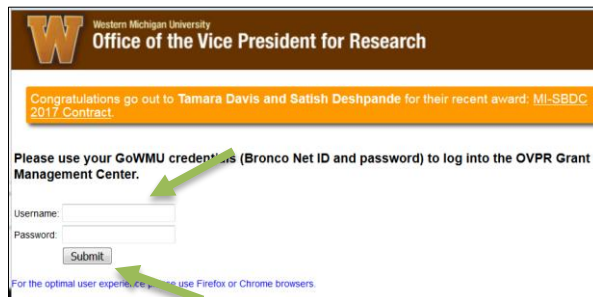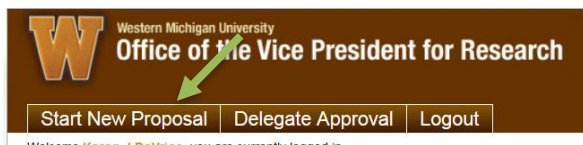# Proposal Management Center: Getting Started

1. The Proposal Approval Form (PAF) is accessed from the OVPR website wmich.edu/research. Scroll to Proposal Approval Form

2. Login using your Bronco NetID and password (the same one you use to access your WMU email and GoWMU).

3. Click Start New Proposal

4. General things before you start:
   - Recommended you submit the PAF to your RO at least 5 business days before the day you plan to submit your proposal.
   - The PAF saves automatically as you work.
     If you login to the system at a later time, look for your proposal in the list on your Proposal Management Center landing page and click "edit" to continue working on your PAF.
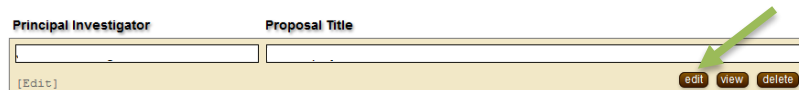
   - If you do not see a proposal that you have started, make sure the filters in the brown bar at the top are set to "My PAFs" and to "active".
   - If you are copying and pasting text from another document (the abstract for example), you must hit a key stroke (a space for example) after pasting the information into the appropriate box on the PAF or the text may not be saved.
   - The bold **BROWN-COLORED** categories on the left hand side of the page open and close by clicking on them. Click the **BROWN** words to open the section, fill in the section, click the **BROWN** words again and the section closes.
   - All blanks must be filled in. If something is not applicable, fill it in with "N/A."
   - In order for you to submit PAF, all of the red dots must be green. Red dots mean you have made an error or left off information. If you close a section and you get a red dot, open the section again and the red text will tell you what is missing or needs to be fixed.
   - IF you will be unavailable to approve your PAF as a PI or CO-PI, you must designate an alternate approver, within the PAF system, from your list of immediate supervisors **before** you become unavailable. Do not delegate unless absolutely necessary. When you do, you are giving another person the authority to make decision on your behalf that could have legal ramifications.
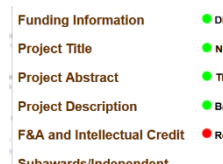
Steps for Initiating and completing a new PAF:

1. **Principal Investigator**
   - Check to see that the following are correct: your name, rank, college and department.
   - Add Co-PIs by clicking "Click here to add Co-Principal Investigator."
   - To add the Co-PI, *slowly* start typing the persons last name into the "last name" section. It should give you a drop down list of names as you type.
   - The rest of the sections will auto populate, check to see that the information is correct. The Primary College and Primary Department should reflect the unit that will be responsible for administering the grant if it is awarded.
   - If you (or a Co-PI) has a split appointment, you will need to add the other department. To add a second department, start typing the department abbreviation in the "Other Department" box. A drop down list will appear and you can add the department by clicking on it.
   - Finish the section by filling out the project start date and the project end date.

3. **Research Officer**
   Use the drop down menu to choose your research officer (for grant applications) or contract officer (for contracts).

4. **Editor**
   - This is where you can add people who may need to edit the PAF (e.g., an administrative assistant or a college dean, both of whom whose help might be needed in order to fill out certain sections). Co-principal investigators, research officers and the contract officer do not need to be listed as they already have editing capabilities.
   - You do not need to name an editor.
5. **Sponsor Information**
   - All blanks must be completed – use N/A if not applicable.
   - "Sponsor Name" is the agency to which you are submitting your application.
   - "Agency Division" is a division of that aforementioned agency (e.g., the National Institute on Aging is a "division" of the National Institutes of Health).
   - "Program": If the sponsor cites the grant opportunity as being part of a particular program, key in the name of the program in this blank.
   - "Intermediary" is a third party that acts as a conduit for the grant or contractual funds. An example is state "flow-through" money from the federal government for research and program funding. If this is relevant to your grant proposal submission, key in the name of the intermediary.
   - "Prime Sponsor" is the entity from which the funds originate. Often the prime sponsor grants funds to a sponsor that then grants sub-awards or contracts.
   - "Proposal Due Date" is the date the proposal is due. The default date is 1969 and must be changed.
   - If the proposal will be electronically submitted. Check the box next to "Electronically Submitted."
6. **Funding Information**
   - This is where you key in your direct and indirect costs for each year.
   - Click "add another funding year" for each year of the grant.
   - "Does the Sponsor Require a Cost Share?" Choose the correct answer from the drop down menu.
   - If the answer is "yes" you must complete the next section.
   - You will need a cost share line for every separate type (ex. faculty release time, direct, etc.), every source (ex. each department, college or unit), and every fund and cost center that will be used. Click "add cost share" and include as many lines as needed.
   - For each line of cost share, you will need to enter the name of the person who can approve that cost share. This is generally the person who has signing authority for the fund and cost center to be used. To add the person who will approve, *slowly* start typing the persons last name into the "last name" section. It should give you a drop down list of names as you type.
   - "Has WMU volunteered a cost share?" If the answer to this is "yes." Use the directions above to fill in the correct information. **Do not volunteer cost share unless there is a very good reason for doing so.**
7. **Project Title**
   Fill in this space with the title of your project
8. **Project Abstract**
   This is a very short abstract. You will only need to write about 3 or 4 sentences. It must be no longer than 500 characters.
9. **Project Description**
   - "What is the primary focus of proposed project?" Choose the focus that best fits your research.
   - "Does this proposal include a Non-Disclosure Agreement (NDA) between WMU and Sponsor?" If this project will include or generate privileged, proprietary or secret information and you or the sponsor wants a non-disclosure agreement to ensure confidentiality, choose "yes" from the drop-down menu.
   - "What is the subject area of proposed project?" Choose the category that best fits. You may choose more than one category by holding down the control button (Ctrl) on your keyboard and clicking on the selections you want. If you don't see a category that fits precisely, email your research officer or contract officer with your suggestion and we will request to have it added for future submissions.
   - "How is the project organized?" Pick the choice that best fits your project.
   - "Where will the proposed work occur?" Pick the choice(s) that best fits your project. You may choose more than one category by holding down the control button (Ctrl) on your keyboard and clicking on the selections you want.
   - "Does the proposed work involve special groups of people?" Typically, this refers to protected classes of people or vulnerable populations. If you are unsure, choose "yes" from the drop down menu to view what OVPR means by "special groups of people." If this does not seem relevant to your research, choose "no" on the drop-down menu. If you choose "other" you will need to specify the group with whom you will be working, for example: *little green men (and women) from Mars*.
   - "Does the proposed budget provide support (i.e. are there funds in the budget) for WMU students and/or post-Doctoral Fellows?" If "yes" choose as many items as apply to this proposal.

10. **F&A Cost Split**
    - F&A costs (sometimes referred to as indirect costs, overhead or general and administrative costs) are real costs that are not readily identifiable with a particular project or activity but are necessary to the general operation of the organization and the conduct of its grant activities.
    - "Does the sponsor limit F&A?" If the sponsor publishes a rate lower than WMU's negotiated F&A rate, choose "yes" and key in the published rate. If "no" then key in the requested rate based on WMU's federally negotiated rate. See your research/contract officer for current rate information. If the sponsor limits the rate, you must upload a separate document in the attachments section to document this rate.
    - F&A split is negotiated with the relevant project participants **prior** to filling out the PAF. How they are split is entirely up to the PIs, departments and colleges involved.
    - "F&A Split by Department." This is where you state how F&A is to be divided up between participating departments. The total must equal 100%. For example, if *Mechanical and Aeronautical Engineering* and *Psychology* are collaborating on a project they may want to split F&A and intellectual returns 50/50 or perhaps 40/60.
    - "F&A Split by College" and by "Principal Investigator(s)," must, similarly, equal 100%. So, for example, if there is a PI and 2 Co-PIs on a project, they may want to split their share of the F&A recovery 40/30/30.

11. **Intellectual Credit Section**
    - This section determines how the credit for the submission and award will be divided for internal reporting purposes. For example, if a proposal is submitted for $300,000 and there is a PI and Co-PI each from a different department, then they may decide to split the credit 50/50 in which case on internal reports, each person and each department would have a $150,000 submission (or award if it the grant if funded).
    - Intellectual Credit does not impact how the funds are actually spent.
    - Intellectual credit is entered as percentage and the total must sum to 100.
    - Because some faculty and staff may have more than one department or unit, for each PI or Co-PI, they designate the amount of credit to allocate to each of their departments/units. The total credit for each individual is the sum of the credit for their department(s).
    - If there is more than one person on the proposal from a single department, the total credit allocated to that department is the sum of the credit that each person designates to that department.

12. **Subcontracts**
    - A subcontractor is an entity that signs a contract to perform part or all of the obligations of another's contract.
    - You will need to differentiate between a **consultant** and a **subcontractor**. Typically, a subcontractor makes substantial contributions to the project and has autonomy in the completion of the work. A consultant's tasks are specific, well-defined and limited in scope. Usually the contractor provides similar service to many other organizations (e.g., foreign-language translation services).
    - If you have subcontractor written into your proposal, choose "yes" from the drop-down menu, click "add subcontractor" and fill in the required information.

13. **Additional University Resources**
    - Generally speaking, it is better to include all project costs in your project budget; however, if have needs that are not in the proposal, this is where you indicate these needs. This will allow the appropriate people to give you a commitment to provide these things to you when you are funded.
    - If you do not need additional university resources, click "no."

14. **Compliance**
    - Checking one of the compliance boxes will not slow down your PAF approval and does not add additional approvals to the PAF process. It simply alerts OVPR and our compliance coordinator that a proposal is being submitted that, if awarded, **may** be subject to the compliance regulations listed. Checking this box now will help facilitate the process and speed things up if your proposal is selected for funding. If you are not sure if your project is subject to any of the compliance regulations listed, check with your research officer. When in doubt, it is better to check "yes" and the compliance coordinator can help determine if your project is subject to any compliance regulations.
    - If your research or creative activity is not subject to compliance, choose "no" from the drop-down menu.

15. **Conflict of Interest**
    - Please read the instructions on WMU's Conflict of Interest Policy and then choose, "yes" if you believe there is a conflict of interest issue with your proposal.
    - If you check "yes", then in the space provided, describe the conflict.

16. **Intellectual Property**
    - Does your proposal disclose potential Intellectual Property (typically something for which you may apply for a patent or copyright that could be commercialized)? Choose "yes" or "no" from the drop-down menu. If yes, describe how you will be disclosing the IP.

- Do you expect this proposal to generate any form of Intellectual Property? Choose "yes" or "no" from the drop-down menu. If yes, describe the IP you will likely generate.
- For more information on IP, call or email OVPR's Director, IP Management & Commercialization.

17. **Information Technology Resources**
This section asks about information technology resources that may be required for your project. Select yes or no for each question in this section.

18. **Comments**
If you have important information not otherwise divulged on this form (e.g., a link to the sponsor's web site regarding limitations on F&A), click on the "Add New Comment" button. You will then be able to key in a comment.

19. **Attachments**
- This is where you upload a minimum of 3 attachments: 1) the project budget **in an Excel spreadsheet**; 2) the project's budget justification; and 3) a detailed project description/narrative. 4) documentation of sponsors F&A rate (if necessary).
- Click "click here to upload a file."

20. **Submit**
- When you have all sections filled out and you have green dots from beginning to end, you may click the "Submit to OVPR for Review." You may need to refresh your screen for this button to become active.
- Once you submit the PAF for review, you will be able to check the status of the review process by clicking "status" under the proposal title on your Proposal Management Center landing page.
- Your PAF will first go to your research officer who will review it for any potential questions or issues. Then the research officer will release if for approvals.
- Each level must fully approve before it becomes available for individuals at the next level to approve. As the PAF becomes available at each level, all individuals at that level will automatically receive an email indicating that their approval is required.

- After your PAF has gone through all levels of approval, you will be notified automatically via an email. At that time, you may submit your application or continue with your contract negotiation with the help of your research or contract officer.

```
                    Create and/or Edit PAF
  Recycle                                          Recycle
                         No Errors

                      Submit to RO/CO

                      email(s) sent:
                        RO or CO

                      RO/CO Approval          Not Approved

              Approved    email(s) sent:
                          PI and Co-PIs

                   PI and Co-PI Approvals     Not Approved

  email(s) sent:     Approved    email(s) sent:
  Cost Share Approvers          Level 1 approvers

              Cost Share        PIs' Originating
              Approvals         Unit Head         Not Approved

  Not Approved
                   Approved    Approved   email(s) sent:
                                          Level 2 approvers

                      Next Unit Head          Not Approved

              Approved    email(s) sent:
                          Level 3 approvers

                      Next Unit Head          Not Approved

              Approved

                  Wait for Level 3 and
                  Cost Share Approvals

                      email(s) sent:
                        Level 4 approvers

                      Final OVPR Approval     Not Approved

              Approved    email(s) sent:
                          PI and Co-PIs,
                          RO or CO,
                          and OVPR Staff

                       PAF Approved
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