Guide for Principal Investigators:  
Creating a Proposal

Table of Contents

Introduction .................................................................................................................................................. 4  
Learning Objectives................................................................................................................................. 4  
Logging into KSU SmartGrant .................................................................................................................... 5  
Creating a New Proposal ............................................................................................................................. 7  
  Navigating to a New Proposal .................................................................................................................. 8  
  Step 1: Proposal Preliminary Info ............................................................................................................. 9  
    Selecting the Sponsor ............................................................................................................................ 10  
    Searching for a Principal Investigator ................................................................................................... 11  
    Departments and Percent Credit .......................................................................................................... 11  
    Updating (Saving) your Proposal ........................................................................................................... 12  
Completing the Intro Proposal Data ......................................................................................................... 13  
  Additional Information Tab .................................................................................................................... 13  
  Classification Tab ................................................................................................................................ 13  
  Site Specific Data Tab ............................................................................................................................... 14  
  Grants.gov Submission ............................................................................................................................... 15  
Update the Proposal ................................................................................................................................. 15  
Step 2: Budget Preliminary Information .................................................................................................. 16  
Step 3: Budget Detail ............................................................................................................................... 18  
  Personnel Cost .................................................................................................................................... 18  
  Non-Personnel Cost ............................................................................................................................... 21  
  Updating your Budget for Period 1 .......................................................................................................... 23  
Replicating your Budget for Other Budget Periods .................................................................................. 24  
Editing the Copied Budget Period .............................................................................................................. 25  
Step 4: Generating Forms ....................................................................................................................... 26  
Step 5: Routing your Proposal for Approval ........................................................................................... 30  
Exiting your Proposal ............................................................................................................................... 31  
Accessing an In-Progress Proposal .......................................................................................................... 32  
  Last Accessed Proposal .......................................................................................................................... 32  
  Get Proposal by GPID ............................................................................................................................ 32  
  Browse to a Proposal .............................................................................................................................. 32
Introduction

The SmartGrant system is KSU’s Grants Management System. It is a web-based system used to create, track, and submit your grant proposals to sponsors.

The SmartGrant system can be accessed from a PC or a Mac, in any of the major web browsers (Internet Explorer, Firefox, Safari, or Chrome).

Learning Objectives

This booklet covers the following topics:

1. Logging into the SmartGrant System
2. Creating a new proposal, including:
   a. Introductory Proposal Data
   b. Budget
   c. Generating forms
3. Initiating routing for approval from your department chair, dean, and the Office of Research
4. Accessing an in-progress proposal
Logging into KSU SmartGrant

1. Navigate your web browser to https://smartgrant.kennesaw.edu/
2. Click **Continue** on the Manage Grants page (see *Figure 1*).

![Figure 1 - Manage Grants page](image)

3. On the *User Login* screen, type your **KSU NetID** and your **Password** (see *Figure 2*).

![Figure 2 - User Login](image)

4. Click the **Submit** button.
5. When prompted to select an institution, choose **Kennesaw State University Research and Service Foundation** (see *Figure 3*).

![Select Institution](image)

*Figure 3 - Selecting an institution*

You are now logged into KSU Smart Grants. From the main page on the left side of the page, you can navigate to the functions related to proposals (see *Figure 4*).

![Main Page](image)

*Figure 4 - Main Page*
Creating a New Proposal

To create a new proposal in KSU’s SmartGrant system, you will need to complete the following top-level steps:

2. Generate budget periods.
3. Create a preliminary budget, including at least the faculty effort.
4. Generate the default forms for the proposal by accessing Print Forms.
5. Initiate routing for approval.
Navigating to a New Proposal

1. From the main page of the KSU Smart Grant system, click Proposal Functions (see Figure 5).
2. Click Create or Update Proposal.
3. Click New Proposal.

![Figure 5 - Navigating to a new proposal](image)

You are now at the new proposal page and can enter information for your proposal (See Figure 6).

![Figure 6 - New proposal page](image)
Step 1: Proposal Preliminary Info

After navigating to the new proposal page, you are ready to start your proposal. Begin with the first tab, Proposal Preliminary Info (see Figure 7). Required fields are marked with a red asterisk.

![Proposal Preliminary Info tab](image)

Figure 7 - Proposal Preliminary Info tab

**Note:** You cannot save your proposal until you complete the required fields on the first tab.

1. In the Long Title field, type the full, formal title of your proposal (see Figure 8).

![Creating your proposal](image)

Figure 8 - Creating your proposal

2. The Short Title field will automatically fill in (up to 81 characters).
3. Select from the Proposal Type drop-down menu:
   a. If this is a new proposal, select **NEW - New**.
   b. If this a renewal of a previous grant, select **REN - Renewal**.
4. Select the appropriate category from the Category drop-down menu, such as **R – Research**.
5. Enter the Due Date for the proposal.
6. Select the appropriate Due Date Type from the Due Date Type drop-down menu.
7. **Optional:** type in the Targeted Amount for your overall budget, if known.
8. Choose one: Contract, Grant, or Cooperative Agreement.
9. Select **No** for Grants.gov Submission. (The Office of Research will change this later, if needed.)
Selecting the Sponsor

1. Click the **Search button** next to **Sponsor** (see Figure 9).

   ![Figure 9 - Search for Sponsor](image)

2. The **Sponsor Lookup** window will appear (see Figure 10).

3. Type part of the **Sponsor Name or ID** in the search field, and press the **Search** button.

4. Select a **Sponsor** from the results in the drop-down menu. **Choose a Sub-Program** will appear after making your selection.

   ![Figure 10 - Sponsor Lookup Window](image)

5. Select a **Sub-Program** from the drop-down menu.

   **Note**: If the correct **Sub-Program** for your grant proposal is not listed, contact the **KSU Office of Research** to have it added.

6. Click the **Select** button.

7. Additional options may appear, depending on the specific sponsor. In the example for NIH, check boxes for **Modular Grant** and **Prepare Internal Detail Budget** will appear. Check the boxes that apply to your proposal (see Figure 11).

   ![Figure 11 - Additional Grant Information](image)

8. Select if the program will be **On-Campus** or **Off-Campus** (see Figure 12).

   ![Figure 12 - Select On or Off Campus](image)
Searching for a Principal Investigator

1. Click the **search button** next to *Pls/Depts* (see **Figure 13**).

![Figure 13 - Search button for Pls](image)

2. The *PI Lookup* window will appear (See **Figure 14**).

![Figure 14 - PI Look-Up](image)

3. Your name will already be listed as the Principal Investigator. If you should be the only PI listed, click the **Complete** button.

4. If additional PIs should be added:
   a. Type the **Last Name** of the PI in the search field.
   b. Press the **Enter** key on the keyboard.
   c. Select the **PI** from the drop-down menu.
   d. Click the **Select** button.
   e. Continue searching for additional names as needed.
   f. Click **Complete** when finished selecting PI names.

**Departments and Percent Credit**

1. Click the **Search button** next to *Depts/% Credit* (see **Figure 15**).

![Figure 15 - Search for Depts](image)

2. The **Departments and % Credit** window appears.

The PI’s default department account code or codes are already populated, with the first account listed at 100% credit.

3. If the account is correct, click the **Complete** button.
4. To edit, click the green edit button to the left of the Department in the list (see Figure 16).

![Figure 16 - Dept/% Credit Look-Up](image)

5. Enter the correct % Credit.
6. Click the Update button.
7. Continue modifying other departments as needed.
8. Click the Complete button.

After clicking the Complete button, you will be brought back to the new proposal page.

**Updating (Saving) your Proposal**

1. Click the Update bottom at the bottom of the page (see Figure 17).

![Figure 17 - Update the proposal.](image)

2. Click OK at the prompt asking if you wish to update your proposal.

You information is saved and you will be brought to the proposal main page. A GPID# will appear in the upper-left corner of the screen (see Figure 18). Make note of your GPID# for easy reference later.

![Figure 18 - Proposal Main Page with GPID#](image)
Completing the Intro Proposal Data

Click the **Intro Proposal Data** button in the left-side menu to continue updating your proposal (see *Figure 19*).

![Intro Proposal Data](image)

*Figure 19 - Intro Proposal Data*

The *Proposal Preliminary Info* screen appears.

**Additional Information Tab**

The Additional Information Tab is only needed if your proposal uses pass-through funding. Otherwise, you may skip this tab.

1. Click the **Additional Information** tab at the top of the screen (see *Figure 20*).

![Additional Information Tab](image)

*Figure 20 - Additional Information Tab*

2. If this grant uses pass-through funding, select the **Search** button next to *Originator of Funds* (see *Figure 21*).

![Search for the Originator of Funds](image)

*Figure 21 - Search for the Originator of Funds*

3. The *Originator of Funds* lookup window appears.
4. In the **Search** field, enter the name of the originator of the pass-through funds.
5. Press the **Search** button.
6. Select the sponsor from the drop-down list.

**Classification Tab**

1. Click the **Classification** tab at the top of the screen (see *Figure 22*).

![Classification Tab](image)

*Figure 22 - Classification Tab*
2. Complete the **Category** field by selecting from the drop-down menu (see *Figure 23*).

![Figure 23 - Select a category](image)

The other fields on this tab are not required.

**Site Specific Data Tab**

1. Click the **Site Specific Data** tab at the top of the screen (see *Figure 24*).

![Figure 24 - Site Specific Data Tab](image)

2. The *Kennesaw State University Sponsored Research Approval Form* screen appears.

This tab contains KSU-specific information for internal use. **All sections are required.**

3. Complete all sections on this tab, scrolling down to complete the fields (see *Figure 25*).

![Figure 25 - KSU Specific Data](image)
4. Note that additional fields will appear based on your answers to the prompts, such as the items in the *Regulatory Compliance* section (see *Figure 26*).

![Figure 26 - Additional fields may appear](image)

**Grants.gov Submission**

The last tab of Intro Proposal Data, the **Grants.gov Data** tab (see *Figure 27*), will be completed by the Office of Research if needed.

![Figure 27 - Grants.gov Tab](image)

**Update the Proposal**

1. Click the **Update** button at the bottom of any of the Intro Proposal Data tabs to save your progress (see *Figure 28*).

![Figure 28 - Update the proposal](image)

2. Click **OK** at the prompt (see *Figure 29*).

![Figure 29 - Update prompt](image)

3. To return to the main screen of your proposal, click the **Back to Create / Update Proposal** button in the left-side bar (see *Figure 30*).

![Figure 30 - Returning to the main screen](image)
Step 2: Budget Preliminary Information

The **Budget Preliminary Information** area is where you will create budget periods for your proposal. For example, a 2-year proposal will most likely have 2 budget periods: 1 period for each year.

1. From the main screen of your proposal, click the **Budget Prelim Info** button in the left-side menu (see *Figure 31*).

   ![Budget Prelim Info](image)

   *Figure 31 - Accessing Budget Preliminary Information*

2. The **Budget Preliminary Information** pop-up window appears (see *Figure 32*).

   ![Budget Preliminary Information pop-up window](image)

   *Figure 32 - Budget Preliminary Information pop-up window*

3. Enter your **Project Start Date**, e.g. 7/1/2014.
4. Enter your **Project End Date**, e.g. 6/30/2016.
5. Choose a **Budget Type**, usually the default, *U – Unburdened*.
7. Choose the **Budget Method**, usually the default, *S – One (1) account for the award (Single)*.
8. Click the **Calculate** button.
9. The budget periods for your proposal are generated, with **Cost of Living Percent** and **F & A Rates** automatically completed (see *Figure 33*).
10. If your proposal’s **F & A Rate** will be different than the default percentage, you may change it at this time.
   a. If changing the F & A rate, make sure to choose an **F & A Rate Justification** from the drop-down menu and enter a comment in the **Comments** field.

11. Click the **Complete** button.

12. At the **Budget Preliminary Information Updated!** prompt, click the **OK** button.

13. You are returned to the proposal main page.
Step 3: Budget Detail

The Budget Detail area is where you will create a budget for your proposal. This includes a budget for time spent by the Principal Investigators and any other personnel; non-personnel costs such as travel and equipment; and indirect costs (F&A). The minimum data to be entered is the Personnel Cost for the Principal Investigators; other costs are optional at this time.

1. From the main screen of your proposal, click the Budget Detail On Campus or Off Campus button in the left-side menu (see Figure 34).

   ![Budget Detail On Campus](image)
   
   Figure 34 - Accessing Budget Detail

2. The initial budget summary appears, showing your Target Amount (if entered in the Proposal Preliminary Info) and zeroes for all other fields (see Figure 35).

   ![Initial budget detail screen](image)
   
   Figure 35 - Initial budget detail screen

Personnel Cost

1. In the left-side menu, select the Personnel Cost menu item.
2. The Personnel Cost pop-up window appears. Note the 3 tabs at the top of this window.

   ![Personnel Cost window](image)
   
   Figure 36 - Personnel Cost window
3. The first tab is **Investigators**. On this tab, you will be budgeting for the time of the Principal Investigator(s). Complete the following items on this tab (see Figure 37).

![Figure 37 - Personnel costs for PIs](image)

- a. Choose an **Entry Type** from the drop-down menu: **Dollars, Tot Doll (Total Dollars), Months, or Pct. Effort**.
- b. Click the **blue bubble icon** to the left of the PI’s name.
- c. The **Principal Investigator Budget Line Entry** appears at the bottom of this window.
- d. Enter the amount of **Effort** for this PI for this budget period, based on the **Entry Type** you chose, e.g. **Months**.
- e. Click the **Complete** button.

**Note**: The **Investigators** tab is the only tab required to be entered by the PI. Continue entering other personnel and non-personnel budget items if desired. Otherwise, continue to [Updating your Budget](#).

4. The second tab is **SR. Personnel**. On this tab, you will be budgeting for the time of KSU faculty who are not Principal Investigators.

   - a. Click the **SR. Personnel** tab.
   - b. Choose an **Entry Type** from the drop-down menu: **Dollars, Tot Doll (Total Dollars), Months, or Pct. Effort**.
   - c. To add a person to Senior Personnel, click the **Add** button (see Figure 38).
d. In the Name field, type all or part of the individual’s last name.

e. Press the Enter key on your keyboard.

f. Choose the appropriate person from the search results dropdown list.

g. Click the Add button.

h. Enter the amount of Effort for this individual, based on the Entry Type defined at the top of this window, e.g. Months.

i. Click the Complete button.

5. The third tab is Other Personnel. On this tab, you will be budgeting for the time of other employees, such as Graduate Students.

a. Click the Other Personnel tab.

b. Click the Add button (see Figure 39).

c. The Other Personnel Budget Line Entry area appears at the bottom of the window (see Figure 40).
d. Choose the personnel **Type** from the dropdown list, e.g. *Graduate Student*.

e. Enter a **Description**.

f. Enter the **Quantity** of this type of personnel.

g. Enter the number of **Months** of effort.

h. Enter the total **Wages** for this type of personnel.

i. Click the **Complete** button.

6. When you are finished entering all types of needed personnel, click the **Complete** button.

7. You are returned to the **Budget Detail** screen.

**Non-Personnel Cost**

1. In the left-side menu, select the **Non-Personnel Cost** menu item.

2. The **Non-Personnel Cost** pop-up window appears. Note the 5 tabs at the top (see **Figure 41**).

   a. Tabs are available for **Other Cost** (Miscellaneous), **Travel Cost**, **Equipment Cost**, **Subcontractor Cost**, **Cost Share Only** (click *More tabs*), and **Sponsor Furnished** (click *More tabs*).

   b. Use any tabs that apply to your proposal.
3. For example, click the **Travel** tab to enter estimated travel costs (see Figure 42).

   ![Figure 42 - Adding a new item on the Travel Cost tab](image)

   a. Click the **Add** button.

   b. A **Travel Budget Line Entry** appears at the bottom of the window (see Figure 43).

   ![Figure 43 - Completing details for a Travel Cost item](image)

   c. Choose the appropriate **Cost Type** from the dropdown list, such as **Travel – Domestic**.

   d. Enter a **Description**.

   e. Enter a **Justification**.

   f. Enter the estimated **Project Cost** for this item.

   g. Click the **Complete** button.

4. When you are finished entering budget items on all tabs, click the **Complete** button.

5. You are returned to the **Budget Detail** screen.
Updating your Budget for Period 1

1. On the Budget Detail page, click the **View Budget Summary** button in the left-side menu (see *Figure 44*).

![View Budget Summary button](image)

*Figure 44 - View Budget Summary button*

2. Your **Budget Summary** is now updated to include the costs you have entered for Period 1 (see *Figure 45*). Verify that the figures are as expected.

![Budget Summary for Period 1](image)

*Figure 45 - Budget Summary for Period 1*

3. Click the **Update** button to save your changes and return to the main screen of your proposal.
Replicating your Budget for Other Budget Periods

By replicating budget periods, you save the time of re-entering your budget for each period.

1. From the main screen of your proposal, click the Replicate Budget Period button in the left-side menu (see Figure 46).

![Replicate Budget Period button](image)

Figure 46 - Replicate Budget Period button

2. Click the blue bubble icon 🔄 to the left of Period-1 (see Figure 47).

![Click to replicate](image)

Figure 47 - Click to replicate

3. At the prompt, click OK (see Figure 48).

![Confirmation of replicating budget periods](image)

Figure 48 - Confirmation of replicating budget periods

4. You will receive a confirmation message. Click OK.
5. Continue replicating Budget Periods until all the periods for your proposal are filled.
6. To return to the main screen of your proposal, click the Back to Create / Update Proposal button in the left-side menu.
Editing the Copied Budget Period

After you have replicated a budget period, you may need to make changes. For example, some costs will only be incurred in one period, not all periods.

1. From the main screen of your proposal, click the **Budget Detail On Campus** or **Off Campus** button (see Figure 49).

![Budget Detail On Campus](image)

*Figure 49 - Budget Detail button*

2. Your updated **Budget Summary** appears.
3. To make changes, select **Personnel Cost** or **Non-Personnel Cost**, as needed. For example, select **Non-Personnel Cost** to make changes to the Period 2 Travel budget.
4. Select the **Travel Cost** tab (or the tab you need to modify).
5. Select the **Period>>** button at the bottom of the screen to advance to the period you wish to modify, e.g. **Period 2** (see Figure 50).

![Travel Budget Spreadsheet](image)

*Figure 50 - Advancing to the next budget period*

**Note:** Advancing to the next budget period is a manual process, done by clicking the **Period>>** button. If you skip this step, you will be modifying the Period 1 budget.

6. Verify that the correct period is now listed above your line items.
7. Click the **blue bubble icon** 🌈 to the left of the line item you wish to modify, e.g. **Travel – Domestic**.
8. The line entry appears.
   a. To edit the item, make the desired changes and click the **Complete** button.
   b. To remove the item, click the **Delete** button.
9. Click the **Complete** button to save your changes and return to the Budget Summary screen.
10. After you are finished making modifications to the Period 2 budget, click the **View Budget Summary** button.
11. Your **Budget Summary** is now updated to include the costs you have entered for Period 1 and Period 2, etc. Verify that the figures are as expected.

12. Click the **Update** button to return to the main screen of your proposal.

**Step 4: Generating Forms**

Before you can submit your proposal for routing, you must generate the default proposal forms.

You may also wish to attach documents that your department chair or college dean will need to see in order to approve your proposal, such as an abstract or an initial budget document.

1. From the proposal main screen, click the **Non-Budget Information** button in the left-side menu (see **Figure 51**).

   ![Non-Budget Information](image)

   **Figure 51 - Accessing Non-Budget Information**

2. Click the **Print Forms** button in the left-side menu (see **Figure 52**).

   ![Print Forms](image)

   **Figure 52 - Accessing forms**

3. Click **OK** to accept the current formset (see **Figure 53**).

   ![Select Formset](image)

   **Figure 53 - Accept the default formset**

4. The default forms for the selected sponsor are generated.
5. To edit any of the forms, follow the steps below.
   a. Next to the form you wish to edit, e.g. the Abstract, click the Edit link (see Figure 54).

   ![Figure 54 - Edit an existing form](image)

   b. An editable PDF form appears (see Figure 55).

   ![Figure 55 - Fillable PDF form](image)

   c. Type or paste your desired text in the available text boxes.
   d. Click the Save & Exit button above the form.

6. To replace any of the forms with your own PDF document, follow the steps below.
   a. Next to the form you wish to replace, e.g. Abstract, click the Replace link (see Figure 56).

   ![Figure 56 - Replace an existing form](image)
b. The *Replace Form* screen appears (see *Figure 57*).

![Replace Form Screen](image)

*Figure 57 - Browse to replace a form with another file*

c. Click the *Browse* button.
d. Locate the file on your computer and select it.
e. Click the *Open* button.
f. Click the *OK* button.

7. To upload any additional documents to the Form Set, follow the steps below.
   a. Click the *Insert Document* link (see *Figure 58*).

![Form Set Screen](image)

*Figure 58 - Insert a new document*

b. The *Insert Form* screen appears (see *Figure 59*).
c. Click the **Browse** button.
d. Locate the file on your computer and select it.
e. Click the **Open** button.
f. Enter a **Description** for the item.
g. Optionally, choose the **Document Type** from the dropdown list.
h. In the **Insert Position** dropdown list, choose the desired location for your new document.
i. Click the **OK** button.

8. Click the **Back to Non-Budget Information** button in the left-side menu (see Figure 60).

![Figure 60 - Back to Non-Budget Information](image)

9. Click the **Back to Create/Update Proposal** button in the left-side menu (see Figure 61).

![Figure 61 - Back to Create/Update Proposal button](image)

The Office of Research will modify these forms later. For now, you simply need to generate them so you can move forward to Routing, plus add any documents required by your approvers.
Step 5: Routing your Proposal for Approval

Initiating Routing in SmartGrant will send your proposal for approval through your department chair, your college dean, and the Office of Research. **You must receive approval before your proposal can be submitted to the sponsor.** Make sure to allow adequate time for approval.

1. From the main screen of your proposal, click the **Submittal Process** button in the left-side menu (see Figure 62).

![Submittal Processes](image)

*Figure 62 - Submittal Process button to access Routing*

2. Click the **Online Routing** button in the left-side menu (see Figure 63).

![Online Routing](image)

*Figure 63 - Online Routing button*

3. Click **OK** at the prompt.
4. Click the **Start Routing** button (see Figure 64).

![Routing Levels and Start Routing](image)

*Figure 64 - Routing Levels and Start Routing*
5. Since the Principal Investigator is the first approver in Routing, you will be automatically prompted to approve your own proposal (see Figure 65).

![Proposal Approval](image)

Figure 65 - Accept Proposal and Update to approve your proposal

a. Select the **Accept Proposal** item.

b. Click the **Update** button.

6. Your proposal will be forwarded to the next level of Routing.

7. Click the **Back to Create/Update Proposal** button (see Figure 66).

![Back to Create / Update Proposal](image)

Figure 66 - Back to Create/Update Proposal button

As routing occurs, each level is automatically notified of the need for approval via email. The email contains a direct link to approve the proposal. Additionally, as each level approves your proposal, you will receive an automatic email notification.

**Exiting your Proposal**

1. Click the **Back to Proposal Functions Menu** button.

2. You will receive a message that the **Record Lock** is released.

3. Click the **Exit** button at the bottom of the screen to log out.
Accessing an In-Progress Proposal

There are several ways to access an in-progress proposal. The instructions below explain 3 methods.

Last Accessed Proposal

1. From the main menu of SmartGrant, select Proposal Functions.
2. Click the Last Accessed button to re-open your last accessed proposal (see Figure 67).

![Last Accessed Proposal](image)

Get Proposal by GPID

1. From the main menu of SmartGrant, select Proposal Functions.
2. Click the Get Proposal by GPID button.
3. At the prompt, enter your proposal number. This is a 5-digit number starting with the fiscal year, e.g. 14101.

Browse to a Proposal

If you do not know the GPID of your proposal, follow the steps below.

1. From the main menu of SmartGrant, select Proposal Functions.
2. Click the Create or Update Proposal button.
3. Click the Update Proposal button.
4. Click the List button to list all proposals you have access to edit (see Figure 68).

![List all proposals](image)

5. In the list that appears, click the GPID # of the proposal you wish to edit, e.g. 14101. Make note of this GPID # for future reference.