



RAPID* Guide:

*Non-Funded User Agreements:
Creating Proposals and
Generating Awards*

*RAPID: Research Administration Proposal/Projects Information Database

October 23, 2008

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If you have questions about this RAPID Guide, send an email to RAPIDHelp@lbl.gov. Please refer to [FAQ How do I report a Problem in RAPID](#) for additional guidance.

Introduction - RAPID Non-Funded User Agreements.

The RAPID Guide for Non-Funded User Agreements has been created by the Sponsored Projects Office to provide guidance regarding the entry of data into the Sponsored Projects Office enterprise database, RAPID (Research Administration Proposal/ Project Administration Database). **Each User Facility must enter all Non-Funded User Agreements into the RAPID database. The responsibility for the integrity of the data entry lies with the staff member that enters the information.** For additional information please review [FAQ What Is SPO's Policy on Data Integrity?](#).

RAPID Security and Access

LBNL Division Staff that have been assigned the task of creating and updating the RAPID Non-Funded User Agreement Proposals and Generating Awards must have the security role of GMUSER. For additional information please review [FAQ How do I get access to RAPID?](#) and [FAQ How do I sign into RAPID?](#)

Non-Funded User Agreement Proposals and Awards

DOE has mandated that all work performed at LBNL’s National and Local User Facilities be covered by a DOE approved User Agreement whether it is funded or not. This RAPID Guide covers only Non-Funded User Agreements. Funded User Agreements are covered in a separate RAPID Guide.

Non-Funded User Agreements cover the research performed by non-LBNL scientists from other institutions that fall within the DOE mission of the User Facility. In the case of Users that need miscellaneous supplies, the Non-Funded User Agreement is to be used and the supplies billed to the User’s institution by Accounts Receivable. **The Non-Funded User Agreement must be fully executed (signed) by both parties, the proposal created in RAPID, and awards generated and authorized in RAPID prior to the visit of the scientist (or the receipt of materials for collaborative-type arrangements) prior to any research commencing. Our business data must reflect our business processes.**

The LBNL User Agreement activities are supported by SPO Contracts Officers. The list of facilities with SPO assignment are:

| <u>Division</u> | <u>Facility</u> | <u>SPO Contact</u> |
|--|--------------------------------------|--------------------|
| Advance Light Source | General Users | Angela Ford |
| Physical Biosciences | Berkeley Ctr for Structural Biology | Susan Hedley |
| Genomics Division/Joint Genome Institute | Community Sequencing Program | David Garcia |
| Material Sciences Division | National Ctr for Electron Microscopy | Angela Ford |
| Material Sciences Division | Molecular Foundry | Angela Ford |
| NERSC | Incite Program | David Garcia |
| Nuclear Sciences | 88 Inch Cyclotron | Angela Ford |

User Facilities with Limited Contracts and Grants Delegation

At the request of specific User Facilities, the SPO Manager has provided members of their staff with a Limited Contracts and Grants Delegation to sign unchanged Non-Funded User Agreements that are executed by institutions. These LBNL Staff members are known as “User Facility Authorized Representatives”. The User Facility Authorized Representative assumes the role and responsibility of the Sponsored Projects Office Contracts Officer to assure that all the data is correct in RAPID and that it reflects the actions taken in proposing, negotiating, and awarding Non-Funded User Agreements.

If the User’s Institution wishes to negotiate the Non-Funded User Agreement, the SPO Contracts Officer assigned to the User Facility will take over. Once the negotiations are complete, the SPO Contracts Officer will provide an Email to the User Facility Authorized Representative that the revised Non-Funded User Agreement can be signed by both the User and the User Facility Authorized Representative.

LBNL staff that have a limited Contracts and Grants Delegation to sign Non-Funded User Agreements (without changes) and generate RAPID Awards are:

| <i>Facility</i> | <i>Person with Delegated Authority</i> |
|---|--|
| Advance Light Source - General Users | Melanesia Lewis |
| National Center for Electron Microscopy | Sally Nasman |
| Joint Genome Institute - Community Sequencing Program | James Bristow* |

*Wendell Hom has been designated as the administrative staff for Dr. Bristow’s RAPID Non-Funded User Agreement processing including RAPID.

This includes the generation of RAPID proposals into awards and providing the SPO Contracts Officer assigned to the User Facility a copy of the fully executed agreement within five (5) working days from the RAPID Issue Date in RAPID Awards. The User Facility is always responsible for the correctness of the RAPID proposal and award data. The Award must be generated and authorized in RAPID within five (5) working days of final execution of the agreement.

The User Facility is also the “office of record” for the LBNL Institutional hard-copy file for the Non-Funded User Agreements. The file must conform to LBNL’s requirements for maintenance of files and archiving as outlines below:

Non-Funded User File Management

1. Label must have the Facility Name, the Non-Funded User Agreement Number and the Name of the User (Sponsor).
2. The file contents must included correspondence and other notes, the original Non-Funded User Agreement proposal package as sent to the sponsor, and the original, fully executed agreement. A scanned copy of a completely signed agreement is acceptable if an original is not available.

Closeout and Archiving:

1. Six months after the period of performance is over, and no more than 4 times per year, the closed files are sent to SPO to the attention of Linda Nowell. SPO will complete the archiving process and forwarding them with the LBNL Archivist for further action.

Getting Ready

Before data can be entered into RAPID, both the Principal Investigator and User (Sponsor) must be setup in RAPID.

Principal Investigator Setup:

It is LBNL's practice that LBNL staff who serve as Principle Investigators at the pleasure of the Division Director. Before creating a Non-Funded User Agreement RAPID Proposal, please update the RAPID Professionals Table if the Principle Investigator is new. Please follow the guidance in [FAQ How do I authorize a PI in RAPID?](#)

User Institution Setup:

User Institutions (User) will use the pre-existing structures under Sponsors. Every Non-Funded User Agreement Proposal is required to have an active User at the time it is set up in RAPID by the User Facility Authorized Representative or is sent to the Sponsored Projects Office (SPO) for processing. The Sponsor Code of "VVVVV" is used only to allow for the initial, temporary data entry for a proposal and is not a valid Sponsor for submission of a proposal to SPO or to generate an award.

New User Setup follows these steps:

- New Users are to be set up as soon as it is known that a User is new to LBNL.
- User Facility Authorized Representatives (UFAR) are to complete the [Request for New Sponsor/Donor](#) for new User Institutions.
- If the User is a new Domestic Business or Nonprofit (not a university of governmental organization), the [Representations and Certifications](#) form should be sent to the new User for self certifications with SPO CO or the UFAR prior to or at the time the agreement is sent out for initial signatures by the User Institution.
- Neither SPO COs nor UFARs can complete the "Representations and Certifications" for the new User based on verbal or Email communication. The must be completed and signed by the User.
- The new User setup request should be sent via Email to RAPIDHelp@lbl.gov. New User and Awards Types are sent up within 48 to 72 hours unless there are extenuating circumstances.

If the User is already set up as a "Work for Others" Sponsor but not as an Unfunded User, then a request for an Unfunded Award Type is requires. The "Award Type" can be checked in the RAPID Proposal Header (see below) once the proposal is set up. To request the a new "Award Type" follow these steps:

- User Facility Authorized Representatives are to complete the [Request for New Sponsor/Donor](#) requesting a new "Non-Funded User Award Type".
- The request should be sent via Email to Linda Nowell at LCNowell@lbl.gov with a copy to Phyllis Gale at PMGale@lbl.gov. New Awards Types are sent up within 48 to 72 hours unless there are extenuating circumstances.

The User must be completely setup or the Award cannot be generated in RAPID. Deferral of Sponsor setup by using the Sponsor ID "VVVVV" is no longer allowed. The Award must be generated in RAPID and a SPAA issued to authorize a Non-Funded User within five (5) working days of final execution of the agreement.

Creating a Proposal

A RAPID Proposal is created for each approved Non-Funded User Agreement for which an agreement package is send. Upon final execution of the User Agreement, the RAPID Proposal will be generated into an RAPID Award. For those proposals that are do not produce a written agreement, either the SPO CO or the User Facility Authorized Representative (who ever would have signed the agreement), will update the RAPID Proposal Status to Not Funded and forward the proposal file to SPO for Archiving.

How To Access RAPID Non-Funded User Pages

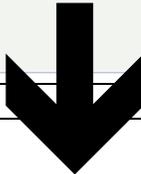
| Step | Action |
|------|---|
| 1. | Begin by navigating to the General Info page. Click the Grants link. |



Maintain User Agreement Proposals - Main Menu

| Step | Action |
|------|--|
| 2. | Click the Maintain User Agreements link. |
| 3. | Click the User Agreement Proposals link. |

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with a search box and a tree view. The tree view is expanded to 'Grants' > 'Maintain User Agreements' > 'User Agreement Proposals'. The main content area shows a breadcrumb trail: 'Main Menu > Grants > Maintain User Agreements'. Below this, there are two folders: 'User Agreement Proposals' and 'User Agreement Awards'. The 'User Agreement Proposals' folder contains a list of links: Maintain User Proposal, Enter Overall User Budget, Enter Detail User Budget, User Proposal Review Factors, Submit User Agreement Proposal, User SPPF Form, SPO Forms - Funded User, SPO Forms - Unfunded User, Create User Continuation, Copy User Proposal, Copy User Budget Period, Negotiate User Award, and Review User Audit Logs. The 'User Agreement Awards' folder contains: Generate User Agreement Award, User Agreement Award Profile, Track Funded User Advances, User Agreement SPAA Report, Project Setup, Review User Award Mods, and User Award Management Inquiry.



The screenshot shows the 'Maintain User Proposal' search page. The left sidebar menu is expanded to 'User Agreement Proposals' > 'Maintain User Proposal'. The main content area has the title 'Maintain User Proposal' and the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search form includes the following fields: Business Unit (dropdown set to '=', text input 'LBNL'), Proposal ID (dropdown 'begins with', text input), Version ID (dropdown 'begins with', text input), PI ID (dropdown 'begins with', text input), Sponsor ID (dropdown 'begins with', text input), Type (dropdown '=', dropdown menu), Status (dropdown '=', dropdown menu), Department ID (dropdown 'begins with', text input), and Award Category (dropdown 'begins with', text input). At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

| Step | Action |
|------|---|
| 4. | To create a new Proposal click the Add a New Value tab. |
| 5. | To view an existing User Proposal click the Find an Existing Value tab. |

Accessing Non-Funded User Agreement Proposals - Viewing an Existing Proposal

| Step | Action |
|------|---|
| 6. | To view an existing User Proposal click the Find an Existing Value tab. |

The screenshot shows the 'Maintain User Proposal' interface. On the left is a 'Menu' with various options. The main area has a title 'Maintain User Proposal' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search criteria section includes the following fields:

- Business Unit:** = [dropdown] [LBNL] [magnifying glass]
- Proposal ID:** begins with [dropdown] [text box] [magnifying glass]
- Version ID:** begins with [dropdown] [text box]
- PI ID:** begins with [dropdown] [text box] [magnifying glass]
- Sponsor ID:** begins with [dropdown] [text box] [magnifying glass]
- Type:** = [dropdown] [dropdown]
- Status:** = [dropdown] [dropdown]
- Department ID:** begins with [dropdown] [text box] [magnifying glass]
- Award Category:** begins with [dropdown] [text box] [magnifying glass]

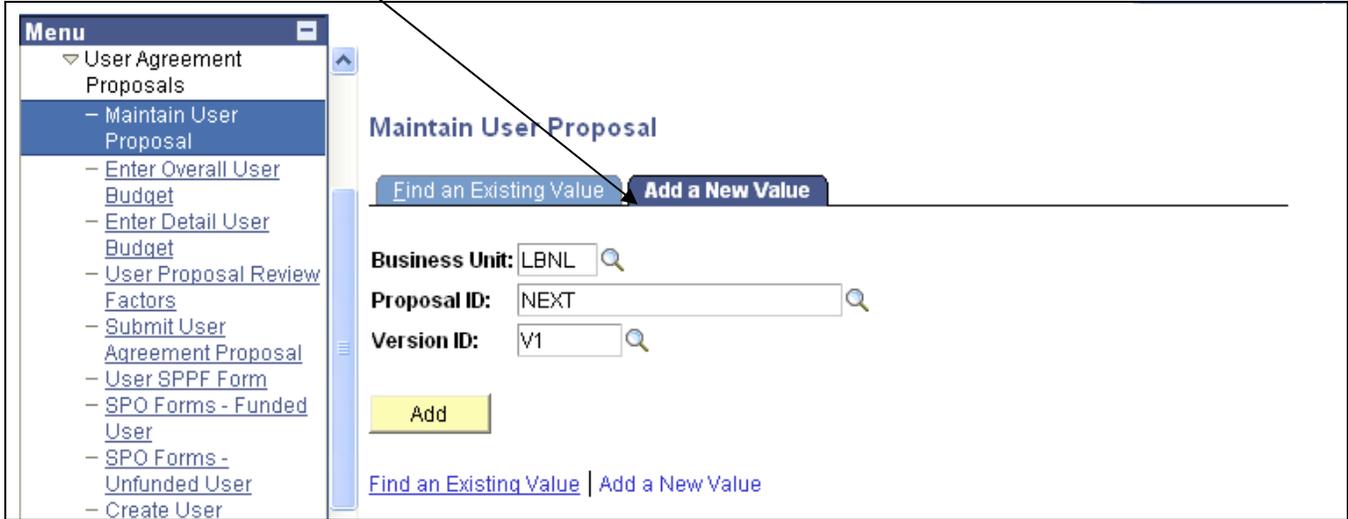
At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

| Step | Action |
|------|---|
| 7. | You may search on any of the above search keys, such as Proposal and Version ID, PI, Sponsor, (Proposal) Type, (Proposal) Status, Department (Division), and (Proposal) Award Category, to find an existing proposal you wish to review or work with. When you have entered your search criteria, click on the Search button: |

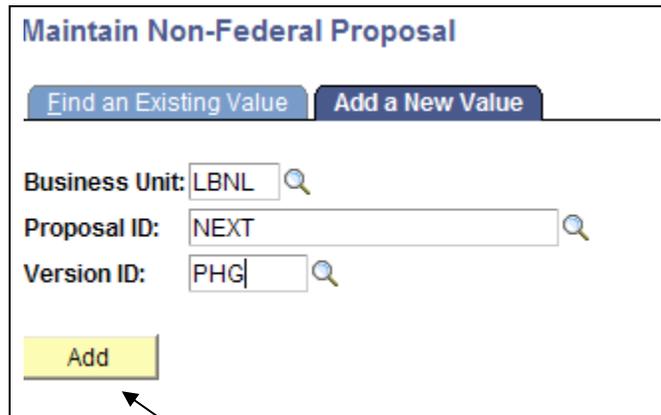
Search

Creating a New User Agreement Proposal - Non-Funded User

| Step | Action |
|------|---------------------------------------|
| 8. | Click the Add a New Value tab. |



| Step | Action |
|------|--|
| 9. | To enter a New Proposal, Click the Add a New Value tab. |
| 10. | Enter the following Information: <ul style="list-style-type: none"> <input type="checkbox"/> Business Unit: LBNL - The Business Unit is always LBNL. <input type="checkbox"/> Version ID: The default value for Version ID is V1. The Version ID field content can be decided by the Division. It can be as simple as the End User's Initials and as complicated as a Division-based proposal number. It is your division's decision. |
| 11. | LEAVE NEXT IN PLACE SO RAPID CAN AUTOMATICALLY ASSIGN THE NEXT NUMBER. DO NOT ENTER A PROPOSAL ID FOR THE NEW PROPOSAL ID. |
| 12. | The combination of the Proposal ID and the Version ID creates a new unique proposal. |



| Step | Action |
|------|---|
| 13. | Once the data has been added correctly (double check because there is no do-overs), click the Add button. Once you've clicked on Add , you will be taken to the Proposal Header |

Creating a New User Agreement Proposal - Non-Funded User

| Step | Action |
|------|--|
| 14. | The Header Page enables you to establish proposal-specific details. Several fields are pre-filled when a proposal is created. The most important is the Proposal/Award Category which drives the data entry. |
| 15. | Note that the Proposal/Award Category must have <i>Non-Funded User Agreement</i> selected from the Proposal/Award Category table to assure the success of the Non-Funded User Agreement process. The Code Non-Funded User Agreements is UFUSR |

Proposal/Award Category Table

| Award Category | Description |
|-----------------------|---|
| DOEIC | DOE ICO |
| DOEOP | DOE Ops |
| FDCRA | Funded CRADA |
| FDUSR | Funded User Agreement |
| FEDRL | Federal Awards |
| GIFT | UC/LBNL Gifts |
| ILA | Inter-Location Appointments |
| NIH | NIH Awards |
| NONFD | NonFederal Awards |
| UFCRA | Unfunded CRADA |
| UFUSR | Unfunded User Agreement |
| UNFND | Unfunded Awards |

| Step | Action |
|------|--|
| 16. | In Proposal/Award Category , only <i>Non-Funded User Agreement</i> for a proposal to be viewed in the Maintain User Agreements Menu. |
| 17. | In RAPID, a change in the Proposal/Award Category changes the mechanisms required data fields and there is possibility that required may be lost. For instance, if the proposal is changed to NonFederal Awards and saved, the required data fields will change and the proposal is no longer accessible through "Maintain User Agreements Menu". The proposal can only be accessed thru the Maintain WFO/Maintain NonFederal Menu. |

Completing the Proposal Header - Non-Funded User Agreements

| Header | Projects | Resources | Location | Documents | Certification | Related B+R | Burdens |
|--|-------------------------------------|---|--|-----------|---------------|-------------|---------|
| Proposal ID: 000004857 | Business Unit: LBNL | Submit Status: Submitted | | | | | |
| Version ID: V1 | Currency: USD | Contract ID: UFUSR08004857 | | | | | |
| Description: MFUSER242 | UCOP Trans Dt | Add to My Proposals | | | | | |
| Due Date: 03/20/2008 | Type: [v] | Time: [] | Time Zone: [v] | | | | |
| * PI ID: 346351 | Name: Bokor,Jeffrey | | | | | | |
| * Title: Electrospun Hydroxyapatite-biocomposite scaffolds for | Long Title | | | | | | |
| * Sponsor ID: UN270 | SUNY-STONY BROOK (STATE UNIV OF NY) | * Category: Unfunded User Agreement | | | | | |
| Status: Awarded | * Start Date: 04/08/2008 | * End Date: 04/07/2009 | | | | | |
| * Type: New | <input type="checkbox"/> Keep Certs | CFDA: [] | Additional Attributes <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant | | | | |
| Purpose: USER3 | Facility: MF01 | Molecular Foundry User | | | | | |
| Additional Information | | Find View All First 1 of 1 Last | | | | | |
| * Type: [v] | Comments: [] | | | | | | |
| Go To: Budget Express | | | | | | | |
| Valid Award Types for Sponsor | | | | | | | |

REMEMBER! ALWAYS TAB OUT OF THE DATA FIELDS!!

| Step | Action |
|------|--|
| 18. | Complete the Description field to enter brief proposal information. This required field is a Division field to complete according to their specific requirements. |
| 19. | Enter the Principal Investigators EmplID and the Principal Investigators ID appears to the right. In order for a LBNL employee to be selected in the Principal Investigators ID data field, they must already be designated as a PI in the RAPID Professionals Table. |
| 20. | For Non-Funded User Agreement Proposals, the Due Date is the date of the first scheduled experiment at the User Facility. This provides the time frame for the person negotiating the agreement. For User Agreement Proposals, the Due Date field takes on a different meaning than used in WFO, M&O and CRADA proposals. |
| 21. | Next, select the User Institution (Sponsor) that will conduct an experiment at the User Facility. For User Agreement Proposals, the Sponsor ID field is used to capture the User Institution information. Enter the Sponsor Code into the Sponsor ID field. If a Sponsor ID has not yet been assigned, you may temporarily use "VVVVV" to allow for the initial data entry into RAPID. |

Completing the Proposal Header - Non-Funded User Agreements (Continued)

| Header | Projects | Resources | Location | Documents | Certification | Related B+R | Burdens |
|---|-------------------------------------|-------------------------------------|--|-----------|---------------|-------------|---------|
| Proposal ID: 000004857 | Business Unit: LBNL | Submit Status: Submitted | | | | | |
| Version ID: V1 | Currency: USD | Contract ID: UFUSR08004857 | | | | | |
| Description: MFUSER242 | UCOP Trans Dt | Add to My Proposals | | | | | |
| Due Date: 03/20/2008 | Type: [v] | Time: [] | Time Zone: [v] | | | | |
| * PI ID: 346351 | Name: Bokor,Jeffrey | | | | | | |
| * Title: Electrospun Hydroxyapatite-biocomposite scaffolds for | Long Title | | | | | | |
| * Sponsor ID: UN270 SUNY-STONY BROOK (STATE UNIV OF NY) | * Category: Unfunded User Agreement | | | | | | |
| Status: Awarded | * Start Date: 04/08/2008 | * End Date: 04/07/2009 | | | | | |
| * Type: New | <input type="checkbox"/> Keep Certs | CFDA: [] | Additional Attributes <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant | | | | |
| Purpose: USER3 | Facility: MF01 | Molecular Foundry User | | | | | |
| Additional Information Find View All First 1 of 1 Last *Type: [v] Comments: [] | | | | | | | |
| Go To: Budget Express Valid Award Types for Sponsor | | | | | | | |

Long Title

Long Title:

Electrospun Hydroxyapatite-biocomposite scaffolds for bone tissue engineering

[OK](#) [Cancel](#)

| Step | Action |
|------|--|
| 22. | Enter the title for the proposal in the Long Title description subpage. Click on the Long Title link and enter the Title . |
| 23. | The Long Title will also automatically populate the Short Title on the Project page. The Short Title on the Proposal Header page is automatically updated with the first 56 letters. |

Completing the Proposal Header - Non-Funded User Agreements (Continued)

| Header | Projects | Resources | Location | Documents | Certification | Related B+R | Burdens |
|---|-------------------------------------|-------------------------------------|--|-----------|---------------|-------------|---------|
| Proposal ID: 000004857 | Business Unit: LBNL | Submit Status: Submitted | | | | | |
| Version ID: V1 | Currency: USD | Contract ID: UFUSR08004857 | | | | | |
| Description: MFUSER242 | UCOP Trans Dt | Add to My Proposals | | | | | |
| Due Date: 03/20/2008 | Type: [v] | Time: [] | Time Zone: [v] | | | | |
| * PI ID: 346351 | Name: Bokor,Jeffrey | | | | | | |
| * Title: Electrospun Hydroxypapatite-biocomposite scaffolds for | Long Title | | | | | | |
| * Sponsor ID: UN270 | SUNY-STONY BROOK (STATE UNIV OF NY) | * Category: Unfunded User Agreement | | | | | |
| Status: Awarded | * Start Date: 04/08/2008 | * End Date: 04/07/2009 | | | | | |
| * Type: New | <input type="checkbox"/> Keep Certs | CFDA: [] | Additional Attributes <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant | | | | |
| Purpose: USER3 | Facility: MF01 | Molecular Foundry User | | | | | |
| Additional Information Find View All First 1 of 1 Last *Type: [v] Comments: [] | | | | | | | |
| Go To: Budget Express Valid Award Types for Sponsor | | | | | | | |

| Step | Action |
|------|---|
| 24. | Note that the Proposal/Award Category must have <i>Non-Funded User Agreement</i> selected from the Proposal/Award Category table to assure the success of the Non-Funded User Agreement process. |

Proposal/Award Category Table

| Award Category | Description |
|-----------------------|---|
| DOEIC | DOE ICO |
| DOEOP | DOE Ops |
| FDCRA | Funded CRADA |
| FDUSR | Funded User Agreement |
| FEDRL | Federal Awards |
| GIFT | UC/LBNL Gifts |
| ILA | Inter-Location Appointments |
| NIH | NIH Awards |
| NONFD | NonFederal Awards |
| UFCRA | Unfunded CRADA |
| UFUSR | Unfunded User Agreement |
| UNFND | Unfunded Awards |

| Step | Action |
|------|---|
| 25. | In Proposal/Award Category , only select <i>Non-Funded User Agreement</i> for a proposal to be in the Maintain User Agreements Menu. |
| 26. | In RAPID, a change in the Proposal/Award Category changes the mechanisms required data fields and there is potential that required may be lost. For instance, if the proposal is changed to NonFederal Awards and saved, the required data fields will change, the proposal is no longer accessible through "Maintain User Agreements Menu Item" and now can only be accessed thru the Maintain WFO/Maintain NonFederal Menu |

Completing the Proposal Header - Non-Funded User Agreements (Continued)

| Header | Projects | Resources | Location | Documents | Certification | Related B+R | Burdens |
|--|---|---|---------------|--|-------------------------|-------------|---------|
| Proposal ID: | 000004857 | Business Unit: | LBNL | Submit Status: | Submitted | | |
| Version ID: | V1 | Currency: | USD | Contract ID: | UFUSR08004857 | | |
| Description: | MFUSER242 | UCOP Trans Dt: | | <input type="button" value="Add to My Proposals"/> | | | |
| Due Date: | 03/20/2008 | Type: | | Time: | | Time Zone: | |
| * PI ID: | 346351 | Name: | Bokor,Jeffrey | | | | |
| * Title: | Electrospun Hydroxyapatite-biocomposite scaffolds for | | | Long Title | | | |
| * Sponsor ID: | UN270 | SUNY-STONY BROOK (STATE UNIV OF NY) | | * Category: | Unfunded User Agreement | | |
| Status: | Awarded | * Start Date: | 04/08/2008 | * End Date: | 04/07/2009 | | |
| * Type: | New | <input type="checkbox"/> Keep Certs | CFDA: | <div style="border: 1px solid black; padding: 5px;"> Additional Attributes <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant </div> | | | |
| Purpose: | USER3 | | | | | | |
| Facility: | MF01 | Molecular Foundry User | | | | | |
| <div style="border: 1px solid black; padding: 5px;"> Additional Information Find View All First 1 of 1 Last </div> | | | | | | | |
| * Type: | | Comments: <input style="width: 100%;" type="text"/> | | | | | |
| Go To: Budget Express Valid Award Types for Sponsor | | | | | | | |

| Step | Action |
|------|--|
| 27. | Proposal Status is used to drive the proposal through the various phases of proposal and award. When a proposal is created, the Proposal Status is automatically set to DRAFT . The Status field changes to reflect the current phase of the proposal. The Proposal Status Table is provided below with definitions. |

| Proposal Status | Definition |
|--------------------------|--|
| Approved by Division | RAPID automatically updates to this proposal status when the approvals for PI and Div Dir are updated in the in the Proposal Approval Panel. |
| Awarded | RAPID automatically updates to this proposal status when a proposal is generated in to an award. The award status equivalent is "Accepted". |
| Discontinued | A status to be used by divisional staff when a proposal is ultimately not submitted for SPO review and approval. |
| Draft | This is the default status for all created proposals and is used while the proposal is being setup prior to being reviewed and finalized |
| Inst. Approved | RAPID automatically updates the proposal status when SPO CO has approved the proposal in the Proposal Approval Page |
| Not Funded | The SPO CO or Division changes the status for a proposal when communication is received and documented that the proposal is not funded. |
| Submitted to the Sponsor | RAPID automatically updates the status when the proposal is put into "submitted" status on the Proposal Submission Panel. |
| Withdrawn | SPO CO will place a proposal into this status when they have a request from the PI or |

divisional staff to withdraw the proposal. This includes when a SPO is requested to write a letter to the Sponsor that formally withdraws a proposal from consideration.

Completing the Proposal Header - Non-Funded User Agreements (Continued)

| Header | Projects | Resources | Location | Documents | Certification | Related B+R | Burdens |
|---|--|--|----------|-----------|---------------|-------------|---------|
| Proposal ID: 000004857 Version ID: V1 Description: MFUSER242 | Business Unit: LBNL Currency: USD UCOP Trans Dt | Submit Status: Submitted Contract ID: UFUSR08004857 Add to My Proposals | | | | | |
| Due Date: 03/20/2008 * PI ID: 346351 * Title: Electrospun Hydroxyapatite-biocomposite scaffolds for * Sponsor ID: UN270 SUNY-STONY BROOK (STATE UNIV OF NY) Status: Awarded *Type: New Purpose: USER3 Facility MF01 Molecular Foundry User | Type: [v] Name: Bokor,Jeffrey *Start Date: 04/08/2008 *End Date: 04/07/2009 <input type="checkbox"/> Keep Certs CFDA: | Time: [] Time Zone: [v] *Category: Unfunded User Agreement Additional Attributes <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant | | | | | |
| Additional Information *Type: [v] Comments: [] Go To: Budget Express Valid Award Types for Sponsor | | | | | | | |

| Step | Action |
|------|---|
| 28. | Enter Start Date and End Date for the Agreement. For User Agreements, the proposed Start Date can be the first of the month prior to the scheduled experiment with the proposed End Date one (1) to five (5) years later. This allows for flexibility of return visits and experiments as approved by the User Facility Note: The actual Start and End dates for the award will be updated in the Award module once the Award has been generated. Further guidance will be provided when we come to that step. |

Completing the Proposal Header - Non-Funded User Agreements (Continued)

| Header | Projects | Resources | Location | Documents | Certification | Related B+R | Burdens |
|---|-------------------------------------|-------------------------------------|--|-----------|---------------|-------------|---------|
| Proposal ID: 000004857 | Business Unit: LBNL | Submit Status: Submitted | | | | | |
| Version ID: V1 | Currency: USD | Contract ID: UFUSR08004857 | | | | | |
| Description: MFUSER242 | UCOP Trans Dt | Add to My Proposals | | | | | |
| Due Date: 03/20/2008 | Type: [v] | Time: [] | Time Zone: [v] | | | | |
| * PI ID: 346351 | Name: Bokor,Jeffrey | | | | | | |
| * Title: Electrospun Hydroxyapatite-biocomposite scaffolds for | Long Title | | | | | | |
| * Sponsor ID: UN270 SUNY-STONY BROOK (STATE UNIV OF NY) | * Category: Unfunded User Agreement | | | | | | |
| Status: Awarded | * Start Date: 04/08/2008 | * End Date: 04/07/2009 | | | | | |
| * Type: New | <input type="checkbox"/> Keep Certs | CFDA: [] | Additional Attributes <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant | | | | |
| Purpose: USER3 | | | | | | | |
| Facility MF01 | Molecular Foundry User | | | | | | |
| Additional Information Find View All First 1 of 1 Last *Type: [v] Comments: [] | | | | | | | |
| Go To: Budget Express Valid Award Types for Sponsor | | | | | | | |

| Step | Action |
|------|---|
| 29. | Proposal Type is used to determine the proposal and award process. For new proposals, the Type of New is used. |
| 30. | It is anticipated only 2 types of RAPID Proposal Type will be used User Agreements. <ul style="list-style-type: none"> • When creating a new proposal, the Proposal Type New should be used. • When creating an Amendment for an active award, use the "create continuation functionality". For example, an Amendment can be used to add time and experiments to an existing award. |

| RAPID Proposal Type | Proposal Type Definition |
|---------------------|---|
| Amendment | A proposal that modifies the existing Statement of Work, budget, and extends the period of performance for an existing award. |
| New | A proposal not previously awarded or a renewal or continuation award treated as a new award by the sponsor and given a new agency number. |

Completing the Proposal Header - Non-Funded User Agreements (Continued)

| Header | Projects | Resources | Location | Documents | Certification | Related B+R | Burdens |
|--|---|-------------------------------------|----------------|--|-------------------------|-------------|---------|
| Proposal ID: | 000004857 | Business Unit: | LBNL | Submit Status: | Submitted | | |
| Version ID: | V1 | Currency: | USD | Contract ID: | UFUSR08004857 | | |
| Description: | MFUSER242 | UCOP Trans Dt | | Add to My Proposals | | | |
| Due Date: | 03/20/2008 | Type: | | Time: | | Time Zone: | |
| * PI ID: | 346351 | Name: | Bokor, Jeffrey | | | | |
| * Title: | Electrospun Hydroxyapatite-biocomposite scaffolds for | | | Long Title | | | |
| * Sponsor ID: | UN270 | SUNY-STONY BROOK (STATE UNIV OF NY) | | * Category: | Unfunded User Agreement | | |
| Status: | Awarded | * Start Date: | 04/08/2008 | * End Date: | 04/07/2009 | | |
| * Type: | New | <input type="checkbox"/> Keep Certs | CFDA: | Additional Attributes | | | |
| Purpose: | USER3 | | | <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant | | | |
| Facility | MF01 | Molecular Foundry User | | | | | |
| Additional Information Find View All First 1 of 1 Last | | | | | | | |
| * Type: | | Comments: | | | | | |
| Go To: Budget Express Valid Award Types for Sponsor | | | | | | | |

| Step | Action |
|------|--|
| 31. | There are specific Proposal Purposes for the User Facilities. They reflect the type of "user" they are. Once the Purpose is selected, then the User Facility field will appear. |

Purpose Codes:

| Purpose | Description |
|---------|---------------------|
| USER2 | NonProprietary User |
| USER3 | Collaborative User |

User Agreement Facility Codes:

| User Facility | Description |
|---------------|--|
| 88INCH01 | 88 Inch MOA |
| 88INCH02 | 88 INCH General User |
| ALS01 | ALS General User |
| ALS02 | BCSB PRT |
| ALS03 | BCSB HHMI PRT |
| ALS04 | BCSB Collaborative User Program |
| BEVALAC | Closed Facility - BEVALAC |
| ESNET01 | Energy Sciences Network |
| JGI01 | Joint Genome Institute General Users |
| JGI02 | JGI Sequencing Training Program |
| MF01 | Molecular Foundry User |
| NCEM01 | National Center for Electron Microscopy |
| NERSC01 | National Energy Research Scientific Computing Center |
| NTLF | Closed Facility - Nat'l Tritium Labeling Facility |

Completing the Proposal Header - Non-Funded User Agreements (Continued)

| Header | Projects | Resources | Location | Documents | Certification | Related B+R | Burdens |
|---|-------------------------------------|-------------------------------------|--|-----------|---------------|-------------|---------|
| Proposal ID: 000004857 | Business Unit: LBNL | Submit Status: Submitted | | | | | |
| Version ID: V1 | Currency: USD | Contract ID: UFUSR08004857 | | | | | |
| Description: MFUSER242 | UCOP Trans Dt | Add to My Proposals | | | | | |
| Due Date: 03/20/2008 | Type: [v] | Time: [] | Time Zone: [v] | | | | |
| * PI ID: 346351 | Name: Bokor,Jeffrey | | | | | | |
| * Title: Electrospun Hydroxyapatite-biocomposite scaffolds for | Long Title | | | | | | |
| * Sponsor ID: UN270 | SUNY-STONY BROOK (STATE UNIV OF NY) | * Category: Unfunded User Agreement | | | | | |
| Status: Awarded | * Start Date: 04/08/2008 | * End Date: 04/07/2009 | | | | | |
| * Type: New | <input type="checkbox"/> Keep Certs | CFDA: [] | Additional Attributes <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant | | | | |
| Purpose: USER3 | Facility: MF01 | Molecular Foundry User | | | | | |
| Additional Information Find View All First 1 of 1 Last *Type: [v] Comments: [] Go To: Budget Express Valid Award Types for Sponsor | | | | | | | |

| Additional Information | |
|------------------------------|---------------|
| *Type: Flow Through | Comments: [] |
| Main Content | |

Flow Through

Primary Sponsor: F0532 NIH-GERONTOLOGY RESEARCH CTR

[OK](#) [Cancel](#)

| Step | Action |
|------|---|
| 32. | Under Additional Information Type of "Flow Through". Include Primary Source of Funds if it is not the User. |
| 33. | Complete the "Primary Sponsor" with the Sponsor Code. You can select from the Sponsor Table using the magnifying glass. |

Completing the Proposal Header - Non-Funded User Agreements (Continued)

| Header | Projects | Resources | Location | Documents | Certification | Related B+R | Burdens |
|---|-------------------------------------|-------------------------------------|--|-----------|---------------|-------------|---------|
| Proposal ID: 000004857 | Business Unit: LBNL | Submit Status: Submitted | | | | | |
| Version ID: V1 | Currency: USD | Contract ID: UFUSR08004857 | | | | | |
| Description: MFUSER242 | UCOP Trans Dt | Add to My Proposals | | | | | |
| Due Date: 03/20/2008 | Type: [v] | Time: [] | Time Zone: [v] | | | | |
| * PI ID: 346351 | Name: Bokor,Jeffrey | | | | | | |
| * Title: Electrospun Hydroxyapatite-biocomposite scaffolds for | Long Title | | | | | | |
| * Sponsor ID: UN270 | SUNY-STONY BROOK (STATE UNIV OF NY) | * Category: Unfunded User Agreement | | | | | |
| Status: Awarded | * Start Date: 04/08/2008 | * End Date: 04/07/2009 | | | | | |
| * Type: New | <input type="checkbox"/> Keep Certs | CFDA: [] | Additional Attributes <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant | | | | |
| Purpose: USER3 | Facility: MF01 | Molecular Foundry User | | | | | |
| Additional Information Find View All First 1 of 1 Last *Type: [v] Comments: [] | | | | | | | |
| Go To: Budget Express Valid Award Types for Sponsor | | | | | | | |

| Step | Action |
|------|--|
| 34. | Is the User setup with a valid Award Type for Non-Funded Users? Click on the Valid Award Types for Sponsor link to double check. If there is no Award Type of U2 or U4, then make a request. See User Set up above for procedure. |

Valid award types for Sponsor

Business Unit LBNL Proposal ID 000004857 Version ID V1

Customer ID UN270 SUNY-STONY BROOK (STATE UNIV OF NY)

Award Types Defined for Sponsor Find | View All First 1 of 1 Last

| Award Type | Bill Type Descr |
|------------|--------------------------------|
| U2 | NonFederal Non-Proprietary Use |

| Step | Action |
|------|---|
| 35. | Click the Projects tab. |
| 36. | Use the Projects page to add or update projects associated with a proposal. |

Completing the Proposal Project - Non-Funded User Agreements

[Header](#) | [Projects](#) | [Resources](#) | [Location](#) | [Documents](#) | [Certification](#) | [Related B+R](#) | [Burdens](#)

Proposal ID: 000004857 **Business Unit:** LBNL **PI Name:** Bokor,Jeffrey
Version ID: V1
Title: Electrospun Hydroxyapatite-biocomposite scaffolds for

| Proposal Project | | Find | View All | First | 1 of 1 | Last |
|-----------------------------|---|-------------------------------------|----------------|-----------------|-------------|------|
| Proposal Project ID: | MFUSER242 | <input checked="" type="checkbox"/> | Primary | Project: | MFUSER242 | |
| *Title: | Electrospun Hydroxyapatite-biocomposite scaffolds for | | | | Description | |
| *Institution: | Lawrence Berkeley National Lab | | | | | |
| *Subdivision: | Materials Sciences | | | | | |
| *Department: | Materials Sciences | | | | | |
| Dept Contact: | Nasman,Sally F | | | | | |
| Dept Rep: | Alper,Mark | | | | | |

| Department Cost Share | | | | Find | View All | First | 1 of 1 | Last |
|-----------------------|--------------------|------------------|--|------|----------|-------|-----------------|--------|
| *Department: | Materials Sciences | Comment | | | | | Total %: | 100.00 |
| Cost Share %: | 100.00 | Location: | | | | | | |

| Step | Action |
|------|---|
| 37. | The User Facility may enter a unique identifier into the Proposal Project ID field if it the Facility's plan to use that as a Project ID. If not, a Project ID will be automatically assigned. The UFUSR Award No into the Project ID when the proposal is generated into an award. |
| 38. | Click the Primary check box. <input type="checkbox"/> Primary |
| 39. | Enter "DOE" into the Institution field. |
| 40. | Enter the Division two digit (i.e. GN) in to the Subdivision field. |
| 41. | The Department field is automatically updated. |
| 42. | Select the Dept Contact from the table provided. |
| 43. | The Division Director automatically populates the Dept Rep field. Select Division Director designee if they approve the proposal. For example, at the JGI, the Division Director designee may be Jim Bristow. |
| 44. | The "Departmental Cost Share" is not used and is grayed out. |

Completing the Resources Page - Non-Funded User Agreements (Continued)

The Resources page is used to maintain information about the key personnel a proposal project.

Header Projects Resources Location Documents Certification Related B+R Burdens

Proposal ID: 000004857 Business Unit: LBNL PI Name: Bokor,Jeffrey
 Version ID: V1
 Title: Electrospun Hydroxyapatite-biocomposite scaffolds for

Proposal Project Find | View All First 1 of 1 Last
 Proposal Project ID: MFUSER242 Electrospun Hydroxyapatite-biocomposite scaffolds for

Resource Find | View All First 1 of 1 Last
 Number 1 *Type: []
 Comments: []

Subrecipient Find | View All First 1 of 1 Last
 Sequence No: 1
 Subrecipient ID: [] Name: []

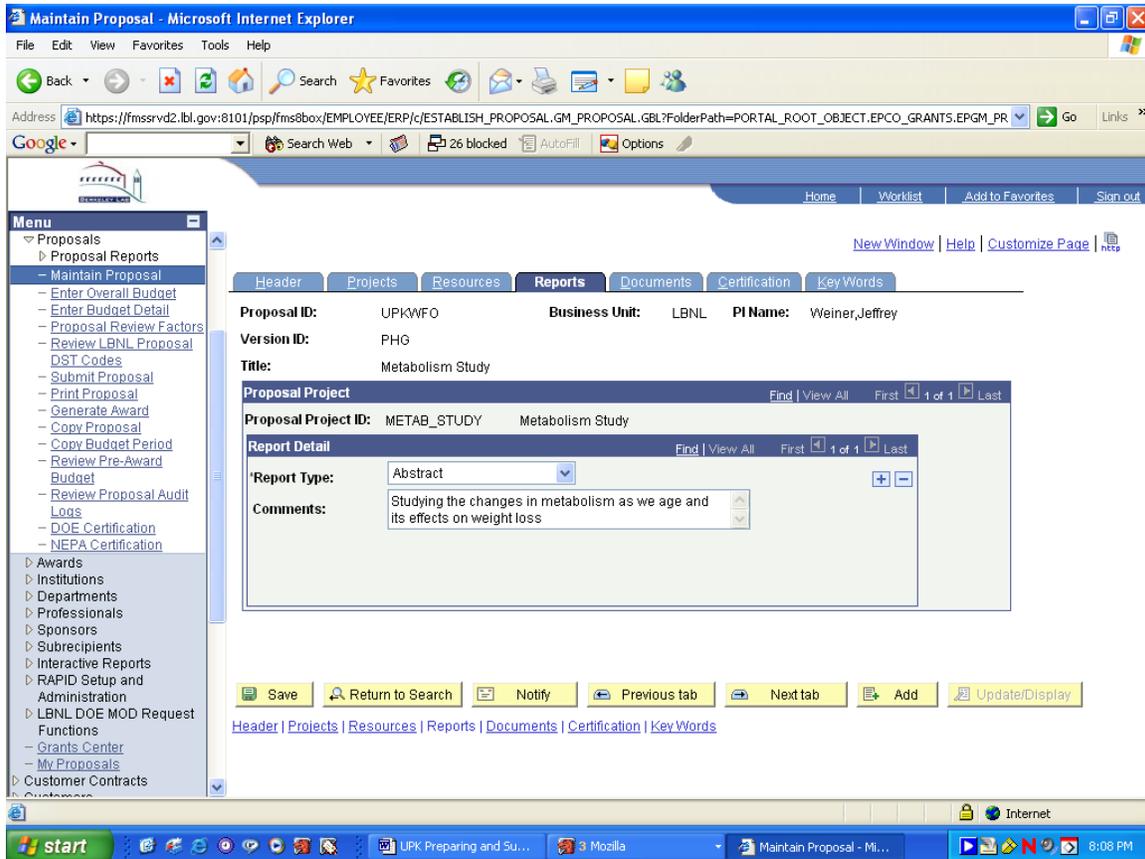
Professional Customize | Find | View All First 1 of 1 Last

| Number | Employee ID | Name | *Role |
|--------|-------------|---------------|-------|
| 10 | 346351 | Bokor,Jeffrey | PI |

| Step | Action |
|------|---|
| 45. | The "Resource and Subrecipient Details" are not used and are grayed out. |
| 46. | The Professional Details lists the PI for Non-Funded User Agreements The listed Professionals will populate the Team page in Project Costing Module when the Award is generated. |
| 47. | Click the Reports tab. |

Completing the Reports Page - Non-Funded User Agreements (Continued)

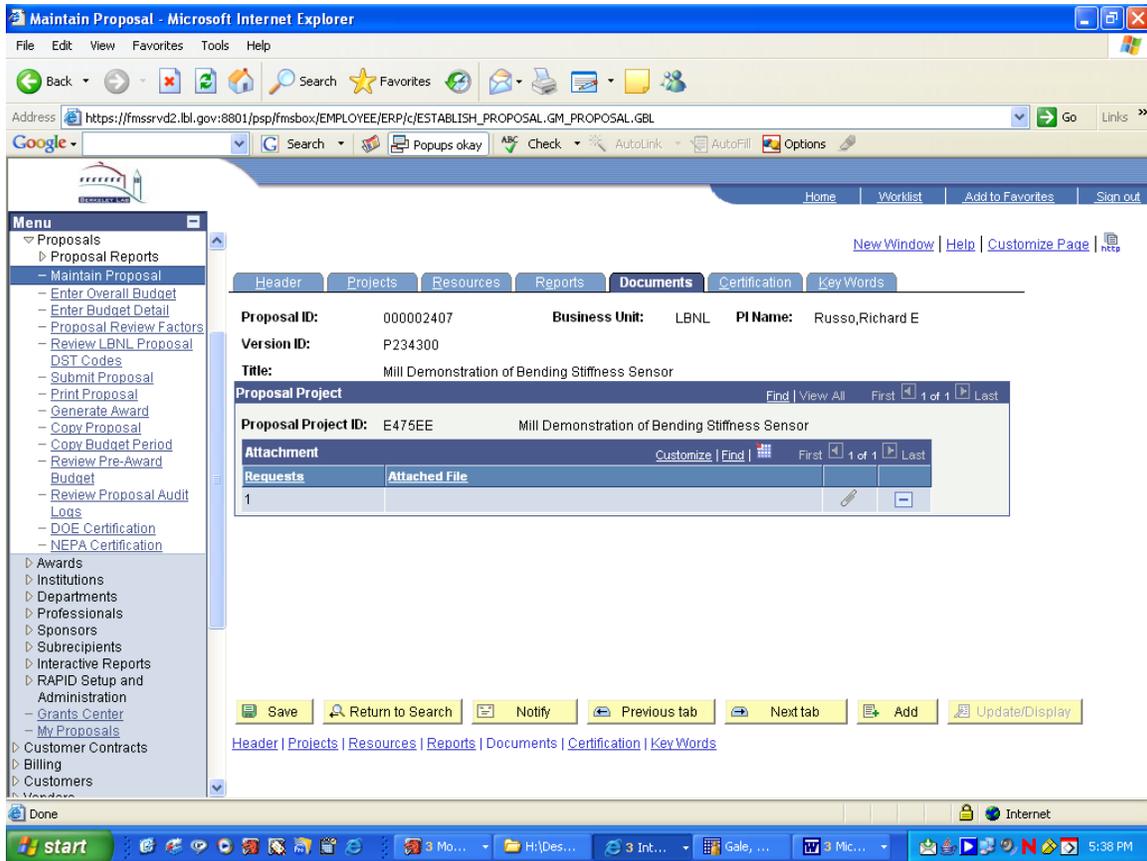
Reports Page: The Reports page is used to capture the Abstract information for a proposal.



| Step | Action |
|------|---|
| 48. | Non-Funded Users enter an Abstract according to the type of User Agreement being negotiated. Click on the *Report Type list. |
| 49. | Click an entry in the <input type="text" value="ABSTRACT"/> list. |
| 50. | Please make sure the Abstract is appropriate for your User Facility and User Agreement. The Abstract content is used by the Laboratory to report to DOE and others about User Facilities at LBNL. |

Completing the Documents Page - Non-Funded User Agreements (Continued)

Documents Page: As part of the proposal process, it is necessary to link (upload) documents into RAPID. For User Facilities without Limited C&G Delegation, you can upload the SPPF, and Request for User Agreement (replaces the Sponsor’s Proposal) - without submitting a hardcopy, original proposal. You can attach multiple documents to the proposal.



| Step | Action |
|------|--|
| 51. | Click on the Documents tab. |
| 52. | Click the Add Attachment button  to attach a document to the proposal. |
| 53. | The document link (upload) page is displayed. Upload document and then save. |

Completing the Certification Page - Non-Funded User Agreements (Continued)

Certification Page: The Certification page has all three (3) internal review and approvals that may be attributable to your proposal.

Header | Projects | Resources | Location | Documents | **Certification** | Related B+R | Burdens

Proposal ID: 000004820 Business Unit: LBNL PI Name: Bristow, James D
 Version ID: V1
 Title: Phycovirus Genomic DNA Samples for Finishing Work

Proposal Project ID: JGI USER Phycovirus Genomic DNA Samples for Finishing Work

Certification Customize | Find | First 1-3 of 3 Last

| *Certification Code | Certification Date | *Indicator | Certified By | Approval Date | Assurance Number | Exemption Number |
|---------------------|--------------------|------------|--------------|---------------|------------------|------------------|
| AN | | Pending | | | | |
| DOEAG | | SPO Hold | | | | |
| HS | | Pending | | | | |

| Step | Action |
|------|--|
| 54. | Divisional Personnel complete the Animal and Human Subjects at the time of proposal |
| 55. | Do not complete the Certification Date . |
| 56. | Next, select the certification indicator. Please see the next page for the appropriate Certification Indicator for the different types of actions. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> For this example, select Yes. Click the Indicator list. <input type="text" value=""/> Click an entry in the list. Yes <input type="text" value=""/> </div> |
| 57. | Next enter the person name that authorized the certification. Enter the desired information into the Certified By field. |
| 58. | Enter the date on which the certification was approved. Enter the desired information into the Approval Date field. |

Certification Panel Definitions and Data Entry Grid

| Certification Code | Definition |
|--------------------|--|
| AN | Animal Use: |
| DOEAG | DOE Contracting Office Approval of Agreements with NonStandard Terms and Conditions. |
| HS | Human Subjects |

Divisional Certification Actions (PI, Administrative Staff, NEPA/CEQA)

| Certification Code | Cert Date | Indicator | Certified by | Approval Date |
|--------------------|----------------|--|--------------|----------------------------|
| AN | Blank | Pending | Blank | Blank |
| | Blank | N/A - Animals will not be used on the research | PI's Name | Date PI approved Proposals |
| HS | Blank | Pending | Blank | Blank |
| | Date of Review | N/A - Humans will not be used on | PI PI's Name | Date PI approved Proposal. |

END OF PRPROPOSAL PROCEDURE

Reviewing a Non-Funded User Agreement Proposal and Generating the Award

In order to Generate a RAPID Non-Funded User Agreement from a proposal, the RAPID Non-Funded User Proposal must be reviewed and validated.

| Step | Action |
|------|--|
| 59. | Begin by navigating to the General Info page. Click the Grants link.  |



Reviewing a Non-Funded User Agreement Proposal

Maintain User Agreement Proposals - Main Menu

| Step | Action |
|------|--|
| 1. | Click the Maintain User Agreements link. |
| 2. | Click the User Agreement Proposals link. |

| Step | Action |
|------|---|
| 3. | To view an existing User Proposal click the Find an Existing Value tab. |
| 4. | Click the Search button. |

Reviewing the Non-Funded User Agreement Proposal Header Page - Non-Funded User Agreements

Once you have accessed the Non-Funded User Agreement Proposal, it is important to review the data in the Proposal Menu Pages to make sure it accurate and reflects the Non-Funded User Agreement you will be authorizing.

Under Certifications, it is important that all three Certifications either reflect approval or that the Certification does not apply.

Completing the Certification Page - Non-Funded User Agreements

Certification Page: The Certification page has all three (3) internal review and approvals that may be attributable to your proposal.

| Step | Action |
|------|---|
| 4. | Either the Division Staff with Limited C&G Delegation or the SPO COs complete the Certifications Approvals or indicate it was not applicable. |
| 5. | The Certification Date field is the date that the proposal was sent for review for that Certification. It is used only for DOE approvals. |
| 6. | Next, select the certification indicator. Please see the next page for the appropriate Certification Indicator for the different types of actions. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> For this example, select Yes. Click the Indicator list. <input type="text"/> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px; float: right;"> Click an entry in the list. <input type="text" value="Yes"/> </div> |
| 7. | Next enter the person name that authorized the certification. Enter the desired information into the Certified By field. |
| 8. | Enter the date on which the certification was approved. Enter the desired information into the Approval Date field. |

Certification Panel Definitions and Data Entry Grid

| Certification Code | Definition |
|--------------------|--|
| AN | Animal Use: |
| DOEAG | DOE Contracting Office Approval of Agreements with NonStandard Terms and Conditions. |
| HS | Human Subjects |

Sponsored Project Office or Staff with Limited C&G Delegation Certification Actions

| Certification Code | Cert Date | Indicator | Certified by | Approval Date |
|--------------------|---------------------|---|------------------|---------------------|
| | Blank | Yes - Animal Use approved and research may commence | Chris Byrne Name | Date of Approval |
| | Blank | No - Animal Use no approved and research may not commence | Chris Byrne Name | Date of Disapproval |
| AN | Blank | Yes - Human Use approved and research may commence | Chris Byrne Name | Date of Approval |
| | Blank | No - Human Use no approved and research may not commence | Chris Byrne Name | Date of Disapproval |
| DOEAG | Blank | SPO Hold | Blank | Blank |
| | Date of SPO Review | N/A - Doesn't go to DOE for Approval | SPO CO's Name | Date of COs review |
| | Date sent to DOE CO | DOE Pending - Goes to DOE for Approval | Blank | Blank |

Completing the Actions Required for Proposal Approval and Award Generation

| Step | Action |
|------|--|
| 9. | Open the Submit User Agreement Proposal Menu item |
| 10. | The Approvals page enables you to specify information such as the date receipt of proposal, date sent to the sponsor, the submission method, and the submission status. |

Approvals | Submission | Contact | LBNL Prop Dist | Proposal Burdens

Proposal ID: 000004857 Business Unit: LBNL PI Name: Bokor, Jeffrey
 Version ID: V1
 Title: Electrospun Hydroxyapatite-biocomposite scaffolds for
 Proposal Status: Awarded

Proposal Submission Official Find | View All First 1 of 2 Last

| Sequence: | Submit for Approval | P.I. Review: | Div Director Review: | Institutional Review: | Event Date: |
|-----------|--------------------------|--|--|--|-------------|
| 2 | <input type="checkbox"/> | 346351 Bokor, Jeffrey | 013243 Alper, Mark | 017534 Ford, Angela R | 04/03/2008 |
| | | Approved <input checked="" type="checkbox"/> | Approved <input checked="" type="checkbox"/> | Approved <input checked="" type="checkbox"/> | |

Save Return to Search Notify Previous tab Next tab

[Approvals](#) | [Submission](#) | [Contact](#) | [LBNL Prop Dist](#) | [Proposal Burdens](#)

| Step | Action |
|------|---|
| 11. | Click the Approvals tab. |
| 12. | The Approvals page captures information about the officials who will receive and approve the proposal. Select the Approved check box to indicate that the PI, Division Director, and SPO has approved the proposal. Click the Approved option. Approved <input type="checkbox"/> |
| 13. | Use the Proposal Status field to change the status to Approved. Click the Approved status in the list and then Tab out. Approved |
| 14. | Click the Save button. Save |

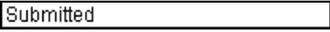
Completing the LBNL Prop Dist (Proposal Distribution) Page

| Approvals | Submission | Contact | LBNL Prop Dist | Proposal Burdens |
|--------------------------|---|-------------------------------------|-----------------------|-------------------------------|
| Proposal ID: | 000004857 | Business Unit: | LBNL | PI Name: Bokor,Jeffrey |
| Version ID: | V1 | | | |
| Title: | Electrospun Hydroxyapatite-biocomposite scaffolds for | | | |
| Customer ID: | UN270 | SUNY-STONY BROOK (STATE UNIV OF NY) | | |
| Award Type: | <input type="text" value="U2"/>  | Advance Type: | No Adv | |
| Bill-To Customer: | UN270 | SUNY-STONY BROOK (STATE UNIV OF NY) | | |
| Cost Dist: | CO-UNF | | | |
| Fund Code: | WA | B +R: | 83UNFDUSR | MARS Code: 97BAL |

| Step | Action |
|------|--|
| 15. | Use the LBNL Prop Dist page to determine the Award Type |
| 16. | Enter an Award Type field for an Unfunded User: U2 - NonFederal or U4 - Federal |
| 17. | The Advance Type should always be "No Advance" |
| 18. | Click on the Submissions Tab . |

Completing the Submissions Page

| | | | | | |
|-------------------------|---|-----------------------|----------------------|------------------|---------------|
| Approvals | Submission | Contact | LBNL Prop Dist | Proposal Burdens | |
| Proposal ID: | 000004857 | Business Unit: | LBNL | PI Name: | Bokor,Jeffrey |
| Version ID: | V1 | | | | |
| Title: | Electrospun Hydroxyapatite-biocomposite scaffolds for | | | | |
| Received From Division: | 03/24/2008 | Date Sent To Sponsor: | 04/03/2008 | | |
| Transmission Code: | EL | Electronically Only | | | |
| Sponsor Proposal ID: | <input type="text"/> | | | | |
| Submit Status: | Submitted | Received: | <input type="text"/> | | |
| Sponsor: | SUNY-STONY BROOK (STATE UNIV OF NY) | | | | |
| Location: | <input type="text"/> | | | | |
| Mailing Instructions: | User: Dr. Perena Gouma pgouma@notes.cc.sunysb.edu CSDA at Stony Brook | | | | |

| Step | Action |
|------|--|
| 19. | Begin by entering the date the proposal was Received from the Division or for User Facility with Delegation, the date the User was authorized. |
| 20. | Enter the desired information into the Date sent to Sponsor field. |
| 21. | For the Sponsored Projects Contract Officer, review how the proposal needs to be submitted looking at both the Transmission Code and Mailing Instructions . |
| 22. | Leave the proposal version as Not Submitted until the proposal is ready for Award Generation  Once you are ready to Generate the Award, click on Submitted under Submit Status and save.  |

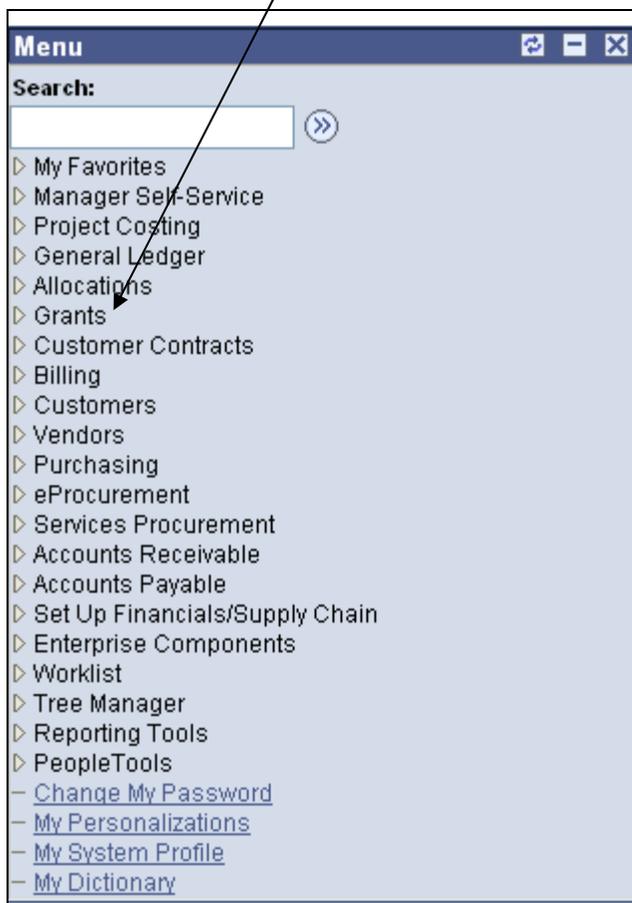
Process Complete for Reviewing and Preparing a Proposal for Award Generation

Generating An Award

After negotiations, if any, are completed and the agreement is fully signed, the next step is to generate the award.

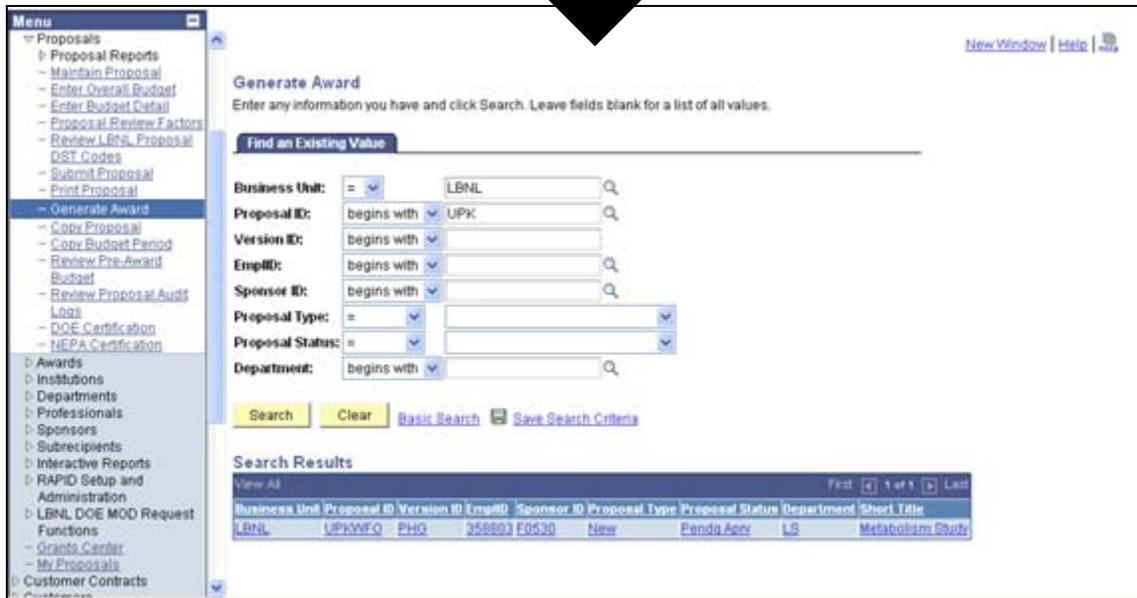
The Generate Award process populates the award pages with the needed information required to manage the award by using the data that you set up in the proposal.

| Step | Action |
|------|--|
| 60. | Begin by navigating to the General Info page. Click the Grants link.  |



Maintain User Agreement Awards - Main Menu

| Step | Action |
|------|--|
| 61. | Click the Maintain User Agreements link. |
| 62. | Click the User Agreement Awards link. |



| Step | Action |
|------|---|
| 23. | Enter the desired information into the Business Unit and the Proposal ID |
| 24. | Click the Search button and the Generate Award page enables you to Generate an Award.  . Once you have located the proposal, select it and it will appear in the Generate Award Page. |

Completing the Generate Award Page

Generate Award

From Proposal: 000859 To Award:

From Version: V2 Award Category UFUSR

Project Find | View All First 1 of 1 Last

Primary Project

From Project: MFUSER1 Lithography for Bio-Memetic Molecular Motors Project:

Parent Project

| Budget | | | Customize Find <input type="button" value="🔍"/> |
|-------------------------------------|-------------|-------------|---|
| | From Budget | To Activity | |
| <input checked="" type="checkbox"/> | BUDGET | 0 | Unfunded User Agreement |

| Step | Action |
|------|--|
| 25. | The Generate Award page captures information needed to Generate a Proposal into an Award |
| 26. | The Non-Funded User LBNL Award Number is automatically generated by the system. |
| 27. | Copy and Paste the Non-Funded User LBNL Award Number into the Project ID space. Note some Facilities use the Project ID to track the User Proposal Number. If that is the case, that process can be used. |
| 28. | Once you've reviewed the information Click the Move button. The Award is now generated |

Accessing User Agreement Awards

| Step | Action |
|------|--|
| 29. | Begin by navigating to the Award Profile page. |

The screenshot shows a software interface with a 'Menu' on the left and a main content area. The 'Menu' includes options like 'My Favorites', 'Manager Self-Service', 'Project Costing', 'General Ledger', 'Allocations', 'Grants', 'Maintain WFO', 'Maintain User Agreements', 'Maintain Gifts', 'Maintain DOE Indirect Funding', 'Maintain CRADAs', 'Maintain ILAs', and 'Proposals'. The 'Maintain User Agreements' option is expanded, showing sub-options: 'User Agreement Proposals' and 'User Agreement Awards'. The main content area displays 'Maintain User Agreements' with a description: 'This folder includes all user agreement proposal, award, and reporting functions'. It contains two sub-folders: 'User Agreement Proposals' (with links like 'Maintain User Proposal', 'Enter Overall User Budget', etc.) and 'User Agreement Awards' (with links like 'Generate User Agreement Award', 'User Agreement Award Profile', etc.). A large black arrow points from the 'User Agreement Awards' folder in the screenshot to the 'User Award Profile' form below.

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

Find an Existing Value

Business Unit: = ▾ LBNL 🔍

Award ID: begins with ▾ 🔍

PI ID: begins with ▾ 🔍

Proposal ID: begins with ▾ 🔍

Bill Type Identifier: begins with ▾ 🔍

Award Status: = ▾ 🔍

Customer ID: begins with ▾ 🔍

Reference Award Number: begins with ▾ 🔍

Project: begins with ▾ 🔍

Award Category: begins with ▾ 🔍

Case Sensitive

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

| Step | Action |
|------|---|
| 30. | Enter the desired information into the Business Unit field. Enter "LBNL". Enter the desired information into the Proposal ID field. |
| 31. | Click the Search button.  |
| 32. | The Award Profile page enables you to Manage an Award. |

Managing and Authorizing the Award

| | | | | | | | | | |
|---|--|--------------------------------|--|------------------------|---|-------------------------------------|-------------|-------|-----------|
| Profile | | Contact | Funding | Abstract | Certifications | Notepad | Attachments | Terms | Milestone |
| Award ID: | UFUSR08004857 | Business Unit: | LBNL | | Currency: | USD | | | |
| Reference Award Number: | <input type="text"/> | Project PI: | Bokor,Jeffrey | | View Contract | Award Modifications | | | |
| Award PI ID: | <input type="text" value="346351"/> | Name: | <input type="text" value="Bokor,Jeffrey"/> | | Co-PI | View Proposal | | | |
| Title: | <input type="text" value="Electrospun Hydroxyapatite-biocomposite scaffolds for"/> | | | | Description | | | | |
| Sponsor: | SUNY-STONY BROOK (STATE UNIV OF NY) | | RWO | AGRUFUSR08004857 | | | | | |
| Status: | <input type="text" value="Accepted"/> | Start Date: | <input type="text" value="04/08/2008"/> | End Date: | <input type="text" value="04/07/2009"/> | | | | |
| Award Type | U2 | NonFederal Non-Proprietary Use | | <input type="text"/> | Expiration Date | 04/07/2009 | | | |
| Purpose: | <input type="text" value="USER3"/> | CFDA: | | | | | | | |
| | | Facility | <input type="text" value="MF01"/> | Molecular Foundry User | | | | | |
| Proposal ID | 000004857 | Version ID | V1 | Award Category | Unfunded User Agreement | | | | |
| Associated Project Customize Find View All First 1 of 1 Last | | | | | | | | | |
| PC Business Unit | Project | Description | | | | | | | |
| LBNL | MFUSER242 | | | | | | | | |
| Additional Information Find View All First 1 of 1 Last | | | | | | | | | |
| *Type: | <input type="text"/> | Comments: | <input type="text"/> | | | | | | |

| Step | Action |
|------|--|
| 33. | The Award Profile inherits many fields from the Proposal |

SPO CO or User Facility Authorized Representatives - Grant Administrator Update

In order for E-Notifications to go to the correct SPO CO, the SPO CO updates the Grants Administrator link by inputting their EmplID.

| | | | | | | | | | |
|---|--|---------------------------------|--|-------------------------------|---|-------------|-------|-----------|----|
| Profile | Contact | Funding | Abstract | Certifications | Notepad | Attachments | Terms | Milestone | Aw |
| Award ID: | UFUSR08004857 | Business Unit: | LBNL | Currency: | USD | | | | |
| Reference Award Number: | <input type="text"/> | Project PI: | Bokor,Jeffrey | View Contract | Award Modifications | | | | |
| Award PI ID: | <input type="text" value="346351"/> | Name: | <input type="text" value="Bokor,Jeffrey"/> | Co-PI | View Proposal | | | | |
| Title: | <input type="text" value="Electrospun Hydroxyapatite-biocomposite scaffolds for"/> | | | Description | | | | | |
| Sponsor: | SUNY-STONY BROOK (STATE UNIV OF NY) | RWO | AGRUFUSR08004857 | | | | | | |
| Status: | <input type="text" value="Accepted"/> | Start Date: | <input type="text" value="04/08/2008"/> | End Date: | <input type="text" value="04/07/2009"/> | | | | |
| Award Type | U2 NonFederal Non-Proprietary Use | CFDA: | <input type="text"/> | Expiration Date | 04/07/2009 | | | | |
| Purpose: | <input type="text" value="USER3"/> | Facility | <input type="text" value="MF01"/> | Molecular Foundry User | | | | | |
| Proposal ID | 000004857 | Version ID | V1 | Award Category | Unfunded User Agreement | | | | |
| Associated Project Customize Find View All First 1 of 1 Last | | | | | | | | | |
| PC Business Unit | Project | Description | | | | | | | |
| LBNL | MFUSER242 | | | | | | | | |
| Additional Information Find View All First 1 of 1 Last | | | | | | | | | |
| *Type: | <input type="text"/> | Comments: | <input type="text"/> | | | | | | |
| Go To: | Grant Administrator | Sponsor Website | | | | | | | |

Award Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Grant Administrator

Institution ID: Lawrence Berkeley National Lab

Department: Earth Sciences

Contact: Inada,Rick M

Phone: 510/486-5882 **Fax:**

Email ID: RMLnada@lbl.gov

Official Type: Administrative Official

In RAPID, the Grant Administrator is created when the Award is generated with the Division Contact that created the Proposal.

1. Please enter your EmplID in the Contact field.
2. Click on the OK Button at the bottom.
3. When you return to the Award Profile Page, please click on SAVE.

| Step | Action |
|------|--|
| 34. | Click on the Award Modifications Link (to the far right side). |

| Award Modifications | | | | | | | |
|------------------------|---------|---------------|--------------|-------------|------------|--------|-------------------|
| Detail | | | | | | | Customize |
| Reference Award Number | *Period | SPO Author Dt | Awd Acctg Dt | *Start Date | *End Date | Amount | Short Description |
| | 1 | 05/01/2008 | 05/01/2008 | 04/08/2008 | 04/07/2009 | 0.00 | NEW |

| Step | Action |
|------|--|
| 35. | The Award Modification Page - Enter the SPO Authorization Date and update the Start Date and End Date . |
| 36. | Review this information to make sure it reflects negotiated Non-Funded User Agreement with the User. An award is not authorized until the SPO Authorization Date has been entered and the Award saved. |
| 37. | The Start Date and End Date of the Award Modification and the Award Profile must be the same. |
| 38. | When the award action has been reviewed and authorized, then click the OK button |

| Profile | Contact | Funding | Abstract | Certifications | Notepad | Attachments | Terms | Milestone | Aw |
|-------------------------|--|---|--|-------------------------------|---|-------------|-------|-----------|----|
| Award ID: | UFUSR08004857 | Business Unit: | LBNL | Currency: | USD | | | | |
| Reference Award Number: | <input type="text"/> | Project PI: | Bokor,Jeffrey | View Contract | Award Modifications | | | | |
| Award PI ID: | <input type="text" value="346351"/> | Name: | <input type="text" value="Bokor,Jeffrey"/> | Co-PI | View Proposal | | | | |
| Title: | <input type="text" value="Electrospun Hydroxyapatite-biocomposite scaffolds for"/> | | | Description | | | | | |
| Sponsor: | SUNY-STONY BROOK (STATE UNIV OF NY) | RWO AGR | UFUSR08004857 | | | | | | |
| Status: | <input type="text" value="Accepted"/> | Start Date: | <input type="text" value="04/08/2008"/> | End Date: | <input type="text" value="04/07/2009"/> | | | | |
| Award Type | U2 NonFederal Non-Proprietary Use | Expiration Date | <input type="text" value="04/07/2009"/> | | | | | | |
| Purpose: | <input type="text" value="USER3"/> | CFDA: | | | | | | | |
| Proposal ID | 000004857 | Facility | <input type="text" value="MF01"/> | Molecular Foundry User | | | | | |
| Version ID | V1 | Award Category | Unfunded User Agreement | | | | | | |
| Associated Project | | Customize Find View All First 1 of 1 Last | | | | | | | |
| PC Business Unit | Project | Description | | | | | | | |
| LBNL | MFUSER242 | | | | | | | | |
| Additional Information | | Find View All First 1 of 1 Last | | | | | | | |
| *Type: | <input type="text"/> | Comments: | <input type="text"/> | | | | | | |
| Go To: | | Grant Administrator | Sponsor Website | | | | | | |

Amendments to the Non-Funded User Agreement - Update the Award Modification Table

Typically, the only time a Non-Funded User award will be updated is when the User Agreement is amended to extend the period of performance.

The screenshot shows the 'Award Profile' page for award UFUSR08004857. Key fields include:

- Award ID:** UFUSR08004857
- Business Unit:** LBNL
- Currency:** USD
- Project PI:** Bokor, Jeffrey
- Name:** Bokor, Jeffrey
- Title:** Electrospun Hydroxyapatite-biocomposite scaffolds for
- Sponsor:** SUNY-STONY BROOK (STATE UNIV OF NY)
- Status:** Accepted
- Start Date:** 04/08/2008
- End Date:** 04/07/2009
- Award Type:** U2 NonFederal Non-Proprietary Use
- Purpose:** USER3
- Facility:** MF01 Molecular Foundry User
- Award Category:** Non Funded User Agreement

 An arrow points to the 'End Date' field, indicating it needs to be updated.

| Step | Action |
|------|--|
| 39. | The End Date must be updated and same for the Award Modification and the Award Profile pages. |
| 40. | Update the End Date on the Award Profile to match the extension of the period of performance. |
| 41. | Click on the Award Modifications Link which will take you to the Award Modification Table. |

The screenshot shows the 'Award Modifications' table with the following data:

| Number | *Period | SPO Author Dt | Awd Acctg Dt | *Start Date | *End Date | Amount | Short Description | UCOP Trans Dt | Comments |
|--------|------------|---------------|--------------|-------------|-----------|--------|-------------------|---------------|--------------|
| 1 | 05/01/2008 | 05/01/2008 | 04/08/2008 | 04/07/2009 | 0.00 | NEW | | | Comments + - |
| 2 | 10/14/2008 | 10/14/2008 | 04/08/2008 | 04/07/2010 | 0.00 | NCE | | | Comments + - |

| Step | Action |
|------|---|
| 42. | Add a new Award Mod line by pushing the "plus button" - + . Enter the Begin Date of the Agreement and the new End Date. Select the Short Description "NCE" for "No Cost Extension". Review this information to make sure it reflects negotiations award document with Sponsor. Then Click "Okay" which takes you to the Award Profile. |

Updating the Expiration Date

Reference Award Number: Project PI: Bokor, Jeffrey [View Contract](#) [Award Modifications](#)

Award PI ID: Name: [Co-PI](#) [View Proposal](#)

Title: [Description](#)

Sponsor: SUNY-STONY BROOK (STATE UNIV OF NY) RWO AGRUFUSR08004857

Status: Start Date: End Date:

Award Type: U2 NonFederal Non-Proprietary Use Expiration Date: 04/07/2010

Purpose: CFDA: Facility: Molecular Foundry User

Proposal ID: 000004857 Version ID: V1 Award Category: Non Funded User Agreement

| Associated Project | | |
|--------------------|-----------|-------------|
| PC Business Unit | Project | Description |
| LBNL | MFUSER242 | |

Additional Information [Find](#) | [View All](#) First 1 of 1 Last

*Type: Comments:

Go To: [Grant Administrator](#) [Sponsor Website](#)

| Step | Action |
|------|--|
| 43. | On the Award Profile, make sure the End Date is correct and then click on the Save Button. This will update the Expiration Date . The End Date and Expiration Date should be the same. |

End of Process