

**UNIVERSITY OF COLORADO  
DENVER | ANSCHUTZ**

**ELECTRONIC RESEARCH ADMINISTRATION**

**INFOED GLOBAL  
PROPOSAL DEVELOPMENT BEGINNING TO  
END  
2016**

# PROPOSAL DEVELOPMENT

## Highlights of Preparing an NIH research grant proposal in InfoEd eRA

- Easier and less time consuming than in PDF version
- Institutional data automatically populated
- F&A changes calculated along with Salary Cap and Exemptions
- Tracking, edits and status accessible
- OGC Reviewers can see all data and documents electronically
- Final application can be validated prior to submission
- Specialized helpdesk to help address any errors/warnings
- Submission to Grants.Gov is system-to-system (S2S)

Username: Your CU username

Password: Your CU password (same as your CU email)

Campus: **Denver**

Login

To Create a New Proposal <https://era.cu.edu>

# Create A New Proposal

**infoEd GLOBAL** Find Funding CV Database Module Admin | Welcome **Mary Powell** Logout

**Proposals - Search For** Locate Clear All

Use \* for wildcard

Property	Value	Property	Value
Proposal number	<input type="text"/>	Project/Account/Misc ID	<input type="text"/>
Sponsor/Scheme	<input type="text" value="Sponsor Name"/>	Proposal Status	<input type="text"/>
PI	<input type="text" value="Investigator Name"/>	Primary Assoc Dept	<input type="text" value="Department Name"/>

▼ Show Additional Search Options ▼

**My Projects**

**My Proposals**

- Show/List
- Search For**
- Create New Proposal**
- Create New PT Record
- Ad Hoc Reports
- Standard Reports
- Workflow Admin
- Help - PD
- Help - PT

**My Awards**

**External Interests**

**My Human Subjects**

**My Profile**

Powered By **infoEd**  
InfoEd International, Inc.  
Version: 13.806.01E

**My Calendar**

March 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar 2015

1-Day 1 hr.

**My Action Items**

**My Workflow Maps**

**My Messages**

**My Contacts**

To create a new proposal click on Create New Proposal

To search for an existing proposal click on Search For and type the number in the Proposal number box.



# Create New Proposal and Change PI

The screenshot shows a web application interface for creating a new proposal. On the left is a sidebar with a 'Help' button and a 'My Proposals' section containing links for 'Show/List', 'Search For', 'Create New Proposal' (highlighted with a red box), 'Create New PT Record', 'Ad Hoc Reports', 'Standard Reports', 'Workflow Admin', and 'Help - PD'. The main content area is titled 'New Proposal Questionnaire' (also highlighted with a red box). It displays two steps: 'Step 0: Confirm you intend for the PI of this proposal to be Powell, Mary S' and 'Step 1: Create a "New" Proposal'. A 'Continue' button is below Step 1. To the right of the name 'Powell, Mary S' is a 'Change' button (highlighted with a red box and an arrow from a 'Change to PI' label). Below the name is a 'Create a New Proposal' button. A large red box at the bottom contains the text: 'Create New Proposal. Change the PI with the Change next to your name when preparing on behalf of your PI.' The browser's address bar shows the URL: 'https://eraprep.dev.cu.edu/Proposal/PD/ProposalCreate.asp?Sc...type=NEW'.

**New Proposal Questionnaire** Back

Step 0: Confirm you intend for the PI of this proposal to be Powell, Mary S. Change

Step 1: "New" Create a New Proposal

Step 1: Continued Select from Grants Gov Opportunities

Continue

Select value - Mozilla Firefox

<https://eraprep.dev.cu.edu/popUpSelectProg.asp?parameter=GENIUS&IncludeUnit=1>

**Personnel** Select Close

**Filter by Institution**  
University of Colorado Denver

Select value - Mozilla Firefox

<https://eraprep.dev.cu.edu/popUpSelectProg.asp?parameter=GENIUS&IncludeUnit=1>

**Personnel** Select Close

- Coul**ombe Mansfield, Marilyn G 21463 21463 -- SOM-SRG-CCTCARE CLINICAL
- Coul**son, Caley Marie 20884 20884 -- SOM-PM&R PHYSICAL THERAPY
- Coul**tas, Anne K 20540 20540 -- GS-GENERAL REVENUE-ANSCHUTZ
- Coul**ter, Diane K 21235 21235 -- SOM-PSYCH DPA SPG/GIFT
- Coul**ter, Katie 20219 20219 -- SOM-MED-PUL GENERAL OPERATIONS
- Coul**ter, Michael Stephenson 20353 20353 -- SOM-EM MED CLINICAL
- Coul**ter, Monica 20280 20280 -- SOM-PSYCH-ARTS SP/G
- Coul**ter, Tawnya 20184 20184 -- SOM-MED-ENDO GENERAL OPERATION
- Coul**ter, Vicki L 20254 20254 -- SOM-OP GENERAL OPERATIONS
- Coul**trap, Steven J 20120 20120 -- SOM-PHARM GENERAL OPERATIONS
- Scoul**ar, Ralph James 30110 30110 -- CLAS-PSYCHOLOGY
- Scoul**ar, Sarah Kaitlin 20518 20518 -- SOP-ADMINISTRATION

## Step 1 Continued...

Create New Proposal - Mozilla Firefox

https://eraprep.dev.cu.edu/Proposal/PD/ProposalCreate.asp?Scrn=1C&System=PD&CreateType=NEW&unique\_id=858EDD7DA061246FE044--

### New Proposal Questionnaire

Back

Step 0: Confirm you intend for the PI of this proposal to be Coulombe Mansfield, Marilyne G [Change](#)

Step 1: "New"

Step 1: Continued

[Continue](#)

Create a New Proposal

Select from Grants.Gov Opportunities

Select from Grants.Gov Opportunities

Select from all SPIN Opportunities

Setup Proposal Manually

Usually, you'll select the defaulted Grants.Gov Opportunities.

### New Proposal Questionnaire

Back

Step 0: Confirm you intend for the PI of this proposal to be Coulombe Mansfield, Marilyne G [Change](#)

Step 1: "New"

Step 1: Continued

Create a New Proposal

PA-16-160 S2S ☒ [Search](#)

1 Records Found

Opportunity Number	CFDA Number	Competition ID	Competition Title	S2S	Open Date	Agency	Title
PA-16-160 <a href="#">Select</a>			FORMS-D	<input checked="" type="checkbox"/>	17-Apr-2016	Department of Health and Human Services	NIH Research Project Grant (Parent R01) <a href="#">SPIN</a>

In this example I've inserted the Program Announcement number for the Parent R01.

## Step 2: *Please Select a Proposal Type*

**New Proposal Questionnaire**Back

Step 0: Confirm you intend for the PI of this proposal to be Coulombe Mansfield, Marilyne G [Change](#)

Step 1: "New" Create a New Proposal

Program Number	Program Name	Competition ID	Sponsor
PA-16-160	NIH Research Project Grant (Parent R01)	FORMS-D	National Institutes of Health

Step 2: *Please Select a Proposal Type*

Continue

New

New

Resubmission - New

Competing Continuation

Resubmission - Competing Continuation

Renewal

Non-Competing Continuation

Resubmission - Non-Competing Continuation

Supplement

Amendment/Modification/Revision

Administrative Modification/Correction



### Step 3: Select a Sponsor

New Proposal Questionnaire

Back

Step 0: Confirm you intend for the PI of this proposal to be

Coulombe Mansfield, Marilyne G

Change

Step 1: "New"

Create a New Proposal

Program Number	Program Name	Competition ID	Sponsor
PA-16-160	NIH Research Project Grant (Parent R01)	FORMS-D	National Institutes of Health

Step 2: Proposal Type

New

Step 3: Select a Sponsor

Alternate sponsors listed in  
SPIN for this Opportunity

National Institutes of Health/DHHS

National Institutes of Health/DHHS

National Cancer Institute/NIH/DHHS

National Center for Complementary and Integrative Health/NIH/DHHS

National Eye Institute/NIH/DHHS

National Heart, Lung, and Blood Institute/NIH/DHHS

National Human Genome Research Institute/NIH/DHHS

National Institute of Allergy and Infectious Diseases/NIH/DHHS

National Institute of Arthritis & Musculoskeletal & Skin Diseases/NIH/DHHS

National Institute of Biomedical Imaging and Bioengineering/NIH/DHHS

National Institute of Child Health and Human Development/NIH/DHHS

National Institute of Dental and Craniofacial Research/NIH/DHHS

National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS

National Institute of Environmental Health Sciences/NIH/DHHS

National Institute of General Medical Sciences/NIH/DHHS

National Institute of Mental Health/NIH/DHHS

National Institute of Neurological Disorders and Stroke/NIH/DHHS

National Institute of Nursing Research/NIH/DHHS

National Institute on Aging/NIH/DHHS

National Institute on Alcohol Abuse and Alcoholism/NIH/DHHS

National Institute on Deafness & Other Communication Disorders/NIH/DHHS

This window shows the Step 3 Selected Sponsor, Step 4 Tracking / Routing Number and Step 5 is inserting the Proposal Title.

New Proposal Questionnaire

Back

Step 0: Confirm you intend for the PI of this proposal to be

Coulombe Mansfield, Marilyne G [Change](#)

Step 1: "New"

Create a New Proposal

Program Number	Program Name	Competition ID	Sponsor
PA-16-160	NIH Research Project Grant (Parent R01)	FORMS-D	National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS

Step 2: Proposal Type

New

Step 3: Selected Sponsor

National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS

Mechanism

NIH Research Project Grant Program (R01)

Step 4: "Tracking" Number or "Proposal" Number

This proposal will be automatically numbered.

Step 5: Proposal's Title

Demonstration of creating a new R01 for handout 2016

Continue

**New Proposal Questionnaire** Back

Step 0: Confirm you intend for the PI of this proposal to be Coulombe Mansfield, Marilyne G [Change](#)

Step 1: "New" Create a New Proposal

Program Number	Program Name	Competition ID	Sponsor
PA-16-160	NIH Research Project Grant (Parent R01)	FORMS-D	National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS

Step 2: Proposal Type New

Step 3: Selected Sponsor National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS

Mechanism NIH Research Project Grant Program (R01)

Step 4: "Tracking" Number or "Proposal" Number This proposal will be automatically numbered.

Step 5: Proposal's Title Demonstration of creating a new R01 for handout 2016

Step 6: What are the project start and end dates?

From

To

Continue

Step 5 displays the Proposal Title.

Step 6 is the entire Project Start and End Date. Enter date MM/DD/YY for start/end date.

Click Continue to Next Step.

Step 7 Number of **Budget** Periods, in this proposal it is 5 years/periods.

Next step, Create Proposal or back up and change responses

**New Proposal Questionnaire** Back

Step 0: Confirm you intend for the PI of this proposal to be Coulombe Mansfield, Marilyne G [Change](#)

Step 1: "New" Create a New Proposal

Program Number	Program Name	Competition ID	Sponsor
PA-16-160	NIH Research Project Grant (Parent R01)	FORMS-D	National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS

Step 2: Proposal Type New

Step 3: Selected Sponsor National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS

Mechanism NIH Research Project Grant Program (R01)

Step 4: "Tracking" Number or "Proposal" Number This proposal will be automatically numbered.

Step 5: Proposal's Title Demonstration of creating a new R01 for handout 2016

Step 6: Project Start and End Dates 01-Jul-2017 to 30-Jun-2022

Step 7: How many years and/or budget periods would you like?

5  
1  
2  
3  
4  
5  
6  
7

If you need additional years/periods beyond 7, you may add  
s needed once inside the proposal.

Continue

# Setup Questions

Proposal  
170247

Done Save

## Demonstration of creating a new R01 for handout 2016

Dr. Marilyne G Coulombe Mansfield - 21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS (National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS)

Proposal

### Setup Questions

[Show Help](#)

### Setup Questions

Show

Reset Defaults

Please answer all questions below and click SAVE.

These questions setup the environment for the proposal

Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the Completed checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

### Submission Mechanism/Form Information

Proposal Sponsor

National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS [Change](#)

Please select a Submission Mechanism/Screen Template

424 R&R NIH Dynamic (electronic submission)

Defaulted according to sponsor and PA



# Forms Populated Automatically

Form	Version	Included
RR_SF424_2_0	RR_SF424_2_0-V2.0	✓
PHS398_CoverPageSupplement_3_0	PHS398_CoverPageSupplement_3_0-V3.0	✓
Other Project Info	RR_OtherProjectInfo_1_3-V1.3	✓
PerformanceSite_2_0-V2.0	PerformanceSite_2_0-V2.0	✓
RR_KeyPersonExpanded_2_0-V2.0	RR_KeyPersonExpanded_2_0-V2.0	✓
PHS398_ResearchPlan_3_0	PHS398_ResearchPlan_3_0-V3.0	✓
RR_Budget_1_3	RR_Budget_1_3-V1.3	<input checked="" type="checkbox"/>
RR_SubawardBudget30_1_3-V1.3	RR_SubawardBudget30_1_3-V1.3	<input type="checkbox"/>
PHS398_ModularBudget_1_2-V1.2	PHS398_ModularBudget_1_2-V1.2	<input type="checkbox"/>
PHS_Inclusion_Enrollment_Report	PHS_Inclusion_Enrollment_Report-V1.0	<input type="checkbox"/>
PHS_AssignmentRequestForm	PHS_AssignmentRequestForm-V1.0	<input type="checkbox"/>

Prepopulated Forms

**Assignment Request Form:**  
New Optional Form;  
complements cover letter

## Deadline Information

Is there a Deadline for this Submission?

☒ Yes ☐ No

Deadline Type

eSubmission Grants.gov

Deadline Date

05-Oct-2016

Deadline Time

5:00:00 PM

If the pre-populated deadline date isn't correct, change it. For dates that fall on a weekend or Federal holiday, change to next business day

# General Proposal Properties

General Proposal Properties

Will your proposal include any Subawardees? ☐ Yes ☐ No

Will your proposal involve the use of Human Subjects? ☐ Yes ☐ No

Will your proposal involve the use of Laboratory Animals? ☐ Yes ☐ No

Will your proposal involve multiple principal investigators? ☐ Yes ☐ No

Will your proposal be a training grant? ☐ Yes ☐ No

Associated Departments

PI Departments

Associated Centers/Programs

21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS  
[Add](#)

21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS  
[Add](#)

None Identified  
[Add](#)

All questions are mandatory, please answer accordingly.

Must change Org number to Sponsored Programs if not initially chosen.

NOTE: Org Numbers must be Sponsored Programs for routing and award purposes

# Sponsored Programs Org. Code

## General Proposal Properties

- Will your proposal include any Subawardees?
- Will your proposal involve the use of Human Subjects?
- Will your proposal involve the use of Laboratory Animals?
- Will your proposal involve multiple principal investigators?
- Will your proposal be a training grant?

Associated Departments

Select value - Mozilla Firefox

https://era.cu.edu/popupSelectProg.asp?parameter=GET\_DEPT&projid=37E89138F5056410ED5391

Department

Type department name or Org number Select Close

Filter by Institution

University of Colorado Denver

21462 -- SOM-SRG-CCTCARE SPI

[Add](#)

Associated Departments

- 21463 -- SOM-SRG-CCTCARE CLINICAL
- 21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS [Remove](#)

Proposal

170247

[Done](#)

[Save](#)

# Additional Setup Questions

Because you indicated that this proposal is to PHS/NIH

Will this proposal involve human embryonic stem cells?

☐ Yes ☒ No

Is this proposal funding a Clinical Trial?

☐ Yes ☒ No

Is this proposal an NIH-defined Phase III Clinical Trial?

☐ Yes ☒ No

Will this proposal be using a Modular budget?

☐ Yes ☒ No

All questions are defaulted to "No," select "Yes" accordingly.

Must select "Yes" for Modular, otherwise a R&R Detailed Budget is used.

## Budget Setup Information

What kind of budgeting model would you like to use?

Budget by Total Project  
Budget by Total Project  
Budget Period by Period  
424 Budgeting

Select the Program Type

The majority of the research will be conducted

☒ On Campus ☐ Off Campus

Default is Budget by Total Project which is the best option for most proposals.



# Additional Budget Setup Info

## Budget Setup Information

What kind of budgeting model would you like to use?

Budget by Total Project ▼

Select the Program Type

The majority of the research will be conducted

Organized Research ▼

- select -

Organized Research

Career Development

Clinical Trial

Fellowship

Instruction

Proof of Concept

Service

Training

Other

ampus

Choose the Program Type  
most are Organized Research

## Budget Setup Information

What kind of budgeting model would you like to use?

Budget by Total Project ▼

Select the Program Type

Organized Research ▼

The majority of the research will be conducted

☒ On Campus

☐ Off Campus

Majority = 50% or greater On Campus

SF 424 Face Pages will now be populated. InfoEd has the correct institutional details formatted.

Note the Proposal Number (red arrow top left corner).

Proposal  
170247

Done

Save

### Demonstration of creating a new R01 for handout 2016

Dr. Marilyn G Coulombe Mansfield - 21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS (National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS)

Proposal

Setup Questions

SF424 (R&R)

Other Project Info

Performance Sites

Project Summary

Project Narrative

References Cited

Resources

Other Attachments

Personnel

PHS398\_Research  
Plan

Budget

Approvals

### SF424 (R&R)

Completed

#### 1. TYPE OF SUBMISSION:

- ☐ Pre-application  
☒ Application  
☐ Changed/Corrected Application

#### 2. DATE SUBMITTED

#### Application Identifier

170247

#### 3. DATE RECEIVED BY STATE

#### State Application Identifier

#### 4 a. Federal Identifier

#### b. Agency Routing Identifier

#### c. Previous Grants.gov Tracking ID

UCD legal name, department,  
and division are correct as listed.

#### 5. APPLICANT INFORMATION

Organizational DUNS: 04-109-8314

Legal Name: University of Colorado Denver

Department: 21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS

Division: None

Address (Street, city, state, zip/postal code)

Mail Stop F428, Anschutz Medical Campus  
Building 500, 13001 East 17th Place, Room W1124  
Aurora CO 80045-2571  
United States

Authorized Representative is Soumontha Chanthaphonh, click on yellow box for First or Last Name. Drop down box will appear and select.

**19. Authorized Representative**

Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
Title:		Organization Name:		
		University of Colorado Denver		
Department:		Division:		
80067 -- ADM VCR OGC ADMINISTRATION		None		
Address (Street, city, county, state, zip/postal code, province, country)				
Phone Number		Fax Number		Email:
				xenia@ucdenver.edu
*Signature of Authorized Representative		*Date Signed		
Completed on submission to Grants.gov		Completed on submission to Grants.gov		

Standard institutional information

<https://era.cu.edu/Proposal/pd/pdGen.asp?ProjID=37EB9138F505B410E0539B0412AC8B06>

Proposal  
170247

Done Save

#### Demonstration of creating a new R01 for handout 2016

Dr. Marilyn G Coulombe Mansfield - 21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS (National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS)

Proposal

Setup Questions

SF424 (R&R)

Other Project Info

Performance Sites

Project Summary

Project Narrative

References Cited

Resources

Other Attachments

#### SF424 (R&R)

#### Official Signing for Applicant Organization

Back

Select Person - select - Set

First Name - select - Chanthaphonh, Soumontha

Middle Name DeHerrera, Adelita

Address Peng, Amanda

White, David

Salut

Last Name

Suffix

City

After selecting Chanthaphonh, Soumontha, click on **Set** and preformatted information is automatically populated. When finished click on **Back** button.

Proposal  
170247

Done Save

### Demonstration of creating a new R01 for handout 2016

Dr. Marilyn G Coulombe Mansfield - 21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS (National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS)

Proposal

Setup Questions

**SF424 (R&R)**

Other Project Info

Performance Sites

Project Summary

Project Narrative

References Cited

Resources

Other Attachments

Personnel

PHS398\_Research  
Plan

Budget

Approvals

UCD | AMC  
Documents

PHS398\_CoverPag  
eSupplement

Finalize

Show Help

### SF424 (R&R)

#### Official Signing for Applicant Organization

Select Person Chanthaphonh, Soumontha

Set

First Name Soumontha

Middle Name

Address  
Mail Stop F428, Anschutz Medical Campus

Building 500, 13001 East 17th Place, Room \

County

Province

Country United States

Phone  
303-724-0090

SAO Email  
xenia@ucdenver.edu

Salut Ms.

Last Name Chanthaphonh

Suffix

City  
Aurora

State Colorado

Zip  
80045-2571

Title  
PreAward Manager

Fax  
303-724-0814

Back

Correct details automatically populate.



Project Start and Ending Dates are automatically populated from Setup Questions.

Congressional District formatted in InfoEd.

PI contact information must be completed.

<b>Is this application being submitted to other agencies?</b> <b>YES</b> <input type="radio"/> <b>NO</b> <input type="radio"/>		<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> <input type="text"/>	
<b>What other Agencies</b> <input type="text"/>		<b>TITLE (Name of Program):</b> <input type="text"/>	
<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> <div>Demonstration of creating a new R01 for handout 2016</div>			
<b>12. PROPOSED PROJECT</b> Start Date: <input type="text" value="01-Jul-2017"/> Ending Date: <input type="text" value="30-Jun-2022"/>		<b>13. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant <input type="text" value="CO-008"/>	
<b>14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION</b> <a href="#">Change</a>			
<b>Prefix:</b> <input type="text" value="Dr."/>	<b>First Name:</b> <input type="text" value="Marilyne"/>	<b>Middle Name:</b> <input type="text" value="G"/>	<b>Last Name:</b> <input type="text" value="Coulombe"/> <b>Suffix:</b> <input type="text" value="Mansfield"/>
<b>Position/Title:</b> <input type="text" value="Research Associate"/>	<b>Organization Name:</b> <input type="text" value="University of Colorado Denver"/>	<b>Department:</b> <input type="text" value="21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS"/>	<b>Division:</b> <input type="text" value="None"/>
<b>Address (Street, city, county, state, zip/postal code)</b> <input type="text" value="123 Street"/> <input type="text" value="Aurora CO 80045-2580"/> <input type="text" value="United States"/>			
<b>Province:</b> <input type="text"/>			
<b>Phone Number:</b> <input type="text" value="303.724.7625"/>		<b>Fax Number:</b> <input type="text"/>	<b>Email:</b> <input type="text" value="marilyne.coulombe@ucdenver.edu"/>

PI information can be inserted. It is more consistent if setup in Profile and eliminates typing in proposal.

**SF424 (R&R)**

**Edit Personnel**

Information appearing in the header will update on return to the main page.

Salut	<input type="text" value="Dr."/>	First Name	<input type="text" value="Marilyne"/>
MI	<input type="text" value="G"/>	Last Name	<input type="text" value="Coulombe Mansfield"/>
Suffix	<input type="text"/>	Degrees	<input type="text"/>
Address	<input type="text" value="123 Street"/> <input type="text"/> <input type="text"/>	City	<input type="text" value="Aurora"/>
County	<input type="text"/>	State/Province	<input type="text" value="Colorado"/>
Zip Code	<input type="text" value="80045-2560"/>	Country	<input type="text" value="United States"/>
Title	<input type="text" value="Research Associate"/>	Tel	<input type="text" value="303.724.7625"/>
Fax	<input type="text"/>	Email	<input type="text" value="marilyne.coulombe@ucden"/>
Department	<input type="text"/>	Sponsor Credential	<input type="text" value="Other (Specify)"/>

Sponsor Credential is eRA Commons username. Locate on the biosketch directly below name. (Must Insert)

<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Total Federal Funds Requested	0.00	a. Yes	<input type="radio"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
b. Total Non-Federal Funds	0.00	DATE:	<input type="text"/>
c. Total Federal & Non-Federal Funds	0.00	b. No	<input checked="" type="radio"/> PROGRAM IS NOT COVERED BY E. O. 12372
d. Estimated Program Income	<input type="text" value="0"/>		<input type="radio"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
17. By signing this application, I certify (1) to the statements contained in the list of and accurate to the best of my knowledge. I also provide the required assurances * aware that any false, fictitious, or fraudulent statements or claims may subject me to Section 1001)			
<input type="checkbox"/> I agree			
* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation <a href="#">Upload</a>			
<b>19. Authorized Representative</b>			

Automatically populated

Soumontha Chanthaphonh is the Authorized Representative. Use the side scroll bar if you see a blank screen.

21. Cover Letter Attachment. Click on [blue Upload](#).

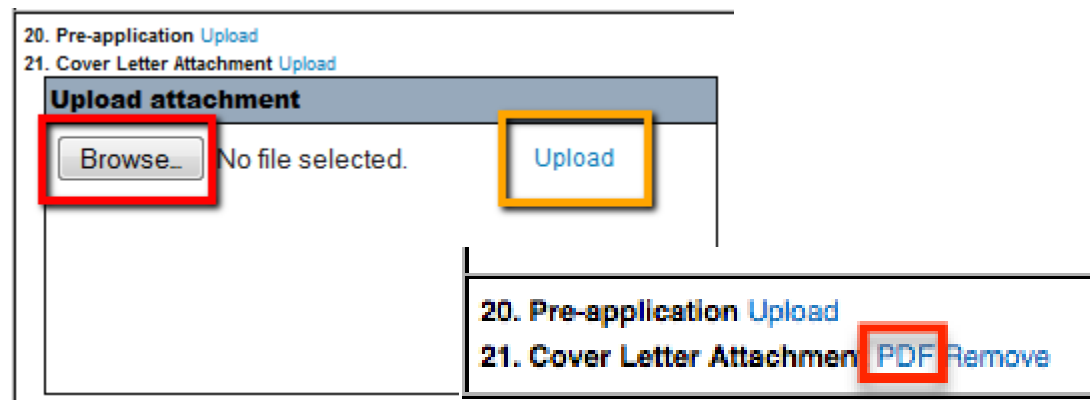


20. Pre-application [Upload](#)

21. Cover Letter Attachment [Upload](#)

The Upload Attachment box is small and it's hard to see your document. Use the scroll bar on the bottom of that small box to locate and [Upload](#).

Click on **Browse** within the small Box, locate your file, and then click on **Upload**.



20. Pre-application [Upload](#)

21. Cover Letter Attachment [Upload](#)

**Upload attachment**

[Browse...](#) No file selected. [Upload](#)

20. Pre-application [Upload](#)

21. Cover Letter Attachment **PDF** [Remove](#)

Upload complete = [PDF](#)

Completing the SF424 may return this error message. Sponsor Credential is the eRA Commons Username found on the biosketch. It is needed for the Research & Related Senior/Key Personnel form and submission to sponsor.

The screenshot shows the SF424 (R&R) form with a sidebar on the left containing links like 'Setup Questions', 'SF424 (R&R)', 'Other Project Information', 'Performance Summary', 'Project Summary', 'Project Narrative', and 'References Cited'. A modal error message is displayed in the center, stating: 'The following field(s) must be completed in order to mark this page "Complete": Principal Investigator: Sponsor Credential (click in Box 14 to complete this field) Is this application being submitted to other agencies?'. A red arrow points from the text 'Sponsor Credential' in the error message to the 'Sponsor Credential' field in the form below.

**Tip!** Make sure to use nine-digit zip codes and United States for Country.

The screenshot shows the 'SF424 (R&R)' form with the 'Edit Personnel' section. A red box highlights the 'Sponsor Credential' field, which is currently set to 'Other (Specify)'. A red text box above the form states: 'Sponsor Credential is eRA Commons username. Locate on the biosketch directly below name. (Must Insert)'. The form includes fields for personal and contact information for a research associate.

Edit Personnel	
Information appearing in the header will update on return to the main page.	
Salut	Dr.
MI	G
Suffix	
Address	123 Street
County	
Zip Code	80045-2560
Title	Research Associate
Fax	
Department	
First Name	Marilyne
Last Name	Coulombe Mansfield
Degrees	
City	Aurora
State/Province	Colorado
Country	United States
Tel	303.724.7625
Email	marilyne.coulombe@ucden
Sponsor Credential	Other (Specify)



**Other Project Info** tab – Questions 1 & 2 are populated from Setup Questions.

Institutional Assurance Numbers are automatically inserted.

Setup Questions  
SF424 (R&R)  
**Other Project Info**  
Performance Sites  
Project Summary  
Project Narrative  
S2S Forms  
References Cited  
Resources  
Other Attachments  
Personnel  
PHS398\_ResearchPlan  
Budget  
Approvals  
UCD | AMC Documents  
PHS398\_CoverPage Supplement  
Finalize

**Other Project Info** Completed ☐

**RESEARCH & RELATED Other Project Information** [Show](#)

1. • Are Human Subjects Involved? ☒ Yes ☐ No (set on "Setup Questions" tab)

1a. Is the Project Exempt from Federal regulations? ☐ Yes ☐ No

i. If yes, check the appropriate exemption number. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

ii. If no, is the IRB review Pending? ☐ Yes ☐ No

iii. IRB Approval Date

iiii. Human Subject Assurance Number  Automatically populated

2. • Are Vertebrate Animals Used? ☐ Yes ☒ No (set on "Setup Questions" tab)

3. • Is proprietary/privileged information included in the application? ☐ Yes ☐ No

4. • Does this project have an actual or potential impact on the environment? ☐ Yes ☐ No

5. • Is the research performance site designated, or eligible to be designated, as a historic place? ☐ Yes ☐ No

6. • Does this project involve activities outside the U.S. or partnership with International Collaborators? ☐ Yes ☐ No

Must answer all sections of question 1 if **Yes** to Human Subjects. Otherwise, NIH warnings will occur upon submission.

Answer questions 3-6.

## Remember To Save And Complete

- Save often.
- Complete tabs as you go.... Except the Setup Questions tab!
- This is a **database** – be patient when saving as the system is adding or revising several tables of data.
- When you need to exit out of the proposal, click on Done, not the red “x” close button.

Setup Questions

☒ SF424 (R&R)

☒ Other Project Info

**Performance Sites**

Project Summary

Project Narrative

S2S Forms

References Cited

Resources

Other Attachments

### Performance Sites

Completed ☐

Sequence	Organization Name	Address	
1	University of Colorado Denver	Address	1775 Aurora Court, MS
	DUNS Number		BDC, M20, 3202R
	Congressional District		Aurora
		City	Colorado
		State (US only)	
		Non-US State/Province	
		4 Characters only	
		Province	
		Zip/Postal Code	80045-2565
		County	Adams
		Country	United States

Edit Performance Sites and other details as the default is the OGC address.

**Project Summary** upload. Note the NIH Standards are included.

1. Browse for document.
2. Upload.
3. Document & PDF shows document is uploaded.

Setup Questions

☒ SF424 (R&R)

☒ Other Project Info

☒ Performance Sites

**Project Summary**

Project Narrative

S2S Forms

References Cited

Resources

Other Attachments

Personnel

PHS398\_ResearchPlan

Budget

### Project Summary

Show Upload Document Manual Entry Completed ☐

Upload documents must conform to NIH Standards

**FONT**

- Use font of at least 11 points.
- Font color of black
- Typeface: Arial, Helvetica, Palatino Linotype, or Georgia
- Type density, including characters and spaces, must be no more than 15 characters per inch. For proportional spacing, the average for any representative section of the text must not exceed 15 characters per inch.
- No more than 6 lines of type within a vertical space of one inch.

**PAGE MARGINS**

- Use standard size 8.5" x 11".
- Use at least one-half inch margins (top, bottom, left and right) for all pages.

**LENGTH**

- This section must be no longer than 30 lines of text, and follow the required font and margin specifications. An abstract which exceeds this allowable length may be flagged as an error by the agency upon submission. This would require a corrective action before the application will be accepted.

Upload "Project Summary" Documentation

Browse... Project Summary.doc Upload

will be accepted.

Original PDF

Document View View (1 Pages) Remove

Remember to Save often and click Competed box. To leave tab click on Done

Proposal  
170247

Done Save

## Demonstration of creating a new R01 for handout 2016

Dr. Marilyn G Coulombe Mansfield - 21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS (National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS)

Proposal

Setup Questions

- ☒ SF424 (R&R)
- ☒ Other Project Info
- ☒ Performance Sites
- ☒ Project Summary

**Project Narrative**

S2S Forms

References Cited

Resources

Other Attachments

Personnel

PHS398\_Research  
Plan

Budget

Approvals

### Project Narrative

Show

Completed ☐

*Upload documents must conform to NIH Standards*

#### FONT

- Use font of at least 11 points.
- Font color of black
- Typeface: Arial, Helvetica, Palatino Linotype, or Georgia
- Type density, including characters and spaces, must be no more than 15 characters per inch. For proportional spacing, the average for any representative section of the text must not exceed 15 characters per inch.
- No more than 6 lines of type within a vertical space of one inch.

#### PAGE MARGINS

- Use standard size 8.5" x 11".
- Use at least one-half inch margins (top, bottom, left and right) for all pages.

#### LENGTH

- Using no more than two or three sentences, describe the relevance of this research to the sponsor's mission.
- Upload Project Narrative

Browse...

No file selected.

Upload

*All uploaded documents will be automatically converted to PDF.*

Project Summary, Narrative, References Cited, Resources, and Other Attachments are uploads of documents in either Word or PDF format.

Other Attachments are used for specific sponsor requirements. This is not common for Parent Announcements but double check your FOA.



# S2S Forms (for Human Subjects)

Setup Questions

- ☒ SF424 (R&R)
- ☒ Other Project Info
- ☒ Performance Sites
- ☒ Project Summary
- ☒ Project Narrative
- S2S Forms**

PA-16-160
Completed ☒

Form  
PHS\_Inclusion\_Enrollment\_Report

Version  
PHS\_Inclusion\_Enrollment\_Report-V1.0

Completed  
[Edit](#)

PHS Inclusion Enrollment Report

Completed ☒
[Done](#)
[Save](#)

[View Burden Statement](#)
OMB Number: 0925-0001 and 0925-0002  
Expiration Date: 10/31/2018

\* Study Title (must be unique):

\* Delayed Onset Study? ☐ Yes ☐ No

*If study is not delayed onset, the following sections are required:*

Enrollment Type

☐ Planned ☐ Cumulative (Actual)

Using an Existing Dataset or Resource

☐ Yes ☐ No

Enrollment Location

☐ Domestic ☐ Foreign

Clinical Trial

☐ Yes ☐ No

NIH-Defined Phase III Clinical Trial ☐ Yes ☐ No

Comments:

Racial Categories	Ethnic Categories									
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			Total
	Female	Male	Unknown/Not Reported	Female	Male	Unknown/Not Reported	Female	Male	Unknown/Not Reported	
American Indian/Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Delayed Onset:**  
Generally means a study has not been developed and cannot be described in terms of human subjects' protection and inclusion.

Complete all items with yellow highlight, including the Racial Categories, even if only zeroes.

29

# Personnel Tab

- **PD/PI is automatically added**
- **Add additional personnel using the Personnel Wizard button**
- **Search by last name and Select**
- **Details on Personnel screen include:**
  - Conflict of Interest (COI) status
  - Project Role
  - CV/Biosketch required for Key Personnel
  - May Order in significance to science of project
  - Effort is populated after budget is built

# Personnel tab with Key and Non-Key Personnel added

Setup Questions

SF424 (R&R)

Other Project Info

Performance Sites

Project Summary

Project Narrative

S2S Forms

References Cited

Resources

Other Attachments

Personnel

PHS398\_ResearchPI an

Budget

Approvals

UCD | AMC Documents

PHS398\_CoverPage Supplement

Finalize

Show Help

Personnel

Personnel Wizard

Completed

(\* indicates subproject personnel, \*\* indicates subcontractor personnel)

Key

CV = Biosketch

CV Req.

Get

Non-Key

Responsible

COI

Person

1

2

3

4

5

Net

Order

Organization/Department

Curr/Pend Support

Support

CV Req.

CV

Dr. Coulombe Mansfield, Marilyne G (PI) PD/PI

✓

✓

0.00

0.00

0.00

0.00

0.00

0.00

1

University of Colorado Denver/21463 -- SOM-SRG-CCTCARE CLINICAL

✓

Get

F

Grazia, Todd Jeffrey M.D. Co-Investigator

✓

✓

0.00

0.00

0.00

0.00

0.00

University of Colorado Denver/20219 -- SOM-MED-PUL GENERAL OPERATIONS

✓

Get

F

Responsible

COI

Person

1

2

3

4

5

Net

Order

Organization/Department

Curr/Pend Support

Support

CV Req.

CV

K. Scott Beard Technician

0.00

0.00

0.00

0.00

0.00

University of Colorado Denver/21462 -- SOM-SRG-CCTCARE

Rem

31

# Use The Personnel Wizard To Add Personnel

**Add Personnel**

Is this person appointed to your institution, or will they be if they are not hired or identified yet?

Yes ▾

Does this person **currently** work at your institution?

Yes ▾ ("No" implies they either do not work here yet, or are otherwise not assigned or identified yet.)

Locate the individual by clicking on the first letter of their last name.

Kupfer, Tinalyn Marie 20310 ▾

Please Select the "Personnel Type" for this person on this proposal.

☒ Key

☐ Other Significant Contributor \*\*

☐ Non-Key

☐ Consultant - Key \*\*

☐ Consultant - Non-Key \*\*

*\*\* These people will not be added to the budget in the Personnel section.*

[Continue](#) [Start Over](#)

Personnel/Department	Curr/Pend Support	CV Req.
University of Colorado 1463 -- G-CCTCARE	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">G</a>
University of Colorado 0219 -- D-PUL	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">G</a>

[Personnel Wizard](#)

Budget

GENERAL OPERATIONS



## Adding a TBD.

**Add Personnel**

Is this person appointed to your institution, or will they be if they are not hired or identified yet?

Yes ▾

Does this person **currently** work at your institution?  
(“No” implies they either do not work here yet, or are otherwise not assigned or identified yet.)

No ▾

Is this person “named” or will they be determined later (TBD)? TBD ▾

Please enter the designation for the “TBD” person. TBD

Department [Set](#)  
21462 -- SOM-SRG-CCTCARE SPONPG

[Continue](#) [Start Over](#)

Contact Information For - TBD

Personnel Type: Non-Key Personnel ▾

Consultant ☐ External Consultant ☐

[Save](#) [Close](#)

Salut	First	Middle	Last	Suffix
			TBD	
Title				
Address			Role	
			Other (Specify) ▾ PRA	
			Degree Type	
			Degree Year	
City	State		Zip	
	Colorado ▾			
County			Country	
			United States ▾	
Phone	Fax		Email	
Institution	Department			
University of Colorado Denver	21462 -- SOM-SRG-CCTCARE SPONPG			
Sponsor Credential				
Other (Specify) ▾				

# PHS 398 Research Plan – Upload will allow you to browse and upload documents

The screenshot shows the PHS398 Research Plan application interface. On the left is a sidebar with a list of sections: Setup Questions, SF424 (R&R), Other Project Info, Performance Sites, Project Summary, Project Narrative, S2S Forms, References Cited, Resources, Other Attachments, Personnel, PHS398\_ResearchPlan (highlighted with a red box), Budget, and Approvals. The main content area is titled 'PHS398\_ResearchPlan' (highlighted with a red box) and includes a 'Show' button, a 'Draft Version' dropdown menu (highlighted with a red box and an arrow pointing to it), and a 'Completed' checkbox. The main content area is divided into sections: 'Complete/Composite Proposal Body' with a list of items (1. Introduction to Application, 2. Specific Aims, 3. Research Strategy, 4. Progress Report Publication List) and 'Human Subjects Section' with a list of items (5. Protection of Human Subjects, 6. Inclusion of Women and Minorities, 7. Inclusion of Children). Below these are 'Other Research Plan Sections' (8. Vertebrate Animals, 9. Select Agent Research, 10. Multiple PI Leadership Plan, 11. Consortium/). Each item has an 'Upload' link next to it. Three red callout boxes provide instructions: 'Draft documents are acceptable for #s 1-4. Final documents for the remainder.' (pointing to items 1-4), 'Document upload using the Upload in blue letters' (pointing to the 'Upload' links), and 'Tip! Make sure to change to Final Version for Submission.' (pointing to the 'Draft Version' dropdown).

PHS398\_ResearchPlan

Show Draft Version Completed

Setup Questions

- ✓ SF424 (R&R)
- ✓ Other Project Info
- ✓ Performance Sites
- ✓ Project Summary
- ✓ Project Narrative
- ✓ S2S Forms
- ✓ References Cited
- ✓ Resources
- ✓ Other Attachments
- ✓ Personnel
- PHS398\_ResearchPlan**
- Budget
- Approvals

**Complete/Composite Proposal Body**

Please attach applicable sections of the research plan, below.

1. Introduction to Application (for RESUBMISSION or REVISION only)
2. Specific Aims
3. Research Strategy
4. Progress Report Publication List

**Human Subjects Section**

Attachments 5-7 apply only when you have answered "yes" to the questions "are human subjects involved" on the R&R Other Project Information Form. In this case, attachments 5-7 may be required, and you are encouraged to consult the Application guide instructions and/or the specific Funding Opportunity Announcement to determine which sections must be submitted with this application.

5. Protection of Human Subjects
6. Inclusion of Women and Minorities
7. Inclusion of Children

**Other Research Plan Sections**

8. Vertebrate Animals
9. Select Agent Research
10. Multiple PI Leadership Plan
11. Consortium/

Upload Upload Upload Upload Upload Upload Upload Upload Upload Upload

Draft documents are acceptable for #s 1-4. Final documents for the remainder.

Document upload using the Upload in blue letters

Tip! Make sure to change to Final Version for Submission.

## PHS398 – Research Plan Tab

☒ Setup Questions

☒ SF424 (R&R)

☒ Other Project Info

☒ Performance Sites

☒ Project Summary

☒ Project Narrative

☒ S2S Forms

☒ References Cited

☒ Resources

☒ Other Attachments

☒ Personnel

☒ **PHS398\_Research Plan**

☒ Budget

☒ Approvals

☒ UCD | AMC Documents

☒ PHS398\_CoverPage Supplement

Finalize

Show Help

PHS398\_ResearchPlan

ShowFinal VersionCompleted

	Pages	
PDF	2	
<a href="#">View Burden Statement</a>		
<b>Complete/Composite Proposal Body</b>	2	PDF
<i>Please attach applicable sections of the research plan, below.</i>		
1. Introduction to Application (for RESUBMISSION or REVISION only)		
2. Specific Aims	Replace	Original (1) PDF Remove
3. Research Strategy	Replace	Original (1) PDF Remove
4. Progress Report Publication List	Upload	
<b>Human Subjects Section</b>		
5. Protection of Human Subjects	Upload	
<b>6. Data Safety Monitoring Plan</b>	Upload	
7. Inclusion of Women and Minorities	Upload	
8. Inclusion of Children	Upload	
<b>Other Research Plan Sections</b>		
9. Vertebrate Animals	Upload	
10. Select Agent Research	Upload	
11. Multiple PI Leadership Plan	Upload	
12. Consortium/ Contractual Arrangements	Upload	
<b>13. Letters of Support</b>	Upload	
14. Resource Sharing Plan(s)	Upload	
<b>15. Authentication of Key Biological and/or Chemical Resources</b>	Upload	
16. Appendix (no more than 10 documents)		
<a href="#">Add New Document</a>		

If project includes a clinical trial, a Data Safety Monitoring Plan is required.

### New Requirement! Authentication of Key Resources

If applicable to the proposed science, describe methods to ensure the identity and validity of key resources.

**Budget** section displays the Summary with all Periods or Project years and zeroes in all areas.

Next, we'll build the budget.

Setup Questions

- ☒ SF424 (R&R)
- ☒ Other Project Info
- ☒ Performance Sites
- ☒ Project Summary
- ☒ Project Narrative
- ☒ S2S Forms
- ☒ References Cited
- ☒ Resources
- ☒ Other Attachments
- ☒ Personnel
- ☒ PHS398\_ResearchPI an
- Budget**
- Budget Items
- F&A

### Budget

Completed ☐

#### PROJECT BUDGET SUMMARY

Period	Start	End	Directs	Indirect	Project Total
1 PT View	01-Jul-2017	30-Jun-2018	1,000.00	555.00	1,555.00
2 PT View	01-Jul-2018	30-Jun-2019	-	-	0.00
3 PT View	01-Jul-2019	30-Jun-2020	-	-	0.00
4 PT View	01-Jul-2020	30-Jun-2021	-	-	0.00
5 PT View	01-Jul-2021	30-Jun-2022	-	-	0.00
	01-Jul-2017	30-Jun-2022	1,000.00	555.00	1,555.00

SPONSOR BUDGET SUMMARY: NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES/NIH/DHHS

Budget Category	Period 1	Period 2	Period 3	Period 4	Period 5	Total
Labor	-	-	-	-	-	0.00
Supplies	1,000.00	-	-	-	-	1,000.00
Indirect Costs	555.00	-	-	-	-	555.00
	1,555.00	0.00	0.00	0.00	0.00	1,555.00

Setup Questions

- ☒ SF424 (R&R)
- ☒ Other Project Info
- ☒ Performance Sites
- ☒ Project Summary
- ☒ Project Narrative
- ☒ S2S Forms
- ☒ References Cited
- ☒ Resources
- ☒ Other Attachments
- ☒ Personnel
- ☒ PHS398\_ResearchPI an
- Budget**
- Budget Items**
- F&A
- Cost Sharing

### Budget Items

Show Import/Export Adobe Forms Budget Completed ☐

"Initial" Budget Version

#### PERSONNEL COSTS

Personnel Wizard

Name / Role	Type	Effort	Period 1	Period 2	Period 3	Period 4	Period 5	Total	
<b>Budget</b> Coulombe Mansfield, Marilyne PD/PI	Key	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Remove
Budget TBD, PRA	Non Key	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Remove
	Total		0.00	0.00	0.00	0.00	0.00	0.00	

#### NON-PERSONNEL COSTS

Add

Budget Cat.	Item	Period 1	Period 2	Period 3	Period 4	Period 5	Total	
Budget Supplies	Supplies	1,000.00					1,000.00	Remove
	Total	1,000.00	0.00	0.00	0.00	0.00	1,000.00	
	Final	1,000.00	0.00	0.00	0.00	0.00	1,000.00	

Clicking on the blue **Budget** next to the name will open the detail for the person, enter salary and etc.



# Salary and Appointment Entry

Setup Questions

☒ SF424 (R&R)

☒ Other Project Info

☒ Performance Sites

☒ Project Summary

☒ Project Narrative

☒ S2S Forms

☒ References Cited

☒ Resources

☒ Other Attachments

☒ Personnel

☒ PHS398\_ResearchPlan

Budget

Budget Items

Dr. Marilyne G  
Coulombe Mansfie ...

F&A

Cost Sharing

Justifications

Budget Detail for: Dr. Marilyne G Coulombe Mansfield

Salut	First	Middle	Last	Suffix	Department
Dr.	Marilyne	G	Coulombe Mansfield		21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS

Salary/Payroll Information

Hide DetailsAdd Appointment

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary
Type: <div>Annual</div> Months: <div>12</div>	S: <div>01-Jul-2016</div> E: <div>30-Jun-2017</div>	<div>200,000.00</div> <div>Per Appt</div>	<div>Regular Faculty, Anr</div> Amount: <div>56,000.00</div>	256,000.00 N/A
<div><div>Continue past appointment end date</div><div>Recycle on the Annual Anniversary</div><div>Ends on the Appointment end date</div></div> <div>Annual Inflation<div></div></div> <div><input type="checkbox"/> Apply inflation on the Primary Appointment Anniversary Date</div>				Total: 256,000.00

Project Responsibilities

Personnel Type	Key Personnel	Role on Project	PD/PI
----------------	---------------	-----------------	-------

Budget Justifications

Show

# Salary and Appointment Details

- **Appointment on AMC is typically Annual (12 month) and Downtown Denver may have a combination of Academic (9 months) and Summer (3 months)**
- **Appointment Start and End date correspond to the appropriate fiscal year i.e., 07/01 to 06/30 Annual, 09/01 to 05/31 Academic, and/or 06/01 to 08/31 Summer. (Add Year accordingly)**
- **Base Salary is Current Salary unless project starts in next fiscal year then inflate as needed 2, 3 or 4%.**
- **Fringe Benefits are selected from drop down box. Amount of Salary plus Benefits will automatically populate Net Salary.**
- **Select Continue past appointment end date, especially when adding inflation**
- **Annual Inflation has drop down box with 0 – 4%**
- **Use Apply Inflation to Primary Appointment**

# Salary, Effort and Calendar Months Displayed

## Budget Detail for: Dr. Marilyne G Coulombe Mansfield

Salut	First	Middle	Last	Suffix	Department
Dr.	Marilyne	G	Coulombe Mansfield		21462 -- SOM-SRG-CCTCARE SPONPGMS/GIFTS

## Salary/Payroll Information

[Show Details](#)

Over NIH Salary Cap

From	Through	Base	Fringe Benefits	Salary
01-Jul-2017	30-Jun-2018	200,000.00	56,000.00	256,000.00

## Time and Effort levels on Project

[Committed Effort](#)
[Show Calculation Details](#)

Start Date	Months	End Date	Effort
01-Jul-2017	60	30-Jun-2022	Possible Effort 20 N/A
			Possible Effort

☐ Allow Manual Override of Person Months

Period	Effort	ACAD	CAL	SUMR	Amount	Inc.
1 Jul-17 to Jun-18	20.00 %	0.00	2.40	0.00	51,200.00	<input checked="" type="checkbox"/>
2 Jul-18 to Jun-19	20.00 %	0.00	2.40	0.00	51,200.00	<input checked="" type="checkbox"/>
3 Jul-19 to Jun-20	20.00 %	0.00	2.40	0.00	51,200.00	<input checked="" type="checkbox"/>
4 Jul-20 to Jun-21	20.00 %	0.00	2.40	0.00	51,200.00	<input checked="" type="checkbox"/>
5 Jul-21 to Jun-22	20.00 %	0.00	2.40	0.00	51,200.00	<input checked="" type="checkbox"/>
Jul-17 to Jun-22	20.00%	0.00	12.00	0.00	256,000.00	

- Setup Questions
- ☒ SF424 (R&R)
  - ☒ Other Project Info
  - ☒ Performance Sites
  - ☒ Project Summary
  - ☒ Project Narrative
  - ☒ S2S Forms
  - ☒ References Cited
  - ☒ Resources
  - ☒ Other Attachments
  - ☒ Personnel
  - ☒ PHS398\_Research Plan
- Budget
- Budget Items**
  - F&A
  - Cost Sharing
  - Justifications

## Budget Items

[Show](#)[Import/Export Adobe Forms Budget](#)

Completed

"Initial" Budget Version

### PERSONNEL COSTS

[Personnel Wizard](#)

	Name / Role	Type	Effort	Period 1	Period 2	Period 3	Period 4	Period 5	Total	
Budget	Coulombe Mansfield, Marilyne PD/PI	Key	20.00	51,200.00	51,200.00	51,200.00	51,200.00	51,200.00	256,000.00	<a href="#">Remove</a>
Budget	TBD, PRA	Non Key	100.00	57,600.00	57,600.00	57,600.00	57,600.00	57,600.00	288,000.00	<a href="#">Remove</a>
Total				108,800.00	108,800.00	108,800.00	108,800.00	108,800.00	544,000.00	

### NON-PERSONNEL COSTS

[Add](#)

Budget  
Cat.  
Supplies

[Setup Questions](#)

- ☒ SF424 (R&R)
- ☒ Other Project Info
- ☒ Performance Sites
- ☒ Project Summary
- ☒ Project Narrative
- ☒ S2S Forms
- ☒ References Cited
- ☒ Resources
- ☒ Other Attachments
- ☒ Personnel
- ☒ PHS398\_Research Plan

Budget

**Budget Items**

Animal Costs

## Budget Detail for: Animal Costs

[Line Item URL](#)[Click to add next item](#)

Description

Animal Costs

Sponsor Budget Category

Animal Costs \*

[Clear Categories](#)

Annual Inflation

### BUDGET JUSTIFICATION

Please Enter Your Justification Below

### PURCHASE/USAGE SCHEDULE

Units/Qty

Price/Charge Each

Total

Charge Start Date

Charge End Date

5

10,000.00

50,000.00

01-Jul-2017

30-Jun-2022

N/A

Non Personnel  
items. Inflation  
can be added.

Budget  
Justification  
leave blank.

Periods and Effort  
will be populated  
from previous  
screen data entry.

Description is user friendly entry and Budget Category is NIH line item.

Details in Purchase/Usage Schedule populated from user data entry.

Setup Questions

☒ SF424 (R&R)

☒ Other Project Info

☒ Performance Sites

☒ Project Summary

☒ Project Narrative

☒ S2S Forms

☒ References Cited

☒ Resources

☒ Other Attachments

☒ Personnel

☒ PHS398\_ResearchPlan

Budget

Budget Items

Supplies

F&A

Cost Sharing

Justifications

Versions

Budget Periods and Setups

Approvals

UCD | AMC Documents

PHS398\_CoverPageSuppl  
ement

Finalize

Budget Detail for: Supplies

Line Item URLClick to add next item

Description

Sponsor Budget Category

Annual Inflation

Supplies

Supplies

Clear Categories

BUDGET JUSTIFICATION

Please Enter Your Justification Below

Adjust budget category amounts  
by separating out the years.

PURCHASE/USAGE SCHEDULE

Units/Qty	Price/Charge Each	Total	Charge Start Date	Charge End Date	
<div>2</div>	<div>10,000.00</div>	20,000.00	<div>01-Jul-2017</div>	<div>30-Jun-2019</div>	<div>Remove</div>
<div>3</div>	<div>15,000.00</div>	45,000.00	<div>01-Jul-2019</div>	<div>30-Jun-2022</div>	<div>Remove</div>
<div></div>	<div></div>		<div></div>	<div></div>	

COSTS BY "BUDGET PERIOD"

Show Calculation Details

Period	Start Date	End Date	Cost to Project
1	01-Jul-2017	30-Jun-2018	10,000.00
2	01-Jul-2018	30-Jun-2019	10,000.00
3	01-Jul-2019	30-Jun-2020	15,000.00
4	01-Jul-2020	30-Jun-2021	15,000.00
5	01-Jul-2021	30-Jun-2022	15,000.00
ALL	01-Jul-2017	30-Jun-2022	65,000.00



## Budget Items and Periods for Modular Budget - Completed

Setup Questions

☒ SF424 (R&R)
 ☒ Other Project Info
 ☒ Performance Sites
 ☒ Project Summary
 ☒ Project Narrative
 ☒ S2S Forms
 ☒ References Cited
 ☒ Resources
 ☒ Other Attachments
 ☒ Personnel
 ☒ PHS398\_ResearchPlan

Budget

Budget Items

F&A

Cost Sharing

Modular Budget

Justifications

Versions

Budget Items

Show

Import/Export Adobe Forms Budget

Completed

"Initial" Budget Version

PERSONNEL COSTS

Personnel Wizard

	Name / Role	Type	Effort	Period 1	Period 2	Period 3	Period 4	Period 5	Total	
Budget	Coulombe Mansfield, Marilyne PD/PI	Key	20.00	51,200.00	51,200.00	51,200.00	51,200.00	51,200.00	256,000.00	Remove
Budget	TBD, PRA	Non Key	100.00	57,600.00	57,600.00	57,600.00	57,600.00	57,600.00	288,000.00	Remove
Total				108,800.00	108,800.00	108,800.00	108,800.00	108,800.00	544,000.00	

NON-PERSONNEL COSTS

Add

	Budget Cat.	Item	Period 1	Period 2	Period 3	Period 4	Period 5	Total	
Budget	Animal Costs	Animal Costs	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	50,000.00	Remove
Budget	Purchased Equipment	Incubator	15,000.00					15,000.00	Remove
Budget	Supplies	Supplies	10,000.00	10,000.00	15,000.00	15,000.00	15,000.00	65,000.00	Remove
Total			35,000.00	20,000.00	25,000.00	25,000.00	25,000.00	130,000.00	
Final			143,800.00	128,800.00	133,800.00	133,800.00	133,800.00	674,000.00	

## F&A Tab

Informational screen showing the F&A rates. InfoEd will calculate the correct rates, exemptions and salary cap.

### Facilities and Administration Costs

Sponsor Calculation Method

Institution Base/Target Scheme [Show](#)

Scheme [Show](#)

### PERSONNEL COSTS

Coulombe Mansfield, Marilyne

Sponsors Directs

Sponsors F&A Base

Requested F&A

TBD,

Sponsors Directs

Sponsors F&A Base

Requested F&A

Directs & F&A Total

### Target F&A Setups

Rules as Defined for National Institute of Diabetes and Digestive and Kidney Diseases/NIH/DHHS

Scheme Research,MTDC      Base MTDC      Rate: Research, On-Campus On-Campus

### Rates

Effective Date	Rate
01-Jul-2007	54.000%
01-Jul-2009	53.500%
01-Jul-2010	53.000%
01-Jul-2011	53.000%
01-Jul-2012	54.000%
01-Jul-2013	54.500%
01-Jul-2014	55.000%
01-Jul-2015	55.500%

### Included Budget Categories

Budget Category	Include	DC Cap	IDC Cap
Alteration and Renovations	✓		
Animal Costs	✓		
Computer Automated Data Processing Services	✓		
Consultant Services	✓		
Equipment Maintenance	✓		
Human Subject Costs	✓		
Inpatient Costs	✓		
Materials and Purchased Items	✓		
Other Costs	✓		
Outpatient Costs	✓		
Participant Other	✓		
Publication Costs	✓		
Purchased Equipment	✓		
Subcontract	✓		25,000.00
Supplies	✓		
Administration			
Facilities			
Labor	✓	185,100.00	
Employee Benefits	✓		

Partial list of Budget Categories

NIH Salary Cap is automatically calculated

# Building the modules of the Modular Budget

Setup Questions

SF424 (R&R)

Other Project Info

Performance Sites

Project Summary

Project Narrative

S2S Forms

References Cited

Resources

Other Attachments

Personnel

PHS398\_ResearchPlan

Budget

Budget Items

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Modular Budget

Justifications

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Modular Budget

Show Completed

Modules = Increments of \$25,000 (10 x \$25,000 = \$250,000)

<b>Directs</b>	Initial Period	2	3	4	5	Total
Directs less Sub Cont F&A	\$139,985.60	124,985.60	129,985.60	129,985.60	129,985.60	654,928.00
<b>Modules</b>	6	5	6	6	6	29
Amount	\$150,000.00	125,000.00	150,000.00	150,000.00	150,000.00	725,000.00
Gap	\$-10,014.40	-14.40	-20,014.40	-20,014.40	-20,014.40	-70,072.00
<b>F&amp;A Basis</b>	Initial Period	2	3	4	5	Total
Detail Directs	\$139,985.60	124,985.60	129,985.60	129,985.60	129,985.60	654,928.00
Detail Base	\$124,985.60	124,985.60	129,985.60	129,985.60	129,985.60	639,928.00
Exemptions	\$15,000.00	0.00	0.00	0.00	0.00	15,000.00
<b>Modules</b>	6	5	6	6	6	29
Amount	\$150,000.00	125,000.00	150,000.00	150,000.00	150,000.00	725,000.00
<b>Summary</b>	Initial Period	2	3	4	5	Total
Modular DC less Consortium F&A	150,000.00	125,000.00	150,000.00	150,000.00	150,000.00	725,000.00
Consortium F&A	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct Costs	150,000.00	125,000.00	150,000.00	150,000.00	150,000.00	725,000.00
Modular DC Including Consortium F&A	150,000.00	125,000.00	150,000.00	150,000.00	150,000.00	725,000.00
Exemptions	15,000.00	0.00	0.00	0.00	0.00	15,000.00
Total INST Cost Sharing	0.00	0.00	0.00	0.00	0.00	0.00
Unallowable Costs	3,814.40	3,814.40	3,814.40	3,814.40	3,814.40	19,072.00
Base	135,000.00	125,000.00	150,000.00	150,000.00	150,000.00	710,000.00
<b>F&amp;A %</b>	55.5	55.5	55.5	55.5	55.5	
<b>F&amp;A \$</b>	74,925.00	69,375.00	83,250.00	83,250.00	83,250.00	394,050.00
Total	224,925.00	194,375.00	233,250.00	233,250.00	233,250.00	1,119,050.00

F&A Exempt Items

Typically Over Cap \$

# Justifications Upload

Setup Questions

☒ SF424 (R&R)

☒ Other Project Info

☒ Performance Sites

☒ Project Summary

☒ Project Narrative

☒ S2S Forms

☒ References Cited

☒ Resources

☒ Other Attachments

☒ Personnel

☒ PHS398\_ResearchPlan

**Budget**

☒ Budget Items

☒ F&A

☒ Cost Sharing

☒ Modular Budget

**Justifications**

Versions

Budget Periods and

Justifications

Show

Upload Form

Use Database

Completed

Upload "Personnel Justification" Documentation

Browse...

No file selected.

Upload

Upload "Consortium Justification" Documentation

Browse...

No file selected.

Upload

Upload "Additional Narrative Justification" Documentation

Browse...

No file selected.

Upload

Explanation of variation in modules and any items that are F&A exempt.

## Approvals tab for Human Subjects and/or Lab Animals Approval Dates

☒ Setup Questions
 ☒ SF424 (R&R)
 ☒ Other Project Info
 ☒ Performance Sites
 ☒ Project Summary
 ☒ Project Narrative
 ☒ S2S Forms
 ☒ References Cited
 ☒ Resources
 ☒ Other Attachments
 ☒ Personnel
 ☒ PHS398\_ResearchPlan
 ☒ Budget
 **Approvals**
☒ UCD | AMC Documents

**Approvals**
Completed ☐

Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.

**Approvals** Add

Add/Edit Approvals Close

Human Subjects

Status

Approval Review Category

Reference No.

Approved

Approved To

Approval Review Type

Exemption No.

Sequence No.

Approved From

Inserting date here populates the Other Project Info for HS or LA Approval Date

**Approvals**
Completed ☐

Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.

**Approvals** Add

Type	Protocol Number	Approval Status	Approved Date	Approved From	Approved To	Review Category	Sequence	
Human Subjects	12-9876	Approved	15-Sep-2014			Full	0	<a>Edit</a> <a>Remove</a>



## PHS398\_Cover Page Supplement – answer questions as usual.

- ☒ Setup Questions
- ☒ SF424 (R&R)
- ☒ Other Project Info
- ☒ Performance Sites
- ☒ Project Summary
- ☒ Project Narrative
- ☒ S2S Forms
- ☒ References Cited
- ☒ Resources
- ☒ Other Attachments
- ☒ Personnel
- ☒ PHS398\_Research Plan
- ☒ Budget
- ☒ Approvals
- ☒ UCD | AMC Documents
- ☒ **PHS398\_CoverPageSupplement**

Finalize

? Show Help

### PHS398\_CoverPageSupplement

Completed ☒

View

Pages

PDF

2

View Burden Statement

#### 1. Human Subjects

Clinical Trial? ☒ No ☐ Yes

Agency-Defined Phase III Clinical Trial? ☒ No ☐ Yes

#### 2. Vertebrate Animals Section

New section

Are vertebrate animals euthanized? ☐ Yes ☐ No

If "Yes" to euthanasia

Is method consistent with American Veterinary Medical Association (AVMA) guidelines? ☐ Yes ☐ No

If "No" to AVMA guidelines, describe method and provide scientific justification

#### 3. \*Program Income

\*Is program income anticipated during the periods for which the grant support is requested? ☐ Yes ☒ No  
If you checked "yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

All applications must indicate whether program income is anticipated during the period(s) for which grant support is request. If program income is anticipated, use the format below to reflect the amount and source(s).

Budget Period	Anticipated Amount	Source(s)
01 year	0	
02 year	0	
03 year	0	
04 year	0	
05 year	0	

#### 4. Human Embryonic Stem Cells

\* Does the proposed project involve human embryonic stem cells? ☒ No ☐ Yes

If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: <http://stemcells.nih.gov/research/registry/>. Or, if a specific stem cell line cannot be referenced at this time, please check the box indicating that one from the registry will be used:

## UCD | AMC (Internal) Documents

✓ Setup Questions

✓ SF424 (R&R)

✓ Other Project Info

✓ Performance Sites

✓ Project Summary

✓ Project Narrative

✓ S2S Forms

✓ References Cited

✓ Resources

✓ Other Attachments

✓ Personnel

✓ PHS398\_ResearchPlan

✓ Budget






✓ Approvals

UCD | AMC Documents

UCD | AMC DocumentsCompleted

Components for Initial Application

Proposal Routing Form - complete all fields with the red asterisk.

Form/Document Name	Edit	Status	Upload	Remove
Proposal Routing Form (Proposal, Routing)		Completed		Mandatory
Detailed Budget Spreadsheet (Proposal, Routing)		Completed		

Add Institution Forms/Supporting Documents

Upload subcontract documents and other internal materials by clicking on the "Add Institution Forms/Supporting Docs."

**Finalize** application for routing is a three step process. 1) Build PDF, 2) XML Validation Award and 3) Assemble Grants.Gov application for review. Bookmarks in PDF documents must be removed before Assemble Application.

The screenshot shows a web interface for finalizing an application. At the top is a blue bar with the word 'Finalize' in white. Below this, there are three main sections. The first section, 'BUILD PDF / FORM PAGES', contains a table of form pages. A red box highlights the 'Build' button above the table. A second red box highlights the 'View' links in the table. A third red box contains the text 'Click on View to review specific Form Page'. The second section, 'XML Validation', has a red box around the 'XML Validation' link and a red arrow pointing to it from a larger red box containing the text 'Run XML Validations to check for bookmarks and other potential ERA Commons Errors in the proposal.' The third section, 'ASSEMBLE APPLICATION', contains three links: 'ASSEMBLE APPLICATION', 'SUBMIT FOR INTERNAL REVIEW', and 'SUBMIT TO GRANTS.GOV'. A red box highlights the 'XML Validation' link, and a red arrow points to it from the same larger red box.

**Finalize**

**BUILD PDF / FORM PAGES**

Click on View to review specific Form Page

Form Page	Build	Last Built	Built By
SF424 (R&R)	<a href="#">View</a>	10-Aug-2016 2:12:11 PM	Pham, Dung
Other Project Info	<a href="#">View</a>	10-Aug-2016 2:12:12 PM	Pham, Dung
Performance Sites	<a href="#">View</a>	10-Aug-2016 2:12:10 PM	Pham, Dung
Personnel	<a href="#">View</a>	10-Aug-2016 2:12:13 PM	Pham, Dung
PHS398_ResearchPlan	<a href="#">View</a>	10-Aug-2016 2:12:11 PM	Pham, Dung
Budget	<a href="#">View</a>	10-Aug-2016 2:12:13 PM	Pham, Dung
PHS398_CoverPageSupplement	<a href="#">View</a>	10-Aug-2016 2:12:11 PM	Pham, Dung
PHS_Inclusion_Enrollment_Report	<a href="#">View</a>	10-Aug-2016 2:12:16 PM	Pham, Dung

**XML Validation** Attachment Filenames

Warning: Once these pages are built, uncompleting any of these "Tabs" will require that you re-build these pages.

**ASSEMBLE APPLICATION**

SUBMIT FOR INTERNAL REVIEW

SUBMIT TO GRANTS.GOV

Run XML Validations to check for bookmarks and other potential ERA Commons Errors in the proposal.

# NIH/Sponsor Modular Budget

**Finalize**

BUILD PDF / FORM PAGES

Form Page	Build	Last Built	Built By
SF424 (R&R)	<a href="#">View</a>	10-Aug-2016 2:12:11 PM	Pham, Dung
Other Project Info	<a href="#">View</a>	10-Aug-2016 2:12:12 PM	Pham, Dung
Performance Sites	<a href="#">View</a>	10-Aug-2016 2:12:10 PM	Pham, Dung
Personnel	<a href="#">View</a>	10-Aug-2016 2:12:13 PM	Pham, Dung
PHS398_ResearchPlan	<a href="#">View</a>	10-Aug-2016 2:12:11 PM	Pham, Dung
Budget	<a href="#">View</a>	10-Aug-2016 2:12:13 PM	Pham, Dung
PHS398_CoverPageSupplement	<a href="#">View</a>	10-Aug-2016 2:12:11 PM	Pham, Dung
PHS_Inclusion_Enrollment_Report	<a href="#">View</a>	10-Aug-2016 2:12:16 PM	Pham, Dung

Budget Period: 1

Start Date: 07/01/2017 End Date: 06/30/2018

**A. Direct Costs**

Direct Cost less Consortium Indirect (F&A)\* 150,000.00

Consortium Indirect (F&A) 0.00

Total Direct Costs\* 150,000.00

**B. Indirect (F&A) Costs**

Indirect (F&A) Type	Indirect (F&A) Rate (%)	Indirect (F&A) Base (\$)	Funds Requested (\$)
1. MTDC	55.50	135,000.00	74,925.00
2.			
3.			
4.			

Cognizant Agency (Agency Name, POC Name and Phone Number) DHHS, Arif Karim, (415) 437-7820

Indirect (F&A) Rate Agreement Date 03/08/2016

Total Indirect (F&A) Costs 74,925.00

**C. Total Direct and Indirect (F&A) Costs (A + B)**

Funds Requested (\$) 224,925.00

## Assemble Application – Build Grants.Gov Application.

All Form Pages and Attachments are built/assembled for the application.

The screenshot shows a web interface for finalizing a Grants.gov application. At the top, a blue bar contains the word "Finalize" in white, which is highlighted with a red rectangle. Below this bar, the text "BUILD PDF / FORM PAGES" is displayed. Underneath, the text "ASSEMBLE APPLICATION" is highlighted with a red rectangle. Below this, there is a blue button labeled "Build Grants.gov Application" with a red arrow pointing to it from a red-bordered box containing the text "Click on this box to Assemble". To the right of the button, a list of bullet points provides details about the assembly process. At the bottom of the interface, there are two blue links: "SUBMIT FOR INTERNAL REVIEW" and "SUBMIT TO GRANTS.GOV".

**Finalize**

BUILD PDF / FORM PAGES

**ASSEMBLE APPLICATION**

**Build Grants.gov Application**

- No table of contents is created in this assembled document.
- Cover Letter (If applicable) is included at the beginning to aid in review, but it won't appear in the final Commons proposal (they are stored separately by NIH)
- Appendices (if applicable) are included at end of the research plan to aid in review, but they won't appear in the final Commons proposal (they are stored separately by NIH)
- A few pages may appear in the assembled document that are "lists of attachments" (e.g., Modular Budget Justifications attachments list, Assurances/Certification Explanation attachments list); these will NOT show up in the Commons proposal document.
- Cover Page will appear before the research plan in both modular and detailed budget applications.
- References Cited will appear after the Research Plan section in both modular and detailed budget applications.
- In detailed budget applications, the cumulative budget will appear immediately following the detailed budget (and the budget justification will follow the cumulative budget).

SUBMIT FOR INTERNAL REVIEW

SUBMIT TO GRANTS.GOV



## Routing Form and Assembled Application are ready for OGC and PI review

### Finalize

#### BUILD PDF / FORM PAGES

#### ASSEMBLE APPLICATION








#### SUBMIT FOR INTERNAL REVIEW

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.

The screen is in Un-submitted mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.


The screen is in Submitted mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

#### Components for **Initial Application**

Current Submission				
Form/Document Name	Edit	Status	Upload	Remove
Proposal Routing Form (Proposal, Routing)		Completed		Mandatory
Detailed Budget Spreadsheet (Proposal, Routing)		Completed		
Assembled Doc		Completed		

[Add Institution Forms/Supporting Documents](#)

Click on thumbs up icon  
to begin routing to OGC

Submit Final Review 

View the entire assembled application  
before submission to OGC or Sponsor

# Certification and Electronic Routing - Submit

Proposal

https://eraprep.dev.cu.edu/Protocol/SubmissionLogin.asp?ObjectID=118165A313F81B4AE053

**Certification** Close

Submitter Assurance: By signing below, I certify that the information submitted within the application is true, complete, and accurate to the best of my knowledge.

☒ Accepted ☐ Declined

Continue

Waiting for eraprep.dev.cu.edu...

Proposal **170247 - Dr. Marilyne G Coulombe Mansfield** "Demonstration of creating a new R01 for handout 2016" (In Development)

[Refresh Route](#)

**Route Path - JCD AMC Route**

[Add New Person to Review Path](#)

**Submit**

Step 1	PI Signoff	Dr. Marilyne G Coulombe Mansfield	
Step 2	Div/Dept Admin Notification	Ms. Jennifer A. Peterson	
	Div/Dept Admin Notification	Myra A Keeble	
Step 8	Chair Review	Stephanie Farmer	
	Chair Review	Ms. Jennifer A. Peterson	
Step 15	SoM Dean's Office	Brenda D. Crawford	
	SoM Dean's Office	Peggy McIntosh	
	SoM Dean's Office	Ms. Gail Silber	

## Submit to Grants.gov by OGC – Status displayed

### SUBMIT TO GRANTS.GOV

[Resubmit to Grants.gov](#) *Submitted by Ryan Holland* [Grants History](#)

Submitted Date	Grants.Gov ID	Receipt Date	Receipt Status
22-Apr-2015 12:23:25 PM	GRANT11894886	4/22/2015 12:23:35 PM	SUCCESS

After OGC has submitted to sponsor the status and Grants.Gov ID is displayed

This is the final step in the proposal submission process... the submission to the sponsor through Grants.gov. Depending upon the sponsor, it may take administrative action from your institution to retract the submission.

# Important Tips And Disclaimer

- **Salaries used in this proposal are fictitious and for purposes of demonstrating the creation of a NIH R01 proposal only.**
- **Documents uploaded for purposes of OGC PreAward review should be final EXCEPT the research science portions.**
- **Proposals submitted system to system must be received in OGC 12 business days before the deadline date.**
- **During OGC PreAward review the application is in locked status and no edits can be made. After the review process is complete all items are accessible for edits.**

# Thank You!

Please send any questions or comments to:

[erasupport@ucdenver.edu](mailto:erasupport@ucdenver.edu)

InfoEd eRA Portal

<https://era.cu.edu/>

Additional Training Materials can be found [here](#).

**NIH Parent Announcements:**

[http://grants.nih.gov/grants/guide/parent\\_announcements.htm](http://grants.nih.gov/grants/guide/parent_announcements.htm)

**Dung Pham**, Business Analyst, 4-9568