

PROPOSAL TRANSMITTAL FORM – PTF APPROVER



PURPOSE

The purpose of this document is to review and approve the PTF.

STEPS

Extra line breaks in this message were removed.

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

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

PROPOSAL ID: 87

PROPOSAL TITLE: Test #87

DEPARTMENT: 027521 Applications & Architect Srvs 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

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**

Search Criteria

Business Unit: begins with ▾ GRANT 🔍

Proposal ID: begins with ▾ 16

Version ID: begins with ▾


Short Title: begins with ▾

Date From: = ▾ [calendar icon]


Date To: = ▾ [calendar icon]

Proposal Status: = ▾

Case Sensitive

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

3. Type in or Click

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

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 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"/>

4. Review Proposal Form details and click

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

Sequence #: 1

Proposal Project Budget Details

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

Save Return to Search

5. Review Budget Details and Click

Next >

Proposal Form Step 5/7

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 6
 7

Certification

Please check all applicable and 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

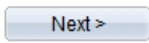
Sequence #:

Administrative and Regulatory Concerns Find | View All | First | 1 of 1 | Last

<input checked="" type="checkbox"/> Human Subjects	<input checked="" type="checkbox"/> Animals	<input checked="" type="checkbox"/> Information Technology
<input checked="" type="checkbox"/> Hazardous Materials	<input checked="" type="checkbox"/> Radioactive Materials	<input checked="" type="checkbox"/> Faculty Buy-out
<input checked="" type="checkbox"/> Select Agents	<input checked="" type="checkbox"/> Toxic Substance Control Act	<input checked="" type="checkbox"/> Subrecipient Organizations
<input checked="" type="checkbox"/> Recombinant DNA	<input checked="" type="checkbox"/> Export Controls	<input checked="" type="checkbox"/> Required Cost-Sharing
<input checked="" type="checkbox"/> Biological Agents	<input checked="" type="checkbox"/> New or Modified Space	<input checked="" type="checkbox"/> Requested/Required F&A Waiver

- ▶ Hazardous and Radioactive Materials
- ▶ Toxic Substance Control Act
- ▶ Export Controls
- ▶ New or Modified Space
- ▶ Requested/Required F&A Waiver
- ▶ Recombinant DNA and/or Biological Agents
- ▶ Faculty Buy-out
- ▶ Sub-recipients
- ▶ Cost-Sharing

6. Review Certifications and Click



Proposal Form Step 6/7

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Add Attachments

Attach all supporting documents.

Business Unit: GRANT Proposal Form ID: 16

Proposal Projects Find | View All | First | 1 of 1 | Last

Sequence #:

Requests	Attached File
1	<input style="border: 1px solid black;" type="button" value=" Add Attachment "/>

7. Review Attachments and Click



Proposal Form: Pending [Request Information](#) [Start New Path](#)
 Primary PI Approval
 Pending
 Sharon Comvalius-Goddard Primary PI Approval [+](#)

Proposal Form: Awaiting Further Approvals [Start New Path](#)
 Vice Provost of Research (VPR)
 Not Routed
 Chiles, Thomas Vice Provost for Research [+](#)

Proposal Form: Awaiting Further Approvals [Start New Path](#)
 Pre-Award OSP & OSP IT
 Not Routed Not Routed
 Susan Hoban Pre-Award OSP Approval Daniel Terminello OSP IT Approval [+](#)

Comment: [+](#)

Approve Deny

8. Scroll to bottom of page
9. Select if no changes are necessary. This will forward the PTF to the next approver in the workflow.
10. Select if changes are necessary. This will send the PTF back to the Originator for modifications. The comment field is available to communicate detailed instructions to the Originator.