FLORIDA ATLANTIC UNIVERSITY
DIVISION OF RESEARCH

NOVELUTION

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

Florida Atlantic University
Novelution Research Management System

Table of Contents

Updated: 5/27/2020

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
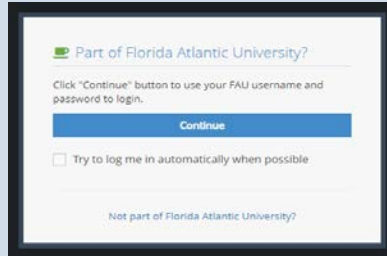
- If you are part of FAU, click the blue "Continue" button to provide your SSO credentials
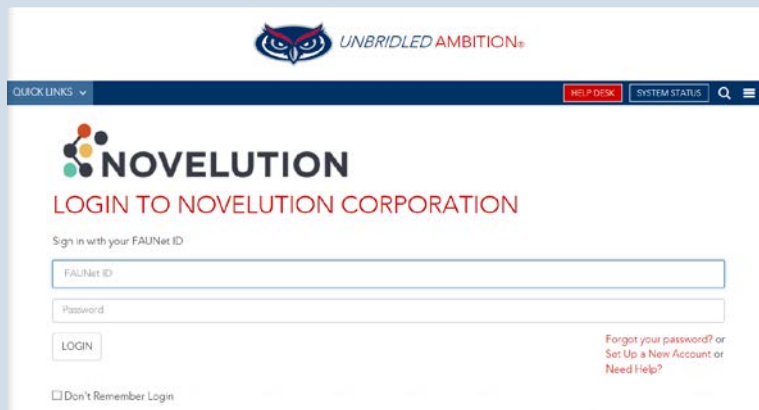
- Landing page upon login is the **All My Tasks** page – This page will list all open tasks in the system requiring your review/approval

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- **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

All My Tasks

Filter Search by Task meta-data   ⌃

Type:	Keyword:	Completed Status:
Filter by Task Type		Incomplete ▾
Tasks assigned to:		
select gco users		

Filter Tasks →   Reset Filters

| My Assigned Tasks | Following | Away Schedule |

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
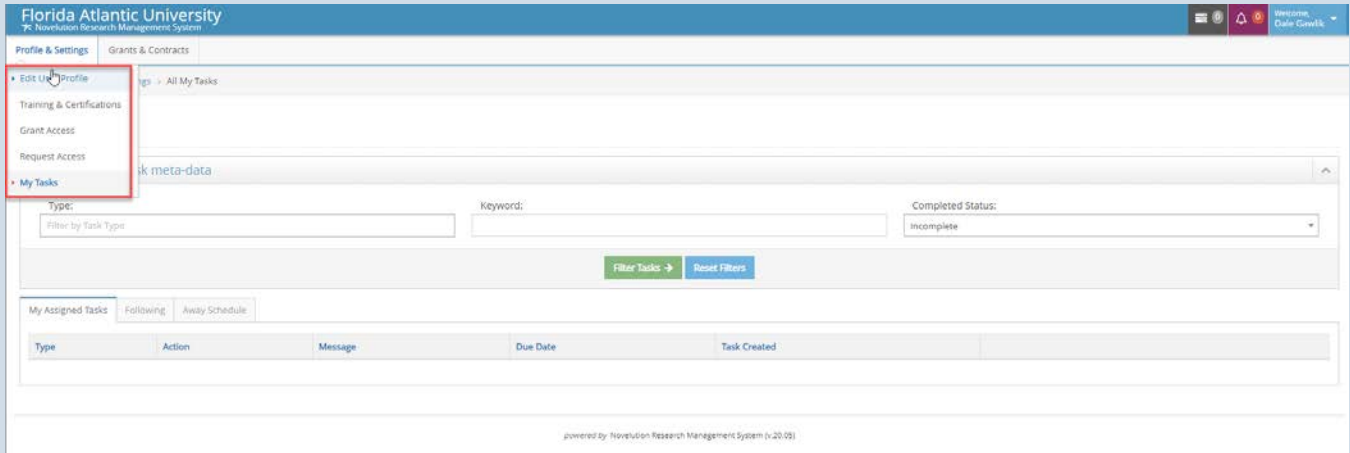
EDIT USER PROFILE

- ➢ 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) 2973333
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
	NIH
	NSF
	USDA

☁ Print C/P Report

➢ 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.

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

TRAINING & CERTIFICATIONS

- ➢ Trainings & Certifications – If you have completed the <u>mandatory</u> 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

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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

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.

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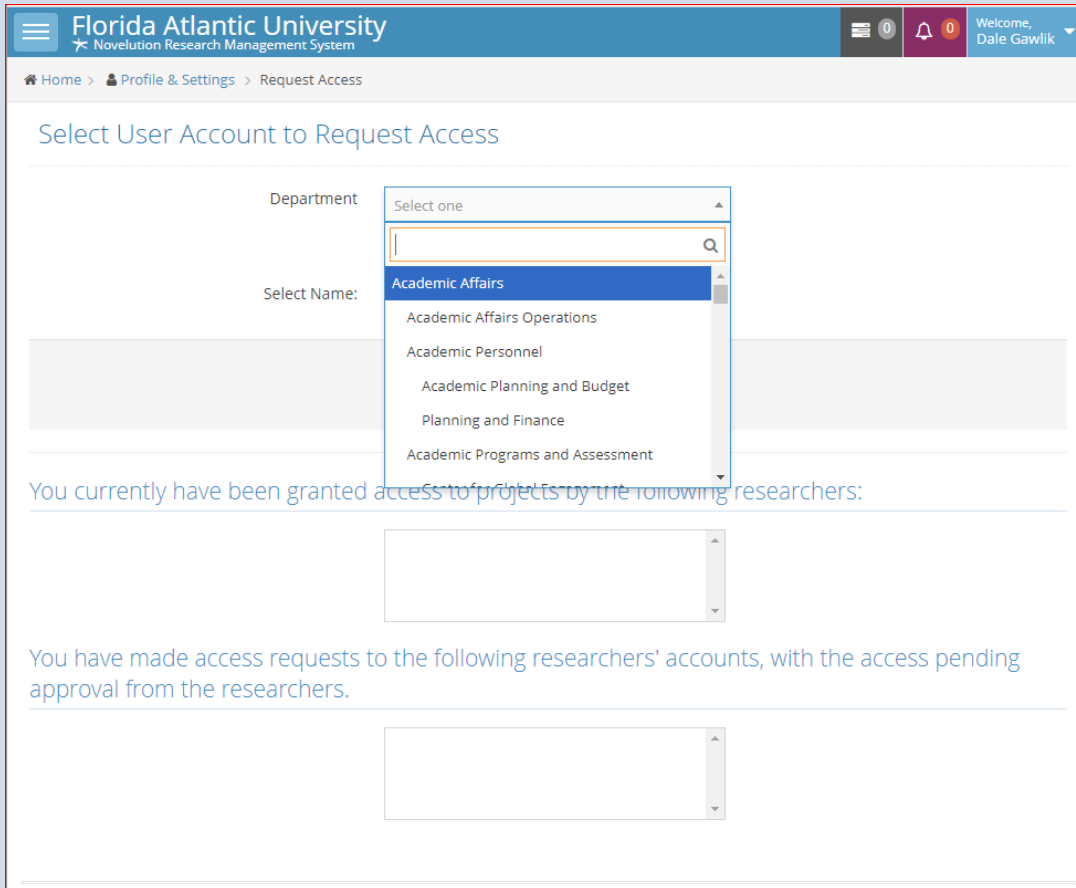
MY TASKS

- 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

My Assigned Tasks

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

Message
Record 001491 requires your attestation

Message
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
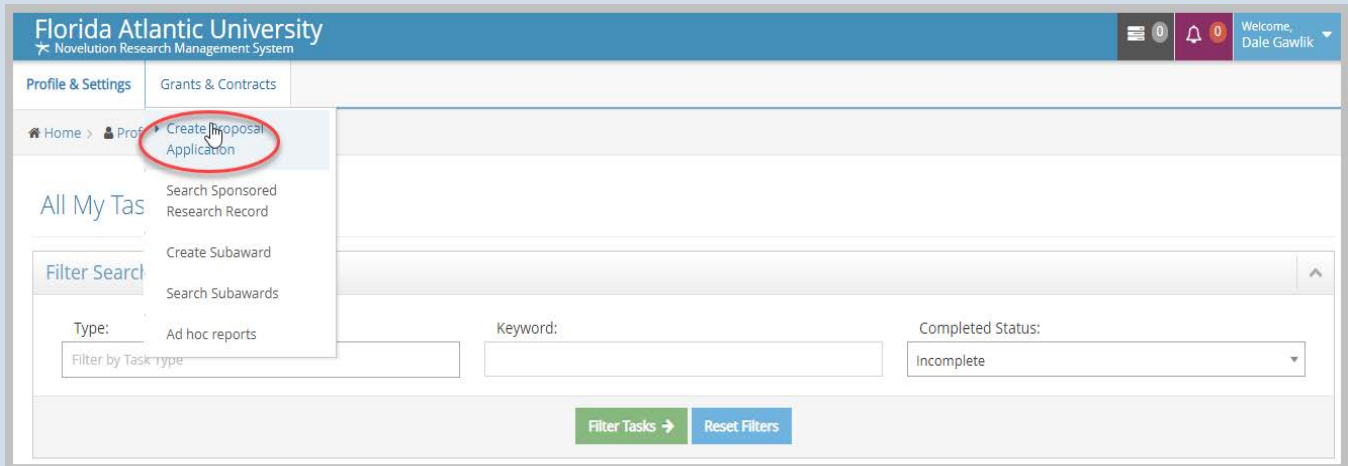
CREATING A PROPOSAL

- 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

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

PROPOSAL INFORMATION

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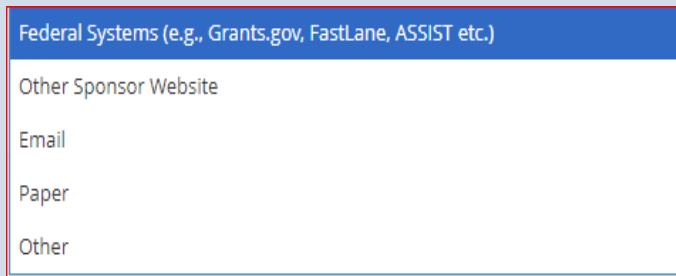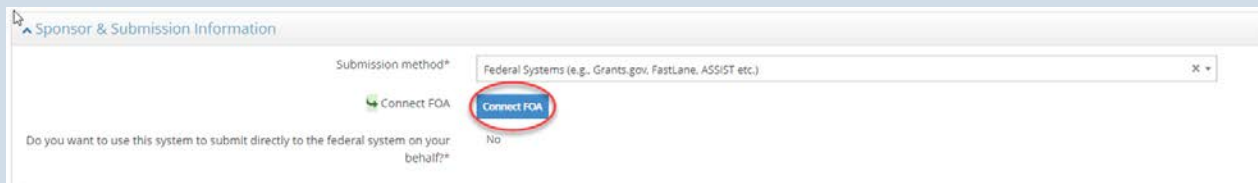
SPONSOR & SUBMISSION INFORMATION

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

- 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.

- 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 <u>not</u> 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   Select one   ▲
  Deadline Type*   [Q]
  Direct Sponsor Deadline   Sponsored Program Office
                               Department
  Direct Sponsor Deadline Time (Eastern Time)   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)

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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

- 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

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

- 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".

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.

- % 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.

- 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.

> 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)

SUBAWARD PANEL

- To create a subaward, choose Create new Subaward
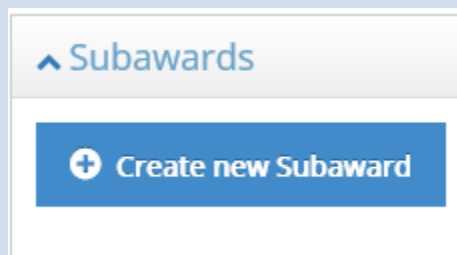
- If subrecipient is unknown, check Subrecipient not selected, will be selected after award
- If known, enter subrecipient institution name from drop-down menu

- 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 <u>View/Edit</u> 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 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.

- 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 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.

- 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

- 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 Collatoral 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.

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- 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
Rate | 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* ❓	Research - Basic
Location* ❓	on-campus
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.

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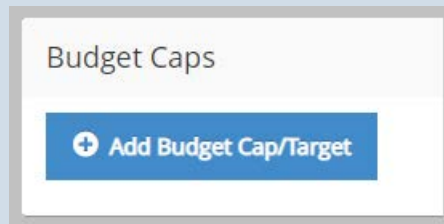
  ➢ Enter Cap/Target: select whether the sponsor has budget Cap or a Target
  ➢ Scope: select whether cap amount listed applies to full budget amount or applies to each budget period
  ➢ Cost Type: Does the budget cap apply to the direct costs or does cap apply to total budget request
  ➢ Amount: enter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

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

- 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.

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.

collapse all | expand all

	Period 1 09/01/2020 - 08/31/2021	Period 2 09/01/2021 - 08/31/2022	Period 3 09/01/2022 - 08/31/2023
☐ Include Fringe			
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 ($)	131,000.00	131,000.00	131,000.00
Effort calendar Months	2.4	2.4	2.4
Fringe (%)	29.4%	29.4%	29.4%
Indirect Cost (F&A) Rate (%)	49.5%	49.5%	49.5%
Requested Salary ($)	26,200.00	26,200.00	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

✕ Cancel   ⊕ Save

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

- 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.
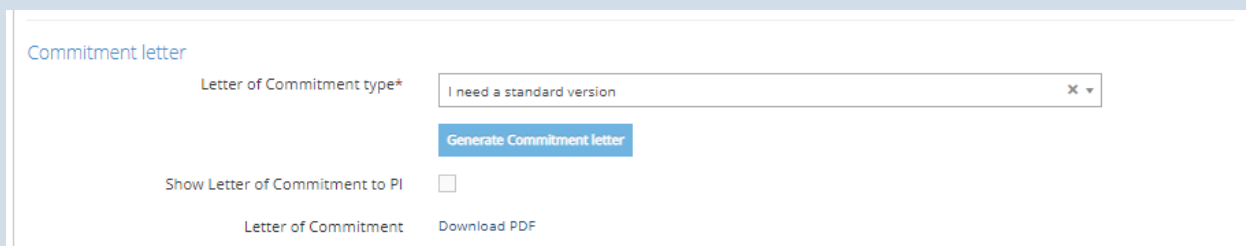
Non Personnel			
> Equipment	$0.00	$0.00	$0.00
> Travel	$1,500.00	$1,500.00	$1,500.00
> Participant/Trainee Support Costs	$0.00	$0.00	$0.00
> Other Direct Costs	$57,151.00	$61,150.00	$61,091.00
Totals			
Total Direct Costs	$97,353.80	$101,352.80	$101,293.80
Direct Costs excluded from F&A	$4,667.00	$8,667.00	$8,666.00
Modified Direct Costs applicable to F&A ❷	$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
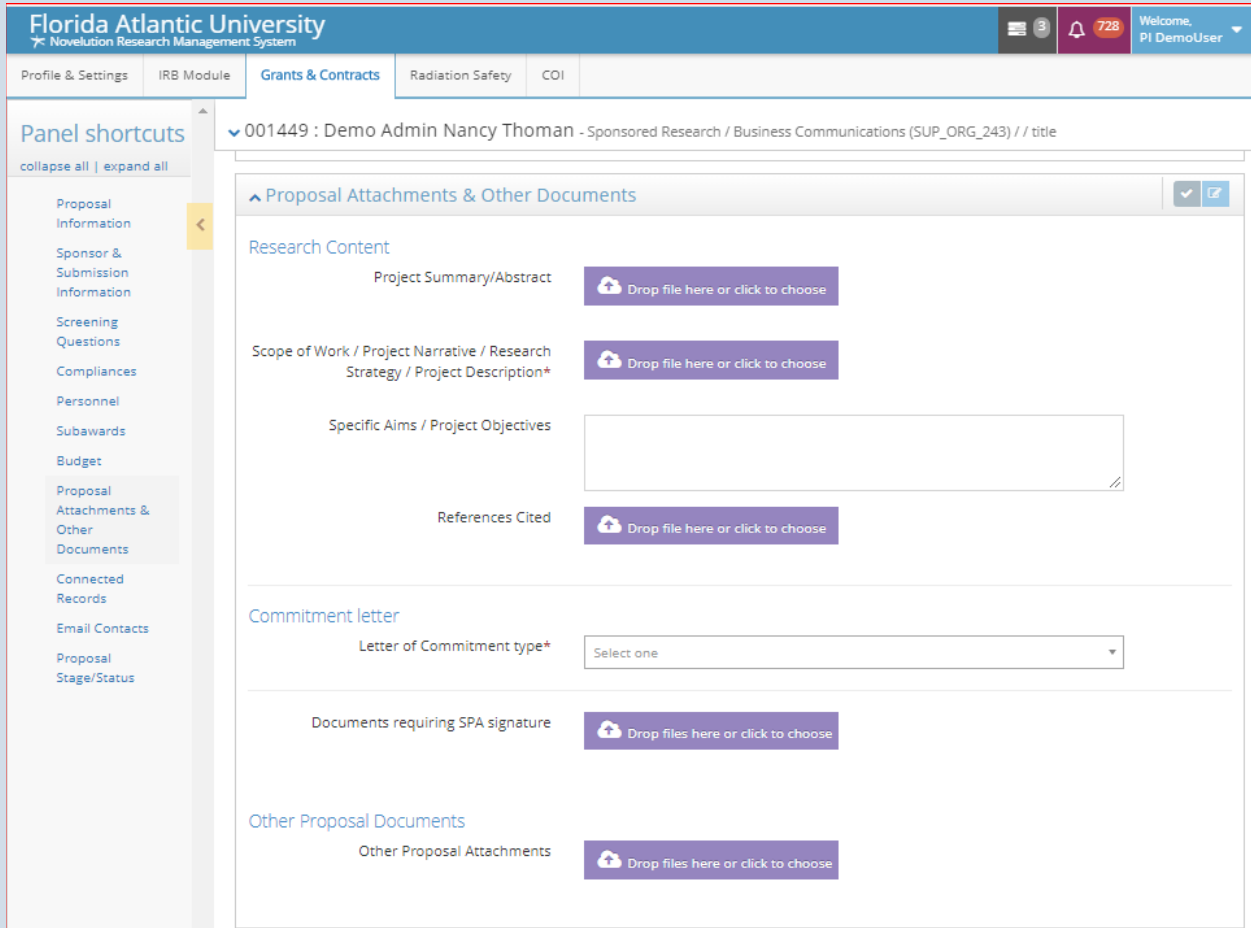
- Scope of Work and any additional documentation (Summary, abstract, narrative, research strategy, project description, specific aims, references cited) required for the proposal can be attached here.
- Letter of Commitment type: Upload sponsor required commitment form if applicable. If a standard FAU 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

Division of Research
777 Glades Road
Boca Raton, FL 33431
Telephone: 561.297.0777
Fax: 561.297.2319
http://www.fau.edu/research

DIVISION OF RESEARCH
Florida Atlantic University

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

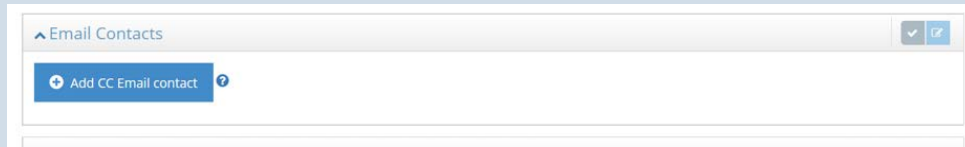⊕ Add Sponsored Research Project

Non-Financial Agreement Documents

⊕ Add NFA Document

Updated: 5/27/2020

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.

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.

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

Updated: 5/27/2020

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

Updated: 5/27/2020

☐ Current
☐ Pending

Latest Status
[Select   ]

EZRA-Migrated Status   Proposal Sent Date Range   Proposal Received Date Range
[Select   ]   [   ] [To] [   ]   [   ] [To] [   ]

Contains requirements with completion type(s)   Award Amendment Request Status
[Select   ]   [Select   ]

☐ Has negotiations?

Award Amendment Request Type   Project Total Budget Between   Project Direct Budget Between
[Select   ]   [   ] [To] [   ]   [   ] [To] [   ]

Project Indirect Budget Between   Project Start Date Between   Project End Date Between
[   ] [To] [   ]   [   ] [To] [   ]   [   ] [To] [   ]

Last Award Event Issue Date Range   Most Recent Changes
[   ] [To] [   ]   [   ] [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

[Search →] [Reset Filters]

[Sponsored Projects] [Subawards] [Deliverables] [Negotiations]

- Search results are listed at the bottom of the page

Search Results ☁ Download CSV

Showing 1 to 10 of 32 search results.   « ‹ 1 2 3 4 › »

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