AURA Non-S2S Unit Submits Proposal Checklist

Workflow/ Checklist

End User: Proposal Creator (PC)

The following is the workflow and step-by-step reference guide to submit a Non system-to-system (S2S) funding proposal in which the Unit submits to the sponsor (via email, paper, or a sponsor online system). Review the color coded S2S workflow and refer to corresponding sections to identify activities in each state that guide you through the submission process.

Non S2S Workflow by States

= Activity transitions proposal to next state
First, Principal Investigator (PI) works with Department Administrator to prepare proposal in applicable/outside sponsor system (if applicable- i.e. not emailed or mailed via paper copy).

- **1. Enter proposal in AURA**
  - Select **AURA Login** on left side of page ([http://aura.uchicago.edu](http://aura.uchicago.edu))
    - Enter your CNET and password
  - Click **New Funding Submission** (left side of FP workspace), enter all applicable information/ attachments, and click finish *(Note: as this is a Non System-to-System submission (S2S) Unit submission- set Q 3.1 to NO; Q 7.8 to Unit)*

- **2. Complete Budget**
  - Select **Budget Workspaces** tab (FP workspace)
  - Click blue hyperlink with the name of your working budget
  - Click **Grid: Inflation and F&A rates** on left side
    - Confirm your default rates and click “OK” or update default rates and click “Apply” and then “OK”
  - Click **Edit Budget** on the left side of budget workspace
    - Complete all applicable information/ attachments and click finish

- **3. PI completes COI**
  - Notify PI to complete COI and Assurance activities
    - Click **Notify PI or Delegate** button on left side to send an AURA e-mail notification to PI *(Note: PC is unable to forward FP for approval until PI completes this step)*

**UNIT REVIEW & APPROVAL**

- **4. Unit Review**
  - Click **Forward for Approvals** and choose Unit Approver(s) [max.3]
  - Changes requested
    - Make changes and click **Changes Made for Unit** (Unit reviews again)
    - Approved w/ comments…..
  - **Approved w/o comments, no action required**
URA REVIEW – LEVEL 1

Read Only State; unless changes requested

- 5. URA Review 1
  - Changes requested
    - Make changes and click Changes Made for URA
  - Approved w/ comments
    - Make changes and click Changes Made for URA
  - Approved w/o comments, no action required

URA REVIEW – LEVEL 2

Read Only State; unless changes requested

- 6. URA Review 2
  - Changes requested
    - Make changes and click Changes Made for URA (URA reviews again)
  - Approved w/ comments
    - Make changes (if necessary) and click Changes Made for URA
  - Approved w/o comments, no action required

Unit Non- S2S SUBMISSION

Read Only State

- 9. Submission
  - Unit submits proposal to sponsor outside of AURA
  - Unit returns to AURA and clicks Confirm Non S2S Submission (FP workspace)
    - Upload submission documentation (optional)
  - Unit clicks Upload Submitted Non S2S Proposal (FP workspace)
    - Upload proposal (required)

PENDING SPONSOR RESPONSE

Read Only State