ONLINE PROPOSAL SUBMISSION

USER GUIDE

Office of Sponsored Programs

http://www.fau.edu/research/sponsored-programs/index.php

For questions and assistance with Novelution, please contact us at novelution@fau.edu
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SYSTEM LOG IN

- The Novelution System URL is http://fau.novelution.com

- Log in at http://fau.novelution.com with your FAU Single Sign On (SSO) information

  ![Login Screen]

- If you are part of FAU, click the blue “Continue” button to provide your SSO credentials

  ![FAU Single Sign On Screen]

- Landing page upon login is the All My Tasks page – This page will list all open tasks in the system requiring your review/approval
• **My Assigned Tasks** – Listing of your open tasks in the system. You can search for all tasks in the system both completed and incomplete or you can search for a task by keyword

  ➢ Click the link under the Message heading to review/approve the task

![All My Tasks](image)

![My Assigned Tasks](image)

  ➢ **Away Schedule** – Click on the Away Schedule Tab and enter dates when you are unavailable to approve. You may assign other users as delegates to review and approve on your behalf

![Add Away Period](image)
PROFILE & SETTINGS TAB

- Edit User Profile
- Trainings & Certifications
- Grant Access
- Request Access
- My Tasks

EDIT USER PROFILE

- General Information
- Roles
- Positions/Units
- CVs/Biosketch
- Budget Information

Profile Information – Certain profile information will pre-populate upon creating a proposal application. This information is pulled from Workday and includes your Name, FAU address, FAU telephone number, and employment start date.

- Edit User Profile – Update your user General Information to include your office and mobile phone numbers, contact preferences, and email addresses.
- Enter your eRA Commons username, NSF ID and CITI Program Training email address

*Having this information in your profile will allow the system to pre-populate certain fields in your proposal application.
(Optional) Select a Current and Pending Report Type - The Current and Pending C/P Report type section allows users to select a specific sponsor’s format for the Current and Pending report. Templates available include NIH, NSF, and USDA

*Information must be entered in Novelution system in order to create a completed Current & Pending report
CVs/Biosketches are stored in your profile as a repository for future proposal applications. A listing of all saved CVs/Biosketches are listed in this section and can be added to proposal applications.

**NOTE:** The Drag and Drop File features allows users to click and drag a file from their desktop rather than navigating through their computer documents to choose and upload.

- Personal Data – Enter your degree information including highest Degree Type and the Degree Year bestowed, i.e. Doctorate of Philosophy, 1997
TRAINING & CERTIFICATIONS

- Trainings & Certifications – If you have completed the mandatory Conflict of Interest training, your CITI COI Training exam date and expiration date will be listed under this section.
- COI trainings are valid for 3 years and must be renewed through CITI Programs prior to the expiration date.
- *All researchers must complete this required training before a grant account can be established in Workday.*
- You may complete your Conflict of Interest training online through CITI Programs at:

  https://www.citiprogram.org/index.cfm?pageID=14
GRANT ACCESS

- To allow another user access to edit your proposal, select Department, enter Name, and click “Select”
- Users who have been granted access to work on your behalf will be listed
- Users who have requested access and are awaiting your approval will be listed

![Select User Account to Grant Access](image)

- Proposals you have access to will be listed here
- Proposals you have given access to others will be listed here
REQUEST ACCESS

- To request access to another person’s proposal, select Department, enter Name, and click “Select”
- Any proposals that you have been granted access or have been given access to, will be listed in the sections below.

![Select User Account to Request Access](Florida Atlantic University - Innovation Research Management System)

You currently have been granted access to projects by the following researchers:

You have made access requests to the following researchers' accounts, with the access pending approval from the researchers.
MY TASKS

- Upon logging in, you will see a list of tasks. Tasks requiring an action by you will be listed under “My Assigned Tasks”

- Search for pending tasks or any previously approved tasks by entering a keyword or selecting the status of complete or incomplete

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**My Assigned Tasks**

- Review and approve each task by clicking on the record link under Message

  - Record 001491 requires your attestation
  - Record 001452 requires your approval

- To view details of an assigned task, click on the magnifying glass icon

- To add a user to the task, click on the people icon
GRANTS & CONTRACTS TAB

- Create Proposal Application – Create a new proposal
- Search Sponsored Research Record – Search your active projects
- Create Subaward – Functionality will be launched in Fall 2020
- Search Subawards – Functionality will be launched in Fall 2020
- Ad Hoc Reports – Create reports based on a large choice of variables
CREATING A PROPOSAL

- Choose Create Proposal Application from the Grants & Contracts Menu
- Enter Project Title
- Your name and department will auto populate based on your primary job in Workday. (If you have other departments in your profile, i.e. Pillars, you can choose from the drop-down menu.)
- The PI line auto populates with the name of the person logged in, but if a user has access to other accounts (as a Chair, Dean, or if they have been granted access to a certain other user’s account) any of those names can be entered as PI at this point. Project Department will auto populate once PI is chosen.
- Enter the name of the Proposal and Contract Administrator in the Office of Sponsored Programs
- Choose, Continue

Once a record is initiated, a unique Project ID number will be assigned and the Proposal Panel is created. The Proposal Panel includes the following sections:

1. Proposal Information
2. Sponsor & Submission Information
3. Screening Questions
4. Compliances
5. Personnel
6. Subawards
7. Budget
8. Proposal Attachments & Other Documents
9. Connected Records
10. Email Contacts
11. Proposal Stage/Status
12. PI Attestation
PROPOSAL INFORMATION

- Proposal Information
  - Autogenerated Project ID number is assigned to the created proposal application
  - Title of Project
  - Name of Proposal & Contract Administrator in the Office of Sponsored Programs
SPONSOR & SUBMISSION INFORMATION

Submission Method:

- The Submission method field provides a drop-down menu to choose whether the proposal submission will be made through a Federal System (e.g. Grants.gov, Fastlane, ASSIST, etc.), Other Sponsor Website, Email, Paper, or Other.

- If the submission is to be made via a Federal System, the Connect FOA button will bring the user to Grants.gov and they can search by FOA#. This will populate required sponsor information as well as proposal deadlines within the proposal.

- Once FOA # is entered and matched via Grants.gov, you will be asked to confirm the selection. Review the grants.gov funding opportunity information and select the Confirm Selection button at the bottom.
• If the submission is not going through a Federal online system, choose the appropriate submission method, i.e. Other Sponsor website, E-mail, Paper, or Other and enter the required information

➢ Other Sponsor Website – Enter the Sponsor’s Website URL Information

➢ Email – Enter the sponsor’s e-mail address

➢ Paper – From the menu, select who will mail the proposal application
Sponsor

- Enter the Sponsor name in the “Sponsor” field. As you begin typing, a listing of possible matches will appear. If the Sponsor name is not found, Choose “Can’t find sponsor – Add new Sponsor”. A new window will pop-up to enter the Sponsor name and Sponsor Type (Federal, Federal Flow-through, State, Local Government, Nonprofit/Foundation, Industry, Foreign)
SCREENING QUESTIONS PANEL

- The Screening Questions reflect the questions asked on the Routing Tab from grantsERA.
- Choose Yes or No from the radio buttons, as applicable.
- If your project requires a Data Security Plan, you must consult with your college’s IT Representative to ensure the appropriate compliance requirements are in place. If additional security measures are needed, you may need to budget for these costs in your proposal application budget.
- If your project includes the use of a FAU Core Facility, select Core(s) from the drop-down menu (If more than one core facility will participate, select all applicable cores from list.)
  - Biostatistics Collaborative Core
  - Cell Imaging Core
  - Water Analysis Lab (WAL)
  - MRI & Human Imaging
  - Engineering & Technology Core (ETC)
  - Comparative Medicine
  - Neurobehavior Core
- If there is a limit on the number of proposals, attach copy of the email from the Office of Research Development (ORD) with approval to proceed with the proposal application submission
- If traveling to a foreign country, select country name from drop-down menu and explain purpose of travel, i.e., conference to present results
- If participating in a foreign talent program, identify the name of the program

- If project involves a community partner, provide name and email
- If additional community organizations are partnering on the project, list partner
COMPLIANCES PANEL

- The Compliance Panel questions are reflective of questions on the Routing Tab and include:
  - Human Subjects
  - Animal Subjects
  - Biosafety
  - Other Environmental Health and Safety (EH&S)
- Choose the Yes or No radio buttons as appropriate for the work.
• When selecting the “Add Protocol Number” button, the Edit Compliance Protocol screen appears.
• Enter the Protocol Number
• Status of the protocol defaults to “Pending Compliance Verification”.

PERSONNEL PANEL

• Add and remove personnel in the Personnel Panel. At a minimum, the proposal application must include the PI and Co-PIs in the Personnel section. If you would like to use the budgeting tool, please enter all personnel for this project.
• This function allows you to add personnel from FAU or To Be Named personnel, as well as enter the role they will serve on the project (Additional PI, Co-PI, Post Doc, etc.).
• Upload Current and Pending documentation for the PI. Once uploaded, Current and Pending documents are saved in the user’s profile and may be used for future proposals.
• Select a sponsor specific Current/Pending Report Type such as NIH, NSF, USDA
• The personnel panel can also create a list of active proposals and awards on which the personnel in the panel are named. This can be a helpful tool with which to create a Current and Pending document. Please note that the creation of active proposals and awards requires those records to be currently entered into Novelution.
• % Project Credit – The PI assigns the percentage of credit to the FAU researchers on the project (PI and Co-PIs). If only one researcher (PI) is on the project, the entire 100% credit should be assigned. If multiple researchers will work on the project, the 100% credit can be assigned across all researchers. The percentage of credit assigned is at the discretion of the PI.

• To add FAU personnel to the proposal application, click the Add Researcher button:
  ➢ Select the campus from the drop-down menu (Boca, Dania, Davie, Fort Lauderdale, Fort Pierce, Jupiter)
  ➢ Enter the Researcher’s Name
  ➢ Job Type will auto-populate once name is entered (Calendar or Academic)
  ➢ Select the Researcher’s Project Role (Co-PI, Faculty, Post Doctoral, Other Professional, Graduate Student, Undergraduate Student, Technician, Other)

  *Only Co-PIs will be added to the % Project Credit section.
- **Edit permission**: you may grant a researcher permission to edit the proposal application or you can grant view only permissions
- **CC**: the researcher will be copied on all tasks and notifications related to the proposal application
- **Include on the R&R key personnel list**: all researchers devoting effort to the project should be listed on the R&R personnel list
- **Job Type**: Choose Calendar or Academic/Summer depending on the researcher’s appointment (Calendar – 12 month personnel; Academic – 9 month personnel)

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**SUBAWARD PANEL**

- To create a subaward, choose Create new Subaward

- If subrecipient is unknown, check Subrecipient not selected, will be selected after award
- If known, enter subrecipient institution name from drop-down menu
• If subrecipient is not listed, add subrecipient’s entity information
• Enter Subaward Entity information for new subrecipient
  o Name
  o Country
  o DUNS #
  o EIN

• Enter Subaward Name, i.e. Entity Name-Subrecipient PI Name (Ex: University of Miami – PI: Johnson)

• Click Save. The added subrecipient information will be forwarded to the Office of Sponsored Programs for approval.

BUDGET PANEL

• The Budget Panel provides a summary of the Budget Details.
  To create the initial budget, click the View/Edit button
  This will take you to the Budget Scenario – Initial Budget page
  Initial Budget page includes the following sections:
  ➢ Budget Settings
    ▪ Cost Share
    ▪ Period Setup
    ▪ Program Income
    ▪ Rate
    ▪ Fringe and Escalation Rates
    ▪ Budget Caps
    ▪ Split Budgets
- The Budget Alternative function allows the user to create multiple scenarios of the budget. All versions are saved in the proposal application file.
- To create an alternative budget as a second budget scenario, select the Add Budget Alternative button.
- Name the second budget and make a copy from a previously created budget. Add any additional comments or notes regarding this budget scenario.
- Once the initial budget is copied, the user may modify/update the budget costs to create the second budget scenario.

- When multiple budget scenarios are created, the user must choose which budget will be used as the final budget by selecting the budget from the drop-down menu as the final budget.
BUDGET SETTINGS

- Budget Settings: The name of the budget defaults to Initial Budget. You can rename the budget or add comments.
- Cost Share: choose Yes or No, on whether the budget includes Cost Share.

- If answering Yes to Cost Share, answer the following question:
  - Is cost share required by sponsor (mandatory)?
  - If answering Yes to mandatory cost-share, select how the required amount of cost share calculated:
    - Percent of Total Budget (includes both requested budget and cost-share)
    - Percent of Requested Budget
    - Fixed Amount
• Upload sponsor documentation - copy of cost share requirement from sponsor, i.e. RFP or guidelines

![Sponsor documentation](image)

• Select Add Cost Share Source

![Add Cost Share Source](image)

• Select Source of Cost Share
  - Dept/Center/Division
  - College/Division
  - University
  - Other Project
  - External Organization

• Enter Collateral Account Number – TAG Number(s) providing cost-share

![Collateral Account Number](image)

• Period Setup: add Budget Periods by choosing Add Period. You can create however many periods you would like, but please note – you **must** enter at least one budget period in order to complete your budget.

![Period Setup](image)
• Program Income: you can account for anticipated program income on a project.
  ➢ Choose Yes or No, and describe anticipated source, i.e. registration fees
  ➢ Select whether program income will be additive (amount is added to the sponsor award amount) or subtractive (program income received decreases the overall award amount from sponsor)

![Program Income](image)

• Rate (F&A): select the Project Purpose from the drop-down menu (Instruction, Other sponsored activity, Research – Basic, Research – Applied, Research – Development, Research – Clinical Trial) and select whether the work will be completed on campus or off campus.

• Check box if F&A rates should be pro-rated across budget period. (This occurs if a different F&A rate should be applied in future years of a multi-year budget) By not checking the box, the system default is use the starting rate for the entire budget period and not pro-rate.

![Rate](image)

• If the Sponsor requires an F&A rate lower than FAU’s negotiated rate, select the “Use Sponsor-Requested Rate?” option. Enter the Custom rate percentage and provide the explanation for this rate.

• Indicate whether the custom rate is calculated on MTDC (Modified Total Direct Costs) or TDC (Total Direct Costs)

• Approval of an indirect cost rate lower than our negotiated rate requires OSP approval.
• Budget Caps: If the sponsor caps the dollar amount that can be requested or if there is a target dollar amount you are trying to reach, you can add a budget cap or target for the entire project or for each period, to help you plan your budget to meet certain caps or targets.
  ➢ Select Add Budget Cap/Target

  ➢ Enter Cap/Target: select whether the sponsor has budget Cap or a Target
  ➢ Scope: select whether cap amount listed applies to full budget amount or applies to each budget period
  ➢ Cost Type: Does the budget cap apply to the direct costs or does cap apply to total budget request
  ➢ Amount: enter dollar amount of the cap
  ➢ Notes: 

  [Diagram of Budget Cap/Target]

  [Form to add budget cap/target with fields for Cap/Target, Scope, Cost Type, Amount, Notes]
• Under the Split Budget panel, you can create multiple budgets for different departments under the main proposal budget at the Pre-Award Stage.

• To create a split budget (separate budget for multiple PIs and/or Co-PIs) at proposal stage, choose, “Yes, at Pre-Award Stage” and Add Split to add your secondary budget.

• Add a User for the secondary budget (typically the Co-PI) – this dropdown pulls a listing from the Personnel Panel.
DETAILED COSTS

- Under the Detailed Costs panel, you are able to enter the details of your proposal budget. You can choose multiple different views at the top of the page, including:
  - To view the budget total for all years, to see the multi-year breakout, to see only the direct cost or both direct and indirect cost in each cell, etc.
- You can choose to add cents to the dollar values (we recommend using whole dollar values).
- You can choose whether to enter personnel effort time using percentages or months (5% effort on the project vs. 2 months on the project).
- The system will automatically input all of the named individuals from the Personnel Panel under the Senior/Key Person line.
- To adjust the effort named personnel will be putting into the project, follow the screenshots here to drop down the Senior/Key Person line and choose Edit Costs to open the panel to input the effort information. This will open a box to enter either the effort percentage or month where you can input the effort and the system will calculate the salary and fringe of the personnel added.
• To add salary information for senior/key personnel, you can choose the appropriate salary budget line item (Senior/Key Person). Select “More Options” to Edit Costs from the lines below by choosing to Edit Costs (shown in the screen shots below). This will open a panel for you to enter the necessary budgeting information (base salary, effort type, salary, fringe percentage, etc.).

• Under the Non Personnel heading, you can add values for other direct costs, by following the screen shots below to Edit Costs.
The Totals at the bottom of the budget will total direct costs, direct costs that are excluded from F&A (capital equipment over $5,000, subawards over $25,000, etc.), Modified Direct Costs applicable to F&A ("modified"), Total Indirect Costs, and the Budget Total.

If you have chosen a budget cap, this area will also show you if you are over the cap.
PROPOSAL ATTACHMENTS & OTHER DOCUMENTS

- Research Content, Commitment Letters, and Other Proposal Documents should be included

- Scope of Work and any additional documentation (Summary, abstract, narrative, research strategy, project description, specific aims, references cited) required for the proposal can be attached here.

- Letter of Commitment type: Upload sponsor required commitment form if applicable. If a standard FAU commitment letter is required, select “Generate Commitment Letter” to generate PDF letter.

- Other Proposal Documents: Upload SFI disclosure forms and any documents requiring OSP signature
CONNECTED RECORDS

If there are other sponsored research projects or non-financial agreement documents such as Non-Disclosure Agreements (NDAs), CDAs, Material Transfer Agreements (MTAs), Master Agreements, connected to this project, add them here.
EMAIL CONTACTS PANEL

- If you would like email correspondence regarding your proposal to be sent to additional recipients, you can include them here. This would include notices regarding approvals, modifications needed, etc.

PROPOSAL STAGE/STATUS PANEL

- The Proposal Stage/Status Panel provides a listing of all of the various requirements for the proposal which must be completed prior to approval. Many of these can be completed simultaneously.
- The Proposal Stage/Status updates automatically as certain requirements are satisfied through the process of creating the proposal.
- When a requirement is completed, the requirement turns from red to green.
PI ATTESTATION PANEL

- The PI Attestation panel requires certification from the PI that the information entered is correct and whether there may be any potential conflicts of interest regarding the project.
- Once the PI attests and submits for approval, any FAU Co-PIs listed on the proposal will receive an e-mail from the Novelution System asking them to login to complete their attestation.

PROPOSAL SUBMISSION

- Once proposal is completed, the SAVE, SUBMIT FOR APPROVAL, and Check Validations button will be at the bottom of the page.
- It is necessary to SAVE your proposal as you complete it, as navigating away from the page may result in losing changes you’ve made.
- Check Validations will run a check to verify whether you have completed all required sections of the proposal form. This is not required, but can be helpful to determine if you are missing any required pieces.
- Choosing SUBMIT FOR APPROVAL will submit your proposal for routing approval by the appropriate approvers.
- Your proposal will route to your approvers (Chair and Dean) automatically upon submission. If your Chair or Dean have any questions or request modifications regarding the proposal, they can comment and return the proposal to you within the system.
- Track the status of your proposal via the Requirements Panel. This panel will update automatically any time an additional approval or requirement is met.
SEARCH SPONSORED RESEARCH RECORD

- Search an existing record by entering specific information into any of the fields
AD HOC REPORTS

- Reporting and sorting of specific fields can be done through the AdHoc panel.
- Sort by any of the specific fields available
- Results of the search will be shown at the bottom of the page
• Search results are listed at the bottom of the page

For questions or issues regarding Novelution, please contact the Office of Sponsored Programs at novelution@fau.edu