Initiate Award Proposal

1. Navigate to the Office of Research’s Faculty & Staff Research webpage

2. START HERE – Click the blue button next to APPLY for funding

3. The Award Proposal SharePoint form will open in your browser

Award Proposal

1. Form ID – Will auto-populate; used as a unique identifier for each form

2. Status – Will auto-populate; used to route the Award Proposal form

3. Email to – This field should only be used to forward the form to a business manager or to someone else not involved in the workflow. The form will automatically be sent to:
   a. The initiate
   b. The Principal Investigator (if not the initiator)
   c. All Co-PIs
**Quick Reference Card**

**Initiate Award Proposal**

**Proposal**

1. **Title** – Enter the full title of the proposal

**Principal Investigator**

1. **First Name** – Enter the PI’s first name
2. **Last Name** – Enter the PI’s last name
3. **Email** – Enter the PI’s email address
4. **Department** – Select the PI’s department
5. **Employee ID** – Enter the PI’s Workday employee ID
6. **Phone** – Enter the PI’s campus phone number
7. **Add a Co-PI** – Click the link to add a Co-PI; up to four Co-PIs may be added
8. Follow steps 1-6 for each Co-PI, if applicable
9. **Save for Later** – Can be used at any time after entering PI and Co-PIs to save the form for completion in the future
**Quick Reference Card**

**Initiate Award Proposal**

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**Project Information & Requirements**

1. Answer each question by clicking the radio button for **Yes** or **No**
   
   **NOTE:** The form is responsive. Your answers may prompt more on-screen instructions.

2. Follow the on-screen instructions

3. For definitions and explanations, visit the [Award Proposal Tutorial webpage](#)

4. Enter or select the date when the proposal is due to the sponsor

- [Project Information & Requirements](#)

  - Did you (or will you) utilize one of our **grant writers** for this proposal?
    - Yes
    - No

  - Does this proposal involve...
    - **Extra compensation**
    - **Public Health Services (NIH) funds**
    - **Export controls or foreign nationals restrictions**
    - **Transfer of material**
    - **Human subjects or human tissue**
    - **The use of vertebrate animals**

  - When is the proposal due to the sponsor?

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**Intellectual Property**

1. Answer each question by clicking the radio button for **Yes** or **No**
   
   **NOTE:** The form is responsive. Your answers may prompt further on-screen instructions.

2. If you answer **Yes** to any of these questions, contact [otmc@uno.edu](mailto:otmc@uno.edu) for assistance with the project

3. For definitions and explanations, visit the [Award Proposal Tutorial webpage](#)

- [Intellectual Property](#)

  - Does this proposal involve...
    - A **patentable invention** (including a machine/device, software, compound/material, or method of manufacture)?
      - Yes
      - No
    
    - **Copyrightable works** other than "Traditional Academic Copyrightable Works" as defined in AP-RE-03.2?
      - Yes
      - No
    
    - An **NDA** (non-disclosure agreement or confidentiality agreement) with an outside company, university, or other entity?
      - Yes
      - No
    
    - **Collaboration** with any outside company, university, or other entity?
      - Yes
      - No
Budget Exceptions

NOTE: The screenshot shown is fully expanded. Not all questions will be initially visible for all users.

Cost Share
1. Report whether the project involves cost share
2. If the project involves cost share:
   a. Report whether the cost share is required by the sponsor; if it is, link to or attach documentation from the sponsor
   b. Check the boxes for the relevant source(s) of funding
   c. Name the source(s) of funding
      Ex: AMRI, Department of English

Off Campus
1. Report whether more than 51% of the project will be conducted off campus; exclude subawards in this calculation
2. If off-campus, provide the justification for the off-campus work

Adjusted F&A Rate
1. Report whether the proposal requires adjustments to the required F&A rate
2. If the proposal requires adjustments to the F&A rate:
   a. Link to or attach documentation from the sponsor
   b. Provide any further justifications
### Lab Safety

1. Answer each question by clicking the radio button for **Yes** or **No**
   
   **NOTE:** The form is responsive. Your answers may prompt further on-screen instructions.

2. If you answer **Yes** to any of these questions, contact the UNO Laboratory Safety Officer at labsafety@uno.edu for assistance with the project.

3. For definitions and explanations, visit the [Award Proposal Tutorial](#) webpage.

<table>
<thead>
<tr>
<th>Does this proposal involve any...?</th>
<th>Biohazards?</th>
<th>Radioactive materials, sealed sources, and/or x-rays?</th>
<th>Chemicals?</th>
<th>Recombinant DNA or gene transfers?</th>
<th>Class III B or IV lasers?</th>
<th>DEA-controlled substances?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Review the Lab Safety SharePoint for detailed explanations.)</td>
<td>![Yes/No]</td>
<td>![Yes/No]</td>
<td>![Yes/No]</td>
<td>![Yes/No]</td>
<td>![Yes/No]</td>
<td>![Yes/No]</td>
</tr>
</tbody>
</table>

### Mandatory Certifications

1. Agree to each of the mandatory certifications:
   a. **Debarment/Suspension** – Check the box
   b. **Scientific Commitment** – Check the box
   c. **Award Commitment** – Check the box
   d. **Plagiarism** – Check the box

| Debarment/Suspension: The PI and the Co-PIs are NOT debarred or suspended from doing business with the federal government. | ![Agree] |
| Scientific Commitment: The PI and Co-PIs certify that the statements of the proposal are true, complete, and accurate to the best of their knowledge. They are aware that any false, fictitious, or fraudulent statements or claims may subject them to criminal, civil, or administrative penalties. They agree to accept responsibility for the scientific conduct of the project. | ![Agree] |
| Award Commitment: The PI and Co-PIs certify that the project will be conducted in accordance with the terms and conditions of the sponsoring agency and University policies, including but not limited to: proper stewardship of funds, timely submission of progress reports and deliverables, disclosure of inventions to the Director of External Collaboration, and following Federal and State compliance guidelines. | ![Agree] |
| Plagiarism: The PI and Co-PIs certify that the proposal has been or will be submitted to Turnitin through the Moodle course “c_Grant Submission Check” and the results have been reviewed by a Grant Writer in the Office of Research. | ![Agree] |
Conflicts of Interest & Signatures

NOTES:

- Red buttons indicate a required signature
- Once the PI signs the Conflict of Interest (COI) form, the Award Proposal form will lock
- The PI will not be able to sign the form until all Co-PIs have signed the form

If there are Co-PIs on the proposal:

1. **Request Co-PI Signatures** – The initiator of the form should click this button to request Co-PIs’ signatures
2. Co-PIs will receive emails requesting their signatures on the Conflict of Interest/Award Proposal form
3. **Sign/View COI** – The Co-PI should click this button to proceed with signing their personalized Conflict of Interest form

If there are no Co-PIs, and the PI is submitting the form:

1. **Sign/View COI** – The PI should click this button to proceed with signing their personalized Conflict of Interest form

If there are no Co-PIs, but someone other than PI is submitting form:

1. The initiator should click **Submit** at the top of the SharePoint form to request the PI’s signature
2. The PI will receive an email requesting their signature on the Conflict of Interest/Award Proposal form
3. **Sign/View COI** – The PI should click this button to proceed with signing their personalized Conflict of Interest form

**Conflicts of Interest & Signatures**

The PI will not be able to sign this form before the Co-PIs. Once the PI signs and submits the form, all fields will be locked for processing.

By signing below you are certifying that you have read and agreed to the certifications above.

**Co-Principal Investigator:** Bob Robbins

**Principal Investigator:** Alice Baskin

Once all investigators have signed off on the certifications and conflicts of interest, please create your award proposal in Workday:

**Continue to Workday**

YOUR PROPOSAL WILL NOT BE CONSIDERED IF YOU DO NOT ROUTE IT THROUGH WORKDAY.
Conflicts of Interest

Every UNO investigator must complete a **Conflict of Interest** form by clicking the appropriate red button displayed on the previous page.

1. **First Name** – Will auto-populate with signer’s first name
2. **Last Name** – Will auto-populate with signer’s last name
3. **Email** – Will auto-populate with signer’s email
4. **Employee ID** – Will auto-populate with signer’s employee ID
5. **Phone** – Will auto-populate with signer’s phone number
6. **Department** – Will auto-populate with signer’s department
7. **Principal Investigator** – Will auto-populate with PI’s full name
NOTE: If NIH funds are involved in the project, the Conflict of Interest form will display alternative language and ask a fifth question.

1. **I HAVE NO ACTIVITIES THAT I AM REQUIRED TO REPORT** – Check this box only if you have none of the described activities or conflicts to report

2. If you check this box, the screening questions will disappear

**Screening Questions**

1. Answer each question by clicking the radio button for Yes or No

   NOTE: The form is responsive. Your answers may prompt additional on-screen instructions.

2. If you answer Yes to any of these questions, provide an explanation

3. If necessary, you may upload an explanation letter
Certification

NOTES:

• By signing the Conflict of Interest form, you are agreeing to all information in the Award Proposal form.
• Once signed, the Conflict of Interest form will lock.
• Once the PI signs the Conflict of Interest form, all submitted information in the Award Proposal form will lock.

For Co-PIs signing the Conflict of Interest form:
1. Signature – Enter your full name  
   NOTE: The Office of Research requires Co-PIs to sign their own Conflict of Interest forms
2. Date and signatory verification will auto-populate
3. Submit – Click Submit at the top of the SharePoint form
4. Return to Award Proposal – You may click this button to return to the Award Proposal screen and verify your signature; however, you may also close the form after submitting

For PIs signing the Conflict of Interest form:
1. Signature – Enter your full name  
   NOTE: The Office of Research requires PIs to sign their own Conflict of Interest forms
2. Date and signatory information will auto-populate
3. Submit – Click Submit at the top of the SharePoint form to save your signature; email confirmations will be sent to initiator and/or Co-PIs, if applicable
4. Return to Award Proposal – Click to return to the Award Proposal screen
Conflicts of Interest & Signatures (continued)

Once any PI or Co-PI has signed the Conflict of Interest form:

- The Sign/View COI button will turn gray
- The date of signature will be logged
- Any reported conflicts of interest will be noted

Once the PI has signed the Conflict of Interest form:

- All information entered into the form will be locked
- The PI and/or the initiator will receive an email requesting further action; the PI or initiator should return to the Award Proposal screen

After the PI or initiator returns to Award Proposal screen:

1. Continue to Workday – Click to access the Workday link
   NOTE: This button will not function until all signatures are received.
Award Proposal: Workday

1. **Complete Budget Template** – Click the link to download the UNO Budget Template from the Office of Research website; complete the budget template before proceeding to Workday

2. **Create Award Proposal in Workday** – Click the link to proceed to Workday

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**UNO Budget Template**

You must upload your completed budget into Workday below.

**Click here to Create Award Proposal**
Create Award Proposal

Creating an award proposal in Workday involves entering data into a series of sections and tabs.

The sections include:

- Proposal
- Sponsor
- Proposal Amounts
- Proposal Calendar

The tabs include:

- Proposal Lines
- Proposal Notes
- Special Conditions
- Attachments
- Award Proposal Credits

Not all sections/tabs are required—but some fields without asterisks ARE required. This document outlines the minimum requirements for submission.
NOTE: Fields with a red star (*) are required.

1. **Company** – Defaults to **University of New Orleans**
2. **Name** – Follow the below naming convention for the proposal:
   a. UNO-PILastName_Short Title
   b. Ex: UNO-Baskin_History of Frozen Food
   The title should be unique and easily identifiable when searching for the proposal.
3. **Description** – Enter the full title of the proposal
4. **Lifecycle Status** – Select **Draft**
5. **Submission Type** – Select appropriate type, usually **New**
6. **Signed Date** – Enter the date that the proposal is due to the sponsor

No other fields are required at this time.
Sponsor

The Sponsor section is located to the right of the Proposal section. Scroll over to the right of the screen or page if necessary.

1. Sponsor* – Select the sponsor from the list; if the sponsor is not yet in Workday, select New Sponsor (Placeholder)
   NOTE: The sponsor is the entity issuing the grant or contract directly to UNO. Users can enter a partial name, and the field will produce search results.

2. Bill-To Sponsor* – Select the sponsor from the list (usually the same as Sponsor)

If UNO is going to be a subcontractor to another agency:

1. Sub-Proposal – Check box
2. Prime Sponsor – Select the prime sponsor from the list

No other fields are required at this time.
Proposal Amounts

The Proposal Amounts section is located beneath the Proposal section. Scroll down the page or screen if necessary.

1. Award Currency* – Select USD

No other fields are required at this time.

Proposal Calendar

The Proposal Calendar section is located to the right of the Proposal Amounts section. Scroll to the right of the page or screen if necessary.

1. Proposed Schedule* – Click in the box, then select Create Award Schedule
2. You will be brought to a new screen
Create Award Schedule

1. **Award Schedule Name** – Will populate with the proposal title entered into the **Name** field on previous screen
2. **Award Posting Interval Group** – Select **Award Period**
3. **Period Name** – Leave blank; do not change
4. Click **OK**; you will be brought to a new screen

Create Award Schedule – Detailed

1. **Name** – Will auto-populate
2. **Period Name** – Leave blank
3. **Contract Start Date** (column) – Check the box on the first (or only) row
4. On the first (or only) line:
   a. **Start Date** (column) – Enter the start date for the proposal or for the first budget period
   b. **End Date** (column) – Enter the end date for the proposal or for the first budget period
5. If additional periods are needed, click the plus (+) in the first column of the last complete row. Dates will auto-populate; verify them.
6. **Contract End Date** (column) – Check the box on the last (or only) row
7. Click **OK** to return to the **Create Award Proposal** screen
**Proposal Lines**

The Proposal Lines tab (and other tabs) are located at the bottom of the Create Award Proposal screen.

1. **Add** – Click to add Proposal Line Details
2. **Line Type** – Leave default
3. **Primary** – Check box for first (or only) line added
4. **Grant** – Select the appropriate grant or create a proposal grant

To create a proposal grant:

a. Click in the field **Grant**

b. Select **Create Proposal Grant**; a new screen will appear

Or, if grant involves cost share:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Naming Convention</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>UNO-PILastName_CS-GF:Title</td>
</tr>
<tr>
<td>Office of Research</td>
<td>UNO-PILastName_CS-Res:Title</td>
</tr>
<tr>
<td>Third Party</td>
<td>UNO-PILastName_CS-3P:Title</td>
</tr>
<tr>
<td>Other</td>
<td>UNO-PILastName_CS-Other:Title</td>
</tr>
</tbody>
</table>

- **Grant ID** – Leave blank
- Click **OK** to return to the Proposal Lines Details section
Proposal Lines – Additional Information

The Additional Information section is located to the right of the Proposal Line Details section. Scroll to the right of the screen or page if necessary.

1. **Cost Center** – Select the department or institute
   Note: This will auto-populate the Fund and Function fields, but the information is likely to need correction

2. **Fund** – Enter the correct funding source type
   (e.g., Federal, Private, State, Local, Cost Share, or Internal)

3. **Function** – Select the correct purpose
   (e.g., Academic Support, Research, Clinical Research, Equipment, Institutional Support, Instruction, Public Service, R&D Research, Training)
Personnel

Information in this section will be used for approval routing.

1. Click the (+) sign in the first column to add approvers
2. **Person** (column) – Type the employee’s name and select it
3. **Responsibility** (column) – Select the role of the employee from the following:
   a. First Row: **Lead Principal Investigator**
   b. Next Row(s) (if applicable): **Co-Principal Investigator**
   c. Penultimate Row: **Dept Head/Director**
   d. Final Row: **Dean/VP**
4. **Key Personnel** (column) – Check the box next to each PI and Co-PI involved in the proposal

The **Committed Effort** grouping of columns is located at the far end of the table. Scroll to the right as necessary.

5. Click the (+) sign in the first column of the **Committed Effort** section (for each employee)
6. **Plan Period** (column) – Select 1
7. Leave remaining fields blank
Attachments

1. Attach/upload the following documents:
   a. Proposal narrative
   b. Budget
   c. Budget justification (if applicable)

NOTE: Other appropriate documents to assist with proposal review should be uploaded.
Award Proposal Credits

The Award Proposal Credits tab (and other tabs) are located at the bottom of the Create Award Proposal screen.

**Award Proposal Credits** (table)

1. Click the (+) sign to add an initial row
2. Award Proposal Credit Definition (column) – Select Cost Center UNO
3. Worktags (column) – Select the cost center where the award needs to be set up and where F&A will be distributed in case of an award
4. Award Proposal Credit Allocation Percentage (column) – Enter the percentage of F&A that should be allocated to the listed cost center
5. Click the (+) sign to add another row if necessary; repeat steps 1-3
## Submit Award Proposal

1. Once all fields have been filled out, click **Submit** at the bottom of the **Create Award Proposal** screen.

   The award proposal is now being routed to a Research Administrator (RA) in the Office of Research for review and approval. The RA will send the award proposal on for approval.

   The PI, chair, dean, and Office of Research must **all** review and approve the award proposal before it is submitted to the sponsor.

   We recommend that you submit the award proposal no later than two weeks prior to the sponsor’s deadline. You may work with the Office of Research on updates as required, but this window will allow time for internal approval.

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You have submitted
Award Proposal:PROP-00000289:
CHANGES/UPDATES LIST:

<table>
<thead>
<tr>
<th>Date</th>
<th>Pages Changed</th>
<th>Who made changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15/21</td>
<td>3, 12, 20</td>
<td>Julie Landry</td>
</tr>
<tr>
<td>1/22/21</td>
<td>19, 21</td>
<td>Julie Landry</td>
</tr>
</tbody>
</table>