



## Introduction

### What is Novelution

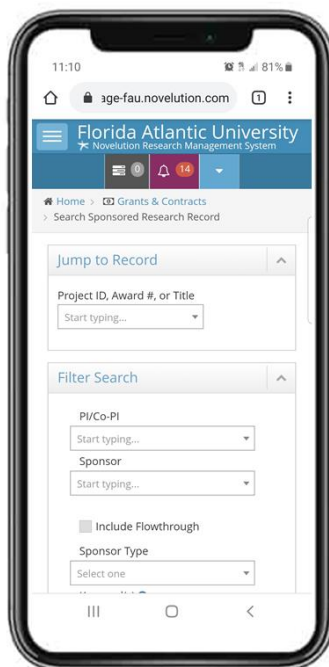
Novelution provides an intuitive, web-based platform for electronic research administration, including modules for sponsored research (pre- and post-award) and compliance modules for FCOI, IRB, IACUC, and IBC. Novelution's integrated modules are specifically designed and tailored to FAU to ensure faculty, staff, and research administrator's needs are met and to limit inefficiencies and burden. As a centralized research management system, many of the past administrative and compliance functions are now housed and managed in one location.

### Key Benefits and Features of Novelution

- Integrated with FAU's single sign-on (SSO) which leverages your FAU credentials to access Novelution
- Personnel data is pulled directly from Workday, including names, titles, department, etc.
- Able to pull in actual funding opportunity announcements (FOA)
- Proposal routing management with intuitive workflow presentation
- Robust validations tools, tasks management, and system notifications
- User friendly search pages and projects records using smart forms
- Allows for ad hoc reporting utilizing various combinations of search filters

### Additional Benefits

- Since Novelution is web-based, it can be accessed anywhere there is an internet connection
- Intuitive UX which allows the user to utilize and view Novelution on various mediums (computer, tablet, and cell phones)
- Sophisticated detailed budget development tool
- Proposal and compliance items will be centralized
- Enables users to save the entire proposal as one document (PDF)
- Proposals are transparent for all parties involved

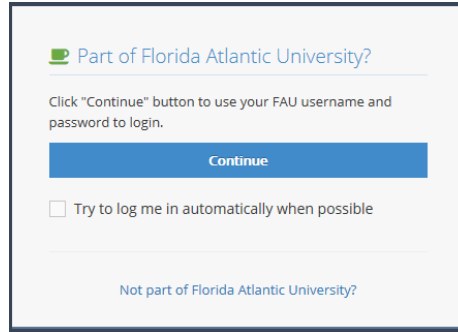




# Quick Guide for Principal Investigators and Approvers

## Login to Novelutions

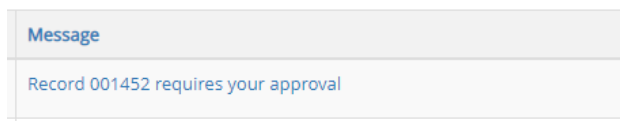
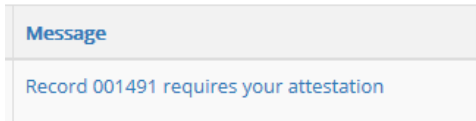
- Sign in at [fau.novelution.com](http://fau.novelution.com)
- Click “Continue” to use your FAU SSO username and password.
- You will be taken to your institutional log-in page.



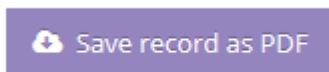
Upon logging in, you will see a list of tasks. Tasks requiring an action by you will be listed under “All My Tasks”. In this section, you can also search for pending tasks or any previously approved tasks by entering a keyword or selecting the status of complete or incomplete.

## My Assigned Tasks

Any tasks requiring an action, will be listed under the “All My Tasks” section. You can review and approve each task by clicking on the record link under Message



**FOR APPROVERS (Chairs and Deans):** To approve a proposal, select the Record to be reviewed. This will take you to the Approval Form section where you can either approve or return for modifications. Before approving, review each section of the proposal. It is recommended to create a pdf record of this proposal by selecting Save Record as PDF at the top of the screen. This will consolidate all sections of the proposal into one easy to read pdf file.



If no modifications are required, approve the proposal by selecting the Submit button. A box will pop-up to enter your initials.

If modifications are needed, select the Modifications required button. A box will pop-up to enter the details. Click Submit.

Status\*  I have reviewed and approve this proposal.  Modifications required.



## Creating a Proposal Application

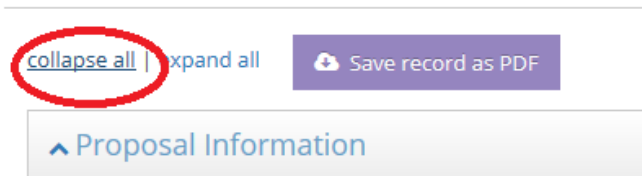
1. Select *Grants & Contracts* from the menu tab
2. Click Create Proposal Application button

### Primary Information:

3. Enter project title
4. Enter your assigned Proposal and Contract Administrator's (PCA) name
5. (If migrating a proposal from grantsERA, select Yes and enter SP#)

### Proposal Information:

Step 1: Collapse all panels (not required but is only a recommendation if you prefer to work on section by section versus viewing the entire proposal)



Step 2: Click into each panel and complete all questions and upload all required documents

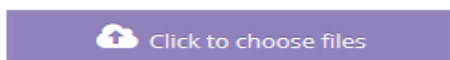
- Proposal Information
- Sponsor & Submission Information
- Screening Questions
- Compliances
- Personnel
- Subawards
- Budget
- Proposal Attachments & Other Documents
- Connected Records
- Email Contacts
- Proposal Stage/Status
- PI attestation

### Uploading Files

To upload a file to Novelution:

1. Select the Click to choose files button. A window will appear.
2. Navigate to and choose a file to upload.
3. Click Open.
4. Files can be uploaded as word documents, pdf files, or excel files

**Note:** You can also click and drag a file from your computer. When you do this, the file or folder may disappear from the desktop. Make a copy of the item if you want it to stay on your desktop.



Step 3: When you have completed the application, click Save followed by Check Validations. Any incomplete information or errors will be highlighted. Once application has passed validations, the Submit For Approval button will appear.

