

*Research*



# Using Proposal Hierarchy

## For NIH R01 Submissions



# Agenda

- ◆ Proposal Hierarchy Functionality
- ◆ How Proposal Hierarchy Works
  - ◆ Parent Proposals
  - ◆ Child Proposals
- ◆ Linking Proposal Hierarchy
- ◆ Hierarchy Scenarios
  - ◆ Using Proposal Hierarchy to create sub projects
    - ◆ R01 Submission



# Proposal Hierarchy Functionality

- ◆ Link proposals together under a main proposal
  - ◆ Can only be two tiers of proposals
    - ◆ The Parent Proposal, or overseeing proposal, and the Child (Children) Proposals
- ◆ Two ways that proposals can be linked
  - ◆ Sub Budget
  - ◆ Sub Project
- ◆ Proposals may be connected through either the Parent or Child Proposal.



# The Parent Proposal

- ◆ Create the Parent Proposal from the Child proposal that includes the Principal Investigator...this is considered the lead proposal.
- ◆ The Parent Proposal will be the umbrella that the Child Proposals fall under, including the lead proposal.
- ◆ Once the Hierarchy has been synced the parent shows information from all child proposals.





# Activities Performed at Parent

- ◆ Aggregators may change the PI and Lead Unit flags at the Parent Proposal but are not able to add or delete Investigators/ Key Persons.
- ◆ Certify Investigators at the Parent level.
- ◆ Answer Yes/ No Questions
- ◆ Under Narrative Section, upload the Abstract at the Parent only.
- ◆ The Parent Detailed Budget is only accessible in Display mode. To make changes, go to the appropriate Child Proposal(s).
- ◆ If Modular budget will be used, enter Modular information only at Parent Proposal.



# Information Transferred to Parent Proposal from Child Proposal

- ◆ Investigators/ Key Persons
- ◆ BioSketches, Degree Information & Contact Info from the Proposal Person Tab and related source information.
- ◆ Narrative Type PDFs, status of file, user rights and related source information.
- ◆ Information from the Detailed Budget (see Sub Budget Vs. Sub Project) including Consortium files.



# The Child Proposal

- ◆ The Hierarchy must include at least two Child proposals, one of which must be the lead.
- ◆ Show all information relating to the activities performed for a Sub Project.
  - ◆ Including, Investigators/ Key Persons, Narratives, Detailed Budget and Special Review.
    - ◆ The Narrative Type 'Abstract' should not be added at Child level.



# Functions Unavailable at Child Proposal

- ◆ Once a Child has been added to a Hierarchy, the following actions will not be available at the Child Proposal and must be completed in the Parent:
  - ◆ All Grants.gov related items Such as Approve, Submit for Approval, Submit to Sponsor, Grants.gov, Validation Checks
  - ◆ As well as Show Routing and Adding Viewer Roles.





# Sub Budget Vs. Sub Project

- ◆ **Sub Budgets** should be created when you need to combine two or more separate proposals and submit to sponsor as a single proposal. The budget data is copied as is from child proposal to parent proposal.
- ◆ **Sub Projects** to be submitted to the sponsor as a master proposal and attached sub projects following specification. The details of child budget will be consolidated, per-period, into two line items, direct cost and indirect cost and inserted into parent proposal budget.



# Linking a Proposal Hierarchy

- ◆ Proposals may be linked from either the Parent or Child Proposal.
- ◆ Once the proposals are linked, Sync the proposals if changes are made to a Child proposal.
  - ◆ This will transfer information from the Child Proposal to Parent.



# Linking Proposals from Parent

- ◆ Before beginning, make a notation of the Child Proposals to add to Hierarchy.
- ◆ Open the Parent Proposal in Edit mode.
- ◆ From Proposal Details menu select Edit then Link Child Proposal.
- ◆ Choose the Child Type (Sub Budget or Sub Award) to add.
- ◆ Use the search window to find a Child Proposal to add.
- ◆ Once you select the proposal, it will be linked in a Hierarchy.



**Note:** To add a Child Proposal to a Hierarchy the user must have aggregator rights to the Child Proposal. If you do not have aggregator rights contact the proposal creator to request the role.



# Linking Proposals from Child

- ◆ Determine the Parent Proposal
- ◆ Open the Child Proposal in Edit mode.
- ◆ From the Proposal Details window, click Edit then Link to Hierarchy.
- ◆ Choose the type of proposal (Sub Budget or Sub Award) you are adding to the Hierarchy.
- ◆ Use the search window to find the appropriate Parent Proposal.
- ◆ Once you select the proposal, it will be linked in a Hierarchy.



**Note:** To link to a Parent Proposal the user must have aggregator rights to the Parent. If you do not have aggregator rights contact the proposal creator to request the role.





# Syncing Changes in Child to Parent

- ◆ When changes are made in a Child Proposal, you must “SYNC” for it to appear in the Parent.
- ◆ Syncing may be done at either Parent or Child Proposal level.
  - ◆ Open the proposal in Edit mode.
  - ◆ Click Edit then choose either ‘Sync All’ or ‘Sync to Parent’ depending on the proposal opened.
  - ◆ You may also sync using the icon.



# Hierarchy Scenarios

- ◆ Ways that you may want to use Proposal Hierarchy
  - ◆ Multi-PI submissions. If each PI only wants to see his/her part of the budget, users can create a child for each PI.
  - ◆ PIs or Co-PIs are in different departments from each other. In this case, users from each dept can create their own child proposal and then link it later to the main submission.
  - ◆ Variances within one budget may be simplified when using Proposal Hierarchy by breaking a budget out into separate sections. If a proposal will utilize both on and off campus rates, change overhead rates, or if the budget years cross fiscal years.



# Using Proposal Hierarchy for R01 Submission

- ◆ By using Proposal Hierarchy, we will create two separate budgets to be united under a Parent Proposal.
- ◆ Begin by creating two new proposals with distinctly separate budgets- This example will use on and off campus budget types-
  - ◆ Add Investigators/ Key Persons
  - ◆ Add Biosketches
    - ◆ These will be the Child Proposals.
- ◆ Once the budgets have been created, link the Hierarchy.
- ◆ Add the Narrative Types to Parent Proposal.



# Create Lead Unit Proposal –R01

Lead Unit Proposal will use the  
Activity type Organized Research

Child-On-ProposalP.exe







# Create Lead Budget- R01

Create Budget and Mark  
Final and Complete

Child-On-BudgetP.exe



# Create Child Proposal- R01

The other Child Proposal will use  
the Activity type Instruction

Child-Instruction-Proposal P.exe



# Create Child Budget- R01

Create Budget and Mark  
Final and Complete

Child-Instruction-BudgetP.exe



# Create Hierarchy

From the Lead Proposal Create  
The Parent thereby forming a Hierarchy

Create\_HierarchyP.exe





# Linking other Child Proposals to Hierarchy

Link Child Proposal  
from Parent Proposal

Linking\_HierarchyP.exe



# Syncing Child to Parent

Sync a proposal after any changes to a Child Proposal

Parent-SyncingP.exe