

Research Foundation for SUNY

Test Plans for SUNY PACS Grants

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| **Test Description:** | 1. Test and validate to ensure that the PI is able to create a new Proposal for Grants.gov with credit distribution. NOTE ALL ATTACHMENTS NEED TO BE IN A PDF FORMAT WHEN UPLOADING IN THE PROPOSAL |
| **Tester Location:** |  |
| **Test Executed By:** |  |
| **Tester Email Address:** |  |

**Test 1: Create Proposal**

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| --- | --- | --- | --- | --- |
| Step | Test Steps | Data to Enter | Description | Notes |
| 1 | Open browser and paste https://pacsstg3.rfsuny.org/SponsoredPrograms/login |  | * The SUNY PACS website login page is presented. |  |
| 2 | Log in as one of the test PI Grants1 user provided.  (Test accounts have been provided) |  | * Log in is successful |  |
| 3 | **Links by Solution** displays on the left side of the page, and then click **Grants** and then click **Create Funding Submission** button under the My Current Actions. Make sure you select **Save** along the way here and there. |  | * The Funding Proposal page is presented. The Top Right will read **New: Funding Proposal** | This is the start of blank funding proposal to complete. |
|  | **Proposal Description & Contacts Section** |  |  |  |
| 4 | **Q 1.0** **Required** Short title of proposal, enter the title of Proposal. Please enter | Please enter short name of your name, test 1 sf424 proposal  (E.g. Robin-Test 1 SF424 Proposal) | * Enter the title of your proposal. (**Note for grants.gov system to system submission maximum 200 characters allowed.)** |  |
| 5 | **Q 2.0** **Required** Program Director/Principal Investigator. (If signed in as a PI it will automatically default in your name).  If a fellowship, please identify the Mentor: **click Select and a list** of values will display, search the last name of the Mentor, click radio button and click OK or start to type the name and then select from one of the names that are displayed as possible matches. | It should default in the PI you are signed in as  (Example ###grantspi1)  Leave Blank | * If signed in as a PI it will automatically default in your name. If signed in as a Grants Specialist, the specialist will select the PI from the list of values. |  |
| 6 | **Q.2.0** continued…..  COI Disclosure: Select the **add** button and upload a PDF version of the COI.  Bio sketch: Select the **add** button and upload a PDF version of the Bio sketch.  Other Support: Select the **add** button and upload a PDF version of the Other Support documentation.    (Note these PDF document requirements are based upon the funding announcement requirements.) | Please upload attachment1 for the COI disclosure  Please upload attachment2 for the Bioscketch  Other support leave blank | * COI Disclosure, Biosketch or Other Support documentation is successfully attached. * For single proposals:   Upload the following PDF documents pertaining to the PD/PI/Fellow:  - Biosketch   * \* Note: Other Support: Not usually required. Please refer to the Funding Announcement to see if this is required. | * **A Biosketch for the PI (in PDF format) is required Grants.Gov submissions**. |
| 7 | **Q 3.0** (Optional) Select the name of Research Coordinator by **clicking** the **Select** button and list of values displays. Search by last name for the name of the Research Coordinator, **click** on circle next to the name and click **OK.** | Leave Blank | * Staff chosen for this question will have edit access rights to the proposal. |  |
| 8 | **Q 4.0** (Optional) Select the name of the Administrative Contact by **clicking** the **Select** button and list of values displays. Search by last name for the name of the Administrative Contact, **click** on circle next to the name and click **OK.** | Leave Blank | * Staff chosen for this question will have edit access rights to the proposal, if they are study staff. |  |
| 9 | **Q 5.0** **Required** Select Sponsor name by **clicking** the **Select** button and list of values displays. Search by Sponsor (Organization name) and select **“National Institutes of Health”** as the Sponsor, **click** on circle next to the name and click **OK.** | Type and select National Institutes of Health | * The Sponsor name is now displayed. |  |
| 10 | **Q 6.0** **Required** Are there other personnel associated with this funding proposal (including key personnel, co-investigators and department staff) who will be included on the budget? **Answer: Yes** by selecting the button to add additional people associated with this proposal. (*Note, any personnel needed for the budget you would want to answer Yes*). | Select ‘Yes” | * Values are entered and if the answer was Yes, it will trigger a new form to be completed after question 8 on page |  |
| 11 | **Q 7.0** Select team members that have **EDIT** rights by clicking the **Add** button and click the box test to the name of the person or persons you need to add, then click **Ok**. | Leave Blank | * These users have READ and EDIT access to the funding proposal. |  |
| 12 | **Q 8.0** Select team members that have **READ** only rights by clicking the **Add** button and click the box test to the name of the person or persons you need to add, then click **Ok**. Click **Save** (at the top or bottom of the page if you want to save what you entered so far) or click **Continue**  *Navigation note: “Additional Personnel” form will now display because we answered “Yes” to question 6. If we answered “No” form would move to “General Proposal Information”* | Leave Blank | * These users have READ access to the funding proposal. |  |
| 13 | **Additional Personnel Window:**  **Q1.0** Select other Institutional investigators and key personnel that will be involved in this proposal:   * 1. Select the Add Button and new window appears | Select Add | * New window appears |  |
| 14 | Add FP\_Additional Personnel Window:   1. select staff member 2. select project role 3. Attach Biographical Sketch 4. Attach Current and Pending Support Documentation 5. This individual is a:   Senior/Key Person on the proposal  Other Significate Contributor on the Proposal  Other Personnel   1. Should this user be included on the Credit Distribution page?   Click OK and Add another | Select any person this will be the co pi  Select Co-PD/PI  Upload attachment3  Leave blank  Select Senior/Key Person on the Proposal  Select ‘Yes” | * All staff entered are made available in the budget screen.   Note for Senior/Key and Other significant the credit question will default to yes with option to change |  |
| 15 | Add another FP\_Additional Personnel Window:   1. select staff member 2. select project role 3. Attach Biographical Sketch 4. Attach Current and Pending Support Documentation 5. This individual is a:   Senior/Key Person on the proposal  Other Significate Contributor on the Proposal  Other Personnel   1. Should this user be included on the Credit Distribution page?   Click OK you are now returned to the additional personnel window | Select Person name TBD  Select Graduate Student  Leave Blank  Leave blank  Other Personnel  Select ‘No” | * All staff entered are made available in the budget screen. | **Note: IF YOU WANT ‘TBD’ MAKE SURE YOU SELECT IT HERE AS OTHER PERSONNEL.** |
| 16 | Q 2.0 **Additional Personnel**: Identify all non-institutional investigators and personnel that will be involved in this proposal.  Leave blank and click Continue to go to next section | Leave Blank |  |  |
|  | **General Proposal Information Section** |  |  |  |
| 17 | Questions  **Q1.0** Type of Application and Type of Sponsor.  **Q2.0** If Resubmission or Renewal, please enter the Sponsor # and Is this award transferring in from another institution(Optional)  **Q3.0** **Required** Indicate how the forms will be submitted to the Sponsor:  **Q4.0** **Required** Instrument Type:  **Q5.0** **Required** Describe the purpose of this project:  **Q6.0** **Required** Is this a Clinical Trial?  **Q7.0 Required** Is this a multi-PI Submission?  **Q8.0 Required** Is this an on campus submission, an off campus submission, or both?  Click Save and then click Continue | Defaults in based upon selecting create new funding proposal  Leave Blank and default of No.  Select ‘Click Grants via Grants.gov (S2S)  Select “Grant”  Select “Research” for and then select “Basic”.  Select “No”  Select “No”  Select “On Campus” | [The selection of a specific purpose will determine what F&A rates are used within the Budgets].  This selection will also determine the F&A rate. Note if Both is selected On campus rate will be applied. |  |
|  | **Research Department Determination Section** |  |  |  |
| 18 | **Q1.0** **Required**, select the department for the grants pi test user from the list you were provided.  [This will be the department that is mapped to the SF424... not the Department to which the PI is assigned.]  **Q2.0** is auto populated based on location of the user.  Click Continue. | Select the department of the test user PI list provided or any dept  NA |  |  |
|  | **Compliance Review Section** |  |  |  |
|  |  |  |  |  |
| 19 | Compliance Review Form (Note for each item on question 1 if you select “Yes” some will have an additional form and some won’t. Also a notification will be sent out when the proposal is submitted for Department Review.)  Q 1.0 **Required**  **Human Subjects** – If you answer yes a whole new Human Subjects Research Form will appear with questions regarding IRB to be answered. For testing answer “No” to this question  **Vertebrate Animals-** If you answer yes a whole new Vertebrate Animal Research Form will appear with questions regarding Vertebrate Animal Research to be answered. For testing answer “Yes” to this question.  **Recombinant DNA**- If you answer yes a whole new  Recombinant DNA Research Form will appear with questions regarding IBC approval to be answered. For testing answer “No” to this question.  **Hazardous Materials**- If you answer yes a whole new Hazardous Material Usage Form will appear with questions regarding Safety approval to be answered. For testing answer “No” to this question.  **Radioactive Materials**-. For testing answer “No” to this question. This will trigger a notification to go out via email when submitting for department review to the email group setup and defined by your campus.  **Radioisotopes**- For testing answer “No” to this question.  **Human Embryonic Stem Cells**- For testing answer “No” to this question.  **DURC Select Agents**- For testing answer “No” to this question.  Click Continue | Enter No  Enter Yes  Enter No  Enter No  Enter No  Enter No  Enter No  Enter No | * Values are entered for all required questions and will display in the form. The information is now saved and next form that will display is Export Control Form unless you answered yes to a specific question the Compliance Review Form. * Verify notification after submitting proposal for department review regarding radioactive materials. |  |
| 20 | **Vertebrate Animal Reseach Form because we answered ‘Yes” above.**   1. Is the research related to this project approved by the IACUC or pending review? 2. If approved by the IACUC, enter the date of the approval: 3. IACUC Protocol #, if available:   Click CONTINUE | Select ‘ Not Yet Submitted’  Leave Blank  Leave Blank |  |  |
|  | **Export Control Section** |  |  |  |
|  |  |  |  |  |
| 21 | Export Control Form: Answer question 1.0 – 9.0 which are all required. Answering yes to question 9.0 will display a text box which must be completed. Note: this provides information to your campus regarding this proposal. You can randomly select some as Yes and some as No.  Click Save and Continue. | Enter No on all of them for testing purposes | * Values are entered for all required questions. Help text display to let the user understand the questions. |  |
|  | **Campus Specific Documents** | **Only applies if the campus has a document in the library that is required for all proposals** |  |  |
|  |  |  |  |  |
| 22 | Campus Specific Documents – upload document for testing attach any PDF document.  Click Continue | For testing purposes download the document and save to your pc and then reattach the document. Or upload any PDF document. |  | This is the campus specific library, if a campus has specific documents to be completed for all proposals they will be displayed here. |
|  |  |  |  |  |
|  | **Binghamton University Campus Questions Section** | **ONLY APPLICABLE TO BINGHMATON USER TESTING** |  |  |
| 23 | *Binghamton University Campus Questions.*  Q.1.0\* Is new/additional space or remodeling/rehabilitation of current space required for this project? If 'Yes', complete the "Academic Research Space Request Form" and upload the form in the Upload Attachment section of the proposal under Institutional Attachments.  Q.2.0\* Is any extra service being requested on this project? If 'Yes', all campus policies and procedures regarding eligibility for such extra service must be met.  Q3.0\* Does your research rely on a continuous connection to the internet, research network, and/or does this research involve hosting a server(s) accessible to others off campus? If 'Yes', provide the impact of an interruption and any alternate plans for connecting to the internet if an outage occurs. Upload this document in the Upload Attachments section under Institutional Attachments.  Q4.0Does your research require any other specialized IT services such as data storage requirements beyond your current allotments? | Enter “No”  Enter “No”  Enter “No”  Enter “Yes’ | Note: Applicable to Binghmaton University only all others will not see this form.  If ‘Yes” is entered and email notification will be sent to designated email upon submission for department approval. |  |
|  | **Program Classification** |  |  |  |
|  |  |  |  |  |
| 24 | Program Classification Form:  Q 1.0 optional (Select the two most relevant terms for each of the program classifications listed, this is the NSF CIP codes). For Testing Purposes select any from the lit for primary and secondary.  Q 2.0 **Required** This proposal is related to:  Cancer Research – testing purposes select “No”  HIV Research – testing purposes select “No”  Phase 3 Clinical Trial – testing purposes select “No”  Investigational Drug – testing purposes select “No”  Click Continue. | Select any value  Select “No” for all |  |  |
| 25 | **Federal Grant Information:**  Questions 1.0 Opportunity ID required will populated from the opportunity selected. (Note: for testing enter 93.855 on the CFDA Number line and click find, and a list of opportunities will display. Pick **“PA-DD-R01”** from the list.  Click Continue. | Enter 93.855 on CFDA and click Find. Select **“PA-DD-R01”** | * Values for Opportunity will now display. The information is now saved and the Funding Opportunity Announcement Page will now display show all the required forms and optional forms and opportunity information. |  |
| 26 | This Returns all the required forms and optional forms for the funding opportunity selected. And information regarding the opportunity. The Required forms with the support of Yes grants will auto populate when creating the SF424. Same with the optional forms if you select to include them. This will be covered in the test for SF424.  Click Continue. |  | * Funding Opportunity information displays correctly based on what was entered on the Federal Grant Information Form. Information is now saved and the Federal Grant Program Income Form will now display |  |
| 27 | Federal Grant Program Income: Required, Answer No for testing purposes, (If yes click add and enter the period, source and amount of the income. If more than one source, click add again to enter additional information.) Click Continue. | Enter “No” | * Program Income information has been entered. Information is now saved and the Federal Grant Stem Cell Lines form is now displayed. * This view will only be displayed if on the Compliance questions they answer ‘yes’ to ‘Human Embryonic Stem Cells” |  |
| 28 | **Submission Dates**: Q 1.0 -4.0 – 1.0, 3.0, 4.0 are required. Q1.0, Q 2.0 and Q 4.0 will be populated from Opportunity. **FOR Testing** Change Question 1.0 to 04/01/2017, question 3.0 to 04/01/2017, and question 4 to 04/01/2017. Click Continue. | Enter 04/01/2017 for all the dates for testing purposes | * Values will be displayed. Information is now saved and the Budget Period form will now displayed. |  |
| 29 | **Budget Periods:**  Leave the Number of Budget Period Rows you want for your proposal. This controls the budget and proposal start and end dates. No need to complete the direct or indirect. If you want 5 years leave the default, if you want one year, select the remove button until you only have one year left.  Click Continue | Delete all but one row. | * Values for the budget periods will now display. Information is now saved and the Research Performance Sites form will now display. |  |
| 30 | **Research Performance Sites**: Q 1.0 will be auto populated with the campus Sponsored Research Location.  Q 2.0 leave blank.  Click Continue. | Values default just click continue | * Values for Research Performance Sites will now display. Information is now saved and the Completion Instructions will now be displayed. |  |
| 31 | **Completion Instructions:**  Read the completion instructions.  Click Show Errors and if information is incorrect or was omitted on prior forms a warning will be displayed at the bottom of the page. Click the link for the page we the issue and go to that page fix the error, save and refresh. The error should no longer displayed, repeat for any additional errors.  You should have no errors if entered correctly.  Click save and Finish. | Click Save and Finish | * The first section of required information for the application has now been completed. Information is now saved and the Funding Proposal page will now be displayed. * When finished answering all the required fields on the SmartForm pages, on the Completion Instructions page (last page), click Finish to be redirected to the proposal workspace. * Your proposal has not yet been submitted for review. Your next step is to update the credit distribution for the proposal. |  |
| 32 | On the left of the proposal workspace, click **Credit Distribution**  Randomly Enter Values for each.   1. In the Department/Center/Institute column: 2. Click **Add** to add the key person’s departments that will be involved in the internal proposal review process. 3. Click **Select** and then select the department name from the list. Click **OK**.   Note: You can also start typing the department name in the box and the system will return a list of all departments that meet the criteria. Select the department from the list.  Repeat the steps above to add another department.   1. In the Proposal Credit column, type the percentage that represents the person’s contribution to the proposal. The total percentage across key people must total 100%. For example, if there is only one key person, the proposal credit will be 100%. If there are two key people, the total credit could be 75% for one person and 25% for the other.   Note: Validation doesn’t occur until the proposal is submitted for review. Therefore, check that the proposal credit total is 100% before leaving this page.   1. In the Financial Credit column, type the percentage of the person’s budget that will be distributed to each department. For example, a PI may distribute 50% of their budget to one department and 50% to the other. 2. In the Recognition Credit column, type the percentage of recognition that each department will receive for the person’s intellectual property (ideas, plans, etc.). For example, one department may receive 75% recognition for intellectual property and the other, 25%. 3. Click Apply and **OK** to save the information and return to the proposal workspace.   Note: Clicking Apply saves the information, but does not exit the page. | Enter a 50% split from the PI and CO PI for proposal credit and leave the 100% for the rest unless you want to add or change.  Click apply and then OK | * Note the Departments selected will be part of the department review routing process. |  |
| **33** | **On the Left hand menu side select ‘Printer Version” to review you proposal entry.**  **Then click close to return to main workspace** | Click print and verify you proposal entry printed. |  |  |
|  | **End of Test** |  |  |  |