

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.





Cancel
Save

College Proposal ID No.

OSP No.

Creation Date

INVESTIGATOR DATA

Principal Investigator

PI Notification Email

College/Unit Notification Email

Project Correspondent

Department/Subunit (Consortium/Institute/Center etc)

College/Unit

Project Location/Building Name

PROPOSAL DATA

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

Title

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

SPONSOR DATA

Sponsor Name

Prime Sponsor

Program

Address

City State

ZIP Code Country

Contact

Sponsor Protocol No.

CFDA No.

Submitted by
 College/Unit
 OSP

Number of Copies Sent or to be Sent

OSP Instructions

Deadline Yes No

Mailing Date

Due in Hands of Sponsor

BUDGET DATA

Total Project Period
 Begin End

Initial Project Period
 Begin End

Applicable F&A Rates or Management Fee % % N/A

Initial Amounts
 Requested Direct: Requested F&A: Requested Fee: Total Requested:

F&A Basis
 MTDC Total Amount TDC Other

Total Amounts
 Requested Direct: Requested F&A: Requested Fee: 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 (Responsibility of College/Units) 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

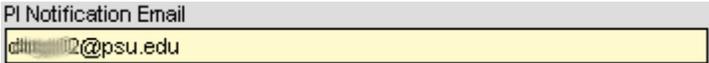
Entered by: on 1/1/0001

PIAF Page 1 - Ready for New PIAF Record

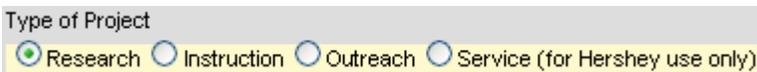
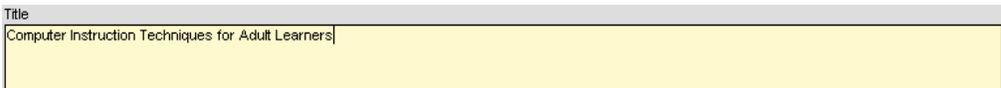
<p>College Proposal ID Number:</p> <p>College Proposal ID No.</p> <input type="text"/>	<p>After clicking “New PIAF” a blank PIAF will appear and the cursor location will default to the first available field which is “College Proposal ID No.”. This is not a mandatory field. This number in the past has 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>SIMS<i>budgets</i> 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</p>

	is that the Project Correspondent is typically the same person as the Principal 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 <i>SIMSBudgets</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 <i>SIMSBudgets</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 submission type is not new. This field is mandatory for “Submit to OSP”. See below</p>

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 Grant Transfer 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. /

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

Prime Sponsor

Program

<p>Sponsor Name:</p>	<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> <div data-bbox="418 527 1425 596" style="border: 1px solid gray; padding: 2px;"> <p>Sponsor Name</p> <p>National Institutes of Health <input checked="" type="checkbox"/></p> </div> <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>
<p>Prime Sponsor:</p>	<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>
<p>Program:</p>	<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>
<p>NOTE: Verifying Prime Sponsors & Programs</p>	<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)

<p>Sponsor Address Fields:</p>	<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	
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"/>	
City	State
<input type="text"/>	<input type="text"/>
ZIP Code	Country
<input type="text"/>	<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.

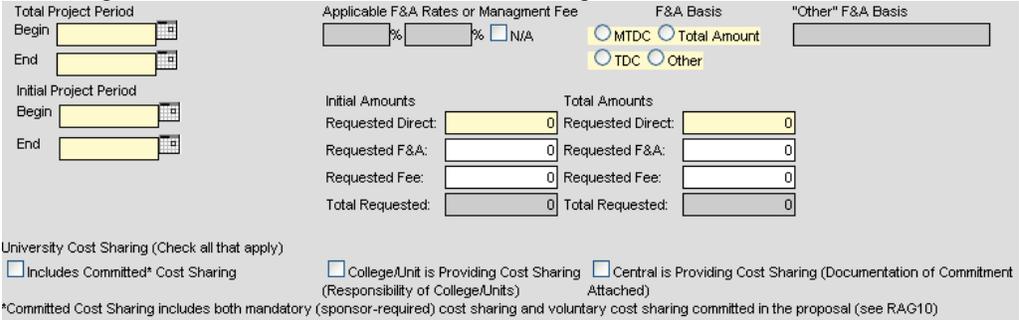
PIAF Page 1 – Sponsor Data (continued)

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</p> <input type="text"/>	<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</p> <input type="text"/>
<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>		

Number of Copies Sent or to be Sent:	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".
OSP Instructions:	Type in submission instructions for OSP. If Submitted by OSP, this field is required for "Submit to OSP".
Deadline:	If Submitted by OSP, this field is checked automatically.
Mailing Date / Due in Hands of Sponsor:	<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

Budget Data Fields	<p>The budget data section should have the following fields:</p>  <p>University Cost Sharing (Check all that apply)</p> <p><input type="checkbox"/> Includes Committed* Cost Sharing</p> <p><input type="checkbox"/> College/Unit is Providing Cost Sharing (Responsibility of College/Units)</p> <p><input type="checkbox"/> Central is Providing Cost Sharing (Documentation of Commitment Attached)</p> <p><small>*Committed Cost Sharing includes both mandatory (sponsor-required) cost sharing and voluntary cost sharing committed in the proposal (see RAG10)</small></p>
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Total and Initial Project Period – Begin / End:	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 span.
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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.

These fields are mandatory for "Submit to OSP".

Total Project Period	
Begin	<input type="text"/>
End	<input type="text"/>
Initial Project Period	
Begin	<input type="text"/>
End	<input type="text"/>

F&A Rate and F&A Basis:

The fields that relate to F&A are combined in this section, since they are dependent on each other.

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):

MTDC:

Applicable F&A Rates or Management Fee	F&A Basis	"Other" F&A Basis
<input type="text"/> % <input type="text"/> % <input type="checkbox"/> N/A	<input checked="" type="radio"/> MTDC <input type="radio"/> Total Amount	<input type="text"/>
	<input type="radio"/> TDC <input type="radio"/> Other	

TDC:

Applicable F&A Rates or Management Fee	F&A Basis	"Other" F&A Basis
<input type="text"/> % <input type="text"/> % <input type="checkbox"/> N/A	<input type="radio"/> MTDC <input type="radio"/> Total Amount	<input type="text"/>
	<input checked="" type="radio"/> TDC <input type="radio"/> Other	

Total Amount:

Applicable F&A Rates or Management Fee	F&A Basis	"Other" F&A Basis
<input type="text"/> % <input type="text"/> % <input type="checkbox"/> N/A	<input type="radio"/> MTDC <input checked="" type="radio"/> Total Amount	<input type="text"/>
	<input type="radio"/> TDC <input type="radio"/> Other	

Other:

Applicable F&A Rates or Management Fee	F&A Basis	"Other" F&A Basis
<input type="text"/> % <input type="text"/> % <input type="checkbox"/> N/A	<input type="radio"/> MTDC <input type="radio"/> Total Amount	<input type="text"/>
	<input type="radio"/> TDC <input checked="" type="radio"/> Other	

NA:

Applicable F&A Rates or Management Fee	F&A Basis	"Other" F&A Basis
<input type="text"/> % <input type="text"/> % <input checked="" type="checkbox"/> N/A	<input type="radio"/> MTDC <input type="radio"/> Total Amount	<input type="text"/>
	<input type="radio"/> TDC <input type="radio"/> Other	

Required fields are mandatory for "Submit to OSP".

Initial / Total Amounts

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".

Initial Amounts	Total Amounts
Requested Direct: <input type="text"/> 0	Requested Direct: <input type="text"/> 0
Requested F&A: <input type="text"/> 0	Requested F&A: <input type="text"/> 0
Requested Fee: <input type="text"/> 0	Requested Fee: <input type="text"/> 0
Total Requested: <input type="text"/> 0	Total Requested: <input type="text"/> 0

***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.**

University Cost Sharing:

The University Cost Sharing mirrors the same fields on the paper PIAF form. Check any/all that apply.

	<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 RAG10)</p>
Remarks or Special Instructions:	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".
End of Data Entry for PIAF Page 1:	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.

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;">  Delete PIAF </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;">  Submit to OSP </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) • OSP Instructions (if applicable) • Deadline (if applicable) • Mailing Date (if applicable)

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- | | |
|--|---|
| | <ul style="list-style-type: none">• 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 |
|--|---|
-