New Funding Submission

Table of Contents

New Funding Submission ................................................................. 3
Smart Forms ....................................................................................... 5
  1.0 General Information ................................................................. 5
  2.0a PI Detail ................................................................................ 6
  2.0b Fellow Detail ........................................................................ 7
  2.0c PI/Fellow Detail ...................................................................... 8
Jump To Menu .................................................................................. 9
  3.0 Agency / Sponsor Details .......................................................... 10
  3.0b Federal Proposal Detail ......................................................... 11
  4.0 Federal Stem Cells .................................................................. 12
  5.0 Grants.Gov FOA Selection ...................................................... 13
  6.0a Detailed FOA Supported G.G. Submission .............................. 15
  7.0 Proposal Support and Submission Information ....................... 16
  8.0 Project Personnel ..................................................................... 18
  9.0 UChicago Project Information ............................................... 20
  10.0 Compliance .......................................................................... 21
  11.0 Subawards – Outgoing ........................................................... 22
  12.0 Performance Sites .................................................................. 25
  13.0 Clinical Trials ......................................................................... 27
  15.0 Budget Periods ........................................................................ 30
New Funding Submission

- Click *Proposal Module Login* on the AURA Homepage ([http://aura.uchicago.edu](http://aura.uchicago.edu))
- Click **New Funding Submission** on your personal workspace.
1.0 General Information

**1.1 Short title of funding proposal:**
(for Grants.gov submissions this maps to SF424 forms)

**1.2 Full proposal title:**

**1.3 Select Project Purpose:**

**1.4 Select the Reporting Credit Unit(s) and corresponding credit percentage(s):**

<table>
<thead>
<tr>
<th>Credit Unit</th>
<th>Credit Percentage</th>
<th>Primary?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display.

**1.5 Select the primary agency/sponsor/funding source:**

**Sensitive Sponsor:**

**1.6 Application Type:**

- New
- Renewal
- Competition continuation
- Resubmission
- Previously submitted but not funded

Answer all questions.
Refer to the help text for assistance.
2.0a PI Detail

2.1a Select the primary Principal Investigator (PI) for this proposal:

2.2a Is the primary PI at Argonne?
   - Yes
   - No
   - Clear

2.3a If this is a Career Development proposal, please indicate the Citizenship of Primary PI (NIH grants only):
   - U.S. Citizen or non-citizen national
   - Permanent Resident of U.S.
   - Non-U.S. Citizen with temporary U.S. visa
   - Clear

Answer questions.
Refer to Help Text for assistance.
2.0b Fellow Detail

2.1b * Select the fellow for this proposal:
Vicky Vail  Select Clear

2.2b * Select the fellow's mentor(s)/sponsor(s):

The mentor(s)/sponsor(s) will need to be selected in section 8.0 Project Personnel as well.

2.3b Please indicate the Citizenship of fellow (NIH grants only):
- U.S. Citizen or noncitizen national
- Permanent Resident of U.S.
- Permanent Resident of U.S. Pending
- Non-U.S. Citizen with temporary U.S. visa
Clear

Click Continue when ready to move to next page.
### 2.0c PI/Fellow Detail

Indicate the correct PI/Fellow title and contact information if incorrect below:

<table>
<thead>
<tr>
<th>2.1c Prefix:</th>
<th>Dr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2c First Name:</td>
<td>Vicky</td>
</tr>
<tr>
<td>2.3c Middle Name:</td>
<td></td>
</tr>
<tr>
<td>2.4c Last Name:</td>
<td></td>
</tr>
<tr>
<td>2.5c Suffix:</td>
<td></td>
</tr>
<tr>
<td>2.6c Credential:</td>
<td>M.D.</td>
</tr>
<tr>
<td>2.7c Title:</td>
<td>Professor</td>
</tr>
<tr>
<td>2.8c Street/P.O. Box:</td>
<td>6030 S. Ellis Avenue</td>
</tr>
<tr>
<td>2.9c County:</td>
<td>Cook</td>
</tr>
</tbody>
</table>

Information will pre-populate from the PI’s Contact Profile in AURA. Make any edits as necessary.

Help Text:

2.1c to 2.2c – This information is defaulted from the PI’s Contact Profile. Changes made here are for this PP only and will not update the Contact Profile.

2.8c If you are submitting to an agency (e.g., NIH) where you have an established personal profile, enter the agency ID. If not, leave blank. For PHS agencies (NIH, etc.) the assigned Common User Name is required for anyone assigned the PI/PI role.
To access the Jump To Menu click here on any smart form page. The drop down menu will then display. Click on the page you would like to jump to!
3.0 Agency / Sponsor Details

3.1 * Is this a grants.gov System-to-System submission (S2S)?
   - Yes
   - No
   - Clear

3.2 **Agency/Sponsor Contact Information:**

   **First Name** **Last Name** **Phone Number** **E-mail Address** **Primary Contact**

3.3 * Enter the Agency/Sponsor Guidelines/Funding Opportunity Announcement (FOA) URL or web address:

3.4 Enter the Agency/Sponsor's URL or web address:

3.5 Enter the specific funding opportunity title:

3.6 Are there any specific restrictions related to this opportunity?
   - Yes
   - No
   - Clear

3.7 Specify any special instructions, requirements, restrictions or comments related to this opportunity:

3.8 Upload any attachments related to this opportunity (e.g., sponsor e-mails, guidelines or terms and conditions):

   **Name** **Version**
3.0b Federal Proposal Detail

Non-Grants.gov submissions:

Enter the opportunity number and the CFDA number below:

3.1b Opportunity ID: 

3.2b CFDA Number: 

3.3b Competition ID: 

This view is for NON-S2S submissions (if you answer NO to Q 3.1 you are taken to this page).

Please enter the appropriate opportunity information here.
4.0 Federal Stem Cells

4.0 Federal Stem Cells

4.1 Federal grant stem cells lines:

Click Add and select the applicable stem cell line(s).

Click Continue when ready to move to next page

Pop up Chooser Window...
5.0 Grants.Gov FOA Selection

1. Enter opportunity ID or CFDA number below. Information regarding the Grant Application Package will be downloaded from Grants.gov

   Opportunity ID (PA or RFA Number):
   CFDA Number:
   Competition ID:

   Find...

No Funding Opportunity Announcements were selected.

Type in your Opportunity ID and click Find

Help Text

5.1 If "No matching funding opportunity announcements were found" error appears, please clear the entry, save and re-enter the correct FOA. For additional assistance, email AURAdirect.help@uchicago.edu.
2.

5.0 Grants.Gov - FOA Selection

5.1 Enter opportunity ID or CFDA number below. Information regarding the Grant Application Package will be downloaded from Grants.gov.

<table>
<thead>
<tr>
<th>Opportunity ID (PA or RFA Number)</th>
<th>CFDA Number</th>
<th>Competition ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA-B1-R01</td>
<td>93.038</td>
<td>ADOBE-FORMS-B1</td>
</tr>
</tbody>
</table>

If "No matching funding opportunity announcements were found" error appears, please clear the entry, save and re-enter the correct FOA. For additional assistance, email AURA-Help@uchicago.edu.

Tic the radio button next to the opportunity
6.0a Detailed FOA Supported G.G. Submission

Verify that your forms are fully supported

<table>
<thead>
<tr>
<th>Required SF424 Forms</th>
<th>Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF424 (R &amp; R) V1.2</td>
<td>yes</td>
</tr>
<tr>
<td>Research And Related Senior Key Person Profile (Expanded) V1.2</td>
<td>yes</td>
</tr>
<tr>
<td>Project/Performance Site Location(s) V1.4</td>
<td>yes</td>
</tr>
<tr>
<td>Research &amp; Related Other Project Information V1.3</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 386 Cover Page Supplement V1.4</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 386 Research Plan V1.3</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 386 Checklist V1.3</td>
<td>yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional SF424 Forms</th>
<th>Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research &amp; Related Budget V1.1</td>
<td>yes</td>
</tr>
<tr>
<td>R&amp;L Subaward Budget Attachment Form V1.2</td>
<td>yes</td>
</tr>
<tr>
<td>PHS Cover Letter V1.2</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 386 Modular Budget V1.1</td>
<td>yes</td>
</tr>
</tbody>
</table>

Ignore this information as it may NOT accurately reflect the funding opportunity.
7.0 Proposal Support and Submission Information

1. Are there other personnel involved with this proposal?
   - Yes
   - No
   - Clear

2. Select the Pre Award Administrator for this proposal:

3. Identify the UChicago proposal support personnel who should have read-only or edit rights to this funding proposal:

4. Identify the Principal Investigator Delegate (PIID) for this project:

5. Select the URA Manager whose name should appear on the proposal application:

6. Opportunity submission deadline:

7. Indicate the type of date entered in previous question:
   - Receipt Date
   - Mail Date
1. Click Add to choose additional support people for this FP.

2. Select the Proposal Support Person from the chooser list.

3. Designate the type of access for the FP and for the Budget Module (You MAY give different rights).
8.0 Project Personnel

1. Click Add to choose your project personnel.

2. Specify other UChicago personnel:
   - Click Add to choose your project personnel.
   - Select other UChicago personnel:
     - Tracy Tacom...
     - Click Select to choose your project personnel.
     - Make any edits/additions as necessary.
     - Verify any pre-populated information.

3. Identify other non-UChicago personnel:
   - Click Add to choose your project personnel.

UCChicago personnel are all those who contribute to the development or execution of the project, whether or not they have effort on the project. This includes Key Personnel, Junior Investigators, Personnel, as well as Sponsors for Career Development Awards and Grants. Personnel are defined as all those who contribute in a meaningful way to the development or execution of the project, whether or not they have effort on the project.
8.0 Project Personnel

8.1 Specify other UChicago personnel:

Project personnel display here. You may update and/or delete as necessary.

3.1 Add all UChicago personnel who will have a biosketch in the application whether or not they have effort on the project. This includes Key Personnel, Other Significant Contributors, and Resource Persons as well as Mentors/Sponsors and Co-Mentors/Sponsors for Career Development Awards and Fellowships.

Key Personnel are defined as all individuals who contribute in a substantive, meaningful way to the scientific development or execution of the project, whether or not salaries are requested. Consultants should be included if they meet this definition. Generally, research technicians and postdoctoral associates are not Key.

8.2 Identify other non-UChicago personnel:

There are no items to display.

3.2 Add all non-UChicago personnel who will have a biosketch in the application whether or not they have effort on the project. This includes Key Personnel, Other Significant Contributors, and Resource Persons as well as Mentors/Sponsors and Co-Mentors/Sponsors for Career Development Awards and Fellowships.

Key Personnel are defined as all individuals who contribute in a substantive, meaningful way to the scientific development or execution of the project, whether or not salaries are requested.
9.0 UChicago Project Information

9.1 "Does this application (and any funded continuations) currently involve oversight committee information (protocols)?
   ☐ Yes ☐ No ☐ Clear

9.2 "Is this proposal for a Center or a Program Project?
   ☐ Yes ☐ No ☐ Clear

9.3 "Does this proposal involve Argonne National Laboratory (ANL)?
   ☐ Yes ☐ No ☐ Clear

9.4 "Does this proposal involve Fermi National Accelerator Laboratory (Fermilab)?
   ☐ Yes ☐ No ☐ Clear

9.5 "Are there any outgoing subawards or subcontracts in this application and any funded continuations?
   ☐ Yes ☐ No ☐ Clear

9.6 "Is there an off-campus (University of Chicago) component to this application and any funded continuations?
   ☐ Yes ☐ No ☐ Clear

9.7 "Does this application and any funded continuations include any foreign involvement as a paid participant?
   ☐ Yes ☐ No ☐ Clear

9.8 If "Yes" selected in the previous question, identify the name and country of the paid participant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display

9.9 "Will the work involve the transfer of technology overseas?
   ☐ Yes ☐ No ☐ Clear

9.10 Are there any additional issues that should be handled?

Questions default to “NO” on this page...
Please verify or select “YES” where appropriate.
10.0 Compliance

Click YES then Add to add your protocol information

Questions default to “NO” on this page...

Please verify or select “YES” where appropriate.

Click Continue when ready to move to next page
11.0 Subawards – Outgoing

1. Click Add and enter your subaward information

2. Click Update to edit subawards previously entered

3. Click Delete to remove a subaward entirely
2. 

11.0 Subawards - Outgoing

11.1 Subaward Information

2. Click **Select** to choose your site organization

3. If the site organization is NOT in the chooser list, select **Placeholder** and email AURA-Help@uchicago.edu
3. Click Continue when ready to move to next page

11.0 Subawards - Outgoing

1. Click Add to enter your subaward contact information

2. There must be one Contact designated as Principal Investigator (even when selecting a Placeholder).
12.0 Performance Sites

1. Information for the University of Chicago will pre-populate.

Make any edits as necessary.
2.

12.3 Project/Performance Site Congressional District:
   IL-001

12.4 Street 1:
   0030 S. Ellis Avenue

12.5 Street 2:

12.6 City:
   Chicago

12.7 County:
   Cook

12.8 State:
   IL

12.9 Province:

12.10 Country:
   USA

12.11 Zip/Postal Code:
   60637

12.12 Identify Project/Performance Site Location(s) 12.9:
   
<table>
<thead>
<tr>
<th>Organization Name</th>
<th>DUNS Number</th>
<th>Street 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adler Planetarium, The</td>
<td>063199002</td>
<td></td>
</tr>
<tr>
<td>Arizona State University</td>
<td>849330412</td>
<td></td>
</tr>
</tbody>
</table>

12.13 Identify Non-Subaward Performance Sites

12.14 Upload attachment for Additional Location(s) over 30:
   [None] Add

To add/delete Project/Performance Site Locations
   go back to 11.0 Subawards- Outgoing

Click Continue when ready to move to next page
13.0 Clinical Trials

13.1 Indicate the phase of the Clinical Trial:
- Phase I
- Phase II
- Phase III
- Phase IV
- Phase I/II
- Phase II/III
- Other
- Clear

13.2 If “Other” selected in the previous question, specify the phase:

13.3 Is this an Investigational Drug Trial?
- Yes
- No
- Clear

13.4 If “Yes” selected in the previous question, provide the IND Number:

13.5 Is this an Investigational Device Trial?
- Yes
- No
- Clear

13.6 If “Yes” selected in the previous question, provide the IDE Number:

13.7 UChicagoTech (Office of Technology and Intellectual Property) involved? (Invention/Discovery)
- Yes
- No
- Clear

13.8 Is a Master Agreement used to execute this agreement?
- Yes
- No
- Clear

13.9 Upload Final Endorsed Risk Assessment document (if requested):
2.

Include ALL supporting documentation necessary for URA review, such as: draft contract (preferably in Word format), draft budget, protocol, investigator brochure, schema, informed consent form, etc.

Please note: These documents will be attached later during workflow

For additional information and assistance email clinicaltrial-help@uchicago.edu

Click Continue when ready to move to next page
14.0 Material Transfer Agreements (MTAs)

14.1 Provider Organization Name:
National Institutes of Health

14.2 Provider Organization Address:

14.3 Providing Scientist Contact Name:

14.4 Providing Scientist Contact Email Address:

14.5 Providing Scientist Contact Phone Number:

14.6 Other Contact Name:

14.7 Other Contact Email Address:

14.8 Other Contact Phone Number:

14.9 * Name of Material:
**15.0 Budget Periods**

1. **15.1 Do the Project Periods require advanced editing or have an abnormal start date?**
   - **Yes**
   - **No**
   - **Clear**

   - **Date Project Starts:*** 
   - **Date Project Ends:**
   - **Project Length:** 0.0 Years

   **For a NON-S2S submission (answered NO to Q 3.1)**
   - No information is pre-populated.

   **If any Budget Period is less than 1 month, or the Budget Periods are not contiguous, select YES.**

   Enter your project start date and include the budget period data.
2.

For a S2S submission (answered YES to Q 3.1)

Some information is pre-populated from the FOA selected in 5.0.

If any Budget Period is less than 1 month, or the Budget Periods are not contiguous, select YES.

Enter/Edit your project start date and verify the budget period data.
3.

**15.0 Budget Periods**

15.1 Do the Project Periods require advanced editing or have an agency/sponsor undefined end date?

- **Yes**
- **No**
- **Clear**

*Date Project Starts:*

<table>
<thead>
<tr>
<th>Date Project Ends:</th>
<th>Project Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/20/2013</td>
<td>2.0 Years</td>
</tr>
</tbody>
</table>

*Help Text*

When you select YES, the Start and End date fields become editable.

15.1 If any Budget Period is less than 1 month or the Budget Periods are not contiguous, select “Yes.”
15.0 Budget Periods

15.1 Do the Project Periods require advanced editing or have an agency/sponsor undefined end date?
  ○ Yes  ☐ No  ☐ Clear

* Date Project Starts: 09/1/2011

Date Project Ends: 06/30/2013  Project Length: 2.0 Years

<table>
<thead>
<tr>
<th>Period #</th>
<th>Duration, months</th>
<th>Period Name</th>
<th>Target Direct $</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>Period 1</td>
<td>$60,000</td>
<td>9/1/2011</td>
<td>8/31/2012</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>Period 2</td>
<td>$60,000</td>
<td>9/1/2012</td>
<td>8/31/2013</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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</tr>
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<td>4</td>
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<tr>
<td>10</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

PLEASE NOTE:
How you set up your budget here, in this smart form, determines how your working budget will be set up in the budget module. If modifications become necessary, return here to make the appropriate edits first!
16.0 NA
This section is not currently utilized in AURA-Grants. It may be activated in a future system optimization.
17.0 Proposal Attachments

1. A draft Abstract is required for URA review.

17.1 A draft Abstract is required for URA review.

17.2 Copy and paste the Abstract into the text box for reporting purposes.

17.3 Pay special attention to the Help Text if you are unsure what to upload in each section. Examples are listed.

17.4 This field will pre-populate other submissions. Draft proposals should be uploaded in question 17.3.

17.5 As needed, attach any additional documentation related to the submission below.

17.6 Submission Documentation:
2.

17.1 Abstract:

There are no items to display

17.2 Abstract:

There are no items to display

17.3 Documents for URA Review:

There are no items to display

17.4 Final Submission Non-S2S Proposal:

There are no items to display

17.5 Other Agency/Sponsor Documents:

There are no items to display

17.6 As needed, attach any additional documentation related to the submission below. Note: A copy of the actual submitted proposal should be attached in a later activity.

Submission Documentation:

There are no items to display

17.1 A draft Abstract is required for URA initial review.

17.2 Copy and paste the Abstract into the text box for reporting purposes.

17.3 This section is required for NON-S2S Submissions.

For S2S/Grants.gov submissions, attach all documents required for URA review directly in the SF424 forms. Contact your URA Manager if you need clarification or assistance.

17.4 This field will pre-populated after submission through a required activity. Draft proposal documents should be uploaded in Question 17.3.

17.5 Upload any documents from the Agency/Sponsor to be included in the institutional file (prior approval(s), communications from the agency, etc.)

17.6 FedEx receipts, delivery confirmation, etc.

Click Continue when ready to move to next page
18.0 Proposal Attachments

18.0 Internal Documents

18.1 Does this proposal have cross department / interdepartmental collaboration?
- Yes
- No

18.2 Attach Cross-Department Documentation or Unit Approval documents:

<table>
<thead>
<tr>
<th>Title</th>
<th>Version</th>
<th>Comments</th>
</tr>
</thead>
</table>

There are no items to display

18.3 Other Internal Documents:

<table>
<thead>
<tr>
<th>Title</th>
<th>Version</th>
<th>Comments</th>
</tr>
</thead>
</table>

There are no items to display

Answer YES or NO.
If YES, upload the appropriate documentation.

18.3 Upload any additional internal documentation relating to the funding proposal (early PI status, future commitments, etc.)
19.0 Institutional Summary

Applicant Information:

19.1 Legal Name:
The University of Chicago

19.2 Street1:
5801 South Ellis Avenue

19.3 Street2:

19.4 City:
Chicago

19.5 County:
Cook

19.6 State:
IL

19.7 Country:
USA

19.8 Zip/Postal Code:
60637-5118

19.9 Type of Applicant:
0: Private Institution of Higher Education

19.10 Organizational DUNS:
005421136

19.11 Employer Identification Number (EIN or TIN):
362777139

19.12 Congressional District of Applicant:
IL 001

This page is a summary view of data mapped to the SF424 forms.
If you need any assistance, email AURA-Help@uchicago.edu.
Congratulations! You have completed the Funding Proposal!

Next Steps:

- Complete your Budget
  - Click Budgets tab (right next to History tab) on the FP workspace
  - Click the name of your Working Budget (blue hyperlink)
  - Click Edit Budget button on the Budget Workspace
- Send instructions for COI and Assurance activities to be completed
- Create your Agency forms (ignore if non-S2S proposal)
  - Click Create Update SF424 button
  - Complete Attachments
- Forward FP for Approvals
  - Choose Unit Approver(s)

Questions?

- Email aura-help@uchicago.edu

This page provides a summary of your next steps.

If you have any questions email AURA-Help@uchicago.edu.