



# NOVELUTION

## Frequently Asked Questions

### Logging in to Novelution

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1. Do I need to register to submit a proposal through Novelution?

Answer – No, Novelution integrates with Workday and pulls in employee information. Users can sign in using the Workday Single Sign On (SSO) credentials.

2. What is the web address to log into Novelution?

Answer – Novelution is a web-based application which can be accessed anywhere there's an internet connection. The website address is <https://fau.novelution.com>

3. Can I log into Novelution using different devices outside of my PC or laptop?

Answer – Yes, Novelution's intuitive UX allows users to log in using tablets, smart phones, PCs, and laptops.

### Profiles and Settings

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1. Is it mandatory that I complete my "profile" before submitting a proposal through Novelution?

Answer – No, it is not mandatory and your primary information (i.e. name, title, department, college, etc.) will automatically populate. However, other profile information such as NSF ID, eRA Commons username, alternate e-mail, and Current & Pending should be entered to help populate future proposals

2. Where do I enter my NSF ID or eRA Commons username information?

Answer - Under the "Edit User Profile" section, there are specific fields to enter your NSF ID and eRA Commons username.

3. What should I do if I notice my department or college information is wrong on the proposal application?

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Answer – You can manually change this and select the correct college/department or send an email to [novelution@fau.edu](mailto:novelution@fau.edu) and someone from the Office of Sponsored Programs will review your department/college information.

**4.** Does Novelution track all trainings that I take at FAU?

Answer - Novelution currently tracks the Financial Conflict of Interest online training through the CITI Training Program website. Additional CITI trainings will be tracked as the Novelution Compliance modules are launched.

**5.** How do I give my Co-PI access to the Novelution application so he/she can update some of the sections?

Answer – When adding Co-PI(s) in the “Personnel” section (Add Researcher), you can elect to provide them access to the proposal either to “Edit” or “View” the proposal.

**6.** How will I know when there is something for me to approve?

Answer - When there is a task for you to complete, an e-mail will be sent to notify you. You can click on the link in the e-mail to take you directly to the task within the Novelution System. Email notifications are anticipated to be functional in mid-August 2020.

**7.** How do I complete my attestation?

Answer - When a PI initiates the Novelution proposal application, they may complete the attestation in the last section of the proposal application. If a Research Administrator initiates the proposal application, once the proposal application is completed and validated, a task is sent to the PI as an e-mail notification to complete the attestation. Additionally, if there are Co-PIs, they will receive an e-mail notification to complete the attestation once the PI of record has attested.

**8.** Can approvals be submitted via email?

Answer - The Novelution system is designed to acquire approvals by the Chair, Dean, and Other Approvers directly within the system.

**9.** What's the difference between a Task and a Notification?

Answer - A task requires an action by the individual. An e-mail will be sent with a link notifying the individual of the task to be completed. A notification does not require an action by the individual and serves to notify the individual of updates regarding the proposal application.

### Grants and Contracts

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1. I could not find my sponsor in the drop-down menu, so I tried to add a new sponsor. This brought up a screen with many fields to complete, and I do not have all of this information. What do I do?

Answer - The only required fields for you to complete are the Sponsor Legal Name and Sponsor Type. Upon submission of that information, a request will be received by OSP to review and approve the sponsor. However, you do not need to wait - you may continue with your proposal while OSP is completing the add new sponsor request.

2. How do I route a proposal in Novelution?

Answer - Once the proposal is completed and validated which includes the PI attestation, the PI clicks the "Submit For Approval" button which electronically routes the proposal application to the Chair/Dean/or other approver(s) for review and approval. Approval by Other Approvers is also required if Co-PIs are from a different department/college.

3. How do I add key personnel to my project?

Answer – Key personnel can be added in the “Personnel” section by clicking “Add Researcher”. Once an individual has been identified, you can select their specific role and assign rights to the proposal to view or edit.

4. I am submitting a supplement proposal to an existing award, where do I mark/select that information?

Answer – Upon creating a proposal a user can indicate if the proposal is part of a “legacy” proposal and identify the previous proposal or the user can connect records using the “Connected Records” and add the Sponsored Program number of the existing record.

5. Can more than one individual work on the proposal file at the same time?

Answer - Yes, but users must be in a different panel (proposal vs budget). When a user is in a record, the next individual may log in but will get a notification that it is being viewed and locked by the previous user. This is designed to prevent simultaneous changes and saves which may override other previous changes. Meaning, the person who saves second or last can override changes that the first individual did not see or approve. Additionally, without locking certain panels, it may alter other sections since the panel data may be connected.

6. How do you enter the performance period dates for a subaward?

Answer – In the “Subaward” section, a user can add a subaward’s performance period by first creating the subaward and click the “edit” icon to further expand the subaward

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profile. Once expanded a user can complete additional details of the subaward including the period of performance (“Add Proposal Period”) and budget information.

7. Does the budget information entered in the subaward tab pull into the primary detailed budget?

Answer – No, the user will need to enter the base cost and associated indirect costs, if applicable.

8. Where and How I can I view the status of proposal approval.

Answer – A user can view the current stage/status a proposal is in by either scrolling down to the “Proposal Stage/Status” section or clicking on the panel shortcuts. The stage and status information provides a user real time status of the proposal.

9. Do I still need to sign the Disclosure of Significant Financial Interest form?

Answer – Yes. At this time, the Significant Financial Disclosure Form will still need to be signed by all key personnel and uploaded as an attachment in Novelution. Once the COI module launches in Novelution, the SFI disclosure form will no longer need to be completed and uploaded as this disclosure will be completed within the Novelution system.

10. Is there a way to split proposal credit between the PI and Co-PI(s)?

Answer – Yes, in the personnel panel, there is a section to indicate % Project Credit. The PI/Co-PI names will populate from the Proposal Information panel and should appear in this section. Enter the appropriate percentage for the PI and Co-PI(s) in the last column titled "% Project Credit." The percentages entered on each line must result in a total of 100%.

11. Can I split proposal credit between my collaborators as well as with my Co-PI(s)?

Answer - No, credit can only be split between PIs and Multi-PI/Co-PI(s) and must add up to 100%.

12. I completed the detail cost budget, where I can add the budget justification?

Answer – When you enter the project period dates and enter the anticipated total amounts then the boxes will show up to attach the budget justification document?

13. What if the sponsor does not allow F&A or has a different rate than FAU's rate agreement?

Answer - In order to use a sponsor-requested rate, you should select the box beside "Use Sponsor-Requested Rate?" and enter the rate. You will also need to select MTDC (Modified Total Direct Costs) or TDC (Total Direct Costs) as the base type and provide an explanation along with relevant sponsor documentation. The approval status will be listed as pending until it is approved by your PCA.

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**14.** My proposal has cost share. How do I enter this into Novelution?

Answer - Select yes to the question "Will this budget include cost share?" Then answer whether the cost share is mandatory and whether unrecovered F&A is allowed to be counted towards cost share. If the cost share is required, list whether the cost share is a percent of total budget, percent of requested budget, or a fixed amount. Upload the sponsor documentation showing that the cost share is required and add the cost share source(s). Enter a separate detailed budget for the cost share.

**15.** Since my proposal includes cost-share, do I still need to upload the signed cost-share form like previously in grantsERA?

Answer - No. Researchers are no longer required to complete and upload the cost-share short form into the proposal file. Cost-share questions are included in the Novelution proposal and when routed to the Chair and Dean for approval, the cost-share is approved.

**16.** If I am submitting a modular budget, do I still need to enter the details? If so, how do I do this?

Answer - When you select a FOA for NIH, the Novelution System will ask a follow-up question asking if you want to submit a modular or detailed budget. If you select a modular budget, you do not need to enter the budget details and a modular budget should be submitted to NIH.

**17.** If there is a subaward on my proposal, how can I add a different F&A rate than what is being proposed in the prime budget?

Answer - In the "Subawards" section, create a New Subaward or chose an existing subaward. Once in the new subaward module, scroll to the budget section and there will be a drop-down menu for "F&A/Indirect Costs Information".

**18.** If there is a subrecipient on my proposal, and on the subrecipient is providing cost-share, where do I enter that information?

Answer - In the "Subawards" module in the proposal, create a New Subaward or chose an existing subaward. Once in the new subaward module, scroll to the budget section. The last question will ask if there is cost-sharing. If yes, enter the amount, source(s) and justification.

**19.** Is there a report where it can identify how many proposals were submitted by faculty as PI and Co-PI?

Answer – Depending on the user's role, they may run a report to identify this information. Under the "Grants & Contracts" tab, a user can select "Ad hoc Reports" and generate reports based on filters, including PI and Co-PI names.

- 20.** Can I query a report of all proposals submitted and awarded by PI, even the rejected ones?

Answer – Yes, if data is entered for a proposal, a user can query reports based on filters, including non-funded projects.

- 21.** Since the budget in Novelution resembles the federal SF-424 form, will it automatically populate an SF-424 form?

Answer - At this time the system does not generate the SF-424. In the near future, Novelution will have the capability to do “system-to-system” submission through Grants.gov and at that time, it will automatically transfer the SF-424 eliminating the need for duplicate entry.

## System & General Question

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- 22.** Does the system automatically save every few minutes or does each page need to be manually saved?

Answer - The system does some automatic saving, but it is recommended that you save while you are working. If you try to close the application or move from one panel to another and you have not saved, a popup message will alert you and allow you to save before leaving that page.

- 23.** Will the old proposals from GrantsERA still be available for faculty to view?

Answer - Yes, the GrantsERA system is housed on an FAU server and it will remain available for future reference. Additionally, Novelution allows you to continue actions on legacy proposals in GrantsERA by “tagging” a new proposal as “legacy” during the proposal initiation stage.

- 24.** When searching for submitted grants can you sort and find them by date submitted also?

Answer - No. At this time the date field is not a field available in the search criteria. If there is a enough requests for this, we will discuss and implement as needed.

- 25.** How do we classify an NSF Collaborative proposal? In an NSF Collaborative proposal, do we add the collaborating institution as the flow-through sponsor?

Answer - No. Since NSF directly awards both FAU and the collaborating institution separately, the collaborator would NOT be considered a flow-through. Collaborative proposals are treated the same as a regular proposal, but in the project title, you should include Collaborative: (Project title).

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**26.** If we are requesting the off-campus rate, what documents are needed?

Answer - If the RFP specifically requests applicants to use the off-campus rate, then this rate is accepted and no other documentation is required. However, if the research is being conducted at an off-site facility and the off-campus rate is being used, the Non-FAU Facility Use Form should be completed and signed by the facility wherein the research will be conducted. This form should be included with the proposal documents in Novelution prior to routing for approvals. .

**27.** If you select a split budget, will a separate TAG be assigned to each of the researchers?

Answer - Yes. A separate TAG is established in Workday for each researcher who has a split budget on a project.

**28.** Under which budget category, do you enter tuition on the budget as this is exempt from indirect?

Answer - Tuition costs should be added under Other Expenses. If the F&A selected for the budget is MTDC (Modified Total Direct Costs,) the user will need to revise the default F&A rate to 0% by manually clicking on the F&A cell.