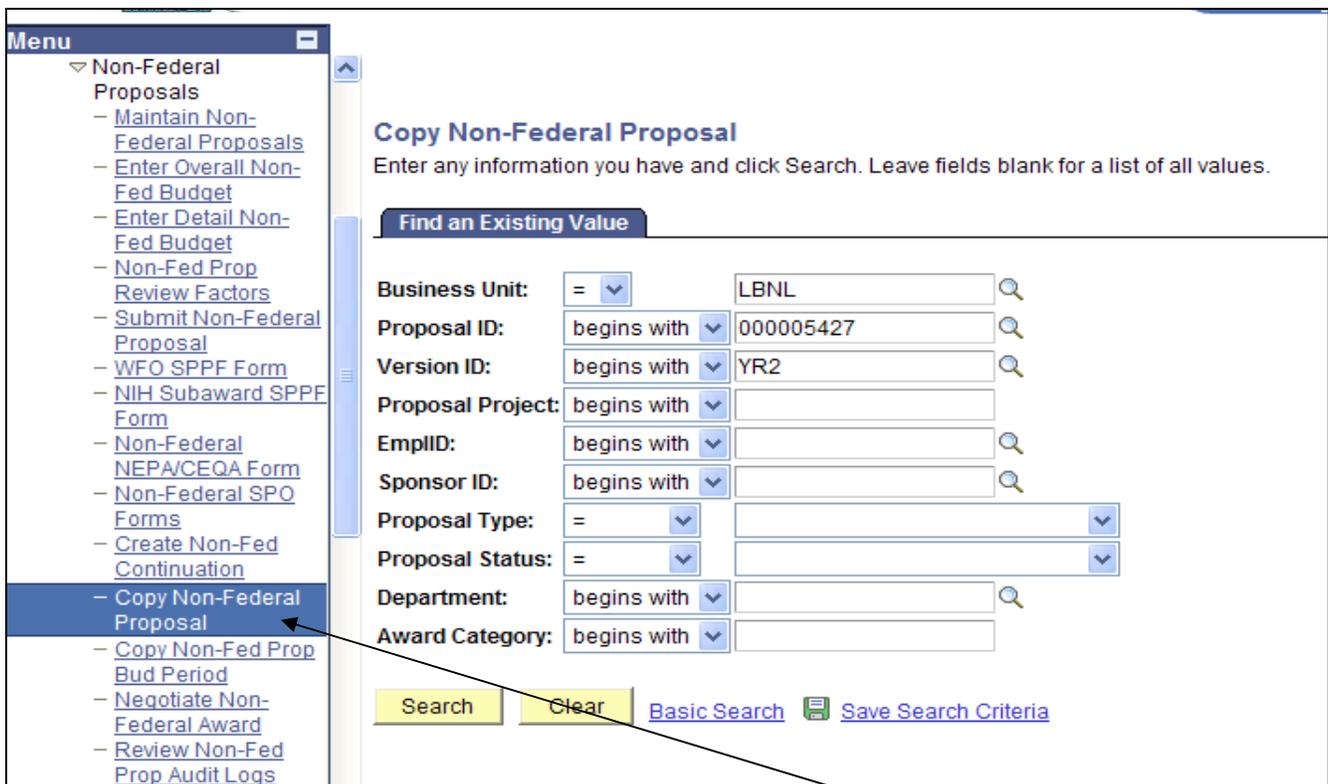


Typically, for all proposals, RAPID automatically assigns a new, sequentially numbered Proposal ID when the proposal is added. From time to time there are some exceptions when the automatic numbering is overridden. Refer to the scenarios below for proposal numbering and handling with generate award process and numbering.

Scenario #1: *During the course of negotiations for the amendment, OSPIP learns that the sponsor will issue a new PO number.*

The approved “amendment” proposal is linked to the current award and contains all the new approvals from DOE, etc. associated with the amendment. OSPIP cannot generate a new award on an amendment proposal linked to a RAPID award.

OSPIP must generate a new award order to accommodate the change in PO number. Therefore the new proposal will need to be copied from the original “amendment” proposal. By following the steps outlined below, the Division establishes the appropriate proposal and the OSPIP CO will generate the new award:



Step	Action
1.	While you are in the Amendment Proposal Header Page, Click on Copy Non-Federal Proposal and the Search Page will appear.
2.	Click on Search and the Copy Proposal Page will Appear (see next page).
3.	Remember, the Division must but the original Amendment Proposal into “Discontinued Status” in RAPID.

Copy Proposal Page

Copy Proposal

From Proposal: 000005427 *To Proposal:

From Version ID: YR2 *To Version:

Project		Find View All	First	1 of 1	Last
<input checked="" type="checkbox"/>	From Project ID: M70047	Bosch-LBNL Metal-Supported Solid Oxide Fuel Cell Program	To Project ID: <input type="text" value="M72000"/>	<input checked="" type="checkbox"/>	Primary Project
Budget		Customize Find	First	1 of 1	Last
<input checked="" type="checkbox"/>	From Budget	To Budget			
<input checked="" type="checkbox"/>	BOSCH YEAR 2	<input type="text" value="BOSCH YEAR 2"/>			

Step	Action
4.	<ul style="list-style-type: none"> ▫ Enter the same Proposal ID in *To Proposal ▫ Enter a new Version ID in *To Version ▫ Enter new Project ID and Flag Primary Project ▫ Click on Copy button <p>When the copy button “grays” out, a new Proposal has been created.</p>
5.	Click on the Menu Navigation Page Maintain Non-Federal WFO and the new proposal appears.

Maintain Proposal Pages

The screenshot displays the 'Maintain Proposal' interface in the RAPID system. On the left is a navigation menu with categories like 'Non-Federal Proposals' and 'Non-Federal Awards'. The main content area features a header with tabs for 'Header', 'Projects', 'Resources', 'Location', 'Reports', 'Documents', 'Certification', and 'Related B+R'. Below the header, the proposal details are organized into sections:

- Header:** Proposal ID: 000005427, Business Unit: LBNL, Submit Status: Not Submitted.
- Version:** Version ID: PHG, Currency: USD, Contract ID: [input field].
- Description:** Bosch-LBNL Metal-Sup, UCOP Trans Dt: [input field].
- Dates:** Due Date: 09/05/2008, *Start Date: 11/26/2007, *End Date: 11/25/2009.
- PI and Name:** *PI ID: 922565, Name: Visco, Steven J.
- Title and Sponsor:** *Title: Bosch-LBNL Metal-Supported Solid Oxide Fuel Cell Program, *Sponsor ID: XR370, ROBERT BOSCH CORPORATION.
- Status and Type:** *Status: Draft, *Type: Amendment.
- Additional Attributes:** Includes checkboxes for 'Foreign Application/Component' and 'NIH Modular Grant'.
- Additional Information:** *Type: Non-Federal Advance An, Comments: [input field].

Step	Action
6.	<p>Division will review the copied proposal and update to make sure the data is the exact same as the original amendment proposal.</p> <p>After review is completed, Division alerts OSPIP CO so the proposal can be reviewed and the award generated</p>
7.	<p>After the Division completes the set up of the new "Amendment" Proposal, the OSPIP CO will do the following:</p> <ul style="list-style-type: none"> ▫ Review proposal to assure all is correct. ▫ DO NOT CHANGE PROPOSAL TYPE. Leave it as an "Amendment" Proposal.
8.	<p>The Division and OSPIP follow the standard process to review proposal data in RAPID and Generate a Non-Federal Award. OSPIP CO will obtain AR Review approved and request Advance Invoice as required for a new proposal/award combination.</p> <p>The LBNL award number is the proposal number with a new FY prefix or, if in the same FY as the original award, the original LBNL award with a suffix (to match the proposal version).</p>
9.	<p><u>NOTE:</u> For Federal and M&O Awards, the Award Mod Description will be "new" because the Federal and M&O sponsors drive the Agreements.</p> <p><u>NOTE:</u> For Non-Federal Awards, the Award Mod Description will be Amendment because LBNL drives the Agreements and amendments.</p>

Scenario 2: OSPIP learns that the Sponsor wants to change the Award or Billing Number each year Multiyear Award with Incremental Funding - Sponsor wants New Award or Billing Number Each Year award rather than an amendment to their original

The original proposal was a Multiyear Proposal, with each year incrementally funded. The approvals such as DOE approvals are for the entire project period. By following the steps outlined below, the Division establishes the appropriate proposal and the OSPIP CO will generate the new award:

The screenshot displays the RAPID system interface for a proposal. On the left is a 'Menu' with various options like 'Non-Federal Proposals', 'Maintain Non-Federal Proposals', and 'Non-Federal Awards'. The main area shows proposal details for ID 000005427, titled 'Bosch-LBNL Metal-Sup'. Fields include Business Unit (LBNL), Currency (USD), Submit Status (Not Submitted), and Contract ID. The description is 'Bosch-LBNL Metal-Sup' and the UCOP Trans Dt is visible. Other fields include Due Date (09/05/2008), PI ID (922565), Name (Visco, Steven J), Title (Bosch-LBNL Metal-Supported Solid Oxide Fuel Cell Program), Sponsor ID (XR370), Status (Draft), Start Date (11/26/2007), End Date (11/25/2009), and Purpose (BASRE). There are sections for 'Additional Attributes' and 'Additional Information'.

Step	Action
1.	Follow Steps 1-6 outlined in Scenario #1 using the original proposal as a basis for the copy.
7.	The Division updates the Proposal to reflect the incremental funding: <ul style="list-style-type: none"> ▫ Change the Proposal Type to Non-Competing Continuation ▫ Update the dates in the Proposal Header and in the Budget General Information/Period ▫ Update the Budget information to reflect the incremental budget ▫ Update Certifications to reflect any Non-DOE approvals such as human subjects, etc.
8.	The Division and OSPIP follow the standard process to review proposal data in RAPID and Generate a Non-Federal Award. OSPIP CO will obtain AR Review approved and request Advance Invoice as required for a new proposal/award combination. The LBNL award number is the proposal number with a new FY prefix or, if in the same FY as the original award, the original LBNL award with a suffix (to match the proposal version).
10.	NOTE: For Federal and M&O Awards, the Award Mod Description will be "New" because the Federal and M&O sponsors drive the Agreements. NOTE: For Non-Federal Awards, the Award Mod Description will be "Incremental" because LBNL drives the Agreements and amendments.