iRIS USER MANUAL: SHORT FORM

Short Form—Proposal & Project Submission via PCF, SCF, TRIA, MIRA, JIT, Guarantee/Preaward, Other

Prior to iRIS, proposals and project requests were submitted to Sponsored Programs on signed paper forms. Until iRIS is fully implemented, the Short Form serves as a vehicle to submit proposals, requests and approvals—in the old format—inside the new system.
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PROJECT APPLICATION SHELL

Shell Overview

The first step in developing any project is the creation of a shell. Answering three questions will establish the project’s title, personnel and departments. Once the shell is created, it serves as a virtual folder that holds all associated forms, including the Short Form–Proposal & Project Submission, eProposal, Nondisclosure Agreement Request, etc.

When Do I Need to Create a New Shell?

Existing PeopleSoft Projects: No

- Certain legacy proposals and awards that predate the iRIS system have been imported into iRIS. Search Project Workspace (My Projects in previous interface) by PeopleSoft proposal/award number or title (case-sensitive). If your search pulls up the project, there is no need for a new shell. Press Click to Open to go to the project’s form section.
- If your search does not pull up the old project and you need a new form for it, do not re-create it in iRIS. Contact Sponsored Programs about having the project imported from PeopleSoft.

Existing iRIS Projects: No

- If a project was already created in iRIS, do not create another shell for the same project. Press Click to Open to proceed to the project’s form submissions section.
- If your search does not pull up a project that you believe exists in iRIS, do not duplicate it! Ask Sponsored Programs to perform an administrative-level search and ensure you have access.
New Projects Not Yet Created in iRIS or PeopleSoft: Yes

- If a project has not yet been created in iRIS or PeopleSoft, initiate it by creating a new shell.

Create

Create a Shell

- From My Workspaces, drill down via My Grants and Contracts to the Project Workspace.
- Click Create a New Project.

- (If the new interface has not yet been implemented, go to My Grants and Contracts. Click Add a New Project.)
1.0 Title

Enter the full title of the project (precede with project acronym/protocol number if applicable).
Enter a short title for the project (precede with project acronym/protocol number if applicable).
Click Save and Continue to Next Section.

2.0 Project Access

2.1—2.2—2.3—2.4

Click + Add in any relevant category to enter personnel who require access to the iRIS project.
User Directory Search Window

- Search the directory by name and/or department, then click **Find** to locate an individual.
- Click **Select User** to make your selection and to return to the shell.

Choose a role if a dropdown menu appears below the name after selection.

1. **Principal Investigator**: Ultimate responsibility for project design, execution and management. *(This role is authorized to submit iRIS forms.)*

2. **Project Personnel**:
   - **Additional Investigators**: Specify Multiple PI, Additional PI, Co-Investigator *(these may submit)*, or Co-PI *(may not submit)*.
   - **Research Support Staff**: Specify Technician, Other, Other Professional, Postdoctoral Fellow, Graduate Student (GRA), Undergraduate Student or Key Personnel *(these may not submit)*.
   - **Primary Research Administrator**: Defaults to creator; change as needed *(may not submit)*.
   - **Other Administrative Personnel**: Specify Additional Research Service Coordinator, Postaward Coordinator, Clinical Trials Coordinator, Clinical Contact, Regulatory Contact, Budgetary Contact *(these may not submit)*.

3. **Project Contact**: The principal investigator automatically receives most notifications. Add anyone *(typically the research services coordinator)* who needs to receive ALL important system notifications *(this role may not submit)*.

4. **Administrative Assistants**: THIS IS A SIGNIFICANT ROLE IN iRIS. Add anyone who needs editing access—including those added above in non-submitting roles if they need to edit the project *(may submit Nondisclosure Agreement Requests on behalf of PI; may initiate eProposal submissions to the point of PI signoff)*.

- Click **Save and Continue to Next Section**.
3.0 Departments

3.1—3.2

Add Department Search Window

1. Click + Add to enter the department that will house the project’s financial account (chartfield/speedtype). Defaults to PI’s primary appointment. Change as needed.
   - Search the directory by name/number to locate a department, then click Search. Check Select to make your selection, then click Save to return to shell.

2. Click + Add to enter all departments providing any form of resource, including personnel, funding, equipment, facilities, space, etc. Defaults to PI’s primary appointment. Add others as needed.
   - Search the directory by name/number to locate a department, then click Search. Check Select to make your selection, then click Save to return to shell.

   Be sure to mark the department providing the majority of resources as primary.

   ▪ Click Save and Continue to Next Section.
4.0 Shell is Complete

- Depending on which iRIS version was active when the project was initiated, screens may vary at this point. Click either **Project Management Workspace**, **Exit Form**, or **Back**. (Do not sign or submit the shell.)
- Navigate to the project’s submissions screen to create a new Short Form–Proposal & Project Submission, eProposal, Nondisclosure Agreement Request or other form.
SHORT FORM–PROPOSAL & PROJECT SUBMISSION
VIA PCF, SCF, TRIA, MIRA, JIT, GUARANTEE/PREAWARD, OTHER

Create  Attach  Sign

Short Form–Proposal & Project Submission Overview

Prior to iRIS, proposals and project requests were submitted to Sponsored Programs on signed paper forms. Until iRIS is fully implemented and to advance the transition from the old system to the new system, once a project shell is established in iRIS, the Short Form serves as a vehicle to submit proposals, requests and approvals—in the old format—inside the new system.

Form Creation

Create

Create a Short Form–Proposal & Project Submission

Project Workspace Project Panel

- After a project application shell has been created, at the specific project listing (at project panel) press Click to Open to navigate to its submissions screen.
Project Submissions Screen

- Click Proposal and Project Submission Forms via PCF, SCF, TRIA, MIRA, JIT, Guarantee/Preaward Request, Other.

Version List and Form Creation Screen

- Click Add a New Form to begin the submission form (the version list will show any existing forms of this type for this project).
### 1.0 Proposal & Project Submission Forms

#### 1.1 Proposal & Project Submission Forms

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Required Attachments</th>
<th>Recommended Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCF</td>
<td>Detailed budget, budget justification, abstract/scope of work</td>
<td>Full proposal if not uploaded in a sponsor portal</td>
</tr>
<tr>
<td>Subrecipient Commitment Form</td>
<td>Subrecipient’s scope of work, detailed budget, budget justification, F&amp;A rate agreement (if applicable)</td>
<td></td>
</tr>
<tr>
<td>TRIA</td>
<td>Contract, protocol, NDA (if applicable)</td>
<td>Budget, informed consent &amp; research authorization</td>
</tr>
<tr>
<td>MIRA</td>
<td>Contract, protocol, NDA (if applicable)</td>
<td>Budget, informed consent &amp; research authorization</td>
</tr>
<tr>
<td>Clinical Attachment</td>
<td></td>
<td>Budget, informed consent &amp; research authorization</td>
</tr>
<tr>
<td>JIT</td>
<td>Email request from sponsor (if applicable) and any JIT documents that will not be uploaded to a sponsor portal (e.g., eRA Commons)</td>
<td></td>
</tr>
<tr>
<td>Guarantee/Preaward Spending Request</td>
<td>PCF or TRIA and their required documents as listed above</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1.1a

- Check the option(s) best describing this submission. (Note: All documents with signature lines must be fully signed.)
  - PCF (Proposal Clearance Form)
    - Required attachments: detailed budget, budget justification, abstract/scope of work
    - Recommended attachment: full proposal if not uploaded in a sponsor portal
  - Subrecipient Commitment Form
    - Required attachments: subrecipient’s scope of work, detailed budget, budget justification, F&A rate agreement (if applicable)
  - TRIA (Transmit for Review and Initial Assessment)
    - Required attachments: contract, protocol, NDA (if applicable)
    - Recommended attachments: budget, informed consent & research authorization
  - MIRA (Multi-Institutional Research Application)
    - Required attachments if not previously submitted with TRIA: contract, protocol, NDA (if applicable)
    - Recommended attachments: budget, informed consent & research authorization
  - Clinical Attachment (should be in addition to the PCF, or to a MIRA with no previous TRIA)
  - JIT (Just-In-Time)
    - Required documents: email request from sponsor (if applicable) and any JIT documents that will not be uploaded to a sponsor portal (e.g., eRA Commons)
  - Guarantee/Preaward Spending Request
    - Required attachments: PCF or TRIA and their required documents as listed above
  - Other
1.1b

- If *Other* is checked, fully describe the nature of the submission.

1.1c

- Click *Add a New Document* (or *Add Multiple Documents*).
1.2 Add Document Window and Add Multiple Documents Window

- Browse and select file. Enter the document title, version number (begin with 1 and increase incrementally if adding later versions) and date (document creation, or if revised, latest modification), and iRIS document category. Click Save Document to return to the submission form.

1.2 Additional Comments/Clarification

- A comment box is available for notes or clarification about the submission.
- Click Save and Continue to Next Section.
Sign

Submission Signoff

When the submission form is electronically signed by the principal investigator, it is automatically sent to Sponsored Programs.

Signoff and Submit

Screens for administrative assistant

Screen for PI

- The form completion screen for individuals with administrative assistant rights will send notification to the PI. Click Notify PI to Signoff, then OK, then Back or Logout. The form completion screen for the PI (full submission rights) will allow signoff. Click Signoff and Submit.
PI Submission Signoff

**PI’s Task for Signoff**

- PI will be notified by email of a new task on his/her iRIS workspace. Press **Click to Open**.

**Submission Routing Signoff for PI**

- Scroll down. Click **Approve** to allow submission or **Deny** to disallow submission of the form.
- IMPORTANT: To enter an explanation, press **Click Here to Add Comments**.
**Signoff Comments Editor Window**

- Type or paste comments, recommendations or questions about this submission. When done, click **Apply** to return to the submission routing signoff screen.

**Submission Routing Signoff Screen**

- Enter user ID and password. Then click **Save Signoff**.

**Submission to Sponsored Programs is Complete**

**Project Workspace Project Panel**

- Your **Short Form–Proposal & Project Submission** has been forwarded to Sponsored Programs. The project team has been notified by email, and project workspace reflects the status.
- Click **Logout**.