Oracle® Grants Proposal

User's Guide

Release 11*i*

July, 2000

Part Number: A85295-01

Oracle Grants Proposal User’s Guide, Release 11*i*

Part Number: A85295-01

Author: Carol Ann Lapeyrouse

Contributors: Frank Bishop, Mary Brilliant, Venkat Dharmapuri, Neerav Handa, Robin Inglis-Arkell, John Kostecki, Ashish Kumar, Gustavus Kundahl, Julianna Litwin, Venkatesh Medikonduru, Kumar Mukesh, Debashis Sadhukhan, Kumaresh Sankar

Contents

2 Introduction

Part I Setting Up Oracle Grants Proposal

3 Oracle Grants Proposal Setup Overview

4 Implementation Options Setup

5 Proposal Roles Setup

6 Budget Setup

10 Organization Details Setup

11 Biographical Sketch Setup

Part II Proposal Management

12 Proposal Entry Procedures

14 Narrative Module Procedures

15 Approved Proposals and Budgets Procedures

Part III Processes and Reports

16 Processes and Reports Procedures

Part IV Topical Essays

A Integration of Grants Proposal with Grants Accounting Process

Send Us Your Comments

Oracle Grants Proposal User’s Guide, Release 11*i*

Part Number: A85295-01

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

- Oracle Grants Proposal User’s Guide
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most about this manual?

If you find any errors or have any other suggestions for improvement, please indicate the chapter, section, and page number if available. You can send comments to us in the following ways:

- Electronic mail: gepddoc@us.oracle.com
- FAX: 650-506-7800 Attn: Documentation Manager, Oracle Public Sector Applications Development
- Postal service:

  Oracle Corporation
  Documentation Manager, Oracle Public Sector Applications Development
  500 Oracle Parkway, Mailstop 3op7
  Redwood City, CA 94065
  USA

If you would like a reply, please give your name, address, and telephone number below.

If you have problems with the software, please contact Oracle Support Services.

Preface

The *Oracle Grants Proposal User's Guide* provides information on how to use Oracle Grants Proposal.

The following sections are included in this preface:

- Audience
- New Features
- Online Documentation
- Related Publications
- Document Conventions
- Training
- Do Not Use Database Tools to Modify Oracle Public Sector Applications Data
- About Oracle
- Customer Support
- Documentation Sales and Client Relations

Audience

The *Oracle Grants Proposal User's Guide* provides information about Grants Proposal, describes how to use each feature, provides illustrations of windows and reports, and includes detailed process diagrams and descriptions. It is designed to assist the following:

- principal investigators
- researchers
- proposal preparers
- grants administrators
- organization administration officials
- departmental administrators
- research compliance officers

This guide assumes users have a basic familiarity with Oracle Public Sector Financials and Oracle Applications.

New Features

Users can find out about new features by selecting the Product Overview from the HTML help window for Grants Proposal. This section describes:

- New features in 11*i*. The information is updated for each new release of Grants Proposal.
- Information about any features that were not yet available when this user guide was printed. For example, if the system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

Online Documentation

All Oracle Applications documentation is available online in HTML and PDF. The technical reference guides are available in paper format only.

The HTML version of this guide is optimized for on screen reading, and users can follow hypertext links for easy access to other HTML guides in the library. When the HTML window is open, users can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

Note: The HTML help may contain information that was not available when this guide was printed. If there is a discrepancy between product functionality and this guide, check the online help. The system administrator must install the most recent updates to ensure that online help is current.

Related Publications

This guide contains references to the following Oracle publications. Use the Release 11*i* versions of these guides, unless otherwise specified.

- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Applications User's Guide*
- *Oracle e-Commerce Gateway User's Guide*
- *Using Oracle HRMS - The Fundamentals*
- *Managing People Using Oracle HRMS*
- *Oracle Public Sector Receivables User's Guide*
- *Oracle Grants Accounting User's Guide*
- *Oracle Projects User's Guide*
- *Oracle Workflow Guide*

Document Conventions

The following conventions are observed:

- special conventions
- usage conventions
- references

Special Conventions

The following special conventions are observed:

bold	Bold type denotes buttons or menu paths, as in the following example: **Submit** and **File - New - Open**
UPPERCASE	Uppercase text denotes Oracle keywords, statements, and statuses, as in the following example: CONFIRMED
`Courier`	Courier font denotes a mathematical formula, as in the following example: `2%/(100%-2%) x 360/((30-(10-0)) = 0.367`
<>	Angle brackets denote a user-selected value, as in the following example: <Pagebreak 1>
[ ]	Square brackets denote a description that assists the user, but is not actually a part of the application, as in the following example: [field not available]
WARNING:	Warnings alert users to the following type of information in this guide: **WARNING:** Warnings highlight text that warns of actions that could result in loss of data or incorrect processing.

Usage Conventions

The following usage conventions are observed:

Close the window.	Indicates users should close the window using either the **File - Close Form** command or by clicking on the x in the upper right-hand corner. **Note:** The **File - Close Form** command produces different results depending on the product and platform in use. For example, sometimes it closes only one window; at other times, it closes all open windows. Users must familiarize themselves with how the command behaves in their own environments.
Descriptions of Graphics	Textual descriptions accompany all graphics that appear in this guide. Screen shot fields are described in the accompanying window description tables.

References

All references to specific chapters refer to chapters in this guide unless otherwise noted.

Training

Oracle Corporation offers a complete set of training courses to help users master Oracle Applications. We can help users develop a training plan that provides thorough training for both the project team and end users. We can work with users to organize courses appropriate to the particular user's job or area of responsibility.

Training professionals can show users how to plan training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. Users can attend courses at any of the Oracle Educational Centers, or Oracle trainers can teach at the users' facility. We also offer Net classes, deliver training over the Internet, and provide many multimedia-based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet users' needs.

Do Not Use Database Tools to Modify Oracle Public Sector Applications Data

We STRONGLY RECOMMEND that users never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Public Sector Applications tables, unless users are told to do so in the guide.

Oracle Corporation provides powerful tools users can employ to create, store, change, retrieve, and maintain information in an Oracle database. But if users employ tools such as SQL*Plus to modify Oracle Public Sector Applications data, users risk destroying the integrity of the data and lose the ability to audit changes to the data.

Because Oracle Public Sector Applications tables are interrelated, any change made using an Oracle Public Sector Applications window can update many tables at once. But when users modify Oracle Public Sector Applications data using anything other than Oracle Applications windows, users might change a row in one table without making corresponding changes in related tables. If the tables get out of synchronization with each other, users risk retrieving erroneous information and unpredictable results throughout Oracle Public Sector Applications.

When users employ Oracle Public Sector Applications windows to modify the data, Oracle Public Sector Applications automatically checks that the changes are valid. Oracle Public Sector Applications also keeps track of who changes the information. But if users enter information into database tables using database tools, users can store invalid information. Users also lose the ability to track who has changed the information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Public Sector Applications. Oracle Applications provides the E-business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources, and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education, and support services, in over 145 countries around the world.

Customer Support

From on-site support to central support, a team of experienced professionals provides the help and information that users need to keep Oracle Public Sector Applications working for its users. This team includes the Technical Representative, Account Manager, and Oracle Corporation's large staff of consultants, and support specialists with expertise in the user's business area, managing an Oracle server, and the user's hardware and software environment.

Oracle Support Services can be reached 24 hours a day. To obtain assistance, please call one of the following numbers:

In the USA: **1.650.506.1500**

In Europe: **+44 1344.860160**

You will be asked a series of questions that help direct you to the correct Oracle product support group. Be prepared to supply the following information:

- your CSI number, which helps Oracle Support Services track problems recorded for each customer and identifies you as a supported customer
- version numbers of the Oracle products
- operating system name and version number
- details of error numbers and descriptions, which help Oracle Support Services track down the problem more quickly
- a description of the problem

Documentation Sales and Client Relations

To order hard copy documentation, call Documentation Sales at one of the following numbers:

In the USA: **1.800.252.0303**

In Europe: **+44 0990.332200**

For shipping inquiries, product exchanges, or returns, call Client Relations at one of the following numbers:

In the USA: **1.650.506.1500**

In Europe: **+44 0990.622300**

1

Product Overview

This chapter provides an overview of Oracle Grants Proposal. The following sections are in this chapter:

- Definition
- Overview

Definition

Grants Proposal is a public sector application that provides organizations with the ability to completely track proposal activities from project inception to proposal submission to the funding agency.

Overview

Grants Proposal enables users to implement one proposal tracking system serving multiple organizations instead of different systems serving single organizations. Installing, implementing, and using one system eliminates duplication of data entry, which increases the efficiency of proposal activities while minimizing human error. Maintaining the highest level of access security, users can route proposals electronically for review and approval using Oracle Workflow.

Grants Proposal includes the following proposal development features:

- proposal development
- narrative development
- budget development
- report generation
- approval and routing
- proposal security
- electronic proposal submission
- integration with Grants Accounting

Proposal Development

Grants Proposal enables consistent proposal development throughout an organization. It allows users to develop various proposal components simultaneously. For example, while one member of the proposal team is writing narratives, another member can develop the budget. Users can also copy a proposal into a new proposal, modify it as needed, and submit it to another sponsor.

Most sponsors require biographical sketches of the Proposal Manager and key personnel to be submitted with the proposal. Grants Proposal enables users to create biographical sketches as a part of the application setup. Specific biographical information can be included with a particular proposal.

As a part of proposal development, Grants Proposal allows users to respond to assurance and certification questions. Each of these questions can be classified as organization, proposal, or individual-specific. Additionally, users can reference a policy or regulation which necessitates the inclusion of a particular question in the proposal.

Grants Proposal allows users to track special review items, such as human and animal subjects.

Information regarding active and pending grant applications is submitted with most proposals. Grants Proposal automatically generates pending grant information from existing proposal data. Additionally, it interfaces with Grants Accounting to generate active support data from funded projects.

Narrative Development

Grants Proposal allows users to prepare narratives using any word processing system. Once completed, users can attach narratives to the proposal in-progress. Narratives can be written in modules or sections, and saved as separate attachments.

Budget Development

Grants Proposal allows users to prepare proposal budgets by expenditure type or expenditure category for single or multiple budget periods. Users are provided with the following budget development features:

- creation and maintenance of multiple versions of proposal budgets
- inclusion of cost sharing and underrecovery amounts in proposal budgets
- projection of budgets for future years after the budget for the first period is prepared, based on user-defined inflation and other organizational rates
- selection of a project location for each budget line item
- optional application of inflation for each budget line item for future period budget calculations
- preparation of budgets with a user-defined cost limit
- inclusion of a description and a justification for each budget line item
- provision of a window that displays the budget summary for all periods in a tabular format

Grants Proposal provides a comprehensive method of defining organizational rates for overhead, employee benefits, and inflation. Defining these rates during application setup is essential to accurate budget calculation. Once the rates are defined, users can assign expenditure types and expenditure categories to them, thereby excluding certain expenditure types and expenditure categories during budget calculation.

Report Generation

Grants Proposal provides users with the capability of printing proposals on PHS 398 and PHS 2590 forms. Users can also print proposals requiring modular grant specification on PHS 398 (Modular).

Grants Proposal provides business views that can be used with Discoverer to track proposal submission, proposal acceptance, and funding rates.These reporting capabilities are generated using historical proposal data.

Approval and Routing

Grants Proposal increases the efficiency of the internal review and approval process using Oracle Workflow. With Grants Proposal, users can continue to employ the same routing and approval process they currently use for completed proposals.

Grants Proposal allows organizations to create business rules for the following tasks:

- validation of proposal content
- notification of proposal personnel or other authorities
- routing of proposals to sequential stops for approval

For each business rule, users can build a condition that comprises one or more logical expressions, and attach a user-defined approval map. If the condition is satisfied, the proposal is routed to the next stop on the user-defined approval map.

Proposal Security

Recognizing the sensitivity of proposal information, Grants Proposal provides users with the capability of implementing different levels of access security throughout proposal development. The Proposal Manager or Proposal Owner decides who can create, modify, or view one or more proposal components by assigning proposal roles to proposal personnel involved in proposal development tasks.

Electronic Proposal Submission

Grants Proposal interfaces with e-Commerce Gateway by providing a front-end flat-file. Depending on the Electronic Data Interchange (EDI) translation and mapping software, users can map to the format of this flat-file to create an EDI-formatted 194 Transaction Set. The 194 Transaction Set can then be transmitted to the appropriate sponsor.

Integration with Grants Accounting

Grants Proposal is closely integrated with Grants Accounting. Grants Proposal uses the expenditure categories and expenditure types from Grants Accounting for developing proposal budgets.

Once a proposal is funded, users can run a concurrent program to export the proposal and create an award in Grants Accounting. To export a proposal budget, users can copy the proposal budget to create an award budget and enter the project, task, and award information. Users run another concurrent program to export the proposal budget from Grants Proposal to Grants Accounting.

Proposal budgets can be distributed to more than one project, task, and award combination in Grants Accounting.

2

Introduction

This chapter describes how the *Oracle Grants Proposal User's Guide* is organized. The following sections are in this chapter:

- Overview
- Setting Up Oracle Grants Proposal
- Proposal Management
- Processes and Reports
- Topical Essays
- References

Overview

The Oracle Grants Proposal User's Guide contains information needed to understand and use Oracle Grants Proposal.

This guide is divided into the following parts:

- Setting Up Oracle Grants Proposal
- Proposal Management
- Processes and Reports
- Topical Essays
- References

WARNING: Enhancements are added to this product regularly. Information presented here may be superseded by subsequent updates to online help. If there is a discrepancy between product functionality and the online help describing it, ensure that the system administrator has installed the most current updates to online help.

Setting Up Oracle Applications

Implementation of Grants Proposal requires setup of Oracle Applications System Administration, Oracle Human Resource Management Systems, and Oracle Public Sector Receivables. Oracle Projects is required if Grants Accounting is implemented.

The *Oracle Grants Proposal User's Guide* provides a checklist for setup of System Administration, Human Resource Management Systems, Receivables, Grants Proposal, and Projects, and describes the setup steps that are required for Grants Proposal.

The following guides must be used with the *Oracle Grants Proposal User's Guide* to set up Oracle Applications:

- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Applications User's Guide*
- *Oracle Public Sector Receivables User's Guide*
- *Oracle Human Resources North American User's Guide*
- *Oracle Grants Accounting User's Guide*

- *Oracle Projects User's Guide*
- *Oracle e-Commerce Gateway User's Guide*

Setting Up Oracle Grants Proposal

Detailed descriptions of setup steps required for implementation of Grants Proposal are included in this guide.

Setup should be reviewed annually, or as needed, to update system security, reflect changes in the organization's structure, or accommodate new requirements.

The following setup chapters describe how to set up Grants Proposal:

- Oracle Grants Proposal Setup Overview
- Implementation Options Setup
- Proposal Roles Setup
- Budget Setup
- Questions Setup
- Maps Setup
- Business Rules Setup
- Organization Details Setup
- Biographical Sketch Setup

Proposal Management

The following chapters describe how to manage proposals:

- Proposal Entry Procedures
- Budget Entry Procedures
- Narrative Module Procedures
- Approved Proposals and Budgets Procedures

Processes and Reports

The following chapter describes how to run processes and generate reports:

- Processes and Reports Procedures

Setting Up Oracle Grants Proposal

This section describes the setup procedures in Grants Proposal.

Implementation of Grants Proposal also requires setup of several Oracle Applications products.

Oracle Grants Proposal Setup Overview

The Oracle Grants Proposal setup overview checklist is used as a guide for setup of Grants Proposal. Refer to this checklist for the suggested order to perform each setup step.

Information on the Grants Proposal setup checklist is provided in the following chapter:

- Oracle Grants Proposal Setup Overview, page 3-1

Implementation Options Setup

Implementation options is a setup procedure used to perform the following tasks:

- specify the method of assigning a unique number to a proposal
- specify the expenditure category or expenditure type that the user wants overhead amounts transferred to in Oracle Grants Accounting if Grants Accounting is installed

Details on setting up implementation options are provided in the following chapter:

- Implementation Options Setup, page 4-1

Proposal Roles Setup

A proposal role is a user-defined functional title that is associated with system-defined proposal rights. Proposal roles with their associated rights restrict individuals’ access to one or more parts of a proposal.

Details on setting up proposal roles are provided in the following chapter:

- Proposal Roles Setup, page 5-1

Budget Setup

Set up budget is a setup procedure used to define rate classes, rate types, and rates; assign expenditure categories to budget categories, assign expenditure categories to rate class and rate type pairs, and define a budget hierarchy.

A rate, also known as a cost rate, is a percentage that is used to calculate indirect costs for research proposal budgets.

Details on setting up budgets are provided in the following chapter:

- Budget Setup, page 6-1

Questions Setup

Users set up questions that relate to assurance, compliance, and certification issues by sponsors. Many sponsors require that responses to these questions be included with the proposal before funding is considered. Users enter three types of questions in questions setup; organization-specific, proposal-specific, and individual-specific. All questions are answered Yes, No, or NA.

Details on setting up questions are provided in the following chapter:

- Questions Setup, page 7-1

Maps Setup

A map is the hierarchy and sequence of proposal approval stops, including the signatory authorities within each stop. Maps list both primary and alternate approvers. An alternate approver signs the proposal in the event the primary approver is unavailable.

Details on setting up maps are provided in the following chapter:

- Maps Setup, page 8-1

Business Rules Setup

A business rule is a prescribed mathematical method that determines how a proposal is routed during the approval process. It includes a user-defined condition. If the condition is true, the proposal is routed electronically to a hierarchical list of approvers for review through an approval map.

Details on setting up business rules are provided in the following chapter:

- Business Rules Setup, page 9-1

Organization Details Setup

Organization details is organization data that is required by various agencies when users submit proposals. This data is organization-specific and typically not maintained in the Oracle Human Resource Management Systems database.

Details on setting up organization details are provided in the following chapter:

- Organization Details Setup, page 10-1

Biographical Sketch Setup

Biographical sketch is educational, research, and professional experience data about an individual.

Details on setting up biographical sketch information are provided in the following chapter:

- Biographical Sketch Setup, page 11-1

Proposal Management

This section describes how to manage proposals.

Proposal Entry Procedures

A proposal is a collection of documents that is submitted to a funding agency for the purpose of obtaining funding for a research project. A proposal includes a research plan, a budget, information on key project personnel, an abstract that describes the project, and other supporting documents.

Details on entering proposals are provided in the following chapter:

- Proposal Entry Procedures, page 12-1

Budget Entry Procedures

A proposal budget is an estimate of the direct and indirect costs of conducting the proposed research. A proposal budget can be for one or multiple budget periods.

Details on entering budgets are provided in the following chapter:

- Budget Entry Procedures, page 13-1

Narrative Module Procedures

A narrative is the research plan portion of the proposal. Specific sections of the narrative are typically written by different members of the project team. These sections are called narrative modules.

Details on narrative modules are provided in the following chapter:

- Narrative Module Procedures, page 14-1

Approved Proposals and Budgets Procedures

An approved proposal, which includes proposal data, a narrative module, and a budget, is one that has been internally approved and shows a proposal status of Approved in the header region of the Proposals window.

Details on approved proposals and approved budgets are provided in the following chapter:

- Approved Proposals and Budgets Procedures, page 15-1

Processes and Reports

This section describes how to run processes and generate reports.

Processes and Reports Procedures

A process is an activity or set of activities that run in the background to accomplish a specific goal.

Reports are sponsor-specific grant application pages that can be printed individually.

Details on processes and reports are provided in the following chapter:

- Processes and Reports Procedures, page 16-1

Topical Essays

This section describes detailed conceptual information.

Integration of Grants Proposal with Grants Accounting Process

Grants Proposal is closely integrated with Grants Accounting and enables users to transfer proposals and proposal budgets from Grants Proposal to Grants Accounting.

Details on the integration of Grants Proposal with Grants Accounting are provided in the following appendix:

- Integration of Grants Proposal with Grants Accounting Process, page A-1

Grants Proposal Approval and Routing Process

Approval and routing is a process that routes the proposal electronically to a list of organizational authorities and seeks their approval. This process is accomplished through a series of business rule evaluations where each business rule for the applicant unit identified in the proposal is evaluated against the proposal content.

The following business rules are defined by the user for an organization:

- validation
- routing
- notification

Details on the Grants Proposal approval and routing process are provided in the following appendix:

- Grants Proposal Approval and Routing Process, page B-1

Proposal Security Process

Proposal security is a mechanism that enables the Proposal Owner or the Proposal Manager to specify users' access to proposal components. The proposal components on which proposal security is implemented are the basic proposal, the budget, and the narrative.

Details on proposal security are provided in the following appendix:

- Proposal Security Process, page C-1

Oracle Grants Proposal Workflow Process

Oracle Grants Proposal uses Oracle Workflow to manage the proposal approval and notification processes.

Details on the Grants Proposal Workflow processes are provided in the following appendix:

- Oracle Grants Proposal Workflow Process, page D-1

References

This section describes technical reference information.

Uploading Proposals from External Systems

Uploading proposals from external systems is an Application Program Interface (API), or program unit, that collects data from an existing system and uploads it to Oracle Grants Proposal.

Details on uploading proposals from external systems are provided in the following appendix:

- Uploading Proposals from External Systems, page E-1

Electronic Proposal Submission

The electronic transmission of proposals to sponsors in a standard format is accomplished using Electronic Data Interchange (EDI).

Details on electronic proposal submission are provided in the following appendix:

- Electronic Proposal Submission, page F-1

Oracle Grants Proposal Navigation Paths

This chapter shows the navigation path for each window in Oracle Grants Proposal.

Details on Grants Proposal navigation paths are provided in the following chapter:

- Oracle Grants Proposal Navigation Paths, page G-1

Part I

Setting Up Oracle Grants Proposal

3

Oracle Grants Proposal Setup Overview

This chapter provides an overview of the setup steps required for Oracle Grants Proposal. The following sections are in this chapter:

Overview

This chapter provides a setup checklist for Grants Proposal and describes the setup steps.

Complete all required setup steps for the following applications before beginning the Grants Proposal setup steps:

- Oracle Applications System Administration
- Oracle Human Resource Management Systems
- Oracle Public Sector Receivables
- Oracle Grants Accounting

  Note: Grants Accounting is optional
- Oracle Projects
- e-Commerce Gateway

  Note: e-Commerce Gateway is optional

Grants Proposal Setup Checklist

Table 3–1 shows the Grants Proposal setup checklist.

Note: The sequence indicated for the setup checklist applies to the Grants Proposal setup process only. For each application installed, consult the guides for that application to determine the sequence of setup steps.

All required setup steps in this checklist must be completed. Specific information for each setup step is described in the following section, Grants Proposal Setup Steps.

Table 3–1 Oracle Grants Proposal Setup Checklist

Step Number	Setup Step	Step Type	Oracle Application
Oracle Applications System Administration			
1.	Specify Profile Options	required with defaults	System Administration
Oracle Human Resource Management Systems			
2.	Create Locations	required	HRMS
3.	Create Organizations	required	HRMS
4.	Define Organization Hierarchies	required	HRMS
5.	Define Jobs	required	HRMS
6.	Enter Employee Information	required	HRMS
Oracle Public Sector Receivables			
7.	Define Customers	required	Receivables
Oracle Grants Accounting			
8.	Set Up Grants Accounting	optional	Grants Accounting

Table 3–1 Oracle Grants Proposal Setup Checklist

Step Number	Setup Step	Step Type	Oracle Application
Oracle Projects			
9.	Define Resource Lists **Note**: This Step Must be Repeated for Each Operating Unit if the New Operating Unit is Associated with a New Business Group.	required	Projects
e-Commerce Gateway			
10.	Set Up e-Commerce Gateway	optional	e-Commerce Gateway
Oracle Grants Proposal			
11.	Set Up Implementation Options	required if Grants Accounting is installed	Grants Proposal
12.	Set Up Proposal Roles	required	Grants Proposal
13.	Set Up Budget	required	Grants Proposal
14.	Set Up Questions	required	Grants Proposal
15.	Set Up Maps	required	Grants Proposal
16.	Set Up Business Rules	required	Grants Proposal
17.	Set Up Organization Details	required	Grants Proposal
18.	Set Up Biographical Sketch	required	Grants Proposal

Grants Proposal Setup Steps

To set up Grants Proposal, perform the following setup steps in the order listed.

1. Specify Profile Options

This section includes the following parts:

- Set Up Profile Option Levels
- Set Up Profile Option Values

Set Up Profile Option Levels

The common user profile options for Oracle Applications must be specified as part of Oracle Applications System Administration setup. There are a maximum of four levels at which a profile can be set: Site, Application, Responsibility, and User. Most profiles are seeded with default values at the site-level that serve as the defaults until they are overridden at other levels.

If a user is using a single organization, the profile options are set at the site level. If Multiple Organizations is implemented, all Grants Proposal profile values can be set at the responsibility level.

Table 3–2 describes the profile option levels.

Table 3–2 Grants Proposal Profile Option Levels

Feature	Profile Option Name	Settings			
		Site	Applica-tion	Respon-sibility	User
Month and day user's fiscal year starts	IGW: Fiscal Year Start Month and Day	x		x	
Job key flexfield segment	IGW: Job Name Segment	x		x	
Multiple organization environment	MO: Operating Unit	x		x	
Set the path for flat-file	ECE: Output File Path	x		x	
Enable proposal EDI transaction	ECE: PRPO Enabled	x		x	

Set Up Profile Option Values

Table 3–3 describes the profile option values.

Table 3–3 Grants Proposal Profile Option Values

Profile Option Name	Value	Description
IGW: Fiscal Year Start Month and Day	four digits	use the MMDD format where M means month and D means day. For example, July 1 would be specified as 0701.
IGW: Job Name Segment	segment identifier	job key flexfield segment in which job name, or position title, is implemented in Human Resource Management Systems
MO: Operating Unit	appropriate organization	Repeat profile option sequence for each additional organization. **Note:** Each organization linked to a particular responsibility appears on the Responsibilities menu. When logging in, users select the responsibility that corresponds to the appropriate organization. Each unique organization identifier must be associated with a responsibility.
ECE: Output File Path	matches the value in the INIT.ORA file; /sqlcom/outbound is an example of an output file path	if enabled, users designate directory path where the EDI flat file is created. For information on creating the directory path, see *Oracle e-Commerce Gateway User's Guide*.
ECE: PRPO Enabled	Yes	if enabled, users can run the EDI process and create EDI flat files. PRPO is transaction code for Grants Proposal.

2. Create Locations

If HRMS is implemented, this step is completed in the HRMS responsibility.

To use Grants Proposal without HRMS implemented, users must create locations. Locations are physical sites where employees work.

To create locations, perform the following steps.

1. In Grants Proposal, navigate to the Location window as follows:

   Setup - Human Resources - Locations

2. For information on creating locations, see Setting Up Locations, *Using Oracle HRMS - The Fundamentals*.

3. Create Organizations

If HRMS is implemented, this step is completed in the HRMS responsibility.

To use Grants Proposal without HRMS implemented, users must create organizations. Organizations are internal to the submitting organization, such as departments.

To create organizations, perform the following steps.

1. In Grants Proposal, navigate to the Organization window as follows:

   Setup - Human Resources - Organizations - Define

2. For information on creating organizations, see Creating an Organization, *Using Oracle HRMS - The Fundamentals*.

4. Define Organization Hierarchies

If HRMS is implemented, this step is completed in the HRMS responsibility.

To use Grants Proposal without HRMS implemented, users must define organization hierarchies. Organization hierarchies are organization structures or trees that show relationships between organizations or departments.

To define organization hierarchies, perform the following steps.

1. In Grants Proposal, navigate to the Find Organization Hierarchy window as follows:

   Setup - Human Resources - Organizations - Hierarchies

2. For information on defining organization hierarchies, see Creating Organization Hierarchies, *Using Oracle HRMS - The Fundamentals.*

5. Define Jobs

If HRMS is implemented, this step is completed in the HRMS responsibility.

To use Grants Proposal without HRMS implemented, users must define jobs. Jobs are generic roles within an organization that are independent of any single organization. For example, the generic jobs Manager and Consultant occur in many organizations.

To define jobs, perform the following steps.

1. In Grants Proposal, navigate to the Job window as follows:

   Setup - Human Resources - Jobs

2. For information on defining jobs, see Defining a Job, *Using Oracle HRMS - The Fundamentals.*

6. Enter Employee Information

If HRMS is implemented, this step is completed in the HRMS responsibility.

To use Grants Proposal without HRMS implemented, users must enter employee information. All personnel must be entered who need access to the proposal and those who have a role on the proposed research.

To enter employee information, perform the following steps.

1. In Grants Proposal, navigate to the Enter Person window as follows:

   Setup - Human Resources - Employees

2. For information on entering employee information, see Entering a New Person, *Managing People Using Oracle HRMS.*

7. Define Customers

If Receivables is implemented, this step is completed in the Receivables responsibility.

To use Grants Proposal without Receivables implemented, users must define customers, known as sponsors in Grants Proposal, as well as sponsors' addresses.

To define sponsors and their addresses, perform the following steps.

1. In Grants Proposal, navigate to the Find/Enter Customers window as follows:

   Setup - Sponsor Entry

2. For information on defining customers, see Entering Customers, *Oracle Public Sector Receivables User's Guide.*

8. Set Up Grants Accounting (Optional)

To use Grants Proposal with Grants Accounting, optionally set up Grants Accounting.

For information on setting up Grants Accounting, see Oracle Grants Accounting Setup Overview, *Oracle Grants Accounting User's Guide.*

9. Define Resource Lists

To use Grants Proposal with Grants Accounting, the user must define resource lists.

To define resource lists in Grants Accounting, see Defining Resource Lists, *Oracle Projects User's Guide*.

Overhead amounts in Grants Proposal are summed for all budget lines and exported to the overhead expenditure category or expenditure type selected in the Implementation Options window in Grants Proposal during implementation options setup.

The successful transfer of a budget from Grants Proposal to Grants Accounting is dependent upon the maintenance of common expenditure types and expenditure categories in Grants Accounting. Users may budget on expenditure types or expenditure categories for a given budget.

If the expenditure types or expenditure categories budgeted on in Grants Proposal do not match those in the applicable project's resource list in Grants Accounting, then the amounts of the unmatched expenditure types or expenditure categories will be summed and exported to the unmatched expenditure type or expenditure category selected in the Implementation Options window in Grants Proposal during implementation options setup.

To ensure the transfer of proposal budgets from Grants Proposal to Grants Accounting, Grants Proposal recommends the user add the selected unmatched expenditure category or expenditure type to every resource list in Grants Accounting.

10. Set Up e-Commerce Gateway (Optional)

To use Grants Proposal with e-Commerce Gateway, optionally set up e-Commerce Gateway.

To set up e-commerce Gateway, see Setting Up, *Oracle e-Commerce Gateway User's Guide*.

11. Set Up Implementation Options

Implementation options is a setup procedure used to specify the method of assigning a unique number to a proposal and to specify the expenditure category or expenditure type that the user wants overhead amounts transferred to in Grants Accounting.

To set up implementation options, see Implementation Options Setup, page 4-1.

12. Set Up Proposal Roles

A proposal role is a user-defined functional title that is associated with system-defined proposal rights. Proposal roles with their associated rights restrict individuals' access to one or more parts of a proposal.

To set up proposal roles, see Proposal Roles Setup, page 5-1.

13. Set Up Budget

A rate, also known as a cost rate, is a percentage that is used to calculate indirect costs for research proposal budgets.

To set up a budget, see Budget Setup, page 6-1.

14. Set Up Questions

The questions that users set up are related to assurance, compliance, and certification issues. Most sponsors require that responses to these questions be included in the proposal before funding is considered. Three types of questions are included in the setup; organization-specific, proposal-specific, and individual-specific. Most questions can be answered by either Yes or No.

To set up questions, see Questions Setup, page 7-1.

15. Set Up Maps

A map is the hierarchy and sequence of proposal approval stops and the signatory authorities within each stop. Maps list both primary and alternate approvers. An alternate approver signs the proposal in the event the primary approver is unavailable.

To set up maps, see Maps Setup, page 8-1.

16. Set Up Business Rules

A business rule is a condition that determines how a proposal is routed during the approval process. If the condition is true, the proposal is routed electronically to a hierarchical list of approvers for review through an approval map. An approval map consists of one or more stops. A stop can list one or more approvers.

To set up business rules, see Business Rules Setup, page 9-1.

17. Set Up Organization Details

Organization details is submitting organization data, or code numbers, that is required by various agencies when users submit proposals. This data is proposal-specific and typically not maintained in the Oracle Human Resource Management Systems database.

To set up organization details, see Organization Details Setup, page 10-1.

18. Set Up Biographical Sketch

Biographical sketch is educational, research, and professional experience data about an individual.

To set up biographical sketch, see Biographical Sketch Setup, page 11-1.

4

Implementation Options Setup

This chapter describes how to set up implementation options. The following sections are in this chapter:

- Definition
- Overview
- Setting Up Implementation Options Procedure
- Implementation Options Window, Proposal Setup Tab
- Implementation Options Window Description

Definition

Implementation options is a setup procedure used to specify the following:

- method of assigning a unique number to a proposal
- expenditure category or expenditure type that the user wants overhead amounts transferred to in Oracle Grants Accounting if Grants Accounting is installed

Overview

Specifying the method and type of proposal numbering is a setup procedure in Oracle Grants Proposal. Users can set the proposal numbering method to manual or automatic.

The manual method of proposal numbering can be set to alphanumeric type or numeric type. The automatic method of proposal numbering is set to numeric type only.

If users select the automatic method of proposal numbering, they specify the number that they want the system to automatically assign to the next proposal. Grants Proposal then generates subsequent proposal numbers automatically.

The default proposal numbering option is the manual method and the alphanumeric type.

To transfer budgets from Grants Proposal to Grants Accounting, users must select an expenditure category or expenditure type from the list of values in the Implementation Options window. The expenditure category or expenditure type selected is the one that all Grants Proposal overhead amounts are transferred to in Grants Accounting. If users do not complete this step, proposal budgets are not transferred to Grants Accounting.

If Grants Accounting is not installed, users do not need to select an expenditure category or expenditure type from the list of values in the Implementation Options window.

Proposal Numbering

The proposal numbering setup mechanism offers users flexibility in proposal numbering. The proposal numbering setup procedure is ideally performed by users before developing any proposals. However, users can change the proposal numbering option at any time. If users change the proposal numbering option, Grants Proposal checks to ensure that existing values are not duplicated or altered.

Overhead Expenditure Category or Type

The overhead expenditure category or type setup option ensures that overhead amounts are transferred to a user-selected expenditure category or expenditure type in Grants Accounting. In Grants Proposal, overhead is computed for each budget line item during budget entry. Grants Accounting requires that the overhead total from Grants Proposal be transferred to one expenditure category or expenditure type in Grants Accounting.

Setting Up Implementation Options Procedure

To set up implementation options, perform the following steps.

1. In Grants Proposal, navigate to the Implementation Options window as follows:

   Setup - Implementation Options

2. Select the Proposal Setup Tab.
3. In the Proposal Numbering Method region, select either the Manual or Automatic radio button.
4. If the Manual radio button is selected, then select either the Alphanumeric or Numeric radio button in the Type region and go to Step 7.
5. If the Automatic radio button is selected, the Next Number field appears in the Implementation Options window.
6. In the Next Number field, enter the number that the user wants the system to automatically assign to the next proposal.
7. In the Overhead field, select an expenditure category or an expenditure type from the list of values that proposal budget overhead amounts are transferred to in Grants Accounting if Grants Accounting is installed.

   Note: If Grants Accounting is not installed, users do not need to perform this step.

8. In the Unmatched field, select an expenditure category or an expenditure type from the list of values that unmatched amounts are transferred to in Grants Accounting if Grants Accounting is installed.

   Note: Unmatched amounts occur if the expenditure types or expenditure categories budgeted on in Grants Proposal do not match those in the applicable project's resource list in Grants Accounting. If Grants Accounting is not installed, users do not need to perform this step.

9. In the Organization Hierarchy field, select an organization hierarchy name from the list of values that coordinates and administers the proposal development tasks.
10. In the Version field, select a hierarchy version from the list of values.
11. In the Start Organization field, select the starting organization in the hierarchy from the list of values.
12. Select the Approval Setup Tab.

13. In the Organization Hierarchy field, select an organization hierarchy name from the list of values that is involved in the proposal approval process.
14. In the Version field, select a hierarchy version from the list of values.
15. In the Start Organization field, select the starting organization in the hierarchy from the list of values.
16. Save or save and continue as follows:

    File - Save or **Save and Proceed**
17. Close the window.

Implementation Options Window, Proposal Setup Tab

Figure 4–1 Implementation Options Window, Proposal Setup Tab, Manual Proposal Numbering

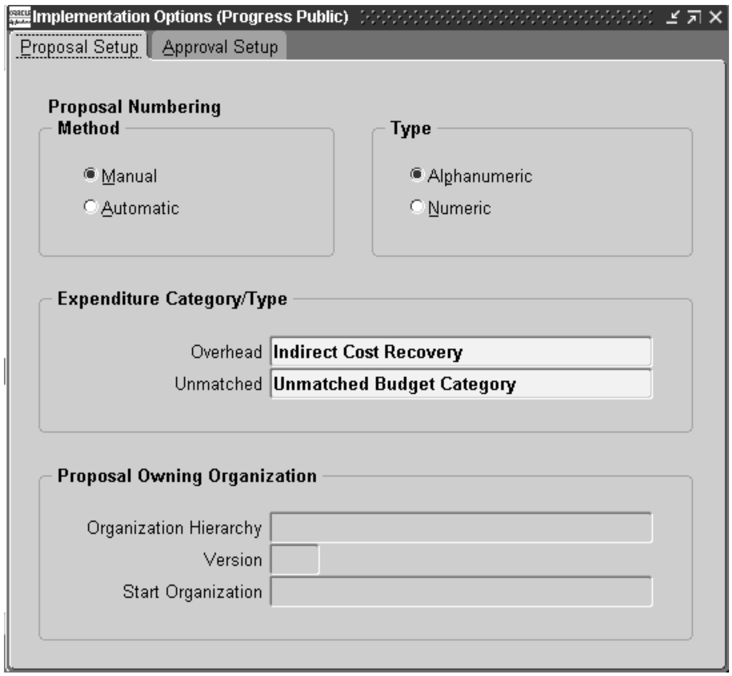
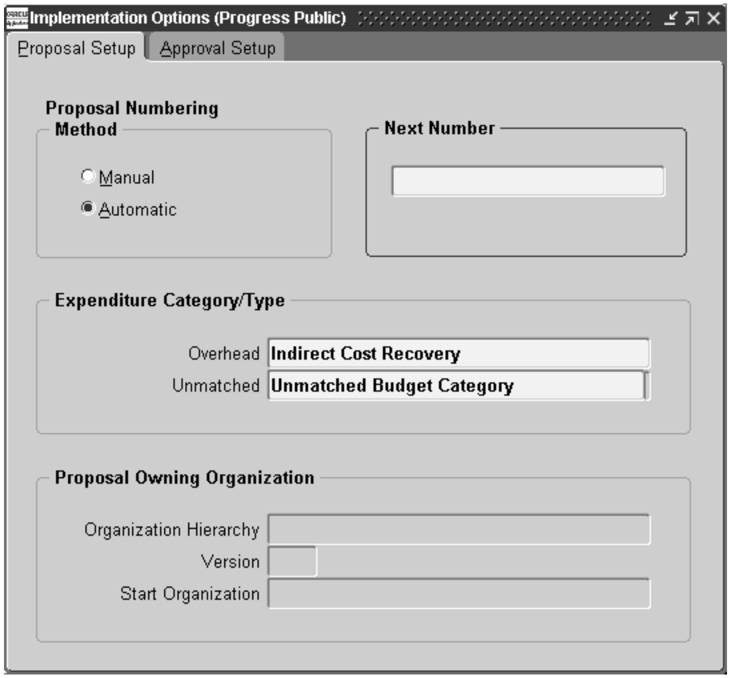
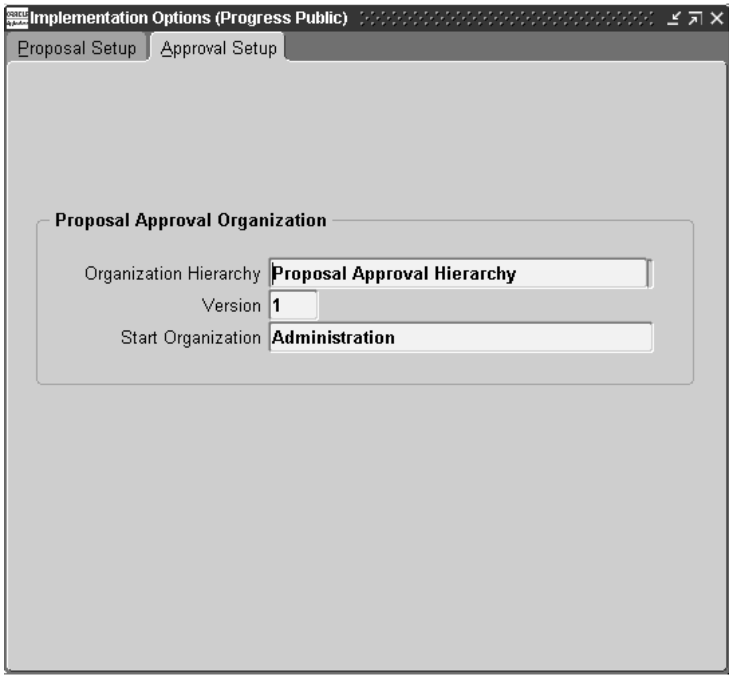


Figure 4–2 Implementation Options Window, Proposal Setup Tab, Automatic Proposal Numbering



Implementation Options Window, Approval Setup Tab

Figure 4–3 Implementation Options Window, Approval Setup Tab



Implementation Options Window Description

Table 4–1 Implementation Options Window Description

Field Name	Type	Features	Description
Proposal Setup Tab			
Proposal Numbering Method Region			
Manual	optional	radio button	specifies that proposals are numbered manually
Automatic	optional	radio button	specifies that proposals are numbered automatically by Grants Proposal
Type Region			
Alphanumeric	optional	radio button	specifies that proposal numbers can consist of letters, digits, or other characters
Numeric	optional	radio button	specifies that proposal numbers consist of numeric values
Next Number Region			
Next Number	conditionally required		specifies proposal number to be automatically assigned to the next proposal; users must enter a number in this field if Automatic method of proposal numbering is selected
Expenditure Category/Type Region			
Overhead	conditionally required	list of values	expenditure category or expenditure type that proposal budget overhead amounts are transferred to in Grants Accounting if Grants Accounting is installed
Unmatched	conditionally required	list of values	expenditure category or expenditure type that unmatched amounts are transferred to in Grants Accounting if Grants Accounting is installed
Proposal Owning Organization Region			
Organization Hierarchy	conditionally required	list of values	organization hierarchy name that coordinates and administers the proposal development tasks; users select an option if Grants Accounting is not installed. Options originate from Human Resource Management Systems.

Table 4–1 Implementation Options Window Description

Field Name	Type	Features	Description
Version	conditionally required	list of values	hierarchy version; users select an option if Grants Accounting is not installed. Options originate from Human Resource Management Systems.
Start Organization	conditionally required	list of values	starting node in the hierarchy; users select an option if Grants Accounting is not installed. Options originate from Human Resource Management Systems.
Approval Setup Tab			
Proposal Approval Organization Region			
Organization Hierarchy	required	list of values	organization hierarchy name that is involved in proposal approval process; users select an option if Grants Accounting is not installed. Options originate from Human Resource Management Systems.
Version	required	list of values	hierarchy version; users select an option if Grants Accounting is not installed. Options originate from Human Resource Management Systems.
Start Organization	required	list of values	starting node in the hierarchy; users select an option if Grants Accounting is not installed. Options originate from Human Resource Management Systems.

5

Proposal Roles Setup

This chapter describes how to set up proposal roles and assign rights to the roles. The following sections are in this chapter:

Definition

A proposal role is a user-defined functional title that is associated with system-defined proposal rights. Proposal roles with their associated rights restrict individuals' access to one or more parts of a proposal.

Overview

Proposal roles must be setup to ensure proper functioning of Oracle Grants Proposal.

The organization's Sponsored Research Office typically defines proposal roles. Examples of user-defined proposal roles include Narrative Writer, Budget Creator, and Viewer. Users can assign one or more seeded proposal rights to a user-defined proposal role. A role is then assigned to one or more members of the proposal team by the Proposal Owner or the Proposal Manager. The assignment of roles to proposal team members restricts their access to one or more parts of the proposal, which provides security.

Table 5–1 shows the system's seeded proposal rights and associated descriptions:

Table 5–1 Seeded Proposal Rights with Corresponding Seeded Descriptions

Seeded Proposal Rights	Seeded Description
Create Budget	Create, Modify, and View Budget
Create Narrative	Create, Modify, and View Narrative
Modify Budget	Modify and View Budget
Modify Proposal	Modify and View Proposal
Print Proposal	Print Proposal
View Budget	View Budget
View Narrative	View Narrative
View Proposal	View Proposal

Table 5–2 shows the system's seeded roles with corresponding seeded rights and typical role functions.

Table 5–2 Seeded Roles with Corresponding Seeded Rights and Typical Role Functions

Seeded Roles	Seeded Rights Assigned to Seeded Roles	Typical Functions of Role
Proposal Owner	Create Budget + Create Narrative + Modify Proposal + Print Proposal	creates proposal, assigned maximum rights, acts as administrator, submits the proposal
Proposal Manager	Create Budget + Create Narrative + Modify Proposal + Print Proposal	assigned maximum rights, has final responsibility and accountability for the proposal, sometimes known as the principle investigator
Proposal Signing Official	Create Budget + Create Narrative + Modify Proposal + Print Proposal	assigned maximum rights; signs the proposal on behalf of the Applicant Organization before the proposal is submitted to the sponsor. **Note:** The Proposal Signing Official can modify the proposal after it is submitted for approval or approved.
Proposal Approver	View Proposal + View Budget + View Narrative + Print Proposal	receives, views, approves, and prints the proposal
Proposal Viewer	View Proposal + View Budget + View Narrative + Print Proposal	receives, views, and prints the proposal

The person who creates the proposal is automatically assigned the role of Proposal Owner and is automatically assigned all rights. The role of Proposal Manager is specified by the proposal owner and is also automatically assigned all rights. The Proposal Owner and the Proposal Manager can be the same or different people.

The seeded roles of Proposal Owner, Proposal Manager, Proposal Signing Official, Proposal Approver, and Proposal Viewer cannot be modified or deleted from the Create Roles window. Roles that are in use in a proposal also cannot be deleted or modified from the Create Roles window.

Table 5–3 shows an example of how users can create proposal roles and assign one or more rights to a role.

Table 5–3 Example of User-Defined Proposal Roles

Proposal Roles	Proposal Rights Assigned to Proposal Roles
Viewer	View Budget + View Proposal
Narrative Writer	View Proposal + Create, Modify, and View Narrative
Budget Creator	Create, Modify, and View Budget + Modify and View Proposal

Table 5–4 shows a sample proposal team with assigned roles and corresponding rights.

Table 5–4 Sample Research Team with Assigned Roles and Corresponding Rights

Research Team	Proposal Roles	Proposal Rights Assigned to Proposal Roles
Principal Investigator	Proposal Manager	Modify and View Proposal + Create, Modify, and View Budget + Create, Modify, and View Narrative + Print Proposal
Co-Principal Investigator 1	Narrative Writer	Create, Modify, and View Narrative + Modify and View Proposal
Co-Principal Investigator 2	Budget Creator	Create, Modify, and View Budget + Modify and View Proposal
Department Administrator	Proposal Owner	Modify and View Proposal + Modify and View Budget + Create, Modify, and View Narrative + Print Proposal
Research Associate	Viewer	View Budget + View Proposal

Creating Proposal Roles Procedure

To create proposal roles, perform the following steps.

1. In Grants Proposal, navigate to the Create Roles window as follows:

   Setup - Proposal Roles

2. In the Role Name field, enter the role name.

   Note: The seeded roles of Proposal Owner, Proposal Manager, Proposal Signing Official, Proposal Approver, and Proposal Viewer appear here. These roles cannot be deleted.

3. In the Start Date field, select a starting date for the role from the list of values.

   Note: The default date is the current date, which users can change.

4. In the End Date field, optionally select an ending date for the role from the list of values.

   Note: Leaving the End Date field empty results in a continuously effective role for this proposal.

5. In the Right Name field, select a right name and description from the list of values to associate with the role.

   Note: Users can select one or more rights to associate with a particular role.

6. Save or save and continue as follows:

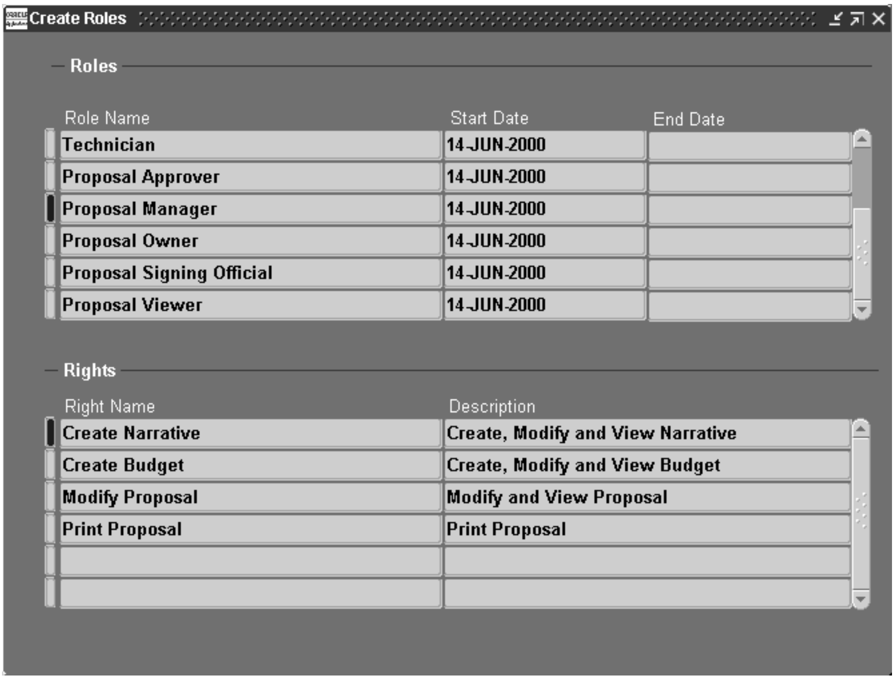
   File - Save or **Save and Proceed**

7. Repeat Steps 2 to 5 until all roles and corresponding rights are entered.

8. Close the window.

Create Roles Window

Figure 5–1 Create Roles Window



Create Roles Window Description

Table 5–5 Create Roles Window Description

Field Name	Type	Features	Description
Roles Region			
Role Name	required		user-defined role name; functional title. Seeded roles of Proposal Owner, Proposal Manager, and Proposal Approver cannot be deleted.
Start Date	required	list of values: pop-up calendar	role start date; defaults to current date that can be changed
End Date	optional	list of values: pop-up calendar	role end date; if empty, specifies that role name exists indefinitely
Rights Region			
Right Name	required	list of values	system-defined right name; defines level of access for proposal
Description	default, display only		system-defined right description; populates automatically when users select right name from list of values

Modifying Proposal Roles Procedure

To modify proposal roles, perform the following steps.

1. In Grants Proposal, navigate to the Create Roles window as follows:

   Setup - Proposal Roles

2. To modify a user-defined role, highlight the role name in the Role Name field and press the Back Space key on the keyboard.

   Note: The seeded roles of Proposal Owner and Proposal Approver cannot be modified or deleted.

3. In the Role Name field, enter another role name.
4. To unassign a right name from a role, click in the appropriate Right Name field and then click the Delete button on the toolbar.
5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. Close the window.

6

Budget Setup

This chapter describes how to set up rates that are used in budget calculations for research proposals, assign expenditure categories to budget categories, assign expenditure categories to rate class and rate type pairs, and define a budget hierarchy. The following sections are in this chapter:

- Expenditure Types Window Description
- Assigning Expenditure Categories to Rate Class and Rate Type Pairs Procedure
- Assign Expenditure Categories Window
- Assign Expenditure Categories Window Description
- Expenditure Types Window Description
- Defining a Sponsor Budget Hierarchy Procedure
- Sponsor Budget Hierarchy Window
- Sponsor Budget Hierarchy Window Description

Definition

Budget setup is used to perform the following tasks:

- define rate classes
- define rate types
- define rates
- assign expenditure categories to budget categories
- assign expenditure categories to rate class and rate type pairs
- define a budget hierarchy

A rate, also known as a cost rate, is a percentage used to calculate indirect costs for research proposal budgets.

Overview

Rates must be set up to ensure proper functioning of Oracle Grants Proposal.

Organizations employ several types of cost rates for proposal budgets. These are usually expressed in percentages and are used to calculate indirect costs. Some rates are determined by the organization’s fiscal policies and others are negotiated by the federal government.

Oracle Grants Proposal supplies users with three rate class types. These system-defined rate class types include the following:

- Overhead (OH) Rates
- Employee Benefits (EB) Rates
- Inflation Rates

Note: Sponsors, including federal sponsors, refer to Overhead Rates as Facility and Administration (F&A) Rates. These terms are used interchangeably by the research community.

A given rate class type can have one or more rate classes. A rate class is a percentage. The following are examples of rates classes for overhead rate class types:

- Modified Total Direct Costs (MTDC)
- Total Direct Costs (TDC)

- Salary and Wages (S&W)

A given rate class can have one or more rate types. A rate type is a percentage. Rate types are usually based on sponsor requirements or on the project location.

Budget Setup Process

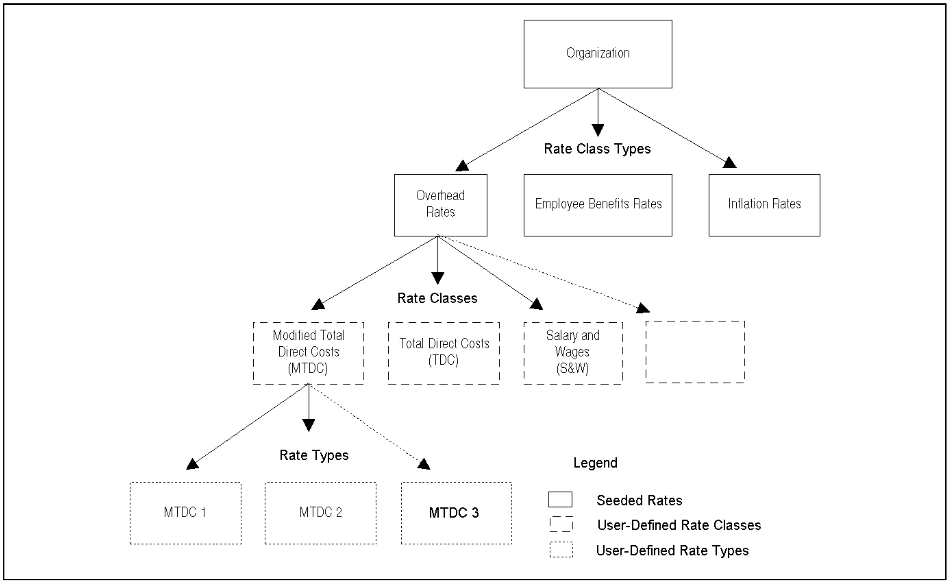
The budget setup for rates includes the following steps:

1. Define rate classes and rate types.
2. Define rates for each activity type, each research location, and every fiscal year for which the proposal budget is requesting funding. Rates can be defined for each pair of rate class and rate type.
3. If Grants Accounting is also installed, expenditure categories and expenditure types are obtained from Grants Accounting. Assign expenditure categories to a sponsor budget category. Go to Step 6.
4. If only Grants Proposal is installed, define expenditure categories and expenditure types and assign them to sponsor budget categories.
5. Define expenditure types for the available expenditure categories.
6. Assign expenditure categories to rate class and rate type pairs.

Rate Structure for a Typical Organization Diagram

Figure 6–1 shows the rate structure for a typical organization as described in the Overview section.

Figure 6–1 Rate Structure for a Typical Organization



Seeded Rate Class Types

Seeded rate class types provided by Oracle Grants Proposal include the following:

- overhead rates
- employee benefits rates
- inflation rates

Overhead Rates

Overhead rates are referred to as F&A (Facility and Administration) rates by the federal government. These are costs incurred by the organization for conducting research. Generically, overhead rates are also known as indirect costs. Overhead rates are recovered by the organization from the funding source, usually as a percentage of direct costs.

The organization negotiates overhead rates with the federal government; generally for a four to five year period. These rates are organization-specific, rather than grant specific, and can differ by the type of research conducted.

Employee Benefits Rates

Employee benefits (EB) rates are also known as fringe benefits. Fringe benefits are benefits offered by the employer to the employee as part of the total compensation package. Typically, the employer provides certain fringe benefits, while the employee pays for others. Examples of fringe benefits include health insurance, life insurance, disability insurance, and workmen’s compensation.

Most organizations provide employee benefits to employees as a fixed percentage of salary. Employee benefits rates may differ by type of employee, such as faculty or non-faculty, and are typically defined for each fiscal year for which a proposal is developed.

Inflation Rates

Inflation rates are percentages that adjust for inflation increases on proposal budget items. Inflation rates are applied to most salary and non-salary budget items, except equipment.

Organizations can have different inflation rates applied to different expenditure types. For example, the inflation rate for salary might be 3%, whereas the rate for graduate tuition might be 6%. Organizations can also apply different inflation rates to different expenditure types on different dates.

Inflation rates are typically defined for each fiscal year for which a proposal is developed.

User-Defined Rate Classes

Examples of user-defined rate classes include the following:

- modified total direct costs overhead rate
- total direct costs overhead rate
- salary and wages overhead rate

Modified Total Direct Costs Overhead Rate

The Modified Total Direct Costs Overhead Rate is a rate class expressed as a percentage. This percentage is negotiated with the federal government and is used to calculate indirect costs.

Total Direct Costs Overhead Rate

The Total Direct Costs Overhead Rate is a rate class expressed as a percentage. This percentage is determined by the organization and is used to calculate indirect costs.

Salary and Wages Overhead Rate

The Salary and Wages Overhead Rate is a rate class expressed as a percentage. This percentage is used to calculate indirect costs based on salary and wages.

References

For information on defining expenditure types in Grants Accounting, see Defining Expenditure Types for Burden Costs Procedure, *Oracle Grants Accounting User's Guide*.

Prerequisites

❏ If Grants Accounting is installed, expenditure categories and expenditure types must be defined in the Grants Accounting Expenditure Types window.

To define expenditure categories and expenditure types in Grants Accounting, see Defining Expenditure Types for Burden Costs Procedure, *Oracle Grants Accounting User's Guide*.

Defining Rate Classes and Rate Types Procedure

To define rate classes and rate types, perform the following steps.

1. In Grants Proposal, navigate to the Rate Classes and Rate Types window as follows:

   Setup - Budgets - Rates

2. Enter data in each field of the Rate Classes and Rate Types window as described in Table 6–1, page 6-10.

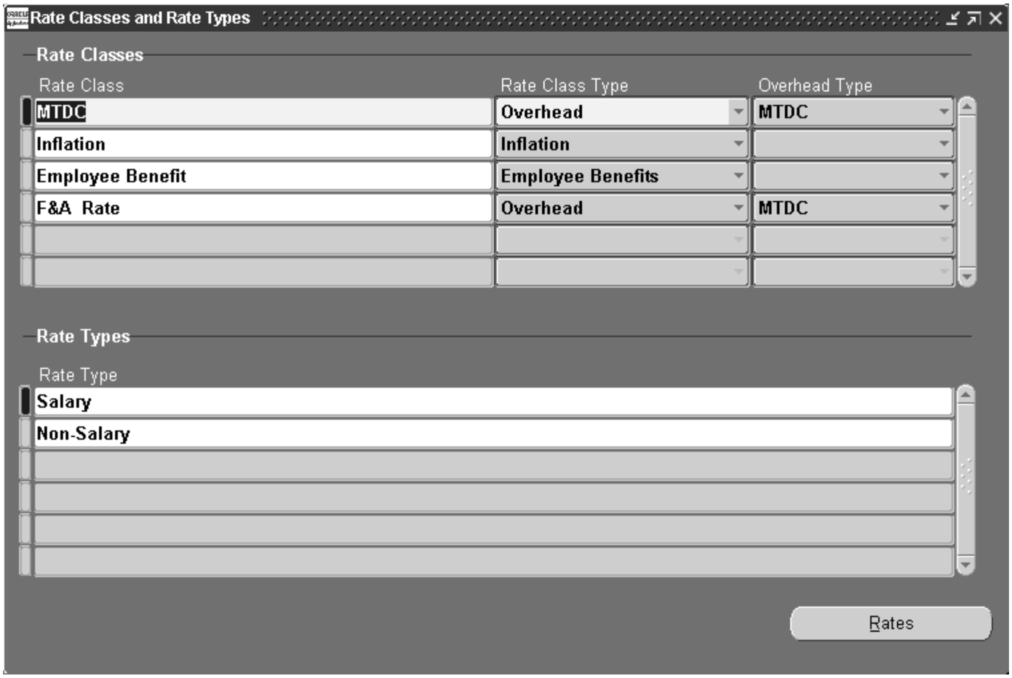
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Rate Classes and Rate Types Window

Figure 6–2 Rate Classes and Rate Types Window



Rate Classes and Rate Types Window Description

Table 6–1 Rate Classes and Rate Types Window Description

Field Name	Type	Features	Description
Rate Classes Region			
Rate Class	required		rate class description
Rate Class Type	required	drop-down list	specifies rate class type; options are Inflation, Employee Benefits, or Overhead
Overhead Type	conditionally required	drop-down list	specifies overhead type. Options are MTDC, S&W, or Other; only applicable if Overhead is selected in the Rate Class Type field
Rate Types Region			
Rate Type	required		rate type description; users must define at least one rate type
Rates		button	opens Rates window where users define rates corresponding to a given rate class and rate type combination

Defining Rates Procedure

To define rates corresponding to a given rate class and rate type combination, perform the following steps.

1. In Grants Proposal, navigate to the Rate Classes and Rate Types window as follows:

   Setup - Budgets - Rates

2. Select the Description field for Rate Class and select the Description field for Rate Type that users want to assign a rate to.

3. Click **Rates** to open the Rates window.

   The fields selected in Step 2 display in the Rate Class and Rate Type fields.

4. Enter data in each field of the Rates region as described in Table 6–2, page 6-13.

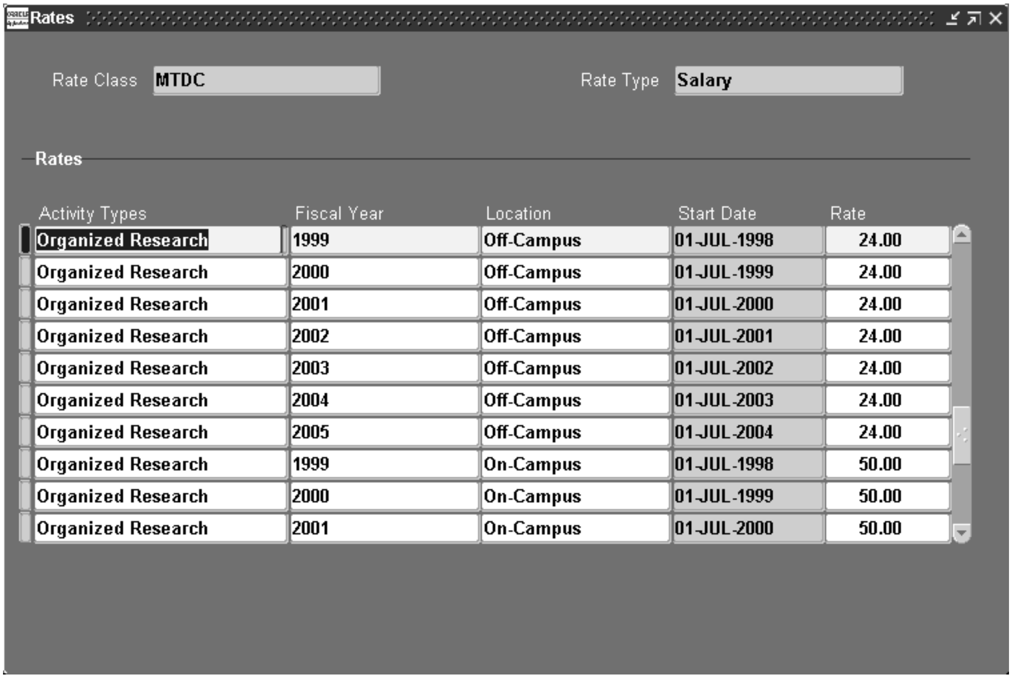
5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. Close the window.

Rates Window

Figure 6–3 Rates Window



Rates Window Description

Table 6–2 Rates Window Description

Field Name	Type	Features	Description
Rate Class	display only		subset of a system-defined rate class type. Examples of rate classes that are subsets of Overhead Rates include Modified Total Direct Costs (MTDC), Total Direct Costs (TDC), and Salary and Wages (S&W). Field displays rate class selected in the Rate Classes and Rate Types window.
Rate Type	display only		subset of a rate class. Examples of rate types include MTDC 1, MTDC 2, and MTDC 3. Field displays rate type selected in Rate Classes and Rate Types window.
Rates Region			
Activity Types	required	list of values	user-defined type of activity that the proposed research is requesting funding for. Examples of activity types include Research for research grants, Instruction for instructional or training grants, Fellowships for supporting postdoctoral fellows, Public Service for a public service project, Student Service for a research proposal supporting students, Hospital, Hospital Affiliate, and Other for any other purpose.
Fiscal Year	required		yearly period established for accounting purposes that specified activity type applies to
Location	required	list of values	user-defined place where proposed research occurs. Examples include On-Campus, Off-Campus, or Affiliated Organizations.
Start Date	display only		start date of applicable rate; default is the start date of the fiscal year.
Rate	required		percentage expressed in decimal format

Defining Expenditure Categories and Expenditure Types without Grants Accounting Installed Procedure

If Grants Accounting is not installed, the following procedure is applicable.

If both Grants Proposal and Grants Accounting are installed, see Assigning Expenditure Categories to Budget Categories with Grants Accounting Installed Procedure in this chapter.

Defining Expenditure Categories

Expenditure categories are cost classifications to which expenditure types are assigned.

To define expenditure categories in Grants Proposal when Grants Accounting is not installed, perform the following steps.

1. In Grants Proposal, navigate to the Expenditure Categories window as follows:

   Setup - Budgets - Expenditure Categories/Types

2. Select the Budget Category tab.
3. Enter data in the following fields as described in Table 6–3, page 6-19.
   - Expenditure Category
   - Description
4. Enter data in the following areas as described in Table 6–3, page 6-19.
   - Sponsor Budget Category field
   - Personnel Attached check box
5. Select the Effective Dates tab.
6. Enter data in the following fields as described in Table 6–3, page 6-19.
   - Start Date
   - End Date
7. Repeat Steps 3 to 6 until all expenditure categories that can be used in budgets have been entered.

   Note: The expenditure categories specified in the expenditure category fields represent an exhaustive list of all possible expenditure categories that can be used for any budget.

8. Save or save and continue as follows:

   File - Save or **Save and Proceed**

Defining Expenditure Types

To define expenditure types in Grants Proposal when Grants Accounting is not installed, perform the following steps.

1. Click **Expenditure Types**.

   The Expenditure Types window appears.

2. Enter data in each field of the Expenditure Types window as described in Table 6–4, page 6-21.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Assigning Expenditure Categories to Budget Categories with Grants Accounting Installed Procedure

If Grants Accounting is installed, users must define expenditure categories and expenditure types in the Grants Accounting Expenditure Types window before performing this procedure.

If Grants Accounting is installed and expenditure categories and expenditure types have been defined in Grants Accounting, the following procedure is applicable.

If Grants Accounting is not installed, see the Defining Expenditure Categories and Expenditure Types without Grants Accounting Installed Procedure in this chapter.

To assign expenditure categories to budget categories in Grants Proposal when Grants Accounting is installed, perform the following steps.

1. In Grants Proposal, navigate to the Expenditure Categories window as follows:

   Setup - Budgets - Expenditure Categories/Types

2. Select the Budget Category tab.
3. In the Expenditure Category field, select an expenditure category from the list of values.
4. Assign each expenditure category to a budget category by entering data in the following areas as described in Table 6–3, page 6-19.

   - Sponsor Budget Category field
   - Personnel Attached check box

   Note: The expenditure categories specified in the expenditure category fields represent an exhaustive list of all possible expenditure categories that can be used for any budget.

5. Select the Effective Dates tab.
6. Enter data in the following fields as described in Table 6–3, page 6-19.

   - Start Date
   - End Date

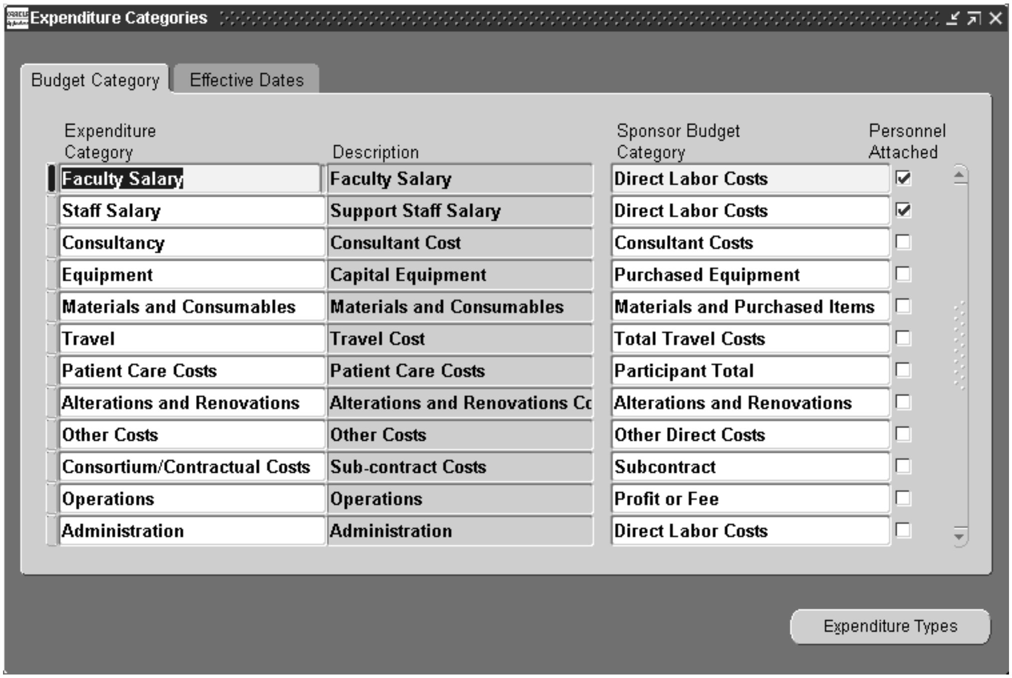
7. Save or save and continue as follows:

   File - Save or **Save and Proceed**

8. Close the window.

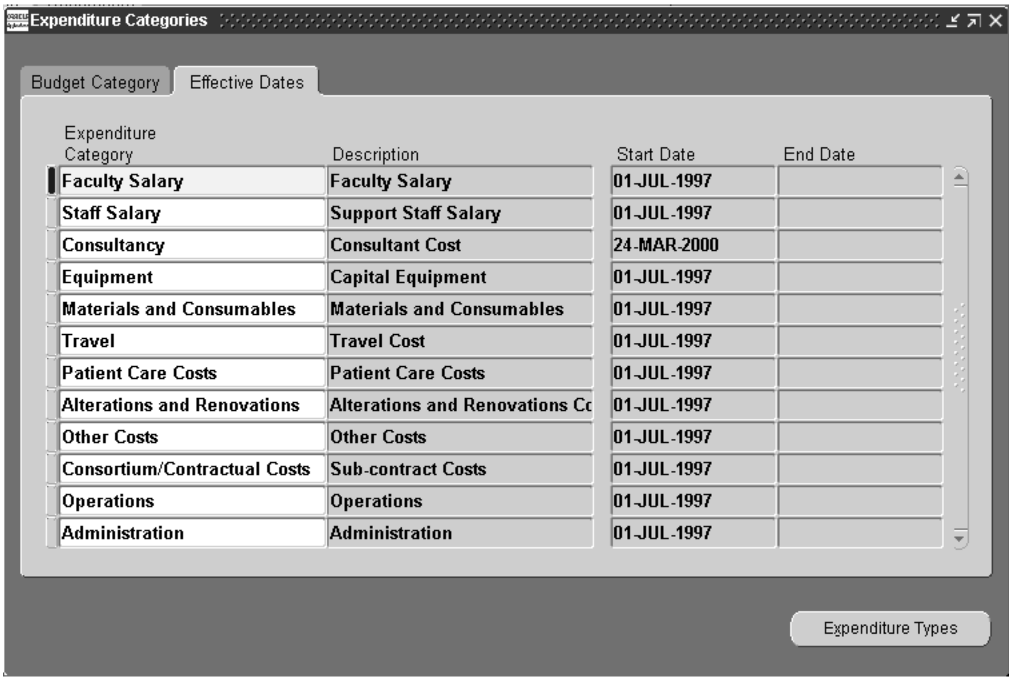
Expenditure Categories Window, Budget Category Tab

Figure 6–4 Expenditure Categories Window, Budget Category Tab



Expenditure Categories Window, Effective Dates Tab

Figure 6–5 Expenditure Categories Window, Effective Dates Tab



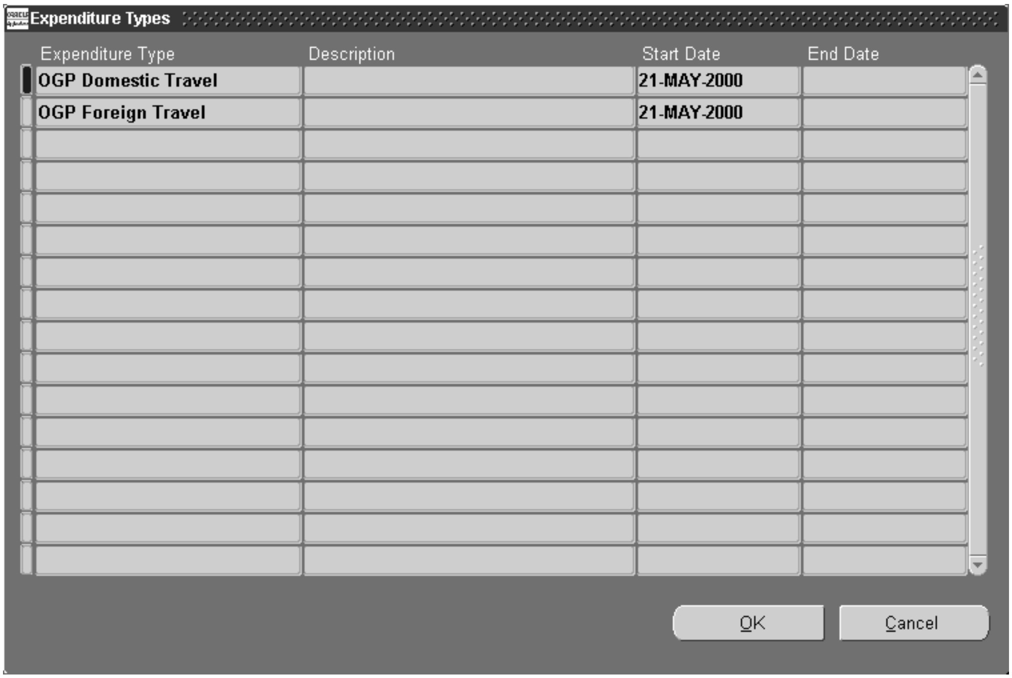
Expenditure Categories Window Description

Table 6–3 Expenditure Categories Window Description

Field Name	Type	Features	Description
Budget Category Tab			
Expenditure Category	required		user-defined cost classifications that expenditure items are assigned to
Description	optional		expenditure category description
Sponsor Budget Category	required	list of values	system-defined pricing data from 194 Transaction Set; a budget classification, of which expenditure types are subsets. For example, Supplies is a budget category, of which Chemicals and Beakers are specified as expenditure types. Expenditure types are associated with a budget category.
Personnel Attached	optional	check box	selected if a budget category is associated with the use of persons. For example, the expenditure category of Salary typically lists persons whose salary is requested on the budget.
Effective Dates Tab			
Expenditure Category	required		user-defined cost classifications that expenditure items are assigned to
Description	optional		expenditure category description
Start Date	required	list of values: pop-up calendar	starting date of expenditure category; default is current date, but users can change the date
End Date	optional	list of values: pop-up calendar	ending date of expenditure category
Expenditure Types		button	opens Expenditure Types window where users enter expenditure types

Expenditure Types Window

Figure 6–6 Expenditure Types Window



Expenditure Types Window Description

Table 6–4 Expenditure Types Window Description

Field Name	Type	Features	Description
Expenditure Type	required		user-defined cost classifications assigned to each expenditure item
Description	optional		text describing expenditure type
Start Date	required	list of values: pop-up calendar	start date of expenditure type
End Date	optional	list of values: pop-up calendar	end date of expenditure type
OK		button	confirms action and closes window or accepts selected data
Cancel		button	closes window without saving

Assigning Expenditure Categories to Rate Class and Rate Type Pairs Procedure

In the Assign Expenditure Categories window, users add the expenditure categories that are eligible for indirect cost calculations, given the selected rate class and rate type, to the Applicable Expenditure Categories fields. Conversely, users remove the expenditure categories that are ineligible for indirect calculations from the Applicable Expenditure Categories fields.

To assign expenditure categories to rate class and rate type pairs, perform the following steps.

1. In Grants Proposal, navigate to the Assign Expenditure Categories window as follows:

   Setup - Budgets - Assign Expenditure Categories

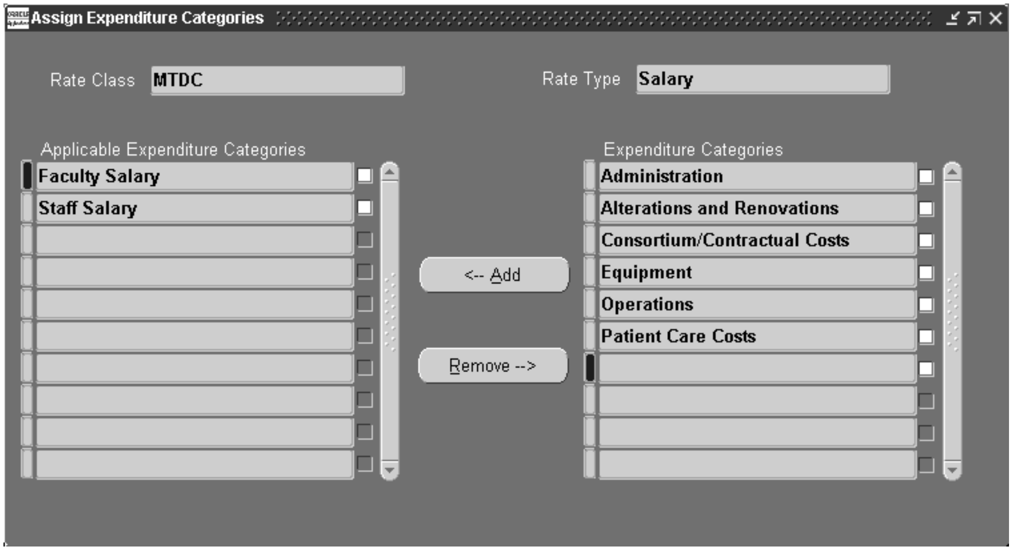
2. In the Rate Class field, use the down-arrow key to select the appropriate rate class.
3. In the Rate Type field, use the down-arrow key to select the appropriate rate type.
4. To remove a particular expenditure category from a rate class and rate type pair, select an expenditure category in the Applicable Expenditure Categories field, select the check box to the right of the field, and click **Remove**.
5. To assign a particular expenditure category from a rate class and rate type pair, select an expenditure category in the Expenditure Categories field, select the check box to the right of the field, and click **Add**.
6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

7. Close the window.

Assign Expenditure Categories Window

Figure 6–7 Assign Expenditure Categories Window



Assign Expenditure Categories Window Description

Table 6–5 Assign Expenditure Categories Window Description

Field Name	Type	Features	Description
Rate Class	display only		displays rate classes defined in Rate Classes and Rate Types window
Rate Type	display only		displays rate types corresponding to rate class in the Rate Class field
Applicable Expenditure Categories	optional		expenditure categories that are eligible for indirect cost calculations
[check box]	optional	check box	if selected, applicable expenditure category moves to Expenditure Categories field when users click **Remove**
Expenditure Categories	optional		expenditure categories that are ineligible for indirect cost calculations
[check box]	optional	check box	if selected, expenditure category moves to the Applicable Expenditure Categories field when users click **Add**
Add		button	expenditure category moves to Applicable Expenditure Categories field
Remove		button	applicable expenditure category moves to the Expenditure Categories field

Defining a Sponsor Budget Hierarchy Procedure

Users define budget hierarchies to specify how to aggregate sponsor budget components according to a sponsor's specifications. Grants Proposal provides users with a seeded budget hierarchy for 194 Transaction Set (TS). To view the 194 TS sponsor budget hierarchy, see Electronic Proposal Submission, page F-1.

To define a budget hierarchy, perform the following steps.

1. In Grants Proposal, navigate to the Sponsor Budget Hierarchy window as follows:

   Setup - Budgets - Sponsor Budget Hierarchy

2. Enter data in each field of the Sponsor Budget Hierarchy window as described in Table 6–6, page 6-27.

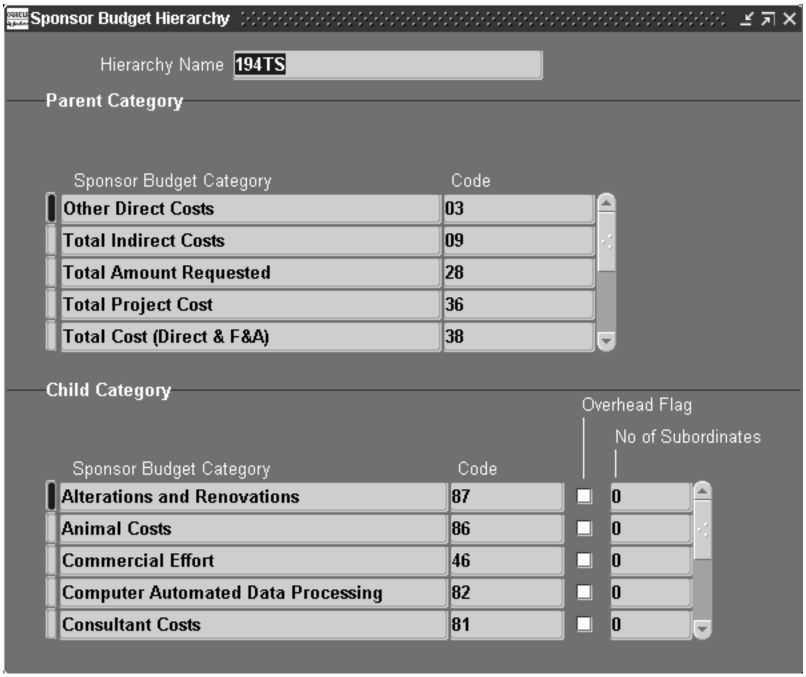
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Sponsor Budget Hierarchy Window

Figure 6–8 Sponsor Budget Hierarchy Window



Sponsor Budget Hierarchy Window Description

Table 6–6 Sponsor Budget Hierarchy Window Description

Field Name	Type	Features	Description
Hierarchy Name	required		hierarchy name; default is 194 TS
Parent Category Region			
Sponsor Budget Category	required	list of values	seeded sponsor budget categories; list of values shows budget categories that are not currently a parent category
Code	display only		sponsor-defined code; field automatically populates when users select a sponsor budget category
Child Category Region			
Sponsor Budget Category	required	list of values	seeded sponsor budget categories; list of values shows budget categories that are not currently a child category
Code	display only		sponsor-defined code; field automatically populates when users select a sponsor budget category
Overhead Flag	optional	check box	if selected, specifies sponsor budget category that contains the overhead amount for labor; users select only one Overhead Flag check box.
No of Subordinates	display only		system-calculated; number of children that each budget category has

7

Questions Setup

This chapter describes how to set up and modify organization-specific questions, proposal-specific questions, and individual-specific questions. The following sections are in this chapter:

- Definition
- Overview
- Setting Up Questions Procedure
- List of Questions Window
- List of Questions Window Description
- Modifying Questions Procedure
- Question Detail Window, Explanation Tab
- Question Detail Window, Policy Tab
- Question Detail Window, Regulation Tab
- Question Detail Window Description

Definition

Users set up questions that relate to assurance, compliance, and certification issues by sponsors. Many sponsors require that responses to these questions be included with the proposal before funding is considered. Users enter three types of questions in questions setup; organization-specific, proposal-specific, and individual-specific. All questions are answered Yes, No, or NA.

Overview

Questions must be set up before they can be used in Oracle Grants Proposal. Typically, the organization's Sponsored Research Office sets up and maintains the list of questions. Only authorized personnel can add to or modify the questions.

The Proposal Manager typically answers proposal-specific questions during proposal preparation. Organization-specific questions pertain to information at the organizational level and are answered once by the organization's Sponsored Research Office. Individual-specific questions relate to and are answered by the Proposal Manager and all key personnel listed on the proposal.

As needed, responses to applicable questions are attached to the proposal or included in the EDI flat file. Applicable questions are those that are answered Yes or No. The process of attaching applicable questions to the proposal via the flatfile is not visible to users and occurs automatically.

Setting Up Questions Procedure

To set up questions or add new questions, perform the following steps.

1. In Grants Proposal, navigate to the List of Questions window as follows:

   Setup - Questions

2. Click **New**.

   The Question Detail window appears.

3. In the Question Number field, enter the question number.
4. In the Applies To field, select the entity that the question applies to from the drop-down list.
5. In the Effective Dates fields, select the question starting and ending dates from the pop-up calendar.

   Note: The question ending date is optional.

6. In the Question field, enter the question.
7. If an explanation is required when the answer to the question is Yes during proposal preparation, select the Yes check box.
8. If an explanation is required when the answer to the question is No during proposal preparation, select the No check box.
9. If an internal review date is required when the answer to the question is Yes during proposal preparation, select the Yes check box.
10. If an internal review date is required when the answer to the question is No during proposal preparation, select the No check box.
11. If an explanation is associated with the question, select the Explanation tab, and enter the explanation in the field.
12. If a policy is associated with the question, select the Policy tab, and enter the policy in the field.
13. If a regulation is associated with the question, select the Regulation tab, and enter the regulation in the field.

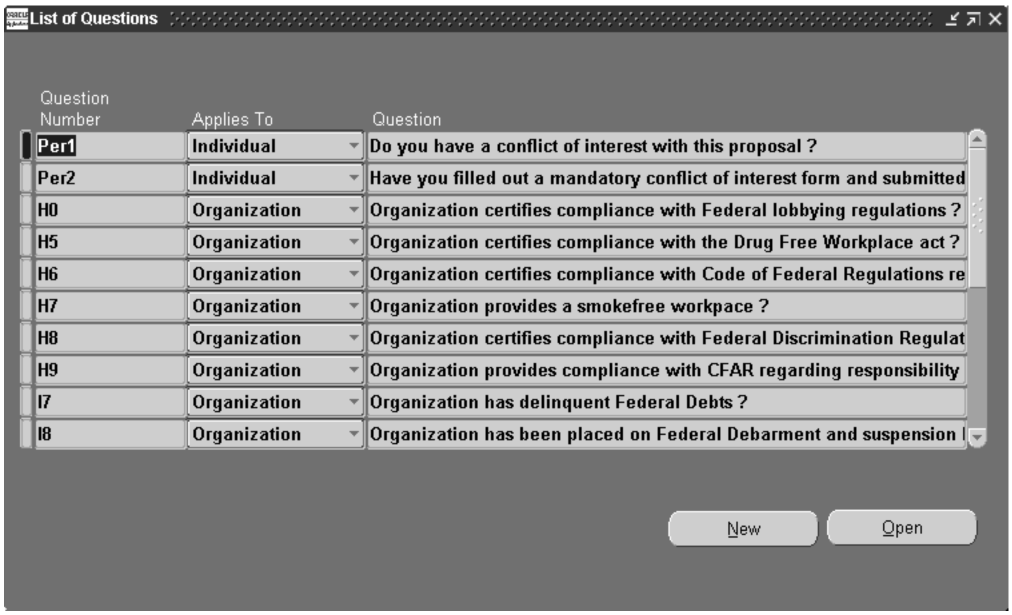
14. Save or save and continue as follows:

    File - Save or **Save and Proceed**

15. Close the window.

List of Questions Window

Figure 7–1 List of Questions Window



List of Questions Window Description

Table 7–1 List of Questions Window Description

Field Name	Type	Features	Description
Question Number	display only		user-defined unique question identifier; displays question number
Applies To	display only		system-defined; options are Organization, Proposal, or Individual. Displays to whom or what the question applies.
Question	display only		displays question that applies to organization, proposal, or individual
New		button	opens Question Detail window so users can setup questions or add new questions
Open		button	opens Question Detail window so users can modify existing questions

Modifying Questions Procedure

1. In Grants Proposal, navigate to the List of Questionswindow as follows:

   Setup - Questions

2. To view all the existing questions, go to the Query Menu and select Find All.

   The List of Questionswindow is populated with all existing questions.

3. To modify a question, select the question that users want to change and click **Open**.

   The Question Detail window appears with the data displayed for the question selected.

4. Modify data, as appropriate, as described in Table 7–2, page 7-11.

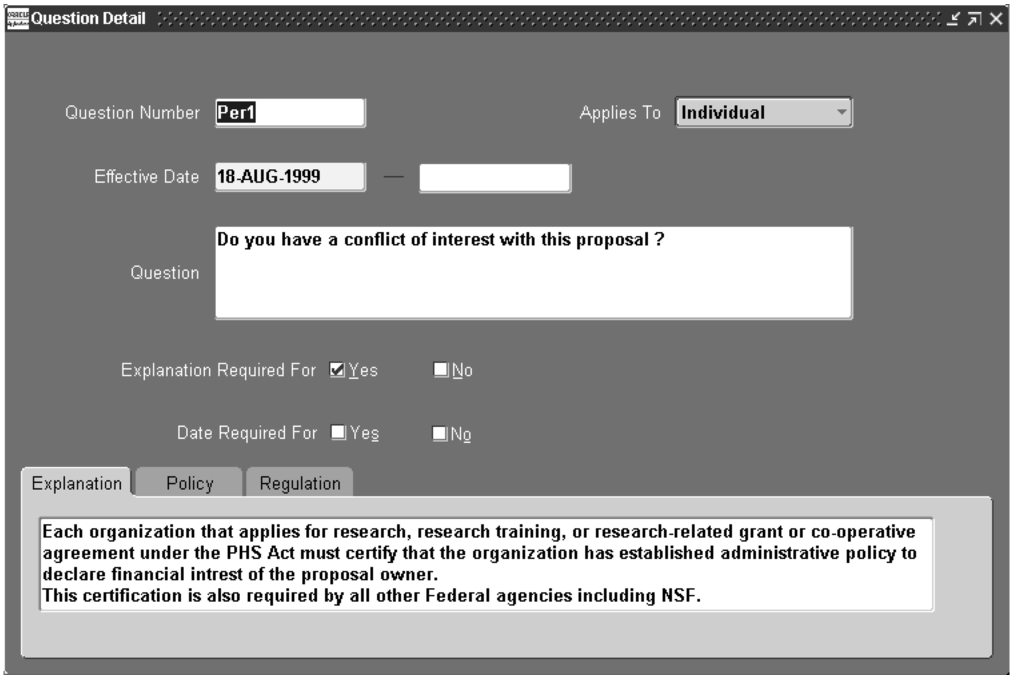
5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. Close the window.

Question Detail Window, Explanation Tab

Figure 7–2 Question Detail Window, Explanation Tab



Question Detail Window, Policy Tab

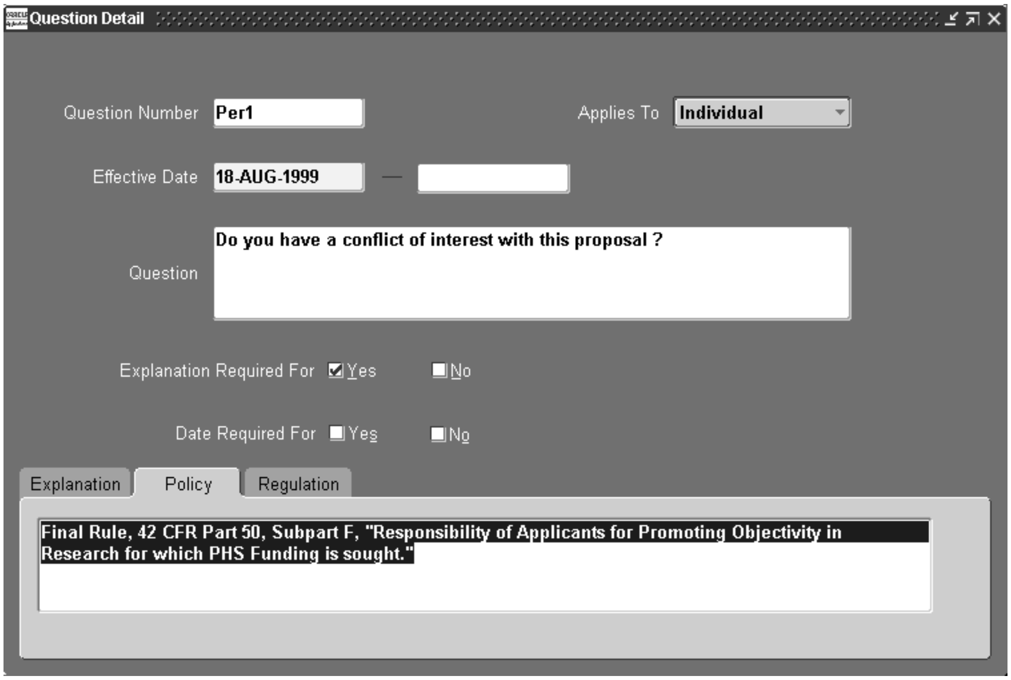
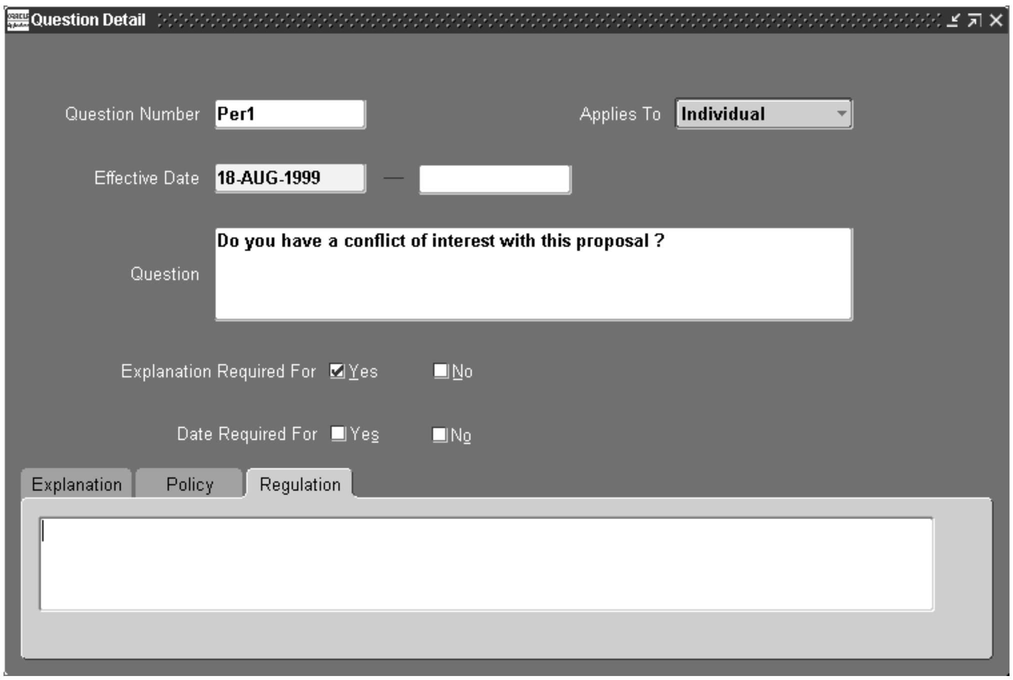


Figure 7–3 Question Detail Window, Policy Tab

Question Detail Window, Regulation Tab

Figure 7–4 Question Detail Window, Regulation Tab



Question Detail Window Description

Table 7–2 Question Detail Window Description

Field Name	Type	Features	Description
Question Number	required		unique identifier of a question; can be user-defined or government-defined. The Question Number field is not updatable.
Applies To	required	drop-down list	system-defined; options include Organization, Proposal, or Individual.
Effective Dates	required	list of values: pop-up calendar	starting date question is effective from; defaults to system date that users can change
-	optional	list of values: pop-up calendar	ending date question is effective to
Question	required		question being modified or added
Explanation Required For--Yes	optional	check box	if selected, explanation is required when response to question is Yes during proposal preparation
Explanation Required For--No	optional	check box	if selected, explanation is required when response to question is No during proposal preparation
Date Required For--Yes	optional	check box	if selected, internal review date is required when response to question is Yes during proposal preparation
Date Required For--No	optional	check box	if selected, internal review date is required when response to question is No during proposal preparation
Explanation Tab			
[blank field]			displays explanation pertaining to question
Policy Tab			
[blank field]			displays policy pertaining to question
Regulation Tab			
[blank field]			displays regulation pertaining to question

8

Maps Setup

This chapter describes how to set up maps. The following sections are in this chapter:

Definition

A map is the hierarchy and sequence of proposal approval stops, including the signatory authorities within each stop. Maps list both primary and alternate approvers. An alternate approver signs the proposal in the event the primary approver is unavailable.

Overview

Maps must be set up to ensure proper functioning of Oracle Grants Proposal.

A proposal is routed to a series of proposal stops for review and approval by organization personnel for accuracy and for compliance with sponsor policies. A proposal stop is an office or department within the organization that reviews specific proposal information.

When a proposal is routed electronically, a map is automatically selected based on the business rule. Oracle Workflow sends notification to the first approver, and to the alternate approver if any, informing them that a proposal is available for approval. The approver either approves the proposal or rejects it. If the approver approves the proposal, it is sent to the next approver on the map. The process continues until all approvers listed on the map have approved the proposal.

Setting Up Maps Procedure

To set up maps, perform the following steps.

1. In Oracle Grants Proposal, navigate to the Maps window as follows:

   Setup - Maps

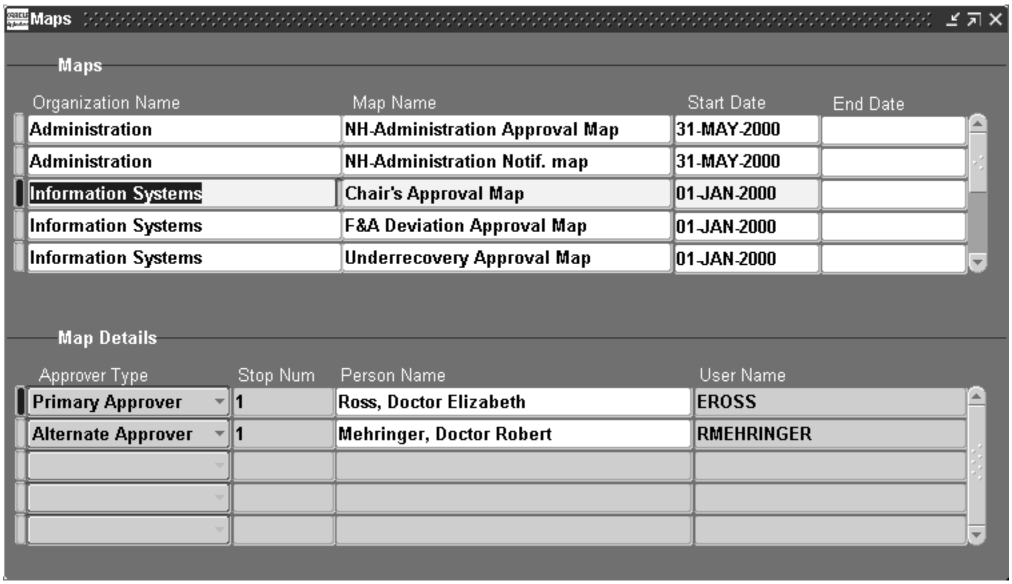
2. Enter data in each field of the window as described in Table 8–1, page 8-5.
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Maps Window

Figure 8–1 Maps Window



Maps Window Description

Table 8–1 Maps Window Description

Field Name	Type	Features	Description
Maps Region			
Organization Name	required	list of values	organization name; department or unit
Map Name	required		map name
Start Date	required	list of values: pop-up calendar	beginning map effective date
End Date	optional	list of values: pop-up calendar	ending map effective date
Map Details Region			
Approver Type	required	drop-down list	approver type; options are Primary Approver or Alternate Approver
Stop Num	display only		system-generated number that indicates sequence of approval stop on approval map; each primary approver is assigned a new stop number
Person Name	required	list of values	full name of primary or alternate approver
User Name	default		user name of primary or alternate approver

9

Business Rules Setup

This chapter describes how to set up business rules. The following sections are in this chapter:

Definition

A business rule is a prescribed mathematical method that determines how a proposal is routed during the approval process. It includes a user-defined condition. If the condition is true, the proposal is routed electronically to a hierarchical list of approvers for review through an approval map.

An approval map is the sequence of approval stops and the signatory authorities within each stop. Each approval stop can have one or more approvers.

Overview

Business rules must be set up to ensure proper functioning of Oracle Grants Proposal.

A business rule is created by building a logical condition and selecting an approval map that applies to the proposal if this condition is true. Each business rule results in the selection of only one approval map.

Oracle Grants Proposal allows users to create business rules at any organizational level. If multiple business rules are created for an organization, users can order them by assigning sequence numbers. This ordering determines the sequence in which the proposal is routed to the associated approval maps, if more than one map is activated.

Conditions and Expressions

The condition in a business rule contains one or more expressions. An expression has a left hand side value (Lvalue) and a right hand side value (Rvalue) that are separated by a mathematical operator, such as >, <, or =. The left hand side value of an expression is associated with an expression type of column, function, or question. Users build an expression by selecting a seeded value in the Lvalue field that is linked to the selected expression type. Values available in the Lvalue field are dependent upon the expression type selected.

Multiple expressions can be linked with logical operators AND or OR. For example, a condition consisting of two expressions can be constructed as follows:

(Total Cost <= 100,00 AND Cost Share Amount >= 50,000)

When the expressions are true, the condition is true, and the associated approval map is selected by Oracle Workflow for proposal routing.

Business Rules Evaluation Example

A proposal is ready for approval routing when the following conditions are satisfied:

- narrative status is either Complete or None
- budget status is either Complete or None

To submit the proposal for approval, the user selects the proposal in the Proposals window, goes to the Tools Menu, and selects Submit for Approval.

During the approval process, each business rule for the lead unit identified in the proposal is evaluated against the proposal content. Only those business rules are activated whose conditions are satisfied by the proposal content. The sequence specified for each business rule determines the order that business rules are applied to the proposal.

The system evaluates the business rules' expressions by substituting actual budget values in place of the variables in the business rules' expressions.

For example, suppose a business rule expression is the following:

If Total Cost > 1,000,000, select Map A

Suppose the proposal users submit has a Total Cost of $2,000,000. When the proposal is submitted, the system substitutes the Total Cost variable with 2,000,000 and the expression becomes the following:

If 2,000,000 > 1,000,000, select Map A

The expression is evaluated as true and Map A is selected for routing.

In addition to sequential execution of business rules, the system also executes business rules hierarchically. Business rules are evaluated for each organization or department according to the organizational hierarchy, starting with the organization preparing the proposal and ending with the top-most organization.

For example, suppose three departments--A, B, and C--exist in an organization. The lead unit is Department C, which is preparing the proposal. Department C is at the bottom-most level, Department A is at the top-most level, and Department B is between A and C.

The system evaluates the business rules for Department C by selecting the applicable business rules and corresponding maps and orders them according to the user-defined sequence. The system then evaluates the business rules for Department B in the same manner, followed by Department A.

Types of Business Rules

Users define the following types of business rules:

- validation business rule
- notification business rule
- routing business rule

A validation business rule validates or invalidates certain conditions of the proposal. It does not seek approval. An example of a validation business rule is the following: If the underrecovery amount >= $10,000, then the proposal is invalid.

A notification business rule notifies personnel of an activity, but it does not require approval. Everyone in the applicable map is notified that the proposal has been submitted for approval and routing. An example of a notification business rule is the following: If the sponsor type is a Foundation in a proposal, then notify the Dean when the proposal is submitted. Organizations can have more than one notification business rule.

A routing business rule specifies the sequence of proposal stops for review and approval. Users can assign a sequence to all routing business rules for a given organization. Each routing business rule is associated with a specific approval map. A proposal is routed for approval based upon the user-defined sequence.

An example of a routing business rule is the following: If an organization has three routing business rules, then the proposal is routed to the approval map that comes first in the sequence. When all the approvers in the first map approve the proposal, the proposal is routed to the second approval map in the sequence. When all the approvers in the second map approve the proposal, the proposal is routed to the third approval map in the sequence. The approval process does not advance further until all the approvers listed in the maps approve the proposal. If any approver in any applicable map rejects the proposal, the proposal is not routed any further.

Business rule types are applied by the system in a particular order. When a proposal is routed electronically for approval, the validation business rule is applied first, then the notification business rule, and finally the routing business rule. When a proposal is approved by all approvers it has been routed through, it is considered approved within the organization and is ready for submission to the sponsor.

References

For information on approval maps, see Maps Setup, page 8-1.

Prerequisites

- ❑ Before setting up business rules, users must set up approval maps.

  To set up approval maps, see Maps Setup, page 8-1.

Defining Business Rules Procedure

To define business rules, perform the following steps.

1. In Oracle Grants Proposal, navigate to the Create Business Rules window as follows:

   Setup - Business Rules

2. Select the Rule Name, Sequence tab.
3. In the Organization field, select an organization from the list of values for which the business rule is being created.
4. In the Rule Type field, select a business rule type from the drop-down list.
5. In the Rule Name field, enter a name for the business rule.
6. In the Sequence field, enter a value to specify the sequence of the routing business rule when more than one business rule applies to the proposal.

   Note: The Sequence field is applicable to routing business rules only.

7. Select the Map, Valid Flag tab.
8. If the business rule type is routing or notification, then in the Map field, select an approval map from the list of values.

   Note: Only the maps that have been created for the selected organization are displayed in the list of values.

9. If the business rule type is validation, then in the Valid Flag field, specify whether the validation business rule is Valid or Invalid by selecting the appropriate term from the drop-down list.

   Note: Valid or Invalid only applies to a validation business rule type.

10. Select the Effective Dates tab.
11. In the Start Date field, select the starting date from the list of values pop-up calendar that the business rule is effective. The default date is the current date. Change the date if appropriate.
12. In the End Date field, optionally select the ending date from the list of values pop-up calendar that the business rule is effective.
13. In the Expression Type field, select an expression type from the drop-down list.

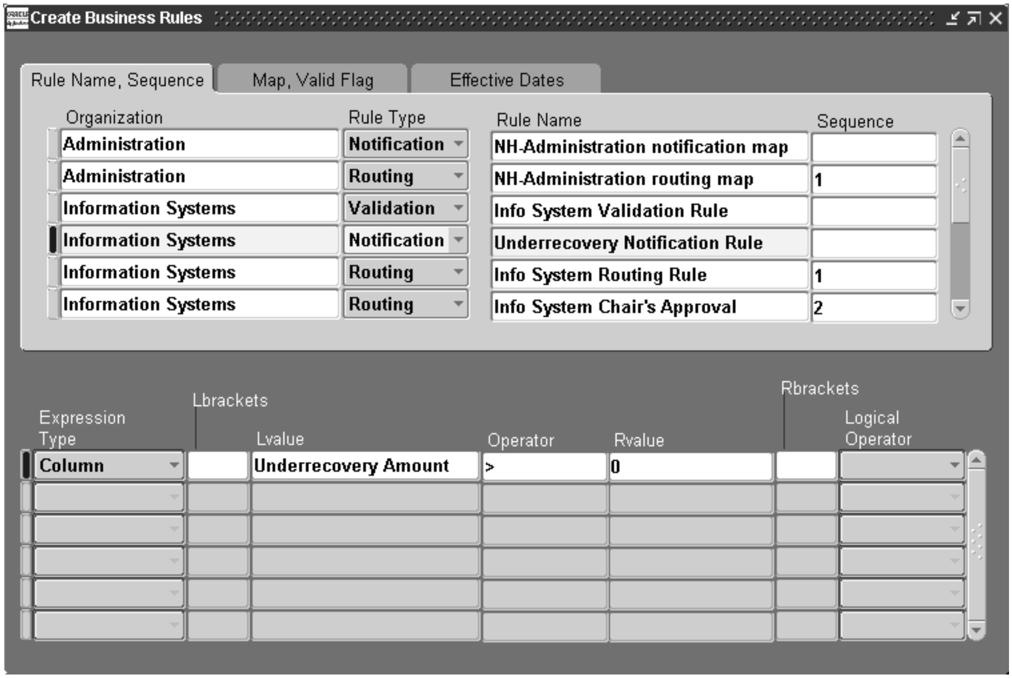
    Note: The Expression Types of Column, Function, and Question are used to build a condition. A condition is built by combining one or more expressions relating to a business rule. Each line in the Create Business Rules window, extending from the Lbrackets field through the Rbrackets field, constitutes an expression.

14. In the Lbrackets field, optionally enter one or more left parentheses to build a business rule expression.
15. In the Lvalue field, select a left value from the list of values.
16. In the Operator field, select the appropriate mathematical symbol from the list of values.
17. In the Rvalue field, enter a right value.
18. In the Rbrackets field, optionally enter one or more right parentheses to build a business rule expression.
19. In the Logical Operator field, optionally select the appropriate logical operator from the drop-down list to link expressions.
20. Repeat Steps 13 to 19 to enter all expressions in the business rule, along with the logical operators connecting them.
21. Save or save and continue as follows:

    File - Save or **Save and Proceed**
22. Close the window.

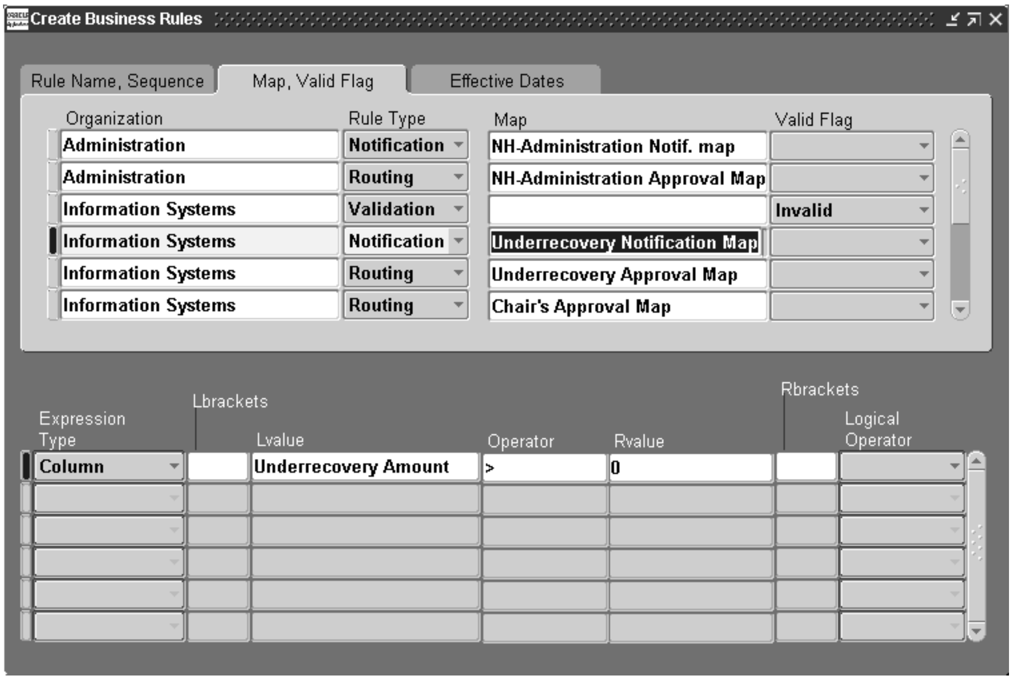
Create Business Rules Window, Rule Name, Sequence Tab

Figure 9–1 Create Business Rules Window, Rule Name, Sequence Region



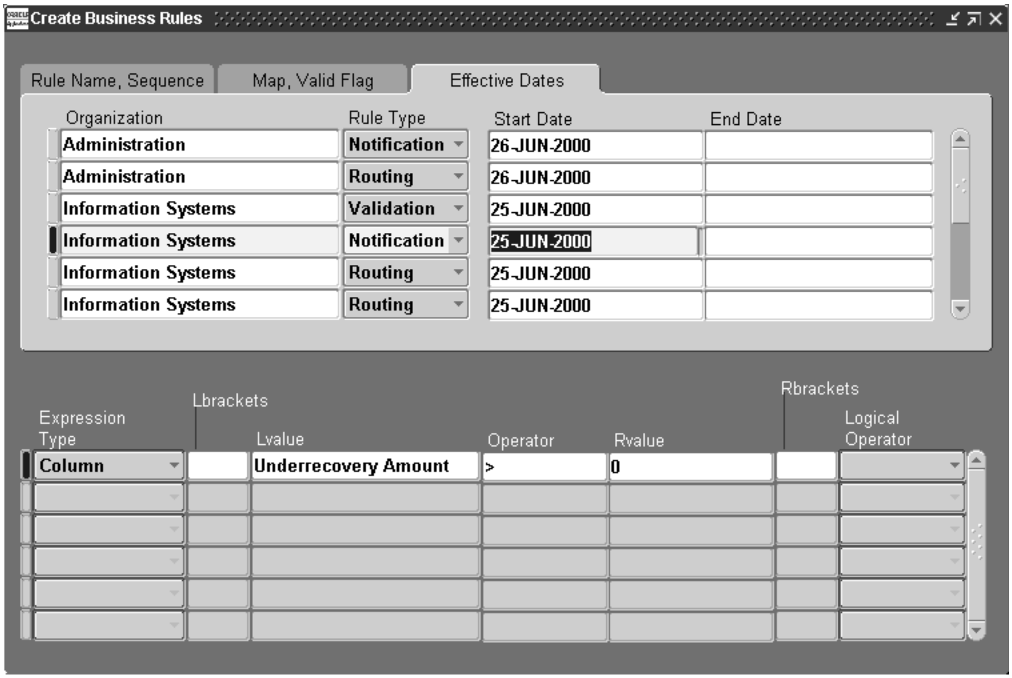
Create Business Rules Window, Map, Valid Flag Tab

Figure 9–2 Create Business Rules Window, Map, Valid Flag Tab



Create Business Rules Window, Effective Dates Tab

Figure 9–3 Create Business Rules Window, Effective Dates Tab



Create Business Rules Window Description

Table 9–1 Create Business Rules Window Description

Field Name	Type	Features	Description
Rule Name, Sequence Tab			
Organization	required	list of values	user-defined entity that users create the business rule for; organization can be any entity within organization's hierarchy
Rule Type	required	drop-down list	system-defined business rule types; options are Routing, Notification, or Validation
Rule Name	required		user-defined business rule description
Sequence	optional		user-defined business rule sequence for routing business rules when more than one business rule applies; when users select appropriate organization, rule sequence defaults in Sequence field; users can change rule sequence
Map, Valid Flag Tab			
Map	required for routing and notification rules only	list of values	user-defined approval maps
Valid Flag	required for validation rules only	drop-down list	system-defined; options are Valid or Invalid; specifies whether the proposal is valid or invalid given condition
Effective Dates Tab			
Start Date	required	list of values: pop-up calendar	start date that business rule is effective; default date is system date
End Date	optional	list of values: pop-up calendar	end date that business rule is effective
Expression Type	required to build an expression	drop-down list	system-defined variables used to build a business rule; options are Column, Function, or Question.
Lbrackets	optional		left parenthesis used to build an expression

Table 9–1 Create Business Rules Window Description

Field Name	Type	Features	Description
Lvalue	required	list of values	seeded values; available options depend upon the option selected in Expression Type field
Operator	required if building an expression	list of values	symbol for expressing mathematical equation; options are =, <>, <=, >=, <, or > which stand for Equals, Not Equal to, Equal to or Less Than, Equal to or Greater Than, Less Than, and Greater Than. If users select Function or Question as expression type, the = and <> operators are available from the list of values. If users select Column as the expression type, the =, <>, <=, and >= operators are available from the list of values.
Rvalue	required if building an expression	list of values, except when the expression type is Column	user-defined; can be an amount, a date, or text, depending on what the Lvalue is. Available options depend upon the Lvalue selected.
Rbrackets	optional		right parenthesis used to build an expression
Logical Operator	required if the expression being built is not the last one	drop-down list	system-defined; words that link expressions. Options include AND or OR

10

Organization Details Setup

This chapter describes how to set up organization details, set up organization types, and answer organization-specific questions. The following sections are in this chapter:

Definition

Organization details is organization data that is required by various agencies when users submit proposals. This data is organization-specific and typically not maintained in the Oracle Human Resource Management Systems database.

Overview

Organization details must be set up to ensure proper functioning of Oracle Grants Proposal.

Sponsors use the organization details to identify specific attributes of the submitting organization through the use of code numbers that act as identifiers.

Setting up organization details includes entering organization-specific data, specifying the organization type, and answering organization-specific questions required by sponsors.

When users are ready to submit a proposal to the sponsor, the responses to applicable organization-specific questions are attached to the proposal via an EDI flat-file. Applicable questions are those that are answered Yes or No. Sponsors receive the answers to all the organization-specific questions answered Yes or No. Questions that are answered NA, which means Not Applicable, are not attached to the EDI flat file for submission to the sponsor. The process of attaching applicable questions to the proposal via the flat file is invisible to users and occurs automatically.

Prerequisites

- ❏ Before setting up organization details, the organization must exist in the Human Resource Management Systems database.

  To set up organizations in Human Resource Management Systems, see Creating an Organization, *Using Oracle HRMS - The Fundamentals*.

Setting Up Organization Details Procedure

Different sponsors require different sets of organization-specific data. This procedure is a one-time setup. Usually user intervention is not required until the information changes.

To set up organization details, perform the following steps.

1. In Grants Proposal, navigate to the Organization Details window as follows:

   Setup - Organization Details

2. Select the Organization Details tab.
3. Enter data in each field of the Organization Details window, Organization Details tab, as described in Table 10–1, page 10-7.
4. Save or save and continue as follows:

   Action - Save or **Save and Proceed**

Setting Up Organization Types

5. To set up organization types, click **Organization Types**.

   The Organizaton Types window appears.

6. Enter data in each field of the Organizaton Types window as described in Table 10–2, page 10-10.
7. Click **OK**.

Answering Organization-Specific Questions

8. To answer organization-specific questions, click **Organization Questions**.

   The Organization Questions window appears.

   Note: The organization’s Sponsored Research Office typically sets up, maintains, and answers the organization-specific questions. This is a one-time setup.

9. Select the appropriate question number to answer.
10. Select the corresponding Yes or No radio button to answer the selected organization-specific question.

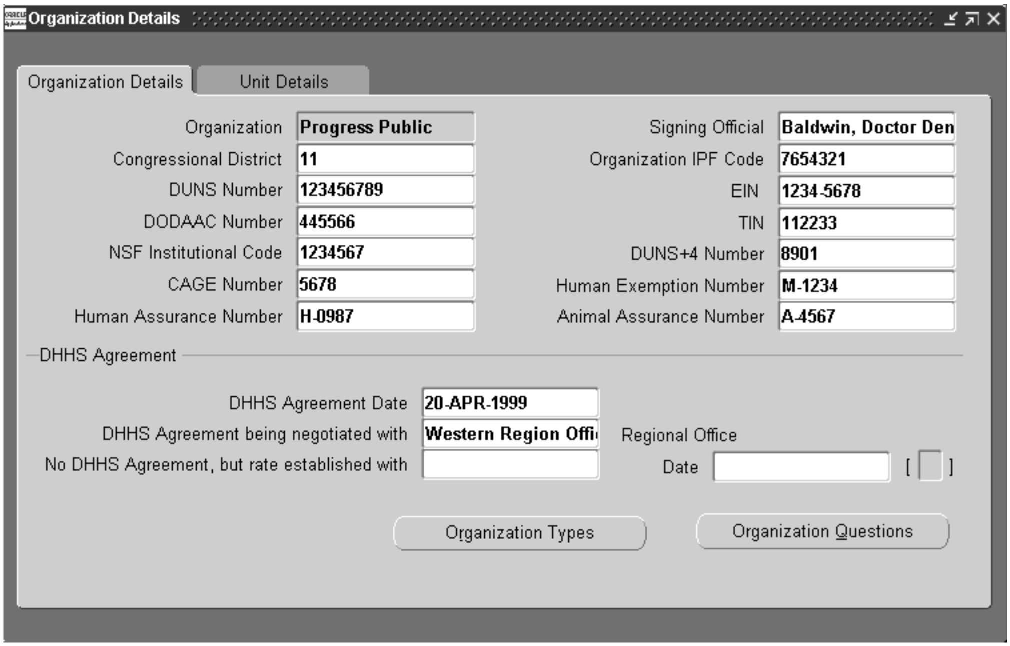
    NA is the default value for each question.

11. Click **OK**.
12. Select the Unit Details tab.
13. In the Organization field, select the organization or department that coordinates and administers the proposal development tasks
14. In the Administrative Official field, optionally select the name of the official from the list of values who is authorized to sign on behalf of the lead unit through which the proposal is prepared.
15. In the Major Subdivision field, optionally select the subdivision or parent organization of the lead unit.
16. Save or save and continue as follows:

    Action - Save or **Save and Proceed**
17. Close the window.

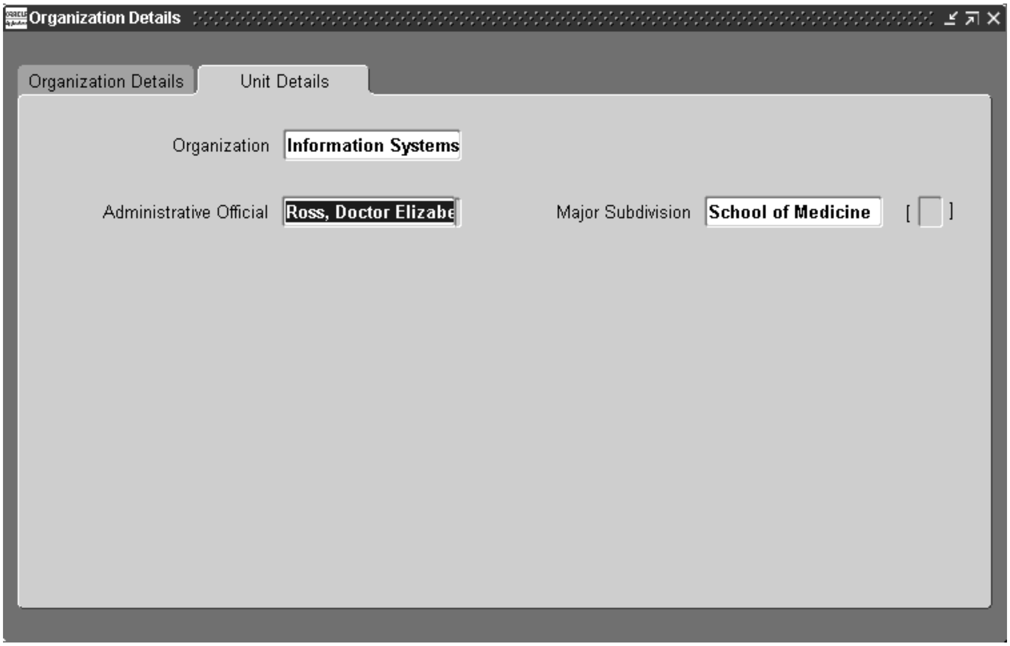
Organization Details Window, Organization Details Tab

Figure 10–1 Organization Details Window, Organization Details Tab



Organization Details Window, Unit Details Tab

Figure 10–2 Organization Details Window, Unit Details Tab



Organization Details Window Description

Table 10–1 Organization Details Window Description

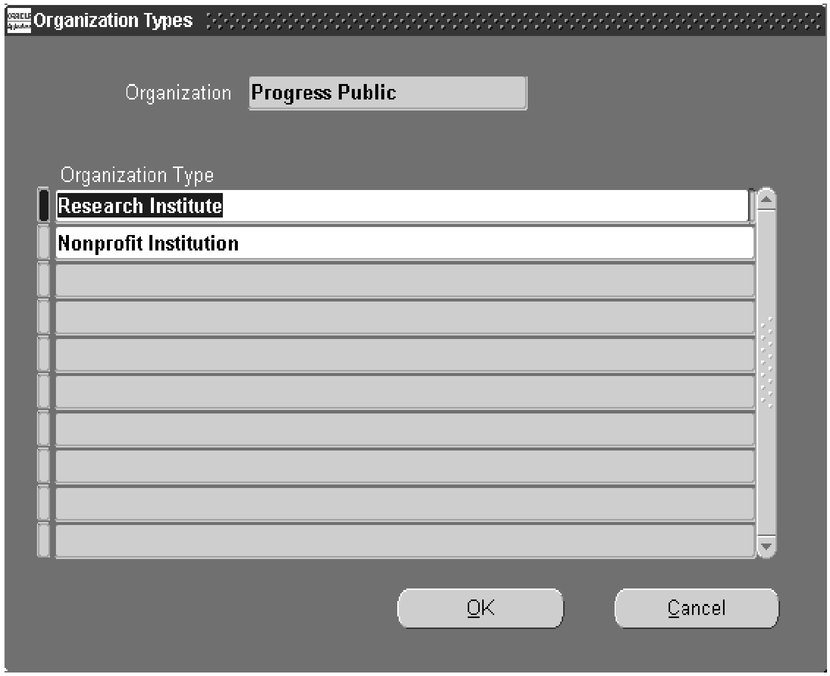
Field Name	Type	Features	Description
Organization Details Tab			
Organization	display only		organization that is submitting proposal; automatically populated
Signing Official	optional	list of values	person who approves proposal; official within organization who has the signatory authority to sign for organization on proposals
Congressional District	optional		used to indicate Congressional District in which project is performed as specified in Federal Agency grant application instructions
Organization IPF Code	optional		Institutional Profile Code
DUNS Number	optional		identification code used to identify entity
EIN	optional		Entity Identification Number
DODAAC Number	optional		Department of Defense Activity Address Code
TIN	optional		Taxpayer's Identification Number
NSF Institutional Code	optional		code that National Science Foundation assigns to each submitting organization.
DUNS+4 Number	optional		identification code used to identify entity
CAGE Number	optional		Commercial and Government Entity number
Human Exemption Number	optional		code assigned to submitting organization by appropriate federal agency after the organization's research procedures have been reviewed and found to be in compliance
Human Assurance Number	optional		code assigned to submitting organization by appropriate federal agency after organization's research procedures have been reviewed and found to be in compliance
Animal Assurance Number	optional		code assigned to submitting organization by the appropriate federal agency after organization's research procedures have been reviewed and found to be in compliance

Table 10–1 Organization Details Window Description

Field Name	Type	Features	Description
DHHS Agreement Region			
DHHS Agreement Date	optional	list of values: pop-up calendar	Division of Health and Human Services agreement date
DHHS Agreement being negotiated with Regional Office	optional		name of regional office that the Division of Health and Human Services agreement is being negotiated with
No DHHS Agreement, but rate established with Regional Office	optional		name of the regional office that indirect cost rate agreement is established with
Date	optional	list of values: pop-up calendar	date that agreement or rate is executed or established
Descriptive Flexfield	optional		field for user customization
Organization Types		button	opens Organizaton Types window where users specify organization types
Organization Questions		button	opens Organization Questions window where users answer organization-specific questions
Unit Details Tab			
Organization	required	list of values	organization or department that coordinates and administers proposal development tasks
Administrative Official	optional	list of values	official authorized to sign on behalf of organization through which proposal is submitted
Major Subdivision	optional	list of values	parent organization of lead unit. Seeded options are School of Allied Health, School of Dentistry, School of Medicine, School of Nursing, School of Optometry, School of Osteopathy, School of Pharmacy, School of Podiatric Medicine, School of Public Health, and School of Veterinary Medicine
Descriptive Flexfield	optional		field for user customization

Organizaton Types Window

Figure 10–3 Organizaton Types Window



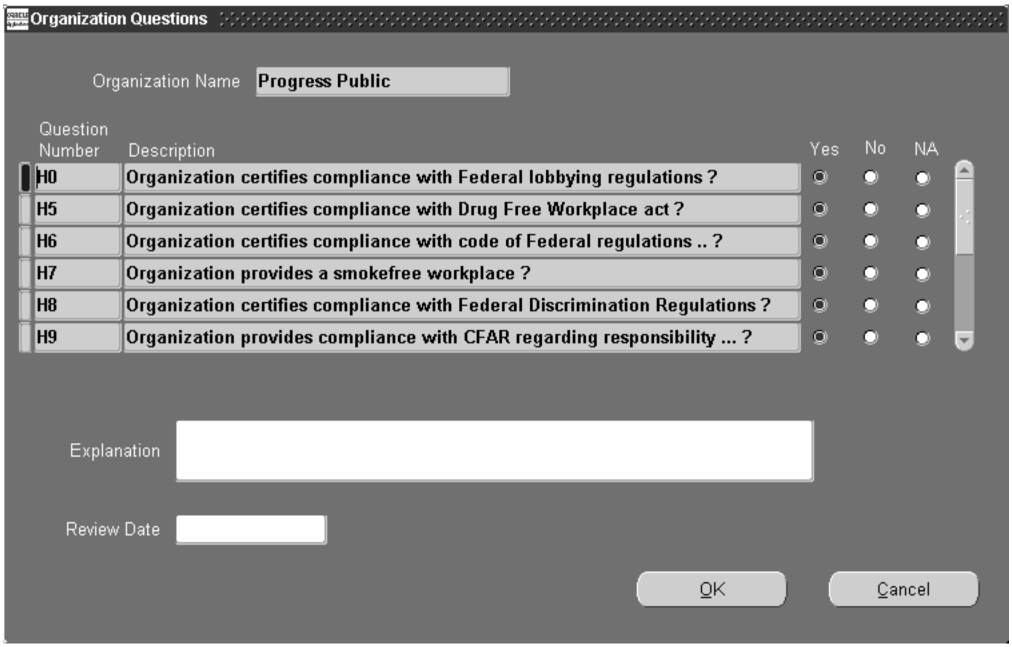
Organizaton Types Window Description

Table 10–2 Organizaton Types Window Description

Field Name	Type	Features	Description
Organization	default, display only		name of organization; defaults from Organization Details window
Organization Type	optional	list of values	system-defined organization types; options are Federal Facility, Federal Government, For-Profit, Hospital, Individual, Local Government, Minority Business, Minority Institution, Minority-Owned Business, Large; Minority-Owned Business, Small; Non-Profit, Program Participant Firm, Research Institute, Small Business, Small Business 1, Small Disadvantaged Business, State, State Government, Woman Owned Business. Users can modify existing organization types and add additional ones.
OK		button	confirms action and closes window or accepts selected data
Cancel		button	closes window without saving

Organization Questions Window

Figure 10–4 Organization Questions Window



Organization Questions Window Description

Table 10–3 Organization Questions Window Description

Field Name	Type	Features	Description
Organization Name	default, display only		organization name; defaults from Organization Details window
Question Number	display only		question number
Description	display only		specifies organization-specific question
Yes		radio button	specifies that answer to the organization-specific question is Yes. **Note:** If users select Yes radio button in response to a selected question and the Explanation Required For-Yes check box was selected during questions setup in the Question Detail window, users must enter an explanation in Explanation field.
No		radio button	specifies that answer to organization-specific question is No **Note:** If users select the No radio button in response to a selected question and the Explanation Required For-No check box was selected during questions setup in the Question Detail window, users must enter an explanation in the Explanation field.
NA		radio button	specifies that answer to the organization-specific question is Not Applicable
Explanation	optional		explanation is required if users select the Yes radio button in response to a question and the Explanation Required For-Yes check box was selected during questions setup in the Question Detail window. An explanation is required if users select the No radio button in response to a question and the Explanation Required For-No check box was selected during questions setup in the Question Detail window.

Table 10–3 Organization Questions Window Description

Field Name	Type	Features	Description
Review Date	optional	list of values: pop-up calendar	internal review date is required if users select the Yes radio button in response to a question and the Date Required For-Yes check box was selected during questions setup in the Question Detail window. An internal review date is required in this field if users select the No radio button in response to a question and the Date Required For-No check box was selected during questions setup in the Question Detail window.
OK		button	confirms action and closes window or accepts selected data
Cancel		button	closes window without saving

11

Biographical Sketch Setup

This chapter describes how to setup biographical sketch information. The following sections are in this chapter:

Definition

Biographical sketch is educational, research, and professional experience data about an individual.

Overview

Biographical sketch information must be set up to ensure proper functioning of Oracle Grants Proposal. This information is a biographical database for Grants Proposal users.

Most sponsors require that biographical information about the Proposal Manager and every key member of the proposed research project team be submitted with the proposal. Biographical sketch data includes information on education, work experience, honors received, memberships, and publications.

Users can exclude biographical data entered in this setup procedure from appearing in any proposal by deselecting the Show check box in the Biographical Sketch (Experience) window.

References

To attach biographical information to a specific proposal, see Entering a New Proposal Procedure, Proposal Entry Procedures, page 12-1.

Prerequisites

- ❏ Before setting up biographical sketch information, the user must enter employee information in Oracle Human Resource Management Systems.

  To enter employee information, see Entering a New Person, *Managing People Using Oracle HRMS*.

Setting Up Biographical Sketch Information Procedure

To set up biographical sketch information on key project personnel, perform the following steps.

1. In Grants Proposal, navigate to the Biographical Sketch (Education) window as follows:

   Setup - Biographical Sketch

2. Enter data in each field of the Biographical Sketch (Education) window as described in Table 11–1, page 11-5.
3. Click **Experience**.

   The Biographical Sketch (Experience) window appears.

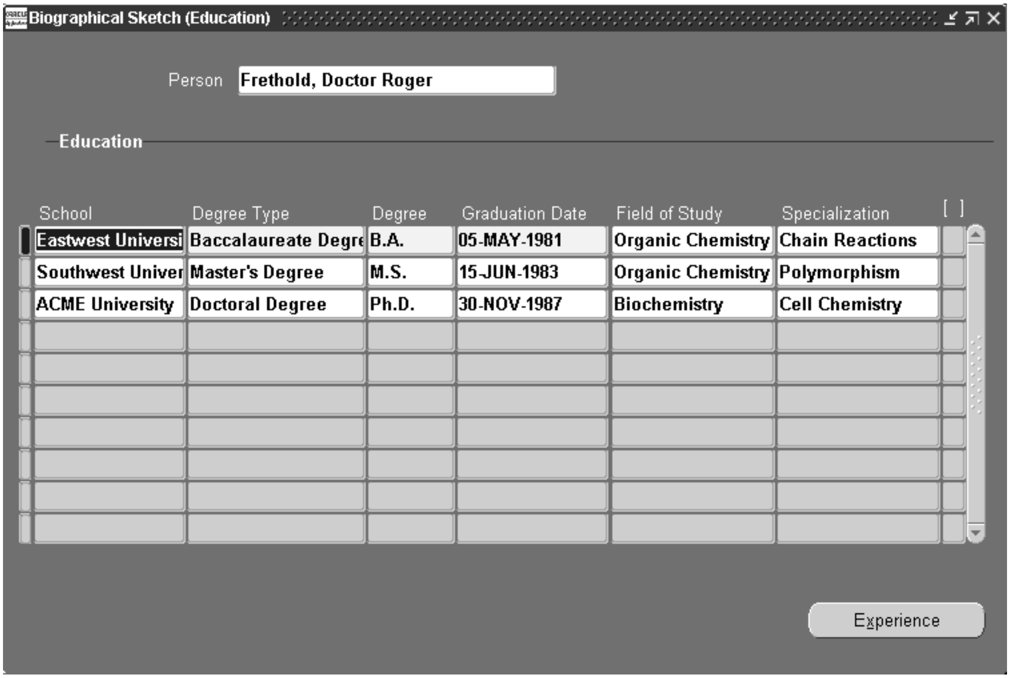
4. To enter experience information, select the Experience category.
5. Select the Description field and enter experience information.
6. If users do not want the experience information to show for the person selected in the Person field for any proposal, deselect the Show check box.
7. To enter honors information, select the Honors category.
8. Select the Description field and enter honors information.
9. Repeat Step 6 relative to honors information.
10. To enter membership information, select the Memberships category.
11. Select the Description field and enter membership information.
12. Repeat Step 6 relative to membership information.
13. To enter publication information, select the Publications category.
14. Select the Description field and enter publication information.
15. Repeat Step 6 relative to publication information.
16. Save or save and continue as follows:

    File - Save or **Save and Proceed**

17. Close the window.

Biographical Sketch (Education) Window

Figure 11–1 Biographical Sketch (Education) window



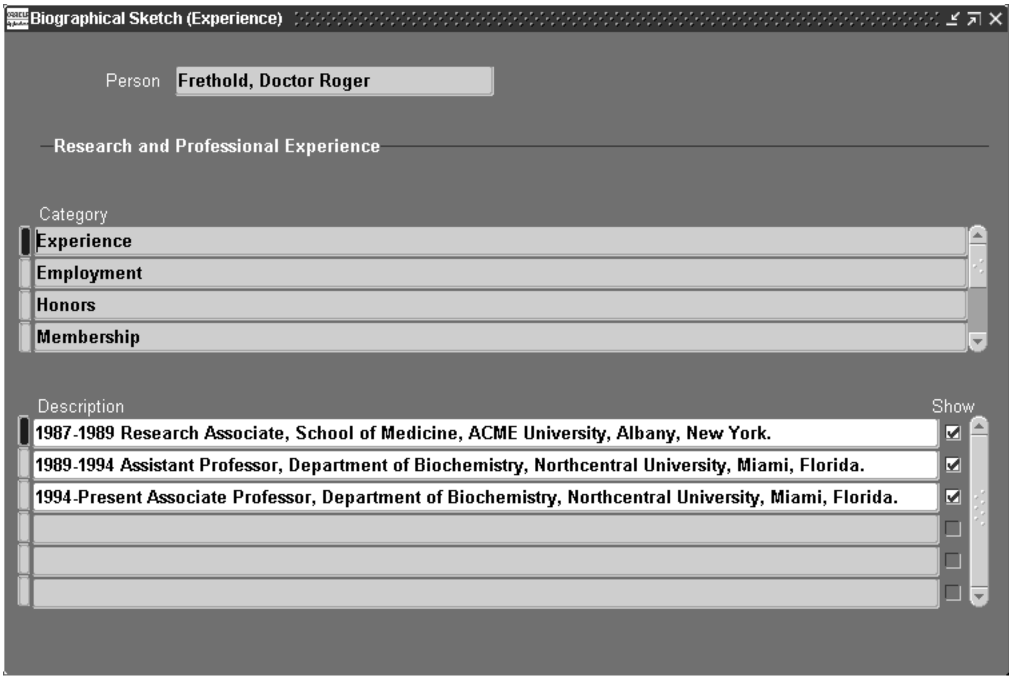
Biographical Sketch (Education) Window Description

Table 11–1 Biographical Sketch (Education) Window Description

Field Name	Type	Features	Description
Person	required	list of values	name of person for whom biographical data is prepared
Education Region			
School	optional		school name
Degree Type	required	list of values	level of degree earned; seeded options are Associate Degree, Baccalaureate (Honors) Degree, Baccalaureate Degree, Doctoral Degree, First Professional Degree, Graduate Certificate, Intermediate Graduate Degree, Master’s Degree, Post-Doctoral Degree, Post-Professional Degree, Postsecondary Certificate or Diploma (1 to 4 years), Postsecondary Certificate or Diploma (less than one year)
Degree	required		specific degree earned from school attended
Graduation Date	required	list of values: pop-up calendar	graduation date
Field of Study	optional		general field of study
Specialization	optional		area of specialization
Descriptive Flexfield	optional		field for user customization
Experience		button	opens Biographical Sketch (Experience) window where users enter biographical information relative to experience, honors, memberships, and publications

Biographical Sketch (Experience) Window

Figure 11–2 Biographical Sketch (Experience) window



Biographical Sketch (Experience) Window Description

Table 11–2 Biographical Sketch (Experience) Window Description

Field Name	Type	Features	Description
Person	default, display only		name of person for whom biographical data is prepared
Research and Professional Experience Region			
Category	display only	scroll list	seeded category of research and professional experience; categories are Experience, Honors, Memberships, and Publications. Users select appropriate category and enter information pertaining to that category in the Description field.
Description	optional		text that describes selected category
Show	optional	check box	selected by default; if selected, corresponding data is retrievable in a proposal. If deselected, corresponding data does not appear in any proposal.

Part II

Proposal Management

12

Proposal Entry Procedures

This chapter describes how to find an existing proposal, enter a new proposal, assign roles to users, copy a proposal, and use proposal tools. The following sections are in this chapter:

- Proposal Personnel Questions Window
- Proposal Personnel Questions Window Description
- Proposal Personnel Biographical Sketch (Education) Window
- Proposal Personnel Biographical Sketch (Education) Window Description
- Proposal Personnel Biographical Sketch (Experience) Window
- Proposal Personnel Biographical Sketch (Experience) Window Description
- Other Support Window
- Other Support Window Description
- Other Support Details Window
- Other Support Details Window Description
- Proposals Window, Paragraphs Tab
- Proposals Window Description, Paragraphs Tab
- Proposals Window, Special Reviews Tab
- Proposals Window Description, Special Reviews Tab
- Proposals Window, Resources Tab
- Proposals Window Description, Resources Tab
- Proposals Window, Keywords Tab
- Proposals Window Description, Keywords Tab
- Proposals Window, Sponsor Action Tab
- Proposals Window Description, Sponsor Action Tab
- Copying a Proposal Procedure
- Copy Proposal Window
- Copy Proposal Window Description
- Using Proposal Tools Procedures
- Proposal Questions Window
- Proposal Questions Window Description
- Human Subject Information Window
- Human Subject Information Window Description

- Budget/Narrative Status Window
- Budget/Narrative Status Window Description
- Assign Roles to Users Window
- Assign Roles to Users Window Description
- Show Workflow Errors Window
- Proposal Notepad Window
- Proposal Notepad Window Description
- Approval Status Window
- Approval Status Window Description
- Send Notifications Window
- Send Notifications Window Description

Definition

A proposal is a collection of documents that is submitted to a funding agency for the purpose of obtaining funding for a research project. A proposal includes a research plan, a budget, information on key project personnel, an abstract that describes the project, and other supporting documents.

Overview

Users enter proposal-related information for a new proposal in the following tabs in the Proposals window:

- Proposal tab used to enter basic proposal-related data, including a proposal number, that uniquely identifies the proposal within the organization
- Organization tab used to enter submitting and performing organization and performing sites identifying information
- Program tab used to enter information regarding the funding opportunity
- Personnel tab used to enter information on all proposed project personnel
- Paragraphs tab used to enter different types of descriptive text, such as abstracts, progress reports, and unobligated balance information
- Special Reviews tab used to enter review information submitted by the appropriate committee relating to the use of animals, human subjects, radioisotopes, or recombinant DNA in the proposed research
- Resources tab used to enter information regarding the resources used to conduct the proposed research, such as laboratory, computer facility, animal facility, and major equipment
- Keywords tab used to enter user-defined identifiers used in preparing the proposal

Features

Oracle Grants Proposal indicates the status of a proposal in the header region of the Proposals window as it progresses through various phases of the proposal preparation and approval process. Table 12–1 describes the proposal status progression and what the user does to change the proposal status.

Table 12–1 Progression of Proposal Status

Proposal Status	Window	Menu	Description
In Progress	Proposals window	Not Applicable	proposal status changes from empty to In Progress when proposal data is entered in required fields and saved for the first time in the Proposals window
Approval In-Progress	Proposals window	Tools Menu / Submit for Approval	proposal status changes from In Progress to Approval In-Progress when proposal is submitted for internal approval and routing
Approved	Proposals window	Grants Proposal assigns the status of Approved to proposal after the last approver in the last map approves it.	proposal status changes from Approval In-Progress to Approved when proposal is internally approved by the last approver in the last map
Rejected	Proposals window	Grants Proposal assigns the status of Rejected to proposal if an approver in any map does not approve it.	proposal status changes from Approval In-Progress to Rejected if proposal is rejected internally by any approver

Grants Proposal provides the following proposal development tools on one menu that enable users to do the following tasks quickly and easily:

- navigate to budget windows from proposal windows
- navigate to narrative windows from proposal windows
- enter proposal-related questions
- enter data on human subjects research studies
- view budget or narrative status
- assign proposal roles to users

- record comments regarding a proposal
- submit a proposal for internal approval
- view proposal routing status
- send notifications

References

For information on setting up organization details, see Organization Details Setup, page 10-1.

Prerequisites

- ❑ Any Grants Proposal user can create a new proposal. Typically, the Proposal Manager creates and assumes ownership of the proposal. If the Proposal Manager wants other personnel to view or modify the proposal, he assigns appropriate roles to proposal personnel. If the Proposal Manager is preparing the entire proposal without assistance from others, it is unnecessary to assign roles to anyone.

  To assign roles to users, see User Roles in this chapter.

Viewing an Existing Proposal Procedure

To view an existing proposal, perform the following steps.

1. In Oracle Grants Proposal, navigate to the Find Proposals window as follows:

   Proposal Development - Proposals

2. To view a specific proposal, enter data in selected fields of the Find Proposals window as described in Table 12–2, page 12-9, and click **Find**.

   The Proposals Summary window appears. Go to Step 4.

3. To view a list of all proposals entered in the system, click **Find**.

   Note: Users can only view those proposals to which they have been assigned the seeded right of View Proposal or Modify Proposal.

   For information on assigning proposal roles, see User Roles in this chapter. For information on setting up proposal roles, see Proposal Roles Setup, page 5-1.

   The Proposals Summary window appears.

   Note: The Proposals Summary window is a folder that the user can modify.

4. Select the proposal the user wants to view and click **Open**.

   The Proposals window appears with the selected proposal number, proposal status, and proposal title showing in the header.

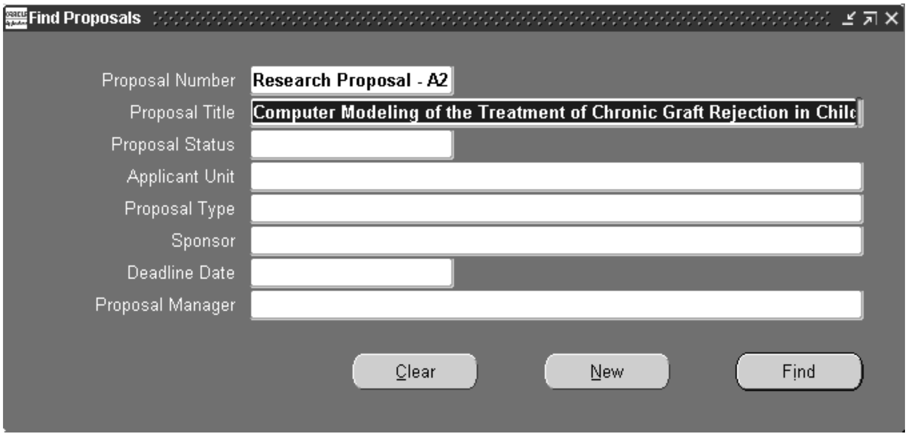
5. Save or save and continue as follows:

   Action - Save or **Save and Proceed**

6. Close the window.

Find Proposals Window

Figure 12–1 Find Proposals Window



Find Proposals Window Description

Table 12–2 Find Proposals Window Description

Field Name	Type	Features	Description
Proposal Number	optional	list of values	proposal number
Proposal Title	optional	list of values	proposal title
Proposal Status	optional	list of values	proposal status; options are Approval In-Progress, Approved, In Progress, or Rejected
Applicant Unit	optional	list of values	lead organization through which proposal is developed and administered
Proposal Type	optional	list of values	seeded proposal types; options are Competing Continuation, New, Non-Competing Continuation, Revision and Supplemental. Competing Continuation indicates that proposal is submitted for new funding cycle after it has been funded for current funding cycle, and it completes with new proposals. New indicates that proposal is submitted to sponsor for the first time. Non-Competing Continuation indicates that proposal is submitted during the same funding cycle for which the funding agency has most likely already made a commitment to provide future support. Supplemental indicates that project needs additional funding. Revision indicates that part of proposal has been revised and is being resubmitted to the sponsor.
Sponsor	optional	list of values	funding sources
Deadline Date	optional	list of values: pop-up calendar	sponsor-determined date for proposal submission
Proposal Manager	optional	list of values	name of proposal manager
Clear		button	erases data from fields
New		button	opens Proposals window so users can enter information for a new proposal
Find		button	searches for data based on the parameters entered

Proposals Summary Window

Figure 12–2 Proposals Summary Window

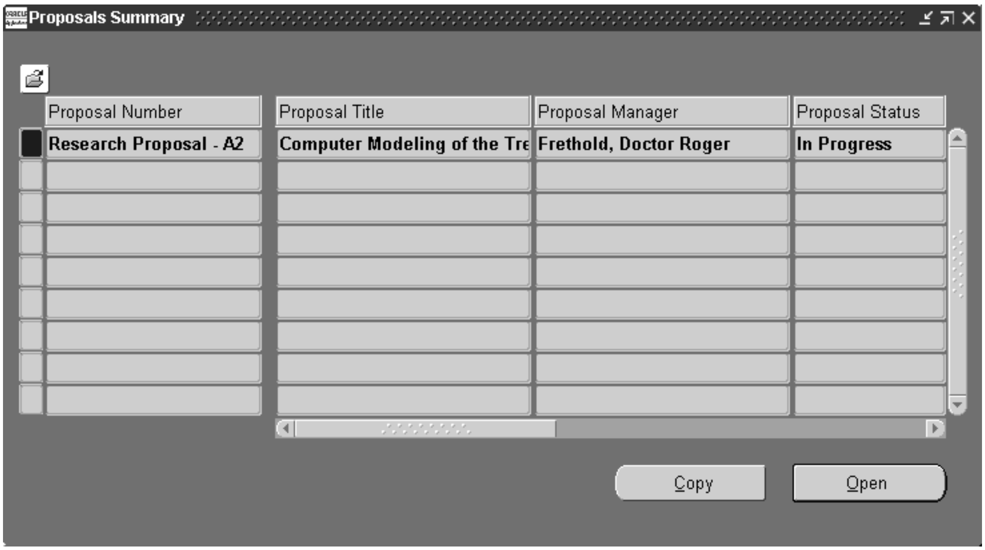


Figure 12–3 Proposals Summary Window

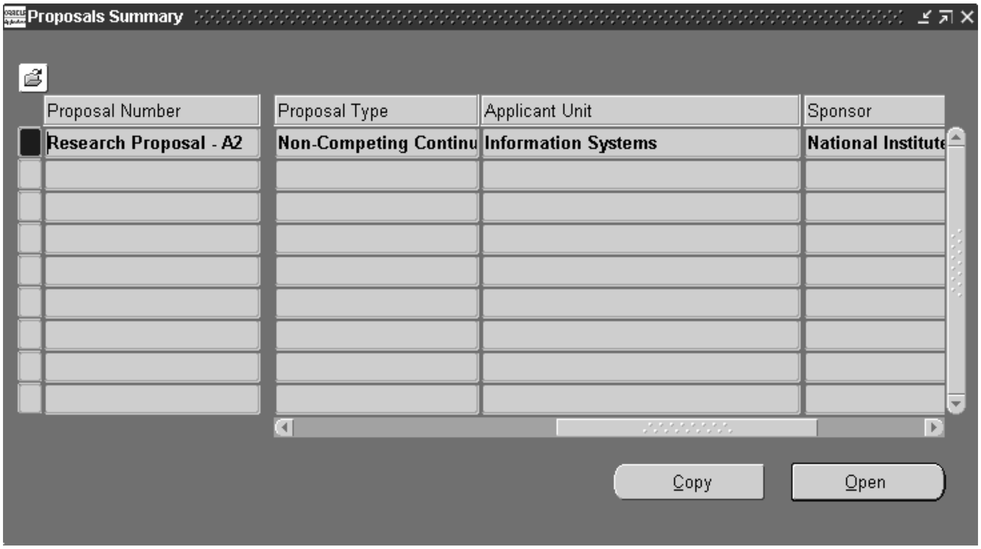
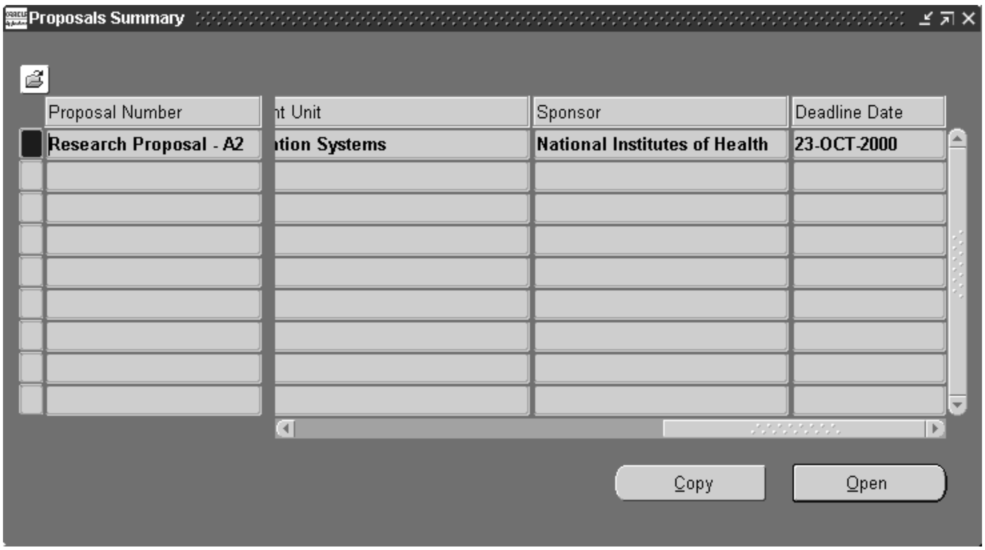


Figure 12–4 Proposals Summary Window



Proposals Summary Window Description

Table 12–3 Proposals Summary Window Description

Field Name	Type	Features	Description
Proposal Number	display only		proposal number
Proposal Title	display only		proposal title
Proposal Manager	display only		proposal manager
Proposal Status	display only		status of proposal; seeded options are In Progress, Approval In-Progress, Approved, or Rejected
Proposal Type	display only		proposal type
Applicant Unit	display only		lead organization through which proposal is developed and administered
Sponsor	display only		funding source
Deadline Date	display only		sponsor-determined date for proposal submission
Copy		button	opens Copy Proposal window
Open		button	opens to selected proposal in Proposals window

Entering a New Proposal Procedure

To enter information for a new proposal, perform the following steps.

1. In Oracle Grants Proposal, navigate to the Proposals window as follows:

   Proposal Development - Proposals

   The Find Proposals window appears.

2. Click **New**.

   The Proposals window appears.

Proposal Tab

3. To enter proposal information, select the Proposal tab and enter data in each field as described in Table 12–4, page 12-19.

4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

Organization Tab

5. To enter organization information, select the Organization tab and enter data in each field as described in Table 12–5, page 12-22.

6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

Program Tab

7. To enter program information, select the Program tab and enter data in each field as described in Table 12–6, page 12-24.

8. Save or save and continue as follows:

   File - Save or **Save and Proceed**

Personnel Tab

9. To enter personnel information, select the Personnel tab and enter data in each field as described in Table 12–7, page 12-27.

10. To enable the proposal manager and all key personnel to answer the required individual-specific questions, select the appropriate name and click **Questions**.

The Proposal Personnel Questions window appears with the selected person's name displayed in the header.

11. Select the question users want to answer and then select the appropriate radio button as described in Table 12–10, page 12-33.
12. Repeat Step 11 until all questions are answered.
13. Click **OK**.

    The user returns to the Proposals window, Personnel tab.
14. To include a specific person's biographical information in the proposal, select the appropriate name, and click **Biosketch**.

    The Biographical Sketch (Education) window appears.
15. View data in each field of the Biographical Sketch (Education) window as described in Table 12–8, page 12-29.
16. To view additional biographical research and professional experience for the name selected in Step 14, click **Experience...**

    The Biographical Sketch (Experience) window appears.
17. View data in each field of the Biographical Sketch (Experience) window as described in Table 12–9, page 12-31.
18. Click **OK**.

    The user returns to the Biographical Sketch (Education) window.
19. Close the Biographical Sketch (Education) window to return to the Proposals window, Personnel tab.
20. To enter, modify, or view sources of support that is employee specific, select an employee's name.
21. Click **Other Support**.

    The Other Support window appears.
22. To retrieve all other sources of support associated with this person and this proposal from the Grants Accounting and Grants Proposal systems, click **Get Other Support**.

    Note: If other sources of support exist for this person and this proposal, the data appears in the Other Support window.
23. To enter new sources of support, click **New**.

The Other Support Details window appears.

24. Enter data in each field of the Other Support Details window as described in Table 12–12, page 12-37.

25. Save or save and continue as follows:

    File - Save or **Save and Proceed**

26. Close the Other Support Details window to return to the Other Support window.

27. Close the Other Support window to return to the Proposals window, Personnel tab.

28. To modify sources of support that is employee specific, select an employee's name.

29. Click **Other Support**.

    The Other Support window appears.

30. To modify support details of an existing record, click **Open**.

    The Other Support Details window appears.

31. Modify data in appropriate fields of the Other Support Details window as described in Table 12–12, page 12-37.

32. Save or save and continue as follows:

    File - Save or **Save and Proceed**

33. Close the Other Support Details window to return to the Other Support window.

34. Close the Other Support window to return to the Proposals window, Personnel Tab.

Paragraphs Tab

35. To enter descriptive information, select the Paragraphs tab and enter data in each field as described in Table 12–13, page 12-40.

36. Save or save and continue as follows:

    File - Save or **Save and Proceed**

Special Reviews Tab

37. To enter review information, select the Special Reviews tab and enter data in each field as described in Table 12–14, page 12-42.

38. Save or save and continue as follows:

    File - Save or **Save and Proceed**

Resources Tab

39. To enter resource information, select the Resources tab and enter data in each field as described in Table 12–15, page 12-44.

40. Save or save and continue as follows:

    File - Save or **Save and Proceed**

Keywords Tab

41. To enter keywords, select the Keywords tab and enter data in each field as described in Table 12–16, page 12-46.

42. Save or save and continue as follows:

    File - Save or **Save and Proceed**

Sponsor Action Tab

43. To enter sponsor action for an approved proposal, select the Sponsor Action tab.

    Note: This tab is visible only when the Proposal Status shows as Approved in the header region of the Proposals window.

    Note: All users can view approved proposals, but users need permission to enter or modify data in the Sponsor Action tab.

    Note: If the Sponsor Action tab is invisible, click the **left/right arrow** button to the right of the right-most visible tab and select Sponsor Action from the drop-down list.

44. Enter data in selected fields as described in Table 12–17, page 12-48.

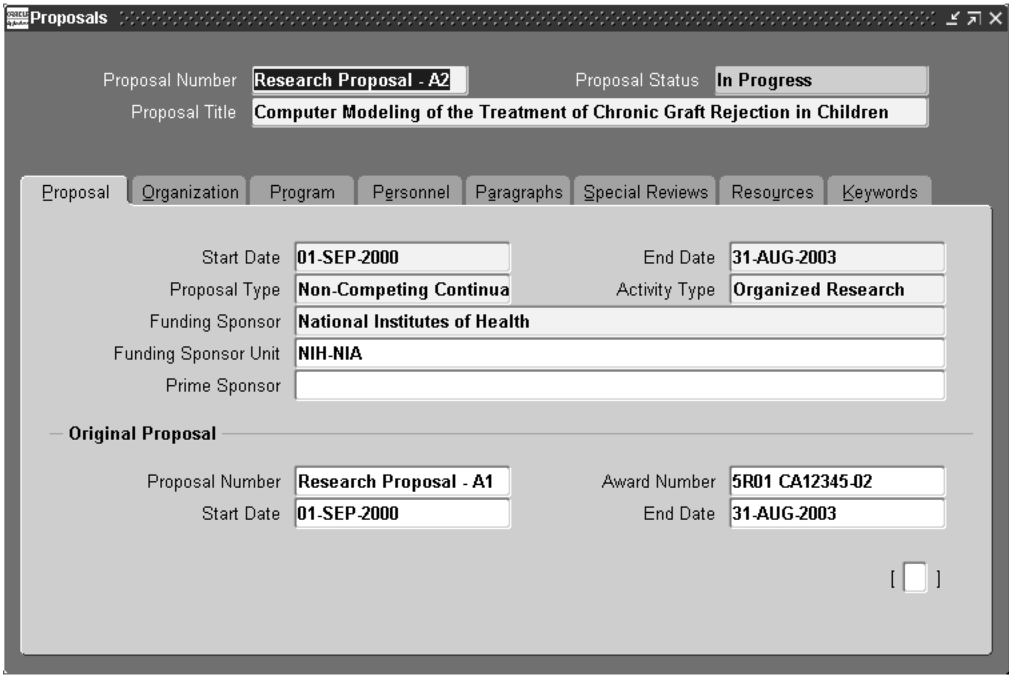
45. Save or save and continue as follows:

    File - Save or **Save and Proceed**

46. Close the window.

Proposals Window, Proposal Tab

Figure 12–5 Proposals Window, Proposal Tab



Proposals Window Description, Proposal Tab

Table 12–4 Proposals Window Description, Proposal Tab

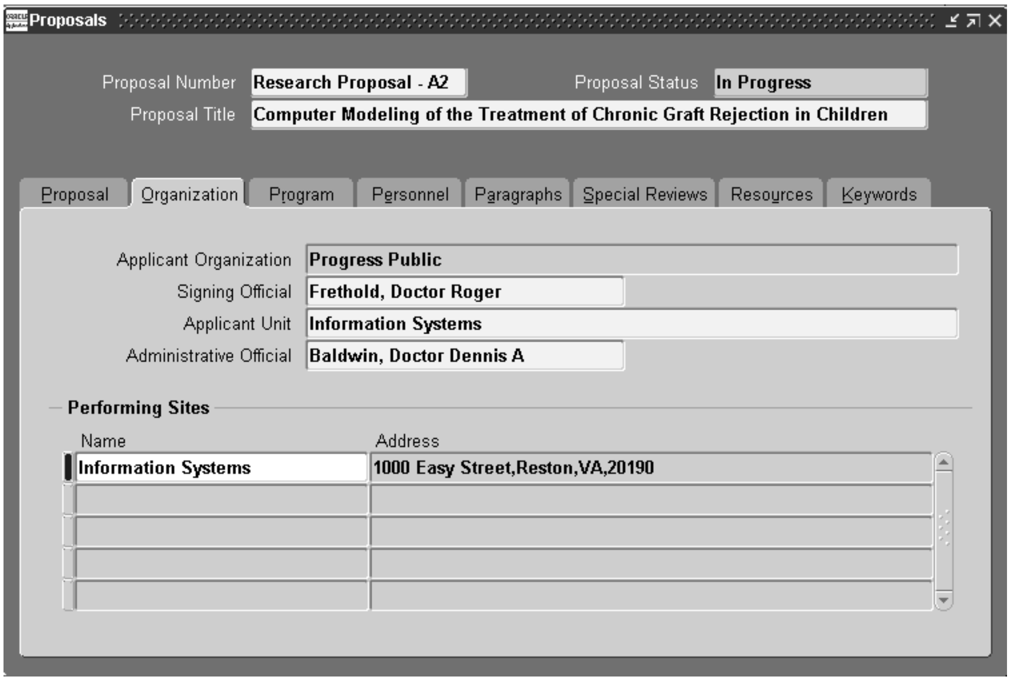
Field Name	Type	Features	Description
Header Region			
Proposal Number	required	list of values	proposal number; unique number assigned to proposal
Proposal Status	display only		current status of proposal; seeded options are In Progress, Approval In-Progress, Approved, or Rejected. Initially, Status field is empty. When users save required fields for the first time, proposal status changes from empty to In Progress.
Proposal Title	required		user-defined proposal title
Proposal Tab			
Start Date	required	list of values: pop-up calendar	start date of proposed research project
End Date	required	list of values: pop-up calendar	end date of proposed research project
Proposal Type	required	list of values	seeded proposal types; users can also add user-defined proposal types. Seeded options are New, Competing Continuation, Non-Competing Continuation, Revision, and Supplemental. New indicates that proposal is submitted to sponsor for the first time. Competing Continuation indicates that proposal is submitted for a new funding cycle after it has been funded for current funding cycle, and it competes with new proposals. Non-Competing Continuation indicates that proposal is submitted during the same funding cycle for which the funding agency has most likely already made a commitment to provide future support. Revision indicates that part of proposal has been revised and is being resubmitted to the sponsor. Supplemental indicates that project needs additional funding.

Table 12–4 Proposals Window Description, Proposal Tab

Field Name	Type	Features	Description
Activity Type	required	list of values	system-defined type of activity that the proposed research is requesting funding for. Options are Research for research grants, Instruction for instructional or training grants, Fellowships for supporting postdoctoral fellows, Public Service for a public service project, Student Service for a research proposal supporting students, Hospital, Hospital Affiliate, and Other for any other purpose.
Funding Sponsor	required	list of values	funding source to which proposal is submitted
Funding Sponsor Unit	optional		component or subsidiary of funding source to which proposal is submitted
Prime Sponsor	optional	list of values	original funding source
Original Proposal Region			
Proposal Number	optional	list of values	proposal number of previously submitted proposal; required for continuation
Award Number	optional		sponsor-assigned number used to uniquely identify funded project; blank for new proposals
Start Date	optional	list of values: pop-up calendar	starting date of original research project
End Date	optional	list of values: pop-up calendar	ending date of original research project
Descriptive Flexfield	optional		field for user customization

Proposals Window, Organization Tab

Figure 12–6 Proposals Window, Organization Tab



Proposals Window Description, Organization Tab

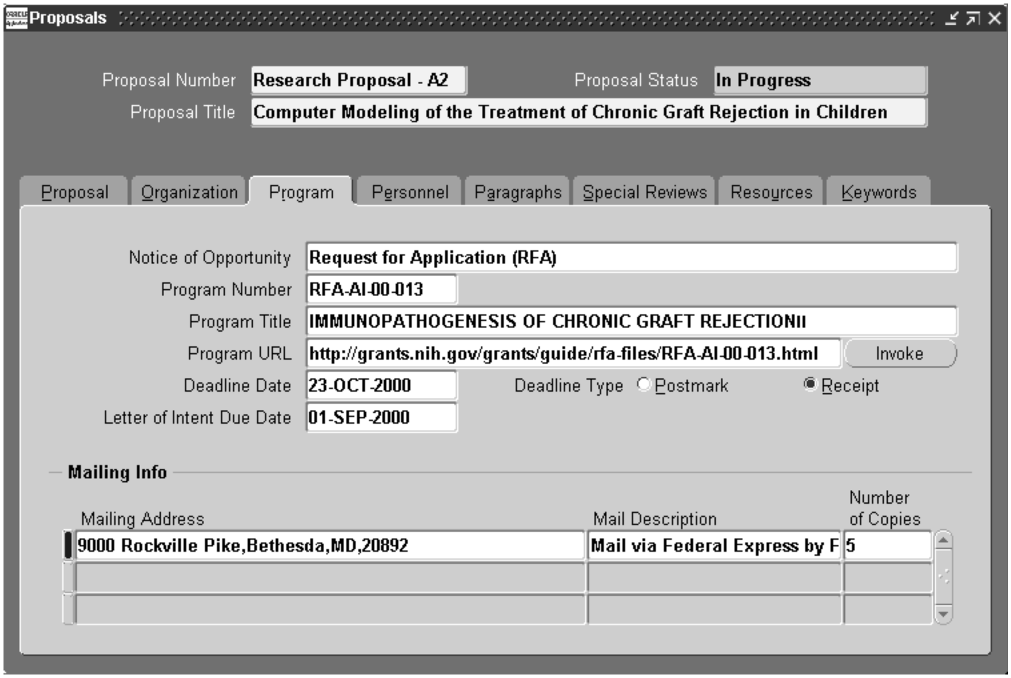
Table 12–5 describes the Proposals window, Organization tab. For information on the header region, see Table 12–4, page 12-19.

Table 12–5 Proposals Window Description, Organization Tab

Field Name	Type	Features	Description
Applicant Organization	required	list of values	organization submitting the proposal
Signing Official	required, default	list of values	official who signs proposal on behalf of Applicant Organization before proposal is submitted to sponsor. Signing Official must have a user name.
Applicant Unit	required	list of values	organization or department that coordinates and administers proposal development tasks
Administrative Official	required, default	list of values	official who signs proposal on behalf of Applicant Unit before proposal is submitted to sponsor. Administrative Official must have a user name.
Performing Sites Region			
Name	optional	list of values	name of organization where research is performed
Address	optional	list of values	address of organization where research is performed

Proposals Window, Program Tab

Figure 12–7 Proposals Window, Program Tab



Proposals Window Description, Program Tab

Table 12–6 describes the Proposals window, Program tab. For information on the header region, see Table 12–4, page 12-19.

Table 12–6 Proposals Window Description, Program Tab

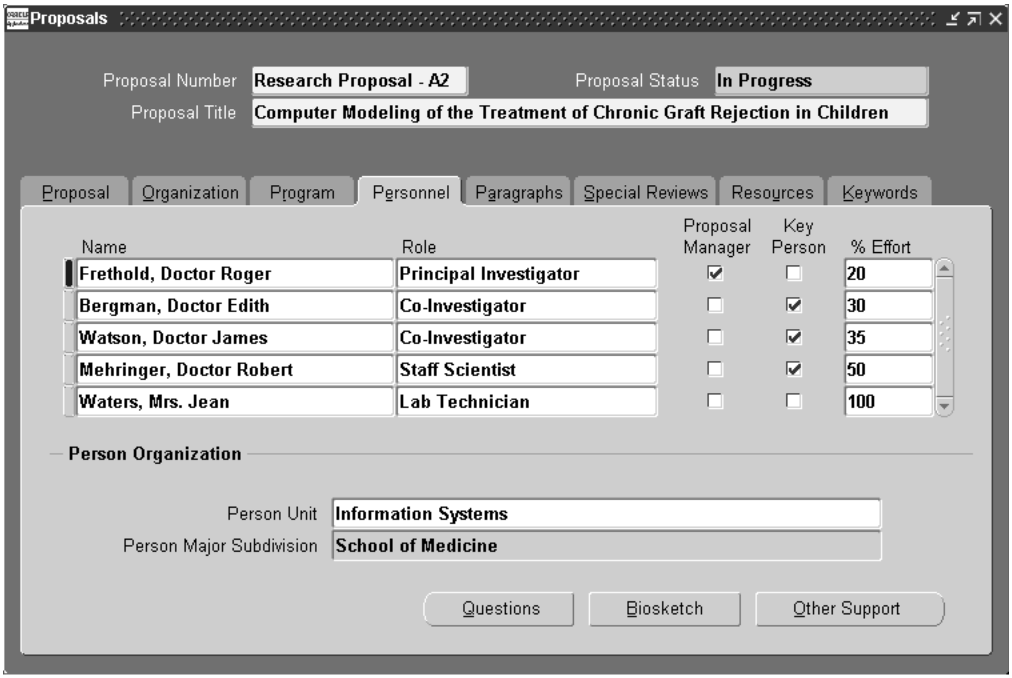
Field Name	Type	Features	Description
Notice of Opportunity	optional	list of values	indicates source of the research opportunity. Seeded options are Program Announcement, Program Officer, Publication, Request for Application (RFA), or Request for Proposal (RFP). Program Announcement indicates proposal was submitted in response to announcement from the sponsor. Program Officer indicates proposal was solicited verbally or through written communication from sponsor program officer. Publication indicates the research opportunity appeared in a publication. Request for Application indicates source of the research opportunity was a Request for Application. Request for Proposal indicates source of the research opportunity was a Request for Proposal.
Program Number	optional		program number of funding opportunity that is published by the sponsor
Program Title	optional		program title of funding opportunity that is published by the sponsor
Program URL	optional		URL specified in notice opportunity document or in the funding opportunity
Invoke		button	opens the web site specified in the Program URL field
Deadline Date	optional	list of values: pop-up calendar	sponsor-determined date for proposal submission
Deadline Type Postmark	optional	radio button	indicates that paper copies of the proposal must be postmarked by deadline date; date of receipt of proposal by the sponsor is irrelevant
Deadline Type Receipt	optional	radio button	indicates that paper copies of the proposal must be received by sponsor before deadline date; postmark date of proposal is irrelevant

Table 12–6 Proposals Window Description, Program Tab

Field Name	Type	Features	Description
Letter of Intent Due Date	optional	list of values: pop-up calendar	date that letter of intent to submit a proposal is due; not always requested by sponsors
Mailing Info Region			
Mailing Address	required	list of values	sponsor mailing address where proposal is mailed; field pulls data from Oracle Public Sector Receivables
Mail Description	optional		descriptive text about sponsor mailing address and mailing instructions
Number of Copies	required		specifies number of proposal paper copies to be mailed to sponsor at specified mailing address

Proposals Window, Personnel Tab

Figure 12–8 Proposals Window, Personnel Tab



Proposals Window Description, Personnel Tab

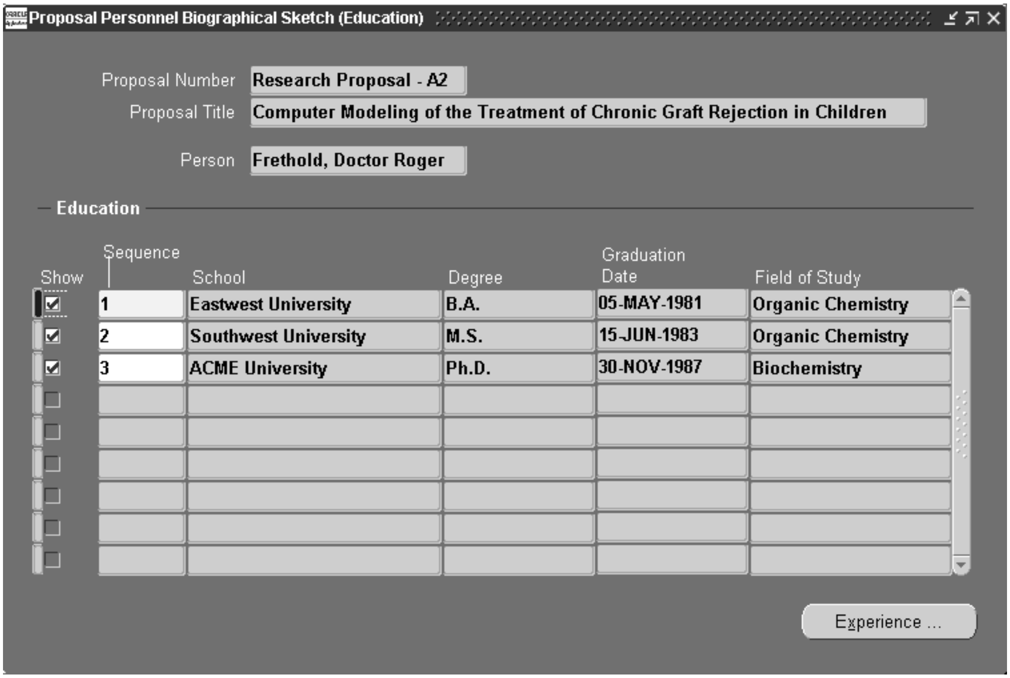
Table 12–7 describes the Proposals window, Personnel tab. For information on the header region, see Table 12–4, page 12-19.

Table 12–7 Proposals Window Description, Personnel Tab

Field Name	Type	Features	Description
Name	required	list of values	name of person involved with project
Role	required	list of values	user-defined role of person on proposed project
Proposal Manager	optional	check box	if selected, indicates person named in the row is the Proposal Manager on the project; a Proposal Manager must be specified for every proposal. Proposal Manager role is a seeded role with seeded rights. Both Proposal Manager and Proposal Owner have the same seeded rights in the event the roles are filled by different people.
Key Person	optional	check box	if selected, indicates person named in the row is a key person on the project
% Effort	optional		percentage effort that project participant intends to commit to the project
Person Organization Region			
Person Unit	optional	list of values	primary employment unit
Person Major Subdivision	display only		subdivison or major employment unit that the person unit rolls up to. For example, if the person major subdivision is Department of Neurology, the person unit is School of Medicine.
Person Organization	display only		top level organization to which person unit belongs
Questions		button	opens Proposal Personnel Questions window so selected user can answer individual-specific questions
Biosketch		button	opens Biographical Sketch (Education) window to enter education information for key personnel on the project
Other Support		button	opens Other Support window to enter proposal person-specific sources of support

Proposal Personnel Biographical Sketch (Education) Window

Figure 12–9 Proposal Personnel Biographical Sketch (Education) Window



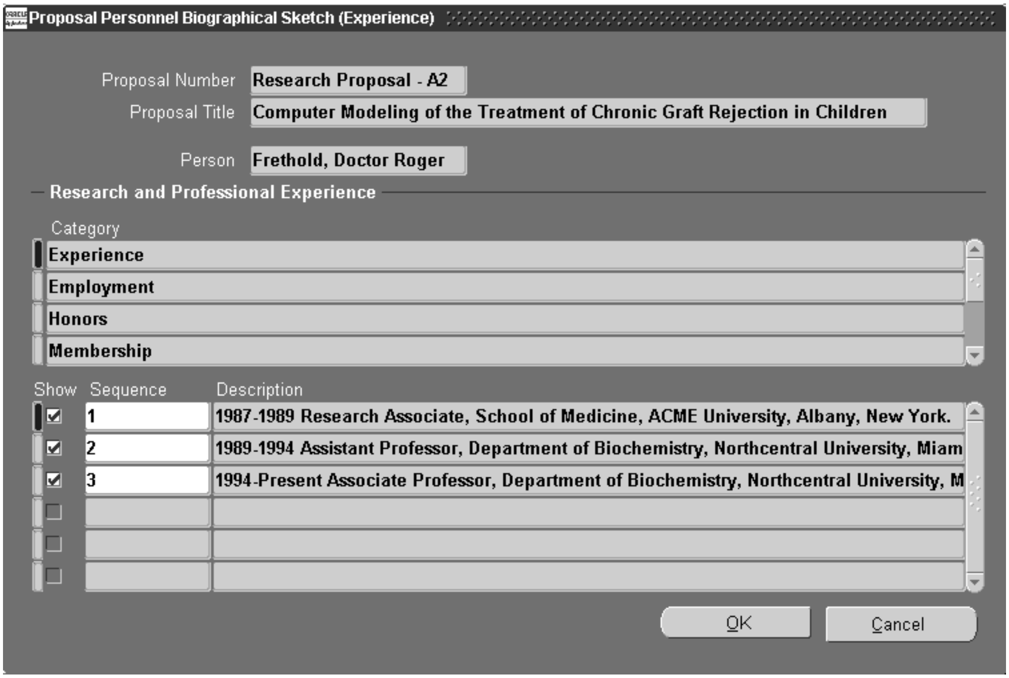
Proposal Personnel Biographical Sketch (Education) Window Description

Table 12–8 Proposal Personnel Biographical Sketch (Education) Window Description

Field Name	Type	Features	Description
Proposal Number	display only		proposal identifier
Proposal Title	display only		proposal title
Person	display only		name of primary investigator or key person
Education Region			
Show	optional	check box	selected by default. If selected, person's education information is included in the proposal and prints out on biographical sketch report.
Sequence	default		system-defined numerical sequence of educational information; users can change sequence
School	display only		school attended
Degree	display only		degree earned
Graduation Year	display only		graduation year
Field of Study	display only		general field of study
Experience...		button	opens Biographical Sketch (Experience) window so users can view research and professional experience data

Proposal Personnel Biographical Sketch (Experience) Window

Figure 12–10 Proposal Personnel Biographical Sketch (Experience) Window



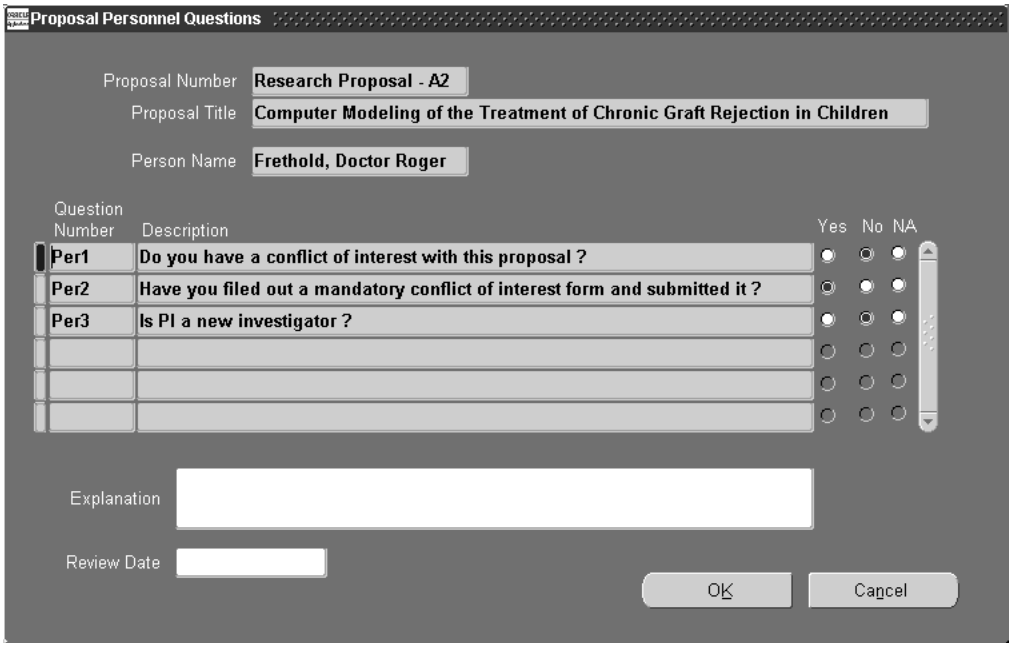
Proposal Personnel Biographical Sketch (Experience) Window Description

Table 12–9 Proposal Personnel Biographical Sketch (Experience) Window Description

Field Name	Type	Features	Description
Proposal Number	display only		proposal identifier
Proposal Title	display only		proposal title
Person	display only		name of primary investigator or key person
Research and Professional Experience Region			
Category	display only		seeded category of research and professional experience; selected category displays sequence and description associated with that category. Options are Experience, Honors, Memberships, and Publications. Users can add categories through the Application Developer responsibility.
Show	optional	check box	selected by default; if selected, sequence and description of selected category is included in the proposal and prints out on the biographical sketch report
Sequence	default		system-defined numerical sequence of educational information; users can change it
Description	display only		description of selected category
OK		button	confirms action and closes window or accepts selected data
Cancel		button	closes window without saving

Proposal Personnel Questions Window

Figure 12–11   Proposal Personnel Questions Window



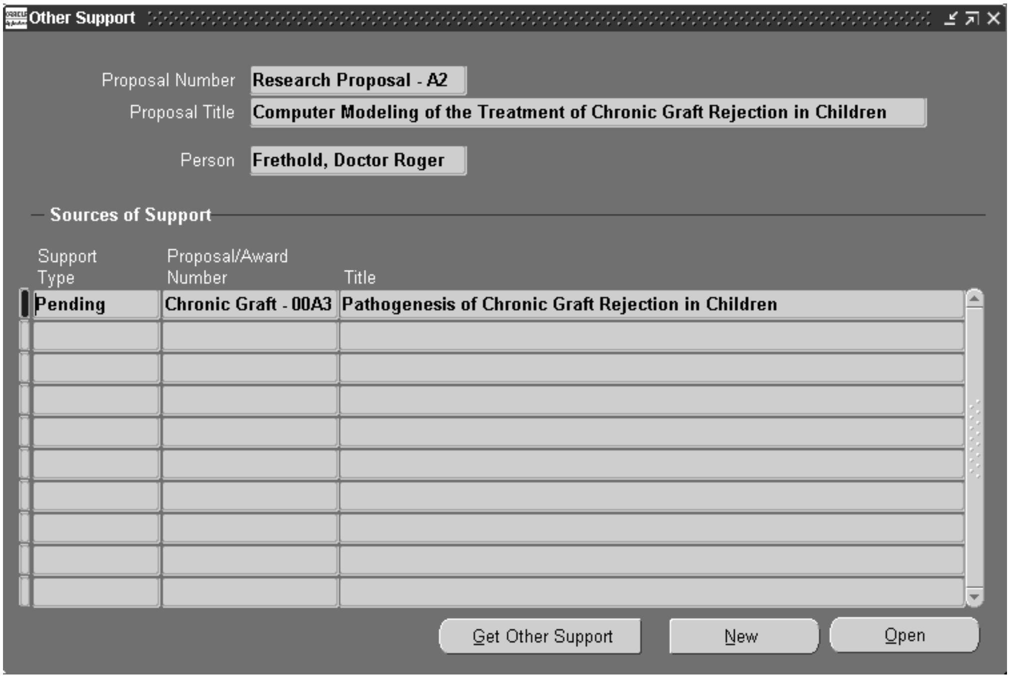
Proposal Personnel Questions Window Description

Table 12–10 Proposal Personnel Questions Window Description

Field Name	Type	Features	Description
Proposal Number	display only		proposal identifier
Proposal Title	display only		proposal title
Person Name	display only		name of primary investigator or key person
Question Number	display only		question number
Description	display only		question
Yes	optional	radio button	if selected, person indicated in the Person Name field is answering the selected question Yes
No	optional	radio button	if selected, person indicated in the Person Name field is answering the selected question No
NA	default	radio button	if selected, person indicated in the Person Name field is answering the selected question Not Applicable
Explanation	conditionally required		explanation that relates to the selected question number. Explanation is required when the response to the question is Yes and the Explanation Required For--Yes check box was selected during questions setup. Explanation is required when the response to the question is No and the Explanation Required For--No check box was selected during questions setup.
Review Date	conditionally required	list of values: pop-up calendar	internal review date required when the response to the question is Yes and the Date Required For--Yes check box was selected during questions setup. Internal review date required when the response to the question is No and the Date Required For--No check box was selected during questions setup.
OK		button	confirms action and closes window or accepts selected data
Cancel		button	closes window without saving

Other Support Window

Figure 12–12 Other Support Window



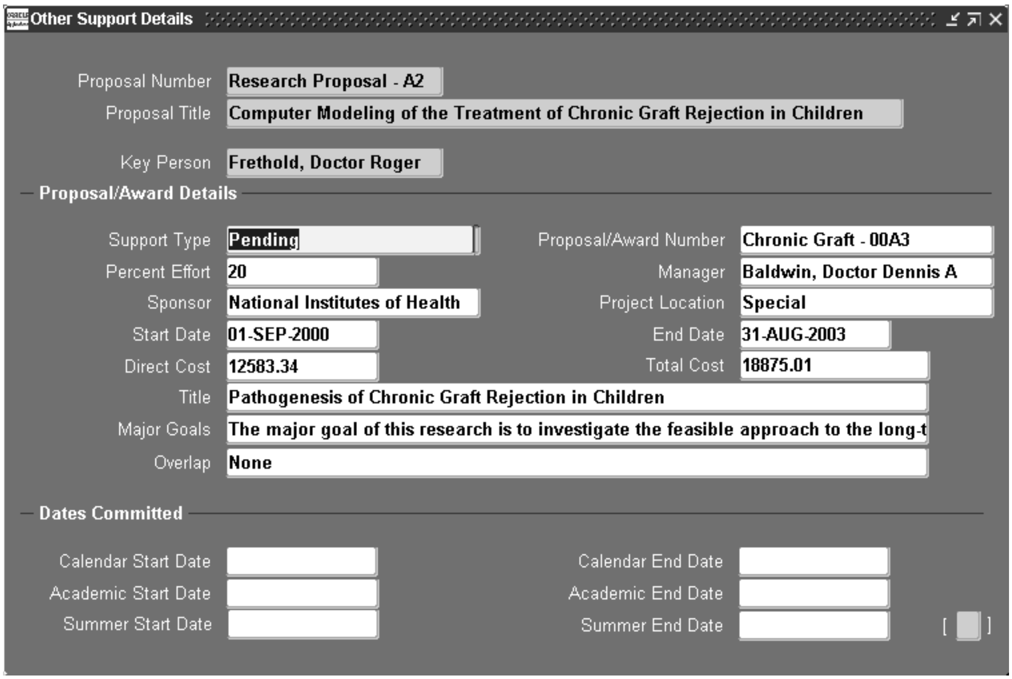
Other Support Window Description

Table 12–11 Other Support Window Description

Field Name	Type	Features	Description
Proposal Number	display only		proposal identifier
Proposal Title	display only		proposal title
Person	display only		name of primary investigator or key person
Sources of Support Region			
Support Type	display only		seeded values are Active, Completed in last 3 years, and Pending. Active means project is funded, open, and selected person is affiliated with the project. Completed in last 3 years means project was funded, closed, and selected person was affiliated with the project. Pending means project has not received funding to date, but selected person is affiliated with the project.
Proposal/Award Number	display only		pulls from Grants Accounting or Grants Proposal; projects with support types of Active and Completed in last 3 years have an award number. Projects with support type of Pending have a proposal number.
Title	display only		proposal or award title
Get Other Support		button	retrieves all other sources of support associated with this person and this proposal from the Grants Accounting and Grants Proposal systems
New		button	opens Other Support Details window to enter support information on a new record
Open		button	opens Other Support Details window to view or modify an existing record

Other Support Details Window

Figure 12–13 Other Support Details Window



Other Support Details Window Description

Table 12–12 Other Support Details Window Description

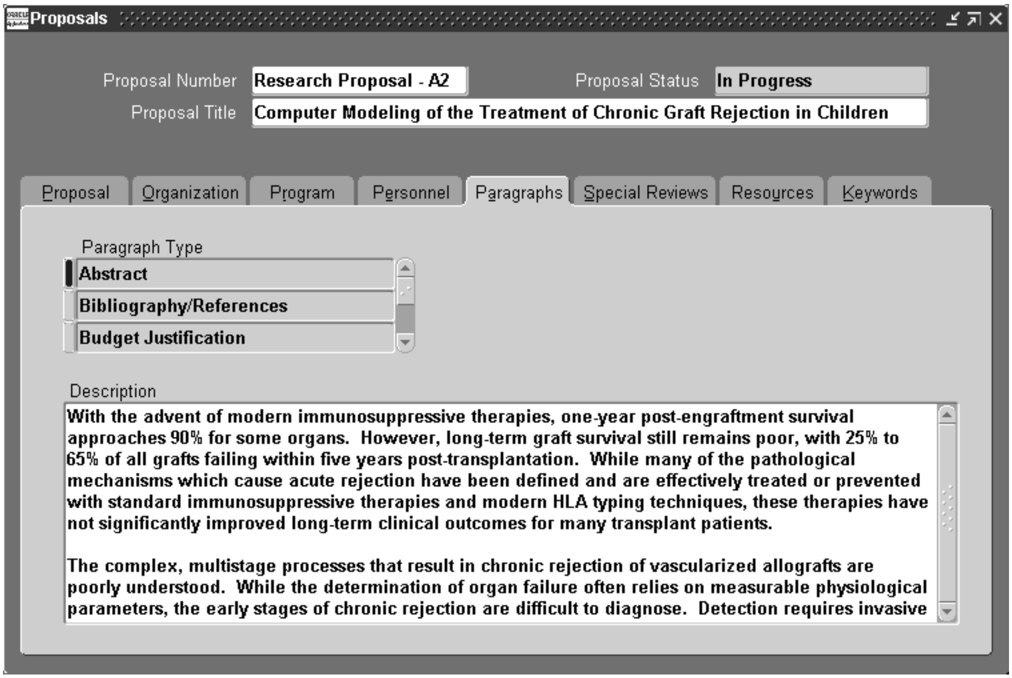
Field Name	Type	Features	Description
Proposal Number	display only		proposal identifier
Proposal Title	display only		proposal title
Key Person	display only		name of primary investigator or key person
Proposal/Award Details Region			
Support Type	required	list of values	seeded values are Active, Completed in last 3 years, and Pending. Select Active if project is funded, open, and the selected person is affiliated with the project. Select Completed in last 3 years if project was funded, closed, and the selected person was affiliated with the project. Select Pending if project has not received funding to date, but selected person is affiliated with project.
Proposal / Award Number	optional	list of values	proposal number or award number
Percent Effort	optional		percentage of time that the selected employee devotes to the project
Manager	optional	list of values	project proposal manager
Sponsor	optional	list of values	agency that funds project
Project Location	optional		project location
Start Date	optional	list of values: pop-up calendar	project start date
End Date	optional	list of values: pop-up calendar	project end date
Annual Direct Cost	optional		annual direct cost of project
Total Cost	optional		total cost of project
Title	optional		proposal or award title
Major Goals	optional		descriptive text about major goals of project

Table 12–12 Other Support Details Window Description

Field Name	Type	Features	Description
Overlap	optional		explanation regarding scientific or budgetary overlap with any other project
Dates Committed Region			
Calendar Start Date	optional	list of values: pop-up calendar	calendar start date of project
Calendar End Date	optional	list of values: pop-up calendar	calendar end date of project
Academic Start Date	optional	list of values: pop-up calendar	start date of academic period
Academic End Date	optional	list of values: pop-up calendar	end date of academic period
Summer Start Date	optional	list of values: pop-up calendar	start date of summer period
Summer End Date	optional	list of values: pop-up calendar	end date of summer period
Descriptive Flexfield	optional		field for user customization

Proposals Window, Paragraphs Tab

Figure 12–14 Proposals Window, Paragraphs Tab



Proposals Window Description, Paragraphs Tab

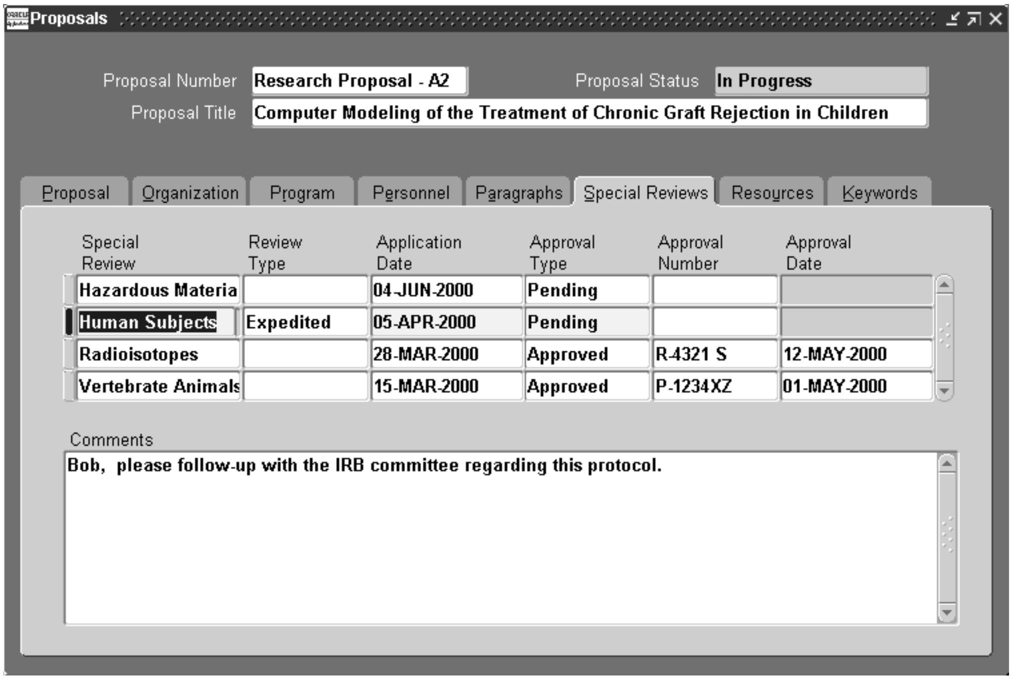
Table 12–13 describes the Proposals window, Paragraphs tab. For information on the header region, see Table 12–4, page 12-19.

Table 12–13 Proposals Window Description, Paragraphs Tab

Field Name	Type	Features	Description
Paragraph Type	default, display only	scroll list	system-defined paragraph types; values are Abstract, Project Description, Specific Aims, Bibliography / References, Budget Justification, Program Income, Cover Letter, Progress Report, Unobligated Balance, Inventions, and Significant Rebudgeting. Select Abstract to write an abstract. Select Project Description to describe research project. Select Specific Aims to describe intended project accomplishments. Select Bibliography / References to list publications of all personnel on the project. Select Budget Justification to read a justification of budget line items. Select Program Income to describe any expected income from the research project. Select Cover Letter to write cover letter that accompanies the proposal. Select Progress Report for a non-competing continuation proposal type where proposal has already been funded for current funding cycle. Select Unobligated Balance when funds are left over from previous year. Select Inventions for continuation proposals to describe any inventions invented by the organization during funded period. Select Significant Rebudgeting for continuation proposals where organization does not spend all the funded money during a period and unspent funds need to be significantly rebudgeted for a subsequent period. Users can add new paragraph types through the Application Developer responsibility.
Description	required		user-entered text that describes selected paragraph type; Budget Justification is display only and pulls from Budget Lines window

Proposals Window, Special Reviews Tab

Figure 12–15 Proposals Window, Special Reviews Tab



Proposals Window Description, Special Reviews Tab

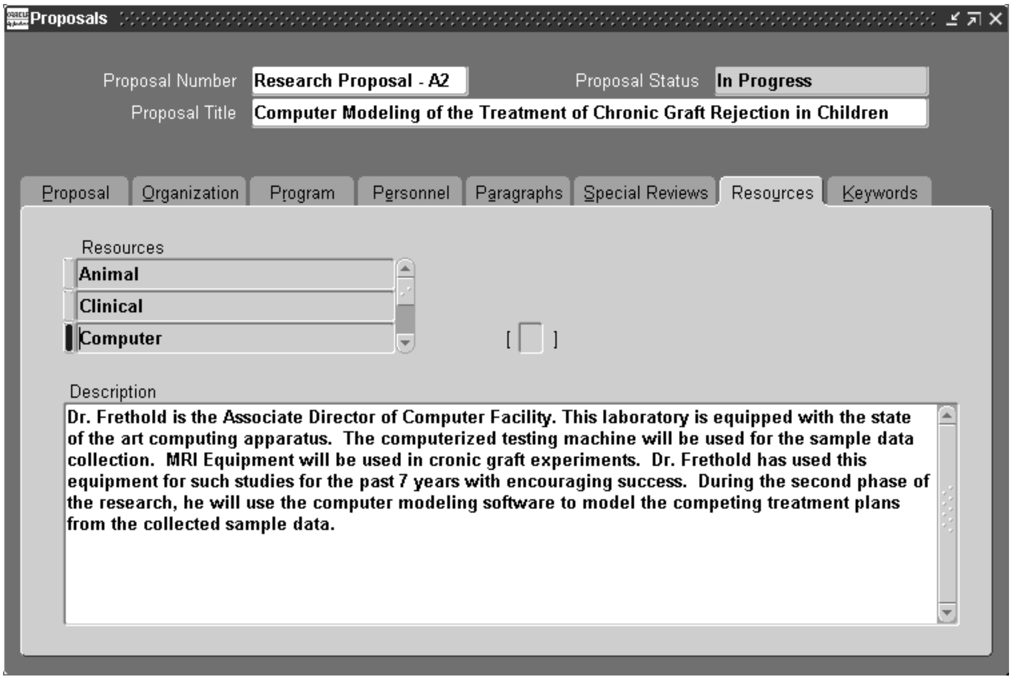
Table 12–14 describes the Proposals window, Special Reviews tab. For information on the header region, see Table 12–4, page 12-19.

Table 12–14 Proposals Window Description, Special Reviews Tab

Field Name	Type	Features	Description
Special Review	required	list of values	special review type; seeded options include Human Subjects or Vertebrate Animals. Users can add special review types through the Application Developer responsibility.
Review Type	optional	list of values	seeded options are Full or Expedited. Full indicates that the organization's Institutional Review Board (IRB) conducts a full, detailed review. Expedited indicates that the organization's Institutional Review Board (IRB) conducts an abbreviated review. Users can add options by using the Application Developer responsibility.
Application Date	required if Approval Type is Pending	list of values: pop-up calendar	date protocol form is filed with special review committee
Approval Type	required	list of values	approval status of the special review item; seeded options are Approved, Pending, or Rejected. Approved indicates that Proposal Manager submitted a research protocol form that has been reviewed and approved by special review committee. Pending indicates that Proposal Manager has submitted a protocol form that has not yet been approved by special review committee. Rejected indicates that Proposal Manager has submitted a protocol form that was reviewed but not approved by special review committee.
Approval Number	required if Approval Type is Approved		number assigned to protocol form after approval by special review committee; number does not go to the sponsor as part of proposal
Approval Date	required if Approval Type is Approved	list of values: pop-up calendar	date special review committee approves protocol form
Comments	optional		descriptive text regarding special reviews

Proposals Window, Resources Tab

Figure 12–16 Proposals Window, Resources Tab



Proposals Window Description, Resources Tab

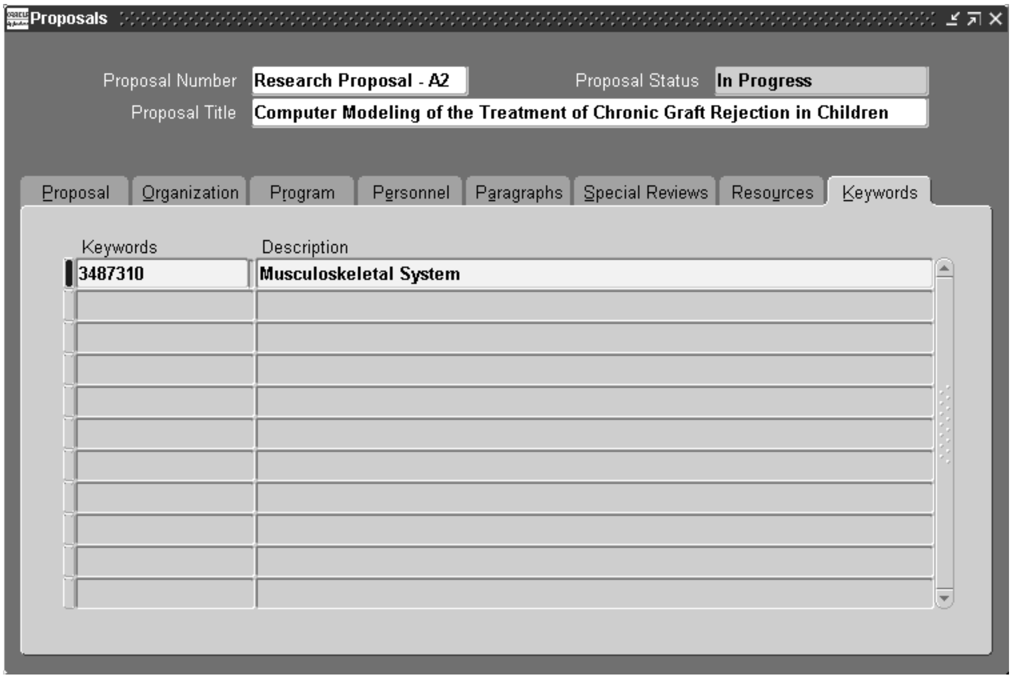
Table 12–15 describes the Proposals window, Resources tab. For information on the header region, see Table 12–4, page 12-19.

Table 12–15 Proposals Window Description, Resource Tab

Field Name	Type	Features	Description
Resources	default, display only		system-defined resource types; values are Animal, Clinical, Computer, Laboratory, Major Equipment, Office, Other Facilities, and Other Resources. Users can add resource types through Application Developer.
Descriptive Flexfield	optional		field for user customization
Description	required		text that describes selected resource type used to conduct research

Proposals Window, Keywords Tab

Figure 12–17 Proposals Window, Keywords Tab



Proposals Window Description, Keywords Tab

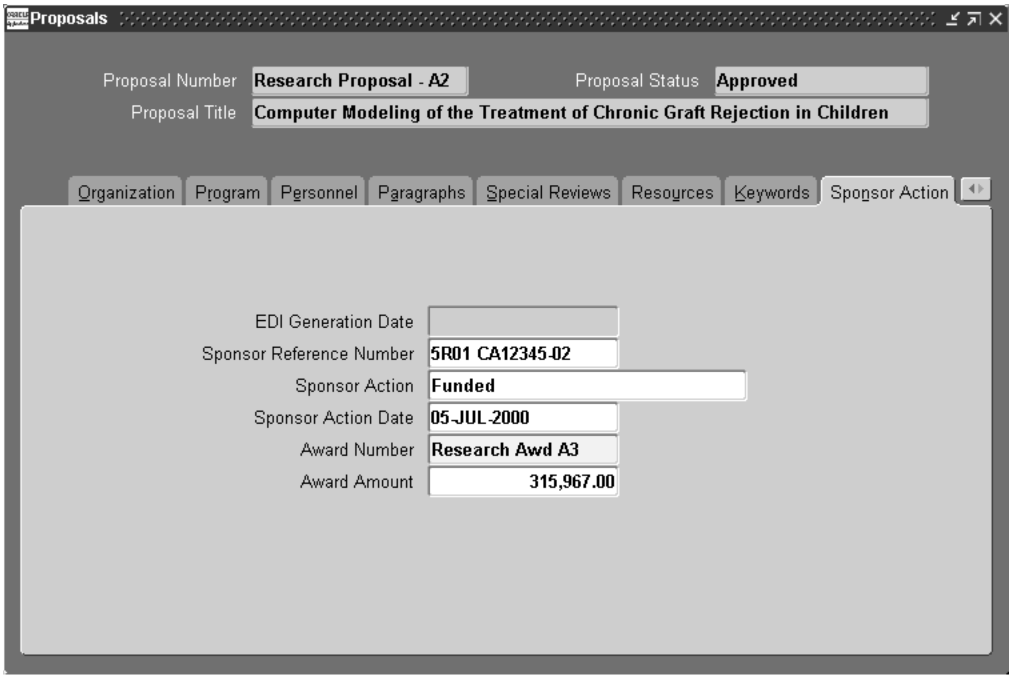
Table 12–16 describes the Proposals window, Keywords tab. For information on the header region, see Table 12–4, page 12-19.

Table 12–16 Proposals Window Description, Keywords Tab

Field Name	Type	Features	Description
Keywords	required	list of values	user-defined identifiers used in preparing proposal; entered if required by sponsor.
Description	required	list of values	text that describes keyword for proposed research

Proposals Window, Sponsor Action Tab

Figure 12–18   Proposals Window, Sponsor Action Tab



Proposals Window Description, Sponsor Action Tab

Table 12–17 Proposals Window Description, Sponsor Action Tab

Field Name	Type	Features	Description
Header Region			
Proposal Number	display only		proposal number
Proposal Status	display only		proposal status
Proposal Title	display only		proposal title
Sponsor Action Tab			
EDI Generation Date	display only		system date when EDI flat file was generated
Sponsor Reference Number	optional		sponsor-assigned number used to uniquely identify proposal
Sponsor Action	optional	list of values	sponsor action taken; seeded options are Funded, Held for funds availability, Not Submitted, Pending for Submission, Funding Anticipated, Not Funded, Revision Requested, Submitted, or Withdrawn
Sponsor Action Date	optional	list of values: pop-up calendar	date of last sponsor action
Award Number	conditionally required		sponsor-assigned number used to uniquely identify funded project; required if users select Funded in the Sponsor Action field
Award Amount	optional		amount awarded by sponsor for proposed project

Copying a Proposal Procedure

To copy a proposal, perform the following steps.

1. In Oracle Grants Proposal, navigate to the Copy Proposal window as follows:

   Proposal Development - Proposals

   The Find Proposals window appears.

2. To find a specific proposal, enter data in selected fields of the Find Proposals window as described in Table 12–2, page 12-9, and click **Find**.

   The Proposals Summary window appears. Go to Step 4.

3. To view a list of all proposals entered in the system, click **Find**.

   Note: Users can only view those proposals to which they have been assigned the seeded right of View Proposal or Modify Proposal, although other proposals may exist in the system.

   For information on assigning proposal roles, see User Roles in this chapter. For information on setting up proposal roles, see Proposal Roles Setup, page 5-1.

   The Proposals Summary window appears.

4. Select the proposal the user wants to copy and click **Copy**.

   The Copy Proposal window appears with the original proposal number displayed.

   Note: Proposal security is enforced during the copying procedure. Before users can copy budget or narrative versions, they must have access to the appropriate proposals.

   Note: Users can select any combination of radio buttons in the Budgets and Narratives regions.

5. In the New Proposal Number field, enter a proposal number for the copied proposal.

   Note: If the user selected Automatic as the proposal numbering method, the system automatically generates a new proposal number.

6. If users do not want to copy any budget versions, select the None radio button in the Budgets region.

7. If users want to copy the final budget version only, select the Final version only radio button in the Budgets region.

Note: This option is relevant only if a budget exists. If a budget does not exist, this option cannot be selected.

8. If users want to copy all budget versions, select the All versions radio button in the Budgets region.

   Note: This option is relevant only if a budget exists.

9. If users do not want to copy any narrative versions, select the None radio button in the Narratives region.

10. If users want to copy all narrative versions, including attachments, select the All radio button in the Narratives region.

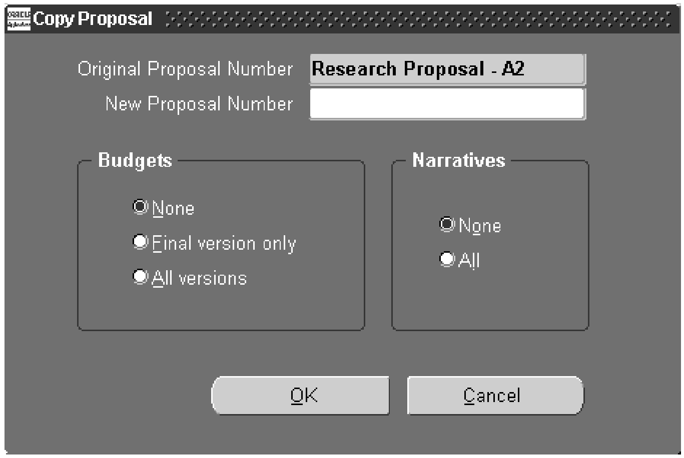
    Note: This option is relevant only if a narrative exists.

11. Click **OK**.

    The copied proposal appears in the Find Proposals window.

Copy Proposal Window

Figure 12–19 Copy Proposal Window



Copy Proposal Window Description

Table 12–18 Copy Proposal Window Description

Field Name	Type	Features	Description
Original Proposal Number	display only		original proposal number assigned to the proposal by users
New Proposal Number	display only if users have selected automatic numeric in proposal numbering setup; otherwise required		unique proposal number assigned to copied proposal version by users; this number must not currently exist in Grants Proposal
Budgets Region			
None	optional	radio button	if selected, no budget versions copied; Grants Proposal copies only information entered in tabs in Proposals window
Final version only	optional	radio button	if selected, only final budget version for proposal is copied
All versions	optional	radio button	if selected, all budget versions for this proposal are copied
Narratives Region			
None	optional	radio button	if selected, Grants Proposal does not copy any narrative versions
All	optional	radio button	if selected, Grants Proposal copies all narrative versions, including attachments
OK		button	confirms action and closes window or accepts selected data; returns users to the Proposals Summary window where the newly copied proposal is displayed
Cancel		button	closes window without saving

Using Proposal Tools Procedures

The following proposal tools are available to users when developing proposals:

- budgets
- narratives
- proposal questions
- human subjects information
- budget/narrative status
- user roles
- proposal notepad
- submit for approval
- approval status
- send notifications

Budgets

To navigate to the Budget Versions window from the Proposals window, perform the following steps.

1. Go to the Tools Menu and select Budgets.

   The Budget Versions window appears.

2. To enter a new budget, open an existing budget, view budget totals, modify a budget, or copy a budget, see Budget Entry Procedures, page 13-1.

Narratives

To navigate to the Narrative Summary window from the Proposals window, perform the following steps.

1. Go to the Tools Menu and select Narratives.

   The Narrative Summary window appears.

2. To create or modify narrative modules, see Narrative Module Procedures, page 14-1.

Proposal Questions

To enter answers to proposal-related questions, perform the following steps.

1. From the Proposals window, go to the Tools Menu and select Proposal Questions.

   The Proposal Questions window appears.

2. Enter data in selected fields of the Proposal Questions window as described in Table 12–19, page 12-59.
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Human Subjects Information

To enter data on human subjects research study, perform the following steps.

1. From the Proposals window, go to the Tools Menu and select Human Subjects Information.

   The Human Subject Information window appears.

2. Enter data in selected fields of the Human Subject Information window as described in Table 12–20, page 12-61.
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Budget/Narrative Status

To view budget or narrative status, perform the following steps.

1. From the Proposals window, go to the Tools Menu and select Budget/Narrative Status.

   The Budget/Narrative Status window appears.

2. View the budget or narrative status as described in Table 12–21, page 12-63.
3. Click **OK**.

User Roles

To assign proposal roles to users, perform the following steps.

1. From the Proposals window, go to the Tools Menu and select User Roles.

   The Assign Roles to Users window appears.

2. Enter data in selected fields of the Assign Roles to Users window as described in Table 12–22, page 12-65.

   Note: Users can be assigned multiple roles.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Proposal Notepad

To record comments regarding a proposal, perform the following steps.

1. From the Proposals window, go to the Tools Menu and select Proposal Notepad.

   The Proposal Notepad window appears.

2. Enter data in selected fields of the Proposal Notepad window as described in Table 12–23, page 12-67.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Submit for Approval

To submit a proposal for internal approval, perform the following steps.

1. From the Proposals window, go to the Tools Menu and select Submit for Approval.

   A pop-up window appears that prompts the user for confirmation.

   A pop-up window appears which indicates that the proposal has been submitted for approval and that the user can view the current routing status of the proposal in the View Proposal Routing window.

Note: To submit the proposal for internal approval, the budget status must be Complete or None.

2. To view the current routing status of the proposal in the View Proposal Routing window, see Approval Status in this chapter.

Approval Status

To view proposal routing status, perform the following steps.

1. From the Proposals window, go to the Tools Menu and select Approval Status.

   The Approval Status window appears, which is read-only.

2. Select a Sequence to display the Stop Number, User Name, Approval Status, Submission Date, and Action Date associated with that map and sequence.

3. If the Status field shows the word Error, go to the Tools Menu from the Approval Status window and select Workflow Error to view the error message generated by the workflow process.

   The Show Workflow Errors window appears.

4. Close the Show Workflow Errors window.

5. To view previous submission for approval information, click in the Run Number field and press the down-arrow key on the keyboard.

   Note: By default, the Approval Status window displays information pertaining to the latest submission for approval.

6. Close the window.

Send Notifications

To send notification to proposal personnel notifying them that they are listed on a particular proposal, perform the following steps.

Note: Notifications are sent only to current users of the system.

1. From the Proposals window, go to the Tools Menu and select Send Notifications.

   The Send Notifications window appears, which shows all names listed on the Personnel tab in the Proposals window.

2. In the Note field, enter the notification message.

3. To add a name to the notification list, select a name from the list of values in the Name field.

   Note: To view the message as a recipient, navigate to the Find Notifications Window from the Main Menu as follows:

   Workflow - Find Notifications

4. To delete a name from the notification list, select a name in the Name field, and click the Delete button in the tool bar.

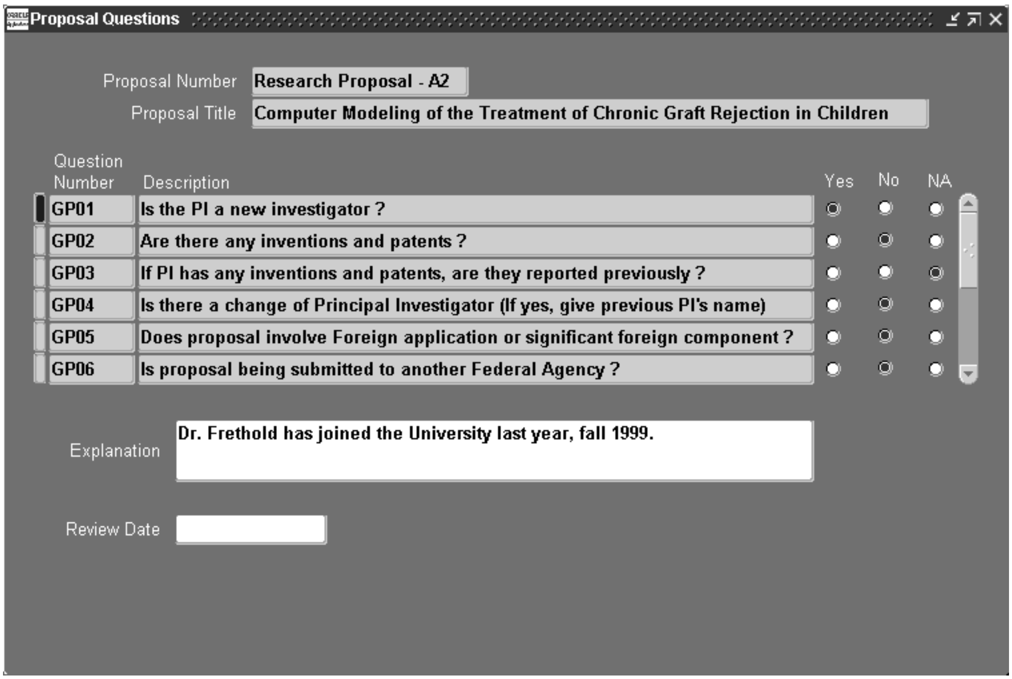
5. To send the notification, click **Send**.

   The Send Notifications window closes.

6. To exit the window without sending notification, click **Cancel**.

Proposal Questions Window

Figure 12–20   Proposal Questions Window



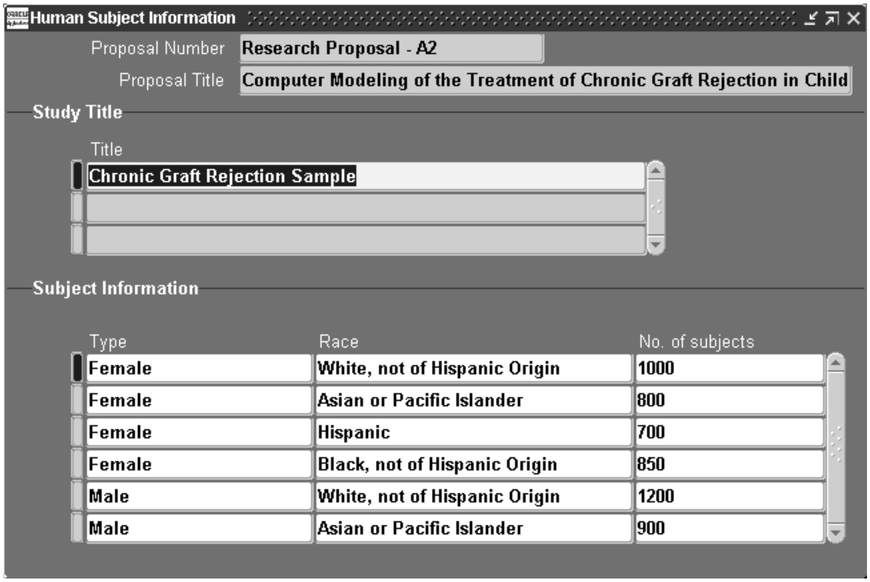
Proposal Questions Window Description

Table 12–19 Proposal Questions Window Description

Field Name	Type	Features	Description
Proposal Number	display only		proposal identifier
Proposal Title	display only		proposal title
Question Number	display only		question number
Description	display only		question
Yes	optional	radio button	if selected, answer to the selected proposal-related question is Yes
No	optional	radio button	if selected, answer to the selected proposal-related question is No
NA	default	radio button	if selected, answer to the selected proposal-related question is Not Applicable
Explanation	conditionally required		explanation that relates to selected question number. Explanation is required when the response to the question is Yes and the Explanation Required For--Yes check box was selected during questions setup. Explanation is required when the response to the question is No and the Explanation Required For--No check box was selected during questions setup.
Review Date	conditionally required	list of values: pop-up calendar	internal review date is required when the response to the question is Yes and the Date Required For--Yes check box was selected during questions setup. Internal review date is required when the response to the question is No and the Date Required For--No check box was selected during questions setup.

Human Subject Information Window

Figure 12–21 Human Subject Information Window



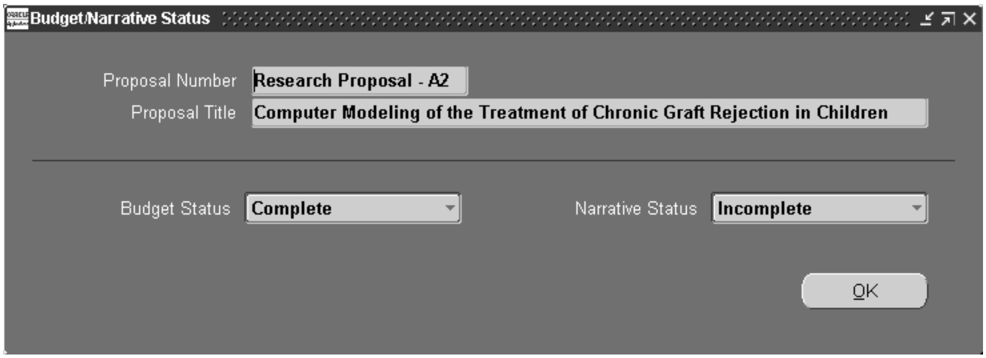
Human Subject Information Window Description

Table 12–20 Human Subject Information Window Description

Field Name	Type	Features	Description
Proposal Number	display only		proposal identifier
Proposal Title	display only		proposal title
Study Title Region			
Title	required	scroll bar	study title; user-defined
Subject Information Region			
Type	required	list of values	gender of human subject; seeded options include Female, Male, or Unknown
Race	required	list of values	race of human subject; seeded options include American Indian or Alaskan Native, Asian or Pacific Islander, Black, not of Hispanic Origin; Hispanic, Other or Unknown; or White, not of Hispanic Origin
No. of subjects	required		total number of human subjects

Budget/Narrative Status Window

Figure 12–22 Budget/Narrative Status Window



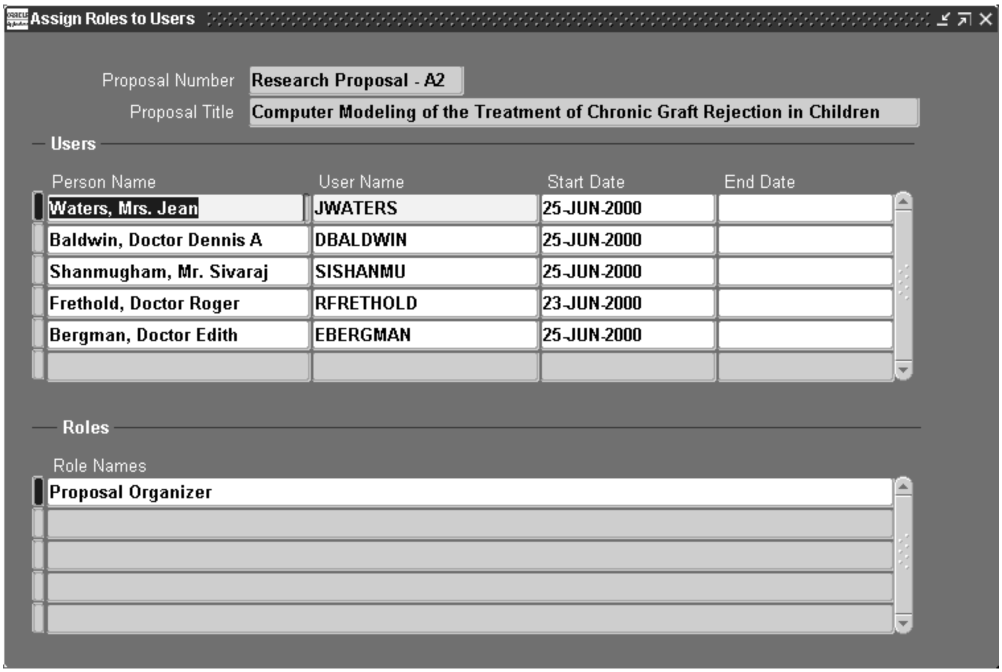
Budget/Narrative Status Window Description

Table 12–21 Budget/Narrative Status Window Description

Field Name	Type	Features	Description
Proposal Number	display only		proposal identifier
Proposal Title	display only		proposal title
Budget Status	display only	drop-down list	budget status; display only options include None, Incomplete, or Complete
Narrative Status	display only	drop-down list	narrative status; display only options include None, Incomplete, or Complete
OK		button	closes window

Assign Roles to Users Window

Figure 12–23 Assign Roles to Users Window



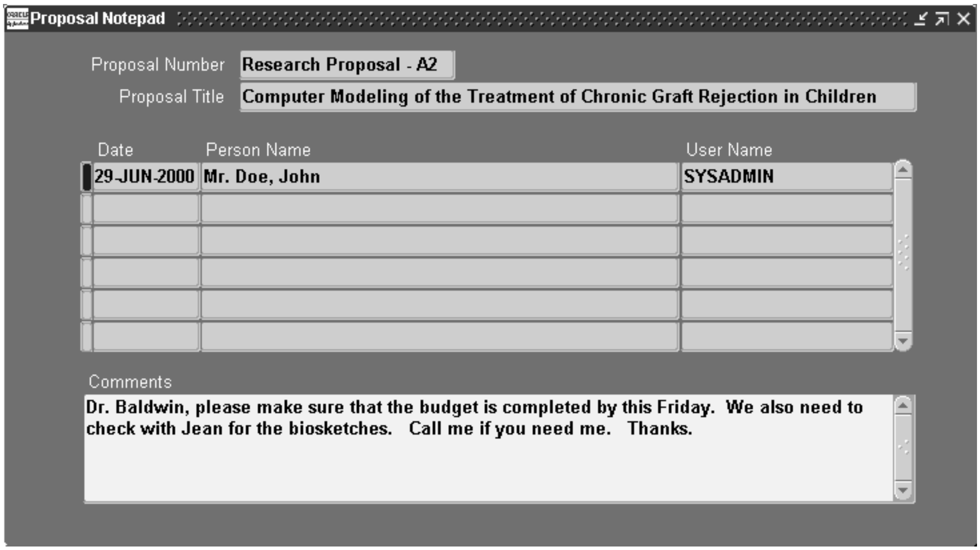
Assign Roles to Users Window Description

Table 12–22 Assign Roles to Users Window Description

Field Name	Type	Features	Description
Header Region			
Proposal Number	default, display only		proposal identifier
Proposal Title	default, display only		proposal title
Users Region			
Person Name	required	list of values	person to whom role is assigned
User Name	required	list of values	user name of person to whom role is assigned; automatically populated
Start Date	required	list of values: pop-up calendar	starting date of assigned role
End Date	optional	list of values: pop-up calendar	ending date of assigned role
Roles Region			
Role Names	required	list of values	user-defined role name assigned to user; seeded roles of Proposal Owner, Proposal Manager, and Proposal Approver cannot be deleted from the Assign Roles to Users window. Login user appears as Proposal Owner.

Proposal Notepad Window

Figure 12–24 Proposal Notepad Window



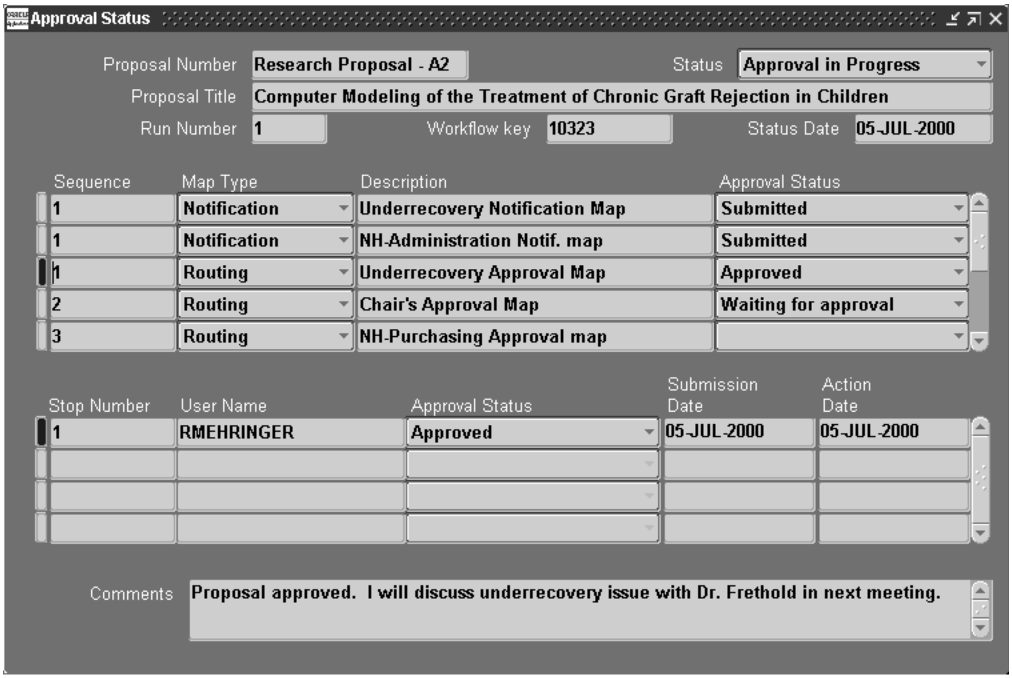
Proposal Notepad Window Description

Table 12–23 Proposal Notepad Window Description

Field Name	Type	Features	Description
Proposal Number	display only		proposal identifier
Proposal Title	display only		proposal title
Date	display only		system-assigned current date
Person Name	display only		name of person creating the comments
User Name	display only		user name or account name of the person who logged-on; system-assigned
Comments	required		descriptive text about the proposal

Approval Status Window

Figure 12–25 Approval Status Window



Approval Status Window Description

Table 12–24 Approval Status Window Description

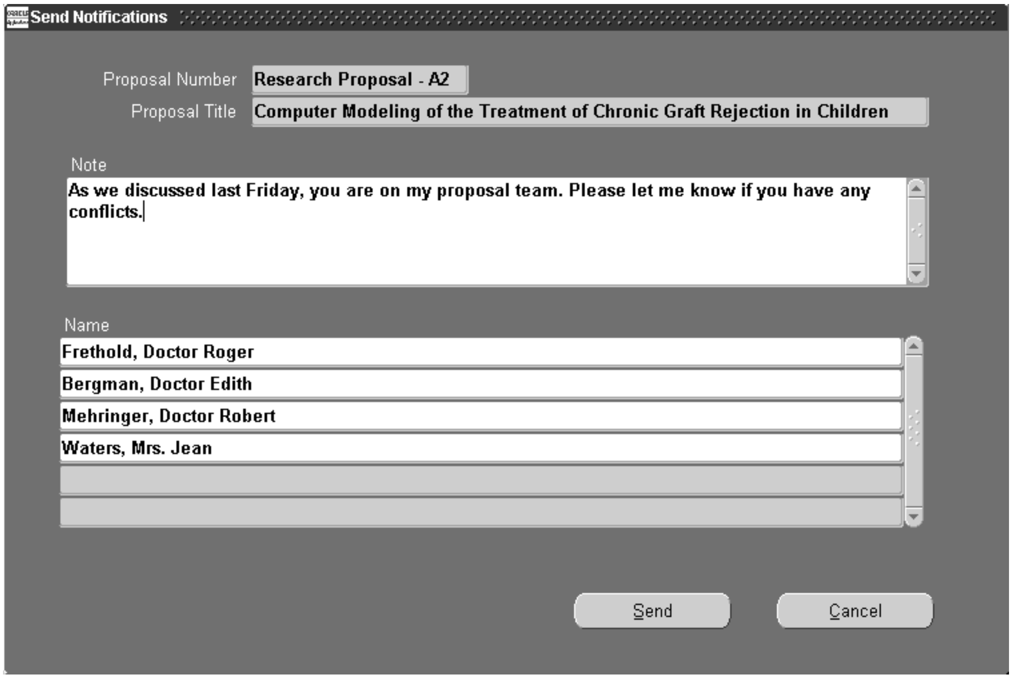
Field Name	Type	Features	Description
Proposal Number	display only		proposal identifier
Status	display only		proposal approval status; seeded options are Approved, Rejected, Approval in Progress, or Error
Proposal Title	display only		proposal title
Run Number	display only		system-assigned number that indicates number of times the proposal has been routed for approval. **Note:** By default, number displayed is the highest run number that corresponds to the latest submission for approval.
Workflow key	display only		unique identifier assigned to a Workflow process
Status Date	display only		date that proposal status was last updated
Sequence	display only		sequence in which proposal is routed
Map Type	display only		map type; seeded options include Routing or Notification
Description	display only		descriptive text regarding map
Approval Status	display only		approval status for the corresponding map. Seeded options are Approved, Rejected, Waiting for approval, or Submitted
Stop Number	display only		stop number on map
User Name	display only		approver associated with corresponding stop and map
Approval Status	display only		approval status at this stop number and map. Seeded options are Approved, Rejected, Waiting for approval, or Submitted
Submission Date	display only		date proposal is submitted to particular approver through the routing process
Action Date	display only		date approver approves or rejects proposal
Comments	display only		comments written by approver

Show Workflow Errors Window

Figure 12–26 Show Workflow Errors Window

Send Notifications Window

Figure 12–27 Send Notifications Window



Send Notifications Window Description

Table 12–25 Send Notifications Window Description

Field Name	Type	Features	Description
Proposal Number	display only		proposal identifier
Proposal Title	display only		proposal title
Note	required		notification note to be sent
Name	required	list of values	name of person to whom the notification is sent
Send		button	sends notification to personnel listed
Cancel		button	closes window without saving

13

Budget Entry Procedures

This chapter describes how to enter a new budget, open an existing budget, modify a budget, copy a budget, and use budgeting tools. The following sections are in this chapter:

- Budget Persons Window Description
- Opening an Existing Budget Version Procedure
- Using Budgeting Tools Procedures
- Proposal Rates Window
- Proposal Rates Window Description
- Budget Totals Window
- Budget Totals Window Description
- Copying a Budget Version Procedure
- Copy Preference Window
- Copy Preference Window Description

Definition

A proposal budget is an estimate of the direct and indirect costs of conducting the proposed research. A proposal budget can be for one or multiple budget periods.

Overview

Proposal budgets indicate the direct and indirect cost of conducting the proposed research. Most sponsors require a detailed, categorized budget for the first period and a summary budget for the remaining periods. Additionally, many sponsors require that each budget line item include a justification that explains why the amount is needed for the proposed research.

Functions

In Oracle Grants Proposal, users can perform the following high-level tasks:

- enter new budgets
- open existing budget versions
- modify existing budgets
- copy existing budgets

Features

Grants Proposal allows users to prepare proposal budgets by expenditure type or expenditure category for single or multiple budget periods. Users are provided with the following budget development features:

- creation and maintenance of an unlimited number of budget versions
- automatic creation of the number of budget periods
- development of detailed, categorized budgets with justifications and descriptions for each line item
- specification of a user-defined total cost limit that restricts the total cost for the period
- presentation of a Budget Totals window that summarizes budgets by period and expenditure category
- automatic calculation and inclusion of underrecovery amounts

- option to automatically calculate indirect costs and the employee benefit amounts for each line item
- option to apply inflation to a line item for future period budget calculations
- automatic inflation calculation for line items
- calculation of employment benefits from applicable employment benefit rates
- calculation of Facility and Administration (F&A) costs incurred by the organization for conducting the research

Unlimited Number of Budget Versions

Users can create an unlimited number of budget versions. Before submitting the proposal or the budget for internal routing and approval, users must select one budget version as the final budget version.

Automatic Creation of Budget Periods

Grants Proposal creates the number of budget periods automatically, based on the proposal start and end dates. Each period is created for 12 months, with the last period comprised of less than 12 months if the proposal start and end date encompasses a fraction of a year.

Categorized Budgets with Justifications

Many sponsors require the inclusion of a detailed, categorized budget and justification in the submitting organization's proposal. Grants Proposal allows users to enter detailed budgets with associated justifications.

Specification of Total Cost Limit

Grants Proposal allows users to enter a user-defined maximum dollar amount as the total cost limit for the budget. This amount serves as a ceiling and restricts the total cost for the period. To enforce the cost restriction, users can employ the Sync to Cost Limit budgeting tool.

Budget Totals Window

The Budget Totals window displays the total costs for each expenditure type for each period and for all periods. Data for all budget periods is in tabular format.

Calculation of Underrecovery Amounts

Underrecovery is an amount that represents the overhead costs that the organization does not recover. If the indirect costs for a proposal are calculated using a smaller indirect cost rate than the rate suggested by the organization, the difference is displayed in the underrecovery column. For example, an organization could have a budget with a total direct cost of $100,000 and an indirect cost rate of 50%. If the proposal is prepared using an indirect cost rate of 30%, the organization recovers indirect costs of $30,000, rather than $50,000. In this example, the underrecovery amount calculated by the system is $20,000.

Option to Calculate Indirect Costs

Users can calculate indirect costs or overhead on a given line item by selecting or deselecting the Apply Rate check box.

Option to Apply Inflation

Most sponsors allow inflation to be incorporated into the budget. Grants Proposal allows users to decide whether to apply inflation to a particular budget line item for future period budget calculations.

Automatic Inflation Calculation for Line Items

If users decide to apply inflation to particular budget line items for future period budget calculations, Grants Proposal automatically calculates the cost of inflation.

Automatic Calculation of Employment Benefits

Based on the entered cost for each line item, the system automatically calculates employment benefit amounts. Employment benefits is calculated only for the expenditure type of personnel or labor.

Automatic Calculation of F&A Costs

F&A costs are facility and administration costs that are recovered by the institution from the funding source, usually as a percentage of direct costs. F&A rates are institution-specific, not proposal-specific, and can differ by the type of research conducted. Grants Proposal automatically calculates F&A costs for each line item. The F&A cost is calculated by multiplying the F&A rate by the base amount of the direct cost.

Budgeting Tools

Grants Proposal provides the following budgeting tools on one menu that enable users to do the following tasks:

- define proposal rates for overhead, employee benefits, and inflation other than the proposal rates defined during setup
- apply cost changes to later budget periods
- apply the synchronizing to cost limit budgeting tool to automatically adjust a specified budget item so the total cost of the budget is the same as the total cost limit
- recalculate the entire budget after making changes
- automatically generate budgets for future periods based on organizational rates

Changing Proposal Rates

Users set up the organization’s overhead, employee benefits, and inflation rates during setup. Users are not restricted to the rates established during the setup procedure and can apply different rates to expenditure types using the Proposal Rate budgeting tool.

Applying to Later Periods

The Apply to later periods budgeting tool allows users to apply cost changes to expenditure types to future budget periods. Users can change the amount in the Cost field that corresponds to an expenditure type and then apply the Apply to later periods budgeting tool. Changes to the expenditure type costs are reflected in future budget periods.

Synchronizing to Cost Limit

Many sponsors specify a maximum amount that a proposal budget can request. When preparing the budget, users attempt to prepare a budget that comes as close as possible to the maximum amount allowed. Occasionally, users have difficulty in adjusting budget amounts to reach the target total. Grants Proposal provides a Sync to Cost Limit budgeting tool. Users enter the threshold amount in the Cost Limit field and select a budget line item to adjust. When the user employs the Sync to Cost Limit budgeting tool, the cost of the selected budget line item is automatically adjusted so that the total cost of the budget is the same as the cost limit. This tool applies to all expenditure categories except Salary or Labor, where a person is associated with the budget.

Recalculating the Entire Budget

The Recalculate Entire Budget budgeting tool recalculates the entire budget after making amount changes. This includes any amounts affected by proposal rates.

Generating Periods

The Generate Periods tool allows users to generate budget data for subsequent budget periods based on the first period's data. When users select the Generate Periods budgeting tool, the system automatically calculates budgets for future periods based on the applicable rates for overhead, employee benefits, and inflation.

Prerequisites

- ❏ Before entering a budget, users must define organizational rates for overhead, employee benefit, and inflation. Setting up these rates is essential to accurate budget calculation.

  To set up rates, see Budget Setup, page 6-1.

- ❏ Before entering a budget, users must enter a proposal.

  To enter a proposal, see Proposal Entry Procedures, page 12-1.

Entering a New Budget Procedure

Entering a new budget is comprised of the following tasks:

- defining budget lines
- defining budget persons
- budgeting for proposal personnel
- submitting proposal for internal approval

To enter a new budget, perform the following steps.

1. In Oracle Grants Proposal, navigate to the Budget Versions window as follows:

   Proposal Development - Budgets

2. In the Proposal Number field, select the appropriate proposal number and proposal title from the list of values.

3. Click **New**.

   Note: The **New** button is disabled if the user is not assigned the Create Budget right.

   The Budget Periods window appears with data showing in the Period, Start Date, and End Date fields.

   Note: The system generates 12-month periods by default with the last period comprised of less than 12 months if the proposal start and end date encompasses a fraction of a year. The period data showing in the Budget Periods window corresponds to the proposal start and end dates entered in the Proposal region of the Proposals window.

   Note: In the Budget Periods window, users can optionally enter budget periods other than system-generated ones. For example, if users do not need to enter budget lines in the Budget Lines window, they can enter amounts for direct and indirect costs in the Budget Periods window. If users subsequently decide to enter budget lines in the Budget Lines window, Grants Proposal automatically calculates the direct, indirect, and total cost amounts in the Budget Periods window, and overwrites budget period amounts previously entered.

4. In the Residual Funds field, enter the dollar amount that remains, if any, from the previous year’s budget.

5. In the Total Cost Limit field, optionally enter the total cost of the budget.

6. In the Hierarchy Name field, select a hierarchy name from the list of values.

7. In the Overhead Rate Class field, select the overhead rate type from the list of values. This rate type is used to calculate indirect costs.
8. In the Comments field, optionally enter descriptive text.
9. Save or save and continue as follows:

   File - Save or **Save and Proceed**

Defining Budget Lines

10. In the Budget Periods window, click **Open**.

    The Budget Lines window appears.
11. In the Program Income field, optionally enter an amount that represents anticipated income generated from the research project.
12. Select the Amounts tab.
13. In the Expenditure Type field, select the expenditure type from the list of values.
14. In the Location Code field, select the location where the research is conducted from the list of values.
15. To unapply the inflation rate to the expenditure type, optionally deselect the Apply Inflation check box. The Apply Inflation check box is selected by default.
16. In the Cost field, enter the direct cost of the expenditure type.
17. In the Cost Share field, enter the amount the organization cost-shares toward the expenditure type.
18. In the Benefits and Overhead Amounts region, optionally deselect the Apply Rate check box if the user does not want to apply the specified rate type to the selected expenditure type.
19. To enable the **Personnel Budget** button, enter Salary or another personnel-related expenditure type in the Expenditure Type field. Users can view personnel-related expenditure types in the Expenditure Categories window. They are designated by a check mark in the Personnel Attached check box.

    Note: The Cost, Cost Share, and Underrecovery fields are not enterable for personnel-related data.
20. Repeat Steps 14 and 15.

21. Select the Description tab.
22. In the Description field, optionally enter descriptive text.
23. Select the Justification tab.
24. In the Justification field, enter descriptive text justifying the expenditure type.
25. To create budget data for subsequent budget periods based on the first year's data, go to the Tools Menu and select Generate Periods.

    The generated data is displayed in the Budget Lines window. Grants Proposal uses all applicable rates to automatically generate budget data for future budget periods. The data generated reflects the budget periods displayed in the Budget Periods window. Users can modify the budget items for the future budget periods as necessary.
26. Save or save and continue as follows:

    File - Save or **Save and Proceed**

Defining Budget Persons

27. In the Budget Lines window, click **Personnel Budget**.

    The Budget Personnel window appears.
28. Click **Persons**.

    The Budget Persons window appears.
29. Enter data in each field of the Budget Persons window as described in Table 13–5, page 13-32.
30. Close the Budget Persons window to return to the Budget Personnel window.

Budgeting for Proposal Personnel

31. Select the Salary tab.
32. In the Name field, select an employee name from the list of values.

    The Period Type, Start Date, and End Date fields are populated.
33. In the % Charged field, enter the percentage of the employee's salary that is charged for this period for this project.

34. In the % Effort field, enter the percentage of this employee's time that is committed to this project. This number must be equal to or greater than the percentage entered in the % Charged field.
35. To remove the specified overhead rate type from this expenditure type, deselect the Apply Rate check box. By default, the Apply Rate check box is selected. Users can modify this rate.
36. Select the Amounts tab.
37. In the Cost Sharing % field, enter a percentage that the organization cost-shares toward this employee's salary relative to the project.
38. In the Cost Sharing field, enter an amount that the organization pays toward this employee's salary relative to the project.
39. Save or save and continue as follows:

    File - Save or **Save and Proceed**
40. Close the window.

Submitting Proposal for Internal Approval

41. To specify the budget version users want to submit with the proposal to the sponsor, select the appropriate Final Version check box in the Budget Versions window.

    Note: Before users can submit the proposal for internal approval, the budget status must display as Complete in the Budget Versions window.

Modifying Award Budget for Transfer to Grants Accounting

Note: Users must create an award budget for transfer to Grants Accounting by copying the final version of the proposal budget. The proposal status must show as Approved before users can copy the final version of the proposal budget to create an award budget.

From the Budget Versions window, users can copy the final version of the proposal budget by selecting the appropriate version and clicking **Copy**.

For a description of the sequence of events that occur during the export of a proposal and a proposal budget from Grants Proposal to Grants Accounting, see Integration of Grants Proposal with Grants Accounting Process, page A-1.

Note: Before entering project, task, and award data in the Project tab of the Budget Lines window, users must complete the following tasks:

- create a project in Grants Accounting
- create an award in Grants Accounting or alternatively run the IGW: Export Proposal to Oracle Grants Accounting process to create an award
- fund the project in Grants Accounting with the award created in the previous task

For information on creating a project, an award, and funding a project in Grants Accounting, see the *Oracle Grants Accounting User's Guide*.

1. To modify the award budget for transfer to Grants Accounting, click in the appropriate Version field of the Budget Versions window where the information in the Budget Type field shows as Award Budget and click **Open**.

   The Budget Periods window appears.

2. Select the appropriate period and click **Open**.

   The Budget Lines window appears.

3. Select the Project tab.

4. Enter data in each field of the Project tab as described in Table 13–3, page 13-23.

   Note: Users must enter project, task, and award information for each budget line shown in the Project tab. This provides users with the capability of assigning different sets of project, task, and award information to the same budget.

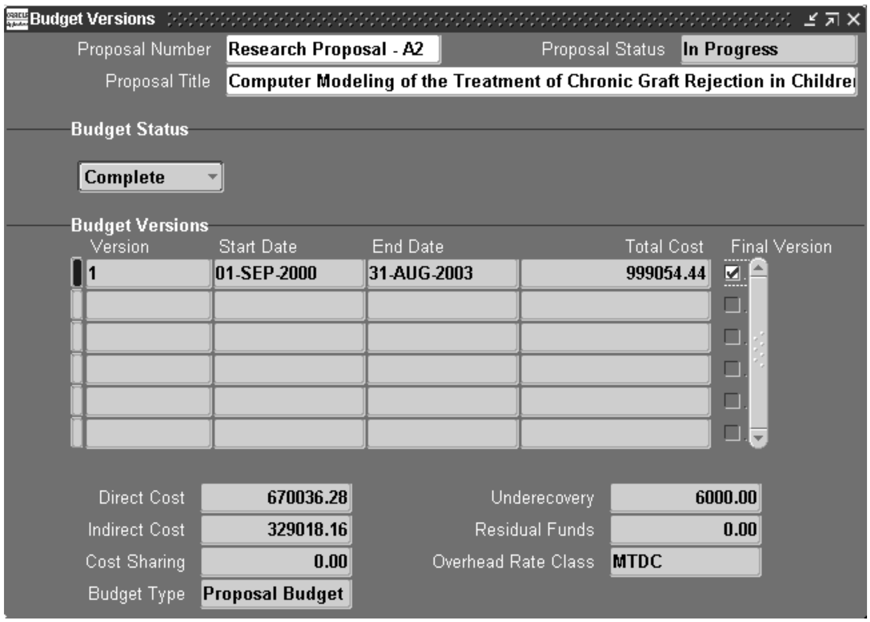
5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. Close the window.

Budget Versions Window

Figure 13–1 Budget Versions Window



Budget Versions Window Description

Table 13–1 Budget Versions Window Description

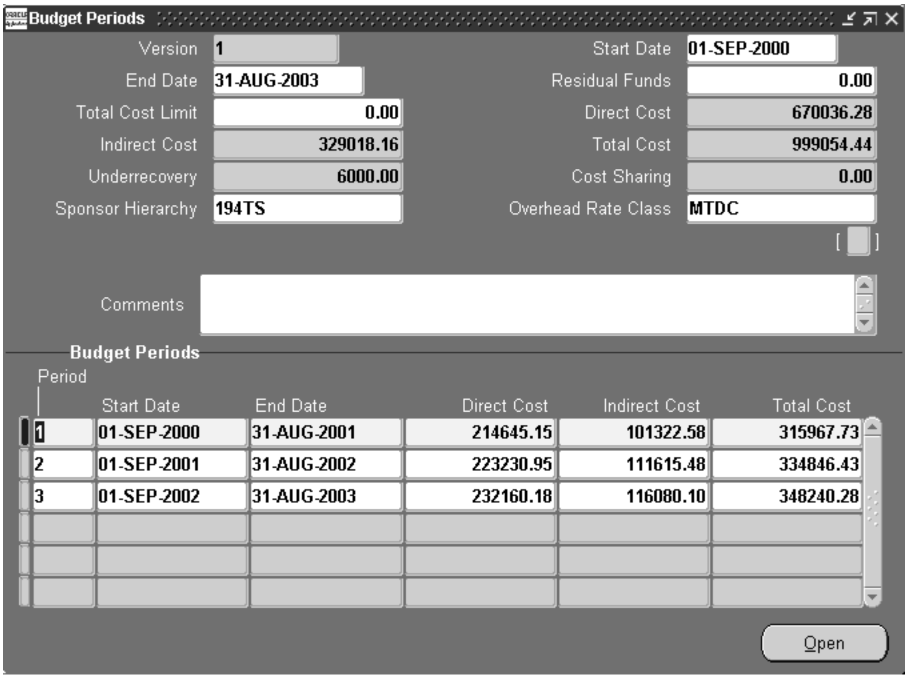
Field Name	Type	Features	Description
Proposal Number	required	list of values	proposal number
Proposal Status	display only		proposal status; options include Approval In-Progress, Approved, In Progress, or Rejected
Proposal Title	required	list of values	proposal title
Budget Status Region			
[Budget Status]	required	drop-down list	budget status. Options are Complete, Incomplete, or None. Default budget status is None. Complete indicates that budget is completely finished. Incomplete indicates that budget is partially complete. None indicates that no budget is associated with proposal. Users can select a budget status at any time during the budgeting process. The selection of a particular budget status does not affect the data.
Budget Versions Region			
Version	default, display only		system-generated numerical identifier associated with a budget version. Data displays after users click the **New** button to open the Budget Periods window.
Start Date	default, display only		budget version start date. Data displays after users click **New** button to open Budget Periods window.
End Date	default, display only		budget version end date. Data displays after users click **New** button to open Budget Periods window.
Total Cost	default, display only		total proposal cost requested from sponsor; default is zero. Data displays after users have completed entire budget process.
Final Version	optional	check box	if selected, user can submit this budget version for internal routing and approval
Direct Cost	display only		sum of direct costs for all budget periods; costs that are directly attributable to work performed. Examples include salaries and travel expenses. Field displays data when the budget status is Complete.

Table 13–1 Budget Versions Window Description

Field Name	Type	Features	Description
Indirect Cost	display only		sum of indirect costs for all budget periods. Indirect costs are also known as overhead costs or F&A costs. F&A costs are costs incurred by the organization for conducting research. Sum of costs that support direct costs and cannot be directly attributed to work performed.
Cost Sharing	display only		amount that the organization cost-shares toward the research project. Field displays data when the budget status is Complete.
Budget Type	default, display only		options include Proposal Budget or Award Budget. Default is Proposal Budget. Proposal Budget changes to Award Budget when users copy the final budget version in the Approved Budgets area of the application. This occurs before transferring the approved budget to Grants Accounting after funding has been received.
Underecovery	display only		amount that represents overhead costs that organization is not able to recover because proposal is prepared with a smaller overhead rate. Field displays data when budget status is Complete.
Residual Funds	display only		dollar amount of funds that remain from previous budget period; also known as carry-over funds
Overhead Rate Class	display only		rate class; overhead rate classes are MTDC (Modified Total Direct Costs), Total Direct Costs (TDC), or Salary and Wages (S&W) **Note:** Field enabled only when proposal budget is complete and proposal has been approved. Users select budget entry method so budget can be transferred to Grants Accounting.
Copy		button	copies existing budget version into new budget version
New		button	opens Budget Periods window so users can create a new version of a budget
Open		button	opens budget version selected in Budget Versions region

Budget Periods Window

Figure 13–2 Budget Periods Window



Budget Periods Window Description

Table 13–2 Budget Periods Window Description

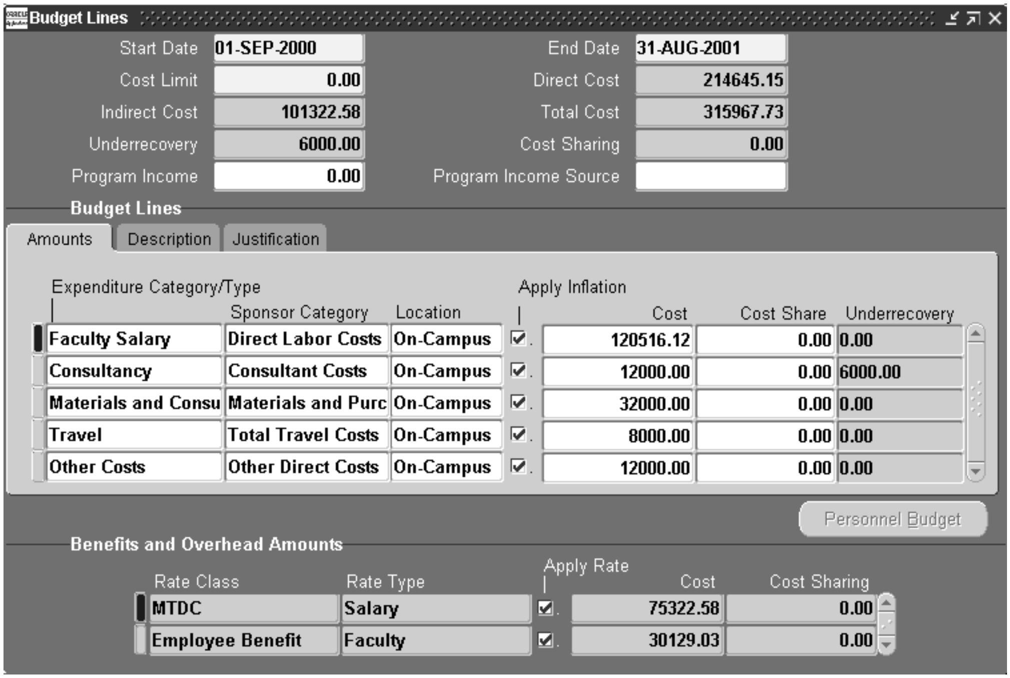
Field Name	Type	Features	Description
Version	display only		numerical identifier associated with a budget version; defaults from Budget Versions window
Start Date	required	list of values: pop-up calendar	default is proposal start date. Users can change start date, but it must fall within the start and end date of proposal.
End Date	required	list of values: pop-up calendar	default is proposal end date. Users can change end date, but it must fall within the start and end date of proposal.
Residual Funds	required		dollar amount of funds that remain from previous year's budget; also known as carry-over funds
Total Cost Limit	optional		default is zero; maximum dollar ceiling on proposal budget
Direct Cost	default, display only		sum of direct costs for all budget periods
Indirect Cost	default, display only		sum of indirect costs for all budget periods
Total Cost	default, display only		sum of direct costs plus indirect costs for all budget periods; cost of proposal budget. This amount is requested from the sponsor.
Underrecovery	default, display only		amount of overhead costs that organization does not recover
Cost Sharing	default, display only		amount that organization cost-shares toward the research project for the entire proposal budget.
Hierarchy Name	required	list of values	seeded option includes 194 TS
Overhead Rate Class	required	list of values	rate class. Typical examples of overhead rate classes include MTDC (Modified Total Direct Cost) or TDC (Total Direct Costs).
Descriptive Flexfield	optional		field for user customization
Comments	optional		descriptive text

Table 13–2 Budget Periods Window Description

Field Name	Type	Features	Description
Budget Periods Region			
Period	required		chronological numerical identifier associated with period
Start Date	required; default		start date of budget period. Budget period default is 12 months. Users can change date, but start date must fall within the budget version start and end date.
End Date	required; default		end date of budget period. Budget period default is 12 months. Users can change date, but end date must fall within the budget version start and end date.
Direct Cost	required		total direct cost of budget period; costs that can be directly attributable to work performed. Examples include salaries and travel expenses costs.
Indirect Cost	required		total indirect cost of budget period; costs that support direct costs and cannot be directly attributable to work performed. Examples include fringe benefits and office space.
Total Cost	required		sum of direct cost plus indirect cost for budget period
Open		button	opens Budget Lines window so users can enter budget lines

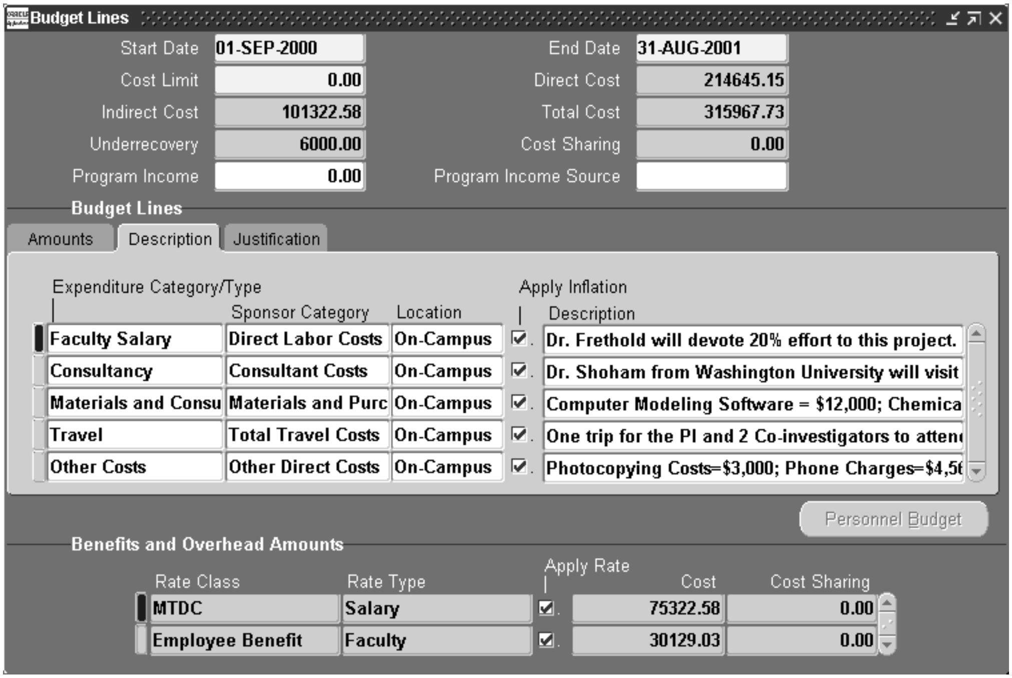
Budget Lines Window, Amounts Tab

Figure 13–3 Budget Lines Window, Amounts Tab



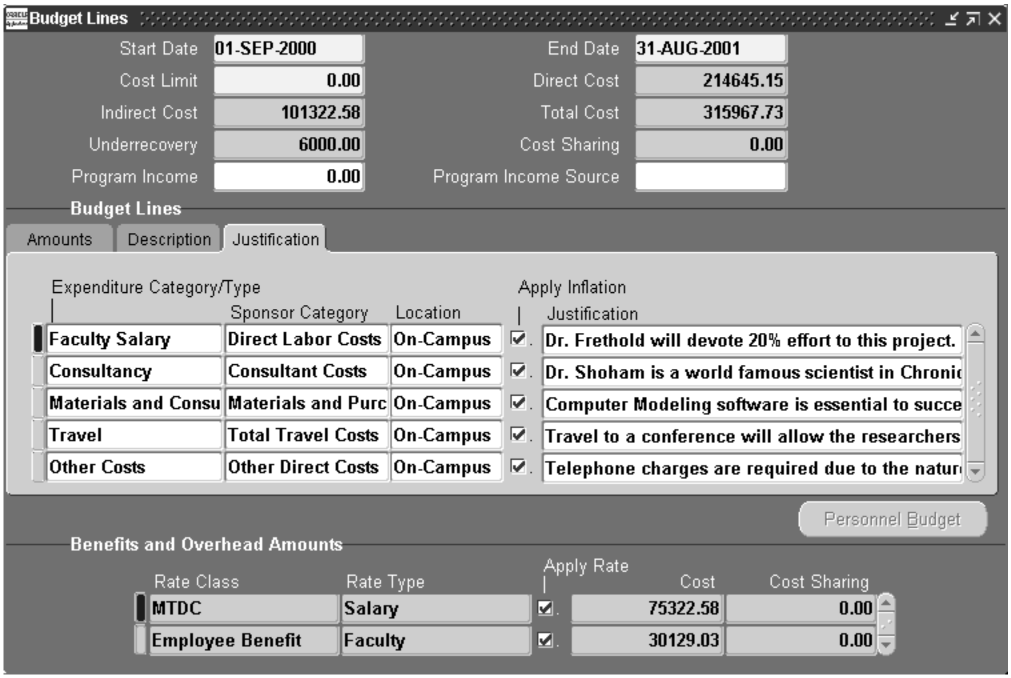
Budget Lines Window, Description Tab

Figure 13–4 Budget Lines Window, Description Tab



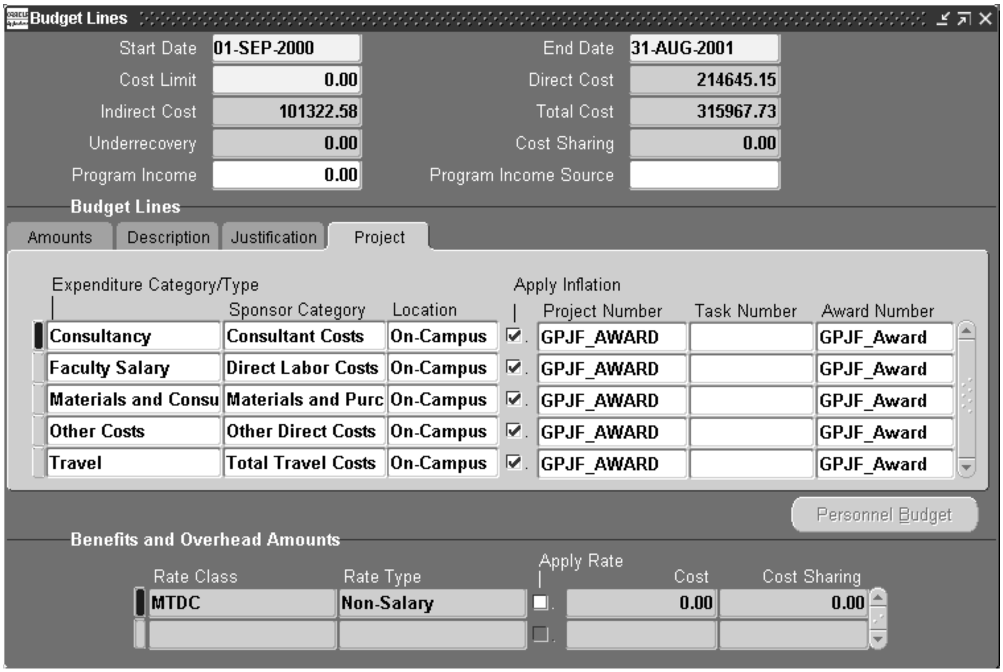
Budget Lines Window, Justification Tab

Figure 13–5 Budget Lines Window, Justification Tab



Budget Lines Window, Project Tab

Figure 13–6 Budget Lines Window, Project Tab



Budget Lines Window Description

Table 13–3 Budget Lines Window Description

Field Name	Type	Features	Description
Header Region			
Start Date	required; default	list of values: pop-up calendar	default is start date of the budget period selected in the Budget Periods window; users can change date
End Date	required; default	list of values: pop-up calendar	default is end date of the budget period selected in the Budget Periods window; users can change date
Cost Limit	optional		maximum dollar amount that sponsor will award for proposal budget; users can change this amount
Direct Cost	default, display only		direct cost of budget period; costs that can be directly attributable to work performed. Examples include salaries and travel expenses costs.
Indirect Cost	default, display only		indirect cost of budget period; costs that support direct costs and cannot be directly attributable to work performed. Examples include fringe benefits and office space
Total Cost	default, display only		sum of direct costs plus indirect costs; sum of the total cost for the budget periods; cost of entire proposal budget
Underrecovery	default, display only		amount that represents overhead costs that organization does not recover
Cost Sharing	default, display only		amount that organization pays toward the research project.
Program Income	optional		anticipated income generated from project
Program Income Source	optional		source of the anticipated income generated from project
Budget Lines Region			
Amounts Tab			
Expenditure Category/Type	required	list of values	expenditure category or type
			Note: Users must enter a personnel-related expenditure category or type such as Salary to enable the **Personnel Budget** button.

Table 13–3 Budget Lines Window Description

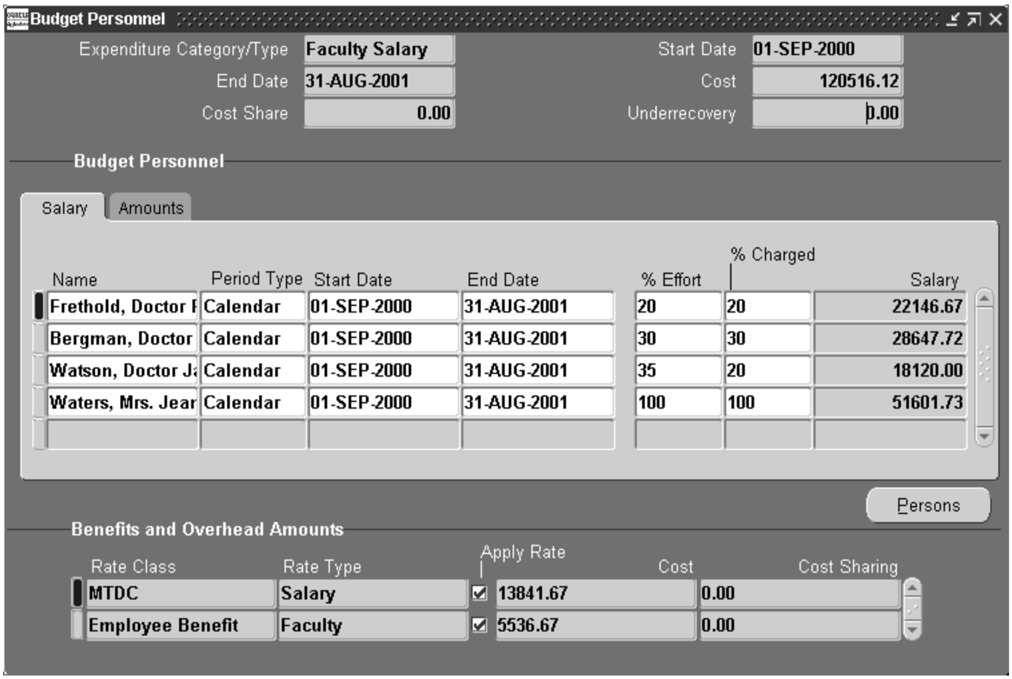
Field Name	Type	Features	Description
Sponsor Category	required	list of values	sponsor budget category
Location	required	list of values	location where research project is conducted
Apply Inflation	optional	check box	selected by default. If deselected, inflation rate is not applied to this expenditure category or type.
Cost	required		direct cost of the associated expenditure type **Note:** For the expenditure type of Salary, amount indicated in the Cost field represents total personnel cost of the project. The Budget Personnel window provides the cost breakdown by person.
Cost Share	required		default is $0; amount that organization pays toward the expenditure type. This field is disabled for a personnel-related expenditure category or type.
Underrecovery	default, display only		amount of overhead costs that the organization does not recover; calculated for this expenditure type if applicable. Field is disabled for a personnel-related expenditure category or type.
Description Tab			
Expenditure Category / Type	required	list of values	expenditure category or type **Note:** Users must enter salary or another personnel-related expenditure type to enable **Personnel Budget** button.
Sponsor Category	required	list of values	sponsor budget category
Location	required	list of values	location where research project is conducted
Apply Inflation	optional	check box	selected by default. If deselected, inflation rate is not applied to this expenditure category or type.
Description	optional		descriptive text
Justification Tab			
Expenditure Category / Type	required	list of values	expenditure category or type **Note:** Users must enter salary or another personnel-related expenditure category or type to enable the **Personnel Budget** button.
Sponsor Category	required	list of values	sponsor budget category
Location	required	list of values	location where research project is conducted

Table 13–3 Budget Lines Window Description

Field Name	Type	Features	Description
Apply Inflation	optional	check box	selected by default. If deselected, inflation rate is not applied to this expenditure category or type.
Justification	required		descriptive text justifying expenditure type for project
Personnel Budget		button	opens Budget Personnel window where users enter personnel information
Project Tab			
Project Number	required	list of values	Grants Accounting project number for proposal funded by award
Task Number	conditionally required		task number associated the project number. **Note:** If the budget entry method for the selected project is at the Project entry level in the Grants Accounting Budget Entry Methods window, the Task Number field is disabled.
Award Number	required	list of values	Grants Accounting award number
Benefits and Overhead Amounts Region			
Rate Class	display only		names of overhead or employee benefit rate classes. User-defined examples include MTDC, (Modified Total Direct Costs), TDC (Total Direct Costs), S&W (Salary and Wages) and EB (Employee Benefits). Field displays data for the selected expenditure category or type.
Rate Type	display only		names of rate types that are user-defined. Field displays data for the selected expenditure category or type.
Apply Rate	optional	check box	selected by default. If deselected, specified rate type is not applied to the expenditure category or type.
Cost	default, display only		amount of overhead cost; calculated for selected expenditure category or type
Cost Sharing	default, display only		amount of the expenditure type that organization cost-shares toward research project for selected expenditure category or type

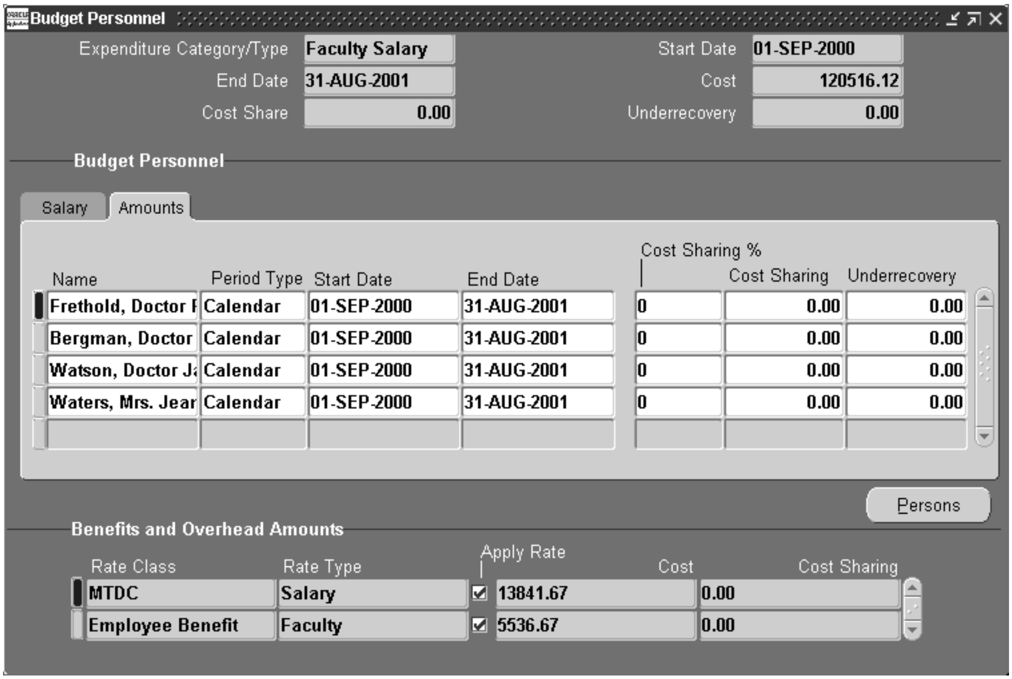
Budget Personnel Window, Salary Tab

Figure 13–7 Budget Personnel Window, Salary Tab



Budget Personnel Window, Amounts Tab

Figure 13–8 Budget Personnel Window, Amounts Tab



Budget Personnel Window Description

Table 13–4 Budget Personnel Window Description

Field Name	Type	Features	Description
Expenditure Type	default, display only		expenditure type; defaults from Budget Lines window
Start Date	display only		start date of budget period
End Date	display only		end date of budget period
Cost	display only		direct cost of the associated expenditure type
Cost Share	display only		amount that organization pays toward expenditure type
Underrecovery	default, display only		amount of overhead costs that organization does not recover; calculated if applicable for expenditure type
Budget Personnel Region			
Salary Tab			
Name	required	list of values	employee name
Period Type	required	list of values	period of time employee is associated with the project for this budget period. Seeded options are Academic (9 months), Calendar (12 months), Cycle (same as the period), or Summer (3 months).
Start Date	required	list of values: pop-up calendar	starting date that employee is associated with project for this budget period; default is budget period start date
End Date	required	list of values: pop-up calendar	ending date that this employee is associated with project for this budget period; default is budget period end date
% Charged	required		percentage of the employee's salary that is charged for this period for project
% Effort	required		percentage of the employee's time that is committed to project
Salary	required		employee's calculated salary based on base salary, and data entered or displayed in the % Charged, Start Date, and End Date fields

Table 13–4 Budget Personnel Window Description

Field Name	Type	Features	Description
Amounts Tab			
Name	required	list of values	employee name
Period Type	required	drop-down list	period of time employee is associated with the project for this budget period. Options include Academic (9 months), Calendar (12 months), Cycle (same as the period), or Summer (3 months).
Start Date	required	list of values: pop-up calendar	starting date that employee is associated with project for budget period; default is budget period start date
End Date	required	list of values: pop-up calendar	ending date that employee is associated with project for budget period; default is budget period end date
Cost Sharing %	required		percentage that organization pays toward employee's salary relative to the project
Cost Sharing	required		amount that organization cost-shares toward employee's salary relative to the project
Underrecovery	default, display only		amount of overhead costs that organization does not recover; calculated for this expenditure type if applicable
Persons		button	opens Budget Persons window used to enter personnel information
Benefits and Overhead Amounts Region			
Rate Class	display only		names of overhead or employee benefit rate classes. User-defined examples include MTDC, (Modified Total Direct Costs), TDC (Total Direct Costs), S&W (Salary and Wages) and EB (Employee Benefits). Field shows data for selected expenditure type.
Rate Type	display only		user-defined rate type names

Table 13–4 Budget Personnel Window Description

Field Name	Type	Features	Description
Apply Rate	optional	check box	by default, check box is selected and specified rate type is applied to expenditure type. If deselected, specified rate type is not applied to expenditure type.
Cost	display only		amount of overhead cost calculated by the system. An example is MTDC--Modified Total Direct Costs.
Cost Sharing	display only		amount of the expenditure type that organization cost shares toward research project for selected expenditure type

Budget Persons Window

Figure 13–9 Budget Persons Window

Budget Persons Window Description

Table 13–5 Budget Persons Window Description

Field Name	Type	Features	Description
Name	required	list of values	employee name
Appointment Type	required	list of values	system-defined options that specify duration of employee's appointment to the organization. Options are 10 Months, 11 Months, 12 Months, 9 Months, Regular, Summer, or Temporary.
Effective Date	required	list of values: pop-up calendar	start date of employee's base salary; effective date must be the same or before the start date specified in Start Date field of Budget Personnel region in Budget Personnel window
Base Salary	required		employee's base salary for the appointment type as of the user-defined effective date
OK		button	confirms action and closes window or accepts selected data
Cancel		button	closes window without saving

Opening an Existing Budget Version Procedure

To open an existing budget, perform the following steps.

1. In Grants Proposal, navigate to the Budget Versions window as follows:

   Proposal Development - Budgets

2. In the Proposal Number field, select the appropriate proposal number and proposal title from the list of values.

   The proposal number and proposal title appear in the header.

3. To open budget Version 1, click **Open**.

   The Budget Periods window opens to display budget Version 1.

4. If multiple budget versions are available and users want to open a version other than Version 1, select the appropriate budget version.

   The Budget Periods window opens to display the selected budget version.

5. Close the window.

Using Budgeting Tools Procedures

The following budgeting tools are available to users when entering budgets:

- overriding proposal rates
- applying cost changes to later periods
- synchronizing to cost limit
- recalculating the entire budget
- generating periods
- viewing period totals
- viewing setup rates
- generating justification

Overriding Proposal Rates

To change proposal rates, perform the following steps.

1. From any budget window, go to the Tools Menu and select Override Proposal Rates.

   The Proposal Rates window appears.

2. Enter data in each field of the Proposal Rates window as described in Table 13–6, page 13-38.

   Note: The applicable rate entered by the user applies to this proposal only. It does not change the rate entered during budget setup.

3. Click **OK**.
4. Close the window.

Applying Cost Changes to Later Periods

To apply cost changes to future budget periods, perform the following steps.

1. From the Budget Lines window, select the expenditure type to which the user wants to apply cost changes to later periods.
2. Go to the Tools Menu and select Apply to later periods.

   Changes to the expenditure type costs are reflected in future budget periods.

3. Close the window.

Synchronizing to Cost Limit

To synchronize the budget to a budget cost limit, perform the following steps.

1. From the Budget Lines window, enter an amount or if an amount already exists, change the amount in the Cost Limit field to reflect the new cost limit.
2. Select the appropriate line item that users want to adjust.
3. Go to the Tools Menu and select Sync to cost limit.

   The amount in the Cost field of the selected line item changes so the total cost of the budget is the same as the amount specified in the Cost Limit field.

   Note: This feature affects all expenditure types except personnel-related ones where a person is attached to a budget line.
4. Close the window.

Recalculating the Entire Budget

To recalculate the entire budget after making amount changes, perform the following steps.

1. From any budget window, go to the Tools Menu and select Recalculate Entire Budget.

   The system recalculates any amounts that have been changed, including any amounts that are affected by rates.

   Note: Users must recalculate the entire budget if an activity type is changed in the proposal. The activity type field is found in the Proposals window, Proposal tab.
2. Close the window.

Generating Periods

To generate budget data for subsequent budget periods based on the first year's data, see Step 25 of Defining Budget Lines in this chapter.

Viewing Period Totals

To view budget totals, perform the following steps.

1. From the any budget window, go to the Tools Menu and select View Period Totals.

The Budget Totals window appears.

2. View each field in the Budget Totals window as described in Table 13–7, page 13-40.

3. Close the window.

Viewing Setup Rates

To view setup rates, perform the following steps.

1. From any budget window, go to the Tools Menu and select View Setup Rates.

   The Rate Classes and Rate Types window appears as read-only.

2. View each field in the Rate Classes and Rate Types window as described in Budget Setup, page 6-1.

3. Close the window.

Generating Justification

To sum the budget version justifications for a budget version and transfer them to the Paragraphs tab of the Proposals window, perform the following steps.

1. From any budget window, go to the Tools Menu and select Generate Justification.

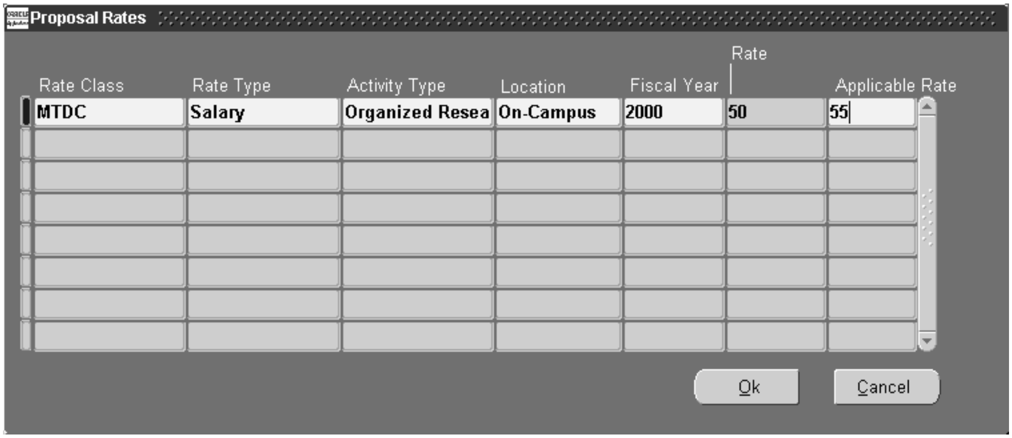
   The budget version justifications are transferred to the Budget Justification paragraph type in the Paragraphs tab of the Proposals window.

   Note: When users run the IGW: EDI Outbound (Generic) process to create an outbound EDI flat file for electronic proposal submission, Grants Proposal automatically transfers budget version justifications to the Paragraphs tab of the Proposals window if the Generate Justifications budgeting tool has not been previously employed. Users can modify justifications in the Paragraphs tab of the Proposals window before submitting the proposal electronically. If users are not submitting the proposal electronically or they do not want a summation of budget version justifications in one place, they are not required to employ the Generate Justification budgeting tool.

2. View the Budget Justification paragraph type in the Paragraphs tab of the Proposals window as described in Proposal Entry Procedures, Proposals Window Description, Paragraphs Tab, page 12-40.

Proposal Rates Window

Figure 13–10 Proposal Rates Window



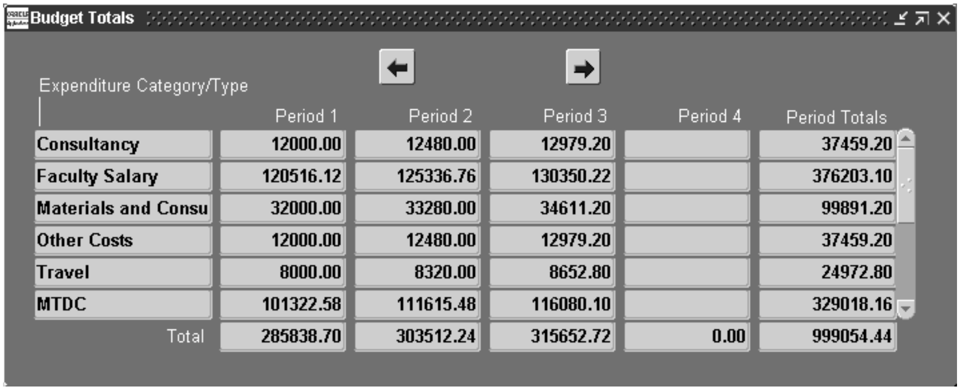
Proposal Rates Window Description

Table 13–6 Proposal Rates Window Description

Field Name	Type	Features	Description
Rate Class	required	list of values	names of overhead or employee benefit rate classes. User-defined examples include MTDC, (Modified Total Direct Costs), TDC (Total Direct Costs), S&W (Salary and Wages), and EB (Employee Benefits). This field shows data for the selected expenditure type.
Rate Type	required	list of values	subset of a rate class. Examples of rate types include MTDC 1, MTDC 2, and MTDC 3. This field displays the rate type selected in the Rate Classes and Rate Types window.
Activity Type	required	list of values	system-defined type of activity that the proposed research is requesting funding for. Activity types include Organized Research for research grants, Instruction for instructional or training grants, Fellowship for supporting postdoctoral fellows, Public Service for a public service project, Student Services for a research proposal supporting students, and Other for any other purpose.
Location Code	required	list of values	location where research project is conducted. Seeded options include On-Campus or Off-Campus.
Fiscal Year	required	list of values	yearly period established for accounting purposes for the specified activity type
Rate	default, display only		system rate; rate entered during budget setup
Applicable Rate	required		new rate that the user wants to apply; **Note:** New rate applies to this proposal only and does not change the rate specified during budget setup.
OK		button	confirms action and closes window or accepts selected data
Cancel		button	closes window without saving

Budget Totals Window

Figure 13–11 Budget Totals Window



Budget Totals Window Description

Table 13–7 Budget Totals Window Description

Field Name	Type	Features	Description
Left Arrow		button	displays previous budget period for proposal
Right Arrow		button	displays next budget period for proposal
Expenditure Type	display only		expenditure type
Period 1	display only		total costs for Period 1 for this expenditure type
Period 2	display only		total costs for Period 2 for this expenditure type
Period 3	display only		total costs for Period 3 for this expenditure type
Period 4	display only		total costs for Period 4 for this expenditure type
Period Totals	display only		total costs for this expenditure type for all periods
Period 1 Total	display only		total costs for Period 1 expenditure types
Period 2 Total	display only		total costs for Period 2 expenditure types
Period 3 Total	display only		total costs for Period 3 expenditure types
Period 4 Total	display only		total costs for Period 4 expenditure types
Period Totals Total	display only		total costs for all expenditure types for all periods

Copying a Budget Version Procedure

To copy a budget version, perform the following steps.

1. In Oracle Grants Proposal, navigate to the Budget Versions window as follows:

   Proposal Development - Budgets

2. In the Proposal Number field, select a proposal number and proposal title from the list of values.

3. Select the budget version users want to copy.

4. Click **Copy**.

   The Copy Preference window appears.

5. Select the Copy first period only radio button or the Copy all periods radio button and click **OK**.

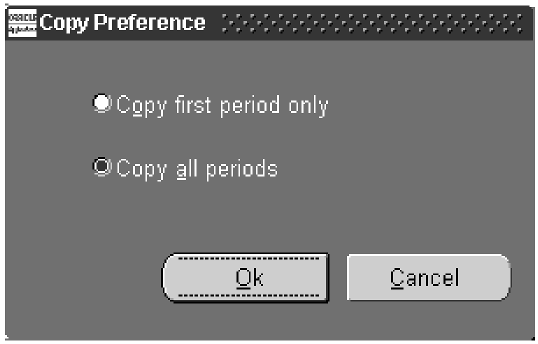
   If users copy the first period only, the system copies and saves a new budget version with the first period only.

   If users copy all periods, the system copies and saves a new budget version with all periods.

6. Close the window.

Copy Preference Window

Figure 13–12 Copy Preference Window



Copy Preference Window Description

Table 13–8 Copy Preference Window Description

Field Name	Type	Features	Description
Copy first period only	optional	radio button	copies the first period
Copy all periods	optional	radio button	copies all periods
OK		button	confirms action and closes window or accepts selected data
Cancel		button	closes window without saving

14

Narrative Module Procedures

This chapter describes how to create and modify narrative modules. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Creating a New Narrative Module Procedure
- Narrative Summary Window
- Narrative Summary Window Description
- Modifying a Narrative Module Procedure
- Narrative Details Window
- Narrative Details Window Description

Definition

A narrative is the research plan portion of the proposal. Specific sections of the narrative are typically written by different members of the project team. These sections are called narrative modules.

Overview

The proposal narrative is the most important part of the proposal and the most time-consuming part to prepare. It represents information on every aspect of the research project, including research methodology, specific aims, research goals, experimental design, data analysis, and expected results. Some sponsors limit the number of pages to the narrative.

Users write narrative modules using word processors or an ASCII text editor. Oracle Grants Proposal allows users to attach narrative modules created in these applications to the proposal. After narrative modules are attached to the proposal, the modules are saved and become part of the proposal. Narrative modules can only be accessed by project team members who have the appropriate rights.

Feature

For each narrative module, Grants Proposal records contact information. This feature is helpful when several project team members prepare narrative modules.

Prerequisites

- ❏ Before users can view, create, or modify a narrative module, roles must be defined and appropriate roles must be assigned to users.

  To define roles, see Proposal Roles Setup, page 5-1.

  To assign roles to users, see Entering a New Proposal Procedure, Proposal Entry Procedures, page 12-1.

Creating a New Narrative Module Procedure

To create a new narrative module for the proposal, perform the following steps.

1. In Grants Proposal, navigate to the Narrative Summary window as follows:

   Proposal Development - Narratives

2. In the Proposal Number field, select a proposal number and proposal title from the list of values.

   Note: By default, Incomplete appears in the Module Status field.

   Note: To go quickly to the Narrative Summary window from the Proposals window, go to the Tools Menu and select Narratives.

3. In the Narrative Type field, optionally select a narrative type from the list of values.

4. In the Submission Type field, optionally select the timing, transmission method, or format by which narrative modules are sent to the sponsor from the list of values.

5. Click **New**.

   The Narrative Details window appears.

6. Enter information in each field of the Narrative Details window as described in Table 14–2, page 14-9.

7. Save or save and continue as follows:

   File - Save or **Save and Proceed**

8. To attach a narrative module that was created in a word processor or as ASCII text to the proposal, click the paperclip icon on the toolbar.

   The Attachments window appears.

   To attach a document written in another application to the proposal in Grants Proposal, see About Attachments, *Oracle Applications User's Guide.*

9. Enter data in the appropriate fields in the Attachments window.

   To enter or modify data in the Attachments window, see Attachments Window, *Oracle Applications User's Guide.*

10. Save or save and continue as follows:

    File - Save or **Save and Proceed**

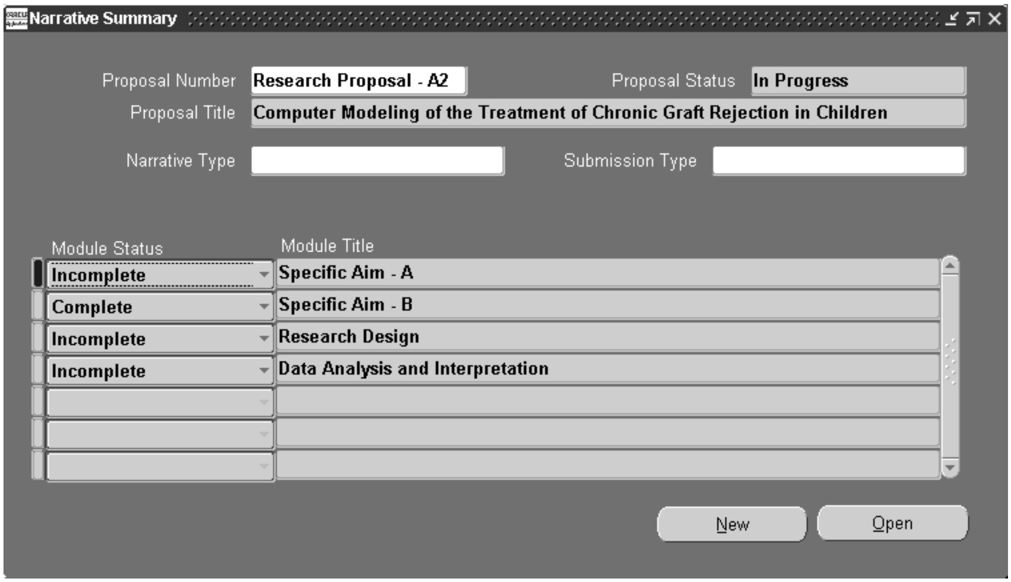
11. Close the Attachments window to return to the Narrative Details window.

12. If the narrative module is complete, select Complete from the drop-down list in the Module Status field.
13. Save or save and continue as follows:

    File - Save or **Save and Proceed**
14. Close the window.

Narrative Summary Window

Figure 14–1 Narrative Summary Window



Narrative Summary Window Description

Table 14–1 Narrative Summary Window Description

Field Name	Type	Features	Description
Proposal Number	required	list of values	proposal number
Proposal Status	display only		current status of proposal
Proposal Title	default, display only		proposal title; defaults when users select the proposal number from list of values in Proposal Number field
Narrative Type	optional	list of values	title or contents of narrative module. Seeded options are Attachment, Cost Data Summary, and Support Data for a Request for Quote. Use Cost Data Summary for budget data.
Submission Type	optional	list of values	timing, transmission method, or format by which narrative modules are sent to the sponsor. Seeded options are By Mail, Courier, File Upload, Electronic Only, E-Mail, By Fax, and Electronic Image. Use Electronic Only to indicate that data is sent by a separate EDI transaction set. Use Electronic Image to indicate narrative module submission via the World Wide Web.
Module Status	display only	drop-down list	current status of narrative module
Module Title	display only		user-defined title of narrative module
New		button	opens Narrative Details window so users can add a new narrative module
Open		button	opens Narrative Details window so users can modify an existing narrative module

Modifying a Narrative Module Procedure

To modify an existing narrative module, perform the following steps.

1. In Grants Proposal, navigate to the Narrative Summary window as follows:

   Proposal Development - Narratives

2. In the Proposal Number field, select a proposal number and proposal title from the list of values.
3. Select the narrative module to modify.
4. Click **Open**.

   The Narrative Details window appears.

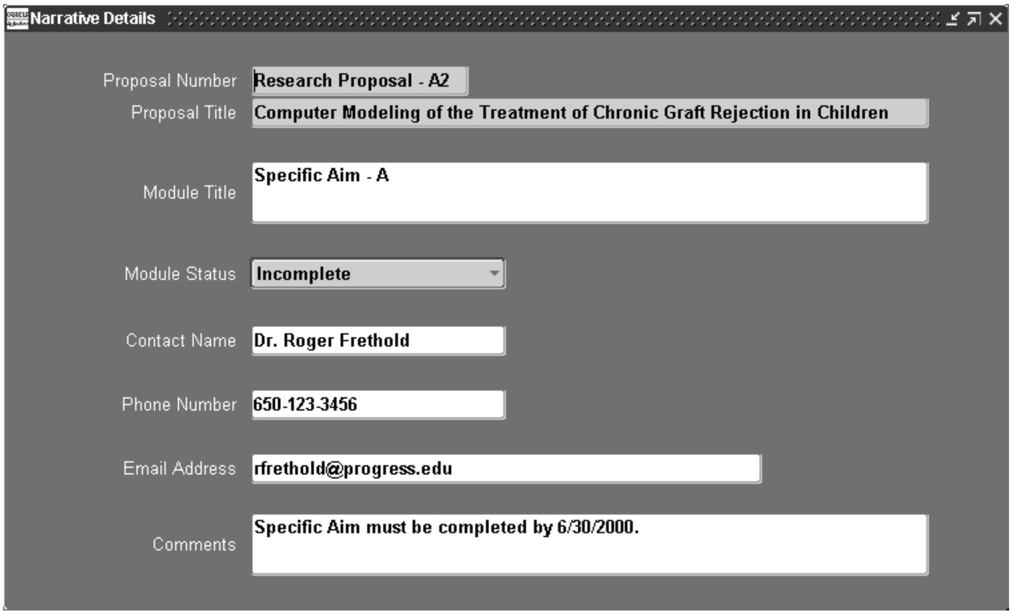
5. Modify information in the appropriate fields of the Narrative Details window as described in Table 14–2, page 14-9.
6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

7. Close the window.

Narrative Details Window

Figure 14–2 Narrative Details Window



Narrative Details Window Description

Table 14–2 Narrative Details Window Description

Field Name	Type	Features	Description
Proposal Number	default, display only		proposal number
Proposal Title	default, display only		user-defined title of narrative module
Module Title	optional		title of narrative module
Module Status	required	drop-down list	current status of narrative module; default is Incomplete. System-defined options are Complete or Incomplete. Module status can be Complete or Incomplete when attaching the narrative module to the proposal. **Note:** Narrative module status and the budget status must be Complete or None before users can submit the proposal package for routing by going to the Tools Menu in the Proposals window and selecting Submit for Approval. When the last approver has approved the proposal package, the proposal status changes to Approved.
Contact Name	optional		person who wrote narrative module
Phone Number	optional		contact person’s phone number
Email Address	optional		contact person’s e-mail address
Comments	optional		descriptive text about narrative module

15

Approved Proposals and Budgets Procedures

This chapter describes how to view approved proposals and approved proposal budgets, enter sponsor-related data, and copy approved proposal budgets. The following sections are in this chapter:

Definition

An approved proposal, which includes all components of proposals, such as a narrative module and a budget, is one that has been internally approved and shows a proposal status of Approved in the header region of the Proposals window.

Overview

All internally approved proposals can be viewed in the Approved Proposals area of the Main Menu. After the last approver on the approval map has approved the proposal, the system changes the proposal status from Approval In-Progress to Approved. When this change in proposal status occurs, the proposal is viewable from the Approved Proposals area.

A separate responsibility can be created to provide access to the Approved Proposals area. Personnel with authorized access can view all approved proposal information to analyze proposal activities to assist them in making project-related decisions.

Approved proposals and approved proposal budgets cannot be modified. All tabs in the Proposals window of approved proposals are read-only.

When users navigate to the Approved Budgets area, they select a proposal number in the Proposal Number field of the Budget Versions window and the selected display only approved proposal budget appears.

References

For information on how approved proposals integrate with Grants Accounting, see Integration of Grants Proposal with Grants Accounting Process, page A-1.

Prerequisites

Before proposals can be viewed in the Approved Proposals area of the Main Menu, they must show a proposal status of Approved.

Viewing Approved Proposals Procedure

To view approved proposals, perform the following steps.

1. In Grants Proposal, navigate to the Proposals window as follows:

   Approved Proposals - Proposals

   The Find Proposals window appears.

2. To view a specific approved proposal, enter data in selected fields of the Find Proposals window as described in Viewing an Existing Proposal Procedure, Proposal Entry Procedures, page 12-1, and click **Find**.

   The Proposals Summary window appears. Go to Step 4.

3. To view a list of all approved proposals entered in the system, click **Find**.

   The Proposals Summary window appears.

   Note: The Proposals Summary window is a folder that the user can modify.

4. Select the proposal the user wants to view and click **Open**.

   The Proposals window appears with the selected proposal number, proposal status, and proposal title showing in the header.

5. Close the window.

Part III

Processes and Reports

16

Processes and Reports Procedures

This chapter describes how to run processes and generate reports. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- IGW: EDI Outbound (Generic) Procedure
- IGW: Export Proposal to Oracle Grants Accounting Procedure
- IGW: Export Proposal Budget to Oracle Grants Accounting Procedure
- Printing Form PHS 398, all Pages
- Printing Form PHS 398 (Modular), all Pages
- Printing Form PHS 2590, all Pages
- Printing Form PHS 398, Pages AA - BB and DD - KK Procedure
- Printing Form PHS 398 (Modular), Pages EE - FF Procedure
- Printing Form PHS 2590, Page A Procedure
- Printing Form PHS 2590, Pages B - G Procedure

Definition

A process is an activity or set of activities that run in the background to accomplish a specific goal.

Reports are sponsor-specific grant application pages that can be printed individually.

Overview

This chapter describes the following processes:

- IGW: EDI Outbound (Generic)
- IGW: Export Proposal Budget to Oracle Grants Accounting
- IGW: Export Proposal to Oracle Grants Accounting

Oracle Grants Proposal currently provides the user with the following sponsor-specific grant application forms:

- Form PHS 398, Grant Application, Department of Health and Human Services, Public Health Service
- Form PHS 398 (Modular), Modular Grant Application, Department of Health and Human Services, Public Health Service
- Form PHS 2590, Application for Continuation Grant, Department of Health and Human Services, Public Health Service

IGW: EDI Outbound (Generic)

The IGW: EDI Outbound (Generic) process creates an outbound EDI flatfile, which is used to electronically submit a proposal to a sponsor.

IGW: Export Proposal to Oracle Grants Accounting

The IGW: Export Proposal to Oracle Grants Accounting process exports a proposal from Grants Proposal to Grants Accounting. In Grants Accounting, the proposal is converted to an award. The exported proposal data includes the following:

- proposal title
- proposal start and end date
- sponsor's name

- names of key proposal personnel
- organization information

IGW: Export Proposal Budget to Oracle Grants Accounting

The IGW: Export Proposal Budget to Oracle Grants Accounting process exports the approved budget from Grants Proposal to Grants Accounting.

When a project is created in Grants Accounting, it is associated with a resource list. A resource list is a set of resources used on a project. Resources include expenditure categories and expenditure types. Travel is an example of an expenditure category. Expenditure types are subsets of expenditure categories. The expenditure types of Domestic Travel and International Travel are subsets of Travel.

If a proposal budget includes an expenditure category or expenditure type that is not present in the resource list associated with the intended project in Grants Accounting, then the proposal budget does not transfer to Grants Accounting. If this occurs, users must add the missing expenditure category or expenditure type to the Grants Accounting resource list before attempting subsequent proposal budget transfers.

To ensure the transfer of proposal budgets to Grants Accounting, Grants Proposal recommends that users create a resource list in Grants Accounting that contains all of Grants Accounting’s expenditure types and expenditure categories. All expenditure categories and expenditure types created in Grants Accounting are seen by the Grants Proposal user.

If the Grants Proposal user is aware of and budgets on the same expenditure items contained in the Grants Accounting master resource list, then proposal budgets transfer to Grants Accounting automatically when the IGW: Export Proposal Budget to Oracle Grants Accounting process is run.

Form PHS 398 Department of Health and Human Services, Public Health Service Grant Application

Form PHS 398 is an application for a grant used by the Department of Health and Human Services, Public Health Service.

This application contains the following pages that are printable in Grants Proposal:

- organization information, page AA
- description of the proposed research, performance sites, and key personnel, page BB

- detailed budget for initial budget period, page DD
- budget for entire proposed period of support, page EE
- biographical sketch information, page FF
- other support information, page GG
- resources, page HH
- checklist, page II
- personnel report, page JJ
- personal data on principal investigator, page KK

Form PHS 398 (Modular)

Form PHS 398 (Modular) is an abbreviated application for a grant used by the Department of Health and Human Services, Public Health Service.

This application contains the following pages that are printable in Grants Proposal:

- budget justification; total direct costs for entire proposed period, page EE
- biographical sketch information, page FF

Form PHS 2590 Department of Health and Human Services, Public Health Service Application for Continuation Grant

Form PHS 2590 is an application for continuation of a grant used by the Department of Health and Human Services, Public Health Service.

This application contains the following pages that are printable in Grants Proposal:

- organization information, page A
- detailed budget for next budget period, page B
- budget justification, page C
- biographical sketch information, page D
- progress report summary, page E
- checklist, page F
- personnel report, page G

References

For information on defining resource lists, see Defining Resource Lists, *Oracle Projects User's Guide*.

For information on setting up resource lists in Grants Accounting, see Step 15. Define Resource Lists, Oracle Grants Accounting Setup Overview, *Oracle Grants Accounting User's Guide.*

Prerequisites

❏ Before printing reports, users must enter all pertinent proposal and budget data.

To enter proposal data, see Proposal Entry Procedures, page 12-1.

To enter budget data, see Budget Entry Procedures, page 13-1.

IGW: EDI Outbound (Generic) Procedure

Note: Before running the IGW: EDI Outbound (Generic) process, users must set up the proposal customer, or sponsor, as a trading partner. For information on setting up trading partners, see Defining Trading Partner Data, *Oracle e-Commerce Gateway User's Guide*.

To run the IGW: EDI Outbound (Generic) process, perform the following steps.

1. In Grants Proposal, navigate to the Submit Request window as follows:

   Processes & Reports - Run

   The Submit a New Request window appears.

2. To submit an individual request, select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select IGW: EDI Outbound (Generic) from the list of values.
5. Click **OK.**

   The Parameters window appears.

6. In the Proposal Number field, select a proposal number from the list of values.
7. In the Output File Path field, enter the path where the EDI flatfile will be created.

   Note: The default value is picked up from the profile.

8. In the Debug Mode field, do not change the default of 0 with an associated description of OFF.
9. Click **OK** to apply the parameters.
10. To send the process request to the concurrent manager, click **Submit**.

    The Requests window automatically appears for viewing.

11. Close the window.

IGW: Export Proposal to Oracle Grants Accounting Procedure

To run the IGW: Export Proposal to Oracle Grants Accounting process, perform the following steps.

1. In Grants Proposal, navigate to the Submit Request window as follows:

   Processes & Reports - Run

   The Submit a New Request window appears.

2. To submit an individual request, select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select IGW: Export Proposal to Oracle Grants Accounting from the list of values.
5. Click **OK.**

   The Parameters window appears.

6. In the Proposal Number field, select a proposal number from the list of values.
7. In the Award Template field, select the appropriate award template from the list of values.

   Note: A new award is created by copying an existing award or by copying an existing award template and modifying or adding award data as necessary. To ensure the transfer of a proposal from Grants Proposal to Grants Accounting, the Grants Proposal user must select an award template in the Award Template field where the following fields have been filled for that award template in the Grants Accounting Award Template Management window:

   - Award Type and Purpose fields in the header region
   - Indirect Cost Rate, Allowed Cost Schedule, Terms, and Billing Cycle fields in the Compliances Tab
   - Labor Invoice Format and Non-Labor Invoice Format fields in the Billing Format window

   For information on setting up award templates, see Award Templates Setup, *Oracle Grants Accounting User's Guide*.

8. Click **OK** to apply the parameters.
9. To send the process request to the concurrent manager, click **Submit**.

The Requests window automatically appears for viewing.

10. Close the window.

IGW: Export Proposal Budget to Oracle Grants Accounting Procedure

To run the IGW: Export Proposal Budget to Oracle Grants Accounting process, perform the following steps.

1. In Grants Proposal, navigate to the Submit Request window as follows:

   Processes & Reports - Run

   The Submit a New Request window appears.
2. To submit an individual request, select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select IGW: Export Proposal Budget to Oracle Grants Accounting from the list of values.
5. Click **OK.**

   The Parameters window appears.
6. In the Proposal Number field, select a proposal number from the list of values.
7. In the Version Number field, select the budget version number from the list of values.

   Note: Only budget versions that have a budget type of Award Budget appear in the list of values for the Version Number field.
8. Click **OK** to apply the parameters.
9. To send the process request to the concurrent manager, click **Submit**.

   The Requests window automatically appears for viewing.
10. Close the window.

Printing Form PHS 398, all Pages

To print all pages of form PHS 398, perform the following steps.

1. In Grants Proposal, navigate to the Submit Request Set window as follows:

   Processes & Reports - Run

   The Submit a New Request window appears.

2. To submit a request set, select the Request Set radio button.
3. Click **OK**.

   The Submit Request Set window appears.

4. In the Request Set field, select IGW: PHS 398 Pages from the list of values.
5. Click **OK.**
6. Place the cursor in the Parameters field of the first record.

   The Parameters window automatically appears.

7. In the Proposal Number field, select a proposal number from the list of values.
8. Click **OK** to apply the parameter.

   Note: It is sufficient to apply the parameter to the first record only because the parameter is shared by the other reports in the request set.

9. In the Submit Request Set window, click **Options...**

   The Upon Completion... window appears.

10. In the Printer field, select the appropriate printer from the list of values.
11. In the Copies field, enter the number of copies the user wants to print and click **OK**.
12. Repeat Steps 9, 10, and 11 for each report page.

    Note: For advanced functionality, such as scheduling, see *Oracle Applications User's Guide*.

13. To send the print request to the concurrent manager, click **Submit**.

    The Requests window automatically appears for viewing.

14. Close the window.

Printing Form PHS 398 (Modular), all Pages

To print all pages of form PHS 398 (Modular), perform the following steps.

1. In Grants Proposal, navigate to the Submit Request Set window as follows:

   Processes & Reports - Run

   The Submit a New Request window appears.

2. To submit a request set, select the Request Set radio button.
3. Click **OK**.

   The Submit Request Set window appears.

4. In the Request Set field, select IGW: PHS 398 (Modular) Pages from the list of values.
5. Click **OK.**
6. Place the cursor in the Parameters field of the first record.

   The Parameters window automatically appears.

7. In the Proposal Number field, select a proposal number from the list of values.
8. Click **OK** to apply the parameter.

   Note: It is sufficient to apply the parameter to the first record only because the parameter is shared by the other reports in the request set.

9. In the Submit Request Set window, click **Options...**

   The Upon Completion... window appears.

10. In the Printer field, select the appropriate printer from the list of values.
11. In the Copies field, enter the number of copies the user wants to print and click **OK**.
12. Repeat Steps 9, 10, and 11 for each report page.

    Note: For advanced functionality, such as scheduling, see *Oracle Applications User's Guide.*

13. To send the print request to the concurrent manager, click **Submit**.

    The Requests window automatically appears for viewing.

14. Close the window.

Printing Form PHS 2590, all Pages

To print all pages of form PHS 2590, perform the following steps.

1. In Grants Proposal, navigate to the Submit Request Set window as follows:

   Processes & Reports - Run

   The Submit a New Request window appears.
2. To submit a request set, select the Request Set radio button.
3. Click **OK**.

   The Submit Request Set window appears.
4. In the Request Set field, select IGW: PHS 2590 Pages from the list of values.
5. Click **OK.**
6. Place the cursor in the Parameters field of the first record.

   The Parameters window automatically appears.
7. In the Proposal Number field, select a proposal number from the list of values.
8. In the Review Group field, enter the review group assigned by the National Institute of Health.
9. In the Type field, enter the one digit number that represents the type of application.
10. In the Activity field, enter the type of activity for this grant application.
11. Click **OK** to apply the parameters.

    Note: It is sufficient to apply the parameters to the first record only because the proposal number parameter is shared by the other reports in the request set and the other parameters are applicable to the first report only.
12. In the Submit Request Set window, click **Options...**

    The Upon Completion... window appears.
13. In the Printer field, select the appropriate printer from the list of values.
14. In the Copies field, enter the number of copies the user wants to print and click **OK**.
15. Repeat Steps 12, 13, and 14 for each report page.

Note: For advanced functionality, such as scheduling, see *Oracle Applications User's Guide*.

16. To send the print request to the concurrent manager, click **Submit**.

    The Requests window automatically appears for viewing.

17. Close the window.

Printing Form PHS 398, Pages AA - BB and DD - KK Procedure

To print form PHS 398 pages individually, perform the following steps.

1. In Grants Proposal, navigate to the Submit Request window as follows:

   Processes & Reports - Run

   The Submit a New Request window appears.
2. To submit an individual request, select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select IGW: PHS 398 Page AA, BB, DD, EE, FF and GG, HH, II, JJ, or KK from the list of values.

   The Parameters window appears.
5. In the Proposal Number field, select a proposal number from the list of values.
6. Click **OK** to apply the parameters.
7. In the Submit Request window, click **Options...**

   The Upon Completion... window appears.
8. In the Printer field, select the appropriate printer from the list of values.
9. In the Copies field, enter the number of copies the user wants to print and click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The printer prints the requested copies of the report and the Requests window automatically appears for viewing.
11. Close the window.

Printing Form PHS 398 (Modular), Pages EE - FF Procedure

To print form PHS 398 (Modular) pages individually, perform the following steps.

1. In Grants Proposal, navigate to the Submit Request window as follows:

   Processes & Reports - Run

   The Submit a New Request window appears.

2. To submit an individual request, select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select IGW: PHS 398 (Modular) Page EE or IGW: PHS 398 (Modular) Page FF from the list of values.

   The Parameters window appears.

5. In the Proposal Number field, select a proposal number from the list of values.
6. Click **OK** to apply the parameters.
7. In the Submit Request window, click **Options...**

   The Upon Completion... window appears.

8. In the Printer field, select the appropriate printer from the list of values.
9. In the Copies field, enter the number of copies the user wants to print and click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The printer prints the requested copies of the report and the Requests window automatically appears for viewing.

11. Close the window.

Printing Form PHS 2590, Page A Procedure

To print form PHS 2590, page A, perform the following steps.

1. In Grants Proposal, navigate to the Submit Request window as follows:

   Processes & Reports - Run

   The Submit a New Request window appears.

2. To submit an individual request, select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select IGW: PHS 2590 Page A from the list of values.

   The Parameters window appears.

5. In the Proposal Number field, select a proposal number from the list of values.
6. In the Review Group field, enter the review group assigned by the National Institute of Health.
7. In the Type field, enter the one digit number that represents the type of application.
8. In the Activity field, enter the type of activity for this grant application.
9. Click **OK** to apply the parameters.
10. In the Submit Request window, click **Options...**

    The Upon Completion... window appears.

11. In the Printer field, select the appropriate printer from the list of values.
12. In the Copies field, enter the number of copies the user wants to print and click **OK**.
13. To send the print request to the concurrent manager, click **Submit**.

    The printer prints the requested copies of the report and the Requests window automatically appears for viewing.

14. Close the window.

Printing Form PHS 2590, Pages B - G Procedure

To print form PHS 2590, pages B - G individually, perform the following steps.

1. In Grants Proposal, navigate to the Submit Request window as follows:

   Processes & Reports - Run

   The Submit a New Request window appears.

2. To submit an individual request, select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select IGW: PHS 2590 Page B, C, D, E, F, or G from the list of values.

   The Parameters window appears.

5. In the Proposal Number field, select a proposal number from the list of values.
6. Click **OK** to apply the parameters.
7. In the Submit Request window, click **Options...**

   The Upon Completion... window appears.

8. In the Printer field, select the appropriate printer from the list of values.
9. In the Copies field, enter the number of copies the user wants to print and click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The printer prints the requested copies of the report and the Requests window automatically appears for viewing.

11. Close the window.

Part IV

Topical Essays

A

Integration of Grants Proposal with Grants Accounting Process

This appendix describes how Oracle Grants Proposal integrates with Oracle Grants Accounting. The following sections are in this appendix:

Definition

Grants Proposal is closely integrated with Grants Accounting and enables users to transfer proposals and proposal budgets from Grants Proposal to Grants Accounting.

Overview

The following can be exported from Grants Proposal to Grants Accounting:

- proposal
- proposal budget

When a proposal is exported from Grants Proposal to Grants Accounting, it becomes an award in Grants Accounting. An award in Grants Accounting is a grant received by the organization that is used to fund one or more projects. An award is a funding installment, which typically represents a budget year. When a proposal budget is exported from Grants Proposal to Grants Accounting, it becomes an award budget in Grants Accounting.

If Grants Accounting is implemented, the expenditure types and expenditure categories used to budget in Grants Proposal are maintained in Grants Accounting. Users can budget on expenditure types or expenditure categories for a given budget.

Transfer of Budget Lines

In Grants Accounting, users define a budget entry method as a setup step when setting up Oracle Projects. The budget entry method is defined in Projects' Budget Entry Methods window. In this window, users select the level at which they want to budget, whether to budget by resource, and the time period to use for budgeting. Budgeting time period or time phase options include GL Period, PA Period, Date Range, or No Time Phase.

The budgeting time phase selected determines how budget lines are transferred from Grants Proposal to Grants Accounting. If the time phase selected is GL Period, PA Period, or No Time Phase, then budget lines for each expenditure type or expenditure category are summed for the entire proposal budget and exported to the first available period in Grants Accounting. If the time phase selected is Date Range, budget lines are transferred as they are from Grants Proposal to Grants Accounting.

Examples

For example, a proposal budget could have the following lines:

Line 1	Period 1	Printer	$100	Overhead $10
Line 1	Period 2	Printer	$100	Overhead $10
Line 1	Period 3	Printer	$100	Overhead $10
Line 2	Period 3	Travel	$200	Overhead $50

If the time phase for the proposal budget is GL Period, PA Period, or No Time Phase, budget lines are transferred from Grants Proposal to Grants Accounting as follows:

Line 1	First Available Period	Printer	$300
Line 2	First Available Period	Travel	$200
Line 3	First Available Period	Overhead	$80

If the time phase for the proposal budget is Date Range, budget lines are transferred from Grants Proposal to Grants Accounting as follows:

Line 1	Period 1	Printer	$100
Line 2	Period 2	Printer	$100
Line 3	Period 3	Printer	$100
Line 4	Period 3	Travel	$200
Line 5	Entire Allowable Budget Period	Overhead for Printer	$80

Transfer of Overhead

Overhead amounts in Grants Proposal are summed for all budget lines and exported to the overhead expenditure category or expenditure type selected in the Implementation Options window in Grants Proposal during implementation options setup.

Transfer of Unmatched Expenditure Type or Expenditure Category

If the expenditure types or expenditure categories budgeted on in Grants Proposal do not match those in the applicable project's resource list in Grants Accounting, the amounts of the unmatched expenditure types or expenditure categories will be summed and exported to the unmatched expenditure type or expenditure category selected in the Implementation Options window in Grants Proposal during implementation options setup.

References

For information on Grants Accounting set up steps that must be completed to use Grants Proposal, see Oracle Grants Proposal Setup Overview, page 3-1 and Oracle Grants Accounting Setup Overview, *Oracle Grants Accounting User's Guide.*

For information on running the IGW: Export Proposal to Oracle Grants Accounting, see Processes and Reports Procedures, page 16-1.

For information on entering projects, see Project Entry, *Oracle Projects User's Guide*.

For information on entering project types, see Project Types Setup, *Oracle Grants Accounting User's Guide*.

For information on entering installments, see Chapter 21, Installment Entry Procedures, *Oracle Grants Accounting User's Guide*.

For information on funding projects, see Chapter 22, Project Funding Procedures, *Oracle Grants Accounting User's Guide*.

For information on copying an approved proposal budget, see Approved Proposals and Budgets Procedures, page 15-1.

For information on running the IGW: Export Proposal Budget to Oracle Grants Accounting, see Processes and Reports Procedures, page 16-1.

For information on setting up implementation options, see Implementation Options Setup, page 4-1.

Exporting a Proposal and a Proposal Budget Process

Table A–1 describes the sequence of events that occur during the export of a proposal and a proposal budget from Grants Proposal to Grants Accounting.

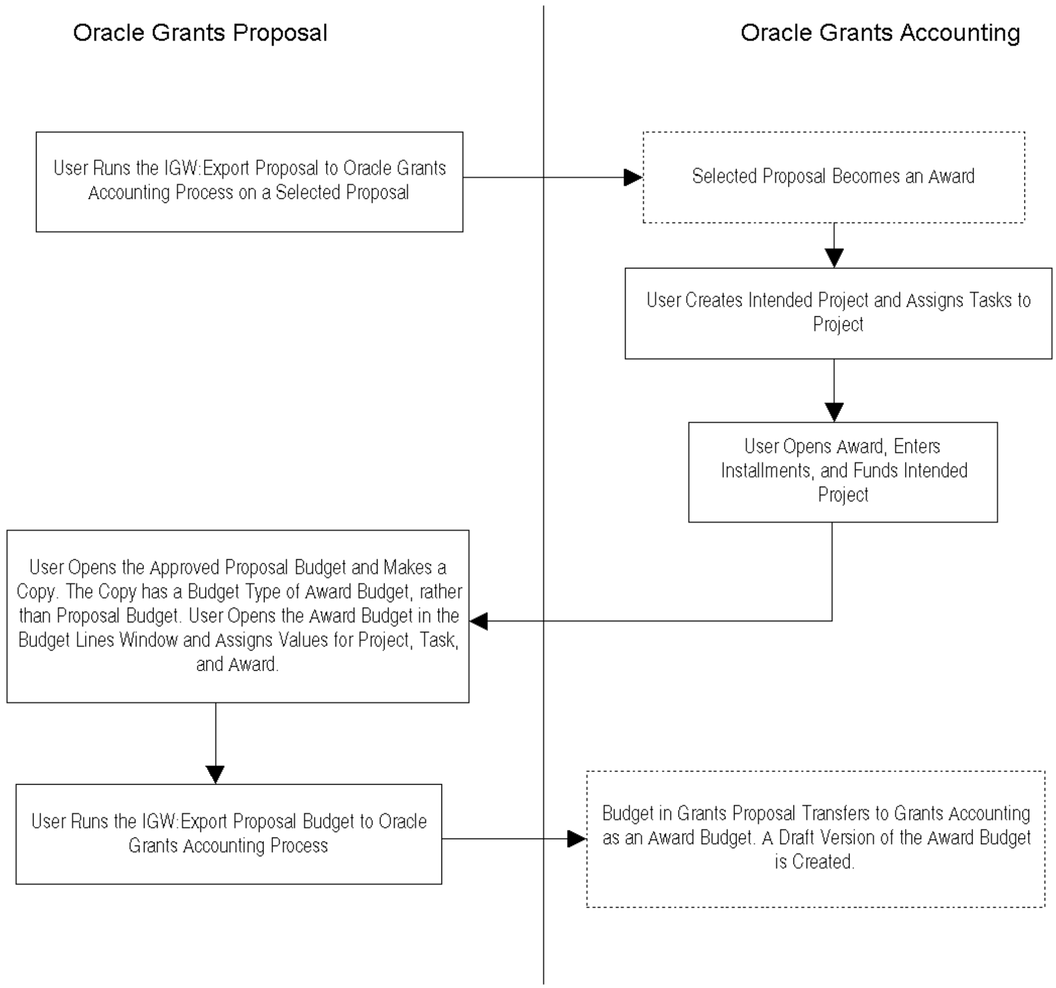
Table A–1 Exporting a Proposal and Proposal Budget Process

Event	Action that Occurs in Grants Proposal	Action that Occurs in Grants Accounting
1.	The user runs the IGW: Export Proposal to Oracle Grants Accounting process on a selected proposal.	The selected proposal becomes an award.
2.	No action occurs.	Users create the intended project and assign tasks to the project.
3.	No action occurs.	Users open the award, enter installments, and fund the project.
4.	The users open the approved proposal budget and make a copy of it. The newly copied version has a budget type of Award Budget, rather than Proposal Budget. **Note:** In the Sponsor Action tab of the Proposals window, the status indicated in the Sponsor Action field must be Funded or Submitted or the proposal copies as a Proposal Budget, rather than an Award Budget. A Proposal Budget cannot transfer to Grants Accounting. Users open the Award Budget in the Budget Lines window and assign values for project, task, and award in the Project tab.	No action occurs.
5.	User run the IGW: Export Proposal Budget to Oracle Grants Accounting process.	The budget in Grants Proposal transfers to Grants Accounting as an Award Budget. A draft version of the Award Budget is created.

Exporting a Proposal and a Proposal Budget Flowchart

Figure A–1 shows the exporting a proposal and a proposal budget process as described in Table A–1. Rectangles with solid lines indicate tasks that are viewed by Grants Proposal users. Rectangles with dashed lines indicate tasks that are not viewed by Grants Proposal users because they occur internally.

Figure A–1 Exporting a Proposal and a Proposal Budget Flowchart



B

Grants Proposal Approval and Routing Process

This appendix describes the Oracle Grants Proposal approval and routing process. The following sections are in this appendix:

- Definition
- Overview
- Prerequisites
- Proposal Approval Process
- Proposal Approval Process Flowchart

Definition

Approval and routing is a process that routes the proposal electronically to a list of organizational authorities and seeks their approval. This process is accomplished through a series of business rule evaluations where each business rule for the applicant unit identified in the proposal is evaluated against the proposal content. The following types of business rules are defined by users for an organization:

- validation
- routing
- notification

An approval hierarchy is a ranking of approval organizations, starting with the organization preparing the proposal and ending with the top-most organization.

Overview

Before a proposal is submitted to a sponsor, it must be internally reviewed and approved. This process is initiated only by the Proposal Manager or the Proposal Owner from the Proposals window by selecting Submit for Approval from the Tools Menu.

Once the proposal is submitted for approval, the proposal status changes from In-Progress to Approval In-Progress. If the proposal is rejected during the approval process, it can be modified and resubmitted for approval. The process completes when the final approver approves the proposal and the proposal status changes from Approval-In-Progress to Approved.

When the proposal is submitted for approval, the approvers are automatically assigned the Proposal Approver role. Notified persons are assigned the Proposal Viewer role. In the Proposals window, Organization tab, the Proposal Signing Official and the Administrative Official are both assigned the Proposal Signing Official's role.

The Proposal Approver and the Proposal Viewer roles enable users to view the proposal. The Proposal Signing Official role has the same rights as the Proposal Owner and the Proposal Manager and can additionally modify the proposal after it is submitted for approval or approved.

Users can modify a proposal based upon the following factors:

- proposal status
- sponsor action status

- proposal user role

For information on proposal modification, see Proposal Modification, Proposal Security Process, page C-4.

References

For information on setting up business rules, see Business Rules Setup, page 9-1.

For information on setting up maps, see Maps Setup, page 8-1.

Prerequisites

- ❏ Before users can submit a proposal for approval, the organization approval hierarchy name, version number, and start organization must be selected in the Implementation Options window.

  To enter implementation options, see Implementation Options Setup, page 4-1.

- ❏ Before users can submit a proposal for approval, maps must be set up for the organizations in the approval hierarchy.

  To set up maps, see Maps Setup, page 8-1.

- ❏ Before users can submit a proposal for approval, business rules must be set up.

  To set up business rules, see Business Rules Setup, page 9-1.

- ❏ Before users can submit a proposal for approval, the submitter must be assigned the role of Proposal Owner or Proposal Manager.

  To set up proposal roles and assign rights to the roles, see Proposal Roles Setup, page 5-1.

  To specify a person as a Proposal Manager, see Proposal Entry Procedures, page 12-1.

  To assign roles to users, see User Roles, Proposal Entry Procedures, page 12-1.

- ❏ Before users can submit a proposal for approval, the budget status in the Budget Versions window must be Complete or None.

  For information on budget status, see Budget Entry Procedures, page 13-1.

  For information on narrative module status, see Narrative Module Procedures, page 14-1.

Proposal Approval Process

Table B–1 describes the proposal approval process.

Table B–1 Proposal Approval Process

Event	Description
1.	Grants Proposal selects validation business rules for the applicant unit and evaluates their expressions.
2.	If Grants Proposal evaluates a validation business rule expression as Invalid at any level in the approval hierarchy, the approval process is aborted.
3.	If Grants Proposal evaluates a validation business rule expression as Valid, the system selects for evaluation the validation business rule of the parent organization in the approval hierarchy. Events 1, 2, and 3 repeat until the top-most organization in the approval hierarchy is reached.
4.	When all validation business rule expressions for the applicant unit are evaluated as True in the approval hierarchy, the system selects notification business rules for the applicant unit and evaluates their expressions.
5.	If Grants Proposal evaluates a notification business rule expression as False, a map corresponding to the notification business rule is not selected for notification.
6.	If Grants Proposal evaluates a notification business rule expression as True, the map corresponding to the notification business rule is selected for notification.
7.	Grants Proposal selects for evaluation the notification business rules of the parent organization in the approval hierarchy and evaluates their expressions. Events 5, 6, and 7 repeat until the top-most organization in the approval hierarchy is reached.
8.	After all the notification business rules for the organizations in the hierarchy are evaluated, Grants Proposal selects routing business rules for the applicant unit and evaluates their expressions.
9.	If Grants Proposal evaluates a routing business rule expression as False, the map corresponding to the routing business rule is not selected for routing.
10.	If Grants Proposal evaluates a routing business rule expression as True, the map corresponding to the routing business rule is selected for routing.
11.	If more than one routing business rule evaluates as True, their corresponding maps are executed in user-defined sequence.
12.	Grants Proposal selects for evaluation the routing business rules of the parent organization in the approval hierarchy and evaluates their expressions. Events 9, 10, 11, and 12 repeat until the top-most organization in the approval hierarchy is reached.

Table B–1 Proposal Approval Process

Event	Description
13.	Notification is sent to all persons in the selected maps for the notification business rule. Notification for approval is sent to the first stop in the first selected map for the routing business rule.

The stages of the proposal approval process are described in greater detail in the following sections.

Evaluating Validation Business Rules

A validation business rule validates or invalidates certain conditions of the proposal. It does not seek approval. An example of a validation business rule is the following: If the underrecovery amount >= $10,000, then the proposal is invalid.

The proposal approval process first selects validation business rules for the applicant unit and evaluates their expressions.

If any of the validation business rule expressions evaluate as Invalid, an error message appears that indicates the name of the business rule and the name of the organization owning the rule. If a validation business rule is Invalid at any level in the approval hierarchy, the error message appears and the approval process is aborted.

If an expression evaluates as Valid, the system then selects for evaluation the validation business rules of the parent organization in the approval hierarchy.

This selection and evaluation process continues until the system has evaluated the validation business rules from the applicant unit to the top-most organization in the approval hierarchy.

Evaluating Notification Business Rules

A notification business rule notifies personnel of an activity, but it does not require approval. Everyone in the applicable map is notified that the proposal has been submitted for approval. An example of a notification business rule is the following: If the sponsor type is a Foundation in a proposal, then notify the Dean when the proposal is submitted. Organizations can have more than one notification business rule.

When all validation business rules from the applicant unit to the top-most organization in the approval hierarchy are evaluated as True, the system evaluates notification business rules.

If a notification business rule expression evaluates as False at any level in the approval hierarchy, the map corresponding to the notification business rule is not selected for notification.

If a notification business rule expression evaluates as True, the map corresponding to the notification business rule is selected for notification. Notification is sent to all persons in the selected maps for the notification business rule.

This selection and evaluation process continues until the system has evaluated the notification business rules from the applicant unit to the top-most organization in the approval hierarchy.

Evaluating Routing Business Rules

A routing business rule specifies the sequence of proposal stops for review and approval. Users can assign a sequence to all routing business rules for a given organization. Each routing business rule is associated with a specific approval map. A proposal is routed for approval based upon the user-defined sequence.

When all notification business rules for the applicant unit are evaluated in the approval hierarchy, the system evaluates the routing business rules.

If all routing business rule expressions are evaluated as False, an error message appears, indicating that no routing stop was found and the approval process is aborted.

If an expression in a routing business rule evaluates as True, the map corresponding to the routing business rule is selected for routing.

If two or more routing business rules in an organization evaluate as True, their corresponding maps are executed in the order defined by the Sequence field in the Rule Name, Sequence tab of the Create Business Rules window. The system then selects for evaluation the routing business rules of the parent organization in the approval hierarchy and evaluates their expressions.

This selection and evaluation process continues until the system has evaluated the routing business rules of the top-most organization in the approval hierarchy.

Evaluating Expressions

When a proposal is submitted for approval, the approval process dynamically substitutes actual values in place of the variables in the business rules' expressions and then evaluates the expressions. Based on the evaluation of the expressions, the corresponding maps are selected for routing or notification.

For example, suppose a business rule expression is the following:

If Total Cost > 1,000,000, select map Special Approval

Suppose the proposal the user is submitting has a Total Cost of $2,000,000. When the proposal is submitted for approval, the system substitutes the Total Cost variable with 2,000,000 and the expression becomes the following:

If 2,000,000 > 1,000,000, select map Special Approval

This expression is evaluated as True and routing map Special Approval is selected.

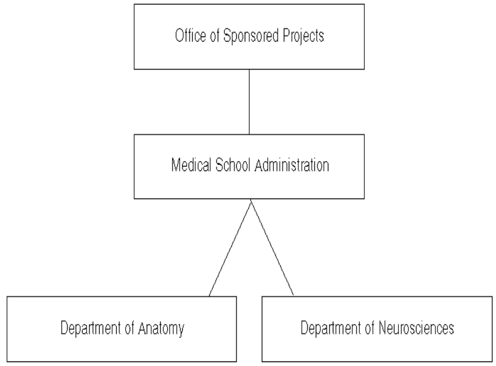
Proposal Approval Process Example

To illustrate the proposal approval process, suppose that users create a three-level organization approval hierarchy for a medical school as follows:

- Office of Sponsored Projects is the highest approving organization
- Medical School Administration is the child organization of the Office of Sponsored Projects
- Department of Anatomy is the child organization of Medical School Administration
- Department of Neurosciences is also the child organization of Medical School Administration

Figure B–1, page B-9 illustrates the organization approval hierarchy as described in the accompanying text.

Figure B–1 Three-Level Sample Organization Approval Hierarchy



Users in this example create the business rules and maps shown in Table B–2.

Table B–2 Business Rules and Maps Created by Users

Organization	Business Rule	Expression	Map	Person
Office of Sponsored Projects	Underrecovery Validation Business Rule	If underrecovery Amount > 0, then Invalid	Not Applicable	
Office of Sponsored Projects	OSP Routing Business Rule		OSP Approval Map	Primary Approver is John Smith. Secondary Approver is Nancy Miller.
Office of Sponsored Projects	Human Subjects Office Notification Business Rule		Human Subjects Office Notification Map	Persons to be Notified are Mark Doe and Nicole Callimeri.
Medical School Administration	Medical School Routing Business Rule		Medical School Approval Map	Primary Approver is Linda Johnson. Secondary Approver is George Hamilton.

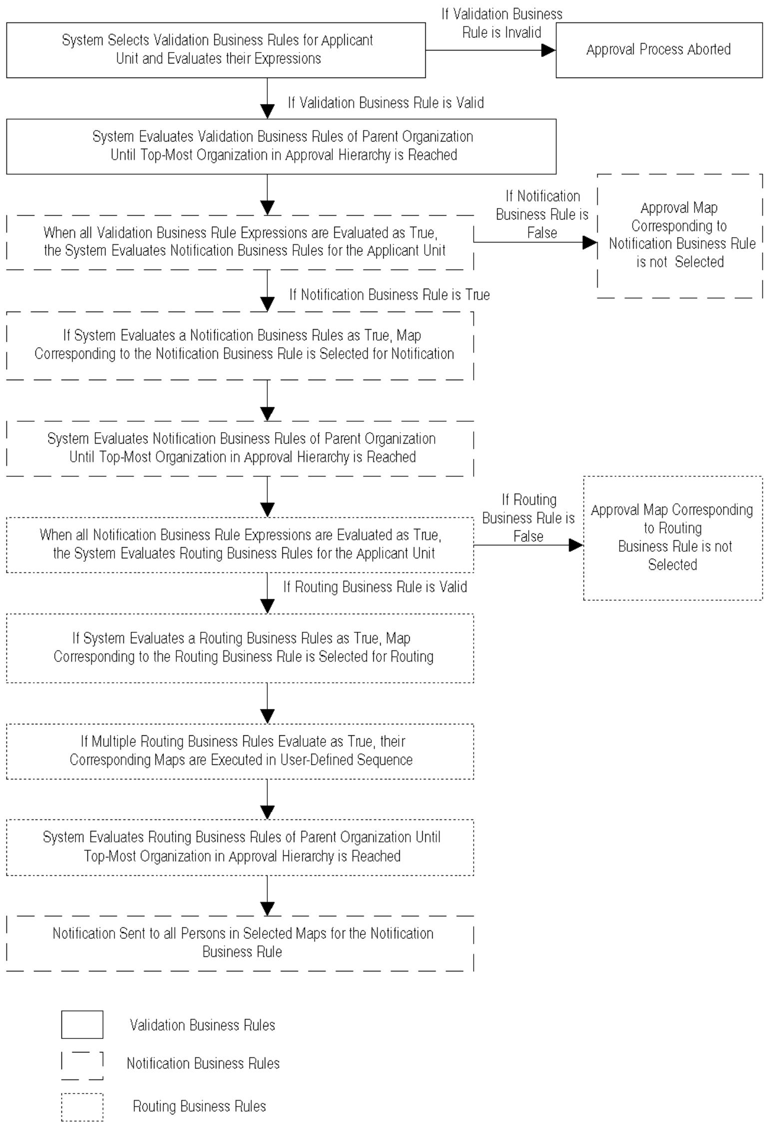
Suppose that the Department of Anatomy is the applicant unit that prepares a proposal that has an underrecovery amount of $50,000. The validation business rule is invoked first. Since the Department of Anatomy has no validation business rule, the system skips it and evaluates the Medical School Administration. Since the Medical School Administration has no validation business rule, the system skips it and evaluates the Office of Sponsored Projects. Because the underrecovery amount is greater than zero, the validation business rule evaluates as Invalid and the proposal is not submitted for approval.

To make the underrecovery amount zero, the proposal must be modified. After modifying the proposal budget so the underrecovery amount is zero, the proposal is resubmitted. When the validation business rule is invoked this time, the proposal evaluates as Valid. Notifications are first sent to Mark Doe and Nicole Callimeri. The proposal is then routed for approval to Linda Johnson, Primary Approver; and George Hamilton, Secondary Approver, in Medical School Administration. After either one of them approves the proposal, it is routed to John Smith, Primary Approver; and Nancy Miller, Secondary Approver, in the Office of Sponsored Projects. When one of them approves the proposal, the proposal status changes from Approval in-Progress to Approved since there is no one above them in the approval hierarchy.

Proposal Approval Process Flowchart

Figure B–2 shows the proposal approval process flowchart as described in Table B–1.

Figure B–2 Proposal Approval Process Flowchart



C

Proposal Security Process

This appendix describes how the proposal security process works in Oracle Grants Proposal. The following sections are in this appendix:

- Definition
- Overview
- Grants Proposal Security Process
- Grants Proposal Security Process Flowchart

Definition

Proposal security enables the Proposal Owner or the Proposal Manager to specify users' access to proposal components. The proposal components on which proposal security is implemented are the basic proposal, the budget, and the narrative.

Overview

The proposal security process starts with users setting up proposal roles. Proposal roles comprise one or more seeded rights. Proposal roles are user-defined functional titles, such as Narrative Writer or Budget Creator. Grants Proposal provides users with seeded rights. Rights are proposal-related tasks, such as View Budget or Create Narrative. The Proposal Owner or the Proposal Manager assigns the user-defined roles to proposal personnel.

Seeded Roles and Rights

Table C–1 shows the seeded roles and their associated rights.

Table C–1 Seeded Roles with Associated Rights

Seeded Roles	Description	Seeded Rights
Proposal Owner	Proposal Creator	Modify Proposal, Create Budget, Create Narrative, Print Proposal
Proposal Manager	Proposal Manager	Modify Proposal, Create Budget, Create Narrative, Print Proposal
Proposal Signing Official	Official Proposal Signatory	Modify Proposal, Create Budget, Create Narrative, Print Proposal
Proposal Approver	Proposal Approver	View Proposal, View Budget, View Narrative, Print Proposal
Proposal Viewer	Proposal Viewer	View Proposal, View Budget, View Narrative, Print Proposal

Table C–2 shows the seeded rights and their associated descriptions.

Table C–2 Seeded Rights with Associated Descriptions

Seeded Rights	Seeded Descriptions
Modify Proposal	Modify and View Proposal
View Proposal	View Proposal
Create Budget	Create, Modify, and View Budget
Modify Budget	Modify and View Budget
View Budget	View Budget
Create Narrative	Create, Modify, and View Narratives
View Narrative	View Narrative
Print Proposal	Print Proposal

Any users who have access to the Grants Proposal responsibility can create a new proposal. The person who creates the proposal is automatically assigned the role of Proposal Owner. The role of Proposal Owner cannot be assigned to another person. Every proposal must also have the role of Proposal Manager assigned to it. The role of Proposal Manager can be assigned to another person. The Proposal Owner and the Proposal Manager can be the same person or they can be different people. Both the Proposal Owner and the Proposal Manager have full access to all proposal components and they have the same rights.

The Proposal Approver role gives users read-only access to proposals, budgets, and narratives. This role is system-assigned automatically to proposal approvers listed in the Approval Status window when the proposal is submitted for approval.

Proposal Modification

Table C–3 shows who can modify a proposal before it is approved internally.

Table C–3 Proposal Modification Before a Proposal is Approved Internally

Proposal Status is In-Progress or Rejected		**Proposal Status is Approval In-Progress**	
Proposal Signing Official Role	**All Other Roles**	**Proposal Signing Official Role**	**All Other Roles**
Not Applicable	Yes, if the role has the appropriate right assigned	Yes	No
Not Applicable	Yes, if the role has the appropriate right assigned	Yes	No
Not Applicable	Yes, if the role has the appropriate right assigned	Yes	No

The Not Applicable designation in Table C–3 indicates that the Proposal Signing Official role is assigned when the proposal is submitted for approval. In other words, the Proposal Signing Official role is not assigned before the proposal is submitted for internal approval.

Table C–4 shows who can modify a proposal after it is approved internally.

Table C–4 Proposal Modification After a Proposal is Approved Internally

Sponsor Action Status	**Proposal Status is Approved**	
	Proposal Signing Official Role	**All Other Roles**
Pending for Submission Revision Requested	Yes	No
Funded Funding Anticipated	Copies Proposal Budget as an Award Budget for Transfer to Grants Accounting	Copies Proposal Budget as an Award Budget for Transfer to Grants Accounting if Users are assigned Create Budget or Modify Budget Roles
Withdrawn Held for Funding Not Funded Submitted Not Submitted	No	No

Proposal Security Example

Table C–5 shows an example of personnel for a proposed research project with their associated responsibilities.

Table C–5 Proposal Personnel with Associated Responsibilities

Project Personnel	**Title**	**Responsibilities**
John O'Connor	Lead Research Scientist	Entire Proposal Preparation
Linda Smith	Research Scientist	Budget Preparation
Alex Miller	Research Assistant	Narrative Preparation

Table C–6 shows an example of the roles defined by users and the system-defined rights assigned to those roles.

Table C–6 User-Defined Roles with Assigned Rights

User-Defined Roles	Assigned Rights
Proposal Owner; John O'Connor specifies himself as the Proposal Manager.	Create Budget + Create Narrative + Modify Proposal + Print Proposal
Budget Creator	Create Budget
Narrative Creator	Create Narrative

Table C–7 shows an example of the roles assigned to the project personnel.

Table C–7 Proposal Personnel with Assigned Roles

Project Personnel	Assigned Roles
John O'Connor	Proposal Owner; John O'Connor also specifies himself as the Proposal Manager.
Linda Smith	Budget Creator
Alex Miller	Narrative Creator

References

For information on setting up proposal roles and assigning rights to the roles, see Proposal Roles Setup, page 5-1.

For information on specifying the Proposal Manager, see Proposals Window, Personnel Tab, Proposal Entry Procedures, page 12-1.

For information on assigning roles to users, see Using Proposal Tools Procedures, Proposal Entry Procedures, page 12-1.

Grants Proposal Security Process

Table C–8 describes the Grants Proposal security process.

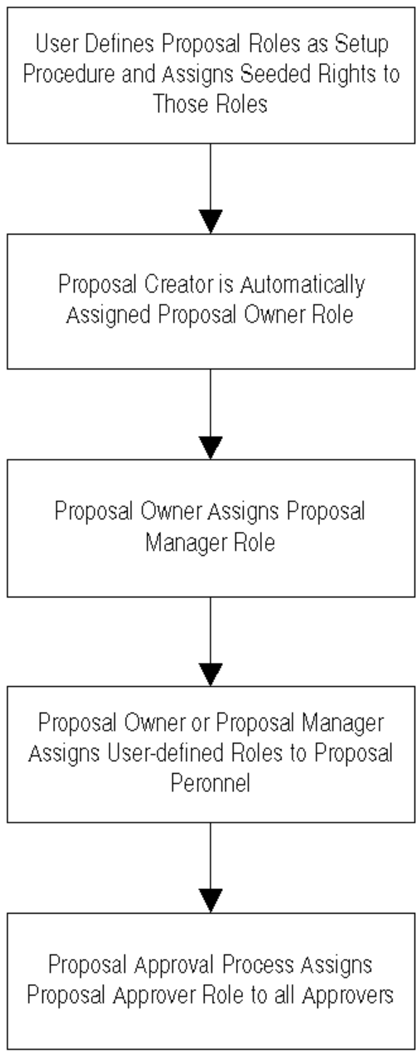
Table C–8 Grants Proposal Security Process

Event	Description	When or Where Event Occurs
1.	The users define proposal roles and assign one or more seeded rights to those roles as a setup procedure.	Create Roles window
2.	The person who creates the proposal is automatically assigned the Proposal Owner role and is automatically assigned all rights. Grants Proposal defines the Proposal Owner as the login user.	when proposal is saved
3.	The Proposal Owner specifies the Proposal Manager who has the same rights as the Proposal Owner. If the Proposal Manager is changed, the new Proposal Manager is assigned the Proposal Manager's rights.	when proposal is saved
4.	The Proposal Owner or Proposal Manager assigns roles to proposal personnel.	Assign Roles to Users window
5.	The proposal approval process automatically assigns role of Proposal Approver to all users listed in the Approval Status window.	when the proposal is submitted for approval

Grants Proposal Security Process Flowchart

Figure C–1 shows the Grants Proposal security process flowchart as described in Table C–8.

Figure C–1 Grants Proposal Security Process Flowchart



D

Oracle Grants Proposal Workflow Process

This appendix contains a detailed discussion of the Oracle Grants Proposal Workflow process. The following sections are in this appendix:

Overview

Grants Proposal uses Oracle Workflow to manage the proposal approval and notification processes.

Workflow features include the following:

- Oracle Workflow Builder, a graphical tool that allows users to create business process definitions
- Workflow Engine, which implements process definitions at runtime
- Notification System, which sends notifications and processes responses in a workflow

Note: When users receive notification, they can access the proposal by clicking the iconic button that is provided along with the notification.

Grants Proposal provides the following Workflow functionality:

- Proposal Approval Process
- Notify Approval Subprocess
- Notify Proposal Members Process

Use Oracle Workflow Builder to customize workflows or to create new workflows. For information on Workflow, see the *Oracle Workflow Guide*.

Proposal Approval Process

The Proposal Approval Process is initiated when a proposal is submitted for approval. Users submit a proposal for approval by selecting Submit for Approval from the Tools Menu.

Notifications are sent to approvers and the workflow process waits for the response from each approver before proceeding to the next approver in the hierarchical proposal approval map.

The proposal is approved if all approvers approve the proposal. The proposal is rejected if any approvers reject it.

The person submitting the proposal for approval is notified of the approval status at every stage during the approval process.

Notify Approval Subprocess

The Notify Approval Subprocess is initiated during the Proposal Approval Process when the next approver in the hierarchical approval map is selected.

The Notify Approval Subprocess notifies the approver that a proposal is pending for approval. The approver can approve or reject the proposal.

If the approver fails to approve or reject the proposal within a given time frame, the approver receives periodic reminders. Organizations can set the timeout, which defines the time frame in which the reminders are sent. By default, the timeout is not set.

Notify Proposal Members Process

The Notify Proposal Members Process sends notifications to the list of persons in the Send Notifications window.

IGW Proposal Approval Item Type

The Grants Proposal Workflow processes are grouped together within the IGW Proposal Approval item type. The IGW Proposal Approval item type is associated with several Workflow attributes that reference information in the Grants Proposal application tables. These attributes are used and maintained by function activities as well as notification activities throughout the processes.

Table D–1 describes the attributes associated with the IGW Proposal Approval item type.

Table D–1 Attributes Associated with the IGW Proposal Approval Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
Forward From Display Name	name of the person that the proposal is forwarded from	text	
Forward From Username	username of person that the proposal is forwarded from	text	30
Forward To Display Name	name of person that the proposal is forwarded to	text	
Forward To Username	username of person that the proposal is forwarded to	text	30
Proposal Number	unique identifier of the proposal	text	30
Creator Display Name	name of person submitting the proposal for approval	text	
Creator Username	username of person submitting the proposal for approval	text	30
Notification Role Name	Workflow ad hoc role display name	text	30
Proposal Title	proposal title	text	250
Sponsor	funding source	text	
Deadline Date	last date for proposal submission to sponsor	date	

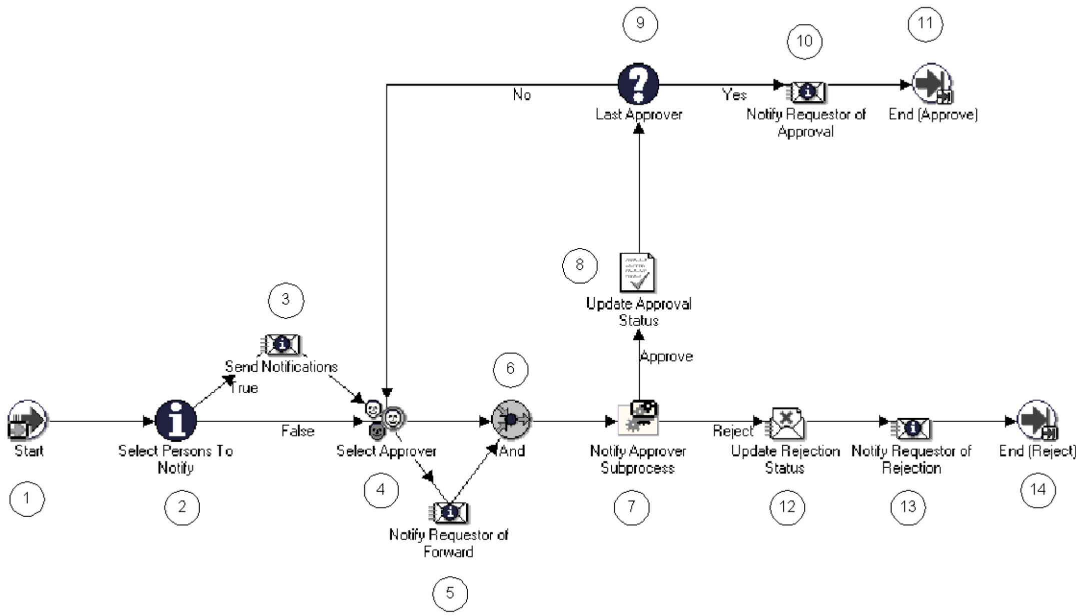
Table D–1 Attributes Associated with the IGW Proposal Approval Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
Proposal Id	proposal identifier	number	
Prop Map Id	identifier for each map in a proposal approval run	number	
Run Id	run identifier	number	
Lead Organization Name	lead organization through which the proposal is developed and administered	text	60
Note	message that approver sends when proposal is approved or rejected	text	2000
Notification Note	message sent to persons listed in the Send Notifications window	text	2000
Proposal Manager	proposal manager	text	240
Proposal Owner	proposal owner	text	240
Proposal Type	proposal type	text	80

Proposal Approval Process Workflow Diagram

Figure D–1 shows the proposal approval process nodes as described in the accompanying text.

Figure D–1 Proposal Approval Process Workflow Diagram



Proposal Approval Workflow Process

This section describes the Proposal Approval Workflow Process.

Start (Node 1)

This is a standard function activity that marks the start of the Workflow process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities None

Select Persons to Notify (Node 2)

This function activity selects the persons to be notified of the proposal being submitted for approval.

Function IGW_WORKFLOW.SELECT_PERSONS_TO_NOTIFY

Result Type Boolean

Prerequisite Activities Start

Send Notifications (Node 3)

This activity notifies the selected persons that the proposal has been submitted for approval.

Message Send Notifications

Result Type None

Prerequisite Activities Select Persons to Notify

Select Approver (Node 4)

This function activity selects the next approver in the hierarchical approval map.

Function IGW_WORKFLOW.SELECT_APPROVER

Result Type None

Prerequisite Activities Send Notifications

Notify Requestor of Forward (Node 5)

This activity notifies the person submitting the proposal for approval that the proposal has been forwarded to the next approver in the approval map.

Message Proposal Forward

Result Type None

Prerequisite Activities Select Approver

And (Node 6)

This is a standard function activity that performs a parallel And join. The node waits for all incoming transitions to arrive before it completes activity.

Function WF_STANDARD.ANDJOIN

Result Type None

Prerequisite Activities Select Approver, Notify Requestor of Forward

Notify Approver Subprocess (Node 7)

This Subprocess notifies the approver that a proposal has been received for approval.

Result Type Approval

Prerequisite Activities And

Update Approval Status (Node 8)

This function activity marks the action of the approver as approved.

Function IGW_WORKFLOW.UPDATE_APPROVAL_STATUS

Result Type None

Prerequisite Activities Notify Approver

Last Approver (Node 9)

This function activity determines whether or not there are any other approvers in the approval map.

Function IGW_WORKFLOW.LAST_APPROVER

Result Type Yes / No

Prerequisite Activities Update Approval Status

Notify Requestor of Approval (Node 10)

This activity notifies the person submitting the proposal for approval that the proposal has been approved.

Message Proposal Approved

Result Type None

Prerequisite Activities Last Approver

End (Approve) (Node 11)

This is a standard function activity that marks the end of the process. The Workflow process ends with the proposal being approved.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Requestor of Approval

Update Rejection Status (Node 12)

This function activity marks the action of the approver as rejected.

Function IGW_WORKFLOW.UPDATE_REJECTION_STATUS

Result Type None

Prerequisite Activities Notify Approver

Notify Requestor of Rejection (Node 13)

This activity notifies the person submitting the proposal for approval that the proposal has been rejected.

Message Proposal Rejected

Result Type None

Prerequisite Activities Update Rejection Status

End (Reject) (Node 14)

This is a standard function activity that marks the end of the process. The Workflow process ends with the proposal being rejected.

Function WF_STANDARD.NOOP

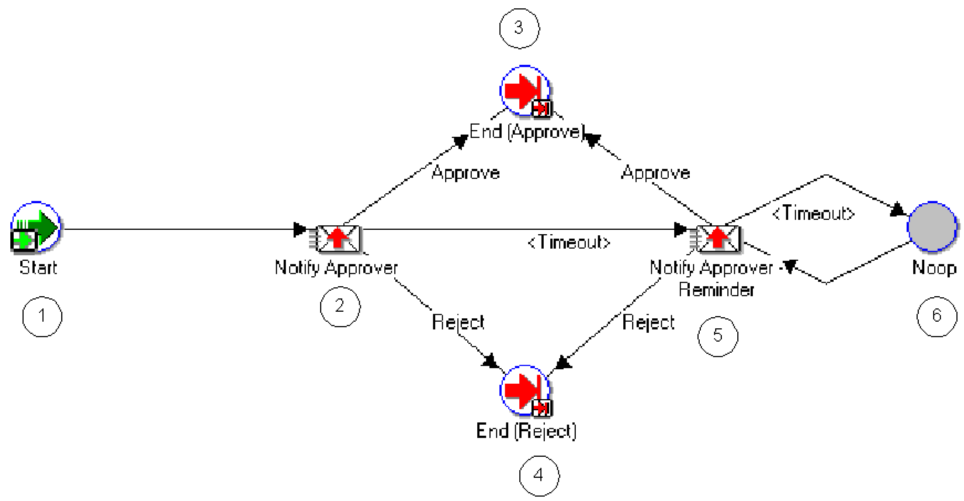
Result Type None

Prerequisite Activities Notify Requestor of Rejection

Notify Approver Subprocess Workflow Diagram

Figure D–2 shows the notify approver subprocess nodes as described in the accompanying text.

Figure D–2 Notify Approver Subprocess Workflow Diagram



Notify Approver Subprocess Workflow Process

This section describes the Notify Approver Subprocess Workflow process.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities None

Notify Approver (Node 2)

This activity notifies the approver that there is a proposal pending for approval.

Message Notify Approver

Result Type Approval

Prerequisite Activities Start

End (Approve) (Node 3)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Approver

End (Reject) (Node 4)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Approver

Notify Approver Reminder (Node 5)

This activity sends a reminder notification to the approver if the approver fails to deliver a decision within the specified time limit.

Message Notify Approver

Result Type Approval

Prerequisite Activities Notify Approver

Noop (Node 6)

This function node is simply a placeholder, which does not perform any operation.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Approver Reminder

Notify Proposal Members Workflow Diagram

Figure D–3 shows the notify proposal members nodes as described in the accompanying text.

Figure D–3 Notify Proposal Members Workflow Diagram

Notify Proposal Members Workflow Process

This section describes the Notify Proposal Members Workflow process.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities None

@Notify Proposal Members (Node 2)

This activity sends a notification to persons listed in the Send Notifications window.

Message Notify Proposal Members

Result Type None

Prerequisite Activities Start

End (Node 3)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities @ Notify Proposal Members

Customizing Grants Proposal Workflow

The Grants Proposal Workflow processes can be customized as follows.

Required Modifications

No modifications are required to run Grants Proposal Workflow processes.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can set the timeout, which defines the time frame in which the reminders are sent. By default, the timeout is not set.
- Organizations can create new messages. Messages are used for notification activities in the workflow process.
- Organizations can create new notifications and notification activities and modify the workflow process to accommodate these new activities.

Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Grants Proposal Workflow processes.

Part V

References

E

Uploading Proposals from External Systems

This appendix describes the process of uploading proposal data from external systems to Oracle Grants Proposal. The following sections are in this appendix:

- Definition
- Overview
- API Process
- API Parameters
- API Process Flowchart

Definition

Uploading proposals from external systems is an Application Program Interface (API), or program unit, that collects data from an existing system and uploads it to Oracle Grants Proposal.

Overview

This reference chapter assumes users have a familiarity with basic programming skills.

APIs for uploading proposal data from external systems are included in the Grants Proposal system. This package of APIs is comprised of procedures for uploading the following proposal components:

- basic proposal data
- performing locations
- proposal persons
- paragraphs
- special reviews
- budget
- budget periods

API Process

Table E–1 describes the API process.

Table E–1 API Process

Event	Description
1.	Users invoke API for each record to be uploaded.
2.	API checks validity of parameters before inserting information into Grants Proposal tables.
3.	API returns the status of the upload.
4.	An error or undefined exception message appears for each record that fails during the process.
5.	Users handle errors. If necessary, user corrects input parameters based on error message.
6.	Users re-execute APIs for failed records; events 1 - 3 repeat until all applicable records have been uploaded.
7.	Users execute commit.

API Parameters

Table E–2 lists the parameters for the INSERT_PROPOSAL procedure.

Table E–2 Parameters for the INSERT_PROPOSAL Procedure

Parameter	Usage	Type	Description
P_PROPOSAL_NUMBER	IN	VARCHAR2	proposal number; unique number assigned to the proposal
P_PROPOSAL_TITLE	IN	VARCHAR2	user-defined proposal title
P_PROPOSAL_STATUS_DESC	IN	VARCHAR2	current status of the proposal; seeded options include In Progress, Approval In-Progress, Approved, or Rejected.
P_PROPOSAL_START_DATE	IN	DATE	start date of proposed research project
P_PROPOSAL_END_DATE	IN	DATE	end date of proposed research project
P_PROPOSAL_TYPE_DESC	IN	VARCHAR2	seeded proposal types; users can also add user-defined proposal types. Seeded options include New, Competing Continuation, Non-Competing Continuation, Revision, and Supplemental.
P_ACTIVITY_TYPE_DESC	IN	VARCHAR2	system-defined type of activity that the proposed research is requesting funding for. Options include Research for research grants, Instruction for instructional or training grants, Fellowships for supporting postdoctoral fellows, Public Service for a public service project, Student Service for a research proposal supporting students, Hospital, Hospital Affiliate, and Other for any other purpose.

Table E–2 Parameters for the INSERT_PROPOSAL Procedure

Parameter	Usage	Type	Description
P_LEAD_ORGANIZATIO N_NAME	IN	VARCHAR2	organization or department that coordinates and administers the proposal development tasks
P_SUBMITTING_ORGANI ZATION_NAME	IN	VARCHAR2	organization that is submitting the proposal
P_SPONSOR_NAME	IN	VARCHAR2	funding source to which the proposal is submitted
P_FUNDING_SPONSOR_ UNIT	IN	VARCHAR2	a component or subsidiary of the funding source to which the proposal is submitted
P_ORIGINAL_SPONSOR_ NAME	IN	VARCHAR2	original funding source
P_SPONSOR_ACTION_DE SC	IN	VARCHAR2	sponsor action taken; seeded options include Funded, Held for funds availability, Not Submitted, Pending, Rejected, Revision Requested, Submitted, or Withdrawn
P_PROGAM_NUMBER	IN	VARCHAR2	program number of the funding opportunity that is published by the sponsor
P_PROGRAM_TITLE	IN	VARCHAR2	program title of the funding opportunity that is published by the sponsor
P_ORIGINAL_PROPOSAL _NUMBER	IN	VARCHAR2	original proposal number assigned to the proposal by the user
P_ORIGINAL_AWARD_N UMBER	IN	VARCHAR2	a sponsor-assigned number used to uniquely identify the funded project; this field is blank for new proposals
P_ORIGINAL_PROPOSAL _START_DATE	IN	DATE	starting date of original research project
P_ORIGINAL_PROPOSAL _END_DATE	IN	DATE	ending date of original research project
P_USER_NAME	IN	VARCHAR2	application user name

Table E–2 Parameters for the INSERT_PROPOSAL Procedure

Parameter	Usage	Type	Description
P_RETURN_STATUS	OUT	VARCHAR2	status of the upload; possible values are S = Success, E = Error, and U = Undefined Exception
P_ERROR_MESSAGE	OUT	VARCHAR2	error message in case the upload is unsuccessful

Table E–3 lists the parameters for the INSERT_PERFORMING_LOCATIONS procedure.

Table E–3 Parameters for the INSERT_PERFORMING_LOCATIONS Procedure

Parameter	Usage	Type	Description
P_PROPOSAL_NUMBER	IN	VARCHAR2	proposal number of the previously submitted proposal; required for continuation
P_PERFORMING_ORGANIZATION_NAME	IN	VARCHAR2	name of the organization where the research is performed
P_RETURN_STATUS	OUT	VARCHAR2	status of the upload; possible values are S = Success, E = Error, and U = Undefined Exception
P_ERROR_MESSAGE	OUT	VARCHAR2	error message in case the upload is unsuccessful

Table E–4 lists the parameters for the INSERT_PROPOSAL_PERSONS procedure.

Table E–4 Parameters for the INSERT_PROPOSAL_PERSONS Procedure

Parameter	Usage	Type	Description
P_PROPOSAL_NUMBER	IN	VARCHAR2	proposal identifier
P_PERSON_NAME	IN	VARCHAR2	name of primary investigator or key person
P_PROPOSAL_ROLE_DESC	IN	VARCHAR2	user-defined role of person on the proposed project

Table E–4 Parameters for the INSERT_PROPOSAL_PERSONS Procedure

Parameter	Usage	Type	Description
P_PERCENT_EFFORT	IN	VARCHAR2	percentage of time that the selected employee devotes to the project
P_RETURN_STATUS	OUT	VARCHAR2	status of the upload; possible values are S = Success, E = Error, and U = Undefined Exception
P_ERROR_MESSAGE	OUT	VARCHAR2	error message in case the upload is unsuccessful

Table E–5 lists the parameters for the INSERT_PARAGRAPHS procedure.

Table E–5 Parameters for the INSERT_PARAGRAPHS Procedure

Parameter	Usage	Type	Description
P_PROPOSAL_NUMBER	IN	VARCHAR2	proposal identifier
P_ABSTRACT_TYPE_DESC	IN	VARCHAR2	system-defined paragraph types; values include Abstract, Project Description, Specific Aims, Bibliography/References, Budget Justification, Program Income, Cover Letter, Progress Report, Unobligated Balance, Inventions, and Significant Rebudgeting.
P_ABSTRACT	IN	VARCHAR2	user-entered text that describes the selected paragraph type
P_RETURN_STATUS	OUT	VARCHAR2	status of the upload; possible values are S = Success, E = Error, and U = Undefined Exception
P_ERROR_MESSAGE	OUT	VARCHAR2	error message in case the upload is unsuccessful

Table E–6 lists the parameters for the INSERT_SPECIAL REVIEWS procedure.

Table E–6 Parameters for the INSERT_SPECIAL REVIEWS Procedure

Parameter	Usage	Type	Description
P_PROPOSAL_NUMBER	IN	VARCHAR2	proposal identifier
P_SPECIAL_REVIEW_DESC	IN		special review type; seeded options include Human Subjects or Vertebrate Animals.
P_SPECIAL_REVIEW_TYPE_DESC	IN	VARCHAR2	seeded options include Full or Expedited. Full indicates that the organization’s Institutional Review Board (IRB) conducts a full, detailed review. Expedited indicates that the organization’s Institutional Review Board (IRB) conducts an abbreviated review.
P_APPROVAL_TYPE_DESC	IN	VARCHAR2	approval status of the special review item; seeded options include Approved, Pending, or Rejected.
P_RETURN_STATUS	OUT	VARCHAR2	status of the upload; possible values are S = Success, E = Error, and U = Undefined Exception
P_ERROR_MESSAGE	OUT	VARCHAR2	error message in case the upload is unsuccessful

Table E–7 lists the parameters for the INSERT_BUDGET procedure.

Table E–7 Parameters for the INSERT_BUDGET Procedure

Parameter	Usage	Type	Description
P_PROPOSAL_NUMBER	IN	VARCHAR2	proposal number
P_TOTAL_COST	IN	NUMBER	sum of direct costs plus indirect costs for all budget periods; cost of the proposal budget. This amount is requested from the sponsor.

Table E–7   Parameters for the INSERT_BUDGET Procedure

Parameter	Usage	Type	Description
P_TOTAL_DIRECT_COST	IN	NUMBER	sum of direct costs for all budget periods; costs that are directly attributable to work performed; examples include salaries and travel expenses. This field displays data when the budget status is Complete.
P_TOTAL_INDIRECT_COST	IN	NUMBER	sum of indirect costs for all budget periods; indirect costs are also known as overhead costs or F&A costs. F&A costs are costs incurred by the organization for conducting research. Sum of costs that support direct costs and cannot be directly attributed to work performed.
P_COST_SHARING_AMOUNT	IN	NUMBER	amount that the organization cost-shares toward the research project. This field displays data when the budget status is Complete.
P_OH_RATE_CLASS_DESC	IN	VARCHAR2	rate class; overhead rate classes include MTDC (Modified Total Direct Costs), Total Direct Costs (TDC), or Salary and Wages (S&W)
P_PROPOSAL_FORM_NUMBER	IN	VARCHAR2	sponsor budget hierarchy
P_COMMENTS	IN	VARCHAR2	descriptive text
P_RETURN_STATUS	OUT	VARCHAR2	status of the upload; possible values are S = Success, E = Error, and U = Undefined Exception
P_ERROR_MESSAGE	OUT	VARCHAR2	error message in case the upload is unsuccessful

Table E–8 lists the parameters for the INSERT_BUDGET_PERIODS procedure.

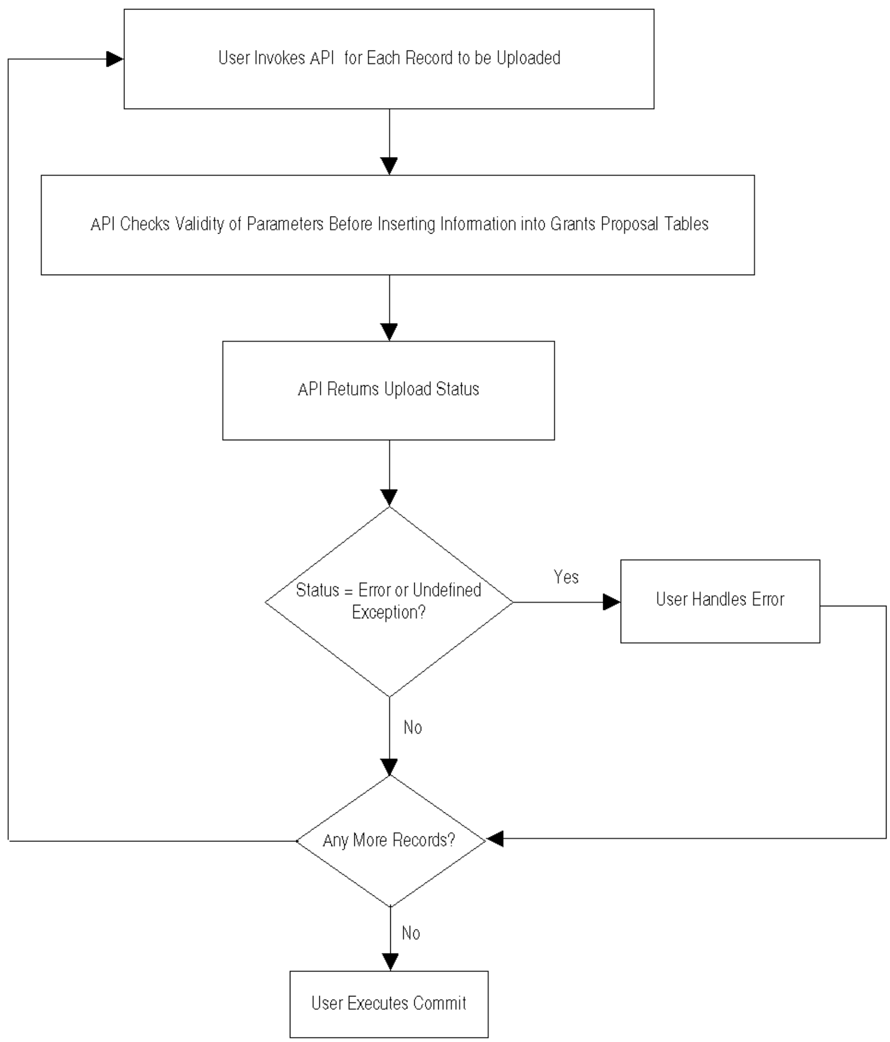
Table E–8 Parameters for the INSERT_BUDGET_PERIODS Procedure

Parameter	Usage	Type	Description
P_PROPOSAL_NUMBER	IN	VARCHAR2	proposal number
P_BUDGET_PERIOD_ID	IN	NUMBER	chronological numerical identifier associated with a period
P_START_DATE	IN	DATE	start date of budget period; budget period default is 12 months.
P_END_DATE	IN	DATE	end date of budget period; budget period default is 12 months.
P_TOTAL_COST	IN	NUMBER	sum of direct cost plus indirect cost for the budget period; calculated by the system
P_TOTAL_DIRECT_COST	IN	NUMBER	total direct cost of budget period calculated by the system; costs that can be directly attributable to work performed.
P_TOTAL_INDIRECT_COST	IN	NUMBER	total indirect cost of budget period calculated by the system; costs that support direct costs and cannot be directly attributable to work performed.
P_COST_SHARING_AMOUNT	IN	NUMBER	amount that the organization cost-shares toward the research project for the entire proposal budget.
P_RETURN_STATUS	OUT	VARCHAR2	status of the upload; possible values are S = Success, E = Error, and U = Undefined Exception
P_ERROR_MESSAGE	OUT	VARCHAR2	error message in case the upload is unsuccessful

API Process Flowchart

Figure E–1 shows the API process flowchart as described in Table E–1.

Figure E–1 API Process Flowchart



F

Electronic Proposal Submission

This appendix describes the generation of the flat file by Oracle Grants Proposal and how it is used for electronic proposal submission. The following sections are in this appendix:

Definition

The electronic transmission of proposals to sponsors in a standard format is accomplished using Electronic Data Interchange (EDI).

Overview

Grants Proposal interfaces with e-Commerce Gateway to provide a front-end flat file. The flat file is used to electronically submit proposals to sponsors. Depending on the EDI translation and mapping software, users can map to the format of the flat file to create an EDI-formatted 194 Transaction Set, or electronic proposal, which can be transmitted to the appropriate sponsor. Figure F–1, page F-4 shows the Grants Proposal EDI Process.

Historical Overview

The final output of Grants Proposal is a complete proposal that has been approved by the organization's authorities and is ready for submission to the funding sponsor. Historically, proposals have been submitted to sponsors on sponsor-specific paper forms. This submission process is changing rapidly as new technologies are emerging.

The efforts of Federal sponsors to reduce the use of paper has also been a major factor in exploring alternative methods for proposal submission. After years of working on the Electronic Research Administration project, many Federal sponsors have developed procedures to accept Grants Proposal via Electronic Data Interchange in the form of the ASC X12 194 Transaction Set.

Flat File Design and Development

Grants Proposal uses the data elements required by the 194 Transaction Set as it is defined in the implementation guides by Federal sponsors, such as the National Institute of Health and the National Science Foundation. During proposal development, users enter data that is required by the 194 Transaction Set. Once the proposal is complete and approved by the organization's officials, users run a concurrent process to create the flat file. This process runs a data extraction program in the background, which extracts the data from the proposal to create the flat file.

Figure F–3, page F-6 shows the structure of the Grants Proposal flat file. Grants Proposal provides users with a flat file layout, which defines the data elements and their respective positions. Each row in the flat file contains a record number. Each record accommodates one or more proposal data elements in predefined positions.

Before creating the flat file, users are required to setup trading partners in e-Commerce Gateway. For example, to send an EDI proposal to the National Institute of Health and the National Science Foundation, users must setup trading partners for both the National Institute of Health and the National Science Foundation.

Another important setup in e-Commerce Gateway is code conversion. By setting up code conversion in e-Commerce Gateway, users can convert codes used in Oracle Applications to the codes required by the trading partners in the 194 Transaction Set. For example, the 194 Transaction Set for the National Institute of Health requires a value of PI for the Principal Investigator, whereas the 194 Transaction Set for the National Science Foundation requires a value of Senior Personnel for the Principal Investigator. This can be accomplished by code conversion. Larger data elements from the applications are broken into smaller data elements in the flat file. For example, the paragraph data element from the application, which is 4,000 characters, is stored in 10 records of 400 characters each in the flat file.

194 Transaction Set Sponsor Budget Hierarchy

A proposal budget can be prepared in the specific budget hierarchy as defined in the ASC X12 194 Transaction Set. Figure F–2, page F-5 shows the layout of this hierarchy, which illustrates the relationship of one budget category to another. For example, Total Direct Costs (09) is made up of three budget categories: Labor Overhead Costs (06), Other Overhead Costs (08), and General & Administrative Costs (33).

While preparing a proposal budget, users can map the budget expenditure category to the sponsor budget category. Consequently, the sponsor receives the budget in the 194 budget categories, rather than in the user-defined expenditure categories. In Grants Proposal, the 194 transaction set sponsor budget hierarchy is seeded.

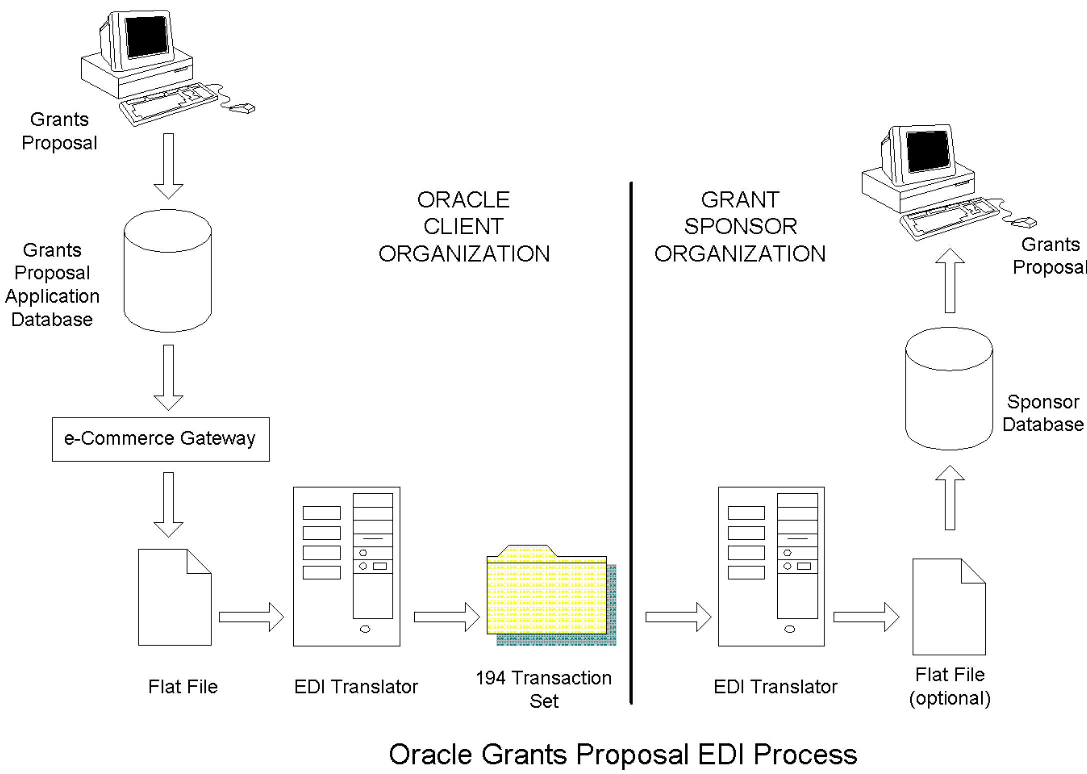
References

For information on information on setting up trading partners, see Defining Trading Partner Data, *Oracle e-Commerce Gateway User's Guide*.

Oracle Grants Proposal EDI Process

Figure F–1 shows the Grants Proposal EDI process as described in the text.

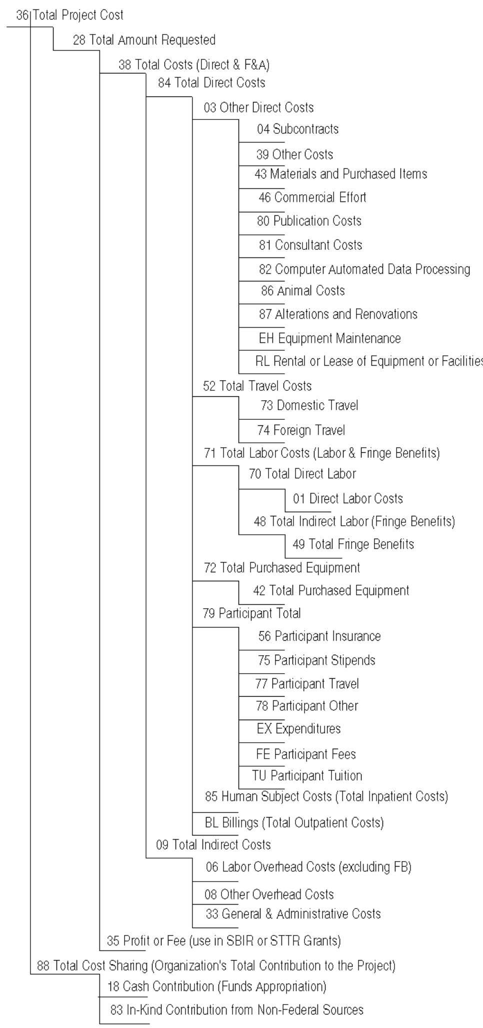
Figure F–1 Grants Proposal EDI Process



194 Transaction Set Sponsor Budget Hierarchy

Figure F–2 shows the 194 Transaction Set sponsor budget hierarchy as described in the text.

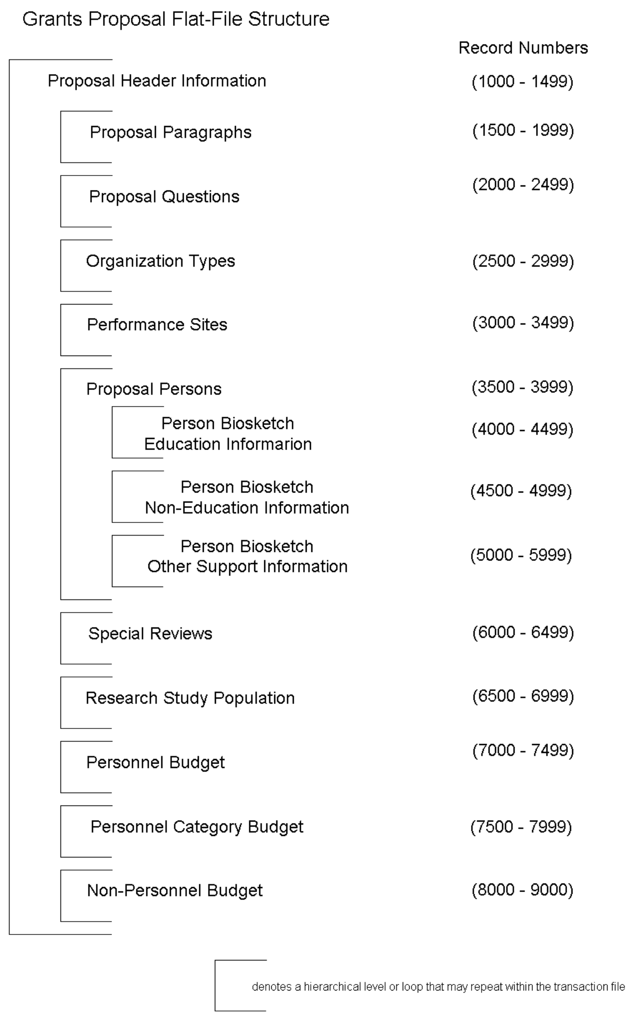
Figure F–2 194 Transaction Set Sponsor Budget Hierarchy



Oracle Grants Proposal Flat File Structure

Figure F–3 shows the Grants Proposal flat file structure as described in the text.

Figure F–3 Grants Proposal Flat File Structure



Interface Flat File Definition

To review the detailed structure of the flat file, perform the following steps.

1. In e-Commerce Gateway, navigate to the Interface Definition window as follows:

   Setup - Interface File Definition

2. Go to the View Menu and navigate as follows:

   Query By Example - Enter

3. In the Transaction field, enter PRPO.
4. Go to the View Menu and navigate as follows:

   Query By Example - Run

   The data appears.

5. Close the window.

G

Oracle Grants Proposal Navigation Paths

This appendix lists navigation paths for windows in Oracle Grants Proposal. The following section is in this appendix:

- Navigation

Navigation

Table G–1 shows the navigation path for each window in Grants Proposal.

Table G–1 Grants Proposal Navigation Paths

Grants Proposal Window	Navigation Path
Approval Status	Proposal Development - Proposals
	Click Find
	Select Tools Menu
	Select Approval Status
Assign Expenditure Categories	Setup - Budgets - Assign Expenditure Categories
Assign Roles to Users	Proposal Development - Proposals
	Click Find
	Select Tools Menu
	Select User Roles
Biographical Sketch (Education)	Setup - Biographical Sketch
Biographical Sketch (Experience)	Setup - Biographical Sketch
	Click Experience
Budget Lines	Proposal Development - Budgets
	Click Open or New
	Click Open
	or
	Approved Proposals - Budgets
	Click Open
	Click Open
Budget/Narrative Status	Proposal Development - Proposals
	Click Find
	Select Tools Menu
	Select Budget/Narrative Status
	or

Table G–1 Grants Proposal Navigation Paths

Grants Proposal Window	Navigation Path
	Approved Proposals - Proposals
	Click Find
	Select Tools Menu
	Select Budget / Narrative Status
Budget Periods	Proposal Development - Budgets
	Click Open or New
	or
	Approved Proposals - Budgets
	Click Open
Budget Personnel	Proposal Development - Budgets
	Click Open or New
	Click Open
	Click Personnel Budget
	or
	Approved Proposals - Budgets
	Click Open
	Click Open
	Click Personnel Budget
Budget Persons	Proposal Development - Budgets
	Click Open or New
	Click Open
	Click Personnel Budget
	Click Persons
	or
	Approved Proposals - Budgets
	Click Open
	Click Open

Table G–1 Grants Proposal Navigation Paths

Grants Proposal Window	Navigation Path
	Click Budget Personnel
	Click Persons
Budget Totals	Proposal Development - Budgets
	Select Tools Menu
	Select View Period Totals
	or
	Approved Proposals - Budgets
	Select Tools Menu
	Select View Period Totals
Budget Versions	Proposal Development - Budgets
	or
	Approved Proposals - Budgets
	or
	Proposal Development - Proposals
	Click Find
	Click Open
	Select Tools Menu
	Select Budgets
	or
	Approved Proposals - Proposals
	Click Find
	Click Open
	Select Tools Menu
	Select Budgets
Copy Preference	Proposal Development - Budgets
	Click Copy
Copy Proposal	Proposal Development - Proposals

Table G–1 Grants Proposal Navigation Paths

Grants Proposal Window	Navigation Path
	Click Find
	Click Copy
Create Business Rules	Setup - Business Rules
Create Roles	Setup - Proposal Roles
Expenditure Categories	Setup - Budgets - Expenditure Categories/Types
Expenditure Types	Setup - Budgets - Expenditure Categories/Types
	Click Expenditure Types
Find Proposals	Proposal Development - Proposals
	or
	Approved Proposals - Proposals
Human Subject Information	Proposal Development - Proposals
	Click Find
	Click Open
	Select Tools Menu
	Select Human Subjects Information
	or
	Approved Proposals - Proposals
	Click Find
	Click Open
	Select Tools Menu
	Select Human Subjects Information
Implementation Options	Setup - Implementation Options
List of Questions	Setup - Questions
Maps	Setup - Maps
Narrative Details	Proposal Development - Narratives
	Click Open
	or

Table G–1 Grants Proposal Navigation Paths

Grants Proposal Window	Navigation Path
	Proposal Development - Proposals
	Click Find
	Select Tools Menu
	Select Narratives
	Click Open
Narrative Summary	Proposal Development - Narratives
	or
	Proposal Development - Proposals
	Click Find
	Select Tools Menu
	Select Narratives
Organization Details	Setup - Organization Details
Organization Questions	Setup - Organization Details
	Select Organization Details Tab
	Click Organization Questions
Organization Types	Setup - Organization Details
	Select Organization Details Tab
	Click Organization Types
Other Support	Proposal Development - Proposals
	Click Find
	Click Open
	Select Personnel Tab
	Click Other Support
Other Support Details	Proposal Development - Proposals
	Click Find
	Click Open
	Select Personnel Tab

Table G–1 Grants Proposal Navigation Paths

Grants Proposal Window	Navigation Path
	Click Other Support
	Click Open
Proposal Comments	Proposal Development - Proposals
	Click Find
	Click Open
	Select Tools Menu
	Select Proposal Notepad
Proposal Personnel Biographical Sketch (Education)	Proposal Development - Proposals
	Click Find
	Click Open
	Select Personnel Tab
	Select Name
	Click Biosketch
Proposal Personnel Biographical Sketch (Experience)	Proposal Development - Proposals
	Click Find
	Click Open
	Select Personnel Tab
	Click Biosketch
	Click Experience
Proposal Personnel Questions	Proposal Development - Proposals
	Click Find
	Click Open
	Select Personnel Tab
	Click Questions
Proposal Questions	Proposal Development - Proposals
	Click Find

Table G–1 Grants Proposal Navigation Paths

Grants Proposal Window	Navigation Path
	Select Tools Menu
	Select Proposal Questions
Proposal Rates	Proposal Development - Budgets
	Select Tools Menu
	Select Overwrite Proposal Rates
	or
	Approved Proposals - Budgets
	Select Tools Menu
	Select Overwrite Proposal Rates
Proposals	Proposal Development - Proposals
	Click New
	or
	Proposal Development - Proposals
	Click Find
	Click Open
	or
	Approved Proposals - Proposals
	Click Find
	Click Open
Proposals Summary	Proposal Development - Proposals
	Click Find
	or
	Approved Proposals - Proposals
	Click Find
Question Detail	Setup - Questions
	Click Open
Rate Classes and Rate Types	Setup - Budgets - Rates

Table G–1 Grants Proposal Navigation Paths

Grants Proposal Window	Navigation Path
	or
	Proposal Development - Budgets
	Select Tools Menu
	Select View Setup Rates
Rates	Setup - Budgets - Rates
	Click Rates
	or
	Proposal Development - Budgets
	Select Tools Menu
	Select View Setup Rates
	Click Rates
Send Notifications	Proposal Development - Proposals
	Click Find
	Select Tools Menu
	Select Send Notifications
	or
	Approved Proposals - Proposals
	Click Find
	Select Tools Menu
	Select Send Notifications
Show Workflow Errors	Proposal Development - Proposals
	Click New
	Select Tools Menu
	Select Approval Status
	Select Tools Menu
	Select Workflow Error
	or

Table G–1 Grants Proposal Navigation Paths

Grants Proposal Window	Navigation Path
	Proposal Development - Proposals
	Click Find
	Click Open
	Select Tools Menu
	Select Approval Status
	Select Tools Menu
	Select Workflow Error
	or
	Approved Proposals - Proposals
	Click Find
	Click Open
	Select Tools Menu
	Select Approval Status
	Select Tools Menu
	Select Workflow Error
Sponsor Budget Hierarchy	Setup - Budgets - Sponsor Budget Hierarchy

Glossary

194 grant or assistance application

The electronic standard established by the federal government for transmitting a grant proposal via EDI. See *194 Transaction Set*.

194 transaction set

The electronic standard established by the federal government for transmitting a grant proposal via EDI. See *194 Grant or Assistance Application*.

abstract

A summary of the proposal that the government publishes. An abstract is approximately 250 words and is public information.

activity type

Type of activity that the proposed research is requesting funding for. Examples of activity types include Research for research grants, Instruction for instructional or training grants, Fellowships for supporting postdoctoral fellows, Public Service for a public service project, Student Service for a research proposal supporting students, and Hospital.

agency

A funding source; typically a government agency.

applicant unit

The organization through which the proposal is developed and administered. The proposal manager is affiliated with the lead unit.

approval hierarchy

A ranking of approval organizations, starting with the organization preparing the proposal and ending with the top-most organization.

approval map

The hierarchy and sequence of proposal approval stops, including the signatory authorities within each stop. Maps list both primary and alternate approvers. See *map*.

approved proposal

A proposal, which includes proposal data, a narrative module, and a budget, that has been internally approved and shows a proposal status of Approved in the header region of the Proposals window.

approver

Persons who receive proposals for review and approval.

award

Grant or contract received by an organization, which is used to fund one or more projects. An award is a funding installment, which typically represents a budget year.

award amount

Total of all installments.

award budget

A detailed estimate of the cost of that portion of a project funded by a particular award.

award roles

User-defined functions that people perform in activities funded by an award. Typical award roles include Award Manager, Principal Investigator, Technician, Research Assistant, and Post-Doctoral Fellow.

award template

Predefined award data that repeats from award to award and is used to simplify and standardize award entry. Users typically create an award template for each funding source.

award terms and conditions

Sponsor-determined requirements for managing an award. Typical examples of award terms and conditions categories include confidentiality, intellectual property, publications, salaries, and travel.

award type

An implementation-defined classification of awards. Typical award types include federal grants and private grants.

baselining

The process of approving a budget for use in reporting and accounting.

biographical sketch

Educational, research, and professional experience information about an individual.

budget

An estimate of cost for a task or project.

business rule

A prescribed mathematical method that determines how a proposal is routed during the approval process. It includes a user-defined condition. If the condition is true, the proposal is routed electronically to a hierarchical list of approvers for review through an approval map.

capital project

A project that tracks asset development activities and costs, and capitalizes costs when the asset is placed in service.

condition

The sum of all expressions relating to a business rule. A condition can include one or more expressions.

descriptive flexfield

A field that users can extend to capture extra information not otherwise tracked by Oracle Applications. A descriptive flexfield appears on a form as a single character, unnamed field. Users can customize this field to capture additional information unique to its business.

direct costs

Costs that are directly attributable to work performed. Examples of direct costs are salaries and travel expenses.

EB (employment benefit) rates

Employment fringe benefits, such as health insurance and workmen's compensation. EB rates may differ by type of employee. See *employment benefit rates*.

EDI (electronic data interchange)

The electronic transmission of routine business documents in a standard electronic format from one computer to another. See *electronic data interchange*.

electronic data interchange (EDI)

The electronic transmission of routine business documents in a standard format from one computer to another. See *EDI*.

employment benefit (EB) rates

The sum of all fringe benefits that institutions are required to pay, such as disability insurance, life insurance, health insurance, and workmen's compensation. Employment benefit rates are expressed as a fixed percentage of salary and may differ by type of employee, such as faculty and non-faculty employees. Employment benefit rates are typically defined for each fiscal year for which a proposal is developed.

expenditure category

User-defined cost classifications to which expenditure items are assigned.

expenditure type

User-defined cost classifications that are assigned to each expenditure item.

expression

A mathematical combination of symbols in a business rule that has a left hand side value and a right hand side value separated by a mathematical operator, such as >, <, or =.

F&A (facility and administration) cost rates

A federal government term that refers to indirect costs. F&A costs are recovered by the institution from the funding source, usually as a percentage of the direct costs. The institution negotiates F&A rates with the federal government for a four to five year period. The F&A rates are institution specific, not grant specific and may differ by the type of research conducted. See *indirect costs, overhead,* and *facility and administration cost rates.*

facility and administration cost rates

A federal government term that refers to indirect costs. F&A rates are recovered by the institution from the funding source, usually as a percentage of the direct costs. The institution negotiates F&A rates with the federal government for a four to five year period. The F&A rates are institution specific, not grant specific and may differ by the type of research conducted. See *indirect costs, overhead*, and *F&A cost rates*.

funded amount

The total of all active installments.

funding source

A governmental agency, a private firm, or an individual that provides funding for a project.

grantee

The receiver of a grant.

grantor

A person or organization that makes a grant.

IRB (institutional review board)

A committee in each organization that focuses on research protocol. The IRB assigns a protocol number to the proposal after reviewing and approving the protocol form. See *institutional review board.*

indirect costs

Costs that support direct costs and cannot be directly attributed to work performed. Examples of indirect costs are fringe benefits, office space, and general and administrative costs. See *overhead* and *F&A costs.*

inflation rate

Percentages that adjust for inflation increases on proposal budget items. Inflation rates are applied to most salary and non-salary budget items, except equipment. They are typically defined for each fiscal year for which a proposal is developed.

installment

A portion of the total award funding, which is received in fixed amounts at specified intervals.

institutional review board (IRB)

A committee in each organization that focuses on research protocol. The institutional review board assigns a protocol number to the proposal after reviewing and approving the protocol form. See *IRB*.

key person

An employee who is assigned an important role on the project for which the proposal is submitted.

keywords

User-defined identifiers used in preparing the proposal.

MTDC (modified total direct costs)

A rate class expressed as a percentage. This percentage is negotiated with the federal government and is used to calculate indirect costs. A class of overhead, which is the sum of all direct costs minus equipment, capital expenditure, tuition remission, scholarships, fellowships, rental costs of off-site facilities, patient care costs, and consortium or contractual costs in excess of $25,000 for each funding cycle.

map

The hierarchy and sequence of proposal approval stops, including the signatory authorities within each stop. Maps list both primary and alternate approvers. See *approval map*.

modified total direct costs (MTDC)

A rate class expressed as a percentage. This percentage is negotiated with the federal government and is used to calculate indirect costs. A class of overhead, which is the sum of all direct costs minus equipment, capital expenditure, tuition remission, scholarships, fellowships, rental costs of off-site facilities, patient care costs, and consortium or contractual costs in excess of $25,000 for each funding cycle. See *MTDC*.

module

A section or chapter of the narrative portion of the proposal.

multi-funding

A feature that allows users to fund multiple projects from a single award and a single project from multiple awards.

narrative

The research plan portion of the proposal. Specific sections of the narrative are typically written by different members of the project team. These sections are called narrative modules.

notification business rule

A business rule that notifies personnel of an activity, but does not require approval. Everyone in the applicable map is notified that the proposal has been submitted for approval and routing. An example of a notification business rule is the following: If the sponsor type is a Foundation in a proposal, then notify the Dean when the proposal is submitted. Organizations can have more than one notification business rule.

OSP (office of sponsored programs)

The proposal approval authority for the organization. The OSP reviews proposals and accepts awards from the funding source.

office of sponsored programs (OSP)

The proposal approval authority for the organization. The OSP reviews proposals and accepts awards from the funding source.

organization

The levels, departments, or schools within an organization.

overhead

Costs incurred by the organization for conducting research. Overhead rates are also known as indirect costs. Overhead rates are recovered by the organization from the funding source, usually as a percentage of direct costs. Referred to as F&A (Facility and Administration) rates by the federal government. See *indirect costs*.

overhead rate

Costs incurred by the organization for conducting research. Overhead rates are also called indirect costs. Overhead rates are recovered by the organization from the funding source, usually as a percentage of direct costs. Referred to as F&A (Facility and Administration) rates by the federal government. See *indirect costs*.

overhead type

Type of overhead. Examples include modified total direct costs and salary and wages.

process

An activity or set of activities that run in the background to accomplish a specific goal.

project budget

A detailed estimate of the cost of a project. A project budget is the aggregate of all the award budgets that fund a project.

project funding

An allocation of funds, generated revenue amounts, and invoiced amounts from an award to a project or top task.

project template

Predefined project data. A project template includes basic and variable project data, the work breakdown structure, project and task options, funding data, and budgets.

project type

A project classification that is defined during implementation that specifies essential project attributes. Users define a project type for each project.

proposal

A collection of documents that is submitted to a funding agency for the purpose of obtaining funding for a research project. A proposal includes a research plan, a budget, information on key project personnel, an abstract that describes the project, and other supporting documents. A proposal is a written plan and justification in which the organization informs the prospective funding source what it needs in terms of budget items, equipment, supplies, and personnel to conduct specific research.

proposal budget

An estimate of the direct and indirect costs of conducting the proposed research. A proposal budget can be for one or multiple budget periods.

proposal manager

A title or role that allows the designee to create the proposal. The Proposal Manager may also be the Proposal Owner. See *proposal owner*.

proposal owner

A title or role that allows the designee to submit proposals and apply for research funding. See *proposal manager*.

proposal role

A user-defined functional title that is associated with system-defined proposal rights. Proposal roles with their associated rights restrict individuals' access to one or more parts of a proposal.

proposal stop

An office or department within the organization that reviews specific proposal information.

purpose code

A user-defined description of an activity that an award is funding. Purpose codes are used to identify the purpose of award funds. Typical examples include descriptions such as research, clinical trial, and sponsored training.

rate

A percentage that is used to calculate indirect costs for research proposal budgets. A rate is also called a cost rate.

rate class

A subset of a system-defined rate class type. Examples of rate classes that are subsets of overhead rates include Modified Total Direct Costs, Total Direct Costs, and Salary and Wages.

rate class type

A subset of a rate class. Examples of rate types include Inflation, Employee Benefits, or Overhead.

report

Sponsor-specific grant application pages that can be printed individually.

residual funds

Dollar amount of funds that remain from a previous budget period. Residual funds are also called carry-over funds.

resource

Labor, services, materials, and equipment needed to track, complete, and account for project work.

resource list

A set of similar resources used on specific kinds of project work.

routing business rule

A business rule that specifies the sequence of proposal stops for review and approval. Users can assign a sequence to all routing business rules for a given organization. Each routing business rule is associated with a specific approval map. A proposal is routed for approval based upon the user-defined sequence.

S&W (salary and wages)

A rate class expressed as a percentage. This percentage is used to calculate indirect costs based on salary and wages only. See *salary and wages*.

salary and wages (S&W)

A rate class expressed as a percentage. This percentage is used to calculate indirect costs based on salary and wages only. See *S&W*.

sponsor

A funding source. A sponsor can be a governmental agency, a private firm, or an individual.

supplement

An installment type. Additional award funds.

TDC (total direct costs)

A rate class expressed as a percentage. This percentage is determined by the organization and is used to calculate indirect costs. Directs costs are costs that are directly attributable to work performed. Examples of direct costs are salaries and travel expenses. Total direct costs are the sum of all direct costs associated with a proposal. See *total direct costs*.

total direct costs (TDC)

A rate class expressed as a percentage. This percentage is determined by the organization and is used to calculate indirect costs. Directs costs are costs that are directly attributable to work performed. Examples of direct costs are salaries and travel expenses. Total direct costs are the sum of all direct costs associated with a proposal. See *TDC*.

underrecovery

An amount that represents the overhead costs that the organization is not able to recover because the proposal is prepared with a smaller overhead rate.

validation business rule

A business rule that validates or invalidates certain conditions of a proposal. It does not seek approval. An example of a validation business rule is the following: If the underrecovery amount >= $10,000, then the proposal is invalid.

Index

Numerics

A

B

C

D

E

F

G

H

I

K

L

M

N

O

P

Q

U

V

W