

DEPARTMENT ADMINISTRATOR'S

QUICK REFERENCE GUIDE

"GUR" SUBMISSIONS

Critical Dates

November 8, 2013	Full proposal due to Department Chair via PeopleSoft (PS) and FIN Proposal Approval Summary webform (PAS)
November 22, 2013	Chair's recommendation Due to Applicable Dean
December 6, 2013	Full proposal due to Research Office via PeopleSoft (PS) and Approved PAS webform (Please follow proposal manual for set up clarification and webform approvals)
December 6, 2013	College Overview of Submissions Worksheet from Applicable Dean Due via email to research-gur@udel.edu
December 13, 2013	Email Acknowledgement from the Research Office of Receipt of Proposal and C&G Admin. Review
December 20, 2013	Final Faculty Submission into the GUR Reviewer Database (login instructions and url will be sent to faculty in email acknowledgement sent Dec. 13)
March-April 2014	Awards Announced
June 2014	Funding available June 1, 2014

Initial Steps

1. Ensure that you have access and understand how to enter a proposal through UD's Grants Management System, [People Soft \(PS\)](#), and route approvals through [FIN Proposal Approval Summary \(PAS\) webform](#).
 - Guidance for using UD's Grants Management System is available at <http://www.udel.edu/research/training/peoplesoftgrants.html> and by contacting your department's assigned Contract & Grant Specialist in the Research Office.
 - To find your C&G, simply go to www.udel.edu/research:
 - *Click on For Researchers*
 - *Click on Staff Directory*
 - *Select your Department by scrolling down the right-hand blue box*
2. Read the [GUR Grant Guidelines and Application](#) and [Frequently Asked Questions](#) carefully for key information.
 - A training session entitled "UD as a Sponsor" will be offered to Department research administrators on Wednesday, September 18, 2013 who would like a refresher regarding internal funding opportunities (including the UDRF and GURs) and how they may assist faculty in processing proposals for internal funding. This session was originally offered at the 2013 Research Administrator Conference session. See [Research Office Training website](#) for registration.

3. **Reach out to your faculty** to ensure everyone interested in applying understands the need to electronically submit their GUR proposals through **two separate systems**.
- First, through PS and PAS webforms
 - And then again through a website link that will be provided by the Research Office. This link will give them access and instructions for uploading the full proposal into the Reviewers' Access Database.
 - Ensure that faculty applying have keywords associated with their employee profile. These are required for the PS proposal record and can be added to their professional profile by using HR Employee Demographic Data (EDD) webform.
 - Ensure faculty has a Conflict of Interest Disclosure Form initiated (use the Conflict of Interest Disclosure Form).
 - Further guidance is available at <http://www.udel.edu/research/preparing/conflict.html>.
 - Assist faculty with preparing the GUR line item budget and justification (Attachment 1) following the template provided.
 - **Typical maximum- \$6,000** but exceptionally well justified proposals could be considered at higher amounts based on individual merit
 - Supports such costs as:
 - ✓ Technical assistance
 - ✓ Equipment
 - ✓ Supplies
 - ✓ Travel
 - ✓ Graduate student research assistant stipends plus fringe benefits
 - ✓ Faculty summer stipends (*fellowships- no fringe benefits*)
 - Maximum budget allocation for salaries is \$5,000
 - Please note: **Cost sharing is not required**
 - Project duration= 24 months (*June 1, 2014- May 31, 2016*)
4. **Reach out to your chairs** to ensure he/she understands that all proposals will be electronically submitted. **Chairs will receive and approve all proposals through the PAS webform.** Chairs should continue to provide recommendations to the Dean's Office via college specific standard procedures.

5. **GUR- PeopleSoft Proposal Development**

- Prior to entering proposals into PS, please review proposals to ensure faculty compliance with the Guidelines paying particular attention to formatting, page and section limits and budget requirements.
- Enter proposal into UD Grants System (follow steps in the proposal manual and tips provided below).
- Initiate a proposal approval summary (PAS) webform and route to appropriate individuals as per standard UD operating procedures and proposal guide.
 - *Routing of PAS is to include PI, Department Chair, College Dean and Office of Sponsored Programs.*

Tips:

- ✓ Sponsor ID: 0921
- ✓ Purpose: RSCH6- University Sponsored Research
- ✓ Budget (See Attachment 1 of GUR guidelines for details of budget categories):
 - Requested amount entered as direct costs
 - Applicable cost share entered from department and/or college

- Cost share is not required.
- F&A Pricing Setup
 - Choose Industrial Research On Campus for the rate type and overwrite the F&A rate to zero
- 1% effort is not required as cost share for PIs.

6. GUR- PeopleSoft Award Instructions

- If awarded amount is different than proposed, please create your F101 version of proposal to reflect the awarded budget. This must be done prior to release of project code by the Research Office.
 - Provide faculty assistance for purchases using standard UD transaction processing.
 - Office supplies may be purchased through UD Blue Hen Market
 - Travel may be arranged through Egencia
 - Salary may be paid using an S-contract
- Requests for reallocation of expenses and/or no cost extension may be submitted to research-gur@udel.edu by the faculty member cc'ing the Dept. Admin. and C&G. All requests must be justified. (Please see [FAQ](#) for further guidance.)

7. Award Closeout

- Faculty are required to submit a final report available at <http://www.udel.edu/research/preparing/documents/gur-final-report-template.docx> on the project to research-gur@udel.edu no later than 90 days after the end of the grant.
- Financial closeout will be conducted following the timeline and procedures outlined in the Research Office Grants Management Guide. ([See Closing the Award](#))

Department Administrator Checklist for GUR & UDRF Grants

Adherence to Proposal Guidelines

- ☐ Font size and style is correct (Font: _____)
- ☐ Margins are correct (Margin size: _____)
- ☐ All sections are completed and within length limits (Notes: _____)
- ☐ Total page limit is not exceeded (Limit: _____)
- ☐ Relevant Publications list conforms to MLA/APA citation formatting
- ☐ Budget is within established limits (Budget notes: _____)
- ☐ Budget uses the provided template and is presented in a clear, concise manner
- ☐ Budget includes only allowable expenses
- ☐ *GUR only*: Previous GUR grant results provided; if no prior GURs, type “Not Applicable” in section titled RESULTS OBTAINED ON PREVIOUS GUR GRANTS
- ☐ *GUR only*: Previous GUR grant results have been reported in the Final Report.
- ☐ *GUR only*: Concurrent proposal(s) to external sponsor(s) on the same topic provided, if applicable

Preparing the Proposal Document for Submission

- ☐ Delete page 1 (the cover page from the Research Office)
- ☐ *UDRF only*: Delete Attachment 2 (Final Report)
- ☐ *GUR only*: If the faculty member has previous GUR grant results to include:
 - At the bottom of Attachment 1 (Budget), insert a page break, type “Attachment 2: Previous GUR Grant Results” in bold font at the top of the page.
 - Copy & paste text from the faculty member’s previous GUR grant results.
 - Within the GUR application, in the section titled RESULTS OBTAINED ON PREVIOUS GUR GRANTS, type “See Attachment 2”.
- ☐ *GUR only*: If the faculty member has a concurrent external proposal to include:
 - At the bottom of Attachment 2 (or Attachment 1 if there were no previous GUR results to include), insert a page break and type “Attachment 3” in bold font at the top of the page.
 - Copy & paste text from the faculty member’s concurrent external proposal(s). Format text as necessary.
- ☐ Fix pagination if necessary
- ☐ Save the document as a PDF

PeopleSoft Entry and Web Form Routing

- ☐ Verify that the faculty member has appropriate keywords associated with their profile. Use the EDD web form to add keywords if necessary. NOTE: Check keywords early so there is time to complete the EDD prior to deadline.
- ☐ Verify that the faculty member has submitted a Conflict of Interest Disclosure web form
- ☐ Follow steps in PeopleSoft Proposal Manual using the following information:
 - Sponsor ID: (0921 for GUR; 02910 for UDRF)
 - Purpose: (RSCH6 – University Sponsored Research for GUR; RSCH4 – Foundation Research for UDRF)
 - Period: June 1 – May 31
 - Requested budget amount entered as direct costs
 - Applicable cost share entered from department and/or college
 - F&A Pricing Setup: Rate Type is Industrial Research On Campus; overwrite the F&A rate to \$0
 - No 1% effort required as cost share for PIs
- ☐ Initiate Proposal Approval Summary web form and route to PI, Department Chair, College Dean or Associate Dean, and Office of Sponsored Programs