The WRAP Sheet

From Compliance to Collaboration: WRAP Elevates Research Administration

Pre-Award

- **System-to-system (SF-424)** Submissions
  - **Always** complete the proposal and budget in the funding proposal *before* creating the SF-424 to ensure all information maps to the SF-424 forms correctly.
- Exceptions to system-to-system submission
  - **NASA** proposal submissions *should* submit through NSPIRES
  - **NSF** proposal submissions *should* submit through Research.gov

To Request Proposal or Award Modifications

- Go to the Funding Award Click "Request Award Modification"
- Select the modification(s) needed
- Upload related document(s)
- Submit to a specialist for review
- AIM will review the modification, request additional information, assign to Award Negotiation for any contractual review/updates/negotiations, and then update the Funding Award as necessary.

Agreements

- Click the **History** tab from the agreement workspace to view who created the agreement
- By default, the person who creates an agreement is assigned as the Primary Contact.
  - Note - this can be updated but the original person will no longer have read and write permissions on that agreement

System Navigation Tips

- Use the percent symbol (%) as a wildcard before the characters to show all results containing those characters
- Use the following operators to refine your search
  - **AND**: Finds all the specified words
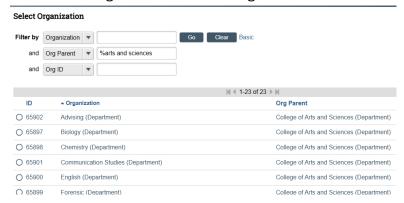 - **OR**: Finds at least one of the specified words

- o **NOT**: Excludes the specified word. You cannot start a search with the Not operator
  - o **QUOTATION MARKS**: Find the exact phrase
- Use the Advanced search option to leverage searching for a college or group
  - o Open a search window and click Advanced

  - o This will populate additional search options to filter by. Search by the Org Parent to return all results that are part of specific group or section.
    - ▪ The example below shows all departments under the College of Arts and Sciences using advanced searching

Get Help

- For guidance, contact information, and support please review the Get Help page.
- Virtual Office Hours - Wednesday, April 2, 2025, at 2:00 p.m.
  - o Note - this will be the last scheduled session. Moving forward, virtual support will be available upon request.