

## PROPOSAL TRANSMITTAL FORM – PTF REVIEW AND APPROVE



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### PURPOSE

*The purpose of this document is to provide detailed instructions on how to review and approve the electronic Proposal Transmittal Form.*

### STEPS

Extra line breaks in this message were removed.

From: finupg@bc.edu  
 To: Daniel Terminello  
 Cc:  
 Subject: PTF Approval Required - Applications & Architect Svcs

Proposal Transmittal Form has been submitted which requires your attention for Approval.

PROPOSAL ID: 87

PROPOSAL TITLE: Test #87

DEPARTMENT: 027521 Applications & Architect Svcs PI NAME: Gerard Keough

URL: [https://psfnawu.bc.edu:8442/psp/FINUPG/EMPLOYEE/ERP/c/BC\\_CUSTOM.BC\\_PROPOSAL.GBL?Page=BC\\_PROPOSAL&Action=U&BUSINESS\\_UNIT=GRANT&PROPOSAL\\_ID=87&VERSION\\_ID=P1](https://psfnawu.bc.edu:8442/psp/FINUPG/EMPLOYEE/ERP/c/BC_CUSTOM.BC_PROPOSAL.GBL?Page=BC_PROPOSAL&Action=U&BUSINESS_UNIT=GRANT&PROPOSAL_ID=87&VERSION_ID=P1)

1. Upon receipt of email notification please access the PTF via one of the following methods:
  - a. If already logged into PeopleSoft – Click on the blue hyperlink in the email notification.
  - b. If not logged into PeopleSoft – Log in and proceed with step 2.

2. Navigation: **Grants > Proposal Form > Find an Existing Value**

**Proposal Form**

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

Find an Existing Value
Add a New Value

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**▼ Search Criteria**

**Business Unit:** begins with ▼

**Proposal ID:** begins with ▼

**Version ID:** begins with ▼

**Short Title:** begins with ▼

**Date From:** = ▼

**Date To:** = ▼

**Proposal Status:** = ▼  ▼

Case Sensitive

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

3. Type in or Click

- a. Business Unit = "GRANT"
- b. Enter Proposal ID

Search

Proposal Form Step 1/7

1 2 3 4 5 6 7

< Previous Next >

### Proposal Form and PI Details

\* Fields are Required. Please enter all required fields before submitting the proposal, you can save proposal without required fields.

Business Unit: GRANT Proposal Form ID: 16 Version: P1 Proposal Status: Pending Approval Print PDF

**Proposal Details**

\*Proposal Title: Advances in Molecular Relaxation and Interaction Process \*Type: New

\*Purpose: BARE Basic Research Sponsor Award #:

\*Proposal Start Date: 04/01/2014 Solicitation #:

\*Proposal End Date: 03/31/2015 Current Award #:

\*Sponsor: G300000 National Science Foundation-LOC \*Due Date: 03/15/2014

Prime Sponsor:  Allow Multiple PIs:

OSP Proposal ID:

Created By: Lori St Peter

**Proposal Projects**

Sequence #: 1

\*Institution: BCOSP Boston College

\*Department: 053321 Chemistry

\*Subdivision: 053321 Chemistry

**PI & Co-PI Information**

PI/Co-PI	*PI Employee ID	Name	Contact PI	Primary PI	Phone	Email	Institution	Department ID	Subdivision	Location
PI	82994927	Comvalius-Goddard, Sharon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	617/552-8259	comvaliu@email.bc.edu		053321		13601504

**CFDA**

Program Title	Primary
<input type="text"/>	<input type="checkbox"/>

4. Review data on page number 1 (Proposal Form and PI Details). Here are some helpful hints to assist with data review:
- Ensure that the **Sponsor** is the agency/organization from which funds are being requested. This can be confirmed by reviewing the proposal documents which can be found on page number 6 (Add attachments).
  - If Boston College is a subcontractor on a proposal being submitted by another organization, the **Sponsor** is the organization from which we will directly receive the funding. The **Prime Sponsor** is the agency/organization that is the original source of funding. For example, Professor Pitt at Hollywood University is applying for research funding at the National Institutes of Health with Professor Anniston at Boston College. For our records, the **Sponsor is Hollywood University** and the **Prime Sponsor is the National Institutes of Health**. This can be confirmed by reviewing the proposal documents which can be found on page number 6 (Add attachments).
  - The **Department** and **Subdivision** numbers must always be the same.
  - Please take note of **Department ID** number as this will be needed later on.

Next >

Proposal Form Step 4/7

1 2 3 4 5 6 7 < Previous Next >

### Enter Budget Details

Please enter all required fields before moving to next page.

Business Unit: GRANT Proposal Form ID: 16

Proposal Projects Find | View All First 1 of 1 Last

Sequence #:

Proposal Project Budget Details Find | View All First 1 of 1 Last

Budget ID: STANDARD

Budget Period - Year 1		Budget Period - All Years		Applied Rates - Percentage	
Total Direct Costs:	\$143,770	Total Direct Costs:	\$143,770	FT Exempt	27.70
F&A (Indirect) Costs:	\$81,230	F&A (Indirect) Costs:	\$81,230	FT Non-Ex	44.50
Total Request:	\$225,000	Total Request:	\$225,000	PT All	7.65
Total Cost Sharing:		Total Cost Sharing:		F&A Base	MTDC
Total Proposal Value:	\$225,000	Total Proposal Value:	\$225,000	F&A Rate	56.50

6. Review data on page number 4 (Enter Budget Details). Here are some helpful hints to assist with the data review:
- Funding amounts for **Budget Period – Year 1** must be entered. If no funding amount is entered, refer to proposal documentation on page number 6 (Add Attachments). Note that there will be instances where F&A is equal to \$0.
  - Funding amounts for **Budget Period – All Years** must be entered. If no funding amount is entered, refer to proposal documentation on page number 6 (Add Attachments). Note that there will be instances where F&A is equal to \$0.
  - Applied Rates – Percentage**: Each rate type must have a value (%) entered. If no values are entered, refer to proposal documentation on page number 6 (Add Attachments).



Proposal Form Step 1/7

1 2 3 4 5 6 7

**Proposal Form and PI Details**

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Business Unit: GRANT      Version: P1  
 Proposal Form ID: 16      Proposal Status: Pending Approval      Print PDF

**Proposal Details**

\*Proposal Title: Advances in Molecular Relaxation and Interaction Process      \*Type: New  
 \*Purpose: BARE Basic Research      Sponsor Award #:   
 \*Proposal Start Date: 04/01/2014      Solicitation #:   
 \*Proposal End Date: 03/31/2015      Current Award #:   
 \*Sponsor: G300000 National Science Foundation-LOC      \*Due Date: 03/15/2014  
 Prime Sponsor:   
 OSP Proposal ID:   
 Created By: Lori St Peter      Allow Multiple PIs:

**Proposal Projects**

Sequence #: 1  
 \*Institution: BCOSP Boston College  
 \*Department: 053321 Chemistry  
 \*Subdivision: 053321 Chemistry

**PI & Co-PI's Information**

PI/Co-PI	*PI Employee ID	Name	Contact PI	Primary PI	Phone	Email	Institution	Department ID	Subdivision	Location
PI	82994927	Comvalius-Goddard, Sharon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	617/552-8259	comvaliu@email.bc.edu		053321		13601504

**CFDA**

CFDA	Program Title	Primary
		<input type="checkbox"/>

8. Scroll to bottom of page

▶ Proposal Form: Approved [+ Start New Path](#)  
 ▶ Proposal Form: Approved [+ Start New Path](#)  
 ▶ Proposal Form: Approved [+ Start New Path](#)  
 ▼ Proposal Form: Pending [Request Information](#) [+ Start New Path](#)

**Pre-Award OSP & OSP IT**

Approved  
 ✓ [Matylda Bylinska](#)  
 Pre-Award OSP Approval  
 03/11/15 - 10:11 AM
 
 →
 
 Pending  
 ⌚ [Multiple Approvers](#)  
 OSP IT Approval [+](#)

Comment:

Approve
Pushback

9. If there are no issues with this PTF, select Approve to approve the PTF.
10. If there is an issue with this PTF, please contact the **pre-award administrator** to assist with resolving the issue. In this case, **Matylda Bylinska** is the pre-award contact. Once issue is resolved, go to step 9 to approve the PTF.
11. Next step : proceed to the instructions entitled "2\_ Transfer PTF to Proposal Database".