

RAPID is not setup to manage multiple Purchase Orders (PO) for a single contract in a single system record. And neither is FMS/Billing and Accounts Receivable (BAR). Therefore, each PO requires a separate RAPID Award to manage billings in BAR at the PO level.

In order to manage multiple POs for a single OSPIP award, we make exception to using RAPID's automatic numbering functionality. And from the new proposal, the new award will be generated.

This process can be used when:

- ❖ Sponsors wish to manage incremental of funding or the funding of separate tasks with a separate PO. The LBNL WFO Award is the governing agreement; the POs are used by the Sponsor to manage billings,
- ❖ Sponsors wish to manage a new Amendment (new work, budget, etc) separate from the original, and issue a PO to manage billings.

**Process**

A new proposal will need to be copied from the original proposal for the award. For this example, we are using a Non-Federal WFO Award. By following the steps outlined below, the Division establishes the appropriate proposal so the OSPIP CO can generate the new award:

The screenshot shows the 'Copy Non-Federal Proposal' search page in the RAPID system. On the left, a 'Menu' sidebar lists various proposal actions, with 'Copy Non-Federal Proposal' highlighted. The main content area is titled 'Copy Non-Federal Proposal' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' section with several search criteria fields: Business Unit (set to LBNL), Proposal ID (begins with 000005427), Version ID (begins with YR2), Proposal Project, EmplID, Sponsor ID, Proposal Type, Proposal Status, Department, and Award Category. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'. An arrow points from the highlighted menu item to the search page.

Step	Action
1.	While you are in the Proposal Menu, Click on <a href="#">Copy Non-Federal Proposal</a> and the Search Page will appear.
2.	Click on Search and the <a href="#">Copy Proposal Page</a> will Appear (see next page).

Step	Action
3.	If an Amendment Proposal tied to the original award has been completed, the Division must put the original Amendment Proposal into "Discontinued Status" in RAPID. And then, follow the copy proposal procedure outlined above.

**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

From Project ID: M70047      Bosch-LBNL Metal-Supported      To Project ID:    
 Solid Oxide Fuel Cell Program       Primary Project

Budget		Customize   Find	First 1 of 1 Last
	From Budget	To Budget	
<input checked="" type="checkbox"/>	BOSCH YEAR 2	<input type="text" value="BOSCH YEAR 2"/>	

Copy

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

**Maintain Proposal Pages**

**Menu**

- Non-Federal Proposals
  - Maintain Non-Federal Proposals
  - Enter Overall Non-Fed Budget
  - Enter Detail Non-Fed Budget
  - Non-Fed Prop Review Factors
  - Submit Non-Federal Proposal
  - WFO SPPF Form
  - NIH Subaward SPPF Form
  - Non-Federal NEPA/CEQA Form
  - Non-Federal SPO Forms
  - Create Non-Fed Continuation
  - Copy Non-Federal Proposal
  - Copy Non-Fed Prop Bud Period
  - Negotiate Non-Federal Award
  - Review Non-Fed Prop Audit Logs
- Non-Federal Awards
- Maintain User Agreements
- Maintain Gifts

[New Window](#) | [Help](#) | [Customize Page](#)

Header
Projects
Resources
Location
Reports
Documents
Certification
Related B+R

**Proposal ID:** 000005427      **Business Unit:** LBNL      **Submit Status:** Not Submitted  
**Version ID:** PHG      **Currency:** USD      **Contract ID:**   
**Description:**       **UCOP Trans Dt:**  Add to My Proposals

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**Due Date:**       **Type:**       **Time:**       **Time Zone:**   
**\* PI ID:**       **Name:**

**\* Title:**       [Long Title](#)  
**\* Sponsor ID:**  ROBERT BOSCH CORPORATION      **\* Category:**   
**\* Status:**       **\* Start Date:**       **\* End Date:**   
**\* Type:**        Keep Certs      **CFDA:**

**Purpose:**

**Additional Attributes**

Foreign Application/Component

NIH Modular Grant

**Additional Information** Find | View All    First 1 of 1 Last

**\* Type:**       **Comments:**

Step	Action
6.	Division will review the copied proposal and update to make sure the data is. After review is completed, Division alerts OSPIP CO so the proposal can be reviewed and the award generated
7.	Incremental Funding: <ul style="list-style-type: none"> <li>Change the Proposal Type to Non-Competing Continuation</li> <li>Update the dates in the Proposal Header and in the Budget General Information/Period</li> <li>Update the Budget information to reflect the incremental budget               <ul style="list-style-type: none"> <li>a. Update Certifications to reflect any Non-DOE approvals such as human subjects, etc.</li> <li>b. AR Review will be required.</li> </ul> </li> </ul>
8.	New Amendment: After the Division completes the set up of the new "Amendment" Proposal <ul style="list-style-type: none"> <li>Make sure the Proposal Type is Amendment.</li> <li>Make sure the Certifications are updates to reflect the Amendment action</li> <li>AR Review will be required.</li> </ul>

Step	Action																				
9.	<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 automatically generated using the same proposal number with the award prefix. At the end of the award, the OSPIP CO will add a notation indicating which amendment it is</p> <table border="1" data-bbox="326 506 1422 676"> <thead> <tr> <th>Type of Action</th> <th>Proposal</th> <th>Version</th> <th>Award</th> <th>Reference Award No</th> </tr> </thead> <tbody> <tr> <td>Original</td> <td>000005427</td> <td>Orig*</td> <td>WF005427</td> <td>PO123456</td> </tr> <tr> <td>Amendment</td> <td>000005427</td> <td>Amd1</td> <td>WF005427AMD1</td> <td>PO234567</td> </tr> <tr> <td>Amendment</td> <td>000005427</td> <td>Amd2</td> <td>WF005427AMD2</td> <td>PO345678</td> </tr> </tbody> </table>	Type of Action	Proposal	Version	Award	Reference Award No	Original	000005427	Orig*	WF005427	PO123456	Amendment	000005427	Amd1	WF005427AMD1	PO234567	Amendment	000005427	Amd2	WF005427AMD2	PO345678
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