Entering a Standard Proposal in PandA – Roadmap for Proposal Creators (PIs, PAs, and ASTs)

A standard proposal is one where we are asking for funding.

Section 1 – Proposal General Information
1.1-1.5 See PandA help text.
1.6 Select the appropriate option:
   • Single Lab/Division or Program Proposal (only one NCAR Laboratory)
   • Multi-Lab/Division or Multi-Program Collaborative Proposal (e.g. NESL/CGD and RAL; may or may not include an external organization)
   • Cross-Entity Collaborative Proposal (e.g. NCAR/EOL and UCP/JOSS; may or may not include an external organization)
   • Multi-Project Proposal (e.g. Submission of a single proposal with separate projects, SOWs, and budgets. Projects will be reviewed and approved separately from the proposal in PandA.)

1.7 Fill out if you have selected anything other than “Single Lab/Division or Program Proposal” in 1.6
1.8 Select Standard Proposal (we are proposing for funding)

Click the “Continue” button when you’ve completed Section 1. This creates the proposal in PandA and gives it a proposal number, which now appears in the upper right of the screen. Note that this does not send any notification to anyone.

Section 2 – Administrative Support Staff
2.1 Choose and add your Program Administrator as PA (If the administrator is unknown, an administrator within the Lab can take ownership of the proposal at a later time).
2.2 Choose and add your Program Administrative Assistant as AST.

Click the “Continue” button, and after you complete every subsequent screen. This saves your work.

Section 3 – Proposal Team Members
3.1 Choose and add all UCAR (not just those in your lab) team members for the proposal and assign them the appropriate role. (Add all Co-PIs, Co-Is and Collaborators named on the proposal. In addition, name UCAR employees from another Lab that need to be included in the budget.) If a team member isn’t listed, tell the PA and s/he will work with B&P to get the team member added.
3.2-3.3 See PandA help text. Non-UCAR unfunded collaborators should be included here.
3.4 If the sponsor and/or any participants are foreign, 3.4 should be marked “yes.”

Section 4 – Funding Opportunity Information
4.1 Select the appropriate funding opportunity type
   • Open Solicitation – anything other than the other three listed in the dropdown.
   • Direct Request from Sponsor/Program Manager – when we are directly asked to submit a proposal AND not responding to an announcement (e.g. NSF Special funds proposals or discussions with commercial organizations)
   • Broad Agency Announcement – specifically named this, and typically not from NSF
   • Request for Proposal/Request for Quote – self-explanatory

4.2a-c See PandA help text.
**Section 5 – Direct Sponsor Information**

5.1 Direct Sponsor indicates the organization to which NCAR will directly submit;
5.3 Prime Sponsor is also referred to as “Originating Sponsor.” It is the organization that the Direct Sponsor will submit to.

If an organization isn't listed, you may request that it be added to PandA. Within the proposal you are working on, go to either the proposal workspace (blue left pane) or the budget workspace (green left pane.) Under “General Activities,” click on “Request to Add Organization.” In the box that appears, you will be prompted to provide the legal name of the organization, the website for the organization, and a short reason for the request. This sends the request to Contracts, and the organization is added to the system.

**Section 6 – Submission Information**

See PandA help text. Please respond to all questions.

**Section 7 – Budget Periods**

7.1 Enter the start date of the period of performance and click the “add” button;
7.2 Choose the estimated budget amount for the whole proposal (NCAR’s total budget including subawards TO other organizations); this drives the PACUR requirements.

In some cases, an administrator will create the budgets and/or PACUR, in consultation with the Principal Investigator.

**Section 8 – Type of Application and Related Proposals**

Self explanatory; ask an administrator if there are questions. Click the “Continue” button to skip to section 9.

**Section 9 – Performance Site Location**

See PandA help text. Please respond to all questions.

**Section 10 – Compliance**

10.1-10.4 Answer to the best of your ability using your knowledge of the solicitation and the work you are proposing. If you answer “yes” to 10.2, "Does the sponsor or the proposal guidelines limit or prohibit foreign nationals from performing work or accessing research results?," your Lab’s Export Empowered Official will need to review the information in the proposal to assess its export compliance. That review occurs outside of PandA and takes extra time.

10.5 If you will transfer IP or Technology to the sponsor, choose YES and note that Office of General Counsel must be consulted and approve that transfer before the proposal is submitted. That review occurs outside of PandA and takes extra time.

10.6 If you will conduct research with human subjects, choose YES and note that a review must be conducted by the UCAR’s Human Studies Committee (HSC) (http://ncar.ucar.edu/human-subjects-committee/human-subjects-research). In most cases, the HSC review process should be started before the proposal is submitted (Note: Some sponsors may require HSC review prior to proposal submission.) That review occurs outside of PandA and takes extra time.

**Section 11 – Proposal Attachments**

Depending on the process within your lab, documents may be uploaded in PandA or sent to Administrators via email. The following guidance is expanded in the PandA guidance document.

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11.4 Proposal/Technical Description: Full Statement of Work for the proposal, or draft Letter of Support/MOU/NOA/Notice of Intent/etc. for zero-dollar proposals

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11.11 Supplemental Documents: Upload those required to be categorized as “supplemental” by the solicitation; also upload documentation you want to save that is not required by the solicitation, but is relevant to the proposal.

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11.15 Additional Documents: Upload Project Descriptions for unfunded proposals. The Project Description should include including basic background information about the project to familiarize the audience, intent of the project and anticipated outcome, details about the type of project (e.g. model development, workshop, field project, etc.), NCAR’s role in the project and the name of the lead. Additionally, upload any other documents that are part of the proposal but not uploaded in other sections, as well as internal documents such as Firm Fixed Price approvals, Fee Waiver approvals, etc.

Click the “Continue” button to get to the “End of Proposal Form” screen, and then click the “Finish” button in the upper right.

Next: Notify the Proposal Administrator by email that you’ve started the proposal in PandA, and provide the proposal number. Attach to that email (or in PandA attachments, based on your lab’s process) as much information as you have:

- Proposal abstract, for PACUR consumption  
- Statement of Work  
- References, CV or biosketch in the sponsor-specified format  
- Any supplemental documentation that is required by the sponsor  
- Any letters of support  
- Any post-doc mentoring plan or data management plan required  
- Any additional documentation you want to be part of the proposal

After you have completed the Standard Proposal information, prepare the PACUR. You can do that immediately or wait and come back to it.