



FLORIDA ATLANTIC UNIVERSITY
DIVISION OF RESEARCH



ONLINE PROPOSAL SUBMISSION

USER GUIDE

Office of Sponsored Programs

<http://www.fau.edu/research/sponsored-programs/index.php>

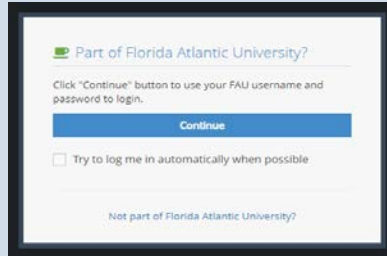
For questions and assistance with Novelution,
please contact us at novelution@fau.edu

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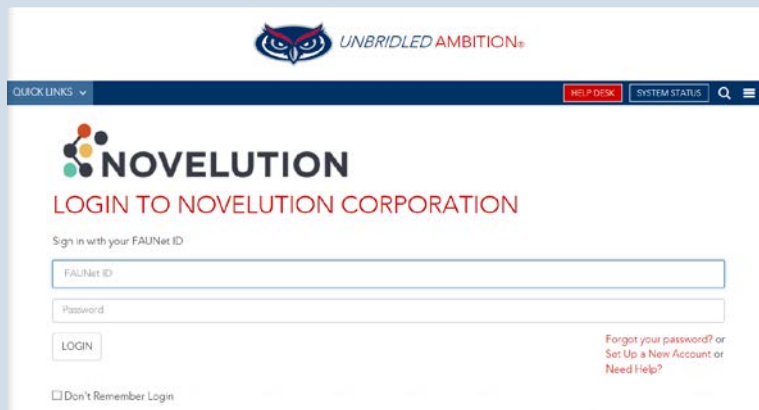
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SYSTEM LOG IN

- The Novelution System URL is <http://fau.novelution.com>
- Log in at <http://fau.novelution.com> with your FAU Single Sign On (SSO) information



- If you are part of FAU, click the blue "Continue" button to provide your SSO credentials



- Landing page upon login is the **All My Tasks** page – This page will list all open tasks in the system requiring your review/approval

- **My Assigned Tasks** – Listing of your open tasks in the system. You can search for all tasks in the system both completed and incomplete or you can search for a task by keyword
 - Click the link under the Message heading to review/approve the task

Filter Search by Task meta-data

Type: Keyword: Completed Status:

Tasks assigned to:

[Filter Tasks →](#) [Reset Filters](#)

| Type | Action | Message | Due Date ^ | Task Created | |
|--------------------|--------------------------------|--|--|---------------------|--|
| Sponsored Research | Approve/Modifications required | Record 001452 requires your approval | 04/29/2020 1:00 PM (-7) Urgent | 04/08/2020 10:33 PM | |

- **Away Schedule** – Click on the Away Schedule Tab and enter dates when you are unavailable to approve. You may assign other users as delegates to review and approve on your behalf

My Assigned Tasks | Following | **Away Schedule**

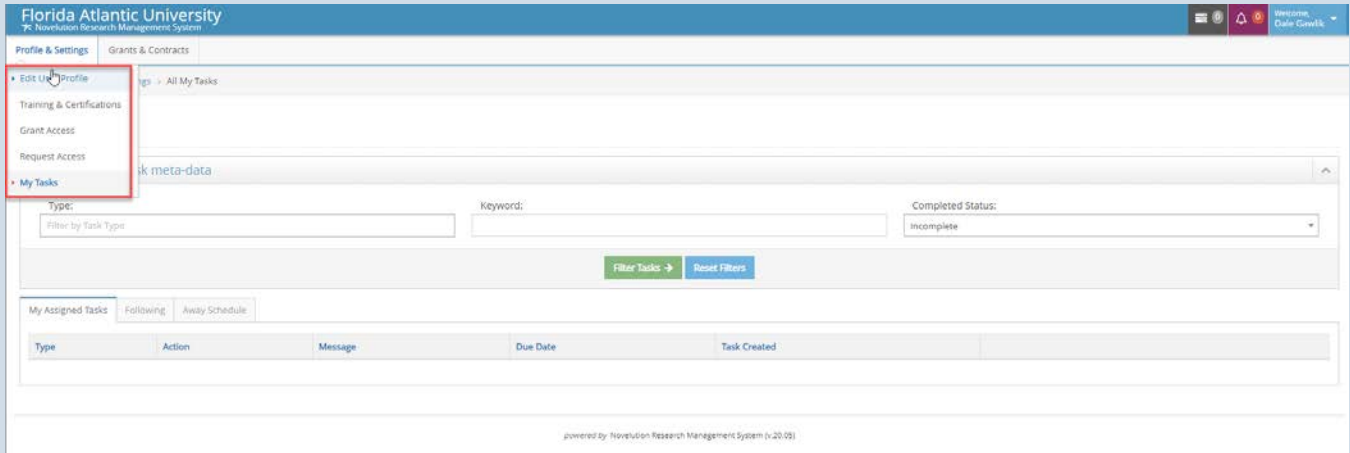
Schedule out-of-office periods and Task Delegation

If you are going to be unavailable for an upcoming date range, schedule the period here and assign delegation of your tasks (by category) during the period to other parties.

[+ Add Away Period](#)

PROFILE & SETTINGS TAB

- Edit User Profile
- Trainings & Certifications
- Grant Access
- Request Access
- My Tasks



EDIT USER PROFILE

- General Information
- Roles
- Positions/Units
- CVs/Biosketch
- Budget Information

Profile Information – Certain profile information will pre-populate upon creating a proposal application.

This information is pulled from Workday and includes your Name, FAU address, FAU telephone number, and employment start date.

- Edit User Profile – Update your user General Information to include your office and mobile phone numbers, contact preferences, and email addresses.
- Enter your eRA Commons username, NSF ID and CITI Program Training email address

***Having this information in your profile will allow the system to pre-populate certain fields in your proposal application.**

Florida Atlantic University
Novelution Research Management System

Profile & Settings | Grants & Contracts

SSO User

Associated institution: Start typing...

User Status: Active

Primary email*: dgawlik@fau.edu

Alternate email:

Do you want to receive tasks as emails?: Yes, Primary Email

Do you want to receive notifications as emails?: Yes, Primary Email

Prefix: Select one

First Name*: Dale

Middle Name:

Last Name*: Gawlik

Suffix:

Country*: United States

Address 1: 777 Glades Road

Address 2:

Zip/Postal Code: 33431

City:

State/Province: Florida (FL)

Office Phone: +1 (561) 297-3333

Office Phone Ext:

Office Fax:

Mobile Phone:

era Commons username:

NSF ID:

CITI Email Address: dgawlik@fau.edu

Employment Start*: 08/11/2003

Employment End:

Current/Pending Report Type: Select one

- (Optional) Select a Current and Pending Report Type - The Current and Pending C/P Report type section allows users to select a specific sponsor's format for the Current and Pending report. Templates available include NIH, NSF, and USDA
- *Information must be entered in Novelution system in order to create a completed Current & Pending report

Current/Pending Report Type:

NIH

NSF

USDA



- CVs/Biosketches are stored in your profile as a repository for future proposal applications. A listing of all saved CVs/Biosketches are listed in this section and can be added to proposal applications.

Positions/Units

Default Lead Project Department

Department/Unit Academic Affairs > College of Science

collapse rows | expand rows

| Is Position Active? | Department/Unit Path | Working Title | Job Family | Is Primary? | Action |
|---------------------|--|---|------------|-------------|--------|
| Yes | Academic Affairs > College of Science > OPS - College of Science | Environmental Sciences Program Director | Faculty | No | |
| Yes | Academic Affairs > College of Science | Program Director & Professor | Faculty | Yes | |

CVs / Biosketch

+ Add CV/Biosketch

CVs / Biosketch

+ Add CV/Biosketch

Add CV/Biosketch

File title*

CV File

Cancel Save

NOTE: The Drag and Drop File features allows users to click and drag a file from their desktop rather than navigating through their computer documents to choose and upload

- Personal Data – Enter your degree information including highest Degree Type and the Degree Year bestowed, i.e. Doctorate of Philosophy, 1997

Personal Data

Profile Image

Signature Image

Degree Type

Degree Year

Gender

Ethnicity

Citizenship

Race

Disability

TRAINING & CERTIFICATIONS

- Trainings & Certifications – If you have completed the mandatory Conflict of Interest training, your CITI COI Training exam date and expiration date will be listed under this section. COI trainings are valid for 3 years and must be renewed through CITI Programs prior to the expiration date.

***All researchers must complete this required training before a grant account can be established in Workday.**

You may complete your Conflict of Interest training online through CITI Programs at:

<https://www.citiprogram.org/index.cfm?pageID=14>

Florida Atlantic University
Novelution Research Management System

Welcome, Dale Gawlik

Profile & Settings | Grants & Contracts

Home > Profile & Settings > Training & Certifications

Training & Certifications

| Financial Conflict of Interest | Latest Exam Date | Exam Score | Is passed | Expiration Date | History |
|--------------------------------|--------------------|------------|-----------|--------------------|---------|
| CITI FCOI Training | 11/26/2018 1:36 PM | 0 | false | 11/25/2021 1:36 PM | TODO |

Save | Reset

GRANT ACCESS


- To allow another user access to edit your proposal, select Department, enter Name, and click “Select”
- Users who have been granted access to work on your behalf will be listed
- Users who have requested access and are awaiting your approval will be listed


Florida Atlantic University
Novelution Research Management System

Profile & Settings | Grants & Contracts

Home > Profile & Settings > Grant Access

Select User Account to Grant Access

Department: 

Select Name: 

The following accounts have been granted access to work on your behalf for your projects:

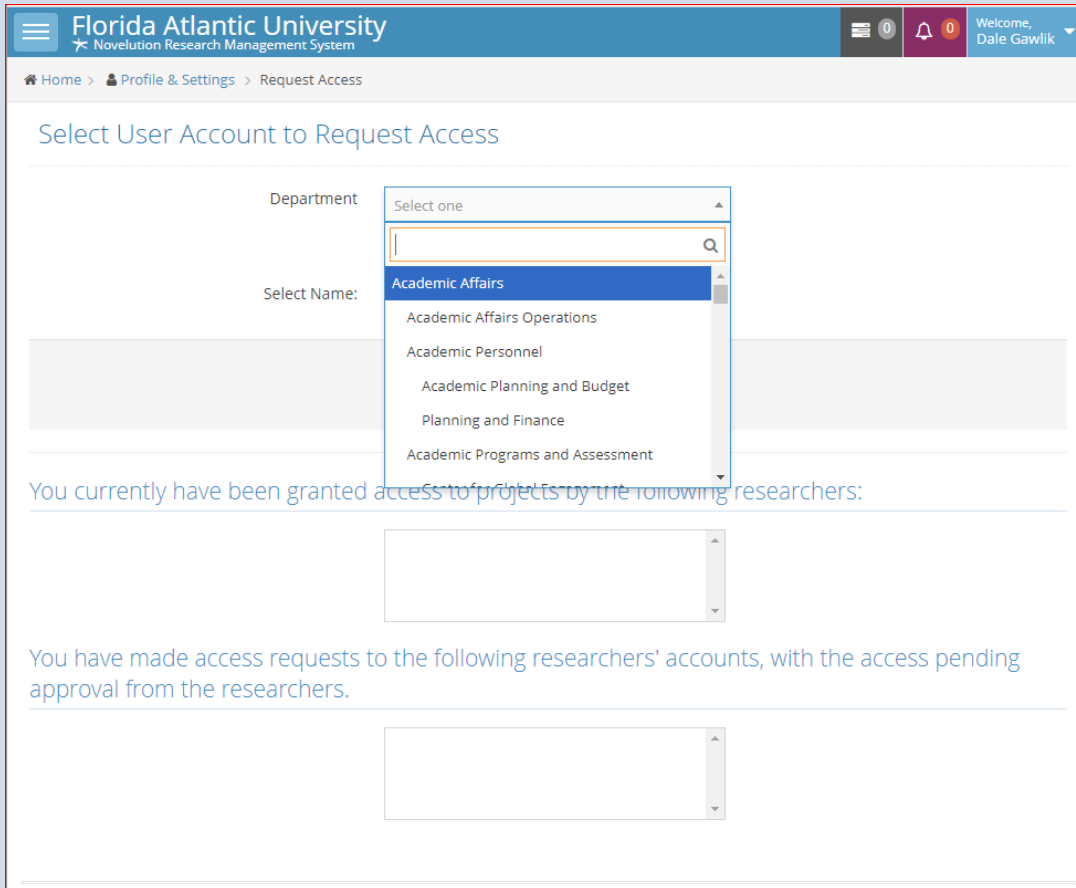
The following users have requested access to your account's projects, pending your approval. Select whether to approve each account.

Proposals you have access to will be listed here

Proposals you have given access to others will be listed here

REQUEST ACCESS

- To request access to another person’s proposal, select Department, enter Name, and click “Select”
- Any proposals that you have been granted access or have been given access to, will be listed in the sections below.



MY TASKS

- Upon logging in, you will see a list of tasks. Tasks requiring an action by you will be listed under “My Assigned Tasks”
- Search for pending tasks or any previously approved tasks by entering a keyword or selecting the status of complete or incomplete

Florida Atlantic University
Novolution Research Management System

Profile & Settings | Grants & Contracts

Home > Profile & Settings > All My Tasks

All My Tasks

Filter Search by Task meta-data

Type: Keyword: Completed Status:

Filter Tasks → | Reset Filters



My Assigned Tasks | Following | Away Schedule

| Type | Action | Message | Due Date | Task Created |
|------|--------|---------|----------|--------------|
|------|--------|---------|----------|--------------|

My Assigned Tasks

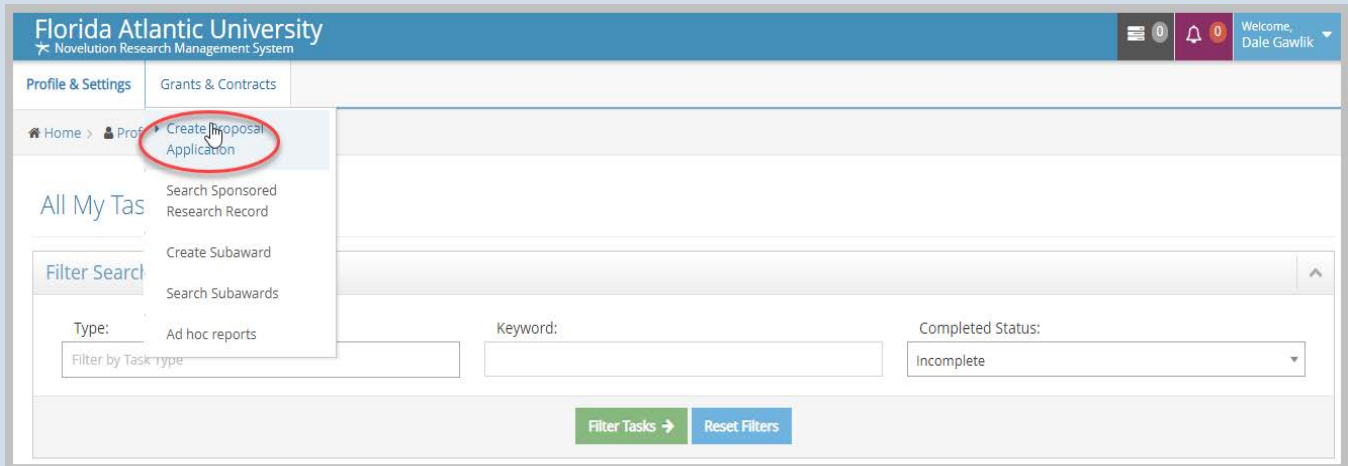
- Review and approve each task by clicking on the record link under Message

| | |
|---|--------------------------------------|
| Message | Message |
| Record 001491 requires your attestation | Record 001452 requires your approval |

- To view details of an assigned task, click on the magnifying glass icon 
- To add a user to the task, click on the people icon 

GRANTS & CONTRACTS TAB

- Create Proposal Application – Create a new proposal
- Search Sponsored Research Record – Search your active projects
- Create Subaward – Functionality will be launched in Fall 2020
- Search Subawards – Functionality will be launched in Fall 2020
- Ad Hoc Reports – Create reports based on a large choice of variables



CREATING A PROPOSAL

- Choose Create Proposal Application from the Grants & Contracts Menu
- Enter Project Title
- Your name and department will auto populate based on your primary job in Workday. (If you have other departments in your profile, i.e. Pillars, you can choose from the drop-down menu.)
- The PI line auto populates with the name of the person logged in, but if a user has access to other accounts (as a Chair, Dean, or if they have been granted access to a certain other user's account) any of those names can be entered as PI at this point. Project Department will auto populate once PI is chosen.
- Enter the name of the Proposal and Contract Administrator in the Office of Sponsored Programs
- Choose, Continue

The screenshot shows the 'Florida Atlantic University' Grants & Contracts System interface. The user is logged in as Dale Gawlik. The 'Grants & Contracts' menu is open, showing options like 'Create Proposal Application', 'Search Sponsored Research Record', 'Create Subaward', 'Search Subawards', and 'Ad hoc reports'. The 'Create Proposal Application' option is selected. The main form area is titled 'Proposal Application' and contains the following fields:

- Title:** A text input field with a red box around it and a callout that says 'Enter Title of Project'. Below the field, it says '200 remaining'.
- PI*:** A dropdown menu currently showing 'Gawlik, Dale'.
- Department*:** A dropdown menu currently showing 'College of Science'.
- Assigned PCA (Proposal):** A dropdown menu with 'Start typing...' and a red box around it with a callout that says 'Enter Name of Proposal and Contract Administrator'.

At the bottom of the form is a blue 'CONTINUE' button.

- Once a record is initiated, a unique Project ID number will be assigned and the Proposal Panel is created. The Proposal Panel includes the following sections:

1. Proposal Information
2. Sponsor & Submission Information
3. Screening Questions
4. Compliances
5. Personnel
6. Subawards
7. Budget
8. Proposal Attachments & Other Documents
9. Connected Records
10. Email Contacts
11. Proposal Stage/Status
12. PI Attestation

Florida Atlantic University
 Evolution Research Management System

Profile & Settings | Grants & Contracts

Panel shortcuts
 collapse all | expand all

- Proposal Information
- Sponsor & Submission Information
- Screening Questions
- Compliances
- Personnel
- Subawards
- Budget
- Proposal Attachments & Other Documents
- Connected Records
- Email Contacts
- Proposal Stage/Status
- PI attestation

000038 : Dale Gawlik - Sponsored Research / College of Science (SUP_ORG_007) / Bird Wading

Home > Grants & Contracts > Edit Sponsored Research

collapse all | expand all | Save record as PDF

Proposal Information

Project ID: 000038

Title*: Bird Wading

189 remaining

Assigned PCA (Proposal): Cochran, Alvis

SBIR/STTR grant:

Sponsor & Submission Information

Submission method*: Select one

Is FAU the lead institution?*: Yes No

Sponsor*: Start typing...

PROPOSAL INFORMATION

- Proposal Information
 - Autogenerated Project ID number is assigned to the created proposal application
 - Title of Project
 - Name of Proposal & Contract Administrator in the Office of Sponsored Programs

Proposal Information

Project ID: 000038

Title*: Bird Wading

189 remaining

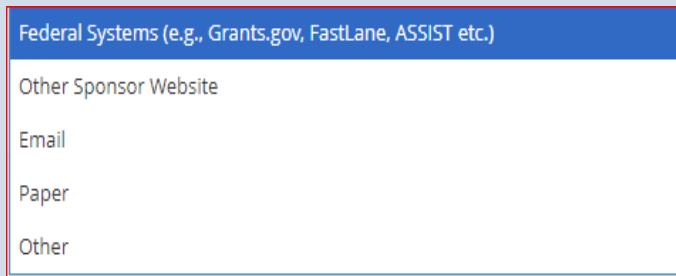
Assigned PCA (Proposal): Cochran, Alvis

SBIR/STTR grant:

SPONSOR & SUBMISSION INFORMATION

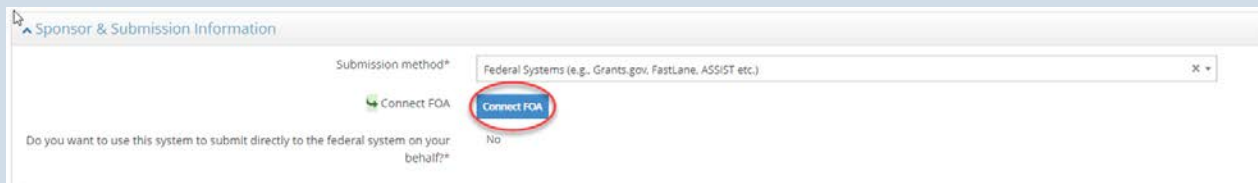
Submission Method:

- The Submission method field provides a drop-down menu to choose whether the proposal submission will be made through a Federal System (e.g. Grants.gov, Fastlane, ASSIST, etc.), Other Sponsor Website, Email, Paper, or Other

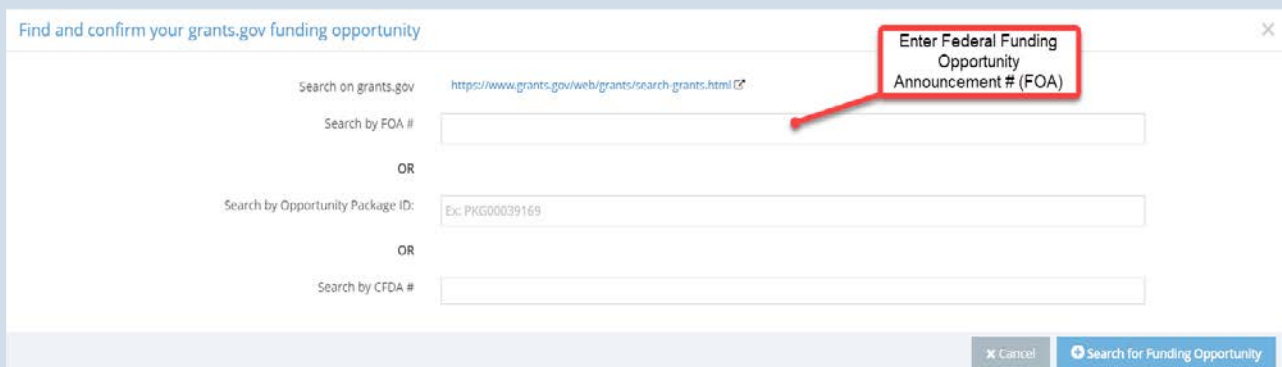


A screenshot of a dropdown menu for 'Submission method*'. The menu is open, showing five options: 'Federal Systems (e.g., Grants.gov, FastLane, ASSIST etc.)', 'Other Sponsor Website', 'Email', 'Paper', and 'Other'. The first option is highlighted in blue.

- If the submission is to be made via a Federal System, the Connect FOA button will bring the user to Grants.gov and they can search by FOA#. This will populate required sponsor information as well as proposal deadlines within the proposal.



A screenshot of the 'Sponsor & Submission Information' form. The 'Submission method*' dropdown is set to 'Federal Systems (e.g., Grants.gov, FastLane, ASSIST etc.)'. Below it, there are two 'Connect FOA' buttons. The second button is circled in red. Below the buttons, there is a question: 'Do you want to use this system to submit directly to the federal system on your behalf?*' with a 'No' radio button selected.



A screenshot of the 'Find and confirm your grants.gov funding opportunity' form. The 'Search on grants.gov' field contains the URL 'https://www.grants.gov/web/grants/search_grants.html'. The 'Search by FOA #' field is empty. Below it, there is an 'OR' label and a 'Search by Opportunity Package ID:' field containing 'Ex: PKG00039169'. Below that, there is another 'OR' label and a 'Search by CFDA #' field. A red box highlights the 'Search by FOA #' field with the text 'Enter Federal Funding Opportunity Announcement # (FOA)'. At the bottom right, there are 'Cancel' and 'Search for Funding Opportunity' buttons.

- Once FOA # is entered and matched via Grants.gov, you will be asked to confirm the selection. Review the grants.gov funding opportunity information and select the Confirm Selection button at the bottom.

Find and confirm your grants.gov funding opportunity



Please confirm below that this is the FOA you would like to associate with your sponsored research application.

| | |
|----------------------------|---|
| Funding Opportunity Number | W81EWF-20-SOI-0012 |
| Funding Opportunity Title | Monitoring and Control of Invasive Reptiles and Amphibians |
| Opportunity Package ID | PKG00260710 |
| CFDA Number | 12.630 |
| CFDA Description | Basic, Applied, and Advanced Research in Science and Engineering |
| Competition ID | |
| Competition Title | |
| Offering Agency | Dept. of the Army -- Corps of Engineers |
| Agency Contact Info | Deberay R Carmichael Grantor E-mail: deberay.r.carmichael@usace.army.mil Phone: 601-634-5337 |
| Opening Date | 04/01/2020 |
| Closing Date | 05/31/2020 5:00 PM |

Back to Search

Confirm Selection

- If the submission is not going through a Federal online system, choose the appropriate submission method, i.e. Other Sponsor website, E-mail, Paper, or Other and enter the required information

➤ Other Sponsor Website – Enter the Sponsor’s Website URL Information

Sponsor Submission Website URL*

➤ Email – Enter the sponsor’s e-mail address

Sponsor Submission Email Address(es)*

➤ Paper – From the menu, select who will mail the proposal application

Should be mailed by

Deadline Type*

Direct Sponsor Deadline

Direct Sponsor Deadline Time (Eastern Time)

Select one

Sponsored Program Office

Department

Researcher Team

Sponsor

- Enter the Sponsor name in the “Sponsor” field. As you begin typing, a listing of possible matches will appear. If the Sponsor name is not found, Choose “Can’t find sponsor – Add new Sponsor”. A new window will pop-up to enter the Sponsor name and Sponsor Type (Federal, Federal Flow-through, State, Local Government, Nonprofit/Foundation, Industry, Foreign)

^ Sponsor & Submission Information

Submission method*

Is FAU the lead institution?* Yes No

Sponsor*

Opportunity Title ?

Funding Opportunity/Sponsor Application Number ?

CFDA ?

Sponsor Program Name ?

Can't find sponsor - Add new Sponsor

- Florida Fish and Wildlife Conservation Commission
- National Oceanic & Atmospheric Administration (NOAA) -> National Marine Fisheries Service (NMFS)
- US Department of Commerce (DOC) -> South Atlantic Fishery Management Council (SAFMC)
- US Department of Interior (DOI) -> US Fish and Wildlife Service (FWS)

SCREENING QUESTIONS PANEL

- The Screening Questions reflect the questions asked on the Routing Tab from grantsERA.
- Choose Yes or No from the radio buttons, as applicable.
- If your project requires a Data Security Plan, you must consult with your college's IT Representative to ensure the appropriate compliance requirements are in place. If additional security measures are needed, you may need to budget for these costs in your proposal application budget.
- If your project includes the use of a FAU Core Facility, select Core(s) from the drop-down menu (If more than one core facility will participate, select all applicable cores from list.)
 - Biostatistics Collaborative Core
 - Cell Imaging Core
 - Water Analysis Lab (WAL)
 - MRI & Human Imaging
 - Engineering & Technology Core (ETC)
 - Comparative Medicine
 - Neurobehavior Core
- If there is a limit on the number of proposals, attach copy of the email from the Office of Research Development (ORD) with approval to proceed with the proposal application submission

Screening Questions

Does your project include Protected Health Information or information subject to HIPAA?*

Does the sponsor require Data Management Plan?*

Does the sponsor require a Data Security Plan?*

Have you confirmed with your college's IT Representative on what to budget in order to comply with the requirement?*

Does your project involve the use of a FAU Core Facility?*

Select Core*

Does your project require renovations, additional space or facilities for new staff?*

Is there a limit on the number of proposals that can be submitted to Agency?*

Please attach copy of email from ORD with approval to proceed with submission*

Did the Office of Research Development (ORD) provide assistance, such as editing, revising, consulting, or support on the development of this proposal?*

Was this project awarded to your previous institution and is being transferred to FAU?

- If traveling to a foreign country, select country name from drop-down menu and explain purpose of travel, i.e. conference to present results
- If participating in a foreign talent program, identify the name of the program

Export Control

Will any foreign nationals be working on this project, including collaborators or students?*

Are you aware of any restrictions on publications, disclosure, or dissemination of results of the project or participation of foreign nationals in the project?*

Will anyone be furnishing export-controlled information or technology for the use in the FAU project?*

Do you plan to export, either through shipment or electronically, any technology, information, or items?*

Will anyone be traveling to a foreign country under this project?*

Country

Purpose of travel

Is the PI, Co-PI, Co-I or any senior personnel a member or participant in a foreign talent recruitment programs?*

Identify the Program

Select Country Name

Identify foreign talent program

- If project involves a community partner, provide name and email
- If additional community organizations are partnering on the project, list partner

Community Engagement

Does this project involve a community partner? (for the purposes of this survey, a community partner is either a public, private, or nonprofit organization partnering with FAU to address a social issue.)*

Please provide the name and e-mail of the primary community partner involved with this project.

Name

Email

Which statement below best describes the role of the community partner in the study?

Are there any additional community organizations beyond this project with whom you partner?*

Please list partner

Provide Name and e-mail of community partner

List Partner

COMPLIANCES PANEL

- The Compliance Panel questions are reflective of questions on the Routing Tab and include:
 - Human Subjects
 - Animal Subjects
 - Biosafety
 - Other Environmental Health and Safety (EH&S)
- Choose the Yes or No radio buttons as appropriate for the work.

Human Subjects

Will this project involve human participants; use of data, biomaterials from humans (IRB)?* Yes No

Please provide associated IRB Protocol numbers, if available

 Add Protocol Number

Animal Subjects

Will this project involve live vertebrate animals (IACUC)?* Yes No

Please provide associated IACUC Protocol numbers, if available

 Add Protocol Number

Biosafety

Will this project involve any of the following?*

- Infectious Agents
- Recombinant DNA and Synthetic Nucleic Acid Molecules (IBC)
- Hazardous Chemicals and Nano Particles (IBC)
- Biological Toxins and Select Agents (IBC)
- Human Materials, Cell Lines, Blood and Body Parts
- None of the above

Please provide associated IBC Protocol numbers, if available

 Add Protocol Number

Other Environmental Health and Safety

Will this project involve any of the following?

- Radioactive Materials (Radiation Safety Committee)
- X-rays, Lasers (Radiation Safety Committee)
- Field Work
- Boating
- Diving
- Helicopters, Airplanes or Drones

- When selecting the “Add Protocol Number” button, the Edit Compliance Protocol screen appears.
- Enter the Protocol Number
- Status of the protocol defaults to “Pending Compliance Verification”.

Edit Compliance Protocol

Protocol Number*

Status*

Pending Compliance Verification

PERSONNEL PANEL

- Add and remove personnel in the Personnel Panel. At a minimum, the proposal application must include the PI and Co-PIs in the Personnel section. If you would like to use the budgeting tool, please enter all personnel for this project.
- This function allows you to add personnel from FAU or To Be Named personnel, as well as enter the role they will serve on the project (Additional PI, Co-PI, Post Doc, etc.).
- Upload Current and Pending documentation for the PI. Once uploaded, Current and Pending documents are saved in the user’s profile and may be used for future proposals.
- Select a sponsor specific Current/Pending Report Type such as NIH, NSF, USDA
- The personnel panel can also create a list of active proposals and awards on which the personnel in the panel are named. This can be a helpful tool with which to create a Current and Pending document. Please note that the creation of active proposals and awards requires those records to be currently entered into Novelution.

Personnel

At a minimum, you must include the PI and Co-PIs in Personnel section. If you would like to use the budgeting tool, please enter all personnel.

Add Researcher

collapse rows | expand rows

| Type | Name | Contact details | Campus | Lead Unit/Department | Business Title | Other Support | Edit Permission | CC | FCOI Status | Action |
|------------------------|-------------|-----------------|--------------------------|----------------------|------------------------------|---------------|-----------------|-----|-------------|--------|
| Principal Investigator | Dale Gawlik | | Boca Raton - Main Campus | College of Science | Program Director & Professor | | yes | Yes | no | |

Upload Final Current and Pending Report(s) **Drop files here or click to choose**

Current/Pending Report Type:

- % Project Credit – The PI assigns the percentage of credit to the FAU researchers on the project (PI and Co-PIs). If only one researcher (PI) is on the project, the entire 100% credit should be assigned. If multiple researchers will work on the project, the 100% credit can be assigned across all researchers. The percentage of credit assigned is at the discretion of the PI.

% Project Credit - Total: 100.0%

| PI / Co-PI | College | Department | % Project Credit |
|---|----------------------|--|---------------------------------|
| Principal Investigator - Amy E. Wright (Principal Investigator) | Division of Research | Harbor Branch - Administration | <input type="text" value="50"/> |
| Co-PI - Esther Guzman (Co-Investigator) | Division of Research | Harbor Branch - Marine Wildlife Veterinary Medicine and Research | <input type="text" value="50"/> |

- To add FAU personnel to the proposal application, click the Add Researcher button:
 - Select the campus from the drop-down menu (Boca, Dania, Davie, Fort Lauderdale, Fort Pierce, Jupiter)
 - Enter the Researcher's Name
 - Job Type will auto-populate once name is entered (Calendar or Academic)
 - Select the Researcher's Project Role (Co-PI, Faculty, Post Doctoral, Other Professional, Graduate Student, Undergraduate Student, Technician, Other)

***Only Co-PIs will be added to the % Project Credit section.**

Add Researcher

Campus*

Researcher*

Project Role*

Edit permission

CC

Include this personnel on the R&R key personnel list even if they are not included in an active budget

Job Type*

- Edit permission: you may grant a researcher permission to edit the proposal application or you can grant view only permissions
- CC: the researcher will be copied on all tasks and notifications related to the proposal application
- Include on the R&R key personnel list: all researchers devoting effort to the project should be listed on the R&R personnel list
- Job Type: Choose Calendar or Academic/Summer depending on the researcher's appointment (Calendar – 12 month personnel; Academic – 9 month personnel)

Add Researcher

Campus*

Researcher*

Project Role*

Edit permission Edit View

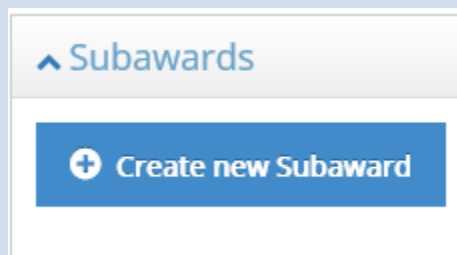
CC

Include this personnel on the R&R key personnel list even if they are not included in an active budget

Job Type*

SUBAWARD PANEL

- To create a subaward, choose Create new Subaward



- If subrecipient is unknown, check Subrecipient not selected, will be selected after award
- If known, enter subrecipient institution name from drop-down menu

- If subrecipient is not listed, add subrecipient’s entity information
- Enter Subaward Entity information for new subrecipient
 - Name
 - Country
 - DUNS #
 - EIN
- Enter Subaward Name, i.e. Entity Name-Subrecipient PI Name (Ex: University of Miami – PI: Johnson)

- Click Save. The added subrecipient information will be forwarded to the Office of Sponsored Programs for approval.



BUDGET PANEL

- The Budget Panel provides a summary of the Budget Details.
To create the initial budget, click the [View/Edit](#) button
This will take you to the Budget Scenario – Initial Budget page
Initial Budget page includes the following sections:
 - Budget Settings
 - Cost Share
 - Period Setup
 - Program Income
 - Rate
 - Fringe and Escalation Rates
 - Budget Caps
 - Split Budgets

➤ Detailed Costs

The screenshot shows a window titled "Budget" with a table of budget details. The table has two columns: "Selected Budget" and "Initial Budget". The rows are: "Direct" with a dollar sign, "Indirect (F&A)" with a dollar sign, "Total" with a dollar sign, "Cost Share Total" with a dollar sign and the value "0.00", "Start/End Date", "Validated" with the value "No", and "Comments". Above the table is a "View/Edit" button, and below it is an "Add Budget Alternative" button. Both buttons are circled in red.

| Selected Budget | Initial Budget |
|------------------|----------------|
| Direct | \$ |
| Indirect (F&A) | \$ |
| Total | \$ |
| Cost Share Total | \$ 0.00 |
| Start/End Date | |
| Validated | No |
| Comments | |

- The Budget Alternative function allows the user to create multiple scenarios of the budget. All versions are saved in the proposal application file.
- To create an alternative budget as a second budget scenario, select the Add Budget Alternative button
- Name the second budget and make a copy from a previously created budget. Add any additional comments or notes regarding this budget scenario.
- Once the initial budget is copied, the user may modify/update the budget costs to create the second budget scenario.

The screenshot shows a dialog box titled "Add Budget Alternative". It contains three input fields: "Name*" (a text box), "Copy from" (a dropdown menu with "Select one" selected), and "Comments" (a text box with a search icon). The "Initial Budget" option is selected in the "Copy from" dropdown and is circled in red. A red arrow points to the "Name*" field. At the bottom right, there are "Cancel" and "Save" buttons.

- When multiple budget scenarios are created, the user must choose which budget will be used as the final budget by selecting the budget from the drop-down menu as the final budget.

Budget Alternatives

Choose Proposed Budget

collapse rows | expand rows

| Name | Direct | | | | |
|-----------------------|-------------|-------------|-------------|---------------------|--|
| Initial Budget | \$45,171.78 | | | | |
| Budget Alternative #1 | \$50,091.79 | \$24,795.44 | \$74,887.23 | 1st budget scenario | |

+ Add Budget Alternative

BUDGET SETTINGS

- Budget Settings: The name of the budget defaults to Initial Budget. You can rename the budget or add comments.
- Cost Share: choose Yes or No, on whether the budget includes Cost Share.

^ Budget Settings

Name* Initial Budget

Comments

Cost Share

Will this budget include cost share? Yes No

- If answering Yes to Cost Share, answer the following question:
 - Is cost share required by sponsor (mandatory)?
- If answering Yes to mandatory cost-share, select how the required amount of cost share calculated:
 - Percent of Total Budget (includes both requested budget and cost-share)
 - Percent of Requested Budget
 - Fixed Amount

Cost Share

Will this budget include cost share? Yes No

Is cost share required by sponsor (mandatory)? Yes No

Required Cost Share is

Sponsor documentation

+ Add Cost Share Source

Select one

Percent of Total Budget

Percent of Requested Budget

Fixed Amount

- Upload sponsor documentation - copy of cost share requirement from sponsor, i.e. RFP or guidelines

- Select Add Cost Share Source

- Select Source of Cost Share
 - Dept/Center/Division
 - College/Division
 - University
 - Other Project
 - External Organization
- Enter Collateral Account Number – TAG Number(s) providing cost-share

- Period Setup: add Budget Periods by choosing Add Period. You can create however many periods you would like, but please note – you **must** enter at least one budget period in order to complete your budget.

- Program Income: you can account for anticipated program income on a project.
 - Choose Yes or No, and describe anticipated source, i.e. registration fees
 - Select whether program income will be additive (amount is added to the sponsor award amount) or subtractive (program income received decreases the overall award amount from sponsor)

Program Income

Will there be Program Income? Yes No

Description / anticipated source of the program income

Type*

Additive

Additive

Subtractive

- Rate (F&A): select the Project Purpose from the drop-down menu (Instruction, Other sponsored activity, Research – Basic, Research – Applied, Research – Development, Research – Clinical Trial) and select whether the work will be completed *on campus* or *off campus*.
- Check box if F&A rates should be pro-rated across budget period. (This occurs if a different F&A rate should be applied in future years of a multi-year budget) By not checking the box, the system default is use the starting rate for the entire budget period and not pro-rate.

Rate

Project Purpose Type*

Location*

Do you want to pro-rate these rates across your budget period based on these dates? (Default is to hold the starting rate)

Use Sponsor-Requested Rate?

- If the Sponsor requires an F&A rate lower than FAU’s negotiated rate, select the “Use Sponsor-Requested Rate?” option. Enter the Custom rate percentage and provide the explanation for this rate.
- Indicate whether the custom rate is calculated on MTDC (Modified Total Direct Costs) or TDC (Total Direct Costs)
- Approval of an indirect cost rate lower than our negotiated rate requires OSP approval.

Rate

Project Purpose Type* x

Location* x

Do you want to pro-rate these rates across your budget period based on these dates? (Default is to hold the starting rate)

Use Sponsor-Requested Rate? ←

Approval Status

Custom rate (%)*

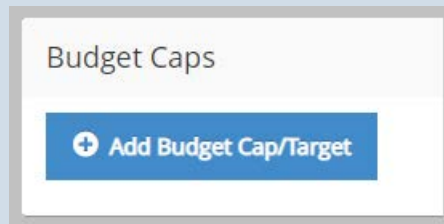
IDC Base Type* x

Explanation

Relevant sponsor documentation

- **Budget Caps:** If the sponsor caps the dollar amount that can be requested or if there is a target dollar amount you are trying to reach, you can add a budget cap or target for the entire project or for each period, to help you plan your budget to meet certain caps or targets.

- Select Add Budget Cap/Target



- **Enter Cap/Target:** select whether the sponsor has budget Cap or a Target
- **Scope:** select whether cap amount listed applies to full budget amount or applies to each budget period
- **Cost Type:** Does the budget cap apply to the direct costs or does cap apply to total budget request
- **Amount:** enter dollar amount of the cap
- **Notes:**

Budget Cap/Target

Cap/Target* x

Scope*

Cost Type*

Amount*

Notes

Budget Cap/Target

Cap/Target* Cap x

Scope* Select one

Cost Type* [Search]

Amount* Full Budget
Per Period

Notes

Budget Cap/Target

Cap/Target* Cap x

Scope* Select one

Cost Type* Select one

Amount* [Search]

Notes Direct
Total

- Under the Split Budget panel, you can create multiple budgets for different departments under the main proposal budget at the Pre-Award Stage

Split Budgets

Do you plan to split projects/budgets across departments or centers? Select one

▼ Detailed Costs

No
Yes, at Pre-Award stage
Yes, At Award Setup Time

- To create a split budget (separate budget for multiple PIs and/or Co-PIs) at proposal stage, choose, “Yes, at Pre-Award Stage” and Add Split to add your secondary budget.
- Add a User for the secondary budget (typically the Co-PI) – this dropdown pulls a listing from the Personnel Panel.

Split budget scenario ✕

Parent: Initial Budget

User*

Label*

Comments

Override project default rate?

✕ Cancel + Save

DETAILED COSTS

- Under the Detailed Costs panel, you are able to enter the details of your proposal budget. You can choose multiple different views at the top of the page, including:
 - To view the budget total for all years, to see the multi-year breakout, to see only the direct cost or both direct and indirect cost in each cell, etc.
- You can choose to add cents to the dollar values (we recommend using whole dollar values).
- You can choose whether to enter personnel effort time using percentages or months (5% effort on the project vs. 2 months on the project).
- The system will automatically input all of the named individuals from the Personnel Panel under the Senior/Key Person line.
- To adjust the effort named personnel will be putting into the project, follow the screenshots here to drop down the Senior/Key Person line and choose Edit Costs to open the panel to input the effort information. This will open a box to enter either the effort percentage or month where you can input the effort and the system will calculate the salary and fringe of the personnel added.

^ Detailed Costs

View: ✕

Cell Value: ✕

Show cents? NO

Calculate Effort by: % of Effort Months

Panel shortcuts

Settings

>

Detailed Costs

collapse all | expand all

Include Fringe

| | Period 1 09/01/2020 - 08/31/2021 | Period 2 09/01/2021 - 08/31/2022 | Period 3 09/01/2022 - 08/31/2023 |
|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Personnel | | | |
| ➤ Senior/Key Person | \$26,200.00 | \$26,200.00 | \$26,200.00 |
| Other Personnel | | | |
| Post Doctoral Associates | \$0.00 | \$0.00 | \$0.00 |
| Graduate Students | \$4,800.00 | \$4,800.00 | \$4,800.00 |
| Undergraduate Students | \$0.00 | \$0.00 | \$0.00 |
| Secretarial/Clerical | \$0.00 | \$0.00 | \$0.00 |
| ➤ Other | \$0.00 | \$0.00 | \$0.00 |
| Total Salaries/Wages | \$31,000.00 | \$31,000.00 | \$31,000.00 |
| Fringe Benefits | \$7,702.80 | \$7,702.80 | \$7,702.80 |
| Total Salaries/Wages/Fringe | \$38,702.80 | \$38,702.80 | \$38,702.80 |

- To add salary information for senior/key personnel, you can choose the appropriate salary budget line item (Senior/Key Person) Select “More Options” to Edit Costs from the lines below by choosing to Edit Costs (shown in the screen shots below). This will open a panel for you to enter the necessary budgeting information (base salary, effort type, salary, fringe percentage, etc.).

Costs > Mahyar Nouri-Shirazi (Principal Investigator) ✕

| | Period 1 | Period 2 | Period 3 |
|------------------------------------|---|---|---|
| Base Salary (\$) | <input type="text" value="131,000.00"/> | <input type="text" value="131,000.00"/> | <input type="text" value="131,000.00"/> |
| Effort calendar Months | <input type="text" value="2.4"/> | <input type="text" value="2.4"/> | <input type="text" value="2.4"/> |
| Fringe (%) | 29.4% | 29.4% | 29.4% |
| Indirect Cost (F&A) Rate (%) | 49.5% | 49.5% | 49.5% |
| Requested Salary (\$) | <input type="text" value="26,200.00"/> | <input type="text" value="26,200.00"/> | <input type="text" value="26,200.00"/> |
| Fringe Amount (\$) | \$7,702.80 | \$7,702.80 | \$7,702.80 |
| Direct (\$) | \$33,902.80 | \$33,902.80 | \$33,902.80 |
| Indirect Costs (F&A) (\$) | \$16,781.89 | \$16,781.89 | \$16,781.89 |
| Direct + Indirect Costs (F&A) (\$) | \$50,684.69 | \$50,684.69 | \$50,684.69 |

- Under the Non Personnel heading, you can add values for other direct costs, by following the screen shots below to Edit Costs.

| Non Personnel | | | |
|---|-----|-----|-----|
| > Capital Equipment | | \$0 | \$0 |
| ▼ Travel | | \$0 | \$0 |
| Travel ⓘ | ... | | |
| Travel - International | | | |
| > Participant Support (including NSF REU's) | | \$0 | \$0 |

Edit Costs

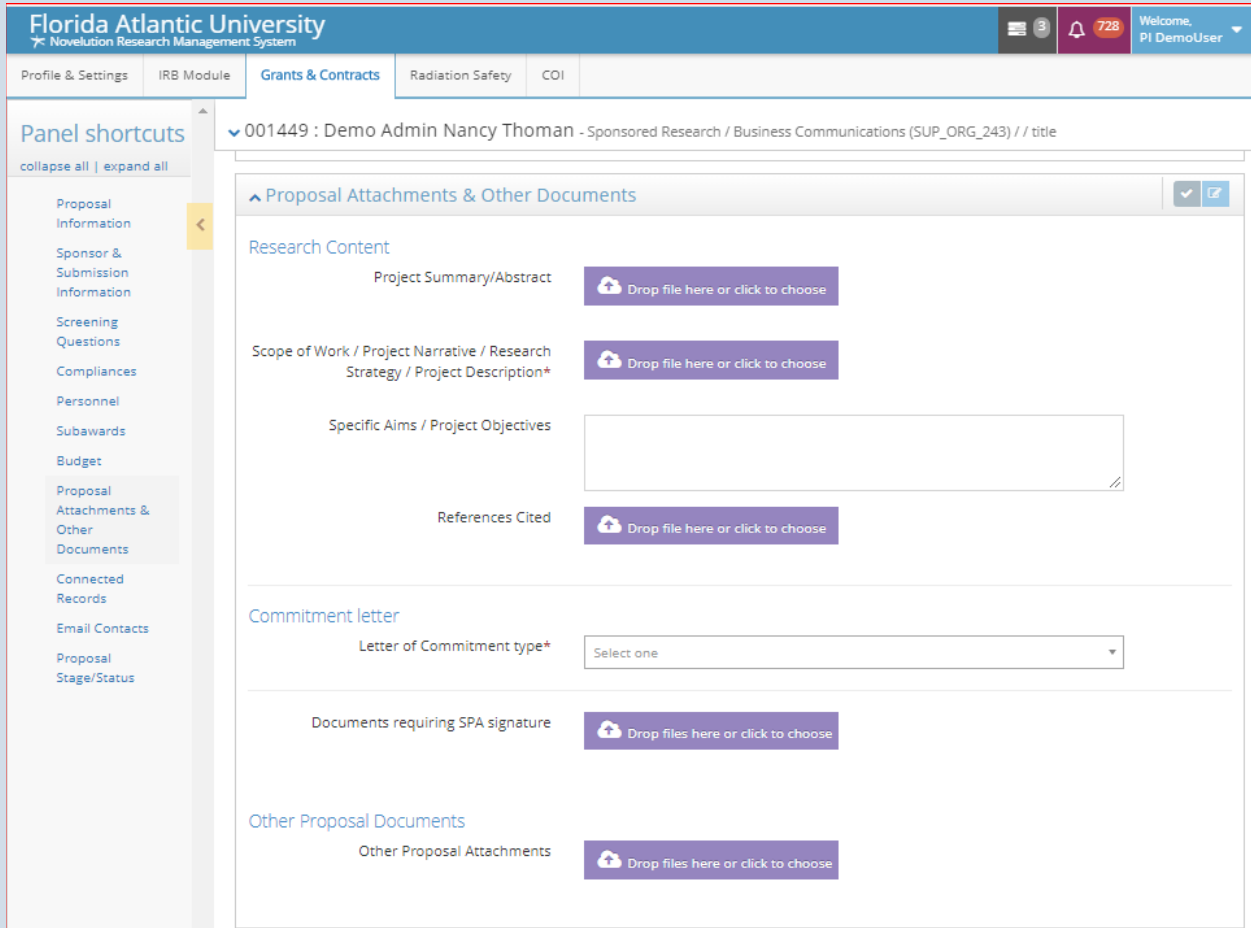
Itemize

- The Totals at the bottom of the budget will total direct costs, direct costs that are excluded from F&A (capital equipment over \$5,000, subawards over \$25,000, etc.), Modified Direct Costs applicable to F&A (“modified”), Total Indirect Costs, and the Budget Total.
- If you have chosen a budget cap, this area will also show you if you are over the cap.

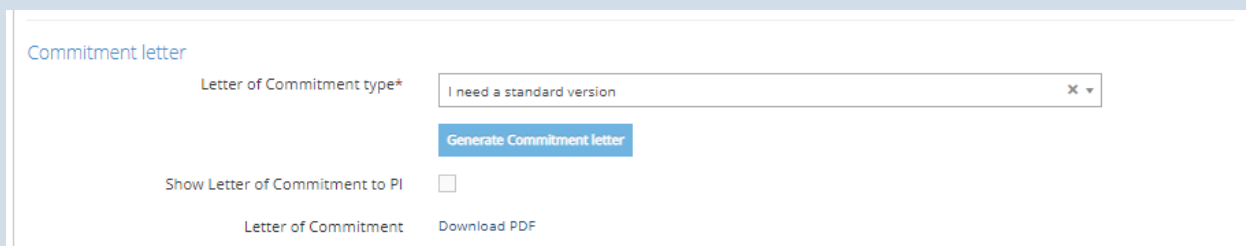
| Non Personnel | | | |
|---|--------------|--------------|--------------|
| > Equipment | \$0.00 | \$0.00 | \$0.00 |
| > Travel | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| > Participant/Trainee Support Costs | \$0.00 | \$0.00 | \$0.00 |
| > Other Direct Costs | \$57,151.00 | \$61,150.00 | \$61,091.00 |
| Totals | | | |
| Total Direct Costs | \$97,353.80 | \$101,352.80 | \$101,293.80 |
| Direct Costs excluded from F&A | \$4,667.00 | \$8,667.00 | \$8,666.00 |
| Modified Direct Costs applicable to F&A ⓘ | \$92,686.80 | \$92,685.80 | \$92,627.80 |
| Total Indirect Costs (F&A) | \$48,190.13 | \$50,169.64 | \$50,140.43 |
| TOTALS | \$145,543.93 | \$151,522.44 | \$151,434.23 |
| Amount over cap | \$0.00 | \$0.00 | \$0.00 |

PROPOSAL ATTACHMENTS & OTHER DOCUMENTS

- Research Content, Commitment Letters, and Other Proposal Documents should be included



- Scope of Work and any additional documentation (Summary, abstract, narrative, research strategy, project description, specific aims, references cited) required for the proposal can be attached here.
- Letter of Commitment type: Upload sponsor required commitment form if applicable. If a standard FAU commitment letter is required, select “Generate Commitment Letter” to generate pdf letter.
- Other Proposal Documents: Upload SFI disclosure forms and any documents requiring OSP signature



Letter of Intent

Apr 2, 2020

Re: Application Titled – Immune status of smokers/nonsmokers to childhood immunizations and their responses to booster and modified vaccines: translational research

Dear Sir or Madam:

On behalf of Florida Atlantic University and Principal Investigator Mahyar Nouri-Shirazi, I am pleased to submit the enclosed grant application for funding entitled: "Immune status of smokers/nonsmokers to childhood immunizations and their responses to booster and modified vaccines: translational research". The grant application has been reviewed and approved by the appropriate programmatic and administrative personnel at Florida Atlantic University. If selected for funding, Florida Atlantic University is committed to fulfilling all commitments made in this grant application.

Florida Atlantic University is requesting \$448,500.60 for the project period of 09/01/2020 - 08/31/2023. The indirect cost rate for this grant application is 49.5% as approved by the Department of Health and Human Services Indirect Cost Rate Agreement with Florida Atlantic University.

We look forward to a rewarding and productive research collaboration and anticipate a great working relationship. Should you have any questions, please feel free to contact me by telephone at (561) 297-0853 or by email at sponsoredprograms@fau.edu.

Sincerely,

CONNECTED RECORDS

If there are other sponsored research projects or non-financial agreement documents such as Non-Disclosure Agreements (NDAs), CDAs, Material Transfer Agreements (MTAs), Master Agreements, connected to this project, add them here.

^ Connected Records ⌵ ✉ 📄

Sponsored Research Projects

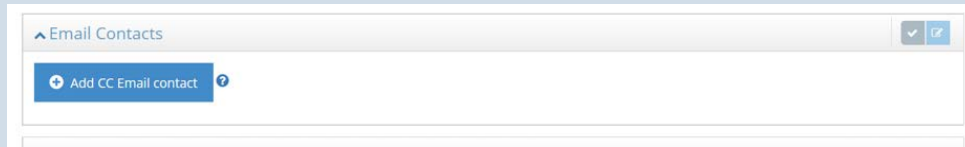
[➕ Add Sponsored Research Project](#)

Non-Financial Agreement Documents

[➕ Add NFA Document](#)

EMAIL CONTACTS PANEL

- If you would like email correspondence regarding your proposal to be sent to additional recipients, you can include them here. This would include notices regarding approvals, modifications needed, etc.



PROPOSAL STAGE/STATUS PANEL

- The Proposal Stage/Status Panel provides a listing of all of the various requirements for the proposal which must be completed prior to approval. Many of these can be completed simultaneously.
- The Proposal Stage/Status updates automatically as certain requirements are satisfied through the process of creating the proposal.
- When a requirement is completed, the requirement turns from red to green.

Florida Atlantic University
Novelation Research Management System

Profile & Settings | Site Admin | IRB Module | **Grants & Contracts** | Radiation Safety | COI

Welcome, Nancy Thomas

001005 : Mahyar Nouri-Shirazi - Sponsored Research / COM: Integrated Medical Science (SUP_ORG_254) // Immune status of smokers/nonsmokers to childhood ...

| Project Dates | Direct Costs | Indirect Costs | Total Budget | Stage | Status |
|-------------------------|--------------|----------------|--------------|----------|--------------------------------------|
| 09/01/2020 - 08/31/2023 | \$300,000.40 | \$148,500.20 | \$448,500.60 | Proposal | Attestations, Chair & Dean Approvals |

| Stage - Revision # | Created | Current Status | Status Date | Notes |
|--------------------------|--------------------|--------------------------------------|--------------------|-------|
| Proposal - revision #1.1 | 03/03/2020 2:30 PM | Attestations, Chair & Dean Approvals | 03/03/2020 3:22 PM | |

| Status | Requirement | Completion State | Revision | Completed by | Completed Date |
|---|--|------------------|----------|-----------------------|--------------------|
| New Proposal Record Created | Release administrative portions of proposal for review | ✓Completed | #1.1 | Nouri-Shirazi, Mahyar | 03/03/2020 3:22 PM |
| | PI Attestation & FCOI project specific disclosure | ✓Completed | #1.1 | Nouri-Shirazi, Mahyar | 03/03/2020 3:07 PM |
| Attestations, Chair & Dean Approvals | Verify Senior/Key personnel attestations & FCOI project specific disclosures | Ready | | | |
| | Approval by Chair: Joseph Ouslander | Ready | | | |
| | Approval by Dean: Miriam Campo | Not ready | | | |
| OSP Review | OSP Initial Review | Not ready | | | |
| Completion of full proposal | Finalize Science and full proposal | Ready | | | |
| ADR Review | ADR Review | Not ready | | | |
| Ready to Submit to Sponsor | Submission by OSP | Not ready | | | |
| Proposal Submitted to Sponsor | | | | | |

PI ATTESTATION PANEL

- The PI Attestation panel requires certification from the PI that the information entered is correct and whether there may be any potential conflicts of interest regarding the project.
- Once the PI attests and submits for approval, any FAU Co-PIs listed on the proposal will receive an e-mail from the Novelution System asking them to login to complete their attestation.

^ PI attestation

Principal Investigator / Co-Principal Investigator: PI/Co-PI signatures on this form certify that (1) the information submitted within the application is true, complete and accurate to the best of the PI's/Co-PI's knowledge; (2) any false, fictitious, or fraudulent statements or claims may subject the PI/Co-PI to criminal, civil, or administrative penalties; (3) the PI/Co-PI agrees to accept responsibility for the scientific conduct of the project and to provide the required reports if a grant is awarded as a result of the application, and (4) neither the PI nor any key personnel on this project are, to the best of their knowledge, debarred, suspended or proposed for debarment by any Federal department or agency.

| | |
|---|-----|
| I attest to the role as PI in project and that the information is correct* | Yes |
| Do you have an economic interest in, receive compensation from, or act as an officer or director of any outside entity involved in this proposal?* | No |
| Do you plan on working with, or entering into a financial transaction with your spouse, domestic partner, child, parent, sibling or in-laws for this proposal?* | No |

PROPOSAL SUBMISSION

- Once proposal is completed, the SAVE, SUBMT FOR APPROVAL, and Check Validations button will be at the bottom of the page.
- It is necessary to SAVE your proposal as you complete it, as navigating away from the page may result in losing changes you've made.
- Check Validations will run a check to verify whether you have completed all required sections of the proposal form. This is not required, but can be helpful to determine if you are missing any required pieces.
- Choosing SUBMIT FOR APPROVAL will submit your proposal for routing approval by the appropriate approvers.
- Your proposal will route to your approvers (Chair and Dean) automatically upon submission. If your Chair or Dean have any questions or request modifications regarding the proposal, they can comment and return the proposal to you within the system.
- Track the status of your proposal via the Requirements Panel. This panel will update automatically any time an additional approval or requirement is met.



SEARCH SPONSORED RESEARCH RECORD

- Search an existing record by entering specific information into any of the fields

Florida Atlantic University
Novelation Research Management System
Welcome, PI DemoUser

Profile & Settings
IRB Module
Grants & Contracts
Radiation Safety

Jump to Record ^

Project ID, Award #, or Title

Filter Search ^

PI/Co-PI

Sponsor Type

Assigned PCA User

Department

Current Stage

Award Amendment Request Status

Project End Date Between To

Contains IACUC Protocols

Contains IBC Protocols

Contains IRB Protocols

Sponsor

Keyword(s)

PCA Unassigned

Latest Status

Award Amendment Request Type

Include Flowthrough

College/Unit

Include Inactive Records

Search →
Reset Filters

Search Results
Download CSV

Showing 1 to 10 of 14 search results. « < 1 2 > »

| Project ID | PI Name | Title | Stage | Status | Sponsor | Sponsor Type | Total Budget | PCA | Period of Performance | |
|------------|-------------|----------------------------|-------|-----------------------|---------|--------------|--------------|-----|-----------------------|-------------------|
| 000729 | PI DemoUser | testing award stage panels | Award | Award Received by OSP | | | | | 7 - ? | ✉ |

AD HOC REPORTS

- Reporting and sorting of specific fields can be done through the AdHoc panel.
- Sort by any of the specific fields available
- Results of the search will be shown at the bottom of the page

The screenshot displays the 'Ad hoc reports' interface within the 'Grants & Contracts' module of the 'Novelution Research Management System' at Florida Atlantic University. The page features a navigation bar with tabs for 'Profile & Settings', 'Site Admin', 'IRB Module', 'Grants & Contracts', 'Radiation Safety', and 'COI'. A breadcrumb trail shows 'Home > Grants & Contracts > Ad hoc reports'. The main content area is divided into two sections: 'Filters list' and 'Filter Search'. The 'Filters list' section contains a dropdown menu labeled 'Select filters list' with a 'Select one' option. The 'Filter Search' section is a complex grid of search filters. It includes dropdown menus for 'OSP# or Title', 'PI/Co-PI', 'Sponsor', 'Sponsor Type', 'Sponsor Level', 'Sponsor's Project ID, a.k.a. Grant #', 'Sponsor Origin', 'Sponsor Country', 'Sponsor Program Name', 'Payment Type Filter', 'Award/Proposal Function Filter', 'Proposal Type', 'Assigned PCA User', 'Personnel', 'Department', 'Current Stage', 'Terms and Conditions', 'Deadline Type', 'Budget Start Date Between', and 'Budget End Date Between'. There are also checkboxes for 'Does it have SubAwards?', 'Is there a Solicitation URL?', 'Does it have Deliverables due?', and 'PCA Unassigned'. The interface is designed for users to filter and search through grant records.

Current
 Pending
 Latest Status

 EZRA-Migrated Status

 Contains requirements with completion type(s)

 Has negotiations?
 Award Amendment Request Type

 Project Indirect Budget Between
 To
 Last Award Event Issue Date Range
 To
 Has Capital Equipment Ownership
 Does the award include e-Verify requirements
 Do export control concerns exist
 Does this award include an organizational COI provision(s)
 Contains IACUC Protocols
 Contains IBC Protocols
 Contains IRB Protocols
 Contains foreign activities

Proposal Sent Date Range
 To
 Proposal Received Date Range
 To
 Award Amendment Request Status

 Project Total Budget Between
 To
 Project Start Date Between
 To
 Most Recent Changes
 To
 Project Direct Budget Between
 To
 Project End Date Between
 To

- Search results are listed at the bottom of the page

Search Results

Showing 1 to 10 of 32 search results.

| Project ID | PI Name | Project Title | Stage | Status | Project Start Date | Project End Date | Total Budget | Sponsor | Sponsor Type |
|------------|------------------------------|---|----------|-----------------------------|--------------------|------------------|--------------|---------|--------------|
| 001457 | PI DemoUser | 4 | Proposal | New Proposal Record Created | 04/02/2020 | 04/01/2023 | \$29,353.00 | | |
| 001456 | PI DemoUser | 123 | Proposal | New Proposal Record Created | | | | | |
| 001455 | PI DemoUser | load | Proposal | New Proposal Record Created | | | | | |
| 001454 | PI DemoUser | Long load | Proposal | New Proposal Record Created | | | | | |
| 001453 | PI DemoUser | GOMAMON | Proposal | New Proposal Record Created | | | | | |
| 001452 | PI DemoUser | evan test | Proposal | New Proposal Record Created | | | | | |
| 001451 | Alex Keene | Measuring water quality in the Everglades | Proposal | New Proposal Record Created | | | | | |
| 001450 | Mrs. Demo Admin Nancy Thoman | testing: export control award routing | Award | Award Received by OSP | | | | | |
| 001449 | Mrs. Demo Admin Nancy Thoman | title | Proposal | New Proposal Record Created | 03/10/2020 | 03/09/2023 | \$0.00 | | |

For questions or issues regarding Novelution, please contact the Office of Sponsored Programs at novelution@fau.edu