

Kent State University **Kuali Research**

System-to-System (S2S) Best Practices & Tips

Best practices for Kuali System-to-System (S2S) proposals. Focuses on NIH submissions, but some info may also be useful for other proposals that can be submitted S2S.

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For additional details about S2S submission, go to the System-2-System (S2S) section of the Kuali knowledge base at

<https://kuali-research.zendesk.com/hc/en-us/sections/115002913847-System-2-System-S2S->

For questions or technical issues related to S2S submissions, send a detailed message to

kuali-research-help@kent.edu

Basics → Proposal Details

Proposal Type:

Use NIH defined terms to select the appropriate type. Please note: you will only select the Change/Corrected version of a Proposal Type when submitting a Change/Corrected application. For instructions on that process, consult [Kuali-S2S-ChangeCorrectedQuickGuide.docx](#)

NIH relevant Proposal Types are:

- New
- Resubmission
- Revision
- Renewal

Project Dates:

Double check that dates align with the [NIH funding cycle earliest project start date](#) for that cycle. For other agencies, check the appropriate proposal guidelines for allowable project start/end dates.

Project Title:

Do not exceed the character limit (NIH limit is 200 characters. For other S2S submissions, check agency guidelines).

Sponsor:

For NIH, sponsor should be *000007 National Institutes of Health* unless program-specific instructions state otherwise.

Using an NIH institute as the sponsor will generate validation errors.

Basics → S2S Opportunity Search

Opportunity


Select the correct opportunity number and version:

- For all NIH proposals due on or after 01/25/2023, use Forms H. See [NOT-OD-23-012](#), and [NIH's Summary of Form Changes](#) for details.
- Under Forms F, Program Announcements (PAs) have different versions, depending on whether a Clinical Trial is required, not allowed, or optional. Each version will have its own number. For example:
 - PA-20-184 (Parent R01, Clinical Trial Required)
 - PA-20-185 (Parent R01, Clinical Trial Not Allowed)
 - PA-20-183 (Parent R01, Basic Experimental Studies with Humans Required)
- Before connecting to an opportunity, ensure that the Institute or Center (IC) the PI is applying to is participating in the PA. Many ICs have been issuing their own PAs.
- If submitting to a Notice of Special Interest (NOSI), check the NOSI for the correct Funding Opportunity Announcement (FOA) to use.

Use the PA number to search for and connect to an opportunity.

Sometimes Kuali cannot connect to a package, because required forms are not available in Kuali. In this case, the system will generate an error. In the example below, three mandatory forms are not available:

Opportunity Search

 Kuali Coeus is unable to transmit this proposal to Grants.gov since some of the required forms are not available. To submit via S2S, use the User Attached Forms panel to upload the missing mandatory forms prior to connecting to the opportunity.
Missing Mandatory Forms List: DOJ_Questionnaire_1_1, Key_Contacts, ProtectionofHumanSubjects

When this happens, download the appropriate forms from Grants.gov, complete them, and upload them as **User Attached Forms**. This will clear the validation errors and allow you to connect to the Grants.gov package like you normally would.

If you cannot connect S2S, use the appropriate eRA system (e.g. Grants.gov Workspace, NIH ASSIST) to submit the application.

Forms


Once the opportunity is connected, the forms affiliated with the application package will appear. To preview any of the forms, click on the form name. Doing so will download a blank PDF version of the form from Grants.gov. These forms should not be used to complete the application in Kuali (with the exception of **Subaward Budget Forms** and **User Attached Forms**; see p. 6).

Remove opportunity
Change opportunity

Opportunity
Forms
Submission Detail
User Attached Forms

Forms

Form Name	Mandatory	Include ▾	Description	Select ▾
PHS398_CoverPageSupplement_4_0-V4.0	Yes	Yes	Available	<input type="checkbox"/>
PHS398_ResearchPlan_4_0	Yes	Yes	Available	<input type="checkbox"/>
PHS_HumanSubjectsAndClinicalTrialsInfo_V1.0	Yes	Yes	Available	<input type="checkbox"/>



OMB Number: 0925-0001
Expiration Date: 3/31/2020

PHS 398 Research Plan

Introduction

1. Introduction to Application (for Resubmission and Revision applications)

Add Attachment Delete Attachment View Attachment

Research Plan Section

2. Specific Aims

Add Attachment Delete Attachment View Attachment

3. *Research Strategy

Add Attachment Delete Attachment View Attachment

4. Progress Report Publication List

Add Attachment Delete Attachment View Attachment

Other Research Plan Section

5. Vertebrate Animals

Add Attachment Delete Attachment View Attachment

6. Select Agent Research

Add Attachment Delete Attachment View Attachment

7. Multiple PD/PI Leadership Plan

Add Attachment Delete Attachment View Attachment

8. Consortium/Contractual Arrangements

Add Attachment Delete Attachment View Attachment

9. Letters of Support

Add Attachment Delete Attachment View Attachment

10. Resource Sharing Plan(s)

Add Attachment Delete Attachment View Attachment

11. Authentication of Key Biological and/or Chemical Resources

Add Attachment Delete Attachment View Attachment

Appendix

12. Appendix

Add Attachments Delete Attachments View Attachments

Before sending **Subaward Budget Forms** to another institution, they need to be extracted from the **R&R Subaward Budget Attachment(s) Form** previewed through Kualu. Downloading and extracting the **Subaward Budget Form** in this way assures that the subs will have the correct version of the form.

OMB Number: 4040-0001
Expiration Date: 10/31/2019

R&R SUBAWARD BUDGET ATTACHMENT(S) FORM

Instructions: On this form, you will attach the R&R Subaward Budget files for your grant application. Complete the subawardee budget(s) in accordance with the R&R budget instructions. Please remember that any files you attach must be a PDF document.

[Click here to extract the R&R Subaward Budget Attachment](#)

Important: Please attach your subawardee budget file(s) with the file name of the subawardee organization. Each file name must be unique.

1) Please attach Attachment 1	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

[Check Form for Errors](#) [Save](#)

RESEARCH & RELATED BUDGET - Budget Period 1

[Delete Period](#)

OMB Number: 4040-0001
Expiration Date: 10/31/2019

ORGANIZATIONAL DUNS: Enter name of Organization:

Budget Type: ☒ Project ☐ Subaward/Consortium Budget Period: 1 Start Date: End Date:

A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months Cal.	Acad.	Sum.	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Role:

[Add Additional Key Person](#)

There are mandatory and optional forms. Mandatory forms will be automatically included. Select the **Include** check box next to the appropriate optional forms for your submission. Once you've determined whether the budget will be modular or detailed, check **Include** for the appropriate form (modular format must also be selected in **Budget Settings**).

[Opportunity](#)
[Forms](#)
[Submission Detail](#)
[User Attached Forms](#)

Forms

Form Name	Mandatory	Include ▾	Description	Select ▾
PHS398_CoverPageSupplement_5_0-V5.0	Yes	Yes	Available	<input type="checkbox"/>
PHS398_ResearchPlan_4_0	Yes	Yes	Available	<input type="checkbox"/>
PHSHumanSubjectsAndClinicalTrialsInfo_2_0-V2.0	Yes	Yes	Available	<input type="checkbox"/>
PerformanceSite_2_0	Yes	Yes	Available	<input type="checkbox"/>
RR_KeyPersonExpanded_2_0	Yes	Yes	Available	<input type="checkbox"/>
RR_OtherProjectInfo_1_4-V1.4	Yes	Yes	Available	<input type="checkbox"/>
RR_SF424_2_0-V2.0	Yes	Yes	Available	<input type="checkbox"/>
PHS398_ModularBudget_1_2-V1.2	No	<input type="checkbox"/>	Available	<input type="checkbox"/>
PHS_AssignmentRequestForm_3_0-V3.0	No	No	Unavailable	<input type="checkbox"/>
RR_Budget_1_4	No	<input type="checkbox"/>	Available	<input type="checkbox"/>
RR_SubawardBudget30_1_4	No	<input type="checkbox"/>	Available	<input type="checkbox"/>

Optional forms, select as needed

Use the **User Attached Forms** tab to upload this form

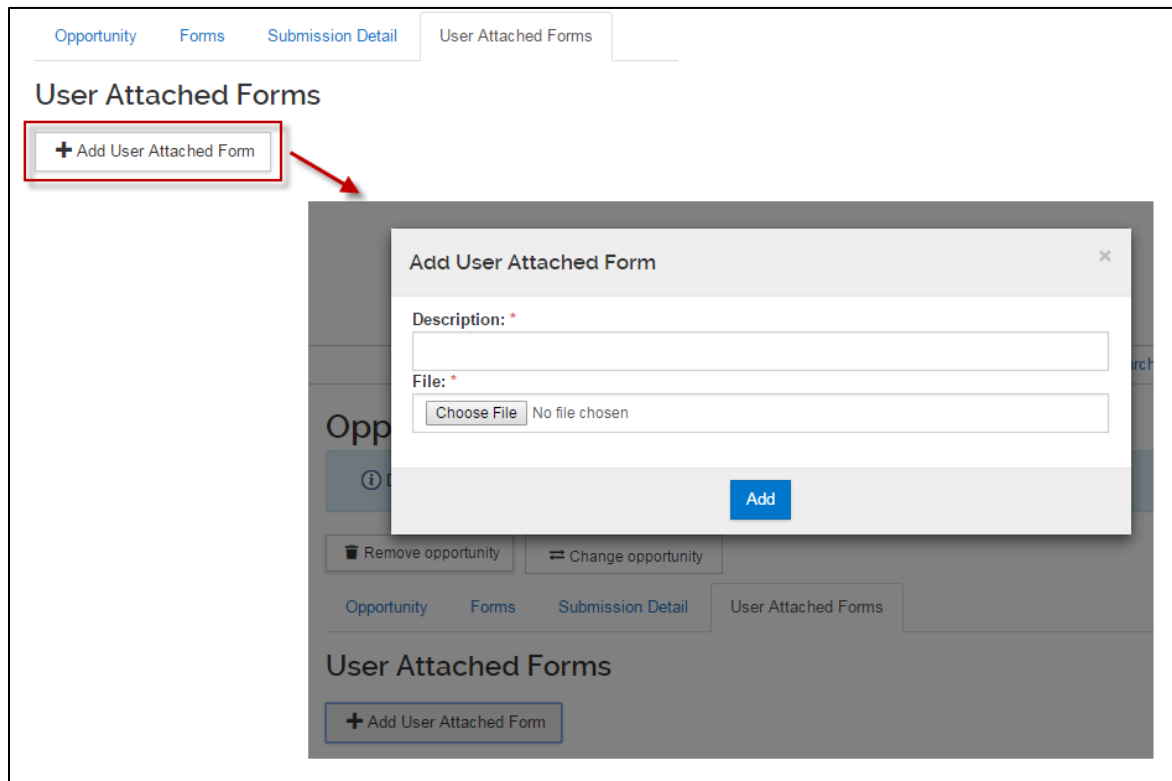
[Create XML](#)
[Create PDF](#)
[NIH e-Application](#)

One of the best ways to check your application is to print one or all of its forms to PDF as the print will be unsuccessful if critical information or documents are absent. Mark the check boxes for the forms you want to print in the **Select** column, then click **Create PDF**. To view an entire NIH application as it will appear in eRA Commons, click **NIH e-Application**.

Note that Kuali validations **may not** catch all errors so carefully review the PDF preview for absent or incorrect information (like zip + 4s, budget data, etc.). Also note that the order of forms in the PDF preview may not be the same as the actual submission.

User Attached Forms

Any attachments with a description of **Unavailable** in the **Forms** tab can be added in the **User Attached Forms** tab. To do so, download the “unstitched” grants.gov form available on the [grants.gov forms page](#) or retrieve it by clicking the form name in the **Forms** tab. The most common is the PHS_AssignmentRequestForm. Complete the form before uploading it to Kual. **User Attached Forms** cannot be added to a Dev record while it is routing.



Make sure you have the correct *version* of the form. Form names include the version number to be used. **Incorrect versions will generate validation errors.**

Form Name
PHS398_CoverPageSupplement_4_0-V4.0
PHS398_ModularBudget_1_2-V1.2
PHS398_ResearchPlan_4_0
PHS_HumanSubjectsAndClinicalTrialsInfo_V1.0
PHS_AssignmentRequestForm_2_0-V2.0

See <https://kuali-research.zendesk.com/hc/en-us/articles/115010656807-S2S-User-Attached-Forms> for additional details.

Submission Detail

After you **Submit S2S** to Grants.gov, refresh this screen to see up-to-date information such as Grants.gov #, status, and the application ID assigned by the agency. Once an application has been submitted, clicking on the **Grant Submission Package** link will download a zip file containing the complete application from Grants.gov.

Opportunity Search

[Opportunity](#)
[Forms](#)
[Submission Detail](#)
[User Attached Forms](#)

Submission Detail

Refresh

Received Date:	04/08/2019 12:19 PM
Last Modified Date:	
Status:	Submitted to S2S
S2S Tracking Id:	GRANT12833397
Agency Tracking Id:	
Comments:	
Grant Submission Package:	Grant Submission.zip
Grant Application XML:	Grant Application.xml
Attachments:	N-2_Project Abstract N-3_Program Narrative N-4_Budget Detail Worksheet N-5_PSF

See <https://kuali-research.zendesk.com/hc/en-us/articles/115010656847-S2S-Submitting-via-S2S> for additional details.

Basics → Sponsor & Program Information

Opportunity ID, ALN (formerly known as CFDA, if relevant), and **Opportunity Title**:

Should auto-fill upon selection of a S2S Opportunity. If not, go back to S2S Opportunity Search and connect a funding opportunity.

Sponsor Proposal ID:

This field is required for *Resubmission*, *Renewal* and *Revision* application types to NIH (and other agencies). Enter the Institute/Center and serial number of the previously assigned application/award number in a format like this: CA123456. For other agencies, follow the directions in their guidelines. The example below is for a new proposal to IES.

Sponsor & Program Information		
Sponsor deadline: 08/23/2018		
Sponsor Deadline Type: Receipt		
Notice of Opportunity: Federal Solicitation		
Opportunity ID: ED-GRANTS-052118-001		
Subawards: true		
Sponsor Proposal ID: R305A180340		
Sponsor Div Code:		
Sponsor Program Code:		
NSF Science Code: Psychology: G.01		
Anticipated Award Type: Grant		
Agency Routing Identifier: NCER-CASL Development		
Prev Grants.Gov Tracking ID:		
Opportunity Title: Institute of Education Sciences (IES): Education Research CFDA Number 84.305A		

APPLICATION FOR FEDERAL ASSISTANCE		OMB Number: 4040-0001 Expiration Date: 10/31/2019	
SF 424 (R&R)		3. DATE RECEIVED BY STATE	State Application Identifier OH
1. TYPE OF SUBMISSION		4.a. Federal Identifier R305A180340	
<input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		b. Agency Routing Number NCER-CASL Development	
2. DATE SUBMITTED 2018-08-23	Application Identifier 7074	c. Previous Grants.gov Tracking ID	

Agency Routing Identifier: Sometimes required (check agency guidelines):

- NIH: for submissions under Notices of Special Interest related to a PA or PAR, the notice number may need to be entered in this field. For example, [NOT-HL-23-106](#) (affiliated with PA-20-185) states "For funding consideration, applicants must include "NOT-HL-23-106" (without quotation marks) in the Agency Routing Identifier field (box 4B) of the SF424 R&R form. Applications without this information in box 4B will not be considered for this initiative."
- IES: for Education Research Grants, enter the code for the topic and goal that the application addresses in this field. Codes are provided in the RFA.

Sponsor & Program Information		
Sponsor deadline: 08/23/2018		
Sponsor Deadline Type: Receipt		
Notice of Opportunity: Federal Solicitation		
Opportunity ID: ED-GRANTS-052118-001		
Subawards: true		
Sponsor Proposal ID: R305A180340		
Sponsor Div Code:		
Sponsor Program Code:		
NSF Science Code: Psychology: G.01		
Anticipated Award Type: Grant		
Agency Routing Identifier: NCER-CASL Development		
Prev Grants.gov Tracking ID:		
Opportunity Title: Institute of Education Sciences (IES): Education Research CFDA Number 84.305A		
OMB Number: 4040-0001 Expiration Date: 10/31/2019		
APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)		3. DATE RECEIVED BY STATE State Application Identifier OH
1. TYPE OF SUBMISSION <input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		4.a. Federal Identifier R305A180340
		b. Agency Routing Number NCER-CASL Development
2. DATE SUBMITTED 2018-08-23	Application Identifier 7074	c. Previous Grants.gov Tracking ID

Prev Grants.gov Tracking ID:

This field is used to enter the Grants.gov tracking ID when submitting a *Change/Corrected* application of any type. See Change/Corrected instructions for more info. This field may auto-populate if your previous IP is linked in **Proposal Details** or may be manually entered by the user.

Sponsor & Program Information

Sponsor deadline: 10/16/2018
 Sponsor Deadline Type: Receipt
 Notice of Opportunity: Federal Solicitation
 Opportunity ID: PA-18-489
 Subawards: false
 Sponsor Proposal ID:
 Sponsor Div Code:
 Sponsor Program Code:
 NSF Science Code: Biological and Biomedical Sciences - Life Sciences: D.02
 Anticipated Award Type: Grant
 Agency Routing Identifier:
 Prev Grants.Gov Tracking ID: **GRANT12732225**
 Opportunity Title: NIH Exploratory/Developmental Research Grant Program (Parent R21 Clinical Trial Not Allowed)

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)		OMB Number: 4040-0001 Expiration Date: 10/31/2019	
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE	State Application Identifier OH
<input type="radio"/> Pre-application <input type="radio"/> Application <input checked="" type="radio"/> Changed/Corrected Application		4.a. Federal Identifier	
2. DATE SUBMITTED 2018-10-16		b. Agency Routing Number	
Application Identifier 7333		c. Previous Grants.gov Tracking ID GRANT12732225	

Basics → Organizations & Locations

Performance Site Locations

Sometimes you may need to pull performance site addresses into this section if a sub-award org (or Kent State) has *another* site location (besides the primary contact pulled in as an Organization) where project activities will take place and which you would like to list on the Project Sites page. This section pulls from the **Address Book**. Contact kuali-research-help@kent.edu if info does not appear correctly or to request an organization be added.

When adding a *foreign* performance site, Congressional District should be 00-000 (maps from Organization and Location → Performance Site Locations).

The screenshot shows the 'Performance Site Locations' form. At the top, there is a blue button labeled 'Add Performance Site'. Below it, a table displays information for 'Ross University School of Veterinary Medicine' in Basseterre, including address lines 'West Farm' and 'PO Box 334', and a 'Postal Code' field. Below the table is a '+ Add Congressional District' button. A dropdown menu shows '00-000' selected. A red arrow points from this dropdown to the '*Project/Performance Site Congressional District' field in the 'Project/Performance Site Primary Location Form' below. This form contains fields for Organization Name, DUNS Number, Street1, Street2, City, State, Province, Country (KNA: SAINT KITTS AND NEVIS), and Zip / Postal Code. A radio button option is also present: 'I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.'

Other Organizations

Pull sub-award institutions into this section. Entries in this section load from the **Organization Table**. Organization entries are created for the site from its primary **Address Book** entry. Check your Grants.gov form to be sure data like Congressional District and address are populating as expected. Contact kuali-research-help@kent.edu if info does not appear correctly or to request that an organization be added.

Foreign sub-awards should pull in with the following info:

DUNS: 44-4444444

Congressional District 00-000

Key Personnel → Personnel

Use the **Investigator** categories (PI/Contact, PI/Multiple (NIH only), Co-Investigator) for Kent State Personnel at this level on the project, and *any non-KSU personnel who are multi-PI only*. When the PI/Multiple designation is used for a non-KSU person, uncheck the “**Include in Credit Allocation**” checkbox in the **Details** tab and enter the proposal lead unit under the **Unit Details**. **Not adding a unit will generate a validation error.**

Use the **Key Person** designation for KSU key persons and all *non-KSU personnel* except for multi-PI. Then, use the Key Person role text box to designate the correct role being included on the R&R Senior/Key Person Expanded form:

You Enter	Project Role on Form Will Show
Co-Investigator	Other (Specify) Other Project Role Category: Co-Investigator
Other Significant Contributor	Other (Specify) Other Project Role Category: Other Significant Contributor
Consultant	Other (Specify) Other Project Role Category: Consultant

Expand each person’s record by clicking that person’s name and check the following:

Details

eRA Commons User Name: Must match the eRA Commons User Name for each senior person. Conduct an account search in the Commons to verify. Also verify the User Name on biosketches.

Organization

Postal Code: Be sure the **zip +4** is added for all persons. The Banner HR feed may not always pull these in for KSU personnel. **Omission of the +4 will cause a submission error.**

The **Organization Name** in **Address Book** entries (non-KSU personnel) cannot contain punctuation. **Kuali will generate a validation error** on the Organization Name field on the R&R Senior/Key Personnel Profile (Expanded) Form.

The screenshot shows a table with columns: Actions, Address Book Id, Organization, Last Name, First Name, Middle Name, Address Line 1, Address Line 2, Address Line 3, and City. The first row contains: edit, copy, delete, 20173, Ross University School of Veterinary Medicine, [blank], [blank], [blank], Island Main Road West Farm, PO Box 334, [blank], and Basset.

Below the table is a form titled "RESEARCH & RELATED Senior/Key Person Profile (Expanded)". It includes a "PROFILE - Project Director/Principal Investigator" section with fields for Prefix, First Name, Middle Name, Last Name, Suffix, Position/Title, Department, Organization Name, Division, and Street 1. A red callout bubble points to the "Organization Name" field with the text "... validation error here".

For Kent State personnel only, enter the appropriate effort level(s) in the **Effort** section.

Extended Details

Remove any info in the **Year Graduated** and **Degree** fields on this tab if included. This info will override the info entered in the **Degrees** tab and cause problems during submission.

Degree info must be added in the Degrees tab only!

For non-KSU personnel, a department can be entered in the **Directory Department** field (if not, the lead unit on the proposal record will show as their department).

Extended Details

Personal Information

Age by Fiscal Year: Race:

KcPerson Id: Is Handicapped: ☐

Handicap Type: Veteran: ☐

Veteran Type: Has Visa: ☐

Visa Code: Visa Type:

Visa Renewal Date: **Directory Department:**

Is Vacation Accrual: ☐ Is on Sabbatical: ☐

PROFILE - Senior/Key Person

Prefix	* First Name	Middle Name	* Last Name	Suffix
	Eric		Lofgren	
Position/Title:		Department: <input type="text"/>		
Organization Name: Washington State University		Division: Paul G. Allen School for Globa		
* Street1: Paul G. Allen School for Global Animal Health		Street2: PO Box 647090		
* City: Pullman		County:		
* State: WA: Washington		Province:		
* Country: USA: UNITED STATES		* Zip / Postal Code: 99164-7090		
* Phone Number 509-335-4022		Fax Number		* E-Mail elofgren@vetmed.wsu.edu
Credential, e.g., agency login: eric_lofgren				
* Project Role: Other (Specify)		Other Project Role Category: Co-Investigator		
Degree Type: Doctor of Philosophy		Degree Year: 2013		

Degrees

Degree info should be added only here. If multiple degrees have been added, make sure the highest/terminal degree is listed first; this is the entry that will populate the R&R Forms.

Unit Details

Units are automatically added for PIs and Co-Is. Add them for Key Personnel as needed so that the proposal will route for approvals to the appropriate colleges/departments.

Proposal Certification

Check that all questions have been answered. If potential conflicts have been indicated, print out a copy of the certification for Lori to review and sign. If available, attach a signed copy to the proposal record in the **Attachments, Internal** tab.

For Key Persons, click the **Include Certification Questions** button before sending out certification requests. Key persons will not be able to certify until this is done.

Details Organization Extended Details Degrees Unit Details Person Training Details Proposal Certification

Proposal Certification

You have the option to add Certification Questions for a Key Person.

Include Certification Questions

Clear All Answers

Details Organization Extended Details Degrees Unit Details Person Training Details Proposal Certification

Proposal Certification

You have the option to remove Certification Questions for a Key Person.

Remove Certification Questions

Clear All Answers

Do you, your spouse, or dependent children have a significant financial interest that reasonably appears to be related to your institutional responsibilities?

☐ Yes

☐ No

In the preceding twelve months have you, your spouse, or dependent children: received remuneration exceeding \$10,000 (including equity interest for

Compliance

All NIH Forms H packages include a mandatory PHS Human Subjects and Clinical Trials Information Form. If Human Subjects are included, a Study Record: Human Subjects and Clinical Trial Information Form must be attached in the **Compliance** section of the proposal record:

1. Add a **Human Subjects** entry.
2. Set the **Approval Status** as Pending and indicate whether the study includes a Delayed Onset and/or Clinical Trial.
3. Attach a *completed* Study Record form in the **Human Study Attachment**. This form will also have attachments of its own (see Appendix A for various scenarios).

NOTE: If the proposal includes more than one study, a separate **Human Subjects Compliance** entry and Study Record is needed *for each study*. Make sure that all attachments in the study records have unique file names across all Study Records. Duplicate file names = errors.

Add Compliance Entry

Type: * Human Subjects

Approval Status: * Pending

Protocol Number:

Application Date:

Approval Date:

Expiration Date:

Exemption #: Nothing selected

Comments:

Delayed Onset: ☐

Clinical Trial: ☐

Human Study Attachment: No file chosen

Attachments

Any attachment placeholders must be created before a proposal is routed for internal approvals. Placeholder documents must be in PDF format to pass validation. Once a proposal is routing, attachment documents can be added or switched out, but placeholders cannot be added or deleted without recalling the record from routing.

Proposal

Include all **Attachment Types** that will populate the SF424 Cover Page and Research Plan forms. If your opportunity is connected to Grants.gov you will see the opportunity-specific types in the dropdown menu, as it will adjust based on the opportunity chosen in **S2S Opportunity Search**.

Because of the NIH Validation Service, all document placeholders must be in PDF format. When uploading placeholders, it's good practice to leave those attachments in **Incomplete** status to avoid accidental submission of an incomplete proposal.

Two attachments for NIH submissions can be easily missed and should be uploaded in the **Attachments, Proposal** tab as necessary:

1. If a proposal does not include human subjects but does involve human specimens and/or data, attach an explanation with **Attachment Type** PHS_HumanSubjectsAndCT_InvolveHumanSpecimensExp
2. Only if the FOA specifically requires Other Requested Information be attached to the PHS Human Subjects and Clinical Trials Information Form, attach it here, using **Attachment Type** PHS_HumanSubjectsAndCT_OtherRequestedInfo.

All other human subjects-related documents are attached to the Study Record: Human Subjects and Clinical Trial Information Form (see **Compliance**).

NOTE for S2S proposals that use the Grants.gov Attachments form (e.g. to DoD, IMLS, NIH): This form can transmit up to 15 individual files, using the **Narrative Attachment Type** 'Attachments'. To distinguish between these attachments, the contents of the **Description** field are used to generate the file names for the Attachment Form. These descriptions must comply with the Grants.gov restrictions on file names to avoid validation errors, as well as agency-specific requirements for file names to be used. Also note any agency requirements for the order of documents on the Attachments form. See <https://www.grants.gov/applicants/applicant-faqs.html#attachments> or <https://kuali-research.zendesk.com/hc/en-us/articles/115010827608-S2S-Attachments-Form-Instructions> for additional details.

Before submitting to S2S, make sure all documents to be submitted (including attachments inside of attachments such as subaward budget justifications or Study Record attachments) have unique file names. **Duplicate file names will cause submission errors.**

Personnel

Include all **Biosketch Attachments** for inclusion on the R&R Senior/Key Person Expanded form here. Biosketches are required for senior personnel and others as described in the SF424 Guide. Check proposal guidelines for any other personnel documents that should be attached here.

Abstracts

Some form fields cannot be completed by uploading attachments. Add entries in this section instead. Click **Add Abstract**, then choose the appropriate **Abstract Type**. Enter the information in the **Abstract Details** box, then click **Add**. An example is the Project Description on the SF-424 Short Form:

Proposal Development
Proposal: #7805
PI: Wilson Chee Jen Chung

Document Info
Doc Nbr: 81675
S2S Connected: yes
Initiator: Mark A Van't Hooft (mvanthoo)
Status: In Progress
[more...](#)

Budget Versions [Link](#) [Help](#)

Attachments
Proposal (16) Personnel (2) Abstracts (0) Internal (0) Notes (0)

Abstracts (0)

+ Add Abstract

Add Line

Abstract Type: * Project Summary

Abstract Details: Enter brief summary here (type or copy/paste)

Cancel Add

In **Attachments** → **Abstracts**, the result is this:

Attachments
Proposal (16) Personnel (2) Abstracts (1) Internal (0) Notes (0)

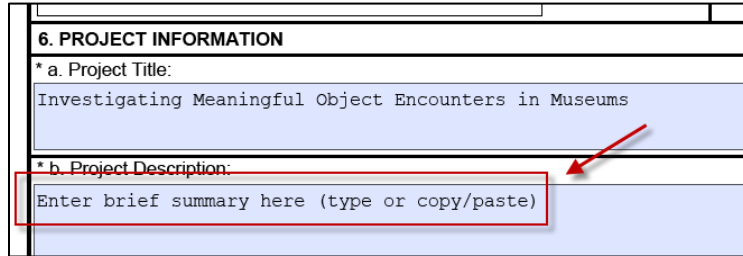
Abstracts (1)

Author	Abstract Type	Abstract Details	Actions
1 mvanthoo (12/17/2020 02:42 PM)	Project Summary	Enter brief summary here (type or copy/paste)	Details

+ Add Abstract

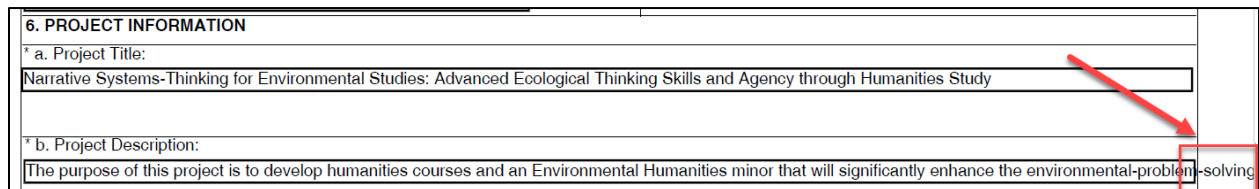
On the Grants.gov form, it will look like this:

6. PROJECT INFORMATION	
* a. Project Title:	Investigating Meaningful Object Encounters in Museums
* b. Project Description:	Enter brief summary here (type or copy/paste)



Note that the Kualif PDF preview does not wrap the text of the Project Description and it will look like the screenshot below. This is a Kualif glitch and the abstract will transmit correctly during submission.

6. PROJECT INFORMATION	
* a. Project Title:	Narrative Systems-Thinking for Environmental Studies: Advanced Ecological Thinking Skills and Agency through Humanities Study
* b. Project Description:	The purpose of this project is to develop humanities courses and an Environmental Humanities minor that will significantly enhance the environmental-problem-solving



Internal

Include all forms that will not be submitted to the sponsor here, such as guidelines, program announcement, internal forms or emails, etc. If there are subawards, upload documents submitted by each sub here (one PDF file per sub).

Questionnaire → Grants.Gov Questionnaire

Kuali's Grants.gov Questionnaires will appear as appropriate for the funding opportunity. Usually, this will be the **Grants.gov S2S Questionnaire** and **PHS398 Cover Page Supplement**, but Fellowships and other opportunities may include different questionnaires. Generally, we ask the PI to only complete the **Proposal Questionnaire**, but they may also complete the others; in that case you should check that the expected results appear on the Grants.gov forms.

Grants.gov S2S Questionnaire

#6: If **foreign activities**, the optional explanation on the R&R Other Project Information Form is limited to 55 characters and cannot include punctuation (maps from Questionnaire → Grants.gov S2S Questionnaire → Question ID 126). **Punctuation will generate a validation error.**

Grants.gov S2S Questionnaire (Complete)

Does this project involve activities outside of the United States or partnerships with international collaborators? ⓘ

☒ Yes
☐ No

Identify the countries ⓘ

St. Kitts West Indies

Briefly explain. ⓘ

Ross University School of Veterinary Medicine subaward

R&R Other Project Information Form

6. Does this project involve activities outside the United States or partnership with international collaborators? ● Yes ○ No

6.a. If yes, identify countries: St. Kitts West Indies

6.b. Optional Explanation: Ross University School of Veterinary Medicine subaward

No punctuation

For the **EO 12372 question**, select “Not Covered”.

PHS 398 Cover Page Supplement

Make sure the answers match other parts of the proposal (**Compliance, Proposal Questionnaire**).

Proposal Questionnaire

Check the proposal questionnaire answers to ensure the answers match other parts of the proposal (e.g. personnel effort, compliance, subawards/consultants, GAs).

Budget

When creating Kualo budgets, keep in mind:

- Budget names should be short. Add any notes to the **Comments** field in **Budget Settings**.
- Budgets cannot be renamed or deleted.

Modular Budgets: Select the Modular option in **Budget Settings** and check the **Include** box for the Modular forms (not RR_Budget and RR_SubawardBudget forms) in the **S2S Opportunity Search Forms** tab. Develop your detailed budget first, finalize that, then go into the **Modular Budget section** and **sync**. Always check that modular budget numbers match detailed budget exactly before routing. If they don't, **sync again**. A detailed budget with direct costs not totaling in an increment of \$25,000 in any project period will result in a modular budget for that project period that is rounded up to the next \$25,000 increment. For example:

NIH R21	Detailed Budget (Total Direct Costs)			Modular Budget (Total Direct Costs)		
DC Limit \$275k	Year 1	Year 2	Total	Year 1	Year 2	Total
Correct	\$125,000	\$150,000	\$275,000	\$125,000	\$150,000	\$275,000
Incorrect	\$130,000	\$145,000	\$275,000	\$150,000	\$150,000	\$300,000

Modular Budgets with Subawards: Create manual budget entries for subs. Do not upload RR_SubawardBudget forms, as they will generate validation errors.

Detailed Budgets: Make sure the Modular option is unchecked in the **Budget Settings** and that you've selected to include the RR_Budget (plus RR_SubawardBudget if subs) forms in the **S2S Opportunity Search Forms** tab.

Detailed Budgets with Subawards: You can make manual entries for subs as estimates when drafting KSU's budget but remove those entries before you upload and translate the Subaward RR_SubawardBudget forms.

Subawardees should use the appropriate version of the RR_SubawardBudget form. If any of the following issues occur, there is likely a problem with the form (most common issues are that the sub sent an incorrect version of the form or the form is corrupt):

- Budget form will not upload or translate.
- After uploading and translating the subaward budget form, Kualo does not automatically add line items for the subaward in your Non-Personnel budget section.
- After uploading and translating the subaward budget form, the subaward budget is not included in the Grants.gov form mock up when you go to **S2S Opportunity Search** and select the **Print PDF** to view the RR_SubawardBudget forms.

R&R SUBAWARD BUDGET ATTACHMENT(S) FORM

Instructions: On this form, you will attach the R&R Subaward Budget files for your grant application. Complete the form with the R&R budget instructions. Please remember that any files you attach must be a PDF document.

Important: Please attach your subawardee budget file(s) with the file name of the subawardee organization. Each file

1) Please attach Attachment 1	Arizona_State_University	<div style="border: 2px solid red; border-radius: 15px; padding: 10px; display: inline-block;"> In this example, there should be 5 subaward attachments, but only 4 are populating the form. </div>
2) Please attach Attachment 2	Case_Western_Reserve_University	
3) Please attach Attachment 3	The_Pennsylvania_State_University	
4) Please attach Attachment 4	Social_Intelligence_Institute	

- When accessing **Budget** → **Subawards** and selecting the **Details** button next to an uploaded sub, a **Subaward window** should appear. If the form has been properly translated, the **Namespace** field and **Form Name** should be auto-populated. If these fields are blank, something is wrong with the subaward form.

Subaward Details

View PDF View XML

Organization Name:	Arizona State University	<div style="border: 1px solid green; border-radius: 10px; padding: 5px; display: inline-block;"> Namespace and Form Name populating as expected </div>	Form Name:	RR_Budget_1_3	
Subaward PDF File Name:	ASU_RR_Budget.pdf		Pdf Last Updated:	11/04/2016 08:48 PM	
Xml Last Updated:	11/04/2016 08:48 PM	Subaward Status Code:	1	Comments:	ASU
Namespace:	http://apply.grants.gov/forms/RR_Budget_1_3-V1.3				

Details

Budget Period	Direct Cost	F&A Cost	Cost Sharing	Total Cost
1	66,405.00	26,412.00	0.00	92,817.00
2	70,341.00	27,775.00	0.00	98,116.00

Subaward Details

View PDF View XML

Organization Name:	Arizona State University	<div style="border: 2px solid red; border-radius: 10px; padding: 5px; display: inline-block;"> Namespace and Form Name are blank. There could be an issue with the subaward budget form. </div>	Form Name:		
Subaward PDF File Name:	ASU_RR_Budget.pdf		Pdf Last Updated:	11/04/2016 08:48 PM	
Xml Last Updated:	11/04/2016 08:48 PM	Subaward Status Code:	1	Comments:	ASU
Namespace:					

Details

Budget Period	Direct Cost	F&A Cost	Cost Sharing	Total Cost
1	66,405.00	26,412.00	0.00	92,817.00
2	70,341.00	27,775.00	0.00	98,116.00

Budget → Personnel Cost → Project Personnel

TBD Personnel

When adding multiple TBAs to the budget, e.g. 3 GAs, you can edit the job codes so that each one of them is unique. This may help you distinguish between GAs, especially if there are many. The job code name has a 6-character limit. **Do not use hyphens as doing so will lock your budget permanently.**

Project Personnel		
Personnel added to the proposal are shown below. Review, configure, and add additional personnel to the budget.		
Person	Job Code	Appointment Type
From Proposal Development		
Mark A Van't Hooft (PI)	Unclassified Full Time (U1)	12M EMPLOYEE
Other Personnel		
TBA Graduate Assistant - 2	(TBAGA)	9M DURATION
TBA-Graduate Assistant - 1	(TBAGA)	9M DURATION
TBA-Postdoctoral Fellow - 1	(TBAPD)	12M EMPLOYEE
TBA-Unclassified Staff - 1	(TBAUC)	12M EMPLOYEE

Project Personnel		
Personnel added to the proposal are shown below. Review, configure, and add additional personnel to the budget.		
Person	Job Code	Appointment Type
From Proposal Development		
Mark A Van't Hooft (PI)	Unclassified Full Time (U1)	12M EMPLOYEE
Other Personnel		
TBA Graduate Assistant - 2	(GABSCI)	9M DURATION
TBA-Graduate Assistant - 1	(GACHEM)	9M DURATION
TBA-Postdoctoral Fellow - 1	(TBAPD)	12M EMPLOYEE
TBA-Unclassified Staff - 1	(TBAUC)	12M EMPLOYEE

Budget → Personnel Cost → Assign Personnel to Periods

Summary lines can be used when budgeting for personnel using flat amounts, e.g. undergraduate students. Enter these lines as follows:

- 1. Enter **Object Code, Dates, and Requested Salary** like you normally do:

Add Personnel to Period

Person: *

Summary

Appointment Type:

Salary Effective Date:

Object Code: *

Personnel/UG Student no-Retire

Group:

Default

Start Date: *

07/01/2024

End Date: *

06/30/2025

Effort %:

Charged %:

Requested Salary:

16,200.00

Period Type:

Assign to Period 1

Cancel

- 2. In the **Details & Rates, General** tab for the line item budgeted, add the number of persons included in the **# of Persons** field:

Personnel/UG Student no-Retire (6 Hourly Students, 2 for each UL)								Details & Rates
Summary	07/01/2024	06/30/2025	0.00	0.00		16,200.00	162.00	Details

Details & Rates

General

Rates

General

Budget Category:

Undergraduate Students

Unrecovered F&A:

0.00

Cost Sharing:

0.00

Notes:

Group Description:

of Persons:

6

Inflation Rates

Description	Start Date	Institution Rate	Applicable Rate
Student Salary	09/01/2023	3.00	3.00
Student Salary	09/01/2024	3.00	3.00

Apply Inflation:

☒

Submit cost sharing:

☒

On Campus:

☒

Save Changes

Apply To Later Periods

Cancel

On the grants.gov form, the line will look like this:

B. Other Personnel								
* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits	* Funds Requested (\$)	
1	Post Doctoral Associates	12.00	0.00	0.00	57,896.10	26,538.07	84,434.17	
3	Graduate Students	0.00	27.00	9.00	73,800.00	18,765.90	92,565.90	
6	Undergraduate Students	0.00	0.00	0.00	16,200.00	162.00	16,362.00	
0	Secretarial/Clerical	0.00	0.00	0.00	0.00	0.00	0.00	
0	Other	0.00	0.00	0.00	3,000.00	480.00	3,480.00	

Transfer Applications (NIH only)

When an NIH grant transfers to Kent State (e.g. with a new faculty member), we will usually submit an application using [PA 21-268 \(Parent Type 7\)](#), which can be done S2S. A transfer application should follow the instructions for the original submission option (e.g. R01, R15), with a few exceptions as outlined in *Section IV, #2. Content and Form of Application Submission* of the PA. In Kuali, transfer proposals are entered like normal proposals, with the following modifications:

- **Basics → Proposal Details:**
 - **Proposal Type:** Revision
 - **Project Dates:** Dates have to meet these two requirements (failure to do so will generate a submission error):
 - Start date *cannot* be set in the past.
 - Start and end dates have to be set within the *award* period dates.

Errors/Warnings for Prior Failed eSubmissions

GRANT12470691

Type	Form Name	Validation Message
		No errors or warnings.

GRANT12470579 : 2017-08-24 05:36:39 PM

Type	Form Name	Validation Message
ERROR	RR_SF424	The Proposed Project Start Date must be later than today's date. (001.41.1)

GRANT12470512 : 2017-08-24 03:39:44 PM

Type	Form Name	Validation Message
ERROR	RR_SF424	The Federal Identifier included in the application cannot be found. Please ensure you are using the institute code and serial number of the most recent awarded grant number. If the Federal Identifier is correct, the project period of the revision application must fall within the awarded project period of the parent grant. (001.6.10)

You will most likely end up with a project period that is shorter than the original award dates, even if the award is transferred to Kent State before the original project start date (e.g. 23 months on an R03).

- **Basics → S2S Opportunity Search → Opportunity:**

- Connect to PA-21-268. Make sure to choose the correct package (most likely the one for Research):

Lookup

Show 10 entries

csv xml xls

Actions	CFDA Number	Opening Date	Closing Date	Competition Id	Opportunity ID	Opportunity Title	Schema URL
select		01/26/2018	01/25/2021	FORMS-E-TYPE7-RESEARCH	PA-18-590	Change of Grantee Organization (Type 7 Parent Clinical Trial Optional)	https://apply07.grants.gov/apply/opportunities/s-18-590-cidFORMS-E-TYPE7-RESEARCH.xsd

- In **S2S Revision Type**, choose **Other**, then type “Change of Grantee Organization” in the text box.

Opportunity Search

Document was successfully saved.

Remove opportunity Change opportunity

Opportunity Forms Submission Detail User Attached Forms

Opportunity

Opportunity ID PA-18-590

Opportunity Title Change of Grantee Organization (Type 7 Parent Clinical Trial Optional)

Submission Type: Application

S2S Revision Type: Other(Specify)
Change of Grantee Organization

CFDA Number

Competition Id FORMS-E-TYPE7-RESEARCH

- **Basics → Sponsor & Program Information:**

- **Sponsor Proposal ID:** enter the award number for the award being transferred. This should contain two letters, followed by six numbers, e.g. CA208384.

- **Attachments:**

- Make sure you get a copy of the original proposal and Relinquishment Statement

from the previous awardee institution; the transfer proposal should contain the same documents as the original, with exceptions as outlined in the PA and possible changes requested by the NIH Grants Management Specialist (e.g. addition of current and pending info).

- All documents have been updated to reflect that the grant will now be housed at Kent State University instead of the previous institution.
- **Budget:** Budget should be created in consultation with the PI:
 - Start and end dates should match the new project dates. You will most likely end up with one period that is shorter than 12 months (period 1).
 - Budget direct cost amount should match the direct cost amount being transferred (unless otherwise instructed by awarding IC). You can get this amount from the Relinquishment Statement.
 - Budget should closely follow the original budget (assuming there are no major modifications to the project itself such as changes in specific aims, scope, or removal/addition of personnel).
 - The Transfer Proposal packages use a *detailed budget format only*. If the original budget was modular, you will need to modify it to meet the requirements of PA-18-590.

For further information, see also the [NIH Grants Policy Statement, Part 8.1.2.7](#)

Proposal Validation

Always run validation on both the proposal and budget sections of your proposal before routing for approvals. The validations are different.

Tips:

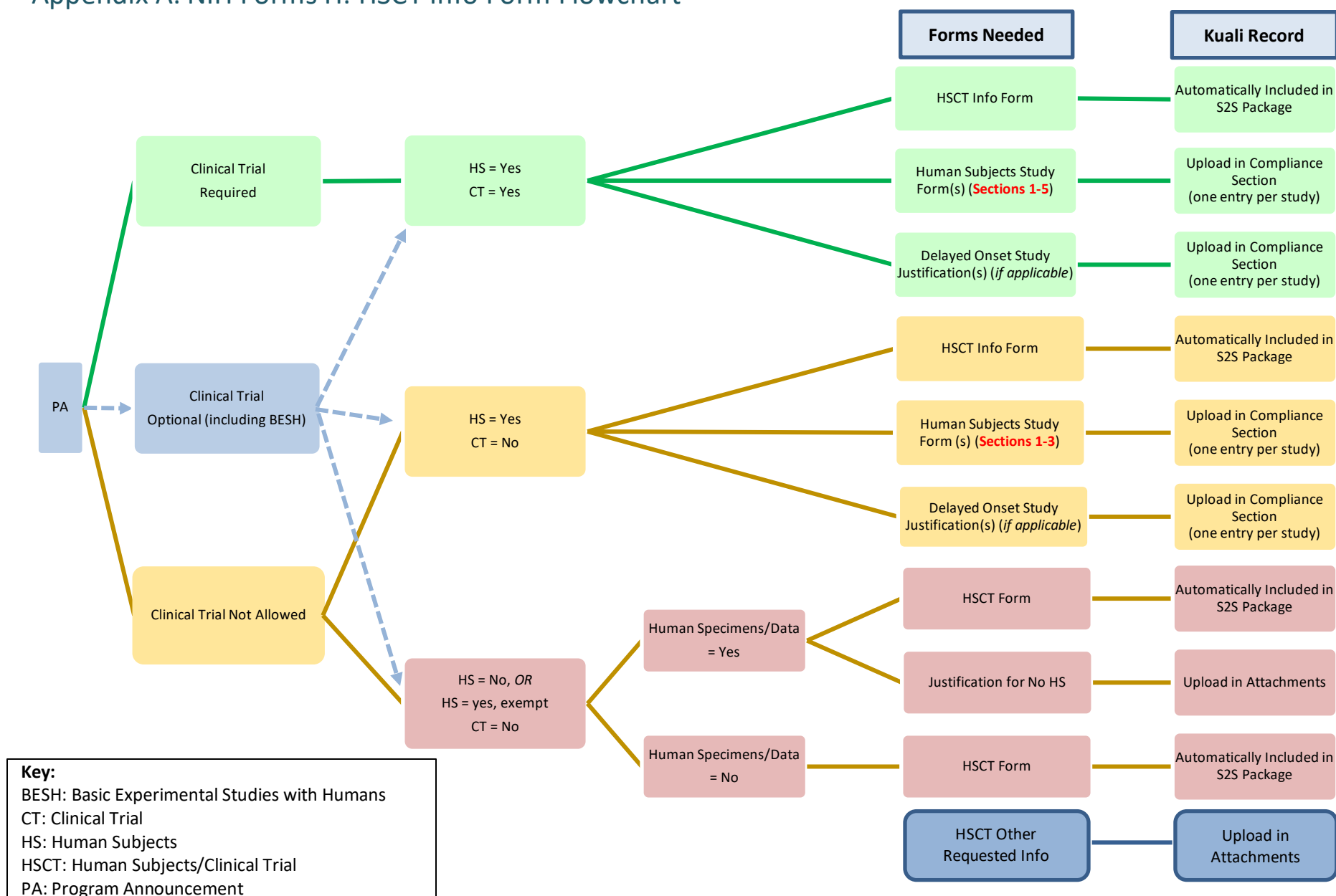
- If you get a validation error for an incomplete budget in the proposal validation but cannot set the budget as complete, go into the budget and check that the **Institutional Commitments** sections for **Cost Sharing** and/or **Unrecovered F&A** have been completed.
- Use proposal checklists (when available) and Kuali PDF previews in combination with the Kuali and NIH validation services to minimize the risk of submission errors.

NIH Validation Service in Kuali

This validation service checks a proposal record against NIH validations in eRA Commons prior to submission. It is automatically activated when the Kuali data validation is run on a proposal record that has NIH as the sponsor. Please note the following:

- Some general and Grants.gov validations need to be met before the NIH Validation Service is triggered.
- Running the NIH Validation Service may impact Kuali system performance when validating a proposal record, as this tool requires a lot of server resources. Turn it on to validate, then turn it off to continue working on the proposal record.

Appendix A: NIH Forms H: HSCT Info Form Flowchart



Detailed instructions for the HSCT form can be found in the [NIH R-Guide for Forms H](#), pp. R-98-R134

To determine if a study meets BESH requirements see <https://grants.nih.gov/policy/clinical-trials/besh.htm>

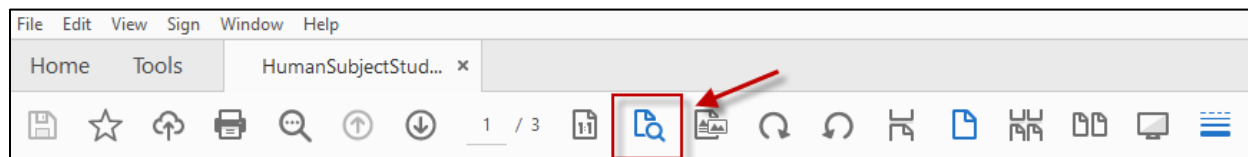
Last Updated 09/14/2023

Appendix B: Using Adobe Acrobat DC to Check Document Formatting

Adobe Acrobat contains some easy-to-use tools to quickly check documents for formatting compliance and make corrections.

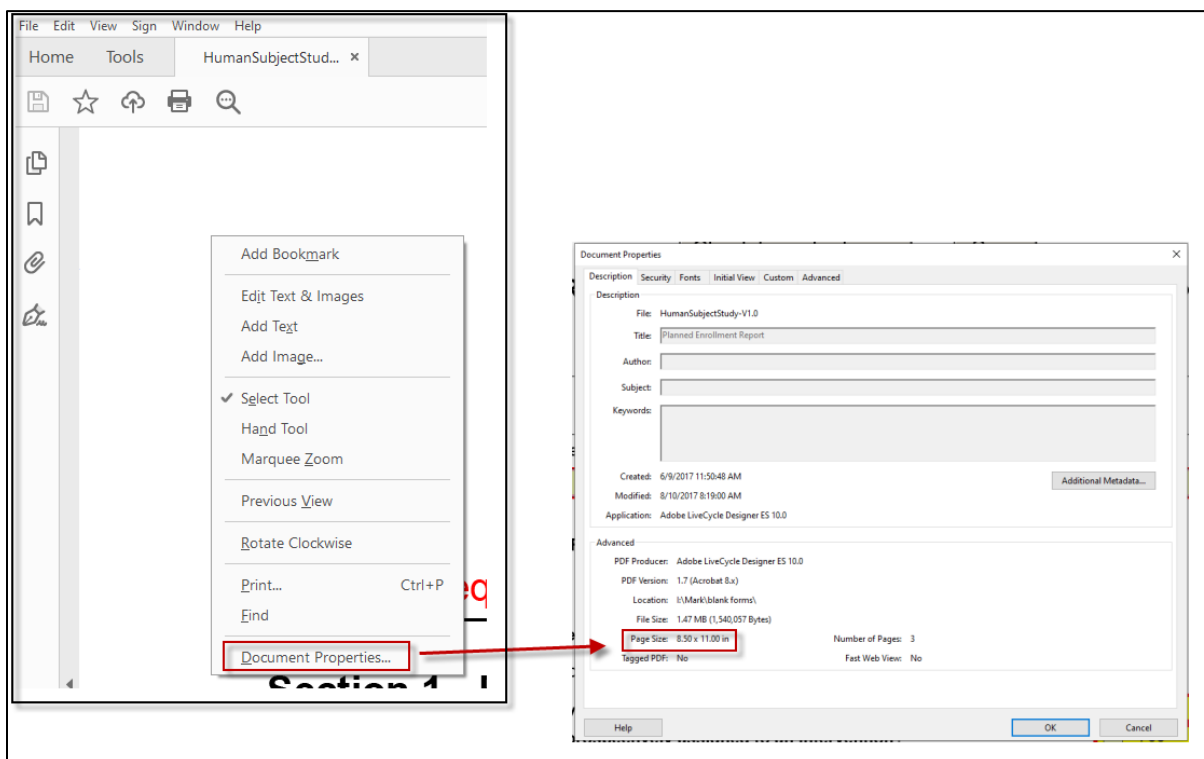
Page Size

To check page size, generate a PDF preview in Kuali and open it in Acrobat. Then set the **View** to “Zoom to page level”.



Scrolling through the PDF will quickly reveal if any pages have the wrong page size. Documents from foreign collaborators often have this issue.

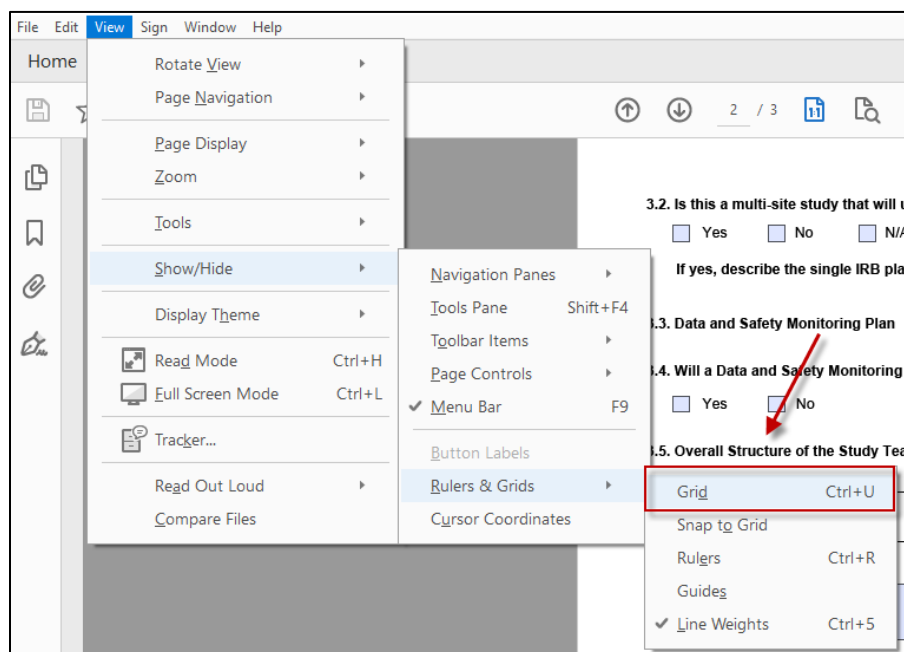
Another way to check page size is to right-click on any page in a PDF, then click **Document Properties**.



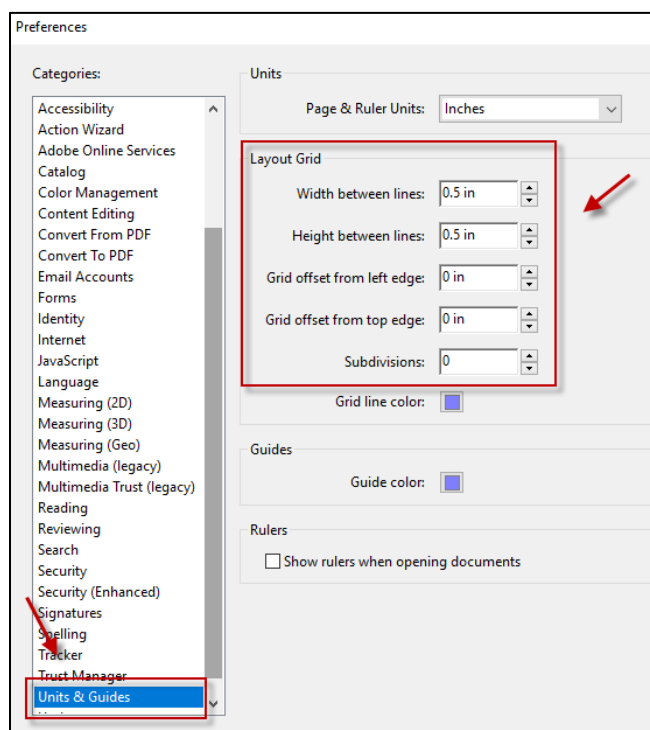
To resolve any page size issues, print the document to PDF (even if PDF already), making sure the page size is set to 8.5" x 11". Then upload the resized document to the proposal record.

Margins

To check margins, display the **Grid** (see navigation below or use keyboard shortcut **Ctrl + U**):



By default this grid is set to 3 squares/inch, so 1.5 squares would be 0.5". To make things easier, change the grid configuration in **Edit → Preferences → Units & Guides**. For example, using the configurations below will create a grid with 0.5" squares, starting at the top-left corner.

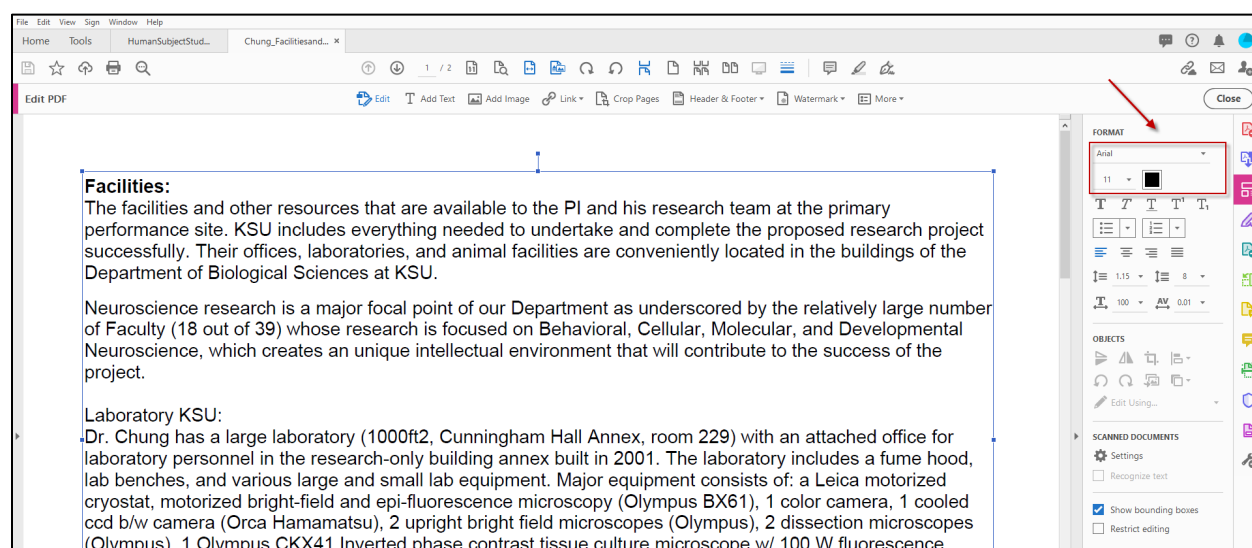


Turning on this grid on any document will show you if any content is beyond the margins. The example below is for an NIH document with 0.5" margins. The right margin needs to be corrected in this case.

[illegible]

Text Size

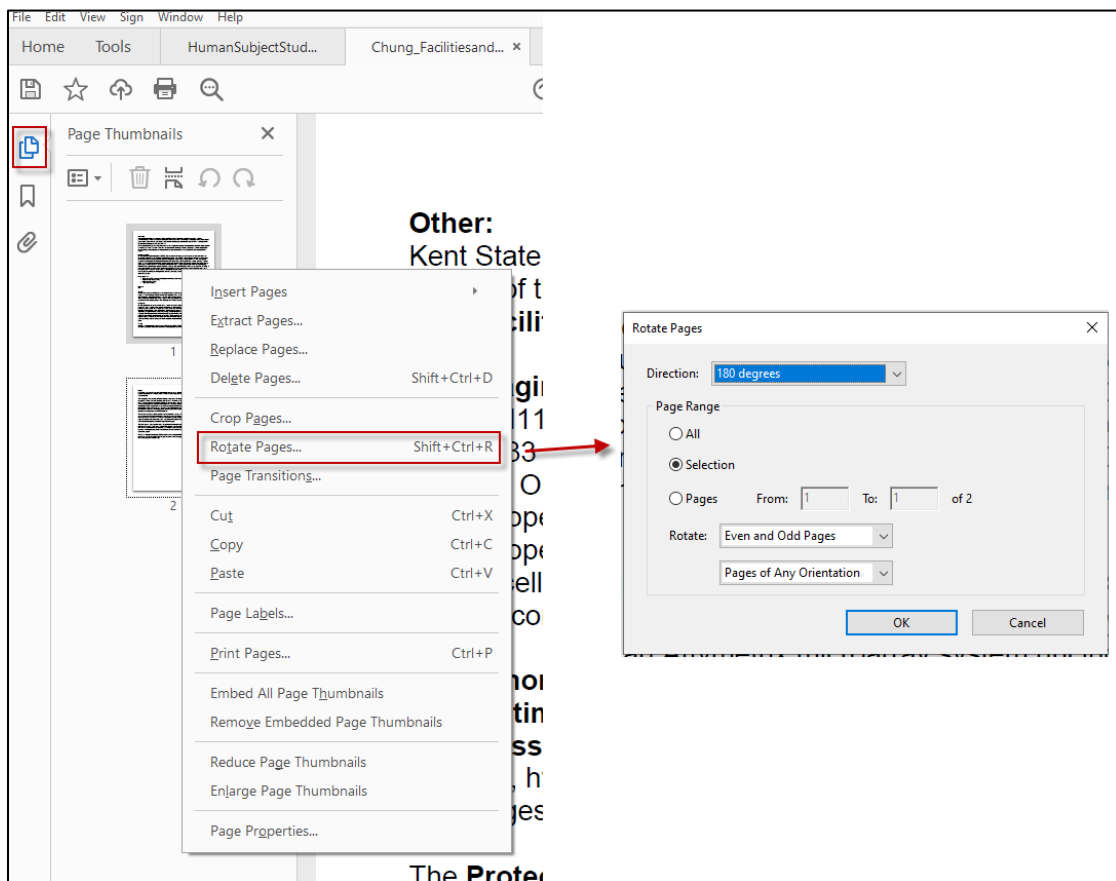
To check text size, use the **Edit Text & Images** tool in **Edit**. Putting the cursor in any text box in a PDF will show what font and font size are being used.



Rotating Pages

Document pages sometimes show up sideways in the Kuali PDF preview, even if they are right side up in the original document (esp. letters of support). Here are three ways to address this problem:

- Rotate the pages in Acrobat (in the original PDF). Go to **Page Thumbnails**, then right-click and select **Rotate Pages**. Select which rotation is appropriate for your document, then Save. Note that rotating a document using View → Rotate View merely rotates the page view; it does not rotate the pages in the file.



- Print the original file to PDF and save it under a different name.
- If all else fails, print the document on paper and scan to PDF. This will reduce the quality of the document contents.

Upload the corrected file to Kuali, then check the PDF preview to make sure all pages are now right side up.