

Proposal/Award Processing Form (PAP) Prompt List

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BASIC INFORMATION

1. Title

Enter the title of the sponsored project.

2. Primary Awardee Department

This field will be populated with the PIs home department by default. If the award will be established in a different department, click “Change” at the right-hand side of the text field to generate a pop-up window listing all departments (click the corresponding button to choose a department).

3. Type

Select the button corresponding to the type of proposal you are creating. The options are:

- **New** (proposing a project that has not yet been funded)
- **Competing Renewal** (proposing an additional period of funding for an ongoing project; must compete for funding)
- **Noncompeting Renewal/Continuation of USC Account** (proposal to fund the next budget period of a current award; do not need to compete for funding). Also, use this proposal type for National Institutes of Health (NIH), Research Performance Progress Report (RPPR).
- **Supplemental** (proposal is requesting additional funds for a current award to cover increased costs or expanded scope of work)
- **Revision** (proposal has been changed based on reviewer comments and is being resubmitted to the same agency)

USC account number is required for Noncompeting Renewal/Continuation of USC Account or Supplemental: If it is a continuation or supplement to an ongoing sponsored project, enter the current project account number here.

Project Dates

4. Start Date

Click the calendar icons to select the proposed project start date.

5. End Date

Click the calendar icons to select the proposed project end date.

6. Agency Deadline Type

Select the radio button corresponding to the type of deadline occurring on the selected date. Options are:

- **Postmark** (proposal package must be postmarked by the deadline date)
- **Receipt** (the funding agency must receive the proposal package by the deadline date)
- **No Specific Deadline** (proposal may be submitted at any time throughout the year; the date selected is a self-imposed due date)

- a. For proposals that must be postmarked or have a receipt deadline date, click on the calendar icon to select the date the proposal is due to the funding agency.

Click the “Continue” button to save the information and proceed to the next screen.

SOURCE OF PROJECT AND SPONSOR

Internal Requests

1. **Is this an internal request?:** Answer “Yes” if you are seeking funding from a department within the University of South Carolina (the Office of the VP for Research or the Provost’s Office, for example). Selecting “Yes” to this question will generate two new fields. Choose the appropriate program from one of these two fields:
 - Vice President for Research
 - Office of the Provost

Answer “No” if you are seeking funding from a source external to the university.

Sponsor

2. Project Source

Use the dropdown menu to select the type of agency/entity from which the funds are being requested. Options are:

- **Federal – (FED)**
- **State – (STA)**
- **Local Government – (LOC)**
- **Private, Foundations, Non-Profit – (PHI)**
- **Commercial – (COM)**
- **Other – (OTH)**
- **Agency – (Z Accounts)**

If the sponsor is marked Federal, the Federal Approval form will be generate on the Summary Page in the Forms section. This should be completed by the Principal Investigator.

Note: If the agency/entity has been awarded federal funds, then choose Federal. If the agency/entity received funds from the State of SC, then choose State.

3. Project Purpose

Use the dropdown menu to select the purpose of the project being proposed. Options are:

- **Course Degree/Contract**
- **Donated Software/Equipment**
- **Equipment**
- **GA Work Experience - {GA a.k.a. Graduate Assistant}**
- **Research**
- **Service**
- **Training**

4. Research Purpose

Select the most appropriate research purpose:

- **Applied Research** – Research conducted to gain knowledge or understanding to meet a specific recognized need.
- **Basic Research** – Research undertaken primarily to acquire new knowledge without any particular application or use in mind.

- **Development** – The systematic use of the knowledge or understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes.

5. Sponsoring Agency

Enter the name of the sponsoring agency for the proposed project. If the Sponsoring Agency received funds for the project from another party (i.e., state, federal or industry sponsor), list the name of the Sponsoring Agency first followed by a slash (/) and the name of the prime awarding agency. Example: SCDHHS received funds from US DHHS for the project. The entry would be written as follows: SCDHHS/USDHHS.

6. Sponsor Address

If you are proposing a project to a non-federal agency, enter the name of the contact and the address here. Also, enter contact information such as a phone number and email address.

Solicitation

7. Program Type

Use the dropdown menu to select the type of project being proposed. Options are:

- **N/A Not applicable** (none of the Program Types fit the proposed project)
- **Appropriated Funding (SC General Assembly)**
- **Artistic Pursuit** (proposing funds to present an artistic work)
- **CAREER/Faculty Development** (proposing to a program offered by NSF or other entity for the support of early career-development activities)
- **CESU** (proposal submitted in conjunction with the Cooperative Ecosystem Studies Unit Network)
- **COEE** (proposals submitted to the Centers of Economic Excellence program)
- **EPSCoR** (proposal submitted to Experimental Program to Stimulate Competitive Research program)
- **Equipment or Materials** (funding targeted toward the purchase or use of equipment or materials required to conduct research)
- **FIPSE** (proposal submitted to the Department of Education’s Fund for Improving Postsecondary Education program)
- **Facility or Construction** (funding targeted toward the purchase or construction of special facilities required to conduct research)
- **Fellowship/Graduate Research** (funding for specialized training for graduate student(s))
- **Fellowship/Undergraduate Research** (funding for specialized training for undergraduate research)
- **Meeting or Conference** (funding to either attend or organize a meeting, conference or seminar)
- **Publishing or Editorial** (subvention for publication costs of journals, manuscripts, texts, documents, and translations of works) Note: Selecting this type automatically adds the Dean of the College of Information and Communications to the approver list for the proposal.
- **SBIR** (proposal submitted to a business who is submitting to the Small Business Innovative Research program)
- **STTR** (proposal submitted to a business who is submitting to the Small Business Technology Transfer program)
- **TRIO** (program offered by Department of Education)

8. URL of Sponsor Guidelines

The PI **must** provide a URL of the guidelines or funding announcement. Enter the web address of the guidelines or funding announcement. If, for some reason a URL is not available, then upload a copy of the guidelines to the Proposal Summary page.

9. Is this proposal in response to RFA/RFQ/RFP?

Select the appropriate button to indicate whether or not your proposal is in response to a RFA (Request for Application), RFQ (Request for Quote) or RFP (Request for Proposal).

Funding

10. Is this project a collaboration with Clemson University?

If personnel from Clemson University will be collaborating on your proposed project then answer “Yes”, otherwise click “No”.

11. Is this project a collaboration with MUSC?

If personnel from the Medical University of South Carolina will be collaborating on your proposed project then answer “Yes”, otherwise click “No”.

12. Is this project a collaboration with any other institutions?

If personnel from another institution will be collaborating on your proposed project, then answer “Yes”, otherwise click “No”.

Name of the Institution(s)

If you select “Yes” to indicate collaboration with any other institution(s), enter the name of the institution(s) in the text box provided. Separate multiple institutions by a comma (.). If additional space is needed, use the Comments box on the “Questions” tab to list the institution(s).

Click the “Continue” button to save the information and proceed to the next screen.

PERSONNEL

Personnel and Effort Expend on the Project

Principal Investigator

This section will populate automatically with the name of the PI, department, and role on the project. The PI should review this section to ensure all of the information is correct.

- Input the amount of effort that will be expended in the first year of the project (calendar year, academic year or summer months).
- Input the amount of salary support being requested from the sponsor for the first year of the project (Do not put your total institutional salary). This section should reflect only salary support and not include fringe benefits.

Co-PIs

Click the white “Add Personnel” button to generate a pop-up window where you can search for and add co-primary investigators from the University of South Carolina to the proposal. Note: USCeRA only allows the addition of four Co-PIs. If additional Co-PIs are needed, they must be listed as Key Personnel. If the person you are searching for is not in the list, then he/she will need to have an USCeRA account created.

- Input the amount of effort that will be expended in the first year of the project (calendar year, academic year or summer months).
- Input the amount of salary support being requested from the sponsor for the first year of the project (Do not put your total institutional salary). This section should reflect only salary support and not include fringe benefits.

Additional Investigators (Key Personnel)

Click the white “Add Personnel” button to generate a pop-up window to search for and add key personnel from the University of South Carolina to the proposal. If the person is not in the list, then he/she will need to have an USCeRA account created.

- Input the amount of effort that will be expended in the first year of the project (calendar year, academic year or summer months).
- Input the amount of salary support being requested from the sponsor for the first year of the project (Do not put your total institutional salary). This section should reflect only salary support and not include fringe benefits.

If awarded, will this project require more than one account to be set up?

If more than one account will be needed if and when the grant is award, then click “Yes, otherwise choose “No”.

If the answer to this question is “Yes”, then a separate Excel budget spreadsheet should be attached to the Proposal Summary page for each account that must be created. The naming convention for each Excel budget spreadsheet should include the department number, PI name and the word budget (ex. 21000Smith_Budget.xls). Use the “Comments for Setup of Additional Accounts” box to provide additional instructions on account set-up.

If you are unsure about whether a separate account needs to be set up, then choose “Contact PI”. After an award is issued, the SAM office will contact the PI to confirm if separate accounts are needed.

Click the “Continue” button to save the information and proceed to the next screen.

COSTS

Project Costs

1. Amount Requested for the First or Current Year

Enter the amount being requesting for the first year of the proposed project including indirect costs. If the proposal is for a continuation, rather than a new sponsored project, enter the amount requested for the current project year.

2. Project Years

Use the drop-down list to select the number of years your proposed project will last.

3. Total Amount Requested for All Project Years

Enter the total number of dollars requested for all years of your project to include indirect costs.

Indirect Costs

4. Indirect Cost % for the First Year

Enter the percentage of the [indirect cost rate](#) (a percentage also known as the facilities and administration rate). *The federally negotiated USC rates are displayed in the grid next to this question.*

5. Indirect Cost Amount for the First Year

Enter the total dollar amount of indirect costs only for the first year.

6. Are you proposing to use an indirect cost rate lower than USCs negotiated rate?

If an indirect rate other than one of the USC federally negotiated rates is applied to the budget then check "Yes". *The federally negotiated USC rates are displayed in the grid next to this question.*

a. Reason for Non-Standard Rate

You will be prompted to choose **one** of the following two answers:

- *The sponsoring agency has a formal policy limiting indirect cost*

Choose this answer when the sponsor has clearly indicated in the solicitation or guidelines that they do not allow indirect costs or limit the indirect cost recovery rate

b. *Link to Sponsor Policy*

Provide a link to the sponsor's policy document that states the limitation on the indirect cost rate if it is publicly available. Alternatively, you may upload a copy of the document that states the limitation on the indirect cost rate to the Proposal Summary page and just note "See Summary Page for Documentation".

- *Voluntary reduction in rate or waiver of indirect costs*

Choose this answer when a request is being made to perform the project without applying the full indirect cost rate or at a reduced indirect cost rate. **(Please note this option now eliminates the need for the completion of the Indirect Cost Waiver form).**

b. *Please explain the benefit to USC in waiving indirect costs for this project*

Explain the benefit to USC and the State of South Carolina in waiving the indirect cost on this project.

NOTE: Under SC State Law, USC cannot waive indirect cost on any **federally-funded non-research** (i.e. service or training) project with an annual budget of over \$200,000.

Click the "Continue" button to save the information and proceed to the next screen.

QUESTIONS

This portion of the PAP form includes a series of straightforward “Yes or No” questions. Some of these are multi-part questions, and some, when answered in the affirmative, will generate conditional follow-up questions or forms.

General Questions

1. Does this proposal involve cost sharing?: Answer “Yes” if cost share is required and included in your proposal. Answering “Yes” generates the Cost Share form on the Proposal Summary page that must be completed. In addition, upload any documentation that confirms the cost share commitment to the project. Any such documents are to be uploaded to the Summary Page.
2. Faculty release time?: Answer “Yes” if you are a faculty member whose participation in this project would require you to be released from your teaching load.
3. Human subjects?: Answer “Yes” if your project involves human subjects.
 - Answering yes to question 12 will generate this follow up: *If “Yes”, the proposal must be reviewed by the Institutional Review Board. Click the Lookup button and select your HSA from popup list or select “Other” and type “pending” in the text box.* The HSA number is your Human Subjects Authorization number.
4. Vertebrate Lab animals? Answer “Yes” if your proposal involves vertebrate animals.
 - Answering “Yes” to this question will generate this follow up: *If “Yes”, contact Animal Resources or give Animal Use Approval Number and Approval Date.* You will enter your Animal Use Approval Number into a text box and then click on the calendar to select your Approval Date.
5. Sole source considerations: subcontracts, outside consultants, equipment?: Answer “Yes”, if you included a subcontract, consultant or equipment in your proposal budget. This generates one Procurement Certification form on the Summary Page that must be completed:
 - In the first box in the certification form, provide the name(s) of the consultant, sub-award entity, and/or equipment.
 - In the second box, provide justification to include the area of expertise and the reason why the consultant or sub-award entity has been selected to complete a portion of the project. For equipment, a justification is needed for the purchase of the equipment and why it is essential to the project. If additional space is needed, then generate a new Certification form by going to the “Tools” section in the upper right hand corner of the Proposal Summary window and click “Add Certification”.
6. Is project part of a USC intra-university Center or Institute?: Answer “Yes” if you are using resources from any USC intra-university Center or Institute. This generates the Centers/Institutes Association form on the Proposal Summary page under “All Forms”. Select the Center/Institute from the drop-down list and add any comments in the Comments box. If the Center/Institute is not currently listed in the drop-down list, please contact Debbie Kassianos at KASSIANO@mailbox.sc.edu.
7. Will this project require additional space and/or facilities?: Answer “Yes” if this project will require the acquisition or construction of additional space or facilities.
8. Inst. faculty/employees extra compensation, consulting? (Does not apply to summer salary): Answer “Yes”, if you are requesting extra compensation for any personnel in this project. Note: Does not apply to summer salary.
9. Restrictions on publications in a sponsored project or involvement of proprietary information?: Answer “Yes”, if the sponsor guidelines include any restrictions on publications. Answering “Yes” generates the Restrictions on Publications form on the Proposal Summary page under “All Forms”. Complete the form and include any restrictions to publishing that appear in the guidelines or draft agreement from the sponsor.
10. Restrictions/limitations of USC normal intellectual property rights?: Answer “Yes”, if the sponsor guidelines include any restrictions on proprietary information. This generates the Restrictions on Intellectual Property form

on the Proposal Summary page under “All Forms”. Completing the form indicates that you are aware that you will not retain or will only retain partial intellectual property rights on this project. This also adds an approval requirement from the Economic Engagement/Technology Commercialization Office.

11. Does the Lead PI hold Joint Appointment?: Answer “Yes”, if the principal investigator holds a joint appointment.
12. Is this proposal being submitted to the NSF, NIH, or to a Public Health Service Agency (PHS agencies include the CDC, SAMHSA, AHRQ, and ATSDR)?: Answering “Yes” generates the status of the Financial Disclosure Forms for key personnel on the Proposal Summary Page. Please ensure that financial disclosures are completed for all senior key personnel on the project.
13. Do you, your spouse/dependent children, or other individuals included on this proposal have any financial interest (e.g. ownership, equity, consulting, or management position) related to the work to be conducted under this sponsored project?: Answer “Yes” if any of these situations are true.
14. Is the project being conducted at MUSC VA Facilities?: Answer “Yes” if the project will be conducted at MUSC VA facilities. Otherwise, answer “No”.

Research Categories

Project involves research in: Select as many of the below subject areas as apply to your proposal (one or more). If none applies, select “None of the Above.”

- Energy Research
- Behavioral Sciences
- Clinical/Translational Research
- Community Health
- Economic Development
- Marine Science
- Environmental Research
- Material Science/Nanotechnology
- Biomedical Sciences
- None of the Above

Does the project involve any hazardous materials of the following types:

Answer “Yes” if any of these situations are true for your proposed sponsored project and provide the requested information, otherwise answer “No”.

15. *Biological materials such as Recombinant DNA or synthetic nucleic acid molecules, Infectious agent(s), Human-derived material, Biological toxin(s) or Select Agents and/or Biosafety Level 3 (BSL-3) research*
16. *Hazardous chemicals*
17. *Radioactive materials/substances, x-ray equipment, lasers, or other radiation emitting devices in USC facilities*

Foreign Involvement

Answer “Yes” if any of these situations are true for your proposed sponsored project.

18. Part of project takes place outside the USA or involves shipment of materials or equipment to a foreign country.: Answer “Yes” if any part of the project will take place outside of the USA or if you will be exporting materials/information to a foreign country, otherwise answer “No”.

19. Project involves foreign entities, collaborators, consultants?: Answer yes if the project is sponsored by an agency from outside the USA or if any collaborators, consultants or suppliers are from outside the USA, otherwise answer “No”.

ASPIRE

Answer “Yes” if any of these situations are true for your proposed sponsored project.

20. Have you received funding from an ASPIRE seed grant?: Answer “Yes” if you have ever received an ASPIRE grant from the Office of the Vice President for Research.

21. Is this submission the result of an ASPIRE seed grant?: Answer “Yes” if your proposed project is based on previous research you conducted using an ASPIRE grant, or if it involves equipment or facilities purchased with ASPIRE grant funds.

22. Comments

In the large text box provided, enter any **remarks** or special instructions that need to be noted about the proposal. Be sure to include any necessary reference information for electronic proposals here.

Below the “Comments” box is a brief disclaimer. Review the disclaimer before clicking the “**Continue**” button to save the PAP form.

Notes

Once the PAP form is saved, you can re-open it and make changes as needed.

Supplemental Forms

Once you have saved your PAP form, you will be taken to the Proposal Summary screen to complete and/or upload the remaining components of your proposal (Excel budget spreadsheet, budget justification, proposal summary, etc.).

Based on information you saved in your PAP form, you may be asked to complete additional web-based supplemental forms in USCeRA. Like the PAP form, these are simple questionnaire-style forms that will capture details needed to fully document your proposal. The forms you may need to complete include:

- Cost Share Form
- Centers/Institutes Association Form
- Restrictions on Intellectual Property Form
- Restrictions on Publications Form
- Federal Approval Form
- Certification Form (Consultant, Sub-award, Equipment)

Submit for Routing and Approval

Once all of the documents have been uploaded and completed, then click on the “Start Approval Process” button to route the proposal for approvals.

You will not be able to make changes in USCeRA once the proposal has been routed for approval. The PI must contact the SAM Administrator if he/she needs to revise the USCeRA application or submit revised or additional documents.