UAccess Research System Conversion Proposal Submission Tool Instructions for Use

Note: The link for the Proposal Submission Tool will be live and accessible on the UAccess Research Update webpage on January 15, 2022: https://research.arizona.edu/administration/home/kuali-research-upgrade.

OVERVIEW

The below document is intended as a guide for routing a proposal during the UAccess Research system update/conversion that will occur in January 2022.

This tool does not address award credit splits, F&A revenue splits, or allow for complex routing and approval paths. It only obtains limited approvals (PI, Lead Unit, College) and is **only** approved for use from January 15-26, 2022 and should be used only when absolutely necessary.

Proposal Initiators should strive to work with their Investigators to route proposals in advance of the January 15 cut-off at 5pm for proposals with a deadline of January 18-January 28, or after the updated system goes live on January 25 at 8am for proposals due January 29 or later.

Any proposals approved and submitted with the use of this tool will need to be FULLY entered, routed, and approved in the updated system between January 25 at 8am and March 4 at 5pm or they may be withdrawn from consideration.

UAccess Research System Conversion Proposal Submission Tool

Limited-time proposal routing and approval tool

This is a limited-time proposal routing and approval tool for use during the UAccess Research System Conversion (January 15-26, 2022) only.

Limited approvals (PI, Lead Unit, College) are accepted during this time.

After go-live on January 25 and before close-of-business March 4, the proposal Initiator must fully enter this proposal into the updated UAccess Research environment in accordance with normal practice and requirements and fully route for ALL approvals.

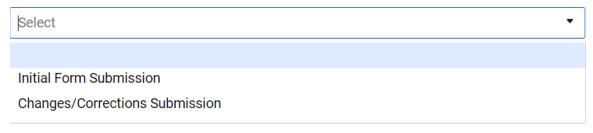
If all approvals are unable to be obtained at that time, the proposal may be withdrawn from consideration.

Proposal Initiator Information	
•	
Initiator First and Last Name*	
	=
Initiator Email*	
	a used for all communications to
Please enter your UArizona email. Note: This is the email that will be the proposal initiator, so please ensure you type it correctly!	e used for all communications to
The proposal limitator, so prease should you type it correctly.	
the proposed minuter, so preude endure you type it correctly.	

Form Type*

Please select Initial Form Submission if this is the first time you are completing this form for a proposal.

Please select Changes/Corrections Submission if you are completing this after the PI has requested changes. An additional question will appear at the bottom of the page asking you to confirm that all changes have been made.



Submission Deadline

Sponsor Deadline Date*

Please enter the deadline date for our direct sponsor. If there is a Prime Sponsor, please enter the deadline for the Prime Sponsor in the Notes section.

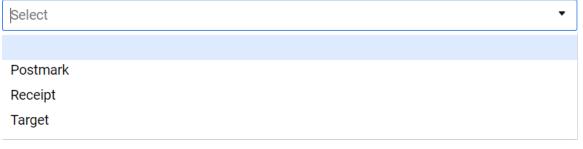


Note: You can type in or use the calendar, but it must be dd/mm/yyyy.

Sponsor Deadline Time

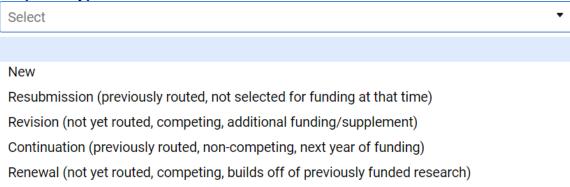
Please enter local (Tucson) time and am/pm designation. Example: 2:00pm

Sponsor Deadline Type

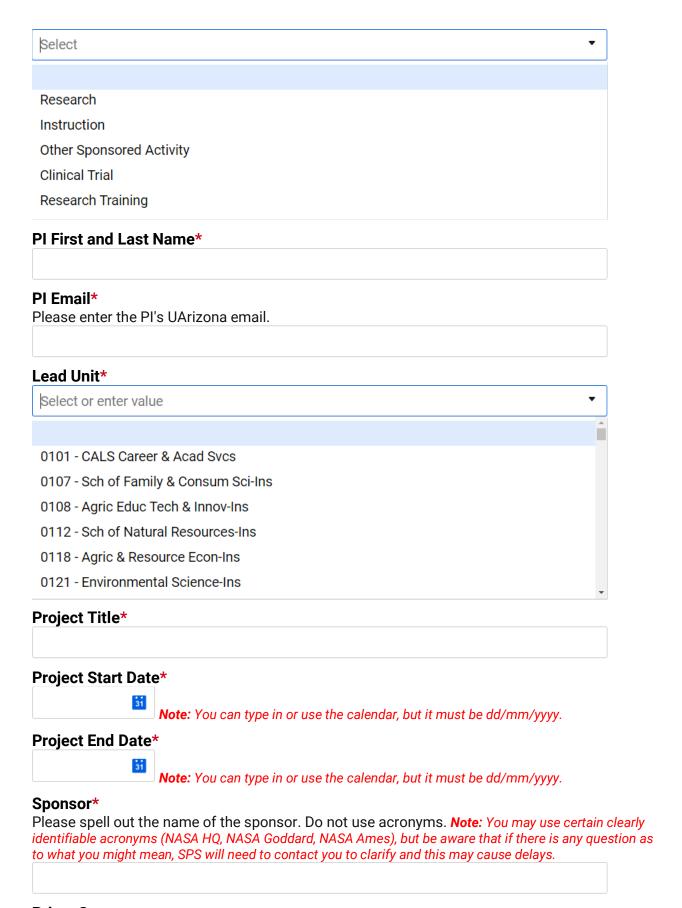


Proposal Details

Proposal Type*



Activity Type*



Prime Sponsor

Submission Details	
Opportunity ID	
Opportunity Title	
Sponsor Electronic Submission System Please note that only the top 3 (by volume) sponsor systems have been pro	vided.
If you are submitting through a different electronic system, please write in the that will be used. Note: You can type a different entry directly into this field (such a ProposalCentral, or EZFedGrants) and it will be accepted.	
Select or enter value	•
Grants.gov Workspace	
NIH Assist	
NSF Research.gov	
Sponsor Proposal ID	
Key Personnel	
Co-Investigators Please list all co-investigators by first and last name, separated by a comma Doe, Jane Doe, etc.	a. Example: John
Sr./Key Personnel	

F&A Rate Information

On/Off Campus*

Guidance: The off-campus rate is applicable to those projects that are conducted in facilities not owned, leased or operated by the University.

If the project is conducted in leased space and lease costs are directly charges to the project, then the off-campus rate must be used. A project is considered off-campus if more than 50% of its salaries and wages are incurred at an off-campus facility.

If a project is determined to be off-campus, it shall be considered wholly off-campus. Separate on and off-campus rates will not be used for a single project.

Coloot		
Select	•	
On Campus		
Off Campus		
Main Project Location(s) - Building(s), Room(s)* Please enter the physical location(s) where the majority of the effort will be performed.		
F&A Rate Category* If "F&A waiver" or "Sponsor F&A rate stipulation" are seen the Sponsor stipulation MUST be attached at the en	•	
	l e e	
F&A waiver (rarely approved, attach request template)		
F&A waiver (rarely approved, attach request template) Federal negotiated rate		
Federal negotiated rate		

F&A Cost Base*

If the sponsor's stipulated rate is listed as a percentage of Total Costs (TC), please convert to percentage of Total Direct Costs (TDC).

- 1. Determine the direct project costs percentage.
- 2. Divide the indirect costs percentage by the direct costs percentage to find the Total Direct Costs (TDC) percentage.

Example: Indirect costs are allowed at 15% (of the project).

- 1. 100% total project costs 15% allowed for indirect costs = 85% remaining for direct costs
- 2. 15% indirect costs / 85% direct costs = 17.647% Total Direct Costs (TDC)

Select	•
MTDC	
TDC	

Budget Summary

Only annual direct costs, F&A costs and costshare (if applicable) are required to be entered. Subsequent emails will show the calculated total direct costs, F&A costs, and costshare.

Years*

en a tted and

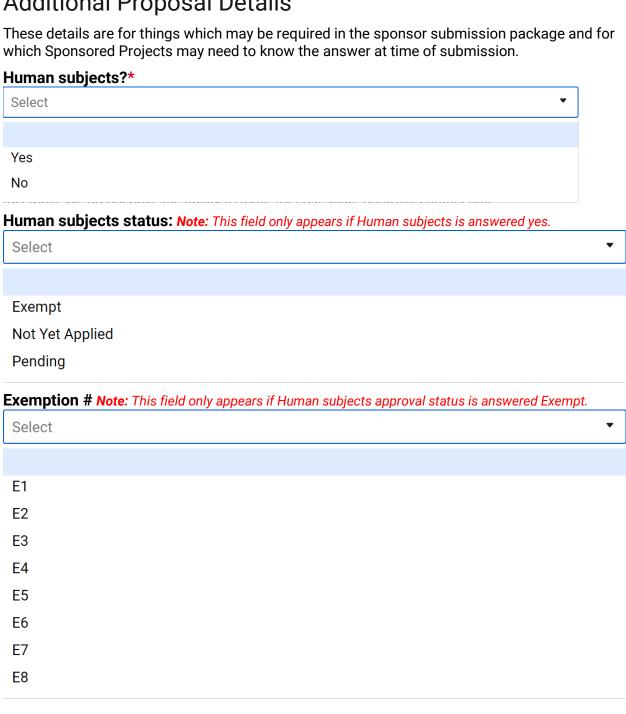
corresponding number of fields for a do not total in this form submission,	e project period. Note: The number of years you select will open notes and F&A Costs. While these numbers are unformat they will be converted to \$XX,XXX format and will total upon communications and approval requests.
Select	▼
1	
2	
3	
4	
5	
Year 1 Direct Costs	
Year 1 F&A Costs	
Year 2 Direct Costs	
Year 2 F&A Costs	
Year 3 Direct Costs	
Year 3 F&A Costs	
Year 4 Direct Costs	
Year 4 F&A Costs	

Year 5 Direct Costs

Year 5 F&A Costs
Subawards* If subawards are included, a subaward packet (Signed Subrecipient Commitment Form, Scope
of Work, Budget, Budget Justification) MUST be attached for each subawardee at the end of this form. Note: If you do not attach appropriate documentation for subawards, it may delay review and submission of your proposal.
Select ▼
Yes
No
Costshare* If there is ANY costshare, whether by a responsible UArizona Unit or by a third party, documented approvals for that costshare (email, letter, etc.) MUST be attached at the end of this form. We do not have the ability to route for cost-share approvals at this time. Note: If you do not attach the required approvals for costshare, your proposal will not be reviewed or submitted!
Select ▼
Yes
No
Costshare Years* Note: The number of years you select will open a corresponding number of fields for annual costshare amounts. While these numbers are unformatted and do not total in this form submission, they will be converted to \$XX,XXX format and will total upon submission and for any subsequent communications and approval requests.
Select ▼
1
2
3
4
5
Year 1 Costshare
Year 2 Costshare
Year 3 Costshare



Additional Proposal Details



Vertebrate animals?* Select Yes No Vertebrate animals status Note: This field only appears if Vertebrate animals is answered yes. Select Not Yet Applied Pending HSI required/encouraged or minority student goals?* Select Yes No Foreign collaborations?* Select Yes No Countries of foreign collaborators?* Note: You may select multiple countries. To clear a country after selection, click on the x next to the selected country's name. Select or enter value Afghanistan Akrotiri Åland Islands Albania Algeria American Samoa Andorra

Attachments and Notes

Attachments* Note: Unfortunately, there is a single attachments field for all attachments. Smartsheet accepts Word docs, Excel workbooks, Adobe .pdfs and portfolios, image files, etc. up to 10 separate attachments with a total aggregate file size of 30MB. Please contact Sponsored Projects Services (sponsor@email.arizona.edu) if your attachments exceed those limits.

Please attach the following REQUIRED documents:

- 1. Project Summary/Abstract/Scope of Work
- 2. Budget
- 3. Budget Justification/Narrative

These items are required by Sponsored Projects even when they may not be specifically required by the sponsor, to aid Sponsored Projects in understanding and reviewing the proposed project.

Some documents are required if certain conditions exist. Please attach the following CONDITIONALLY REQUIRED documents:

- 1. Costshare Budget/Approvals/Documentation
- 2. Subaward Packet (Commitment Form, Scope of Work, Budget, Budget Justification)
- 3. F&A Stipulation
- 4. F&A Waiver/Reduction Requests
- 5. Document(s) requiring Authorized Signature

Some documents are extremely helpful to include and are appreciated whenever possible. Attach the following OPTIONAL documents if desired/able:

- 1. A copy of the Funding Opportunity Announcement or Solicitation
- 2. Relevant Correspondence (deviation authorizations, explanations of special circumstances, etc.)

Drag and drop files here or browse files

Notes

Please enter any notes that may provide context or additional information that may be helpful in Sponsored Projects' review, such as:

Notes indicating specific submission processes and/or responsibilities (sponsor submission system or method, whether submitted by PI or SPS, signed documents required, etc.).

Notes providing additional information when we are NOT the lead institution (prime sponsor deadline, contact information for lead institution for signed documents, etc.)

Please confirm that you have conferred with the PI and made all necessary changes prior to submitting. This is the only opportunity to make changes due to limited routing capabilities. Yes Send me a copy of my responses	
Submit	
If you have missed a required field, you will see the following:	
The information you entered is incomplete or invalid.	

And the missed field will be highlighted red with a message that it is required:

Foreign collaborations? *

Select

This field is required

When you have successfully completed and submitted the Initial Form Submission, you will see a notification on your screen advising you of the remainder of the process and telling you to navigate away from the screen.



The following images are of the emails that will be received following submission.

Proposal Initiator email if elected to receive a copy of responses:

Your Name Here!

From: Smartsheet Forms <forms@app.smartsheet.com>

Sent: Tuesday, December 7, 2021 4:27 PM

To: Your Name Here!

Subject: [EXT]Confirmation - UAccess Research System Conversion Proposal Submission Tool

External Email



Thank you for submitting your proposal. A copy or your submission is included below for your records.

As soon as a temporary proposal ID has been assigned, you will receive another email providing that ID and a brief proposal summary.

Regards,

Sponsored Projects Services

UAccess Research System Conversion Proposal Submission Tool

Initiator First and
Last Name
Initiator Email
Sponsor Deadline
Date

Sponsor Deadline
10:00am

Time

Sponsor Deadline
Type

Receipt

Proposal Type New

....

Activity Type Research

PI First and Last

Name

Wilbur Wildcat

PI Email wwildcat @arizona.edu

Lead Unit DEMO Unit

Project Title Example Submission for Research Administration Forum

Project Start Date 07/01/2022

Project End Date 06/30/2025

Sponsor National Center for Research Administration Excellence

Prime Sponsor

Opportunity ID NCRAE 12345

Opportunity Title RAE Solutions for eRA System Changes

Sponsor Electronic

Submission System

Excellence.org

Sponsor Proposal ID 987654321

Co-Investigators Wilma Wildcat

Sr./Key Personnel Wile E. Coyote

On/Off Campus On Campus

Main Project

Location(s) -

USB Rooftop

Building(s), Room(s)

F&A Rate Category Sponsor F&A rate stipulation

F&A Rate % 10%

F&A Cost Base MTDC

Budget Years 3

Year 1 Direct Costs 5000

Year 1 F&A Costs 500

Year 2 Direct Costs 5000

Year 2 F&A Costs 500

Year 3 Direct Costs 5000

Year 3 F&A Costs 500

Subawards No

Costshare Yes

Costshare Years 3

Year 1 Costshare 250

Year 2 Costshare 250

Year 3 Costshare 250

Human subjects? Yes

Human subjects

status

Exempt

Exemption # E2

Vertebrate animals? Yes

Vertebrate animals status	Not Yet Appli	ed
HSI required/encouraged or minority student goals?	Yes	
Foreign collaborations?	Yes	
Countries of foreign collaborators	France	
Notes	Administratio	onstration example for the December 2021 Research n Forum. A training video and .pdf instructions will be ng with the live link closer to time.
File Attachments		
Various Attachmo	ents - 1.docx	(12k)
Various Attachmo	ents - 2.docx	(12k)
Various Attachmo	ents - 3.docx	(12k)
Various Attachme	ents - 4.docx	(12k)
Various Attachmo	ents - 5.docx	(12k)
Various Attachmo	ents - 6.docx	(12k)
Various Attachmo	ents - 7.docx	(12k)
Various Attachmo	ents - 8.docx	(12k)
Various Attachmo	ents - 9.docx	(12k)
Various Attachmo	ents - 10.docx	(12k)

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Proposal Initiator email once a temporary proposal ID has been assigned:

From: Sponsored Projects Proposal Services via Smartsheet <automation@app.smartsheet.com>

Sent: Tuesday, December 7, 2021 4:56 PM

To:

Subject: [EXT]Temporary Proposal ID Assigned

External Email

A Temporary Proposal ID TP_2022_0001 has been assigned to the proposal you just submitted:

PROPOSAL SUMMARY:

Sponsor: National Center for Research Administration

Excellence Deadline: 01/25/22

PI: Wilbur Wildcat Lead Unit: DEMO Unit

Title: Example Submission for Research Administration

Forum

Start Date: 07/01/22 End Date: 06/30/25

Total Direct Costs: \$15,000 Total F&A Costs: \$1,500 Total Project Costs: \$16,500 Total Costshare: \$750

Initial Form Submission

ID: 6888053567448964 | Unsubscribe Powered by Smartsheet Inc. | Privacy Policy | Report Abuse/Spam

PI review/approval request email:

From: Sponsored Projects Proposal Services via Smartsheet <automation@app.smartsheet.com>

Tuesday, December 7, 2021 4:55 PM Sent:

To:

[EXT]PI APPROVAL REQUIRED - Proposal Routing Outside of UAccess Research Subject:

External Email

Wilbur Wildcat,

Please use the VIEW REQUEST button below to REVIEW and APPROVE or request changes for a proposal that has been routed outside the UAccess Research system during the scheduled system downtime.

Please reach out to the proposal initiator Shana McClelland at shana@email.arizona.edu to coordinate any desired changes/corrections.

During this time, this short-form, limited-approval proposal submission will be reviewed and approved by the PI, Lead Unit, College, and Sponsored Projects. It is important that you review and approve this proposal at your earliest opportunity to ensure timely review, approval and submission.

Initial Form Submission

View Request

PI must click **View Request** to take action/approve

Main Project	email details continue
On/Off Campus	On Campus
Sr./Key Personnel	Wile E. Coyote
Co-Investigators	Wilma Wildcat
PI Name	Wilbur Wildcat
Project End Date	06/30/25
Project Start Date	07/01/22
Project Title	Example Submission for Research Administration Forum
Sponsor Deadline Date	01/25/22
Sponsor	National Center for Research Administration Excellence
Lead Unit	DEMO Unit
Temporary Proposal ID	TP_2022_0001
Row 1	

PI review/approval action:

smartsheet

PI APPROVAL REQUIRED -Proposal Routing Outside of UAccess Research

Wilbur Wildcat,

Please use the VIEW REQUEST button below to REVIEW and APPROVE or request changes for a proposal that has been routed outside the UAccess Research system during the scheduled system downtime.

Please reach out to the proposal initiator at @email.arizona.edu to coordinate any desired changes/corrections.

During this time, this short-form, limited-approval proposal submission will be reviewed and approved by the PI, Lead Unit, College, and Sponsored Projects. It is important that you review and approve this proposal at your earliest opportunity to ensure timely review, approval and submission.

Initial Form Submission

Temporary Proposal ID

TP_2022_0001

form details continue... France **Notes** This is a demonstration example for the December 2021 Research Administration Forum. A training video and .pdf instructions will be provided along with the live link closer to time. Pls can add **Attachments** attachments! **Upload Files** PIs can expand and open all attachments! ▶ 10 Attachments Comments PIs can add Add a comment notes/comments!

☐ Send me a copy of my responses

Request Changes

Approve

Due to workflow limitations, PIs only have the ability to request changes **ONE TIME**. They should coordinate clearly with the proposal initiator to ensure all necessary changes are understood and made. Once the proposal initiator makes and submits the changes, the PI will receive a second email with a link to review/approve the changes. At that time their only choice will be to approve or decline. Declining kills the document and it will need to be completely resubmitted/rerouted.

If PI selects Request Changes, Initiator request email:

From: Sponsored Projects Proposal Services via Smartsheet <automation@app.smartsheet.com>

Sent: Friday, December 10, 2021 12:58 PM

To:

Subject: [EXT]CHANGES REQUESTED - Proposal Routing Outside of UAccess Research

External Email

PI Wilbur Wildcat has requested that changes be made for Proposal TP_2022_0001. Please communicate with the PI to ensure that all desired changes are made. Please change the Form Type to Changes/Corrections Submission and ensure you select Yes for All Changes Made?

PROPOSAL SUMMARY:

Sponsor: National Center for Research Administration Excellence

Deadline: 01/25/22 PI: Wilbur Wildcat Lead Unit: DEMO Unit

Title: Example Submission for Research Administration Forum

Start Date: 07/01/22 End Date: 06/30/25

Total Direct Costs: \$15,000 Total F&A Costs: \$1,500 Total Project Costs: \$16,500 Total Costshare: \$750

Initial Form Submission

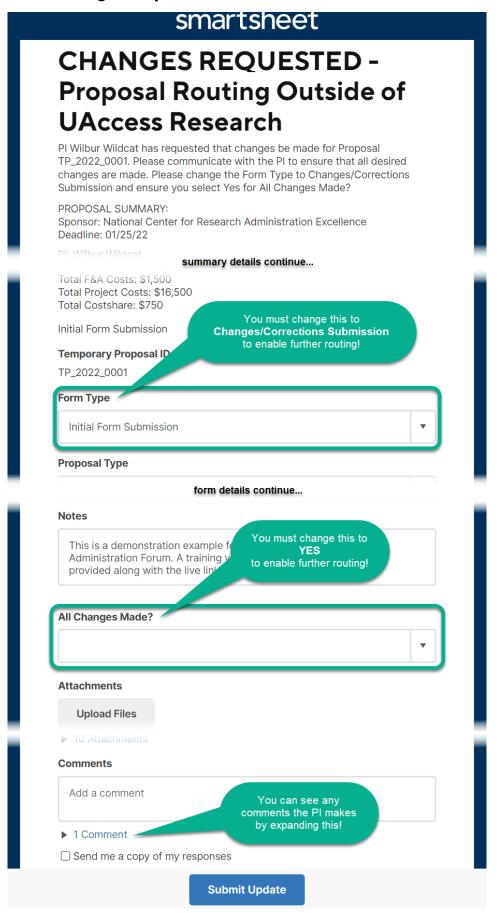
Initiator must click
Open Update Form
to take action/make changes

Open Update Form

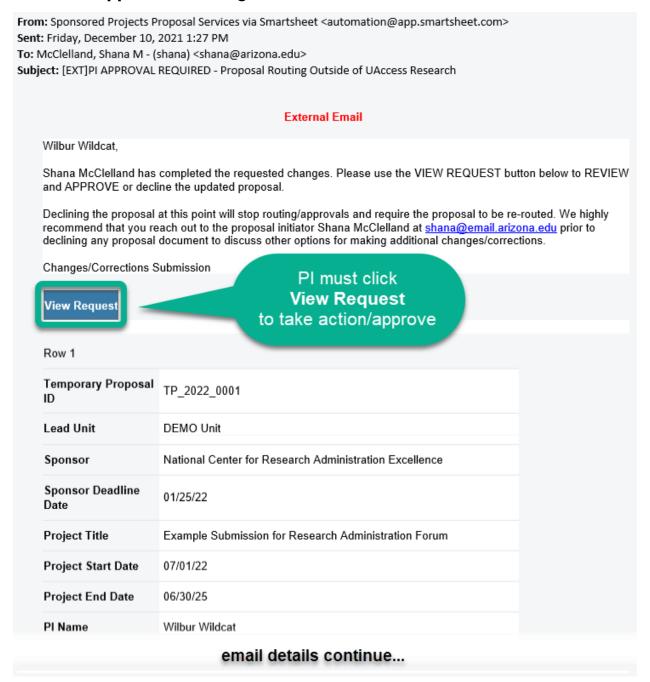
Row 1

Temporary Proposal ID	TP_2022_0001
Form Type	Initial Form Submission
Proposal Type	New
Activity Type	Research
Lead Unit	DEMO Unit
Sponsor	National Center for Research Administration Excellence
Prime Sponsor	
Sponsor Deadline Date	01/25/22
Cooper Deadline	email details continue

Initiator make changes requested action:



PI review/approval of changes email:



PI, Lead Unit, and College will now only have Decline/Approve options when opening the request.



Decline will kill the document and require resubmission/rerouting.