General Proposal Information

1. **Type of application:**
   - New
     ```
     a. Is this award being transferred from another institution?
     ○ Yes  ● No  Clear
     ```

2. **Short title of proposal:**
   - Nickname Keep it Short for Workspace

3. **Long title of proposal:**
   - This is the project title of the application and will map to the SF424.

4. **Program director / Principal investigator / Project lead / Fellow:**
   - Test PI/None

5. **Select the direct sponsor:**
   - Harvard Medical School
     - If the direct sponsor is not listed, type their name here:
     - If this will be a flow-through, select prime sponsor:
       - National Institutes of Health (NIH)

6. **Instrument type:**
   - Grant
   - Contract
   - Cooperative Agreement
   - Subaward
     ```
     Clear
     ```

7. **Primary purpose of this project:**
   - Research
   - Fellowship
   - Clinical Trial
   - Instruction
   - Equipment
   - Financial Aid
   - Other Sponsored Programs
     ```
     Clear
     ```

8. **Expected start date:**
   - 4/1/2020

Proposal Information

- **1. Type of Application** – automatically completed upon FP creation
  - Data/Reporting Integrity
  - RAPPORT Functionality

- **1.a.** When the FP is a Transfer Application, 1.a. should be 'Yes'
  - Data/Reporting Integrity

- **2. Short Title** needs to be short or workspace extends off user screen
  - Workspace Functionality
  - User Interface Experience

- **3. Long Title** = Scientific/Project Title –
  - Application Compliance
  - Maps to the SF424

- **4. PD/PI** – Check eligibility to be a PI
  - Institutional Compliance

- **5. Direct Sponsor** – Agency giving money to Dartmouth directly
  - Application Compliance
  - Data/Reporting Integrity

- **5.a.** OSP will add sponsor names that have been added here

- **5.b.** Prime Sponsor needs to be added when Dartmouth is a Subrecipient

- **6. Instrument type** – Award mechanism
  - Data/Reporting Integrity

- **7. Primary Purpose - Categories Have Changed** – check carefully and update
  - Data/Reporting Integrity (SEFA)
  - Training & Fellowships no longer ‘Research’
  - Refer to Help Text

- **8.** Make sure proposed start date is compliant with sponsor guidelines/FOA
  - Application Submission
  - Budget Module Dates
Personnel

1. Program director / Principal investigator / Project lead / Fellow:
   Test PINine
   a. If this is a fellowship, select the mentor:

2. * Responsible department / division / institute:
   Biomedical Thayer

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Key / Other Significant</th>
<th>Role</th>
<th>Biosketch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arnold</td>
<td>yes</td>
<td>Co-Investigator</td>
<td></td>
</tr>
<tr>
<td>Read</td>
<td>no</td>
<td>Graduate Student</td>
<td></td>
</tr>
<tr>
<td>Sjogren</td>
<td>no</td>
<td>Post Doctoral Associate</td>
<td></td>
</tr>
<tr>
<td>Thompson</td>
<td>yes</td>
<td>Other (Specify)</td>
<td></td>
</tr>
</tbody>
</table>

b. Add non-institutional key personnel

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Key / Other Significant</th>
<th>Role</th>
<th>Biosketch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bovine</td>
<td>yes</td>
<td>Co-Investigator</td>
<td></td>
</tr>
</tbody>
</table>

4. Administrative personnel:
   a. Administrative contact
   Test Resadmin3

b. Select team members that have edit rights

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resadmin3</td>
<td>Test</td>
</tr>
</tbody>
</table>

c. Select team members that have read-only rights

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
</table>

There are no items to display

1.a. Mentored Fellowship: make sure a mentor/sponsor is entered

2. Department – PI dept defaults
   • Data/Reporting Integrity

3.a. ALL “Named” Dartmouth Personnel must be added here to be imported into the Budget
   • Budget Functionality
   • Application Compliance

3.b. Only Non-Dartmouth Key Personnel are added here
   • Application Compliance

4.a. Admin Contact = The routing DRA – add your name here
   • Notification Functionality

4.b. The DRA in 4.a. and DRAs in the same area should NOT be listed here because:
   • All DRAs have ‘department’ access to all FPs and AWDs automatically
   • Edit Users will receive emails not meant for them
   • Notification Functionality
   • User Interface Experience

4.c. The DRA in 4.a. and DRAs in the same area should NOT be listed here because:
   • All DRAs have ‘department’ access to all FPs and AWDs automatically
Pass-through

1. Submission Type – Read-only
   - Based on General Proposal Information - Q5

2. Direct Sponsor – Read-only
   - Based on General Proposal Information - Q5

3. Prime Sponsor – Read-only
   - Based on General Proposal Information - Q5

4. Sponsor Contact Info - Not Required to be Completed
   - Could be a reference

5. Sponsor CFDA - Not Required to be Completed
   - Could be a reference

6. Sponsor Grant # - Not Required to be Completed
   - Could be a reference
When Question 3 above is ‘No’ then the following additional questions appear:

5. Package ID:

6. Opportunity ID:

7. Opportunity title:

8. NIH grant type (if applicable):

9. Add any general submission documents:

When Question 3 above is ‘No’ then the following additional questions appear:

1. Submission Type – Read-only
   - Based on General Proposal Information - Q5

2. Direct Sponsor – Read-only
   - Based on General Proposal Information - Q5

3. S2S Question – Response determines follow-on questions

4. When S2S = ‘Yes’ – Select FOA in Opportunity ID (PA or RFA number):
   - Error if user enters FOA in Package ID (see last page of this guide)

5. When S2S = ‘No’ – Package ID is Manual entry; leave blank

6. When S2S = ‘No’ – Opportunity ID is Manual entry for reference

7. When S2S = ‘No’ – Opportunity Title is Manual entry; can use this for FOA web address

8. When S2S = ‘No’ – NIH Grant Type Manual selection; not required

9. When S2S = ‘No’ – Manual upload for Sponsor FOA documents only
Submission Information

1. Submission type: Foundation/Not For Profit

2. Direct sponsor: Mellon Foundation

3. Add any general submission documents:

   ![Add button]

<table>
<thead>
<tr>
<th>Name</th>
<th>Version</th>
</tr>
</thead>
</table>

Other Submissions

- **1. Submission Type** – Read-only
  - Based on General Proposal Information - Q5

- **2. Direct Sponsor** – Read-only
  - Based on General Proposal Information - Q5

- **3. Documents**
  - Include Sponsor submission instructions/forms only
  - Do not add routing documents (e.g., abstract, justification)

NOTE: there is a BUG when a State Sponsor is chosen – no document upload appears. Will be fixed in a future Huron release.

Submission Information

1. Submission type: Industry/For Profit

2. Direct sponsor: Celldara Medical, LLC

3. Add any general submission documents:

   ![Add button]

<table>
<thead>
<tr>
<th>Name</th>
<th>Version</th>
</tr>
</thead>
</table>

Submission Information

1. Submission type: State

2. Direct sponsor: Arizona Department of Health Services (AZDHS)

NOTE: there is a BUG when a State Sponsor is chosen – no document upload appears. Will be fixed in a future Huron release.
# Budget Periods and Key Dates

1. **Application submission deadline:**
   - Date application is due to Sponsor
   - S2S = FOA expiration date populates automatically

2. **Date response expected from sponsor:**
   - Not used, can leave blank

3. **Date project starts:**
   - 8/1/2019

4. **Date project ends:**
   - 7/31/2024

5. **Project length (years):**
   - 5

6. **Modular budget?**
   - Yes

7. **Budget periods:**

<table>
<thead>
<tr>
<th>Period Number</th>
<th>Name</th>
<th>Duration (Months)</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Period 1</td>
<td>12</td>
<td>8/1/2019</td>
<td>7/31/2020</td>
</tr>
<tr>
<td>2</td>
<td>Period 2</td>
<td>12</td>
<td>8/1/2020</td>
<td>7/31/2021</td>
</tr>
<tr>
<td>3</td>
<td>Period 3</td>
<td>12</td>
<td>8/1/2021</td>
<td>7/31/2022</td>
</tr>
<tr>
<td>4</td>
<td>Period 4</td>
<td>12</td>
<td>8/1/2022</td>
<td>7/31/2023</td>
</tr>
<tr>
<td>5</td>
<td>Period 5</td>
<td>12</td>
<td>8/1/2023</td>
<td>7/31/2024</td>
</tr>
</tbody>
</table>

- Defaults to ‘No’
- Appears for Federal Sponsors only
- DOES NOT AUTO SELECT CORRECT SF424 BUDGET FORMS
- Application Compliance
- Budget Module Functionality

- Defaults to 5 years
- Determines # of SF424 budget years
- Add/Remove years as needed
  - Please remove empty years!
3. Date project starts: 8/1/2019

4. Date project ends: 7/31/2024

5. Project length (years): 5

6. * Modular budget?
   ○ Yes  ● No  Clear

7.  [Add Period]  [Remove Period]  [Update Periods]

### Budget periods:

#### Update Number of Project Years

To adjust the number of project periods, click "Add Period" or "Remove Period" button.

#### Update Budget Period Duration

To adjust the duration of a budget period, click the "Update Periods" button and change the number of months. Or you can use 'advanced editing' within "Update Periods" to enter specific period end dates.

<table>
<thead>
<tr>
<th>Period Number</th>
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<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Period 1</td>
<td>12</td>
<td>8/1/2019</td>
<td>7/31/2020</td>
</tr>
<tr>
<td>2</td>
<td>Period 2</td>
<td>12</td>
<td>8/1/2020</td>
<td>7/31/2021</td>
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<tr>
<td>3</td>
<td>Period 3</td>
<td>12</td>
<td>8/1/2021</td>
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<td>4</td>
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<td>12</td>
<td>8/1/2022</td>
<td>7/31/2023</td>
</tr>
<tr>
<td>5</td>
<td>Period 5</td>
<td>12</td>
<td>8/1/2023</td>
<td>7/31/2024</td>
</tr>
</tbody>
</table>
Updating Budget Periods

There are two ways to update the duration of budget periods – by duration or exact date.
Submission Information

* Who will be submitting this application to the sponsor?
  - Office of Sponsored Projects
  - Principal Investigator

* Is this a multi-PI submission? 🎨
  - Yes
  - No

1. Who will be submitting application?
   - Choice determines functionality
     - OSP = PI Submission Approval
     - PI = No PI Approval Needed

2. Multi-PI submission
   - OSP uses this information during proposal review to make sure applications are compliant
   - Application Compliance
Compliance Reviews

1. * Human subjects involved in this project:
   - Yes  No  Clear

   a. * Does the proposed research involve human specimens and/or data?
      - Yes  No  Clear

1. * Human subjects involved in this project:
   - Yes  No  Clear

   a. * Is this a Clinical Trial with patient care services?
      - Yes  No  Clear

   b. * Is the Human Subjects research conducted at Dartmouth?
      - Yes  No  Clear

   c. * IRB review status of this research:
      - Approved
      - Pending
      - Exempt
      - Clear

   d. Type any additional information that might be useful for this review:

   Human Subjects

   1. Human Subjects Involved?
      - Choice determines follow on Qs
      - Application Compliance
      - Institutional Compliance
      - Integration with IRB

   1. = No Human Subjects
      - 1.a. Specimens/Data question required
         - Yes = Upload NIH-required document in the SF424

   1. = Yes Human Subjects
      - 1.a. Clinical Trial question required
      - 1.b. Research at Dartmouth required
      - 1.c. IRB Review Status required
         - Responses determine follow on questions
         - See next page for details
      - 1.d Useful information – please add any details that will assist OSP in their review of the application
Human Subjects = Yes Continued

**1.c. Approved Protocol**
- 1.d. CPHS Protocol Number
  - Select STUDY from IRB Protocol list/search
- 1.e IRB Approval Date
  - Automatically populates when Protocol chosen
  - Maps to the SF424
- 1.f. Additional Protocols
  - Ability to add additional Protocols when applicable
- 1.g. Useful information
  - Please add any clarifying information that would be helpful to OSP during review

**1.c. Pending Protocol**
- Maps to SF424
- 1.d. Useful information
  - Please add any clarifying information that would be helpful to OSP during review
c. * IRB review status of this research:
   - Approved
   - Pending
   - Exempt

Clear

d. If NIH-funded, select the appropriate IRB exemption codes:
   - E1
   - E2
   - E3
   - E4
   - E5
   - E6
   - E7
   - E8

e. Type any additional information that might be useful for this review:
2. * Is this a multi-site study that will use the same protocol to conduct non-exempt human subjects research at more than one domestic site?

- Yes  ○ No  

a. What institution will serve as the IRB of record for this study?
   - Dartmouth CPHS
   - External IRB

   * Has confirmation of this been obtained from Dartmouth CPHS?
   - Yes  ○ No  

2.a. IRB of Record
   - Dartmouth CPHS
     - Confirmation question required
   - External IRB
     - External organization selection required
3. *Laboratory animals involved in this project:*
   - Yes  ☐ No  Clear

   a. *Is the vertebrate animal research being conducted at Dartmouth?*
      - Yes  ☐ No  Clear

   b. *IACUC review status of this research:*
      - Approved
      - Pending  Clear

   c. *IACUC approval date:
      - 7/1/2018

   d. *Primary IACUC protocol number:
      - Protocol#

      Additional IACUC protocol numbers:
      - 2Protocol#  ✗

      + Add

3. *Laboratory animals involved in this project:*
   - Yes  ☐ No  Clear

   a. *Is the vertebrate animal research being conducted at Dartmouth?*
      - Yes  ☐ No  Clear

   b. *IACUC review status of this research:*
      - Approved
      - Pending  Clear
4. * Human embryonic stem cells involved in this project: ☐
   - Yes ☐ No ☐ Clear
   a. Specific stem cell cannot be referenced at this time, one from the registry will be used: ☑

4. * Human embryonic stem cells involved in this project: ☐
   - Yes ☐ No ☐ Clear
   a. Specific stem cell cannot be referenced at this time, one from the registry will be used: ☑
   b. Embryonic stem cell lines:

<table>
<thead>
<tr>
<th>Cell Line</th>
<th>Registration #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG01</td>
<td></td>
</tr>
<tr>
<td>BG02</td>
<td></td>
</tr>
<tr>
<td>BG03</td>
<td></td>
</tr>
<tr>
<td>BG04</td>
<td></td>
</tr>
<tr>
<td>BJNhem19</td>
<td>0083</td>
</tr>
</tbody>
</table>
5. * Biological Safety/Recombinant DNA:
   - Yes  ☐ No  ☑ Clear
   * Check all that apply:
   - ☐ Recombinant DNA
   - ☐ Human blood, body fluids, cell lines, unfixed tissues
   - ☐ Human pathogens (BSL 2 or above)
   * Does the proposal involve "Select Agents"?
     - Yes  ☐ No  ☑ Clear

6. * Chemical Safety/Hazardous Materials:
   - Yes  ☐ No  ☑ Clear
   * Check all that apply:
     - ☐ Chemicals classified as "extremely toxic" or "super toxic" (LD50 < 5mg/kg by any route of entry)
     - ☐ Extremely toxic or corrosive compressed gas (LC50 <= 5000 ppm or inhalation hazards)
     - ☐ Explosive, temperature or shock-sensitive materials
     - ☐ Other unstable materials that may undergo chemical or physical changes during use or extreme p
     - ☐ Carcinogenic chemicals listed or defined by the National Toxicity Program or the International Age
     - ☐ Mutagenic or teratogenic chemicals either known or suspected
     - ☐ "Select Agent" toxins

7. * Radiation (ionizing and non-ionizing) and Imaging Equipment (MRI, NMR, etc...)
   - Yes  ☐ No  ☑ Clear
   * Check all equipment that apply:
     - ☐ Ionizing radiation
     - ☐ Non-ionizing radiation
     - ☐ Class IIIb or IV lasers
     - ☐ Imaging equipment (MRI, NMR, etc)
Additional Proposal Information

1. * Select the primary Dartmouth performance site:
   Thayer School of Engineering

   a. Select additional Dartmouth performance sites:

   Name: Burke Laboratory

Add any non-Dartmouth performance sites:

<table>
<thead>
<tr>
<th>+ Add</th>
</tr>
</thead>
</table>

Performance Site Information

- Site Name:
- DUNS Number:
- Address Line 1:
- Address Line 2:
- City:
- State:
- Zip Code:
- Country:
- Congressional District:

Next page displays the Help Text for each of these questions

Performance Site

- 1. Primary Dartmouth Performance Site
  - Application Compliance
  - Institutional Compliance
  - Data/Reporting
  - Maps to Primary Performance Site in SF424

- 1.a. Additional Dartmouth Performance Sites
  - Application Compliance
  - Institutional Compliance
  - Data/Reporting
  - Maps to Additional Performance Sites in SF424

- 1.a. Non-Dartmouth, Non-Subrecipient Performance Sites
  - Application Compliance
  - Institutional Compliance
  - Data/Reporting
  - Maps to Additional Performance Sites in SF424

NOTE: Do not add subrecipient sites to this question or the sub location will appear twice in the SF424 Performance Site form.
1. *Select the primary Dartmouth performance site:*

- Thayer School of Engineering

a. Select additional Dartmouth performance sites:

- Burke Laboratory

*Add any non-Dartmouth performance sites:*

- Add

*Additional Dartmouth Performance Sites*

Select additional Dartmouth research locations, which will map to the Additional Performance site location in the SF424 application, when applicable.

*Help*

**Primary Performance Site Location**

The main Dartmouth research location should be selected and will map to the Primary Performance site location in the SF424 application, when applicable.

For sites located at 1 Medical Center Drive, please select the specific building location (e.g., Rubin, Borwell).

*Help*

**Additional Non-Dartmouth, Non-Subrecipient Sites**

Do not add Subrecipient sites here because you will choose them when you create a Subaward Budget in the budget module.

Add only Non-Subrecipient, Non-Dartmouth performance sites here.
2. Will there be program income?
   - Yes
   - No

   a. If yes, provide program income details:

   1. Budget period number: 001
   2. Source of funding: Fees
   3. Amount: 10000

3. Select resources required for this proposal:
   - No additional resources are required for this project
   - Computing/IT Resources (e.g., servers, storage over 5TB, new software tools, etc.)
   - Fabricated and/or Capital Equipment
   - Additional Space
   - Renovations
   - Other Additional Resources

   a. Details:

   When Other Additional Resources is selected, a required text box appears.
Submission Information

1. Submission type: Federal

2. Direct sponsor: National Institutes of Health (NIH)

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.
   - Package ID: pa-en-r01
   - Opportunity ID (PA or RFA number): 
   - CFDA number: 
   - Competition ID: 

Web Service EXCEPTION: Failed to validate request. cvc-pattern-valid: Value ‘PA-EN-R01’ is not facet-valid with respect to pattern ‘PKG[0-9]{8}’ for type ‘PackageIDType’.

This is the error that is displayed if a user enters the FOA in the first box, which is for the Package ID.