

How to Locate PSGM

Go to <https://webapps.umsystem.edu/>

Then click on **LOG IN** under **Web Applications**



On the next page, select **FIN Production-FSPRD**

Please select from the list below to proceed. Move your cursor over each item for a description of the application.

- Cognos Budget Reports Portal
- Cognos Reporting
- FIN Authorization
- FIN CRR/ARR
- FIN Finance Structure
- FIN Financial Reports
- FIN Grant Searchable Database
- FIN Grants Pending/Current/Complt
- FIN Journal Entry
- FIN MoCode
- **FIN Production-FSPRD**
- FIN Reporting-FSRPT
- FIN Search Options
- FIN Supplier Request Form
- FIN Training Documents
- FIN Travel and Expense-HR Supervisor Rpt
- FIN Travel and Expenses
- FIN Trip Optimizer
- HR ISIT Dashboard
- HR PAF
- HR PRODUCTION Database
- HR Search Options
- HRRPT
- Hyperion Planning
- myHR
- Test
- US Bank Access Online
- Workday Planning

PSGM > Grants

FAQs and Contact Us



Get helpful information here.

Approvals



0

Travel and Expenses



Query and Reporting



Grants



PeopleSoft>Grants>Proposals>Maintain Proposal

Maintain Proposal

Find an Existing Value

2

➕ Add a New Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Business Unit begins with [] Q

Proposal ID begins with [] Q

Version ID begins with [] Q

Empl ID begins with [] Q

Sponsor ID begins with [] Q

Proposal Type = [] []

Proposal Status = [] []

Department begins with [] Q

Short Title begins with []

Show fewer options

Case Sensitive Correct History

Search Clear

1. Input your Business Unit : COLUM, HOSPT, OR UMSYS.
2. Click on Add a New Value.

Maintain Proposal

Add a New Value

*Business Unit COLUM Q

*Proposal ID NEXT Q

*Version ID V101

Add

3. Accept default Proposal ID: NEXT
4. Click on Add.



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Proposals | Projects | Checklist | Budgets | Resources | Certifications | Reports | Attachments | Mailing Instruction | Shared Credit | Effort

Proposal ID NEXT
Description

Version ID V101
Currency USD
Add to My Proposals

*Due Date: *Due Date Type: Due Date Time: Time Zones for the U.S.:

*Title

Long Description

*PI ID

*Sponsor ID

Pre-Award Administrator

*Purpose

*Proposal Type

NSF Field of Science

CFDA Additional Information

Status

*Proposal Status

Submit Status: Not Submitted

Generate Status: Not Generated

In Approval Process

*Start Date *End Date No. Periods Build Periods

Budget Periods

Personalize | Find | First 1 of 1 Last

Period	*Start Date	*End Date	Target Sponsor Budget
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Enter brief name for the proposal into the Description field. This space is limited to 20 characters.
- Enter the proposal due date, type (from the drop down menu: postmark, receipt, self), time and time zone.
- Enter the project title: At the Long Description text box, click the arrow hyperlink. Enter the full project title in the pop-up window. **The description is what will print on the PSRS and should match the proposal submitted to the sponsor.** Highlight the full project title and right-click to copy. Click Return.
- Right-click to paste the project title into the Title field. This field is limited to 56 characters.
- Enter the Principal Investigator (PI) 8-digit Employee ID or search by name.
- Enter the 10-digit sponsor number or search by name. Use "Unlisted Sponsor," if needed, and follow up by completing the online New Sponsor Request Form on the SPA website.
- Enter the SPA Senior Grants and Contracts Administrator (SGCA) 8-digit Employee ID or search by name.
- Enter the proposal purpose clicking the magnifying glass: Instruction, Other Sponsored Activity, Research Applied, Research Basic, or Research Development.
- Select the Proposal Type from the dropdown list (e.g., New, Renewal, Continuation).
- Enter the ALN (CFDA) number in the field, if known at time of proposal. If not known, SPA will add this information at award.
- Proposal Status will be "Draft."
- Enter the Start Date and End Date of project. Note: These dates are assumed estimated and/or based on sponsor guidelines.
- Enter the number of budget periods.
- Click the Build Periods button.
- To avoid errors, **do not save until step 25**. Click the Projects tab located at the top of the screen to continue.

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Proposal | Projects | **Checklist** | Budgets | Resources | Certifications | Reports | Attachments | Mailing Instruction | Shared Credit | Effort

Proposal ID: NEXT Title:
Version ID: V101 PI Name:

Solicitation/RFP Number:
Solicitation Title:

Please enter any abbreviations that are in the FOA title (Ex: EADER, RAPID, ORANTED, etc.). Enter "None" if there is no FOA, RFP, or Solicitation number/title available.

A Is this a Multi-UM Campus project?

B Is this project related to a University License or assigned patent?

C Will this proposed project produce discoveries or inventions that may result in a patent?

D Is the principal investigator requesting extra compensation?

E Will space that does not currently exist be required for this project?

F Will any sponsor proprietary information be provided by the sponsor in support of the scope of work?

G Are you requesting release time?

H Is this related to a previous proposal?

I Will this project use any of these capabilities: data storage, data sharing, high performance computing, hardware beyond a standard computing device, lab equipment for data collection, or are these needs are unknown?

J Will this work involve MU Extension personnel or one or more of the county Extension offices?

K Does this project involve the use of human embryonic stem cells (hESC)?

L Is this a graduate student or postdoc submission?

M Is this award transferring in from another institution?

N Does the sponsor require foreign national approval or stipulate that no foreign nationals be allowed to work or be associated with the project?

O Does this project involve travel to or shipping of materials to destinations outside the United States?

Place(s):

P Does the project involve any entity (sponsor, collaborators, consultants, suppliers, etc.) outside the United States?

Entity(ies):

Q Is there cost share on this proposal?

25

Please check all Research Core Facilities this project will utilize:

<input type="checkbox"/> Cell & Immunobiology	<input type="checkbox"/> Genomics Technology
<input type="checkbox"/> Electron Microscopy	<input type="checkbox"/> Bioinformatics and Analytics
<input type="checkbox"/> Advanced Light Microscopy	<input type="checkbox"/> NMR Facility
<input type="checkbox"/> Proteomics Center	<input type="checkbox"/> Molecular Interactions
<input type="checkbox"/> Animal Modeling Core	<input type="checkbox"/> Plant Transformation
<input type="checkbox"/> Metabolomics Core	<input type="checkbox"/> Cognitive Neuroscience Systems
<input type="checkbox"/> X-Ray Microanalysis	<input type="checkbox"/> Laboratory for Infectious Disease Research
<input type="checkbox"/> PET Imaging Center	<input type="checkbox"/> Small Animal Phenotyping

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Save | **Notify** | **Refresh**

Proposal | Projects | Checklist | Budgets | Resources | Certifications | Reports | Attachments | Mailing Instruction | Shared Credit | Effort

- An answer to each question is required in order to save and continue. **See the next slide** for more information about each question.
- Proposed use of Research Core Facilities, if known, is important to note here: SPA provides a report to the Core Facilities managers for use planning purposes.
- Once the checklist is complete, click on Save. The system will then assign a proposal number. **Write it down.** At this point, the assigned project number(s) will be listed on the Projects tab. When saving, Warnings will appear. Click OK to continue.

Warning -- An Abstract is highly recommended, but not required to save the proposal within PeopleSoft. (24000,106)

An Abstract is highly recommended, but not required to save the proposal within PeopleSoft.

OK | **Cancel**

Warning -- One Keyword is highly recommended, but not required to save the proposal within PeopleSoft. (24000,107)

One Keyword is highly recommended, but not required to save the proposal within PeopleSoft.

OK | **Cancel**

- a. **Is this a Multi-UM Campus project?** If yes, there will need to be a PSRS for each campus with the prime campus submitting the proposal.
- b. **Is this project related to a University License or assigned patent?** This becomes relevant at award time; SPA will communicate to the Office of Technology Management and Industry Relations (OTMIR).
- c. **Will this proposed project produce discoveries or inventions that may result in a patent?** This becomes relevant at award time; SPA will communicate to OTMIR.
- d. **Is the principal investigator requesting extra compensation?** Requires additional approvals and documentation. Contact your Human Resources (HR) representative.
- e. **Will space that does not currently exist be required for this project?** SPA will engage Space Planning and Management, as appropriate.
- f. **Will any sponsor proprietary information be provided by the sponsor in support of the scope of work?** If yes, a text box (below) will open, requesting a date. SPA will notify OTMIR.

Confidentiality End Date: 

- g. **Are you requesting release time?** If yes, a text box (below) will open, requesting dates. This information is important for the Department/Division to consider in terms of current commitments to the University.

Begin Date:  **End Date:** 

- h. **Is this related to a previous proposal?** If yes, a text box (below) will open requesting additional information. It is helpful to note if a proposal is a resubmission of a previous, non-funded project. Also, this information becomes important if the new project is intended as a renewal of or supplement to a current project.

Original Proposal ID  **Version ID** 

- i. **Does this project require computing, data storage, or data networking capabilities exceeding those of routine desktop computing?** If yes, a text box (below) will prompt you to describe and then answer another question: Please describe those needs (minimum 20 character response):

- j. **Will this work involve MU Extension personnel or one or more of the county Extension Offices?** If yes, a text box will prompt you to describe the activity.

Please describe the activity (minimum 20 character response)

- k. **Does this project involve the use of human embryonic stem cells (hESC)?** If yes, OSPA will notify the Compliance Office for review and approval by the MU hESC Committee.

Need to enter hESC on the Certification page of this proposal

- l. **Is this a graduate student or postdoc submission?** If yes, a dropdown will prompt you to specify.

Type

- Graduate Student
- Postdoc

- m. **Is this award transferring in from another institution?**
- n. **Does the sponsor require foreign national approval or stipulate that no foreign nationals be allowed to work or be associated with the project?**
- o. **Does this project involve travel to or shipping of materials to destinations outside the United States?**
- p. **Does the project involve any entity (sponsor, collaborators, consultants, suppliers, etc.) outside the United States?** For questions m, n, and o: If yes, there could be export control concerns and a license may be required. SPA will engage the Compliance Office.
- q. **Is there cost share on this proposal?** If yes, a drop down box will open with two options: **Sponsor Required** or **Voluntary**. Sponsor-required or voluntary committed cost share should be described consistently in the budget and budget narrative and noted in this Checklist.

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[Proposal](#) |
 [Projects](#) |
 [Checklist](#) |
 [Budgets](#) |
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 [Mailing Instruction](#) >

26. Click on Budgets tab to enter the F&A rate(s).

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 [Projects](#) |
 [Checklist](#) |
 [Budgets](#) |
 [Resources](#) |
 [Certifications](#) |
 [Reports](#) |
 [Attachments](#) |
 [Mailing Instruction](#) >

Proposal ID NEXT Version ID V101
 Description Currency USD

Proposal Project 1 of 1 | View All

Project ID NEXT_1 Title

Budget Header 1 of 1 | View All

*Budget ID Description + -
 Start Date 02/22/2019 End Date Include in Proposal

Budget Period 1-1 of 1 | View All

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1				Program Income	<input type="text"/>

[F & A and Pricing Setup](#) Total

Go To: [Location](#) | [Protocols](#) | [Component](#) | [Setup Level](#) | [Keywords](#) | [Gender & Minority Study](#) | [Trainee](#) | [Attributes](#)

[Save](#) | [Notify](#) | [Refresh](#) [Add](#) | [Update/Display](#) | [Correct History](#)

[Proposal](#) | [Projects](#) | [Checklist](#) | [Budgets](#) | [Resources](#) | [Certifications](#) | [Reports](#) | [Attachments](#) | [Mailing Instruction](#) | [Shared Credit](#) | [Effort](#)

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27. Click on the F&A and Pricing Setup hyperlink.

F & A and Pricing Setup

Proposal ID 0048348
Description PeopleSoft Grants Module - Easy as 1, 2, 3

Version ID V101
Budget ID 1
Project ID 00053649

Institution Minus Funded

Sponsor Minus Funded

Contracts Related

*Pricing Method

*Product

F&A Set Up Find | View All First Last

*Rate Type

Institution

FA Base

Institution Rates Find | View All First Last

Effective Date	07/01/2013	FA Rate %	53.50
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Sponsor

FA Base

Sponsor Rates Find | View All First Last

Effective Date		FA Rate %	0.00
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Budget

FA Base

Budget Rates Find | View All First Last

*Effective Date	07/01/2013	FA Rate %	53.50
-----------------	------------	-----------	-------

Comments

28

Pulls in based on rate type chosen

Automatic; same as institution

29

Complete per sponsor guidelines or approved F&A Waiver; otherwise, rate should match Institutional rate above.

Input comments if rate does not match institutional rate (required).

- 28. To choose the Rate Type, click on the magnifying glass. The following slide shows the choices available. Choose the rate type that matches your project type.
 - 29. To choose the Budget FA Base, click on the magnifying glass. The following slide shows the choices available. Enter comments if the Budget and F&A Allowable rates do not match the Institutional rate. Click OK. The system will return to the previous screen.
- Note:** Should you have questions as to whether the sponsor's rate and/or supporting documentation ("published policy") is acceptable, contact your SGCA.
- Note:** If an F&A Waiver (RUC) is required, review and approval can take several weeks. Submit the completed and PI/Chair/Dean-signed form to SPA as quickly as possible.

Help

SetID UOFMO

FA Rate ID begins with

Description begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-7 of 7

FA Rate ID	Description
CLINI	Clinical Trials
INSOF	Instruction Rate - Off Campus
INSTR	Instruction Rate - On Campus
OSPAC	Other Sponsored Activity Rate - On Campus
OSPOF	Other Sponsored Activity Rate - Off Campus
RES	Research Rate - On Campus
RESOF	Research Rate - Off Campus

← Re: #28 on the previous slide:

1. Is the project a clinical trial, research, instruction or other sponsored activity?
2. Will the preponderance of the work for the project be performed on campus or off campus, or are there both on-campus and off-campus components?

↓ **Re: #29 on the previous slide:** Use the sponsor guidelines to determine the correct FA Base.

SetID UOFMO

FA Base ID begins with

Description begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-25 of 25

FA Base ID	Description
CNSTR	Construction Projects
MLINT	MTDC less Int. Stipend 702500
MTASK	MTDC Less Subcontract < 25K
MTDC	Modified Total Direct Cost
MTLGA	MTDC less GRA/GTA
MTLTE	MTDC less Telecom
MTLTR	MTDC less Travel
REU	National Science FNDTN REU
SFT	Salary Fringe and Tuition
STCID	Student Aid
SUPEQ	Supplies and Equipment

SWBEN	Salary and Benefits
SWONL	Salary and Wages Only
TAP	Travel, Advertisement, Prof Serv
TDC	Total Direct Cost
TDCSK	TDC less all Subcontracts
TLEQ	TDC Less Equipment
TLFTV	TDC Less Fringe and Travel
TLSST	TDC Less SW, Ben, Sup, Tphone
TLSWB	TDC Less Salary/Wages Benefits
TLTE	TDC Lss Tuition Fees Equip
TLTES	TDC Lss Tut Ins Equip SubK>25
TLTIE	TDC Lss Tuition Fees Ins Equip
TLTR	TDC Less Telephone and Rent
TRVL	Travel

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Proposal Projects Checklist Budgets **Resources** Certifications Reports Attachments Mailing Instruction Shared Credit Effort

Proposal ID 0059502 Version ID V101
Description NEH Sustaining Cultu Currency USD

Project ID 00066054 Title NEH Sustaining Cultural Preservation

Resource *Type Comments

Subrecipient

Professional

Research	Employee ID	Name	*Role	Details
<input checked="" type="checkbox"/>	GEN00011	Generic,TechnicalStaff	Principal Investigator	

31

30. Click on the Resources tab.

31. Enter the 8-digit Employee ID, or use the search function (magnifying glass) for all personnel. Names will populate based on Employee ID. Enter the appropriate role, with particular attention to **PI, Co-I, or Key Personnel**, as those signature are required on the ePSRS. Utilize the role **Notification of EA** for any individual who should receive notification of the proposal but whose approval is not required. Utilize the role **Signature EA** for any additional individual who will need to approve but is not included in the predetermined security settings for DeptIDs identified in the Budget, Shared Credit, or Cost Share panels.

Note: Use the "+" sign on the right side of the screen to add a row.

[Propoal](#) | [Projects](#) | [Checklist](#) | [Budgets](#) | [Resources](#) | **[Certifications](#)** | [Reports](#) | [Attachments](#) | [Mailing Instruction](#) | [Shared Credit](#) >

Proposal ID 0059502 Version ID V101
 Description NEH Sustaining Cultu Currency USD

Project ID 00066054 Title NEH Sustaining Cultural Preservation

32 → **Certifications** panel

Certification Code: Certification Date: *Indicator: Certified By: Approval Date: Expiration Dt: Assurance Number: Exemption Number:

33 → (magnifying glass) **34** → *Indicator **35** → + (add button)

Go To: Location | Protocols | Component | Setup Level | Keywords | Gender & Minority Study | Trainee | Attributes

Save | Return to Search | Notify | Refresh Add | Update/Display | Correct History

[Proposal](#) | [Projects](#) | [Checklist](#) | [Budgets](#) | [Resources](#) | [Certifications](#) | [Reports](#) | [Attachments](#) | [Mailing Instruction](#) | [Shared Credit](#) | [Effort](#)

32. Click on the Certifications panel.

33. Use the magnifying glass to add appropriate certifications (e.g., HUMA = IRB approval required for human subjects involvement, ANIM = ACUC approval required for animal use, RDNA = recombinant DNA involvement, for notification to Environmental Health and Safety).

34. Use the Indicator drop down list to insert the status of the request.

35. If the project requires multiple certifications, use the + to add additional certifications.

Look Up Certification Code

SetID UOFMO

Certification Code begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-40 of 40

Certification Code	Short Description	Description
AGE	Age Discr	Age Discrimination
ANIM2	VertAnim2	Vertebrate Animals Second
ANIM3	Animal	Vertebrate Animals Third
ANIM4	Animal	Vertebrate Animals
ANIMA	Animal	Vertebrate Animals
BGINV	Begin PI	Beginning Investigator
CARC	Carcinogen	Carcinogens
CIVIL	Civil Rts	Civil Rights
COI	Conflict	Conflict of Interest
DEBAR	Debarment	Debarment & Suspension
DEBT	Debt	Debt
DRUG	Drug Free	Drug Free Workplace
FEDDT	Fed Debt	Delinquent Federal Debt
FSEW	PI w/disab	Facilitate Scientists W/Disab
GMPR	Grp Propos	Group Proposal
HAZMT	Hazard Mat	Hazardous Materials
HESC	hESC	Human Embryonic Stem Cells
HISTR	Hist Place	Historical Places

HNDCP	Handicpind	Handicapped Individuals
HUMA	Human Sub	Human Subject
HUMA2	Human Subj	2 - Human Subject
HUMA3	Human Subj	3 - Human Subject
HUMA4	Human Subj	4 - Human Subject
ICA	Int'l Coop	International Coop Activity
INFEC	Infectious	Infectious Materials
INVPT	Invent&Pat	Inventions & Patents
LEGAL	Legal	Legal Review
LOBBY	Lobby	Lobby Act
MICON	Res Miscon	Research Misconduct
NEPA	NIEEnvPly	Nat'l Environ Pply
PATHO	Pathogens	Pathogens
PRIVL	Priv Info	Proprietary/privileged Info
RADIO	Radui Act	Radio Active Material
RDNA	Recomb DNA	Recombinant DNA
RDNA2	Recomb DNA	Recombinant DNA #2
ROA	ResOpAward	Research Op. Award
SEXDE	SexDescrib	Sex Discrimination
SMGE	SmallGrant	Small Grant Exploratory Rsrch.
SMOK	Smoke free	Smoke free Environment
TOXIN	Toxins	Toxins

Proposal ID 0059502
Description NEH Sustaining Cultu

Version ID V101

Proposal Project

Project ID 00066054
Title NEH Sustaining Cultural Preservation

Report

*Type
Comments

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Save Return to Search Notify Refresh Add Update/Display Correct History

Proposal | Projects | Checklist | Budgets | Resources | Certifications | Reports | Attachments | Mailing Instruction | Shared Credit | Effort

36. Click on the Reports tab.
37. The Type drop-down menu allows for Abstract, Major Goals, or Progress Report Summary. This is not a required field, but an Abstract is recommended.
38. For comments under Abstract, copy and paste the lay summary (generally a brief description of the project) from the PI's proposal or an other available brief summary of the project. The Abstract will appear on the PSRS. **Note:** A descriptive abstract is important for various reasons including facilitating subcontracts and COI review and for providing information to various offices within the Office of Research (e.g., OTMIR).

Proposal | Projects | Checklist | Budgets | Resources | Certifications | Reports | **Attachments** | Mailing Instruction >

Proposal ID 0059502 Version ID V101
Description NEH Sustaining Cultu

Proposal Project Q | << | < | 1 of 1 | > | >> | View All

Project ID 00066054 Title NEH Sustaining Cultural Preservation

Attachment Q | << | < | 1-1 of 1 | > | >>

Requests	Attached File
1	 -

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Save Return to Search Notify Refresh **Add** Update/Display Correct History

Proposal | Projects | Checklist | Budgets | Resources | Certifications | Reports | Attachments | Mailing Instruction | Shared Credit | Effort

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39. Click on the Attachments tab.

40. Click on the paper clip icon to add any attachments that you want to make available to the ePSRS approvers.

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Proposal ID 0059502 Title NEH Sustaining Cultural Preservation
 Version ID V101 PI Name Generic, Technical Staff

Due Date: 01/31/2019 Due Date Type: Receipt Transmission:

Sponsor: NATL ENDOWMENT FOR THE HUMANITIES New Sponsor

Location: 43 *Country: USA United States
 Correspondence Proposal Awarding Billing

Address:

City: County: Phone: -
 State: Zip: Original: Copies: Fax:

Comments: 44
 254 characters remaining

41. Click on the Mailing Instructions tab.

42. Enter the transmission method, use the magnifying glass to view options.

43. Enter the location, using the magnifying glass to view current options. If the appropriate location is not an option, manually enter the address and phone number.

44. Enter comments to communicate any additional information to SPA. If the proposal requires an email submission, note the email address and name of the person proposal should be submitted to.

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[Reports](#) | [Attachments](#) | [Mailing Instruction](#) | **Shared Credit** | [Effort](#)

Proposal ID: 0059502 Business Unit: COLUM PI Name: Generic,TechnicalStaff
 Version ID: V101 Title: NEH Sustaining Cultural Preservation

Proposal Project: 00066054 + -

Effective Date: 01/29/2019 * Status: Active + -
 F & A Allocation: 25.00 Load Total: 100.00

Resources

Empl ID	Name	Department	% Share		
1 GEN00011	Generic,TechnicalStaff	C1410037	100.00	+	-

46

Save Return to Search Notify Refresh Add Update/Display Correct History

45. Click on Share Credit tab.

46. The PI is automatically populated at 100%. If there are multiple personnel that will receive shared credit, enter the information here using the + to add lines. The % must total 100. Security for Electronic Approvals pulls from this panel based on DeptID(s) and the predetermined security settings.

[Certifications](#) | [Reports](#) | [Attachments](#) | [Mailing Instruction](#) | **Shared Credit** | [Effort](#)

Proposal ID: 0059502 Business Unit: COLUM PI Name: Generic, TechnicalStaff
 Version ID: V101 Title: NEH Sustaining Cultural Preservation

Proposal Project: 00066054 1 of 1 View All

Effective Date: 01/29/2019 Status: Active F & A Allocation: 25.00 Total: 100.00

Resources

Empl ID	Name	Department	% Share		
1 GEN00011	Generic, TechnicalStaff	C1410037	100.00	+	-

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Correct History](#)

47. Click on Enter Budget Detail to enter the proposal budget.

48. Another option to enter the budget is under the Budgets tab using the hyperlinks, as shown below:

[Proposal](#) | [Projects](#) | [Checklist](#) | **Budgets** | [Resources](#) | [Certifications](#) | [Reports](#) | [Attachments](#) | [Mailing Instruction](#)

Proposal ID 0059502 Version ID V101
 Description NEH Sustaining Cultu Currency USD

Proposal Project: 00066054 Title: NEH Sustaining Cultural Preservation

Budget Header

*Budget ID 1 Description 1
 Start Date 10/01/2019 End Date 09/30/2020
 Include in Proposal

Budget Period

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	10/01/2019	09/30/2020		Program Income	

[F & A and Pricing Setup](#) Total

Enter Budget Detail

Proposal 0059502 Currency USD
 Version V101 Start Date 10/01/2019 End Date 09/30/2020
 Title NEH Sustaining Cultural Preservation Modular? 47

Project ID 00066054 Budget Period 1
 Budget ID 1 Start Date 10/01/2019 End Date 09/30/2020
 Overall Cost Share View F&A Rate

Details, CostShare, Justification

Line Data More Line Data

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share	
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00	Cost Share	<input type="checkbox"/>			
Sponsor Direct				0.00	Sponsor F&A		0.00	Total Sponsor Budget		0.00
Institution Cost Share				0.00	Institution Cost Share F&A		0.00	Total Inst C/S Budget		0.00
Third Party Cost Share				0.00				Total TP C/S Budget		0.00
Total Direct				0.00	Total F&A		0.00	Total Budget		0.00

Return To Maintain Proposal

Save Return to Search Notify

47. Auto-populates with the Budget ID and start and end dates as previously entered.

48. The Line # automatically populates as you add lines using the + at the end of the row (see #52 below).

49. Enter the Budget Item, either by text entry or using the magnifying glass (see next slide). The description field auto-fills based on the budget item chosen; however, you can modify the text as appropriate.

50. Enter the Total Direct amount for the budget item category.

51. Click on the Cost Share hyperlink to enter cost share.

52. Use the + or – to add or remove rows.

Look Up Budget Item x

[Help](#)

SetID: UOFMO
 Customer ID: 8899000437
 Budget Item: begins with

[Basic Lookup](#)

Search Results

View 100 1-15 of 15

Budget Item	Description	Budget Item Type
ANIMAL	Animal Care	ANIM
CONSLT	Consultant Services	OTHR
DEPTOP	Departmental Operating Cost	OTHR
EQUIP	Equipment	OTHR
FRINGE	Fringe Benefits	OTHR
OTHER	Other Expenses	OTHR
PTSTIP	Participant Support-Stipends	OTHR
RENT	Rent/Lease	OTHR
SALARY	Salary	PERS
SSF	Specialized Service Facility	OTHR
SUB<25	Subcontract Less Than \$25,000	OTHR
SUB>25	Subcontract Over \$25,000	OTHR
SUPL	Supplies	OTHR
TRAVEL	Travel	OTHR
TUITIO	Tuition & Fees	OTHR

← **Re: #49 on the previous slide:** If the budget item needed is not listed, complete the online Add Budget Categories/Keywords to PeopleSoft form on the SPA website. **Note:** Budget items are sponsor-specific and can be added as appropriate.

Once all budget periods and line items are complete, it is time to generate the Electronic Approval (EA) page.

53. From Maintain Proposal, click on the Electronic Approval button to generate the Electronic Approval page.

53

Proposal ID: 0059502 Version ID: V101
 Description: NEH Sustaining Cultu Currency: USD
 Reference Award Number: Federal Award Identification Number:

*Due Date: 01/31/2019 *Due Date Type: Receipt Due Date Time: 5:00PM Time Zones for the U.S.: CST

*Title: NEH Sustaining Cultural Preservation
 Long Description: NEH Sustaining Cultural Preservation
 218 characters remaining

*PI ID: GEN00011 Generic,TechnicalStaff
 *Sponsor ID: 8899000437 NATL ENDOWMENT FOR THE HUMANITIES
 Pre-Award Administrator: 04588618 Clampitt,Hannah Marie Sultzman
 *Purpose: RESBA
 *Proposal Type: New
 NSF Field of Science:
 CFDA:

Status

*Proposal Status: Draft

Submit Status: Not Submitted

Generate Status: Not Generated

In Approval Process

[Go to Electronic Approval Page](#)

[Additional Information](#)



54. Click on the Go to Electronic Approval Page hyperlink in the Status box or the Electronic Approval hyperlink from the Menu. The EA page may take up to two minutes to generate.

54

The screenshot displays the 'Grants' system interface for maintaining a proposal. The left sidebar contains a menu with 'Electronic Approval' highlighted. The main form area shows proposal details for 'NEH Sustaining Cultural Preservation'. The 'Status' section includes a dropdown menu set to 'Draft' and a button labeled 'Electronic Approval'. A red number '54' is placed above the interface, with two yellow arrows pointing to the 'Electronic Approval' menu item and the 'Electronic Approval' button respectively.

Field	Value
Proposal ID	0059502
Description	NEH Sustaining Cultu
Version ID	V101
Currency	USD
Reference Award Number	
Federal Award Identification Number	
*Due Date	01/31/2019
*Due Date Type	Receipt
Due Date Time	5:00PM
Time Zones for the U.S.	CST
*Title	NEH Sustaining Cultural Preservation
Long Description	NEH Sustaining Cultural Preservation
*PI ID	GEN00011
*Sponsor ID	8899000437
Pre-Award Administrator	04588618
*Purpose	RESBA
*Proposal Type	New
NSF Field of Science	
CFDA	

55. Review the EA page for accuracy to ensure that the approver list is complete and accurate. If the list is not accurate or is incomplete, return to Maintain Proposal and the Projects, Resources, and Shared Credit panels to review the DeptIDs.

56. Utilize the free form Email Instructions field for any special instructions to approvers. For example:

This is the electronic approval method for ePSRS (electronic Proposal Signature Routing Sheet). Follow the #0048348# blue link provided above then log in with your University credentials (PawPrint and password). Review all of the information as you scroll down-- sponsor name, project title, shared credit information (amount and the DeptID name assigned under), total amount, budget details by year. If you approve, just CLICK on the checkbox to the left of your name. You do not need to "save" but you can email yourself a copy using the Print button at the bottom. Use the Sign Out link in upper right corner to exit. If you have questions, problems, do not approve, or need a PDF copy emailed directly to you, please contact [name] directly at [phone] or [email]. Thank you!

57. Ensure the attachment(s) pulled over from Maintain Proposal and are complete and accurate (correct versions, etc.).

Electronic Approval

Electronic Approval

Principal Investigator Clark, Gary F Due Date / Type 02/20/2019 05:00:00 PM CST / RCPT
Proposal ID / Version 0059302 V101 Proposal Type New
Long Title Development of a Glycan-Inactivated Autologous Tumor Vaccine Therapy for Human Cancer Patients
Begin / End Dates 12/01/2019 through 11/30/2021 Purpose RESBA
Sponsor Name NIH NATL INST OF HEALTH
USA United States
Mailing Instructions Electronic Only Ph # # original 0 # of copies 0

Projects

Proposal Project 00065835 Development of a Glycan-Inactivated Autologous Tumor Vac
Project Dept ID C2648033 GRANTS OBSTETRICS & GYNCLGY 22

Shared Credit-RIF return

EMPLID	NAME	DEPTID	NAME	% SHARE
10235346	Clark, Gary F	C2648033	GRANTS OBSTETRICS & GYNCLGY 22	100.00

Attachments

Signatures

<input checked="" type="checkbox"/>	Approval	Empl ID 10225277	Winn, Hung N	Role Chair	Approved by WINNH	02/11/19 10:03:22AM
<input type="button" value="Reset"/>		Project/Dept ID				
<input checked="" type="checkbox"/>	Approval	Empl ID 10249037	Miller, Douglas C	Role Chair	Approved by MILLERDC	02/13/19 11:21:50AM
<input type="button" value="Reset"/>		Project/Dept ID				
<input checked="" type="checkbox"/>	Approval	Empl ID 01008229	Teel, Paula Jean	Role Dean	Approved by TEELP	02/18/19 11:46:35AM
<input type="button" value="Reset"/>		Project/Dept ID				
<input checked="" type="checkbox"/>	Approval	Empl ID 01026100	Townsend, Jennifer L	Role Dean Fiscal	Approved by HARRISANN	02/18/19 9:43:49AM
<input type="button" value="Reset"/>		Project/Dept ID				
<input checked="" type="checkbox"/>	Approval	Empl ID 10235346	Clark, Gary F	Role PI	Approved by CLARKGF	02/11/19 10:25:59AM
<input type="button" value="Reset"/>		Project/Dept ID				

Disapproval Last Updated by Oprid

E-mail Instructions

Selecting the Print button will e-mail a PDF document to you

55

57

56

58. If one of the default approvers is unavailable, click on the magnifying glass next to his or her name to select an alternate. **Note:** If the EA is submitted (#59) without an alternate selected, he or she will still be able to approve but will not receive the notification email (#61, next slide).

59. When all data on the EA page is correct, click the Submit button. **Note:** Once the Submit button is clicked, no changes can be made to the EA page unless the page is regenerated via Maintain Proposal (#54).

60. To print a copy of the ePSRS, click the Print button. A PSRS in .pdf format will be emailed to the individual who entered the proposal.

Attachments

Info_for_creating_a_PSRS.docx

Signatures

<input type="checkbox"/> Approval	Empl ID <input type="text" value="01002833"/>	<input type="button" value="Q"/>	Cook,James L	Role Chair	Approved by
<input type="button" value="D"/> Project/Dept ID					
<input type="checkbox"/> Approval	Empl ID <input type="text" value="10271681"/>	<input type="button" value="Q"/>	Zhang,Shuping	Role Chair	Approved by
<input type="button" value="D"/> Project/Dept ID					
<input type="checkbox"/> Approval	Empl ID <input type="text" value="01003261"/>	<input type="button" value="Q"/>	Wimmenauer,Michael A	Role Chair Fiscal	Approved by
<input type="button" value="D"/> Project/Dept ID					
<input type="checkbox"/> Approval	Empl ID <input type="text" value="01024279"/>	<input type="button" value="Q"/>	Juengermann,Ann M	Role Chair Fiscal	Approved by
<input type="button" value="D"/> Project/Dept ID					
<input type="checkbox"/> Approval	Empl ID <input type="text" value="01022215"/>	<input type="button" value="Q"/>	Kuroki,Keiichi	Role Co-I	Approved by
<input type="button" value="D"/> Project/Dept ID					

58

<input type="checkbox"/> Approval	Empl ID <input type="text" value="06057189"/>	<input type="button" value="Q"/>	Leuenberger,Brenda K	Role Notify	Approved by
<input type="button" value="D"/> Project/Dept ID					
<input type="checkbox"/> Approval	Empl ID <input type="text" value="01002833"/>	<input type="button" value="Q"/>	Cook,James L	Role PI	Approved by
<input type="button" value="D"/> Project/Dept ID					

Disapproval Last Updated by Oprid

E-mail Instructions

Selecting the Print button will e-mail a PDF document to you

Electronic Approval Status

Created by LEUENBERGERB 01/08/16 8:23:19AM

Last Modified by

59

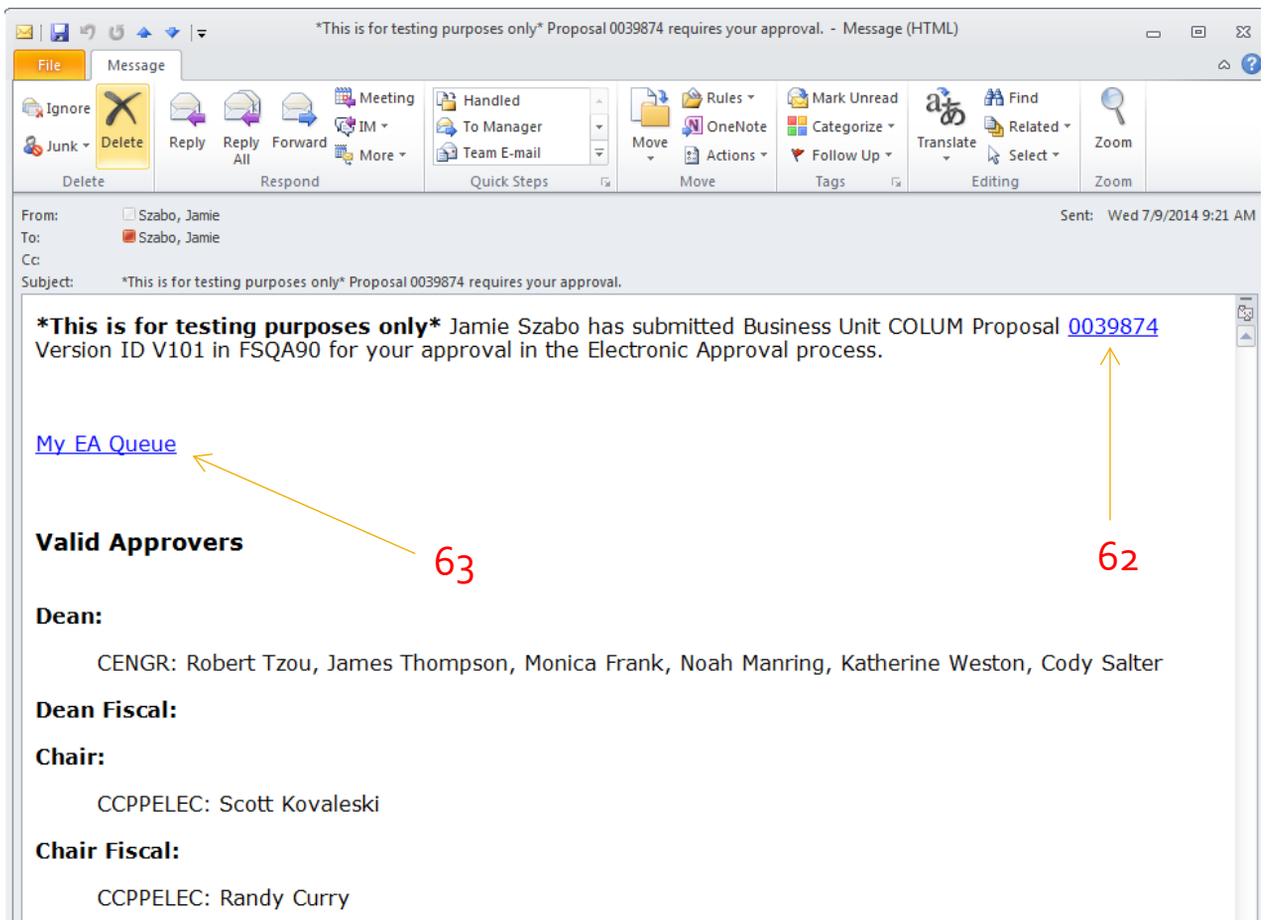
60

61. When the EA is submitted (by clicking the Submit button, #59 on the previous slide), an email is generated for all approvers, those with the “notify” role, and the individual who entered the proposal. **Note:** Once all approvals are obtained, an email is automatically sent to the individual who entered the proposal.

62. To view the Electronic Approval page from the notification email, click the proposal number hyperlink.

63. The My EA Queue link directs to a list of all proposals on which the recipient of the email is listed as an approver.

61



Clicking on the Proposal ID from the email (#61-62, previous slide) prompts a sign-in screen. Enter your University credentials (Pawprint and password) to go directly to the EA page.

64. Indicate approval by clicking the "Approval" check box. The approver's user ID will appear in the "Approved by" field along with a time/date stamp. An alternate approver may approve even if the default approver's name appears on the page. In this case, the alternate approver's user ID will appear in the "Approved by" field.

65. Disapproval should be indicated by clicking the "Disapproval" check box; associated comments are required. The individual who entered the proposal will receive a notification email indicating that the proposal was disapproved, including the comments entered by the disapprover. Disapproval can be unchecked once any issues are resolved.

Signatures

<input type="checkbox"/> Approval	Empl ID <input type="text" value="01002833"/>	<input type="text" value="Cook, James L"/>	Role Chair	Approved by
	Project/Dept ID			
<input type="checkbox"/> Approval	Empl ID <input type="text" value="10271681"/>	<input type="text" value="Zhang, Shuping"/>	Role Chair	Approved by
	Project/Dept ID			
<input type="checkbox"/> Approval	Empl ID <input type="text" value="01003261"/>	<input type="text" value="Wimmenauer, Michael A"/>	Role Chair Fiscal	Approved by
	Project/Dept ID			
<input type="checkbox"/> Approval	Empl ID <input type="text" value="01024279"/>	<input type="text" value="Juengermann, Ann M"/>	Role Chair Fiscal	Approved by
	Project/Dept ID			
<input type="checkbox"/> Approval	Empl ID <input type="text" value="01022215"/>	<input type="text" value="Kuroki, Keiichi"/>	Role Co-I	Approved by
	Project/Dept ID			
<input type="checkbox"/> Approval	Empl ID <input type="text" value="01005775"/>	<input type="text" value="Henry, Carolyn J"/>	Role Dean	Approved by
	Project/Dept ID			
<input type="checkbox"/> Approval	Empl ID <input type="text" value="10229579"/>	<input type="text" value="Carter, Marty M"/>	Role Dean	Approved by
	Project/Dept ID			
<input type="checkbox"/> Approval	Empl ID <input type="text" value="01053621"/>	<input type="text" value="Beckenberg, Meredith Ann"/>	Role Dean Fiscal	Approved by
	Project/Dept ID			
	Empl ID <input type="text" value="08057189"/>	<input type="text" value="Leuenberger, Brenda K"/>	Role Notify	Approved by
	Project/Dept ID			
<input type="checkbox"/> Approval	Empl ID <input type="text" value="01002833"/>	<input type="text" value="Cook, James L"/>	Role PI	Approved by
	Project/Dept ID			
<input type="checkbox"/> Disapproval	Last Updated by Oprid			

To utilize the My EA Queue, click on the My EA Queue hyperlink from the email (#61, slide 27). Enter your University credentials (Pawprint and password) to go directly to the queue. From this page, the approver may indicate approval by clicking the approval box (#66) or view the proposal by clicking the Proposal ID link (#67).

Note: Approvers can approve the EA from either the EA page or the queue.

Electronic Approval Opr Queue

Empl ID 10206481

▼ Approver Find First 1-7 of 7 Last

Approval Business Unit COLUM Proposal ID [0039854](#) Version ID V101
Role Signer PI Robertson,John D
Title test ea
Sponsor NIH NATL INST OF HEALTH
Proj/Dept ID 00044071/C4545156

▼ Approvers

Name	Role	Approval	Approved by
Butler,Ralph A	Chair	<input type="checkbox"/>	
Dimaggio,Sherry Diane	Chair	<input type="checkbox"/>	
Juengermann,Cecilia A	Chair Fiscal	<input type="checkbox"/>	
Duncan,Robert Vance	Dean	<input type="checkbox"/>	
Staiger,Barbara Ann	Dean	<input type="checkbox"/>	
Miller,William H	Key Person	<input type="checkbox"/>	
Robertson,John D	PI	<input type="checkbox"/>	
Szabo,Jamie Lynne	Signer	<input type="checkbox"/>	

Approval Business Unit COLUM Proposal ID [0039856](#) Version ID V101
Role Signer PI Carlo Contreras,Gustavo
Title test
Sponsor NIH NATL INST OF HEALTH
Proj/Dept ID 00044073/C2240037

▶ Approvers

Approval Business Unit COLUM Proposal ID [0039864](#) Version ID V101
Role Signer PI Emter,Craig Allen
Title test ea
Sponsor NIH NATL INST OF HEALTH
Proj/Dept ID 00044081/C2900061

▶ Approvers

67

66