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## Kuali Coeus: Checklist for Creating Proposal Hierarchies

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Before creating a proposal hierarchy, please review the Hierarchy FAQ to determine if this extra effort is truly necessary for your proposal submission. You can find the FAQ here:

<http://kc.mit.edu/category/faq/hierarchy>.

If it is determined that you need a Proposal Hierarchy, please use this checklist to help guide you through the necessary steps for success. The checklist has two sections: “Absolute Must” decisions to be made *before* you start and “Hierarchy Best Practices and Guidance” to help you while you work on the proposals.

As always, we invite you to reach out to [ra-help@mit.edu](mailto:ra-help@mit.edu) and/or your RAS Contract Administrator, prior to starting a proposal hierarchy in KC.

### ABSOLUTE MUSTS

**What determines Lead Unit for the Hierarchy Parent?**

- The Lead Unit on the proposal that creates the Hierarchy Parent will become the Lead Unit of the Hierarchy Parent.
  - If there are still discussions concerning which PI and Unit will be Lead, continue with the stand-alone proposals and **wait for a final decision before** you create the Hierarchy Parent.
  - Why? Because the only way to change the Lead Unit for the Hierarchy Parent is to create a new Hierarchy Parent.

**Who is the Lead PI?**

- The PI listed on the proposal that creates the Hierarchy Parent will become the Lead PI of the entire Hierarchy.
  - If there are still discussions concerning which PI will be lead, **wait for a final decision before** you create the Hierarchy Parent
  - Why? Because there is no way to change lead PI without creating a new Hierarchy Parent

**How are the proposal roles determined in the Hierarchy Parent?**

- *Who will be the Lead PI in the parent proposal?*
  - The PI of the initiating child proposal (creator of the hierarchy parent) is the PI of the parent proposal.
  - The Lead PI of the hierarchy parent does **not** need to be added as key personnel in each child proposal unless they have a specific task in that child proposal.
- *Who will be Co-Investigators in the parent proposal?*
  - The PI in a child proposal that is added after the hierarchy parent is created becomes a Co-Investigator in the Parent proposal.
  - Co-Investigators in child proposals will be Co-Investigators in the parent proposal.

- Proposal Certifications must be completed in the Hierarchy Parent proposal**
  - Do not send proposal certifications from child proposals.
  - If the “role” of any proposal personnel are still being discussed, and there is a chance any roles may change, **wait to send the proposal certifications from the Hierarchy Parent until decisions are final.**
  
- Detailed Budgets in all the child proposals are required.**
  - Do not use Summary Budgets. All child proposals in the Hierarchy require detailed budgets.
  - All proposals must use the same budget type when linking to the hierarchy: Sub-Budget type is the preferred option to sync all line item details to the parent and properly populate budget forms.
  - Cost Sharing and/or Under recovery distribution must be entered in the child proposal where it occurred.
  
- Questionnaire(s) must be completed in the Hierarchy Parent.**
  - This includes the S2S Grants.gov questionnaire, if applicable.
  - Re-routing questionnaire, if applicable.

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## **HIERARCHY BEST PRACTICES AND GUIDANCE**

- Creating, Linking and Syncing proposals in a hierarchy**
  - Create two or more proposals and determine which proposal will be the “initiating child.” Use the initiating child proposal to create the Hierarchy Parent.
  - Additional proposals can be included in the hierarchy:
    - Search and link a proposal **to** the Parent or
    - Search and link a proposal **from** the Parent, as long as the user has Aggregator role in **both** proposals.
  - Almost ALL needed edits can be managed in the child proposals while they are linked. Use the SYNC – Don't UNLINK.
  - Changes to fields in “Personnel Details” should be done in the Hierarchy Parent. (e.g. eRA commons User ID)
  
- Personnel Attachments:**
  - If a Proposal Person appears in only one child proposal, maintain the personnel attachments in the child proposal and sync to the Hierarchy Parent.
  - If a Proposal Person appears in multiple child proposals, then their Personnel Attachments must be maintained in the Hierarchy Parent
  
- Proposal Attachments:**
  - Attachments may be either entered at the child proposal and synced to the Hierarchy Parent, or added at the Hierarchy Parent

- Most attachments can only appear once in a proposal, so determine in advance which child proposal should 'lead' with the proposal attachments.
- If the proposal will be s2s and you want to maintain the attachments in a child proposal, be sure to link the s2s opportunity in your proposal **before** you create or link to the hierarchy parent. (You will not have access to the s2s attachment types in the child proposal if you do not connect to the opportunity before creating the hierarchy.)
- Attachments should be added one at a time using the "+add" button, rather than the "upload and add" button
- Attachments synced from children must be marked "Complete" in the Parent, even if they are already marked "Complete" on the child.
- For S2S proposal with user attached forms: these user attached forms must be added to the Hierarchy Parent.
  - You can upload these to a child proposal for internal reference, but these specialty attachments will *not* sync to the Hierarchy Parent.

#### **Budgets**

- Create the detailed budget in each proposal needed in the hierarchy.
- If you have multiple budget versions, you should mark the one to be used as "For Submission" *before* linking to the hierarchy.
- If any budgets will use TBAs personnel, you need to coordinate with all the proposal aggregators involved in budget preparations to ensure everyone will use unique Job Codes for their TBA personnel. You must do this to make sure your budgets aggregate TBA expenses accurately.
- Edits made in the child budgets are synced to update the Hierarchy Parent. (The parent budget is a view-only summary of the collected children).
- If the submission requires the NIH Modular Budget, In the **Parent**, you must:
  - S2S Opportunity > Forms: select to "include" the modular budget form.
  - Parent Budget > Budget Settings: check the Modular box.
  - Parent Budget > Modular Budget screen: sync to populate the budget data.
    - Any changes to child budgets requires sync to parent to update the parent budget,
    - You must re-sync the Parent Modular Budget screen to refresh with any changes synced to the parent budget.

#### **Syncing Hierarchy Proposals**

- Sync actions can be performed to push changes up from the child to the parent, or pulled up from the children by the parent.
- The parent budget must be 'incomplete' to accept syncs from children.
- Do not have the parent proposal open in edit mode if you or other users are trying to sync from child proposals.