4.2 **HOW DO I CREATE, APPROVE OR VIEW PROPOSALS**

4.2.1 **CURRENT PROPOSAL LIST**

This screen allows researchers to search for proposals or create official proposals (blank or copy). Search results are filtered based on security settings and only displays proposals that the current user has access to.

The current user must be one of the following cases:

1. Is Principal Investigator (PI) of the proposal.
2. Has “Researcher Administrative Assistant” role and is designated as PI delegate in PI’s “My Settings”.
3. Has “Researcher Reviewer” role and is granted access to the proposal’s lead organization/center/admin organization or its ancestor organization.
4. Has “Researcher Reviewer” role and is granted access to PI of the proposal.

4.2.2 **PROPOSAL COMPLIANCES**

Proposal compliance items that need to be completed will appear in the Principal Investigator’s To-Do listing on the home page.
Click the ‘Proposal Compliance’ hyperlink to navigate to your work list to view the associated items that need completion. Click the description hyperlink to open the proposal compliance screen.

The “Compliance Items List” lists all compliance items that must be designated as either being applicable or not-applicable to the proposal. The default value for each item is null.

The “Value” column contains a Yes/No Radio Button which is used to indicate either:

- Yes – this compliance item applies to this proposal
- No – this compliance items does not apply to this proposal

The required additional data button is enabled whenever you select Yes for a compliance item that needs additional information entered. For example, if you select Yes for item “Animals (Vertebrates)”, the Edit button will become enabled.

Click the complete (Complete) icon when done to remove the item from the home page To-Do list.
4.2.3 PROPOSAL REPORTING CODE

Proposal reporting codes that need to be completed will appear in the Principal Investigator’s To-Do listing on the home page.

Click the ‘Proposal Reporting Code’ hyperlink to navigate to your work list to view the associated items that need completion. Click the description hyperlink to open the proposal reporting code screen.

This screen is used by Proposal Administrators and Principal Investigators to maintain National Science Foundation (NSF) and Texas Higher Education Coordinating Board (THECB) reporting code data.

Research and development (R&D) is creative work conducted systematically to increase the stock of knowledge (research) and to use this stock of knowledge to devise new applications (development).

1. Research is systematic study directed toward fuller scientific knowledge or understanding of the subject studied (reference OMB Circular A-110, subpart A, section 2.15.2 definition A.2dd).

2. Development is systematic use of knowledge or understanding gained from research, directed toward the production of useful materials, devices, systems, or methods including design and development of prototypes and processes (reference Circular A-110, subpart A, section 2.15.2 definition A.2dd).

Research and Development (R&D) also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function (reference OMB Circular A-21, B.1.b).

Activities that do not meet the definition of R&D may include:

a) instructional activities that are part of the institution’s instruction program;

b) public service and extension services for the benefit of groups external to the institution – grants for non-instructional public service activities established as the result of cooperative extension efforts; public broadcasting services. Texas A&M AgriLife Extension proposals are considered “other sponsored activities.”

c) student services – grants to support student activities, cultural events, student publications, admissions office, registrar’s office, student financial aid administration, student health service;

d) scholarships and fellowships – awards for students (This does not include faculty fellowships or research fellowships awarded to graduate students – they should be coded as “research.”);
e) operations and maintenance – grants for capital projects such as the airport, facilities, construction projects

The THECB Character of Work section covers three activities defined below—basic research, applied research, and development.

a) 4A = Basic research is undertaken primarily to acquire new knowledge without any particular application or use in mind.

b) 4B = Applied research is conducted to gain the knowledge or understanding to meet a specific, recognized need.

c) 4C = Development is the systematic use of the knowledge or understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes.

The THECB Selection Process covers two areas defined below – peer reviewed and other.

a) 5A = COMPETITIVE, PEER-REVIEWED – Proposal is submitted to sponsor and will be competitively reviewed and evaluated with other submissions before an award is made.

b) 5B = NEGOTIATED OR OTHER – Funding or contract has been awarded to PI without competitive submission of proposal and review by the sponsor.

The THECB areas of special interest section is intended to provide information on expenditures in areas of special interest to the public. You should only complete this section if your research is for one of the areas listed. Special Interest area will not apply to all proposals.

Click the complete (Complete) icon when done to remove the item from the home page To-Do list.

4.2.4 APPROVING PROPOSALS

Proposals awaiting approval will appear in the Principal Investigator’s Documents For Approval listing on the home page.
Click the ‘Proposal Routing’ hyperlink to navigate to your work list to view the associated proposals that need approval. Click the description hyperlink to open the proposal review screen. Review the proposal information by scrolling down to view each section of information.

**General Info**

Displays proposal general information including:

- Title
- Sponsor
- Principal Investigator
- Lead Organization
- Administrative Organization
- Project Begin and End Dates
- Total amount requested
- Indirect Cost Information
- Checkbox indicators to denote if Cost Sharing, Budget Split, IDC Waiver, Compliance Issue, Conflict of Interest, or Subrecipient Items exists on the proposal
- Proposal Administrator contact information

**Personnel**

Displays proposal personnel such as Principal Investigators, Co-Investigators, Other Personnel, etc.

**FCOI Status**

Displays financial conflict of interest information for applicable proposal personnel.

**Compliance**

Displays any compliance items associated with the proposal.

**Routing Package**

Hover your mouse over the Document and click the document name to open the routing package.

**IDC Waiver Request**

Displays IDC Waiver information such as Sponsor, IDC rate allowed, IDC rate requested, etc. if applicable. *Note that this menu item only appears if there is an IDC waiver request associated with the proposal*
Budget Split

Displays budget split among System Member and Department if applicable. *Note that this menu item only appears if there is a budget split associated with the proposal.*

Cost Sharing

Displays cost sharing information if applicable. *Note that this menu item only appears if there is cost sharing associated with the proposal.*

Subrecipient

Displays subrecipient information if applicable. *Note that this menu item only appears if there are one or more subrecipients associated with the proposal.*

Reporting Code

Displays NSF and THECB reporting information.

Routing History

Displays routing history information. Click on Routing Status hyperlink to see more information for a particular route.

Notes

Display all notes associated with the proposal. Any user who has security access to the proposal may create a note. Notes are viewable by all users who have view security access to the proposal.

Routing Action

This is where the routing approver approves the proposal by clicking on the Approve icon located on the bottom left of the screen.