



## **PeopleSoft Grants Module 9.2**

**The Aga Khan University**

## **User Manual**

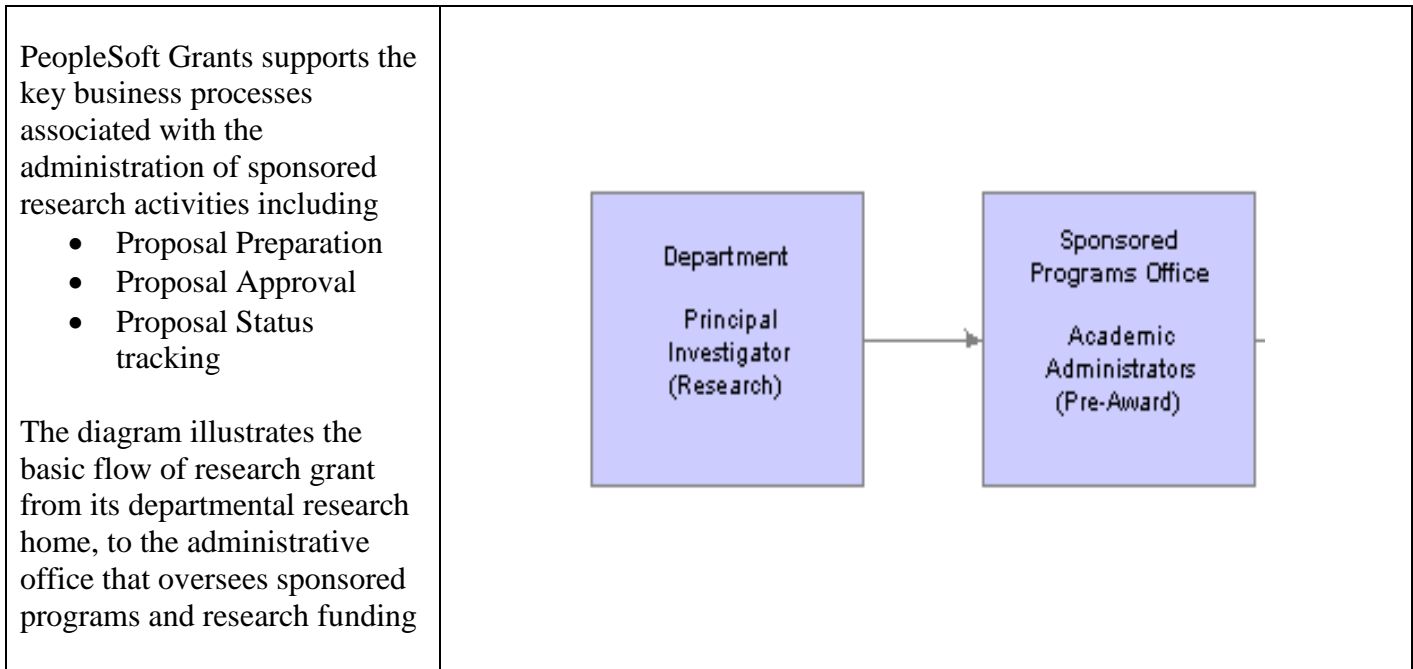
**Wednesday 27, July 2016**

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# Introduction

## Understanding PeopleSoft Grants



## Terminologies

Below are the definitions of different terminologies used throughout the document from system perspective.

No	Term	Definition
1.	Proposal	Checklist that is submitted to Research Office
2.	Protocol	Document that describes the study based on the guidelines of the sponsor
3.	Sub recipient	Primary Sponsor, other than the main sponsor, through which AKU receives funds.
4.	Authorized staff	Person who is authorized by the Principal Investigator to enter proposal in system
5.	Component	Approving authority and approving department would be defined as component in system

## Overview

This manual explains how to use PeopleSoft Grants Module which caters the Grants Pre-Awarding process. Before applying for the extramural funding, the grant proposal has to undergo an extensive review process and signed off by the relevant reviewing officers.

The System requires actions by Investigators, Administrative departments, Department Head, Entity Head and finally from Dean of Research and Graduate Studies. Diagram below depicts the system functionality that would be used by different stakeholders

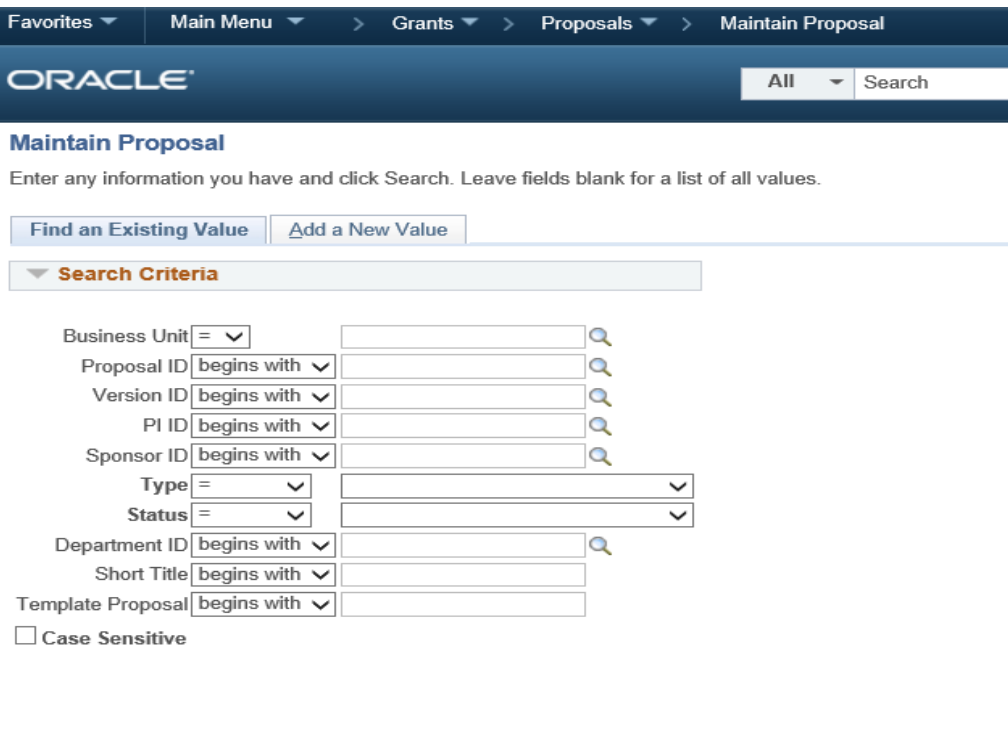
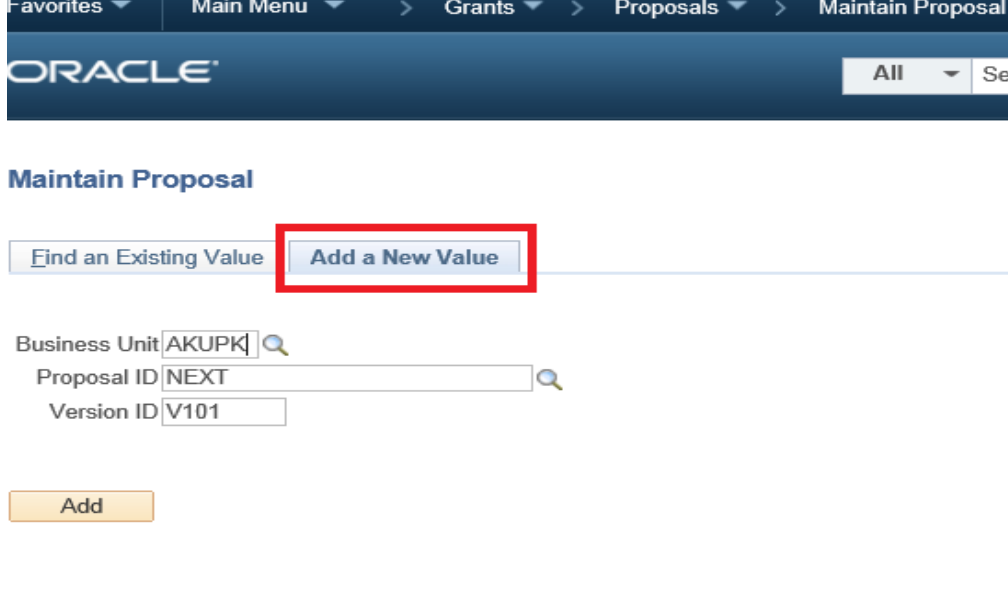
<i>Stake Holder</i>	<i>System Functionality</i>
<i>Principal investigator/Authorized Staff</i>	<ul style="list-style-type: none"><li>• Create/Update Proposal</li><li>• Create budget detail</li><li>• Attach documents</li><li>• Notify Research Office after proposal creation</li><li>• Correspond with reviewing departments</li></ul>
<i>Research Office Staff</i>	<ul style="list-style-type: none"><li>• Initiate Approval Process</li><li>• Review Proposal</li><li>• Correspond with PI</li><li>• Maintain proposal Status</li><li>• Maintain Awarded amount</li></ul>
<i>Departmental Reviewer / Approver</i>	<ul style="list-style-type: none"><li>• Review/Approve proposals</li><li>• Correspond with PI</li><li>• Give comments on the proposal</li></ul>
<i>Department Head/Entity Head</i>	<ul style="list-style-type: none"><li>• Review Proposal</li><li>• Approve Proposal</li></ul>
<i>Dean of Research and Graduate Studies</i>	<ul style="list-style-type: none"><li>• Final Approval</li></ul>

# 1. Creating Research Proposal

Principal investigator (PI) or any person authorized by PI is responsible for proposal creation. Proposal is the term used in system for grants checklist. Research protocol and itemized budget sheet would be prepared outside the system.

## 1.1 Maintaining General Information

Proposal will be created in system with General information including PI ID, due date, currency, titles, sponsor, duration, proposal status, purpose, project summary, and department and research location.

<p><b>Step 1:</b></p> <p>Navigate to <b>Maintain Proposal</b> page to add a proposal</p> <p><i>Grants&gt;Proposal&gt;Maintain proposal&gt;</i></p>	 <p>The screenshot shows the Oracle 'Maintain Proposal' page. At the top, there is a navigation breadcrumb: Favorites &gt; Main Menu &gt; Grants &gt; Proposals &gt; Maintain Proposal. Below this is the Oracle logo and a search bar with 'All' and 'Search' options. The main heading is 'Maintain Proposal' with a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section follows with several fields: Business Unit (dropdown), Proposal ID (dropdown 'begins with'), Version ID (dropdown 'begins with'), PI ID (dropdown 'begins with'), Sponsor ID (dropdown 'begins with'), Type (dropdown), Status (dropdown), Department ID (dropdown 'begins with'), Short Title (dropdown 'begins with'), and Template Proposal (dropdown 'begins with'). There is also a 'Case Sensitive' checkbox.</p>
<p><b>Step 2:</b></p> <p>Click <b>Add a New Value</b>.</p> <p>Default values for <b>Business Unit</b>, <b>Proposal ID</b> and <b>Version ID</b> will appear.</p> <p>Click <b>Add</b> button.</p>	 <p>The screenshot shows the same Oracle 'Maintain Proposal' page. The 'Add a New Value' button is highlighted with a red rectangle. Below the search criteria, the 'Business Unit' field contains 'AKUPK', 'Proposal ID' contains 'NEXT', and 'Version ID' contains 'V101'. An 'Add' button is visible at the bottom of the form.</p>

The system will navigate to *Proposal* page

Oracle Grants - Maintain Proposal

Proposal ID NEXT  
Description  
Reference Award Number  
Federal Award Identification Number

\*Title  
Long Description (254 characters remaining)  
\*PI ID  
\*Sponsor ID  
Pre-Award Administrator  
Purpose  
\*Proposal Type New  
Confidence %  
CFDA

Status  
\*Proposal Status Draft  
Submit Status: Not Submitted  
Generate Status: Not Generated  
In Approval Process

Facilities & Admin Requested  
Foreign Application/Component  
NIH Modular Grant

Due By Budget Express Additional Information  
\*Start Date 25/05/2016 \*End Date No. Periods Build Periods

Budget Periods  
Details PHS Incomes  
Period \*Start Date \*End Date Target Sponsor Budget

**Step 3:**

Enter the *Title* and *Long Description* of the Proposal

**Note:** The *Title* should be short as the field contains character limit (56 characters). Full title can be entered in *Long Description*.

Oracle Grants - Maintain Proposal

Proposal ID NEXT  
Description  
Reference Award Number  
Federal Award Identification Number

\*Title Rapid diagnosis and management of childhood tuberculosis  
Long Description Rapid diagnosis and management of childhood tuberculosis using host immune markers (172 characters remaining)  
\*PI ID 230535 Afaq, Yusra

**Step 4:**

Click on the *PI ID* lookup.

Principal investigator can be searched by *ID, Name* or *Last name*.

**Step 5:**

Enter PI ID and click *Lookup* button. Select the *PI* from the *Search Results* list.

Oracle Grants - Maintain Proposal

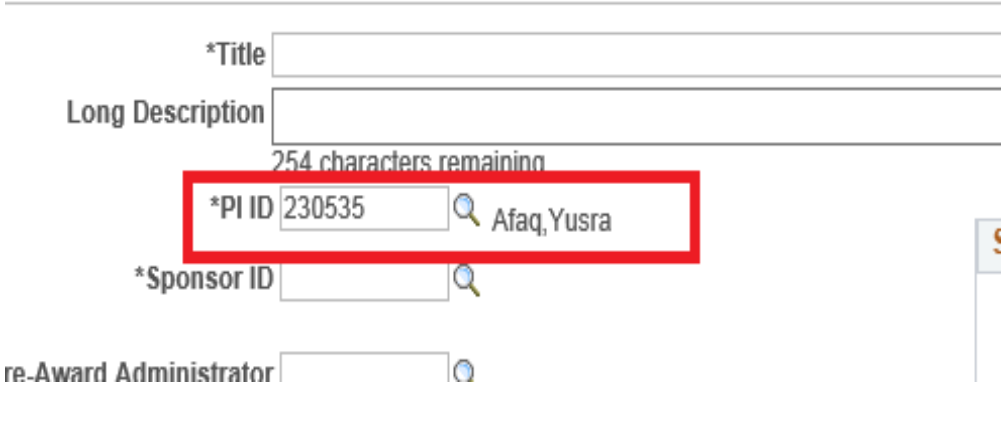

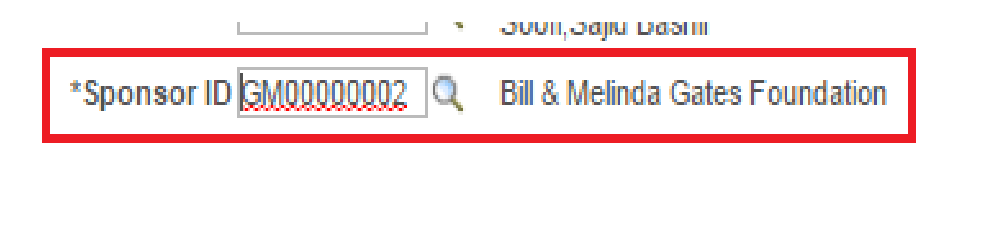
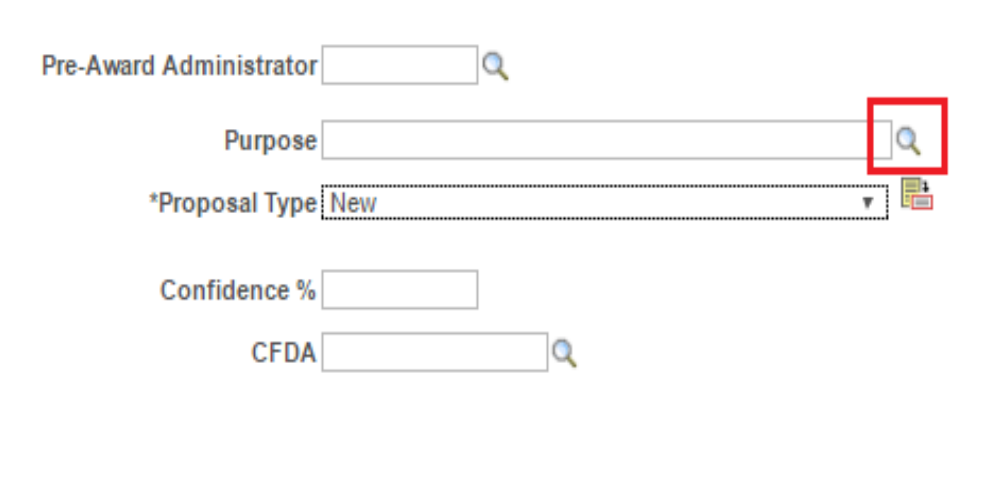
Look Up \*PI ID

PI ID begins with 230535  
Name begins with  
Last Name begins with

Look Up Clear Cancel Basic Lookup

Search Results  
View 100 First 1 of 1 Last

PI ID	Name	Last Name
230535	Afaq, Yusra	AFAQ

<p>System will display the selected <b>PI ID</b> and <b>Name</b> on the page</p>	
<p><b>Step 5:</b> Sponsor can be searched through <i>Sponsor ID</i> and <i>Name</i></p> <p>Click on the Sponsor in the <i>Search Results</i></p>	
<p>The <b>Sponsor ID</b> and <b>Name</b> will be displayed on the page.</p>	
<p><b>Step 6:</b> Click on the <i>Purpose</i> lookup to select the purpose of the study.</p> <p><b>Note:</b> This section refers to <b>Type of Grant</b> in checklist</p>	

**Step 7:**

Select the desired **Purpose** from the search Results

The screenshot shows a window titled "Look Up Purpose" with a search interface. At the top, there are fields for "SetID" and "SHARE". Below them is a search box with a dropdown menu set to "begins with". There are three buttons: "Look Up", "Clear", and "Cancel", followed by the text "Basic Lookup".

The "Search Results" section shows a table with two columns: "Purpose" and "Description". The table contains 11 rows of data, all of which are highlighted with a red border. The data is as follows:

Purpose	Description
BARE	Basic Research
CAPBL	Capacity Building
CLIN	Clinical Research
CLINS	Clinical Study
CLINT	Clinical Trial
CONS	Consultancy
EPISR	Epidemiological Survey
EPITR	Epidemiological trial
INST	Instructional Research
LABRS	Lab based Research
TRNG	Training Activities

**Step 8:**

Select *Type* of the proposal as *New* or *Resubmission*.

The screenshot shows a dropdown menu for the "Proposal Type" field. The menu is open, displaying a list of options. The option "New" is highlighted in blue. The options listed are: Amendment, Competing Continuation, Continuation, Internal, Modification, NRSA, New, No-Cost Extension, Non-Competing Continuation, Pre-Proposal, Renewal, Research Career Award, Resubmission, SBIR I, SBIR II, STTR I, STTR II, and Supplemental.

The "Proposal Type" field label is highlighted with a red border.



**Step 9:**

Currency can be searched through *Currency Code* or *Description*.

Select the Currency from the list.

## Look Up Currency

Currency Code: begins with

Description: begins with

[Basic Lookup](#)

### Search Results

View All First  1 of 1  Last

Currency Code	Description
---------------	-------------

USD	US Dollar
-----	-----------

The **Status** of the proposal will be set as *Draft* by default.

The screenshot shows the 'Advanced Search' dropdown menu with the following options: Accepted Award, Award Pending, Awarded, Concluded, Declined by Sponsor, Discontinued, **Draft** (highlighted), Institution Approved, Not Funded, Pending Approval, Pending Funding, Project Inprogress, Ready for Approval, Refused by Institution, Rejected, Resubmission Required, Sponsor Approved, Submitted, and Withdrawn. Below the dropdown, the 'Proposal Status' is set to 'Draft', and the 'Submit Status' is 'Not Submitted'. There is also a 'Generate Status' button set to 'Not Generated' and an 'In Approval Process' checkbox.

**Step 10:**

Click on Due By Link and on the page that appears, select the Due Date from the calendar

By default *Due date* is the current date

The screenshot shows the 'Due By' dialog box with the following fields: Proposal ID (NEXT), Version ID (V101), Description, and Currency. The 'Due By' field is a dropdown menu with 'Due By' selected. The 'Due Date' field is set to 22/07/2016. The 'Due Timezone' field is a dropdown menu. There are 'OK', 'Cancel', and 'Refresh' buttons at the bottom.

**Step 11:**

- a) Enter Duration of the Grant by selecting **Start Date** and **End Date** from the calendar
- **Start Date** which is the proposed date of the grant to start.
- **End Date** which is the proposed date of the grant to end
- b) Enter Start date and End Date for each Budget Period

The screenshot shows a 'Budget Periods' table with the following data:

Period	*Start Date	*End Date	Target Sponsor Budget
1	01/01/2017	31/12/2017	
2	01/01/2018	31/12/2018	

At the top of the page, there are fields for '\*Start Date' (01/01/2017) and '\*End Date' (31/12/2018), both highlighted with a red box. A 'No. Periods' field is also visible.

**Step 12:**

To add **Project Summary**, click on **Additional information link** and select Project Summary.  
Enter the Summary in the **Comments** box.

The screenshot shows the 'Proposal' form with various fields. The 'Additional Information' link is highlighted with a red box. The form includes fields for Proposal ID, Description, Reference Award Number, Federal Award Identification Number, Title, Long Description, PI ID, Sponsor ID, Pre-Award Administrator, Purpose, Proposal Type, Confidence %, and CFDA. A 'Status' section on the right shows 'Proposal Status' as 'Ready for Approval' and 'Submit Status' as 'Not Submitted'. There are also checkboxes for 'Facilities & Admin Requested', 'Foreign Application/Component', and 'NIH Modular Grant'.

**Step 13:**

Select **Project Summary** from the search Results, and Enter the Summary in the **Comments** box.

The screenshot shows two overlapping windows. The background window is the 'Additional Information' form for Proposal ID CON000000000173, with the '\*Type' field set to 'SUM' and highlighted with a red box. The foreground window is the 'Look Up Type' search results, showing a list of comment types. The 'SUM' (Project Summary) entry is highlighted with a red box.

Comment Type	Description
AID	Application Identifier
APC	Allocation Percentage
COI	Conflict of Interest
CON	Concurrent Submissions
CST	Cost Sharing
EXP	Express Proposal
FLW	Flow Through
IC	Institution Change
IP	Intellectual Property
MJ	Major Goals
OTH	Other
PCX	Potential for Com. Exploitation
PI	PI Change
PRE	Pre-Award Spending
PRV	Previous Award
REL	Related Proposals
RGR	Research Group
SOI	Solicitation
SUM	Project Summary
UOB	Unobligated Balance

**Step 14:**

Click '+' sign in **Additional Information** section on *Proposal* page.

**Additional Information**

Proposal ID CON00000000173  
Description Rapid diagnosis and

Version ID V101  
Currency USD

Additional Information Find | View 1 First 1 of 1 Last

\*Type SUM

Comments

+ Add a new row at row 1 (Alt+7)

Return To Maintain Proposal

**Step 15:**

Select *Flow Through* from the look up list

DRACLE All Search

**Additional Information**

Proposal ID CON00000000173  
Description Rapid diagnosis and

Additional Information Find | View 1

\*Type SUM

Comments

\*Type FLW

Comments

Look Up Type  
Description begins with

Look Up Clear Cancel Basic Lookup

Search Results  
View 100 First 1-20 of 20 Last

Comment Type	Description
AID	Application Identifier
APC	Allocation Percentage
COI	Conflict of Interest
CON	Concurrent Submissions
CST	Cost Sharing
EXP	Express Proposal
<b>FLW</b>	<b>Flow Through</b>
IC	Institution Change
IP	Intellectual Property
MJ	Major Goals
OTH	Other
PCX	Potential for Com. Exploitation
PI	PI Change
PRE	Pre-Award Spending
PRV	Previous Award
REL	Related Proposals
RGR	Research Group

**Step 16:**

Click on the *Primary Sponsor* lookup.

Search the name of the Primary Sponsor and select from the list.

All Search

Version ID V101  
Currency USD

Flow Through

Primary Sponsor

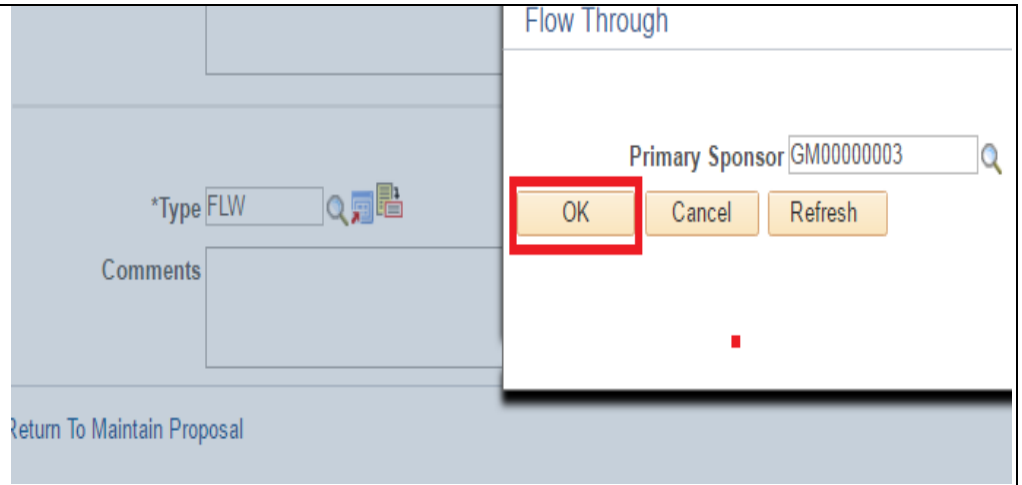
OK Cancel Refresh

Look Up Primary Sponsor

Sponsor ID	Name 1
000000002	Test Customer
000000003	Test Sponsor
000000004	Test Sponsor 2
000000005	GM Test Sponsor 3
000000006	Test Sponsor 4
000000335	HEALTHLINE AGENCIES
GM0000001	AMAN Foundation
GM0000002	Bill & Melinda Gates Foundation
<b>GM0000003</b>	<b>British Council</b>
GM0000004	Drexel University
GM0000005	WHO - EMRO
GM0000006	Emory University
GM0000007	GAVI Alliance
GM0000008	Higher Education Commission
GM00000082	Cincinnati Children's Hospital Medical
GM0000009	Hospital for Sick Children
GM0000010	Johns Hopkins University
GM0000011	National Institutes of Health

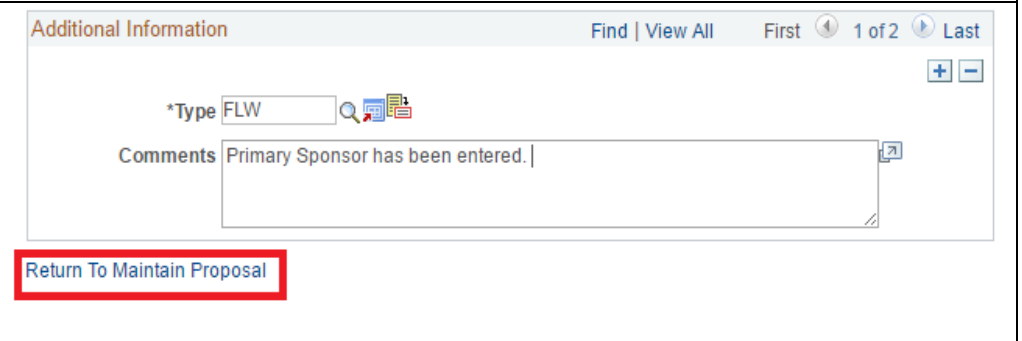
**Step 17:**

Click **OK**.



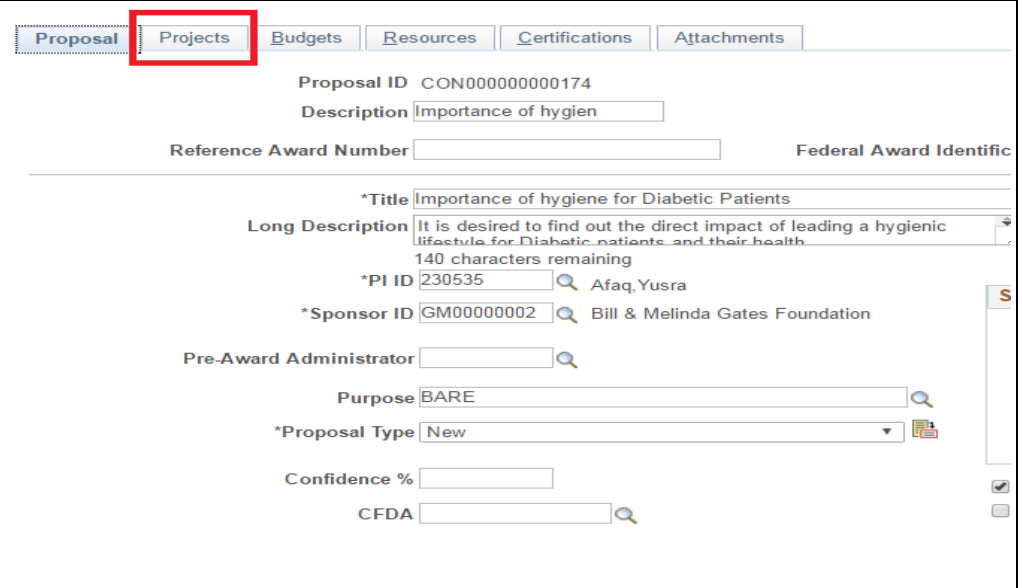
**Step 18:**

Click on 'Return To Maintain Proposal' link for enter further details.



**Step 19:**

Click on the **Projects** tab on the page.



**Step 20:**

Enter the *Subdivision*. Click the **lookup** button and search using name or department code.

**Note:** *Subdivision* should be same as the *Department*.

Proposal Projects

Project ID 00331  Primary

\*Title Rapid diagnosis and management of childhood tuberculosis

Long Description Rapid diagnosis and management of childhood tuberculosis using 172 characters remaining

\*Department Paediatrics & Child Health -MC

**\*Subdivision** paed

\*Institution

On the Search page , search using Description field as shown

In this case all departments starting with *'Paeds'* would appear.

**Step 21:**

Select the relevant **Subdivision** from the search results.

Proposal Projects

Project ID 00331  Primary

\*Title Rapid diagnosis and management of childhood tuberculosis

Long Description Rapid diagnosis and management of childhood tuberculosis using 172 characters remaining

\*Department Paediatrics & Child Health -MC

\*Subdivision paed

\*Institution

SetID SHARE

Major Subdivision ID begins with

Description begins with paed

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-14 of 14 Last

Major Subdivision ID	Description
20153	Paediatrics & Child Health -MC
10664	Paediatrics ICU
20810	Paediatrics ICU - MC
10662	Paediatrics Medicine - Inpt
20808	Paediatrics Medicine - MC
10666	Paediatrics Medicine - Outpt
10661	Paediatrics SL Office
10663	Paediatrics Surgery - Inpt
20809	Paediatrics Surgery - MC
10667	Paediatrics Surgery - Outpt
10763	Paediatrics Onco - Inpt
10765	Paediatrics Onco - Outpt

**Step 22:**

Enter or select **Institution** by clicking lookup button

(AKUPK for Pakistan.)

Proposal Projects Budgets Resources Certifications Attachments

Proposal ID CON00000000173  
Description Rapid diagnosis and

**Proposal Projects**


Project ID 00331  Primary

\*Title Rapid diagnosis and management of childhood tuberculosis

Long Description Rapid diagnosis and management of childhood tuberculosis using h  
172 characters remaining

\*Department Paediatrics & Child Health -MC

\*Subdivision Paediatrics & Child Health -MC

\*Institution  

SPO

To record Budget IDs, click on the **Budgets** page.

Proposal Projects **Budgets** Resources Certifications Attachments Key Words

Proposal ID CON00000000211 Version ID V101  
Description MALNUTRITION IN OIC Currency USD

Reference Award Number Federal Award Identification Number

\*Title MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

Long Description MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY  
205 characters remaining

\*PI ID 200259 Bhutta,Zulfiqar Ahmed

\*Sponsor ID GM00000002 Bill & Melinda Gates Foundation

Pre-Award Administrator

Purpose BARE

\*Proposal Type New

Confidence %

CFDA

Due By Budget Express Additional Information

**Status**

\*Proposal Status Ready for Approval  
Submit Status: Not Submitted  
Generate Status: Not Generated  
 In Approval Process

Facilities & Admin Requested  
 Foreign Application/Component  
 NIH Modular Grant

**Step 1:**

Click on the **Budget ID** lookup


Proposal Projects **Budgets** Resources Certifications Attachments

Proposal ID CON00000000213 Version ID V101  
Description test Currency PKR

**Proposal Project** Find | View All First 1 of 1 Last

Project ID 00372 Title test

**Budget Header** Find | View All First 1 of 1 Last

\*Budget ID  

Description

Start Date 01/01/2017 End Date 31/12/2019  
 Include in Proposal

**Budget Period** Personalize | Find | First 1 of 1 Last

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
Period				Program Income	

F & A and Pricing Setup Total

**Step 2:**

Select Budget ID PROPOSED from the look up to record Requested amount.

Look Up Budget ID

SetID: SHARE

Budget ID: begins with

Description: begins with

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 First 1 of 1 Last

Budget ID	Description
PROPOSED	Proposed Budget

**Step 3:**

Click **Save** button to save Budget ID

Proposal ID: CON00000000213, Version ID: V101

Description: test, Currency: PKR

Project ID: 00372, Title: test

Budget Header: Budget ID: PROPOSED, Description: Proposed Budget

Start Date: 01/01/2017, End Date: 31/12/2018

Include in Proposal:

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	01/01/2017	31/12/2017		Program Income	
2	01/01/2018	31/12/2018		Program Income	

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

## 1.2 Maintaining Project Investigators along with Project Time

All Investigators and Authorized staff will be defined as *Professionals* in system. Investigator ID and role (Co-PI, PI, Authorized staff, etc.) would be recorded in system for proposal. For external collaborators or partners, *Organization name* will also be recorded.

**Step 1:**

Search an existing proposal by navigating to *Maintain Proposal* page  
*Grants>Proposal>Maintain Proposal*

**Maintain Proposal**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Business Unit =

Proposal ID begins with

Version ID begins with

PI ID begins with

Sponsor ID begins with

Type =

Status =

Department ID begins with

Short Title begins with

Template Proposal begins with

Case Sensitive

**Step 2:**

On the *Maintain Proposal* page, click on the **Resources** tab.

In the *Professional* section, PI is entered by default

**Step 3:**

Click '+' to add another Investigator

Proposal | Projects | Budgets | **Resources** | Certifications | Attachments

Proposal ID CON00000000174      Version ID V101  
Description Importance of hygien      Currency PKR

**Project** Find | View All | First | 1 of 1 | Last  
Project ID 00332      Title Importance of hygiene for Diabetic Patients

**Resource** Find | View All | First | 1 of 1 | Last  
\*Type LABOR    
Comments Juma Lab will be used in this project.

**Subrecipient** Find | View All | First | 1 of 1 | Last  
Subrecipient

**Professional** Personalize | Find | | | First | 1 of 1 | Last

Research	Employee ID	Name	*Other Role	Contact PI	Primary PI	Credit %	Reporting Role	Include in Award Header	Workflow Eligible	Details	
<input checked="" type="checkbox"/>	230535	Afaq Yusra	Principal Investigator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

**Step 4:**

Enter the **Employee ID** or click on the lookup to search for an Investigator using Employee ID.

Proposal | Projects | Budgets | **Resources** | Certifications | Attachments

Proposal ID CON00000000174      Version ID V101  
Description Importance of hygien      Currency PKR

**Project** Find | View All | First | 1 of 1 | Last  
Project ID 00332      Title Importance of hygiene for Diabetic Patients

**Resource** Find | View All | First | 1 of 1 | Last  
\*Type LABOR    
Comments Juma Lab will be used in this project.

**Subrecipient** Find | View All | First | 1 of 1 | Last  
Subrecipient

**Professional** Personalize | Find | | | First | 1-2 of 2 | Last

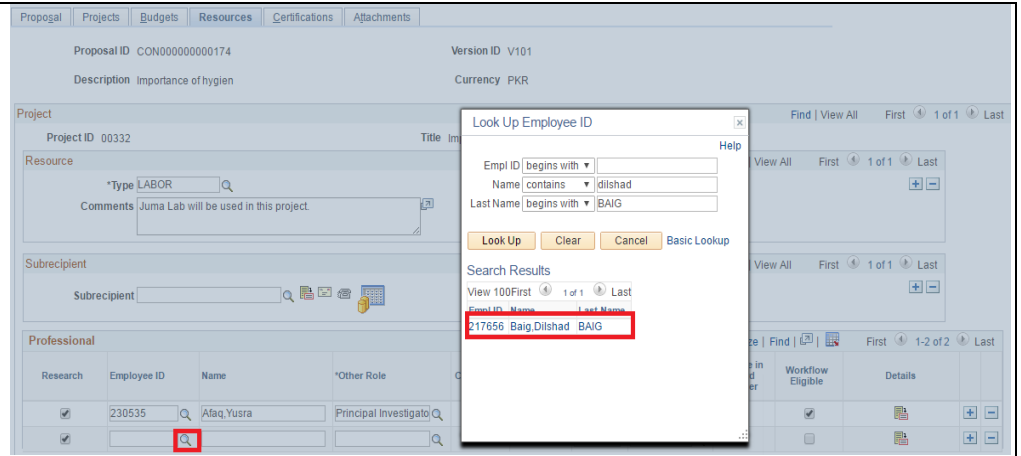
Research	Employee ID	Name	*Other Role	Contact PI	Primary PI	Credit %	Reporting Role	Include in Award Header	Workflow Eligible	Details	
<input checked="" type="checkbox"/>	230535	Afaq Yusra	Principal Investigator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>



**Step 5:**

Search the Employee through **Empl ID, Name or Last Name.**

Select the Employee from the search results.

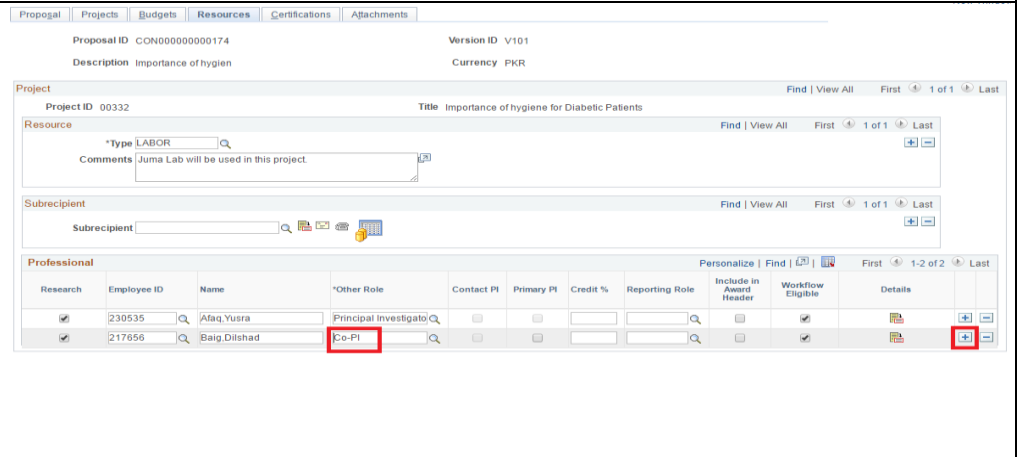


**Step 6:**

Select the **Role** for the investigator from the **Other Role** lookup.

**Eg:** select *Co-PI* for Co-Principal Investigators or Co-Investigators.

Click '+' to add more investigators.

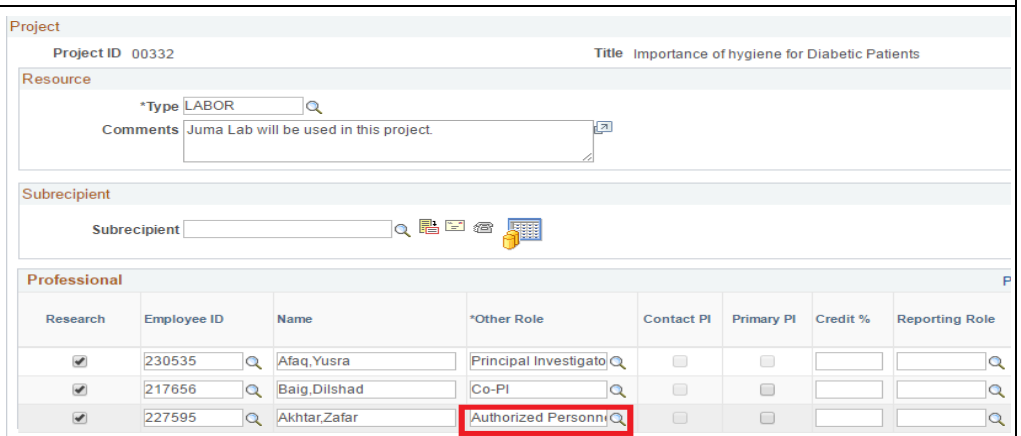


**Step 7:**

If any *Authorized Staff* is recording the proposal on behalf of the PI, he/she should also be entered as a *Professional*.

Enter the **Employee ID** or search through lookup.

Select *Authorized* from **Other Role** lookup.



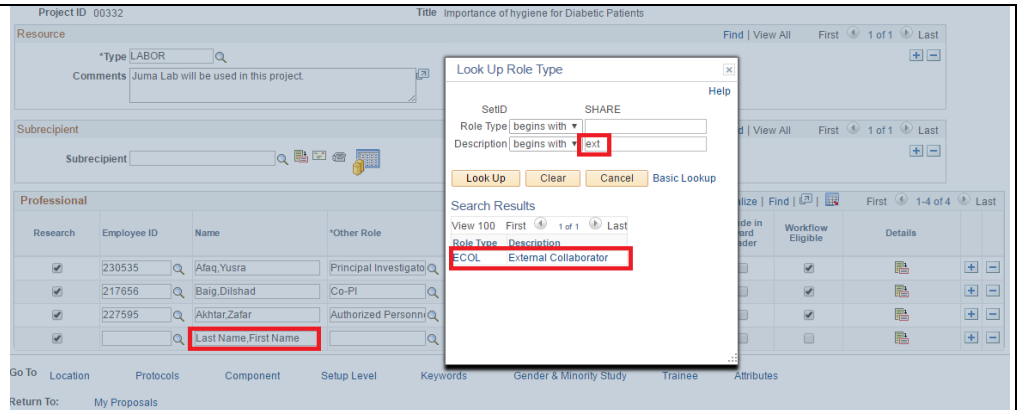
**Step 8:**

To enter an **External Collaborator**, write the name of the collaborator in the **Name** field using format

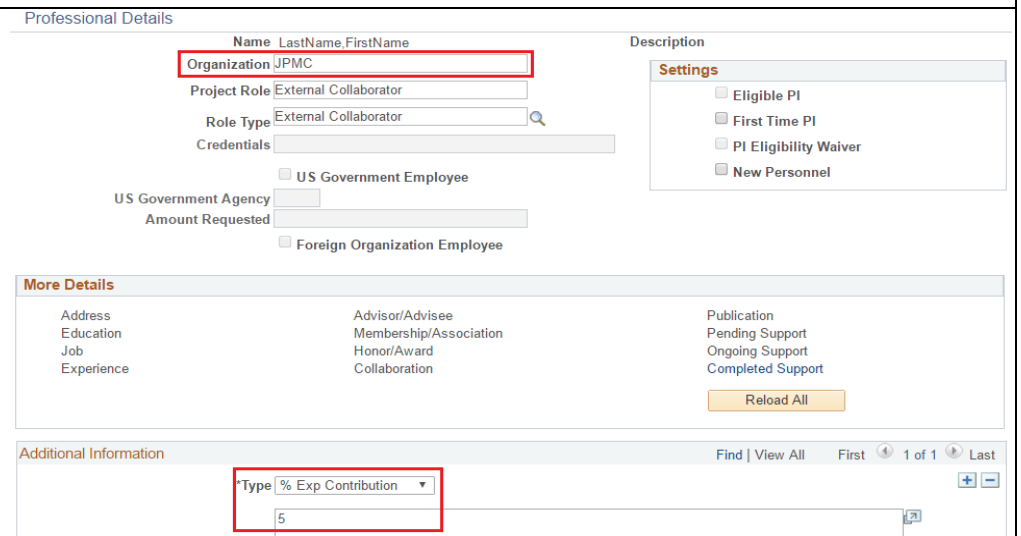
<Last Name, First name>

Click look up for Other **Role** and select **External Collaborator**.

To maintain Professional details, click the icon under **Details for particular Professional**

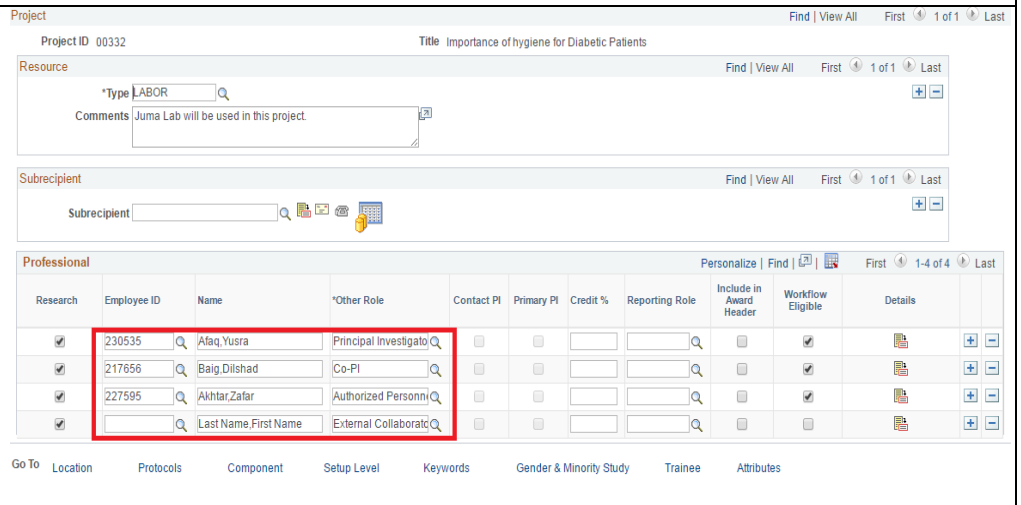


In case of External Collaborators, the **Organization** they belong to needs to be entered on **Professional Details**. Enter **% Exp Contribution**



**Step 9:**

All professionals entered would be displayed



**Step 10:**

Click on the *Additional Information* icon to enter the **Project Time** of the investigator.

**Note:** Project Time is the contribution of each investigator in the project's effort. In system it will be recorded as **% Exp Contribution**. It refers to Section 2 'Project Time' in the checklist.


Proposal | Projects | Budgets | Resources | Certifications | Attachments

Proposal ID CON00000000174      Version ID V101  
Description Importance of hygiene      Currency PKR

Project: Project ID 00332      Title Importance of hygiene for Diabetic Patients

Resource: \*Type LABOR      Comments Juma Lab will be used in this project

Subrecipient: Subrecipient

Research	Employee ID	Name	*Other Role	Contact PI	Primary PI	Credit %	Reporting Role	Include in Award Header	Workflow Eligible	Details
<input checked="" type="checkbox"/>	230535	Afaq Yusra	Principal Investigator	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Step 11:**

Select **% Exp Contribution** in *Additional Information* section and enter the percentage in the *Comments* box. Click **OK** to save.

Repeat the same step to enter the **Project Time** of other *Investigators*.

**Note:** Project Time is not required for *Authorized Staff*.

Name Afaq Yusra      Description

Organization: Project Role PI      Settings:  Eligible PI,  First Time PI,  PI Eligibility Waiver,  New Personnel

Role Type: Principal Investigator

Credentials:       US Government Employee

US Government Agency:      US Government Agency:      Amount Requested:       Foreign Organization Employee

More Details: Address, Education, Job, Experience, Advisor/Advisee, Membership/Association, Honor/Award, Collaboration, Publication, Pending Support, Ongoing Support, Completed Support, Reload All

Additional Information: \*Type % Exp Contribution      % Exp Contribution 40%      OK Cancel Refresh

**Step 12:**

Click '+' to add another row on the same page for maintaining Total Allocated AKU Research %

Name Afaq,Yusra  
Description  
Settings  
 Eligible PI  
 First Time PI  
 PI Eligibility Waiver  
 New Personnel

Organization  
Project Role PI  
Role Type Principal Investigator  
Credentials  
 US Government Employee  
US Government Agency  
Amount Requested  
 Foreign Organization Employee

**More Details**  
Address Advisor/Advisee Publication  
Education Membership/Association Pending Support  
Job Honor/Award Ongoing Support  
Experience Collaboration Completed Support  
Reload All

**Additional Information** Find | View 1 First 1 of 1 Last  
\*Type % Exp Contribution  
% Exp Contribution 40%  
OK Cancel Refresh

**Step 13:**

Select **Total Allocated AKU Research %** in **Additional Information** section and enter the percentage in the **Comments** box. Click **OK** to save.

Organization  
Project Role PI  
Role Type Principal Investigator  
Credentials  
 US Government Employee  
US Government Agency  
Amount Requested  
 Foreign Organization Employee

**Settings**  
 Eligible PI  
 First Time PI  
 PI Eligibility Waiver  
 New Personnel

**More Details**  
Address Advisor/Advisee Publication  
Education Membership/Association Pending Support  
Job Honor/Award Ongoing Support  
Experience Collaboration Completed Support  
Reload All

**Additional Information** Find | View All First 2 of 2 Last  
\*Type Total Allocated AKU F  
Total Allocated AK 70%  
OK Cancel Refresh

**Step 14:**

To view all the entered **Additional Information** click **View All**

Project ID 00332

Name Afaq Yusra

Organization

Project Role PI

Role Type Principal Investigator

Credentials

US Government Agency

Amount Requested

Settings

- Eligible PI
- First Time PI
- PI Eligibility Waiver
- New Personnel

More Details

Address, Education, Job, Experience, Advisor/Advisee, Membership/Association, Honor/Award, Collaboration, Publication, Pending Support, Ongoing Support, Completed Support

Reload All

Additional Information

Find **View All** First 2 of 2 Last

\*Type Total Allocated AKU F

Total Allocated AK 70%

OK Cancel Refresh

**Step 15:**

Click **Save** button

Proposal ID CON00000000174

Version ID V101

Description Importance of hygien

Currency PKR

Project ID 00332

Title Importance of hygiene for Diabetic Patients

Resource

\*Type LABOR

Comments Juma Lab will be used in this project.

Subrecipient

Subrecipient

Research	Employee ID	Name	*Other Role	Contact PI	Primary PI	Credit %	Reporting Role	Include in Award Header	Workflow Eligible	Details
<input checked="" type="checkbox"/>	230535	Afaq Yusra	Principal Investigator						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	217656	Baig Dilshad	Co-PI						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	227595	Akhtar Zafar	Authorized Personnel						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		Last Name,First Name	External Collaborator						<input type="checkbox"/>	

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Return To: My Proposals

**Save** Return to Search Previous in List Next in List Notify Refresh

Add Update/Display

**1.3 Maintaining Resources (Use of substances/drugs/radiations)**

If the project involves use of human subject/tissues, animals, drugs or any bio hazardous material it is required to be entered in the system.


**Step 1:**






Search an existing proposal by navigating to **Maintain Proposal** page  
*Grants>Proposal>Maintain proposal*

On the **Resources** tab, Click on the **Type** lookup.

Proposal ID CON00000000174      Version ID V101  
Description Importance of hygien      Currency PKR

**Project**  
Project ID 00332      Title Importance of hygiene for Diabetic Patients

**Resource**  
\*Type    
Comments

**Subrecipient**  
Subrecipient      



**Step 2:**

Select the **Resource that is applicable** from the list

**Look Up Type** Help

SetID      SHARE  
Resource Type begins with

**Look Up** **Clear** **Cancel** **Basic Lookup**



**Search Results**  
View 100      First  1-13 of 13  Last

Resource Type	Description
ANIMA	Animal
BIOHZ	Biohazardous material
CLINI	Clinical
COMPU	Computer
DRUG	Drug
HUMAN	Human
<b>LABOR</b>	<b>Laboratory</b>
MAJOR	Major Equipment
NARC	Narcotics
OFFIC	Office
OTHER	Other Resources
RADI	Radiation or radioisotopes
RESOU	Other Resources (NSF Specific)

**Step 3:**

Record comments, if any

**Project**  
Project ID 00369      Title

**Resource**  
\*Type LABOR   
Comments Juma lab will be used in this project. 

To enter more **Resources** click on the '+' sign

Proposal ID CON00000000174      Version ID V101  
 Description Importance of hygien      Currency PKR

**Project** Find | View All First 1 of 1 Last

Project ID 00332      Title Importance of hygiene for Diabetic Patients

**Resource** Find | View All First 1 of 1 Last

\*Type LABOR

Comments Juma Lab will be used in this project.

**Step 4:**  
 Click *Save* button

Proposal ID CON000000000210      Vers  
 Description Testing DB      Cu

**Project** Title Testi

Project ID 00369

**Resource**

\*Type LABOR

Comments Juma lab will be used in this project.

**Subrecipient**

Subrecipient

**Professional**

Research	Employee ID	Name	*Other Role	Co
<input checked="" type="checkbox"/>	200065	Siddiqui, Anwar Ali	Principal Investigator	

Go To Location Protocols Component Setup Level Keywords

Return To: My Proposals

Save Notify Refresh

## 1.4 Maintaining Secondary Institutions

If Aga Khan University is forwarding funds to any other organizations (Secondary institution); these institutes will be recorded as **Sub Recipients** in the system.

**Step 1:**

Search an existing proposal by navigating to **Maintain Proposal** page  
*Grants>Proposal>Maintain proposal*

To record sub recipients, click on the **Resources** page.

Proposal ID CON000000000210      Vers  
 Description Testing DB      Cu

**Project** Title Testi

Project ID 00369

**Resource**

\*Type

Comments

**Subrecipient**

Subrecipient

**Step 2:**

In the Sub recipient section, Click on Look up to search for an existing Sub recipient

Proposal ID CON000000000210  
Description Testing DB

Project ID 00369

\*Type [ ]  
Comments [ ]

Subrecipient [ ] [Search Icon] [Print Icon] [Email Icon] [Phone Icon] [Calendar Icon]

Look up Subrecipient (Alt+5)

**Step 3:**

‘Sub recipient’ can be searched using the Sub recipient’s *Name or Supplier ID etc.*

Select the desired Sub recipient from the *Search Results*

SetID SHARE

Supplier ID begins with [ ]  
Short Supplier Name begins with [ ]  
Our Customer Number begins with [ ]  
Supplier Name begins with center [ ]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Supplier ID	Short Supplier Name	Our Customer Number	Supplier Name
0000026417	CENTER FOR-001	(blank)	CENTER FOR DISEASE CONTROL
0000037337	CENTER FOR-002	(blank)	CENTER FOR MEDICAL SIMULATION
0000021378	CENTER-001	(blank)	CENTER FOR PRACTICAL BIOETHICS, INC.
0000024197	CENTER-002	(blank)	CENTER WATCH

Once selected, the **Sub recipient name** will be displayed on the page.

Subrecipient CENTER FOR DISEASE CONTROL [Search Icon] [Print Icon] [Email Icon] [Phone Icon] [Calendar Icon]

Professional

Research	Employee ID	Name	*Other Role	Contact PI
<input checked="" type="checkbox"/>	200065 [Search Icon]	Siddiqui, Anwar Ali	Principal Investigator [Search Icon]	<input type="checkbox"/>

Go To Location Protocols Component Setup Level Keywords



**Step 4:**

Click on the icon next to the Look up for sub recipient for launching Supplier Details page.

Select the **Sub Recipient Status** as Sec. Inst. (Secondary Institute)

Click OK button.

Supplier ID 0000026417 CENTER FOR DISEASE CONTROL

Agreement Category

From  To

**Subrecipient Status** Secondary Institution

Method Chosen

Information Find | View All First 1 of 1 Last

Required Deliverables

Comments Find | View All First 1 of 1 Last

Type

Comments

OK Cancel Refresh

Ok (Enter)

### 1.5 Maintaining ERC/ECACU Approvals

The ERC (Ethical Review Committee) and ECACU (Ethics Committee for Animal Care and Use) approval status will be recorded in the system if the study involves subjects/tissues of human or animals. Approval letters received would also be attached with the proposal.

**Step 1:**

Search an existing proposal by navigating to **Maintain Proposal** page

*Grants>Proposal>Maintain proposal*

Click on the **Certification** page

Proposal Projects Budgets Resources **Certifications** Attachments

Proposal ID CON000000000211

Description MALNUTRITION IN OIC

Reference Award Number Federal Award Identifier

\*Title MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

Long Description MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

205 characters remaining

\*PI ID 200259 Bhutta, Zulfiqar Ahmed

\*Sponsor ID GM00000002 Bill & Melinda Gates Foundation

Pre-Award Administrator

Purpose BARE

\*Proposal Type New

Confidence %

CFDA

**Step 2:**

Click on the **Certification Code** lookup on the *Certification* page.

**Step 3:**

Certification codes **ERC** and **ECAUCU** will be used for recording approval information.

Search the desired code and select in the search results.

**Step 4:**

If you haven't applied for the Approval select '**No**' in the Indicator.

**Step 5:**

If you have applied for the approval and it is pending, select

- **Date Applied** for as **Certification Date**
- Pending in **Indicator**.

**Note:** Expiration Date is compulsory to note along with Certification date

Select same dates for certification and expiration, if expect to apply to the ERC approval

Proposal | Projects | Budgets | Resources | **Certifications** | Attachments

Proposal ID CON00000000211      Version ID V101  
Description MALNUTRITION IN OIC      Currency USD

Project ID 00370      Title MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

Certification Info | Review and Status

*Certification Code	Certification Date	*Indicator	Certified By	Approval Date	Expiration Dt	Assurance Number	Exemption Number
ERC	30/06/2016	Pending Approv			30/06/2016		

**Step 6:**

If the approval has been received, select

- **Date Applied** for as **Certification Date**
- **Yes** in **Indicator**

**Step 7:**

Select the **Approval Date** and enter the Approval Number in the format as

**Number-Department-Year**  
(2170-PAE-13).

Click **Save** button.

Proposal | Projects | Budgets | Resources | **Certifications** | Attachments

Proposal ID CON00000000211      Version ID V101  
Description MALNUTRITION IN OIC      Currency USD

Project ID 00370      Title MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

Certification Info | Review and Status

*Certification Code	Certification Date	*Indicator	Certified By	Approval Date	Expiration Dt	Assurance Number	Exemption Number
ERC	21/03/2016	Yes	Khan,Shaista Masood	01/06/2016	01/06/2017	2170-PAE-13	

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Save Return to Search Notify Refresh Add Update/Display

## 1.6 Attaching Documents

Following documents would be attached with the proposal in the system where applicable. These would also include documents pertaining information that is not recorded in the system like *Staff personnel cost sheet*, *Cost pertaining to students participating in research* and *Funding history for investigators for last 5 year*.

- Research Protocol
- Approval letters (*if applicable*)
- Letters of collaboration and support (*If applicable*)
- Other support letters (*If applicable*)
- CVs for PI and Co-investigators
- Itemized budget sheet
- Letter from Space Facility manager (*If applicable*)
- Letter from AKU design and construction. (*If applicable*)
- Material transfer agreement letter (*If applicable*)
- Sponsor specific application form (*for external grants only*)
- Staff personnel cost sheet (*for external grants only*)
- Funding history of investigator (*for URC funded grants*)
- Cost pertaining to students participating in research (*If applicable*)

### Step 1:

Search an existing proposal by navigating to **Maintain Proposal** page  
*Grants>Proposal>Maintain proposal*

Click on the **Attachments** tab

Proposal ID CON00000000211      Version ID V101

Description MALNUTRITION IN OIC      Currency USD      Add to My Proposals

Reference Award Number      Federal Award Identification Number

\*Title MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

Long Description MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

205 characters remaining

\*PI ID 200259      Bhutta,Zulfiqar Ahmed

\*Sponsor ID GM00000002      Bill & Melinda Gates Foundation

Pre-Award Administrator

Purpose BARE

\*Proposal Type New

Confidence %

CFDA

**Status**

\*Proposal Status Draft

Submit Status: Not Submitted

Generate Status: Not Generated

In Approval Process

Facilities & Admin Requested

Foreign Application/Component

NIH Modular Grant

**Step 2:**


Click on the *Attach* icon on the **Attachments** Page.

Proposal | Projects | Budgets | Resources | Certifications | **Attachments**

Proposal ID CON000000000211 Version ID V101  
Description MALNUTRITION IN OIC

Proposal Project Find | View All First 1 of 1 Last  
Project ID 00370 Title MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

Attachment Personalize | Find | First 1 of 1 Last

Requests	Attached File
1	

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Save Return to Search Notify Refresh Add Update

**Step 3:**

System will navigate to another page.

Click **Browse**.

File Attachment

Choose File No file chosen

Upload Cancel

**Step 4:**

A file upload window will open. Attach the desired file.

Click **Upload**.

File Attachment

Choose File Proposal.docx

Upload Cancel

**Step 5:**

The file will be uploaded and will be displayed on the **Attachments** page.

To attach another file click '+'. Upload all the required documents.

Proposal | Projects | Budgets | Resources | Certifications | Attachments

Proposal ID CON000000000211 Version ID V101

Description MALNUTRITION IN OIC

Proposal Project Find | View All First 1 of 1 Last

Project ID 00370 Title MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

Attachment Personalize | Find | First 1 of 1 Last

Requests	Attached File	Delete	View
1	Proposal.docx		

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Save Return to Search Notify Refresh Add Update

Proposal | Projects | Budgets | Resources | Certifications | Attachments

All the uploaded attachments will be displayed on the Documents page.

To remove any attachment click on the 'trash bin' sign.

Proposal | Projects | Budgets | Resources | Certifications | Attachments

Proposal ID CON000000000211 Version ID V101

Description MALNUTRITION IN OIC

Proposal Project Find | View All

Project ID 00370 Title MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

Attachment Personalize | Find |

Requests	Attached File	Delete	View
1	Sponsor_Application_Form.doc		
2	Staff_Personnel_Cost_Sheet.doc		
3	Itemized_Budget_Sheet.xls		
4	Letter_of_Collaboration.doc		
5	Letter_of_Consent.doc		
6	Material_Transfer_Agreement.doc		
7	CV_of_Pi.doc		
8	Funding_History.doc		
9	Students_in_Research.doc		
10	Letter_of_Support.doc		
11	Study_Protocol.doc		

## 1.7 Maintaining Keywords

Thematic Areas of a grant will be defined in the **Keywords** page by following below steps

### Step 1:

**Keywords** tab appears on top when you click on **Keywords** link on Proposal tab

The screenshot shows the 'Proposal' form with various fields for proposal details. At the bottom of the form, there is a navigation bar with several tabs: 'Location', 'Protocols', 'Component', 'Setup Level', 'Keywords', 'Gender & Minority Study', 'Trainee', and 'Attributes'. The 'Keywords' tab is highlighted with a red box.

### Step 2:

Click on the Keyword lookup on the **Keywords** page.

The screenshot shows the 'Key Words' page. At the top, there is a navigation bar with tabs: 'Proposal', 'Projects', 'Budgets', 'Resources', 'Certifications', 'Attachments', and 'Key Words'. Below this, there is a 'Key Word Detail' section with a table. The search icon (magnifying glass) in the table header is highlighted with a red box.

*Keyword	Description
1	

### Step 3:

Select the **Keyword** from the list.

The screenshot shows the 'Look Up Keyword' dialog box. It has two input fields: 'Keyword' (set to 'begins with') and 'Description' (set to 'begins with'). Below these are 'Look Up', 'Clear', and 'Cancel' buttons. The 'Basic Lookup' button is also visible. Below the buttons is a 'Search Results' section with a table. The first row of the table, 'EDUC Education', is highlighted with a red box.

Keyword	Description
EDUC	Education
HUMANITIES	Humanities
III	Infection, Immunity & Inflamm.
MNCH	Maternal, Newborn & Child Health
NCD	Non-Communicable Diseases
NON-THEM	Non Thematic
SOCIAL-SCI	Social Sciences

**Step 4:**

Click ‘+’ to add a new keyword. Multiple keywords can be defined for a proposal.

Click **Save**.

### 1.8 Maintain On-and Off-site Facility Space

Locations of a grant will be defined in the **Location** page by following below steps

**Step 1:**

**Location** tab appears on top when you click on **Location** link on Proposal tab

**Step 2:**

Click on the **Location** lookup in the **Proposal Project Location** section.

**Note:** Multiple locations can be defined for a proposal.



In case of **On Campus** location search through *Location Code* or *Description*.

Select the Location in the search results.

**Look Up Location**

SetID: \_\_\_\_\_ SHARE: \_\_\_\_\_

Location Code begins with: \_\_\_\_\_

Description begins with: **paed**

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-9 of 9 Last

Location Code	Description
10055	Paediatrics
20153	Paediatrics
20156	Paediatrics
<b>20153-FOB</b>	<b>Paediatrics - FOB</b>
61046	Paediatrics - GRD
10413	Paediatrics Ward-GET
10414	Paediatrics-DO
10067	Paeds Neuro Rehab
20267	Paeds Prgram Gulshan office

**Step 3:**

Click '+' to add another location.

Proposal ID: CON000000000174 Version ID: V101

Description: Importance of hygien

Proposal Project: Title: Importance of hygiene for Diabetic Patients

Project ID: 00332

Location: \*Location AKUPK Description Aga Khan University Foreign Primary **+**

\*Congressional District: \_\_\_\_\_

Country: PAK Pakistan Phone: \_\_\_\_\_

Address 1: Stadium Road Ext: \_\_\_\_\_

Address 2: \_\_\_\_\_ Fax: \_\_\_\_\_

Address 3: \_\_\_\_\_

Address 4: \_\_\_\_\_

City: Sindh Postal: \_\_\_\_\_

County: \_\_\_\_\_

In case of **Off Campus** location search through **Description** or code and select *Off campus Location* in the search results.

**Note:** multiple codes for off campus locations are defined OFC01, OFC02 etc

**Look Up Location**

SetID: \_\_\_\_\_ SHARE: \_\_\_\_\_

Location Code begins with: \_\_\_\_\_

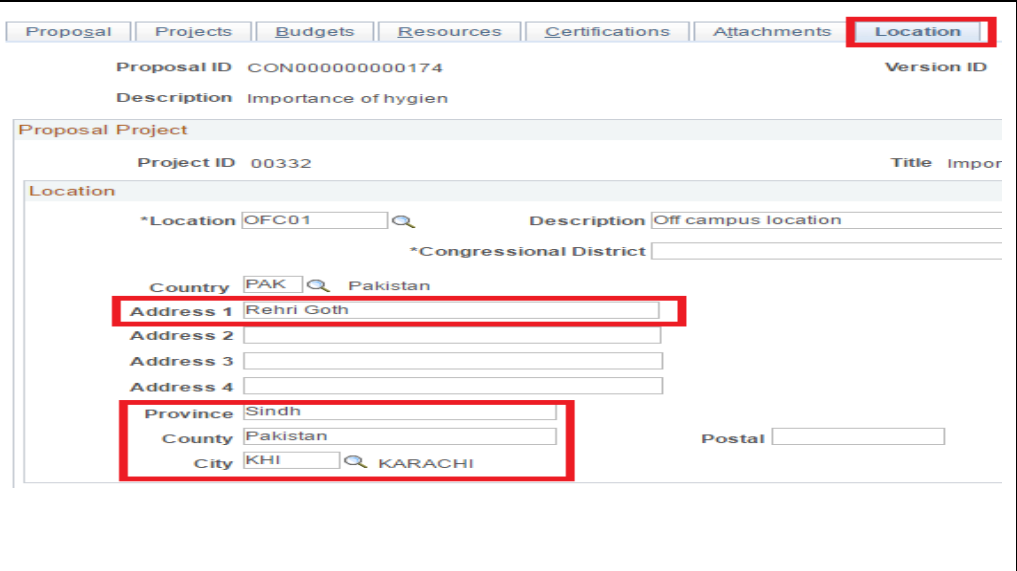
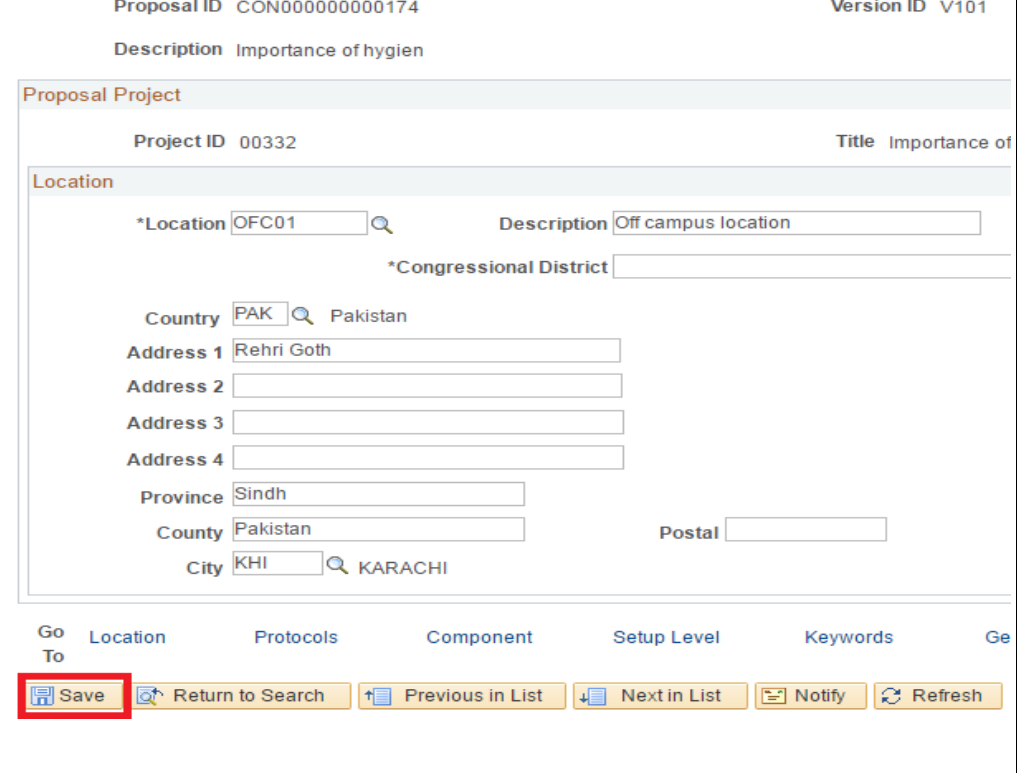
Description begins with: **off**

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-15 of 15 Last

Location Code	Description
12120	Off Campus - Finance
20262	Off Campus Hostel
12084	Off Campus IT Expenses
20261	Off Campus Residences
<b>OFC01</b>	<b>Off campus location</b>
OFC02	Off campus location
OFC03	Off campus location
OFC04	Off campus location
OFC05	Off campus location
OFC06	Off campus location
OFC07	Off campus location
OFC08	Off campus location
OFC09	Off campus location
OFC10	Off campus location
12083	Off-site IT Facility

<p><b>Step 4:</b></p> <p>Enter the Address of the location in <b>Address 1 (Site name)</b>, <b>Address 2, Province, Country</b> and <b>City</b></p> <p><b>Note:</b> System will allow updating address once proposal has been saved.</p> <p>Additional locations can be entered likewise</p>	 <p>Proposal ID CON000000000174      Version ID</p> <p>Description Importance of hygien</p> <p>Proposal Project</p> <p>Project ID 00332      Title Impor</p> <p>Location</p> <p>*Location OFC01      Description Off campus location</p> <p>*Congressional District</p> <p>Country PAK      Pakistan</p> <p>Address 1 Rehri Goth</p> <p>Address 2</p> <p>Address 3</p> <p>Address 4</p> <p>Province Sindh</p> <p>County Pakistan      Postal</p> <p>City KHI      KARACHI</p>
<p><b>Step 5:</b></p> <p>Click <b>Save</b> button to save proposal in system.</p> <p><b>Note:</b></p> <p>Proposal once saved can be searched and updated.</p>	 <p>Proposal ID CON000000000174      Version ID V101</p> <p>Description Importance of hygien</p> <p>Proposal Project</p> <p>Project ID 00332      Title Importance of</p> <p>Location</p> <p>*Location OFC01      Description Off campus location</p> <p>*Congressional District</p> <p>Country PAK      Pakistan</p> <p>Address 1 Rehri Goth</p> <p>Address 2</p> <p>Address 3</p> <p>Address 4</p> <p>Province Sindh</p> <p>County Pakistan      Postal</p> <p>City KHI      KARACHI</p> <p>Go Location Protocols Component Setup Level Keywords Ge</p> <p>To</p> <p>Save      Return to Search      Previous in List      Next in List      Notify      Refresh</p>

## Searching an existing proposal

Searching an existing proposal may be required to view or update any proposal information.

1. Investigators will be able to access their own proposals i.e where their employee ID is used on *Proposal Resource* page with **PI, Co PI**.
2. Research office staff and approvers/reviewers would be able to access proposals based on the department security provided.
3. Authorized staff would be able to access all proposals of their respective department and proposals where their employee ID is used on *Proposal Resource* page with **Authorized Role**.

**Step 1:**

Navigate to *Maintain Proposal* page to search proposal *Grants>Proposal>Maintain proposal*

**Maintain Proposal**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit = AKUPK

Proposal ID begins with

Version ID begins with

PI ID begins with

Sponsor ID begins with

Type =

Status =

Department ID begins with

Short Title begins with

Template Proposal begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Proposal can be searched by *Proposal ID, PI ID, Sponsor ID, Type, Status* or *Department ID*.

**Step 2:**

Enter the **PI ID** or click **PI ID** lookup.

**Maintain Proposal**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit = AKUPK

Proposal ID begins with

Version ID begins with

PI ID begins with

Sponsor ID begins with

Type =

Status =

Department ID begins with

Short Title begins with

Template Proposal begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Step 3:**

Search through **Name** or **Last Name** and select **PI** in the search results.

**Maintain Proposal**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit = AKUPK

Proposal ID begins with

Version ID begins with

PI ID begins with

Sponsor ID begins with

Type =

Status =

Department ID begins with

Short Title begins with

Template Proposal begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Look Up PI ID**

PI ID begins with

Name contains yusra

Last Name begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100First 1 of 1 Last

PI ID	Name	Last Name
230535	Afaq, Yusra	AFAQ

**Step 4:**

PI ID will be displayed in the field.

Click **Search** button.

**Maintain Proposal**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit = AKUPK

Proposal ID begins with

Version ID begins with

PI ID begins with 230535

Sponsor ID begins with

Type =

Status =

Department ID begins with

Short Title begins with

Template Proposal begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Step 5:**

The search results will show the list of proposals for the respective Principal Investigator.

Click on the desired proposal in the list.

Search Criteria

Business Unit = AKUPK

Proposal ID begins with

Version ID begins with

PI ID begins with 230535

Sponsor ID begins with

Type =

Status =

Department ID begins with

Short Title begins with

Template Proposal begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

Business Unit	Proposal ID	Version ID	PI ID	Sponsor ID	Type	Status	Department ID	Short Title
AKUPK	CON00000000159	V101	230535	GM00000001	New	Approved	20153	Test Proposal
AKUPK	CON00000000169	V101	230535	GM00000001	New	Draft	20153	Rapid diagnosis and management of childhood tuberculosis
AKUPK	CON00000000172	V101	230535	GM00000002	New	ReadyAppr	20102	Assessment of microbial water quality and antibiotic res
AKUPK	CON00000000173	V101	230535	GM00000002	New	Draft	20153	Rapid diagnosis and management of childhood tuberculosis
AKUPK	CON00000000174	V101	230535	GM00000002	New	Draft	20153	Importance of hygiene for Diabetic Patients
AKUPK	CON00000000176	V101	230535	GM00000002	New	Draft	20153	Testing

The system will direct you to **Proposal** page of the saved proposal.

Proposal | Projects | Budgets | Resources | Certifications | Attachments | Location

Proposal ID: CON00000000174 | Version ID: V101

Description: Importance of hygien

Currency: PKR | Add to My Proposals

Reference Award Number | Federal Award Identification Number

\*Title: Importance of hygiene for Diabetic Patients

Long Description: It is desired to find out the direct impact of leading a hygienic lifestyle for Diabetic patients and their health

\*PI ID: 230535 | Ataq,Yusra

\*Sponsor ID: GM00000002 | Bill & Melinda Gates Foundation

Pre-Award Administrator

Purpose: BARE

\*Proposal Type: New

Confidence %

CFDA

Due By | Budget Express | Additional Information

\*Start Date: 27/05/2016 | \*End Date: 27/05/2018 | No. Periods | Build Periods

Status

\*Proposal Status: Draft

Submit Status: Not Submitted

Generate Status: Not Generated

In Approval Process

Facilities & Admin Requested

Foreign Application/Component

NIH Modular Grant

**1.9 Maintaining AKU Time**

AKU Time refers to the Percentage of total hours/ week to be allocated on this grant. This has to be entered for each AKU investigator. (Section 3 AKU Time in the checklist)

To calculate the percentage use formula: **Allocated hours/42 \* 100**

**Step 1:**

Search an existing proposal by navigating to *Maintain Proposal* page  
*Grants>Proposal>Maintain proposal*

To maintain AKU Time, Click on the '*Additional Information*' link.

Proposal ID: CON00000000211      Version ID: V101  
Description: MALNUTRITION IN OIC      Currency: USD      Add to My Proposals  
Reference Award Number:      Federal Award Identification Number:        
\*Title: MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY  
Long Description: MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY  
205 characters remaining  
\*PI ID: 200259      Bhutta, Zulfqar Ahmed  
\*Sponsor ID: GM00000002      Bill & Melinda Gates Foundation  
Pre-Award Administrator:        
Purpose: BARE  
\*Proposal Type: New  
Confidence %:        
CFDA:        
Due By:      Budget Express:      **Additional Information**        
\*Start Date: 01/01/2017      \*End Date: 31/12/2018      No. Periods:      Build Periods  
Status: \*Proposal Status: Draft  
Submit Status: Not Submitted  
Generate Status: Not Generated  
 In Approval Process  
 Facilities & Admin Requested  
 Foreign Application/Component  
 NIH Modular Grant

Select *Allocation Percentages* from the look up

ORACLE  
Additional Information  
Proposal ID: CON00000000210  
Description: Testing DB  
Additional Information  
\*Type: APC  
Comments  
Return To Maintain Proposal  
Look Up Type  
SetID:      SHARE:        
Comment Type: begins with        
Description: begins with        
Look Up      Clear      Cancel      Basic Lookup  
Search Results  
View 100      First      1-20 of 20      Last  
Comment Type      Description  
AID      Application Identifier  
**APC      Allocation Percentage**  
COI      Conflict of Interest  
CON      Concurrent Submissions  
CST      Cost Sharing  
EXP      Express Proposal  
FLW      Flow Through  
IC      Institution Change  
IP      Intellectual Property

**Step 2:**

Click on the *Additional Details* icon

Additional Information  
Proposal ID: CON00000000210      Version ID: V101  
Description: Testing DB      Currency: PKR  
Additional Information      Find | View All      First      1 of 4      Last  
\*Type: APC  
Comments  
Return To Maintain Proposal

**Step 3:**

Enter **Employee ID** or click on the **Employee ID** lookup

Allocation Percentages

*EmplID	Name	*Department	Description	Percentage
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

Employee can be searched through **PI ID, Name** or **Last Name**

Select the employee in the search results.

Look Up EmplID

PI ID  begins with

Name  contains

Last Name  begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

PI ID	Name	Last Name
200260	Gilani, Syed Anwar ul Hassan	GILANI
200065	Siddiqui, Anwar Ali	SIDDIQUI

**Step 4:**

Enter department code or Click on the **Department** lookup to search.

Allocation Percentages

*EmplID	Name	*Department	Description	Percentage
1	200065 <input type="text"/> Siddiqui, Anwar Ali	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

Department can be searched through *Department* or *Description*.

In this case all departments starting with '*bio*' would appear.

Select the department in the search results.

**Look Up Department**

SetID: SHARE

Department: begins with

Description: begins with bio

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-6 of 6 Last

Department	Description
12029	Bio-Medical
20001	Biological&Biomedical Sciences
17074	Biomedical-GRD
17376	Biomedical-HYD
17574	Biomedical-KAR
17774	Biomedical-KHR

**Step 5:**

Enter the percentage of total hours/week to be utilized in this project by the investigator.

**Allocation Percentages**

*EmpIID	Name	*Department	Description	Percentage
1 200065	Siddiqui, Anwar Ali	20001	Biological&Biomedical Sciences	12

OK Cancel Refresh

**Step 6:**

Enter the **AKU Time** for all the investigators.

To **add** a new investigator click on the '+' sign.

**Allocation Percentages**

*EmpIID	Name	*Department	Description	Percentage
1 200065	Siddiqui, Anwar Ali	20001	Biological&Biomedical Sciences	12
2				

OK Cancel Refresh Add a new row

**Step 7:**

Click **OK** button

**Allocation Percentages**

*EmpIID	Name	*Department	Description	Percentage
1 200065	Siddiqui, Anwar Ali	20001	Biological&Biomedical Sciences	12
2 200057	Iqbal, Mohammed Perwaiz	20001	Biological&Biomedical Sciences	24

OK Cancel Refresh

**Step 8:**

For return to *Proposal* page click on highlighted link.

**Additional Information**

Proposal ID CON000000000210 Version ID V101

Description Testing DB Currency PKR

Find | View All First 1 of 4 Last

\*Type APC

Comments AKU time (allocation %age) of all investigators are entered in detail box.

Return To Maintain Proposal

Return To Proposal

Click **Save** button

Proposal | Projects | Budgets | Resources | Certifications | Attachments

Proposal ID CON000000000210 Version ID V101

Description Testing DB Currency PKR Add to My Proposals

Reference Award Number  Federal Award Identification Number

---

\*Title Testing DB

Long Description complete project title

232 characters remaining

\*PI ID 000065  Siddiqui Anwar Ali

\*Sponsor ID GSO0000008  Higher Education Commission

Pre-Award Administrator

Purpose LABRS

\*Proposal Type New

Confidence %

CFDA

**Status**

\*Proposal Status Draft

Submit Status: Not Submitted

Generate Status: Not Generated

In Approval Process

Facilities & Admin Requested

Foreign Application/Component

NIH Modular Grant

Due By  Budget Express  Additional Information

\*Start Date 01/01/2017  \*End Date 31/12/2018  No. Periods  Build Periods

Personalize | Find |    First 1 of 1 Last

**Budget Periods**

Period	*Start Date	*End Date	Target Sponsor Budget
1	01/01/2017	31/12/2018	<input type="text"/>

Target Sponsor Budget

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Return To: My Proposals

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add Update/Display

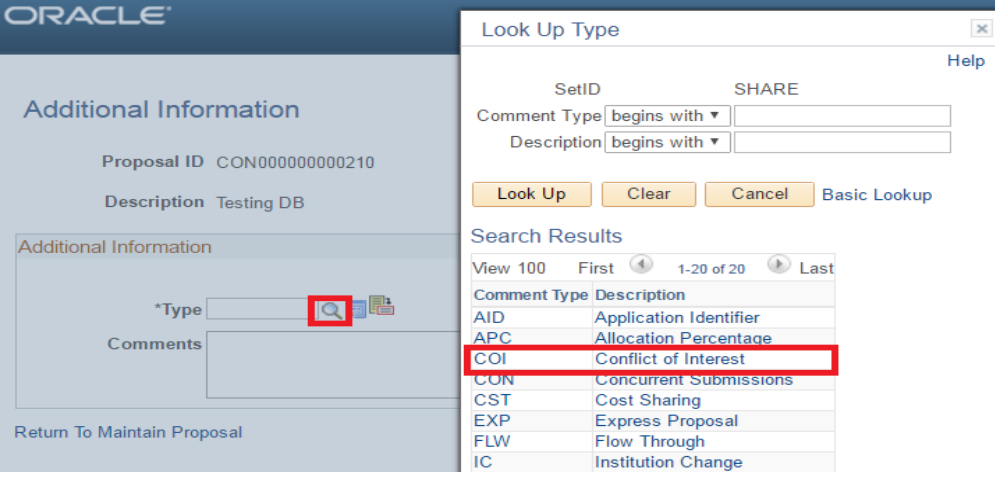
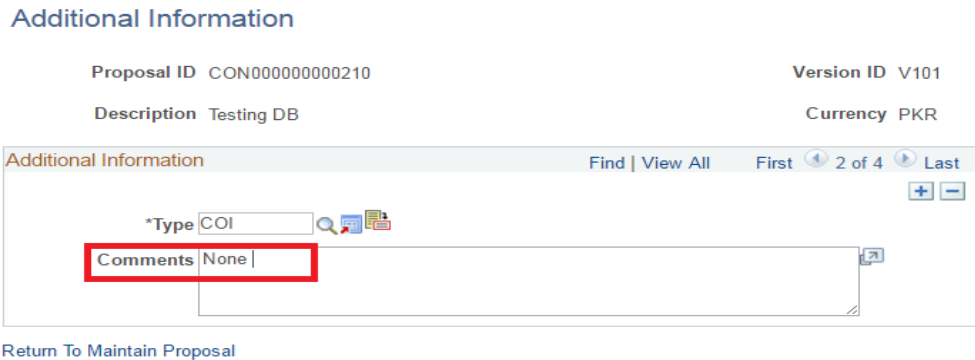
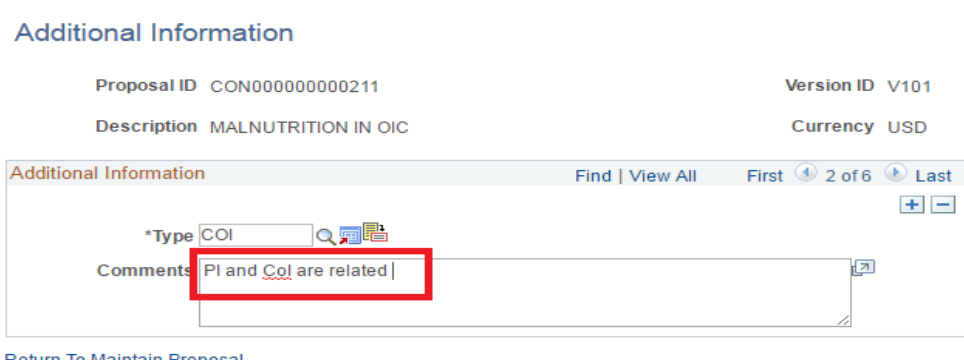
Proposal | Projects | Budgets | Resources | Certifications | Attachments

## 2. Maintaining Conflict Of Interest

The Conflict of Interest is required to be entered in the system. Details to be provided in case of following

- a.) If PI have potential conflict of interest (e.g. monetary or in kind) in undertaking the project
- b.) If the PI or Co-Is related to each other or have any relationship with the sponsor?
- c.) In case of clinical trial, if the research is sponsored by a company/individual with significant interest in the results



<p><b>Step 1:</b> Search an existing proposal by navigating to <i>Maintain Proposal</i> page <i>Grants&gt;Proposal&gt;Maintain proposal</i></p> <p><b>Step 2:</b> Select <i>Conflict of Interest</i> from the <b>Type</b> on the <i>Proposal</i> page.</p>	
<p><b>Step 3:</b> In case of no conflict of interest, record '<i>None</i>' in the comments.</p>	
<p><b>Step 4:</b> In case of any <b>Conflict of Interest</b> record it in the <i>Comments</i>. Click <b>Save</b> button.</p>	

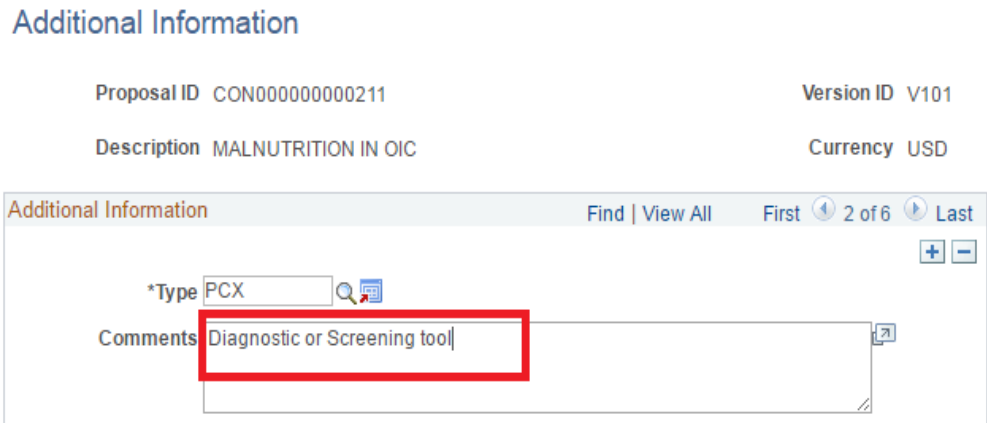
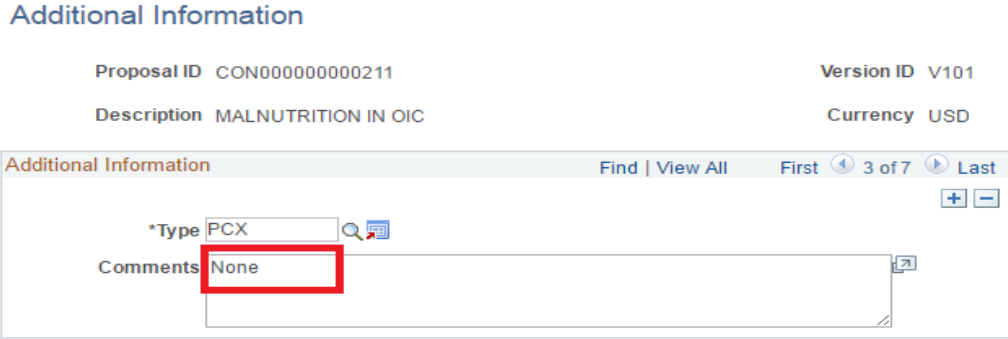
### 3. Maintaining Potential of Commercial Exploitation

Potential for Commercial Exploitation is required to be entered in the system (This refers to the Section 12 of the checklist.)

Indicate if the outcome of the project can lead to possible developments from following

- Equipment/Research/Instrumental tool
- Any product, process or service with practical or commercial application
- Diagnostic or screening tool

- Drug/therapeutic/ prophylactic agent
- Test, assay or technique for commercially important substance/process
- Software
- Medical Instrument
- Any other

<p><b>Step 1:</b></p> <p>To enter <b>Potential for Commercial Exploitation</b>, select it from the <b>Type</b> on the <b>Proposal</b> page and mention details in the <b>Comments</b> box.</p>	 <p>The screenshot shows the 'Additional Information' section of a proposal form. At the top, it displays 'Proposal ID CON000000000211' and 'Version ID V101'. Below that, 'Description MALNUTRITION IN OIC' and 'Currency USD' are shown. A table with the title 'Additional Information' is visible, with a search bar and navigation controls. The table has one row where the '*Type' is 'PCX' and the 'Comments' field contains the text 'Diagnostic or Screening tool'. A red box highlights the 'Comments' field. At the bottom of the form, there is a link that says 'Return To Maintain Proposal'.</p>
<p><b>Step 2:</b></p> <p>In case of no <b>Potential for Commercial Exploitation</b> record '<i>none</i>' in the <b>Comments</b> box.</p> <p>Click <b>Save</b> button.</p>	 <p>This screenshot is similar to the one above, showing the 'Additional Information' section. It displays the same 'Proposal ID' and 'Version ID'. The 'Description' and 'Currency' are also the same. In this instance, the '*Type' is 'PCX' and the 'Comments' field contains the text 'None'. A red box highlights the 'Comments' field. The 'Return To Maintain Proposal' link is also present at the bottom.</p>

## 4. Creating Budget Detail

The total amount requested from the granting agency and the period wise budget amount will be entered as **Proposal budget detail**. Total amount would include both direct and indirect costs being requested from the sponsor.

**Step 1:**

Navigate to *Enter Budget detail* page to add budget for the saved proposal *Grants>Proposal>Enter Budget detail*

Proposal can be searched through *Proposal ID, PI ID, Sponsor ID, Type, Status* or *Department I, and Short Title* etc..

**Enter Budget Detail**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit = ▼ AKUPK

Proposal ID begins with ▼

Version ID begins with ▼

Proposal Project ID begins with ▼

Budget ID begins with ▼

Budget Period = ▼

Description begins with ▼

PI ID begins with ▼

Sponsor ID begins with ▼

Proposal Type = ▼

Proposal Status = ▼

Department begins with ▼

Short Title begins with ▼

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Step 2:**

**Search** using any of the Search fields

**Enter Budget Detail**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit = ▼ AKUPK

Proposal ID begins with ▼ CON000000000213

Version ID begins with ▼

Proposal Project ID begins with ▼

Budget ID begins with ▼

Budget Period = ▼

Description begins with ▼

PI ID begins with ▼

Sponsor ID begins with ▼

Proposal Type = ▼

Proposal Status = ▼

Department begins with ▼

Short Title begins with ▼

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Step 3:**

For a given proposal, one row for each all Budget Period is displayed in Search results.

Maintain Budget Amount for each Budget period via this page. Se

**Budget ID PROPOSED and Budget Period 1** indicates the 'first period'

Note: It is mandatory to record Total Direct Cost against a Budget Item

**Enter Budget Detail**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: AKUPK

Proposal ID begins with: CON000000000213

Version ID begins with:

Proposal Project ID begins with:

Budget ID begins with:

Budget Period:

Description begins with:

PI ID begins with:

Sponsor ID begins with:

Proposal Type:

Proposal Status:

Department begins with:

Short Title begins with:

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

View All

Business Unit	Proposal ID	Version ID	Proposal Project ID	Budget ID	Budget Period	Description	PI ID	Sponsor ID	Proposal Type	Proposal Status	Department	Short Title
AKUPK	CON000000000213	V101	00372	PROPOSED.1	1	Proposed Budget 200065	GM00000003	New	Draft	20001	test	
AKUPK	CON000000000213	V101	00372	PROPOSED.2	2	Proposed Budget 200065	GM00000003	New	Draft	20001	test	

**Step 4:**

Click on the **Budget Item** lookup and Enter TOTAL in search box for Budget Item.

**Enter Budget Detail**

Proposal: CON000000000213  
 Version: V101  
 Title: test  
 Currency: PKR  
 Start Date: 01/01/2017  
 End Date: 31/12/2018  
 Modular?

Project ID: 00372  
 Budget ID: PROPOSED  
 Start Date: 01/01/2017  
 End Date: 31/12/2017  
**Budget Period 1**

Details, CostShare, Justification

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share	
10				0.00	0.00	Cost Share				
Sponsor Direct				50,000.00	Sponsor F&A		0.00	Total Sponsor Budget		50,000.00
Institution Cost Share				0.00	Institution Cost Share F&A		0.00	Total Inst C/S Budget		0.00
Third Party Cost Share				0.00				Total TP C/S Budget		0.00
<b>Total Direct</b>				<b>50,000.00</b>	<b>Total F&amp;A</b>		<b>0.00</b>	<b>Total Budget</b>		<b>50,000.00</b>

Return To Maintain Proposal

Save Return to Search Previous in List Next in List Notify

**Step 5:**

Select TOTAL(Total Budget) from the lookup

**Enter Budget Detail**

Proposal: CON000000000213  
 Version: V101

Details, CostShare, Justification

Line # 10 Budget Item

Look Up Budget Item

SetID: SHARE

Budget Item begins with: TOTAL

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Budget Item	Description	Budget Item Type
TOTAL	Total Budget	OTHR

**Step 6:**

Enter the Budget Amount for the period in **Total Direct** box

Click **save** button

Enter Budget Detail

Proposal CON00000000213      Currency PKR  
Version V101      Start Date 01/01/2017      End Date 31/12/2019  
Title test       Modular?

Project ID 00372      Budget Period 1  
Budget ID PROPOSED      Start Date 01/01/2017      End Date 31/12/2019

Overall Cost Share      [View FA Rate](#)

**Details, CostShare, Justification**      Personalize | Find | [Print](#) | First 1 of 1 Last

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
10	TOTAL	Total Budget		50,000.00	50,000.00	Cost Share			
Sponsor Direct				50,000.00	Sponsor F&A	0.00	Total Sponsor Budget		50,000.00
Institution Cost Share				0.00	Institution Cost Share F&A	0.00	Total Inst C/S Budget		0.00
Third Party Cost Share				0.00			Total TP C/S Budget		0.00
Total Direct				50,000.00	Total F&A	0.00	Total Budget		50,000.00

[Return To Maintain Proposal](#)

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)

**Step 7:**

Click on **return to search** button to enter the budget for the next Budget period (in case of multiple Periods)

Enter Budget Detail

Proposal CON00000000213      Currency PKR  
Version V101      Start Date 01/01/2017      End Date 31/12/2018  
Title test       Modular?

Project ID 00372      Budget Period 1  
Budget ID PROPOSED      Start Date 01/01/2017      End Date 31/12/2017

Overall Cost Share      [View FA Rate](#)

**Details, CostShare, Justification**      Personalize | Find | [Print](#) | First 1 of 1 Last

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
10	TOTAL	Total Budget		50,000.00	50,000.00	Cost Share			
Sponsor Direct				50,000.00	Sponsor F&A	0.00	Total Sponsor Budget		50,000.00
Institution Cost Share				0.00	Institution Cost Share F&A	0.00	Total Inst C/S Budget		0.00
Third Party Cost Share				0.00			Total TP C/S Budget		0.00
Total Direct				50,000.00	Total F&A	0.00	Total Budget		50,000.00

[Return To Maintain Proposal](#)

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)

**Note:**

Repeat the above mentioned steps for all other Budget Periods

Enter Budget Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Business Unit = AKUPK

Proposal ID begins with CON00000000213

Version ID begins with V101

Proposal Project ID begins with 00372

Budget ID begins with PROPOSED

Budget Period = 1

Description begins with

PI ID begins with

Sponsor ID begins with

Proposal Type =

Proposal Status =

Department begins with

Short Title begins with

Case Sensitive

[Search](#)   [Clear](#)   [Basic Search](#)   [Save Search Criteria](#)

**Search Results**

View All      First 1-2 of 2 Last

Business Unit	Proposal ID	Version ID	Proposal Project ID	Budget ID	Budget Period	Description	PI ID	Sponsor ID	Proposal Type	Proposal Status	Department	Short Title
AKUPK	CON00000000213	V101	00372	PROPOSED.1		Proposed Budget 200065	GM00000003	New	Draft	2001	test	
AKUPK	CON00000000213	V101	00372	PROPOSED.2		Proposed Budget 200065	GM00000003	New	Draft	2001	test	

**Step 8:**

Click on Return to Maintain Proposal link or navigate to Grants > Proposals > Maintain Proposal to see Target Sponsor Budget populated for each Period

Note:  
System automatically generates the sum of all budget periods as **Target Sponsor Budget**

\*Start Date 01/01/2017 \*End Date 31/12/2018 No. Periods  Build Periods

Budget Periods Personalize | Find | | First 1-2 of 2 Last

Details PHS Incomes

Period	*Start Date	*End Date	Target Sponsor Budget
1	01/01/2017	31/12/2017	50,000.00
2	01/01/2018	31/12/2018	50,000.00

Target Sponsor Budget 100,000.00

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

## 5. Proposal Approval Process

Once proposal is ready, sign off on research proposal by all investigators participating in research and following approving authorities will be taken.

<i>Approving Authority</i>	<i>Internal/External grant</i>
Head/Chair of PI's Department	Both
Dean/Director of Entity	External

Approval is also required by following internal departments for **External grants**. Research Office will facilitate which research proposal needs mandatory approval from which department for proposal.

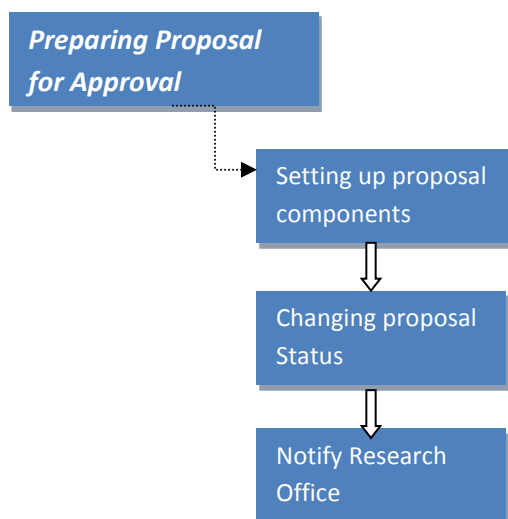
- Finance
- Human Resources
- Legal
- Clinical Trial unit
- Housing/Estate
- Safety and Security
- Registrar's office
- Research Office

Approval by all investigators, Department Head, Entity Head and Internal departments would be recorded in system.

### 5.1. Preparing proposal for approval

Approving authority and approving departments would be defined as *Components* in system

Following steps would be taken by PI/Authorized staff to prepare proposal in system for approval.



## Setting up Proposal Components

### Step 1:

Navigate to *Maintain Proposal* page to search proposal

*Grants>Proposal>Maintain proposal>*

## Maintain Proposal

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Business Unit = ▼ AKUPK

Proposal ID begins with ▼

Version ID begins with ▼

PI ID begins with ▼

Sponsor ID begins with ▼

Type = ▼

Status = ▼

Department ID begins with ▼

Short Title begins with ▼

Template Proposal begins with ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Step 2:

Search specific proposal ID by entering **Proposal ID No.**

(i.e.; %211)

Click **Search** button.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Business Unit = ▼ AKUPK

Proposal ID begins with ▼ %211

Version ID begins with ▼

PI ID begins with ▼

Sponsor ID begins with ▼

Type = ▼

Status = ▼

Department ID begins with ▼

Short Title begins with ▼

Template Proposal begins with ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Step 3:

Search results will be displayed based on the input provided.

Click on the Proposal ID in the search result for which components need to be defined.

Maintain Proposal

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Business Unit = ▼ AKUPK

Proposal ID begins with ▼ %211

Version ID begins with ▼

PI ID begins with ▼

Sponsor ID begins with ▼

Type = ▼

Status = ▼

Department ID begins with ▼

Short Title begins with ▼

Template Proposal begins with ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All

Business Unit	Proposal ID	Version ID	PI ID	Sponsor ID	Type	Status	Department ID	Short Title	Template Proposal
AKUPK	CON00000000211	V101		200259	GM00000002	New Draft	20153	MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY	N



**Step 4:**

Component tab appears on top when you click on **Component** link on Proposal tab the

The screenshot shows a proposal form with various fields. The 'Component' tab is highlighted with a red box. The form includes fields for Proposal ID, Description, Reference Award Number, Federal Award Identification Number, Title, Long Description, PI ID, Sponsor ID, Pre-Award Administrator, Purpose, Proposal Type, Confidence %, and CFDA. There is also a 'Status' section with a dropdown menu and checkboxes for 'Facilities & Admin Requested', 'Foreign Application/Component', and 'NIH Modular Grant'. A 'Budget Periods' table is visible below the form.

Period	*Start Date	*End Date	Target Sponsor Budget
1	01/01/2017	31/12/2017	10,000.00
2	01/01/2018	31/12/2018	10,000.00

**Step 5:**

Enter or select component for proposal.

To select component, press lookup button.

**Note:**

PI/Authorized staff would add components related to investigators and department/Entity Heads. Rest would be added by Research office staff

The screenshot shows the 'Component Detail' form. The 'Component' field has a red box around the lookup button. The form includes fields for Proposal ID, Version ID, Description, Project ID, Title, and a 'Status' dropdown menu. There are also buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

**Step 6:**

Select component for **Principal Investigator, Co- Investigator, Department and Entity Head**

The screenshot shows a dropdown menu titled 'Look Up Component'. The menu lists various component types and their corresponding descriptions. A red border highlights the entire dropdown menu.

Component	Description
CLINICAL-TRIAL	Clinical Trial Unit
CO-INVESTIGATOR	Co-Investigator
CO-INVESTIGATOR-1	Co-Investigator-1
CO-INVESTIGATOR-10	Co-Investigator-10
CO-INVESTIGATOR-11	Co-Investigator-11
CO-INVESTIGATOR-12	Co-Investigator-12
CO-INVESTIGATOR-13	Co-Investigator-13
CO-INVESTIGATOR-14	Co-Investigator-14
CO-INVESTIGATOR-16	CO-Investigator-16
CO-INVESTIGATOR-17	Co-Investigator-17
CO-INVESTIGATOR-2	Co-Investigator-2
CO-INVESTIGATOR-3	Co-Investigator-3
CO-INVESTIGATOR-4	Co-Investigator-4
CO-INVESTIGATOR-5	Co-Investigator-5
CO-INVESTIGATOR-6	Co-Investigator-6
CO-INVESTIGATOR-7	Co-Investigator-7
CO-INVESTIGATOR-8	Co-Investigator-8
CO-INVESTIGATOR-9	Co-Investigator-9
DEPARTMENT-HEAD	Department Head
ENTITY-HEAD	Entity Head
FINANCE	Finance Dept
FINANCE-IED	Finance IED
HOUSING	Housing Dept
HUMAN-RESOURCE	Human Resource Dept
LEGAL	Legal Dept
P-INVESTIGATOR	Principal Investigator
REGISTRAR	Registrar Office
RESEARCH	Research Office
SAFETY-SECURITY	Safety and Security Dept

Component would appear with status 'Assigned'.

Proposal ID CON000000000213      Version ID V101

Description test

Proposal Project      Find | View All      First 1 of 1 Last

Project ID 00372      Title test

Submit

Component Detail      Personalize | Find | [?] [?]      First 1 of 1 Last

Component Info      Approval Info

*Component	Status	*Status Date	Required Flag	Stakeholders
P-INVESTIGATOR	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders

**Step 7:**

Similarly add components for Co- investigator (s)

Proposal ID CON000000000213      Version ID V101

Description test

Proposal Project      Find | View All      First 1 of 1 Last

Project ID 00372      Title test

Submit

Component Detail      Personalize | Find | [?] [?]      First 1-3 of 3 Last

Component Info      Approval Info

*Component	Status	*Status Date	Required Flag	Stakeholders
P-INVESTIGATOR	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
CO-INVESTIGATOR	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
CO-INVESTIGATOR-1	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

**Step 8:**

To record name of Co-Investigator (s) against their respective components, click *Stake holder* button to search.

Proposal ID CON000000000213      Version ID V101

Description test

Proposal Project      Find | View All      First 1 of 1 Last

Project ID 00372      Title test

Submit

Component Detail      Personalize | Find | [?] [?]      First 1-3 of 3 Last

Component Info      Approval Info

*Component	Status	*Status Date	Required Flag	Stakeholders
P-INVESTIGATOR	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
CO-INVESTIGATOR	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
CO-INVESTIGATOR-1	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

**Step 9:**

Stake holder can be searched through *last name* or *Empl ID*

Select the stake holder from the search results.

Look Up Stakeholder

Empl ID begins with

Name begins with

Last Name begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Empl ID	Name	Last Name
200259	Bhutta, Zulfiqar Ahmed	BHUTTA
202820	Bhutta, Sadiya Muzaffar	BHUTTA
212501	Bhutta, Shereen	BHUTTA

**Step 10:**

To record Department Head and Entity Head against their respective components, click *Stake holders* link and then click lookup button to search.

Proposal ID CON000000000213 Version ID V101

Description test

Proposal Project Find | View All First 1 of 1 Last

Project ID 00372 Title test

Submit

Component Detail Personalize | Find | First 1-5 of 5 Last

*Component	Status	*Status Date	Required Flag	Stakeholders
P-INVESTIGATOR	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
CO-INVESTIGATOR	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
CO-INVESTIGATOR-1	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
ENTITY-HEAD	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
DEPARTMENT-HEAD	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

*Lookup Stakeholder* page would appear showing all professionals (Investigators, Department/Entity Heads and approvers) defined in system.

Look Up Stakeholder

Empl ID begins with

Name begins with

Last Name begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Empl ID	Name	Last Name
200001	Khan, Musa	KHAN
200004	Jindani, Aslam	JINDANI
200007	Mehdi, Mohammed	MEHDI
200010	Illahi, Maqsood	ILLAHI
200011	Khan, Hakim Ali	KHAN
200012	Amarsi, Yasmin	AMARSI
200013	Gulamali, Mohamed Ali	GULAMALI
200017	Jan, Ahmed	JAN
200022	Ali, Mohd Ayub Kalbi	ALI
200024	Husein, Rashid	HUSEIN
200028	Ali, Salman	ALI
200029	Khan, Nadeem Mustafa	KHAN
200031	Jabbar, Mohamed Essa A.	JABBAR
200037	Shahbudin, Noordin	SHAHBUDIN

**Step 11:**

Select or search by entering **Last name** or **Name**. Click **Lookup** button.

Search results will be displayed. Click on search result to select stakeholder.

Empl ID	Name	Last Name
226443	Baqai, Muhammad Waqas Saeed	BAQAI
202422	Chandio, Saeeda	CHANDIO
200657	Hamid, Saeed Sadiq	HAMID
200893	Hussain, Saeed	HUSSAIN

Name for selected Professional will appear on **Stakeholder** text box. Similarly select Entity Head as stakeholder against 'ENTITY-HEAD' component.

**Step 12:**

Click **Save** button to save proposal components.

Stakeholder	Workflow Eligible	Role	Department	Description
1 Hamid, Saeed Sadiq	<input type="checkbox"/>		20151	Medicine - MC

*Component	Status	*Status Date	Required Flag	Stakeholders
P-INVESTIGATOR	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
CO-INVESTIGATOR	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
CO-INVESTIGATOR-1	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
ENTITY-HEAD	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders
DEPARTMENT-HEAD	Assigned	19/07/2016	<input type="checkbox"/>	Stakeholders

## Changing proposal Status

### Step 1:

Click **Proposal** tab to change proposal status.

Proposal ID CON000000000211  
 Description MALNUTRITION IN OIC  
 Reference Award Number  
 Federal Award Identifi  
 \*Title MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY  
 Long Description MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY  
 205 characters remaining  
 \*PI ID 200259 Bhutta,Zulfiqar Ahmed  
 \*Sponsor ID GM00000002 Bill & Melinda Gates Foundation  
 Pre-Award Administrator  
 Purpose BARE  
 \*Proposal Type New  
 Confidence %  
 CFDA  
 Due By Budget Express Additional Information

### Step 2:

Change proposal status to **'Ready for Approval'**

Accepted Award  
 Award Pending  
 Awarded  
 Concluded  
 Declined by Sponsor  
 Discontinued  
 Draft  
 Institution Approved  
 Not Funded  
 Pending Approval  
 Pending Funding  
 Project Inprogress  
**Ready for Approval**  
 Refused by Institution  
 Rejected  
 Resubmission Required  
 Sponsor Approved  
 Submitted  
 Withdrawn

Version ID V101  
 Currency USD  
 entification Number  
 RTY  
 RTY  
 Status  
 \*Proposal Status Draft

### Step 3:

Click **Save** button to save proposal status.

Proposal ID CON000000000211 Version ID V101  
 Description MALNUTRITION IN OIC Currency USD  
 Reference Award Number Federal Award Identification Number  
 \*Title MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY  
 Long Description MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY  
 205 characters remaining  
 \*PI ID 200259 Bhutta,Zulfiqar Ahmed  
 \*Sponsor ID GM00000002 Bill & Melinda Gates Foundation  
 Pre-Award Administrator  
 Purpose BARE  
 \*Proposal Type New  
 Confidence %  
 CFDA  
 Due By Budget Express Additional Information  
 \*Start Date 01/01/2017 \*End Date 31/12/2018 No. Periods Build Periods  
 Budget Periods  

Period	*Start Date	*End Date	Target Sponsor Budget
1	01/01/2017	31/12/2017	25,000.00
2	01/01/2018	31/12/2018	25,000.00

 Target Sponsor Budget 50,000.00  
 Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes  
 Return To: My Proposals  
**Save** Return to Search Notify Refresh Add Update/Disp

## Notify Research Office

### Step 1:

To notify Research office regarding proposal creation in the system and for approval process initiation, click **Notify** button.

The screenshot shows a web-based proposal creation interface. At the top, there are navigation tabs: Proposal, Projects, Budgets, Resources, Certifications, and Attachments. The main form contains various fields for proposal details, including Proposal ID (COND0000000211), Description (MALNUTRITION IN OIC), Title (MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY), and Sponsor ID (GM00000002). A 'Status' section on the right shows 'Ready for Approval' and 'Submit Status: Not Submitted'. Below the main form is a 'Budget Periods' table with two periods, each with a start and end date and a target sponsor budget of 25,000.00. At the bottom, a row of buttons includes 'Save', 'Return to Search', 'Notify' (highlighted with a red box), and 'Refresh'.

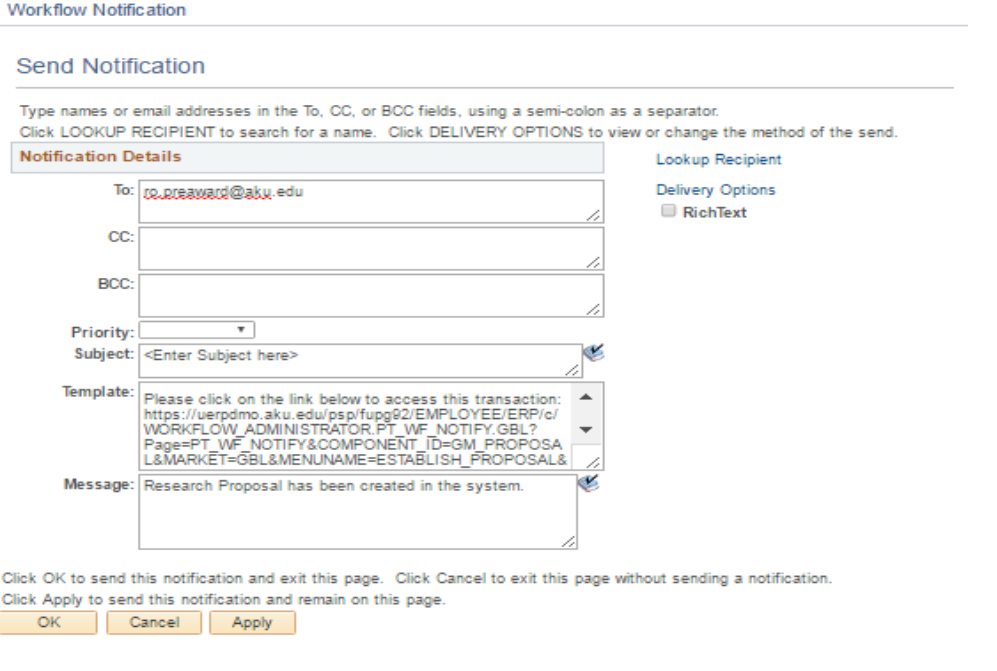
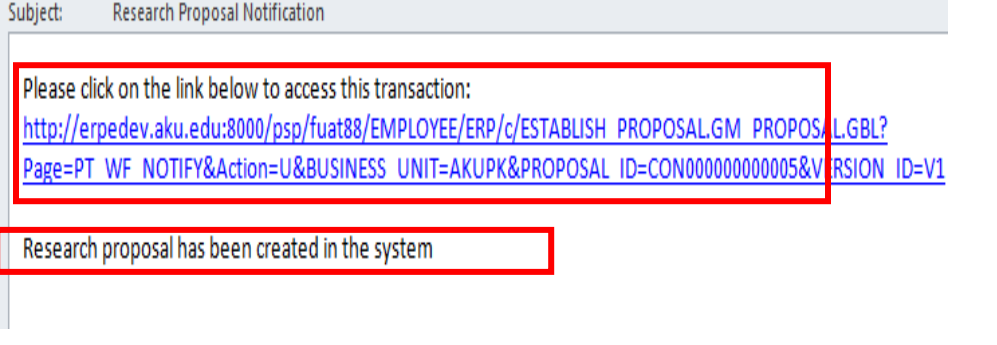
### Step 2:

On the **Send Notification** page, enter email ID **ro.preward@aku.edu**

### Note:

Default email **Subject** appears which can be changed.

The screenshot shows the 'Send Notification' page. It includes a 'Notification Details' section with fields for 'To:', 'CC:', and 'BCC:'. The 'To:' field is highlighted with a red box. Below these fields are 'Priority:', 'Subject:', and 'Template:' fields. The 'Message:' field is also highlighted with a red box. On the right side, there are options for 'Lookup Recipient', 'Delivery Options', and 'RichText'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Apply'. A note at the bottom states: 'Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.'

<p><b>Step 3:</b></p> <p>Click <b>OK</b> button. This would send email to the email address mentioned with <i>Message</i> text and <i>Subject</i> as specified.</p>	
<p>Email would be sent to the email address mentioned with message text and proposal link in system.</p>	

## 5.2. Reviewing / Approving Proposal Component

Once approval process is initiated by Research Office Staff, email notification would be sent to all proposal investigators (PI and Co PIs), Department Head and departmental reviewers.

- a. Action taken by any departmental approver, reviewer, Dept/Entity Head would send email notification to all proposal investigators and Authorized staff.
- b. On getting approval from them, PI/Authorized staff would notify Department/Entity Head and Research Office to record their approvals.

Investigators would record their sign off for their respective components in system by following below steps

**Step 1:**

Navigate to the **Proposal Component Approval** Page.

*Grants>Proposal>Proposal Approval >Proposal Component Approval*

**Proposal Component Approval**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit = AKUPK

Proposal ID =

Version ID =

Proposal Project =

Component ID =

Search Clear Basic Search Save Search Criteria

**Step 2:**

Enter or Select Proposal ID and click **Search** button.

**Proposal Component Approval**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit = AKUPK

Proposal ID = CON000000000211

Version ID =

Proposal Project =

Component ID =

Search Clear Basic Search Save Search Criteria

**Step 3:**

All components for proposal would appear to investigator. Select component specific to investigator for recording approval.

**'P-INVESTIGATOR'** for Principal Investigator.

**Proposal Component Approval**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit = AKUPK

Proposal ID = CON000000000211

Version ID =

Proposal Project =

Component ID =

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-10 of 10 Last

Business Unit	Proposal ID	Version ID	Proposal Project	Component ID
AKUPK	CON000000000211	V101	00370	CO-INVESTIGATOR
AKUPK	CON000000000211	V101	00370	CO-INVESTIGATOR-1
AKUPK	CON000000000211	V101	00370	CO-INVESTIGATOR-2
AKUPK	CON000000000211	V101	00370	DEPARTMENT-HEAD
AKUPK	CON000000000211	V101	00370	ENTITY-HEAD
AKUPK	CON000000000211	V101	00370	FINANCE
AKUPK	CON000000000211	V101	00370	HUMAN-RESOURCE
AKUPK	CON000000000211	V101	00370	LEGAL
AKUPK	CON000000000211	V101	00370	P-INVESTIGATOR



**Step 4:**

**Proposal Component Approval** page would appear with following information

- *Proposal General Information*
- *Approval Action*
- *Comments*
- *Last Update date*
- *Last update by*

Note: Proposal created in system can be viewed by clicking on **View Proposal Link**.

Approval status of other proposal components can be viewed by clicking **View Approval Details** link (will be discussed in subsequent section)

**Proposal Component Approval**

Business Unit:	AKUPK	Start Date:	01/01/2017	<a href="#">View Proposal</a>
Proposal ID:	CON000000000211	End Date:	31/12/2018	<a href="#">View Approval Details</a>
Version ID:	V101			
Proposal Project:	00370	Department:	Paediatrics & Child Health -MC	
PI Name:	Bhutta,Zulfiqar Ahmed	Sponsor:	Bill & Melinda Gates Foundation	
ProposalTitle:	MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY			
Proposal Component:	P-INVESTIGATOR			

Status: Assigned + -

\*Effective Date: 23/06/2016 BT Effective Sequence: 1

\*Approval Action:  Assign Last Update on: 23/06/16 3:17:53PM

Action Reason:  Last Update by: dilshad.baig

Comment: Approval process initiated

**Step 5:**

Click + sign to add new row.

**Proposal Component Approval**

Business Unit:	AKUPK	Start Date:	01/01/2017	<a href="#">View Proposal</a>
Proposal ID:	CON000000000211	End Date:	31/12/2018	<a href="#">View Approval Details</a>
Version ID:	V101			
Proposal Project:	00370	Department:	Paediatrics & Child Health -MC	
PI Name:	Bhutta,Zulfiqar Ahmed	Sponsor:	Bill & Melinda Gates Foundation	
ProposalTitle:	MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY			
Proposal Component:	P-INVESTIGATOR			

Status: Assigned + -

\*Effective Date: 23/06/2016 BT Effective Sequence: 1

\*Approval Action:  Assign Last Update on: 23/06/16 3:17:53PM

Action Reason:  Last Update by: dilshad.baig

Comment: Approval process initiated

**Step 6:**

To select approval action, click on Approval action lookup.

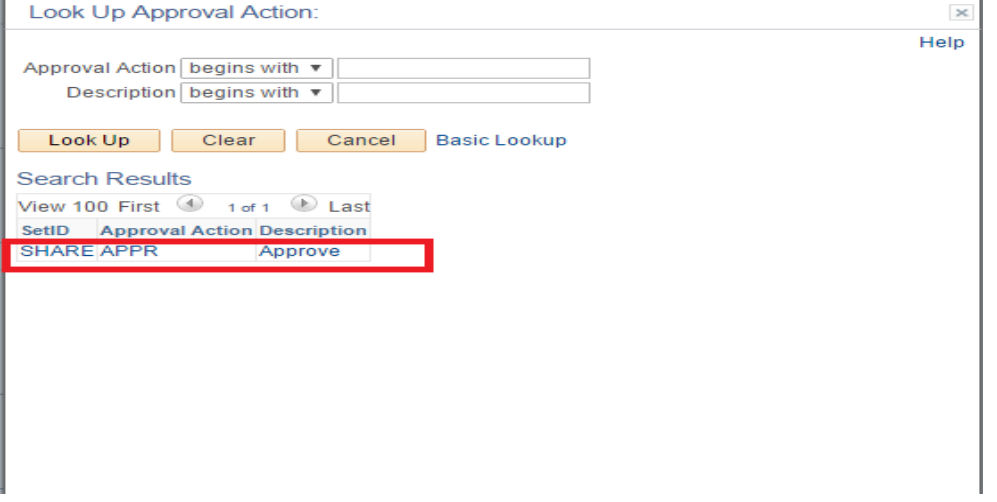
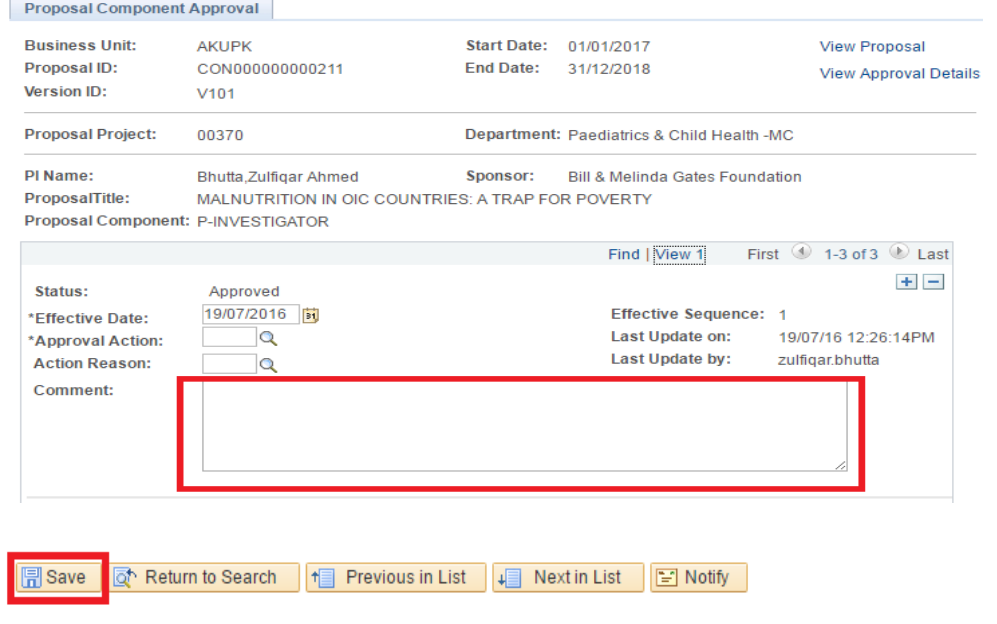
Status: Assigned + -

\*Effective Date: 23/06/2016 BT Effective Sequence: 1

\*Approval Action:  Q Last Update on: 23/06/16 3:17:53PM

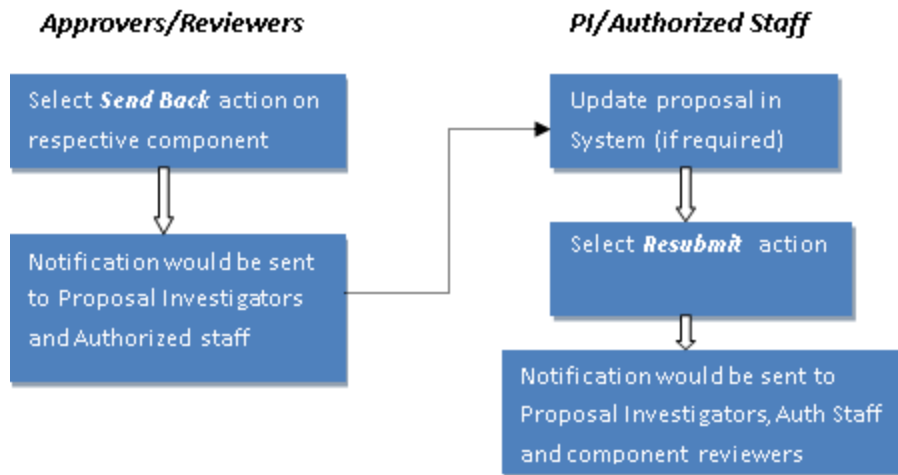
Action Reason:  Q Last Update by: dilshad.baig

Comment:

<p><b>Step 7:</b></p> <p>Select <i>Approve</i> action for approving component.</p>	 <p>Look Up Approval Action: <span style="float: right;">Help</span></p> <p>Approval Action: begins with <input type="text"/></p> <p>Description: begins with <input type="text"/></p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>SetID</th> <th>Approval Action</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>SHARE APPR</td> <td>Approve</td> <td></td> </tr> </tbody> </table>	SetID	Approval Action	Description	SHARE APPR	Approve	
SetID	Approval Action	Description					
SHARE APPR	Approve						
<p><b>Step 8:</b></p> <p>Record comments if required and click <i>Save</i> button.</p> <p>Email notification would be sent to all proposal investigators and Authorized staff.</p>	 <p>Proposal Component Approval</p> <p>Business Unit: AKUPK Start Date: 01/01/2017 View Proposal</p> <p>Proposal ID: CON000000000211 End Date: 31/12/2018 View Approval Details</p> <p>Version ID: V101</p> <p>Proposal Project: 00370 Department: Paediatrics &amp; Child Health -MC</p> <p>PI Name: Bhutta,Zulfiqar Ahmed Sponsor: Bill &amp; Melinda Gates Foundation</p> <p>Proposal Title: MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY</p> <p>Proposal Component: P-INVESTIGATOR</p> <p>Status: Approved</p> <p>*Effective Date: 19/07/2016 Effective Sequence: 1</p> <p>*Approval Action: Action Reason: Last Update on: 19/07/16 12:26:14PM</p> <p>Action Reason: Last Update by: zulfiqar.bhutta</p> <p>Comment:</p> <p>Save Return to Search Previous in List Next in List Notify</p>						

### 5.3. Responding to Approver’s Queries

During proposal approval process, Principal Investigator, Co PIs and Authorized staff would be able to respond back to approver’s queries. Following steps to be followed in case proposal component is Sent Back to PI for any queries or missing information.



<p><b>Step 1:</b></p> <p>Navigate to the <b>Proposal Component Approval</b> Page.</p> <p><i>Grants&gt;Proposal&gt;Proposal Approval &gt;Proposal Component Approval</i></p>	<p><b>Proposal Component Approval</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Business Unit = AKUPK</p> <p>Proposal ID =</p> <p>Version ID =</p> <p>Proposal Project =</p> <p>Component ID =</p> <p>Search Clear Basic Search Save Search Criteria</p>
<p><b>Step 2:</b></p> <p>Enter or Select Proposal ID and click <b>Search</b> button.</p>	<p><b>Proposal Component Approval</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Business Unit = AKUPK</p> <p>Proposal ID = CON00000000211</p> <p>Version ID =</p> <p>Proposal Project =</p> <p>Component ID =</p> <p>Search Clear Basic Search Save Search Criteria</p>

**Step 3:**

All components for proposal would appear to investigator.

Select component for which action is to be taken

Note: Considering here that Finance reviewer has sent back respective component.

Example: Select FINANCE Component if an Approver/Reviewer from Finance has taken Sent Back action on respective component

**Proposal Component Approval**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit = AKUPK

Proposal ID = CON000000000211

Version ID =

Proposal Project =

Component ID =

Search Clear Basic Search Save Search Criteria

Search Results

Business Unit	Proposal ID	Version ID	Proposal Project	Component ID
AKUPK	CON000000000211	V101	00370	CO-INVESTIGATOR
AKUPK	CON000000000211	V101	00370	CO-INVESTIGATOR-1
AKUPK	CON000000000211	V101	00370	CO-INVESTIGATOR-2
AKUPK	CON000000000211	V101	00370	DEPARTMENT-HEAD
AKUPK	CON000000000211	V101	00370	FINANCE
AKUPK	CON000000000211	V101	00370	HUMAN-RESOURCE
AKUPK	CON000000000211	V101	00370	LEGAL
AKUPK	CON000000000211	V101	00370	INVESTIGATOR

**Step 4:**

Proposal Component Approval page would appear with following information

- Proposal General Information
- Approval Action
- Comments
- Last Update date
- Last update by

Click on the + sign to add new row.

Proposal Component Approval

Business Unit:	AKUPK	Start Date:	01/01/2017	<a href="#">View Proposal</a>
Proposal ID:	CON000000000211	End Date:	31/12/2018	<a href="#">View Approval Details</a>
Version ID:	V101			
Proposal Project:	00370	Department:	Paediatrics & Child Health -MC	
PI Name:	Bhutta,Zulfiqar Ahmed	Sponsor:	Bill & Melinda Gates Foundation	
ProposalTitle:	MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY			
Proposal Component:	FINANCE			

Status: Assigned +

\*Effective Date: 23/06/2016 Effective Sequence: 1

\*Approval Action: SNDB Last Update on: 23/06/16 3:17:53PM

Action Reason: Last Update by: dilshad.baig

Comment: Itemized budget sheet not attached

<p><b>Step 5:</b></p> <p>Enter <i>Resubmit</i> action and record comments if required.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #e6f2ff; margin: -5px -5px 5px -5px; padding: 2px;">Proposal Component Approval</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Business Unit:</td> <td style="width: 30%;">AKUPK</td> <td style="width: 20%;">Start Date:</td> <td style="width: 20%;">01/01/2017</td> <td style="text-align: right;"><a href="#">View Proposal</a></td> </tr> <tr> <td>Proposal ID:</td> <td>CON000000000211</td> <td>End Date:</td> <td>31/12/2018</td> <td style="text-align: right;"><a href="#">View Approval Details</a></td> </tr> <tr> <td>Version ID:</td> <td>V101</td> <td colspan="3"></td> </tr> </table> <hr/> <p>Proposal Project: 00370      Department: Paediatrics &amp; Child Health -MC</p> <hr/> <p>PI Name: Bhutta,Zulfiqar Ahmed      Sponsor: Bill &amp; Melinda Gates Foundation</p> <p>ProposalTitle: MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY</p> <p>Proposal Component: FINANCE</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Status:</td> <td style="width: 50%;">Sent to PI</td> <td style="text-align: right;">+ -</td> </tr> <tr> <td>*Effective Date:</td> <td>24/06/2016</td> <td>Effective Sequence: 1</td> </tr> <tr> <td>*Approval Action:</td> <td><input type="text" value="RSUB"/></td> <td>Last Update on: 24/06/16 10:36:16AM</td> </tr> <tr> <td>Action Reason:</td> <td><input type="text" value=""/></td> <td>Last Update by: zahir.hamza</td> </tr> <tr> <td>Comment:</td> <td colspan="2" style="border: 1px solid #ccc; height: 40px;"></td> </tr> </table> </div> </div>	Business Unit:	AKUPK	Start Date:	01/01/2017	<a href="#">View Proposal</a>	Proposal ID:	CON000000000211	End Date:	31/12/2018	<a href="#">View Approval Details</a>	Version ID:	V101				Status:	Sent to PI	+ -	*Effective Date:	24/06/2016	Effective Sequence: 1	*Approval Action:	<input type="text" value="RSUB"/>	Last Update on: 24/06/16 10:36:16AM	Action Reason:	<input type="text" value=""/>	Last Update by: zahir.hamza	Comment:		
Business Unit:	AKUPK	Start Date:	01/01/2017	<a href="#">View Proposal</a>																											
Proposal ID:	CON000000000211	End Date:	31/12/2018	<a href="#">View Approval Details</a>																											
Version ID:	V101																														
Status:	Sent to PI	+ -																													
*Effective Date:	24/06/2016	Effective Sequence: 1																													
*Approval Action:	<input type="text" value="RSUB"/>	Last Update on: 24/06/16 10:36:16AM																													
Action Reason:	<input type="text" value=""/>	Last Update by: zahir.hamza																													
Comment:																															
<p><b>Step 6:</b></p> <p>Click <i>Save</i> button.</p> <p>Email notification would be sent to</p> <ul style="list-style-type: none"> <li>• <i>Proposal investigators</i></li> <li>• <i>Authorized staff</i></li> <li>• <i>Reviewer for proposal component</i></li> </ul>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #e6f2ff; margin: -5px -5px 5px -5px; padding: 2px;">Proposal Component Approval</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Business Unit:</td> <td style="width: 30%;">AKUPK</td> <td style="width: 20%;">Start Date:</td> <td style="width: 20%;">01/01/2017</td> <td style="text-align: right;"><a href="#">View Proposal</a></td> </tr> <tr> <td>Proposal ID:</td> <td>CON000000000211</td> <td>End Date:</td> <td>31/12/2018</td> <td style="text-align: right;"><a href="#">View Approval Details</a></td> </tr> <tr> <td>Version ID:</td> <td>V101</td> <td colspan="3"></td> </tr> </table> <hr/> <p>Proposal Project: 00370      Department: Paediatrics &amp; Child Health -MC</p> <hr/> <p>PI Name: Bhutta,Zulfiqar Ahmed      Sponsor: Bill &amp; Melinda Gates Foundation</p> <p>ProposalTitle: MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY</p> <p>Proposal Component: FINANCE</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Status:</td> <td style="width: 50%;">In Progress</td> <td style="text-align: right;">+ -</td> </tr> <tr> <td>*Effective Date:</td> <td>04/07/2016</td> <td>Effective Sequence: 1</td> </tr> <tr> <td>*Approval Action:</td> <td>RSUB <input type="text" value=""/> Resubmit</td> <td>Last Update on: 04/07/16 8:37:05AM</td> </tr> <tr> <td>Action Reason:</td> <td><input type="text" value=""/></td> <td>Last Update by: zafar.akhtar</td> </tr> <tr> <td>Comment:</td> <td colspan="2" style="border: 1px solid #ccc; height: 40px; vertical-align: top;">Itemized budget attached </td> </tr> </table> </div> <div style="margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 5px; margin-right: 5px;"> Save</span> <span style="margin-right: 5px;"> Return to Search</span> <span style="margin-right: 5px;"> Previous in List</span> <span style="margin-right: 5px;"> Next in List</span> <span> Notify</span> </div> </div>	Business Unit:	AKUPK	Start Date:	01/01/2017	<a href="#">View Proposal</a>	Proposal ID:	CON000000000211	End Date:	31/12/2018	<a href="#">View Approval Details</a>	Version ID:	V101				Status:	In Progress	+ -	*Effective Date:	04/07/2016	Effective Sequence: 1	*Approval Action:	RSUB <input type="text" value=""/> Resubmit	Last Update on: 04/07/16 8:37:05AM	Action Reason:	<input type="text" value=""/>	Last Update by: zafar.akhtar	Comment:	Itemized budget attached	
Business Unit:	AKUPK	Start Date:	01/01/2017	<a href="#">View Proposal</a>																											
Proposal ID:	CON000000000211	End Date:	31/12/2018	<a href="#">View Approval Details</a>																											
Version ID:	V101																														
Status:	In Progress	+ -																													
*Effective Date:	04/07/2016	Effective Sequence: 1																													
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Action Reason:	<input type="text" value=""/>	Last Update by: zafar.akhtar																													
Comment:	Itemized budget attached																														

#### 5.4. Viewing Proposal Component Approval Status

Proposal investigators and departmental approvers/reviewers can view approval status for different proposal components in the system. For e.g. Finance reviewer might be interested in viewing whether approval received from HR department and vice versa.

**Step 1:**

Click on the *View Approval Details* link on the *Proposal Component Approval* page

Or

Follow steps 2 to 3 to search proposal.

**Proposal Component Approval**

Business Unit: AKUPK Start Date: 01/01/2017  
 Proposal ID: CON000000000211 End Date: 31/12/2018  
 Version ID: V101

Proposal Project: 00370 Department: Paediatrics & Child Health -MC

PI Name: Bhutta\_Zulfiqar Ahmed Sponsor: Bill & Melinda Gates Foundation  
 Proposal Title: MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY  
 Proposal Component: FINANCE

[View Proposal](#)  
[View Approval Details](#)

Status: In Progress + -

\*Effective Date: 04/07/2016 Effective Sequence: 1

\*Approval Action: RSUB Last Update on: 04/07/16 8:37:05AM

Action Reason: Last Update by: zafar.akhtar

Comment: [Itemized budget attached]

**Step 2:**

Navigate to the *View Proposal Approval Details* Page.

Grants>Proposal>Proposal Approval >View Proposal Approval Details

Proposals can be searched by

- Business Unit
- Proposal ID
- PI ID
- Sponsor ID
- Type/Status
- Department

**Maintain Proposal**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: AKUPK  
 Proposal ID: begins with  
 Version ID: begins with  
 PI ID: begins with  
 Sponsor ID: begins with  
 Type:   
 Status:

AKUPK	CON000000000168	V1	212807	GM00000015	New	Approved	20153	Field-testing and validation of a tool to provide inform	N
AKUPK	CON000000000172	V1	200314	GM00000018	New	Approved	20154	PREDICTIVE MODEL FOR POST PARTUM HEMORRHAGE AND SEPSIS	N
AKUPK	CON000000000173	V1	207126	GM00000109	New	Pendg Aprv	20153	Building the evidence base for care of acutely ill, unde	N
AKUPK	CON000000000175	V1	202913	GM00000015	New	Pendg Aprv	20153	Proposal for the Antenatal Corticosteroids Trial	N
AKUPK	CON000000000176	V1	200259	GM00000002	New	Pendg Aprv	20153	To enhance capacity within countries of the region to co	N
AKUPK	CON000000000177	V1	200259	GM00000057	New	Withdrawn	20153	THE FIRST 2000 DAYS OPEN ACCESS ONLINE NUTRITION COURSE	N
AKUPK	CON000000000183	V1	207239	GM00000069	New	Pendg Aprv	20153	Surveillance for Enteric Fever in Asia Project (SEAP) Ph	N
AKUPK	CON000000000185	V1	212807	GM00000111	New	Pendg Aprv	20153	Multi-Agency International Training and support (MAITS)	N
AKUPK	CON000000000193	V1	212807	GM00000113	New	Pendg Aprv	20153	Longitudinal follow-up study of a rural Pakistani popula	N
AKUPK	CON000000000209	V1	204595	GM00000030	New	Pendg Aprv	20153	Strengthening Mother, Neonates & Child (MNCH) Health Ser	N
AKUPK	CON000000000211	V101	200259	GM00000002	New	ReadyAprv	20153	MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY	N

**Step 3:**

Click on the proposal for which approval details to be viewed.

**Maintain Proposal**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: AKUPK  
 Proposal ID: begins with  
 Version ID: begins with  
 PI ID: begins with  
 Sponsor ID: begins with  
 Type:   
 Status:

AKUPK	CON000000000168	V1	212807	GM00000015	New	Approved	20153	Field-testing and validation of a tool to provide inform	N
AKUPK	CON000000000172	V1	200314	GM00000018	New	Approved	20154	PREDICTIVE MODEL FOR POST PARTUM HEMORRHAGE AND SEPSIS	N
AKUPK	CON000000000173	V1	207126	GM00000109	New	Pendg Aprv	20153	Building the evidence base for care of acutely ill, unde	N
AKUPK	CON000000000175	V1	202913	GM00000015	New	Pendg Aprv	20153	Proposal for the Antenatal Corticosteroids Trial	N
AKUPK	CON000000000176	V1	200259	GM00000002	New	Pendg Aprv	20153	To enhance capacity within countries of the region to co	N
AKUPK	CON000000000177	V1	200259	GM00000057	New	Withdrawn	20153	THE FIRST 2000 DAYS OPEN ACCESS ONLINE NUTRITION COURSE	N
AKUPK	CON000000000183	V1	207239	GM00000069	New	Pendg Aprv	20153	Surveillance for Enteric Fever in Asia Project (SEAP) Ph	N
AKUPK	CON000000000185	V1	212807	GM00000111	New	Pendg Aprv	20153	Multi-Agency International Training and support (MAITS)	N
AKUPK	CON000000000193	V1	212807	GM00000113	New	Pendg Aprv	20153	Longitudinal follow-up study of a rural Pakistani popula	N
AKUPK	CON000000000209	V1	204595	GM00000030	New	Pendg Aprv	20153	Strengthening Mother, Neonates & Child (MNCH) Health Ser	N
AKUPK	CON000000000211	V101	200259	GM00000002	New	ReadyAprv	20153	MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY	N

**Step 4:**

*View Proposal Approval Status* page would display

- *Proposal general information*
- *Component wise approval status information*
  - ✓ Component
  - ✓ Status
  - ✓ Date
  - ✓ Sequence
  - ✓ Action
  - ✓ Comments

Note: multiple rows might appear for component based on the action taken in descending order.

**View Proposal Approval Status**

Business Unit: AKUPK	Start Date: 01/01/2017
Proposal ID: CON000000000211	End Date: 31/12/2018
Version ID: V101	

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Proposal Project: 00370	Department: Paediatrics & Child Health -MC
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PI Name: Bhutta,Zulfiqar Ahmed	Sponsor: Bill & Melinda Gates Foundation
Title: MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY	

Personalize | Find | View All | First 1-15 of 24 Last

Approval Info	Details	Component	Status	Effective Date	Eff Seq	Action Taken	Comment
1	Co-Investigator	Approved	04/07/2016	1	Approve		
2	Co-Investigator	Assigned	23/06/2016	1	Assign	Approval process initiated	
3	Co-Investigator-1	Approved	24/06/2016	1	Approve	Approved	
4	Co-Investigator-1	Assigned	23/06/2016	1	Assign	Approval process initiated	
5	Co-Investigator-2	Assigned	23/06/2016	1	Assign	Approval process initiated	
6	Department Head	Approved	04/07/2016	1	Approve		
7	Department Head	Approved	24/06/2016	1	Approve	Approved	
8	Department Head	Assigned	23/06/2016	1	Assign	Approval process initiated	
9	Entity Head	Approved	04/07/2016	1	Approve	Approved	
10	Entity Head	Assigned	23/06/2016	1	Assign	Approval process initiated	

**Step 5:**

Click on *Details* tab to view when the action was taken and by whom.

**View Proposal Approval Status**

Business Unit: AKUPK	Start Date: 01/01/2017
Proposal ID: CON000000000211	End Date: 31/12/2018
Version ID: V101	

---

Proposal Project: 00370	Department: Paediatrics & Child Health -MC
-------------------------	--

---

PI Name: Bhutta,Zulfiqar Ahmed	Sponsor: Bill & Melinda Gates Foundation
Title: MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY	

Personalize | Find | View All | First 1-15 of 24 Last

Approval Info	Details	Component	Status	Effective Date	Eff Seq	Action Taken	Update on	Update by
1	Co-Investigator	Approved	04/07/2016	1	Approve	04/07/16 10:21:19AM	kulsoom.ghias	
2	Co-Investigator	Assigned	23/06/2016	1	Assign	23/06/16 3:17:53PM	dilshad.baig	
3	Co-Investigator-1	Approved	24/06/2016	1	Approve	24/06/16 12:47:55PM	zafar.fatmi	
4	Co-Investigator-1	Assigned	23/06/2016	1	Assign	23/06/16 3:17:53PM	dilshad.baig	
5	Co-Investigator-2	Assigned	23/06/2016	1	Assign	23/06/16 3:17:53PM	dilshad.baig	
6	Department Head	Approved	04/07/2016	1	Approve	04/07/16 9:13:26AM	aisha.yousafzai	
7	Department Head	Approved	24/06/2016	1	Approve	24/06/16 12:44:41PM	aisha.yousafzai	
8	Department Head	Assigned	23/06/2016	1	Assign	23/06/16 3:17:53PM	dilshad.baig	
9	Entity Head	Approved	04/07/2016	1	Approve	04/07/16 9:07:58AM	farhat.abbas	
10	Entity Head	Assigned	23/06/2016	1	Assign	23/06/16 3:17:53PM	dilshad.baig	
11	Finance Dept	Approved	04/07/2016	2	Approve	04/07/16 8:44:45AM	iqbal.sadrudin	
12	Finance Dept	In Progres	04/07/2016	1	Resubmit	04/07/16 8:37:05AM	zafar.akhtar	

## 6. Viewing Proposal Information

After getting notified by Principal Investigator/Authorized staff regarding approvals received, Research office will freeze proposal version and update proposal status to ***Institution Approved*** or ***Refused by Institution***.

Freezing proposal will not allow PI to edit any information although proposal can be viewed. Follow below steps to view proposal in system.

<p><b>Step 1:</b></p> <p>Navigate to <b>Maintain Proposal</b> page to search proposal <i>Grants&gt;Proposal&gt;Maintain proposal&gt;</i></p>	<p><b>Proposal Component Approval</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>Business Unit = ▼ AKUPK 🔍          Proposal ID = ▼ 🔍          Version ID = ▼ 🔍          Proposal Project = ▼ 🔍          Component ID = ▼ 🔍</p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p>									
<p>Proposal can be searched by <b>Proposal ID, PI ID, Sponsor ID, Type, Short Title Status</b> or <b>Department ID</b>.</p> <p><b>Step 2:</b></p> <p>Enter the <b>PI ID</b> or click <b>PI ID</b> lookup.</p>	<p><b>Maintain Proposal</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>Business Unit = ▼ AKUPK 🔍          Proposal ID begins with ▼ 🔍          Version ID begins with ▼ 🔍          PI ID begins with ▼ 🔍 <span style="border: 1px solid red; padding: 2px;">🔍</span>          Sponsor ID begins with ▼ 🔍          Type = ▼ 🔍          Status = ▼ 🔍          Department ID begins with ▼ 🔍          Short Title begins with ▼ 🔍          Template Proposal begins with ▼ 🔍</p> <p><input type="checkbox"/> Case Sensitive</p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p>									
<p><b>Step 3:</b></p> <p>Search through <b>Name</b> and select the <b>PI</b> in the search results.</p>	<p><b>Look Up PI ID</b></p> <p>PI ID begins with ▼ 🔍          Name begins with ▼ 🔍          Last Name begins with ▼ BHUTTA 🔍</p> <p><a href="#">Look Up</a> <a href="#">Clear</a> <a href="#">Cancel</a> <a href="#">Basic Lookup</a></p> <p><b>Search Results</b></p> <p>View 100 First ◀ 1-2 of 2 ▶ Last</p> <table border="1"> <thead> <tr> <th>PI ID</th> <th>Name</th> <th>Last Name</th> </tr> </thead> <tbody> <tr style="border: 1px solid red;"> <td>200259</td> <td>Bhutta,Zulfiqar Ahmed</td> <td>BHUTTA</td> </tr> <tr> <td>202820</td> <td>Bhutta,Sadia Muzaffar</td> <td>BHUTTA</td> </tr> </tbody> </table>	PI ID	Name	Last Name	200259	Bhutta,Zulfiqar Ahmed	BHUTTA	202820	Bhutta,Sadia Muzaffar	BHUTTA
PI ID	Name	Last Name								
200259	Bhutta,Zulfiqar Ahmed	BHUTTA								
202820	Bhutta,Sadia Muzaffar	BHUTTA								



**Step 4:**

PI ID will be displayed in the field.

Click **Search** button.

**Maintain Proposal**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit = AKUPK

Proposal ID begins with

Version ID begins with

PI ID begins with 200259

Sponsor ID begins with

Type =

Status =

Department ID begins with

Short Title begins with

Template Proposal begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

**Step 5:**

The search results will show the list of proposals for the respective Principal Investigator.

Click on the desired proposal in the list.

**Maintain Proposal**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit = AKUPK

Proposal ID begins with

Version ID begins with

PI ID begins with 200259

Sponsor ID begins with

Type =

Status =

Department ID begins with

Short Title begins with

Template Proposal begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Search Results**

View All | First | 1-25 of 25 | Last

Business Unit	Proposal ID	Version ID	PI ID	Sponsor ID	Type	Status	Department ID	Short Title	Template Proposal
AKUPK	CON00000000133	V1	200259	GM000000090	New	Approved	20153	Baseline survey for the Enhanced Nutrition for Mother and	N
AKUPK	CON00000000131	V1	200259	GM000000002	New	Pendg	Aprv20153	Supporting Women and Girls in Pakistan: scaling up empow	N
AKUPK	CON00000000158	V1	200259	GM000000105	New	Pendg	Aprv20153	Prospective, cluster randomized evaluation of the impact	N
AKUPK	CON00000000142	V1	200259	GM000000031	New	Pendg	Aprv20153	innovative toolkit	N
AKUPK	CON00000000125	V1	200259	GM000000009	New	Submitted	20153	A Protocol for a Systematic Literature Review on Epidemi	N
AKUPK	CON00000000116	V1	200259	GM000000015	New	Awarded	20153	Kenya Countdown Country Case Study Dissemination Plan &	N
AKUPK	CON00000000128	V1	200259	GM000000087	New	Awarded	20153	Research on violence against women & girls in South Asia	N

The system will direct you to **General Information** page of the saved proposal.

Proposal status as updated by Research office staff can be viewed.

Proposal | Projects | Budgets | Resources | Certifications | Attachments

Proposal ID CON000000000211 | Version ID V101

Description MALNUTRITION IN OIC | Currency USD | Add to My Proposals

Reference Award Number | Federal Award Identification Number

\*Title MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

Long Description MALNUTRITION IN OIC COUNTRIES: A TRAP FOR POVERTY

205 characters remaining

\*PI ID 200259 | Bhatta,Zulfiqar Ahmed

\*Sponsor ID GM00000002 | Bill & Melinda Gates Foundation

Pre-Award Administrator

Purpose BARE

\*Proposal Type New

Confidence %

CFDA

Due By | Budget Express | Additional Information

**Status**

\*Proposal Status Institution Approved

Submit Status: Submitted

Generate Status Not Generated

In Approval Process

Facilities & Admin Requested

Foreign Application/Component

NIH Modular Grant