IBISResearch: Create & Submit a Proposal
Office of Research Administration
Answer the following questions:

1. What is your name?

2. What department do you work in?

3. What is your experience with proposals or grant applications?
Workshop Etiquette

- Silence Phones
- Ask For Help
- Ask Questions
After this session you will be able to…

• Describe IBISResearch Terminology
• Demonstrate the navigation of IBISResearch
• Practice how to create a funding proposal, budgets and SF424 and submit for review
BIG JOURNEYS BEGIN WITH SMALL STEPS
IBISResearch is a comprehensive solution for proposal submission, agreement creation and award management. The system ensures successful proposal creation and budget development, electronic submission to Grants.gov, creation and negotiation of agreements and post-award management capabilities including award setup, requests for modifications, agreement amendments, and budget reconciliation to enter and track sponsor approved budgets.
Proposal Relationships

Proposal

Sponsor Budget

Cost Share Budget

Subaward Budget 1 (Outgoing)

Subaward Budget 2 (Outgoing)

SF424 Forms

Proposal: $155,000

Sponsor Budget: $100,000

Cost Share Budget: $25,000

Subaward Budget 1 (Outgoing): $30,000

Subaward Budget 2 (Outgoing): $25,000

SF424 Forms
<table>
<thead>
<tr>
<th>Types</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>New (Type 1)</td>
<td>An application being submitted for the first time.</td>
</tr>
<tr>
<td>Resubmission</td>
<td>An application the Sponsor reviewed and declined to fund, which the investigator has modified and is resubmitting for consideration.</td>
</tr>
<tr>
<td>Revision/Supplement (Type 3)</td>
<td>An competitive application requesting additional funding for an active award.</td>
</tr>
<tr>
<td>Renewal (Type 2)</td>
<td>A competitive application for a new project with a scope based on or related to a current project which is expiring.</td>
</tr>
<tr>
<td>Continuation (Type 5)</td>
<td>Noncompeting Continuation. Request or award for a subsequent budget period within a previously approved project for which a recipient does not have to compete with other applications.</td>
</tr>
</tbody>
</table>
All Funding Proposals will be created
Creating and Submitting Proposals

- Federal Funding Proposals that go through Grants.gov will be submitted electronically to the sponsor through IBISResearch.
  - Exceptions: Program Projects and Center Grants
- Program Projects, Center Grants and Non-Federal Funding Proposals will be created in IBISResearch. Once approved by department and ORA, you will submit those proposals through Assist, NSPIRES, or other sponsor systems.
• All submission types must go through IBISResearch to create and route to ORA for review and approval

• The proposal Smartform can be used to support the following submissions:
  – Grants.gov
  – Foundation
  – Incoming Subawards
  – Industry
  – State
  – Clinical Trial
Submission Information

1. Submission type: 🎨
2. Direct sponsor: 🎨
3. * Will this application be submitted system-to-system?
   - Yes  No  Clear
4. Type a package ID, opportunity ID, or CFDA number, and click Find. 🎨
If the desired opportunity is not listed above, type its ID and title below:

a. Package ID:

b. Opportunity ID:

c. Opportunity title:

5. NIH grant type (if applicable):

6. Add any general submission documents:

<table>
<thead>
<tr>
<th>Name</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex5_Abstract Attachments.pdf(0.01)</td>
<td>0.01</td>
</tr>
</tbody>
</table>
Knowledge Check –1

Susan G. Komen Foundation
Career Grant for Established Investigator

Is it System-to-System?
National Institute of Aging Program Project Grant

Is it System-to-System?
Supplement to NIMD Minority and Health Disparities

Is it System-to-System?
Incoming Subcontract from The Children’s Trust

Is it System-to-System?
Knowledge Check – 5

National Endowment for the Arts Challenge America Grant

Is it System-to-System?
Proposal Workflow

- Create Funding Proposal
  - Draft
    - Department Review
    - Department Review: Response Pending from PI
    - Specialist Review
      - Specialist Review: Pending Changes by PI
      - Final SPO Review
        - SPO Status Confirmation
          - Pending Sponsor Review
            - Pending Sponsor Review: Award Anticipated
              - Award Notification Received
                - Awarded
                - Not Funded
            - JIT Response Required
              - Not Submitted
              - Withdrawn from Sponsor
          - Pending Sponsor Review
            - BI-directional feedback loop
  - ALL STATES

- End States
New Terminology
New Terminology

- Ancillary Review
- Funding Award
- Funding Proposal
- Guest List
- SmartForm
- Specialist
- SPO
- State
- Study Staff
- Tags
**Workspace**: Refers to the page from where you can navigate and initiate activities.
Activities: Refers to the tasks listed on the left side of the screen on the workspace. They are based on security roles.
**Actions**: Refer to the blue buttons found on the left and listed above activities on the workspace. They are based on security roles.
**State**: Refers to the status of the record in the workflow. It gives you a clue about what to do next.
Navigating the System
The IBISResearch system can be accessed from the ORA website [www.ora.Miami.edu](http://www.ora.Miami.edu)

Click on the IBISResearch link

Login using your CaneID and password
Creating Agreements and Funding Proposals

Create Agreement

Create Funding Proposal

The University of Miami does not use the Create Complex Project page

Create Agreement

Create Funding Proposal

The University of Miami does not use the Create Complex Project page
• My Inbox (to-do list – items that require action from you)
  o Proposals
  o Awards
  o Agreements
  o Budgets
• My Reviews Tab
• Recently Viewed
• Navigate between Agreements and Grants from top navigation bar
Each record contains a unique ID that can be used to identify the type of record.

For example:

- Funding Proposals begin with “FP”
- Awards begin with “IBIS”
Grants Project Listing Page
The Grants Project Listing Page Shows you all the records you have permission to see.

Users have permission to see records (Proposals, awards, and agreements) they are associated with as the following:

- PI
- Project Personnel
- Administrative Personnel
- Guest List editor/viewer
- Ancillary Reviewer
- Specialist in central office
The sub-navigator bar organizes the page into the different project types.
The Funding Proposal and Awards pages contain all proposals and awards you have permission to see.

The tabs represent different states throughout the workflow.

The first tab contains a list of all records, regardless of the state.

How To Search For Records
1. **Use the Filter by field** to search for a record by various information, such as:
   - ID
   - Name
   - State

2. **Search for key words** – Use the wild card feature by entering a “%” sign before and after the keyword
• From the Inbox, or Grants Project Listing pages, click on the name of a record to access the project’s Workspace.

• The Workspace contains:
  o Key information, such as State, Title, and ID.
  o Various buttons and links to perform Activities.
• The information displayed on this page is dependent upon the state of the record and the user role.
• The tabs displayed on the workspace are specific to the record type (e.g. Proposal, Award, etc.) and contain additional details about the record, including history, reviewers, and attachments.
Use the Edit Funding Proposal button to edit the Proposal SmartForm.
SmartForm
• The *SmartForm* is a series of pages you complete with information about the record.

• Proposals, Budgets, Awards, Subawards, Award Modification Requests, and Award Modifications have unique *SmartForms*
Uploading Documents
The Biographical Sketch, or any documents that map to the SF424 must be uploaded as .pdf.
Understanding User Roles
Understanding User Roles

User roles determine what area of the system users can view and what activities they can perform when a record (proposal, award, etc.) is in a particular state.
## System User Roles

<table>
<thead>
<tr>
<th>System User Roles</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| Study Staff             | • Creates and submits proposals  
                          | • All users in IBISResearch have this role                                    |
| Department Reviewer     | • Approves proposals and documentation when part of a workflow. Creates ancillary reviews as needed  
                          | • Also includes administrators who create and manage proposals on behalf of departments |
| Specialists             | Create and manage proposals, awards, and award modifications (ORA Role)         |
| Award Approver          | Activate and approve awards or award modifications in Final Review (ORA Role)   |
Understanding the Workflow
System-to-System Submissions through Grants.gov

- Create Application
- Pre-Submission
- Valid for Submission
- Submitted Awaiting Response from GrantsGov
- Submitted To GrantsGov
- Submission Failed
- Reopen for Edit activity
- Reopen for Edit activity
- Receiving by GrantsGov
- Received by GrantsGov
- Processing by GrantsGov
- Rejected With Errors
- Federal Funding Agency Tracking Number Assigned
- Received by Federal Funding Agency
- Validated by GrantsGov

State defined by SF424
State reflecting submission status in Grants.gov
Award Modification by State

Diagram:
- Award Modification
- Draft
  - Designated Review
    - Designated Review Response Pending
  - Final Review
    - Final Review Response Pending
- Designated Review Requested
- End States
  - Approved
  - Withdrawn
Understanding Email Notifications
Many activities and state transitions within the workflows trigger email notification
  - Proposals, awards, award modifications, and subawards

Email notifications will only be sent to University of Miami email addresses
## Proposal Email Notifications

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Sent To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Ancillary Review activity</td>
<td>Assigned Ancillary reviewers</td>
</tr>
<tr>
<td>Send Email activity</td>
<td>Recipients selected in the activity</td>
</tr>
<tr>
<td>State transition from “Department Review” to “Department Review:</td>
<td>PI, Administrative Contact</td>
</tr>
<tr>
<td>Response Pending from PI”</td>
<td></td>
</tr>
<tr>
<td>State transition from “Final SPO Review” to “Pending Sponsor Review”</td>
<td>PI</td>
</tr>
<tr>
<td>(with or without a SF424 submission)</td>
<td></td>
</tr>
<tr>
<td>State transition to “JIT Response Required”</td>
<td>PI, Administrative Contact</td>
</tr>
<tr>
<td>State transition from “Draft” to “Department Review”</td>
<td>Departmental Reviewers</td>
</tr>
<tr>
<td>State transition to “Not Submitted”</td>
<td>PI</td>
</tr>
<tr>
<td>State transition from “Specialist Review” to “Specialist Review:</td>
<td>PI, Administrative Contact</td>
</tr>
<tr>
<td>Pending changes from PI”</td>
<td></td>
</tr>
<tr>
<td>State transition from Department Review: Response Pending from PI”</td>
<td>Departmental Reviewers</td>
</tr>
<tr>
<td>to Department Review”</td>
<td></td>
</tr>
<tr>
<td>Award Letter Received activity</td>
<td>Assigned Specialist, proposal editors,</td>
</tr>
<tr>
<td>proposal readers</td>
<td></td>
</tr>
<tr>
<td>Notify SPO of Grant Status activity</td>
<td>Assigned Specialist</td>
</tr>
</tbody>
</table>
## Award Email Notifications

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Sent To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Ancillary Reviews</td>
<td>Assigned Ancillary Reviewers</td>
</tr>
<tr>
<td>Send Email activity</td>
<td>Recipients selected in activity window</td>
</tr>
<tr>
<td>30 Day Reminder</td>
<td>Deliverables owner responsible party, and any other staff selected to receive notifications</td>
</tr>
<tr>
<td>60 Day Reminder</td>
<td>Deliverables owner responsible party, and any other staff selected to receive notifications</td>
</tr>
<tr>
<td>Activate activity (When Award is activated)</td>
<td>Assign Specialist, PI, Administrative Contact</td>
</tr>
<tr>
<td>Activate activity (When Award has an Advance Account)</td>
<td>Assign Specialist, PI, Administrative Contact</td>
</tr>
<tr>
<td>Assign Award Approver activity</td>
<td>Award Approver</td>
</tr>
<tr>
<td>State transition from “Draft” to “Department edit”</td>
<td>Award Editors, Assigned Specialist</td>
</tr>
<tr>
<td>Request Changes from Specialist activity (In Designated Review state)</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Trigger</td>
<td>Sent To</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Request Changes from Specialist activity (In Final Review state)</td>
<td>Assigned specialist</td>
</tr>
<tr>
<td>Submit for Final Review activity</td>
<td>Award Approver</td>
</tr>
<tr>
<td>Request Designated Review activity</td>
<td>Assigned specialist</td>
</tr>
<tr>
<td>Submit Changes activity (resubmitted for review)</td>
<td>Assigned Reviewer</td>
</tr>
<tr>
<td>Submit Changes activity (re-assigned award for final review)</td>
<td>Assigned Award Approver</td>
</tr>
<tr>
<td>Assign Specialist activity</td>
<td>Newly assigned Specialist</td>
</tr>
<tr>
<td>Withdraw activity</td>
<td>PI, Assigned Specialist, Assigned Award Approver</td>
</tr>
<tr>
<td>Trigger</td>
<td>Sent To</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Approve activity</td>
<td>Submitter of the award modification request</td>
</tr>
<tr>
<td>Request Clarifications activity</td>
<td>Submitter of the award modification request</td>
</tr>
<tr>
<td>Submit Clarifications activity</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Decline activity</td>
<td>Submitter of the award modification request</td>
</tr>
<tr>
<td>Assign Specialist activity</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Submit to Specialist activity</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Assign Submitter activity</td>
<td>Submitter of the award modification request</td>
</tr>
<tr>
<td>Withdraw</td>
<td>Assigned Specialist</td>
</tr>
</tbody>
</table>
## Award Modification Email Notifications

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Sent To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Ancillary Reviews activity</td>
<td>Assigned ancillary reviewers</td>
</tr>
<tr>
<td>Approve activity</td>
<td>PI, Assigned Specialist, Administrative Contact</td>
</tr>
<tr>
<td>Assign Award Approver activity</td>
<td>Assign Award Approver</td>
</tr>
<tr>
<td>Request Changes activity (initiated by Designated Reviewer)</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Request Changes activity (instated by Award Approver)</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Request Designated Review activity</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Submit Changes activity (for final review)</td>
<td>Assigned Award Approver</td>
</tr>
</tbody>
</table>


# Award Modification Email Notifications

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Sent To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Email activity</td>
<td>Recipients selected in activity window</td>
</tr>
<tr>
<td>Assign Specialist activity</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Submit for Final Review activity</td>
<td>Assigned Award Approver</td>
</tr>
<tr>
<td>Withdraw activity</td>
<td>PI, Assigned Award Approver, Assigned Specialist</td>
</tr>
</tbody>
</table>
# Subaward Email Notifications

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Sent To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Fully Executed Notification</td>
<td>Recipients selected on the Personnel page of the Subaward SmartForm</td>
</tr>
</tbody>
</table>
Understanding ID Numbers
• Each parent record in IBISResearch contains a unique ID that can be used to easily identify the type of record in lists and reports.

• For example, Funding Proposal IDs begin with “FP” and Award IDs begin with “IBIS”.

• Awards which migrated over from Workday begin with “AWD”
# A Few Unique IDs In Grants

<table>
<thead>
<tr>
<th>IBISResearch Module</th>
<th>Acronym</th>
<th>ID Example</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td>FP</td>
<td>FP000000087</td>
<td>Funding Proposal</td>
</tr>
<tr>
<td>IBIS</td>
<td>IBIS</td>
<td>IBIS00000054</td>
<td>Award – This is Funding Award in IBISResearch</td>
</tr>
<tr>
<td>BU</td>
<td>BU</td>
<td>BU00000083</td>
<td>Budget – This could include the UM Project Budget, Subaward Budget(s), Cost Share Budget(s).</td>
</tr>
<tr>
<td>SF424</td>
<td>SF-424</td>
<td>SF-424000000029</td>
<td>SF424 Application</td>
</tr>
</tbody>
</table>
Help Desk

• Phone: 305-284-9733
• Email: ORA-SI@miami.edu
Sign up for Training

Hello, Maria. What Do You Want to Learn Today?

Transform your learning
Questions and Answers
Hands-On

Embrace your journey
Handouts

- Grants Quick Reference Guide.pdf: 2 MB
- User Guide.pdf: 4 MB
- New Terminology.pdf: 420 KB
- Training Exercises.pdf: 394 KB
- Presentation.pdf: 10 MB
- UploadDocsForCreateFP.zip: 4 KB
• The link to the Huron website will be provided in the chat box after the 1st exercise demonstration.
• Download the pdf upload documents to your desktop
• Download the Training.Exercises.pdf to your desktop