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 initiator
   
   b. The Principal Investigator (if not the initiator)
   
   c. All Co-PIs
## 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 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
### 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 the date that the proposal is due to the sponsor

5. Provide the program description and/or RFP by attaching a document or pasting the link to the website into the form when prompted

### Submission Documents

6. Upload the budget, budget justification, and/or statement of work where applicable

7. Enter the description for any other documents you would like to upload; you may upload additional attachments by clicking the **Add another attachment** link

### 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
### 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>Lab Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does this proposal involve any... (Review the Lab Safety SharePoint for detailed explanations.)</td>
</tr>
<tr>
<td>Biohazards?</td>
</tr>
<tr>
<td>Radioactive materials, sealed sources, and/or x-rays?</td>
</tr>
<tr>
<td>Chemicals?</td>
</tr>
<tr>
<td>Recombinant DNA or gene transfers?</td>
</tr>
<tr>
<td>Class III B or IV lasers?</td>
</tr>
<tr>
<td>DEA-controlled substances?</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

<table>
<thead>
<tr>
<th>Mandatory Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debarment/Suspension: The PI and the Co-PIs are NOT debarred or suspended from doing business with the federal government.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
| 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 "e_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

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
Conflicts of Interest

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

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**Certification**

I certify that:

1. I have read and understand the UNIVERSITY OF NEW ORLEANS Research Conflict of Interest Policy and understand my obligations to disclose actual or apparent conflicts of interest as defined therein.
2. All Financial Interests and Outside Activities meeting the criteria set forth in the UNIVERSITY OF NEW ORLEANS Research Conflict of Interest Policy have been disclosed.
3. If I am the Principal Investigator, I have informed all UNIVERSITY OF NEW ORLEANS members of the research team meeting the definition of "Investigator" of their obligation to comply with the UNIVERSITY OF NEW ORLEANS Research Conflict of Interest Policy.
4. I have taken the UNIVERSITY OF NEW ORLEANS Research Conflict of Interest training.
5. I am aware and understand that I have an ongoing responsibility to update my disclosure immediately upon any change in circumstances that may create an actual or apparent conflict of interest with respect to this sponsored research project.
6. To the best of my knowledge, I and members of my immediate family are in compliance with state and federal regulations and UNIVERSITY OF NEW ORLEANS Policy concerning disclosure of Outside Activities and Financial Interests.

**Signature:** Bob Robbins  
**Date:** 2/18/2020

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**Return to Award Proposal**
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.
Quick Reference Card

Initiate Award Proposal

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
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. 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
   
   *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.

<table>
<thead>
<tr>
<th>Proposal Amounts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award Currency</strong></td>
<td>*</td>
</tr>
<tr>
<td><strong>Sponsor Direct Cost</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Sponsor Facilities And Administration</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Sponsor Total</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Cost Share Total</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Proposal Total</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Entered Line Amount</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Cost Share Required by Sponsor</strong></td>
<td></td>
</tr>
</tbody>
</table>

## 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

<table>
<thead>
<tr>
<th>Proposal Calendar</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposed Schedule</strong></td>
<td>*</td>
</tr>
<tr>
<td><strong>Award Proposal Start Date</strong></td>
<td>(empty)</td>
</tr>
<tr>
<td><strong>Award Proposal End Date</strong></td>
<td>(empty)</td>
</tr>
</tbody>
</table>
### 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
   - c. **Grant Name** – Enter the grant name using the below naming convention:

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Naming Convention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>UNO-PILastName:Title</td>
</tr>
<tr>
<td>Subcontract</td>
<td>UNO-PILastName_SUB-NameOfSubcontract:Title</td>
</tr>
<tr>
<td>Participant Cost</td>
<td>UNO-PILastName_PC:Title</td>
</tr>
</tbody>
</table>

**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>

d. **Grant ID** – Leave blank
e. 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:
   - First Row: **Lead Principal Investigator**
   - Next Row (if applicable): **Co-Principal Investigator**
   - Penultimate Row: **Dept Head**
   - Final Row: **Dean/Director**
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.
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. **Award Proposal Credit Definition** (column) – Select Cost Center Split
2. **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
3. **Award Proposal Credit Allocation Percentage** (column) – Enter the percentage of F&A that should be allocated to the listed cost center
4. 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.

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>4/7/21</td>
<td>3</td>
<td>Julie Landry</td>
</tr>
</tbody>
</table>