

## ENTOMOLOGY DEPARTMENT KUALI RESEARCH PROPOSAL DEVELOPMENT GUIDE

### Opening Kuali Research

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- Go to <https://usmd.kuali.co/dashboard/>, click the “UMD – College Park” link, and sign in with your UMD username & password (multi-factor authentication required).

### Initiating a Proposal from Scratch

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- Click the clipboard icon on the left-hand side (third icon from the top, shaped like a clipboard with a little check mark)
- Under Proposal Development, click “Create Proposal”

KR Item	What to Enter/Select	Notes
<b>Proposal Type:</b>	New	Most will be “New”; however, on occasion we use “Renewal” or “Resubmission” as applicable.
<b>Lead Unit:</b>	Select “1303301 – CMNS-Entomology”	Ignore “1303302 – CMNS-Entomology (AGNR)”.
<b>Activity Type:</b>	Select “Research – Basic” or “Research – Applied”	This depends on the nature of the proposal. Other options include “Other Sponsored Activity” for non-monetary agreements like Non-Disclosure Agreements, Memoranda of Understanding, and Materials Transfer Agreements, Intergovernmental Personnel Act agreements, (e.g., a funded rotation at NSF), etc.
<b>Project Dates:</b>	mm/dd/yyyy – mm/dd/yyyy	A one-year proposal would be from, e.g., 01/01/2022 – 12/31/2022, as opposed to 01/01/2022 – 01/01/2023.
<b>Project Title:</b>	Enter project title	Some special characters are not allowable (KR will give you an error when you click the <b>[Save]</b> button).
<b>Sponsor:</b>	Start typing in the name of the sponsor, and a drop-down menu will appear. Select the appropriate sponsor.	The KR database is not very flexible, so you may need to try different ways of entering the sponsor name. If you can’t find a sponsor, you can enter “011406”, which is a temporary sponsor code. Then write to <a href="mailto:kr-help@umd.edu">kr-help@umd.edu</a> to ask if they can find it or if they can add a sponsor not in their database. If the latter, they will need as much information about the sponsor as possible.

- Click the blue **[Save and Continue]** button at the bottom of the screen.
- The proposal will open, and the 5-digit KR Proposal Number will be shown in the upper left-hand corner (you will also receive an e-mail from the Kuali Research system, which you can more or less ignore). The Basic > Proposal Details section will be open, with the information you’ve already entered showing.
- From here you can either close the proposal and come back to it later or continue working.

**[Important]** Any time you want to close a proposal, do not simply close your browser. Make sure to click the **[Close]** button at the bottom of the screen, and click **[Yes]** in response to whether you would like to save the document before closing. This ensures that your work has been saved, and it ensures that the proposal is not locked for other users.

### **Opening a Proposal in Progress**

There are two ways to access proposals you've created and want to return to and continue working:

1. Dashboard Icon (looks like an offset window pane):
  - This is the landing page when you log in to KR, but if you need to navigate to it, click on the icon in the upper-left side in the vertical toolbar that looks like an offset window pane.
  - On this page, there will be a window/box (a.k.a., a "card") called "Proposals not routing".
  - Click on the proposal you want to work on. The Basic > Proposal Details section will open.
2. Search Icon (Magnifying Glass):
  - Click on the magnifying glass icon below the dashboard icon.
  - Click the "Search Anywhere" drop down menu and select "Proposal Number" under "Popular" on the far left-hand side.
  - In the search bar, enter the proposal number you want to work on.
  - Under "Document Type" in the search results, click the "DevelopmentProposal" link associated with your proposal. The Basic > Proposal Details section will open.

## Basic

### Proposal Details

KR Item	What to Enter/Select	Notes
<b>Proposal Type:</b>	New	Most will be "New"; however, on occasion we use "Renewal" or "Resubmission" as applicable.
<b>Lead Unit:</b>	1303301 – CMNS-Entomology	Ignore (this cannot be edited)
<b>Activity Type:</b>	Select "Research – Basic" or "Research – Applied"	This depends on the nature of the proposal. Other options include "Other Sponsored Activity" for non-monetary agreements like Non-Disclosure Agreements, Memoranda of Understanding, and Materials Transfer Agreements, Intergovernmental Personnel Act agreements, (e.g., a funded rotation at NSF), etc.
<b>Project Dates:</b>	mm/dd/yyyy – mm/dd/yyyy	A one-year proposal would be from, e.g., 01/01/2022 – 12/31/2022, as opposed to 01/01/2022 – 01/01/2023.
<b>Project Title:</b>	Enter project title	Some special characters are not allowable (KR will give you an error when you click the <a href="#">[Save]</a> button).
<b>Sponsor:</b>	Start typing in the name of the sponsor, and a drop-down menu will appear. Select the appropriate sponsor.	The KR database is not very flexible, so you may need to try different ways of entering the sponsor name. If you can't find a sponsor, you can enter "011406", which is a temporary sponsor code. Then write to <a href="mailto:kr-help@umd.edu">kr-help@umd.edu</a> to ask if they can find it or if they can add a sponsor not in their database. If the latter, they will need as much information about the sponsor as possible.
<b>Prime Sponsor Code:</b>	Start typing in the name of the sponsor, and a drop-down menu will appear. Select the appropriate sponsor.	If you are submitting a proposal to another academic institution as a subawardee, you would enter that institution into the Sponsor field and the sponsor to whom that institution is submitting the main proposal in the Prime Sponsor Code field. You would do the same if the proposal was for known pass-through funding, e.g., you are submitting a proposal to the Maryland Department of Health for funding that was awarded to them by the Center for Disease Control.

Click the blue [\[Save and Continue\]](#) button at the bottom of the screen to move to the next module, or click the [\[Close\]](#) button at the bottom of the screen, and click [\[Yes\]](#) in response to whether you would like to save the document before closing. *Do not simply close the browser window!*

S2S Opportunity [Ignore]

## Delivery Information

KR Item	What to Enter/Select	Notes
<b>Submission By:</b>	Select "OSP"	ORA no longer allows departments to submit proposals.
<b>Submission Type:</b>	Select "Electronic"	This is always "Electronic".
<b>Submission Account ID:</b>	Ignore	Ignore
<b>Submission Name &amp; Address:</b>	Ignore	Ignore
<b>Number of Copies:</b>	Ignore	Ignore
<b>Submission description:</b>	<p>Enter the sponsor's application submission portal website URL along with your login information and any specific instructions for accessing the proposal.</p> <p>If submission is via e-mail to the sponsor, enter the e-mail address, along with the e-mail address of anyone else who should receive the proposal.</p> <p>If it is a Grants.gov, ezFedGrants, Metastorm, NSF Fastlane, or Research.gov submission, include proposal identification information.</p>	<p>You do not need to enter your Grants.gov, Fastlane, or Research.gov login information because ORA has their own access to our proposals. You would "release" these types of proposals to ORA via the application systems when they are ready for review.</p>

Click the blue [\[Save and Continue\]](#) button at the bottom of the screen to move to the next module, or click the [\[Close\]](#) button at the bottom of the screen, and click [\[Yes\]](#) in response to whether you would like to save the document before closing. *Do not simply close the browser window!*

## Sponsor & Program Information

KR Item	What to Enter	Notes
<b>Sponsor Deadline Type:</b>	Select "Receipt" or "Target"	If you want ORA to submit by the deadline you enter in the next field, select "Receipt". Selecting "Target" tells ORA that there is some flexibility, so only use this if you are willing to allow that.
<b>Sponsor Deadline (Date &amp; Time):</b>	Enter mm/dd/yyyy and XX:XX AM/PM	Enter the sponsor's posted deadline date and enter 5:00PM (which is the end of the day for ORA). If you would like ORA to submit your proposal early, enter an earlier date and time.  <i>[Important]: ORA does not recognize midnight or weekend deadlines. If the sponsor lists a Friday at midnight deadline, you need to enter 5:00pm for the deadline time. If it is a weekend deadline, you need to enter the previous Friday at 5:00pm.</i>
<b>Notice of Opportunity:</b>	Select either "Federal Solicitation" or "Non-Federal Solicitation"	These make up the majority of our proposals, but on occasion we do use other opportunity types, including "Unsolicited", "Verbal Request for Proposal", and "Limited Submission".
<b>Opportunity ID:</b>	Enter the Opportunity ID	For federal or non-federal pass-through proposals, you would find this in the Funding Opportunity Announcement ( <i>a.k.a.</i> , the Request for Applications, Solicitation, etc.). If there is no specific Opportunity ID listed, don't worry. Nothing happens if you don't enter it.
<b>Opportunity Title:</b>	Enter the Opportunity Title	For federal or non-federal pass-through proposals, you would find this in the Funding Opportunity Announcement ( <i>a.k.a.</i> , the Request for Applications, Solicitation, etc.). If there is no specific Opportunity ID listed, don't worry. Nothing happens if you don't enter it.
<b>Subawards:</b>	Check the box only if the proposal includes subawards/subcontracts ( <i>i.e.</i> , not contractors)	If the budget includes funding for contractors or consultants, as opposed to subawards/subcontracts, do not check this box. For the difference between a subrecipient, contractor (vendor), and consultant, see pages 4 & 5 in the Subcontract Manual <a href="#">linked here</a> .  <i>[Note]: if you check this box, it will trigger other items in the KR proposal.</i>
<b>Sponsor Proposal ID:</b>	Ignore	Ignore
<b>NSF Science Code:</b>	Select "Agricultural Sciences – Life Sciences: D.01" or "Biological and Biomedical Sciences – Life Sciences: D.02"	These make up the majority of our proposals, but one might also use "Natural Resources and Conservation – Life Sciences: D.04". If another code makes sense to you, you are free to select it.
<b>Anticipated Award Type:</b>	Select "Grant"	Grants make up the majority of our proposals, but we do submit other types – mostly Cooperative Agreements, Material Transfer Agreements, Non-Disclosure Agreements, and a few others.  <i>[Note]: The Award Type determines the Questionnaire type below. Cooperative Agreements and IPAs trigger the same Questionnaire as</i>

		<i>Grants; however, Material Transfer Agreements, Non-Disclosure Agreements, etc. trigger somewhat different Questionnaires.</i>
<b>Agency Routing Identifier:</b>	ignore	ignore
<b>Prev Gants.Gov Tracking ID:</b>	ignore	ignore
<b>CFDA Number &amp; CFDA Program Title Name:</b>	Enter the CFDA Number and the CFDA Program Title Name in their respective fields.	<p>This would only be for Federal sponsors, though it may also include proposals for federal pass-through funding. You would find this in the Funding Opportunity Announcement (<i>a.k.a.</i>, the Request for Applications, Solicitation, etc.). If there is no specific CFDA &amp; Program Title listed, don't worry. Nothing happens if you don't enter it.</p> <p><b>[Note]:</b> Make sure to click the Add button after entering this information; otherwise, KR will not apply it to the proposal.</p>

Click the blue [\[Save and Continue\]](#) button at the bottom of the screen to move to the next module, or click the [\[Close\]](#) button at the bottom of the screen, and click [\[Yes\]](#) in response to whether you would like to save the document before closing. *Do not simply close the browser window!*

## Organization and Location

### Applicant Organization [Ignore]

### Performing Organization [Ignore]

## Performance Site Locations

- **[Note]:** You would only use this tab if any portion of UMD's proposed work is taking place at an off-campus location for more than 3 consecutive months. If there are no off-campus performance site locations, you can ignore this.
- If there are strictly defined off-campus performance site locations:
  - Click the [\[Add Performance Site\]](#) button.
  - You can search for an existing performance site location (e.g., if it is a UMD Research Farm), but this can be tricky because the search algorithm is not very flexible. One thing you can try is:
    - In the "Organization" field, type in an element of the performance site name with asterisks before and after the search term (e.g., \*Beltsville\* will reveal BARC, CMREC, and other locations).
    - Check the box next the location you want to use and click the [\[return selected\]](#) button.
    - In the bottom left-hand corner of the performance site record now showing on the screen you will see an [\[Add Congressional District\]](#) button. Click that and enter the state's initials and the three-digit district number (e.g., MD-005).
    - Repeat this action for all other off-campus performance site locations.
  - If you can't find the location you're looking for or you're sure there isn't an entry already in the KR database:
    - Click the [\[Add Performance Site\]](#) button and click the [\[Add New Address Book\]](#) button in the upper right-hand corner of the window.
    - Enter details in at least the fields with the red asterisks, along with any other details you have for the performance site location.
    - Scroll to the bottom and click the [\[Add Address\]](#) button. This will bring you back to the Address Book Lookup window.
    - Search for the new address book entry you just created.
    - Check the box next the location you want to use and click the [\[return selected\]](#) button.
    - In the bottom left-hand corner of the performance site record now showing on the screen you will see an [\[Add Congressional District\]](#) button. Click that and enter the state's initials, a dash, and the three-digit district number (e.g., MD-005).
    - Repeat this action for all other off-campus performance site locations.

## Other Organizations

- **[Note]:** You would only use this tab if subawards (i.e., not contractors, vendors, or consultants) are included in the proposal. If there are no subaward institutions, you can ignore this.
- If there are subaward institutions involved in the project:
  - Click the [\[Add Organization\]](#) button.
  - The subaward institution should have provided you with their DUNS/UEI on the subrecipient commitment form. Enter that value into the respective field.
  - Check the box next to the organization you want to use and click the [\[return selected\]](#) button. As opposed to Performance Site Locations, the Congressional District will be pre-filled.
  - Repeat this action for all other off-campus performance site locations.



Click the blue [\[Save and Continue\]](#) button at the bottom of the screen to move to the next module, or click the [\[Close\]](#) button at the bottom of the screen, and click [\[Yes\]](#) in response to whether you would like to save the document before closing. *Do not simply close the browser window!*

## Key Personnel

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### Personnel

- **[Note]:** This section of KR refers only to UMD senior/key personnel.
- Adding Key Personnel:
  - Click [\[Add Personnel\]](#).
  - Enter the Last Name and First Name, click [\[Continue\]](#).
  - Click the circle to the left of the individual's name, and click [\[Continue\]](#).
  - Select Principal Investigator, and click [\[Add Person\]](#).
  - If there is a Co-PI or multiple Co-PIs, repeat the steps above for each; however, you would select "Co-I (UMB Routing Req/d)".
  - If there are other non-Co-PI senior/key personnel (as defined by the particular sponsor), repeat the steps above for each; however, you would select "Key Person".
- Adding "Unit Details":
  - Most ENTM faculty PIs/Co-PIs will need an additional step. Click the drop-down arrow to the left of their name and select the "Unit Details" tab.
  - Right under "Unit Details" (it's kind of hidden), click the "Lookup/Add Multiple Lines" link.
  - Enter their secondary unit number (1251119 for UME or 1250523 for AES). Only faculty have secondary unit numbers; postdocs, graduate students, and research staff do not. **Ask Bill Katsereles if you do not know the appropriate unit numbers.** Senior/Key Personnel from other UMD departments typically do not have unit credit splits, but you should ask to be sure.
    - **MPowering the State:** If this proposal is a collaboration with a PI at University of Maryland, Baltimore, it is considered an "MPowering the State" proposal. In this case, each Senior/Key Personnel needs a third unit: 1420301 with a 0% credit split.
  - Click the box to the left of the Unit Number and click [\[Return Selected\]](#)
- Soliciting Key Personnel Proposal Certification
  - Once all Senior/Key Personnel are entered and their Unit Details are updated, click the [\[Notify Person's Name\]](#) button to the far right of each individual. This will send them an e-mail from the Kual Research system (UM\_KR\_donotreply) asking them to "certify" the proposal. They will need to click on the linked 5-digit Proposal Number and answer the series of 11 yes/no questions.
  - **[Note]:** It's a good idea to wait to "notify" the Senior/Key Personnel until you're done working on the KR record for a while. The reason is that two people cannot be in a KR record at the same time. If you get an error message that the KR record is locked after one of the Senior/Key Personnel has certified the proposal, they will need to go back into the proposal and exit the KR record properly.

Click the blue [\[Save and Continue\]](#) button at the bottom of the screen to move to the next module, or click the [\[Close\]](#) button at the bottom of the screen, and click [\[Yes\]](#) in response to whether you would like to save the document before closing. **Do not simply close the browser window!**

## Credit Allocation

- **For each Senior/Key Person:** Each unit gets a predetermined proportion of each key person's credit allocation. Here "unit" means the departments with whom the senior/key personnel are affiliated budgetarily. For example, many ENTM faculty are "split" between CMNS-ENTM and AGNR-AES-Entomology (1250523), while others are split between CMNS-ENTM and AGNR-UME-Entomology (1251119). If a Key Person has only one unit (*e.g.*, postdocs, graduate students, and research staff), that unit would get 100% of the credit for that Key Person. *Contact Bill Katsereles for the appropriate unit credit splits.*
- **Overall proposal:** If there is more than one Senior/Key Person, the total "Recognition" must add up to 100. **[Note]:** *This has nothing to do with proposal % effort.* If the proposal is awarded, this tells UMD's Sponsored Programs & Accounting office what percentage of the DRIF generated should go to each unit.

Click the blue **[Save and Continue]** button at the bottom of the screen to move to the next module, or click the **[Close]** button at the bottom of the screen, and click **[Yes]** in response to whether you would like to save the document before closing. *Do not simply close the browser window!*

## Questionnaire

**Funded Agreement** (for Anticipated Award Types = Grant, Cooperative Agreement, or Intergovernmental Personnel Agreement).

**[Note]:** Less common unfunded agreements like MTA, MOU, NDA, or Data Use Agreements have slightly different questionnaires. If you're unsure about any of the associated questions, either contact Josh or our ORA Contract Administrator.

Question	Note(s)
1. Is this a pre-proposal submission?	Typically "No". A pre-proposal only needs to be routed to ORA via KR if the RFA explicitly requires it.
2. Is this a MPowering the State (MTS) proposal?	Typically "No", but we do at times partner with UMB (Baltimore, not Baltimore County). Answering "Yes" will trigger a <b>required additional unit</b> for the PI(s)/Co-PI(s) in the Key Personnel section (1420301, 0% credit split) and an <a href="#">MPowering the State</a> letter in the Attachments > Internal section.
3. Is part of this project to be subcontracted to another organization?	"Yes" if applicable, and enter the institution names in the text box (if many enter "See Other Organizations section"). This will trigger a <b>required entry in the Other Organizations</b> section.
4. Is any of the UM portion of this project to take place off-campus for a minimum of 3 consecutive months?	"Yes" will trigger a <b>required entry in the Performance Site Locations</b> tab.
5. Does this project require work at a UMD Research Farm?	"Yes" will trigger a <b>"Lab/Safety" Compliance flag</b> .
6. Does this project require fieldwork? Field work includes all off-campus urban and remote settings not associated with another institution or UM Research Farm.	"Yes" will trigger a <b>"Lab/Safety" Compliance flag</b> .
7. Are there additional resources (space, operating or equipment funds, utility service) required to conduct this project over and above those already budgeted for or approved by your department?	You might think this "Yes", but it is always "No".
8. Will this project involve the construction or renovation of a Biosafety Level -2 (BSL-2) or BSL-3 laboratory?	Typically "No"
9. Will this project require the significant alteration chemical fume hood, laboratory local exhaust system, electrical, plumbing, or building structure?	Typically "No"
10. Does this proposal include administrative support costs such as administrative/clerical salary and/or office supplies/communication costs? If yes, proposal budget must include explicit justification of these costs in accordance with UMCP Policy VIII-10.40(A).	You might think this "Yes", but it is always "No".
11. Does the proposal include a tuition or fee waiver on academic year, winter term, or summer programs? If yes, documentation of approval from the Office of Provost, Dean for Undergraduate Studies, or Office of Summer & Winter Terms must be provided with the proposal.	You might think this "Yes", but it is always "No".
12. Does this project offer courses for credit?	You might think this "Yes", but it is always "No".
13. Is there a real or potential conflict of interest in connection with this work or this sponsor (including consulting) involving a University of Maryland employee, as defined by the <a href="#">University of Maryland Policies and Procedures II-3.10(A)</a> or <a href="#">II-3.10(B)</a> ( <a href="https://research.umd.edu/coi">https://research.umd.edu/coi</a> )? If yes, a disclosure form must be completed and submitted in accordance with these procedures.	Typically "No".  "Yes" will trigger a <b>"Conflict of Interest" Compliance flag</b> .

14. Are any export controls, physical or IT security requirements, restrictions on publications, or use of foreign nationals indicated in the solicitation or in discussions with the sponsor?	Typically “No”. “Yes” will trigger a “Export Control” Compliance flag.
15. Are there technologies involved in this project which are likely to have a military application or other applications which could be considered to have national security implications?	Typically “No”. “Yes” will trigger a “Export Control” Compliance flag.
16. Will this project involve the shipment of materials outside of the US?	Typically “No”. “Yes” will trigger a “Export Control” Compliance flag.
17. Will this project require collaboration with any foreign entity?	Typically “No”. “Yes” will trigger a “Export Control” Compliance flag.
18. Will this project involve any information which may not be released to the public without sponsor approval? This may include, but is not limited to, sensitive research results, data sets, proprietary information, trade secrets, publications, and export-controlled information.	Typically “No”. “Yes” will trigger a “Export Control” Compliance flag.
19. Will this project include using human subjects?	Typically “No”
20. Will this project include using vertebrate animals?	Typically “No”
21. Will radioactive materials (H-3, C-14, P-32, etc.) be used in this project?	Typically “No”
22. Will devices which produce ionizing radiation (x-ray units, electron microscopes, particle accelerators, etc.) be used in this project?	Typically “No”
23. Will a source of non-ionizing radiation (lasers, infra-red devices, ultraviolet devices, radio frequency devices, other electromagnetic devices, and/or microwave devices) be used in this project?	Typically “No”. “Yes” will trigger a “Radioactive Materials – NON-IONIZING” Compliance flag.
24. Will this project use biological materials? recombinant or synthetic nucleic acids; human pathogens; biological toxins; human blood; unfixed human tissue; human cell culture; unfixed tissue from non-human primates.	Typically “No”. “Yes” will trigger a “Biological Materials” Compliance flag.
25. Will this project require the use of one or more of the following select toxins: e.g. Abrin; Botulinum neurotoxins; Short, paralytic alpha conotoxins; Diacetoxyscirpenol (DAS); Ricin; Saxitoxin; Staphylococcal enterotoxins (Subtypes A, B, C, D, and E); T-2 toxin; Tetrodotoxin?	Typically “No”
26. Will this project require the use of chemicals? If this project includes the use of chemicals, a Chemical Hygiene Plan and training is required.	“Yes” will trigger further questions and a “Chemicals” Compliance flag.
a. Will this project require the use of toxic or pyrophoric gases? Toxic gases have NFPA health hazard ratings of 3 or 4, or a rating of 2, if the gas lacks physiological warning properties. A pyrophoric gas is defined as having an autoignition temperature in air at or below 130F (54.4C)	Typically “No”
b. Will this project require the application of registered pesticides by UMD personnel?	“Yes if any UMD project personnel will be applying pesticides. Strangely, this does not trigger a Compliance Flag.
c. Will this project require the use of controlled substances?	Typically “No”
d. Will this project require the use of explosive materials (as defined by the US Department of Alcohol, Tobacco & Firearms)?	Typically “No”
27. Will this project require the shipment or transfer of chemical, biological, or radioactive materials off-campus?	Typically “No”
28. Will this project require the use of a respirator by research personnel due to an airborne hazard not managed by engineering controls (e.g., use of chemical fume hood)?	Typically “No”
29. Will this project require SCUBA diving?	Typically “No”
30. Will this research require the use of boats?	Typically “No”

**Note:** Once the Questionnaire is complete, it’s a good idea to run KR’s “Data Validation” so you know which Compliance Flags are in play.

- Click the “Data Validation” link in the top/middle of the screen. There should be “(off)” next to it.
- Click the red **[Turn On]** button.

- A list of items to be fixed will appear. Look specifically for items related to Compliance and make a note of them.
- Turn “Data Validation” off by clicking the now green **[Turn Off]** button. **[Note]:** *Leaving it on will slow down KR and give error messages in any module you haven’t completed yet, which is annoying.*

Click the blue **[Save and Continue]** button at the bottom of the screen to move to the next module, or click the **[Close]** button at the bottom of the screen, and click **[Yes]** in response to whether you would like to save the document before closing. *Do not simply close the browser window!*

## Compliance

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Based on your responses to the Questionnaire section and the result of the “Data Validation” run, you may need to enter compliance items in this section. If so:

- Click the [\[+ Add compliance entry\]](#) button.
- Click the drop-down arrow to the right of “Type” and select the appropriate compliance type.
- Click the drop-down arrow to the right of “Approval Status” and select the appropriate status.
- Enter any comments in the “Comments:” field as appropriate.
- Click the [\[Add Entry\]](#) button.

The follow are typical compliance situations for ENTM:

- **Chemicals involved:** Type = Chemicals; Status = Approved. All ENTM labs have approved chemical safety plans. No additional documentation is required.
- **UMD Research Farms involved:** Type = Lab/Safety; Status = Approved. All ENTM labs have approved lab/field research safety plans. No additional documentation is required.
- **Fieldwork is involved:** Type = Lab/Safety; Status = Approved. All ENTM labs have approved lab/field research safety plans. No additional documentation is required.
- **Senior/Key Personnel have a Conflict of Interest with the sponsor:** Type = Conflict of Interest; Status = depends on the conflict. Use the “Comments:” field as appropriate. No additional documentation is required, unless requested by ORA.
- **Sponsor restricts the release of information, anything is being shipped out of the US, you are collaborating with a foreign entity, etc.:** Type = Export Control; Status = depends on the situation. Use the “Comments:” field as appropriate. No additional documentation is required, unless requested by ORA.
- **Biological materials are involved:** Type = Biological Materials; State = Approved. Use the “Comments:” field as appropriate. You will need to add approved IRB/IBC protocol documentation in the Attachments > Internal section.
- **Non-ionizing Radiation in the form of a blacklight is involved for gel imaging:** Type = Radioactive Materials – NON-IONIZING; Type = Approval not required. Enter what you are using the blacklight for into the “Comments:” field. No additional documentation is required.

Click the blue [\[Save and Continue\]](#) button at the bottom of the screen to move to the next module, or click the [\[Close\]](#) button at the bottom of the screen, and click [\[Yes\]](#) in response to whether you would like to save the document before closing. *Do not simply close the browser window!*

## Attachments

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[Proposal \[Ignore\]](#)

[Personnel \[Ignore\]](#)

[Abstracts \[Ignore\]](#)

### Internal

#### What attachments need to be here:

- All KR proposals must have the following attachments, in no particular order:
  1. **The sponsor's solicitation/RFA/RFP/FOA**, whatever you want to call it. If the policy/guidelines on indirect costs are not in the solicitation, you will need to find and attach it separately. If you received the policy in the body of an e-mail, *it needs to be from the sponsor, i.e.*, for cooperative agreements, the e-mail can't be from the cooperating principle investigator.
  2. **Two ORA/SPA Placeholders**, which are basically blank PDF documents. You can download Josh's versions of these here ([KR Resources](#)).
  3. **Excel budget spreadsheet**: Formulas should be used throughout, and all values should be rounded. Percent effort, salary, fringe benefit, etc. calculations should be clear.
  4. **Budget justification**, unless it is part of the proposal narrative, which is more common for "smaller" sponsors and USDA cooperative agreements.
  5. **Other sponsor-specific proposal documents**: For more complex proposals, it is easier to combine documents by type (instead of attaching each document), *e.g.*, combine the biosketch, conflict of interest, and current & pending documents into a PDF called "PersonnelDocs\_All\_PILastName", and combine the project summary, project narrative, bibliography, etc. into a PDF called "ProposalDocs\_All\_PILastName".
    - **[Note]**: If the proposal is being submitted through a sponsor-specific portal (granst.gov, research.gov, etc.), there are other elements to the proposal, *e.g.*, the SF424, R&R budget form, etc.; however, these *do not* need to be uploaded to KR.
  6. **If subawards are involved**, attach their Excel budget spreadsheet and a separate PDF that includes the subrecipient commitment form, statement of work, etc. called something like "SubawardPackage\_InstitutionInitials\_SubawardPILastName".
  7. **Other UMD administrative documents**: This might include an MPowering the State letter, cost share memo, routing memo to our Contract Administrator, etc.

#### Adding/Removing/Updating Attachments:

- Click the "Internal" tab.
- You have two options for adding attachments:
  1. **To add an individual file**:
    - Click the [\[+Add\]](#) button, and select the appropriate file "Type":
      - *UM – Other Internal Docs*: For any documents that ORA requires but do not go to the sponsor, *e.g.*, a sponsor indirect cost policy not included in the solicitation to justify a lower indirect cost rate.
      - *UM – Department Budget*: Every proposal must include an Excel budget, regardless of whether it is required by the sponsor.
      - *UM – Abstract (ignore)*
      - *UM - Funding Opp/BAA*: For the sponsor's solicitation/RFA/RFP/FOA, whatever you want to call it.
      - *UM - ORA/SPA Placeholder*: Two of these should be uploaded for each proposal ([KR Resources](#)).



- *UM - Complete Proposal*: For proposals that are not being submitted through a sponsor’s official submission portal, ORA prefers that all of the proposal documents be converted to PDF (including the Excel budget spreadsheet) and combined into a single file.
- *UM - Subrecipient Documentation*: Use only for subrecipient documentation like the Subrecipient Commitment Form, Statement of Work, Excel budget, budget justification, etc.
- *MIT Cost-Sharing Documentation* (ignore)
- *MIT F&A Under-recovery Distribution* (ignore)
- *Other Institutional Attachment*: For documents that don’t fit any of the other types and should go to the sponsor.
- *1<sup>st</sup> Institutional Attachment* (ignore)
- *2<sup>nd</sup> Institutional Attachment* (ignore)
- *UM – CCT Generated Invoice* (ignore)
- *UM – Scope of Work for Nonmonetary Agreements*: Provides ORA with a brief, basic understanding of the related activities. ORA's ability to have upfront knowledge of the related activities is helpful when negotiating language in agreements related to topics such as export compliance, data and use rights, and intellectual property ownership.
- Select the appropriate file “Status”: ORA will not review proposals in KR until all of the documents are marked as “Final”. Be careful not to mark them as such until they are 100% final. Until then, mark them as “Draft”.
- Enter a description, but only if it adds meaningful information about the attachment.
- Click the **[Choose File]** button and find the file you’re looking for.

**2. To add files in bulk:**

- Make sure all of the files you want to upload are in one folder.
  - Click the **[Upload & Add]** button, and select all of the files you want to upload.
  - The individual files will appear in KR as separate attachments.
  - Choose the appropriate Type and Status, and enter a description as applicable.
- If you need to update an attachment, you also have two options:
    1. Click the little trashcan icon on the far-right side of the line item and upload the updated file. Once you route the proposal, the trash can icon will not be visible anymore, so only the next option will be available.
    2. Click the **[Details]** button on the far-right side of the line item under “Actions”. Here you can update the file Type, Status, and Description as needed and then upload the new file. It will overwrite the existing file in the same attachment line item.

**Notes [Ignore]**

Click the blue **[Save and Continue]** button at the bottom of the screen to move to the next module, or click the **[Close]** button at the bottom of the screen, and click **[Yes]** in response to whether you would like to save the document before closing. *Do not simply close the browser window!*

## Budget

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- **[NOTE]:** *Don't do this until you have finalized your project dates!*
- Click the **[+ Add Budget]** button off to the far-right.
- Enter a Budget Name. This can be anything, because ORA doesn't care. I typically enter "Summary Budget – Version 1".
- Select "Start a summary budget", and click the **[Create Budget]** button.
- *There is a lot here, but you will use very little of it.* Only enter/do the following:
  - There should be a line item for each project year. Enter the project year Total Direct Costs in the "Direct Costs" box and the project year "Total Indirect Costs" in the F&A Cost box. When you've done this for each project year, click the **[Recalculate with changes]** button in the upper right.
  - Verify that the "Total Sponsor Cost" boxes for each project year are correct and the totals for each of those three columns are correct. If not, make the adjustments to the "Direct Cost" and "F&A Cost" boxes and then click the **[Recalculate with changes]** button again.
  - If you change your project dates at any point, you will need to come back to this module and click the **[Reset to Period Defaults]** button and re-enter all of the "Direct Cost" and "F&A Cost" boxes.
- You can ignore literally everything else! If cost sharing is involved, however, see below.
- Once the numbers look good, click the **[Complete Budget]** button at the bottom.
- Check the box next to "Is this budget ready to be submitted to the sponsor?" and click **[OK]**.
- The budget is now final. Click the **[Return to proposal]** button at the top of the left-hand budget menu options.
- The budget you just created and finalized will now be highlighted in **green** and you will see "(for submission)" below the budget name.
- If you need to make changes to the budget after it has been marked for submission:
  - Click the **[Action]** drop-down button on the far-right of the budget line.
  - Click "Mark Budget Incomplete", click **[OK]**, click the **[Action]** drop-down button again, and click "Remove from Submission".
  - You can now go back into the budget and make any necessary changes.

### If cost sharing is involved:

- In the summary budget, enter the amount of cost share for each year under the "Cost Sharing" column.
- Click the **[Save]** button at the bottom of the screen, at which point a new item will appear in the left-hand budget menu options.
- Click the "Institutional Commitments" menu item and select "Cost Sharing"
- For each project year:
  - Enter the appropriate percentage in the "Percentage" column
  - Enter "ENTM" in the "Source Account" column
  - Enter 1303301 in the "Unit Details" column
- Click the **[Save]** button at the bottom of the screen.
- You will need to add a "Cost Share Memo" to the Attachments > Internal section. **Contact Bill Katsereles for guidance on drafting the memo.** The memo will need to be reviewed and signed by the Department Chair before adding to KR as an attachment.

Click the blue **[Save and Continue]** button at the bottom of the screen to move to the next module, or click the **[Close]** button at the bottom of the screen, and click **[Yes]** in response to whether you would like to save the document before closing. *Do not simply close the browser window!*

### Who should be added here?

- It is a good idea to add at least the PI here, because they will then receive notifications as the proposal moves through the approval pipeline. Other Co-PIs may want to be assigned this role as well. **[Note]:** *Anyone added here will get e-mails any time the lead KR user takes any action or when the proposal is approved on its way to ORA for final review/submission. So, if you add people here, make sure to let them know what they should/should not pay attention to. For the most part, they can ignore everything.*
- When there are non-ENTM UMD Co-PIs involved in the proposal, you should assign the Chair of their department to the “Viewer Document Level” role. Their Chair does not have KR approval rights; however, it is a courtesy to allow them to review proposals from their personnel.

### Adding Permissions:

- Click [\[Add User\]](#)
- Enter the Last Name and First Name, and click [\[Continue\]](#).
- Click the circle to the left of the individual’s name, click [\[Continue\]](#).
- Select “Aggregator Document Level” (or Viewer Document Level” for non-ENTM Chair’s) and click [\[Add Permission\]](#).

Click the blue [\[Save and Continue\]](#) button at the bottom of the screen to move to the next module, or click the [\[Close\]](#) button at the bottom of the screen, and click [\[Yes\]](#) in response to whether you would like to save the document before closing. *Do not simply close the browser window!*

**Supplemental Information**

KR Item	What to Enter	Notes
Admin Costs Included:	Select "Not included (or XX account) – Not included (or XX account)"	You might think this should be "Yes", but it is always "No".
Budget Contract Email:	Enter the e-mail of the person who prepared the budget and entered it into this KR proposal	
Budget Contact Name:	Enter the name of the person who prepared the budget and entered it into this KR proposal	
Budget Contact Phone:	Enter the phone number of the person who prepared the budget and entered it into this KR proposal	
COVID-19:	Select "No"	You might think this should be "Yes", but it is always "No".
Created By:	Ignore	Ignore
Creation Date:	Ignore	Ignore
IDC Rate:	Enter the Indirect Cost (Overhead) rate	This must exactly match the rate used in the Excel budget spreadsheet. Do not include the % sign.
IDC Rate Type:	Select the option that best suits the particular proposal situation	<p><b>MTDC – Modified Total Direct Costs:</b> Select this if you are using one of UMD’s federally negotiated indirect rates, even if there are no modifications to the Total Direct Cost (TDC) base and you are effectively applying the indirect rate to the TDC.</p> <p><b>TDC – Total Direct Costs:</b> Select this if you are not using one of UMD’s federally negotiated indirect rates.</p> <p><b>Other-Use Only with 0% - Other Direct Costs – Zero Percent Only:</b> Select this either if (a) the sponsor does not allow indirect costs; (b) you are submitting a pre-proposal that does not require a detailed budget; or (c) the proposal is an unfunded agreement type (MOU, NDA, MTA, etc.)</p>
IDC Reason:	Select the option that best suits the particular proposal situation	<p>There is an option for each of UMD’s federally negotiated indirect rates. Otherwise:</p> <p><b>On Campus Written Sponsor Policy:</b> Select this if (a) you are using something other than one of UMD’s federally negotiated indirect rates; (b) the sponsor does not allow indirect costs; or (c) you are submitting a pre-proposal that does not require a detailed budget.</p> <p><b>On Campus Non-Monetary Agreement:</b> Select this either if the sponsor does not allow indirect costs or if</p>

		the proposal is an unfunded agreement type (MOU, NDA, MTA, etc.)
NSPIRES USERNAME:	ignore	ignore
Pick up contact name:	ignore	ignore
Pick up contact phone:	ignore	ignore
Sponsor Contact Name:	Enter the sponsor contact name	
Sponsor Email:	Enter the sponsor contact e-mail	
Sponsor Phone:	Enter the sponsor contact phone	

Click the blue [\[Save and Continue\]](#) button at the bottom of the screen to move to the next module, or click the [\[Close\]](#) button at the bottom of the screen, and click [\[Yes\]](#) in response to whether you would like to save the document before closing. *Do not simply close the browser window!*

## Summary/Submit

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- This section allows you to review the proposal horizontally in one screen. If anything looks weird/incorrect, you'll need to return to the individual sections.
- If everything looks good, click the [\[Submit for Review\]](#) button at the bottom.
  - **[Note]:** If for any reason you want to close the proposal from this screen before clicking the [\[Submit for Review\]](#) button, make sure you click the [\[Close\]](#) button and not the [\[Cancel Proposal\]](#) button!
- You'll note that a few things about this screen have changed once you click the [\[Submit for Review\]](#) button.
  - The [\[Submit for Review\]](#) and [\[Cancel Proposal\]](#) buttons have been replaced with [\[Send Adhoc\]](#) and [\[Recall\]](#) buttons, respectively. See below.

### Now what happens?

- The proposal has now moved to the Department Chair's review/approval queue. When the Department Chair approves the proposal, you will receive an e-mail confirming that the action has been taken. You will also see in the KR Dashboard that the proposal has moved from the "Proposals not routing" card to the "Proposal workload assignments" card.
- Once the Department Chair approves the proposal, it will then automatically move to CMNS Dean's Office for review/approval of the budgetary materials. The CMNS administrator (either Arlene Manguiat or Stephanie Peters) will *only* review the budget, budget justification, and draft project summary/narrative. If everything looks good, they will forward it on to our Contract Administrator (CA) in ORA for full review.
  - You *will not* get an e-mail from the KR system when this has occurred! If the "Current Request(s)" has changed to "Frankenfield, Jill A." in the "Proposal workload assignments" card, you know that it is now with our CA in ORA.

### A note about timing:

- You should complete the initial routing *at least 1 full week before the sponsor's deadline*. At this stage, you would only route the final budgetary materials (including for subawards), along with a draft of the project summary or project narrative and drafts/placeholder files for all of the other proposal elements.
- *No less than 24 hours before the sponsor deadline*, you should make sure that all of the files in KR (and the sponsor's submission system, if applicable) are final and marked as such and then send an e-mail to our CA to let them know that the proposal is ready for review and submission. If there are any details about the proposal that they need to know, you would include those in that e-mail (you could have also included them as a "routing memo" in the Attachments > Internal section).
  - **The sooner you complete this final step, the more time our CA has to thoroughly review your proposal!**

**If you have to make changes to the proposal** (either because our CA asked you to or otherwise), you have two options:

- Recalling the proposal (budget problems, missing attachments, Key Personnel/certification, and questionnaire/compliance problems):
  - In the Summary/Submit section, click the [\[Recall\]](#) button and add a brief note. The note you enter here will then be logged under Attachments > Notes.
  - Close the proposal using the [\[Close\]](#) button and return to the proposal from either the KR Dashboard or Search.
  - Once your changes/updates are complete, the routing process is the same as above.
  - Once you have clicked the [\[Submit for Review\]](#) button to re-route the proposal, you should write a brief e-mail to Arlene Manguiat ([arlenet@umd.edu](mailto:arlenet@umd.edu)) and Stephanie Peters ([speters@umd.edu](mailto:speters@umd.edu)) to notify them that the proposal is re-routing.
- Data Override:
  - Click the pencil tip icon ("Data Override") in the upper right-hand corner of the screen.
  - Click the drop-down arrow in the "Field to Edit" field, and choose among available items.
  - The "Current Value" will appear and you can then enter the "New Value". Enter comments as appropriate and then click the [\[Create Override\]](#) button.
  - A "Send Notification" dialogue box will open. Simply click the [\[Cancel\]](#) button.

