Welcome to SPS on the Web

The Sponsored Projects System (SPS) is moving to the web. Below is a list of features that have already been posted. Please bear with us as we continue to add new features and enhance existing ones.

- **Proposals**: Create and edit new and competing regular proposals, view non-competing regular proposals, access Inbox
- **Awards**: Create and edit awards (ORARIS), view award information
- **Utilities**: Edit select proposal fields (e.g., protocol, owning duke org, agency due date)
- **Standard Reference**: Edit standardized data for all sponsors (currently limited to person data)

Note: Click “Proposals” to access your Inbox

Utilities and Standard reference don’t appear at the department level.
Creating a New Entry: Select “Create” to create a new proposal. Details on page 5.

Searchable Fields: To find an existing proposal, retrieve it by searching on any of the available fields. Prop# is an SPS number.

Creating Non-Competing, Competing, Supplement and Revised Entries: First, search for and select an existing entry.
• To select a proposal, click on “Go to” for a drop-down box.
• Enter new information as needed.
• To make a copy, click on “Proposal Actions”. (See next page.)
• To create a NEW addressed after Copy section.
To copy a proposal, go to Proposal Actions and select the appropriate “copy feature.”
Completing this one page will create a new SPS entry.

- An * means that information is required. You can always go back and change it or update it later.
- The Owning Duke Org will autofill. If you need to change the Org Unit to your center instead of the Duke PI's org, do it on this page BEFORE Create is selected.
- If you make an error and need to change the Owning Org, the call your Assistant Director at ORS to have that done.
Once a record has been created, the buttons, “Save”, “Validate” and “Cancel” will appear here. More on those later.
Main Notebook – Sponsor Tab

**Agency ID:**

- Check agency due date

**Submission Date:** Not functioning.

**Routing#:** For non-competing renewals or resubmission. Agency provides the number which link with previous submission.

**CFDA#:** Found on the FOA or Program Announcement. Applies to Federal flowthrough.

**Sponsor Program:** Use only for NIH Career.

**Grants.duke:** If “Yes,” then the solicitation number and title are required.

**Specific solicitation:** If the proposal will be submitted system-to-system, enter the RFA number and the title will auto-fill.

**Modular:** Yes/No

**ARRA:** Almost always “no.” Federal funding was cut.

**Specific Solicitation:** If the proposal is not a system-to-system submission, enter NA in the Solicitation #, but do enter the title. For example Burroughs Young Scientist Award, or Burroughs Travel Grant.
*Project Period* – The Project Period and Budget Period will be the same for a one year project.

*Budget* – Make sure that you use the current year.

*Owning Org* – Make sure that the Owning Org is correct. If it needs to be changed, let ORS know.

**Face Page** – This is a relic of when paper copies were sent. This feature is used primarily by the School of Medicine.
Main Notebook – Activity Tab

*Activity (Dropdown)
- Clinical Trial
- Conference
- Construction/Renovation
- Equipment
- Fellowship
- Inst. Training Program
- Institutional Support
- Public Service
- Research

*Clinical Trial?

*Cancer related?

*Involves the Use of (dropdown)
- If activity is research
  - Dry lab research
  - Wet Lab Research (bench)
- Training Grants only
  - Both Wet and Dry Lab
* Will this project send data or technologies out of the US? - If you answer “yes”, be sure to fill in the Federal Info.

Will this project involve the use of 3b or 4 lasers? – If you answer “yes” to this, the proposal may have to go through additional safety and compliance review. Plan accordingly.
Click the – sign by Proposal Information for better viewing.

Important

Please complete “Activities Outside US or International Collaborations” for federal and non-federal proposals.

*Required

If “yes”, then specify each by its acronym. If you don’t know the acronym, go to http://ucsd.libguides.com/govspeak

The NSF Specific Information reflects the NSF Cover Page.
Summary of Work can be typed in or attached.

Relevance/Project Narrative can be typed in or attached. Use for NIH and PHS projects.

Remember to save your work.
Financial Conflict of Interest (FCOI):
Agencies and Sponsors Following the PHS FCOI Regulations
https://ors.duke.edu/agencies-and-sponsors-using-phs-fcoi-regulations

*Type – enter “Subcontractor” or “Consultant”
*Use Project Role dropdown to enter non-Duke personnel project role.
Biosketch and Other Support can be typed in or attached.
This information is pulled from the salary worksheet.

This is used when the proposal is routed to another department so that people and effort can be reviewed.
Information about a subcontract’s performance site can be added here.
Facilities descriptions can be typed or attached PDF.
To get to the budget notebook, select “Setup” or “View/Edit” from the dropdown menu.

**Setup**

- Confirm F&A Rate
- Cost share
- Select budget categories or template
Make sure this page shows all budget periods.

A change in the F&A rate should be explained here.
If Cost Share is required, mark “Yes”, but don’t enter %.
Select from available categories.

Move items on or off as needed.

After moving, remember to save.

Once selected categories have been saved, you must go to the Summary Budget page to remove them.

You have to make a template or you won’t have a summary budget.
For multi-year grants, enter a period for each year.

If a PI is not seeking salary for a period, skip it.

Payroll clerk or SPOC can provide salary information. https://ors.duke.edu/spotlight/contacts-collaborations

PI should be able to provide effort information.
For multi-year grants, enter a period for each year.

If a PI is not seeking salary for a period, skip it.

Payroll clerk or SPOC can provide salary information.
https://ors.duke.edu/spotlight/contacts-collaborations

PI should be able to provide effort information.
To remove a category, click the X.
To add a category, go back to “Templates.”
To enter amounts, click the pencil in each category.
Save your work!

Salary and Fringe information auto-fill.
For each category, click on the pencil then "+". Enter costs and descriptions for each year.
These are examples of the information you may need to enter for each category.

After entering, remember to save your work.
Next steps: Calculate F&A
Inflate budget
Recalculate F&A
Calculate F&A

Save your work.
Just showing Period 2 after “inflation”.

Save your work.
Recalculated F&A after inflation.

Save your work.
This tab is used for entities like Duke Performances or Conference Proposals with events that will require fees for attendance.
### Proposal Information

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<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Proposal ID</td>
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</tr>
<tr>
<td>PDPI Name</td>
<td>Keith P. Hurka-Owen</td>
</tr>
<tr>
<td>Sponsor</td>
<td>National Institutes of Health</td>
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<tr>
<td>Owning Duke Org</td>
<td>66099761090 - Office of Research Support</td>
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<tr>
<td>Short Title</td>
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<tr>
<td>Project Dates</td>
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<tr>
<td>Initiated By</td>
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<td>Agency Due Date</td>
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<tr>
<td>Agency ID</td>
<td>Research</td>
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<tr>
<td>Activity</td>
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### Budget Justification

- [Save](#) [Validate](#) [Cancel](#)
If human subjects are to be used, Add Protocol.

*Select Review Board – Medical or Campus

*Status will be pending.

Currently, Human Embryonic Stem Cells are very rarely used on Campus.
### Planned Enrollment Information - Study #1

**Study Title:** Left handed can-opener study.

**Type:** Domestic

**Comments:**

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This is NIH/PHS driven. It is not needed unless requested by the sponsor.

This applies to renewals only.
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### Vertebrate Animals

- **Will vertebrate animals be used at any time during the project period?**
  - Yes
  - No
- **Add Protocol**
If the answer is “yes”, then add Protocol with Status as pending.
If recombinant DNA is to be used, click “yes” and then add protocol.

If carcinogenic or biohazardous materials will be used, click “yes” and list all of the materials in the box provided.
Next step: Validate All
Mark all sections complete.
The PAL can be changed after Validate All has been selected. A box will appear; click on it and search for the correct PAL.
All errors must be corrected before this proposal can be routed.

Go to each page and tab listed to correct errors.
An SPS record can be saved with a warning. This warning regarding cost sharing is one that appears often.
Ready for routing!