

Proposal, Budget & SF424 Quick Guide

Topics

Overview	1
Steps	2
Access	2
Funding Proposal Navigation and Basic Tasks	2
WRAP Dashboard Terms & Definitions.....	2
Funding Proposal WorkSpace Terms & Definitions	3
Exercise #1: Create a Funding Proposal.....	4
Exercise #2: Complete a Budget	10
Exercise #3: Create a Subaward Budget (Used Only If the Proposal Includes Subawards).....	15
Exercise #4: Create a Cost Share Budget (Used Only If the Proposal Includes Cost Sharing) ..	16
Exercise #5: Create and Update SF424 (Used for Federal System-To-System Proposals)	18
Exercise #6: Assign Ancillary Reviewers.....	19
Exercise #7: Checking COI Training and Disclosure Dates and Prompting Update	20
Exercise #8: Certify and Submit a Funding Proposal for Review.....	20
Exercise #9: Responding to JIT/Updating Your Proposal.....	21
Revision (Supplemental).....	22
Renewal.....	22
Continuation	22
Resubmission.....	23

Overview

This quick guide is designed specifically for the training session on creating and submitting a proposal and budget in the WRAP system. It provides step-by-step instructions for training purposes, guiding participants through navigating the WRAP system, completing proposal SmartForms, preparing a budget, completing and submitting the SF424 form, assigning and managing ancillary reviews, Checking COI training and disclosure dates and prompting update and validating, certifying, and submitting proposals for department review. The steps are intended for training purposes, and participants are encouraged to make their own adjustments during the session as needed.



Steps

Access

Training (Staging) Access

1. Navigate to WRAP Electronic Research Administration Systems:
<https://researchoperations.wvu.edu/resources/administration-and-compliance-systems>
2. Click the **WRAP Test** button.
3. Click the Client Login button.
4. Sign in with your SSO credentials

Production Access

1. Navigate to WVU Research Operations Website:
<https://researchoperations.wvu.edu/home>
2. Click the **WRAP** button.
3. If prompted sign in with your SSO credentials

Funding Proposal Navigation and Basic Tasks

 [Navigate the General Dashboard Video](#) (opens in a new tab)

 [Navigate the Funding Proposal Workspace Video](#) (opens in a new tab)

 [Navigate the Budget Workspace Video](#) (opens in a new tab)

WRAP Dashboard Terms & Definitions

- **Create Menu:** Create drop-down menu buttons that allow you to create various items in the system, such as proposals or agreements
- **Recent:** Lists the last several items a user has accessed, with the most recent at the top. Items can be pinned for quick access using the pin icon.
- **Pinned:** Pinned items are stored for easy access, regardless of when they were last viewed. Pinned items remain until manually unpinned.
- **My Inbox:** Displays all items requiring user action to move forward in the workflow e.g. proposals, agreements, and awards.
- **My Reviews:** Shows a subset of items **from My Inbox**, specifically those awaiting the user's review. Useful for users who may have multiple roles, like researchers who also serve as ancillary reviewers.
- **State Column:** Shows item workflow status and helps guide the next steps.



- **Personalize Table:** Users can adjust table settings using the gear icon, enabling them to configure the columns and data that appear. They can also export data to CSV files.
- **Top Navigator:** The main navigation tool at the top of the dashboard allows users to move to different parts of WRAP.
- **Breadcrumb Trail:** Located under the top navigator, this trail indicates the current page and allows users to navigate back to previous pages.
- **Filter by Text:** Type the first part of the text you want to find. Use % as a wild card. Users must prepend the '%' wildcard before entering search terms (e.g., '%defense') when using the search function. Add a prompt or help text instructing users to use a wildcard before typing search terms.

Funding Proposal Workspace Terms & Definitions

1. **State:** Located at the top left of the workspace, this indicates the current stage of the funding proposal in the workflow process. (e.g., Draft, Department Review).
2. **Activities:** Actions you can take depending on the proposal's state. This is based on the user role assigned to the proposal.
3. **Proposal Title:** The title of the research proposal.
4. **Proposal Information:** Key details about the proposal, including PI, department, submission deadline, etc.
5. **Proposal Number:** Unique identifier for tracking.
6. **Budget Information:** Snapshot of budget details, including start date, number of periods, and direct and indirect budgets.
7. **Workflow:** A visual representation of the funding proposal's progress, highlighting the current step in the process in orange.
8. **Budgets:** Lists all budgets related to the funding proposal, including sponsor and cost-sharing budgets. Displays the budget state and funding source.
9. **SF424 Summary:** Key information for federal grant submissions to grant.gov (system-to-system). Snapshot of budget details, including start date, number of periods, and direct and indirect budgets.
10. **History:** Lists all activities performed on the funding proposal, including the details of who performed them and when.
11. **Reviewers:** Displays the key personnel and department reviewers responsible for approving the funding proposal. Lists the levels of department approval required. Also shows ancillary reviewers added to the funding proposal and whether their review is required. Indicates if they have completed their review.
12. **Attachments:** Contains links to documents added to the funding proposal workspace. Users can open attachments by clicking on the document links.
13. **Financials:** Displays the expenses for each budget period. By default, totals from all associated budgets are rolled into a single total on this tab.
14. **Reviewer Notes:** Shows notes from reviewers to specific pages of the funding proposal during their review.
15. **Related Projects:** Linked projects to the proposals, e.g., agreements.
16. **Change Log:** Shows all log changes made to the funding proposal or SF424 pages.

Exercise #1: Create a Funding Proposal

Note: A red asterisk (*) indicates a mandatory question. Ensure all required fields are completed.

- [Creating a Funding Proposal Video](#) (opens in a new tab)

From the **Dashboard**, click **Create > Create Funding Proposal**.

- **General Proposal Information**

Complete SmartForm pages:

- **Type of application:** New (default).
 - **Transfer from another institution?:** No.
- **Short title:** [Your name or initials] e.g. 20241118 Training Proposal JNN
- **Long title:** [Type a descriptive title].
20241118 Training Proposal JNN
- **Principal Investigator:** Select or enter the name of the Principal Investigator
- **Sponsor:** Use % for wildcard search i.e., % e.g. US DHHS, PROGRAM SUPPORT CENTER% to search for the sponsor. A direct sponsor disburses funds directly to WVU. If this application is for a subaward, the awardee funding WVU is the direct sponsor, and the agency funding the awardee is the prime sponsor. Specify a prime sponsor only if this is a subaward. If you do not find the sponsor in this list, select TBD from the list and enter the name in the next line.
 - Non-federal,
 - Proposal With A Direct And Prime Sponsor (Flow-Through)
 - Federal Direct Sponsor
 - System-to-System or non-System-to-System
- **Instrument type:** - Select the correct instrument type (e.g., Grant, Contract).



- **Primary purpose:** Select the main purpose of the project (e.g., Research)
 - **Type of research:** Choose the appropriate research type (e.g., Basic, Clinical).
- **Expected start date:** [Enter date] 01/1/2025.
- **Personnel:**
 - PI name automatically pulled in from General Proposal Information.
 - If needed, attach a Biosketch. Upload an Other Support documentation only if mandated by the funding opportunity.
 - Responsible department / division / institute: [Select the department responsible for handling the proposal. By default, it will be the department of the Principal Investigator (PI), but you might need to change it if necessary] The organization selected here gets mapped to the SF424.
 - Add personnel: e.g., Faculty (Yes for FCOI). Add other institutional key, non-key or other significant contributor personnel. This individual will be conducting research and is considered an Investigator for Financial Conflict of Interest (FCOI) Disclosures purposes.
 - **Staff member:**
 - **Project role:**
 - **This individual is considered an investigator for FCOI...:**
 - **This individual is a:**

Tip: COI Disclosure for Non-Institutional Personnel: If non-institutional personnel are key personnel and WVU is managing their COI, they must submit a disclosure in WRAP. If COI is managed at their home institutions, no disclosure in WRAP is required.

2. * Responsible department / division / institute: ?

Chemical and Biomedical Engineering

3. Project personnel:

a. Add other institutional key, non-key or other significant contributor personnel

+ Add

Last Name

Update

b. Add non-institutional key personnel ?

+ Add

Last Name

There are no items to display

Add FP_AdditionalPersonnel

Add Institutional Proposal Staff

1. * Staff member:

2. * Project role:

3. * This individual is considered an investigator for FCOI disclosure purposes:

Yes No [Clear](#)

4. Attach a biographical sketch:

[None] [Upload](#)

5. Attach current and pending support documentation:

[None] [Upload](#)

6. * This individual is a:

Senior / key person on the proposal

Other significant contributor on the proposal

Other personnel

[Clear](#)

Required OK OK and Add Another Cancel

- Add Non-Institutional Key Personnel (Subawardee PI) who are considered Senior/Key Persons for the project. If System to System, add non-WVU key personnel such as key personnel for subawards:

- **Staff member name:**
 - **First name:**
 - **Last name:**
 - **This individual is considered an investigator for FCOI ...:**
- **Staff member contact information:**
 - **Email:**
- **Select project role:**
- **This individual is a:**
 - Administrative contact:
 - Team members with edit rights:

4. Administrative personnel:

a. Administrative contact: ?

John Dow ... ✕

b. Select team members that have edit rights: ?

...

Last Name	First Name	Employer Name
Test		Chemical and Biomedical Engineering

- PI Home Department (if applicable):
- **Submission Information:**

The submission information page requests different information based on whether the direct sponsor of the proposal is:

- Non-federal,
- Proposal With A Direct And Prime Sponsor (Flow-Through)
- Federal Direct Sponsor
 - System-to-System or non-System-to-System

Non-Federal Proposal

This SmartForm page appears when a WVU PI is submitting a non-federal proposal, including internal submissions.

- **Submission Type:** Defaults based on sponsor information
- **Direct Sponsor:** Defaults based on sponsor entered in General Proposal Information.
- **General Submission Documents:** Drag and drop attachments on top of the Add Button or click the Add Button to upload submission documents, e.g. the Narrative or SOW and the RFP. If using the dual submission process, please see Appendix B for more information about what to upload where and when.
- **Opportunity ID:** Enter the Opportunity ID (mandatory). If this opportunity



does not have an opportunity ID, enter the notice date of the funding call in the Opportunity box.

- **Opportunity Title:** Enter the Opportunity Title (mandatory). If this opportunity does not have a title, enter n/a in the Opportunity Title box.

Proposal With A Direct And Prime Sponsor (Flow-Through)

- **Submission Type:** Defaults to Pass-through/Subcontract/Subaward when both a Direct and Prime sponsor are listed on the General Proposal Information page
- **Direct Sponsor:** Defaults based on sponsor entered on the General Proposal Information page.
- **Prime Sponsor:** Defaults based on prime sponsor entered on the General Proposal Information page.
- **Direct Sponsor Contact:** List the direct sponsor contact information, if available.
- **CFDA number provided by direct sponsor:** List the CFDA number, if available.
- **Grant award number provided by the direct sponsor:** List the award number, if available.
- **General Submission Documents:** Drag and drop attachments on top of the Add Button or click the Add Button to upload submission documents. If using the dual submission process, please see Appendix B for more information about what to upload where and when.
- **Opportunity ID:** Enter the Opportunity ID (mandatory). If this opportunity does not have an opportunity ID, enter the notice date of the funding call in the Opportunity box.
- **Opportunity Title:** Enter the Opportunity Title (mandatory). If this opportunity does not have a title, enter n/a in the Opportunity Title box.

Federal Direct Sponsor

Principle investigators can submit many federal opportunities, e.g., NIH, DOD, and DOE, directly from WRAP to Grants.gov via a process called **System-to-System**. The use of **System-to-System** is not mandatory. For **System-to-System** submissions, principal investigators create a funding proposal in WRAP using the following steps and also create an SF424 for submission in WRAP, instead of in the grants.gov system.

For federal proposals, the Submission Information page is where you will determine if the application is being submitted system-to-system or not. For System-to-System submissions, you will create the SF424 later in the process. The information entered into the various SmartForms will automatically map to the corresponding fields in the SF424 forms. Once the SF424 is created, you will use the WRAP system to validate the data, ensuring accuracy and preventing errors before submission.

- **Submission Type:** Defaults based on sponsor information
- **Direct Sponsor:** Defaults based on sponsor entered in General Proposal Information.
- **Will this application be submitted system-to-system?** Defaults as Yes. Select

yes or no.

- **Option 1:** If the direct sponsor is Federal and not being submitted system-to-system.
 - **Will this application be submitted system-to-system?** Select No
 - Package ID, Opportunity ID, or CFDA: Search for the funding opportunity in 4 using the Opportunity ID or type directly to 4b. Opportunity ID (4b) and Opportunity Title (4c)
 - Add any general submission documents: Drag and drop attachments on top of the Add Button or click the Add Button to upload submission documents.
- **Option 2:** The direct sponsor is Federal and is being submitted system-to-system.
 - **Will this application be submitted system-to-system?** Select Yes
 - To retrieve a specific Federal opportunity on the Submission Information page, under Type a package ID, opportunity ID or CFDA number, type values in one or more of the four search criteria fields and **Click Find** button to search for the Funding Opportunity. Opportunity ID is the most common way to search. When you locate the opportunity, select the radio button next to the Package Id to select it.

4. Type a package ID, opportunity ID, or CFDA number, and click Find. ?

Package ID: Find... Clear
Refresh Form Support

Opportunity ID (PA or RFA number):

CFDA number:

Competition ID:

Package Id	Opp Id	Opportunity Title	Opening Date	Closing Date	CFDA	Comp ID	Instructions
<input checked="" type="radio"/>	PKG00037235 PA-DD-R01	G.g. Training and NIH Ext-UAT FOA (R01)	8/16/2017	8/16/2020	93.865	FORMS-E	

- You cannot upload any General Submission Documents on this SmartForm page. They will be uploaded directly to the SF424.
- **Funding Opportunity Announcement Page**
 - The information includes the required and optional SF424 forms, and whether these forms are supported for electronic submission. Click **Continue**.
- **Budget Periods and Key Dates:**
 - **Application submission deadline:** [Enter date, e.g., 12/16/2024].

- Date response expected from sponsor: Not a required field
- Date project starts:
- Date project ends:
- **Project length:** 5 years (The system defaults 5).
- **Effort Metric:** Months.
- **Modular Budgets:** No. Generally applies only to DHHS (mostly NIH, but some CDC or other derivative agencies that use NIH’s Assist portal might also, depending on the opportunity). The opportunity guidance will indicate that the submission allows for either a Modular or an R&R Detailed Budget, and the PI selects whichever is appropriate.
- **Budget periods:** Add, remove, and update the budget period duration as needed. On this page, you can add, remove, and update budget periods. To define periods that include partial months, check Use Advanced Editing, and specify the end dates, as in the example below.

Update Budget Periods

Use advanced editing

Project start date
1/1/2025

Budget periods:

Period Number	Name	Duration (Months)	Start Date	End Date
1	Period 1	12.00	1/1/2025	12/31/2025
2	Period 2	12.00	1/1/2026	12/31/2026
3	Period 3	12.00	1/1/2027	12/31/2027
4	Period 4	12.00	1/1/2028	12/31/2028
5	Period 5	4.00	1/1/2029	4/30/2029

Period number	Name	Period end date
1	Period 1	12/31/2025
2	Period 2	12/31/2026
3	Period 3	12/31/2027
4	Period 4	12/31/2028
5	Period 5	4/30/2029

- **Compliance Review:**
 - For training purposes, Answer **No** to all questions except Q3, in which you select Are Risk Group 4 or Select Agents involved in this project? This automated review is required before proposal submission. And in Q10, specify the Risk Group 4 or Select Agents involved in the project.



Compliance Review

1. * **Human subjects** are involved in this project?
 Yes No [Clear](#)

2. * **Vertebrate laboratory animals** are involved in this project:
 Yes No [Clear](#)

3. * **Are Risk Group 4 or Select Agents** involved in this project? This automated review is required before proposal submission.
 Yes No [Clear](#)

a. * **IBC review status** of this research:
 Approved
 Pending
 Not Yet Submitted
[Clear](#)

4. * **Are toxic gases** or explosives required for this project? This automated review is required before proposal submission.
 Yes No [Clear](#)

5. * **Are Radiation producing devices** involved in this project? This automated review is required before proposal submission.
 Yes No [Clear](#)

6. * **Are Radioisotopes** involved in this project? This automated review is required before proposal submission.
 Yes No [Clear](#)

7. * **International Considerations: Does this project involve any of the following?** This review is completed at Award Initiation. (ECO) (Select all that apply) ⓘ
 Export Administration Regulations (EAR) / International Traffic in Arms Regulations (ITAR)

- **Complete the Additional Proposal Information**
- On the **Additional Proposal Information** page, review and answer:
 - **Applicant Institution:** [Enter institution name]. West Virginia University Research Corporation
 - **Program Income?:** No.
 - **WVURC personnel included as project personnel:** No
 - **Grant Mechanism:** Select the grant mechanism. Proposal types (NIH has activity codes like R01, R03, R21, F31, K01, etc.) each have their own guidance and budget limitations.
 - **Will any of the WVU Research Core services be used for the research?** None of the above
 - **Collaboration Contribution:** 50 Percent Contribution
- **Completion Instructions:**
 - Navigate to the **Completion Instructions** page and review carefully.
- Click **Validate**, then **Finish** to complete the proposal.

Tip: Exit Without Saving Prompt: Ensure that users receive a prompt when attempting to exit without saving.

Review the header information on the Workspace and look through the tabs to see what summary information is available. All users with access to this proposal will be able to view this Workspace.

Exercise #2: Complete a Budget

When you finish a funding proposal, the system automatically creates an associated budget based on the selected sponsor. You can then fill out the budget (and create any additional budgets that are needed).

There are two options for submitting budgets for proposals in WRAP: one for budgets associated with proposals not submitted through WRAP to Grants.gov, and another for budgets associated with proposals submitted through WRAP to Grants.gov.

Draft

Next Steps

Edit Budget

Printer Version

Option 1: Recommended Approach for Budgets for Proposals NOT Submitted Through WRAP to Grants.gov

This approach is for budgets associated with proposals that are not submitted through WRAP to Grants.gov. since the budget details do not map to the SF424 form, it is recommended to include personnel details, group other costs annually as **Other**, and attach a detailed budget spreadsheet.

1. When the funding proposal is created, within the funding proposal workspace, select the **Add Attachments** activity on the left menu.
2. Click **Add** to attach a budget spreadsheet.
3. From the **Proposal Workspace**, click the **Budgets** tab and navigate to the **Budget Workspace**.
4. Click **Edit Budget** to open the budget SmartForm.
5. On the **General Budget Information page**, do not update any of the information on this page from its default values.
6. On the **Personal Cost Definition page**

Personnel Cost Definition ?

Go to additional personnel on funding proposal

1 Import Proposal Personnel

Personnel costs:

+ Add

Staff Member	Appointment
--------------	-------------

There are no items to display

- Import personnel from the proposal.
 - Update personnel
 - Click the **Update** button next to the name of each of your key personnel and enter an annualized salary (example: **\$100,000**).
7. On the **Personnel Costs** do not update any of the information on this page from its default values.
 8. On the **General Cost Definition**: Select **Other** which will represent all other direct costs as a lump sum per year.

Option 2: Recommended Approach for Budgets for Proposals Being Submitted to Grants.gov through WRAP

This process is for budgets associated with proposals submitted through WRAP to Grants.gov. It is recommended to include personnel and general cost details directly in the proposal, as this maps to the SF424 form. This approach reduces duplicate entry and ensures budget alignment.

[Complete a Budget Video](#) (opens in a new tab)

1. Open the created funding proposal from Exercise #1.

Note: By default, the system creates one sponsor budget for each Funding Proposal. Additional budgets can be created if needed.

2. From the **Proposal Workspace**, click the **Budgets** tab and navigate to the **Sponsor Budget Workspace**.
3. Click **Edit Budget** to open the budget SmartForm.

General Budget Information:

1. **Title:** [Enter the title of the budget.] e.g. US DHHS, PROGRAM SUPPORT CENTER Budget
2. **Principal Investigator for this budget:** Default PI
3. **F&A Rate:** For training purposes do not update any of the other information on this page from its defaulted values.

General Budget Information

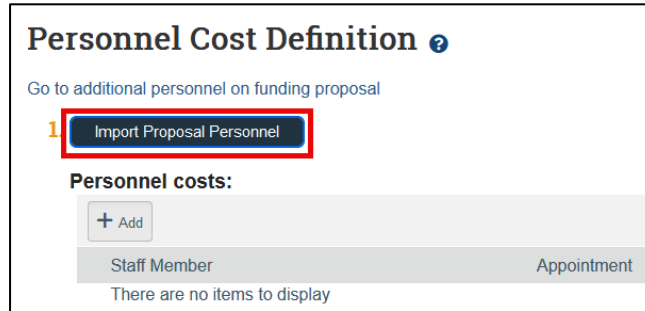
- * Budget title:**
- * Principal Investigator for this budget:**
- * Does this budget use the standard F&A cost base and rates?** Yes No [Clear](#)

Standard F&A cost base and rates

	Period	1	2	3	4	5
F&A Cost Base	Start:	5/1/2024	5/1/2025	5/1/2026	5/1/2027	5/1/2028
	End:	4/30/2025	4/30/2026	4/30/2027	4/30/2028	4/30/2029
MTDC	Rate:	52%	52%	52%	52%	52%

4. **Include in consolidated budgets?:** Yes, to include this budget in the total proposal budget displayed in the financials tab of the proposal workspace.
5. **Salary cap:** To override the default salary cap, type in a new amount. Some cases it is mandated by sponsor e.g. NIH
6. **Enter inflation rates:** For training do not update. OSP advises 1-5%

- **Personal Cost Definition**



1. Import personnel from the proposal.
2. Update personnel
 - Click the **Update** button next to the name of each of your key personnel and enter an annualized salary (example: **\$100,000**).

- **Personnel Costs:** (Adjust the detailed budget tables as appropriate)

1. Click **Edit** Button
2. Enter Effort data
3. Set **Fringe Benefit Rate**
4. Note: For this exercise, enter a higher value in “Effort Mos” than “Sal Req Mos” for your PI in at least one period. This indicates that the personnel are committing more effort than the grant is funding (i.e., cost share).
5. PI
 - Effort Mos.:6
 - Sal Req Mos.:4
 - FB Rate:23
6. Faculty
 - Effort Mos.:3
 - Sal Req Mos.:3
 - FB Rate:23

Personnel Costs

<input type="button" value="Save"/>	Period: Period 1 Start: 1/1/2025 End: 12/31/2025 Duration: 12.00															
Person: Rebecca Simms (pi) Role: PD/PI	<table border="0"> <tr> <td>Effort Mos.:</td> <td><input type="text" value="6"/></td> <td><input type="button" value="▶"/></td> </tr> <tr> <td>Sal Req Mos.:</td> <td><input type="text" value="4"/></td> <td><input type="button" value="▶"/></td> </tr> <tr> <td>FB Rate:</td> <td><input type="text" value="23"/></td> <td><input type="button" value="▶"/> %</td> </tr> <tr> <td>Annualized Sal.:</td> <td colspan="2">\$0.00</td> </tr> <tr> <td>Monthly Rate:</td> <td colspan="2">\$0.00</td> </tr> </table>	Effort Mos.:	<input type="text" value="6"/>	<input type="button" value="▶"/>	Sal Req Mos.:	<input type="text" value="4"/>	<input type="button" value="▶"/>	FB Rate:	<input type="text" value="23"/>	<input type="button" value="▶"/> %	Annualized Sal.:	\$0.00		Monthly Rate:	\$0.00	
Effort Mos.:	<input type="text" value="6"/>	<input type="button" value="▶"/>														
Sal Req Mos.:	<input type="text" value="4"/>	<input type="button" value="▶"/>														
FB Rate:	<input type="text" value="23"/>	<input type="button" value="▶"/> %														
Annualized Sal.:	\$0.00															
Monthly Rate:	\$0.00															
Person: Alex Adesina Role: Faculty	<table border="0"> <tr> <td>Effort Mos.:</td> <td><input type="text" value="3"/></td> <td><input type="button" value="▶"/></td> </tr> <tr> <td>Sal Req Mos.:</td> <td><input type="text" value="3"/></td> <td><input type="button" value="▶"/></td> </tr> <tr> <td>FB Rate:</td> <td><input type="text" value="23"/></td> <td><input type="button" value="▶"/> %</td> </tr> <tr> <td>Annualized Sal.:</td> <td colspan="2">\$80,000.00</td> </tr> <tr> <td>Monthly Rate:</td> <td colspan="2">\$6,666.67</td> </tr> </table>	Effort Mos.:	<input type="text" value="3"/>	<input type="button" value="▶"/>	Sal Req Mos.:	<input type="text" value="3"/>	<input type="button" value="▶"/>	FB Rate:	<input type="text" value="23"/>	<input type="button" value="▶"/> %	Annualized Sal.:	\$80,000.00		Monthly Rate:	\$6,666.67	
Effort Mos.:	<input type="text" value="3"/>	<input type="button" value="▶"/>														
Sal Req Mos.:	<input type="text" value="3"/>	<input type="button" value="▶"/>														
FB Rate:	<input type="text" value="23"/>	<input type="button" value="▶"/> %														
Annualized Sal.:	\$80,000.00															
Monthly Rate:	\$6,666.67															
Salary Cost Total: Benefits Cost Total: Personnel Cost Total:	\$20,000.00 \$4,600.00 \$24,600.00															

- **General Cost Definition:** (Add relevant cost categories (e.g., Equipment, Materials, and Supplies).
 1. **Equipment: Cost:** e.g., \$10,000, **Description:** Equipment over \$5,000
 2. **Materials and Supplies:** e.g., **Cost:** \$1,000, **Description:** General Supplies
 3. For training purposes, enter Indicate **No** to **Apply Inflation?**

Add General Cost

1. * General cost type: ?
Equipment

2. Cost:
10000

3. Description:
Equipment over \$5000

4. Apply inflation?
 Yes No [Clear](#)

ADP/Computer Services
 Alterations and Renovations
 Animal
 Consultant Services
Equipment
 Equipment or Facility Rental/User Fees
 Materials and Supplies
 Other
 Patient Care
 Publication Costs
 Trainee: Other
 Trainee: Stipend
 Trainee: Subsistence
 Trainee: Travel
 Trainee: Tuition
 Travel: Domestic
 Travel: Foreign

- **General Costs:**
 1. Indicate an amount for each period for each general cost, or leave it them defaulted to the same amount for each period.
- **F&A Cost Overrides page – No changes are made on this page.** The page reports the cost-base standard being used to calculate the F&A amount for this budget. Only Grants specialists can change these settings. **F&A, also known as "indirect costs" or overhead** (e.g., electricity, central administrative services), are the real costs of university operations
- **Complete budget validation** and click **Finish**.

Exercise #3: Create a Subaward Budget (Used Only If the Proposal Includes Subawards)

Note: A subaward Budget is used only if the proposal includes subawards.

[Create a Subaward Budget Video](#) (opens in a new tab)

- A subaward budget is created from and linked to a primary sponsor budget.
 - **Option 1:** Use "Per Period Direct and Indirect" to enter lump sum amounts for each year. Recommended for proposals NOT submitted through WRAP to grants.gov.
 - **Option 2:** Use "SF424 Subaward Import" to upload an RR budget from the subrecipient. Recommended for proposals submitted through WRAP to grants.gov.
- Importing an R&R Subaward Budget maps the subaward budget information to the SF424 and avoids duplicate data entry.

Create Subaward

Create Cost Share

National Cancer Institute

1. From the **primary budget workspace**, click **Create Subaward**.
2. Complete the **Subaward Budget Information**:
 1. **Title**: [Enter title]. e.g. University of Michigan Subaward Budget
 2. **Subrecipient**: [Select Subrecipient]. e.g., MICHIGAN STATE UNIVERSITY
 3. **Principal Investigator**: Default
 4. **Subawardee PI**: You do NOT need to fill in the subawardee PI since you have entered them on the Funding Proposal.
 - **Subaward budget detail level**: Select SF424 Subaward Import.
 - **Include in consolidated budgets?** Select **Yes** to include this subaward budget in the final application budget that is to be submitted to the sponsor.
 - Subaward indirect contribution limit: Leave the default \$25000
3. **All Personnel**: Do not make any changes to the All Personnel page since you have entered them on the Funding Proposal.
4. **Financials: SF424 Subaward Import**
 - To import, select your SF424 Subaward PDF. The totals from the form will be loaded in the system.
5. **Attachments**:
 - Add the **Subaward Budget Attachment**.
6. **Validate** the subaward budget and click **Finish**.

Subaward Budget Information

1. * **Title**:
2. * **Subrecipient**:
3. **Principal Investigator**: John Dow
4. **Subawardee PI**: Clive Lewis
5. * **Subaward budget detail level**:
6.
7. **Subaward indirect contribution limit**:

Exercise #4: Create a Cost Share Budget (Used Only If the Proposal Includes Cost Sharing)

Note: A subaward Budget is used only if the proposal includes subawards.

1. [Create a Subaward Budget Video](#) (opens in a new tab)
2. A subaward budget is created from and linked to a primary sponsor budget.
 - **Option 1: Use Per Period Direct and Indirect** to enter lump sum amounts for each year. Recommended for proposals NOT submitted through WRAP to grants.gov.
 - **Option 2: Use SF424 Subaward Import** to upload an RR budget from the subrecipient. Recommended for proposals submitted through WRAP to grants.gov.
3. Importing an R&R Subaward Budget maps the subaward budget information to the SF424 and avoids duplicate data entry.

Subaward Budget Information

1. * **Title:**
2. * **Subrecipient:**
3. **Principal Investigator:** John Dow
4. **Subawardee PI:** Clive Lewis
5. * **Subaward budget detail level:**
6.
7. **Subaward indirect contribution limit:**

4. From the **primary budget workspace**, click **Create Subaward**.
5. Complete the **Subaward Budget Information**:
 - **Title:** [Enter title]. e.g. University of Michigan Subaward Budget
 - **Subrecipient:** [Select Subrecipient]. e.g., MICHIGAN STATE UNIVERSITY
 - **Principal Investigator:** Default
 - **Subawardee PI:** You do NOT need to fill in the subawardee PI since you have entered them on the Funding Proposal.
 - **Subaward budget detail level:**
 - **Option 1:** Use **Per Period Direct and Indirect** to enter lump sum amounts for each year. Recommended for proposals NOT submitted through WRAP to [grants.gov](#). If you select **Per Period Direct and Indirect Total**, a subsequent page for financial input becomes available.
 - **Option 2:** Use **SF424 Subaward Import** to upload an Research & Related (R&R) budget from the subrecipient. Recommended for proposals submitted through WRAP to [grants.gov](#). Importing an R&R Subaward Budget maps the subaward budget information to the SF424 and avoids duplicate data entry.
 - For this training select SF424 Subaward Import.
 - **Include in consolidated budgets?** Select **Yes** to include this subaward budget in the final application budget that is to be submitted to the sponsor.
 - Subaward indirect contribution limit: Leave the default \$25000
6. **All Personnel:** Do not make any changes to the All Personnel page since you have entered them on the Funding Proposal.
7. **Financials: SF424 Subaward Import**
 - To import, select your SF424 Subaward PDF. The totals from the form will be loaded in the system.
8. **Attachments:**

- Add the **Subaward Budget Attachment**.

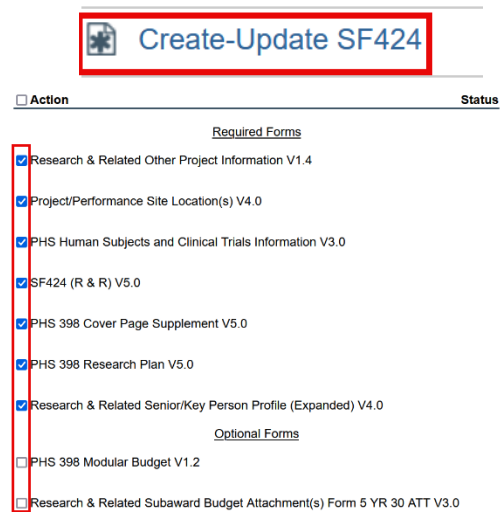
Validate the subaward budget and click **Finish**.

Exercise #5: Create and Update SF424 (Used for Federal System-To-System Proposals)

Note: SF424 is used for federal system-to-system proposals.

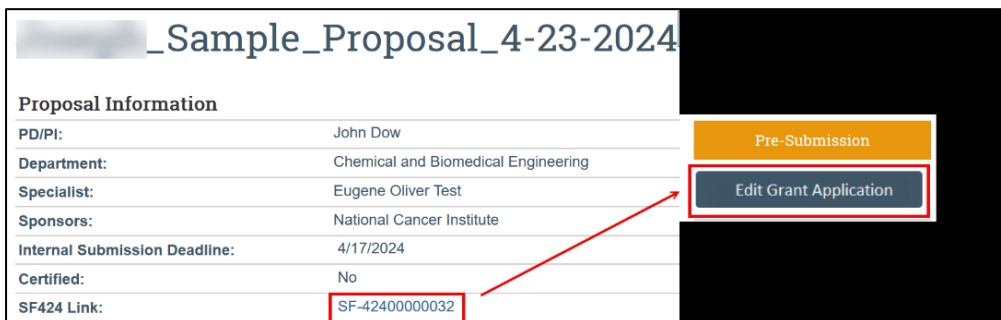
 [Create or Update the SF424 Forms Video](#) (opens in a new tab)

1. Navigate to the funding proposal workspace.
2. Click on the **Create-Update SF424** option.
3. In the Create-Update SF424 window, ensure you select all necessary forms. For this training session, leave all the boxes checked in the “Required Forms” section and click box next to “Research and Related Budget V3.0” and “Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V3.0” in the “Optional Forms” section.
4. Click **OK**.



Action	Status
Required Forms	
<input checked="" type="checkbox"/>	Research & Related Other Project Information V1.4
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) V4.0
<input checked="" type="checkbox"/>	PHS Human Subjects and Clinical Trials Information V3.0
<input checked="" type="checkbox"/>	SF424 (R & R) V5.0
<input checked="" type="checkbox"/>	PHS 398 Cover Page Supplement V5.0
<input checked="" type="checkbox"/>	PHS 398 Research Plan V5.0
<input checked="" type="checkbox"/>	Research & Related Senior/Key Person Profile (Expanded) V4.0
Optional Forms	
<input type="checkbox"/>	PHS 398 Modular Budget V1.2
<input checked="" type="checkbox"/>	Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V3.0

5. When the SF424 is generated, access the form by clicking the **SF424** link in the proposal summary or through the SF424 Summary tab.
6. Click **Edit Grant Application** on the SF424 workspace.



Proposal Information	
PD/PI:	John Dow
Department:	Chemical and Biomedical Engineering
Specialist:	Eugene Oliver Test
Sponsors:	National Cancer Institute
Internal Submission Deadline:	4/17/2024
Certified:	No
SF424 Link:	SF-4240000032

Pre-Submission

Edit Grant Application

7. Complete the required forms by going through each page. Ensure all required fields are filled in. Fill in any required information that was not auto-filled on each page, indicating **No** to any compliance-related questions.
8. Upload any necessary documents. Ensure document file names are unique to avoid errors.
9. **Validate** the form to check for errors and fix any issues that arise.

Once all errors are resolved, click **Validate Submission**.

Error/Warning Messages Refresh		
Message	Field Name	Jump To
This is a required field; therefore, you must provide the required information.	OtherSite.Street1	Project/Performance Site Location(s) V4.0
This is a required field; therefore, you must provide the required information.	OtherSite.City	Project/Performance Site Location(s) V4.0
This is a required field; therefore, you must provide the required information.	OtherSite.CountryV3	Project/Performance Site Location(s) V4.0
This is a required field; therefore, you must provide the required information.	BioSketchsAttached	Research & Related Senior/Key Person Profile (Expanded) V4.0
This is a required field; therefore, you must provide the required information.	ProgramIncome	PHS 398 Cover Page Supplement V5.0

Exercise #6: Assign Ancillary Reviewers

[Assign Ancillary Reviewers Video](#)
(opens in a new tab)

When any review is needed either from a compliance team within WVU or from your Dean or Department, the Ancillary Review functionality is used to request the review and document the response. Because the proposal budget includes cost share, create an ancillary review for cost share approval and assign the review to the PI's department.

Add Ancillary Review

1. * Select either an organization or a person as reviewer:

Organization:

Person:

2. * Review type:

3. * Response required?
 Yes No [Clear](#)

4. Comments:

* Required OK OK and Add Another Cancel

1. **Open the Submission** - From My Inbox or one of the tabs on the appropriate Grants page, click the name of the project for which to assign an ancillary reviewer.
2. **Manage Ancillary Reviews** - In the Workspace, click **Manage Ancillary Reviews**.
3. **Add Reviews** - In the Manage Ancillary Reviews form, click **Add**.
4. **Select Organizations or People** - On the Add Ancillary Review form, select the PI's department.
5. **Review Type:** Select the Review Type.
6. **Indicate Whether Response Is required:** Select whether this ancillary review is required. Indicate "Yes" in the "Response Required?" field, indicating that the review will need to be completed prior to submission.
7. Click **OK** or **OK and Add Another**.

8. When finished adding reviewers, add comments or supporting documents as necessary, then click **OK** on the Manage Ancillary Reviewers form.

You are returned to the project workspace. The assigned ancillary reviewers receive e-mail notifications and the project appears in My Inbox for each of them.

Exercise #7: Checking COI Training and Disclosure Dates and Prompting Update

1. From the funding proposal workspace, Click on **COI Disclosure Status**.
2. Ensure all FCOI Investigators appear in the table.
3. Once you have ensured that all FCOI investigators appear in the table, view the **Last COI Profile Update** for each person, ensuring that you see a date that is **within the last year**. Alternatively, you may notice that your key personnel either do not have a training/disclosure date or their dates are out of compliance (more than 365 days in the past). Click **OK** to go back to your proposal.
4. To prompt the key personnel to update their training and disclosure dates, select the **Send to COI** activity, verify that the personnel you entered on the proposal are present, and click **OK**. The system will send a notification to the listed personnel instructing them to log in and complete their training and disclosure.

Exercise #8: Certify and Submit a Funding Proposal for Review

-  [Submit a Funding Proposal for Review Video](#) (opens in a new tab)

Once you have completed a funding proposal, you are ready to submit it for review. But before you do, this is a good time to certify the proposal is complete, correct, and that you will comply with institutional requirements.

Note: Always check with your department the policy & preference for certifying funding proposals.

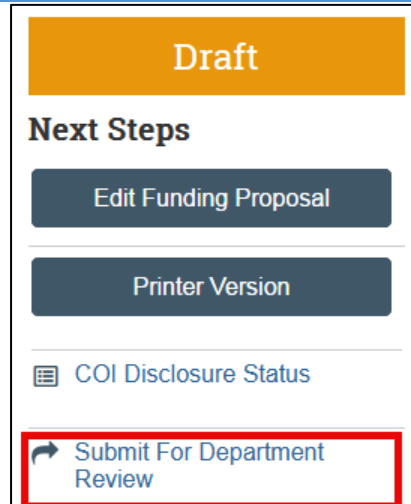
Certify A Funding Proposal

1. On the workspace, click **Certify**.
2. Read the attestations in the resulting Certify form.
3. Type any comments and add any pertinent attachments.
4. Click **OK**.

In the workspace header, the Certified field now says, Yes.

Submit A Funding Proposal for Review

1. From the funding proposal workspace, click **Submit For Department Review**.




The screenshot shows a workspace header for a 'Draft' proposal. It includes a 'Next Steps' section with buttons for 'Edit Funding Proposal' and 'Printer Version'. Below this is a 'COI Disclosure Status' link. At the bottom, the 'Submit For Department Review' button is highlighted with a red border.

2. Add any necessary comments and click **OK**.
3. Confirm the following:
 - The activity list has updated, and the **Submit for Department Review** option is no longer available.
 - The **Edit Funding Proposal** button has changed to **View Funding Proposal**.
 - The proposal has moved to the **Department Review** state.
 - The History tab reflects the submission for department review.
 - **Note:** Once the proposal is in department review, you will no longer be able to edit the proposal but can view it.

The Reviewers tab lists the individuals who will review the proposal.

Click the **Manage Ancillary Reviews** activity and note that a new review has been added. The system automatically adds a review if certain compliance issues are noted in the proposal on the **Compliance Review Page**.

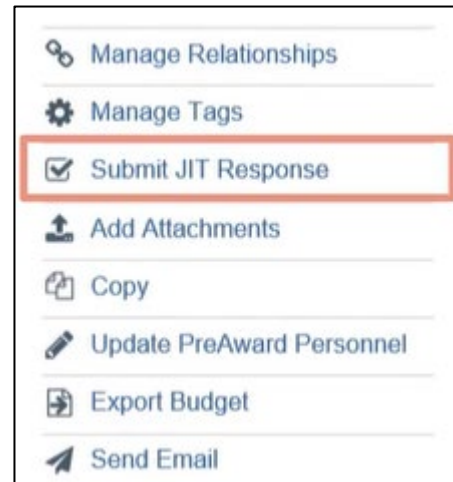
Exercise #9: Responding to JIT/Updating Your Proposal

 [Respond To a Just-in-Time \(JIT\) Request Video](#)
(opens in a new tab)

When a sponsor needs information or a change in a submission, such as a budget revision, the sponsor will issue a Just-in-Time or JIT request to sponsored programs. **The specialist assigned** to the proposal will perform the Just-in-Time Changes Required activity in the grant system to move the proposal to the JIT for Response Required state and send an e-mail notification to the proposal's principal investigator.

At this point, the proposal team prepares documents containing the required JIT information and then the PI performs the following steps in the Grants system.

1. Open the funding proposal you created.
2. From the funding proposal workspace, click **Submit JIT Response**.
3. Type any comments you wish.
4. Attach the document containing the required JIT information (the training costs justification).
5. Click **OK** to return to the funding proposal workspace.
6. Confirm you met the following success criteria:
 - The funding proposal has moved to the **Pending Sponsor Review Award Anticipated** state.





Revision (Supplemental)

A revision (or supplemental application) is used to request additional funding for an active award.

- **Created From:** Awarded proposal workspace
- **SmartForm:** Same SmartForm as new proposals
- **Auto-Populated Fields:** Title, PI, Submitting Department, and other data from the original proposal
 - **Exception:** Budgets are \$0 and must be entered manually
- **Workflow:** Follows the same workflow as a new proposal
- **Numbering:** Retains the previous proposal number with a suffix, e.g., FP00000034_Rev1
- **State:** Active Award
- **Activity:** Create Revision

Renewal

A renewal in WRAP is used to create a new funding proposal record linked to the original project.

- **Created From:** Awarded proposal workspace
- **SmartForm:** Same format as new proposals
- **Auto-Populated Fields:** Short Title and PI Name from the original proposal
- **Workflow:** Follows the same workflow as a new proposal
- **Numbering:** Assigned a completely new proposal number
- **State:** Awarded
- **Activity:** Create Renewal

Continuation

Continuation Funding Proposals are created from active award records to request additional funds for the upcoming budget year. Typically, it includes a progress report for the closing budget year.

- **Created From:** Current Award Record workspace
- **SmartForm:** General-purpose with minimal required fields
- **Uses:** Routing progress reports or other types of sponsor-required reports
- **Access:** Accessed via the **Create Continuation** button, allowing optional use based on user preference.
- **Requirements:**
 - Mandatory for NIH RPPRs (Research Performance Progress Reports)
 - Required for non-competing continuations submitted through HRSA's electronic handbooks or Grant Solutions when funding depends on submission
 - Necessary to complete and route the continuation to the Pre-Award Department to release funding for the next year.



Resubmission

A resubmission is a revised application for sponsor review after initial funding was declined. It applies to an unfunded application modified by the applicant after the sponsor's initial review and resubmitted for consideration.

- **When It Occurs:**
 - The sponsor reviewed the initial application but declined funding.
 - The principal investigator modifies and resubmits for reconsideration.
- **Created From:** Not Funded proposal record
- **SmartForm:** Same format as new proposals
- **Auto-Populated Fields:** Title, PI, Submitting Department, and all data from the original proposal and budget
- **Workflow:** Follows the same workflow as a new proposal
- **Numbering:** Retains the previous proposal number with a suffix, e.g., FP00000034_Res1
- **State:** Not Funded
- **Activity:** Create Resubmission