA Number	Opening Date	Closing Date	Competition Id	Opportunity ID	Opportunity Title	Schema URL
<input type="button" value="select"/>	93.865	08/16/2017	08/16/2020	FORMS-E	PA-EN-R01	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allowed)	https://trainingapply.grants.gov/apply/opportunities/sche-EN-R01-cfda93.865-cidFORMS-E.xsd

Showing 1 to 1 of 1 entries

Figure 16 – Opportunity Search Results

- The Funding Opportunity details populate in the **S2S Opportunity Search** subpanel. Once the proposal connects to Grants.gov, the Document Header updates with **S2S Connected: Yes**.

Proposal Development

Proposal: #32079

PI: *Not yet assigned*

Document Info
 Doc Nbr: 1633265
 S2S Connected: **yes**
 Initiator: user01
 Status: In Progress
[more...](#)

Opportunity Search

Figure 17 – Document Header → S2S Connected

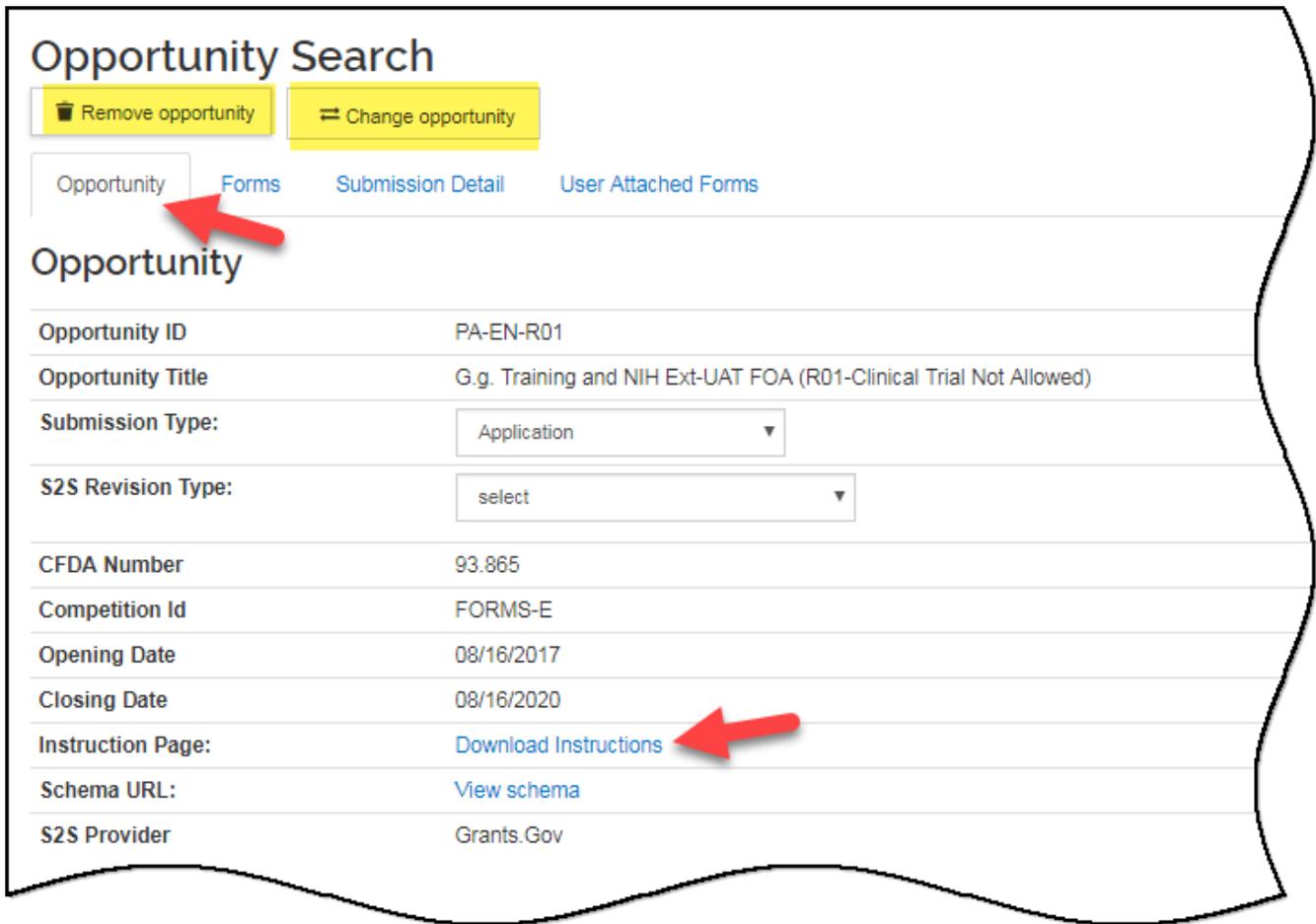


Figure 18 – Opportunity Details

Note: Click the **Download Instructions** link to access the Opportunity instructions.

The following options appear in the **Opportunity Search** screen:

Option	Description
Remove opportunity	Deletes the opportunity and removes the Grants.gov connection.
Change opportunity	Use to search for and connect to a different opportunity.
Opportunity Tab	Displays information for the opportunity you selected.
Forms Tab	Contains the Mandatory and Optional forms required for submission.
Submission Details Tab	This section populated after the submission to Grants.gov.
User Attached Forms Tab	The user attached forms are uploaded on this tab

Table 10 – Opportunity Search Screen Options

Note: If a form that is **Mandatory** for this opportunity is not available in KC, you will receive an error message stating *“Kuali Coeus is unable to transmit this proposal to Grants.gov since some of the required forms are not available. If this is a required Grants.gov submission, you must use the Adobe forms provided by Grants.gov.”* You can still submit S2S, but you must prepare and provide the form as User Attached **before** you can complete the connection to Grants.gov. For step-by-step instructions on how to download the mandatory form, see [How to Identify, Find, & Download User Attached Forms at Grants.gov](#)

Quick Reference Card.

Including Optional Forms

1. Click the **Forms** tab to view the forms required for completing the proposal.

Form Name	Mandatory	Include	Description	Select
PHS398_CoverPageSupplement_4_0-V4.0	Yes	Yes	Available	<input type="checkbox"/>
PHS398_ResearchPlan_4_0	Yes	Yes	Available	<input type="checkbox"/>
PHS_HumanSubjectsAndClinicalTrialsInfo_V1.0	Yes	Yes	Available	<input type="checkbox"/>
PerformanceSite_2_0	Yes	Yes	Available	<input type="checkbox"/>
RR_KeyPersonExpanded_2_0	Yes	Yes	Available	<input type="checkbox"/>
RR_OtherProjectInfo_1_4-V1.4	Yes	Yes	Available	<input type="checkbox"/>
RR_SF424_2_0-V2.0	Yes	Yes	Available	<input type="checkbox"/>
PHS398_ModularBudget_1_2-V1.2	No	<input type="checkbox"/>	Available	<input type="checkbox"/>
PHS_AssignmentRequestForm_2_0-V2.0	No	No	Unavailable	<input type="checkbox"/>
RR_Budget_1_4	No	<input type="checkbox"/>	Available	<input type="checkbox"/>
RR_SubawardBudget30_1_4	No	<input type="checkbox"/>	Available	<input type="checkbox"/>

Figure 19 – Forms Tab

Available **Mandatory** forms are **automatically included** with the submission, however, the **optional** forms (“no” in the Mandatory column) are *not* included. Users must determine based on the announcement and sponsor instructions as to which optional forms must also be included with the submission and specifically select those forms to be included as applicable.

2. Click the **Include** checkbox to include a form that is not mandatory, but is needed for the proposal submission.

If an optional form is **Unavailable**, and you wish to include it, you must download the form from Grants.gov, manually complete the form and upload to KC (**S2S Opportunity Search** panel → **User Attached Forms** tab). . For step-by-step instructions on how to download the mandatory form, see [How to Identify, Find, & Download User Attached Forms at Grants.gov Quick Reference Card](#).

3. Click the **save** button to make sure the ‘**Included**’ form is part of the package.

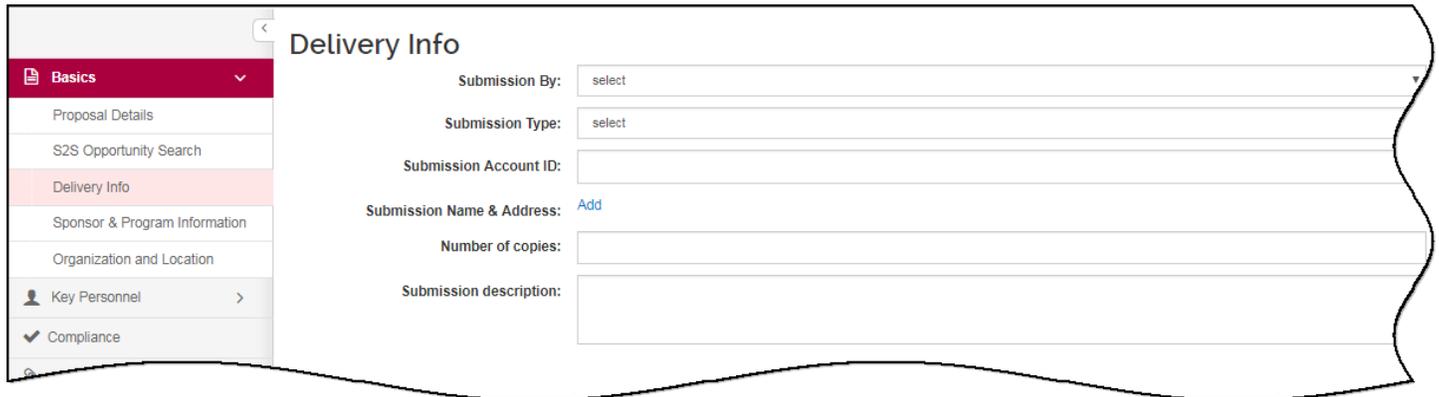
Note: If the proposed research involved **Human Subjects**, please refer to the Quick Cards for detailed instructions regarding this form.

- [Populating the PHS Human Subjects and Clinical Trial Information \(HSCT\) form in KC Proposals](#)
- [Populating the Extracted PHS Study Record for the PHS HSCT form](#)

Delivery Info Subpanel

The **Delivery Info** subpanel may be used to record delivery details for non-S2S proposals. Use the selection fields to identify which office will send the final proposal to the sponsor. Use the Submission Name & Address lookup search the Address book for an existing address.

Proposals connected to a Grants.gov Opportunity will display the following message: **'Please Note – This Proposal is being submitted via an S2S opportunity, As such, it will be submitted electronically. The delivery information on this page will not be needed.'**



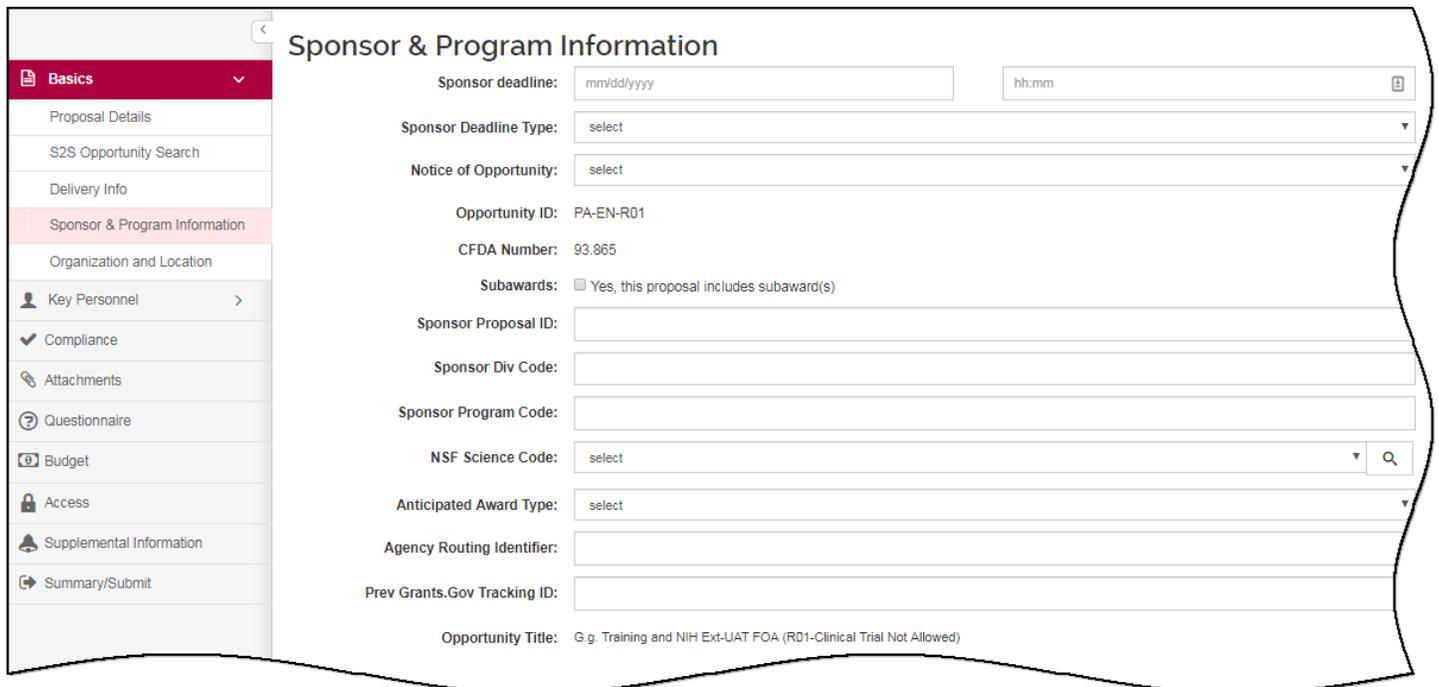
The screenshot shows the 'Delivery Info' subpanel. On the left is a navigation menu with 'Delivery Info' highlighted. The main content area has the following fields:

- Submission By: select
- Submission Type: select
- Submission Account ID: [text input]
- Submission Name & Address: Add
- Number of copies: [text input]
- Submission description: [text input]

Figure 20 – Delivery Info Subpanel

Sponsor & Program Information Subpanel

This subpanel is where you provide the sponsor deadline information, and other pertinent details.



The screenshot shows the 'Sponsor & Program Information' subpanel. On the left is a navigation menu with 'Sponsor & Program Information' highlighted. The main content area has the following fields:

- Sponsor deadline: mm/dd/yyyy [text input] hh:mm [text input]
- Sponsor Deadline Type: select
- Notice of Opportunity: select
- Opportunity ID: PA-EN-R01
- CFDA Number: 93.865
- Subawards: Yes, this proposal includes subaward(s)
- Sponsor Proposal ID: [text input]
- Sponsor Div Code: [text input]
- Sponsor Program Code: [text input]
- NSF Science Code: select
- Anticipated Award Type: select
- Agency Routing Identifier: [text input]
- Prev Grants.Gov Tracking ID: [text input]
- Opportunity Title: G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allowed)

Figure 21 – Sponsor & Program Information

Note: If the sponsor requires a proposal submission by a deadline date, enter the date into the **Sponsor deadline** field.

1. Click the **Sponsor & Program Information** subpanel.
2. Complete the following fields (based on Proposal requirements):

Field Name	Description
Sponsor Deadline	Date field – text field or users can utilize the calendar lookup functionality to specify the deadline date for the proposal. Time field –. A text field that allows users to specify the deadline time for the proposal.
Sponsor Deadline Type	Options specifying the type of deadline required by the sponsor. The available selections are: Postmarked, Receipt, or Target.
Notice of Opportunity	Required. Select an entry from the drop-down list to identify how this funding opportunity was announced.
Opportunity ID	Display-only. Funding Opportunity Announcement (FOA) Number selected in the S2S Opportunity Search subpanel.
CFDA Number	Display-only. CFDA Number, if provided from the FOA selected on the S2S Opportunity Search subpanel.
Subawards	Required if the PI plans to contract out any portion of MIT’s scope of work. If there are no subcontracts, leave it unchecked.
Sponsor Proposal ID	Enter specific identifier used by the Funding Agency, if applicable.
Sponsor Div Code	Required for field for NSF S2S Submission. Go to (https://www.fastlane.nsf.gov/pgmannounce.jsp) to search for the Division Code for the NSF opportunity.
Sponsor Program Code	Required for field for NSF S2S Submission. Go to (https://www.fastlane.nsf.gov/pgmannounce.jsp) to search for the Program Code for the NSF opportunity.
NSF Science Code	Required. Select NSF Science code for all proposals , not just NSF submissions. Used for federal and institutional annual reporting requirements.
Anticipated Award Type	MIT does not use this field at the Proposal stage.
Agency Routing Identifier	Used with S2S submissions. Enter the identifier used by the Funding Agency, if applicable.
Prev Grants.gov Tracking ID	Used with some to S2S submissions. Enter the previous Grants.gov Tracking ID of the previous proposal submitted and received errors/warnings at the Agency. Required for Change/Corrected applications.
Opportunity Title	Display-only. The sponsor assigned title of funding opportunity for the S2S connected proposal.

Table 11 – Sponsor & Program Information Fields

3. Click the **Save** or the **Save and Continue** button.

Organization and Location Subpanel

The **Organization & Location** subpanel contains the official contacts for MIT and other sites involved in the project. The panel is comprised of the following four tabs:

- Applicant Organization (Defaults to MIT)
- Performing Organization (Defaults to MIT)
- Performance Site Locations (searches Address book)
- Other Organizations (searches Organizations)

The **Applicant Organization** and **Performing Organization** default to MIT. The **Performance Site Locations** and **Other Organization** tabs should be used to add other locations where the project will take place.

Adding Other Organizations

To add an Organization where the subaward work will be performed:

1. In the **Organization & Location** subpanel, click **Other Organizations** tab.

The **Other Organizations** screen will open.

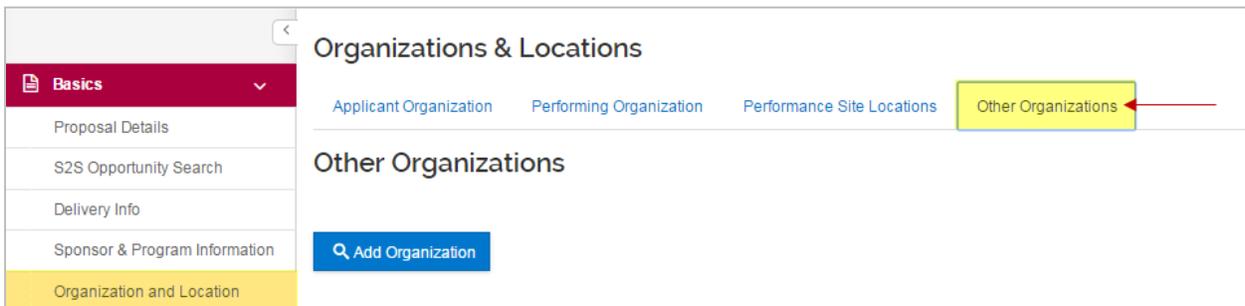


Figure 22 – Other Organizations Tab

2. Click the **Add Organization** button. The **Organization Lookup** window will open.
3. In the **Organization Lookup** window, enter all or part of the name of the Organization in the **Organization Name** field (e.g. *Harvard*) and click the **Search** button.

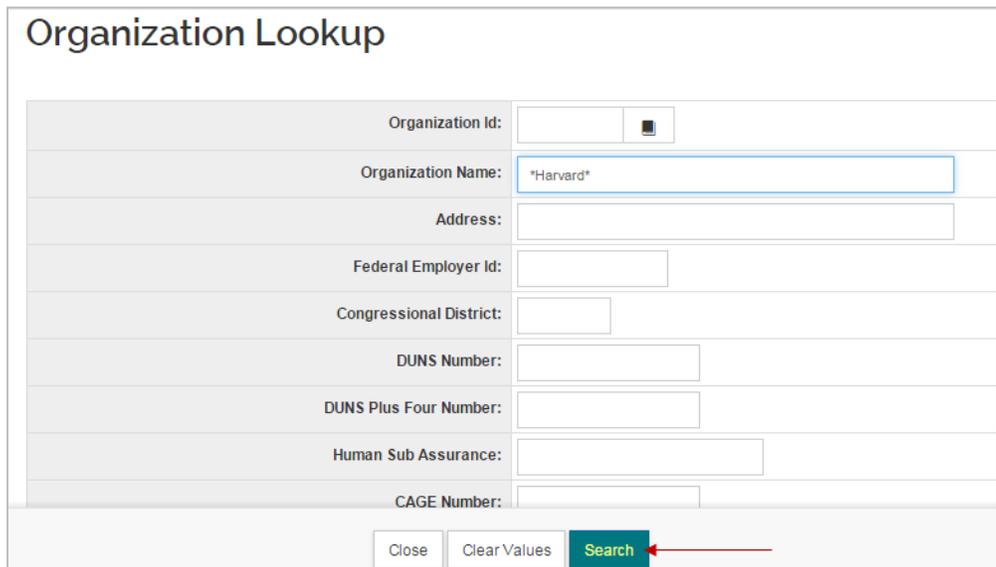
The screenshot shows the 'Organization Lookup' window. It contains several input fields: 'Organization Id', 'Organization Name' (with '*Harvard*' entered), 'Address', 'Federal Employer Id', 'Congressional District', 'DUNS Number', 'DUNS Plus Four Number', 'Human Sub Assurance', and 'CAGE Number'. At the bottom, there are three buttons: 'Close', 'Clear Values', and 'Search', with a red arrow pointing to the 'Search' button.

Figure 23 - Organization Lookup

- Select the organization from the search results list by selecting the checkbox next to the **Organization Id** and click on the **return selected** button.

Organization Id	Organization Name	Address	Federal Employer Id	Congressional District	Contact Address id	DUNS Number	DUNS Plus Four Number	Human Sub Assurance
<input checked="" type="checkbox"/> 000056	Harvard University		042103580	MA-005	30400	082359691		
<input type="checkbox"/> 000090	Harvard Medical School		042103580	MA-007	29944	047006379		
<input type="checkbox"/> 000189	Harvard School of Public Health		042103580	MA-008	30003	149617367		

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

return selected

Figure 24 – Selecting Organization

- The **name**, **address**, and the **Congressional District** of the organization display.

Organizations & Locations

Applicant Organization Performing Organization Performance Site Locations Other Organizations

Other Organizations

Add Organization

Organization: Harvard University **X**

Address:

+ Add Congressional District

MA-005 **X**

Figure 25 – Added Organization

If the **Congressional District** information is missing or is incorrect, add the correct Congressional District by clicking the **Add Congressional District** button and filling out the appropriate fields. Click the **X** to delete incorrect Congressional District.

- To remove an **Organization** from this section, click the **X** next to the **Organization Name**.

Organization: Harvard University **X**

Address:

+ Add Congressional District

MA-005 **X**

Figure 26 – Deleting Organization

- Click the **Save** or the **Save and Continue** button.

Adding Performance Site Locations

To add the Performance Site where work will be performed:

1. In the **Organization & Location** subpanel, click **Performance Site Locations** tab.

The **Performance Site Locations** screen will open.

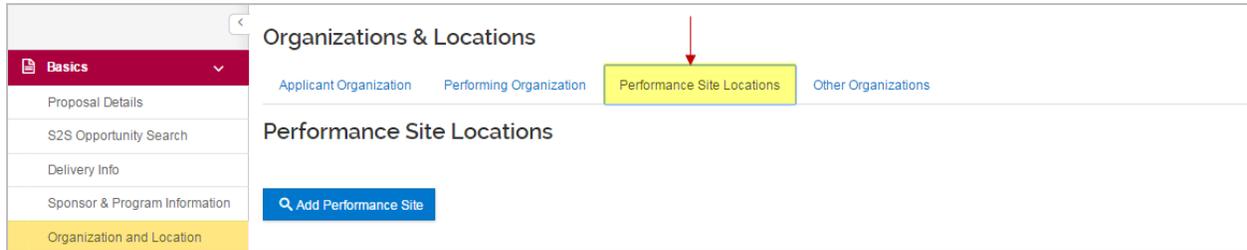


Figure 27 – Other Organizations Tab

2. Click the **Add Performance Site** button. The **Address Book Lookup** window will open.
3. In the **Address Book Lookup** window, enter the search criteria for the Organization/address of the Performance Site and click the **Search** button.

The 'Address Book Lookup' window contains several search fields: 'Address Book Id', 'Sponsor Code', 'Sponsor', 'Organization', 'Last Name', 'First Name', 'Middle Name', 'Address Line 1', 'Address Line 2', 'Address Line 3', and 'City'. Each field has a search icon. At the bottom right, there is a green 'Search' button with a red arrow pointing to it, along with 'Close' and 'Clear Values' buttons.

Figure 28 - Address Book Lookup

4. Select the address book entry from the results list by selecting the checkbox next to the **Address Book Id** and clicking on the **return selected** button.

Address Book Id	Organization	Last Name	First Name	Middle Name	Address Line 1	Address Line 2	Address Line 3	City	County	State	Country Code
<input checked="" type="checkbox"/> 34404	University of Pittsburgh	Smith	Clayton		University of Pittsburgh Medical Center, Canc	Div of Hematology/Oncology, 5150 Centre Avenue		Pittsburgh		PA	USA

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

return selected

Figure 29 – Selecting Address Book Entry

The **name** and **address** of the organization display.

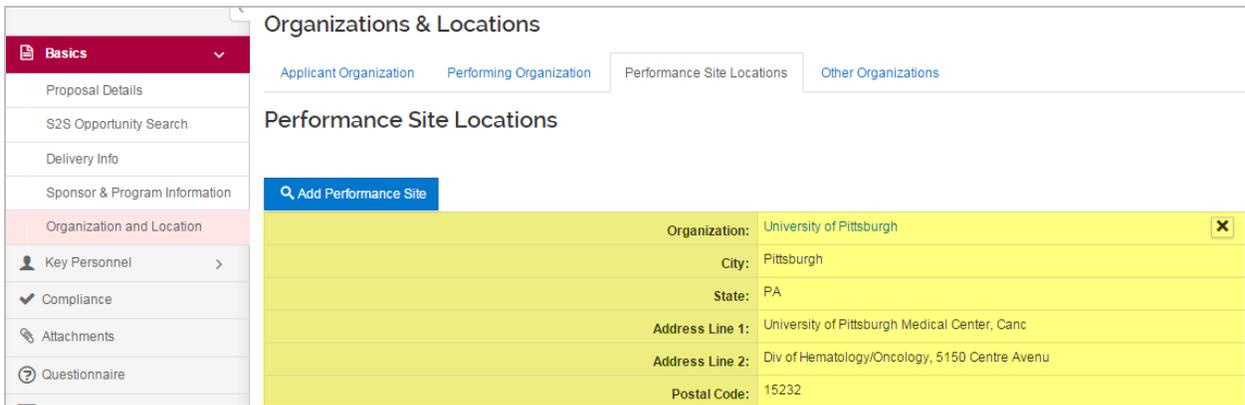


Figure 30– Added Performance Site Location

5. To remove a **Performance Site** from this section, click the  next to the **Name**.

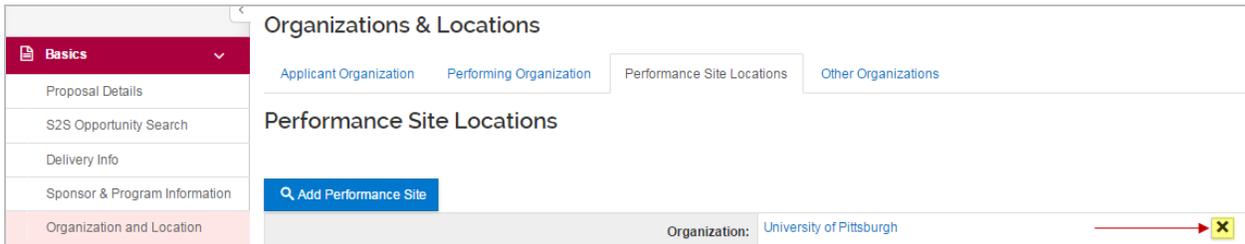


Figure 31 – Deleting Performance Site

8. Click the **Save** or the **Save and Continue** button.

Adding PI/Co-I(s)/Key Personnel

The **Key Personnel** panel contains the **Personnel** subpanel where you specify project personnel like (Contact) Principal Investigator, Multiple-PIs, Co-Investigators and Key Personnel. This section lists the individuals' who will contribute in a substantive way to the scientific development or execution of the project, whether or not they receive compensation from the grant supporting the project.

Only one individual can be the PI. In the case of a multiple PI project, only one individual can be the PI/Contact. Currently, NIH is the only sponsor that recognizes the role of Multiple-PI.

There are two separate data sets you can search to add people to your proposal:

- **Person Table:** Click the **Employee** radio button to search for MIT faculty and staff.
- **Address Book:** Click the **Non Employee** radio button to search for known individuals who are not MIT faculty and staff.

To Add a Principal Investigator (PI):

1. Click the **Key Personnel** → **Personnel** subpanel on the **Navigation** panel.

The **Key Personnel** screen will open.

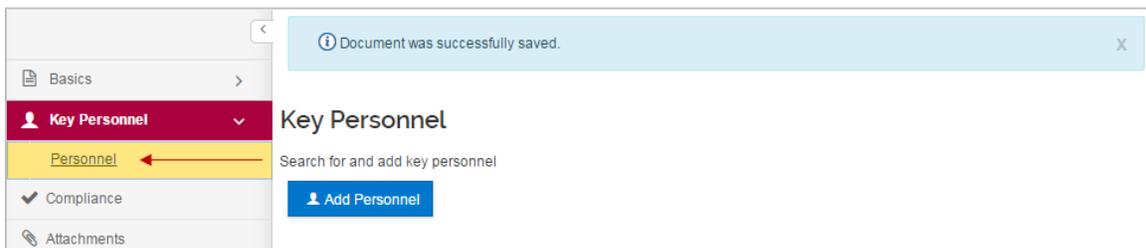


Figure 32 – Key Personnel Screen

2. Click the **Add Personnel** button; this will open the **Add Personnel** window.

3. In the **Add Personnel** window, in the **Search for** section, select the **Employee** radio button.

4. Enter the search criteria for the PI and click the **continue** button.

Figure 33 – Adding Personnel Window

5. Select the **PI** from the search results by clicking the **radio button** next to their Full Name, and click the **continue** button.

Search Results

Only the top 200 results were returned. If you cannot find what you are looking for, please refine the search criteria

Full Name	User ID	Email Address	Unit Number	Unit Name	Organization	City
Haskell A James	ja12359	haskell@ll.mit.edu	310000	Lincoln Laboratory	Lincoln Laboratory	Cambridge
Haskell A. James	jahjr	jhaskell@haystack.mit.edu	401710	Haystack Observatory	Haystack Observatory	Cambridge
Haskell Andrew	ahaskell	ahaskell@mit.edu	154000	Mathematics	Mathematics	Cambridge
Haskell Edward	haskelle	eddieh@mit.edu	150001	Center for Coeus Training	Center for Coeus Training	Cambridge
HASKELL M DONNA	dhaskell924391710		999999	External	External	Cambridge
Haskell Melissa	haskellm	haskellm@mit.edu	999999	External	External	Cambridge
Haskell W. Peter	pe17591	phaskell@ll.mit.edu	310000	Lincoln Laboratory	Lincoln Laboratory	Cambridge

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

Continue... Go back Cancel

Figure 34 – Search Results

- In the **Assign a role** window, select the radio button next to the role that you want to assign, in the case of adding Principal Investigator (Contact), you should select the **PI/Contact** and then click the **Add Person** button.

Assign a role

Assign a role: *

PI/Contact

PIMultiple

Co-Investigator

Key Person

Add Person Go back Cancel

Figure 35 – Assigning Role

The individual is added to the **Key Personnel** screen with 6 tabs across the top (**Details, Organization, Extended Details, Degrees, Unit Details, and Person Training Details**) displaying other details.

Click the  next to the **Person's** name to display the Person Details information.

Key Personnel

Search for and add key personnel

Add Person Notify All

Haskell, Edward (PI/Contact) (Certification Incomplete) Notify Haskell, Edward

Details Organization Extended Details Degrees Unit Details Person Training Details

Details

Proposal Person PI/Contact

Role Id:

Full Name: Haskell, Edward User Name: haskelle

First Name: Edward Last Name: Haskell

Middle Name: eRA Commons User Name: haskelleNIH

Figure 36 – Added Key Personnel

- Click the **Save** button.

To remove added **Key Personnel**, click the  located in the name header of the individual.

Haskell, Edward (PI/Contact) (Certification Incomplete) Notify Haskell, Edward

Details Organization Extended Details Degrees Unit Details Person Training Details

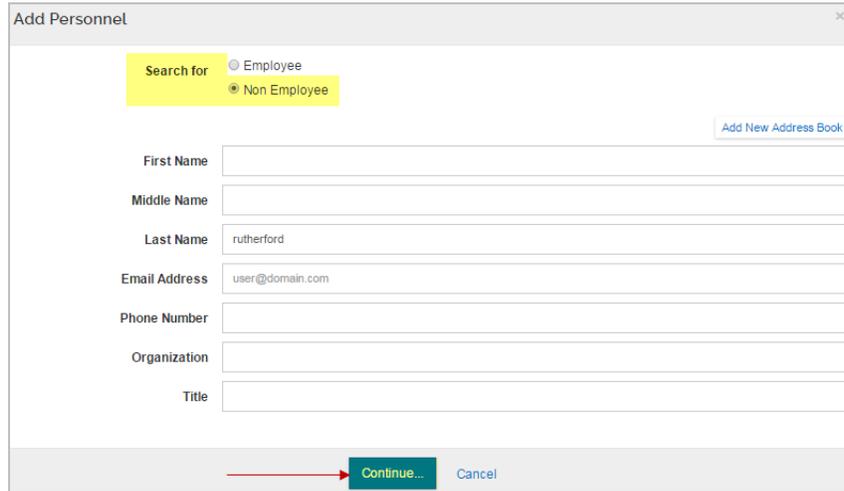
Details



Figure 37 – Deleting Added Key Personnel

To add Non- MIT Key Personnel:

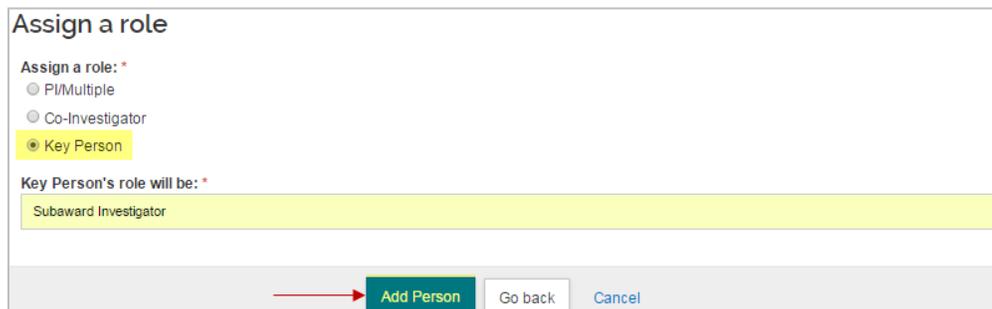
1. While in the Personnel subpanel, click the **Add Personnel** button. An **Add Personnel** window opens.
2. In the **Add Personnel** window, in the **Search for** section, select the **Non Employee** radio button.
3. Enter the search criteria for the Non-MIT person and click the **continue** button.



The screenshot shows a window titled "Add Personnel". At the top, there is a "Search for" section with two radio buttons: "Employee" and "Non Employee". The "Non Employee" button is selected and highlighted in yellow. Below this, there is a "Add New Address Book" button. The form contains several input fields: "First Name", "Middle Name", "Last Name" (with the text "rutherford" entered), "Email Address" (with the text "user@domain.com" entered), "Phone Number", "Organization", and "Title". At the bottom of the window, there are two buttons: "Continue..." and "Cancel". A red arrow points to the "Continue..." button.

Figure 38 – Adding Personnel Window

4. Select the **Non-MIT Person** from the search results by clicking the **radio button** next to the Full Name of the individual, and click the **continue** button.
5. In the **Assign a role** window, select the radio button next to the role that you want to assign. In the case of adding Subaward Investigator, you should select the **Key Person** radio button, enter **Subaward Investigator** in the '**Key Person's role will be**' field, and click the **Add Person** button.



The screenshot shows a window titled "Assign a role". At the top, there is a section "Assign a role: *" with three radio buttons: "PI/Multiple", "Co-Investigator", and "Key Person". The "Key Person" button is selected and highlighted in yellow. Below this, there is a section "Key Person's role will be: *" with a text input field containing the text "Subaward Investigator". At the bottom of the window, there are three buttons: "Add Person", "Go back", and "Cancel". A red arrow points to the "Add Person" button.

Figure 39 – Assigning Role

The data entered in the '**Key Person's role will be**' field populates the **Role field** on the Grants.gov **Senior Key Persons** form.

The selected individual is added to the **Key Personnel** screen with 6 tabs across the top (Details, Organization, Extended Details, Degrees, Unit Details, and Person Training Details) displaying the additional information about the individual.

Subaward Investigators are not required to certify the proposal and complete the COI disclosure (that is managed by the Subaward Organization) therefore you will not see the Proposal Certification Questions tab appear when the Subaward Investigator (also Consultants and/or Other Significant Contributors) are added to the proposal.

6. Click the **Save** button.

Tip: Use the **Up** and **Down** arrows   to sort. KC will print the names listed on the forms in the order in which they appear on this panel.

Updating Details for Key Personnel

KC utilizes the MIT Human Resources data for personnel information. However, there are some key pieces of information the HR system does not capture, such as a user's Agency Credentials (for NIH it is the eRA Commons Username). For some S2S submissions, enter the information manually to populate the Grants.Gov forms.

Unit details automatically populate when you add Investigators. The Units associated with the Investigators determine the approval routing path. Sometimes, you may need to add a unit to include routing (e.g. when a default unit is not the DLC's primary unit containing the routing detail, or if an additional department should be included for approvals.)

To update the details for your **Key Personnel**:

1. While in the **Key Personnel** screen, click on one of the tabs (**Details, Organization, Extended Details, Degrees, Unit Details, Person Training Details**) for individuals added, which display additional information about the person.

S2S Tip: Make sure the contact information (address, email, phone, zip+4, etc.) is complete for each individual listed in the **Key Personnel** screen.

2. Example: to modify the **Unit Information** (e.g. if the proposal should route to additional units for approval), click the **Unit Details** tab. The default unit for the individual appears.

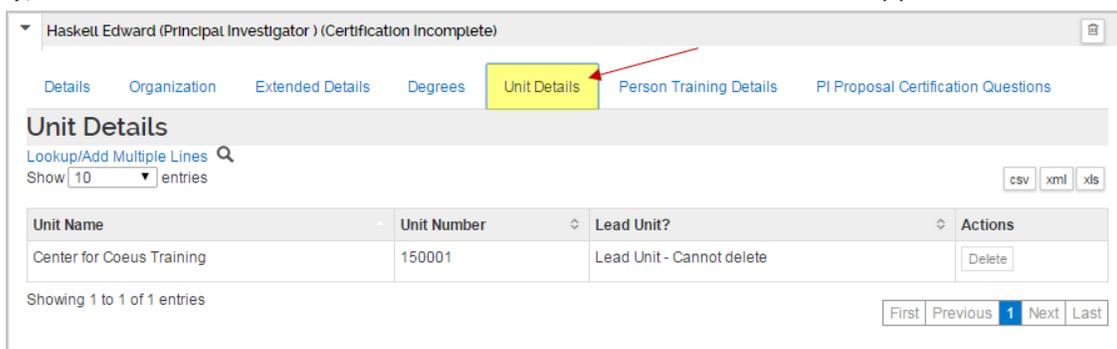


Figure 40 – PI Unit Details

3. Click the **Lookup/Add Multiple Lines** link and search for the Unit(s) you want to add.

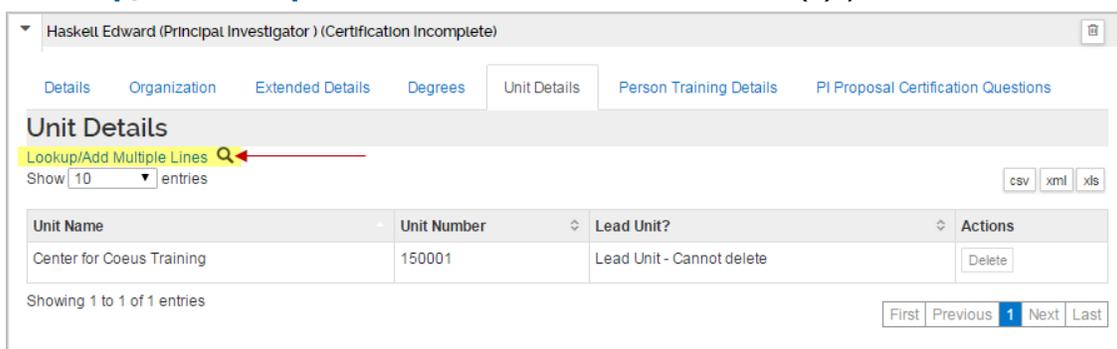


Figure 41 – Adding Unit(s)

4. Alternatively, if a Unit is listed, which should not be included in the routing for approval, click the **Delete** button in the **Actions** column for the Unit you want to remove.
5. Click the **Save** button.

The information in the **Details, Organization, Extended Details, Degrees, and Person Training Details** tabs can also be updated (as needed for each individual listed).

Note: Adjustments made to the Person information in these tabs is **only** valid **for this proposal**; these changes are not applied to MIT Person's Institutional records.

Sending Certification Request

MIT policy requires that all Principal Investigators and Co-investigators disclose potential financial conflicts of interest when submitting proposals. Quali Coeus supports this requirement through the PI Certification process during which PIs and Co-Is complete the conflict of interest screening questions and, if required, complete a full disclosure.

PHS (Public Health Service) sponsors, including NIH, have adopted COI regulations that extend to all Investigators **and** Key Persons requiring completion of Certification prior to submission of a proposal to route for approval and annual disclosure if awarded.

For more information, see the MIT Financial Conflict of Interest website at: <http://coi.mit.edu/research/help-and-training/quick-reference-cards>.

The PI and Co-I(s) listed in your proposal **MUST** complete the self-certification in KC before the proposal may be routed for approval (NIH and other PHS sponsors also require Key Study Persons to Certify). Certification questions include COI screening questions. If an investigator responds **YES** to one or more of the COI questions, they must complete a full Proposal Disclosure.

To send Certification Request:

1. While in the **Key Personnel** screen, click the **Notify All** button, to send an email notification to all Investigators regarding required certification. (You can also click the individual **Notify _____** buttons located next to each individual's name.)

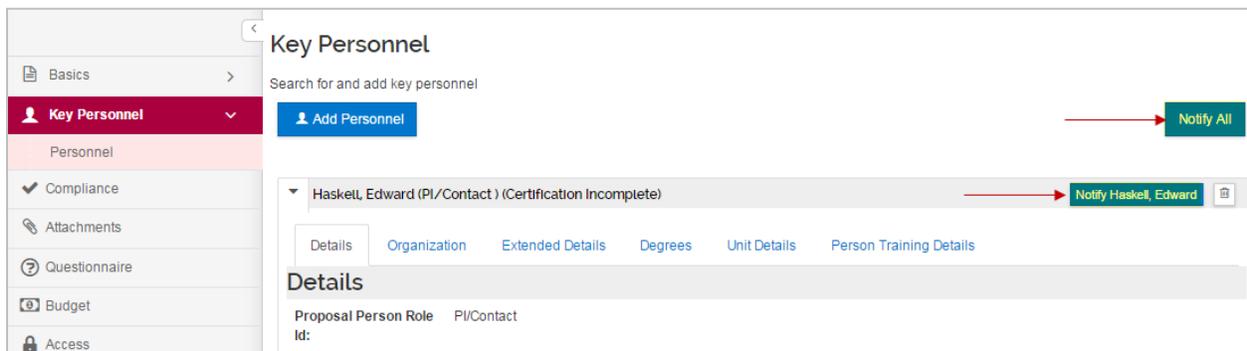


Figure 42 – Notify All or Notify Specific Individual

2. The **Notify All** window will open. Select the individuals to whom you want to send the Certification Notification by selecting the appropriate **checkbox** next to the person's name, and then click the **Notify** button.



Figure 43 – Notify All Window

Investigators selected for notification will receive an email requesting they complete the certification for the proposal. The email contains a direct link to certify the proposal in KC.

3. All required Certifications **must** be complete prior to submitting the proposal for approval. Return to the **Key Personnel** screen to monitor progress, and send repeated notifications if necessary.

A **Certification Incomplete** message next to the person's name indicates the Investigator/Key Person has not completed the Certification. Open the Notify All window to review when the last notification was sent.

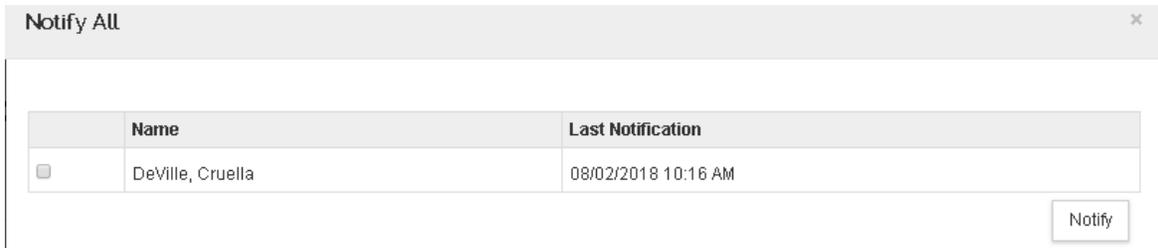


Figure 44 - Certification Notification timestamp

A **Certification Complete** message next to the person's name indicates the Investigator/Key Person has completed the Certification.



Figure 45 - Certification Complete

Based on answers to the certification questions, Investigators and PHS Key Persons may be directed to complete a required full COI disclosure in Coeus. If a disclosure is required, it must be complete prior to submitting proposal for approval. Return to **Key Personnel** screen to monitor progress.

Adding Compliance Information

The Compliance screen is used to identify research that requires special review and approval, and records approvable status and information. **Discuss the statement of work with the PI to determine if any special reviews apply to this project.** A table listing the possible **Review Types** appears in the table below. If applicable choose a special review category (Human Subjects, Vertebrate Animals, etc.) as well as an approval option for that selection.

To add Special Review:

1. Click on the **Compliance** panel on the Navigation panel.
The **Compliance** screen will open.



Figure 46 – Compliance Panel

2. Click the **Add compliance entry** button. The **Add Compliance Entry** window will open.

A screenshot of a 'Add Compliance Entry' dialog box. It contains several input fields: 'Type: *' and 'Approval Status: *' are dropdown menus with 'select' and search icons; 'Protocol Number:', 'Application Date:', and 'Expiration Date:' are text boxes with calendar icons; 'Exemption #:' is a dropdown menu with 'Nothing selected'; and 'Comments:' is a large text area. At the bottom are 'Add Entry' and 'Cancel' buttons.

Figure 47 – Add Compliance Entry Window

3. From the **Type** drop-down, select the appropriate review category (e.g. Space Change).

The available **Review Types** are:

Review Type	Description
Animal Usage	Projects, which involve the use of vertebrate animals, must be registered and reviewed by the Committee on Animal Care. If the subaward organization is using Animals, then the corresponding compliance entry must also be made in the MIT's proposals in KC.
Biohazard Materials	Projects, which involve the use of bio-hazardous materials, must be registered and reviewed by the Bio-Safety Office.
ESCRO-hESC	Projects which involve the use of embryonic stem cells must be registered with and receive the approval of the MIT Committee on the Assessment of Biohazards & Embryonic Stem Cell Oversight.
Export Control	The Export Control Officer must review projects, which involve export-controlled items. If evidence of such review is not documented in the proposal, then RAS must contact the Export Control Officer to coordinate such review.
Foundation Relations	All approaches to Foundations must be cleared by the Office of Foundation Relations. If evidence of such clearance is not documented with foundation proposals received by RAS, RAS must contact the Office of Foundation Relations to secure such clearance prior to submission.
Human Subjects	Projects, which involve the use of Human Subjects must be registered and reviewed by the Committee on the Use of Humans as Experimental Subjects (COUHES). If the subaward organization is using Human Subjects, then the corresponding compliance entry must also be made in the MIT's proposals in KC.
International Programs	Projects, which are defined as International Activities by MIT require review and approval by the Office of the Vice President for Research. Proposals, which have not been approved prior to receipt by RAS, will be forwarded by RAS to the Office of the Vice President for Research after submission of the proposal. Approval must be received prior to acceptance of any resulting award.
Radioactive Isotopes	Projects, which involve the use of radioactive isotopes must be registered and reviewed by the Radiation Protection Program.
Recombinant DNA	Projects, which involve the use of Recombinant DNA must be registered and reviewed by the Bio-Safety Office.
Space Change	Requests for new space construction, new space assignments or major alterations and renovations or existing space must be approved by the Committee for Renovation and Space Planning (CRSP) prior to acceptance of awards requiring these changes.
TLO PR-Previously Reviewed	For RAS use only
TLO Review – No Conflict (A)	For RAS use only
TLO Review – Potential Conflict (B2)	For RAS use only
TLO Review – Reviewed, no conflict (B1)	For RAS use only

Table 12 – Special Review Types

- From the **Approval Status** drop-down, select the appropriate approval status (e.g. Pending). At proposal stage, most applicable Special Review items (particularly Animal Usage and Human Subjects) should be listed in **Pending** status. Approvals and protocols are usually not required until the Award stage for the project. **Approved** status indicates the protocol has been approved for this specific proposal.
- Complete the **Protocol Number**, **Application Date**, **Approval Date** and **Expiration Date** fields as appropriate.
- Select the **Exemption #** as appropriate. To add multiple Exemption numbers, select all the Exemption numbers that apply from the drop-down by simply clicking on them.

Figure 48 – Selecting Multiple Exemption Numbers

- Enter **Comments** as needed.
- Click the **Add Entry** button.

The Compliance entry appears on the **Compliance** screen.

Figure 49 – Added Compliance

- Click on the triangle beside the **Compliance Entry** text to expand the section and to make modifications if needed.

Figure 50 – Compliance Details

- To remove added compliance entry, click the  next to the entry you want to delete.
- Click the **Save** or the **Save and Continue** button.

Adding Attachments & Abstracts

The **Attachments** panel is where you upload proposal, personnel, and internal-use documents, from your computer to support your proposal. For some S2S submissions, the Abstracts tab is used (infrequent). The **Attachments** panel is comprised of five tabs located at the top of the screen:

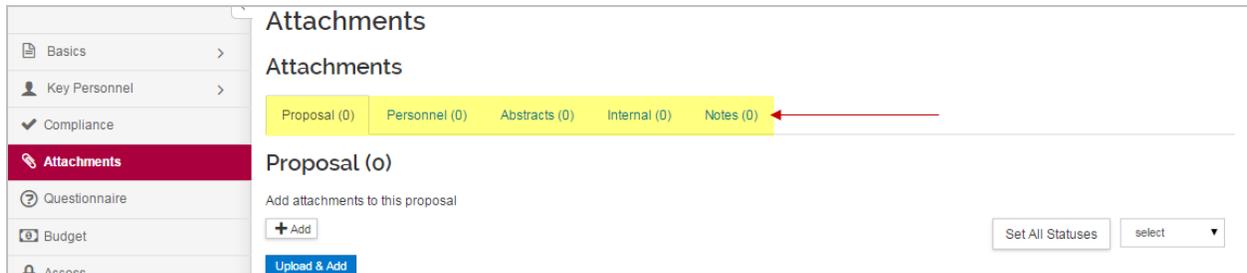


Figure 51 – Attachments Panel

S2S Submissions: Read the sponsor instructions carefully to determine which attachment types should be used, and determine if there are restrictions to the file format, title, and length.

The Attachments section provides two methods of uploading attachments:

- Via the **+Add** button that opens the attachment upload and details window;
- Via the **Upload & Add** button that provides the option to upload multiple attachments at once.

Uploading Proposal Attachments using the **+Add** button

1. Click on the **Attachments** panel on the **Navigation** panel.
2. In the **Proposal** tab, click the **+ Add** button. The **Details** window will open.

The screenshot shows a 'Details' window for adding an attachment. It contains the following fields:

- Attachment Type:** * (required) with a dropdown menu showing 'select'.
- Status:** * (required) with a dropdown menu showing 'select'.
- Contact Name:** text input field.
- Email Address:** text input field.
- Phone Number:** text input field.
- Comments:** text area.
- Description:** text area.
- File:** section with a 'Choose File' button and the text 'No file chosen'.

At the bottom center of the window is a blue 'Save' button.

Figure 52 – Proposal Attachments Details Window

3. In the **Details** window, from the **Attachment Type** drop-down, select the attachment type being uploaded.

Non-S2S Submissions: The drop-down list consists of a standard set of attachment types.

S2S Submissions: The drop-down list varies based on the Grants.gov opportunity associated to the proposal. The attachment types presented is based on the forms included in the opportunity

4. From the **Status** drop-down, select whether the attachment is **Complete** or **Incomplete**.
5. Use the **Contact Name**, **Email Address**, **Phone Number**, and **Comments** fields if desired.
6. In the **Description** field, enter a brief description of the attachment being uploaded (e.g. Research Strategy)

TIP: If Attachment Type can be used multiple times, you must enter unique text in the **Description** field. If only one attachment of this type is allowed, the type of attachment will disappear from the drop-down list after the first use.

7. Click the **Choose File** button, your computer search window will open, locate the proposal attachment you want to upload and click the **Open** button.
8. Click the **Save** button to save the attachment and close out of the **Details** window.
9. The file appears on the **Proposal** tab.
10. Click the **Save** button.
11. Repeat these steps to add more Proposal attachments.

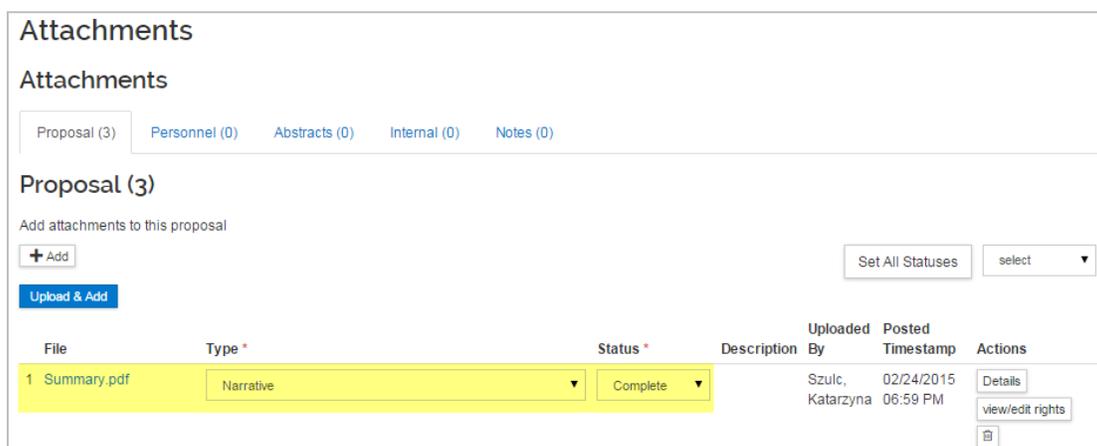


Figure 53 – Added Attachment

To upload Proposal Attachments utilizing the **Upload & Add** button:

1. In the **Proposal** tab, click the **Upload & Add** button.
2. Locate/select the proposal attachment(s) you want to upload and click the **Open** button. The file(s) will be added to the **Proposal** screen.

Note: Use the appropriate multi-click option for your computer (ex. Ctrl-click for PC vs. Command-click for Mac) to select multiple files at one time.

3. From the **Type** drop-down, select the attachment type being uploaded.
4. From the **Status** drop-down, select whether the attachment is **Complete** or **Incomplete**.

If the **Attachment Type** is allowed to be used multiple times you may need to enter a title in the **Description** field which can be accessed by clicking on the **Details** button in the Actions column for the attachment.

5. Click the **Save** button.

Repeat these steps to add more Proposal attachments.

Uploading Personnel Attachments

S2S Submissions: Some sponsors require Personnel Attachments, such as a Biosketch and/or Current & Pending documents to be supplied on the Senior/Key Personnel form. Please check your sponsor instructions to determine if these documents are required, and what attachment type is appropriate..

To upload Personnel Attachments utilizing the + Add button:

1. While in the **Attachments** panel, click the **Personnel** tab.
2. In the **Personnel** tab, click the **+ Add** button. The **Details** window will open.

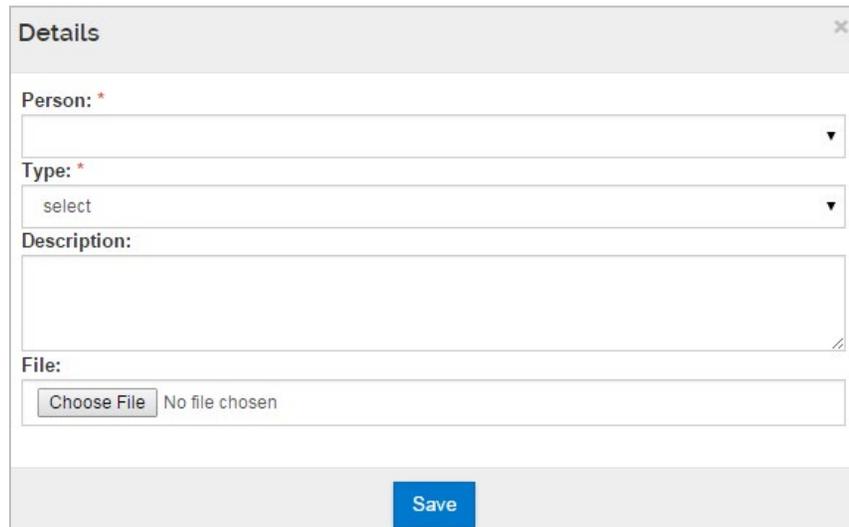


Figure 54 – Personnel Attachments Details Window

3. In the **Details** window, from the **Person** drop-down, select the individual for whom you are uploading the attachment.

The individuals available in this drop-down are the individuals listed in the **Key Personnel** panel.

4. From the **Type** drop-down, select the attachment type being uploaded (e.g. Biosketch, Currentpending, etc.).
5. In the **Description** field, enter a brief description of the attachment being uploaded (e.g. PI_Biosketch).
6. Click the **Choose File** button. Locate the personnel attachment to upload and click the **Open** button.
7. Click the **Save** button to save the attachment and close out of the **Details** window.
8. The file appears on the **Personnel** screen.



File	Added By	Person *	Type *	Description	Uploaded By	Posted Timestamp	Actions
1 Biosketch.pdf	kaszulc (01/26/2015 10:23 AM)	Haskell Edward	Biosketch		Szulc, Katarzyna	01/26/2015 10:23 AM	Details

Figure 55 – Added Personnel Attachment

9. Click the **Save** button.

Repeat these steps to add more Personnel attachments.

To upload Personnel Attachments utilizing the Upload & Add button

1. While in the **Attachments** panel, click the **Personnel** tab.
2. In the **Personnel** tab, click the **Upload & Add** button.
3. Locate/select the personnel attachment(s) you want to upload and click the **Open** button.

Use the appropriate multi-click option for your computer (ex. Ctrl-click for PC vs. Command-click for Mac) to select multiple files at a time.

4. The file(s) appear on the **Personnel** screen.

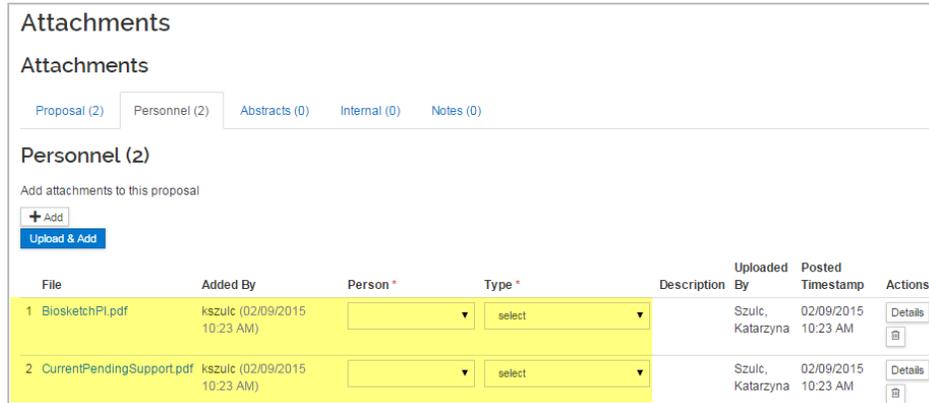


Figure 56 – Added Personnel Attachment

5. From the **Person** drop-down, select the individual for whom you are uploading the attachment.
6. From the **Type** drop-down, select the attachment type being uploaded (e.g. Biosketch, Currentpending, etc.).
7. Click the **Save** button.

Repeat these steps to add more Personnel attachments.

Uploading Internal Attachments

S2S Submissions Internal Attachments are **not** transmitted to the Sponsor.

To upload Internal Attachments utilizing the + Add button:

1. While in the **Attachments** panel, click the **Internal** tab.
2. Click the **+ Add** button. The **Details** window will open.

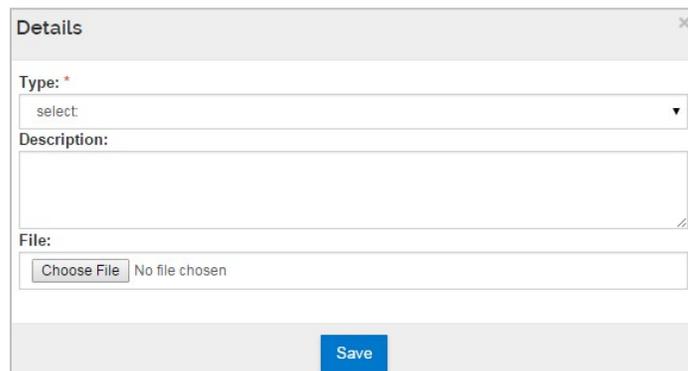


Figure 57 – Internal Attachments Details Window

3. From the **Type** drop-down, select the attachment type being uploaded.
4. In the **Description** field, enter a brief description or title of the attachment being uploaded (e.g. Cost Sharing Form).
5. Click the **Choose File** button. Locate the internal attachment you want to upload and click the **Open** button.
6. Click the **Save** button to save the attachment and close out of the **Details** window.

7. The file appear on the **Internal** screen.

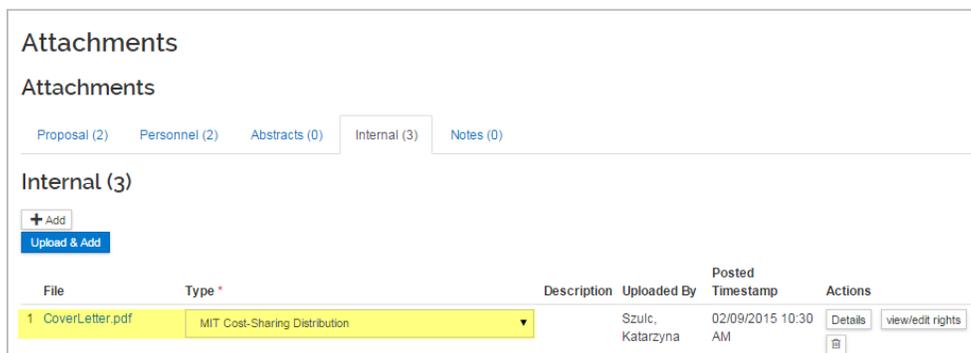


Figure 58 – Added Internal Attachment

8. Click the **Save** button.
Repeat these steps to add more Internal attachments.

Alternatively, you can click the **Upload & Add button** to upload a single or multiple attachment(s) at a time. (See the instructions noted in the previous section.)

S2S Submissions Adding Abstracts

Most agencies do not require the Abstracts field to be used. Instead, they ask for a separate Project Summary/Abstract attachment to an another Grants.gov form. However, in some cases (such as NSF S2S submissions), the Abstracts screen is required. You may copy and paste text into this screen (copy from a text only editor to avoid hidden special characters). Abstracts include: Relevance, Reviewers Not to Include, Deviation Authorization, Project Summary, Technical Abstract, Layman Abstract, Labs, Clinical, Animal, Computer, Office, Other Facilities, Equipment, Other Resources, Suggested Reviewers, Publications, and Areas of Research.

To add Abstracts:

1. While in the **Attachments** panel, click the **Abstracts** tab.
2. Click the **Add Abstract** button. The **Add Line** window will open.
3. Select the **Abstract Type** from the **Abstract Type** drop-down and enter the Abstract text in the **Abstract Details** field.
4. Click the **Add** button to add the Abstract to your proposal.
5. The Abstract will be added to the **Abstracts** screen.

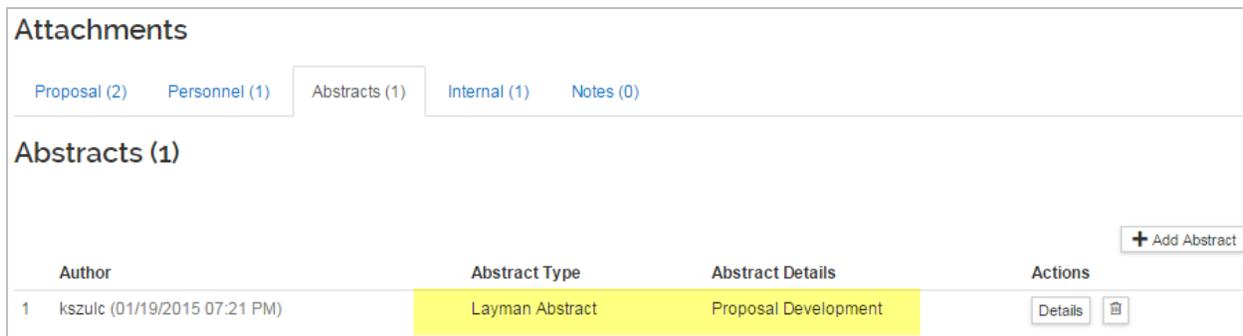


Figure 59 – Added Abstract

6. Click the **Save** button.

Repeat these steps to add more Abstracts as needed.

Completing the Questionnaire

Depending on the Sponsor/Opportunity, and the **Proposal Type** selected, you may be required to complete the **Questionnaire** section. Or if you have submitted a proposal for review and it is returned for corrections, you must complete the **Re-Routing Proposal Questionnaire**.

S2S Submissions S2S Proposals require a completed **Grants.gov S2S Questionnaire**. There may be other form-specific questionnaires present that must be completed.

To complete the Questionnaire:

1. Click on the **Questionnaire** panel on the **Navigation** panel.
2. The **Questionnaire** screen will display with tabs at the top of the screen (each tab represents a separate Questionnaire).

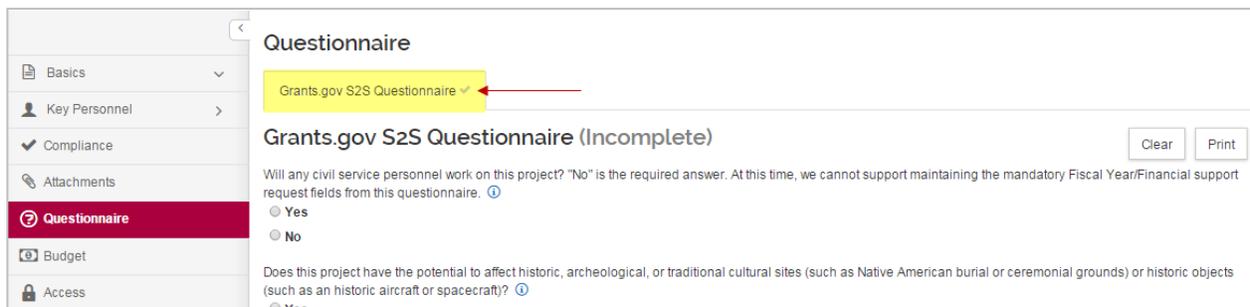


Figure 60 – Questionnaire Panel

3. Answer all the required questionnaires and then click the **Save** or the **Save and Continue** button.

Clicking the **Save and Continue** button will navigate you to the next section/screen of the proposal (Budget). If there are multiple Questionnaires present, click the **Save** button and then navigate to the next questionnaire by clicking the appropriate **Questionnaire Tab** to answer those questions before proceeding to the next proposal section.

Completing Supplemental Information

The **Supplemental Information** panel contains the following fields:

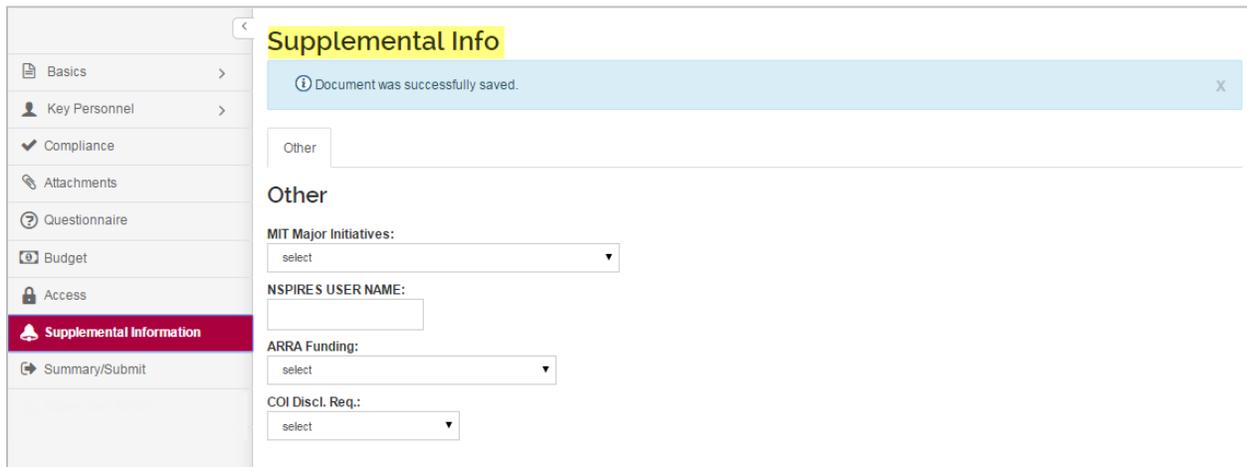


Figure 61 – Supplemental Information Panel

To complete the Supplemental Information:

1. Click on the **Supplemental Information** panel on the **Navigation** panel.
2. If needed, complete the following fields:

Field Name	Description
MIT Major Initiative	Select from the list of MIT Major Initiatives, such as MIT Energy Initiative.
NSPIRES User Name	Enter the NSPIRES Username of the PI for NASA. This field is required for NSPIRES proposals that are submitted through S2S in KC.
ARRA Funding	No longer used.
COI Discl. Req.	For solicitation specific COI requirements users should select the appropriate option from the drop-down.

Table 13 – Supplemental Information Fields

3. Click the **Save** or the **Save and Continue** button.

Assigning Proposal Roles

Other KC users can assist you with the preparation of your proposal. You can allow others full access to edit all sections of your proposal, limit their role to edit the budget or narrative, or to view the proposal.

To assign Proposal Roles:

1. While in the Proposal, click the **Access** panel from the left navigation.
2. The **Permissions** screen will display.



Figure 62 – Permissions Screen

3. To add a user, click the **Add User** button. The **Add Permission** window will open where you should enter the search criteria for the individual and then click the **Continue** button.

You can search for the user by last name in the **Last Name** field i.e., *Johnson* (which will search for all KC users with the last name Johnson).

4. From the search results displayed, select the individual you want to grant a role on this proposal by clicking the radio button next to the person's name.
5. Then, in the **Assign a role** screen, select the proposal role you want to assign to the user selected in the prior step.
6. Click the **Add Permission** button.

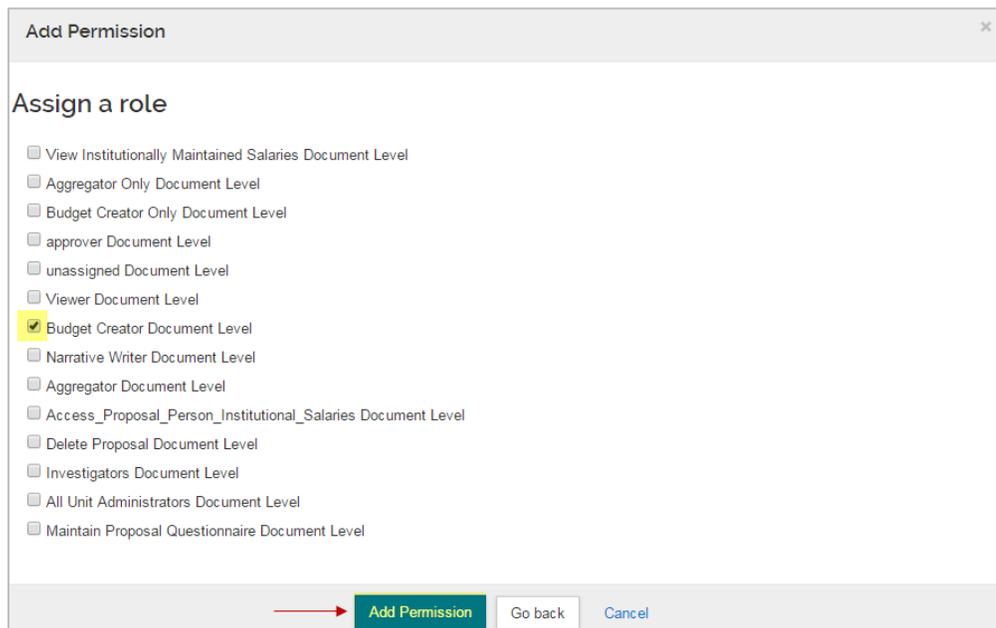


Figure 63 – Adding User

7. The user will be added as shown in the figure below with **edit** and **delete** buttons available in the **Actions** column.



Figure 64 – Added User

8. To modify user's assigned role, click the **edit** button and make the necessary changes. Make sure to click the **Save** button in the **Actions** column once you are finished making the change.
9. To remove a person from an assigned role/permission section, click the **delete** button.
10. Repeat these steps to add assign proposal roles to other users.
11. Click the **Save** button or the **Save and Continue** button at the bottom of the screen.

Creating a Detailed Budget

Kuali Coeus (KC) includes the ability to create a budget for the proposal, including personnel and non-personnel items. KC automatically calculates the rate of inflation, and salary increases as well as overhead. The KC default budget period length is 12 months, so the system will attempt to divide the Full Project Period (as determined by the Start & End dates) into 12-month periods. Any remaining months become the final budget period. Users can define non 12-month budget periods by using the **Adjust Period Boundaries** function.

S2S Submissions: If you need to submit a modular budget to NIH a detailed budget can be created in KC and converted to a Modular format if you desire.

To create a Detailed Budget:

1. While in the Proposal, click **Budget** on the **Navigation** panel. The **Budgets** screen will open.

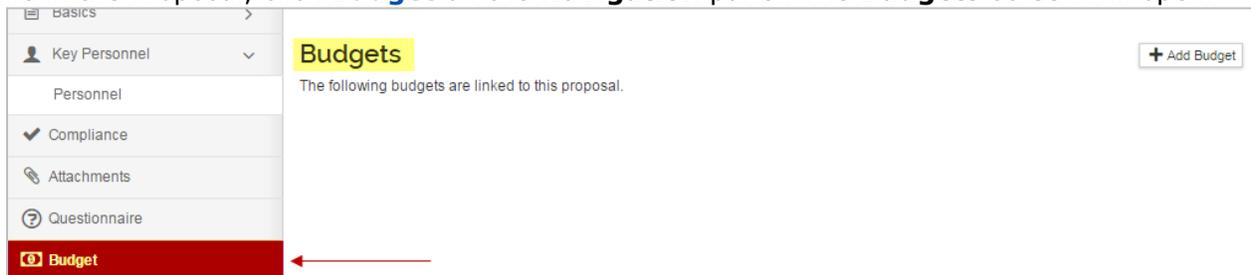


Figure 65 – Budget Panel

2. In the **Budgets** screen, click **Add Budget**. The **Create a Budget Version** window will appear.

Figure 66 – Create a Budget Version Window

3. Complete the following fields in the **Budget Versions** window, as needed:

Field Name	Description
Budget Name	Enter up to 40 characters of descriptive text to name each budget version. Cannot be modified once you click Create Budget .
Start a detailed budget	Click the radio button when preparing a detailed budget for the Proposal.
Start a summary budget	Click the radio button when preparing a summary budget for the Proposal.
Will this be a modular budget?	Click the 'Yes' button only if preparing an NIH modular budget.

Table 14 – Create a Budget Version Fields

4. Click the **Create Budget** button.

Upon creating a new budget, the **Project Personnel** screen presents as the initial budget task.

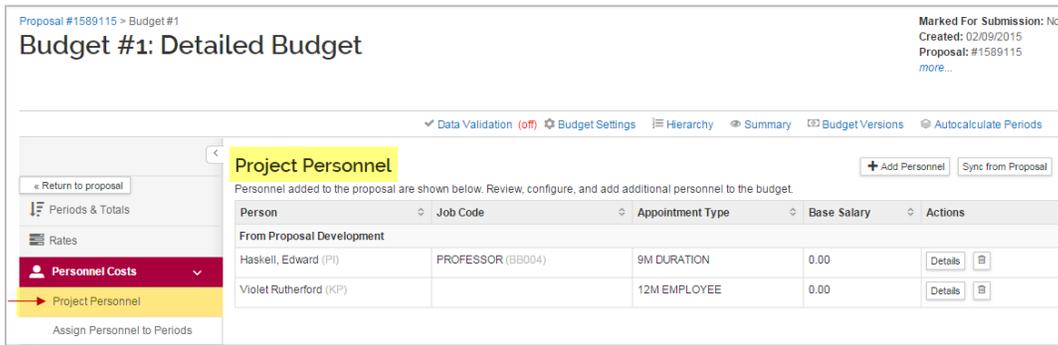


Figure 67 – Project Personnel Screen

People you added in the Proposal **Key Personnel** section will automatically populate on the **Project Personnel** screen. You may also perform the following functions in this section:

- Add people or remove people as necessary, including TBA Persons who will be named later.
- Add Base Salary and the Salary Effective Date.
- Select appropriate Appointment Types for each individual.
- Modify individuals' Job Codes (if needed).

In the **Budget screens**, the left hand navigation panel and the toolbar items change and are now budget specific.

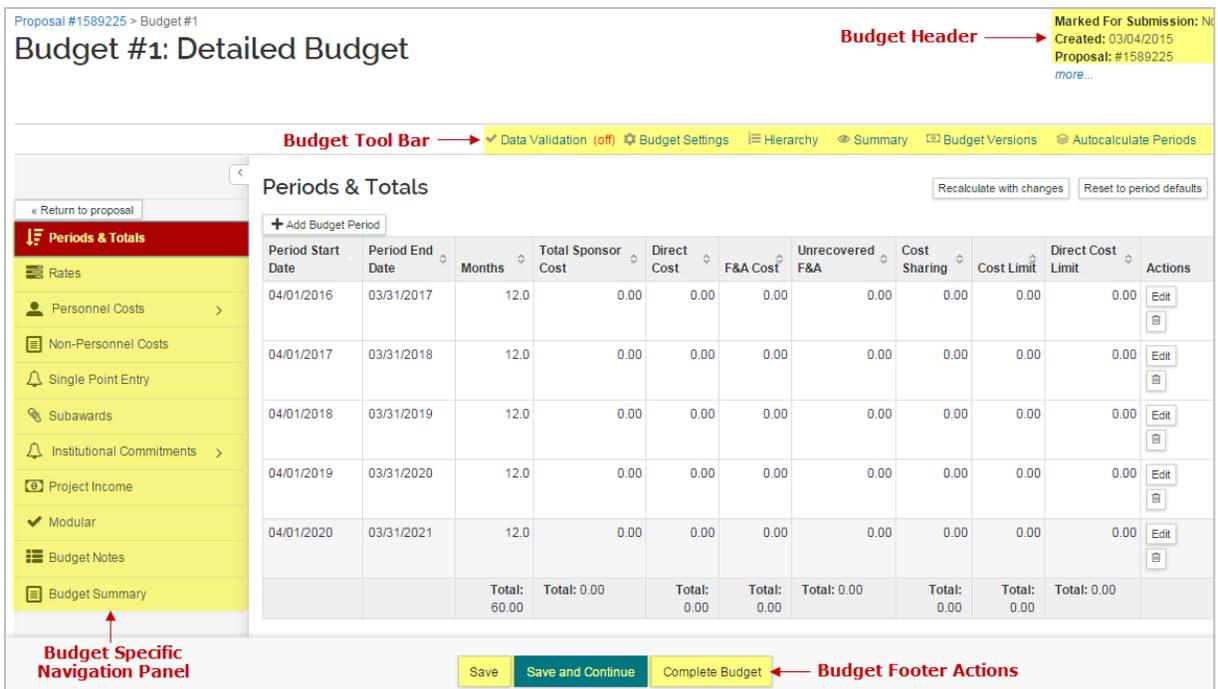


Figure 68 – Budget Navigation Panel

To return to the Proposal document at any time, click the **Return to proposal** button.

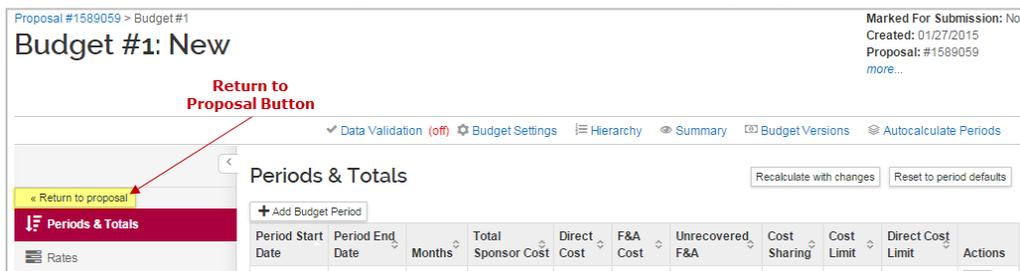


Figure 69 – Return to Proposal Button

Below is a brief description of each **Budget Panel** and link:

Panel/Link Name	Description
Periods & Totals	Displays the budget periods and project cost information. The fields automatically populate from detailed budget entries (expenses added to the Personnel Costs, Non-Personnel Costs, & Subaward panels. Alternatively, users can manually enter values for a summary budget .
Rates	Used to apply & calculate F&A, Fringe Benefits, Inflation for Personnel and Non-Personnel Cost. Access this screen to view, sync to the Institute's Rates or adjust the Applicable rates for this proposal.
Personnel Costs	Enter details to charge people to the budget, e.g. principal investigators, research assistants and other "to be named" persons.
Non-Personnel Costs	Enter costs for equipment, travel, participants, or materials.
Single Point Entry	Budget feature that enables view all budget categories for a budget period.
Subawards	User-friendly tool for subaward that uses the uploaded Adobe subaward budget form and inserts the values required in line items details for each project period.
Institutional Commitments	Where the system captures Cost Sharing and Unrecovered F&A generated in the budget, and supports distributing those expenses to sources of support.
Project Income	Where to add anticipated Project Income, if needed.
Modular	Screen where S2S submissions to NIH with Modular Budgets are detailed to provide form details: manually entered or sync'ed from a detailed budget.
Budget Notes	Used to add notes about the budget, e.g. individual justifications at the line item and the ability to consolidate all notes.
Budget Summary	Provides a snapshot view of the entire budget.
Data Validation link	Enables users to turn on/run Budget specific validations.
Budget Settings link	Provides a summary of information about the Budget such as status, dates, costs, rates, totals, and a space for comments. Allows the user to adjust the rate type and U/R rate type for this budget.
Hierarchy link	Provides information about the related budgets, if this budget is part of a proposal hierarchy.
Summary link	Opens a pop-up window that provides a snapshot view of the summary budget, similar to the information in the Budget Summary panel.
Budget Versions link	Opens the window view to create or navigate to other versions, or print reports.
Autocalculate Periods link	Prompts the system to calculate the later budget periods, referencing the Rates table for inflation and other rates to apply to period 1 expenses.

Table 15 – Budget Panels and Links Descriptions

Reviewing/Modifying Budget Settings

The Budget Setting section allows the ability to confirm and modify (if needed) the F&A Rate Type used for this proposal and the Unrecovered F&A Rate Type (the MIT normal rate type for project/activity). Users can enter comments in this section that will be helpful while working on the budget, and for reviewers & approvers.

To Review/Modify Budget Settings:

1. While in the Budget, click the **Budget Settings** link at the top of the page.

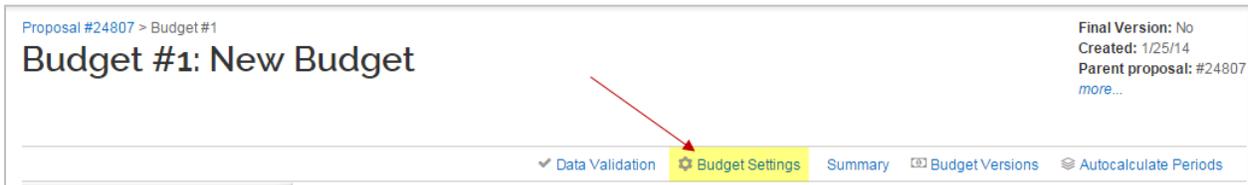
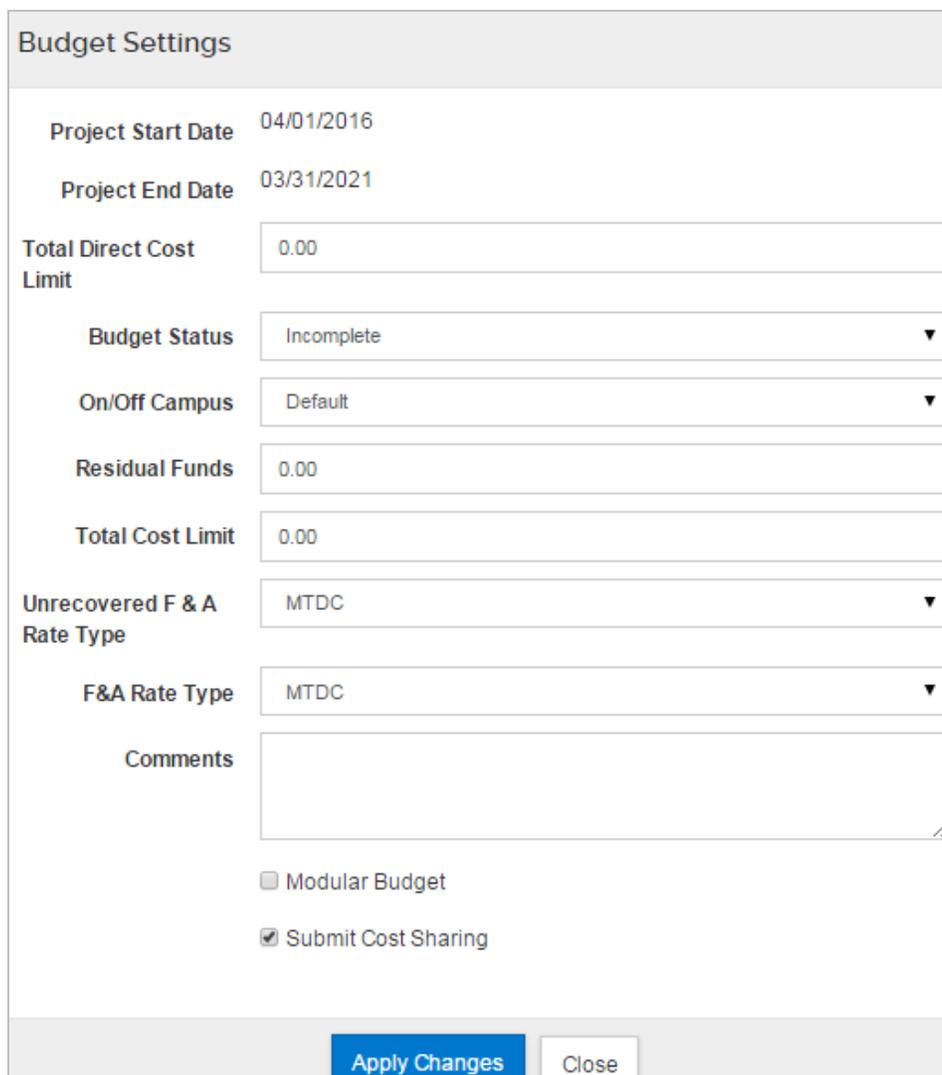


Figure 70 – Budget Settings Link

The **Budget Settings** window will open.

A screenshot of the "Budget Settings" window. The title bar says "Budget Settings". The form contains the following fields:

- Project Start Date: 04/01/2016
- Project End Date: 03/31/2021
- Total Direct Cost Limit: 0.00
- Budget Status: Incomplete (dropdown menu)
- On/Off Campus: Default (dropdown menu)
- Residual Funds: 0.00
- Total Cost Limit: 0.00
- Unrecovered F & A Rate Type: MTDC (dropdown menu)
- F&A Rate Type: MTDC (dropdown menu)
- Comments: A large text area for entering comments.
- Modular Budget:
- Submit Cost Sharing:

At the bottom, there are two buttons: "Apply Changes" and "Close".

Figure 71 – Budget Settings Window

2. Review and complete the fields in the **Budget Settings** window as needed:

Field Name	Description
Project Start Date	Displays the requested start date of the proposed project.
Project End Date	Displays the requested end date of the proposed project.
Total Direct Cost Limit	This is an optional field to make a note of the maximum direct cost.
Budget Status	Allows users to change the status of a budget version to 'Complete' or 'Incomplete'. Budgets always start as 'Incomplete' and must be set to "Complete" to route a proposal for approval.
On/Off Campus	Indicates whether the activity is performed On campus, Off campus, or a combination of both. <ul style="list-style-type: none"> 'Default' allows the user to adjust the on/off campus checkbox at the cost element level. There are some Cost Elements defined as Off Campus; Default means you can create a mixed rate (on and off campus expenses) combined in a single budget. If no "off campus" cost element is found, use the line item selection option to change from on campus to off campus. Select 'All On' or 'All Off' from the drop-down list to set all calculations to either state to avoid setting each line item.
Residual Funds	This field allows users to make a note of remaining funds from a previous award. This is an optional field that is not used in calculations.
Total Cost Limit	This is an optional field to make a note of the maximum total cost.
Unrecovered F&A Rate Type	The MIT F&A rate (i.e. overhead) used for comparison to the F&A Rate type applied to this project. The calculated difference between the rate charged to the sponsor vs. this typical MIT rate is the under-recovered amount of F&A. The system defaults the selection to MTDC.
F&A Rate Type	The type of F&A rate (i.e. overhead) applicable to the project, billed to the sponsor. Click the drop-down arrow to display the list and click on an item in the list to highlight and select it to populate the box with your selection. The system defaults the selection to MTDC.
Comments	An optional text field that allows users to enter internal remarks or explanations related to the budget.
Modular Budget	The box indicating if the NIH Modular Budget format will be used (e.g. \$25,000 increments up to a maximum of \$250,000 per year.) Select <input checked="" type="checkbox"/> to set the Modular Budget Flag.
Submit Cost Sharing	This checkbox indicates whether the Cost Sharing generated in the Budget will publish on Sponsor budget forms. <ul style="list-style-type: none"> If checked, then the Cost Share values are submitted to the Sponsor (individual object costs can have Cost Sharing checkbox unchecked so those amounts are not included in the total). Checked to submit is the default setting. If the checkbox is not checked, then cost sharing amounts are NOT submitted to the sponsor forms.

Table 16 – Budget Setting Fields

- Click the **Apply Changes** button to apply the modifications you made to the settings and to close out of the **Budget Settings** window.
- If you change the F&A Rate Type, you will get a message stating that you should recalculate the budget since the new rate type will change the Indirect Costs for the budget.

Adjusting Budget Period Boundaries

By default, KC divides the project into 12-month periods. However, if needed, you can modify the existing rows of start and end dates for the periods, or add/delete budget periods as long as they are within the Project Start and End Dates.

To manually adjust Period Boundaries:

1. While in the Budget, click the **Periods & Totals** panel on the **Navigation** panel. The **Periods & Totals** screen will display.

Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
01/01/2019	12/31/2019	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
01/01/2020	12/31/2020	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
01/01/2021	12/31/2021	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
		Total:	Total: 36.00	Total: 0.00						

Figure 72 – Adjusting Period Boundaries

2. To add a **Budget Period**, click the **Add Budget Period** button.
3. To delete a **Budget Period**, click the [Delete] in the **Actions** column for the Period you want to remove. Tip: do not delete the first period; you can edit the dates of the first period, but it is best to delete the last or later periods.
4. To edit information for any Project Period (e.g. **Period Start and End Dates, Cost Limit, Direct Cost Limit, etc.**), click in the field you want to edit the information. The field will become editable.

Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
04/01/2016	03/31/2017	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
		12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
		12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
		12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[Delete]
		Total:	Total: 60.00	Total: 0.00						

Figure 73 – Editing Periods & Totals Fields

To Reset to Period Defaults:

Use the **Reset to period default** button to restore the period rows to 12-month increments beginning with the Period Start date. **Use this feature if you changed your proposal start and end dates and need to re-align the budget periods.**

Tip: If you've added time to your project periods, you will need to sync your rates to re-build the rate table to bring in any required rates – especially relevant for inflation!

Modifying Proposal Rates

When you create a new budget, Quali Coeus builds a current rate table specific to the date range of your project. If you alter the date range, or repurpose a proposal created in the past, KC allows you to refresh or synchronize (sync) your proposal rate table to current institute rates by clicking the **Sync to Current Institutional Rates** or the **Sync All Rates** buttons in the **Rates** panel. These rates screens are where you can make manual adjustments to the rate table when appropriate.

To Review/Modify Proposal Rates:

1. While in the Budget, click the **Rates** panel on the **Navigation** panel. The **Rates** screen will open displaying tabs across the top - **Organized Research F&A, Fringe Benefits, Inflation, Vacation, Other, and Lab Allocation (if relevant)** with the default display of the **Organized Research F&A** tab.

The screenshot shows the 'Rates' panel with the 'Organized Research F & A' tab selected. A green arrow points to this tab. The table below lists various rate entries:

Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate *
Fund with Transaction Fee (FUNSN)					
Materials and Services	No	2011	07/01/2010	10.00	10.00
Salaries	Yes	2019	07/01/2018	55.00	55.00
Materials and Services	Yes	2011	07/01/2010	10.00	10.00
Salaries	No	2019	07/01/2018	4.70	4.70
MTDC					
MTDC	Yes	2019	07/01/2018	55.00	55.00
Broad Sequencing F&A	Yes	2008	07/01/2007	43.50	43.50
MTDC	No	2019	07/01/2018	4.70	4.70

Figure 74 – Rates Panel

To ensure the budget contains the most up-to-date indirect, employee benefit, and inflation rates; Sync the **Proposal Rates** table to the **Institute Rates** table. If using a copied proposal, **this action is imperative** as a copied proposal may have rates that require synchronizing.

The **Refresh All Rate** button and **Reset to Default Rates** button (within each Rate Class), allows you to revert **ALL** manual changes to the **Applicable Rates** in one click. The system resets the values within the **Applicable Rate** fields to match the rates listed within the **Institute Rate** fields (whether or not the institute rates are current) within the rates sections.

The screenshot shows the 'Rates' panel with the 'Organized Research F & A' tab selected. Two red arrows point to the 'Refresh All Rates' button and the 'Reset to Default Rates' button.

Figure 75 – Resetting Rates

- To modify the pre-populated rates, click the tab for the rates you want to modify (e.g. Organized Research F&A) and then click on the rate you want to modify in the **Applicable Rate** column. The rate field will become editable.

Rates Refresh All Rates Sync All Rates

Verify the default rates set by your institution. You can override them if necessary by clicking the edit icon to the right of each row.

Organized Research F & A Fringe Benefits Inflation Vacation Other

Organized Research F & A Sync to Current Institutional Rates Reset to Default Rates

Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate *
Fund with Transaction Fee (FUNSN)					
Materials and Services	No	2011	07/01/2010	10.00	10.00
Salaries	Yes	2019	07/01/2018	55.00	55.00
Materials and Services	Yes	2011	07/01/2010	10.00	10.00
Salaries	No	2019	07/01/2018	4.70	4.70
MTDC					
MTDC	Yes	2019	07/01/2018	55.00	55.00
Broad Sequencing F&A	Yes	2008	07/01/2007	43.50	43.50
MTDC	No	2019	07/01/2018	4.70	4.70

Figure 76 – Modifying Rates

- Enter the rate to use in your budget in the **Applicable Rate** field.
- Repeat these steps to modify all the needed rates.
- Click the **Save** button at the bottom of the screen.

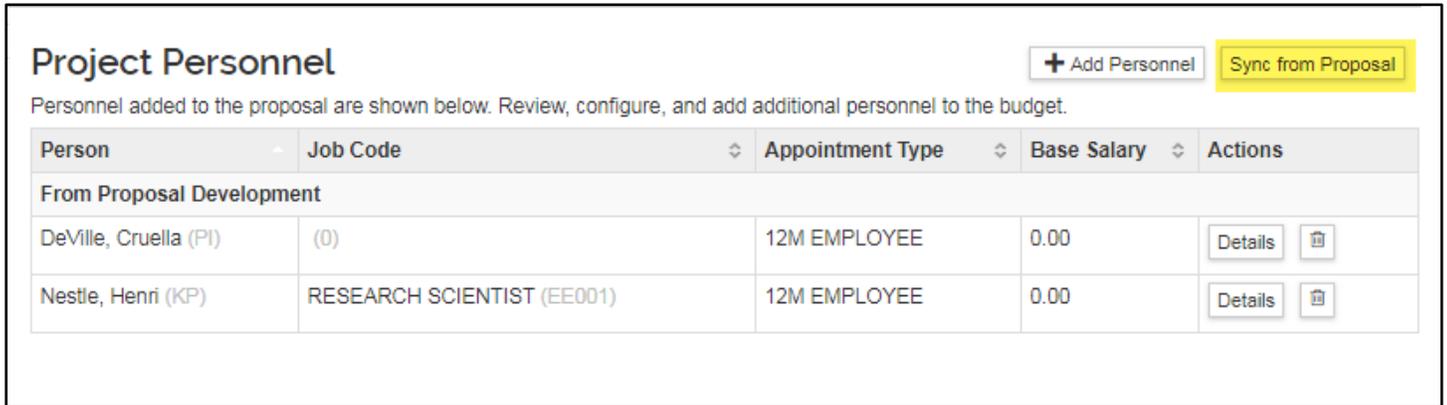
Adding Personnel Budget Costs

Assigning Personnel in a budget defines the effort and calculates the expense for individuals on this project. Quali Coeus allows you to add and budget for named persons (Investigators, Key Persons) as well as persons to be named at a later date (e.g. new hires, Postdocs, research assistants).

As noted in previous section, the Project Personnel screen pre-populates with the Key Personnel already added in your proposal. If there are later additions to the proposal, you can use the **Sync from Proposal** button to update the budget's Project Personnel list.

Entering Personnel Budget Costs is a two-part process.

- Update the **Project Personnel** list for your budget
- Add Budget Persons to personnel cost elements within the budget



The screenshot shows the 'Project Personnel' interface. At the top right, there are two buttons: '+ Add Personnel' and 'Sync from Proposal'. Below the title, a message states: 'Personnel added to the proposal are shown below. Review, configure, and add additional personnel to the budget.' A table follows with columns: Person, Job Code, Appointment Type, Base Salary, and Actions. The table lists two personnel from proposal development: DeVille, Cruella (PI) with Job Code (0) and Appointment Type 12M EMPLOYEE, and Nestle, Henri (KP) with Job Code RESEARCH SCIENTIST (EE001) and Appointment Type 12M EMPLOYEE. Both have a Base Salary of 0.00. Each row has 'Details' and a trash icon button.

Person	Job Code	Appointment Type	Base Salary	Actions
From Proposal Development				
DeVille, Cruella (PI)	(0)	12M EMPLOYEE	0.00	Details
Nestle, Henri (KP)	RESEARCH SCIENTIST (EE001)	12M EMPLOYEE	0.00	Details

Adding TBN(s) to Project Personnel

KC has a variety of **To Be Named** (TBN) personnel types available to use, such as Research Assistants, Administrative/Clerical, PostDocs, among others.

Additionally, TBN positions for TBA – Post-Docs, TBA – Research Assistant – MS, and TBA-Research Assistant – PhD have also been pre-loaded to the **Employee** search option to allow for **Base Salary** and **Appointment Type** information for these TBAs to populate with the current Institute salary. This pre-populated Base Salary and Appointment Type may be edited in the budget to meet individual DLC rates for these categories.

There are two ways to add TBNs to your budget, via:

- **Employee Search** (for TBA, Post-Docs, TBA, Research Assistant – MS, and TBA, Research Assistant – PhD; automatically populates the Base Salary and Appointment Type fields with pre-defined information)
- **To Be Named Search** (for all TBNs – including the ones available in the Employee Search; all Salary and Appointment Type information must be manually updated in the budget)

To add TBN to Project Personnel via Employee Search:

1. While in the Budget, click the **Personnel Cost** → **Project Personnel** in the Navigation panel. The **Project Personnel** screen will open.



This screenshot shows the 'Project Personnel' screen with a navigation panel on the left. The navigation panel includes 'Return to proposal', 'Periods & Totals', 'Rates', 'Personnel Costs', and 'Project Personnel'. The main content area shows the 'Project Personnel' title, '+ Add Personnel' and 'Sync from Proposal' buttons, and the same table as in Figure 76. The table lists Haskell, Edward (PI) with Job Code PROFESSOR (BB004) and Appointment Type 9M DURATION, and Violet Rutherford (KP) with Appointment Type 12M EMPLOYEE. Both have a Base Salary of 0.00. Red arrows point from the 'Project Personnel' button in the navigation panel and the 'Sync from Proposal' button to their respective elements.

Figure 77 – Project Personnel Subpanel

2. While in the **Project Personnel** subpanel, click the **Add Personnel** button.
3. In the **Add Personnel** window:
 - a. From the **Search for** drop-down field, select/leave **Employee**
 - b. In the **Last Name** field enter **TBA**
 - c. Click the **Search** button
4. A list of all the available TBAs will display. Select the TBA you want to add by clicking the **checkbox** next to the TBA's Full Name and click the **Add Selected Personnel** button.

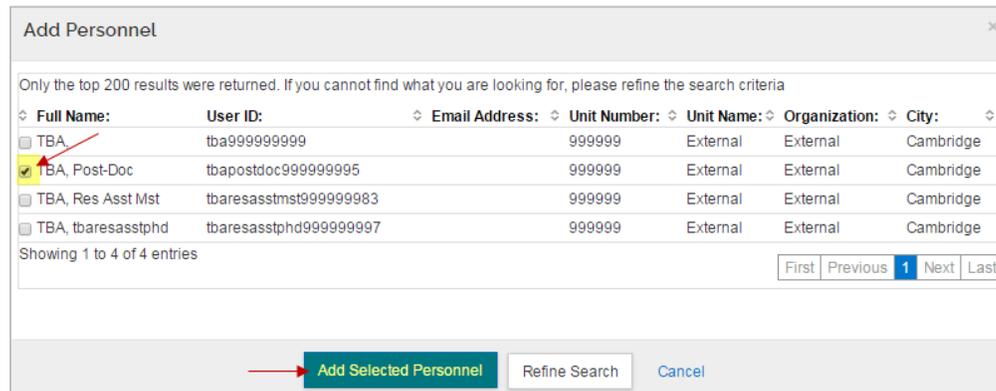


Figure 78 – Adding TBA

5. The selected TBA(s) will be added to the **Project Personnel** section where you will need to update the details for each of them, if applicable, per the instructions described in the next section (**Updating Project Personnel Details**).

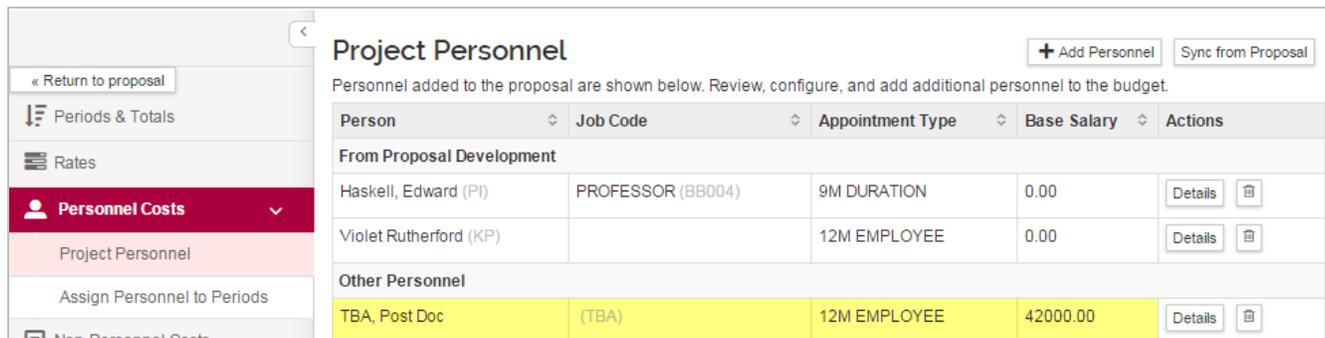


Figure 79 – Added TBA

6. If needed, repeat these steps to add more TBAs via the Employee search option.

TIP: If adding multiple TBAs of the **same type**, the system and budget forms perform best if you provide each entry with a unique Job Code of the TBA (so no two TBAs have the same Job Code). Click the [Details] button to open the window and revise the job code field. You will use this window to enter the base salary as well. Full instructions for this window appear in a later section.

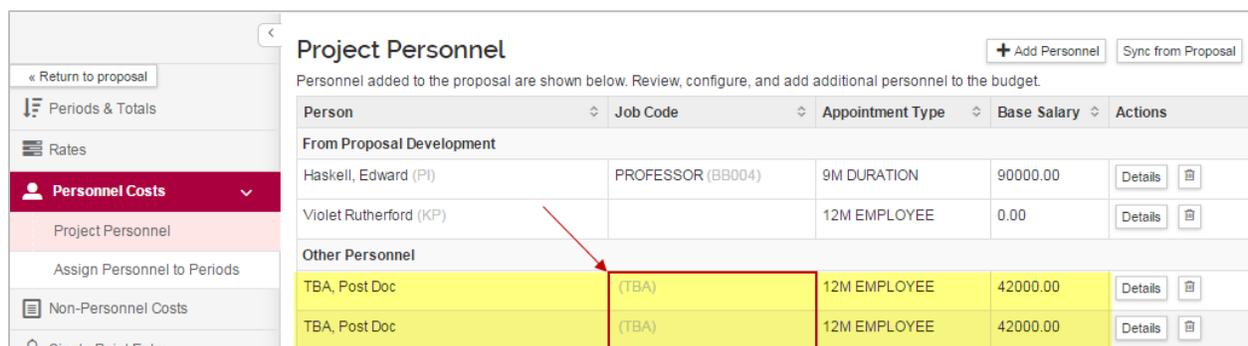


Figure 80 – TBAs added via Employee Search (Same Job Code)

To add TBN to Project Personnel via To Be Named Search:

1. While in the Budget, click the **Personnel Cost** → **Project Personnel** in the Navigation panel. The **Project Personnel** screen will open.

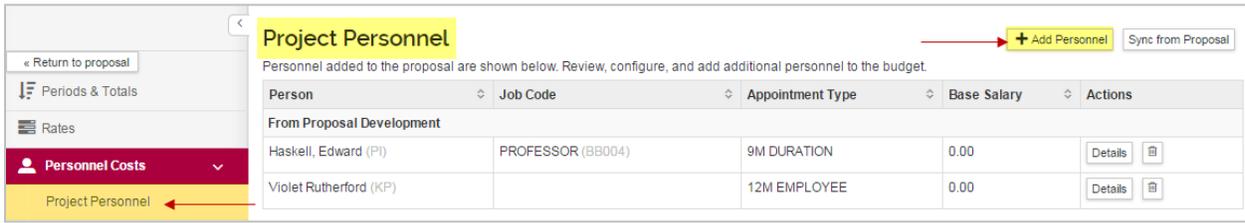


Figure 81 – Project Personnel Subpanel

2. While in the **Project Personnel** subpanel, click the **Add Personnel** button.
3. In the **Add Personnel** window, from the **Search for** drop-down field, select **To Be Named**.
4. A list of all the available TBAs will display. Enter the number (e.g. 1) of TBAs in the **Quantity** field for each **Person Category** you want to add and click the **Add TBN Personnel to the Budget** button.

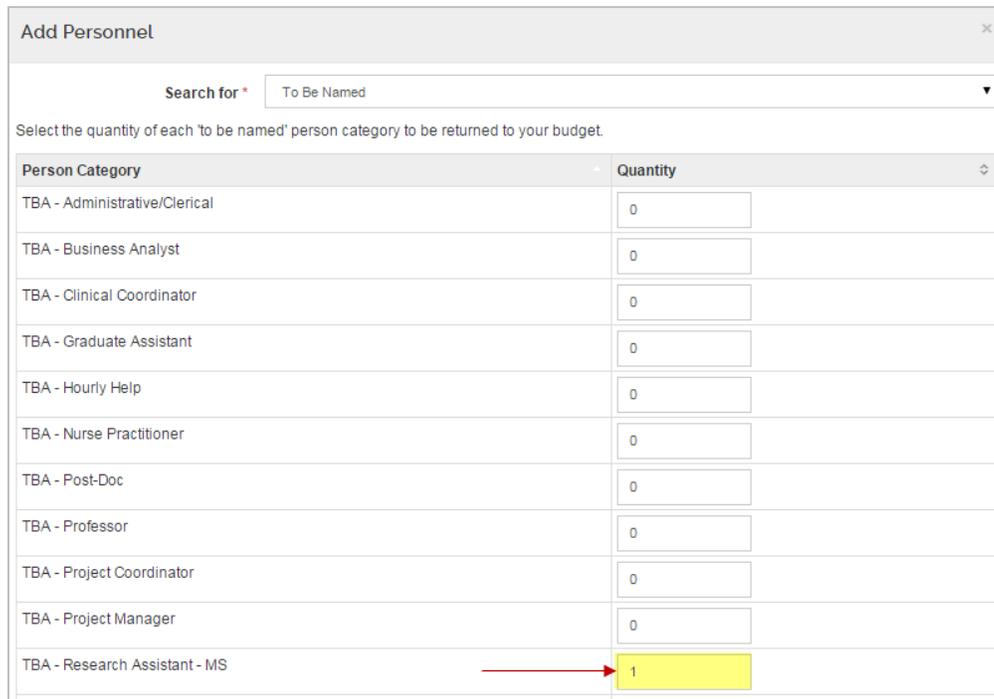


Figure 82 – List of TBN(s)

5. The selected TBA(s) appear in the **Project Personnel** section where you will update the details per the instructions described in the next section (**Updating Project Personnel Details**).

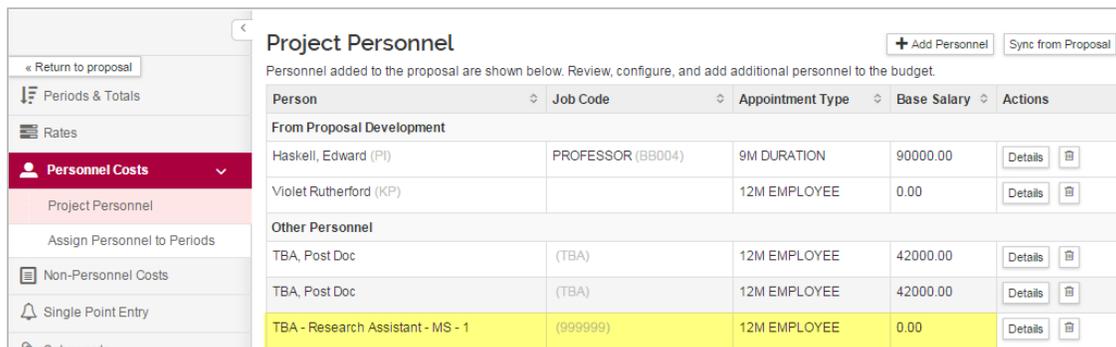


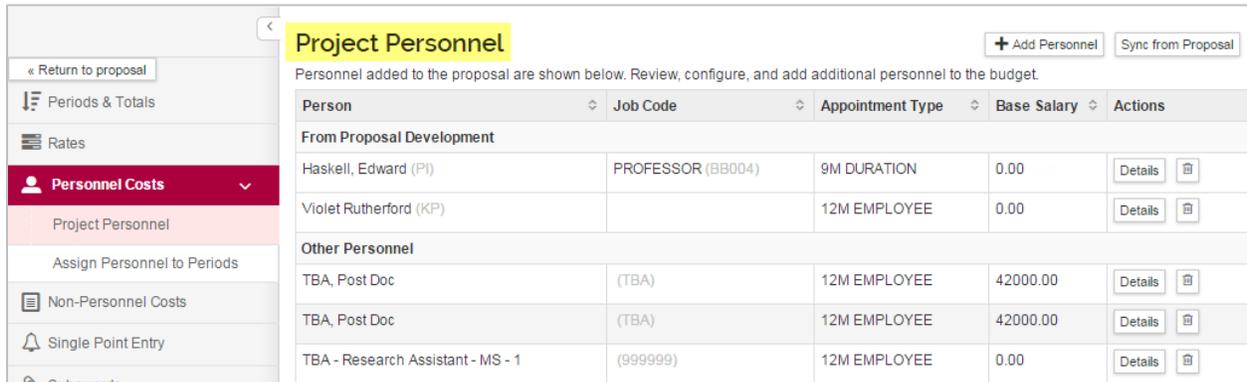
Figure 83 – Added TBA

Updating Project Personnel Details

The next step in the Personnel budgeting process is to update the **Project Personnel** screen with the required information.

To update the Project Personnel information:

1. While in the Budget, click the **Personnel Cost** panel → **Project Personnel** subpanel in the Navigation panel. The **Project Personnel** screen will open.

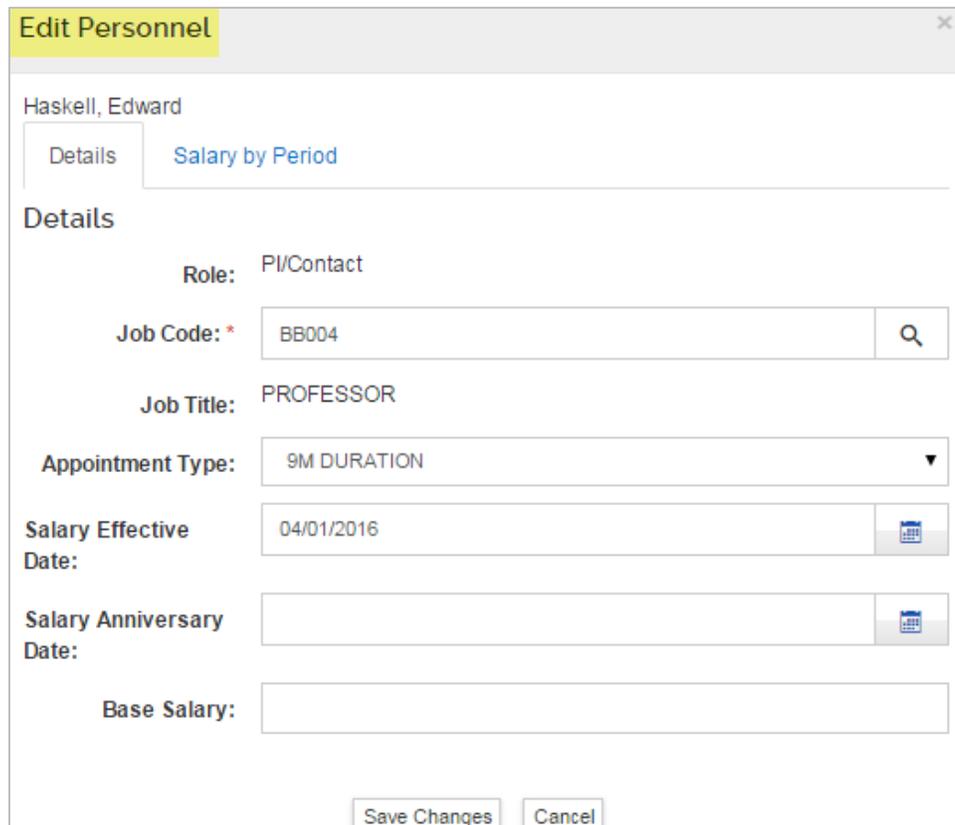


The screenshot shows the 'Project Personnel' subpanel. On the left is a navigation menu with 'Personnel Costs' selected. The main area displays a table of personnel. The table has columns for Person, Job Code, Appointment Type, Base Salary, and Actions. It is divided into 'From Proposal Development' and 'Other Personnel' sections.

Person	Job Code	Appointment Type	Base Salary	Actions
From Proposal Development				
Haskell, Edward (PI)	PROFESSOR (BB004)	9M DURATION	0.00	Details [trash]
Violet Rutherford (KP)		12M EMPLOYEE	0.00	Details [trash]
Other Personnel				
TBA, Post Doc	(TBA)	12M EMPLOYEE	42000.00	Details [trash]
TBA, Post Doc	(TBA)	12M EMPLOYEE	42000.00	Details [trash]
TBA - Research Assistant - MS - 1	(999999)	12M EMPLOYEE	0.00	Details [trash]

Figure 84 – Project Personnel Subpanel

2. For each individual that will be included in the Proposal Budget, click the **Details** button to update the following fields/information in the **Edit Personnel** window → **Details** tab (as needed):



The screenshot shows the 'Edit Personnel' window for Edward Haskell. The 'Details' tab is active. Fields include Role (PI/Contact), Job Code (BB004), Job Title (PROFESSOR), Appointment Type (9M DURATION), Salary Effective Date (04/01/2016), Salary Anniversary Date, and Base Salary. There are 'Save Changes' and 'Cancel' buttons at the bottom.

Figure 85 – Edit Personnel Window

Field Name	Description
Job Code	When multiple TBAs of the same type are included, you must change the Job Code so that no two TBAs have the same Job Code.
Appointment Type	Select the appropriate Appointment Type for the individual (e.g. 9M Duration, 10M Duration, 11M Duration, 12M Employee, Reg Employee, Sum Employee, Temp Employee)
Salary Effective Date	The Salary Effective Date is the date of the employee's last annual salary increase. Quali Coeus uses the Effective Date to calculate salary inflation and it will automatically default the Salary Effective Date field to the start date of the proposal.
Base Salary	The Base Salary is the individual's current base salary as of the Effective Date entered in the Salary Effective Date field. For example, if you enter a base salary of \$90,000 for an individual with a 9M Duration (i.e. 9 month appointment), salary calculations will be based on \$10,000 per month.

Table 17 – Edit Personnel Fields

3. **S2S Submissions:** To include Salary information by Period for the individual, click the **Salary by Period** tab.

This tab offers options to control the Base Salary Values that appear on Grants.gov Detailed Budget Forms. These Salary fields **do not** impact any calculations KC performs. They are for form display purposes only. By default, "0.00" appears in the Base Salary field on the Grants.gov Budget Forms in each Project Period.

To display a Specific Base Salary on the Grants.gov Budget Forms in each Project Period:

- In the **Salary by Period** tab, manually enter the Salary that you want to appear on the Grants.gov Budget Forms in each project period.

Period	Salary
1	93000.00
2	96000.00
3	99000.00
4	112000.00
5	115000.00

Figure 86 – Salary by Period = User Specified Base

4. Click the **Save Changes** button to capture the changes you made to the individual’s information and to close out of the **Edit Personnel** window.
5. Click the **Save** button at the bottom of the **Project Personnel** screen.
6. Repeat these steps to update the information for the other Project Personnel.

Adding Personnel Cost Elements

Once the Project Personnel information has been setup, you are now able to budget for your personnel.

To add Personnel Cost Elements:

1. While in the Budget, click the **Personnel Cost** → **Assign Personnel to Periods** in the Navigation panel. The **Assign Personnel to Periods** screen will open with Period tabs displayed at the top (Period 1 is the default display).
2. In the **Assign Personnel to Periods** screen, click the **Assign Personnel...** button.

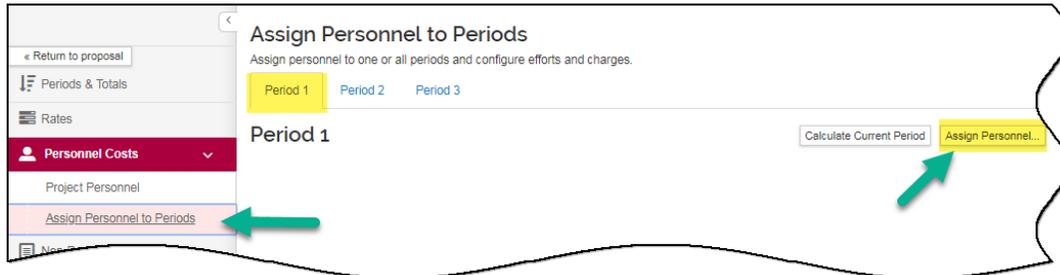


Figure 87 – Assign Personnel... Button

The **Add Personnel to Period** window will appear.

Figure 88 – Assign Personnel to Period Window

3. In that window, complete the fields as described below:

Field Name	Description
Person	Click to select one of the named persons to apply to the budget period.
Object Code	Click to select the appropriate cost element for the project person selected.
Group	Groups are useful if you will have multiple persons with similar special charges, such as off-campus F&A rate, no inflation, or submit/do not submit cost sharing details. Or if you wish to isolate a salary to a separate panel.
Start Date	If the Start Date is not the same as the budget period start, enter the appropriate date. It may be appropriate to change one of these dates to compensate for such occurrences as academic appointments, vacation eligible time, or a late start on the project.

Field Name	Description
End Date	If the End Date is not the same as the budget period end, enter the appropriate date.
Effort %	Click in the Effort % field to enter the percentage effort this person will charge to the project.
Charged %	Click in the Charged % field to enter the percentage of the person's salary to be charged to the project. (This field cannot be greater than % Effort . Amounts less than Effort % will result in Cost Sharing.)
Period Type	Select a Period Type . Available types will be Academic, Summer, and Calendar. (The type will appear on certain budget forms but does not impact the calculation.) Period Type should be valid for that person's appointment type and time of year applied. E.g. Summer for summer faculty expense.

Table 18 – Add Personnel to Period Fields

- Once you are done entering the information in the **Add Personnel to Period** window, click the **Assign to Period 1** button.

Figure 89 – Assign to Period 1

- The details appear on the **Assign Personnel to Periods** screen.

Assign Personnel to Periods										
Assign personnel to one or all periods and configure efforts and charges.										
Period 1		Period 2		Period 3		Period 4		Period 5		
Period 1								Calculate Current Period		Assign Personnel...
Person	Start	End	Effort	Charged	Period Type	Requested Salary	Calculated Fringe	Actions		
Summer Faculty - On										
Haskell, Edward	06/01/2016	08/31/2016	50.00	50.00	Summer	15450.00	3553.50	Details Details & Rates		

Figure 90 – Added Personnel Cost

- Click the **Save** button at the bottom of the **Assign Personnel to Periods** screen.
- Repeat these steps to budget for additional Personnel.

Adding Non-Personnel Budget Costs

Non-Personnel Line Items include travel costs, supplies (such as consumables and reagents), equipment, subcontracts, and other operating expenses.

1. While in the Budget, click the **Non-Personnel Costs** panel in the **Navigation** panel. The **Non-Personnel Costs** screen will open with Period tabs displayed at the top (Period 1 is the default display).

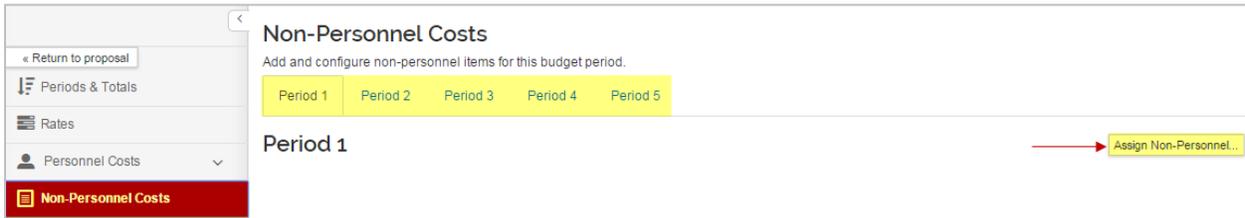


Figure 91 – Non-Personnel Cost Panel

2. In the **Non-Personnel Costs** screen, click the **Assign Non-Personnel...** button. The **Add Assigned Non-Personnel** window will appear.

Figure 92 – Add Assigned Non-Personnel Window

3. In that window, complete the fields as described below:

Field Name	Description
Category	Displays available Non-Personnel Budget Categories (e.g. Equipment, Travel, Participant Support, Other Direct, etc.). Select the Category for the Non-Personnel Line Item you want to add.
Object Code Name	Displays the potential cost elements appropriate to the Category selected in the Category field. Alternatively, click the lookup icon to open the full list of potential cost elements in a separate window. Locate the appropriate cost elements and click on return value to select the item.
Total Base Cost	Specify the total amount for the item entered.
Quantity	Specify the number of the particular item being purchased (e.g. 1). This field can be left blank.
Description	Enter text in the Description window if needed. Descriptions are required for the S2S budget forms for Equipment Objects Cost!

Table 19 - Add Assigned Non-Personnel Fields

- Click the **Add Non-Personnel Item to 1** button.

Category: Other Direct

Object Code Name: * Materials and Services

Total Base Cost: 5000

Quantity:

Description:

Add Non-Personnel Item to 1 Cancel

Figure 93 – Add Non-Personnel Item to 1

The detail appears on the **Non-Personnel Costs** screen.

« Return to proposal

Periods & Totals

Rates

Personnel Costs

Project Personnel

Assign Personnel to Periods

Non-Personnel Costs

Non-Personnel Costs
Add and configure non-personnel items for this budget period.

Period 1 Period 2 Period 3 Period 4 Period 5

Period 1 Assign Non-Personnel...

Description	Description	Quantity	Total Base Cost	Actions
Other Direct				
Materials and Services			5000.00	Details

Figure 94 – Added Non-Personnel Cost

- Click the **Save** button at the bottom of the **Non-Personnel Costs** screen.
- Repeat these steps to budget for additional Non-Personnel budget costs.

Viewing/Modifying Line Item Details

In the case where you need to express **Cost Sharing**, **Underrecovery**, or modify the **On/Off Campus** status for a non-personnel line item in your budget, navigate to the **Non-Personnel Line Item Details** section to make the necessary adjustments.

- While in the **Non-Personnel Costs** screen, click on the **Details** button in the **Actions** column for the **Line Item** where you want to modify the details.

Period 1 Period 2 Period 3 Period 4 Period 5

Period 1 Assign Non-Personnel...

Description	Description	Quantity	Total Base Cost	Actions
Travel				
Travel Expenses	Conference		2000.00	Details

Figure 95 – Line Item Details

- The **Edit Assigned Non-Personnel** window will open, with tabs (**Details**, **Cost Sharing**, and **Rates**) displayed at the top (**Details** tab is the default display).

Figure 96 – Edit Assigned Non-Personnel Window

Details Tab fields:

Field Name	Description
Start Date	If appropriate, modify the Start Date if it is not the same as the budget period start. Enter the appropriate date or use the calendar tool to select a date.
End Date	If appropriate, modify the End Date if it is not the same as the budget period end. Enter the appropriate date or use the calendar tool to select a date.
Budget Category	If applicable, change the category from the default for this cost element.
Apply Inflation	If eligible, check/uncheck the Apply Inflation checkbox. This applies to the particular cost element viewing the details for. The default setting is 'checked' so inflation applies.
Submit Cost Sharing	Uncheck the Submit Cost Sharing so this line item's cost share expense won't appear on S2S forms. (This does not eliminate the need to track cost sharing commitments.)
On Campus	Defaults to the centrally maintained status for this cost element. Check or Uncheck the box to change the status. Unchecking this checkbox will apply the ' off ' campus rate for this cost element.

Table 20 – Edit Assigned Non-Personnel → Details Tab

Cost Sharing Tab:

The screenshot shows the 'Edit Assigned Non-Personnel' dialog box with the 'Cost Sharing' tab selected. The 'Cost Sharing' field contains the value 0.00. The 'Unrecovered F&A' field also contains 0.00. Below these fields is a large text area for 'Justification'. At the bottom of the dialog, there are five buttons: 'Save Changes' (highlighted in blue), 'Save And Apply To Other Periods', 'Sync To Period Direct Cost Limit', 'Sync To Period Cost Limit', and 'Cancel'.

Figure 97 – Edit Assigned Non-Personnel → Cost Sharing Tab

Field Name	Description
Cost Sharing	If appropriate, enter the contributed amount designated as cost shared.
Unrecovered F&A	(Display only). Will populate with the calculated under-recovery, if any.
Justification Notes	(Optional). Use this field to enter notes about this cost element. All the notes can be consolidated to provide you with a text document that can aid in preparing your complete budget justification narrative

Table 21 – Edit Assigned Non-Personnel → Cost Sharing Tab

Rates Tab:

Use the **Rates** Tab to view and adjust indirect and fringe rate application to the selected cost element. The columns list the rate class, type, the default application, the calculated rate, and calculated cost sharing, if applicable.

The screenshot shows the 'Edit Assigned Non-Personnel' dialog box with the 'Rates' tab selected. It displays a table with the following data:

Class	Type	Rate Cost	Rate Cost Sharing	Apply Rate?
Employee Benefits	EB on LA	0.00	0.00	<input checked="" type="checkbox"/>
MTDC	MTDC	1120.00	0.00	<input checked="" type="checkbox"/>
Vacation	Vacation on LA	0.00	0.00	<input checked="" type="checkbox"/>

At the bottom of the dialog, there are five buttons: 'Save Changes' (highlighted in blue), 'Save And Apply To Other Periods', 'Sync To Period Direct Cost Limit', 'Sync To Period Cost Limit', and 'Cancel'.

Figure 98 – Edit Assigned Non-Personnel → Rates Tab

Uncheck the box in the “Apply Rate?” Column to un-apply – which may only be relevant for special submissions – **Caution: This will become under-recovery.**

In addition, users can:

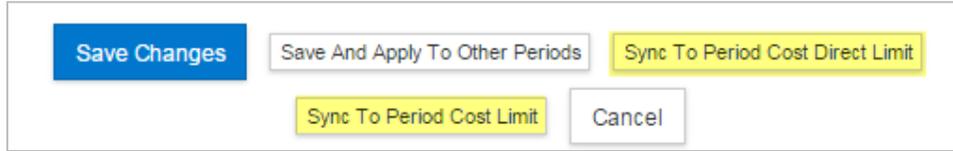


Figure 99 – Additional Line Items Functions

Sync to Period Cost Limit: Click this button to recalculate the budget using this line item expense to goal-seek the value to meet the period cost limit entered in the field on the Periods and Totals screen for this budget period. The value may be increased or decreased, depending on the current budget total.

Sync to Period Direct Cost Limit: Click this button to recalculate the budget using this line item expense to goal-seek the value to meet the period direct cost limit entered in the Periods and Totals screen for this budget period. The value may be increased or decreased, depending on the current budget total.

3. Click the **Save Changes** button or **Save and Apply to Other Periods** button (as appropriate) to save all the information that you entered in the **Edit Assigned Non-Personnel** window.

Autocalculate All Budget Periods

After completing Period 1 of the budget, use KC to generate the remaining budget periods. The **Autocalculate Periods** function can be performed **only once per budget version** (if you copy, create a new budget version, you can use Autocalculate Periods for that version). The rates for MTDC and Inflation that you may have adjusted apply when KC calculates & generates the remaining periods.

1. While in the Budget, click the **Autocalculate Periods** link at the top of the **Budget** screen.

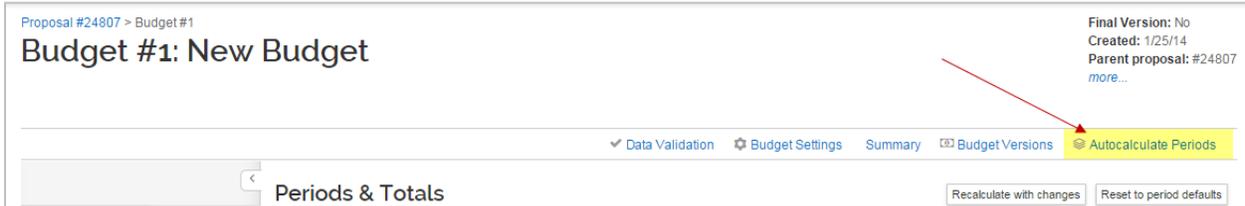


Figure 100 – Autocalculate Periods

The remaining **Budget Periods** update based on the costs entered in Year 1 of your budget.

Once the periods generate, you may return to each budget section to review and adjust individual line items. For example, you may:

- Add and remove line items
- Adjust Personnel effort or period of performance
- Add Equipment purchases
- Add or revise travel expenses

Uploading Subaward Budget – Detailed Instructions

Most subcontracts are subject to Facilities and Administration (F&A) costs for only the first \$25,000 spent.

For budgets where the subcontract cost is greater than \$25,000, there may be up to four cost elements used:

- Subcontracts – Subject to MIT F&A
- Subcontracts – No MIT F&A
- Subcontractors F&A – Subject to MIT F&A
- Subcontractors F&A – No MIT F&A

Kuali Coeus includes a budget tool for the Subaward uploads, which is a user-friendly process that reads the uploaded Subaward Budget form and inserts system-generated cost elements for subaward funding values for each project period into the proposal budget. If the project periods are compatible, the uploaded form data will automatically sync the budget expenses to the cost elements details of impacted budget periods. The system will parse the funding data into the appropriate cost elements in each budget period, including determining first \$25K, F&A exempt of F&A, etc.

S2S Submission: Users can locate the appropriate Subaward Budget form by going to Kuali Coeus website → <https://kc.mit.edu/training/training-materials/subaward-files-s2s-submission>

The subaward budget form is identical in design, detail, and input requirements as the primary applicant budget used for submission (e.g. RR Budget, Fed-Non-Fed Budget, and PHS Training Budget).

To add Subcontract Line Items:

1. While in the Budget, click the **Subawards** panel in the Navigation panel. The **Subawards** screen will open.



Figure 101 – Subawards Panel

2. In the **Subawards** screen click the **Add Subaward** button. The **Add Subaward** window will appear.

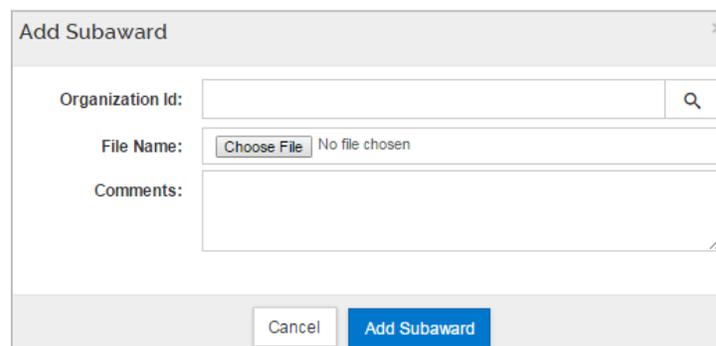
The screenshot shows a modal window titled 'Add Subaward'. It has three input fields: 'Organization Id:' with a search icon, 'File Name:' with a 'Choose File' button and the text 'No file chosen', and 'Comments:' with a text area. At the bottom are 'Cancel' and 'Add Subaward' buttons.

Figure 102 – Add Subaward Window

3. In that window, in the **Organization Id** field, click the **lookup icon** to search for and return the Subaward Organization.
4. Click the **Choose File** button. Your computer search window will open, locate the completed Subaward Budget form file you want to upload and click the **Open** button.
5. Use the **Comments** field to insert notes about the uploaded files.
6. Click the **Add Subaward** button.

7. You will return to the **Subawards** screen where you will see the added Subaward.

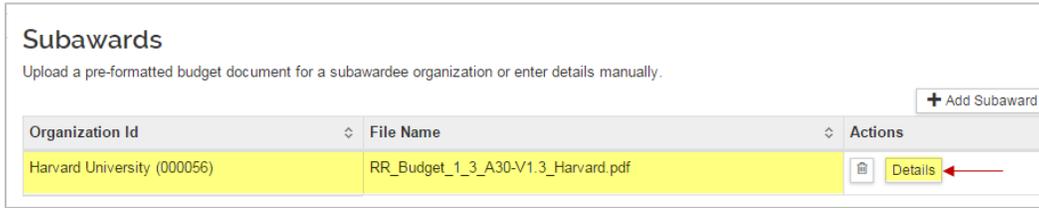


Figure 103 – Uploaded Subaward

8. Click the **Details** button to display the details of the uploaded file.

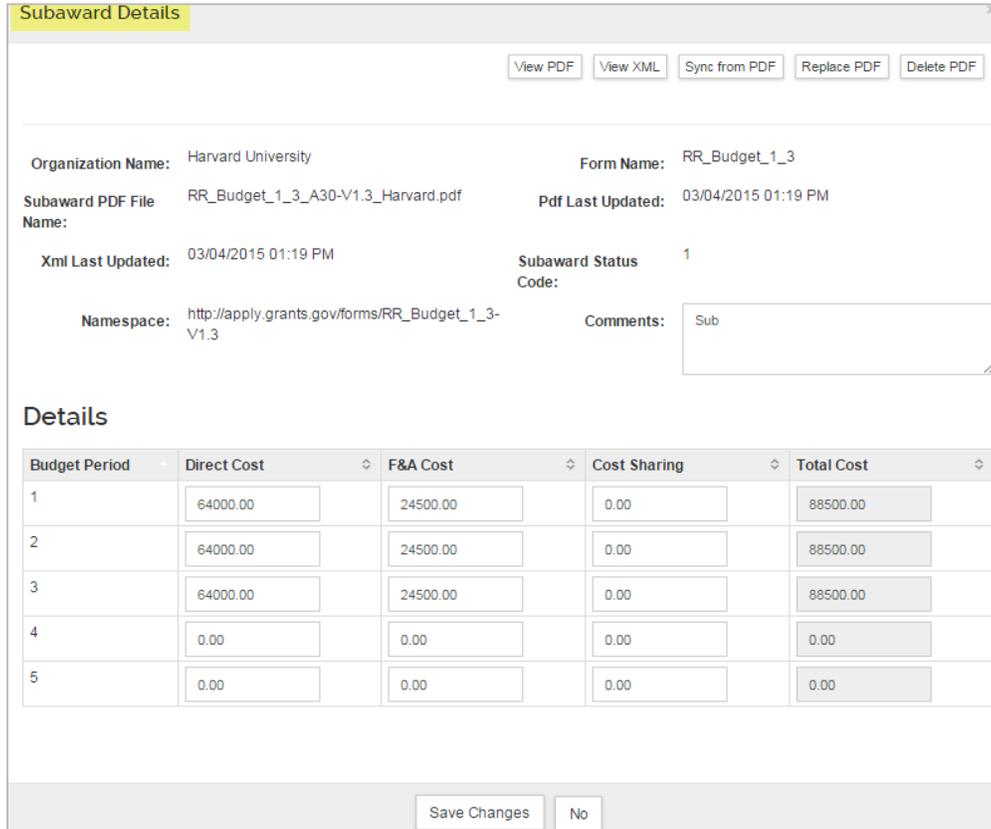


Figure 104 – Subaward Details

9. If any changes are made in the Subaward Details window, click the **Save Changes** button otherwise, click the **No** button to close the window.

10. Repeat these steps to upload other Subaward Budget form files.

11. Navigate to the **Non-Personnel Costs** panel to view the Subcontracts Cost Elements automatically added by the system.

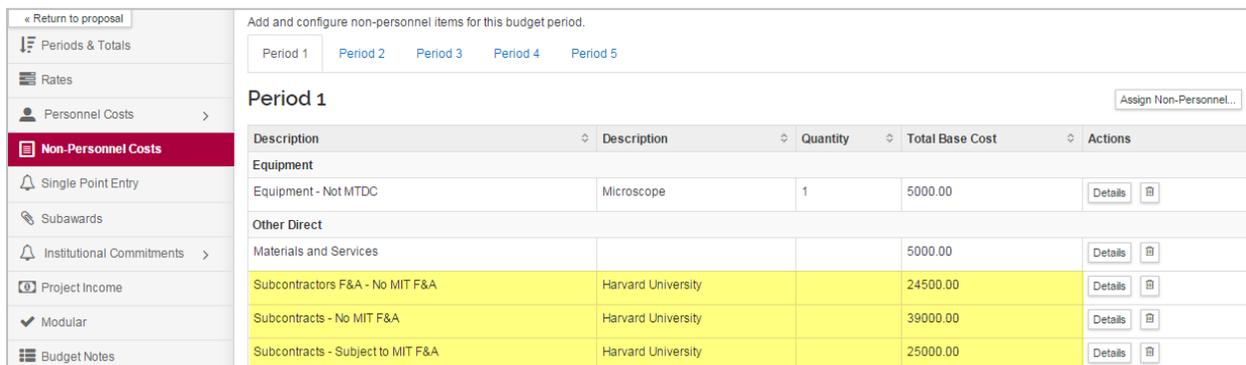


Figure 105 – Subaward Cost Elements Automatically Added by KC

Distributing Cost Sharing

If Cost Sharing is included in your budget, it must be distributed to a source account before the proposal can be routed for review and approval.

1. While in the Budget, click the **Institutional Commitments** panel → **Cost Sharing** subpanel on the **Navigation** panel. The **Cost Sharing** screen will open with default settings for each Project Period.

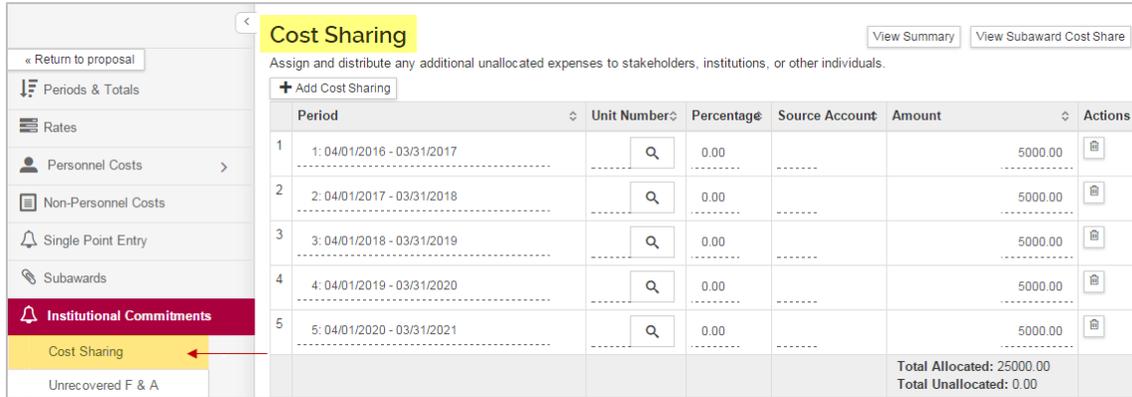


Figure 106 – Cost Sharing Subpanel

2. In the **Cost Sharing** screen, for each Project Period:
 - a. Click in the **Source Account** field to enter the 7-digit Account Number for the Cost Sharing Commitment. The field will become editable upon clicking on it.

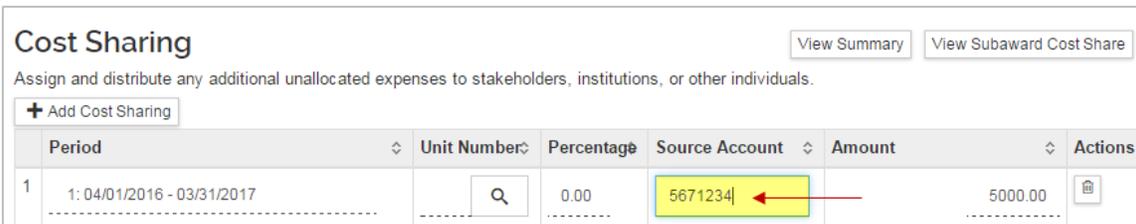


Figure 107 – Adding Source Account

- b. Click on the field in the **Amount** column to enter the amount being distributed to the Source Account for the selected Budget Period. The field will become editable upon clicking on it. (Skip this step if amount displayed is correct.)
3. Repeat these steps to distribute all the Cost Sharing.

The Total Cost Sharing amount present in the budget **must be** distributed. The Total Unallocated amount must be **0.00**.

4. To add an additional line for a particular project period for cost sharing (e.g. in the cases where cost sharing is distributed among different accounts in each period), click the **Add Cost Sharing** button. The **Add Line** window will open.

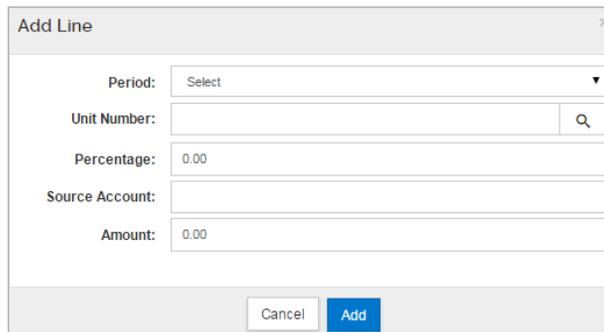


Figure 108 – Add Line Window

4. In that window, complete the fields as described below:

Field Name	Description
Period	Select the Project Period for which you are distributing Cost Sharing.
Percentage	Leave as default.
Unit	Leave blank.
Source Account	Enter the Account Number for the Cost Sharing commitment.
Amount	Enter the Amount being distributed to the Source Account for the selected Budget Period.

Table 22 – Add Line Window Fields

- Click the **Add** button.
You will return to the **Cost Sharing** screen where you will see the added Cost Sharing information.

Cost Sharing

Assign and distribute any additional unallocated expenses to stakeholders, institutions, or other individuals.

[View Summary](#) [View Subaward Cost Share](#)

[+ Add Cost Sharing](#)

	Period	Unit Number	Percentage	Source Account	Amount	Actions
1	1: 04/01/2016 - 03/31/2017	<input type="text" value=""/>	0.00	6754321	2500.00	
2	1: 04/01/2016 - 03/31/2017	<input type="text" value=""/>	0.00	5671234	2500.00	

Figure 109 – Added Cost Sharing Line

Unnecessary Cost Sharing lines can be deleted from the screen by clicking the in the **Actions** column for those lines.

- Click the **Save** button at the bottom of the **Cost Sharing** screen.

Distributing Unrecovered F&A – Detailed Instructions

If your budget incurs Under Recovery, you must identify the sources of funding that will support the expense and distribute it to those sources. Underrecovery (unrecovered F&A) is generated by indirect costs that are not paid by the Sponsor. Some ways this can happen are:

- The Sponsor will not pay the Institute's full F&A expenses.
- The Sponsor uses a different indirect cost base, such as Total Direct Cost (TDC).
- The Sponsor uses a different rate than the current Institute rates, such as a fixed-for-the-life award.

1. While in the Budget, click the **Institutional Commitments** → **Unrecovered F&A** on the Navigation panel. The **Unrecovered F&A** screen will open with default settings for each Project Period (Fiscal Years, On/Off Campus, etc.).

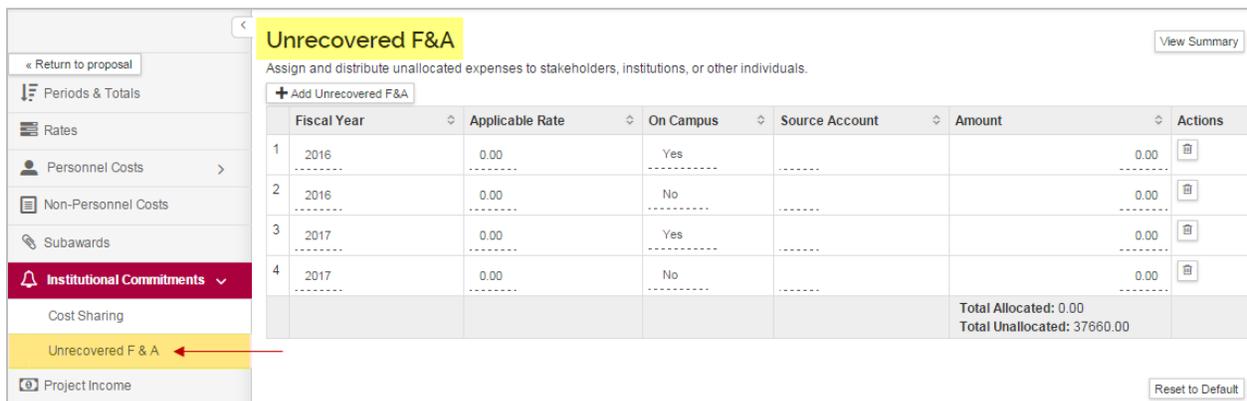


Figure 110 – Unrecovered F&A Subpanel

2. Click the **View Summary** button, to see the Unrecovered F&A amounts that must be distributed per project period. Click the **Close** button or to close out of this window.

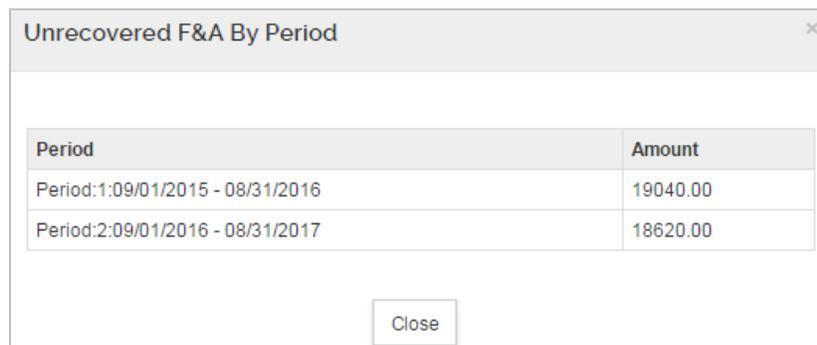


Figure 111 – Unrecovered F&A By Period Window

3. In the **Unrecovered F&A** screen, for each Fiscal Year/Project Period:
 - c. Click on the rate in the **Applicable Rate** column to enter the applicable F&A rate. The field will become editable upon clicking on it. (This rate will default from the rates entered in the **Rates** panel. Skip this step if the correct rate appears in the field.)

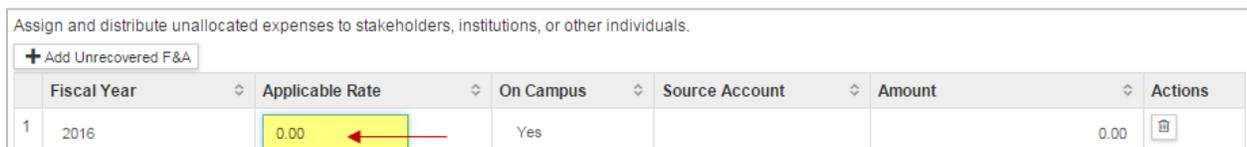


Figure 112 – Editing Applicable Rate

- d. Click in the **Source Account** field to enter the Account Number for Underrecovery. The field will become editable upon clicking on it.

Assign and distribute unallocated expenses to stakeholders, institutions, or other individuals.

[+ Add Unrecovered F&A](#)

	Fiscal Year	Applicable Rate	On Campus	Source Account	Amount	Actions
1	2016	0.00	Yes	1234567	0.00	

Figure 113 – Editing Source Account

- e. Click on the field in the **Amount** column to enter the amount being distributed to the Source Account for the selected Fiscal Year/Budget Period. The field will become editable upon clicking on it.

Assign and distribute unallocated expenses to stakeholders, institutions, or other individuals.

[+ Add Unrecovered F&A](#)

	Fiscal Year	Applicable Rate	On Campus	Source Account	Amount	Actions
1	2016	0.00	Yes	1234567	19040.00	

Figure 114 – Editing Amount

If the entire project is taking place On Campus, then the Off Campus lines should be deleted from the screen by clicking the in the **Actions** column for those lines (and vice versa).

4. Repeat these steps to distribute all the Unrecovered F&A.

The **Total Unallocated** field must be **0.00** once all the Underrecovery is distributed.

Unrecovered F&A [View Summary](#)

Assign and distribute unallocated expenses to stakeholders, institutions, or other individuals.

[+ Add Unrecovered F&A](#)

	Fiscal Year	Applicable Rate	On Campus	Source Account	Amount	Actions
1	2016	0.00	Yes	1234567	19040.00	
2	2017	0.00	Yes	1234567	18620.00	
					Total Allocated: 37660.00	
					Total Unallocated: 0.00	

Figure 115 – Total Unallocated

Reviewing the Budget Summary Information

The **Budget Summary** panel provides a means to review the entire budget in one screen. It displays the totals of each expense area (personnel and non-personnel) with the details displayed under them for each budget period. The display includes totals expense of each line item for every budget period, the calculated expenses for each period, and the budget period total.

Personnel: Listing of personnel expenses by line item with period amounts and totals.

Non-Personnel: Listing of non-personnel expenses by line item with period amounts and totals.

Totals: Column totals by period and a grand total of expenses and calculated expenses.

Budget Summary						
	P1 (04/01/2016 - 03/31/2017)	P2 (04/01/2017 - 03/31/2018)	P3 (04/01/2018 - 03/31/2019)	P4 (04/01/2019 - 03/31/2020)	P5 (04/01/2020 - 03/31/2021)	Totals
Personnel						
▶ Salary	\$36,066.66	\$25,379.56	\$26,303.18	\$27,261.00	\$28,254.32	\$143,264.72
▶ Fringe	\$3,588.00	\$3,731.52	\$3,880.78	\$4,036.01	\$4,197.45	\$19,433.76
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Subtotal	\$39,654.66	\$29,111.08	\$30,183.96	\$31,297.01	\$32,451.77	\$162,698.48
Non-personnel						
▶ Equipment	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$25,000.00
▶ Travel	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$10,000.00
▶ Other Direct	\$108,500.00	\$109,400.00	\$110,342.00	\$22,828.02	\$23,860.15	\$374,930.17
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-personnel Subtotal	\$115,500.00	\$116,400.00	\$117,342.00	\$29,828.02	\$30,860.15	\$409,930.17
Totals						
Total Direct Cost	\$155,154.66	\$145,511.08	\$147,525.96	\$61,125.03	\$63,311.92	\$572,628.65
Total F&A Costs	\$40,126.61	\$20,306.21	\$20,993.54	\$21,705.96	\$22,444.43	\$125,576.75
Totals Subtotal	\$195,281.27	\$165,817.29	\$168,519.50	\$82,830.99	\$85,756.35	\$698,205.40

Figure 116 – Budget Summary Panel

Clicking the **Summary** link located at the top of the budget screen can access the similar **Budget Summary** screen.

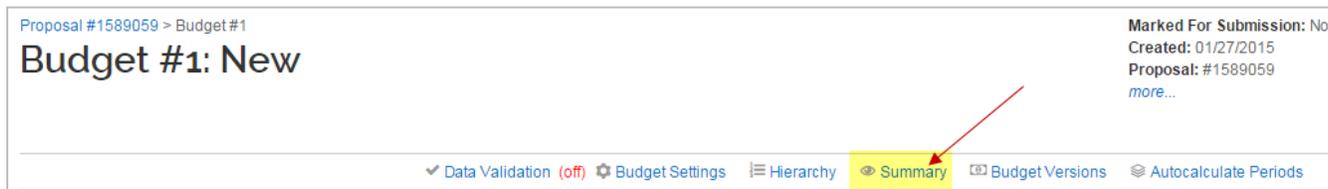
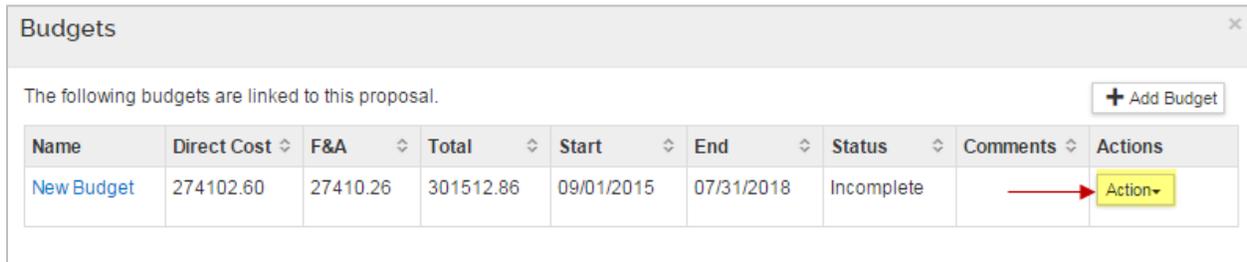


Figure 117 – Summary Link

Copying a Budget – Detailed Instructions

In the budget building process, you may find the need to draft several versions of your budget in order to determine the best fiscal options for your project. Quali Coeus allows you to copy an entire proposal budget (with all periods within that particular budget) or copy the budget with only the period 1 budget period and its cost elements.

1. While in the Budget, click the **Budget Versions** link at the top of the budget screen. The **Budgets** window will open displaying all the Budget Versions.



Name	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
New Budget	274102.60	27410.26	301512.86	09/01/2015	07/31/2018	Incomplete		Action

Figure 118 – Budget Versions

2. Click the **Action** button in the **Actions** column for the Budget Version you want to copy.
3. From the **Action** drop-down that appears, select **Copy**.

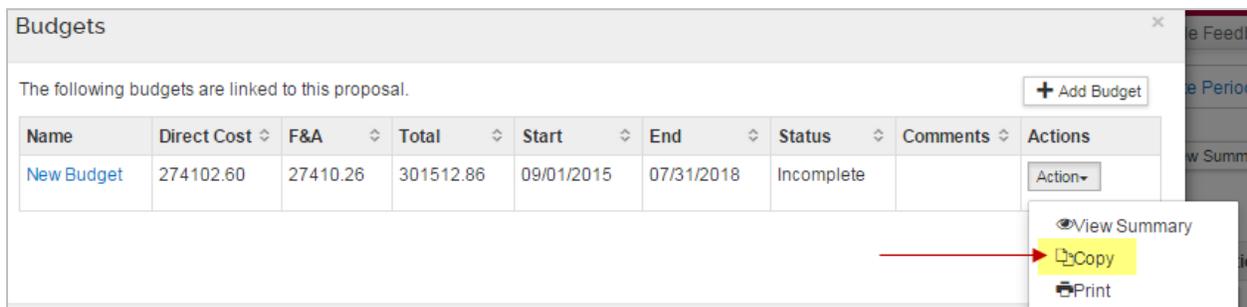
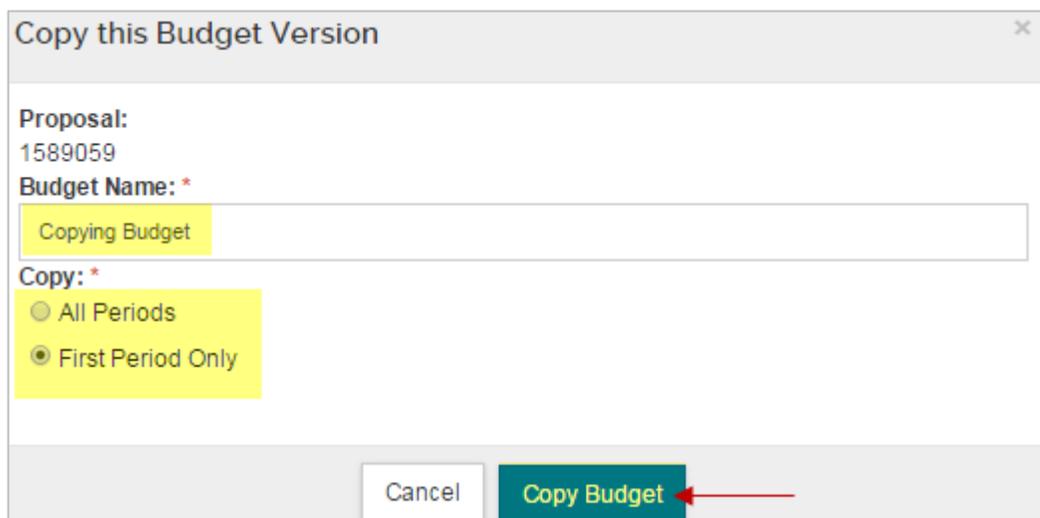


Figure 119 – Copy

4. **Copy this Budget Version** window will appear. Enter the **Budget Name**, select whether you want to copy **All Periods** or only the **First Period**, and click the **Copy Budget** button.



Copy this Budget Version

Proposal:
1589059

Budget Name: *
Copying Budget

Copy: *
 All Periods
 First Period Only

Cancel Copy Budget

Figure 120 – Copy Budget

A new version of the **budget** will open.

Marking Budget Version as 'Complete'

You can create as many budget versions as you need within your proposal in Quali Coeus. However, before you submit your proposal for routing, one budget must be marked as **'Complete'**. More than one budget version may be marked as **'Complete'**, but one should also be marked **For Submission**.

There are three ways you can finalize your budget:

- From the **Budget Settings** link in the **Budget** screen
- **Complete Budget** button at the bottom of the **Budget** screen
- **Complete Budget** selection from the **Action** drop-down in the **Proposal** → **Budget** panel

To finalize a Budget Version:

1. While in the Budget Version, click the **Budget Settings** link at the top of the budget screen. The **Budgets Settings** window will open.
2. In the **Budget Settings** window, select **Complete** from the **Budget Status** drop-down.
3. Click the **Apply Changes** button.
4. Alternatively, you can click the **Complete Budget** button found at the bottom of the **Budget** screens.
5. You can also select **Complete Budget** from within the **Proposal** → **Budget** panel.

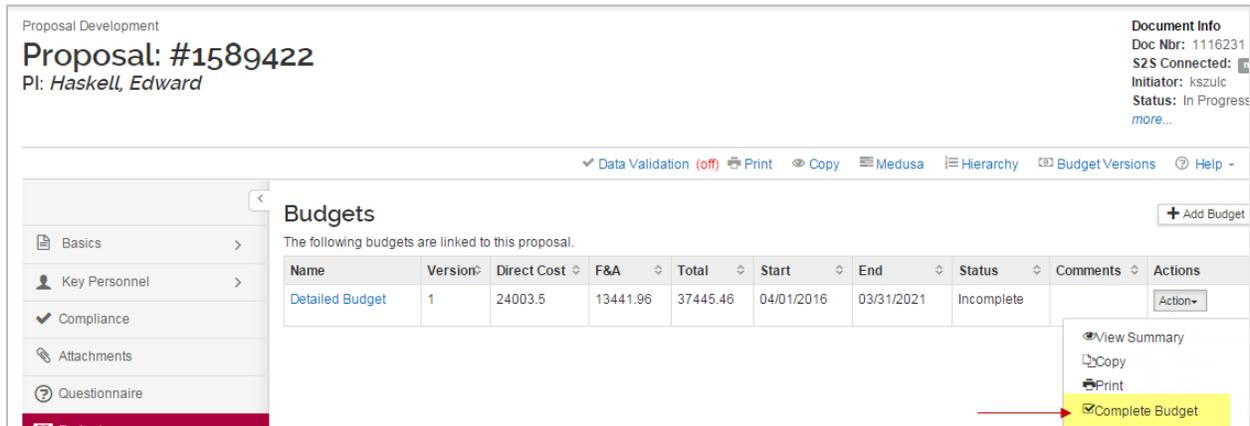


Figure 121 – Complete Budget from Proposal → Budget Panel

A **Complete Budget** will now be display only. If you need to make modifications to a complete budget version, you must set the Budget Status back to **Incomplete**. You can select **Mark Budget Incomplete** from the **Actions** drop-down list for the Budget Version listed in the **Proposal** → **Budget** panel, in the Budget Settings.

Setting Budget Version to 'Submit with Proposal'

Once the budget version has been marked as '**Complete**' users are now able to select which budget is to be '**submitted**' with the proposal.

1. While in the **Proposal** screen, click the **Budget** panel on the **Navigation** panel. The Budgets screen will display with the Budget Versions created for your proposal.
2. From the Budget Version that has a Status of '**Complete**', click the **Actions** button in the **Actions** column and select **Include for Submission**.

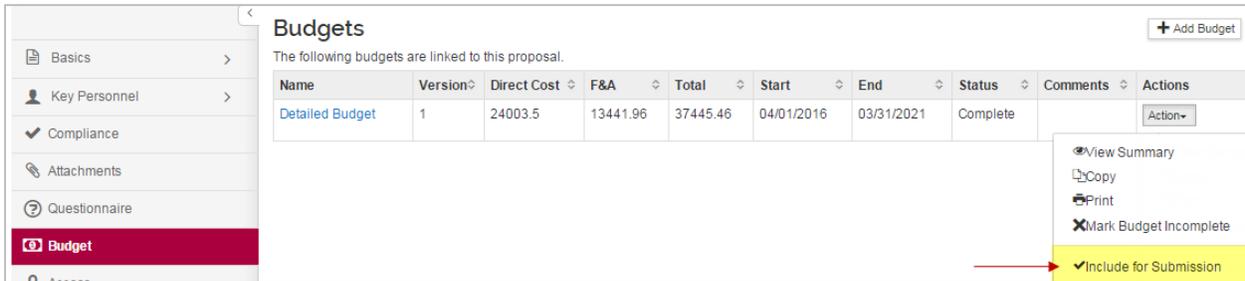


Figure 122 – Include for Submission

3. The budget version that was marked for submission now displays **(for submission)** in the **Name** field and the Budget Version row is highlighted in green.

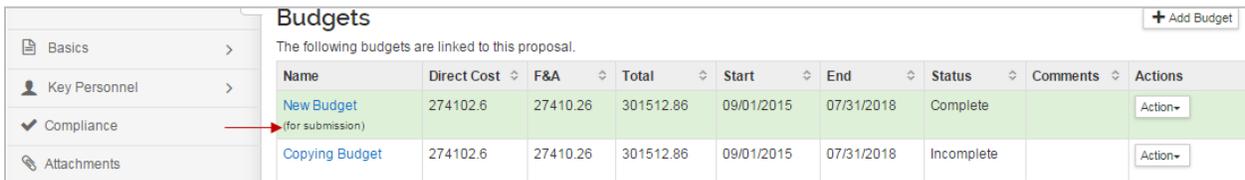


Figure 123 – Budget Version Marked for Submission

Printing Proposal Forms

You are able to print Grants.gov and Sponsor Forms that are associated with your proposal.

1. While in the **Proposal** screen, click the **Print** link located at the top of the screen.

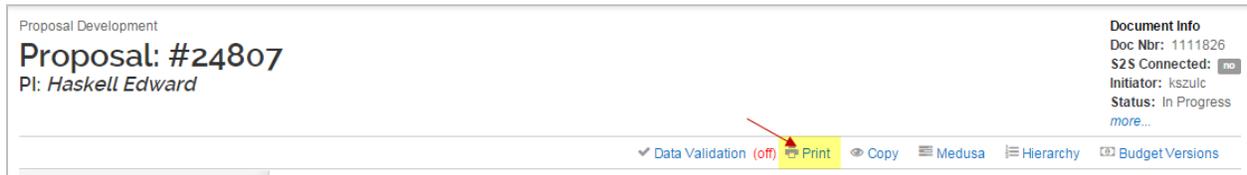


Figure 124 – Print Link

2. The **Print** window will display three panels: **Grants.gov**, **Sponsor form packages**, and **Reports**.



Figure 125 – Print Forms

3. Click on the panel that you want to print the forms from (e.g. Sponsor form packages) to expand that panel and view the available forms for printing.
4. Select the forms you want to print by clicking the **checkbox** in the **Select** column and clicking on the **Generate PDF** button.

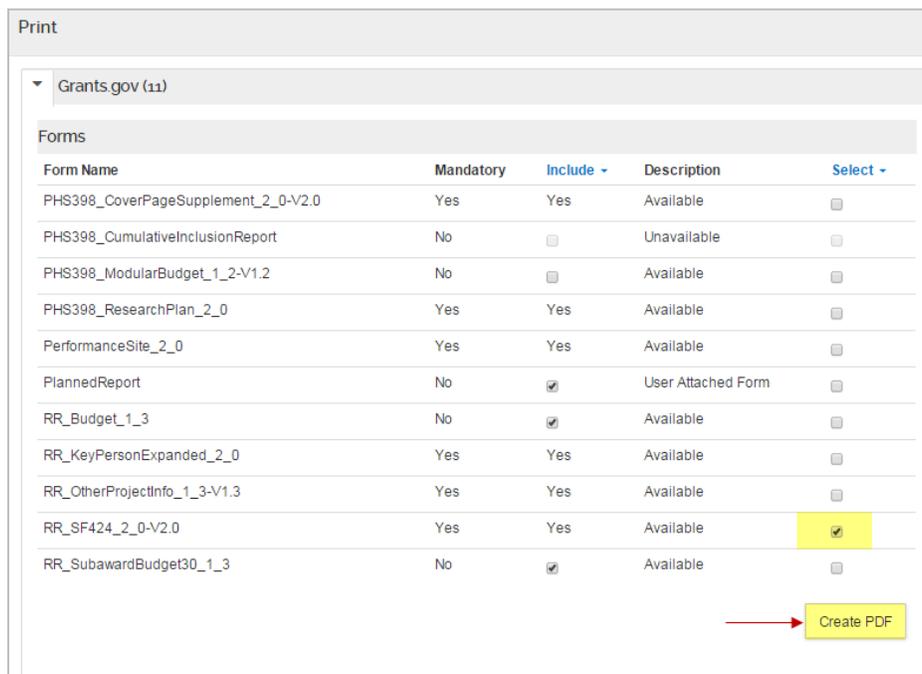


Figure 126 – Selecting Form(s) to Print

A PDF document will be generated from the selected form(s).

Validating Proposal

You will need to finalize your proposal before you are able to submit it for approval routing. To finalize the proposal you will need to:

- Mark your budget as **Complete** and **'for submission'**
- Investigators and Key Personnel have completed **Certification** and **COI** (as needed)
- **Validate** for Institutional issues and proposal completeness
- **Submit** for Review

1. While in the **Proposal** screen, click the **Data Validation** link located at the top of the screen.



Figure 127 – Data Validation

2. The **Data Validation** window will open. If you see a message in the window that states, **"Data Validation is currently off"** click the **Turn On** button.

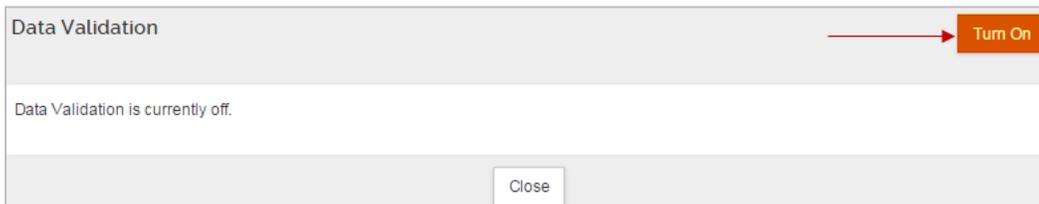


Figure 128 – Turning on Data Validation

3. If there Errors and/or Warnings on the Proposal, they will be displayed.

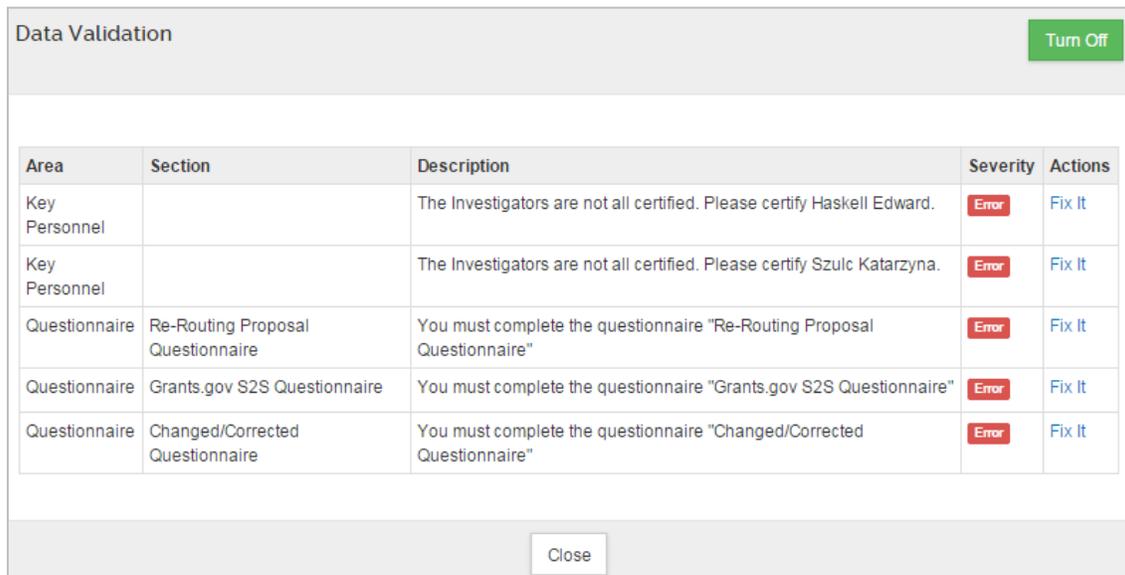


Figure 129 – Validation Errors/Warnings

Next to each Error/Warning you will see a **Fix It** link that appears in the **Actions** column, when you click **Fix It**, it will bring you to the section of the Proposal where the error/warning is appearing.

Error(s) must be corrected; validate again to confirm the error is fixed.

Warning(s) need to be reviewed and may need to be corrected.

Validations also run when you click the **Submit for Review** button.

Reviewing Proposal Summary

To review proposal summary:

1. Click on the **Summary/Submit** panel on the **Navigation** panel. The **Submit/Proposal Summary** screen will display with tabs at the top of the screen. Each tab stores a summary of information that was entered in the various parts of the KC Proposal.
2. Click each tab to view the information in that particular tab.

The screenshot shows the 'Submit' screen for a proposal. The left sidebar contains a navigation menu with items like 'Basics', 'Key Personnel', 'Compliance', 'Attachments', 'Questionnaire', 'Budget', 'Access', and 'Supplemental Information'. The 'Summary/Submit' item is highlighted in red. The main content area is titled 'Submit' and features a progress bar with three stages: 'Saved' (completed), 'Routing', and 'Approved'. Below the progress bar are several tabs: 'Proposal Summary', 'Personnel', 'Compliance', 'Attachments', 'Questionnaire', 'Supplemental Info', 'Keywords', and 'Budget Summary'. The 'Proposal Summary' tab is selected, showing a table of proposal details. At the bottom of the screen, there are several buttons: 'Submit for Review', 'Ad Hoc Recipients', 'View Route Log', 'Cancel proposal', 'Delete Proposal', 'More Actions', and 'Close'.

Proposal Summary	
Title	Theobromine and its effect of Dopamine production
Principal Investigator	Haskell, Edward
Lead Unit	150001 - Center for KC Training
Activity Type	Organized Research
Proposal Number	1589225
Project Start Date	04/01/2016
Project End Date	03/31/2021
Include Subaward(s)?	Yes
Sponsor Name	NIH
Sponsor Deadline Date	06/05/2015
Sponsor Deadline Type	Receipt

Figure 130 – Proposal Summary Screen

Submitting Proposal for Review – Detailed Instructions

You need to finalize your proposal before you submit it for approval routing. To finalize the proposal you will need to:

- Mark your budget as **Complete** and **'for submission'**
- Investigators and Key Personnel have completed **Certification** and **COI** (as needed)
- **Validate** for Institutional issues and proposal completeness
- **Submit** for Review

When your proposal **SUCCESSFULLY VALIDATES**, you are ready to submit for review. Once you **'Submit for Review'**, the proposal status updates to 'approval pending' and you cannot edit, update, or correct it. A proposal must be returned by an approver to restore full edit ability to a proposal. .

1. Click on the **Summary/Submit** panel on the **Navigation** panel. The **Submit/Proposal Summary** screen will display with tabs at the top of the screen. Each tab stores a summary of information that was entered in the various parts of the KC Proposal. Additionally, you will see action buttons at the bottom of the screen.
2. Click the **Submit for Review** button.

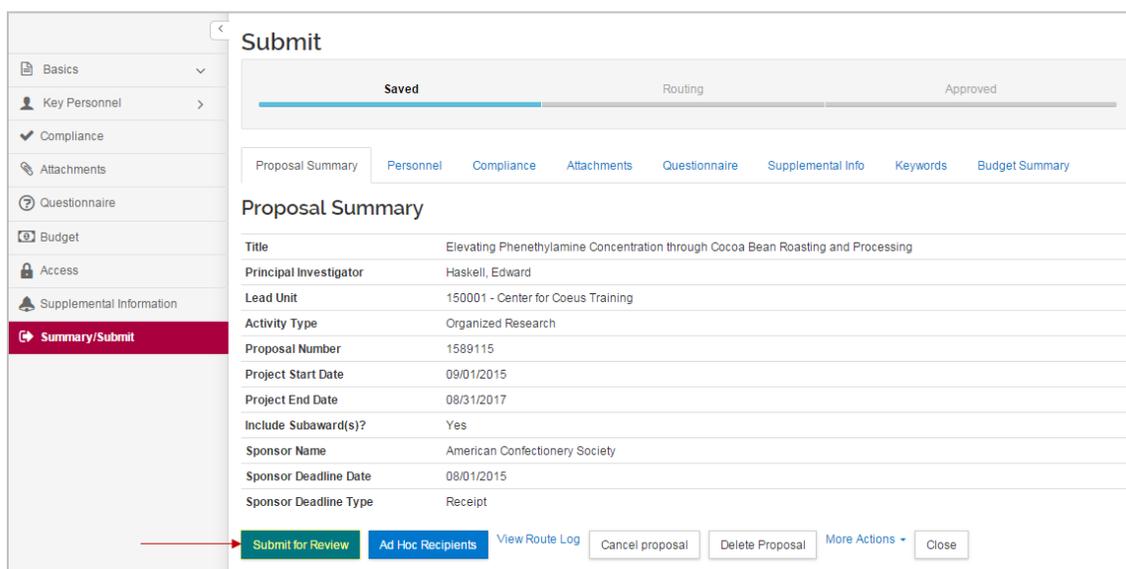


Figure 131 – Submit for Review

When you click the **Submit for Review** button, the validations will be performed on the proposal and if any Errors and/or Warnings are present, they will be displayed.

The following action buttons are displayed in the Summary/Submit screen:

Action Button	Description
Submit for Review	Starts the proposal into workflow for review and approval.
Ad Hoc Recipients	Not used at MIT.
View Route Log	Displays the routing log/map.
Cancel Proposal	Not used at MIT.
Delete Proposal	Deletes the Proposal. Only works when the Proposal is 'In Progress' status.
More Actions	Sends Notification, Reload Proposal
Close	Closes the proposal and brings the user back to the KC Home screen.

Table 23 – Summary Screen Action Buttons

Checking Proposal Status (Internal Routing)

Kuali Coeus tracks the status of proposals that are in the Process of Approval through the Institute. Users can check when a proposal has been approved, waiting for approval, and see the entire approval route as determined by the content, participants, and sponsor.

1. Search for a submitted proposal in KC and open it.
2. Click on the **Summary/Submit** panel on the **Navigation** panel. The **Submit/Proposal Summary** screen will display.
3. Click the **View Route Log** link located at the bottom of the screen. The **Route Log** window for the proposal will open.

Route Log
[refresh](#)

ID: 1114377 [hide](#)

Title	Elevating Phenethyl; Proposal No: 1589115; PI: Haskell, Edward; Sponsor: American Confectionery Society; Due Date: 08/01/2015		
Type	Proposal Development Document	Created	08:49 AM 02/09/2015
Initiator	Szulc, Katarzyna	Last Modified	12:41 PM 02/09/2015
Route Status	SAVED	Last Approved	
Document Status		Document Status Modified	
Node(s)	Initiated	Finalized	

Actions Taken [hide](#)

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Szulc, Katarzyna		08:50 AM 02/09/2015	

Pending Action Requests [hide](#)

Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST COMPLETE	Szulc, Katarzyna	08:50 AM 02/09/2015	

Future Action Requests [hide](#)

Action	Requested Of	Time/Date	Annotation
hide PENDING APPROVE	Szulc, Katarzyna	12:47 PM 02/09/2015	
Node	PeopleFlows		
Priority	1		
Approval Policy	Single Approval Required		
Forced Action	true		
Action	Requested Of	Time/Date	Annotation
APPROVE	Kluth, Samantha (Secondary Delegate)	12:47 PM 02/09/2015	Delegation of: null to principal skluth
hide PENDING APPROVE	Kluth, Samantha	12:47 PM 02/09/2015	
Node	PeopleFlows		
Priority	1		
Approval Policy	Single Approval Required		
Forced Action	true		
Action	Requested Of	Time/Date	Annotation
APPROVE	Slabach, Pat (Secondary Delegate)	12:47 PM 02/09/2015	Delegation of: null to principal pslabach

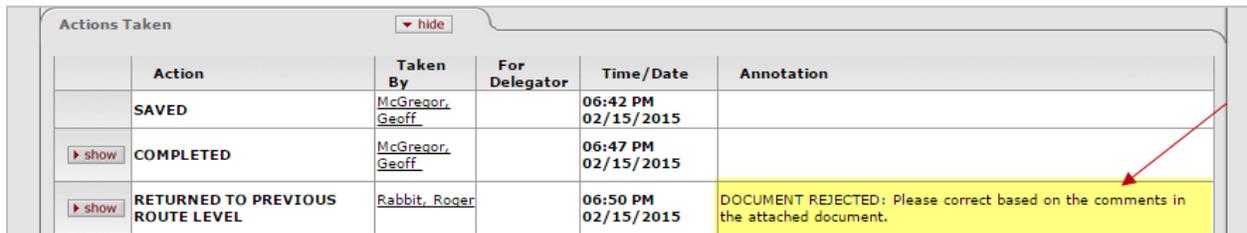
Figure 132 – Route Log

Accessing Proposal Return for Corrections

When the Proposal is '**Returned for Corrections**', it is sent back to the proposal aggregators with a **Revisions Requested** status, which allows the proposal to be modified. The proposal should be corrected accordingly, and resubmitted for approval.

When the proposal is 'Returned for Corrections':

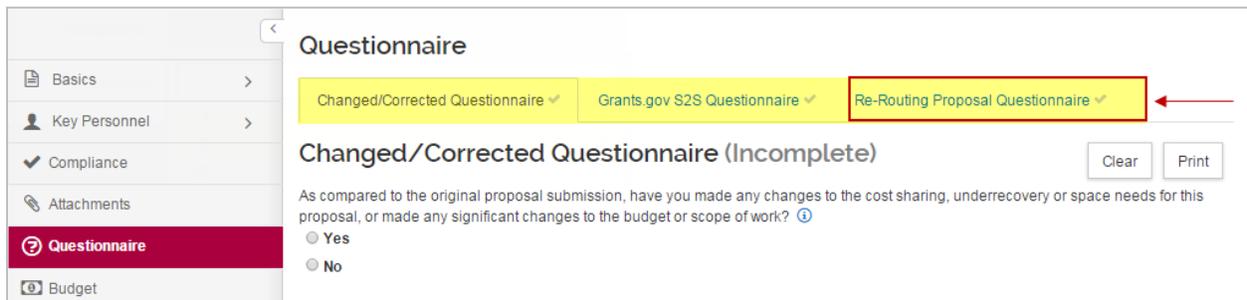
- The Approver returning it must enter comments/reasons why the proposal is being returned and they can also upload an attachment (e.g. Reject Comments):
 - Those rejection comments can be retrieved in the proposal **Route Log** (in **Annotation** field next to the individual that returned the proposal).



Actions Taken		▼ hide			
	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	McGregor, Geoff		06:42 PM 02/15/2015	
▶ show	COMPLETED	McGregor, Geoff		06:47 PM 02/15/2015	
▶ show	RETURNED TO PREVIOUS ROUTE LEVEL	Rabbit, Roger		06:50 PM 02/15/2015	DOCUMENT REJECTED: Please correct based on the comments in the attached document.

Figure 133 – Rejection Comments

- **Re-Routing Proposal Questionnaire** appears in the **Questionnaire** section of the proposal and it must be completed before the proposal can be sent back for review.



Questionnaire

Changed/Corrected Questionnaire ✓ Grants.gov S2S Questionnaire ✓ **Re-Routing Proposal Questionnaire ✓**

Changed/Corrected Questionnaire (Incomplete) Clear Print

As compared to the original proposal submission, have you made any changes to the cost sharing, underrecovery or space needs for this proposal, or made any significant changes to the budget or scope of work? ⓘ

Yes

No

Figure 134 – Re-Routing Proposal Questionnaire

Copying a Proposal

You can copy existing **Kuali Coeus** proposals to expedite your work.

1. Search for a Proposal that you want to copy.
2. In the **Search Results** window, click the **copy** link in the **Actions** column for the Proposal.

view	24807	1111826	New	In Progress	Theobromine and its effect of Dopamine production					V Foundation	Haskell Edward	150001	Center for Coeus Training	05/01/2015
edit														
copy														
medusa														

Figure 135 – Copy Link

3. The **Copy** window will open.

Original Lead Unit
150001 - Center for Coeus Training

Lead Unit *

select ▼

Budget?

Yes. Include Budget(s).

Budget Version

All Versions ▼

Attachments?

Yes. Include attachment.

Questionnaires?

Yes. Include questionnaire

Copy... Close

Figure 136 – Copy Window

4. Complete the fields as needed to indicate what information you want to copy over to the new proposal and click the **Copy** button.
5. A copy of your proposal will automatically open; you will notice a new **Proposal Number** has been created.

Deleting a Proposal

Users can delete a proposal in KC that may have been created in error. **Keep in mind; only Proposals that are in the status of 'In Progress' can be deleted.**

1. Search for and open the proposal that you want to delete.
2. In the Proposal screen, click on the **Summary/Submit** panel on the **Navigation** panel. The **Submit/Proposal Summary** screen will display.
3. Click the **Delete Proposal** button located at the bottom of the screen.

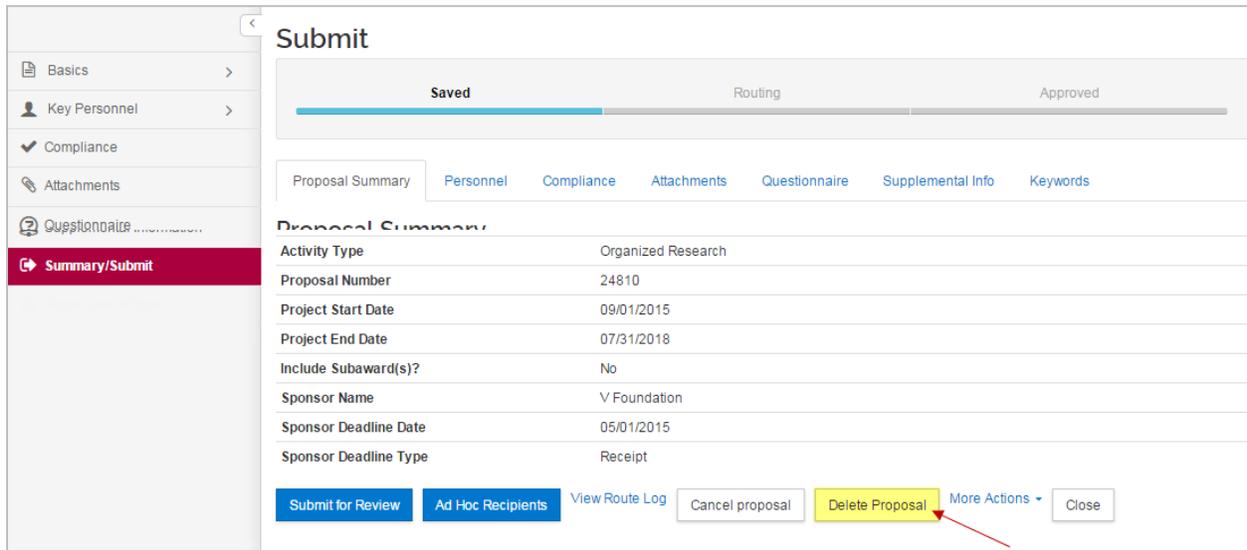


Figure 137 – Deleting Proposal

4. You will receive a conformation message asking you if you are sure you want to delete the proposal.
5. Click **OK** button to continue with the deletions or click the **Cancel** button to not delete the proposal.

Searching for Current & Pending Support

To generate a Current & Pending Support report for a specific person, follow the process outlined below.

- The **Current Support Report** will contain Award Information for the individual.
 - The **Pending Support Report** will contain the proposals submitted to the Sponsor for funding that is still in 'Pending' status for the individual.
1. From the Home screen select **View Current & Pending Support** located in the Personnel menu group.

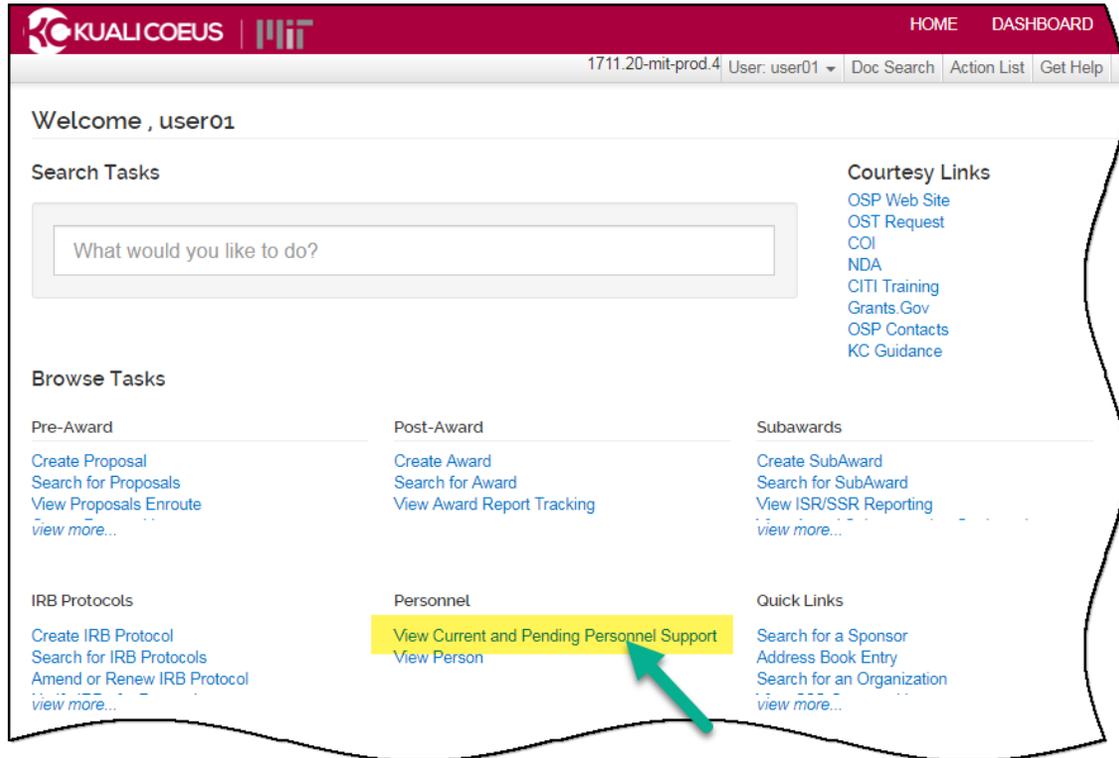


Figure 138 - Accessing Current & Pending Support Report

2. This opens the **Current & Pending Support** window. Click **show** to view the **Print Report** options.



Figure 139 - Print Report Options

3. Select the **Magnifying Glass** to search for the specific research personnel for the report needed (Current Report or Pending Report).



Figure 140 - Magnifying Glass Icon

- Clicking on the **Magnifying Glass** will open the **KcPerson Lookup** window. Enter the search criteria and click **search**.
The search results will display at the bottom of the screen. Select **Return Value** for the individual you want to generate the Current & Pending report.

Figure 141 – Searching for and Selecting the Individual

- The selected individual’s name will populate in both of the **print** options on the **Current & Pending Support** screen. Click **initiate report** on the report(s) needed.

Figure 142 - Initiating Reports

This will generate a table, similar to the example below.

Sponsor Award ID	Sponsor	Role	Title	Award Amount	Effective Date	End Date	Effort %	Academic Year Effort %	Summer Effort %	Calendar Year Effort %
000340	NIH	PI	Award Hierarchy	0.00	01/01/2015	12/31/2017				
000340	NIH	PI	Award Budget	818,579.40	01/01/2015	12/31/2017				
000340	NIH	PI	All About Awards	0.00	01/01/2015	12/31/2018				
000340	NIH	PI	All About Awards	0.00	01/01/2015	12/31/2018				
000340	NIH	PI	Award Hierarchy	0.00	01/01/2015	12/31/2017				
000340	NIH	PI	Award Budget	749,805.15	01/01/2015	12/31/2018				

Figure 143 - Support Report

- Clicking the **print** button will generate a PDF document of the report
Click the **Export Options** to save the information to the computer in one of the file formats. This report can be used to review and update personnel support capabilities and the percent effort.

Figure 144 – Exporting Results