How To Create a Proposal

Investigators, Department Research Administrators, and other registered technical staff can create funding proposals in the Grants module. Creating a proposal consists of completing a proposal SmartForm, a series of pages where you will answer questions about the proposal. For federal opportunities that will be submitted system-to-system (S2S), many of the answers will populate on the SF424 form.

This document walks through how to create a funding proposal and check it for errors and omissions.

**Note:** Required fields are marked with red asterisks *. The % symbol can be used as wildcard in all search fields.

Click on the Help icons throughout the SmartForm for additional information.

1. From the Dashboard, click the **Grants** tab, then click the **Create Funding Proposal** button in the left-hand menu.

2. Complete the proposal SmartForm pages. The sections below walk you through each page. When finished with a page, click **Continue** to navigate to the next page.

**General Proposal Information**

i. *Type of application* – Defaults to **New** for new proposals.
   a. Is this award being transferred from another institution? – Select **Yes** or **No**.

ii. *Short title of proposal* – This short title identifies the proposal throughout UTRMS, such as on your Dashboard and on the Grants page. Enter in the following format:

   PI’s last name_sponsor_department_due date

   *Example: Johnson_NIH_Oden Institute_12-31-2022*

iii. *Long title of proposal* – Enter the proposal title as submitted to sponsor. This will be the descriptive title on SF424 forms for S2S submissions.
iv. * Program director / Principal investigator / project lead / fellow – Search for PI by typing their first or last name or click the Browse [...] button for more search options.

v. * Select the direct sponsor – Enter the sponsor’s name or search for key words using the wild card character (%).

a. If the direct sponsor is not listed type, their name here – If the sponsor is not available as an option when you search, select “TBD Sponsor” for Question 5 and type the sponsor’s name in Question 5a.

b. If this will be a flow-through, select prime sponsor – If this would be an incoming subaward, search for the prime sponsor by key word or by using the wild card character (%) in Question 5b.

vi. Instrument type – If known, select the appropriate instrument type (NIH and NSF awards are typically grants).

vii. * Primary purpose of this project – Select the primary purpose. This will be used to determine the standard F&A rate for the project.

viii. * Expected start date – Enter anticipated start date. Many agencies require at least 6 months from the application deadline.

Click Continue. Once the General Proposal Information page is saved, the proposal record is created and the other SmartForm pages will generate. You can leave the record and return to it later, continue working on the remaining proposal SmartForm pages, or begin working on the budget SmartForm (see How to Create a Proposal Budget guide).
**Personnel**

i. **Program director / Principal investigator / Project lead / Fellow** – This field will contain the name selected on Question 4 of the General Proposal Information page.
   a. **If this is a fellowship select the mentee** – If applicable, search for and select the mentee’s name.
   b. **Biosketch** – Upload the PI’s biosketch. You can upload a file by dragging it onto the Upload button, or by clicking the Upload button to open the Submit a Document slide-in. Enter a **Title** (example: *Johnson biosketch*) and **Choose File for Upload**. Click **OK**.

c. **Current and pending support** – If required by sponsor at time of proposal, upload current and pending (Other Support) document for the PI. NIH does *not* require Other Support at time of proposal.

ii. **Responsible department/division/institute** – Unit will auto-fill based on PI’s appointment. If a different unit will be administering the project, click **X** to clear, and search for the correct unit.

iii. **Project Personnel**

   Note: Personnel identified as senior/key in Questions 3a and 3b will map to the Senior/Key Person Profile section of the SF424.

   a. **Add other institutional key, non-key or other significant contributors** – Click **Add** to open the Add Institutional Proposal Staff slide-in. Adding institutional project personnel here will allow these individuals and their respective salaries to be imported into the budget.

      - **Staff Member** – Search for name.
      - **Project role** – Select role from dropdown.
• * This individual is considered an investigator for FCOI disclosure purposes – Select Yes or No.
• Attach a biographical sketch – Upload biosketch if proposal will be submitted with SF424.
• Attach current and pending support – Upload if sponsor requires at time of proposal and proposal will be submitted with SF424.
• * This individual is a – Select the appropriate role for the individual. The selection must align with the project role selected in Question 2. Example: If individual is a Co-Investigator, select senior/key here.
• Click OK or OK and Add Another to add another person.
  b. Add non-institutional key personnel – Click Add to add non-institutional key personnel, including subrecipients. Answer all known information, paying attention to required fields marked with a *. Note: Project role and senior/key role identification should be in alignment. Click OK or OK and Add Another to add another non-institutional key person.

iv. Administrative personnel
  a. Administrative contact – This should be a department administrator who will answer questions regarding the administrative portions of this project.
  b. Select team members that have edit rights – Add any contacts who will need edit rights to the proposal record in UTRMS. Do not add the OSP Proposal Team.
  c. Select team members that have read-only rights – Add any contacts who will need read-only rights to the proposal record in UTRMS. Do not add the OSP Proposal Team.

Submission Information for federal proposals:
  i. Submission type – This is automatically assigned based on the sponsor.
  ii. Direct sponsor – This is auto-populated based on the information entered on the General Proposal Information page.
  iii. Will this proposal be submitted system-to-system (S2S)? – Select Yes or No. Important: NSF proposals should be submitted through Research.Gov and will not be submitted S2S.
iv. **Type a package ID, opportunity ID, or CFDA number** –
   a. If you answered **Yes** to S2S, enter the Package ID, Opportunity ID (including dashes), CFDA number, or Competition ID and click **Find** under Question 4. *Note: A search value in the Competition ID field can only be used in combination with search criteria entered in other fields.* After the opportunity displays, click the radio button to select it. Provide the opportunity URL or any other relevant details about the submission requirements or how it is to be submitted under Question 5. Click **Continue** to navigate to the next page of the SmartForm.

   ![Find button example]

   b. If you answered **No** to S2S, then enter the funding announcement opportunity identifiers (Package ID, Opportunity ID, and/or Opportunity title) under Questions 4a, 4b, and 4c. If the opportunity is a NIH grant, select the grant type under Question 5. Any general submission documents can be attached under Question 6. Click **Continue** to navigate to the next page of the SmartForm.

**Submission Information for non-federal proposals:**

i. **Submission type** – This is automatically assigned based on the sponsor.

ii. **Direct sponsor** – This is auto-populated based on the information entered on the General Proposal Information page.

iii. **Add any general submission documents** – Click **Add** to upload any submission documents.
**Funding Opportunity Announcement** (page displays for federal S2S proposals only)

This page contains a list of required and optional SF424 Forms and identifying opportunity information from the prior page and indicates if the forms are supported by the system. Click the link under Question 8 for funding opportunity instructions.

**Important:** If the screen indicates all required and optional forms are supported under Questions 1 and 2, but you still receive a red error message “Some of the required forms are not supported. Submission would not occur electronically,” navigate back to the Submission Information page and click on the **Refresh Form Support** button.

**Budget Periods and Key Dates**

i. **Application submission deadline** – Enter the sponsor’s deadline date; if no sponsor deadline, enter a target date. For incoming subawards, enter the date the submission is due to the direct sponsor. *Completed proposals should be submitted to OSP for review at least 3 business days before the sponsor deadline.*

ii. **Date project starts** – Displays the Expected Start Date entered on the General Proposal Information form.
iii. **Date project ends** – Displays based on the End Date of the last budget period in Question 6 on this page.

iv. **Project length (years)** – Displays based on number of budget periods in Question 6 on this page.

v. **Modular budget?** – Select Yes or No. Modular budgets only apply to certain NIH proposals that request $250,000 or less in direct costs per budget period.

vi. **Budget periods** – The system automatically creates 5 periods of 12 months each. Use the Add Period, Remove Period, and/or Update Periods buttons to modify as necessary.

**Compliance Review**
Select Yes or No to the questions listed below. In some cases, answering Yes will prompt additional questions about protocols.

i. **Human subjects involved in this project?** -- If you answer Yes to this question and Yes, the protocol has been submitted, Add the protocol submitted in UTRMS IRB Module.

ii. **Laboratory subjects involved in this project?**

iii. **Recombinant DNA involved in this project?**

iv. **Hazardous materials involved in this project?**

v. **Radioactive materials involved in this project?**

vi. **Radioisotopes involved in this project?**

vii. **Human embryonic stem cells involved in this project?** If Yes, answer additional questions regarding cell line(s) to be used.

viii. **Export control involved in this project?**

**Additional Proposal Information**

i. **Applicant institution** – Auto-fills with The University of Texas at Austin.
   a. **Select additional project or performance locations** – Add other locations, if applicable.

ii. **Will there be program income?** – Select Yes or No. If Yes, provide details.
Completion Instructions

This page provides guidance on what to do after you have completed the SmartForm, including how to validate that all required questions were answered. Review the instructions and click Finish when complete. You are returned to the proposal workspace.

Click Finish when complete.

Important: Clicking Finish does not submit your proposal to OSP. You can return to the proposal and continue making edits while the proposal is in a Draft state.

For next steps, see additional guides on the Grants Resources and FAQs page. Suggested guides include:

- How to Create a Proposal Budget
- How to Create and Update the SF424
- How to Submit a Proposal to OSP