Managing Proposals in GAMS
An Overview

Training Manual

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Before We Start

Introduction and General Information

The Grant Application and Management System (GAMS) provides a web-based means to create, track, and submit proposals to sponsoring agencies. Through the use of site-defined data repositories called profiles and a complex budget engine, GAMS allows users to create proposals from the simple modular to the complex program project, with its multiple budgets and research plans. This training manual illustrates the PreAward proposal functionality available to researchers and administrators within GAMS.

GAMS PreAward allows proposal developers to:

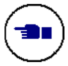
- Store institutional information, including indirect (F&A) rates, official signers, and contact information that will provide default data during proposal creation
- Store principal investigator profiles, including salary and fringe information and current and pending support that will provide default data during proposal creation
- Automatically load salary, fringe benefits, appointment types, indirect (F&A) rates, salary cap, and other sponsor rules
- Assist with the compilation of the budget by applying sponsor cost rules during the budget period and calculating allowed cost of living increases
- Signify allowable verses unallowable costs
- Store all proposals in one database
- Automate routing via email notification and approval
- Generate agency-specific forms for various proposal types

The training information in this manual is based upon a generic implementation of the GAMS system designed to be broad enough to provide an introduction to the simplest version of the system. Customizations and specific parameters that will be part of an actual implementation at a GAMS site are not covered in this training manual. The data that will be used in examples is the ERA Software Systems quality assurance data. During training sessions, sites will work either in a Quality Assurance or Test account.

Throughout the manual, notes indicate further information about a given step and mark both important information as well as steps that indicate site-defined flow that will be made specific for the GAMS site on implementation.

The following icons are used to indicate the type of note:

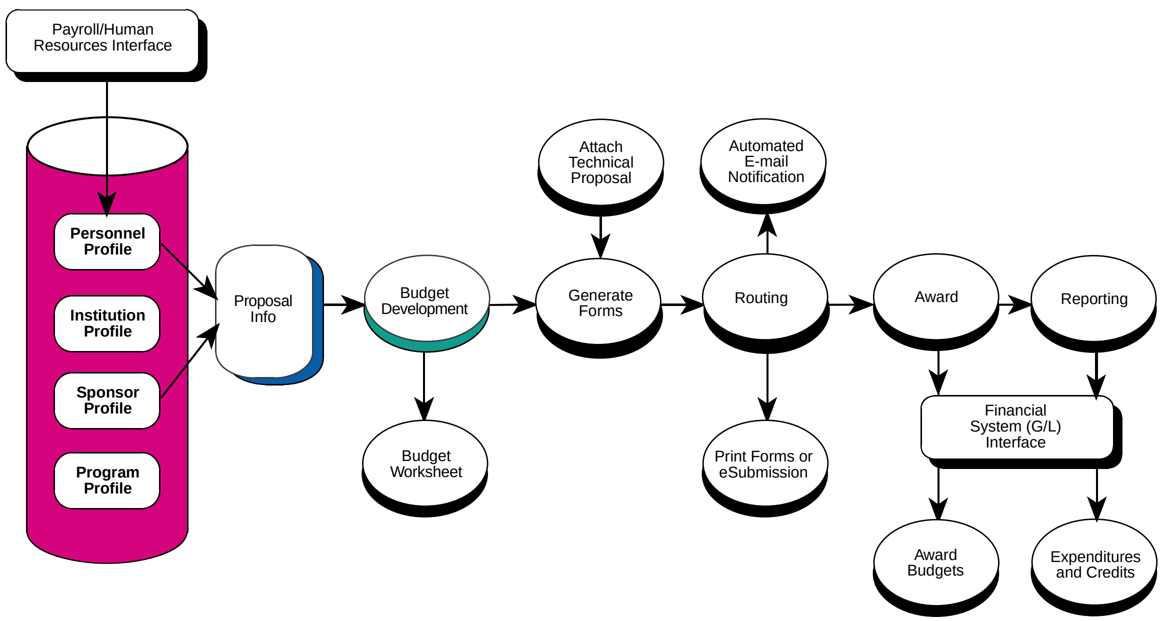
This Icon	Indicates the note is
	A general note; that is, information that is supplemental to the immediately preceding text.
	Very important information. We strongly recommend that you carefully read this text.

This Icon	Indicates the note is
	A reference to another procedure, helpful for completing the current task.

GAMS Overview

The diagram below gives a visual overview of grant management from the PreAward through Post Award modules in GAMS.

Drawing on a combination of profile data and attached scientific documents, the proposal developer creates the proposal and develops the budget within GAMS. Once the proposal is complete, it can be routed electronically for review and approval prior to submission. Finally, the proposal can be printed on required sponsor forms or submitted electronically to the sponsor. As the notification of award returns, grant management moves to the Post Award module where award budgets, deliverables, and terms and conditions can be tracked and interfaced with an institution's financial accounting systems.



Getting Started in GAMS

GAMS is a web-based application. The user browses to the GAMS web page and must log in with appropriate access in order to use the various functions of the system. Basic access and navigation functions are described below.

Two Important Settings for your Internet Browser

1. Configure your browser to read a web page every time you visit a page.

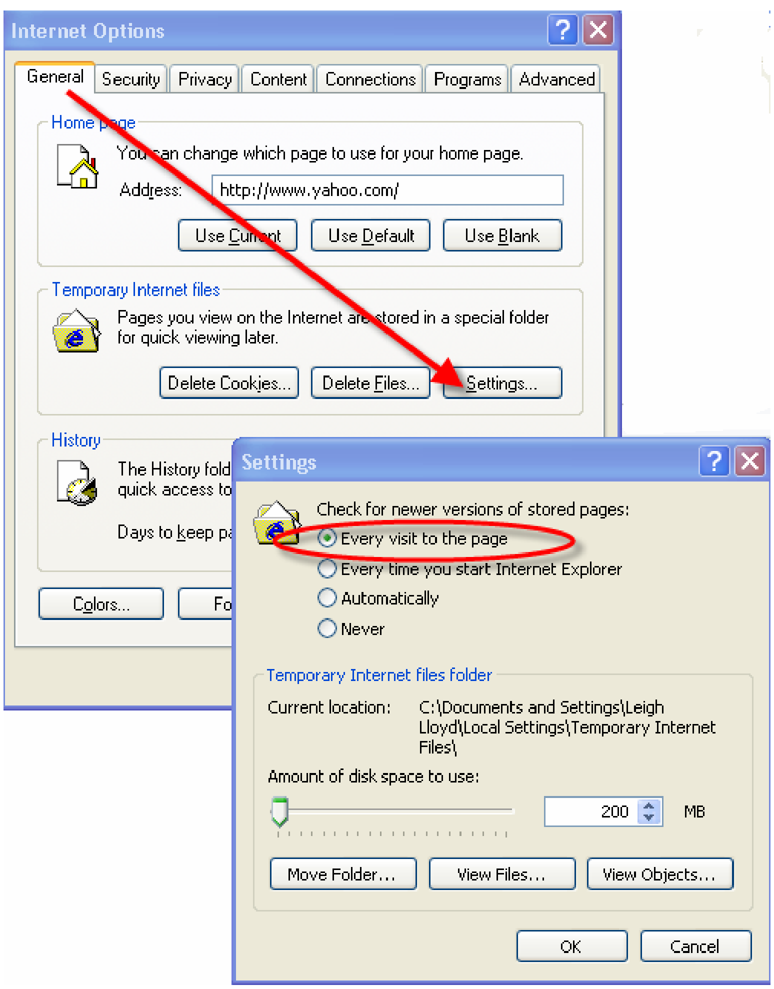
a. Microsoft Internet Explorer

- Click on Tools -> Internet Options

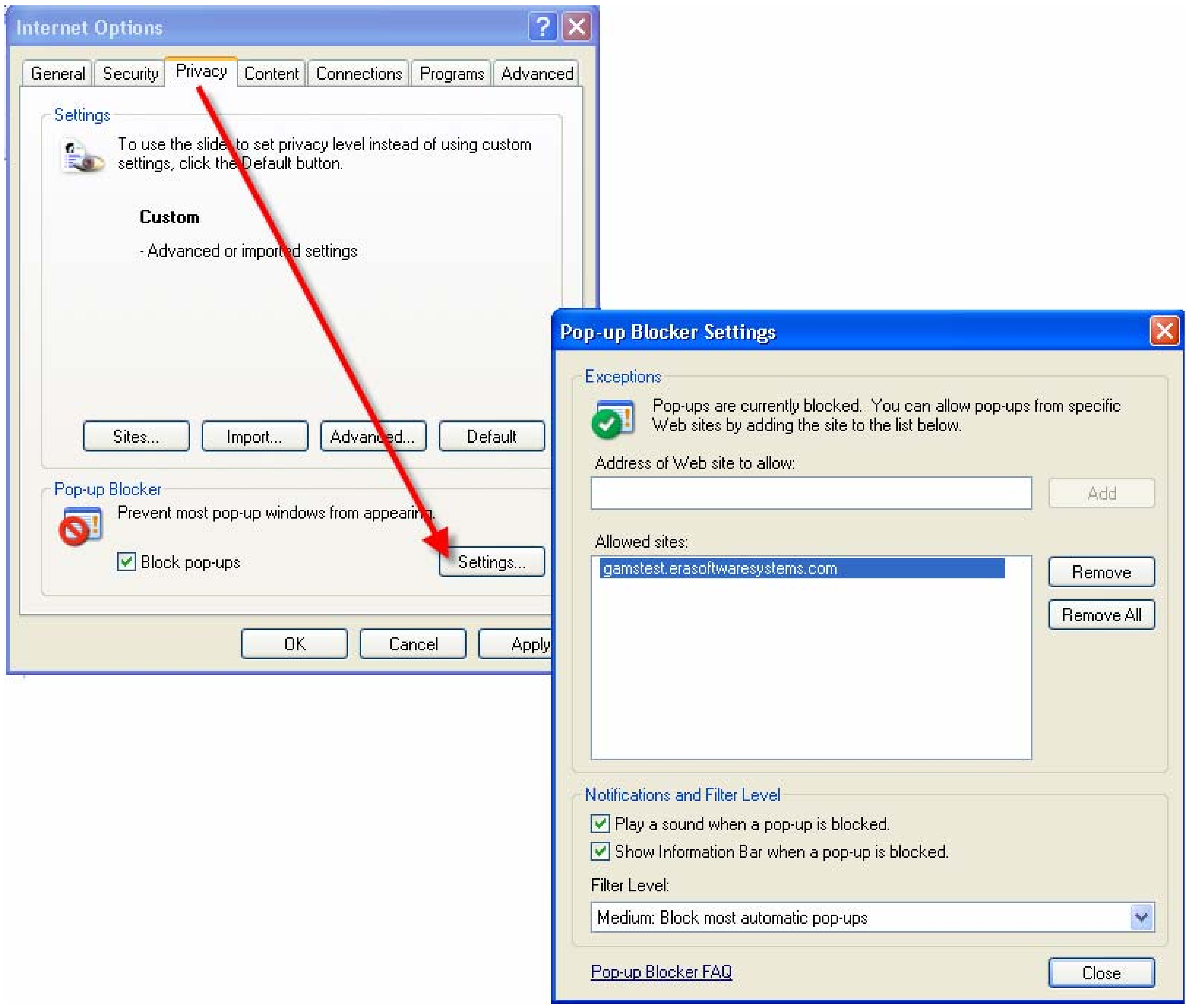
- On the General Tab click on the Settings button in the Temporary Internet files section.

- Click the radio button for Every visit to the page

- Click the OK button twice



2. On the Privacy Tab click the Settings button in the Pop-Up Blocker section. If you are unable to click the settings button then the Block pop-ups checkbox is not checked. If you do check the Block pop-ups box then you will need to click the Settings button and enter the URL of the gams system you will be working on. For this example I am using the gamstest.erasoftwaresystems.com



Logging in to GAMS

1. Start up your browser.

    - **For the PC:** Internet Explorer 6.0, Netscape 7.1 or higher, or Firefox 1.0 or higher
    - **For Macintosh:** Internet Explorer 6.0, Netscape 7.1 or higher, or Firefox 1.0 or higher. Safari can be used, but some irregularities may occur.

2. Browse to the GAMS URL. GAMS will display the opening splash screen.

3. Click the 

button to access the Login screen.

4. Enter your User Name in the Login field. The user name is not case sensitive unless the site is using an external authentication method such as Kerberos or DCE.

5. Enter your Password in the Password field. The password is not case sensitive unless the site is using an external authentication method such as Kerberos or DCE.

6. Click the **Login** button or use the Enter key to submit the login and password for authentication and authorization into the GAMS system.

Exiting GAMS

The 

button appears on pages throughout the system. Click this button to exit the GAMS system. A prompt will confirm the exit before clearing all record locks and ending the user's session. However, Exit GAMS *does not* perform an automatic update of the data on the page. If you desire to save your data prior to exiting, you must click the Update button.

A number of GAMS screens do not display the Exit GAMS button. Users must update or confirm that no update is needed to leave those pages and return to a screen with an Exit GAMS button. This assures that users will be prompted to save existing work before exiting.

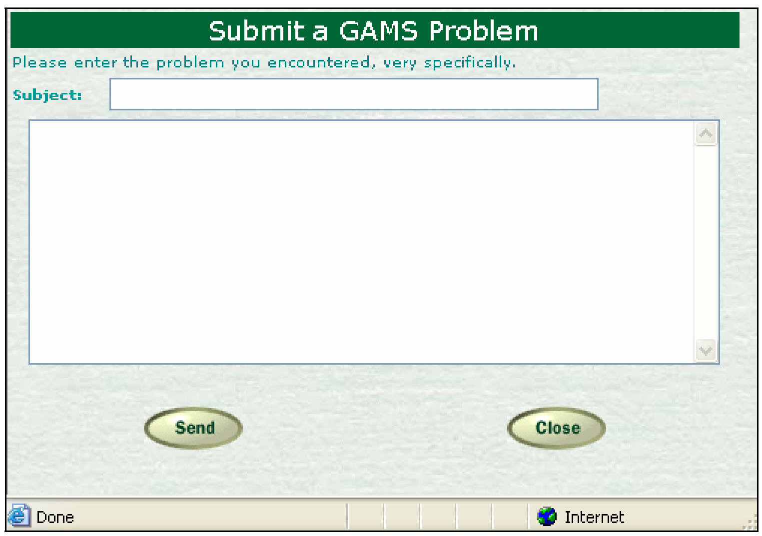
Do not close a window by clicking on the X in the upper right corner. If the X is clicked, GAMS will return a prompt confirming that the user wishes to leave GAMS. No data update will be done if the user exists in this manner.

GAMS Help

Context-specific help exists throughout the system. Click on the  button or the  to access the help screen for that page. GAMS Help will open in a separate window. The Help window can be left open on the desktop, and each time Help is clicked on a new GAMS page, the Help Window will refresh with context specific help for that new page.

Logo Icon

Users can report GAMS issues, questions, or general feedback by clicking the "small logo" in the upper left-hand corner of GAMS screens and completing the Problem Report box.



Click the  button and GAMS will automatically forward the information to the Sponsored Programs Office.

GAMS Navigation

Menus, Buttons, and Tabs

The primary means of navigation through the GAMS systems are series of menu buttons that run down the left-hand side of the screen and tabs that run across the top of the screen. Along with these menus and tabs, many GAMS screens also offer Update, Complete, Calculate, Exit, Help, and Continue buttons in the lower portion of the screen to perform specific functions on that screen.

Windows and Pop-up Windows

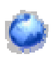
Navigating through GAMS may repaint the existing window with a new screen or open a separate pop-up window for data entry related to the underlying screen. If a sub-task does not appear to be opening an expected window, check your taskbar to make sure that the pop-up window has not slipped behind one of the other windows.

Required fields

GAMS required fields are marked with asterisks. If a required field is left blank, GAMS will require that the data be entered in the field before allowing the user to update the record.

Sponsor/Program Website and Communication Log Icons

Most screens in GAMS feature icons in the top right corner that allow a user to access other parts of the system or to access related websites that have been set up to aid in proposal development.

Click  to access websites that have been set up for the sponsor and program. A pop-up window will appear that lists these websites as hyperlinks that the user can click on.

Click  to access the GAMS Communication Log for the proposal. See Appendix B for a full discussion of the communication log functionality.

Seven Steps to Creating Proposals in GAMS

Step 1: Creating a New Proposal

This section provides a summation of the steps involved in creating a basic proposal. Some of the steps take place within GAMS; some do not. For example, the general proposal information, budget detail, and sponsor specific detail can be created in GAMS, whereas the abstract, research plan, and investigator biosketches can be created outside of GAMS. Documents created outside GAMS can be attached to the proposal either as part of the formal sponsor formset or as a file to be kept with the proposal but not submitted to the sponsor.

The table below gives a high-level overview of the steps involved in proposal preparation.

What to do:	Where to go:
1. Access GAMS Proposal Functions	GAMS Menu
2. Create a New Proposal	Proposal Functions Menu
3. Enter Preliminary Proposal Information, including sponsor, PIs, title, classification, etc.	Proposal Prelim Info screens
4. Build the Proposal Budget	
a. Enter Start/End dates, set up project periods with Cost of Living and F&A rates	Budget Prelim Info Screen
b. Build the Proposal Budget for Personnel costs	Personnel Detail screens
c. Build the Proposal Budget for Non-Personnel costs	Non-Personnel Detail screens
5. Enter Sponsor Specific Information, including mailing information, project justifications, and consortium data	Sponsor Specific Data screens
6. Enter Institution internal processing form (IPF) information, including compliance, if required.	IPF Data screens
7. Prepare Sponsor Formset	Non-Budget Info Menu Print Forms button
a. Generate the Formset	Print Forms screen
b. Review each formset page and edit data as needed	Form Generator
c. Replace Abstract, Biosketches, and Research Plan with prepared documents	Form Generator
8. Submit Proposal into Online Routing	Submittal Processes menu
9. Review and Approve Online	Email hyperlink or Submittal Processes
10. Submit Proposal to Sponsor	Submittal Processes

	menu or Print Forms (for XML transmission)

Creating a New Proposal Record

All PreAward proposal development and routing/approval is done from within the Proposal Functions Menus in GAMS. Proposals can be created as new proposals or as clones of existing proposals. Proposals can also be created in relation to existing proposals; for example, revised, continuation, and supplemental proposals.

1. Access the GAMS main menu. (*see Logging in to GAMS above*)

2. Click the **Proposal Functions** nickel. 

The menu of GAMS proposal functionality appears, listing the available options.

3. Click the **Create/Update Proposal** nickel. 

The Create/Update options for proposal development appears.

4. Click the **New Proposal** nickel. 

Selecting to create a new proposal will open up the GAMS proposal development screens with data defaulted from the Institution Profile as well as the Personnel and Department profiles, if applicable.

   The Proposal Preliminary Information window opens with minimal default data, including PI if the user is logged in as an investigator.

The Intro Proposal Data Screens: Baseline Proposal Data

Basic Proposal Data such as sponsor, program, proposal type, investigators, and classification data is entered in the three Intro Proposal Data screens.

Tab	Screen Elements
Proposal Preliminary Info.	The primary information about the proposal is entered on this screen: • Sponsor and Program • Investigators • Title • Type and Category of Proposal • On/Off Campus and Remote Sites • Due Date Information entered on this screen generates default data in the budget screens and form generator as part of the proposal development.
Additional Information	This page has two optional purposes. • Designate the originator of the funds when the proposal is applying for a federal flow-through grant • Identify communications groups for the proposal. Communications groups enable users to send blanket emails or to log communications in GAMS that are visible only to specific communications groups. For details on adding members to a communications group, refer to "Adding contacts to groups."
Classification	Classification information can be internal to the institution, such as Log numbers that can be used by the Contracts and Grants Office to track the proposal. Classification information can also be external, such as CFDA number.

The Proposal Preliminary Information Screen

Building a New proposal begins with this screen. GAMS requires at least a title, type and category of proposal, sponsor/program, and at least one PI. Once this data has been entered, the proposal can be Updated using the Update button, and GAMS will return a system-generated unique one-up number for the proposal. This number, the GAMS Proposal ID Number, or GPID, is used by GAMS to track this proposal.

Accessing the Proposal Preliminary Info Screen

New proposals will open to this screen. To return to this screen for an existing proposal or after the initial update, click Intro Proposal Data from the Create/Update Proposal Menu.

Fields and Data Entry

The fields on the screen are described below. All required fields are noted with an *. All other fields described are not required by the GAMS system; however, entering data in these non-required fields will allow the data to flow automatically in forms and be stored in the data base.

* **Title:** GAMS provides two title fields: a long title and a short title. The short title can contain up to 56 characters, including spaces. This short title is used on forms with limited space for proposal titles. The long title field can be used to enter a more descriptive title to be used on screens and forms that allow for longer titles.

* **Proposal Type**: Select New from the drop-down list for most proposals. Proposal types are also available for Renewal and Transfer of PI proposals.

Due Date: A date that the proposal must be complete can be entered in this field. This due date will appear on reports and on the list manager. This due date also controls the proposal appearing on a user's To Do List.

Due Date Type: Select the description of the due date entered.

Targeted Amount: Entering data in this field allows GAMS to compare the calculated budget to the targeted amount and indicate whether the actual budget is over or under the target.

* **Proposal Type**: GAMS automatically defaults to Grant. Select the appropriate option (Contract, Grant, Cooperative Agreement). The type selected here will be marked on the formset generated.

* **Sponsor/Program**: The sponsor and program are selected using a pop-up window. Click the search icon  to open the pop-up window..

> **Sponsor**: Sponsors can be selected by searching on the name of the sponsor or the type of the sponsor. For example, to create an proposal to NIH, enter NIH in the Sponsor Name and click Search to select NIH – National Institutes of Health. Alternatively, select FED – Federal Government from the Sponsor Type, and then click Search to select NIH from the list of federal sponsors.
>
> **Program:** Once the sponsor has been selected, GAMS will provide a list of programs available for that sponsor in the Choose a Program list. Select the appropriate sub-program.

Once the Sponsor/Program combination has been chosen, click Select to save your choice and close the pop-up window. The Sponsor/Program will appear on the Intro Proposal page next to the search icon.

Modular Grant?: The modular grant option will appear only for sponsors such as NIH that allow the submission of modular grants. To prepare a Modular grant, check the Modular Grant box. If the institution also requires an internal detail budget be developed along with the modular budget, check the Prepare Internal Detail Budget box.

If the proposal will not include a Modular Grant budget, leave both checkboxes blank.

The selection made on this page will determine the budget options that GAMS provides. When neither box is checked, only the detail budget pages will be available. When only the Modular Grant box is checked, only the modular budget pages will be available. When both the Modular Grant and Prepare Internal Detail budget box are checked, GAMS will provide both the modular and detail budget pages.

* **On/Off-Campus**: GAMS will default to On-Campus. Click On-Campus or Off-Campus to indicate where proposed activity will take place. Note: Not all sponsors allow both on and off campus activity. For example, NIH does not allow both on and off campus activity on the same proposal.

* **Investigators**: If the user logged in is an investigator or has an investigator designated in his/her security profile, then GAMS will add that investigator as the lead PI as a default. Investigators can be added by clicking the Search icon to open up the investigator pop-up window.

Investigator: Search for an investigator by entering 2 or more letters of the investigator's last name. Click Search to return a list of matching investigators. Select the desired investigator from the list and click Add to add the investigator to the proposal.

Department: Select a department from the list and click Search to see a list of all available investigators within the department. Select the desired investigator from the list and click Add to add the investigator to the proposal.

Multiple investigators can be added to the proposal by repeating the Search and Add steps. Once all investigators have been added to the proposal, click Complete to save the investigators and close the pop-up window.

The total number of PIs will display next to the PIs/Depts icon. GAMS will also add each of the associated departments to the Depts/%Credit list, defaulting 100% credit for the proposal to the lead PI's department.

* **Depts/%Credit**: GAMS will add all departments associated with investigators to this list by default. The percent credit for the proposed activity will be defaulted 100% to the

department of the lead PI. Percent credit can be modified by clicking the Search icon to open up the depts/%credit pop-up window.

Departments: The percentage for existing departments can be edited by clicking on the selection icon for the row. Departments can also be deleted using the edit function. Departments can be added using the Add button and selecting the department from a list of available departments.

Percent Credit: 100% credit will default to the lead PI's department. The percentage can be modified by clicking on the selection icon for the row. Edit the percent credit and click Update to save the changes. Total percent credit must equal 100%.

Click Complete to save the depts/%credit data. This data is for reporting and tracking purposes only. It does not affect any calculations or data entered onto sponsor forms.

Update: The Update button will save the preliminary proposal information data to the GAMS database. Clicking Update performs the following functions:

- Saves the information to the database
- Assigns a GAMS Proposal Identification Number (GPID#) for the proposal on the first update.
- Returns the user to the Create/Update Proposal screen, identifying the components of the grant proposal that have been completed.

Help: The Help button will display the pop-up Help window with context specific help for the Proposal Preliminary Info screen.

The Back to Create/Update Proposal Menu button will return the user to the Create/Update Proposal screen from any of the three Intro Proposal Data screens.

The Additional Information Screen

The Additional Information screen can be used to designate the originator of funds when the proposal is applying for a federal flow-through grant. This screen also allows the proposal developer to identify communications groups for the proposal.

Accessing the Additional Information Screen

To access this screen for an existing proposal or after the initial update, click Intro Proposal Data from the Create/Update Proposal Menu. Then click the tab to access the Additional Information screen.

Fields and Data Entry

The fields on the Additional Information screen are described below. There are no required fields on this screen; however, entering data in these non-required fields will allow the data to flow automatically in forms and to the communication log.

LOG#: If the institution uses a separate Log number to track proposals and awards, that number can be entered in this field. The field will allow the Log number format set up by the institution. The GAMS default generic set up for the Log number is a five-digit alphanumeric length.

Center: If the proposal is associated with a Center at the institution, that center can be selected from the select list of available institutions.

Originator of Funds: If the proposal is a federal pass-through proposal, then use the Search icon to open the pop-up window to select the originator of funds. Select the type of funding from the Type select list and click Search to return a list of available options. Select the sponsor from the Choose Sponsor list. Click Complete to save the data and close the pop-up window.

To remove the sponsor, click the trashcan icon and confirm that you wish to delete this sponsor.

To change the existing sponsor, click the search icon and search for a new sponsor.

Communications Groups: To identify communications groups, click in the field next to the Group *X* fields and type a name. Once the groups have been added here, contacts can be added to the group using the Communication Log. See Appendix B for a full discussion of the communication log functionality.

Update: The Update button will save the additional information data to the GAMS database. Clicking Update performs the following functions:

Help: The Help button will display the pop-up Help window with context specific help for the Additional Information screen.

This button will return the user to the Create/Update Proposal screen from any of the three Intro Proposal Data screens.

The Classification Screen

The Classification screen provides information that can be used to sort the proposal into project categories for statistical reports. It also allows the proposal developer to enter keywords that are used for online searching and reporting in GAMS.

Accessing the Classification Screen

To access this screen for an existing proposal or after the initial update, click Intro Proposal Data from the Create/Update Proposal Menu. Then click the Classification tab to access the Classification screen.

Fields and Data Entry

The fields on the Classification screen are described below. There are no required fields on this screen; however, entering data in these non-required fields will allow the data to flow automatically in forms and to be used in searching and reporting within GAMS.

Federal Demonstration Partnership: This field should be checked only if the institution is designated as an FDP institution.

Category: This select list provides the proposal developer another chance to select the proposal category. Select the category assigned to the project on the Proposal Preliminary Information page from the available list. This field is used for reporting purposes as well as determining which F&A (indirect/overhead) rates to use when preparing the proposal budget. Changing the category on this screen will also update the category on the Proposal Preliminary Information page.

NSF SciSurvey: For proposals to the National Science Foundation, a survey option should be selected.

Purpose/Function: Select a purpose/function to further delineate the project Category assigned above into a sub-category. These sub-categories can be used for reporting purposes.

CFDA: The Catalog for Federal Domestic Assistance (CFDA) number that applies to the proposed project is selected on this screen.   Use the search icon to open the pop-up window and search for the desired CFDA number.   The CDFA number can be searched for in two different ways.

1. Click Permitted CFDA to get a list of CDFA numbers that are permitted for the Sponsor. Select the CFDA number from the list and click Select to save the data and close the window.

2. Enter part of the CFDA description and click to return a list of CFDA numbers with matching descriptions. Select the CFDA number from the list and click Select to save the data and close the window.

To remove the CFDA number, click the trashcan icon and confirm that you wish to delete this CFDA number.

To change the existing CFDA number, click the search icon and search for a new CFDA number.

USDA Project Nbr: For proposals submitted to the USDA, the project category must be selected. Use the search icon to open the pop-up window and search for the desired USDA project category. Enter part of the USDA description and click to return a list of USDA numbers with matching descriptions. Select the USDA number from the list and click Select to save the data and close the window.

To remove the USDA number, click the trashcan icon and confirm that you wish to delete this USDA number.

To change the existing USDA number, click the search icon and search for a new USDA number.

Classification Keywords/Phrases: This field allows the proposal developer to enter keywords and/or phrases describing the proposal. These terms can be used to group proposals for reporting purposes or for locating investigators with related research topics when using the Potential Collaborators search. Click the search icon to open the keywords pop-up window. Enter a term and click to save the term.

Once all the terms have been added, click Complete to save the data and close the window.

Existing terms can be edited or removed by clicking on the selection icon for the row.

This button will return the user to the Create/Update Proposal screen from any of the three Intro Proposal Data screens.

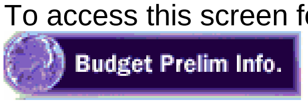
Step 2: Proposal Budget Development – Preliminary Information

The proposal budget is developed in two steps. The Budget Preliminary Info sets the period dates for the proposal as well as the cost of living and F&A rates to be used in budget calculations. Once the preliminary information is entered, the Budget Detail, including Personnel, Non-Personnel and Cost-Share detail can be entered in the budget development screens.

The Budget Preliminary Information Screen

The Budget Preliminary screen provides GAMS with the baseline data needed to perform budget calculations as detailed personnel and non-personnel costs are added to the budget. GAMS requires that this data be complete prior to entering detailed costs. However, changes can be made to this data once budget detail has been entered. Any changes made once budget detail has been entered require the user to re-enter the budget detail pages and recalculate the proposal budget.

Accessing the Budget Preliminary Information Screen

To access this screen for an existing proposal or after the initial update, click


on the Create/Update Proposal Menu. GAMS will open up the budget preliminary information screen.

Fields and Data Entry

The fields on the Budget Preliminary Information screen are described below. All fields on this screen are required. The data in these fields are used in budget calculations.

Project Start Date: The beginning date for the proposed project must be entered here.

Project End Date: The end date for the proposed project must be entered here.

Use Salary Cap?: This checkbox appears only for sponsors that limit investigator salary. For example, the NIH sponsor profile has been set up with the salary cap amount. GAMS knows that this cap exists, and the checkbox allows the proposal developer to determine if the salary cap should be applied to personnel salary requests during budget calculations. GAMS uses the NIH required algorithm to determine how to apply the salary cap during calculations. Salary request above the capped amount will be included in the budget as cost-shared monies.

Project Periods Date Basis: Select the period dates basis from the list of existing bases. The basis selected here will determine how GAMS calculates the default period dates.

Budget Type: GAMS defaults to the Unburdened budget type. Unburdened budgets separate the direct costs from the F&A costs. Burdened budgets do not separate the two types of costs.

Budget Method: The budget method indicates how the institution's financial accounting system will track project expenses. GAMS defaults to One Account for the Award. The multiple budget method allows GAMS to track proposed expenses in sub-budgets instead of a single budget.

Once the data fields in the top half of the screen have been populated, click 

to generate the budget periods with their default cost of living and F&A rates based on the date range, type of proposal, on/off campus, and, if applicable, sponsor/program requirements.

Cost of Living: The cost of living rate will default to the program rate. If the program does not have a cost of living rate cap, GAMS will default to the sponsor's COL rate. If the sponsor does not have a COL rate cap, GAMS will default to the institution's cost of living rate. The Cost of Living can be manually changed for the proposal; however, if a change is made, a justification should be entered in the Comments field.

F&A Rates: The F&A (indirect) rates will default to the sponsor/program allowed rate, if applicable. If the sponsor/program does not have a required rate, then GAMS will default to the institution's F&A rate for the proposal type, years and on/off campus status.

GAMS provides two budget columns: Budget 1 and Budget 2. GAMS uses only Budget 1 unless both on and off-campus budgets will be developed (as indicated in the proposal preliminary data screen).

For each Budget, GAMS provides two Fiscal Year columns: FY1 and FY2. If the proposal period crosses the institution's fiscal year, GAMS will default to the F&A rate for FY1 in the first column and to the F&A rate for FY2 in the second column. This allows the budget to calculate F&A using a 'blended' rate if the rate changes from FY1 to FY2.

F&A Rate Justification: If the institution permits the override of default F&A rates in a proposal, a justification should be selected from this list.

Comments: The comments text box allows the proposal developer to enter any comments needed to explain the cost of living or F&A rates used on the proposal.

After all data has been entered, click 

to save the data and close the Budget Preliminary Information screen. GAMS will return to the Create/Update proposal menu.

Step 3: The Budget Detail Cost Entry Screens

The Budget Detail Screens provide the data that the budget engine uses to calculate total direct costs, indirect costs, and cost share. The Budget Detail Menu allows the user to navigate through personnel and non-personnel cost type entry as well as use optional features such as the PI Salary Override and Cost Share Worksheet. Finally, the menu provides an option to generate a PDF budget worksheet detailing all costs across all budget periods.

The main body of the Budget Detail screen displays a grid that shows the general cost categories and amounts for each budget period.

Accessing the Budget Detail Screens

To access this screen for an existing proposal or after the initial update, click Budget Detail On-Campus 

(or Off-Campus if the proposal is Off-Campus) on the Create/Update Proposal Menu. GAMS will refresh the existing screen to display the Budget Detail screen and menu options.

NIH allows only all on or all off campus costs. For proposals to other sponsors that allow both on and off campus costs, two Budget Detail buttons will appear. Each budget is developed separately.

The Budget Detail Menu is designed to allow the proposal developer to work from top to bottom. Begin with the Override PI Salary function if needed and work down the menu, entering personnel costs and then non-personnel costs for the proposal to develop the budget.

Until the data is saved to the database by clicking the Update button on the main budget detail screen, GAMS considers the budget entry to be 'trial' only and does not write the data back to the database. Use the Update button to save data permanently or to overwrite existing data.

Accessing the Override PI Salary Screen

If the institution allows the override of investigator salary on a proposal basis, this function will be available to proposal developers. The override of PI salary must be done ***before*** entering any investigator effort into the Personnel Budget Detail screens.

Click the 

button to open up the pop-up window and change investigator salaries for each period.

Personnel Costs

Accessing the Personnel Costs

All Personnel costs for the proposal are entered on the Personnel Costs screens. Click on the 

button in order to enter the personnel data entry screens.

GAMS opens to the Investigator cost detail screens. The tabs across the top allow the proposal developer to work with Investigator, Senior Personnel, and Other Personnel cost types.

Costs are entered on a period by period basis. Proposal developers can enter one entire period's costs at a time and then replicate those costs from one period to the next—GAMS will automatically apply the cost of living calculations—or data for each period can be entered in these personnel data screens.

Several common buttons appear on the Personnel Cost pages:

Button:	Function:
	Page back to the previous budget period.
	Page forward to the next budget period.
	Read help specific to the current screen, and/or the fields on the current screen.
	Add a new line item to the period.
	Do not save changes made to the detail line.
	Indicate that all Personnel data has been entered. GAMS will close the Personnel Costs window.

Working with the Principal Investigator Budget Entry and the Senior Personnel Budget Entry pages

1. Click the **Investigators** tab (if the page is not already open).

2. In the Entry Type field, select the mode you want to use to enter effort requested: by dollars, months, or percent effort.

   If you selected Use Salary Cap on the preliminary screen **and** you will be entering cost share information, you must select percent effort as the mode.

3. Select the PI entry to edit by clicking on the selection button  to the left of the name.

   The PI detail (Principal Investigator Budget Line Entry) appears at the bottom of the window.

4. In the Effort field, type the total effort for this investigator on this project.

5. Change the value in the Resp. Unit field only if it is different from the default. GAMS will default the responsible unit to the lead department on the proposal.

6. In the Cost Share field, type the total effort to be cost shared for this investigator for this project. When using percent effort, enter TOTAL % effort e.g., 20% then in cost share; if request from sponsor is 9% of the 20%, share the % of cost share 11/20 = .55 or 55% of the 20% will be cost shared.

7. Click the **Complete** button after all effort detail has been entered.

   GAMS updates the information in the table at the top of the page.

8. Continue entering budget information for this person for all relevant budget periods by selecting the **Period** forward button 

   or the **Period** back button 

   .

9. Repeat the preceding steps until information has been entered for all PIs.

10. Click the **Complete** button on the bottom of the screen to close the current browser window and return to the Budget Detail main menu.

11. Click the **Update** button to save the information.

Working with the Other Personnel page

Use the Other Personnel page to enter cost information for technicians, clerical personnel, post doctoral associates, graduate students, and any other personnel types.

1. Click the Other Personnel tab.

   The Other Personnel Budget Entry page appears.

2. Click the **Add** button.

   The personnel detail, with empty fields, appears at the bottom of the page.

3. Other Personnel data can be entered on either a general line basis or using a GAMS Personnel Worksheet that allows multiple personnel of the same type at the same time. The worksheet also allows the proposal developer to enter individual names for the other personnel.

4. The following data can be entered for each type of other personnel, either on the bottom of the other personnel screen or using the other personnel worksheet.

Field	Description
Type	Choose from the list presented. GAMS provides by default the personnel types Graduate Student, Undergraduate Student, Clerical, Other Technicians, and Other Personnel.
Description	Click to see the default description, which maybe be overwritten if desired.
Quantity	The number of personnel. If you choose to fill out an Other Personnel Worksheet, this quantity will be automatically filled in for you with the number of people you enter on the worksheet.
Months	The number of months of project effort during the period.
Wages	The total annual wages for all persons represented on this line, for the period, and for their amount of project effort. For example, if a laboratory technician's pay rate is $22,000 annually, and you have filled in an Other Personnel Worksheet indicating two (2) technicians, each at 5% effort, the wages shown on this screen will be 10%, or $2,200.
Fringe Rate	The fringe rate for this type of personnel during the period.
Resp Unit	The department responsible for this budget line. The available departments participating in the project will be listed.

Field	Description
Cost Share	Cost share commitment for this type of person for this period. This will be subtracted from the wages entered to calculate the amount to be requested from the sponsor. This does not include any tuition cost share entered on Other Personnel Worksheets. The cost share field on this page is meant to show how much of the EFFORT is being cost shared.

5. Click the **Period** forward 

or the **Period** back 

button until all information for all personnel has been entered for all relevant periods.

6. Once all data has been entered, click the **Complete** button to close the current browser window and return to the Budget Detail main menu.

7. Click the **Update** button to save the information.

Non-Personnel Costs

Accessing the Non-Personnel Costs

All Non-Personnel costs for the proposal are entered on the Non-Personnel Costs screens. Click on the Non-Personnel Costs button in order to enter the personnel data entry screens.

GAMS opens to the Misc Non-Personnel cost detail screens. The tabs across the top allow the proposal developer to work with Non-Personnel Costs, Travel, Equipment, Subcontractor, Cost-Share Only, and Sponsor Furnished costs.

The types of non-personnel costs that can be added to the Non-Personnel, Travel, Equipment and Subcontractor screens are controlled by the sponsor/program cost rules set up in GAMS. Only Allowable Costs for the sponsor/program will be permitted to be added on these screens. All other costs can be entered on the proposal only as cost-shared expenses.

Costs are entered on a period by period basis. Proposal developers can enter one entire period's costs at a time and then replicate those costs from one period to the next—GAMS will automatically apply the cost of living calculations—or data for each period can be entered in these personnel data screens.

Several common buttons appear on the Non-Personnel Cost pages:

Button:	Function:
Period (back)	Page back to the previous budget period.
Period (forward)	Page forward to the next budget period.
Help	Read help specific to the current screen, and/or the fields on the current screen.
Add	Add a new line item to the period.
Cancel	Do not save changes made to the detail line.
Complete	Indicate that all Non-Personnel data has been entered. GAMS will close the Non-Personnel Costs window.

Step 4: Budget Summary and Worksheet

Viewing the Budget Summary

GAMS provides the proposal developer the opportunity to see an overview of direct and indirect costs as well as cost-share commitments over the life of the proposal. Click the 

button to display the budget summary on the budget screen.

Viewing the Budget Worksheet

GAMS provides the proposal developer with a PDF worksheet that displays the budget data in detail. This PDF can be regenerated each time proposal budget detail is changed.

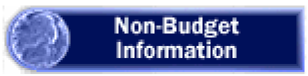
Once the worksheet has been generated, it will become available for proposal reviewers during the on-line routing and approval process. Click 

to generate the worksheet. The worksheet will appear as a PDF document that can be printed or saved using the Adobe PDF toolbar.

Step 5: Sponsor-Specific Information and Internal Processing Form

Sponsor-specific information (if applicable) and Internal Processing data are created in two steps.

1. From the GAMS Create/Update Proposal menu, click the Non-Budget Information nickel.

   The GAMS Non-Budget Information window appears. Click the Sponsor Specific Information nickel.

2. GAMS opens to a Mailing Instructions page with these tabs across the top of the screen:

Tabs for Mailing Instructions, NIH Application, Collaborators, Investigator Specific, Consortium Budgets, Justifications (Budget), and Institutional Resources display across the top of the opening screen.

3. The opening screen for Mailing Instructions does not necessarily need to be filled out; however, for those NIH programs that are still receiving paper proposals, it's a good idea to enter the mailing/courier delivery information on this screen.

4. Click the NIH Application tab.

   Fields and Data Entry on the NIH Application page

   Type of NIH grant: This information will default from the Intro Proposal Data screen where the proposal developer first selected the sponsor and program.

   Human Subjects: This is a checkbox—checked means "yes" there will be human subjects involved with the proposal research.

   Verterbrate Animals: This is a checkbox—checked means "yes" there will be vertebrate animals used in the proposed research.

   Clinical Trial?: This is a checkbox—checked means "yes" this is a clinical trial.

   Phase III Clinical Trial?: This is a checkbox—checked means "yes" this is a Phase III clinical trial.

Alternate PI Mailing Address: If the proposal needs to display an alternate mailing address for the principal investigator on the NIH face sheet, enter the new address here. The PI mailing address will default to the address stored in the PI Personnel Profile. This field will overwrite that information for this proposal only.

Alternate Major Subdivision:

Organizational Component Code: This is a drop down picklist with the following options available for selection:

16 - College of Podiatric Medicine
52 - Health Department
30 - Hospital
20 - Other Academic
60 - Research Organization
15 - School of Allied Health
03 - School of Dentistry
01 - School of Medicine
09 - School of Nursing
14 - School of Optometry
05 - School of Osteopathy
07 - School of Pharmacy
13 - School of Public Health
11 - School of Veterinary Medicine

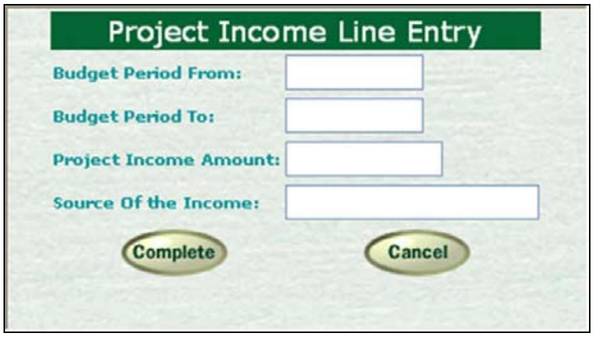
Foreign Application: This is a checkbox – checked means "yes" this is a foreign application.

Domestic grant with foreign involvement?: This is a checkbox—checked means “yes” this is a domestic grant with foreign involvement.

List of countries involved: If either “Foreign Application” or “Domestic grant with foreign involvement” is checked, the proposal developer must enter the foreign country(countries) represented on this proposal. If multiple countries are listed, separate with commas.

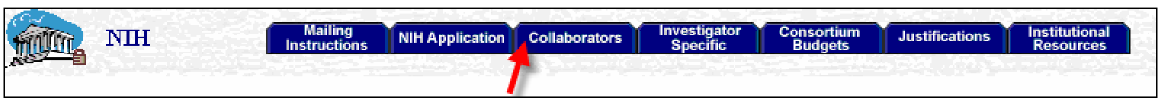
Project Income: This field allows the proposal developer to enter any project income that is anticipated as a result of the proposed research. Click the 

button to enter project income in this window:

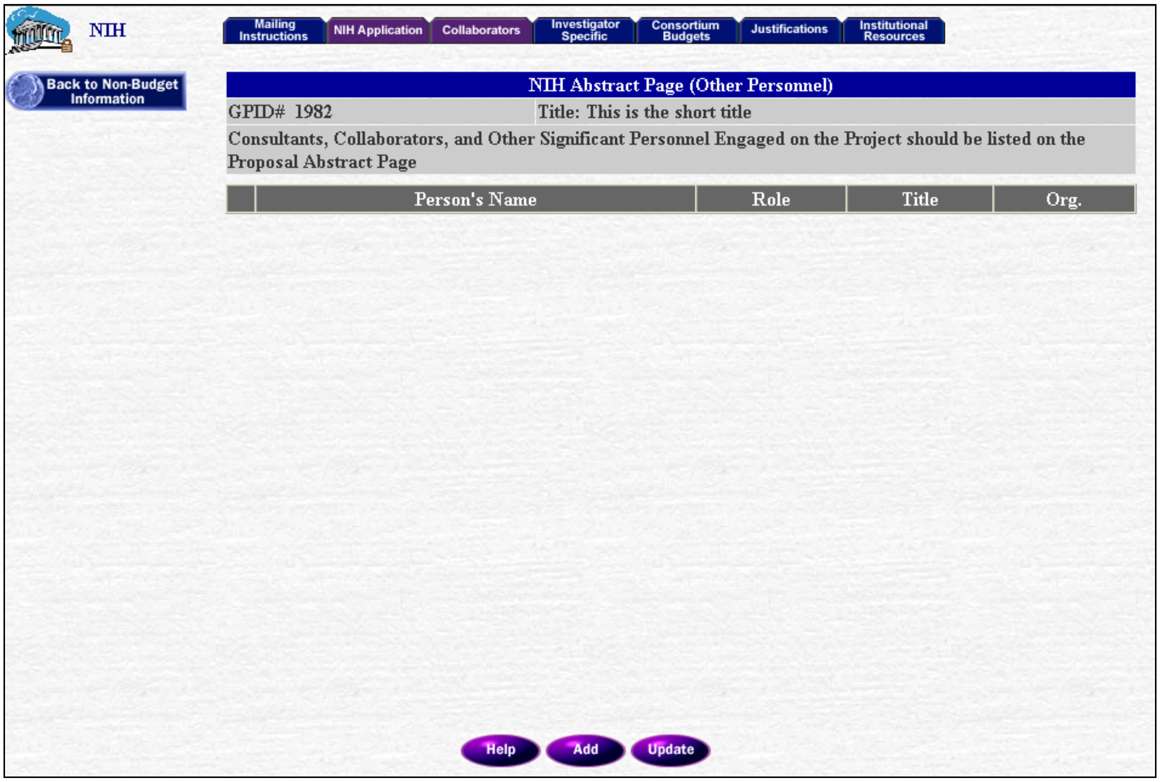


Clicking the  button saves your entry in this window.

5. (Optional): Click the Collaborators tab if your proposal has either Consultants or Collaborators whose names should appear under Key Personnel:

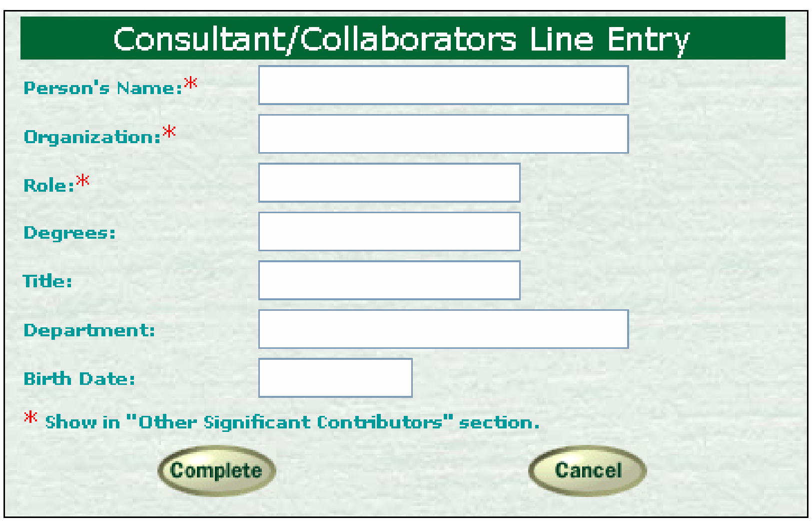


Clicking the Collaborator tab takes the user to this screen:



Click the 

button to enter information pertaining to the consultants and/or collaborators on the proposal.



Data fields followed by a red asterisk are required fields.

Person’s Name: This field is required. Enter the collaborator’s name in the format: John M. Doe

Organization: This field is required. Enter the collaborator's organization. For example: Cornell University.

Role: This field is required. Describe the role that the collaborator will play on this project. For example, Cryogenic Consultant.

The remaining data fields are optional:

Degrees: Enter the degrees earned by the collaborator. Include any relevant professional certifications. For example: B.S., Ph.D., AIA, LL.D.

Title: Enter the collaborator's title at his/her institution. For example: Prof. of Physics, Emeritus.

Department: Enter the collaborator's department at his/her institution. For example: Department of Physics and Astronomy.

Birth Date: Enter the collaborator's date of birth. For example: 02/17/1964.

Remember to click the 

button to save your work to the database. To add more consultants or collaborators, click the 

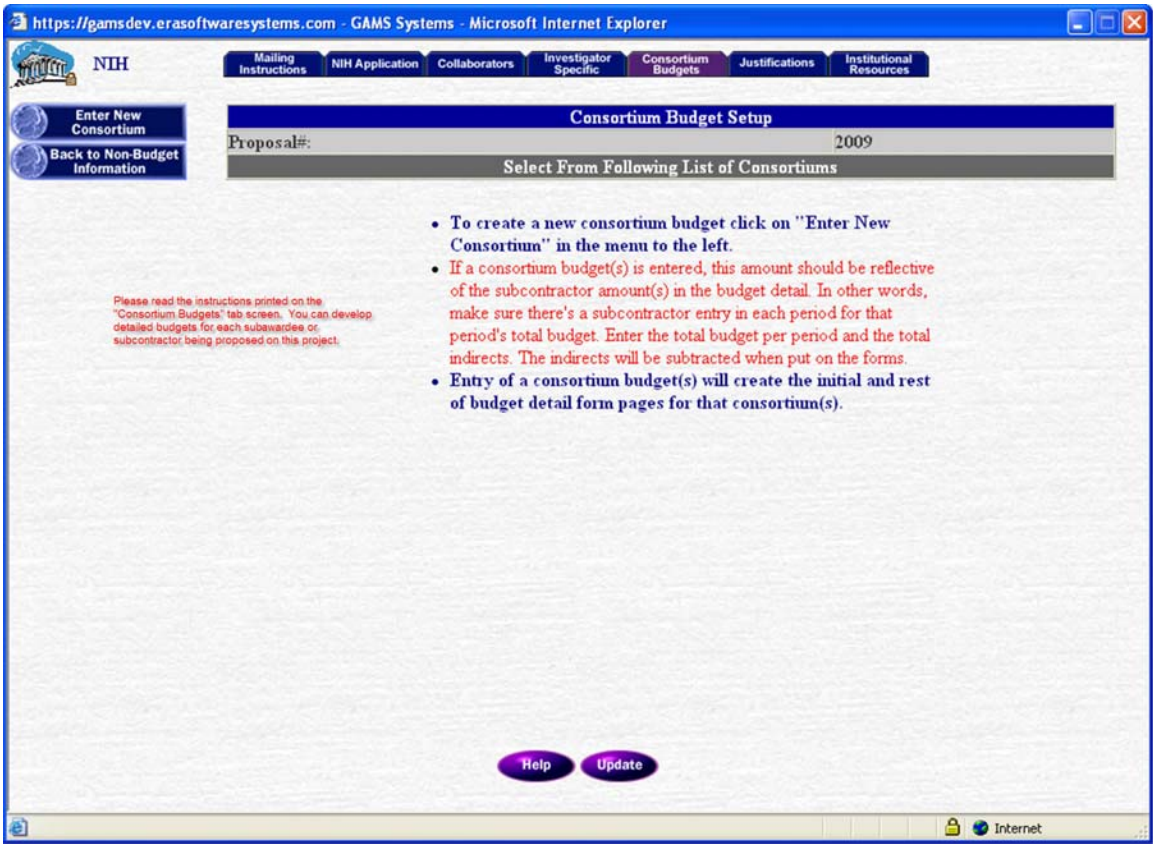
button. When you have finished entering all collaborators for this project, click the 

button.

6. Consortium Budgets

Click the 

tab.



Consortium Budgets Overview

The NIH Consortium Budget pages allow you to maintain a separate detailed budget for each consortium participating in the project. GAMS accepts budget details for each allowable cost in the initial budget period and totals for each additional year of support requested. Consortium budget totals are listed on the "Budget Worksheet" screen

Create/Edit a Consortium Budget

To create or modify a consortium budget, choose 

or select the edit button next to the consortium name. This will open up the Consortium Budget screens where you can add or modify allowable costs including indirect (F&A) costs. The first four screens are used for initial budget period costs only. Cost totals for subsequent budget periods are entered on the "Budget Worksheet" screen.

Please read the instructions printed on the opening Consortium Budgets screen. These are important because creating consortium budgets in GAMS is a manual process.

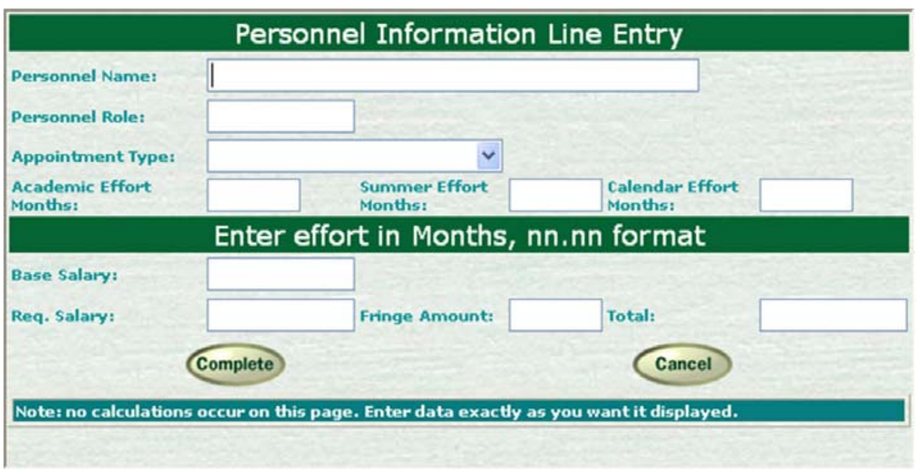
To enter a new consortium budget, click the 

button in the menu on the left.

Steps:

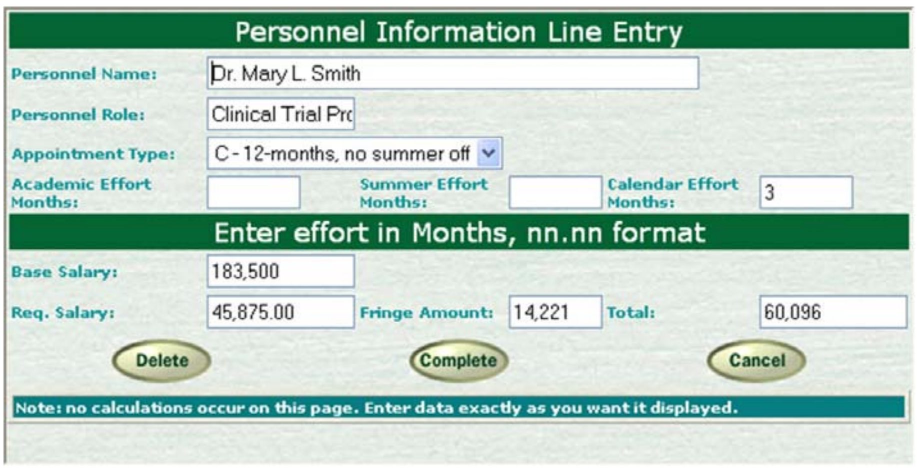
- Fill in the name of the subcontractor institution
- Specify the subcontractor institution's F&A rate
- Indicate the basis for the F&A rate
- Click the 

button to open a new window where the subcontracting principal investigator information can be entered



- Enter the subcontracting PI Name
- Enter the PI's role on the project, e.g., Project Director
- Enter the subcontracting PI's appointment type—choices include either 12 month appointment or academic appointment
- Enter the subcontracting PI's effort on this project in months
- Enter the subcontracting PI's base salary

- Enter the subcontracting PI's requested salary (dollar amount) on this project
- Enter the dollar amount being requested for the subcontracting PI's fringe benefits
- Enter the total dollar amount (sum requested salary and fringe benefits)
- Click  to save this information to the database



Notice that the tabs across the main consortium budget screen now look remarkably like the tabs in the Detail Budget screens:

Enter the subcontractor's detail budgets for Consultants, Equipment, Supplies, and Other Info.

.

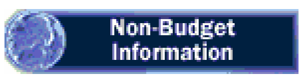
Step 6: The GAMS Proposal Form Generator

Prior to generating the proposal forms for the first time, GAMS will prompt the user to accept or change the default formset. GAMS defaults to the formset that is in the sponsor/program profiles, but the formset can be overridden the first time the forms are generated for a proposal.

Once the formset has been generated for the first time, the formset cannot be changed. However, individual form pages can be removed and added within the formset.

Generating the proposal formset

1. From the GAMS Create/Update Proposal menu, click the Non-Budget Information nickel.

   The GAMS Non-Budget Information window appears.

2. Click the **Print Forms** nickel.

   The first time, GAMS will prompt the user for the formset before generating each form in the formset by merging the data from the proposal and the institution profiles into the forms.

3. GAMS will generate the default PDF of the formset. The proposal developer can use this set to review the initial data. However, to edit individual forms, close this PDF and work with the individual forms on the Form Generator page.

   To view the PDF file on subsequent occasions from the form generator, to click the **View Assembled Proposal** button.

Working with the Print Sponsor Forms window

The following table describes the sections of the form generator:

In this section:	You can:
Proposal Form Set	Work directly with the forms: • **Insert** files into the proposal • **Reorder** the forms • **View** the forms and **edit** data on the forms • **Remove** (delete) and **replace** forms
Internal Processing Forms	These are site-defined internal forms.
Proposal Related Documents	Upload attachments that may be necessary for internal use but are not required by the sponsor.

The sections below provide instructions for the form generator functions.

Inserting documents

Documents can be inserted or attached as part of the proposal form set for submission to the sponsor.

Although the attached document can be one of several formats, GAMS automatically converts it to PDF format. However, PDF conversion from a Macintosh client to a Window's server can distort the document. For forms that will be uploaded from a Macintosh, it is strongly recommended that the form first be converted to a PDF on the Macintosh client.

1. In the Proposal Form Set section, click the 

button.

   A new browser window opens, called Add Document to Form Set.

2. Complete the fields, using the following table as a reference.

Field	Description
File	The name of the document that will be uploaded. (Click the **Browse…** button to search for the file.)
Insert Position	The number identifying the order of the document when it is inserted in the proposal form set.

Field	Description
Description	The text description that displays on the forms screen.
Multi-Occurrence	A number identifying the number of times you will be uploading a document for either a **researcher** or for a **budget period**. For example, you can attach a vitae for both investigators identified on the project. The first upload is for researcher #1 listed in the select list and the second upload is for researcher #2 listed in the select list. Similarly, documents related to each budget period may need to be kept together but distinguished for each period.

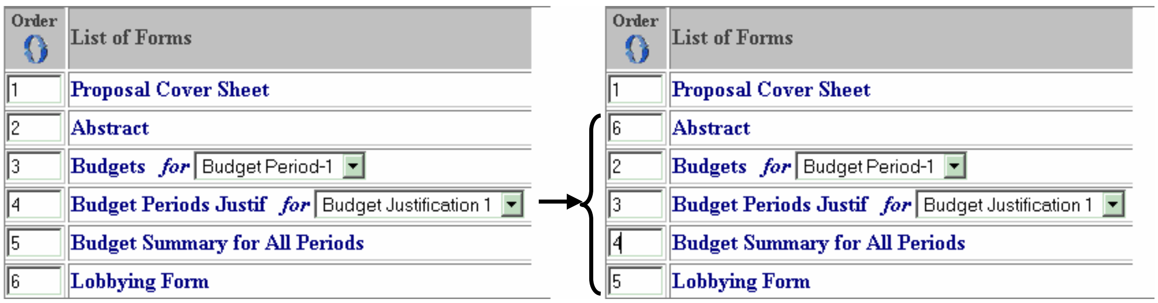
3. Click **Upload Document** to insert the document into the position specified on the Attach window.

When the document is inserted, GAMS automatically reorders the forms.

Reordering forms

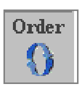
The default form order is based on information from sponsor information provided in their proposal guidelines. If necessary, however, the proposal developer can reorder the forms and reassemble the proposal to reflect specific proposal submission requirements.

1. In the Proposal Form Set section, for each of the forms, type a new order number in the field to the left of the form name.

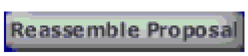


In this example, the abstract is being moved to final (#6) position in the form set.

All forms that will be affected by the shift must have the order number adjusted. GAMS will not reorder the forms until each number is unique.

2. Click the 

arrows button at the top of the number column to reorder the forms.

3. Click the 

button to reassemble the pages.

Viewing and editing forms

To open a form:

1. In the Proposal Form Set section, click the 

button to the right of the form that must be edited.

   The data management column for the form and the form will open. The data management column, on the left side of the window, matches the form fields going across and then down the form. The form defaults with data that was entered during proposal development. It also contains any sponsor, program, or institutional data applicable to the sponsor form set.

2. To edit a form field, click in the corresponding **data management** field and type data, or select/deselect a checkbox.

3. Click **Merge** at the bottom of the data management column to refresh the form pdf with the new data.

4. After all necessary changes have been made, click the **Close** button at the bottom of the silo and make sure to save the changes.

Accessing the Form Generator and Updating Proposal Development Screens

If you have updated the proposal but have NOT updated form data, the system displays a message asking you if you want automatically regenerate the forms. Since no data has changed in the data management part of the form, form regeneration does not jeopardize any user changes.

If you have updated form data AND updated the proposal, the system displays a popup query asking you if you want to overwrite the data in the silo with the proposal changes. Select **Yes** to overwrite the data, or **No** to leave the form data as is.

Replacing forms

When a form is replaced, the system keeps the same form name and description but uploads a new form as a replacement. This feature is intended to replace a form with the same or similar form.

To replace a form:

1. In the Proposal Form Set section, click the 

 button on the same line as the form.

   The Add Document to Proposal Form set window opens.

2. In the File field, type the file name (or click **Browse…** to search for and select it).

3. Click the **Upload Documents** button.

   GAMS moves the original form into the recycle bin located at the bottom of the forms window, and inserts the new form into the original's position.

   The recycle bin enables the proposal developer to put the original form back into the proposal form set if it was replaced in error. To put the form back, click **Restore** next to the form name in the Recycle Bin.

Removing forms

Removing a form removes it completely from the form set list.

1. In the Proposal Form Set section, click the **Remove** button on the same line as the form.

   A popup window appears, asking the user to confirm the removal of the form.

2. Click the **OK** button to close the popup window.

   GAMS moves the form into the recycle bin located at the bottom of the forms screen.

   The recycle bin enables the user to put the original form back into the proposal form set if it was removed in error. To put the form back, click **Restore** next to the form name in the Recycle Bin then follow system instructions.

Uploading proposal-related documents

Use this section to upload any institution-required proposal forms. **These documents will not be assembled with the sponsor forms; they are for internal use only.**

1. In the Proposal Related Documents section, click the **Attach Document** button.

   The Attach Proposal Document browser window opens.

2. In the File field, type the file name (or click **Browse…** to search for and select it).

3. In the Description field, type some text to identify the file.

4. Click the **Upload Documents** button.

   GAMS displays a message indicating that the upload was successful.

5. Click **Close**.

   The message window and the Attach Proposal Document window close.

   The file description appears in the list in the Proposal Related Documents section.

6. Repeat the preceding steps until you have finished attaching files.

Step 7: On-line Routing and Approval

Overview

Routing in GAMS consists of two parts: Routing Initiation and Routing Approval. In Routing Initiation, the proposal is placed into routing and the routing map, or list of approving offices for the proposal, is set. Once Routing has been initiated, the proposal is routed from approval office to approval office, allowing each level to review and approve the proposal. During the routing process, offices that have been granted update access can also edit and modify the proposal as necessary prior to approval.

Step by Step
The following steps follow a proposal through the routing process. The proposal used in the example has both a PI and Co-PI, each in different departments and colleges. Prior to routing the proposal, all prerequisites, including profile set-up and generating proposal forms, must be done.

PI Initiates Routing

From the Submittal Processes menu, the PI clicks “Online Routing” to initiate proposal routing. A pop-up will appear to allow the user to select to continue or cancel. If the sponsor forms, IPF, or budget worksheets have not been generated, the pop-up will remind the user but will not prevent the initiation of routing. If these pdf’s are not generated by the PI prior to routing, they will not be available to on-line approvers who do not have update access to enter the proposal and generate the sponsor forms and worksheets.

PI Approves Proposal

Clicking OK to the pop-up message verifying that the user wants to initiate routing advances the user—in this case it is assumed the user will be the PI for the proposal—to the routing approval screen at the PI level.[1] For the proposal to be advanced to the Routing Map Authority level, the PI must first access this routing screen and approve the proposal.

The Approval Screen will display with the default list of routing stops for the proposal as determined by the departments and associated colleges included on the proposal as well as the parameters in the Routing Levels profile. This list is not irrevocably set at this time and can be changed by the Routing Map Authority. The screen also indicates which level the user is at with the red highlighting and which level is pending approval with the green highlighting. Buttons are available for the PI to Update the proposal with approval or to Cancel and defer entering comments and approval.

Cancel: If the PI clicks the Cancel button, the Routing Approval screen will close without updating. Clicking Cancel does not cancel routing. Only the Routing Map Authority can cancel routing from the Set Routing Map screen once routing has been initiated.

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[1] Note: If a user other than the PI initiates routing, the same screen will appear but in Review Mode rather than approval and update mode.

Approve and Update: The PI must approve the proposal to continue routing. Clicking in the Approved checkbox and clicking Update will approve the proposal. Comments can be added in the comments text box; these comments will be available for review by other approvers by clicking the View Comments icon. Please note that Associate PI approval is automatically granted when the PI initiates routing. Thus only the Lead PI must approve the proposal online before it is routed to the Routing Map Authority.

Routing Update and Continuation

After the PI accepts and updates the proposal, a pop-up message will be generated and the PI will be returned to the Submittal Processes Menu. Email will be generated to the Routing Map Authority level (in this case, the Sponsored Programs level) to indicate the proposal has been routed and the map needs to be set. A second email will be generated as a confirmation to the PI, who can then track the progress of the proposal.

Set Routing Map

The Routing Map Authority level user must log in to GAMS to access the Routing Map screen for the proposal. The proposal can be accessed through the Create/Update Proposal menu using the GPID number indicated in the notification email, or the proposal can be accessed through the Routing Map Authority's To Do List under Proposals Waiting for Approval.

Once in the proposal, clicking Set Routing Map under the Submittal Processes Menu will open the Routing Map screen.

The Routing Map screen displays and controls the order in which proposals will be routed from office to office. The order displayed on the map functions in a combination of hierarchical and asynchronous approvals.

Hierarchical Routing Order: The proposal will be routed in order from the office listed at the top of the page to the office listed at the bottom of the page. In this sense, routing functions hierarchically with each subsequent office or level approving after the prior office.

Asynchronous Within Levels: Asynchronous routing occurs for offices that have the same Routing Office Type and are listed directly next to one another on the list. For example, in the default routing shown on the routing map above, AssocDept and LeadDept occur right next to one another in the list. Both of these offices also have the Routing Office Type "DEPT" listed in their Routing Levels Profiles. In this case, the Associate Department (Physics) and the Lead Department (Biochemistry) would be subject to asynchronous routing in that both offices will be simultaneously notified of the proposal waiting for approval in routing. Either office can approve before the other, and GAMS will only route the proposal on to the next level when both department levels have approved the proposal.

Note: if these levels are separated by adding an auxiliary between AssocDept and LeadDept, then they will no longer function as asynchronous in their approval, but instead will be hierarchical with the proposal being routed from AssocDept to the Auxiliary to the LeadDept. In order for offices of the same Routing Type to be subject to asynchronous routing, they must be located right next to one another in the routing map.

Editing Routing Map

The Routing Map will display the levels in the default order as determined by the Routing Levels Profile. The order of the levels cannot be changed from this screen. However, the Routing Map Authority can both remove existing offices at the default levels and add Auxiliary offices to set the routing map for the proposal.

Deleting a Routing Level

Clicking the checkbox next to a level will allow the Routing Map Authority to remove that level. For example, clicking the checkbox next to "AssocDept Physics" will allow the user to delete this office from the routing map. GAMS prompts the user to confirm the deletion as offices that have been deleted cannot be added back to the map at a later date.

Adding Auxiliary Offices to Routing

The Routing Map Authority can also add auxiliary offices that have been set up in the Auxiliary Offices Profile. The red Add Stop buttons indicate where Auxiliary offices can be inserted into the routing map. Clicking the red Add Stop button brings up a pop-up window with the list of available Auxiliary offices. Once an office has been selected and updated, it appears in the map. In the figure below, the Auxiliary IRB Human Subjects is being added after the Lead College level.

Approve Routing Map

Once the Routing Map Authority has finished making changes to the routing map, the map must be updated for Routing Approval to continue. Clicking Approve Map/Continue Routing will prompt the user for a confirmation. Clicking OK will allow the proposal to continue in Routing.

Routing Approval Process Begins

GAMS will automatically generate email to the next level in the routing hierarchy, and the proposal will be in the routing approval process. The Routing Map can be adjusted during proposal routing. However, once a level has been notified of the proposal waiting for approval, that level can no longer be removed from the map. Also, auxiliary offices will only be allowed to be added after the level that is currently responsible for approving. The Routing Map Authority can also return to the Routing Map at any point in the routing process to Cancel Routing entirely if necessary.

Notification of Proposal Awaiting Approval in Routing

Once the map has been set, the proposal will be routed to the next level scheduled to approve the proposal. Email notification will be sent to the office(s) at that level and the proposal will be added to the To Do List for the administrator responsible for approving proposals for that office as indicated in the Security Profile Routing screens.

Accessing a Routed Proposal for Review

A user responsible for approving proposals for an office can access a waiting proposal in one of two ways:

Email Link to Routing Approval Screen

The notification email sent to the administrator contains a hot link that takes the user directly to a login screen granting access to the Routing Approval Screen. From this screen, the user can review prior approvers' comments, view any PDF attachments generated for the proposal, view a comprehensive summary of the proposal data, add comments, and approve the proposal.

To Do List: Proposals Waiting for Approval

The proposal will appear on the administrator's list of proposals waiting for approval. Clicking the blue edit button next to the proposal will open up the proposal to the Create/Update proposal menu. By clicking Submittal Processes and Online Routing, the user accesses the Routing Approval Screen.

Proposal Review and Approval Decision Screen

From the Routing Decision screen, the reviewer has the following viewing options:

- View Proposal Info: The Budget Approval Summary presents a quick "feel" for the overall budget dollars being requested. The report compares "fully costed" figures for direct and indirect costs (those based on the negotiated F&A rate) to the figures being presented to the sponsor (which may be based on a lower rate)

- PDF Attachments: any documents that have been attached via PDF, including the Budget Worksheets and Sponsor Forms if they have been previously generated, will be listed and can be accessed by the reviewer.

During approval, the reviewer has the option of entering comments that will be available to all other reviewers who access the Routing Decision screen for the proposal.

Results of Review Decisions

After an office approves the proposal, it is routed to the next level on the Routing Map for approval:

- GAMS removes the proposal from the approved office's Proposals Waiting for Approval screen of the To Do List menu.
- GAMS reads the Routing Email Addresses Profile for the next review office and sends email notifications to those listed.
- Email notification is always sent to the PI.
- GAMS reads the Security Profiles of all users who have that routing level and office listed on their Routing Access page and adds the proposal to their Pending Review screen of the To Do List menu.

Status Change on Completion of Routing Approval

Once all offices approve, GAMS changes the status of the proposal to “Internally Approved” (IOK).

Recording mailing information for Submitted (Mailed) Proposals

1. From the Proposal Functions menu, click the **Submittal Processes** nickel.

2. Click the **Submit to Sponsor** nickel.

   The GAMS Submit to Sponsor window appears.

3. From the selection list in the Authorized Rep. field, select the name of the person responsible for mailing the proposal.

4. In the Mail ID field, type the number, such as a tracking number, the mailing company provided for the proposal package.

5. In the Date Mailed field, type the date that the package was mailed.

6. Click **Update** to save the information.

   GAMS displays the following message:

   “Do you wish to submit proposal #*X*?”

7. Click **OK** to close message and change the proposal status in GAMS to SUBM (submitted).

VARIATIONS ON A THEME

Creating Umbrella Projects

Umbrella projects enable a user to link several proposals and view the combined data rolled up into a single top-level proposal. The sub-proposals are rolled up into one master, or umbrella, proposal. This rollup process then creates a summarized version of **all** participant proposal information, including investigators, departments, and budget amounts.

Please pay special attention to the “print forms” instructions for participant proposals and for assembling the format for the master proposal. Depending on program-specific guidelines, you will need to include a facesheet for each participant proposal or only the master proposal facesheet may be required. You will want to be familiar with the following functions:

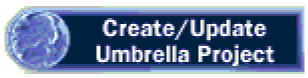
- Generating sponsor forms
- Inserting PDF documents into a specific position in the sponsor forms
- Reassembling the proposal forms after all edits, insertions, and replacements are complete.

Creating the master proposal

To create a project that consists of several sub-proposals rolled into one, the user must first create a *master* proposal. When the master proposal is created, a unique project ID and name will be created that will be used on the participant proposals to link them back to the master, for future rollup.

To create a new master proposal

1. On the Create/Update Proposal menu, click the **Create/Update Umbrella Project** nickel.

2. Click the **Master Proposal** nickel.

3. Click the **New Proposal** nickel.

   The Project Profile window appears.

4. Complete the fields on this window as follows:

Field	Description
Project ID	A unique alphanumeric ID that can represent the final project submission.
Project Name	A descriptive name for the final master proposal submission.

The Project Type field defaults to Umbrella Proposal. This field cannot be edited.

5. Click the **Next** button  at the bottom of the window.

6. The Intro Proposal Data section opens to the Master Proposal Preliminary Info. page.

7. Complete the information in the master proposal as for a new, standard proposal, keeping in mind the following points:

   A. Rather than entering a PI, enter the umbrella project's director in the Project Director/Dept. field.

   B. Define the project start and project end dates within the master proposal. The project dates will default to each participant proposal linked to the master. To set the project dates:

   Click the Budget Prelim Info button from the Main Umbrella Projects Menu.

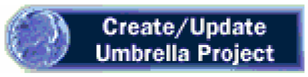
   

   Establishing the project start and end dates sets the limits or the potential periods in which the participant proposals can be created.

   - **Do not define a budget for the master proposal**. GAMS creates the master proposal budget by summarizing all the participant proposals during the rollup process.

Creating the participant proposals

1. On the Create/Update Proposal menu, click the **Create/Update Umbrella Project** nickel.



2. Click the **Participant Proposal** nickel.

The project director identified in the master proposal MUST be a PI on one of the participating proposals.

3. Click the **New Proposal** button.

GAMS displays a list of all the master proposals. The Master Project List is similar to the Proposal List Manager

4. To link a <u>participant</u> proposal to a <u>master</u> proposal, click the Code number of the master project to select it.

5. Complete the information in the participant proposal as for a new, standard proposal, keeping the following points in mind:

   - Each new participant proposal displays the master proposal ID code in the upper right corner of the Proposal Preliminary Information window.
   - Each participant proposal can have its own title and list of participating investigators.
   - On the participant proposal, the Budget Preliminary Info screen defaults with the project start and end dates identified in the master. Clicking **Calculate** presents the default budget periods as well as cost-of-living and F&A rates.
   - Create the budget spreadsheet as with a normal, non-umbrella proposal.

Participant Proposal – Print Forms Instructions

1. From the GAMS Create/Update Proposal menu, click the Non-Budget Information nickel.

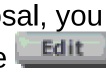
   

   The GAMS Non-Budget Information window appears.

2. Click the **Print Forms** nickel.

3. Generate the complete set of NIH forms.

4. Close the PDF and click the  button of the first form you want to be able to include in the Master proposal. For example, if the Program Project you are applying to does NOT require a separate facesheet for each participating proposal, you will not need to download the facesheet to your desktop. Instead, click the  button beside the form "NIH – Initial Budget Period." Save it to your desktop in any file.

5. Click the "Close" button and click  button beside form labeled "NIH Rest of Budget".

6. Repeat the download to your desktop process for each page that you will want to insert in the Master Proposal forms.

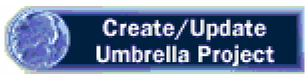
7. Follow the "Participant Proposal – Print Forms Instructions" for each of your participant proposals.

Performing the rollup

Before rolling up the participant proposals, be certain sure that the master proposal and the participant proposals have the same Project ID number and lead PI.

To roll up the participant proposals, open the **master** proposal and follow the steps below:

1. On the Create/Update Proposal menu, click the **Create/Update Umbrella Project** nickel.

   The Create/Update Umbrella Project menu appears.

2. Click the **Master Proposal** nickel.

   The Master Proposal menu appears.

3. Click the **Update Proposal** nickel.

   The Proposal List Manager appears. Only master proposals appear in the list.

4. Search for and select the master proposal.

5. Click the **Master Summary** nickel.

   The Budget Summary window opens.

6. Click the **Roll Up** nickel.

   GAMS displays the following message:

   "There will be a pause while the data is rolled up. Please wait for the Summary Screen to appear."

7. Click **OK** to close the message.

GAMS proceeds to roll the proposals that have the same project ID numbers and the same lead PI as the master proposal.

The Budget Summary screen appears with the total rollup of all the participant proposals created up to that point.

The rollup can occur as many times as necessary in order to summarize all the participant proposals.

Rollups can also be done by selecting a subset of the available participant proposals; however, before performing the final review of the budget and generating the formset, only participants that will be included in the rollup should be associated with the master.

8. Select **Participant Proposals** to view all the proposals currently linked to the master, or select the participant GPID# to link directly into the participant proposal.
9. View forms, route, and submit the master proposal using the same steps as for a non-umbrella proposal.

Master Proposal – Print Forms Instructions

1. From the GAMS Create/Update Umbrella Project menu, click the Non-Budget Information nickel.

   The GAMS Non-Budget Information window appears.

2. Click the **Print Forms** nickel.

3. Select the NIH 398 forms. Click Continue to generate forms.

4. Close the PDF window ("x" in upper right corner)

5. Click the  button. Finish inserting all participant forms required by the program project guidelines then click  button. GAMS will renumber the pages of your formset so that you can complete the Table of Contents.

Creating Continuation Proposals

Creating Supplemental Proposals

Creating Revised Proposals

Appendix A: Using the Proposal List Manager

The Proposal List Manager is an area of GAMS that enables user to access proposals that have already been created. In the Proposal List Manager, proposals can be opened using the GPID or proposals can be found by searching and/or filtering on a list of proposals available to that user. The filtering option allows a user to limit the proposals in list based on certain criteria, such as status, sponsor, or department. Filters can be used on an as needed basis or users can set filters to be set as the user's default view of the list.

The Report Definitions tab also allows the user to select the desired data elements for report generation. These reports can be downloaded into an Excel spreadsheet by clicking on the Excel icon at the top of the list of proposals.

Getting to the Proposal List Manager

Click the 

to open the Proposal List Manager. The Proposal List Manager will also appear when the user selects to Update existing proposals.

List Manager Functions

The Proposal List Manager has four pages that offer even more options for finding and reporting on proposals. Tabs at the top of the screen allow the user to navigate to these functions.

Page	Description
	Displays the total number of proposals.
	Displays a list of individual proposals. If the user has previously set up a filter, the list results on this page are restricted by that filter. On this page, the user can: • Select a proposal by clicking a GPID#. • Sort the list on any column header; for example, GPID, PI Name, Department, Sponsor, Due Date, or Status). • Create a Microsoft Word or Microsoft Excel file to view the list of proposals.

Page	Description
Filter	Narrows the proposal list by filtering the proposals. A user can filter proposals based on criteria such as college, sponsor, status, PI, and/or title. Besides setting up filters, this page also enables the user to control which of the three pages he/she wants GAMS to open automatically accessing the Proposal List Manager.
Report Defs	The Reporting definitions tab allows the user to select the data elements to include in the creation of the excel spreadsheet within the list manager.

Setting up a filter

Many combinations of filters are available to users.

1. From the Proposal List Manager, click the **Filter** tab.

2. In the Filtered By section on of the page, select any or all of the following checkboxes:

- **College** – select from a selection list
- **Sponsor** – select from a selection list
- **Status** – click any of the checkboxes

Selecting the **Toggle Active Status** checkbox selects **all** the Status checkboxes. Deselecting this toggle checkbox deselects all the Status checkboxes.

3. In the Text Search section, type all or part of the PI's name in the PI Name field, and all or part of the PI'S title in the PI Title field.

4. If text is entered in the PI's Name Field in the Text Search section, click one of the following options:

- **Lead PI,** to have GAMS search for this PI name only in the Lead PI position
- **All PI,** to have GAMS search for this PI name among all the PIs set up in the proposals

5. To save this filter for use in the future, click the **Save My Defaults** button at the bottom of the page.

6. To see the results of the filter, click the **List** tab.

   GAMS displays a list of proposals that meet the criteria that have been set.

Appendix B: Using the Communications Log to Send and Log Messages

Once the proposal has been updated for the first time and been assigned a GPID, the communication log becomes available for that proposal. Click on the  icon in the upper right corner of the Create/Update Proposal screen will open the communication log. This icon also appears in the header information of the proposal on a most other pages in proposal development.

The communications log allows the user to:

- Store a message, which may be viewed by anyone involved with the proposal (public) or by only a particular individual or group specified (private)
- Send an email to an individual or to a group of recipients
- Attach documents to an email
- Forward information into the communications log from any regular email application
- View a message that another individual has logged
- Filter message logs based on date
- Sort the communications history by medium (for example, email), date, and GPID (GAMS proposal ID) number

Sending an email or logging a communication

1. Click the Communications icon .

   The Communications Log opens in a new browser window.

2. Click the **Add** button next to the Description column header.

   The Communication Log Maintenance opens.

3. In the Subject field, type a brief description of the message.

   This text appears as the description on the history log screen.

4. From the Medium selection list, select the type of message, for example, **Email**.

   This text appears in the log to identify the type of communication.

5. From the Type selection list, select a category that describes the message subject.

6. Click one of the following radio buttons to select it:

   - **Public** to store the message in the Communications Log so that everyone can view it
   - **Private** to store the message so that only you and the designated recipient(s) can view it.

7. If you want to upload files with the message (or send them with an email), click the **Attachments** button.

   The New Communication window opens.

8. Click the **Add** button.

   The Attachment window opens.

9. Click the **Browse…** button to navigate to the file you want to attach.

10. Double-click the file to upload it.

    GAMS adds the path and file name to the Attach Path field.

11. If you want to add a description of the file, type it in the Attachment Description field.

12. Click the **Attach** button.

GAMS displays a message confirming that the file was successfully uploaded.

A number appears to the left of the Attach button after you update the communication. This number indicates the number of attachments.

13. Click **OK** to close the message and return to the New Communication window.

14. Click the up arrow to close this window and return to the New Communication window.

15. In the Communication Text field, type the text of the message.

16. If this is an email, click the **Send E-Mail** checkbox.

Be sure to select this checkbox for emails. If you do not select the checkbox, GAMS simply stores the message in the log, without emailing it. You will not see a warning message.

17. Perform one the following actions for **Private** communications:

    Your next steps depend on whether the message recipients are part of the contacts list or a communications group or they are “one-time” contacts.

GAMS automatically creates a PI group based on the investigators listed on the proposal. If you need to have other contacts for this message, or any future private communication, then you must “create” them in the search section at the bottom of the screen **before** you send the message.

For detailed instructions on groups, and adding contacts to groups, refer to the next section, “Adding contacts to groups.”

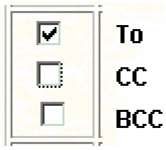
18. For a communications group, from the Choose Group field, select a group to narrow the list of contacts to members of the group.

19. Click the **Contacts** button.

    A browser window opens with a list of the members of the group you selected in the preceding step.

20. Select one or more of the checkboxes next to each contact’s name to indicate whether the person should receive the email directly, or as a “CC” or “BCC.”

GAMS does not label the checkboxes. Refer to the diagram below for clarification.



21. Click the up arrow  at the bottom of the window to close this window and return to the New Communication window.

22. To add a new contact, in the Search for E-Mail Recipients not listed in Contacts or Groups section, follow the instructions there to find other contacts to select from.

    You can also use this section to select one-time contacts (only for this email), or to add members to groups for future communications.

23. Click the **Update** button at the bottom of the window.

GAMS stores the message in the communications log, and sends the message in an email to the designated recipients.

Adding contacts to groups

Before you can add contacts to groups, the groups must have already been established. Remember that the system automatically creates a PI group based on the investigators listed on the proposal. But you must establish additional groups on the Additional Data page, in the Intro to Proposal Data area. On this page, you can create up to four additional groups.

To add a new contact, you work in the Search for E-Mail Recipients not listed in Contacts or Groups section of the window.

1. Type the last name of the contact in the To, CC, or BCC field.

2. Click the **Search** icon .

   The system performs a search on the *personnel profile* and *administrator profiles* for last name matches.

3. Perform one of the following actions:

- If the name appears in the Existing Matches selection list, click the **Select** button.
- If the name does not appear in the selection list, click the **Add New** button.

   The E-Mail Recipient Contact Information window opens.

4. Add or edit the information on the window:

   a. Select the **Internal**, **External**, or **Not a Contact** radio button.

   b. Type the appropriate information in the following fields:

      - Name
      - Department/College
      - Title
      - Phone
      - Fax
      - E-Mail

5. ***To add this contact to a group***, select one or more groups in the Groups fields.

6. Type some descriptive information in the Comments text box (optional).

7. Click **Update** to save the contact information.

   If you added this contact to a group or groups, then this person will be included as an email recipient the next time you update a communication with that contact's group, and you have selected the **Send E-Mail** checkbox.