

***SIMS Web-Based
Data Entry Manual
For OSP Users***

***SIMSreports
and
SIMSbudgets***


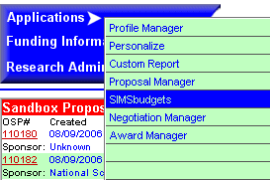

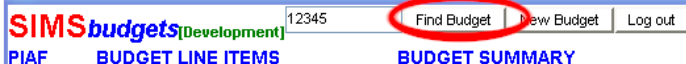
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SIMS Documentation - Organization

<p>Overview:</p>	<p>This document is intended for OSP staff and users in other offices that have the ability to do data input. It assumes that you have reviewed the <i>SIMSreports</i> Users Manual and available <i>SIMSBudgets</i> documentation. Please have your computer set appropriately as outlined in that document. This document only addresses input procedures; other <i>SIMSreports</i> and <i>SIMSBudgets</i> features are outlined in the User's Manual and other documentation.</p> <p>NOTE: Note that what was referred to just "SIMS" previous will now be referred to as <i>SIMSreports</i>.</p> <p>Although there are several ways to access Proposal, Negotiation, and Award managers in SIMS, this document will access these modules from the log-on page. Other ways to access these modules are outlined</p>
<p>Sections of the Manual</p>	
<p>SIMS Navigation</p>	<p>This manual covers entering proposals via <i>SIMSBudgets</i> and the four modules in <i>SIMSreports</i> that allow user input – Proposal Manager, Negotiation Manager, and Award Manager. List Maintenance Manager instructions will be included in another document.</p>
<p><i>SIMSBudgets</i></p>	<p><i>SIMSBudgets</i> is the latest addition to the SIMS product. This program can be used by units/colleges to create budgets or just to enter PIAF data electronically for submission to OSP. Budget creation will not be covered in this manual since OSP staff will not typically use this functionality.</p>
<p>Proposal Manager</p>	<p>The Proposal Manager maintains a running log of all proposals that are submitted by Penn State. Proposal Manager is populated with information that is submitted through <i>SIMSBudgets</i>. Proposal Manager information is then used to populate the negotiation manager when an award is received.</p> <p>The Basic functions of the Proposal Manager are:</p> <ul style="list-style-type: none"> • To provide access to proposal information that can be sorted by PI, department, or college. • To access Faculty Credit information.
<p>Negotiation Manager</p>	<p>The Negotiation Manager maintains a running log of all activities associated with the individual grant- and contract-related documents (including RFPs and non-financial) in a database that the research administrators can access using the Web. This reduces the need for phone and email communications between research administrators and negotiators in Sponsored Programs since status can be checked in <i>SIMSreports</i>.</p> <p>The Negotiation Manager fulfills two basic functions:</p> <ul style="list-style-type: none"> • It permits negotiators in Sponsored Programs to maintain an electronic log of negotiation activities. • It provides access to project histories (for example, award records and amendments relevant to the subject negotiation). <p>The Negotiation Manager accesses only those records for which awards have been received and have reached (or passed) the negotiation phase.</p>
<p>Award Manager</p>	<p>This is the last step in the award process in <i>SIMS</i>. This module allows the completion of data input to create the Statement of Award.</p>

SIMSBudgets – Navigation

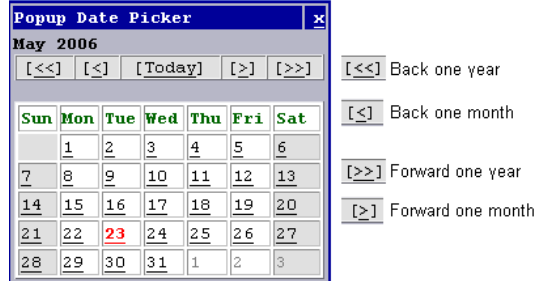
Overview:	This is an overview on how to navigate within SIMSBudgets. More detailed information regarding functionality will be covered in later sections.
Logging In	
Go to URL / Login	Using Firefox as your browser login to SIMSreports using your Penn State WebAccess Password and ID: 
Access SIMSBudgets	Access SIMSBudgets from the applications menu. SIMSBudgets will appear in a new browser window when selected. 
Creating & Editing Budget Records	
Create a New Budget <input type="button" value="New Budget"/>	Click on “New Budget” to start a new Proposal. 
Save Proposal <input type="button" value="Save"/>	Once you complete the PIAF Page 1 Page, save the proposal by clicking the “Save” button. The program will not let you save unless all necessary fields are complete.
Editing an Existing Proposal <input type="button" value="Find Budget"/>	To edit an existing budget, type in an existing OSP Number or College Proposal ID No. and click on the “Find Budget” button on the top menu: 
Read-Only View	Page 1 of the budget will display in read only mode when you first access it. The fields will be grayed out and you will not be able to type in the fields:
Edit Proposal <input type="button" value="Edit"/>	Click on the “Edit” button to begin editing an existing proposal. Some fields may not be editable once you save the PIAF Page 1 and/or begin entering budget line items.
Edit-Mode View	When you begin a new proposal or start to edit an existing proposal, the data fields that are editable will have white (editable) or yellow (mandatory editable) background colors.
Menu and Field Types	
Menu	Each budget has a menu that will allow the user to see in which portion of a record that they are currently working: PIAF BUDGET LINE ITEMS BUDGET SUMMARY PAGE 1 PAGE 2 PAGE 3 NOTES CENTERS PROGRAM AREAS KEYWORDS REPORTING PARAMETERS The top line is the main header. If highlighted gray, the items underneath are sub-categories of that header.
Text Input Fields	Input data into “text input fields” by typing free form text into the field. Text input fields will be white or yellow fields (when in edit mode) that do not have icons to the right of the field boxes.

Menu and Field Types (continued)

Data Picker Fields



The date picker (calendar icon) functionality displays a calendar that will allow date choice in the appropriate format. If “Today” is selected then the current date is inserted into the date field. Once you have the correct month and year on the calendar, click on the correct date to select it:



Note: If you decide that it is easier and quicker to type in the date, the format should be MM/DD/YYYY.

Lookup / Verify Fields



Lookup

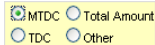


Verified

“Lookup / Verify” Fields will look like normal text input fields, but will initially have a “lookup” icon to the right (magnifying glass over a piece of paper). This icon is used to search the SIMS**budgets** database for values that may match the value that you have typed into the field. For instance if you type in the Last Name “Smith” in the Principle Investigator field, it will bring up a list of all people with the last name “Smith” from the database. Click on the correct entry to input it into the field.

Note: Once a value has been selected from the lookup function, the field is “Verified” (lookup icon becomes a red checked checkbox). This eliminates the possibility of users entering the same names, departments or sponsors with typographical errors or in different formats.

Radio Buttons



If a field contains radio buttons, only one selection in the grouping can be made. For instance in F&A Basis, you must choose only one from MTDC, TDC, Total Amount and Other. Clicking on another radio button in the field will negate your original selection.

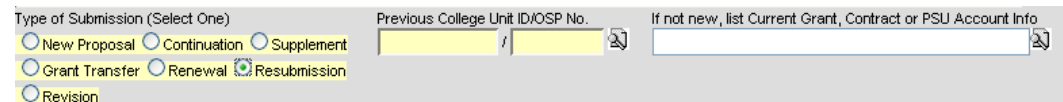
Check Box



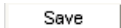
If a field is a check box, it will either be checked or not checked. Usually if you see a group of check boxes together, they will function independently. Meaning each one can either be checked or unchecked regardless of each other. The only exception to this is the “Submitted by” field. Only one selection can have a check. If OSP is selected then College/Unit cannot be checked at the same time and vice versa.

Conditional Mandatory Fields

Some fields are only editable and/or mandatory based on your selections from other fields. For instance if you choose “New Proposal” for Type of Submission, then no other entry is needed and all the fields in the row remain inactive. However, if “Resubmission” is selected, then you must enter a previous College ID or OSP number in the next field.



Saving Data



After you enter data you can save the new information in your proposal by clicking “Save” if it is a new proposal or “Update” if you have changed information in an existing proposal. SIMS**budgets** will let you know if you have missed mandatory information or entered data in an incorrect format.

SIMSreports – Navigation

Overview:

This is an overview on how to navigate within SIMSreports.

Logging In

Go to URL / Login

Username:
 Password:

Using Firefox as your browser login to SIMSreports using your Penn State WebAccess Password and ID:

Icons



Read Only

The “glasses” icon that will appear on the upper right hand corner of “Manager” windows indicates that the record is “Read Only”



Editable

The “Pencil icon that will appear on the upper right hand corner of “Manager” windows indicates that the record is editable and data may be entered on the page in allowable fields.



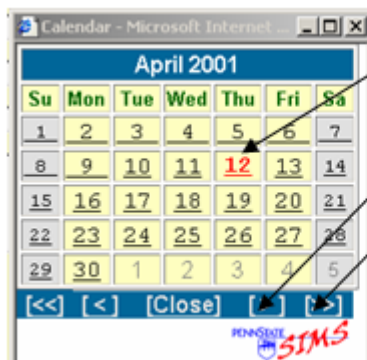
Lookup

The SIMSreports “Magnifying Glass” icon indicates that the field is a “lookup field”. When this icon is displayed in front of a field, click on it to find a correct entry for the field. For example, try typing in “Smith” and then clicking on the icon. A pop-up window will be displayed with a list of all faculty members with “smith” in their name along with their department affiliation.



Date Picker

When this icon is displayed in front of an entry field, you can use the calendar feature to select dates. Click on the icon and a calendar will appear where you can click on the appropriate date for that field. The default is today’s date. Click the desired date you would like inserted. By clicking on the arrows on the bottom you can navigate the calendar ahead by a month or a year. Click close when the desired date is selected.



Today's Date

Move by one month

Move by one year

Navigating Proposal Manager

Overview:

There are many ways to access Proposal Manager. It can be accessed from the applications menu, from other managers (negotiation and award modules) within SIMSreports and from SIMSbudgets. This is an overview of various methods of accessing Proposal Manager

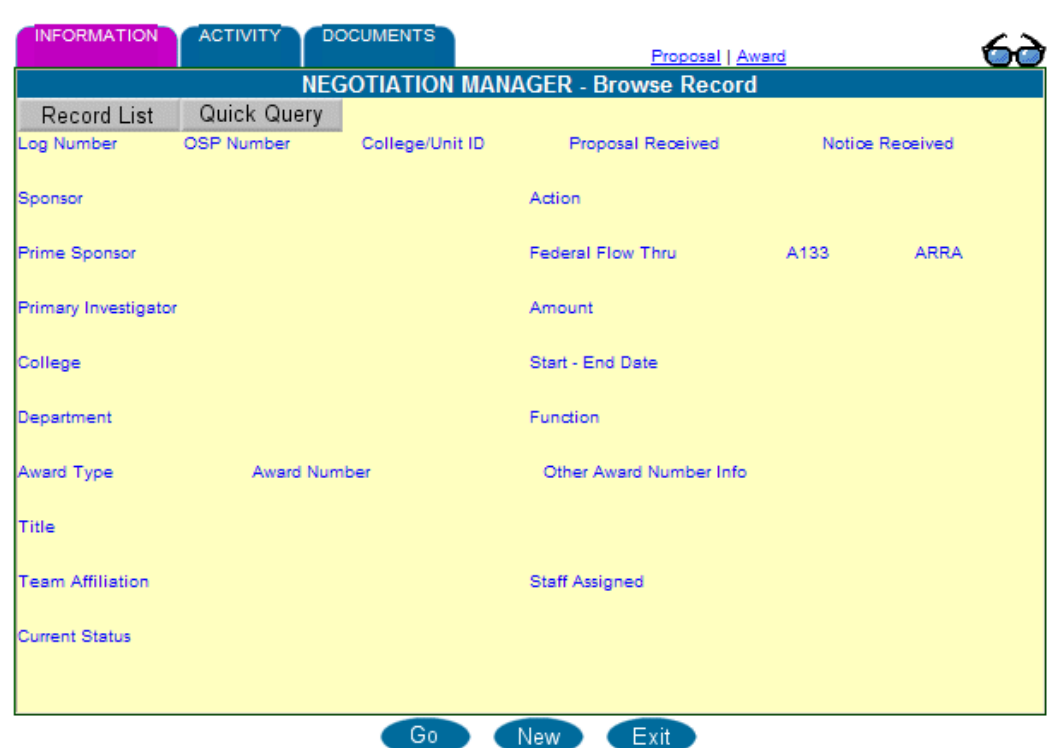
From the Applications Menu:

From the SIMS Welcome page, mouse over "Applications" to get menu selections. Select "Proposal Manager".



From Negotiation or Award Manager:

From the SIMS Negotiation Manager or Award Manager click on the blue "Proposal" link on the top right hand side of the manager window.



Components of Proposal Manager

Proposal Manager Record:

The screenshot shows the 'PROPOSAL MANAGER - Browse Record' interface. At the top, there are tabs for 'INFORMATION' and 'FACULTY CREDIT'. Below these are links for 'Negotiation' and 'Award'. The main content area displays a table with columns for 'OSP Number', 'College/Unit ID', 'Solicitation/RFP', 'Agency ID', and 'CFDA Number'. The record for '110419' is shown with details for 'Sponsor Information' (National Science Foundation), 'Primary Investigator' (Forstmeier, Kenneth G), and 'Initial Period' (07/01/2007 - 06/30/2008). A red status message at the bottom reads '09/15/2006 02:10:07 PM made by Emily Broking' and 'This proposal is in transit'. Navigation buttons like 'Go', 'Locate', 'Deactivate', 'Edit', 'Revise', 'Budget', and 'Exit' are visible at the bottom of the record view.

Proposal Status:

The status of the proposal will be indicated in red at the bottom of the proposal manager window. In the above example the proposal is in transit:

This proposal is in transit

Statement Icon:



By clicking on the statement icon the user can access the particular statement regarding this proposal. A proposal statement is provided if it is not yet fully executed; once it is a fully executed award, an award statement is shown.

Quick Query

Quick Query allows the user to search for a different record.

Link to other Managers:

[Negotiation](#) | [Award](#)

If the proposal is in or has completed negotiations, navigation to Negotiation Manager can be done by clicking the blue "Negotiation Manager" link in the upper right portion of the screen.

If the proposal has been fully executed, clicking on the blue "Award Manager" link in the upper right portion of the screen will navigate to the award manager screens.

Link to Fact Sheets:



Clicking on the "i" icons next to the sponsor or PI's name will link to Information Sheets.

[Sponsor Information](#)
 ⓘ National Science Foundation
[Primary Investigator](#)
 ⓘ Forstmeier, Kenneth G (Office of Sponsored Programs)

SIMSBudgets 2.0 - Entering PIAF Page 1 Information

Overview:

SIMSBudgets 2.0 allows the capture and submission of Proposal Internal Approval Form (PIAF) information to OSP electronically. This is an overview on how to fill out the PIAF Page 1 for OSP Office Staff.

OSP staff will enter PIAFs through SIMSBudgets when OSP is the submitting authority and the college or unit submits their PIAF to OSP office via hardcopy. This step is not necessary if the college or unit enters the PIAF electronically via SIMSBudgets.

Logging In / Starting a New PIAF

Go to URL and Login:

Username

Password

Go to the SIMS web site: <http://www.sims.psu.edu>
 Login to SIMS using your WebAccess Username and Password. If you do not have an account email simsadmin@psu.edu for more information.

Applications Menu – Select SIMSBudgets



Access SIMSBudgets from the applications menu. SIMSBudgets PIAF Locator will appear in a new browser window when selected.

New Budget:



Click on “New PIAF” to generate a blank PIAF form.



**Blank
PIAF
Page 1
Form**

May 17, 2010 **SIMSBUDGETS : PIAF PAGE 1** Logout

PIAF Locator New PIAF Help

Cancel Save

College Proposal ID No. OSP No. Creation Date

INVESTIGATOR DATA

Principal Investigator Project Correspondent
 PI Notification Email Department/Subunit (Consortium/Institute/Center etc)
 College/Unit Notification Email College/Unit
 Project Location/Building Name

PROPOSAL DATA

Type of Project
 Research Instruction Outreach Service (for Hershey use only)

Title

Type of Submission Previous College Unit ID /OSP No. If not new, list Current Grant, Contract or PSU Account Info
 New Proposal Continuation
 Supplement Grant Transfer
 Renewal Resubmission Revision

SPONSOR DATA

Sponsor Name Submitted by
 College/Unit
 OSP
 Prime Sponsor Number of Copies Sent or to be Sent
 Program OSP Instructions
 Address
 City State
 ZIP Code Country
 Contact
 Sponsor Protocol No.
 CFDA No.

Deadline Mailing Date
 Yes Due in Hands of Sponsor

BUDGET DATA

Total Project Period Applicable F&A Rates or Management Fee F&A Basis "Other" F&A Basis
 Begin End
 Initial Project Period Initial Amounts Total Amounts
 Begin End Requested Direct: Requested Direct:
 Requested F&A: Requested F&A:
 Requested Fee: Requested Fee:
 Total Requested: Total Requested:

University Cost Sharing (Check all that apply)
 Includes Committed* Cost Sharing
 College/Unit is Providing Cost Sharing
 Central is Providing Cost Sharing (Documentation of Commitment Attached)
 *Committed Cost Sharing includes both mandatory (sponsor-required) cost sharing and voluntary cost sharing committed in the proposal (see RAG10)

REMARKS OR SPECIAL INSTRUCTIONS

Cancel Save

Entered by: on 1/1/0001



SIMSBudgets v.2.0
 ©2009 Penn State University
 Contact SIMS Support

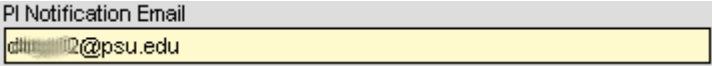
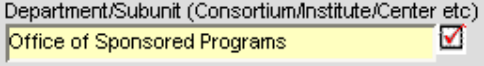
Page generated by on Monday, May 17, 2010 11:18:58 AM

PIAF Page 1 - Ready for New PIAF Record

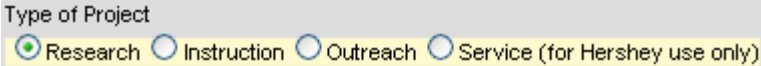
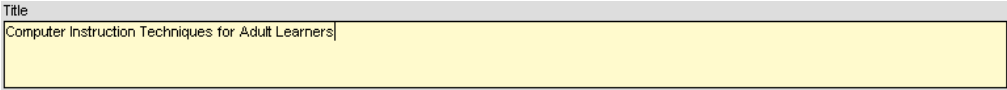
<p>College Proposal ID Number:</p> <p>College Proposal ID No.</p> <input type="text"/>	<p>After clicking “New PIAF” a blank PIAF will appear and the cursor location will default to the first available field which is “College Proposal ID No.”. This is not a mandatory field. This number in the past has been used to identify the proposal within a Department/Subunit until an OSP unit has been assigned by the Office of Sponsored Programs (OSP). If you choose to utilize enter an alpha/numeric combination and must be unique.</p> <p>SIMSBudgets will automatically assign an OSP number to the PIAF upon saving, so the College Proposal ID No. is no longer mandatory and/or necessary. The field has been left in place in case the Department/Subunit will continue using this field.</p>
<p>OSP No.</p> <p>OSP No.</p> <input type="text"/>	<p>When first creating a new budget you will note that there is a space labeled OSP No. with no field or point of entry. This number will be generated when you first save PIAF Page 1. You can note the number once it is generated.</p>
<p>Creation Date:</p> <p>Creation Date</p> <input type="text"/>	<p>This field will be auto-populated with today’s date upon save.</p>

PIAF Page 1 – Investigator Data

<p>Principal Investigator:</p>	<p>The first field to complete in the Investigator Data section is “Principal Investigator”. This is a required field to create a PIAF record. To complete this field, type in a portion of the person’s name and click on the lookup icon or hit the “Enter” key to match the string to one of the names in the database. If only one choice is available, it will automatically be inserted. Otherwise, a pop-up window will appear with either a list of possible name selections or a message that no matching name was found. This field is mandatory for “Submit to OSP” and required to create a PIAF record.</p> <p>If you cannot find a person name for your PIAF, email simslists@psu.edu with the person’s name, PSU User ID (abc123) and department affiliation, this will expedite the process, to request that it be added to the persons list. The person must have a PSU User ID and SIMS administration will ask for all applicable information not provided.</p> <p>BEFORE:</p> <p>Principal Investigator</p> <input type="text"/>  <p>AFTER:</p> <p>Principal Investigator</p> <input type="text" value="Gindhart, David Charles (SPNPROG-011111112)"/>  <p>*NOTE the red check mark that appears next to the field. This indicates that the PI name has been verified and matches an existing person in the database.</p>
<p>Project Correspondent:</p>	<p>After saving the PIAF you will notice that the Project Correspondent Field is auto-populated with the exact same information and cannot be edited. The reason for this is that the Project Correspondent is typically the same person as the Principal</p>

	Investigator. This can be changed on PIAF page 3.
PI Notification Email:	<p>This field is filled in with the email address associated with the name inputted into the “Principal Investigator” field. If the PI’s email is already contained in the SIMS<i>budgets</i> database, then the field will be auto-populated with the appropriate email address. If this is not the correct email address, you can delete the one provided and type in a new one. If no email address is available, then manually type in the correct email address. This field is mandatory for “Submit to OSP”.</p> 
Department / Subunit:	<p>The department Subunit field should be filled in with the name of the Department or Subunit that is actually submitting the proposal. This is a required field to create a PIAF record. Type in part of the Department or Subunit name and click on the lookup icon to select and verify the Department/Subunit. This field must be validated prior to save to enforce proper access. This field is mandatory for “Submit to OSP”.</p> 
College/Unit Notification Email:	<p>This field is filled in with the email address associated with the Department/Subunit inputted into the “Department/Subunit” field. If the email is already contained in the SIMS<i>budgets</i> database, then the field will be auto-populated with the appropriate email address. If this is not the correct email address, you can delete the one provided and type in a new one. If no email address is available, then manually type in the correct email address. This field is mandatory for “Submit to OSP”.</p>
College/Unit:	<p>The College/Unit is not an editable field. It will be auto-populated based on the selection that was made in Department/Subunit. Every Department/Subunit is automatically associated with the correct College/Unit. Any discrepancies can be reported by emailing simsadmin@psu.edu.</p>

PIAF Page 1 – Proposal Data

Type of Project:	<p>The “Type of Project” can be designated by clicking on one of the radio buttons to the left of the appropriate project type. Only one selection is allowed. This field is mandatory for “Submit to OSP”.</p> 
Project Title:	<p>Type in the Title of the project into this field. This is a required field to create a PIAF record. This is a freeform text field that can have up to 200 characters. This field is mandatory for “Submit to OSP”.</p> 
Type of Submission:	<p>“Type of Submission” is used to designate whether the proposal is new or of another type. Only one selection is allowed. Click on the radio button to the left of the appropriate selection. If the submission type is “New” then no further information is required in the Proposal Data Section. However other information is required if the</p>

submission type is not new. This field is mandatory for "Submit to OSP". See below for illustrations:

New Proposal:

Type of Submission New Proposal Continuation Supplement Grant Transfer Renewal Resubmission Revision

Previous College Unit ID / OSP No. [] / []

If not new, list Current Grant, Contract or PSU Account Info []

Continuation:

Type of Submission New Proposal Continuation Supplement Grant Transfer Renewal Resubmission Revision

Previous College Unit ID / OSP No. [] / []

If not new, list Current Grant, Contract or PSU Account Info []

Supplement:

Type of Submission New Proposal Continuation Supplement Grant Transfer Renewal Resubmission Revision

Previous College Unit ID / OSP No. [] / []

If not new, list Current Grant, Contract or PSU Account Info []

Grant Transfer:

Type of Submission New Proposal Continuation Supplement Grant Transfer Renewal Resubmission Revision

Previous College Unit ID / OSP No. [] / []

If not new, list Current Grant, Contract or PSU Account Info []

Renewal:

Type of Submission New Proposal Continuation Supplement Renewal Resubmission Revision

Previous College Unit ID / OSP No. [] / []

If not new, list Current Grant, Contract or PSU Account Info []

Resubmission:

Type of Submission New Proposal Continuation Supplement Grant Transfer Renewal Resubmission Revision

Previous College Unit ID / OSP No. [] / []

If not new, list Current Grant, Contract or PSU Account Info []

Revision (legacy records only):

Type of Submission New Proposal Continuation Supplement Grant Transfer Renewal Resubmission Revision

Previous College Unit ID / OSP No. [] / []

If not new, list Current Grant, Contract or PSU Account Info []

Previous College Unit ID / OSP No.

If this field is required, type in either a College Unit ID in the first field or an OSP number in the second field. If applicable, this field is mandatory for "Submit to OSP".

Previous College Unit ID / OSP No. [SSONE] / [109742]

If not new, list Current Grant, Contract or PSU Account Info

If this field is required, type in a valid previous grant, contract or other PSU account information. If applicable, this field is mandatory for "Submit to OSP".

If not new, list Current Grant, Contract or PSU Account Info []

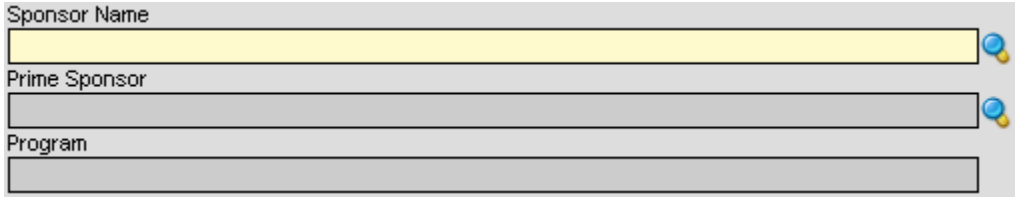
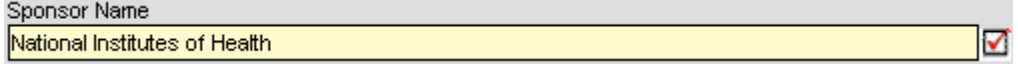
PIAF Page 1 – Sponsor Data

Sponsor Name

Prime Sponsor

Program

Sponsor Name, Prime Sponsor and Program are fields that consist of the necessary information to completely identify a sponsor.

-----	
Sponsor Name:	<p>The Sponsor Name must be entered to open additional sponsor data. To complete this field, type in a portion of the sponsor name and click on the lookup icon or “Enter” to match the string to one of the names in the database. If only one choice is available, it will automatically be inserted. Otherwise, a pop-up window will appear with either a list of possible name sponsor name selections. An unvalidated sponsor name can be entered but a validated sponsor name is mandatory for “Submit to OSP”.</p> <p>If you cannot find a sponsor name for your PIAF, email simslists@psu.edu to request that it be added providing sponsor name, address and web site to expedite the process.</p> <p>If the sponsor has a conflict of interest, additional instructions are provided below the sponsor name</p>  <p>*NOTE: Lookup and verification ensures that Sponsor Names are all entered in the exact same way for accurate reporting later. For example, without verification, we could end up with some records with the sponsor as NSF and others as National Science Foundation.</p>
Prime Sponsor:	<p>Once the Sponsor Name is selected and verified, the Prime Sponsor field becomes available for use. This field would be used in cases where the ultimate sponsor (where the money coming from) is different than the proposing sponsor. This may be the case if Penn State is a subcontractor for a project for example. You use the lookup function to choose an existing sponsor or request a sponsor from simslists@psu.edu.</p>
Program:	<p>The Program field only becomes available once the Sponsor Name field is completed. Some sponsors may have specific programs within their organizations that act as their own entity. You may type free form into this field or use the lookup function to choose from Programs that are already associated with the Sponsor you selected.</p>
NOTE: Verifying Prime Sponsors & Programs	<p>It is always recommended that you verify Prime Sponsors and Programs. This will ensure that names are consistent and make for more reliable reporting. If the Sponsor or Program you would like to use is not already in the SIMS<i>budgets</i> database, we recommend that you email simslists@psu.edu to have it added.</p>

PIAF Page 1 – Sponsor Data (continued)

Sponsor Address Fields:	<p>Sponsor Address consists of three lines for the street address information, City, State, ZIP code and Country. There are also fields available for Contact Name and CFDA No. where applicable. All fields can be filled in manually with free-form text. However, if you use the lookup icon, you can choose from a selection of addresses that are already available for that Sponsor. If you choose from the lookup feature, all these fields will be automatically populated.</p>
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Sponsor Name <input type="text" value="National Institutes of Health"/> <input checked="" type="checkbox"/>	
Prime Sponsor <input type="text"/>	
Program <input type="text"/>	
Address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
City <input type="text"/>	State <input type="text" value=""/>
ZIP Code <input type="text"/>	Country <input type="text"/>
Contact <input type="text"/>	
Sponsor Protocol No. <input type="text"/>	
CFDA No. <input type="text"/>	

NOTE: The following address field instructions will assume that the information was not already populated. If you used the lookup feature and the fields are already filled in, skip the instructions.

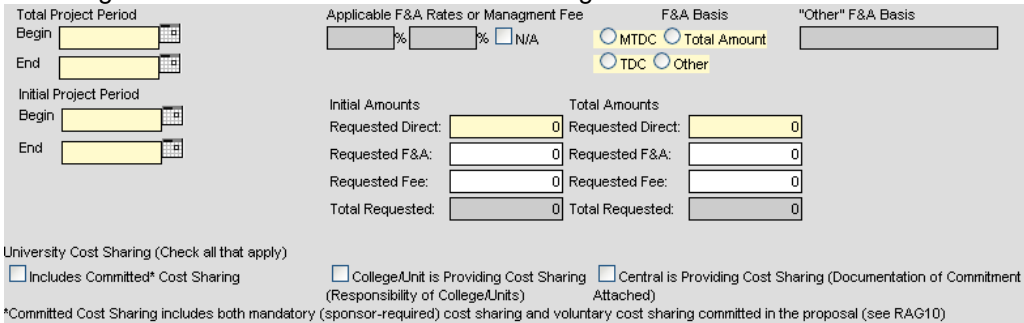
Sponsor Address:	Type in up to three lines of street address manually if not already populated.
City:	Type in the City Name manually if not already populated.
State:	Choose a state from the drop-down menu if not already populated.
ZIP Code:	Type in a ZIP Code manually if not already populated.
Country:	This field will auto-populate with the value "United States" if a State is selected from the drop-down menu in the "State" field. If this is an international address and the State selection is not applicable, you can type in a Country Name manually.
Contact:	Choose a contact from the lookup menu. If appropriate contact name is not available, type in name.
Sponsor Protocol No.	Sponsor Protocol No. can be manually typed into the field.
CFDA No.	CFDA No. can be manually typed into the field.

PIAF Page 1 – Sponsor Data (continued)

Submitted by:	This section identifies whether a proposal is being submitted by the College/Unit or if it is to be submitted by OSP.
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	<p>Submitted by</p> <p><input checked="" type="radio"/> College/Unit</p> <p><input type="radio"/> OSP</p> <p>Number of Copies Sent or to be Sent</p> <input type="text"/> <p>OSP Instructions</p> <div style="border: 1px solid black; height: 60px;"></div> <p>Deadline <input type="checkbox"/> Yes</p> <p>Mailing Date <input type="text"/></p> <p>Due in Hands of Sponsor <input type="text"/></p>	<p>Submitted by</p> <p><input type="radio"/> College/Unit</p> <p><input checked="" type="radio"/> OSP</p> <p>Number of Copies Sent or to be Sent</p> <input type="text"/> <p>OSP Instructions</p> <div style="border: 1px solid black; background-color: yellow; height: 60px;"></div> <p>Deadline <input checked="" type="checkbox"/> Yes</p> <p>Mailing Date <input type="text"/></p> <p>Due in Hands of Sponsor <input type="text"/></p>
<p>The first screenshot shows Submitted By College/Unit. In this case the rest of the fields are optional. The second screenshot shows Submitted by OSP. If this selection is made, you must enter the information needed for OSP to be able to submit your proposal properly and on time.</p>		
<p>Number of Copies Sent or to be Sent:</p>	<p>Type in the number of copies required to be sent to the Sponsor. If Submitted by OSP, this field is required for "Submit to OSP".</p>	
<p>OSP Instructions:</p>	<p>Type in submission instructions for OSP. If Submitted by OSP, this field is required for "Submit to OSP".</p>	
<p>Deadline:</p>	<p>If Submitted by OSP, this field is checked automatically.</p>	
<p>Mailing Date / Due in Hands of Sponsor:</p>	<p>If Deadline is checked, at least one of these fields must be completed and is required for "Submit to OSP".</p> <p>Fill these fields in with either the Date Picker icon or by manually typing a date in the format MM/DD/YYYY.</p>	




PIAF Page 1 – Budget Data

<p>Budget Data Fields</p>	<p>The budget data section should have the following fields:</p>  <p>The screenshot shows the following fields and options:</p> <ul style="list-style-type: none"> Total Project Period: Begin and End date pickers. Initial Project Period: Begin and End date pickers. Applicable F&A Rates or Management Fee: Two percentage input fields and an N/A checkbox. F&A Basis: Radio buttons for MTDC, Total Amount, TDC, and Other. "Other" F&A Basis: A text input field. Initial Amounts: Requested Direct, Requested F&A, Requested Fee, and Total Requested (all with input fields showing 0). Total Amounts: Requested Direct, Requested F&A, Requested Fee, and Total Requested (all with input fields showing 0). University Cost Sharing (Check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Includes Committed* Cost Sharing <input type="checkbox"/> College/Unit is Providing Cost Sharing (Responsibility of College/Units) <input type="checkbox"/> Central is Providing Cost Sharing (Documentation of Commitment Attached) <p>*Committed Cost Sharing includes both mandatory (sponsor-required) cost sharing and voluntary cost sharing committed in the proposal (see RAG10)</p>		
<p>Total and Initial Project</p>	<p>For the Total Project Period, the begin date is the day the entire project is proposed to begin. The end date specifies the last day of the last period of the total proposed life</p>		


<p>Period – Begin / End:</p>	<p>span.</p> <p>The Initial Project Period is to be specified in these fields. This begin date is the first day of Period 1. The end date specifies the last day of the first period.</p> <p>These fields are mandatory for “Submit to OSP”.</p> <div data-bbox="1328 176 1533 373" style="float: right; border: 1px solid gray; padding: 2px;"> <p>Total Project Period Begin <input type="text"/> End <input type="text"/> Initial Project Period Begin <input type="text"/> End <input type="text"/></p> </div>										
<p>F&A Rate and F&A Basis:</p>	<p>The fields that relate to F&A are combined in this section, since they are dependent on each other.</p> <p>Although, the next fields available when tabbing through are “Applicable F & A Rates or Management Fee”, do not fill these out. First fill out the F & A Basis to see which of these fields become editable and/or mandatory. Here are the different scenarios to choose from (N/A, MTDC, TDC, Total Amount, Other):</p> <p>MTDC:</p> <div data-bbox="516 659 1533 768" style="border: 1px solid gray; padding: 2px;"> <p>Applicable F&A Rates or Management Fee F&A Basis "Other" F&A Basis</p> <p><input type="text"/>% <input type="text"/>% <input type="checkbox"/> N/A <input checked="" type="radio"/> MTDC <input type="radio"/> Total Amount <input type="text"/></p> <p><input type="radio"/> TDC <input type="radio"/> Other</p> </div> <p>TDC:</p> <div data-bbox="516 798 1533 907" style="border: 1px solid gray; padding: 2px;"> <p>Applicable F&A Rates or Management Fee F&A Basis "Other" F&A Basis</p> <p><input type="text"/>% <input type="text"/>% <input type="checkbox"/> N/A <input type="radio"/> MTDC <input type="radio"/> Total Amount <input type="text"/></p> <p><input checked="" type="radio"/> TDC <input type="radio"/> Other</p> </div> <p>Total Amount:</p> <div data-bbox="516 936 1533 1045" style="border: 1px solid gray; padding: 2px;"> <p>Applicable F&A Rates or Management Fee F&A Basis "Other" F&A Basis</p> <p><input type="text"/>% <input type="text"/>% <input type="checkbox"/> N/A <input type="radio"/> MTDC <input checked="" type="radio"/> Total Amount <input type="text"/></p> <p><input type="radio"/> TDC <input type="radio"/> Other</p> </div> <p>Other:</p> <div data-bbox="516 1075 1533 1184" style="border: 1px solid gray; padding: 2px;"> <p>Applicable F&A Rates or Management Fee F&A Basis "Other" F&A Basis</p> <p><input type="text"/>% <input type="text"/>% <input type="checkbox"/> N/A <input type="radio"/> MTDC <input type="radio"/> Total Amount <input type="text"/></p> <p><input type="radio"/> TDC <input checked="" type="radio"/> Other</p> </div> <p>NA:</p> <div data-bbox="516 1213 1533 1323" style="border: 1px solid gray; padding: 2px;"> <p>Applicable F&A Rates or Management Fee F&A Basis "Other" F&A Basis</p> <p><input type="text"/>% <input type="text"/>% <input checked="" type="checkbox"/> N/A <input type="radio"/> MTDC <input type="radio"/> Total Amount <input type="text"/></p> <p><input type="radio"/> TDC <input type="radio"/> Other</p> </div> <p>Required fields are mandatory for “Submit to OSP”.</p>										
<p>Initial / Total Amounts</p>	<p>Input the “Initial Amounts” in the first column (dollar values for the first period only). Dollar values for the entire project go under the “Total” in the second value. Requested direct is mandatory for “Submit to OSP”.</p> <p>*NOTE: The total values will be auto-populated with the same values from the “Initial Amounts” column. If you are inputting a multi-period proposal remember to change the values in the “Total” column to the appropriate values.</p> <div data-bbox="954 1528 1533 1688" style="float: right; border: 1px solid gray; padding: 2px;"> <table border="1"> <thead> <tr> <th>Initial Amounts</th> <th>Total Amounts</th> </tr> </thead> <tbody> <tr> <td>Requested Direct: <input type="text" value="0"/></td> <td>Requested Direct: <input type="text" value="0"/></td> </tr> <tr> <td>Requested F&A: <input type="text" value="0"/></td> <td>Requested F&A: <input type="text" value="0"/></td> </tr> <tr> <td>Requested Fee: <input type="text" value="0"/></td> <td>Requested Fee: <input type="text" value="0"/></td> </tr> <tr> <td>Total Requested: <input type="text" value="0"/></td> <td>Total Requested: <input type="text" value="0"/></td> </tr> </tbody> </table> </div>	Initial Amounts	Total Amounts	Requested Direct: <input type="text" value="0"/>	Requested Direct: <input type="text" value="0"/>	Requested F&A: <input type="text" value="0"/>	Requested F&A: <input type="text" value="0"/>	Requested Fee: <input type="text" value="0"/>	Requested Fee: <input type="text" value="0"/>	Total Requested: <input type="text" value="0"/>	Total Requested: <input type="text" value="0"/>
Initial Amounts	Total Amounts										
Requested Direct: <input type="text" value="0"/>	Requested Direct: <input type="text" value="0"/>										
Requested F&A: <input type="text" value="0"/>	Requested F&A: <input type="text" value="0"/>										
Requested Fee: <input type="text" value="0"/>	Requested Fee: <input type="text" value="0"/>										
Total Requested: <input type="text" value="0"/>	Total Requested: <input type="text" value="0"/>										
<p>University Cost</p>	<p>The University Cost Sharing mirrors the same fields on the paper PIAF form. Check</p>										

Sharing:	<p>any/all that apply.</p> <p>University Cost Sharing (Check all that apply)</p> <p><input type="checkbox"/> Includes Committed* Cost Sharing <input type="checkbox"/> College/Unit is Providing Cost Sharing (Responsibility of College/Units) <input type="checkbox"/> Central is Providing Cost Sharing (Documentation of Commitment Attached)</p> <p>*Committed Cost Sharing includes both mandatory (sponsor-required) cost sharing and voluntary cost sharing committed in the proposal (see RA/G10)</p>
Remarks or Special Instructions:	<p>This section is reserved for any additional information that you feel needs to be provided just as you can on the paper PIAF Form. You have up to 2000 characters of free from text that you may enter. If F&A Basis is "N/A", this field is required for "Submit to OSP".</p>
End of Data Entry for PIAF Page 1:	<p>If you have gone through the previous steps, then you are done with the data entry portion of the PIAF Page 1 Form. The PIAF Page 1 can now be saved and an OSP number will be assigned.</p>

Deleting a PIAF Record

Delete a Record	<p>Only the owner of a PIAF record can delete it. The record owner is indicated at the bottom of the PIAF form after "Entered by:".</p> <p>Entered by:  on 5/11/2010. Last edited by:  on 5/11/2010 2:43 PM</p> <p>To delete the record select the "Edit" button. The delete icon will appear. After selecting the "Delete PIAF" icon, you will be asked to confirm the deletion. Upon confirmation, the record will be deleted.</p> <div style="text-align: right;">  <p>Delete PIAF</p> </div>
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Submitting a PIAF to OSP

Submit to OSP	<p>Once a PIAF has been completed with all mandatory fields, the PAIF is ready for "Submit to OSP". If any mandatory fields are not completed properly, a message will detail all issues preventing the action.</p> <div style="text-align: right;">  <p>Submit to OSP</p> </div>
Required to Create Fields	<p>The following fields are required to create and/or save a PIAF record:</p> <ul style="list-style-type: none"> • Principal Investigator • Department/Subunit • Title
Mandatory Fields	<p>All mandatory fields are shown with a yellow background. Some mandatory fields require data validation or using the lookup tool to acquire an existing person, sponsor or department. The following fields are mandatory input fields:</p> <ul style="list-style-type: none"> • Principal Investigator • PI Notification Email • Department/Subunit • College/Unit Notification Email • Type of Project • Title • Type of Submission • Previous College Unit ID / OSP No. (if applicable) • If not new, list Current Grant, Contract or PSU Account Info (if applicable) • Sponsor Name • Submitted by • Number of Copies Sent or to be Sent (if applicable)

-
- | | |
|--|--|
| | <ul style="list-style-type: none">• OSP Instructions (if applicable)• Deadline (if applicable)• Mailing Date (if applicable)• Due in Hands of Sponsor (if applicable)• Total Project Period Begin• Total Project Period End• Initial Project Period Begin• Initial Project Period End• F&A Basis• F&A Rates (if applicable)• "Other" F&A Basis (if applicable)• Initial Amounts Requested Direct• Total Amounts Requested Direct |
|--|--|
-

PIAF Page 3 / Assignment of Credit

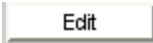
Navigate to Page 3:

Once you have saved a new proposal or located an existing one, you can access the PIAF Page 3 by clicking on the blue "Page 3" hyperlink on the menu (under the PIAF header).



Page 3

Edit:



Click "Edit" to begin completing the PIAF Page 3 Form.

Adding Participants:

Focus on the left side of the screen under the columns "Investigator" and "Role". Do not worry about the "Sort Order" column until all the names are added. The Principal Investigator's name and role will already be inputted. Continue to add all personnel who should be included on the assignment of credit form and their roles.

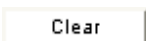
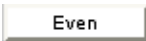
Use "Lookup" icon to input personnel. →

→ Choose a role from the drop-down menu.

Investigator	Sort Order	Role
Rohan, Melissa L (SPNPROG-m128)	1	Principal Investigator
Whyte, Michael J (SPNPROG-mjw20)	4	Co-PI
Forstmeier, Kenneth G (SPNPROG-kgf1)	5	Faculty Associate
Broking	6	Research Associate

Generated Tuesday, 8/15/2006 5:06:28 PM by Hermione Granger

Assign Credit:



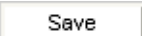




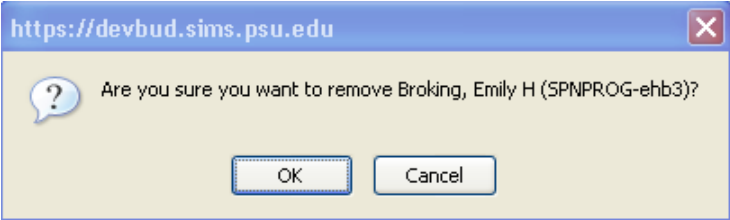
Once personnel are entered onto the form, fill in the percentages for assignment of credit under the appropriate categories. You can hand type in numbers manually for each line or you can use the "Even" Button. To use this feature:

Arts & Humanities	Children, Youth & Families	Environmental Science	Life Science	Materials	Social Sciences	College-Based or PI Initiatives	Total
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Even
0	25	0	0	0	0	0	25
0	25	0	0	0	0	0	25
0	25	0	0	0	0	0	25
0	25	0	0	0	0	0	25
0	100	0	0	0	0	0	100


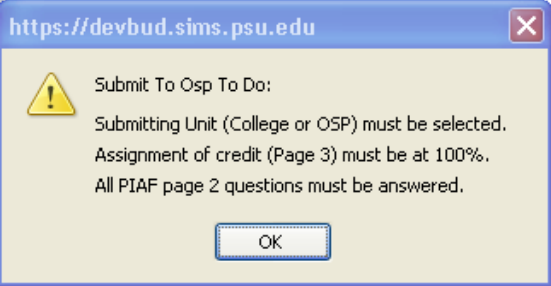
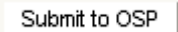

- Put a check box in the category (or categories) that apply.
- Click the "Even" button to distribute credit evenly amongst personnel listed.
- Click the "Clear" button to set all values back to zero.

NOTE: The assignment of credit numbers must either add up to 100% or the table must be completely cleared to save the page.

PIAF Page 3 / Assignment of Credit (continued)

Sort Order	If you need the personnel to be in an order other than how they were entered. Use the "Sort Order" column. The PI will always have the value "1". The Project Correspondent (if used) will always have the value "2". The next number generated is "4". To change the order type in the value of the place where you want each participant to be (starting with the number 4). Once the page is saved with the new Sort Order values, the names will be rearranged as specified.
Save: 	Once you have the table completed and are happy with the results, then click the "Save" button to record your Assignment of Credit entries. It will ask you "Are you sure you are ready to save?" Click "OK" to accept the changes or click "Cancel" to decline. If you click "OK" you will get the following message across the top of the screen:  If you click "Cancel" it will take you back into edit mode where you left off. If you decide after manipulating data that you do not want to save any of the changes you made and revert to the original data click "Cancel without Committing".  NOTE: If you are entering large amounts of data, save the page often so you do not lose anything!
Edit: 	Once you have saved the page, you might have revisions later or find that you made a mistake. Click the "Edit" button to modify the PIAF Page 3. Once in edit mode, you can add or delete names, change assignment of credit values, change the sort order, or set the table values back to all zeros.
Delete: 	Click the red "X" icon to the left of any name (other than the Principal Investigator or Project Correspondent) while in edit mode to delete them from the table. You will get the following message to confirm that you wish to delete the person:  NOTE: The only way delete a Principal Investigator or Project Correspondent is to change them to someone else on the PIAF Page 1 Form.

Submit to OSP – After PIAF Form Entry

<p>Ready for “Submit to OSP”</p>  <p>Submit to OSP</p>	<p>Once Pages 1 – 3 of the PIAF form are entered into SIMS<i>budgets</i> and it is signed by all appropriate people, the information can be submitted to OSP using the “Submit to OSP” button.</p> <p>The “Submit to OSP” button takes the PIAF data entered into SIMS<i>budgets</i> and records it into SIMS<i>reports</i>. This button will only appear on PIAF Page 1 of a record in SIMS<i>budgets</i> in “Read-Only” mode when all necessary fields for submission to OSP are complete.</p>
<p>Submit to OSP To Do:</p>	<p>If all information needed for “Submit to OSP” is NOT completed, you will not see the “Submit to OSP” button. Instead, you will only be able to view the “Submit to OSP To Do button”:</p>
<p>To Do List:</p>	<p>Click on the “Submit to OSP To Do” button to generate a list of items that still need completed:</p> 
<p>What is required to use “Submit to OSP”?</p>	<ul style="list-style-type: none"> ▪ Complete all Mandatory Information on PIAF Page 1. ▪ In the “Submitted by” field on the PIAF Page 1, select either “College/Unit” or “OSP”. ▪ All PIAF Page 2 questions must be answered. ▪ The Page 3 (Assignment of Credit) form must be completed and add up to 100%. ▪ The PIAF form must be signed by all appropriate personnel.
<p>Click on “Submit to OSP”:</p>	<p>When all “Submit to OSP” requirements are met, the button will change to “Submit to OSP”.</p>  <p>*NOTE: The “Submit to OSP” button will only appear in “Read-Only Mode” on Page 1.</p>
<p>Fully executed PIAF affirmation:</p>	<p>When you click on the “Submit to OSP” you will get the following message:</p>  <p>*NOTE: Do not click OK if you do not have a complete and fully executed PIAF for this submission!</p>

SIMSreports - Proposal Manager / Integration Reporting

Overview: Now that *SIMSBudgets* and *SIMSreports* share data, there is a need to be able to manage proposals that have been created *SIMSBudgets* and the corresponding information that is then transferred into to *SIMSreports*.

This is handled through “Integration Reporting”. This section will cover the various reports that you will use to navigate proposal data in both applications. This documentation will focus on the role of Staff Assistant and follow the process of proposal submitted in the following ways:

- College/Unit submits proposal via paper copies to OSP.
- College/Unit enters their own PIAF data directly into *SIMSBudgets*.

Once proposals are entered into *SIMSBudgets*, the proposals must become “Pending” through data entry in Proposal Manager in *SIMSreports*.

Login Procedure for Proposals - College/Unit Submitting ONLY Paper Copies of PIAF

College / Unit Submits on Paper: If the college/unit does not submit a proposal electronically via *SIMSBudgets*, then OSP Staff Assistants enters the data from the fully executed PIAF form into *SIMSBudgets* when it physically comes into the office. See “Entering a Proposal” for instructions on how to enter the data.

Enter the Proposal / Submit to OSP: Once a proposal is entered into *SIMSBudgets* and you have verified that the copy received by OSP is a fully executed PIAF document, click on “Submit to OSP”. At this point the proposal is considered a “Proposal in Transit” and will appear on your “Proposal in Transit” (PIT) report.

What is a Proposal in Transit? A proposal in transit is a proposal that has been submitted to OSP by either the College / Unit or OSP Staff that does not have all the information needed in *SIMSreports* Proposal Manager to become a “Pending Proposal”.

Accessing a Proposal in Transit in Proposal Manager When an OSP Staff Assistant clicks on “Submit to OSP” after entering the information from the paper PIAF form into *SIMSBudgets*, a pop-up proposal manager window will appear with the corresponding PIAF information in edit mode as follows:

***Note: Some users may experience problems with pop-up windows. If this window does not appear see “Alternate Instructions”.**

College/Unit Submitting ONLY Paper Copies of PIAF (Continued)

Alternate Instructions: Accessing a Proposal in Transit in Proposal Manager

If you click on "Submit to OSP" and the proposal manager window as described above does not pop up:

- 1) Return to the SIMSreports Welcome Page
- 2) Refresh the screen by clicking on the refresh icon or hitting "F5" on your keyboard:



(Refresh Icon in Firefox)

- 3) Locate your proposal in the "Proposal in Transit report:

Proposals in Transit		
+ Team: Unassigned (8)		
+ Team: Hipple (4)		
● Team: Tyson (17)		
OSP#	PI	Owner
110087	Broking, Emily H (SPNPROG-ehb3)	Broking, Emily
Unit:	Engineering/Aerospace Engineering	
Sponsor:	Cornell University(Tyson)	
110419	Forstmeier, Kenneth G (SPNPROG-kgf1)	Rohan, Melissa
Unit:	Engineering/Aerospace Engineering	
Sponsor:	National Science Foundation(Tyson)	

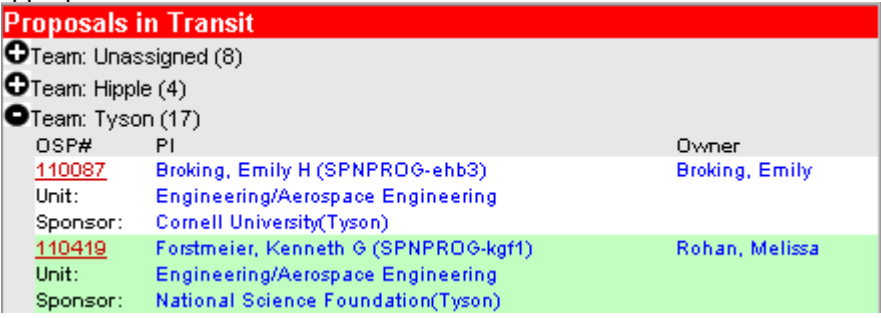

- 4) Click on the OSP number to open this record in proposal manager.
- 5) Click "Edit" to access the record in "Edit Mode"

Send proposal to "Pending" status:

Now that you have your proposal record open in Proposal Manager, the following information must be complete for the proposal to become "Pending".

- Select the appropriate OSP Staff.
- Enter the Received Date. This is the date that the proposal was received in the OSP office.
- Enter the Submitted Date. This is the data that the proposal was actually submitted to the sponsor by either the actual College / Unit or by OSP.
- Save the record in proposal manager. The status message at the bottom of the proposal manager record will indicate that the proposal is now "Pending"
- If you do not have the information yet to complete all necessary fields, the proposal will remain "In Transit" until the information is completed.

Login Procedure for Proposals - College / Unit Submitting Electronically through SIMSbudgets

College / Unit Enters Proposal / Submits to OSP:	<p>Once a proposal is entered into SIMSbudgets by the College/Unit they will click on "Submit to OSP". At this point the proposal will go to a "Team Leader" report for assignment. Staff assistants will not see the proposal until it has been assigned. Once the team leader assigns the proposal, it is considered a "Proposal in Transit" and will appear on your "Proposal in Transit" (PiT) report.</p>																					
What is a Proposal in Transit?	<p>A proposal in transit is a proposal that has been submitted to OSP by either the College / Unit or OSP Staff that does not have all the information needed in SIMSreports Proposal Manager to become a "Pending Proposal".</p>																					
Proposal in Transit (PiT) Report	<p>When the paper copy of a fully executed PIAF that was entered electronically via SIMSbudgets is received by OSP, locate the proposal in the PiT report under the appropriate Team as shown below:</p>  <p>Proposals in Transit</p> <ul style="list-style-type: none"> Team: Unassigned (8) Team: Hipple (4) Team: Tyson (17) <table border="1"> <thead> <tr> <th>OSP#</th> <th>PI</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td>110087</td> <td>Broking, Emily H (SPNPROG-ehb3)</td> <td>Broking, Emily</td> </tr> <tr> <td colspan="3">Unit: Engineering/Aerospace Engineering</td> </tr> <tr> <td colspan="3">Sponsor: Cornell University(Tyson)</td> </tr> <tr> <td>110419</td> <td>Forstmeier, Kenneth G (SPNPROG-kgf1)</td> <td>Rohan, Melissa</td> </tr> <tr> <td colspan="3">Unit: Engineering/Aerospace Engineering</td> </tr> <tr> <td colspan="3">Sponsor: National Science Foundation(Tyson)</td> </tr> </tbody> </table>	OSP#	PI	Owner	110087	Broking, Emily H (SPNPROG-ehb3)	Broking, Emily	Unit: Engineering/Aerospace Engineering			Sponsor: Cornell University(Tyson)			110419	Forstmeier, Kenneth G (SPNPROG-kgf1)	Rohan, Melissa	Unit: Engineering/Aerospace Engineering			Sponsor: National Science Foundation(Tyson)		
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Click on proposal in PiT report to access the record in Proposal Manager	<p>The record will open in Proposal Manager as shown below:</p>  <p>https://dev.sims.psu.edu - SIMS Proposal Manager - Mozilla Firefox</p> <p>PROPOSAL MANAGER - Edit Record</p> <table border="1"> <thead> <tr> <th>OSP Number</th> <th>College/Unit ID</th> <th>Solicitation/RFP</th> <th>Agency ID</th> <th>CFDA Number</th> </tr> </thead> <tbody> <tr> <td>110419</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Sponsor Information: National Science Foundation Primary Investigator: Forstmeier, Kenneth G (Office of Sponsored Programs) College: Engineering Department: Aerospace Engineering Campus: None Title: sdfds</p> <p>Received: 09/15/2006 Submitted: [Date] Revised: None Deadline: None Subjects: None Type of Submission: New Proposal Anticipated Terms: Not Specified</p> <table border="1"> <thead> <tr> <th>Initial Period</th> <th>Initial Requested Direct</th> <th>Initial Requested F&A (or Management Fee)</th> <th>Initial Total Requested</th> </tr> </thead> <tbody> <tr> <td>07/01/2007 - 06/30/2008</td> <td>\$100,000</td> <td>\$45,000</td> <td>\$145,000</td> </tr> </tbody> </table> <p>Total Requested F&A (or Management Fee): \$45,000 Total Requested: \$145,000</p> <p>Buttons: Reset, Save, Cancel</p> <p>You have locked this record at 09/19/2006 11:47:31 AM</p> <p>©1995-2006 Penn State University Generated September 19, 2006 11:47 AM by Melissa Rohan * These data are proprietary to The Pennsylvania State University and are not for release to the public.</p>	OSP Number	College/Unit ID	Solicitation/RFP	Agency ID	CFDA Number	110419					Initial Period	Initial Requested Direct	Initial Requested F&A (or Management Fee)	Initial Total Requested	07/01/2007 - 06/30/2008	\$100,000	\$45,000	\$145,000			
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07/01/2007 - 06/30/2008	\$100,000	\$45,000	\$145,000																			
Send proposal to "Pending" status:	<ul style="list-style-type: none"> ▪ Select the appropriate OSP Staff. ▪ Enter the Received Date. This is the date that the proposal was received in the OSP office. ▪ Enter the Submitted Date. This is the data that the proposal was actually submitted to the sponsor by either the actual College / Unit or by OSP. ▪ Save the record in proposal manager. The status message at the bottom of the proposal manager record will indicate that the proposal is now "Pending". 																					

SIMSreports – Negotiation Manager

Locating Existing Records and Entering New Awards

Overview:	<p>The following section will cover the procedures for logging in an award into SIMSreports and other actions that are completed using Negotiation Manager. This section will cover:</p> <ul style="list-style-type: none"> ▪ Receipt of new Award or Award Action ▪ Locating existing records (various methods) ▪ Creating Negotiation Manager records for new awards. ▪ Using “Copy” to create new awards from similar existing records.
------------------	--

Receipt of Award / Log-In Procedure for New Awards / Locating Records

Award is Received:	<p>Negotiation Manager is used once a sponsor makes an award. An award document may arrive at Sponsor Programs in one of the following ways:</p> <ul style="list-style-type: none"> • By mail • Electronically from the sponsor 		
Log-In Procedure for Awards:	<p>Once the award is received, it is directed to the Contractual Mail Coordinator. This person checks to see if the award is associated with a proposal and checks that a duplicate award was not previously received.</p>		
Types of Awards that are logged in:	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ New Awards ▪ Additional funds to existing awards ▪ Administrative changes ▪ Ben Franklin ▪ Billing purposes only ▪ Budget revisions ▪ Change of PI ▪ Decrease in funds ▪ Final reports </td> <td style="vertical-align: top; padding-left: 20px;"> <ul style="list-style-type: none"> ▪ Fixed cost agreement ▪ Master Agreement (\$0) ▪ No-Cost Extensions ▪ Non-Financials ▪ Penn State Subs ▪ PIDA ▪ RFPs ▪ Subcontracts ▪ Other (Financial & Non-Financial) </td> </tr> </table>	<ul style="list-style-type: none"> ▪ New Awards ▪ Additional funds to existing awards ▪ Administrative changes ▪ Ben Franklin ▪ Billing purposes only ▪ Budget revisions ▪ Change of PI ▪ Decrease in funds ▪ Final reports 	<ul style="list-style-type: none"> ▪ Fixed cost agreement ▪ Master Agreement (\$0) ▪ No-Cost Extensions ▪ Non-Financials ▪ Penn State Subs ▪ PIDA ▪ RFPs ▪ Subcontracts ▪ Other (Financial & Non-Financial)
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Locating Records

Access Negotiation Manager:	<p>First open negotiation manager from either the SIMSreports Welcome page or from a link from within one of the managers.</p>
Checking for prior entries:	<p>Click on the “New” button from the negotiation manager window. A new pop-up window will appear. Click on the “Locate” button. This will bring up the “NEGOTIATION MANAGER – Record Locator” screen.</p>



Record Locator Screen:

Using the Record Locator Screen:

The record locator screen has fields (or search parameters) that you can use to narrow your search for prior record entries:

- Sponsor Name
- Primary Investigator
- Collge / Unit
- Department
- Title String
- Proposal/Award Number
- Period Dates
- OSP/College ID
- Document Type (Pending/Award/All)

Fill in Search Parameters and click "Search"



Fill in the search parameters and click "Search" to locate records:

Records Located:

If there are records that meet your search criteria, the list will appear on the "NEGOTIATION MANAGER – Records Located" screen.

Entering Award for Existing Proposal – No Prior Award

Select record and click “Commit” if no prior award:



If no prior award has been made on the record selected (any status other than “received”), the click the “Commit” to create a new negotiation manager record.

Creating “New” Negotiation Manager Record:

When creating a new negotiation manager record (when creating from a previously entered proposal), the following fields should already be populated. Check for accuracy:

- OSP Number
- Proposal Submitted Date
- Notice Received (today's date)
- Sponsor
- Prime Sponsor
- Primary Investigator
- College and Department
- Award Type (defaults to “Contract”)
- Title
- Team Affiliation
- Action (defaults to “New”)
- Amount (Initial period amount)
- Start / End Dates
- Function
- Team Affiliation

NEGOTIATION MANAGER - Browse Record

Record List	History List	Forms	Quick Query
Log Number 113372	OSP Number No Link	College/Unit ID	Proposal Received N/A
Sponsor The Walt Disney Company	Prime Sponsor	Primary Investigator Sillanpa, Susan D (SPNPROG - sus14)	Notice Received 07/07/2009
College Liberal Arts	Department Women's Studies Program	Award Type Grant	Action Additional Funds
Title testing is fun	Award Number 1234	Other Award Number Info LTR DTD 05/01/2008	Federal Flow Thru N/A
Team Affiliation Hipple	Staff Assigned Faith Norris (Lori Cole)	Amount \$0	A133 ARRA No
Current Status 07/07/2009 - Assigned by Team Leader	Last Update Information 07/07/2009 12:45:06 PM made by Susan Sillanpa		

Go New Assign Edit Delete Exit

Fill in the “Award Number”, “Other Award Number Info” if needed and “Staff Assigned”. Click “Save” to complete the entry. A status message will appear on the bottom of the screen stating “Record Inserted”.

NOTE: When PSU receives funds from an organization, that organization is identified as PSU's Sponsor. If our Sponsor receives its funds from yet another organization, its original funding source is known as the Prime Sponsor.

- Example 1: If USDA issues an award to Cornell, and Cornell issues a subaward to PSU, then Cornell is the Sponsor and USDA is the Prime Sponsor.
- Example 2: If USDA issues an award to Amgen, Amgen issues an award to Cornell, and Cornell issues an award to PSU, then Cornell is the Sponsor and USDA is the Prime Sponsor.

Entering New Award using "Copy" – No existing award / Use "similar" record

Using an Existing Record to Create a New One:



While trying to locate a previous record when entering award information, you may find a record that has been entered previously and most of the data is similar to the data to be entered. If this is the case, you can use "Copy" to create another record just like it and modify it with any information that is different.

Select the record using Records Locator, select "Go" to bring up the similar Negotiation Manager Record. Click "New" from this screen to bring up the "New Record Creation Method" and select "Copy":

The screenshot shows the 'NEGOTIATION MANAGER - Browse Record' interface. A dialog box titled 'New Record Creation Method' is overlaid on the screen, containing three buttons: 'Locate', 'Blank', and 'Copy'. The background interface displays a record for Log Number 82488. Key details include:

- OSP Number: No Link
- College/Unit ID: Agricultural Sciences
- Department: Entomology
- Primary Investigator: Forstmeier, Kenneth
- Award Type: Contract
- Current Status: 09/21/2006 - Assigned by Team Leader
- Last Update Information: 09/21/2006 01:39:58 PM made by Melissa Rohan

 At the bottom of the interface, there are several buttons: 'Go', 'Working', 'Assign', 'Edit', 'Delete', and 'Exit'.

You can then modify the record to reflect the information in the new Negotiation Manager record that is created.

Entering New Award – No existing proposal or previous award

No former records available?

It is possible that an award will arrive at OSP that has no prior proposal or award documented or associated with it. After you have confirmed that no prior records by using the steps above, it is necessary to insert a new record. This is done from the Negotiation Manager page, by clicking "New" and then "Blank".

A new blank negotiation manager record will appear. You must enter the following fields to save the record:

Completing New Record:

- [New](#)
- [Blank](#)

The screenshot displays the 'NEGOTIATION MANAGER - Browse Record' interface. It features a header with 'INFORMATION', 'ACTIVITY', and 'DOCUMENTS' tabs, and a 'Proposal | Award' link. Below the header, there are sub-tabs for 'Record List', 'History List', 'Forms', and 'Quick Query'. The main content area shows details for a record with Log Number 113373, including fields for OSP Number (No Link), College/Unit ID, Proposal Received (N/A), and Notice Received (07/07/2009). The sponsor is listed as 'The Walt Disney Company', and the primary investigator is 'Sillanpa, Susan D (SPNPROG - sus14)'. The record is categorized as a 'Grant' with the title 'Testing Fun' and is assigned to 'Lindsay Holyfield (Lori Cole)'. The current status is '07/07/2009 - Assigned by Team Leader'. At the bottom, there are buttons for 'Go', 'New', 'Assign', 'Edit', 'Delete', and 'Exit'.

The following information must be filled in:

- Sponsor
- Faculty
- College
- Department
- Action
- Function
- Award Type
- Title
- Team Leader

If other information is available that is not listed above as mandatory, it should be included. Enter data, click "Save" and the record will get an assigned a log number.

NOTE: When PSU receives funds from an organization, that organization is identified as PSU's Sponsor. If our Sponsor receives its funds from yet another organization, its original funding source is known as the Prime Sponsor.

- Example 1: If USDA issues an award to Cornell, and Cornell issues a subaward to PSU, then Cornell is the Sponsor and USDA is the Prime Sponsor.
- Example 2: If USDA issues an award to Amgen, Amgen issues an award to Cornell, and Cornell issues an award to PSU, then Cornell is the Sponsor and USDA is the Prime Sponsor.

Alternative ways of Locating Negotiation Manager Records

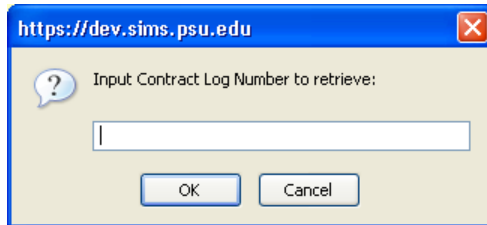
Other ways to find records:

- Ways of finding available records include:
- Go Button (covered partially in previous section)
 - Record List
 - Quick Query

Finding Records – “Go” Button

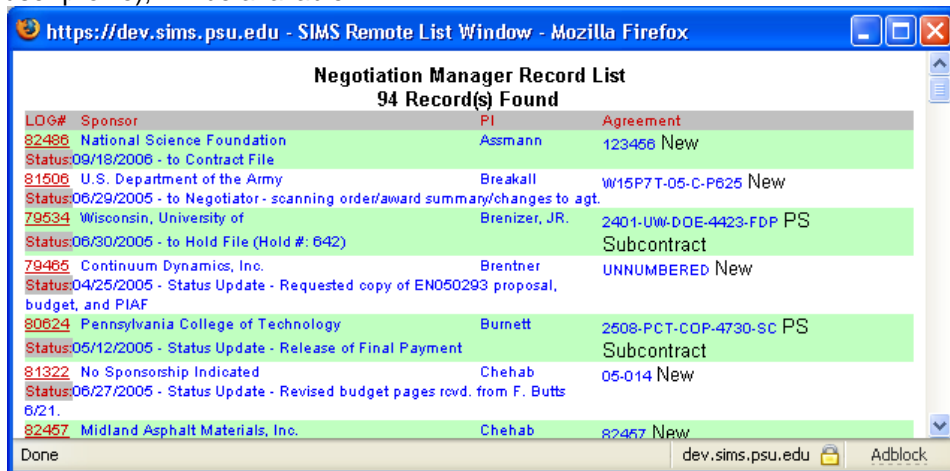


Use the “Go” Button to locate records by Log Number. At the negotiation manager click the “Go” button. A screen will appear where you can enter the “Contract Log number”:



Finding Records – Record List

When you first access Negotiation Manager from the Application Menu, a record is not initially associated with the screen. Click “Record List” to find records that are currently in progress. Only records that the user has access to (depending on their user profile), will be available:



Click on the “LOG#” that you want to go to that record. You can also sort the Record List by LOG#, Sponsor, Faculty Name or Agreement by clicking on that column header.

Finding Records – Quick Query

Click on:

Finding a record using Quick Query is very similar to using Record Locator except that the fields are more specific to records that are already in negotiation manager.

Quick Query

Enter search criteria in fields.

NEGOTIATION MANAGER - Quick Query

Sponsor <input type="text"/>	College/Unit ID <input type="text"/>
Primary Investigator <input type="text"/>	Action <input type="text"/>
College Not a College/Unit Code <input type="text"/>	Agreement Type <input type="text"/>
Department No Department <input type="text"/>	Negotiation Staff <input type="text"/>
Title String <input type="text"/>	
Award Number <input type="text"/>	
Received Range <input type="text"/> / <input type="text"/>	

Entering New Information for Existing Award – Award Previously Received

Select record and click “Go” if award already received:



The next scenario for located records, is if the located record has the status “Received”. In this case, you can select the record and click “Go” to go to the record. You can then make changes or add activities to the record. This will be covered in the next section.

Negotiation Manager – Assignment of New Awards

New Awards must be assigned by Team Leader:

Once a new award is entered, the team leader will assign the document. This assignment must be made before any activities can be entered for the record. There are two ways to assign a record:

- Link from Team Document Assignments Report
- Activity Tab

Team Leader Assignments

When a new award is entered into SIMS*reports*, a team leader is automatically notified of receipt via a report on the top left side of their SIMS*reports* Welcome Screen:

Team Document Assignments (Leader)			
82481	07/08/2005	U.S. Department of Health and Human Services	Greenberg
82459	07/08/2005	U.S. Department of Health and Human Services	King
82468	07/08/2005	U.S. Department of Health and Human Services	King
82460	07/07/2005	COP: Historical and Museum Commission	Carroll
82444	07/07/2005	COP: Department of Environmental Protection	Urquidí-Macdonald
82442	07/07/2005	COP: State System of Higher Education	Zinn
82433	07/07/2005	National Science Foundation	Zha
82431	07/07/2005	By The Numbers	Van Horn
82424	07/06/2005	Association for Institutional Research	Volkwein
82411	07/06/2005	Tuscarora Intermediate Unit	Van Horn
82408	07/06/2005	KCF Technologies, Inc.^	Rahn
82385	07/05/2005	U.S. Department of Health and Human Services	Cavigelli
82367	07/05/2005	U.S. Department of Health and Human Services	Preston
82362	07/05/2005	U.S. Department of Health and Human Services	Vogler
82361	07/05/2005	U.S. Department of Health and Human Services	Vogler

Assignment – Link from Team Leader Assignment Report

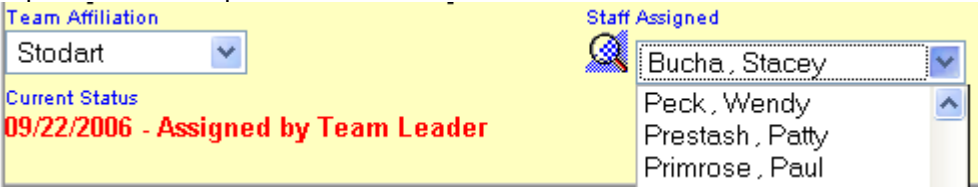
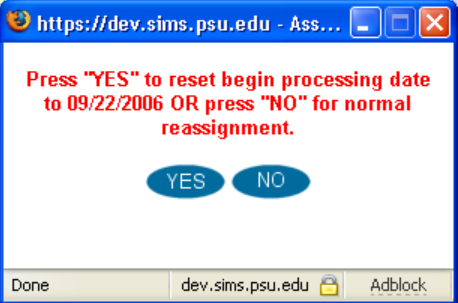

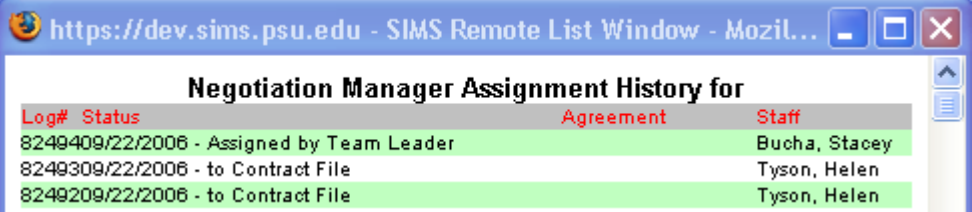

The team leader can click on any record in the “Team Document Assignments (Leader)” report to access that particular record in Negotiation Manager. After confirming that they have selected the correct record, the team leader clicks the “Assign” button at the bottom of the page. This will take you to the “Assign Record” screen of Negotiation Manager.

The screenshot shows the 'NEGOTIATION MANAGER - Browse Record' interface. At the top, there are tabs for 'INFORMATION', 'ACTIVITY', and 'DOCUMENTS'. Below the tabs, there are sub-tabs for 'Record List', 'History List', 'Forms', and 'Quick Query'. The main content area displays the following information:

- Log Number:** 113373
- OSP Number:** No Link
- College/Unit ID:** N/A
- Proposal Received:** N/A
- Notice Received:** 07/07/2009
- Sponsor:** The Walt Disney Company
- Prime Sponsor:** N/A
- Primary Investigator:** Sillanpa, Susan D (SPNPROG - sus14)
- College:** Liberal Arts
- Department:** Women's Studies Program
- Award Type:** Grant
- Title:** Testing Fun
- Team Affiliation:** Hipple
- Current Status:** 07/07/2009 - Assigned by Team Leader
- Last Update Information:** 07/07/2009 01:49:44 PM made by Susan Sillanpa

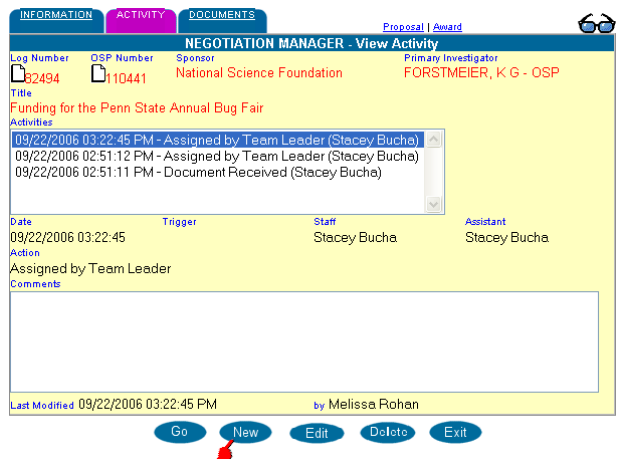
At the bottom of the interface, there are several buttons: 'Go', 'New', 'Assign', 'Edit', 'Delete', and 'Exit'.

The addition of a stimulus reporting flag labeled "ARRA" for American Recovery and Reinvestment Act (ARRA) was added for reporting on negotiation and award managers. That flag will be used for all stimulus fund reporting. Indicators have been added to the log and statement of award.

<p>Check Team Affiliation and make Staff Assignment:</p>	<p>The Assign Record page has the “Team Affiliation” and “Staff Assinged” fields automatically populated from information from data in Proposal Manager. Check that the record has the correct Team Affiliation. The Staff Assigned can remain the same or pull done the drop down box to select a new staff member:</p> 																																				
<p>Reset Processing Date or Reassignment:</p>	<p>After making the appropriate selections, click “Assign”. A pop-up window will appear asking your to “Press “YES” to reset begin processing date to “today’s date” OR press “NO” for normal reassignment. The team leader will pick the appropriate choice.</p> 																																				
<p>Check on former Agreement Assignment:</p> 	<p>For records that are amendments or continuations of a previous award, check to see which staff was assigned to the former agreement. Click on the “look-up” (magnifying glass) icon to the left of the “Staff Assigned” field. This will bring up a list of the history of this award and the negotiator assigned to that record.</p>  <table border="1" data-bbox="430 1207 1396 1318"> <thead> <tr> <th>Log#</th> <th>Status</th> <th>Agreement</th> <th>Staff</th> </tr> </thead> <tbody> <tr> <td>8249409</td> <td>09/22/2006 - Assigned by Team Leader</td> <td></td> <td>Bucha, Stacey</td> </tr> <tr> <td>8249309</td> <td>09/22/2006 - to Contract File</td> <td></td> <td>Tyson, Helen</td> </tr> <tr> <td>8249209</td> <td>09/22/2006 - to Contract File</td> <td></td> <td>Tyson, Helen</td> </tr> </tbody> </table>	Log#	Status	Agreement	Staff	8249409	09/22/2006 - Assigned by Team Leader		Bucha, Stacey	8249309	09/22/2006 - to Contract File		Tyson, Helen	8249209	09/22/2006 - to Contract File		Tyson, Helen																				
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<p>Record appears in “Staff Document Assignment”:</p>	<p>After the team leader assigns the record, it will appear under the “Staff Document Assignments” report on the Welcome Screen of the person it was assigned to:</p>  <table border="1" data-bbox="430 1407 1153 1648"> <thead> <tr> <th>Log#</th> <th>Agency</th> <th>Staff</th> </tr> </thead> <tbody> <tr> <td>82389</td> <td>CalWest Seeds</td> <td>Hakcom</td> </tr> <tr> <td>82390</td> <td>CalWest Seeds</td> <td>Hakcom</td> </tr> <tr> <td>82409</td> <td>Canaan Valley Institute</td> <td>Brooks</td> </tr> <tr> <td>81906</td> <td>COP: Fish & Boat Commission</td> <td>Key</td> </tr> <tr> <td>82392</td> <td>DLF-TRIFOLIUM</td> <td>Hakcom</td> </tr> <tr> <td>82391</td> <td>Doebler's Inc.</td> <td>Hakcom</td> </tr> <tr> <td>82466</td> <td>Energizer Holdings, Inc.</td> <td>Puri</td> </tr> <tr> <td>82466</td> <td>Environmental Protection Agency</td> <td>Decoteau</td> </tr> <tr> <td>82494</td> <td>National Science Foundation</td> <td>Forstmeier</td> </tr> <tr> <td>82388</td> <td>Tri-County Easter Seals</td> <td>Baggett</td> </tr> <tr> <td>82384</td> <td>U.S. Department of Agriculture</td> <td>Beegle</td> </tr> </tbody> </table>	Log#	Agency	Staff	82389	CalWest Seeds	Hakcom	82390	CalWest Seeds	Hakcom	82409	Canaan Valley Institute	Brooks	81906	COP: Fish & Boat Commission	Key	82392	DLF-TRIFOLIUM	Hakcom	82391	Doebler's Inc.	Hakcom	82466	Energizer Holdings, Inc.	Puri	82466	Environmental Protection Agency	Decoteau	82494	National Science Foundation	Forstmeier	82388	Tri-County Easter Seals	Baggett	82384	U.S. Department of Agriculture	Beegle
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Assignment – From the Activity Page

The next method of assignment is also accessed from the negotiator record after opening it. From the negotiation manager record, click on the “Activity Tab” and then the “New” button at the bottom of the “View Activity” tab.



Activities Page – Adding Activities

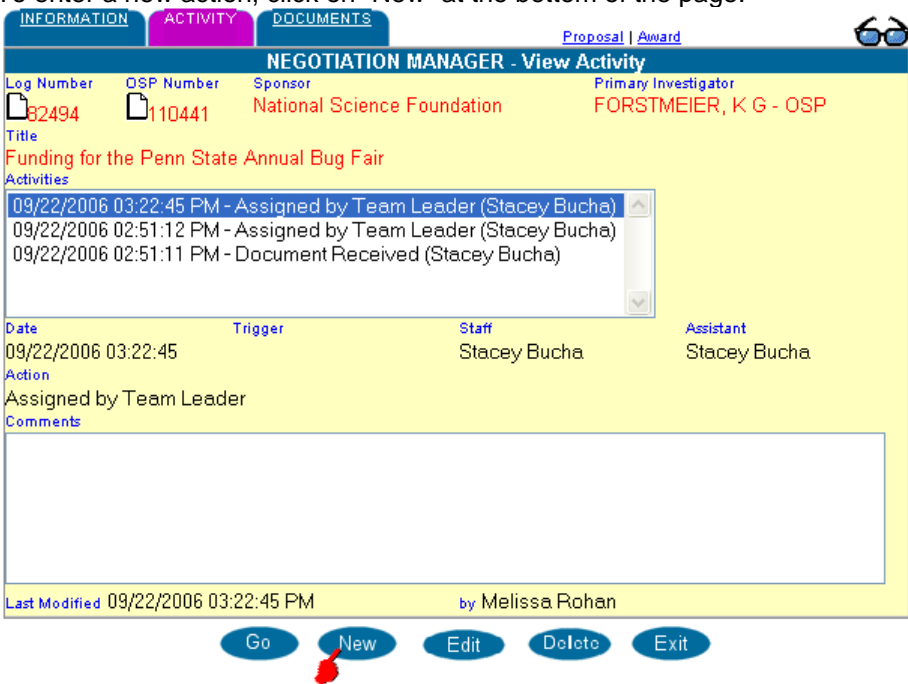
Actions

The Activity Tab on a Negotiation Manager Record is used to record any actions taken with a particular record. The following shows actions that may be taken with a brief description:

- **Document Dead** – No further action to be taken on this record. (Closing Action)
- **Fully Executed Received** – Document received from Sponsor and is awaiting OSP action. (Status doesn't Change)
- **In Typing** – Self-explanatory. (In-Type)
- **Mailed to Sponsor** – Waiting for response from Sponsor. (Hold)
- **Emailed to Sponsor** – Waiting for response from Sponsor. (In-Process Action)
- **Out for Signing** – Awaiting PSU Signature. (Hold)
- **To College/Unit** – Award Note is sent to college for approval. (In-Process Action)
- **To Research Accounting** – Award Clearance is sent to Research Accounting for approval. (In-Process Action)
- **Sponsor Draft Received** – Negotiations on Sponsor-initiated agreement. This action will put the record into DRAFT status. (In-Process Action)
- **Status Update** – Miscellaneous actions to record. (Status doesn't Change)
- **To Contract File*** - Contract negotiations completed. (Closing)
- **To Hold File*** - Places document in hold until next trigger. (In-Process Action)
- **To Negotiator** – Negotiator action required. (In-Process action)
- **To Pre-Review** – Sent to college, risk management, or research accounting for pre-review. (Pre-Review Action)
- **To Staff Assistant** – To a staff assistant. (In-Process action)
- **Two Signed Copies Received** – Agreement received and awaiting PSU signature. (Status doesn't Change)
- **Contract Detail** – Allows negotiators to input data that will later be used to create the award statement. (Status doesn't Change)

	<ul style="list-style-type: none"> ▪ To Risk Management – Award is sent to Risk Management for review. (In-Process Action) <p>NOTE: Choosing any of the above activities EXCEPT Fully Executed Received, Sponsor Follow-Up, Status Update, or Two Signed Copies Received will remove the record from the negotiators “assigned” list on the log-in screen.</p>
<p>Click on “Activity” Tab:</p>	<p>From the record you are workin on in Negotiation Manager, click on the “Activity” tab. The tab turns to purple and the activity screen is displayed. You can either view a previous action that is displayed or enter a new action.</p>

<p>Viewing Activities:</p>	<p>Clicking on one of the Activities in the “Activities” box will display pertinent details about the action below it such as Date, Staff, Assistant, Action, and comments.</p>
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<p>Adding a New Activity:</p>	<p>To enter a new action, click on “New” at the bottom of the page:</p>  <p>The screenshot shows the following information:</p> <ul style="list-style-type: none"> Navigation tabs: INFORMATION, ACTIVITY (highlighted), DOCUMENTS Links: Proposal Award Page Title: NEGOTIATION MANAGER - View Activity Log Number: 82494, DSP Number: 110441, Sponsor: National Science Foundation, Primary Investigator: FORSTMEIER, K G - OSP Title: Funding for the Penn State Annual Bug Fair Activities list: <ul style="list-style-type: none"> 09/22/2006 03:22:45 PM - Assigned by Team Leader (Stacey Bucha) 09/22/2006 02:51:12 PM - Assigned by Team Leader (Stacey Bucha) 09/22/2006 02:51:11 PM - Document Received (Stacey Bucha) Table with columns: Date, Trigger, Staff, Assistant. Row: 09/22/2006 03:22:45, (blank), Stacey Bucha, Stacey Bucha. Action: Assigned by Team Leader Comments: (empty text box) Last Modified: 09/22/2006 03:22:45 PM by Melissa Rohan Buttons: Go, New, Edit, Delete, Exit
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Contract Detail Activity and Contract File/Statement of Award

The following changes will be made to Negotiation Manager "Contract Detail" activity and Award Manager based on a request from OSP: July 2009. Waiver options will only be available for financial documents that receive a new OSP number.

Negotiation Manger "Contract Detail" activity and Award Manager will be validated for proper waiver input before save.

Amount of F&A Collected options – default to blank selection and force data entry

- Full with Industry Premium (explanation options not available)
- Full (explanation options not available)
- Partial
- None

Waiver Explanation options (Explanation of why PSU is not collecting Full F&A)

- Ben Franklin Technology Partners
- Clinical Trials (26% TDC)
- Domestic non-profit with published guidelines
- Gifts and charitable contributions
- IPA agreement
- Mixed state/federal funding (F&A on federal funds only)
- PennDOT cap (25% MTDC)
- State funding (no federal funds)
- State funds flowed through local gov. or school board
- Federally imposed restriction (e.g., DoD, USDA, USDE)
- Waiver approved
- Unrestricted Grant (15% total costs)

Later