How to Submit Your Proposal in grantsERA – (Principal Investigators)

1. From your internet web browser, connect to the grantsERA login page:
   https://grantseraportal.fau.edu/Authentication/Logon.aspx

2. Login. You must be registered in grantsERA to be given access to the system.

<table>
<thead>
<tr>
<th>New User (Never submitted a grant through Sponsored Programs)</th>
<th>Existing User (Previously submitted grants through Sponsored Programs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Register on the GrantsERA login page. You must use a valid FAU email address to register in grantsERA.</td>
<td>• Login with the default username “your FAU email address” and password “abc” or Login with your unique username and password.</td>
</tr>
<tr>
<td>• After you receive an email confirmation that your registration was processed, login with your unique username and password.</td>
<td></td>
</tr>
</tbody>
</table>

3. From the grantsERA Menu Bar, click on <Proposal Development>, <Create Proposal>.

4. From the Create Proposal Application (Proposal) screen, click on the drop-down menu and choose “Grants.gov” or “Others”.

**Grants.gov Submissions:**

- From the Create Application (Proposal) screen, click on the drop-down menu and choose “Grants.gov”.
- Enter the Opportunity ID, and click <Go>. If you do not have the Opportunity ID, click on the grants.gov link to search for your opportunity.
Select a Sponsor/Grant Maker from the drop-down menu.
Note: You will only have to do this the first time the opportunity is accessed.

Click on Add Grant Maker. The Grant Application Package/Title Page will appear.
Enter your proposal data on Title Page, Proposal, and Routing tabs located on the bottom, left side of your screen.

All sections should be completed **BEFORE** you click <Complete Proposal> on the Proposal Navigation Menu Bar. INCOMPLETE PROPOSALS WILL BE RETURNED TO THE PI.
Others/Non-Grants.gov Submissions

- From the Create Application (Proposal) Screen, click on the drop-down menu and choose “Others”.
- Click on “Select Opportunity ID” Link.

![Create Application (Proposal) Screen](image)

- Click on the “Select Sponsor” drop-down menu and select the appropriate sponsor.
  **IMPORTANT:** Make sure you choose the sponsor with the correct type (i.e. federal, federal flow through, state, etc.) from the Select Sponsor drop-down menu. A proposal initiated under the wrong Sponsor-type cannot be corrected. The proposal must then be re-entered from scratch and all previous input will be lost. If you have any questions, please contact your Sponsored Programs Proposal & Contract Administrator for guidance BEFORE you create your proposal.

**Example of Sponsor-Type Combo:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Sponsor Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Department of Transportation-Fed Flow</td>
<td>Federal Flow Through</td>
</tr>
<tr>
<td>Florida Department of Transportation - State</td>
<td>State</td>
</tr>
</tbody>
</table>

![Search & Select Opportunity](image)

- Click on the radio button in the “Select” column on the left side of the screen to select the opportunity forms.
- Click on the <Select> button on the right side of the screen. The Create Application (Proposal) screen will appear.
- Click <GO>. The Grant Application Package/Title Page will appear.
• Enter your proposal data on the **Title Page, Proposal, and Routing tabs** located on the bottom, left side of your screen.

All sections should be completed **BEFORE** you click <Complete Proposal> on the Proposal Navigation Menu Bar. **INCOMPLETE PROPOSALS WILL BE RETURNED TO THE PI.**

Following are page-by-page tips for completing the Title Page, Proposal and Routing tabs.
Fields highlighted in yellow must be filled in on each screen.

Tip: To execute a function on the Menu Bar, click on the word, not the icon.

When a file reaches Sponsored Programs, the Proposal Number should be "grantsERA". SP administrators will assign a SP number to the file. When saved, the number will automatically be changed in the running header.

Enter your SP Administrator's name here.

Tip: If you change the title on the Title Page tab and Save, the title will be automatically updated throughout the application.
These fields are auto-populated from the Title Page and the PIs Profile. Do not change any information in this section.

Tip: Enter straight numbers in the total fields.

Do not attach any documents in this section. All documents should be uploaded in the "Attachment" section under the Pre-Award Tab.
**Tip:** Save after completing each budget page so entered data won’t be lost.

Verify that the Start Date and End Date are correct for each Budget Period.

Use the Copy Data function to enter multi-year Budget Periods.

If there is no Salary of Fringe Benefits for any personnel, enter a zero in the appropriate column.

Enter complete information for all Project Roles typed in the "Other Key Personnel Section".
### Budget - Florida Atlantic University

#### Budget - Section C & D & E, Budget Period

**Organizational DUNS:**
- **Enter name of Organization:** Florida Atlantic University

**Budget Type:**
- **Project**
- **Subaward/Consortium**

**Start Date:** 07/01/2010
**End Date:** 07/31/2011

#### C. Equipment Description

<table>
<thead>
<tr>
<th>Equipment Item</th>
<th>Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
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<td>5.</td>
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<td>6.</td>
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<td>7.</td>
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<td>8.</td>
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<td>9.</td>
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<tr>
<td>10.</td>
<td></td>
</tr>
</tbody>
</table>

11. Total funds requested for all equipment listed in the attached file

**Total Equipment:**

#### D. Travel

1. Domestic Travel Costs (Incl. Canada, Mexico, and US Possessions)
2. Foreign Travel Costs

**Total Travel Cost:**

#### E. Participant/Trainee Support Costs

1. Tuition/ Fees/ Health Insurance
2. Stipends
3. Travel
4. Subsistence
5. Other

**Number of Participants/Trainees**

**Total Participant/Trainee Support Costs:**
### F. Other Direct Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Materials and Supplies</td>
<td></td>
</tr>
<tr>
<td>2. Publication Costs</td>
<td></td>
</tr>
<tr>
<td>3. Consultant Services</td>
<td></td>
</tr>
<tr>
<td>4. A&amp;I/Computer Services</td>
<td></td>
</tr>
<tr>
<td>5. Subawards/Consortium/Contractual Costs</td>
<td></td>
</tr>
<tr>
<td>6. Equipment or Facility Rental/User Fees</td>
<td></td>
</tr>
<tr>
<td>7. Ablations and Renovations</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
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<tr>
<td>9.</td>
<td></td>
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<tr>
<td>10.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Other Direct Costs:**

### G. Direct Costs

| Total Direct Costs (A thru F): | $100 |

### H. Indirect Costs

<table>
<thead>
<tr>
<th>Indirect Cost Type</th>
<th>Indirect Cost Rate (%)</th>
<th>Indirect Cost Base ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Indirect Costs:** $100

### I. Total Direct and Indirect Costs

**Total Direct and Indirect Institutional Costs (G + H):** $100

### J. Fee

**Fee:**

### K. Budget Justification

[Blank field]
Page 4 is a Summary of all of your budget years. Verify that each line item is correct.
PLEASE CLICK THE "Get Application Data" LINK ABOVE TO COPY PREVIOUSLY ENTERED DATA FROM THE PROPOSAL TAB

**Do not type in PI Information. This section will be auto-populated.**

Enter CO-PI/Key Personnel Information only. Do not enter PI information in this section.
Routing Sheet – Page 1 cont’d

### Special Requests Requiring Justification
All Documents must be uploaded in the "Attachments" section under Pre-Award Tab.

- **Additional Risk:**
  - [ ] Yes
  - [ ] No

**For Federal and Federal Flow Through awards only:**

- Does the proposal budget include Administrative/Clerical Salaries, Local Phone Costs, Postage, Office Supplies, Membership/Subscriptions, General Purpose Equipment and/or General Purpose Software?
  - [ ] Yes
  - [ ] No

- If Yes, submit CAS 502 Exception form request and attach a copy of Approval

- If you list country
  - [ ] Yes
  - [ ] No

- Is cost sharing involved with this project?
  - [ ] Yes
  - [ ] No

- If you, Mandatory
  - [ ] Yes
  - [ ] No

- Cost Share Index (If applicable):

(Please refer to http://www.fiu.edu/research/docs/forms/sponsorsforms/institutional_contribution.xls for forms and instructions)

As a policy, FAU does not allow voluntary cost share on proposals. However, in rare instances, voluntary cost share can be approved.

**Please answer ALL questions.**

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**Choose a Research Classification ONLY if the Type of Activity is Organized Research.**

- [ ] Basic
- [ ] Applied
- [ ] Development

- [ ] Organized Research - OR (220000)
- [ ] Instruction - INST (110000)
- [ ] Other Sponsored Activity (320000)

- [ ] Research
- [ ] Research Training
- [ ] Career Development
- [ ] Equipment
- [ ] Fellowship
- [ ] Clinical Trials - Phase I, II, and III

If the Sponsor Type is Federal Flow Through, you must enter the primary federal agency's name.
Please answer ALL questions.

Supporting Documentation: All Documents must be uploaded in the "Attachments" section under Pre-Award Tab.

<table>
<thead>
<tr>
<th>Subcontracts:</th>
<th>☐ N: No</th>
<th>☐ Y: Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amounts:</td>
<td></td>
</tr>
<tr>
<td>Agency:</td>
<td></td>
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<td></td>
<td>Amounts:</td>
<td></td>
</tr>
<tr>
<td>Agency:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amounts:</td>
<td></td>
</tr>
</tbody>
</table>

Consultant(s): ☐ Y: Yes ☐ N: No (If yes, attach letter of intent from consultant which includes hourly rate and anticipated number of hours)

Is Program Income included in the Budget or Scope of Work? ☐ Y: Yes ☐ N: No

Disclosure of Financial Conflict of Interest Status (all investigators) attached: ☐ Y: Yes ☐ N: No

FAU Intellectual Property Policy and Agreement (all investigators and students) attached: ☐ Y: Yes ☐ N: No

Commercial / Proprietary Potential: ☐ Y: Yes ☐ N: No

Please have PI answer ALL questions.

Compliance:

Does your project include the use of human embryonic stem cells? ☐ Y: Yes ☐ N: No

(a) Research Integrity

Human Subjects: ☐ Y: Yes ☐ N: No

Animal Subjects: ☐ Y: Yes ☐ N: No

(Please refer to [website](http://www.fau.edu/research/sponsorship/index.php) for details regarding compliance issues.)

(b) Environmental Health & Safety (EHS) Research Safeguards

Infectious Agents: ☐ Y: Yes ☐ N: No

Non-exempt Recombinant DNA: ☐ Y: Yes ☐ N: No

Radioactive Material, X-Rays, Lasers: ☐ Y: Yes ☐ N: No

Field Work: ☐ Y: Yes ☐ N: No

Hazardous Chemicals: ☐ Y: Yes ☐ N: No

Waste Materials: ☐ Y: Yes ☐ N: No

Storage: ☐ Y: Yes ☐ N: No

Cleaning: ☐ Y: Yes ☐ N: No

(Please refer to [website](http://www.fau.edu/facilities/ehs) for details regarding EHS issues.)

(c) Other (please explain)
Routing Sheet – Page 2 cont’d

6) Export Control Compliance - Travel or Export to Foreign Country:
1. To your knowledge, has the Sponsor placed any restrictions on publications, disclosure, or dissemination of results from the project or on the participation of foreign nationals in the project?  
   Y: Yes  N: No
2. Has the Sponsor mentioned any issues regarding export control?  
   Y: Yes  N: No
3. Will anyone be furnishing export-controlled information or technology for use in the FAU project?  
   Y: Yes  N: No
4. Do you plan to export any technology, information, or items as part of the project?  
   Y: Yes  N: No

(Please refer to http://fau.edu/research/docs/policies/export_control.pdf for details regarding Export Control)

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Please make sure the Direct and Indirect Fields total correctly.
Select "Other Approvers" and their review type from the drop down menus. Other Approvers are individuals who are not in the lead PI's college/department. These approvers will be automatically added at the end of the lead PI's Routing and Approval Queue. 
Note: Refer to the Routing and Approval Queue handout for the Authorizing Officials in respective colleges.
5. Click <Complete Proposal> on the Proposal Navigation Menu Bar. The Status of the proposal will automatically be changed to “Completed” and the PI will have READ ONLY access to the proposal.

6. PROVIDE YOUR ADMINISTRATIVE ASSISTANT WITH THE DOCUMENTS BELOW TO UPLOAD INTO THE ATTACHMENTS SECTION OF THE GRANTSERASYSTEM.

Non-Grants.gov submissions:

<table>
<thead>
<tr>
<th>Document</th>
<th>File Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal/Statement of Work</td>
<td>Word</td>
</tr>
<tr>
<td>Budget Spreadsheet, if required by college, &amp; Justification (required)</td>
<td>Excel &amp; Word</td>
</tr>
<tr>
<td>FAU Intellectual Property Policy &amp; Agreement (signed)</td>
<td>PDF</td>
</tr>
<tr>
<td>Financial Conflict of Interest Disclosure (signed)</td>
<td>PDF</td>
</tr>
<tr>
<td>IDC Waiver (signed by PI, Chair, &amp; Dean) if applicable</td>
<td>PDF</td>
</tr>
<tr>
<td>Institutional Contribution Statement (signed by PI, Chair, &amp; Dean), if applicable</td>
<td>PDF</td>
</tr>
<tr>
<td>Copy of Opportunity Announcement (PA, FOA, RFA, RFP, RFQ, RFB, BAA)</td>
<td>Word or PDF</td>
</tr>
<tr>
<td>CAS 502 Request, if applicable</td>
<td>PDF</td>
</tr>
<tr>
<td>Request to Receive Graduate Tuition Benefits for Graduate Research Assistants (signed)</td>
<td>PDF</td>
</tr>
<tr>
<td>Biosketches for PI and CO-PIs</td>
<td>PDF</td>
</tr>
<tr>
<td>IRB/IACUC/EHS Approvals, if applicable and available</td>
<td>PDF</td>
</tr>
</tbody>
</table>

If subcontracts are involved, also include:

<table>
<thead>
<tr>
<th>Document</th>
<th>File Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget &amp; Justification</td>
<td>Excel</td>
</tr>
<tr>
<td>Statement of Work</td>
<td>PDF</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>PDF</td>
</tr>
<tr>
<td>IDC Agreement, if applicable</td>
<td>PDF</td>
</tr>
</tbody>
</table>

Proposal attachments for Grants.gov system to system submissions are in the Proposal Tab. University Forms and other documents are to be uploaded under the Pre-Award tab “Attachment” section for these files.
What happens when the proposal leaves the PI?

GrantsERA will generate notification emails to the following Roles:

✓ **Principal Investigator (PI)** – to confirm that the proposal was successfully initiated.
✓ **Admin. Assistant** – to be informed that a proposal was initiated and it is ready for them to complete the “Attachments” section in the Pre-Award Tab.

Once the Pre-Award Tab has been completed, the Admin. Assistant will click <Send to Routing> to send the proposal to the Department Chairperson and Dean for review and approval.

**NOTE:** Proposal must be approved by all of the Authorizing Officials and Other Approvers 5 days prior to the sponsor due date. If it is necessary for the proposal to be returned to the PI after it has been received in Sponsored Programs, the Proposal & Contract Administrator may change the status of their proposal back to the “In Progress” status. **Any attachments in the Pre-Award Attachments section will remain with the proposal.**

When PIs are finished with their revisions, they will need to re-validate and complete the proposal. The revised proposal will be sent through the Routing and Approval process again.