evisions

cayuse SP

Sponsored Project Life Cycle Management

Evisions SP User Reference Manual

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Overview

Evisions SP is designed to allow the electronic creation, tracking, and management of proposals and awards along with other aspects of research operations. Directed proposal development, electronic approval systems, and easy access to reporting foster research collaboration for research enterprises of all sizes. Evisions SP provides a framework that helps research managers track and report on the activity at every level of the research organization.

By responding to questions about sponsors, subcontractors, compliance, export control, and other institution-specific questions, proposal creators cover the required areas of proposal development quickly and effectively, and administrators can review all the relevant data.

The following topics cover everything you need to know about managing proposals and tracking awards in SP.

Navigation

Within Evisions SP, your Dashboards provide fast access to proposals, awards, and routing certifications or approvals.

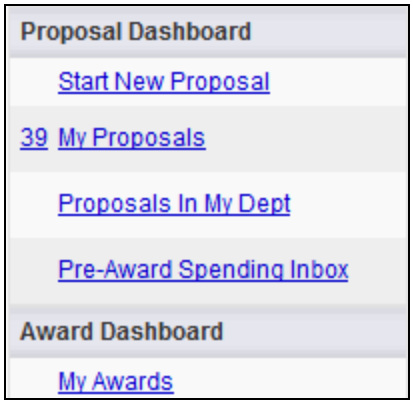
You'll always see the links in the upper navigation bar, and can go **Home** to see all your dashboards.

- **My Dashboard:** Dropdown menu allowing you to quickly view, track, and authorize items assigned to you. Clicking on the main **My Dashboard** link takes you to My Proposals.
- **Reporting:** View reports on proposal and award activity, including funding rates, awards by unit, PI, or sponsor, and other categories. ■

Logout: Exit SP.

If you have any administrative roles, in addition to these items you'll also see an **Admin** item. This item allows you to view or manage additional proposals, awards, and users in SP according to your role.

When you're on your **Home**, you'll see your Dashboards listed on the left side of the screen:



These links also appears while you are navigating between Dashboards, giving you quick access to relevant proposals, awards, and approvals.

Whenever you see a person's name in SP as a link, if you click on the link, you can see the person's contact information, including their name, email, unit, unit code, address, and phone.

Dashboards

Evisions SP offers three types of Dashboards: **Proposal**, **Award**, and **Certification/Approval**. Proposal dashboards allow you to view, create, and edit proposals and related items. Award dashboards allow you to view awards and related items. Finally, Certification/Approval Dashboards are where you find proposals currently being routed for approval and submission to the sponsor.

If you use Evisions SP primarily as a PI or researcher, you will find **My Proposals, My Awards,** and the **PI Certification Inbox** most useful. These Dashboards show proposals or awards you have created or are named on as a member of the research team, and proposals you need to certify so that they can complete routing and be submitted to the sponsor.

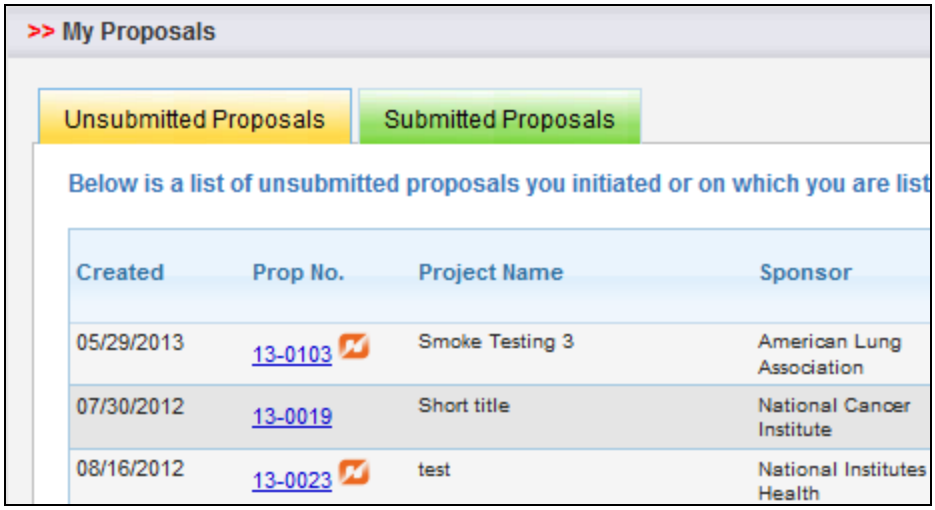
If you are a unit user (such as a Department Chair, Dean, or unit administrator) you'll find **Proposals in My Unit, Awards in My Unit,** and the **Unit Approval Inbox** more useful to you. These Dashboards show proposals and awards originating in a given unit or proposals where the unit is named, such as those that must be approved by a unit IPF Approver to be submitted to the sponsor. To see proposals or awards under the Proposals in My Unit or Awards in My Unit dashboards, you must have Proposal or Award Data Access for a unit. Otherwise, you'll see proposals you need to approve in the Dept Approval Inbox.

You can also use the Dashboard to start a new proposal, or to authorize preliminary award requests if you are a Pre-Award Spending Approver.

My Proposals

The **My Proposals** dashboard allows you to edit and track unsubmitted and submitted proposals that you created or are named on as a contributing member. The number to the left of **My Proposals** in the dashboard list indicates the number of proposals in progress, if any.

Unsubmitted proposals are shown by default, under the yellow tab on the left. Submitted proposals are shown under the green tab to the right.



Unsubmitted Proposals

When you're viewing Unsubmitted proposals, you'll see pairing icons for those proposals that are paired. Click the icon to see the corresponding Evisions 424 proposals. To the right of the list, you'll also see links to **Edit** the proposals or, if you are the owner, to **Copy** or **Delete** them:

Principal Investigator	Edit
Owner	Edit | Copy | Delete

Clicking **Edit** or clicking the proposal number (**Prop. No.**) will take you to the proposal, where you can make modifications. (Proposal numbers are automatically generated. The number preceding the hyphen indicates the fiscal year. The number following the hyphen is a sequential number assigned by Evisions SP.)

The **Role** column indicates what role you have on the proposal (e.g., Lead Principal Investigator, Research Assistant, Fellow, etc.). **Owner** means you created the proposal. You can only copy or delete a Unsubmitted proposal if you are its owner. **Proposal deletion cannot be undone.** If the SP proposal record is paired with a 424 proposal, the 424 proposal will not be deleted.

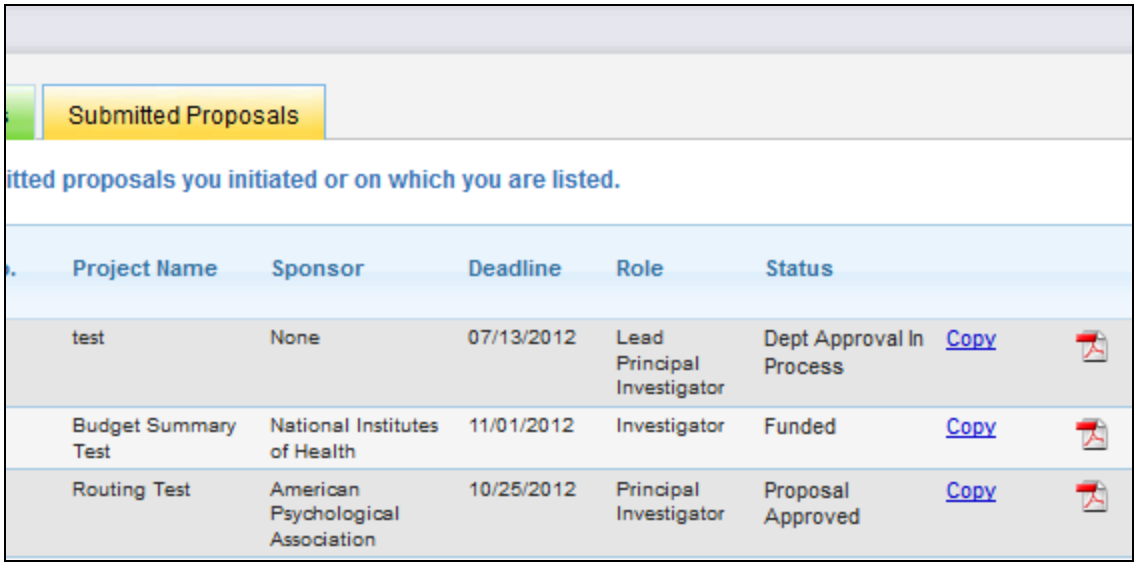
The other columns provide information about the proposal. The date it was created, its name, the Sponsor (Funding Agency), and the deadline come from the General Info section of the proposal.

By clicking on the column names, you can sort the list of proposals by these columns to more easily find proposals or determine which proposals are most in need of attention. Click once on the column name to sort, and again to reverse the sort.

If you click **Copy**, Evisions SP will make a copy of the selected proposal. The original proposal will not be altered. The new proposal will be assigned a different proposal number, and not all information will be copied into it. See Copying a Proposal to learn which items are copied into the new proposal.

Submitted Proposals

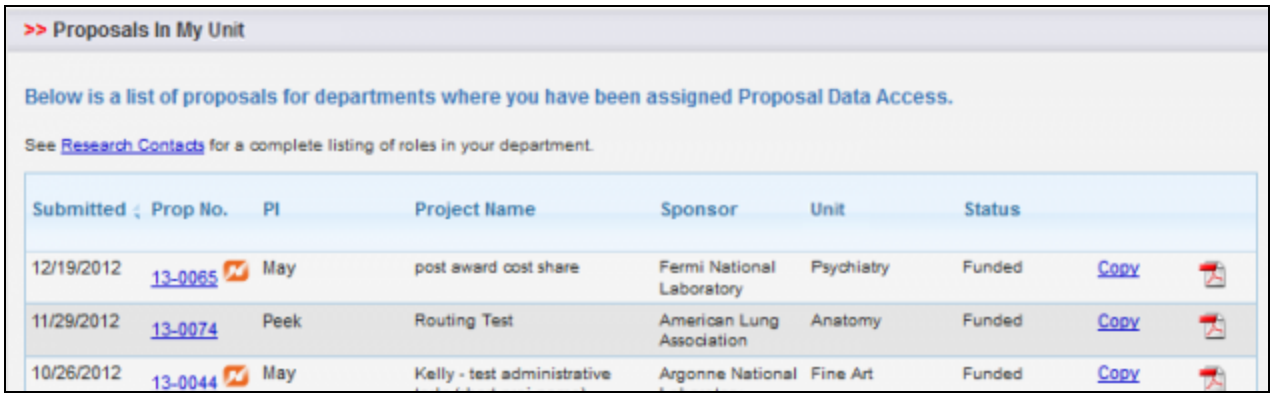
In addition to the information displayed for Unsubmitted proposals, Submitted proposals show their current **Status,** which indicates where the proposal resides in the routing process.



Submitted proposals are not editable, so clicking on the Proposal Number (**Prop No**) will show you the proposal's routing status rather than taking you to edit the proposal. On the right of the table, people with any role on the proposal will see the **Copy** link rather than an edit link. The PDF icon next to the **Copy** link will display the proposal information in PDF format.

Proposals In My Unit

Access proposals for administering units to which you have been assigned Proposal Data Access. (See **Research Contacts** for a complete listing of role assignments in your unit.)



The dashboard displays information about the proposals in your unit, including the proposal number, project name, unit, and sponsor. It also shows when they were submitted and what the status is. If the proposal has not yet been submitted for routing, there will not be a date in the Submitted column. Paired proposals are shown with the pairing icon, which you can click to view the associated Evisions 424 proposal.

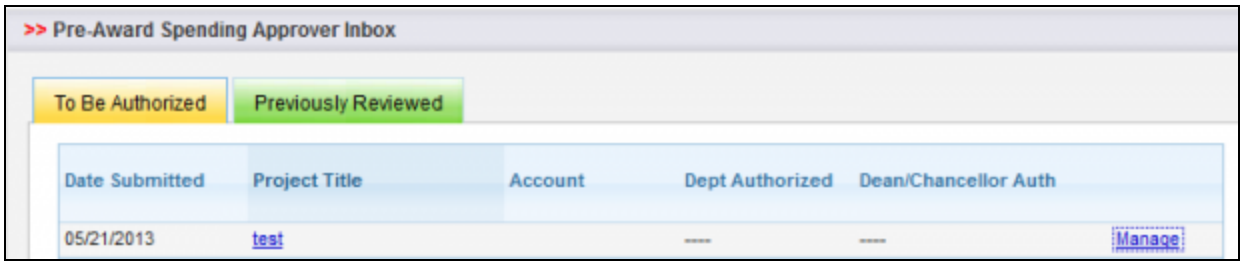
You can sort the listing by clicking on the columns. Click once to sort, and again to reverse the sort.

From the dashboard, you can view the proposal record and associated attachments either by clicking the proposal number (**Prop No**) or by clicking the PDF icon to the right to review the summary form. You can also copy the proposal to form the basis of a new proposal.

If the proposal is in an appropriate routing status, you can also prepare a Pre-Award Spending Request or view the award information (if you also have Award Data Access for the unit or proposal).

Pre-Award Spending Inbox

Your Pre-Award Spending Inbox allows you to review, approve, and track Pre-Award Spending Requests in units for which you are a Pre-Award Spending Approver in Evisions Research Contacts.



The yellow **To Be Authorized** tab shows those requests awaiting your review. To access the IPF and review the associated proposal, click the Project Title. To view the Pre-Award Spending request information for review, click **Manage**. See **Authorizing or Rejecting a Pre-Award Spending Request** for information on review actions.

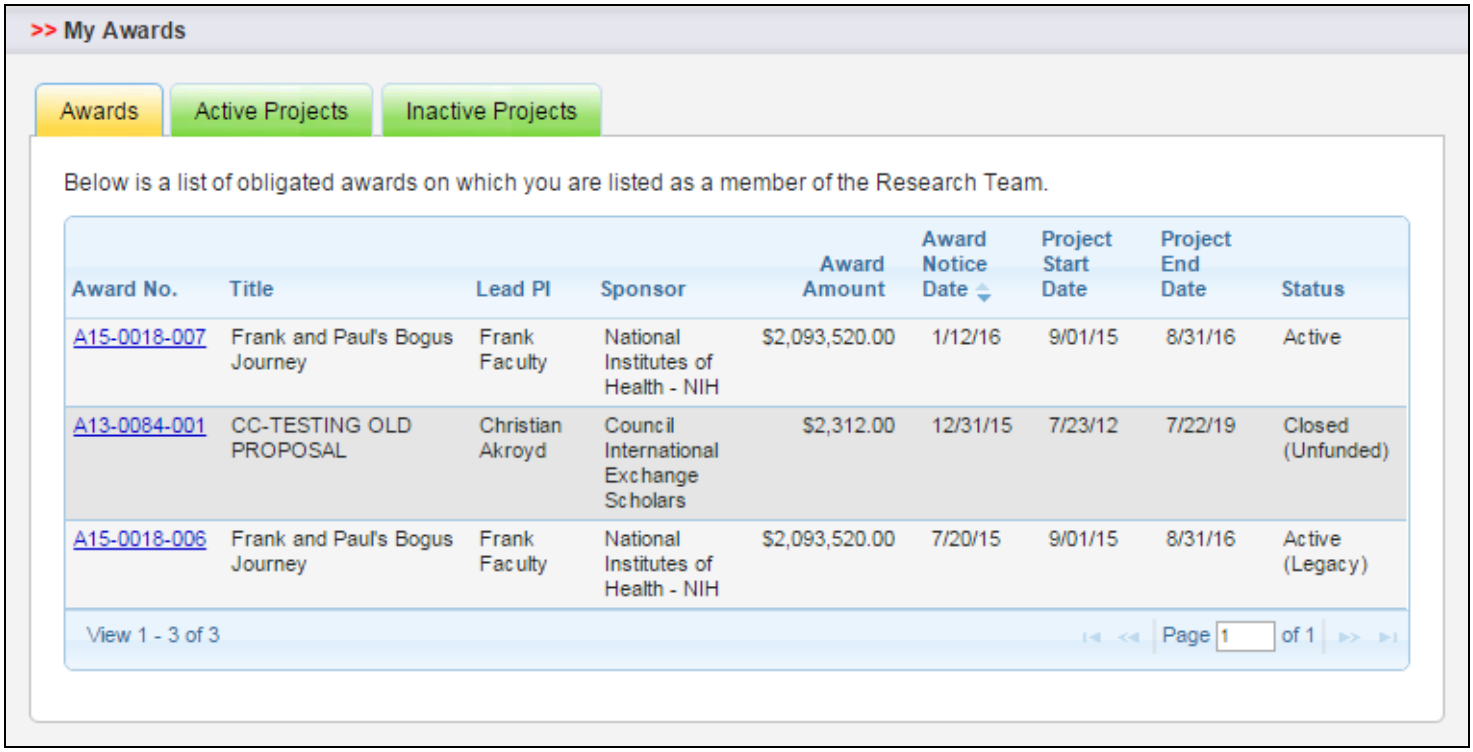
If a preliminary account has been created by an SP administrator, it will show under **Account**. The current review status shows under **Dept Authorized** and **Dean/Chancellor Auth**.

Requests you have already taken action on are under the green Previously Reviewed tab. The tabs are similar, except that a previously-reviewed request can only be viewed using the PDF icon; no further action can be taken.

My Awards

View awards on which you are listed as a member of the Research Team. If you need access to an Award, ask your local System Administrator to add you to the Research Team through the People tab of the Award.

The My Awards dashboard has three tabs:



- **Awards:** Shows all obligated awards where you are a member of the Award Research Team.
- **Active Projects:** Shows projects that have an active project status, such as "active" or "proposed." Projects will also appear here if the current user is listed on the research team for any award on the project.
- **Inactive Projects:** Shows projects for which the Project End Date has already passed. On the Project, you can click through to the Awards tab to view each Award for the Project.

The Awards tab shows basic information about the award, including: Award Number, Project Title, Lead PI, Sponsor, Award Amount, Award Notice Date, project dates, and Award Status. Access the Award by clicking the Award Number (**Award No**).

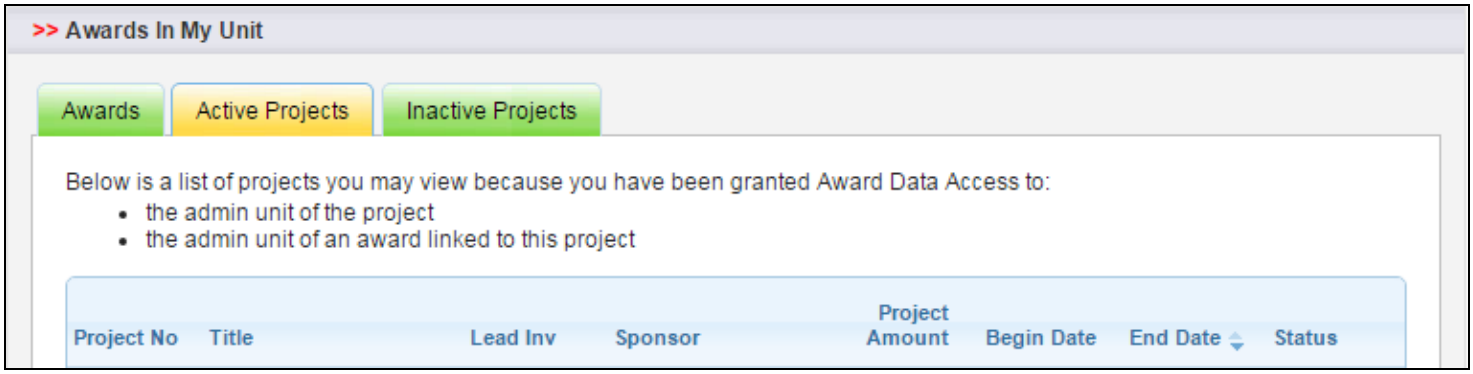
The fields for the Projects tabs are somewhat different, but also display basic information for the project: Project Number, Title, Lead Investigator, Sponsor, Amount, project dates, and project status. Click the Project Number (**Project No**) to access the project. Within each project, you can click on those awards on which you are listed as a member of the Research Team to access more details about the award.

You can sort by these fields by clicking on the column headers. By default, they are sorted in descending order by Award Notice Date. Click once to sort, and again to reverse the sort.

Awards in My Unit

View awards in administering units to which you have been assigned Award Data Access. See **Research Contacts** for a complete listing of role assignments in your unit.

The Awards in My Unit dashboard has three tabs:



- **Awards:** Shows awards that have an Official Report Date (on the **Award Administration screen,** General tab) within the last 90 days and an active, prime **account.**
- **Active Projects:** Shows projects where the project has an active status, such as "proposed" or "active."
- **Inactive Projects:** Shows projects whose status is inactive or closed.

The fields shown for Awards are Award Number, Title, Lead PI, Sponsor, Award Amount, Award Notice Date, project dates, and Award Status. Access the Award by clicking the Award Number (**Award No**).

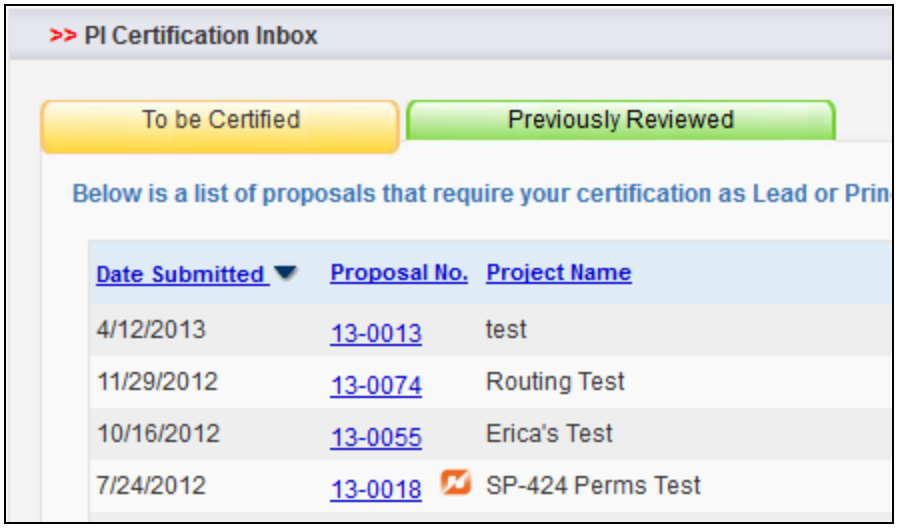
The fields for the Projects tabs are somewhat different, but also display basic information for the project: title, Lead Investigator, Sponsor, Project Amount, project dates, and Project Status. Click the Project Number (**Project No**) to access the project.

You can sort by these fields by clicking on the column headers. Click once to sort, and again to reverse the sort.

PI Certification Inbox

Your PI Certification Inbox allows you to review, certify, and track proposals on which you serve as Lead PI or Principal Investigator.

The number of proposals requiring your certification (if any) is displayed to the left of the PI Certification Inbox item in the dashboard links.



Proposals that have not yet been certified will be shown under the yellow **To Be Certified** tab. Click the **Previously Reviewed** tab to view proposals that have already been certified.

In both tabs, the list shows the date the proposal was submitted and its proposal number, which you can use to **view the routing status** and **certify the proposal**, along with the proposal's project name (short name), sponsor, and deadline. To the far right, you can generate a PDF copy of the proposal for review using the PDF icon.

If the proposal is paired, you can view the associated Evisions 424 proposal by clicking on the pairing icon to the right of the proposal number.

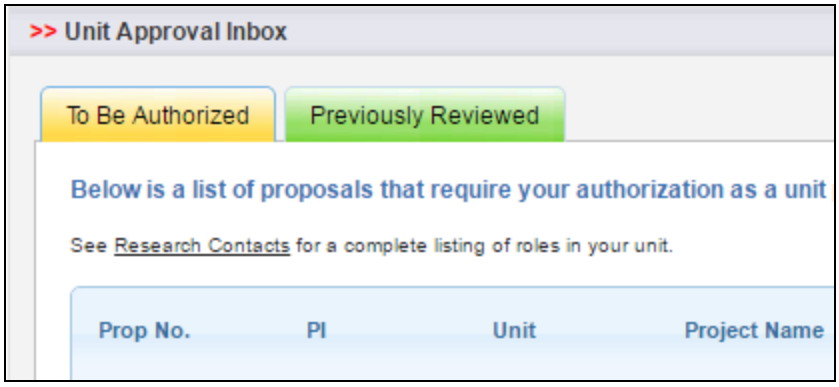
By clicking on the column names, you can sort the list of proposals by these columns to more easily find proposals or determine which proposals are most in need of attention. Click once on the column name to sort, and again to reverse the sort.

Proposals only show in the To Be Certified dashboard when they are in an approved status. If the proposal is in an Unsubmitted or Reopened status, you can use your **My Proposals** dashboard to view it.

Unit Approval Inbox

Your Unit Approval Inbox allows you to review, authorize, and track proposals in units for which you are an IPF Approver. The number of proposals requiring your authorization (if any) is displayed to the left of the Unit Approval Inbox.

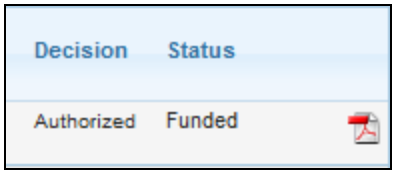
Proposals that have not yet been reviewed by someone from your unit will appear under the yellow **To Be Authorized** tab to the left. Proposals that have already been reviewed by someone from your unit will appear under the **Previously Reviewed** tab.



In both tabs, the list shows the proposal number, which you can use to **view the routing status and authorize or reject the proposal,** along with the proposal's Lead PI, unit, project name (short name), sponsor, and deadline. If the proposal is paired, click on the pairing icon next to the proposal number to view the associated Evisions 424 proposal. To the far right, you can generate a PDF copy of the proposal for review using the PDF icon.

By clicking on the column names, you can sort the list of proposals by these columns to more easily find proposals or determine which proposals are most in need of attention. Click once on the column name to sort, and again to reverse the sort.

If the proposal has not been reviewed, you'll see whether the PI has certified or not on the right under **PI Cert**. If it has been, you will see the unit decision (Authorized or Rejected) and the current proposal status.



Copying a Proposal

The **My Proposals and Proposals in My Unit** dashboards allow you to copy a proposal to serve as the basis for a new proposal; however, not all items from the existing proposal will be copied into a new proposal.

The table below indicates which items in the IPF General Info section will copy over to a new proposal, and which items will not.

Item	Included in Copy
Sponsor	✔
Funding Opportunity/Sponsor Application No	✔
Sponsor Program Name	✘
Proposal Guideline URL	✔
Prime Funding Agency	✔
Short Project Name	✔
Project Start Date	✘
Project End Date	✘
Activity Code	✘
Proposal Type	✔
Parent Project	✘
Instrument Type	✔
Select Submission Method	✔
How many copies are required?	✘
Sponsor's Mailing Address and Contact Phone Number	✘
Award Admin Unit	✔
Primary Administrative Contact	✔
Affiliated Unit(s) (if applicable)	✘
Sponsor Deadline	✔
Title of Project	✔

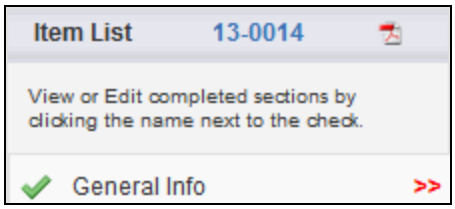
The following table indicates the other sections of the IPF that will copy over to a new proposal, and which items will not.

Section	Included in Copy
Evisions 424 Proposal	✗
Investigators/Research Team	✗
Budget	✗
Conflict of Interest	✗
Research Subjects	✓
Subcontractors	✓
Export Control	✗
Intellectual Property	✓
Community Benefits	✗
Location of Sponsored Activities	✗
Application Abstract	✓
Attachments	✗
Approving Units	✗
Submission Notes	✗

Creating a Proposal

To create a proposal, click **Start New Proposal** on your Proposal Dashboard or under the **My Dashboard** menu.

This will take you to the Start New Proposal screen to fill out the **General Info** for the proposal, including funding source, project dates, title, and administrative information. After entering the basic information about the proposal, you can **pair it with an Evisions 424 proposal,** or just click **Save** at the bottom of the page to save it and proceed to the other sections of the proposal. The list of proposal sections that you see to the left of the page is called the **Item List**:

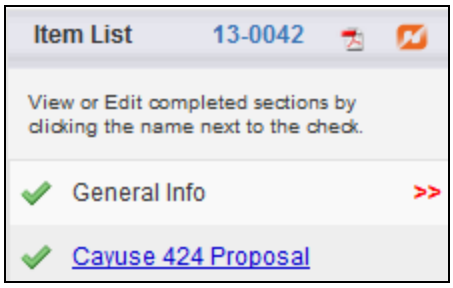


The double red arrow indicates the section of the Item List you're currently on.

The names of sections in the Item List, and whether a section is present, may vary depending on your institution. If you have any questions on this, please contact your Central Admin Office.

You'll see a green check mark (✔) next to General Info in the Item List, indicating that you have provided all the required information for this section. The **Submission Notes** section is entirely optional and is the only other section that will have a green check mark as soon as the proposal is saved.

If the proposal is **paired,** you'll see the pairing icon in the Item List header, and the Evisions 424 Proposal element in the Item List:



Throughout the proposal, an asterisk (*) indicates that a question is required, and must be answered before the page can be saved. In most cases, if you try to save the page without answering a required question, you will see a message in red at the top of the page that tells you which questions you still need to answer.

When you see a magnifying glass icon next to a field, that field is a lookup field. Click the icon, and a pop-up window will appear allowing you to search your institution's People, Units, and Sponsors (from Evisions Backbone). If you are searching by name or title, you can generally enter just the beginning part of the name to find what you need.

Click an item below for information about that section of the proposal record.

General Info

This information is requested on the **Start New Proposal** screen, and stored in the **General Info** section of an existing proposal. Fields marked with a red asterisk are required.

Sponsor Information

- **Sponsor:** Select in the pop-up window the sponsor that will directly fund the research project. Generally speaking, this is the sponsor whose name will be on the check to the institution or to whom the Central Admin Office will send invoices. If the sponsor is not listed, please contact your system administrator to add a record for the sponsor.
- **Funding Opportunity/Sponsor Application Number:** If applicable, enter the alphanumeric number provided by the sponsor for this proposal.
- **Sponsor Program Name:** If applicable, enter the program name provided by the sponsor for this proposal.
- **Proposal Guideline URL:** If applicable, enter the Web address of the guidelines or instructions associated with the sponsor's application.
- **Prime Funding Agency:** If applicable, the Prime Funding Agency applies when your institution receives a subgrant or subcontract from an intermediate funding source. (e.g., NIH awards a grant to UNC-CH and UNC-CH awards a subgrant to your institution. NIH is the Prime Funding Agency and UNC-CH is the Funding Agency.)

General Proposal Information

- **Award Admin Dept:** Select the lead unit that has the responsibility to manage the project should it be awarded. Clicking in the empty field will launch a popup with a list of available units.
- **Primary Administrative Contact:** Select the Research Assistant or other designee who will serve as the contact person for this project during post-award.
- **Parent Project:** *When creating a proposal, this item is Admin only! Non-admin users will see a link to the project (if they have read permission) when viewing the IPF from the Proposal Routing Status screen.* Select an existing project related to this proposal record. This field is available when any Proposal Type is selected. Proposals linked to projects here will still appear on the **Project Administration** Proposals tab.
- **Short Project Name:** This may be different than the Title of Project and is used for reference within SP. It is equivalent to the Proposal Name in 424.
- **Project Start Date:** Use the calendar icon to select a start date for the project.
- **Project End Date:** Use the calendar icon to select an end date for the project.
- **Activity Code:** Click to choose the appropriate activity type from the pop-up window (e.g., Research, Instruction, Clinical Trial).
- **Proposal Type** (select one option from the menu):
  - *Supplement:* Select if requesting additional new dollars, extending period of performance or requesting a change in the scope of work on an existing award.
  - *New:* Select if you are requesting new dollars NOT associated with an existing contract or grant.
  - *Non-Competing Continuation/Progress Report:* Select if requesting release of dollars previously committed by the sponsor for an existing contract or grant.
  - *Resubmission or Amendment:* Select if a previously submitted proposal is being reviewed for funding by the sponsor. The submission of a revised request would occur due to revised personnel, cost share, or budget.
  - *Renewal (competitive):* Select if requesting new dollars for continuation of an existing award to establish a new budget period.

If the proposal does not meet one of these proposal types, please contact your Central Admin Office to discuss the specific circumstances.

- **Instrument Type:** Select the appropriate agreement.
- **How will this proposal be submitted?** Indicate the submission method for the proposal. Choose one of the following: Evisions 424, Grants.gov forms, FastLane, Sponsor website, Email, Paper, or Other.

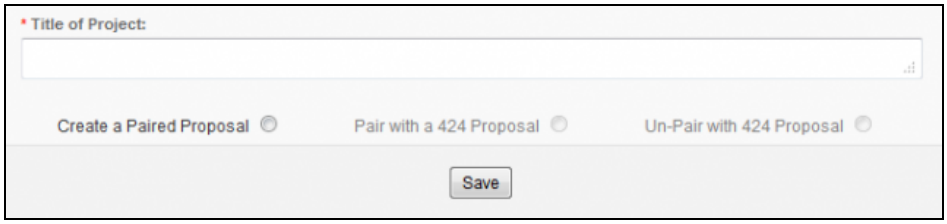
- **Create paired Evisions 424 proposal:** Check this box to enable the Evisions 424 Proposal section in the Item List.
- **If this is a paper submission, please enter the following information:** If any hard copy documentation is required to be submitted to the sponsor, it may be necessary to bring those documents to the Central Admin Office. The PI and proposal record creator will receive an email directing them to provide any hard-copy documents once the proposal record has been approved by all units.
    - **How many copies are required?** Enter the number of copies requested by the sponsor.
    - **Sponsor's Mailing Address and Contact Phone Number**: Enter only the mailing address and contact information. This field should be no more than 255 characters. Enter any detailed submission instructions in the **Submission Notes** section.
- **Affiliated Unit (if applicable):** Select other units at your institution that will contribute space, personnel, or equipment to this project. To remove a unit or center from this list, click **Click Here to Choose Affiliated Unit** to launch the Affiliated Unit list, uncheck the unit, and click **Select** at the bottom of the list. The Unit and Unit Code columns are both sortable.
- **Sponsor Deadline:** Click the calendar icon to enter the date by which the proposal must be postmarked or received by the sponsor.
- **Title of Project:** Include the full title of the proposal that is being submitted to the funding agency. This title should match the title on the cover letter, face page, and abstract to the sponsor.

Pairing with a Evisions 424 Proposal

Proposal records developed in Evisions SP may be paired with proposals in Evisions 424. We recommend beginning to build the proposal in Evisions SP so that pairing is easy and straightforward, but proposals **can be paired after creation as well.**

When the proposals are linked, routing in 424 is turned off and routing is handled through SP. If the proposal is a federal proposal, the Evisions 424 proposal is the one that is submitted to Grants.gov.

After clicking **Start New Proposal** on the Proposal Dashboard, SP asks for basic information **(General Info)** about the project. After you have entered the basic information, you'll see three options for paired proposals at the bottom of the screen. During proposal creation, only one of these options is active: **Create a Paired Proposal**.

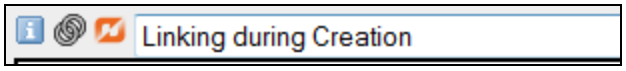


Creating a Paired Evisions 424 Proposal

Once you have filled out all the basic information required to create your proposal, select **Create a Paired Proposal**. This will send you to Evisions 424 to **create a 424 proposal** that will be paired with your SP proposal. Depending on your settings, Evisions 424 will open in a new window or tab, and the proposal creation dialog will appear in a new window on top of it. You should complete the proposal creation in 424 before returning to your original Evisions window or tab.

The Evisions SP Proposal's **Short Project Name** becomes the Evisions 424 proposal's **Proposal Name**, and the **Sponsor Deadline** is the **Due Date**. This information is carried over from Evisions SP for your convenience, and you can change it as you would for any Evisions 424 proposal. This will not affect the linkage between the proposals. Select any other relevant information and click **Create Proposal.** For more information on filling out the relevant information, see **Proposal Information** in the Evisions 424 User Reference Manual.

Once you have completed the proposal creation in Evisions 424, you'll see your newly-created proposal, with the pairing icon shown at the top next to the proposal name.



You can edit the proposal in 424 after it is created. For information on proposal development, see **Managing Proposals**.

If you change your mind and decide you don't want to create a paired proposal right now, click **Cancel** in the Evisions 424 proposal creation dialog, and close the Evisions 424 tab or window. Then return to the original Evisions SP tab or window and click **Cancel** on the popup dialog regarding Evisions 424 proposal creation.

If you know that there is already an existing Evisions 424 proposal for your SP proposal, you should fill out the General Info page and **Save** the proposal. You will then be able to select **Pair with a 424 Proposal** and **complete the process of pairing with an existing Evisions 424 proposal.**

Investigators/Research Team

To build a Research Team, use the Add Personnel Information section to add people to the proposal with the appropriate roles and effort. Fill out the required fields, marked with a red asterisk, before saving.

To add a person, click the magnifying glass next to **Last Name**. This brings up a window where you can search for the person by last name. When you find them, click on their name to fill their information into the fields. The **Unit** field will automatically fill with the person's home unit, but if you need to assign them to another unit for this work, you can use the magnifying glass to search for and select a different unit from the list that pops up. You can filter the list by entering the Unit Code or the Unit Name into the empty fields at the top of the popup.

The first person you add should be the person responsible for the technical, regulatory and financial aspects of the project, and that person will have the role **Lead Principal Investigator**. Exactly one person on the proposal must have this role before the proposal can be successfully submitted for routing.

Add the effort information:

- **Sponsored Effort %:** The individual's total effort in the initial or current budget period. Enter "0" (zero) if this figure does not apply.
- **Cost Shared Effort %:** The portion of the individual's total effort that will be cost shared. If the proposal does not make use of cost shared effort, you may leave this field blank.
- **Allocation of Credit %:** This field should be used in accordance with your institutional policy regarding allocating credit. One common use is that the unit F&A return will be distributed per the allocation of credit. If your institution does not use this field, you may leave it blank.
- **Person Months:** The individual's involvement in Person Months. Enter "0" (zero) if this figure does not apply.

Click **Save Personnel** to add the person to the proposal. Subsequent people can be added with other roles:

- *Investigator:* This individual is considered to be a primary contributor to the successful conduct of a research project; any person who is responsible for the design, conduct, or reporting of research.
- *Principal Investigator:* This role should only be selected if the sponsor allows multiple PIs. Other roles that may fall under this designation include: Research Scientist, Research Specialist, Research Associate, or Scholar.
- *Postdoctoral Research Associate:* This individual has received a doctoral degree and serves on the research project.
- *Graduate Research Assistant:* A post baccalaureate student who serves on the project.
- *Fellow:* This individual is a student, pre or postdoc, applying for a fellowship or support for dissertation research whose mentor is the Lead Principal Investigator on this proposal.
- *Clinical Research Coordinator:* This individual has significant responsibility for the conduct of a human subjects study. Responsibilities may include study subject recruitment, arranging subject visits, informed consent, regulatory documents, case report forms, and meeting with study monitors.
- *Project Manager:* An individual is identified in this role on a limited basis such as on program project grants or on a clinical trial.
- *Technical Staff:* This individual performs standardized or routine measurements, analyses or procedures in support of the research project.
- *Undergraduate Student:* This role defines an undergraduate student who does not meet the definition of Fellow.
- *Administrative Contact:* This individual has proposal edit rights, but is not named on the budget (e.g., unit contract and grant manager).
- *Administrative Assistant:* This role is used on a limited basis on eligible funding opportunities, for example, program project or state contracts.
- *Proposal Editor:* Grants simultaneous permissions equal to the Proposal Creator in the SP record and 424 record.
- *Other Key Participant:* This designation accommodates project participants whose role title differs from those above. After selecting Other Key Participant, a field labeled "Role Title" appears beneath the Role. Enter the participant's custom title into the Role Title field. The participant's unit will be included in the routing list on the Approving Unit's screen.
- *Other Participant (no routing):* This designation serves the same purpose as Other Key Participant, except that the participant's unit is excluded from the routing list on the Approving Units screen.

There should be exactly one Lead PI on the proposal at all times. Other Investigators may have the Principal Investigator or Investigator roles. This section will not be considered completed until there is exactly one Lead PI.

List of Personnel

This area shows personnel who have already been added. Click **Edit** to make changes to a person's entry, or **Remove** to remove them from the proposal.

Personnel with the Lead Principal Investigator and all Principal Investigator roles will receive an electronic notification to certify their role on this project prior to submission to the sponsor.

Budget

There are three different types of budgets you can make use of in Evisions SP, depending on the way your institution tracks budget data. For any proposal, you may select a **Summary** or **Detailed** budget. The Summary budget shows direct and indirect costs, providing a high-level overview of the project's budget for the current period and for the total project period. The Detailed budget provides a more fine-grained division of the budget into categories of direct costs, including Personnel, Travel, Equipment, and Materials. The categories are based on the Federal Research and Related (R&R) Budget.

If your Evisions proposal i**s linked to a Evisions 424 proposal,** you can also select the **Autofill** budget. The Autofill budget looks very similar to the Detailed budget, but all data is filled in using budget data from the linked Evisions 424 proposal.

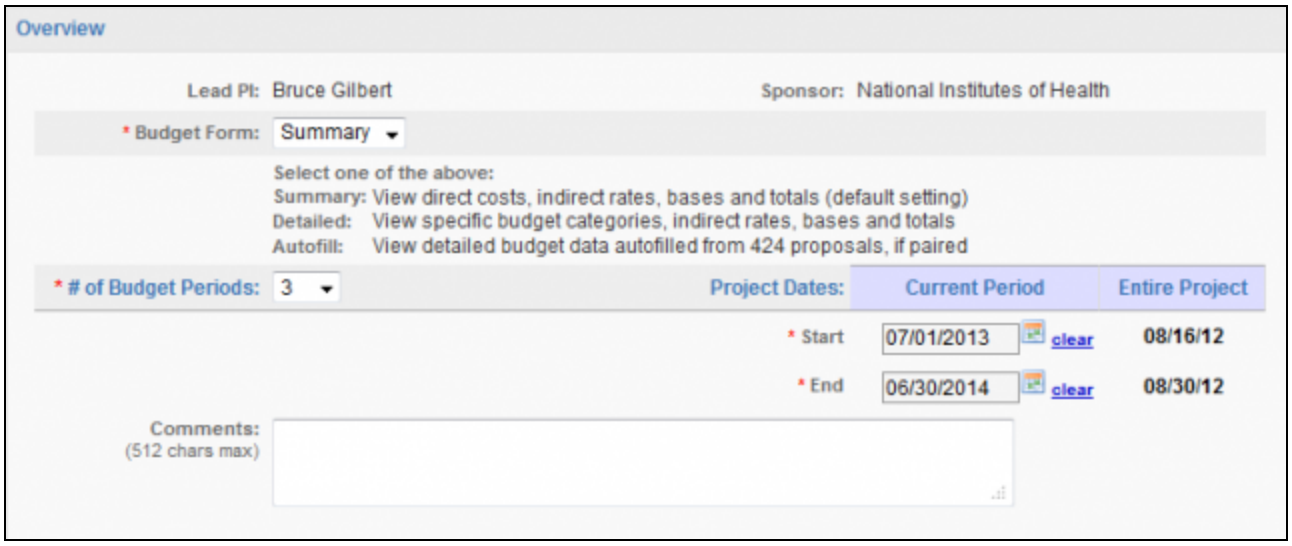
Each budget includes the following five sections:

- Overview
- Cost Sharing
- F & A Rates
- Budget Categories
- Personnel/ Space/ Equipment

Use the **Save** button at the bottom of the page to save entered data for the current budget. (You won't be able to save until you have answered all required questions.) Using the **Reset** button will change the budget type to Summary and remove all information from the budget page.

Overview

The **Overview** section of the budget displays the Lead PI and Sponsor information, and allows you to select the type of budget you want and the number of budget periods for the project (up to 10). You'll also need to select the **Begin Date** and **End Date** for the Current Period using the calendar icons to the right of the fields.



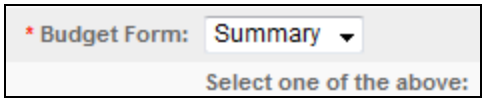
The dates for the project are taken from the General Info screen and cannot be edited within the budget. Return to that screen to update these dates if needed.

You can also enter comments here in the Comments box that would be useful to others using the Budget screen. For example, this box might let other people editing the proposal know that although there is a linked Evisions 424 proposal, the Autofill budget should not be used.

Be aware that changing the number of budget periods will reset all budget numbers for the Entire Project period. Select the correct number of periods in this section before beginning work on the budget.

Selecting a Budget Type

A budget type dropdown is included in the Overview section so you can select the type of budget before filling in the budget information.



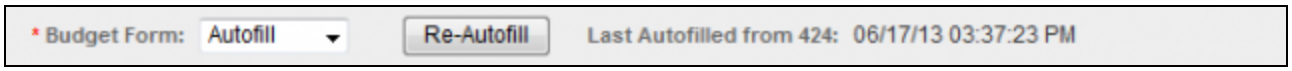
If your institution has a policy regarding which budget form to select, you should consult that policy in order to select a budget form. If your institution does not have a policy, you can use your own judgment as to which budget type to select.

If your proposal is not linked to a Evisions 424 proposal, you can only use the Summary or Detailed budgets. Select the Detailed budget to include detailed budgeting information in Evisions SP, to facilitate cost review. Select the Summary budget if only a high-level review is required.

If your proposal is linked to a Evisions 424 proposal, you have the option of selecting the Autofill budget. However, not all budget forms in Evisions 424 can transmit information to Evisions SP. The R&R Budget and the Fed/NonFed Budget can be used, but non-standard budgets and most modular budgets cannot. The PHS 398 Modular Budget allows some fields, but not all fields, to autofill. If your Evisions 424 proposal is using a non-standard or modular budget, it is advisable to select the Summary or Detailed budget type, as described above.

The budget type can be changed at any time during creation of the proposal. If budget data has been saved for one budget type, that data will be retained until a new budget type is selected and saved using the **Save** button at the bottom of the page. If data for the Summary or Detailed budget type has been entered, but not saved, selecting the Autofill budget will immediately Autofill the budget from Evisions 424, and other data will be lost. However, you can switch between the Summary and Detailed forms without saving the information on either form. This allows you to choose the appropriate level of detail as you enter data, rather than having to decide immediately. However, as soon as you save the information on either the Summary or Detailed form, any information on the other form will be lost. We recommend that you select one budget type and stick to it.

If you have selected Autofill and the **Last Autofilled from 424** date is before the most recent changes were made to the budget in Evisions 424, click **Re-Autofill** to refresh the data:



After the newest data loads, review the data, then **Save** the budget form using the button at the bottom of the page to store the data into the proposal.

Cost Sharing

You must have proposal edit access to add or remove a cost share unit!

Indicate in this section whether the budget includes cost sharing or cash matching in the current budget period. The information on cost sharing for the entire project period is entered in the Budget Categories section.

A proposal involves cost sharing or cash matching if it commits the institution, the Unit/Institute, and/or a subcontractor to provide cost sharing or cash matching in support of the project. All cost sharing must be documented in accordance with established criteria.

If you answer **No**, you can move on to the next section of the budget.

If you answer **Yes** to the initial question, you'll see additional information you need to fill out:

Cost sharing may be mandated by law or sponsor policy (Agency Mandated) or offered when not required (or over and above the required level) to demonstrate your institution's commitment to the project (Voluntary). Select the types that apply to your proposal by checking the relevant boxes, and enter any amount that will be cost-shared.

Cost sharing can occur in several different ways:

- F&A: The PI elects to provide cost sharing by charging less than the full indirect cost rate or indirect cost amount applicable to the project. This type of cost sharing may require F&A rate reduction approval by your Central Admin Office.
- In-Kind: Normally encountered in public service-oriented projects involving the contribution of services from outside the institution. Such services might be donated by student tutors, private M.D.s, dentists, volunteers, etc., or consist of property donated by non-federal third parties. Although the institution does not pay for such services, these must be documented and should, at a minimum, entail a record of dates and time donated by the individual.
- Matching: Involves an institutional contribution of funds specifically appropriated for and allocated to the project. The allocation and billing of project cost is processed in accordance with the agreement such as 75% federal and 25% non-federal.
- Salary Cap: A mandatory form of cost sharing whereby a sponsor (typically NIH) limits the salary payable to a PI.

You can use the Comment field if the type is not one of the above. **At this time, you must select one of the above types in order to complete the page, even if you also entered a comment.**

After entering the amount and type, add relevant units that are participating in cost-sharing by clicking **Add Cost Sharing Unit**.

1. A new window will pop up.

2. Enter the unit by clicking the magnifying glass to the right of the field and selecting the correct unit from the list that pops up. You can filter the list by entering the Unit Code or Unit Name into the empty fields at the top of the popup window.
3. Enter the amount that this unit will be responsible for.
4. Enter the Account Number associated with the cost sharing. Enter TBD if you don't know this number, or None for In-Kind cost sharing.
5. Click **Add Unit**.

You can repeat this process for as many units as are involved in cost sharing. Units entered as Cost Sharing Units will appear on the Approving Units screen as units that must approve the proposal. The IPF Approver(s) for this unit, as well as the proposal's Lead Principal Investigator, must certify and approve the cost sharing as part of proposal approval.

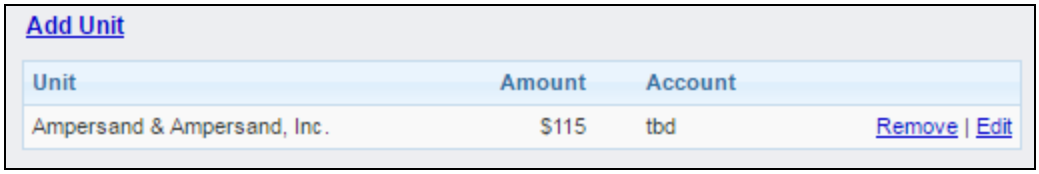
NOTE:

If the total of internal cost sharing as allocated to the internal cost sharing units is not the same as the total internal cost sharing indicated, you will receive an error message when attempting to save the budget. Be sure that you have accounted for all of the cost sharing under the Cost Sharing Units before saving.

After filling in the Cost Sharing section, the Institutional Cost Sharing category under Total Sponsor Proposed Costs for the Current Period will be filled in automatically if you are using calculated values. We advise entering the total cost sharing amount for the Entire Project in this area at this time as well since this information is required if there is more than one budget period.

TOTAL SPONSOR PROPOSED COSTS:	**$22,222**	**$0**
Internal Cost Sharing:	$115	$ 115
Third-Party Cost Sharing:	$120	$ 130
TOTAL PROJECT COSTS:	**$22,457**	**$245**

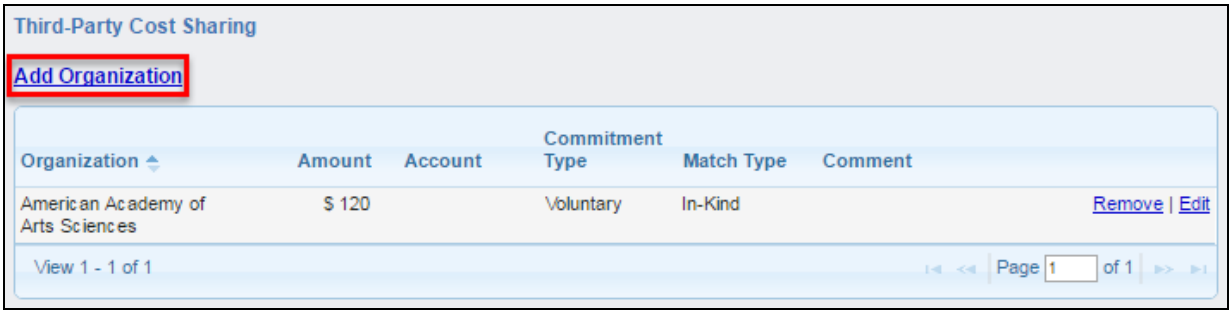
To remove a cost sharing unit, click **Remove** in the far right column of the Cost Sharing Units table. Click **Edit** to edit the unit's details.



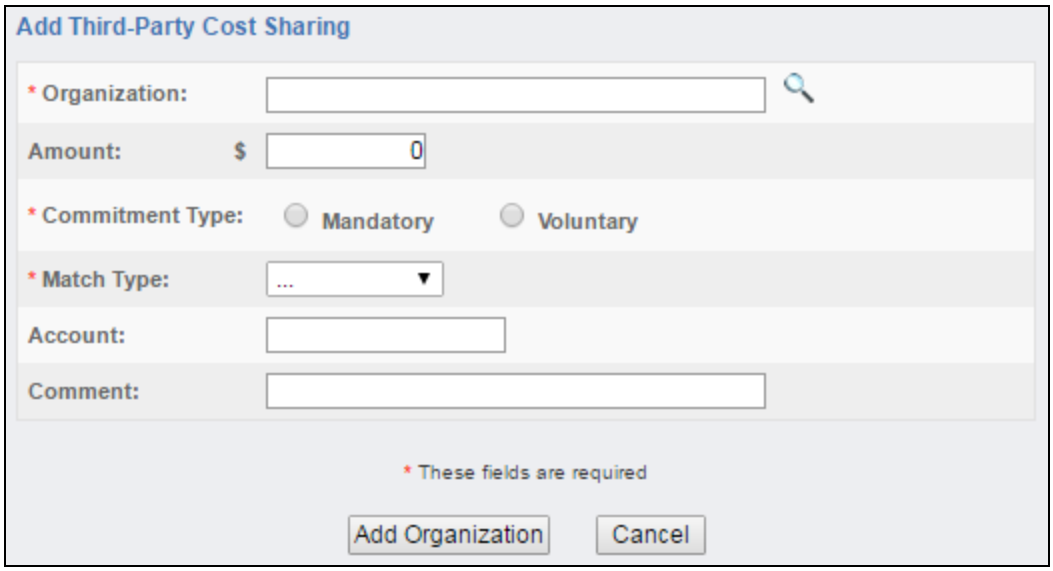
Third Party Cost Sharing

You can also add third-party organizations for cost sharing. To add a third-party organization for cost sharing:

1. Click Add Organization.



2. A new window will pop up.



3. Mandatory fields are marked with a red asterisk.
4. Click the magnifying glass to bring up a search box to look for the organization.
5. Type in all or part of the organization name and click **Search** to bring up a list of matching names.
6. Select the organization.
7. Click **Add Organization**.

To remove a thrid-party cost sharing unit, click **Remove** in the far right column of the Third-Party Cost Sharing Units table. Click **Edit** to edit the unit's details.

The amount entered for third-party cost sharing will appear in the Current Period column on the budget form under Budget Categories. If there is more than one budget period, you will need to enter the third-party cost sharing amount for the entire project. This amount must be greater than or equal to the amount entered for Third-Party Cost Sharing above.

TOTAL SPONSOR PROPOSED COSTS:	**$22,222**	**$0**
Internal Cost Sharing:	$115	$ 115
Third-Party Cost Sharing:	$120	$ 130
TOTAL PROJECT COSTS:	**$22,457**	**$245**

Repeat this process to add as many third parties as are involved in cost sharing.

NOTE:

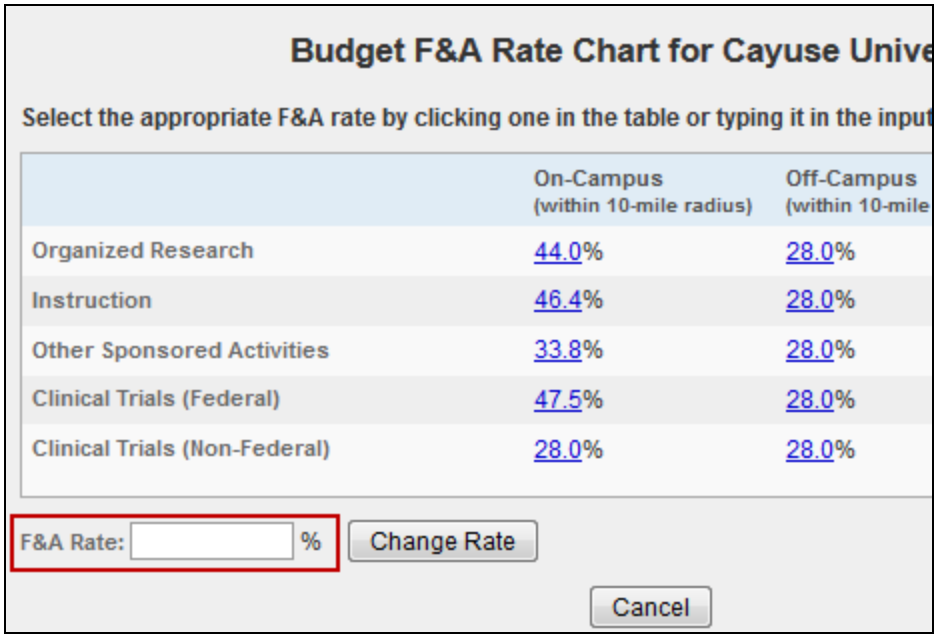
If the total of third-party cost sharing as allocated to the third-party cost sharing units is not the same as the total third-party cost sharing indicated, you will receive an error message when attempting to save the budget. Be sure that you have accounted for all third-party cost sharing before saving.

F&A Rates

Summary and Detailed Budgets

You can enter up to three F&A rates (Indirect Cost rates) for the current period and for the entire project. You only need to enter multiple rates if you have proposed dollar amounts, in the current period or in the project period, that use a different F&A rate.

Clicking into an F&A Rate field will display a table for selecting an appropriate F&A rate:



Budget F&A Rate Chart for Cayuse Unive

Select the appropriate F&A rate by clicking one in the table or typing it in the input

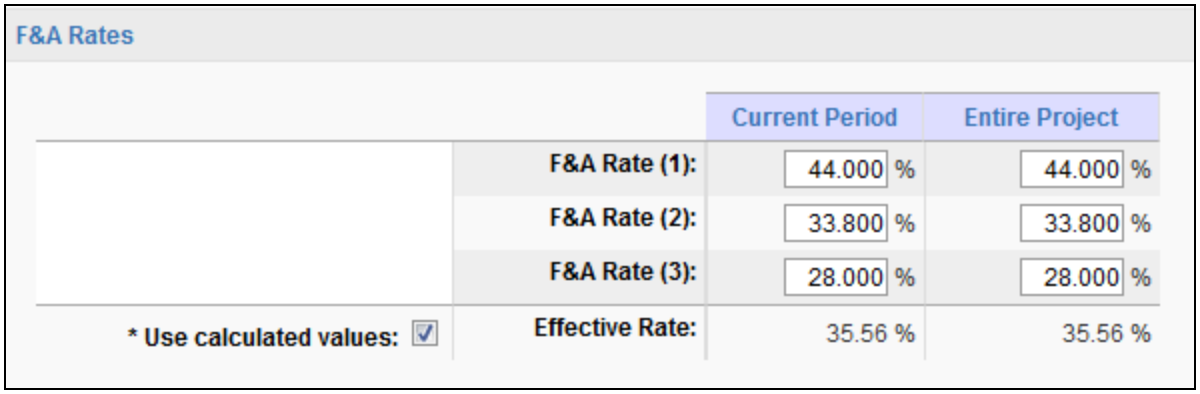
	On-Campus (within 10-mile radius)	Off-Campus (within 10-mile
Organized Research	44.0%	28.0%
Instruction	46.4%	28.0%
Other Sponsored Activities	33.8%	28.0%
Clinical Trials (Federal)	47.5%	28.0%
Clinical Trials (Non-Federal)	28.0%	28.0%

F&A Rate: % Change Rate

Cancel

If you are using a rate that is not shown in the table, you can enter it yourself using the field with the red box around it in the screenshot. Click **Change Rate** after entering the correct rate. This changes the rate for the current proposal.

By default, the effective rate, a calculated composite of the indirect costs and the bases they are applied to, will be calculated and displayed in reporting. To use a different Effective Rate, uncheck the **Use calculated values** checkbox (shown below to the left side of the screen), and enter the desired Effective Rate. Be sure that if you have unchecked **Use calculated values**, you have entered the desired Effective Rate, because otherwise you may see calculations that do not match.



F&A Rates

		Current Period	Entire Project
	F&A Rate (1):	44.000 %	44.000 %
	F&A Rate (2):	33.800 %	33.800 %
	F&A Rate (3):	28.000 %	28.000 %
* Use calculated values: ☑	Effective Rate:	35.56 %	35.56 %

Note that if you change your mind later and decide to use the calculated values, the custom value you've entered for the Effective Rate will be removed. You will not be able to retrieve it by unchecking the box, because the Effective Rate row will retain the calculated rate value until it is edited and saved.

The calculated rates will not be displayed until the F&A bases have been established under Sponsor Direct Costs in the Budget Categories section, because the effective rate cannot be determined until the bases are known.

Autofill Budget

When the budget type is Autofill, the Effective Rate is autofilled from Evisions 424 and cannot be edited within Evisions SP. Access the paired Evisions 424 proposal and edit its budget to make any necessary changes.

Budget Categories

Only numbers can be entered in the budget categories area. Do not attempt to enter commas or decimal points.

Summary Budget

The summary budget provides columns for entering budget numbers for the Current Period and the Entire Project, and separates budget categories for Direct and Indirect costs. Sponsor Direct Costs are manually entered and can be broken down into base allocations for up to three different F&A Rates selected in the F&A Rates section.

The Indirect costs can be calculated based on the F&A rates if the **Use calculated values** checkbox to the left of the line item is checked. The same is true for the Total Sponsor Proposed Costs, which is the sum of the Direct and Indirect costs, not including any Institutional Cost Sharing. If the **Use calculated values** box is not checked, these can be entered manually.

Total Project Costs are always calculated from the total of the costs above, adding Institutional Cost Sharing and Third Party Cost Sharing to the Total Sponsor Proposed Costs.

Detailed Budget

The detailed budget provides a much more extensive category breakdown, including Senior/Key Person Salary and Fringe, Other Personnel compensation, Equipment, Travel, Participant Costs, and Other Direct Costs. The F&A Bases for each of the F&A rates must still be entered separately, but the Sponsor Direct Costs will be automatically calculated from the numbers entered in the detailed budget fields. The other calculations described above for the Summary budget are also active for the detailed budget, but can be inactivated if you prefer to manually enter certain totals.

Autofill Budget

The Autofill budget looks almost exactly like the detailed budget in the Budget Categories section, but the data comes from Evisions 424 using Autofill, and all total fields are calculated. The calculations cannot be overridden. You can enter additional data in each budget category, and it will be reflected in the Total fields, but any future Autofill action will overwrite this data.

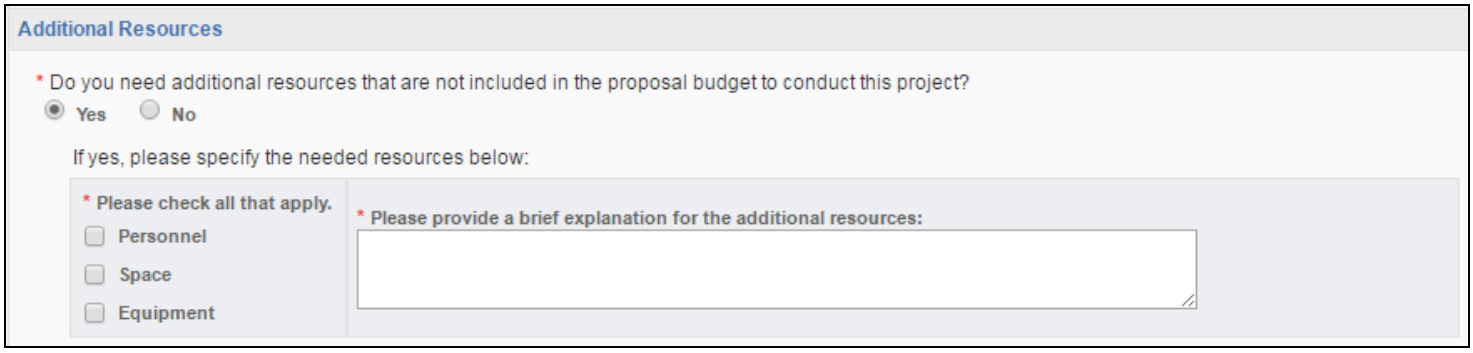
The **Composite BASE** field is unusual in that it is a calculated total field in 424, but is editable within SP. This field is used in reporting, and should only be overwritten if necessary for accurate reporting.

In general, editing an Autofilled budget within Evisions SP is not recommended. To make changes**, access the paired Evisions 424 proposal** and **edit its budget.**

For the most part, the name of a field in the Evisions SP Autofill budget and the name of the field that the data is autofilled from in Evisions 424 will be very similar, so it should be relatively straightforward to make the necessary changes in Evisions 424. If you have any questions about where the data is coming from**, contact Evisions Support.**

Additional Resources

If you need additional resources that are not monetary, indicate that here. You must answer **Yes** or **No**. If you answer Yes, you will see additional information that you need to fill out:



Check the resources that you will need, and provide justification for each in the space provided. Also indicate if approvals from the relevant unit(s) have been obtained.

Conflict of Interest

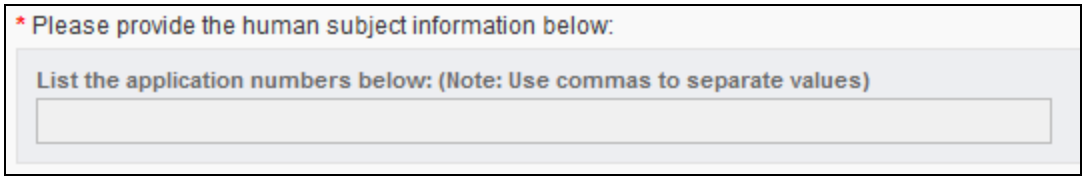
The questions in this section are required to determine whether members of the Research Team their family members, or the institution are involved in activities that may impose an actual or perceived conflict of interest as it would relate to the conduct of the research or a member's relationship with the Sponsor.

If you think a conflict exists, please refer to your institution's policy on conflicts of interest and commitment.

Regulatory Compliance

If your institution has Evisions IRB and/or Evisions IACUC, you will be able to link directly to the studies in those products with Evisions SP.

If your institution has not purchased Evisions IRB, Evisions SP will have a free text field where you can enter the Application Numbers of your IRB studies. Similarly, if your institution has not purchased Evisions IACUC, Evisions SP will have a text field for you to enter your IACUC Application numbers.



Human Subjects

These questions are required to determine appropriate actions for IRB compliance.

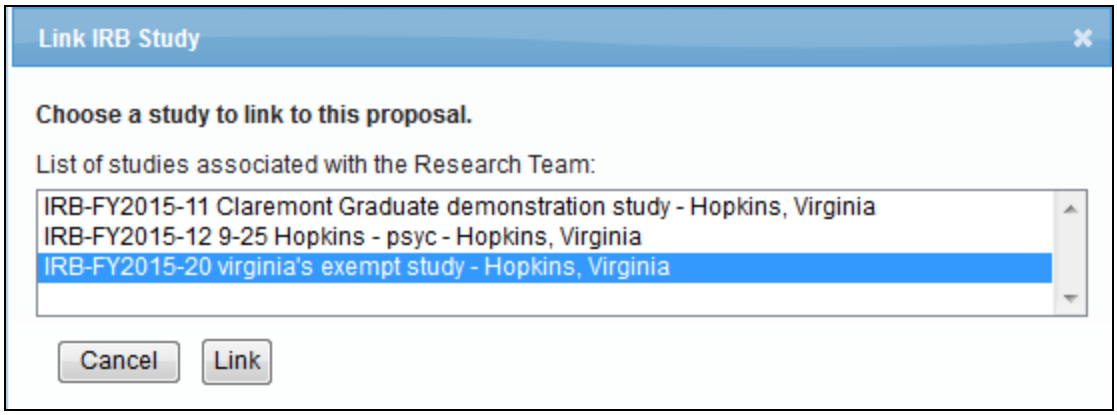
If the proposal involves human subjects and the Research Team has submitted an application for IRB approval through Evisions IRB, you can use the magnifying glass to identify all human subject protocols for members of the Research Team listed on the Investigators/Research Team page and select the relevant protocols that are associated with this proposal.

If the proposal involves human subjects and no submission to the IRB has been made, indicate:

- Not required at proposal submission (JIT): The review package will be submitted for IRB review once the institution is notified that funding is imminent; or
- Submission is pending

If the proposal involves human subjects and a submission to the IRB has been made:

- If your institution has purchased Evisions IRB, any Evisions SP user has the ability to link their Evisions SP Proposal to a Evisions IRB study. To do so, select **Link IRB Study** and select a study. The list populates based on the studies associated to the Research Team in Evisions IRB. You can also **link to studies from Evisions IRB.**



Animal Subjects

These questions are required to determine appropriate actions for IACUC compliance.

If the proposal involves animal subjects and the Research Team has submitted an application for IACUC approval through Evisions IACUC, use the magnifying glass to identify animal protocols for members of the Research Team listed on the Investigators/Research Team page and select the relevant protocols that are associated with this proposal.

You can also enter a list of species involved with the project.

If the proposal involves animal subjects and no submission to the IACUC has been made, indicate:

- Not required at proposal submission (JIT): The review package will be submitted for IACUC review once the institution is notified that funding is imminent; or
- Submission is pending

Research Materials

Special institutional clearances may be required if hazardous research materials are used in the sponsored research or if material is received from the research sponsor. Contact the appropriate office at your institution for guidance.

Subcontractors

If subcontractors are included as part of the proposal, click the magnifying glass below the **Subcontractor** field to locate each subcontractor name, then click Add Subcontractor. Once you are finished adding subcontractors, click Authorize Subcontractor list to receive the green check mark (✔) that indicates a completed proposal section.

If there are no subcontractors for this proposal, click **No Subcontractors.** This will allow you to proceed with the green check mark.

After subcontractors have been added, they may be removed individually. If you have previously selected **No Subcontractors** and you now need to add one, or have selected many subcontractors and need to remove all of them, click **Reset**.

After adding subcontractors, you should upload the following documents to the Attachments section of the proposal:

- Statement of Work
- Budget
- Budget Justification
- Outgoing Subcontract Commitment Letter (signed)

Additional information that may be required:

- The negotiated Indirect Cost Rate Agreement
- Representations and Certifications

Export Control

All questions in this section are required.

The Lead Principal Investigator must work with the Central Admin Office to determine that any research affected by the Export Control Act complies with its regulations and reporting requirements far enough in advance to obtain an export license, should one be required.

Any change in the scope or addition of new staff may require a re-determination.

Please contact your Central Admin Office or Environmental Health & Safety Office if you have any questions about export control regulations.

Intellectual Property

These questions are required and your answers will help speed communication and avoid problems that may delay your project.

Management of intellectual property has significant overlap with management of sponsored research. Contractual terms in sponsored research agreements and licensing or material transfer agreements can sometimes conflict. For additional information regarding any of the Intellectual Property questions, please contact your Central Admin Office or Office of Technology Development.

- **Disclosure:** Disclosure refers to the submission of a Report of Invention (ROI) to the Office of Technology Development. An ROI may lead to the filing of a patent application and may further lead to commercial licensing of the invention, regardless of whether a patent application was filed.
- **Patent:** A patent is a federal grant based on an invention, which gives the holder the right to exclude others from making, using, or selling the invention. A patent application gives notice that such rights may arise in the future, however, the right to exclude others begins only when the patent is issued.

Sponsored research projects may contemplate further development of your institution's inventions claimed in a patent or patent application, or patented inventions owned by outside parties may be relevant to the project. Such situations require that your Central Admin Office take care to address these issues appropriately in the sponsored research agreement.

- **Transfer Agreement:** A transfer agreement can be a Material Transfer Agreement (MTA), academic or research use license, or any other written agreement under which the researcher has obtained the limited right to use something owned by another entity. Researchers also share materials with outside parties under an MTA or other forms of research use licenses.

Should the sponsored research proposal contemplate using materials, data, or software obtained under such an agreement, your Central Admin Office must take care to avoid conflicting obligations between the transfer agreement and the sponsor of the proposed research.

- **License:** A license is a written agreement whereby the owner of property grants limited rights in that property to another. A commercial license for tangible property (material) or intellectual property typically grants the right to make, use or sell the property.

If an institutional invention is licensed to a commercial entity and is also to be used or further developed in the proposed research, your Central Admin Office must take care to avoid granting rights in that invention to the sponsor.

- **Is this proposal an SBIR (Small Business Innovative Research Program)?**

  SBIR is a highly competitive program that encourages small businesses to explore their technological potential and provides the incentive to profit from its commercialization. By including qualified small businesses in the nation's R&D arena, high-tech innovation is stimulated and the United States gains entrepreneurial spirit as it meets its specific research and development needs.

- **Is this proposal an STTR (Small Business Technology Transfer Program)?**

  STTR is an important small business program that expands funding opportunities in the federal innovation research and development arena. Central to the program is expansion of the public and private sector partnership to include the joint venture opportunities for small business and the nation's premier nonprofit research institutions. STTR's most important role is to foster the innovation necessary to meet the nation's scientific and technological challenges in the 21st century.

Community Benefits

All sponsored programs provide benefits in the sense of institutional support, employment, training of students, and the economic multiplier effect (e.g., university, employee, student, and visitor spending). However, these questions address projects that emphasize benefits to citizens in your state beyond the immediate university community.

These questions may differ by institution, but are generally required. Common questions include:

Will this project:

- Promote Economic Development?
- Provide Community Service?
- Address the General Education, Health, or Welfare of citizens?
- Involve the study of birth-to-12th grade education?
- Promote adult education and/ or life-long learning?
- Involve research with an Institute or Center within your university?

Location of Sponsored Activities

Indicate the locations where your research will occur and assign a percentage to each location. Percentages should reflect the portion of the total budget that would be expended in that location. If activities occur on campus, there is no need to add the campus county as an In-State Location; likewise for the state and country.

The sum of percentages in all locations must equal 100%. A percentage is required when entering a location. The current total is indicated toward the top of the page. The green check mark will only appear for this section when the total is 100%.

For each entry, enter or select the location and the percentage, then click **Add**. If you need to remove a location already entered, click **Remove**.

On-Campus Locations:

This is a free text field. Enter specific campus location(s) where research will be conducted. Be as precise as possible.

Out-of-State Locations:

In the dropdown menu, select the state(s) in which sponsored activities will occur. Select one state at a time to add several states. You can also select the special entry "All States" if work will occur in all states.

In-State County Locations:

In the drop down menu, select the county or counties in which sponsored activities will occur. Select one county at a time to add several counties.

Out-of-Country Locations:

In the drop down menu, select the country or countries in which sponsored activities will occur. Select one country at a time to add several countries.

To remove all data from this section, click **Reset**.

Application Abstract

All of the items on this screen are required.

- **I give permission to make this abstract publicly accessible:** Click 'Yes' if you want the abstract to be visible in SP Reporting. Click 'No' to hide the abstract in Reporting.
- **Abstract:** Enter the abstract for the proposed research here.
- **Please select a CIP code (Science Code) that describes the type of research contained in this proposal:** The CIP is a taxonomic coding scheme that contains titles and descriptions of primarily postsecondary instructional programs. It was developed to facilitate NCES's collection and reporting of postsecondary degree completions by major field of study using standard classifications that capture the majority of reportable program activity. For additional information on Science Codes please visit the National Center for Education Statistics web site.

The CIP code field may have been customized for your institution's use. If so, you should follow the instructions given by your institution.

Proposal Attachments

Add documents containing helpful supplementary information here. You may add as many attachments as necessary. Attachments may include amendments, budgets, JIT, letters of intent, and other documents.

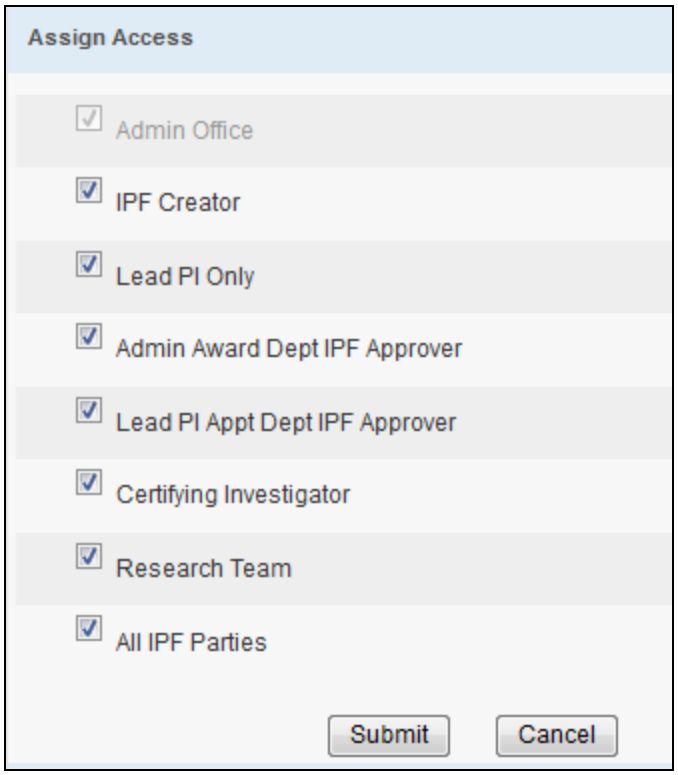
In the unusual case that no attachments are needed, you can click **No Attachments** to complete this section.

Adding Documents

First, click **Browse** to open a file selection dialog and locate the file you want to upload. There is no restriction on file size, but larger documents will take more time to upload. Any file type (with the exception of .exe) is acceptable.

After selecting the document, assign the appropriate document type. Click **Add** or **Next**. (If you chose the wrong file or type, you can click **Reset** to clear out your selection.)

If you're working within an Unsubmitted or Reopened proposal, the document will automatically upload with the default permissions. Otherwise, you'll see a pop-up window allowing you to select who should have access to the document:



Select the parties who should have access. Most frequently, this will be everyone on the list: the Research Team, IPF Approvers from approving units, and the Central Admin Office.

Selecting **Submit** will upload the attachment. **Cancel** will cancel the upload.

For Safari users: uploading attachments with Safari is blocked at this time due to a known issue. Please use Mozilla Firefox instead.

Managing Documents

When the file has completely finished uploading, it will appear in the Attachment table below. You can download documents from this area by clicking on the file name. If you have permissions to do so, you can click the listing under Access to change who can see the document, or click the red X button to delete the attachment. Attachments can only be deleted individually.

Approving Units

This section of the proposal represents the list of Units, Centers, or Schools that must approve the proposal before it can be routed to the Central Admin Office.

List of Approving Units

The List of Approving Units is created automatically from the units added during the proposal creation process. The Award Admin Unit (shown as Admin Unit) is always listed first and cannot be changed or removed. Other units may be added because a member of the Research Team is from that unit, or as a result of being an Affiliated Center or Institute. The list shows why a given unit was added in the **Role(s)** column.

If you see "Rollup from" in the Roles column, and you don't think that unit should be included, contact your Central Admin Office.

Setting the Routing Order

The routing order for the listed units can be changed by changing the number in the dropdown box to the left, under Routing Order. It can be made sequential or concurrent; that is, you could have the order 1, 2, 3, 4 if the units must approve in a strict order, or 1, 2, 2, 4 if the middle two could approve at the same time. If a unit is currently #4 and you want it to be #2, simply select 2 and click out of the selection box. After a few seconds, the unit list will re-order automatically.

Modifying the Unit List

You can add additional units by clicking the magnifying glass icon under **Add Approving Unit** and choosing from the alphabetical list. You can also search for the Unit Code or Unit Name by filling in the unit code or unit name fields. The list will automatically filter results. The unit will be added with the role Other Approving.

If a unit has a **Remove** link next to the role, you can remove it by clicking the link. (To edit a listing, remove and re-add it.) This is generally only possible if it has been added as Other Approving. Other units are mandatory approvers.

If one of the units is incorrect, note the **Role(s)** listed for the unit. You will need to edit or remove and re-add the Research Team member or unit with that role in order to modify the routing list.

You may need to refresh your browser screen if you have made changes to your routing chain.

Authorizing the Unit List

To authorize the list and complete this section, click **Authorize Unit Listing**. ***Do not authorize the list until you are comfortable that it is correct.*** If you don't think a unit should be included, contact your Central Admin Office.

Submission Notes

Provide any additional information or comments regarding the proposal. Notes are visible to all members of the Research Team as well as unit approvers.

This is a good place to enter detailed submission instructions that will not fit in the Sponsor Mailing Address and Contact Phone Number field in the General Info section.

This section is optional; you may leave it entirely blank.

Paired Proposals

Proposals in Evisions SP can be paired with proposals in Evisions 424, connecting the administrative records in Evisions SP with the proposals prepared for submission in Evisions 424.

Pairing can occur during the proposal creation process, and it can also be introduced, changed, or removed later.

When proposals are paired, a pairing icon ( ) is shown on most screens to make navigating between the two proposals easy. Paired proposals in Evisions SP can also **receive budget data from Evisions 424.**

Paired proposals are **routed** through Evisions SP, and permissions for the paired Evisions 424 proposal are also **managed through Evisions SP.**

Navigating Paired Proposals

When editing a paired proposal in Evisions SP, you may want to navigate between the SP proposal and the Evisions 424 proposal.

Whenever you click the pairing icon ( ) in Evisions SP, you will be taken to the proposal in Evisions 424 (and the reverse is also the case).

After creating a paired proposal, once you have finished editing your Evisions 424 proposal for the time being, you can return to your original Evisions SP window or tab, or you can click the pairing icon. The **Evisions 424 Proposal** entry in the Item List will be visible and will have a green check mark. You can access the Evisions 424 proposal by clicking this link as well as through the pairing icon shown in the header of the Item List.

Either one will return to your Evisions SP proposal so you can edit the other sections of the proposal, but clicking the pairing icon will open a new window or tab showing the SP proposal rather than returning you to the original one.

As you continue to work on your paired proposals, you may want to navigate back and forth. Keep in mind that each click on a pairing icon will open a new window or tab. Unfortunately, the way that browsers communicate with web applications makes this impossible to avoid. You may want to simply switch back and forth between your windows and tabs instead to avoid having lots of windows or tabs with the same information and losing track of which one you are using.

If you are seeing pairing information that seems to be out of date, use the green arrows to refresh the proposal information in Evisions 424. In Evisions SP, you can use the browser's refresh function.

Receiving Budget Data

Creating a pairing enables the Autofill budget in Evisions SP, which allows you to import the budget information for your Evisions SP proposal from Evisions 424 if your 424 proposal has a compatible budget form.

See the Budget topics for additional information.

Managing Pairing

Only one Evisions SP proposal and one Evisions 424 proposal can be linked together. Proposals can only be paired and unpaired when they have not been submitted for routing, or have been reopened for editing.

If you need to change the pairing of an existing proposal in Evisions SP, you must first unpair it, then pair it with a different proposal.

Unpairing a Paired Proposal

1. Find the proposal in your My Proposals dashboard on the Unsubmitted tab. If the proposal is not visible there because it has been submitted for routing, contact your Central Admin Office to request that they unpair the proposal for you. (If you are an administrator, you can complete this change yourself by following the instructions under Routing Status.)
2. Select the proposal by clicking the proposal number.
3. At the bottom of the General Info screen, click **Un-Pair with 424 Proposal**. Wait while the unpairing occurs. When it is complete, the progress dialog will close and the proposals will be unpaired.

If you only want to unpair the proposal, this is all you need to do. The Evisions 424 proposal will not be removed, but you'll no longer see the pairing icon or the Evisions 424 Proposal entry in the Item List. If you also want to remove the 424 proposal, you'll need to do so separately.

Pairing an Existing Unpaired Proposal

You can pair an existing unpaired proposal in Evisions SP with either a new or existing Evisions 424 proposal.

1. To pair an existing unpaired proposal with a 424 proposal, find the proposal in your My Proposals dashboard on the Unsubmitted tab. If the proposal is not visible there because it has been submitted for routing, contact your Central Admin Office to request that they pair the proposal for you.
2. Select the proposal by clicking the proposal number.
3. At the bottom of the General Info screen, click **Create Paired 424 Proposal** if you want to create a new 424 proposal, and follow the steps under Creating a Paired Evisions 424 Proposal.
4. Otherwise, to pair your proposal with an existing 424 proposal, click **Pair with a 424 Proposal**.
5. A dialog will pop up allowing you to select a proposal in 424 to pair with. You will only see proposals you have access to.
6. Click on the desired proposal to pair with.
7. Wait while the pairing is completed. This can take a minute, so wait for the dialog to close before proceeding.

If pairing is successful, you can access the 424 proposal through the pairing icon ( ) and you'll see that the pairing buttons are deactivated at the bottom of the screen. There is no need to **Save** the proposal separately.

If pairing is not successful, you'll see a message saying that the proposal is no longer available to pair with. This message may show if someone else has just paired a Evisions SP proposal with that Evisions 424 proposal. The list will refresh and you can try again.

After changing the pairing of a proposal, you may need to update the budget data so that it is current.

Deleting a Paired Proposal

If you would like to delete an SP proposal you created that is paired with a Evisions 424 proposal, you may do so as you normally would, through the My Proposals dashboard.

Before deletion, you'll see a warning that deleting the SP proposal will not delete the paired Evisions 424 proposal. It will simply unpair the two proposals, and the Evisions 424 proposal will be a standalone proposal.

If you want to delete the 424 proposal, you'll need to do so separately after you complete the deletion of the SP proposal.

Delete this text and replace it with your own content.

Routing a Proposal

Routing is the movement of a proposal through the internal steps necessary for unit, compliance and Central Admin Office approval prior to submission to the sponsor.

After submission for routing, the proposal record is certified by the PI, authorized by unit/school/college/center administrators (IPF Approvers), and reviewed by the Central Admin Office. PI certification and unit approvals may occur in parallel; the units do not need to (but may choose to) wait for the PI to certify before approving. All review and approval of the proposal record is handled electronically within SP. Post-award routing is limited to Central Admin Office staff.

Routing in SP with a Paired 424 Proposal

If you start a proposal record in SP and build a paired Evisions 424 proposal, routing in 424 is turned off and handled completely through SP. SP assigns permissions to the paired 424 proposal based upon the user's role in SP and the routing state of the proposal record. In general, the proposal creator (Owner) and any Proposal Editors will have full permissions to the 424 record, and the Lead PI and any PIs will be able to see and edit the 424 proposal. After submission, everyone's permissions are limited to read-only except the IPF approver in the Award Admin Unit.

For more information about permissions on the paired 424 proposal, please see Integration with Evisions 424 in the SP System Admin Manual.

Routing Emails

Routing activities in Evisions SP trigger email notifications to relevant parties. During the routing process, the Lead PI and proposal creator (Owner) receive an email for almost every proposal status change, although they do not receive emails for each unit approval as long as the proposal is moving along successfully toward the Admin Office. unit approvers receive notification when the proposal is ready for review by their unit, and other PIs receive a notification when the proposal is submitted and available to certify.

For more information on what events trigger emails and who receives them, see Email Admin. Your institution may customize both the recipients and content of these emails based on institutional needs. The emails are sent in HTML format.

Submitting a Proposal for Routing

The proposal creator or any member of the Research Team can submit a proposal record for routing in Evisions SP. A proposal record can only be routed when all sections in the Item List have green check marks.

To submit a proposal record for routing:

1. Click **My Proposals** on the Proposal Dashboard.
2. On the Unsubmitted Proposals tab, click the proposal number that is ready to be routed.
3. Click **Submit for Routing** beneath the Item List on the left side of the screen. If you get an error when you click this button, the proposal cannot be routed yet. Check the Item List and complete the necessary sections.
4. Read the Submission Confirmation statement to understand what will happen when the proposal record is submitted for routing. Click **Yes** to acknowledge the submission certification.

If you find that you've made a mistake and need to make changes to the proposal, you can have a Evisions SP System Adminstrator set the proposal back to the Unsubmitted status for you, or you can ask the first unit approver to reject it, which will put it in Reopened status. Reopened is similar to Unsubmitted in that you will be able to edit the proposal while it is Reopened.

Viewing the Routing Status

The Proposal Routing Status screen allows you to track the status of a proposal record in routing.

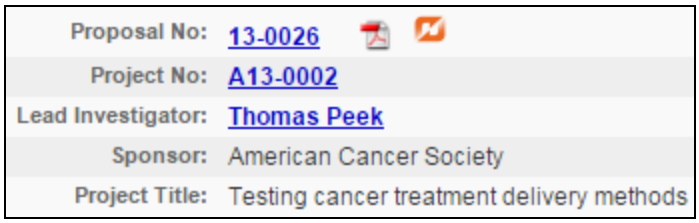
If you are a member of the Research Team, you can access this screen by going to your My Proposals dashboard and selecting the Submitted Proposals tab, then clicking the Proposal Number (**Prop No**).

IPF Approvers can see the proposal by accessing their Unit Approval Inbox under the Certifications/Approvals section of the Dashboard. If you or someone from your unit has not yet approved the proposal, you'll see it under **To Be Authorized**. Otherwise, click the **Previously Reviewed** tab, then click the Proposal Number (**Prop No**).

Proposal Information

The upper section of the screen shows information about the proposal record, including assigned personnel (Lead PI and assigned unit and Admin Office personnel), project title, sponsor, and deadline.

Click on the proposal number (**Proposal No**) to view the proposal data in SP, or the PDF icon to see a printable version of the proposal along with a section for routing information. If the proposal is paired with a Evisions424 proposal, the pairing icon will show to the right of the PDF link:



You can click the pairing icon to view the paired Evisions 424 proposal.

Available Actions

Depending on the role or roles you have on the proposal, you'll see action buttons following the proposal information. Clicking **View IPF** allows you to review the proposal (you will not be able to make changes, since the proposal cannot be edited during routing). If you are an investigator, you can certify the proposal by clicking **Certify Proposal**. Unit approvers can authorize or reject the proposal by clicking the relevant button.

Proposal Routing Functions

The bottom section of the screen shows the functions currently available for the proposal, each one in its own tab:

Approvals: View the routing history of the proposal record. This tab is shown by default. See Approvals for more information.

Compliance: View the approval status for IRB studies and IACUC protocols. See Compliance for more information.

Status History: View a list of status changes to the proposal record including the person who made the change and the date and time when the change took place. This is the same information as is displayed under the Approvals tab in the Status History section.

Pre-Award Spending: Submit a Pre-Award Spending Request associated with the proposal or view an existing one. For more information, see Submitting and Authorizing a Pre-Award Spending Request.

Awards: View the awards associated with the proposal. See Awards for more information. To view an Award, you must either be named as a member of the Research Team **on the Award** or have Award Data Access in the unit administering the project.

Notes ( **):** Add or view comments while reviewing the proposal. Notes entered here appear at the Proposal, Project, and Award levels. They are visible to all members of the Research Team as well as the unit administrators who approve the proposal.

Attachments ( **):** Other than Notes, Attachments are the only part of the proposal that can be modified during routing, in order to allow those in the routing chain to upload supporting documents.

The process of uploading attachments is similar to the process used when adding attachments to the proposal directly. Documents uploaded here appear at the Proposal, Project, and Award levels.

Approvals

The Approvals tab shows who needs to certify and authorize the proposal for it to be approved.

Approvals | Compliance | Status History | Pre-Award Spending | Awards

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and sh
Office of Sponsored Research.

Investigator(s) who must certify this Proposal

Investigator	Role
Thomas Peek	Lead Principal Investigator

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)
1	Hematology and Oncology	Christopher Berry , Ben Harris
2	School Of Medicine	Takaakira Goto , Stuart Braithwaite
3	Anatomy	Thomas Fu , Cayuse Admin
4	Office of Sponsored Research	Admin Office

Status History

Status	Person

The units must authorize the proposal in the order listed, but only one approval from each unit in the routing chain is necessary. In the example proposal shown above, either Takaakira Goto or Stuart Braithwaite could authorize the proposal for School of Medicine.

Parallel routing takes place when multiple units share the same routing order/number. In that case, the units with the same number can authorize in any order.

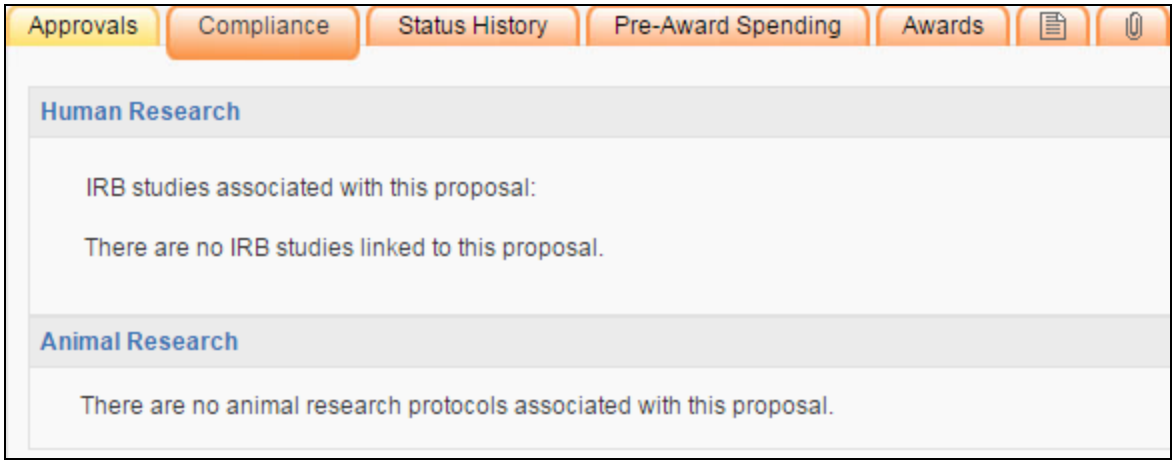
PI certification is not required by the system in order to move to unit approval; they can occur in parallel. However, institutions may differ on their policy.

The Status History entries here are the same as the entries under the Status History tab.

Compliance

During the approval process, the Compliance tab will be blank. To review Compliance information, click the Proposal Number (**Proposal No**) at the top of the Proposal Routing Status page and select **Regulatory Compliance**.

After approval, it will indicate whether there are no associated protocols:



Or list them if there are:

Approvals | Compliance | Status History | Pre-Award Spending | Awards

Human Research

IRB studies associated with this proposal:

Study #	Title	Approval Date
IRB-FY2015-20	virginia's exempt study	12/04/2014 00:00:0

Legacy IRB study numbers:

Study #
12-1233

Animal Research

Animal subjects are used in this research.

The following protocols have been associated with this proposal.

IACUC ID
12345.0
12345.0

If your institution is utilizing Evisions IRB or Evisions IACUC, the application numbers entered on this tab are hyperlinked after being added, and associated data such as the title, committee and status will be displayed. Click the hyperlink to go into the submission administration page in IRB or IACUC.

If you do not use either module, the protocol numbers will not be hyperlinked and there will be no data visible under the other fields.

Global Admins or those with Proposal Edit Access may also hand-enter IRB or IACUC numbers after an application has been submitted. You must type in the number and then click the **Add** button.

If you need to unlink an IRB study, you can click the unlink icon in the far right column of the IRB studies list.

If you need to remove an IACUC study, click **Remove** in the far right column.

Awards

When proposals are in the approvals process, they will not generally have Award information associated with them, but once they have been approved, submitted, and funded, the Awards tab of the Proposal Routing Status screen is where you can find Awards related to the proposal you are viewing.

For proposals that have been funded for some time, there may be more than one Award listed here. The screen shows the Award Number (**Award No**) and basic information about the award such as the amount, whether it is Anticipated or Obligated, the primary associated (Prime) account, and when the budget start date is.

Click an award number or **Go to Project** to view detailed information about the award(s).

Certifying a Proposal

As an Investigator, your main role in routing is to certify the proposal.

The Lead PI and other PIs must certify the proposal during the routing process. They are notified via a system-generated email when a proposal record requires certification. In Evisions SP, the Lead PI and Principal Investigator both have the authority to certify, but only one certification is necessary.

To review and certify a proposal record:

1. From your PI Certification Inbox, click the proposal number on the **To be Certified** tab.
2. Review the proposal by clicking the PDF icon to the right of the proposal number in the upper part of the screen, or by clicking the proposal number, then clicking **View IPF** on the Proposal Routing Status screen.
3. To perform your certification after review, click **Certify Proposal** on the Proposal Routing Status screen.
4. Enter any comments you have regarding the proposal (optional). These will be visible to the Research Team, proposal reviewers, and the Central Admin Office.
5. Click **Submit Certification** to acknowledge the certification statement.

Authorizing or Rejecting a Proposal

IPF Approvers (Deans, Chairs, Directors, or their designees) are notified via a system-generated email when a proposal record requires authorization. units/schools/colleges/centers must authorize in the routing order specified on the proposal record. Only one authorization is required at each level. After all units have authorized, the proposal record is assigned to the Central Admin Office for review.

To review and authorize a proposal record:

1. From your Unit Approval Inbox, click the proposal number on the **To Be Authorized** tab.
2. Review the proposal by clicking the PDF icon to the far right of the proposal number, or by clicking the proposal number, then clicking **View IPF** on the Proposal Routing Status screen.
3. Click **Authorize Proposal** or **Reject Proposal** on the Proposal Routing Status screen.
4. Enter any comments you have regarding the proposal. This field is required for rejections. Your comments will be visible to the Research Team, proposal reviewers, and the Central Admin Office.
5. Click **Submit Authorization** or **Submit Rejection** to acknowledge the authorization statement.

When you reject a proposal, it receives the status Reopened, and the Research team and creator will be able to edit it and resubmit it for routing.

Awards

Awards are the records in SP that indicate that a proposal has been successfully funded and track the distribution of the funding to the Research Team. Awards are set up and managed by the Central Admin Office and accessible to the Research Team.

If you are a PI, you can see awards where you are listed as a member of the Research Team in your My Awards dashboard. Individuals with Award Data Access for a unit will see awards for the unit under Awards in My Unit.

If you're looking for Awards associated with a particular proposal, first, view the routing status of the proposal. You can see the awards for a proposal on the Awards tab of the Proposal Routing Status screen.

The information for an Award is shown on the Award Administration screen. The top section shows the most basic information about the award: its number in Evisions SP, the award amount and primary account (if any), the project title, the date it was last updated and the administrative contact information.

The tabs below each show a category of information about the Award:

- **General:** Additional information about the award, including the reporting designation as anticipated or obligated and the begin and end dates. This section also includes the Official Report Date, which is the date the Award was issued. This date is used to determine which Awards are Recent according to the My Awards and Awards in My Unit dashboards.
- **People:** Investigators and other personnel affiliated with the award. The personnel and their effort carry forward from the proposal record when an award is created based on a proposal. Click a person's name to view his or her contact details. The plus sign to the left shows any historical changes to this information.
- **Budget:** Budget details for the associated Award.
- **Distributions:** Subdivisions of the award into various accounts. Distributions are how Accounts become connected with Awards. See Distributions and Accounts for more information.
- **Proposals:** Proposals affiliated with the award. Click a proposal number to view the proposal's routing status.
- **Notes:** Add or view comments. Notes entered here appear at the Project and Award levels, and are visible to everyone who can see the award: members of the Research Team, unit users with Award Data Access, and administrators.
- **Attachments:** Upload supporting documents. Attachments may include agency authorizations, revisions, award notices, progress reports, sponsor guidelines, and other documents. Other than Notes, Attachments are the only part of the Award that can be modified by the Research Team.

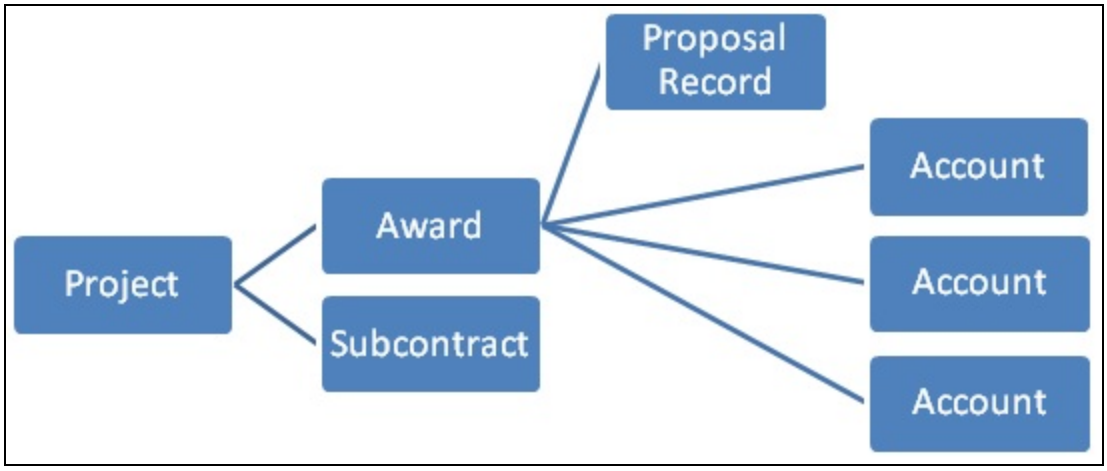
The process of uploading attachments is similar to the process used elsewhere in SP. Select a file using **Browse**, select a Document Type, and click **Next**. Documents uploaded here appear at the Project and Award levels.

Understanding Awards and Projects

Award and Project Relationships

During the pre-award phase, there is only a standalone Proposal record. After the proposal is awarded, data on the Award, any Subcontracts, and the Award's Accounts has to be organized and tracked. In SP, information about Awards and related records is stored in a Project.

The post-award hierarchy in Evisions SP consists of Projects, Awards, Subcontracts, and Accounts (Distributions). The following diagram illustrates the relationship between the various types of records in SP.



As you can see from the diagram, a proposal is connected to a project through an award. Although proposals do have a 'Parent Project' field in their General Info section, this field is informational, and is often used to hold a previous, related proposal. For a proposal to be connected to a project, it must have been funded and the award linked to the proposal.

Here's an example of a Project with Awards, Accounts, and a Subcontract:

- **Project**: Techniques for Dementia Detection
  - **Subcontract**: $60,000
  - **Award**: $217,600.00
    - **Account (Prime)**: $217,600.00
  - **Award**: $305,900.00
    - **Account (Prime)**: $145,200
    - **Account (Sub)**: $100,700
    - **Account (Sub)**: $60,000

Reading Project, Award, and Subcontract Numbers

The Project number is the basis for the associated Award and Subcontract numbers. Project Numbers are formatted as AXX-XXXX (a Project was formerly known as an Award Project). Award numbers consist of the project number plus an -XXX suffix. Subcontracts ad an SXXX suffix, with an additional AXX suffix for amendments. An example is shown below that should help you understand the record numbers and relationships.

Sample Project: A11-1262

- A = Award
- 11 = Fiscal year
- 1262 = Sequential project number

The fiscal year is determined by the Project Begin Date and your institution's fiscal year rollover date. For example, if your Project Begin Date is 9/1/2011, and your rollover date is 7/1, then the project would be assigned the FY prefix 12, while a project with a Begin Date of 5/1/2011 would have FY prefix 11.

Sample Award: A11-1262-001

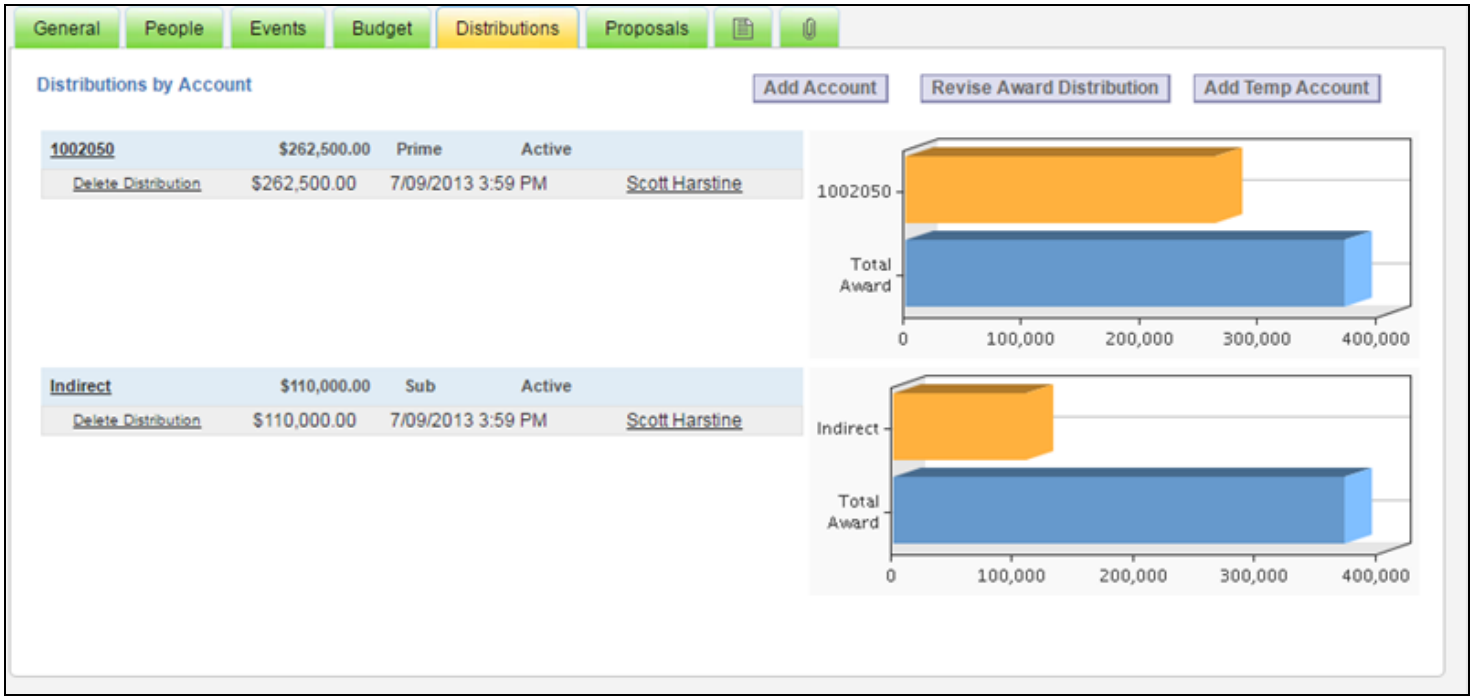
- A11-1262 = Project number
- 001 = Sequential award number (001 is the first award created under the project, 002 is the second, and so on)

Sample Subcontract: A11-1262-S001-A01

- A11-1262 = Project number
- S001 = Sequential subcontract number (S001 is the first subcontract, S002 is the second, and so on)
- A01 = Sequential amendment number (A01 is the first amendment, A02 the second, and so on)

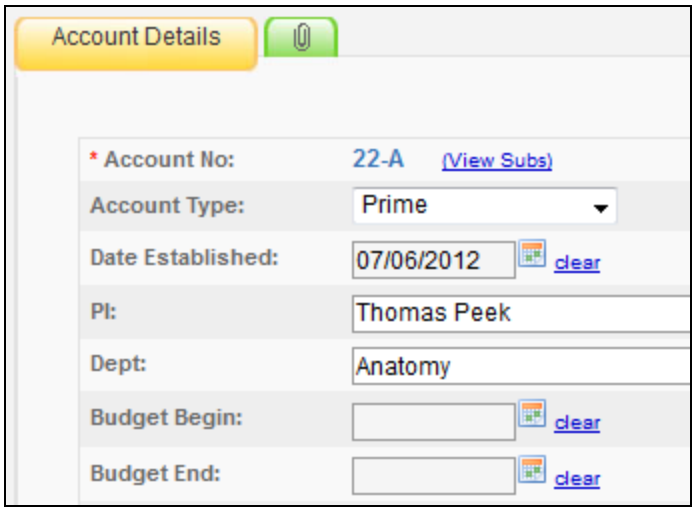
Distributions and Accounts

A Distribution of funds is the connection between an Award and an Account. Distributions are shown on the Distributions tab of the Award:



Money from the Award amount is distributed into different accounts as appropriate for the award.

The Account record stores information relevant to your institution's process for tracking Sponsored Projects spending. To view the Account information, click the Account Number on the Distributions screen (in the example, 22-A) to see the Account Details screen:



The Account Type indicates whether the account is the primary one on the Award (Prime) or a secondary (Sub).

Accounts can have four statuses:

- *Active:* Active account.
- *Frozen / Inactive:* Account is frozen to prevent expenditures. This occurs when the account is in the process of being closed out or the research is shut down.
- *Preliminary:* Used for Pre-Award Spending. A post-award administrator converts the account to Active when the award notice arrives.
- *Set-Up in Progress*: Account is currently in the process of being established and is not yet finalized.

If an Award has an Active, Prime account and the award's Official Report Date (date the award was issued) is within the last 90 days, the Award is considered Recent for inclusion in Dashboards.

Pre-Award Spending Requests

An investigator or unit administrator submits a Pre-Award Spending Request to request a preliminary award account for early funding. If the award is not granted as anticipated, the unit is obligated to return all used money to the sponsor.

Once the request is submitted, it will be reviewed by administrators from the unit and from the school. After the Pre-Award Spending Request has been authorized by these reviewiers, an SP administrator creates a preliminary award account, notifies the Research Account Manager and PI about the new account, and marks the Pre-Award Spending Request as funded.

If you are a researcher or someone with Proposal Data Access in the unit, you can submit Pre-Award Spending Requests for any proposal you have access to once the proposal has reached an appropriate routing status.

To authorize a Pre-Award Spending Request, you must be a Pre-Award Spending Approver in Evisions Research Contacts. You can access pending requests through your Pre-Award Spending Inbox.

For more information about the Pre-Award Spending Approver role, see Role Definitions in the Research Contacts System Admin Manual.

Submitting a Request

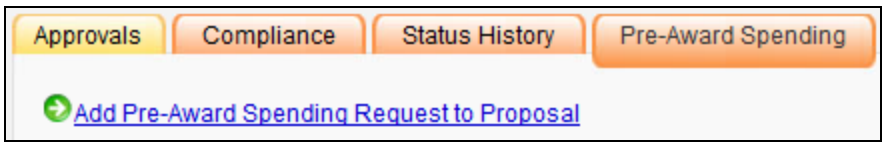
Anyone who has access to a proposal can submit a Pre-Award Spending Request for the proposal. Usually these requests are submitted by an investigator or unit administrator (someone with Proposal Data Access in the unit).

To submit a Pre-Award Spending Request, access the Proposal Routing Status screen for a submitted proposal through your My Proposals or Proposals in My Unit dashboard.

The proposal must be in one of the following statuses in order to submit a Pre-Award Spending Request:

- PS Review
- Proposal Approved
- JIT Request Received
- JIT Request Approved
- Submitted to Sponsor
- Under Award Negotiation
- Pending Award
- Funded/Preliminary
- Funded

1. Click the **Pre-Award Spending**tab in the Proposal Routing Functions:



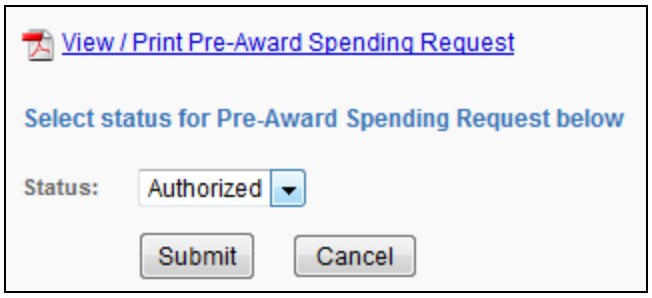
2. Click **Add Pre-Award Spending Request to Proposal**. A Pre-Award Spending window will appear.
   - For the **Description of Assurances of Funding**, enter any documentation you have received from the sponsor that describes a guarantee of funding. This may be a telephone conversation, email, or other document that is copied and pasted into the text box.
   - If the Account is associated with the American Recovery and Reinvestment Act (ARRA) or "Stimulus" funding (as indicated in the FOA), select Yes under that question.
   - In **Type of Account**, specify whether the preliminary funds will be distributed into a single account (New Account) or multiple accounts (New Account w/ Multiple Subs).
   - The Project Contact is the Research Assistant or unit administrator who will serve as the primary contact for Accounting.
3. Click **Submit Pre-Award Spending Request for Processing**.

An email notification will be sent to the Pre-Award Spending Approvers for the administering unit and school. One Pre-Award Spending Approver from each of the unit and the school must electronically authorize the Pre-Award Spending Request in the Pre-Award Spending Inbox.

Authorizing or Rejecting a Request

To authorize or reject a Pre-Award Spending Request:

1. Access the request through your Pre-Award Spending Inbox.
2. Click **Manage** on the To Be Authorized tab to the right of the Pre-Award Spending Request requiring authorization. A new window will load:



3. Review the Pre-Award Spending Request by clicking **View / Print Pre-Award Spending Request**. This opens a PDF file containing the details of the request.
4. Return to the Pre-Award Spending Request pop-up window and select either **Authorized** or **Rejected** from the drop-down menu. You can add a note to indicate why you are rejecting the request if you select **Rejected**.
5. Click **Submit**.
6. The window will close and the request will move to your **Previously Reviewed** tab, where you can see the decision and track the status of the request.

If you reject the request, by default, the submitter and the unit approver will be notified by email of the rejection. The email will include the note you provided about the rejection, if any.

Reporting

Reporting is divided into three major categories: Proposals, Awards, and Projects.

You can view reports on proposal activity, funding rates, awards by unit, PI, or sponsor, and other categories. Reports can be exported to Excel to further customize the report data.

All users in Evisions SP can run all reports, but the ability to see record data that is not shown in the report format is limited to those users with access to that record (usually the Research Team and unit personnel).

Accessing Reporting

Click **Reporting** in the upper navigation bar to view the available reports.

Choose a report by clicking on the report name. This will bring up a new window where you enter the information requested by the report.

Selecting Reporting Criteria

The available reports request information about unit, Lead PI, Sponsor, or Sponsor Type. In the new window that appears, click the magnifying glass icon next to the relevant field to select from your institution's units, people, and sponsors.

If you want to select multiple units, investigators, or sponsor types, you can do so. If a list is displayed with checkboxes, select multiple boxes, or use the box at the top, next to the column names, to check or uncheck all the available items. If you are searching for Investigators, search again using the magnifying glass and check the box(es) next to the additional people you'd like to add.

If you are searching Awards by Unit, you can choose whether you want to search for Award Admin units, Lead PI home (Appointment) units, or both.

Unit Code

Unit reporting is done by looking up the Unit Code. If the code has changed, the reports will not be able to find data that uses the old code.

Date Range

Adjust the date range of the query as desired. Click the calendar icon to modify a date. Dates are not required, and if omitted, the search will cover all dates.

Depending on the type of record, the date range selector looks for slightly different criteria. This is noted in the report description:

1. The date picker on **Proposal** reports searches for proposals with a Proposal Approved status history record between the dates you specify.
2. The date picker on **Award** reports searches for awards with an Award Begin Date between the dates you specify.
3. The date picker on **Project** reports searches for projects that are active for some period of time between the dates you specify.

Once you are happy with your criteria, click **View Report**. The report will appear in the window.

You can download a report by clicking **Export to Excel** at the upper left corner of a report's output. You can also sort the report by any column that is underlined. Click once to sort, and again to reverse the sort.

What is shown in reporting?

Proposals, Awards, and Projects must possess certain attributes in order to show in Reporting.

For **Proposals**:

- There must be a "Proposal Approved" record in the status history of the proposal
    - This status may have a different name at your institution, but the same behavior applies
- The proposal must have a Lead Principal Investigator

For **Awards**:

- The Reporting Designation must be "Obligated"
- The Award must have a Begin Date
- The Award must have a Lead Principal Investigator

For **Projects**:

- The project must have a Project Begin Date
- The project must have a Project End Date

Glossary

A

AOR

An AOR is an Authorized Organizational Representative. They either submit the proposal themselves or authorize someone else to do it.

ARRA

ARRA is the American Recovery and Reinvestment Act. It is also referred to as stimulus funding.

B

Breadcrumb

A Breadcrumb is a horizontal chain of links providing the user with context and possibly navigation to any of the links in the chain. See: Hansel and Gretel.

C

Calculation field

A calculation field derives its information from one or more other fields. Calculated fields are automatically computed while you are filling in the form. These fields are recalculated each time you enter data into a related or linked field. Many of the calculated fields permit you to overwrite their calculated entries. In those fields where overwriting is permitted, a red asterisk will appear next to the field indicating that you have over-written it. If you overwrite a calculated field, the information in that field will not be updated when you change the information in other, related fields. This can cause your final values to be wrong! Use caution when overwriting calculated fields.

CFDA Number

A Catalog of Federal Domestic Assistance number is assigned to a federal domestic assistance program.

Checkbox field

A checkbox field operates like an On-Off switch. When "On", it appears as a box with an X in it; when "Off", it appears empty. To mark a checkbox, click it with your mouse. You cannot move into it by using the Tab key. Some checkboxes are also radio buttons.

Currency field

A currency field allows you to enter only numbers. To display $10.00, you would enter a value of 10. To display $10.99, you would enter 10.99.

F

FDP

FDP is a Federal Demonstration Partnership between Federal government agencies and universities. Some FDP subaward forms are downloadable through SP.

Field

A field is a blank space or area on a form where you may enter information or data. Each field on a Evisions 424 form has been designed to accept certain types of data, and to handle those data in a specific way.

Forms

Most of us associate a form with a printed document with blank spaces to be filled in, such as an application for employment. A Evisions 424 electronic form is essentially the same, except that before it is filled-in, the form starts out on a computer screen rather than on paper.

G

General Field

General Fields accept any type of data: letters, numbers, special characters, punctuation, or a mixture thereof.

I

Institution

An institution has an entry in the Institutional profile database which includes enough information to allow submission of proposals by that institution. This information can be AutoFilled into proposals. If you are submitting proposals with multiple budgets, you may need multiple institutional profiles.

IPF

An IPF is an Internal Processing Form. In Evisions SP, IPF refers to the proposal form. An IPF Approver is a person who must authorize the proposal.

J

JIT

JIT is Just-In-Time and refers to attachments that can be submitted immediately before they are due.

P

Percentage

A percentage field allows you to enter only numbers. Percentages must be typed using this format: XY.Z%.

Personnel

Evisions 424 contains a professional profile database which includes enough information to add a person to a proposal. This information can be AutoFilled into proposals.

Pre-Award Admin

Pre-Award Admin is a Evisions 424 role usually held by staff in the central Research office. These users have additional privileges in the system. The exact privileges depend on the settings in the Institutional Preferences.

R

Radio Buttons

Radio buttons are groups of two or more mutually exclusive checkboxes. Selecting one option automatically deselects all other options in the group. For example, Item 2 of the PHS 398 has Yes and No radio buttons. To select an option from a group of radio buttons, click it with your mouse.

U

User

A Evisions 424 user has a Evisions 424 login and password. A user can create and modify pro-posals. A user may also have a record in the Evisions 424 Professional Profile database.