Click Portal
Grants Module
Create and Submit a Funding Proposal for Non System to System Submissions
Summary of Major Changes

Version 6

- Added HERD and CIP Codes
- Project Abstract and Project Budget are Mandatory
- Links for Project Abstract and Project Budget are available on the workspace page
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What is the Click Portal?
The SUNY Pre-Award and Compliance System (PACS) is a multi-year collaboration created to support investigators and students along with compliance and research administrative staff by giving them a new administrative tool - the Click Portal.

Click will automate the submission, review, and approval processes while managing all major administrative aspects of the research and compliance lifecycle – from proposal development and submission through compliance checks, negotiations, award setup and award management, to eventual project closeout.

This system integrates the following aspects of grants management into a single system:

- IRB
- IACUC
- Grants Management
- Conflicts of Interest (COI)
- Research Agreements
- Safety

Under the stewardship of UB's Office of the Vice President for Research and Economic Development, this platform will allow the University at Buffalo to achieve a new level of uniformity and efficiency, while also producing valuable data analytics that can guide future decisions.

UB is helping lead this system-wide effort and was the first SUNY campus to deploy the IRB module in Fall 2015.

Getting a Click Account

Accounts have been created for faculty and staff at the University at Buffalo in preparation for campus-wide implementation of the Click Portal. Faculty and staff users will log into the system using their UBIT Name and Password.

If your login attempt is unsuccessful, or you are a student participating on a research team, please follow the instructions below to request an account:

Navigate to the Click Portal: IRB and Managing Compliance page at http://www.buffalo.edu/research/research-services/compliance/irb/click-irb.html

Locate the Click Portal Login area at the top-right of the page, and click on the registration link.

Complete the Request Account form at the bottom of the page, and then click the Register button. Be sure to select the University at Buffalo as your Campus Affiliation.
You will receive an email notification when your account has been activated.

Logging into the Click Portal

Navigate to the UB Research and Economic Development page at http://www.buffalo.edu/research
Locate the Quick Links section in the center of the page.
Click on the Click Portal Login link.

Enter your UBIT Name and Password in the fields, and then click the Log In button.
Workflow
The workflow that appears below is on all stages of the Funding Proposal. The highlighted blue bubble changes as each stage of the funding proposal is completed.

Additional Tips

Hide/Show Errors
Click the Hide/Show Errors link in the navigation bar at the top or bottom of the SmartForm page to display any unanswered questions.

Use the Jump To: link to navigate directly to SmartForm pages

SmartForms
The Grants module Funding Proposal contains SmartForms, which depending on the specific sponsor type and how the Funding Proposal will be submitted, as well as how certain individual trigger questions throughout the Funding Proposal are answered, may trigger the creation of additional forms that require completion. For example, answering Yes to the Human Subjects question will trigger an additional human subjects-related page; this new page will not be triggered if the original Human Subjects question is answered No.
Enter the required information into each **SmartForm**. Required fields are marked with an asterisk (*). Select the **Continue** button at either the top-right or bottom-right of each form once completed. Data is auto saved via the **Continue** button.

Click the Help icon (     ) for more information about a question or field.
Helpful Actions

Email Specialist
Select Email Specialist from the menu My Current Actions located on the left side of the screen. This allows you to email the SPS representative for the selected proposal.

Email Proposal Team
Select Email Proposal Team from the menu My Current Actions located on the left side of the screen. This allows you to email everyone at once listed on the selected proposal.

Add Comment
Select Add Comment from the menu My Current Actions located on the left side of the screen. This allows you to add a comment to the proposal which shows up in History.

Copy Proposal
Select Copy from the menu My Current Actions located on the left side of the screen. This allows you to make a copy of an existing proposal.

Helpful Tabs

History
To see History of changes made to the funding proposal select History from the menu on the top of the page. You may need to scroll to the right of the screen to see the History option.

Credit Routing Information
Once the proposal has been submitted for review you can track the progress from Credit Routing Information option located on the top right of the proposal page. You may need to scroll to the right to see the Credit Routing Information option.
How to Create and Submit a Funding Proposal
Funding Proposal as Approval Form

The Click Grants module allows UB to prepare and submit a Click Funding Proposal directly to Grants.gov through Click Grants for most federal grant solicitations without using any other electronic submission system. This is the System to System method. For Proposals submitted outside the Click System to System method, the Click Funding Proposal will serve as the new “approval form” for internal routing and approval (replacing the online ESPAS system). The non System to System approval process has 4 required steps: 1) Complete the SmartForms with project information 2) Complete the Budget section 3) Complete the Credit Distribution section 4) Submit for review and routing. Each section below has a screenshot of the required Funding Proposal (FP) SmartForm page highlighting the required fields that need to be completed in order to continue to the next page. Required fields are in the forms indicated by a red asterisk (*). You will need to fill out more than the required information in order to submit your Funding Proposal. There are notes that appear throughout the document, 📝 refers to UB specific guidance for the approval form process.

How to Create and Submit a Funding Proposal (FP)

Step 1: Funding Proposal Smart Forms

To create a new Funding Proposal log into Click, select the Grants Tab in the top navigation menu and then select Create Funding Submission. This will immediately open the Project Information SmartForm for the newly created Funding Proposal.
1.0(*) Short title of proposal

Enter in the full title of your proposal

NOTE: NIH must be under 200 characters

2.0 (*) Program Director / Principal Investigator / Project Lead / Fellow:

These following are not currently required: COI Disclosure, Biosketch and Other Support.

If the submission is a System to System submission a Biosketch is required.

If you are filling this out for a PI (not yourself) fill out 7.0 Select team members that have EDIT rights with your name before changing the PI to the correct person

If Funding Proposal is a Fellowship, list the UB Faculty member as the Principal Investigator. For the Short Title write: “Fellowship For [Fellow’s Name]: Title of the Project”. Make sure the Fellow is added to 7.0 Proposal Access Rights Definition before you continue to the next SmartForm

3.0 Research Coordinator

Leave blank as this pertains to a System to System submission

4.0 Administrative Contact

Leave blank as this pertains to a System to System submission

5.0(*) Select Sponsor

Search the Sponsor by typing on the search bar; if the Sponsor cannot be located in the search tool, you can use the Name TBD in the database. Please enter the Sponsor Name in the field below. Only select a Prime Sponsor if this is a flow through submission.
If flow through, select Prime Sponsor:
To select Prime Sponsor type name into the search bar; if the Prime Sponsor cannot be located in the search tool, you can use the Name TBD in the database.

6.0 (*) Are there other personnel associated with this funding proposal
This drives section Additional Personnel 1.0-2.0 to come up so you can add personnel that will map to budget section.

* This will open up a new page Additional Personnel (see below). This is the first step in adding a Co-Investigator to the Funding Proposal

Proposal Access Rights Definition:
7.0 Select team members that have EDIT rights:
Select UB users that can edit the Funding Proposal and Budget. This will typically be departmental staff/coordinators. They will not receive any email notifications from the Grants module.

You are not required to add anyone to this section. If you are filling this out for a PI (not yourself) fill out this section with your name before changing the PI to the correct person in 2.0 Program Director / Principal Investigator / Project Lead / Fellow

8.0 Select team members that have READ only rights:
We suggest leaving this section blank, as it pertains to System to System submissions.

Additional Personnel
This section will activate if number 6.0 in the General Information section is marked Yes

Select other Institutional investigators and key personnel that will be involved in this proposal:

This is where you will add your UB Co-investigators

When you click the Add button, a pop-up window will open. Include all co-investigators as this drives the credit distribution page.

1.0 (*) Staff Member
Select the individual’s name

2.0 (*) Project Role
Select Co-Investigator

3.0 Attach a Biographical Sketch
Skip this question.
4.0 Attach Current and Pending Support Documentation

5.0 (*) This Individual is a:
   - Select senior/key person

6.0 (*) Should this user be included on the Credit Distribution page?
   - This defaults to yes, do not change

7.0 (*) Should this individual be required to approve proposal?
   - This defaults to yes, do not change.

2.0 Identify all non-institutional investigators and personnel that will be involved in this proposal:

   - This is only for a System to System (S2S) submission, do not fill this section out
1.0 (*) Type of Application

Select Type of Application:

- **New** - An application that is being submitted to an agency for the first time.
- **Renewal** - An application requesting additional funding for a period subsequent to that provided by a current award. A renewal application competes with all other applications.
- **Continuation** - Request or award for a subsequent budget period within a previously approved project for which a recipient does not have to compete with other applications.
- **Revision** - A supplemental application requesting additional funding for an active award.
- **Resubmission** - An unfunded application that the applicant has modified following initial review and resubmitted for consideration. NIH allows a maximum of one resubmitted application.

Sponsor selected is mapped from your earlier response based on sponsor selection (Form 1: Proposal Description and Contacts question 5.0). If you selected a Prime Sponsor for a flow through submission the Type of Sponsor Selected will show up as Pass-through/Subcontract/Subaward.

2.0 If Resubmission or Renewal, please enter the Sponsor #

Example: (for NIH) GM123456

**If this award is transferring in from another institution?**

Mark Yes if this project is currently awarded to another institution, but will be termed at that institution and re-awarded to UB.
3.0 (*) Indicate how the forms will be submitted to the Sponsor:

Select Adobe forms via Grants.Gov or Other as appropriate

Note: “Adobe forms” have been replaced by the Grants.Gov Workspace; we anticipate the Smart Form will be updated with the revised language in the next iteration of the grants module

- Click Grants via Grants.Gov is the System to System option for federal submissions that are required to go through grants.gov. This adds the Federal Grant Information page to the proposal in which you will enter the federal opportunity ID.
- Other for submissions submitted via Fastlane, Email, Paper, other sponsors’ submission portals, or any other method other than Grants.gov.

4.0 (*) Instrument Type

Select anticipated award mechanism

Grants – awards to achieve a stated public purpose or activity to be carried out without substantial sponsor involvement

Contract – award mechanism to acquire services or deliverables for direct benefit or use of the sponsor

Cooperative Agreement – award mechanism used to achieve a public purpose where substantial involvement is anticipated between the sponsor and recipient during the project’s performance

Subaward/Subcontact – an award received from a pass-through entity rather than directly from the original funding source to carry out a specific scope of work for a project

5.0 (*) Describe the purpose of this project:

Definitions for each purpose type and research type are available by clicking the blue question mark 😊

6.0 (*) Is this a Clinical Trial?

Select as appropriate

7.0 (*) Is this a multi-PI Submission?

Select as appropriate

The multi-PI is an NIH only concept. Other sponsor uses a single lead PI and possible multiple co-investigators. For non-NIH applications, mark No. For NIH applications, select as appropriate.

8.0 (*) Is this an on campus submission, an off campus submission, or both?

Select as appropriate
Research Department Determination

1.0 (*) Select the Submitting Department:

Use the identification number 030 before the Organization entered in the search (e.g., 030 Neurology, 030 Pediatrics, etc.).

2.0 Sponsored Research Location (Institution):

This defaults to sponsored project services University at Buffalo. No changes can be made here.

Compliance Review

For each item listed below, indicate if it is involved in this project:

If you select Yes to the following: Human Subjects, Vertebræ Animals, Recombinant DNA and/or Hazardous Materials Usage it will trigger the addition of another form(s) to your submission, otherwise the next page that will display will be Export Control Form.

If you select Yes to Human Embryonic Stem Cell and this is a Federal or Federal Flow Through submission the form Federal Grant Stem Cell Lines will display for completion in the Federal Grant Information section. If the Funding Proposal is nonfederal the form Steam Cell Lines will be added after General Submission Information.
1.0 (*) Indicate the IRB review status of this research below
   If Approved is selected, questions 3 and 4 are required to be completed. If Pending is selected, question 5 is required to be answered.

2.0 If Exempt and NIH-Funded, select the appropriate IRB Exemption Numbers Below

3.0 If approved by the IRB, enter the date of the approval
   Enter Date format: MM/DD/YYYY or select date from calendar icon

4.0 IRB Protocol #, if available

5.0 If IRB approval is pending, enter the date the protocol was submitted to the IRB:
   Enter Date format: MM/DD/YYYY or select date from calendar icon

6.0 Provided any additional information that might be useful for this review:
Vertebrate Animal Research

1.0 (*) Is the research related to the project approved by the IACUC or pending review?
   If Approved is selected, questions 2 and 3 are required to be completed.

2.0 If approved by the IACUC, enter the date of the approval:
   Enter Date format: MM/DD/YYYY or select date from calendar icon

3.0 IACUC Protocol #, if available:
   If Protocol Number is Unavailable enter “N/A”

Recombinant DNA Research

1.0 (*) Is the research related to this project approved by the IBC or pending review?
   If Approved is selected, questions 2 and 3 are required to be completed.

2.0 If approved by the IBC, enter the date of approval:
   Enter Date format: MM/DD/YYYY or select date from calendar icon

3.0 IBC Protocol #, if available
Hazardous Material Usage

1.0 (*) Is the use of the hazardous material related to this project approved by the Safety Committee or pending review?
   If Approved is selected, questions 2 and 3 are required to be completed.

2.0 Enter the date of the approval
   Enter Date format: MM/DD/YYYY or select date from calendar icon

3.0 Registration #:
1.0 (*) Does the project involve export restricted science or engineering areas (including but not limited to military/defense items or information; weapons; satellites or other space technology; new drugs; high performance computers or encryption technology)?

2.0 (*) Does this project involve the use of equipment, software, services or technical data (information) that is on the United States Munitions List (USML) under the International Traffic in Arms Regulations (ITAR)?

3.0 (*) Does the project provide any service or information related to an ITAR defense article to a non-US person or are you providing any data or information to a foreign national or foreign entity for a military or defense application?

4.0 (*) Do you anticipate receiving any Proprietary Information from the sponsor and/or a third party?

   Has a Non-Disclosure Agreement Been Signed?
   If you select Yes the second question is required. Do not answer if you select No

5.0 (*) Do you or your study team, as part of this project, anticipate transferring or providing access abroad by any means, to any software, laboratory equipment, biologics, materials, or any other commodity such as laptop, cell phone, cameras, to any individual (e.g. subcontractor, consultant, colleague or sponsor)?

6.0 (*) Does this project provide data, services or conduct any transaction with or in an embargoed country as defined by the Office of Foreign Asset Controls such as North Korea, Iran, Cuba, Syria or Sudan?

7.0 (*) Results of Fundamental Research are not controlled because they are intended to be published and shared widely. Is there any reason that you do not intend to publish or share your results?

8.0 (*) Do you anticipate that this project will involve restrictions to the dissemination of results, involvement of foreign nationals or any other export controls related concerns?

9.0 (*) Does this project involve any non-US persons or organizations, including students if known? If yes, please list the person(s) name and affiliated organization. Answering Yes to this question will trigger the appearance of a text box that must be completed.

   Any Non-US Persons is defined as anyone who does not have a green card or is not a US Citizen.
1.0 (*) Discipline / Field
Select the most relevant code for each of the two coding surveys. The **Higher Education Research and Development Survey (HERD)** ranks universities based on their research and development expenditures. The HERD code categorizes expenditures for each project based on the code chosen here. The **Classification of Instructional Programs (CIP)** is a taxonomy of academic disciplines at higher education institutions. Schools are not ranked based on the CIP, but the codes are used for various decision making purposes.

2.0 (*) This proposal is related to
Select as appropriate.
Based on the Sponsor Type and answering either Adobe forms or Other from General Proposal Information Question 3.0

I. For Federal sponsors: Federal Grant Information section is created with Federal Grant Information (non-grants.gov submission), Federal Grant Program Income, and (if applicable) the Federal Grant Stem Cell Lines pages. Go to page 20.

II. For Non-Federal (Sponsor Types: Industry/for Profit or Foundation/Non for Profit or State or Local): Non Federal Grant Information section is created with General Submission Information and (if applicable) Stem Cell Lines pages. Go to page 22.

III. For a Pass-through/Subcontract/Subaward: Non Federal Grant Information section is created with a Flow Through Sponsor Information and (if applicable) Grant Stem Cell Lines pages. Go to page 23.
I. Federal Funding Proposal

Funding Proposal Sponsor Type = Federal

Federal Grant Information (Non-Grants.gov Submission)

1.0 Opportunity ID (PA or RFA Number):

Type the federal Opportunity ID, or enter the CFDA Number or Competition ID and click the Find button. A table appears with the matching Grants.gov opportunities. Select the opportunity from the table by using the radio buttons at the left of the row.

Once you hit continue the form Funding Opportunity Announcement displays indicating the opportunity is supported by click. If the FOA is supported select continue to the next form.

Contact your SPS Proposal Specialist if opportunity number is not supported

2.0 Opportunity Title:

3.0 Agency Name:

4.0 NIH Grants Type (if applicable):
Federal Grant Program Income

1.0 (*) Will there be program income?
Select as appropriate
Uploaded document file name must be alpha numeric and under 50 characters

Federal Grant Stem Cell Lines

This form will only display if you selected Yes to Human Embryonic Stem Cell in the Compliance Review Form. Select response as appropriate.

Go to page 25, Submission Dates, to continue.
II. Non Federal Funding Proposal

Funding Proposal Sponsor Type = Industry/For Profit, Foundation/Not for Profit, State, Local

General Submission Information

1.0 Primary Sponsor/Funding Source
The selected sponsor name is shown here. Nothing else is required.

2.0 General Submission Documents

Stem Cell Lines

This form will only display if you selected Yes to Human Embryonic Stem Cell in the Compliance Review Form. Select response as appropriate

Go to page 25, Submission Dates, to continue.
III. Pass-through/Subcontract/Subaward Funding Proposal

Funding Proposal Sponsor Type = Pass-through/Subcontract/Subaward where the Prime Sponsor is Federal or Nonfederal

Flow Through Sponsor Information

This SmartForm only shows up if the question 5.0 If flow through, select Prime Sponsor is completed from SmartForm Proposal Description & Contacts

1.0 Direct Sponsor:
   This defaults to Sponsor mapped form your earlier response based on sponsor selection (Form 1: Proposal Description and Contacts question 5.0)

   Prime Sponsor
   This defaults to Prime Sponsor mapped form your earlier response based on sponsor selection (Form 1: Proposal Description and Contacts question 5.0)

2.0 You may input the direct sponsor contact information here:

   Select Add and input direct sponsor information into fields. When finished select OK
3.0 Identify the CFDA number as indicated by the direct sponsor:

4.0 Identify the grant award number as indicated by the direct sponsor

List the proposal Funding Opportunity Announcement (FOA), Request For Application (RFA), Request For Quote (RFQ), or Program Announcement (PA) number for the prime solicitation from the prime sponsor

5.0 Small Business Innovation or Technology

Select Yes or No

**Stem Cell Lines**

This form will only display if you selected Yes to Human Embryonic Stem Cell in the Compliance Review Form. Select response as appropriate

Go to page 25, Submission Dates, to continue.
Submission Dates

1.0 (*) Application submission deadline:
   Enter the sponsor imposed deadline.

2.0 SPO Submission Deadline

3.0 Date response expected from sponsor (estimated):

4.0 (*) Expected State Date:
   By default, today's date will appear in this field; please enter an appropriate Start Date for your application

Budget Periods

A budget period table is created using the Start Date entered on the Submission Dates Form (above) and will default to five rows. If necessary use the Add and/or Remove buttons within the chart to edit the number of Periods. Each period defaults to 12 months. Each period can be edited as appropriate for the project.

Do not fill out Target Direct $ and Target Indirect $. All budget information will be filled out in the Budget Section.
Research Performance Sites

1.0 Sponsored Research Location (Institution):
   - For Adobe forms via Grants.Gov or Other: This is not relevant to your submission and no further action is required on this form.

2.0 If there are additional project/performance locations, select them below:
   - This section is not currently populated, leave blank.

Project Attachments – Research & Related Other Project Information

1.0 (*) Project Abstract
   Attach the Project Abstract associated with this Funding Proposal

2.0 Project Narrative

3.0 Proposal in Full

4.0 (*) Budget
   Attach the Budget associated with this Funding Proposal
5.0 Cost Share Budget
6.0 Budget Justification
7.0 Other (Waiver of F&A, guidelines, other as needed)

Completion Instructions

Select Finish located on the upper right or lower right of the screen. This closes out of the Funding Proposal and allows you to complete the next step:

At this point Project Information SmartForms are now complete.

Step 2: Follow directions on the next page to complete the Budget
Step 2: Create a Budget

To access the **Budget SmartForms** select **Budgets** from the main screen. Select the **Budget** under **Working Budgets** menu.

![Budget SmartForms](image)

**General Budget Information**

1.0 (*) **Budget Title**
   
   This defaults to **Sponsor** name, this can be left as is or changed.

2.0 (*) **Principal Investigator for this Budget**
   
   This defaults to **PI name** from **Proposal Description & Contacts** question 2.0 Program Director/Principal Investigator/Project Lead/Fellow

3.0 (*) **Budget Type**
   
   **Select Project**

4.0 (*) **Funding Source**
   
   This defaults to the sponsor type, no action needed

   **Project Sponsor**
   
   This defaults to the sponsor, no action needed
Is Modular Budget?

For all non NIH proposals select No. For NIH proposals select as appropriate.

5.0 (*) Sponsor Budget Detail Level

Select Per Period, Budget Category Totals

Budget Characteristics

1.0 (*) Will this budget pay for participant/trainee costs?

Participant/trainee costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects. Answer as appropriate.

2.0 (*) Will this budget Subaward/Subcontract research to another institution

If you select Yes this will create an additional SmartForm, Subaward/Subcontractor Sites, after the Budget Totals page.

3.0 (*) Will this budget have Cost Sharing?

This defaults to No and should only be utilized if the sponsor requires cost sharing. If you answer Yes, select Add to select the cost sharing department(s). You can do this by typing in “030 [department]” selecting the check box on the correct department. Scroll to the bottom and select OK.

For academic or calendar year state appointments (IFR) list the approving department.

For any other cost share the unit providing the resources (example: RF and UBF personnel, graduate research assistant support, tuition,
Will there be third party (external) cost sharing?

If cost sharing will be provided by a non-UB third party, mark **Yes** and upload appropriate documentation of that third party’s cost share commitment.

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**Budget**

This page requires you to fill out Budget Totals from the final SPS approved excel spreadsheet.

To fill out this section the only rows needed are **Other** and **Indirect**.

- Enter the corresponding budget period **Total Direct Cost** into the row labeled **Other**
- Enter the corresponding budget period **Indirect Cost** into the row labeled **Indirect**

Sum of each row and column will automatically calculate. There is a text box at the bottom for any notes.
Subaward-Subcontractor Sites

This SmartForm will only appear if question 2.0 Will this budget Subaward/Subcontract research to another institution? from Budget Characteristics is answered Yes.

1.0 Please identify the organizations that will be participating in the grant Subaward/Subcontract

Choose the appropriate subawardee from the list provided by selecting Add. Use “%:” as a wildcard. Select “TBD” if you cannot locate the subawardee.

2.0 Other Site Comments

Provide any comments useful for a reviewer (e.g., animal work being performed at subawardee, ABC University)

Attachments for Internal Purposes

1.0 Attachments

At this point Budget is now complete.

Step 3: Follow directions on the next page to complete the Credit Distribution
Step 3: Credit Distribution

Navigating to Credit Page

Click on Credit Distribution link. This will bring up the below page with the PI and the Co-Investigators that were created in the Additional Personnel SmartForm from Funding Proposal SmartForm

Please Note That:

- Proposal Credit (sum of all individual(s) Proposal Credit) must equal 100%
- Financial and Recognition (sum of each individual’s Department/Center/Institute Credit) must equal 100% per PI/Co-Investigator/Senior Person/Key Person

Assigning Credit

First assign Proposal credit to each person. The sum of Proposal credit for all Investigators must total 100%. Then for each Investigator determine the split of Financial and Recognition credit between units. For each Investigator, Financial and Recognition credit must total 100%.

Credit in Click is arranged differently than in the previous ESPAS approval form.
Definitions:

Proposal Credit: Percentage credit that represents the distribution of each person’s overall responsibility for the successful performance of the project.

Financial Credit: For each individual, this represents the percentage credit attributed to each unit for split proposal, award, and research expenditure reporting. The financial credit is used to attribute research expenditure credit for internal and external reporting, which impacts department and school ranking in national/international surveys, for example.

Recognition Credit: For each individual this represents the percentage credit to a unit to recognize and publicly acknowledge that unit’s intellectual and/or resource contribution to the proposal and/or the project, if funded. Unlike financial credit, there is no direct financial impact for recognition credit. Recognition credit is important for recognizing university-wide centers and institutes, for example that do not benefit from financial credit attribution.

For most proposals, the financial credit and recognition credit will be the same. However, when a proposal includes a non-academic unit/department, for example, the PI may elect to attribute only recognition credit to that unit/department, in order to maximize the future research expenditure credit to his/her department. Recognition credit would serve as the metric to measure that unit/department’s involvement in sponsored project activity. Examples of units that benefit from recognition credit, but not financial credit, include RENEW, CMIF, SMART, Global Health Equity, and GEM.

Below is an example of how to provide a unit with recognition, but not financial, credit. In this example, the PI wants to give Sustainable Manufg & Advanced Robotic Technologies (SMART) only recognition credit on his/her proposal. The PI would add SMART as a unit to his/her department list. The PI would enter 0% for Financial Credit for SMART and 100% for his/her home department. The PI would then divide recognition credit between SMART and the PI’s home department. By listing SMART with 0% financial credit, but some % of recognition credit, SMART is able to document its involvement in this project without financially impacting the PI’s home department—as the PI’s home department will receive 100% financial credit. PIs should discuss with co-Investigators and unit Chairs/Directors to attribute the appropriate credit distribution for each proposal.
Adding a Department/Center/Institute

1. Select the Add button

2. Type in the Department/Center/Institute into the box starting with “030” or click Select and select the Department/Center/Institute from the popup box, scroll down and select OK.

3. Select Apply or OK
   - By selecting Apply the page is saved
   - By selecting OK the page is saved and exited to the homepage
Helpful Hints and Tricks for Credit Distribution

- Financial and recognition credit percentages for a unit do not have to be the same. Per the above example, there may be instances when these percentages will differ.

- SPS cannot help in the determination of credit percentages. The PI should coordinate with his/her co-Investigators and unit Chairs/Directors for guidance on the appropriate level of credit for each individual and unit for each proposal.

- The Funding Proposal will route to all units listed in the credit distribution, no matter what percentages are attributed to it, for review/approval.

- Any approver at any level can reject a Funding Proposal

- SPS will not submit any proposal to a sponsor without a fully approved Funding Proposal (ie, the FP has advanced to the Specialist Review state (SPS), which means all internal UB approvers have approved the proposal).

At this point the Credit Distribution is complete.

**Step 4:** Submit Funding Proposal for review following Routing instructions on the next pages.
Step 4: Submit for Review

Submit for Individual or Department Review

Once Funding Proposal SmartForms, Budget and Credit Distribution has been completed the Funding Proposal is ready to be submitted for internal review. Select **Submit for Individual or Department Review** located on the left hand side under **My Current Actions**
Select one of the two options:
As PI/PD for this submission, I approve the above endorsements:

As a member of this proposal team, I will obtain the PI/PD’s signature for the endorsements:

Routing of the Funding Proposal
When a Funding Proposal is routed for review, it routes to Co-Investigators (if any), and Chairs & Deans of all units listed in Credit Distribution. Once all internal units approve the Funding Proposal it routes to SPS for final review (Specialist Review state). SPS will then coordinate with the Principal Investigator to submit the proposal externally to the sponsor as necessary. SPS will also move the Click Funding Proposal to the Sponsor Review state. The Principal Investigator is responsible for assuring the Click Funding Proposal fully routes to SPS by the sponsor deadline.
Status of the Funding Proposal

To view the status of the Funding Proposal during internal review:

1. Go to the front page of your Funding Proposal
2. Select Credit Routing Information located on the right side of the screen, if you cannot see this menu option scroll to the right.

3. The page will list Current Pending Reviewers these are the people that are currently approving the funding proposal. At the bottom of the page is All Reviewers these are all the people who have previously approved, are pending approval or who have yet to receive the funding proposal to approve.
   a. The column Reviewer lists all the people involved in reviewing this Funding Proposal
   b. The column Reviewing for Organization (s) lists the department or school the Reviewer is reviewing for
   c. The column Waiting On lists the person(s) that need to approve the Funding Proposal before it routes to that Reviewer
   d. The column Reviewer Result will tell you the review status of that person (example: waiting for approval, approved, to be submitted, etc).
   e. The column Comments shows any comments written by the Reviewer when they approved the Funding Proposal
   f. The column Attachments shows any attachments uploaded by the Reviewer when they approved the Funding Proposal
How A Funding Proposal Routes

- A Funding Proposal must be approved by all Co-Investigator before it routes to the Chair/Dean levels.
- Once the Funding Proposal is approved at the Co-Investigator level the Funding Proposal moves to the Chair level.
  - If the Chairs are in the same school both Chairs need to approve before going to the Dean level.
  - If the Chairs are in different schools only the Chair of that school needs to approve before moving onto the Dean level.
- Once the Funding Proposal is at the Dean level all Deans must approve before the Funding Proposal is routed to SPS for submission to the sponsor.

**At any stage if an approver disapproves the Funding Proposal it will be routed back to the PI level for requested edits. The Funding Proposal then must be re-submitted by the PI and go through all approver levels again.**

- All approvers will get an email prompting them to log in and approve the funding proposal.
The following are two workflow examples of how a Funding Proposal might route through the system.

- The Funding Proposal is submitted by the PI and is moved to the Co-Investigator level.
- Both Co-Investigators must approve before the Funding Proposal is moved to the Chair level.
- At the Chair level the routing splits. As one Chair approves the Funding Proposal will route to the Dean without needing the other Chair to approve.
- Once at the Dean level both Deans need to approve before the Funding Proposal is routed to SPS for Specialist Review.
- The Funding Proposal is submitted by the PI and is moved to the Co-Investigator level
- All Co-Investigators must approve before the Funding Proposal is routed to the Chair level
- At the Chair level the routing splits:
  - The left two Co-Investigators are in the same department, only one Chair needs to approve. Once approved the Dean receives an email to review.
  - The right two Co-Investigators are in different departments but the same school. After both Chairs approve the Dean receives an email to review.
- Once both Deans have approved the Funding Proposal is routed to SPS for Specialist Review

Once all Chairs and Deans approve, the Funding Proposal advances to the Specialist Review state for SPS final review and sponsor submission.