

# Proposal Screens- Intake/Endorsement Form

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## Contents

|  |   |
|--|---|
| General Notes .....  | 1 |
| Common Objects or Terms in InfoEd .....  | 1 |
| Intake/Endorsement Form – Complete the Sections on Demographics, ORSP/UT Resource Engagement, and Research Attributes Prior to Completing the Budget and Personnel Screens ..... | 2 |
| Demographics .....   | 2 |
| ORSP/UT Resource Engagement .....  | 2 |
| Research Attributes .....  | 2 |
| Compliance Information .....   | 3 |
| Intake/Endorsement Form Screen – Complete the Sections on Personnel, Shared Credit, and F&A Distribution after Budget and Personnel Screens are complete .....                   | 3 |
| Personnel .....  | 3 |
| Shared Credit .....  | 4 |
| To add shared credit entries .....   | 4 |
| Budget Summary.....  | 4 |
| F&A Distribution (Indirects) .....   | 4 |
| To add departments for F&A Distribution .....  | 4 |
| Validate and Complete.....   | 4 |
| Validate Button .....  | 4 |
| Complete.....  | 4 |

## General Notes

This document is intended to describe the Intake/Endorsement eForm. The Intake/Endorsement eForm should be **STARTED** immediately after the Setup Questions screen, and it should be **COMPLETED** only after the Budget and Personnel screens have been completed. Capitalized words indicate an object in InfoEd. Italicized words indicate a field or parameter in that object or additional reference material. **Bold** is used for emphasis in lists.

### Common Objects or Terms in InfoEd

**User:** A person who can log in and use InfoEd

**Portal:** The landing page that is first seen after logging in, a.k.a. the Home page

**Record:** A generic term for an object in the system such as a Proposal or a COI Disclosure

**S2S:** An abbreviation for system-to-system submissions when a proposal can be sent directly from InfoEd to the sponsor

**Widget:** A generic term for the white text boxes on the portal screen (a wide variety of widgets are available in InfoEd with additional widgets developed as needed)

## Intake/Endorsement Form – Complete the Sections on Demographics, ORSP/UT Resource Engagement, and Research Attributes Prior to Completing the Budget and Personnel Screens

Click on the Intake/Endorsement Form menu item to open the Endorsement eForm. Note: This eForm replaces the RSP100 and the Proposal Intake Form.

### Demographics

The Demographics section displays the information from the Create Screen and Setup Questions screen.

**Proposal Title:** Originally from the Create Screen. Can be edited here if necessary.

**Sponsor:** Displays the Sponsor selected on the Create screen or as edited on the Setup Questions screen.

**RFA/RPF/Opportunity #:** Displays the opportunity number from the Create Screen and Setup Questions.

**Deadline?:** If the response to “Deadline?” was “yes,” the deadline date, time, and time zone from the Setup Questions will display here. If the response to “Deadline?” was “no,” these fields will not appear.

**Responsible Department:** Displays the department from the Setup Questions screen (usually the primary department of the PI).

### ORSP/UT Resource Engagement

This section collects data to assist the grants coordinators with lining up necessary resources for this proposal. Some questions are conditional and follow up questions may appear depending on the answers previously selected.

**Link to Solicitation:** If the solicitation came from SPIN or Grants.gov, enter “SPIN” or “Grants.gov” respectively. If the solicitation came from a different source, copy and paste the URL for the opportunity. If no URL is available, enter “uploaded” or “no RFP” and upload a file containing the solicitation or application in the Solicitation Uploaded section.

**Solicitation Upload:** Upload a PDF (.pdf) or Word (.docx) file containing the solicitation or application here.

**Do the guidelines require a 503c3?:** Some opportunities require the PI to submit via 503c3, which would be the University of Toledo Foundation.

**Have you been in contact with the UToledo Foundation?:** If the opportunity requires submission by a 503c3, the UToledo Foundation will need to be involved.

**Is this proposal a response to a congressional appropriation request?:** If answered “yes,” a text box will appear with space to explain, and the PI may need to work with the Office of Government Relations.

**Would you like to take advantage of proposal development assistance?:** Several staff members in ORSP specialize in grant writing and may be available to assist PIs with development of their proposal beyond the budget.

**Does this proposal require space renovations at UT?:** If renovations are needed, the Facilities and Construction office may need to be involved.

**Enter Campus Building and Room # for Space Renovations:** If renovations are needed, provide the building and room information.

**Does this proposal require new or re-allocated space?:** If new or re-allocated space is are needed, the Facilities and Construction office may need to be involved.

**Enter Campus Building and Room # for Added Space:** If new or re-allocated space is needed, provide the building and room information.

**Is this proposal subject to U.S. Export Control Laws (ITAR, EAR, OFAC)?:** For more information about this, contact the Compliance Analyst Export Control at [ExportCompliance@UToledo.edu](mailto:ExportCompliance@UToledo.edu).

### Research Attributes

Research attributes also help the grants coordinators foresee additional resources that will be needed for proposal success. Some questions are conditional and follow up questions may appear depending on the answers previously selected.

**Major Goals of the Project:** Input a brief description of the project goals here. Goals are high-level statements that provide the overall context for what the project is trying to accomplish. Text is limited to 2000 characters.

**Class:** Displays the type of proposal from the Create Screen/Setup Questions.

**Activity Type:** The drop down list displays the type of sponsored activity.

- Research
- Education
- Service
- Research Training
- Facilities

**Research Type:** If “Research” is selected from the *Activity Type* drop down, then the *Research Type* drop down appears to further categorize the research type. This is used in the NSF HERD survey.

- Basic
- Applied
- Experimental Design

**Is this a Clinical Trial?:** If “Research” is selected from the *Activity Type* drop down, then the Clinical Trial indicator question appears.

**Phase:** If Clinical Trial is answered “yes,” use the drop down menu to select what phase it will be.

**UT Role in Clinical Trial?:** If Clinical Trial is answered “yes,” use the drop down menu to select indicate whether UT is the organizer or a participant.

**Please select the single category that best fits your project. This data is used for the annual R&D Survey compiled by the National Science Foundation:** Use the drop down menu to select the category that most closely represents that category for your project.

**Will this proposal involve requesting a tuition waiver from the College of Graduate Studies (COGS)?:** Unless you or the proposal meet certain conditions, tuition must be requested from the sponsor.

**Will you be requesting course release?:** If answered “yes,” a text box will appear with space to explain.

**Does the sponsor of this proposal REQUIRE any cost share?:** Answer “yes” only if cost share is a required feature of the proposal.

**Will you be seeking cost share from the Research & Sponsored Programs Grant Match Program?:** The Vice President of Research may provide a cash match of up to two dollars for every one dollar provided by the department, college, or center for a proposal requiring institutional cash match. The VP of Research may also consider requests to provide a cash match of one dollar for every dollar provided by the department, college, or center for proposals not requiring a cash match but where matching dollars may make the proposal more competitive. If seeking cost match, email acknowledgement from the Vice President of Research must be received by your Grants Coordinator prior to endorsement.

**Will this project involve subcontractors?:** If answered “yes,” provide the name(s) of all subcontractor(s) or put “unknown” in the text box that appears.

**Additional Comments:** Add comments regarding any additional, relevant details that would be necessary or helpful for the Grants Coordinator to be aware of in reviewing this proposal. These comments will be for internal use only and will not be submitted to the sponsor.

## Compliance Information

Review this section for additional information and resources regarding intellectual property or materials transfer agreements as well as connecting a protocol in IRB Manager to a proposal.

**Once you have completed the above 3 sections, click Save button in the upper left corner and move on to completing the Budget and Personnel Screens.**

## Intake/Endorsement Form Screen – Complete the Sections on Personnel, Shared Credit, and F&A Distribution after Budget and Personnel Screens are complete

### Personnel

The personnel section lists all the *Key Personnel* on the proposal with their Name, Department, and Role. The green check mark indicates the PI. Net Effort displays the average effort over the project span for this person expressed as a

percentage. Personnel must be edited from the Personnel Screen or Budget Tool. Effort is entered on the Budget Tool. A change of PI is also done in the Budget Tool.

## Shared Credit

Shared Credit is a tracking mechanism that defines and quantifies an individual investigator's intellectual contributions to a sponsored project. Shared credit is typically allocated to the principal investigator and others who would advance the project's creative, scientific, and scholarly goals through intellectual contributions. Shared credit is reflected in Faculty180 and university award reports but DOES NOT determine F&A distribution.

### To add shared credit entries

List all personnel from the Personnel list above and designate a shared credit as a whole percent (no fractions), even if that credit is 0%.

1. To add a new row, click the "Add" link to the right of the screen.
2. Click the 'Pencil' icon in the Person Name column. This pops up a new window.
  - a. Begin typing the name and click on the desired person from the filtered list.
  - b. Click "Select" in the upper right corner.
3. Enter the "Percent Credit" for that person in the box in the Percent Credit column. Percentages must be whole numbers (no fractions) and the sum all shared credit must equal 100%. Note: The system does not add the sum of the percents.

## Budget Summary

The Budget Summary gives period level details for Direct Costs, Subawards, and Indirect Costs along with the requested F&A rate. For more details, the budget can be accessed by clicking the Budget tab in the left menu of this screen, which will open the Budget Tool in a new window.

## F&A Distribution (Indirects)

This section allows the allocation of F&A across a maximum of four departments, regardless of shared credit distribution. Departments should be entered in order of highest percentage to lowest percentage.

### To add departments for F&A Distribution

List all departments (up to four) for which F&A will be allocated.

1. Click on the 'Pencil' icon in the first column next to "F&A Department 1." This pops up a new window.
  - a. Begin typing the name of the department and click in the desired department from the filtered list.
  - b. Click "Select" in the upper right corner.
2. Using the drop down list, enter the "F&A Percentage" for that department. Percentages must be selected from the available lists. The sum of all distributions must equal 100%. Note: The system does not add the sum of the percents.

## Validate and Complete

### Validate Button

Questions marked with an asterisk are mandatory. The "Validate" button in the upper right corner of the form checks whether all mandatory questions have been answered. Clicking "Validate" displays a pop-up window that lists all required questions that are not yet answered.

### Complete

When all required questions have been answered, click the box in the upper right corner of the form next to "Complete." This will add a checkmark to the box and change the color to blue and will add a checkmark next to the Intake/Endorsement Form tab in the left menu. To make changes, "un-complete" the form by clicking on the blue checkmark to make the form editable again.