

Cayuse SP User Guide



UNC Greensboro

Prepared by the Office of Sponsored Programs
Last Revised 6/7/2021

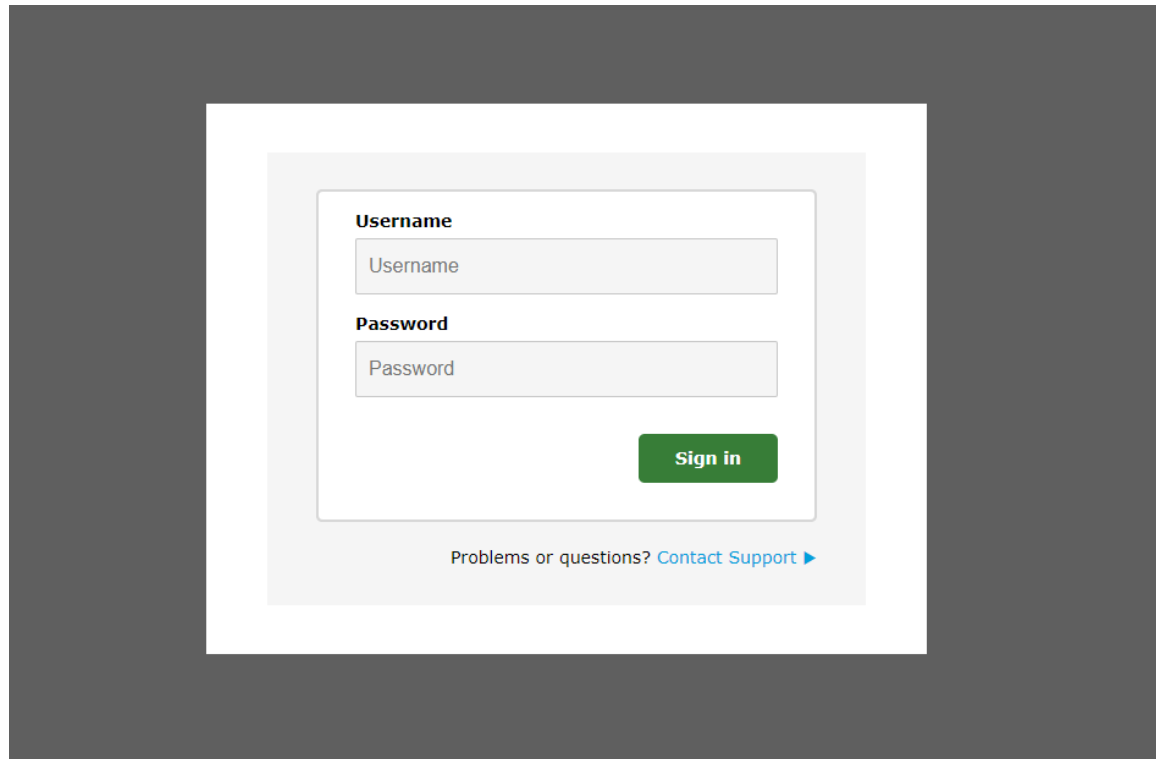


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ACCESSING CAYUSE SP



The image shows a login form for Cayuse SP. It features two input fields: one for 'Username' and one for 'Password'. Below the password field is a green 'Sign in' button. At the bottom of the form, there is a link that says 'Problems or questions? Contact Support ►'.

1. Cayuse is accessed via web browser. Supported browsers include Mozilla Firefox and Google Chrome (Windows) and Google Chrome and Apple Safari (iOS)
2. Log into <https://uncg.cayuse424.com/> using your UNCG SSO credentials
3. When prompted, allow Pop-ups
4. If you use an Ad Blocker, you will want to disable the ad-blocker for all sites on this domain. There are no ads in Cayuse, but add blockers prevent access to the help options.



Cayuse Research Suite

3.9.2

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Events](#)

Application Help

- [Research Suite Support Center](#)

A red arrow originates from the left side of the page, points to the "Cayuse SP (Sponsored Projects)" link, and then extends downwards to the text below.

Click "Cayuse SP" to access proposal and award information.

OVERVIEW

SP cayuse

My Dashboard Reporting More

Proposal Dashboard

- 1 [Start New Proposal](#)
- 1 [My Proposals](#)
- [Proposals In My Unit](#)

Award Dashboard

- [My Awards](#)
- [Awards In My Unit](#)

Certifications/Approvals

- [PI Certification Inbox](#) ⓘ
- [Unit Approval Inbox](#)

Office of Sponsored Programs
1111 Spring Garden Street, Suite 2801
Room 2702 MHRA Building
Greensboro, NC 27412-5013
Phone: 336-334-5878
Email: research@uncg.edu

Welcome to Sponsored Projects

2 Welcome to Cayuse SP

Use the Proposal Dashboard to:

- Start a new proposal
- Edit/track proposal records you have created or on which you are named as a contributing member
- View proposal records in administering units to which you have been granted Proposal Data Access

Use the Award Dashboard to:

- View awards on which you are listed as a member of the Research Team
- View awards in administering units to which you have been granted Proposal Data Access

Use the Certification/Approvals Dashboard to:

- Certify proposal records on which you are named as PI or Lead PI
- Authorize Proposal Records in your role as a unit IPF Approver

3 **Administrative Support**

Contact information for pre-award, post-award, and departmental contacts for campus units can be found on the [Office of Sponsored Programs \(OSP\) website](#).

OSP is the primary contact for the routing of proposals in Cayuse SP. Please contact OSP for policies/procedures regarding the management/administration of research and sponsored activities including information about [funding opportunities](#), [proposal development](#), [budget preparation](#), [non-financial project administration](#), and any phases in the life cycle of a grant. Visit the [PI Toolkit](#) for additional information, documents, and guidance. Find contact information for your OSP Grants Specialist [here](#).

For post-award financial support, please contact [Contract and Grant Accounting](#) (CGA). Commonly needed [forms and links](#) are available, as well as [policies and procedures](#). Find contact information for your CGA Grant Specialist [here](#).

For research compliance, IRB, IACUC, IBC, Export Control, and Conflict of Interest and Conflict of Commitment, please contact the [Office of Research Integrity](#) (ORI). ORI supports CITI Training and Responsible Conduct of Research trainings. ORI Contact information can be found [here](#).

[LaunchUNCG](#), including the [Innovation Partnership Services Office \(IPSO\)](#), supports the licensing and commercialization of intellectual property and the entrepreneurial aspirations of faculty and students. Questions about these activities? Contact IPSO [here](#).

Technical Support

For technical issues in Cayuse SP contact [ORE technical support](#) or 336-256-1323.

A new Internal Processing Form (IPF) is required for all proposals submitted to OSP. Follow the instructions below when creating a new IPF.

1. To start a proposal, click “Start New Proposal”
2. View the Welcome section for an overview of the sections within Cayuse SP
3. For administrative support, follow the links provided for contact information

Proposal Dashboard

Proposal Dashboard
Start New Proposal >>
1 My Proposals
Proposals In My Unit
Award Dashboard
My Awards
Awards In My Unit
Certifications/Approvals
PI Certification Inbox
Unit Approval Inbox
<p>Office of Sponsored Programs 1111 Spring Garden Street, Suite 2601 Room 2702 MHRA Building Greensboro, NC 27412-5013 Phone: 336-334-5878</p> <p>Email: research@uncg.edu</p>

Use Proposal Dashboard to:

- Start a new proposal
- Edit/track proposal records you have created or on which you are named as a contributing member
- View proposal records in administering units to which you have been granted Proposal Data Access

Use Award Dashboard to:

- View awards on which you are listed as a member of the Research Team
- View awards in administering units to which you have been granted Proposal Data Access

Use the Certifications/Approvals Dashboard to:

- Certify proposal records on which you are named as PI or Lead PI
- Authorize proposal records in your role as a unit IPF Approver

Administrative Support

Contact information for pre-award, post-award, and departmental contacts for campus units can be found on the [Office of Sponsored Programs \(OSP\) website](#).

OSP is the primary contact for the routing of proposals in Cayuse SP. Please contact OSP for policies/procedures regarding the management/administration of research and sponsored activities including information about [funding opportunities](#), [proposal development](#), [budget preparation](#), [non-financial project administration](#), and any phases in the life cycle of a grant. Visit the [PI Toolkit](#) for additional information, documents, and guidance. Find contact information for your OSP Grants Specialist [here](#).

For post-award financial support, please contact [Contract and Grant Accounting](#) (CGA). Commonly needed [forms and links](#) are available, as well as [policies and procedures](#). Find contact information for your CGA Grant Specialist [here](#).

For research compliance, IRB, IACUC, IBC, Export Control, and Conflict of Interest and Conflict of Commitment, please contact the [Office of Research Integrity](#) (ORI). ORI supports CITI Training and Responsible Conduct of Research trainings. ORI Contact information can be found [here](#).

[LaunchUNCG](#), including the [Innovation Partnership Services Office \(IPSO\)](#), supports the licensing and commercialization of intellectual property and the entrepreneurial aspirations of faculty and students. Questions about these activities? Contact IPSO here.

Technical Support

For technical issues in Cayuse SP contact [ORE technical support](#) or call 336-256-1323.

START A NEW PROPOSAL

Navigation

Item List	21-0032	
View or Edit completed sections by clicking the name next to the check.		
	General Information	>>
	Investigators/Research Team	
	Location of Sponsored Activities	
	Budget	
	Conflict of Interest & Other Support	
	Research Subjects and Materials	
	Subrecipients	
	Export Control & National Security	
	Innovation and Commercialization	
	Community Engagement & Public Service	
	Proposal Abstract	
	Proposal Attachments	
	Approving Units	
	Submission Notes	
<input type="button" value="Submit for Routing"/>		

When the General Information page is completed (instructions to follow), the entire Proposal Item List is populated. Each section must be completed (whether or not it is pertinent to the project). A completed section is indicated by a green checkmark.

General Information Page

>> General Information

To begin a new proposal, please fill in the information below.

Project Related Financial COI (FCOI) Disclosures must now be completed prior to proposal submission for all key personnel involved in the design, conduct, or reporting of research, as required by PHS federal regulation §50.604(e)(1) Promoting Objectivity in Research. Click [HERE](#) for a link to the Cayuse COI Disclosure module.

Please complete as many fields as possible. Key notes:

- * **Sponsor:** Please select the institute, center, directorate, or office within the Federal Agency or sponsoring organization to the extent possible.
 - i.e. select "HHS NIH National Institute of General Medical Sciences (NIGMS)" instead of "National Institutes of Health (NIH)" and "ED Office of Special Education and Rehabilitative Services (OSERS)" instead of "US Department of Education (DOED)"
- * **Admin Unit and Administrative Contact** are the units and contact person who will manage the project post-award.
- * **Activity Code Definitions:**
 - Organized Research - projects whose main focus is on research activities, both basic and applied, as well as development activities. Often called "Research and Development."
 - Capital Equipment - projects whose main purpose is for the purchase of major equipment, capital assets, special purpose equipment.
 - Clinical Trials - a research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes. [Decision tool available from NIH.](#)
 - Public Service - a project whose main purpose is to provide a service to the community.
 - Research Training - a project whose main purpose is to support the training of researchers through institutional research training grants.
 - Scholarship/Fellowships - a pro

* Indicates Required Fields

Sponsor Information

* Sponsor: [🔍](#)

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency: [🔍](#)

General Proposal Information

* Admin Unit:

* Primary Administrative Contact: [🔍](#)

Proposal Owner: Rebecca Libera

Project No:

* Short Project Name: (internal reference name)

* Project Start Date: [📅](#) [Clear](#)

* Project End Date: [📅](#) [Clear](#)

* Activity Code: [Click Here to Choose Activity Code](#)
Organized Research

* Proposal Type:

* Instrument Type:
Mechanism: [\(click here for definition\)](#)

How will this proposal be submitted?

Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)

* Sponsor Deadline: [📅](#) [Clear](#) Time: [📅](#)

Postmark: Receipt


* Title of Project:

Create a Paired Proposal Pair with a 424 Proposal Un-Pair with 424 Proposal

To start a proposal, click “Start New Proposal” on the Proposal Dashboard
 Complete all required fields, as noted with a *
See following pages for additional detail on General Information fields.

Sponsor Detail


Sponsor Information

* Sponsor: 

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency: 

Sponsor Information Detailed Instructions

1. *Select the Sponsor -*


- a. *Click on the magnifying glass and enter part of the sponsor/funding agency name and select “Search”*
 - b. *Select the sponsor/funding agency from the drop-down list*
 - i. *Please select the institute, center, directorate, or office within the Federal Agency or sponsoring organization to the extent possible.*
 1. *i.e., select “HHS NIH National Institute of General Medical Sciences (NIGMS)” instead of “National Institutes of Health (NIH)” and “ED Office of Special Education and Rehabilitative Services (OSERS)” instead of “US Department of Education (DOED)”*
 - c. *If the sponsor is not listed, repeat the search again and select “Sponsor Not Found”. Provide the sponsor/funding agency’s information in the Submission Notes. Do NOT select “No Sponsors”.*
2. *Sponsor Program Name: Enter the Sponsor’s Program Name, if applicable.*
3. *Proposal Guideline URL: Enter the website address of the proposal guidelines, if applicable. Upload the program guidelines in the Proposal Attachments tab if they are not available online.*
4. *Prime Funding Agency: Select the Prime Funding Agency if the proposal is for a flow-through funding (i.e. UNC Greensboro is applying as a Subrecipient). Leave this field blank if the proposal is not for flow-through funding*

****** The Sponsor and the Prime Funding Agency are NOT the same entity.

General Information

General Proposal Information


* Admin Unit:


* Primary Administrative Contact: 

Proposal Owner: Rebecca Libera

Project No:

* Short Project Name: (internal reference name)

* Project Start Date:  [Clear](#)

* Project End Date:  [Clear](#)


* Activity Code: [Click Here to Choose Activity Code](#)
Organized Research

* Proposal Type: ▼

* Instrument Type: ▼
Mechanism: ▼ [\(click here for definition\)](#)

How will this proposal be submitted?
Select Submission Method: ▼

Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)

* Sponsor Deadline:  [Clear](#) Time: ▼
Postmark: Receipt:

* Title of Project:

Create a Paired Proposal Pair with a 424 Proposal Un-Pair with 424 Proposal

General Proposal Information Detailed instructions:

- *Admin Unit - The Admin Unit is the lead unit that will manage the project post-award*
 - *Place your cursor in the text field and click/select*
 - *Enter part of the unit's name or the unit code.*
 - *Select the unit.*
- *Primary Administrative Contact: This Primary Admin Contact is the person that the Admin/Reviewing Office (e.g., Office of Sponsored Programs/Contract and Grant Accounting) should contact regarding the proposal and during the post award phase.*
 - *Select the magnifying glass*
 - *Enter the admin contact's last name and select "Search"*
 - *Select the administrative contact's name.*
- *NOTE: The Proposal Owner will automatically generate after the General tab is saved.*
- *Short Project Name - Used as an internal identifier only.*
- *Select the Project Start Date and End Dates. (Note: use the calendar icons to ensure you use the proper date format.)*
- *Select the Activity Code. See Appendix A for [Activity Code definitions](#).*
- *Select the appropriate Proposal Type from the dropdown list. See Appendix A for [Proposal Type Definitions](#).*
- *Select the appropriate Instrument Type/Award Mechanism from the dropdown list. See Appendix A for [Instrument Type Definitions](#).*
- *Select the Submission Method. See Appendix A for [Submission Method Definitions](#).*
- *Enter the Sponsor Deadline information.*
 - *Select the date from the calendar.*
 - *Enter the time due in Eastern Time, 24-hour format (i.e., 5:00 pm = 17:00) and select "Eastern".*
 - *Select if the deadline is based on "Postmark" or "Receipt"*
- *Enter the full Project Title - Enter the full title of the proposal that is being submitted to the funding agency.*
- *Select "Save" at the bottom of the page.*

Item List 21-0032 

View or Edit completed sections by clicking the name next to the check.

	General Information 
	Investigators/Research Team
	Location of Sponsored Activities
	Budget
	Conflict of Interest & Other Support
	Research Subjects and Materials
	Subrecipients
	Export Control & National Security
	Innovation and Commercialization
	Community Engagement & Public Service
	Proposal Abstract
	Proposal Attachments
	Approving Units
	Submission Notes

******After saving the General Information page, tabs will appear to the left. (*Note: A green checkmark will display when each section is complete.*)

Investigators/Research Team

>> Investigators/Research Team

Please add all members of the research team and other project personnel below.

- Add the Lead Principal Investigator (PI) first
- For each person include their role, sponsored effort and any cost-shared effort (whether funds are requested or not) in the first year of the project, and allocation of credit
- Allocation of credit must total to 100%
- Any personnel in the internal UNCG budget must be listed here
- For assistance in determining Effort Person Months, down the [Effort Conversion Table](#).
- Once complete, please ensure that all departments affiliated with this proposal also appear in the "Approving Units" tab.
- Note, Proposal Editor and Other Participant will not have departments added to the Approving Units.
- Course buyouts/course releases are to be noted in the Budget section of the IPF

For additional information and definitions for these fields please click the orange Circle "?" at the bottom right of your screen, keyword search "Building a Research Team."

NOTE: The sum of allocated credit on this proposal is currently 100%.

Add Personnel Information

* Last Name:	<input type="text"/>	* Unit:	<input type="text"/>
* First Name:	<input type="text"/>	* Role:	<input type="text" value="Select Role..."/>
Phone:	<input type="text"/>	* Sponsored Effort %:	<input type="text"/>
Email:	<input type="text"/>	Cost Shared Effort %:	<input type="text"/>
* Person Months :	<input type="text"/>	Allocation of Credit %:	<input type="text"/>

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months		
Terri Shelton	Off of Research and Engagement (RSH)	Lead Principal Investigator	3%	0%	3%	50%	0.3	Edit	Delete
Valera Francis	Sponsored Programs (RSS)	Principal Investigator	10%	0%	10%	50%	1.2	Edit	Delete
Rebecca Libera	Sponsored Programs (RSS)	Investigator	5%	0%	5%	0%	0.6	Edit	Delete
Kimberly Littlefield	Off of Research and Engagement (RSH)	Investigator	3%	0%	3%	0%	0.3	Edit	Delete
Aubrey Turner	Sponsored Programs (RSS)	Investigator	3%	0%	3%	0%	0.3	Edit	Delete
Julie Voorhees	Sponsored Programs (RSS)	Investigator	3%	0%	3%	0%	0.3	Edit	Delete
Hope Voorhees	Off of Research and Engagement (RSH)	Administrative Contact	0%	0%	0%	0%	0	Edit	Delete

Please add all members of the research team and other project personnel.

- 1. Add the Lead Principal Investigator (PI) first**
- 2. For each person** include their role, sponsored effort, and any cost-shared effort (whether funds are requested or not) in the first year of the project, and allocation of credit
- 3. Allocation of credit must total to 100%**
4. For assistance in determining Effort or Person Months, download the [Effort Conversion Table](#).
5. Once complete, please ensure that all departments affiliated with this proposal also appear in the “Approving Units” section.

Important Notes:

- Proposal Editor and Other Participant will not have departments added to the Approving Units.
- Course buyouts/course releases are to be noted in the Budget section of the IPF.
- **Any personnel involved in the design, conduct, or reporting of the project must be listed. This includes UNCG personnel and any independent contractors or consultants. Subaward research team members do NOT need to be listed here.**

Investigators/Research Team Detailed Instructions:

1. *Starting with the Lead Principal Investigator, add all Key Personnel and others that need edit access to the Proposal or view access to the Award. This is the individual responsible for the technical, regulatory and financial aspects of the project.*
 - a. *Select the magnifying glass next to the “Last Name Only” field.*
 - b. *Enter the person’s last name and select “Search”.*
 - c. *Select the person’s name.*
 - d. *Ensure the Unit listed is the unit associated with the individual’s effort.*
 - e. *Select the individual’s Role on the project. For [Investigator/Research Team Role definitions](#), see Appendix A. The only Roles not required for IPF Authorization from the relevant unit are “Proposal Editor” and “Other Participant – No Routing”.*

****** “Allocation of credit” demonstrates the contribution of the senior personnel for a specific project. “Allocation of credit” must equal 100% across all Key Personnel entered here. Otherwise, Sponsored Programs will allocate the credit equally across the lead principal investigator and co-investigators.

Add Personnel Information

<p>* Last Name: <input style="width: 100%;" type="text"/> 🔍</p> <p>* First Name: <input style="width: 100%;" type="text"/></p> <p>Phone: <input style="width: 100%;" type="text"/></p> <p>Email: <input style="width: 100%;" type="text"/></p> <p>* Person Months: <input style="width: 100%;" type="text"/></p>	<p>* Unit: <input style="width: 100%;" type="text"/></p> <p>* Role: <input style="width: 100%;" type="text"/> Select Role... ▼</p> <p>* Sponsored Effort %: <input style="width: 100%;" type="text"/></p> <p>Cost Shared Effort %: <input style="width: 100%;" type="text"/></p> <p>Allocation of Credit %: <input style="width: 100%;" type="text"/></p>
--	---

Adding Effort – Provide the following

1. **Sponsored Effort %:** The individual's total effort in the initial or current budget period. Input 0 if this figure does not apply.
2. **Cost Shared Effort %:** The portion of the individual's total effort that will be cost shared. If the proposal does not make use of cost shared effort, leave this field blank.
3. **Allocation of Credit %:** Used in accordance with your institutional policy regarding allocating credit (example: the unit F&A return will be distributed per the allocation of credit). Total allocation must equal 100%.
4. **Person Months:** The individual's involvement in Person Months. Input 0 if this figure does not apply.

Once you have completed all needed fields, click “Save Personnel.”

Adding Other Roles: After Lead Investigator is added, other individuals and roles can be added to the proposal. For [Investigator/Research Team Role Definitions](#), see [Appendix A](#).

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months		
Terri Shelton	Off of Research and Engagement (RSH)	Lead Principal Investigator	3%	0%	3%	50%	0.3	Edit	Delete
Valera Francis	Sponsored Programs (RSS)	Principal Investigator	10%	0%	10%	10%	1.2	Edit	Delete
Rebecca Libera	Sponsored Programs (RSS)	Investigator	5%	0%	5%	0%	0.6	Edit	Delete
Kimberly Littlefield	Off of Research and Engagement (RSH)	Investigator	3%	0%	3%	0%	0.3	Edit	Delete
Aubrey Turner	Sponsored Programs (RSS)	Investigator	3%	0%	3%	0%	0.3	Edit	Delete
Julie Voorhees	Sponsored Programs (RSS)	Investigator	3%	0%	3%	0%	0.3	Edit	Delete
Hope Voorhees	Off of Research and Engagement (RSH)	Administrative Contact	0%	0%	0%	0%	0	Edit	Delete

Review the “List of Personnel” for Accuracy. Select “Edit” to make any necessary corrections. Accuracy of this list is critical for appropriate routing, review and approval of the proposal. Once complete, please ensure that all departments affiliated with this proposal also appear in the “Approving Units” section.

Lead Principal Investigators and Principal Investigators will receive an electronic notification certifying their role on this project prior to submission.

Location of Sponsored Activities

>> Location of Sponsored Activities

Please indicate the locations where your research will occur and assign a percentage to each location. Percentages should reflect the portion of the total budget that will be expended in that location.

For projects involving non-UNCG collaborators, the information on this page should reflect the UNCG-only portion of the project.

NOTE: If activities occur on campus, do not also add the county as a separate in-state location. Likewise for the state and country.

For additional information and definitions for these fields please click the orange Circle "?" at the bottom right of your screen, keyword search "Adding Locations of Sponsored Activities."

On-Campus Locations:

If any sponsored activities occur on campus, please enter below each on-campus location and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: %

Location	Percent Work	
MOORE HUMANITIES & RESEARCH A	100.00%	Remove

In-State County Locations:

If any sponsored activities occur in-state, please enter below each in-state county location and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: %

There are no in-state county locations added to the proposal.

Out-of-State Locations:

If any sponsored activities occur in other U.S. States, please enter below each state and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: %

There are no out-of-state locations added to the proposal.

Out-of-Country Locations:

If any sponsored activities occur out of the United States, please enter below each country and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: %

There are no out-of-country locations added to the proposal.

Complete the Location of Sponsored Activities - Include all locations where work will be performed on the prime project until the total across all sections equals 100%.

Location of Sponsored Activities Detailed Instructions:

1. For on campus locations

- a. Enter or select the location of the building name where the research/project will be conducted.
- b. Enter the percent of work to be performed at the location and select "Add".

2. For In-State County Locations

- a. From the drop-down menu, select the county or counties in which sponsored activities will occur. Select one county at a time to add several counties
- b. Enter the percent of work to be performed at the location(s) and select "Add".

3. For Out-of-State Locations

- a. From the drop-down menu, select the state or states in which sponsored activities will occur. Select one state at a time to add several states.
- b. Enter the percent of work to be performed at the location(s) and select "Add".

4. For Out of Country Locations

- a. From the drop-down menu, select the country or countries in which sponsored activities will occur. Select one country at a time to add several countries.
- b. Enter the percent of work to be performed at the location and select "Add".

Note: For projects involving non-UNCG collaborators, the information on this page should reflect the UNCG-only portion of the project.

Budget

>> Budget

Please complete budget information for your project.

- Start by selecting the type of budget form you wish to use and the remainder of the Overview section before completing the remainder of the form.
- For budget development guidance and a budget spreadsheet template (.xlsx), please visit <https://sponsoredprograms.uncg.edu/budget-preparation/>.
- Select sponsor-specific budget narrative/budget justification templates are available in the [PI Toolkit](#).
- Please remember that your budget and budget justification must match.
- Cost share must be approved by each committing unit. Proposals will not be submitted without this approval. As a general practice, UNCG does not commit to voluntary cost share (i.e. not required by the sponsor). *Any committed effort not included in the budget is considered cost share.*
- *Cost-share committed by a subawardee should be added to "Third-Party Cost Sharing"*
- Additional Information Section:
 - If requesting a course-release or buyout, please list the name of the personnel requesting the release. This appropriate amount of effort should be requested in the budget.
 - If requesting new personnel, please provide information if this is a new position or an filling an existing position.
 - If requesting additional space or equipment, provide additional details here, including whether or not the items are included in the proposed budget.

For additional information and definitions for these fields please click the orange Circle "?" at the bottom right of your screen, keyword search "Completing Your Budget."

* Indicates Required Fields

Overview

Lead PI: Terri Shelton Sponsor: HHS NIH National Institute of General Medical Sciences (NIGMS)

* Budget Form:

Select one of the above:
 Summary: View direct costs, indirect rates, bases and totals (default setting)
 Detailed: View specific budget categories, indirect rates, bases and totals
 Autofill: View detailed budget data autofilled from 424 proposals, if paired

* # of Budget Periods:

Project Dates:		Current Period	Entire Project
* Start	<input type="text" value="04/01/2020"/> Clear		04/01/20
* End	<input type="text" value="03/31/2023"/> Clear		03/31/23

Comments:
(512 chars max)

Please complete budget information for your project.

- Start by selecting the type of budget form you wish to use and the remainder of the Overview section before completing the remainder of the form. **For most proposals, PIs are encouraged to use the Summary Budget.**
- Provide all required information, including direct costs, indirect costs, cost-sharing, and additional information.

- For budget development guidance and a budget spreadsheet template (.xlsx), please visit <https://sponsoredprograms.uncg.edu/budget-preparation/>.
- Select sponsor-specific budget narrative/budget justification templates are available on the [OSP Templates and Boilerplates page](#).
- Please remember that your budget and budget justification must match.
- Cost share must be approved by each committing unit. Proposals will not be submitted without this approval. As a general practice, UNCG does not commit to voluntary cost share (i.e. not required by the sponsor). *Any committed effort not included in the budget is considered cost share.*
- *Cost-share committed by a subawardee should be added to "Third-Party Cost Sharing"*
- Additional Information Section:
 - If requesting a course-release or buyout, please list the name of the personnel requesting the release. This appropriate amount of effort should be requested in the budget.
 - If requesting new personnel, please provide information if this is a new position or filling an existing position.
 - If requesting additional space or equipment, provide additional details here, including whether or not the items are included in the proposed budget.

Budget Overview Detailed Instructions

The **Overview** section of the budget displays the Lead PI and Sponsor information. Here, you will select the type of budget you want and the number of budget periods for the project (up to 10). You will also select the **Begin Date** and **End Date** for the Current Period using the calendar icons to the right of the fields.

The Entire Project dates are from **General Information**. Return to that section if you need to update these dates.

You can use the Comments box to input information that would be useful to others.

Please note: Changing the number of budget periods will reset all budget numbers for the Entire Project period. Select the correct number of periods before working on the budget.

Selecting a Budget Type

There are two different types of budgets you can use. For any proposal, you may select a **Summary** or **Detailed** budget.

- **Summary Budget:** Shows direct and indirect costs, providing a high-level overview of the project's budget for the current period and for the total project period.
- **Detailed Budget:** Provides a more fine-grained division of the budget into categories of direct costs, including Personnel, Travel, Equipment, and Materials. The categories are based on the Federal Research and Related (R&R) Budget. **For instructions on using the detailed budget page, click the orange circle in Cayuse SP and search for “detailed budget” or contact your [OSP Budget Specialist](#).**

Cost Sharing

Cost Sharing ⓘ

* Does this proposal include funds or contributions in the form of cost sharing or cash matching?
 Yes No

If yes, please fill in below:

Internal Cost Sharing
[Add Unit](#)

Unit ↕	Account	Commitment	Match Type	Current Period	Entire Project	Comment
No records found.						

Third-Party Cost Sharing
[Add Organization](#)

Organization ↕	Account	Commitment	Match Type	Current Period	Entire Project	Comment
No records found.						

- Cost share must be approved by each committing unit. Proposals will not be submitted without this approval. As a general practice, UNCG does not commit to voluntary cost share (i.e. not required by the sponsor). Any committed effort not included in the budget is considered cost share.
- Cost-share committed by a subawardee should be added to “Third-Party Cost Sharing”

Budget Cost-Sharing Detailed Instructions

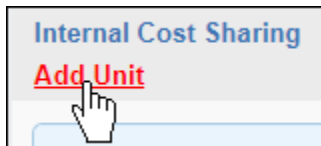
In this portion, you will indicate whether the budget includes cost sharing or cash matching in the current budget period. Keep in mind that the information on cost sharing for the entire project period is entered in the Budget Categories section.

A proposal involves cost sharing or cash matching if the institution, the Unit/Institute, and/or a subcontractor provides cost sharing or cash matching in support of the project. All cost sharing must be documented in accordance with established criteria.

- If you answer No, you can move on to the next section of the budget.
- If you answer Yes to the initial question, additional Internal Cost Sharing and Third-Party Cost sharing fields will appear.

Internal Cost Sharing

To input internal cost sharing, click on **Add Unit**.



1. Click into the **Unit** field to select the appropriate unit.
2. Enter the **Period Total** amount. The Project Total amount will auto-populate.
3. Enter the **Commitment Type** from the drop-down menu. Cost sharing may be mandated by law or sponsor policy (**Agency Mandated**) or offered when not required to demonstrate your institution's commitment to the project (**Voluntary**).
4. Enter the **Match Type** from the drop-down menu:
F&A: The PI elects to provide cost sharing by charging less than the full indirect cost rate or indirect cost amount applicable to the project.

In-Kind: A contribution of services from outside the institution donated by student tutors, private M.D.s, dentists, volunteers, or consist of property donated by non-federal third parties. These must be documented and should entail records of dates and time donated by individuals.

Cash Matching: An institutional contribution of funds specifically appropriated for and allocated to the project. The allocation and billing of project cost is processed in accordance with the agreement such as 75% federal and 25% non-federal.

Salary Cap: A mandatory form of cost sharing whereby a sponsor (typically NIH) limits the salary payable to a PI.

5. Enter the Account Number associated with the cost sharing. Enter TBD if you don't know this number, or None for In-Kind cost sharing.
6. Click **Add Unit**.

You can repeat this process for as many units as are involved in cost sharing. Units entered as Cost Sharing Units will appear on the Approving Units screen as units that must approve the proposal. The IPF Approver(s) for this unit, as well as the proposal's Lead Principal Investigator, must certify and approve the cost sharing as part of proposal approval.

Please note: If the total of internal cost sharing, as allocated to the internal cost sharing units, is not the same as the total internal cost sharing indicated, you will receive an error message when attempting to save the budget. **Be sure that you have accounted for all of the cost sharing under the Cost Sharing Units before saving.**

To remove a cost sharing unit, click **Remove** on the far right of the Cost Sharing Units table. Click **Edit** to edit the unit's details.

Third Party Cost Sharing

You can also add third-party organizations for cost sharing. Click on **Add Organization**.



1. Click the magnifying glass to search for the organization.
2. Type in all or part of the organization name and click **Search** to bring up a list of matching names.
3. Select the organization.
4. Click **Add Organization**.

To remove a third-party cost sharing unit, click **Remove** in the far-right column of the Third-Party Cost Sharing Units table. Click **Edit** to edit the unit's details.

The amount entered for third-party cost sharing will appear in the Current Period column on the budget form under Budget Categories. If there is more than one budget period, you will need to enter the third-party cost sharing amount for the entire project. This amount must be greater than or equal to the amount entered for Third-Party Cost Sharing above.

Please note: If the total of third-party cost sharing as allocated to the third-party cost sharing units is not the same as the total third-party cost sharing indicated, you will receive an error message when attempting to save the budget. **Be sure that you have accounted for all third-party cost sharing before saving.**

F/A Costs

Cost Sharing ⓘ

* Does this proposal include funds or contributions in the form of cost sharing or cash matching?
 Yes No

F&A Rates

		Current Period	Entire Project
	F&A Rate (1):	<input type="text" value="45.500"/> %	<input type="text" value="45.500"/> %
	F&A Rate (2):	<input type="text" value="0.000"/> %	<input type="text" value="0.000"/> %
	F&A Rate (3):	<input type="text" value="0.000"/> %	<input type="text" value="0.000"/> %
Use calculated values: <input checked="" type="checkbox"/>	* Effective Rate:	45.5 %	45.5 %

* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.

- Select the appropriate F&A rate by clicking one in the table. If an alternate rate is needed, please type it in the input field below.
- If a rate other than an on-campus rate or a sponsor-defined rate is used, please upload approval to the proposal attachments. Approval for a change in the allowable F&A rate must be made to the Vice Chancellor for Research and the Vice Chancellor for Finance and Administration. Contact your [OSP Budget Specialist](#) for additional information regarding F/A costs.

Budget Categories

Budget Categories		Current Period	Entire Project
	SPONSOR DIRECT COSTS:	\$ 199,994	\$ 586,144
	BASE for F&A Rate (1):	\$ 199,994	\$ 586,144
	BASE for F&A Rate (2):	\$ 0	\$ 0
	BASE for F&A Rate (3):	\$ 0	\$ 0
Use calculated values: <input checked="" type="checkbox"/>	INDIRECT COSTS (F&A):	\$90,997	\$266,696
	FEE:	\$ 0	\$ 0
Use calculated values: <input checked="" type="checkbox"/>	TOTAL SPONSOR PROPOSED COSTS:	\$290,991	\$852,840
	Internal Cost Sharing:	\$0	\$0
	Third-Party Cost Sharing:	\$0	\$0
	TOTAL PROJECT COSTS:	\$290,991	\$852,840

- Enter the direct costs for the current budget period and the entire project
- Enter the Base for F&A Rates for the current budget period and the entire project
- F&A costs and total costs will automatically calculate. Verify this total is correct and in alignment with your detailed budget spreadsheet.

Summary Budget

Summary Budget Detailed Instructions

The summary budget provides columns for entering Current Period and Entire Project budget numbers and separates budget categories for Direct and Indirect costs. Sponsor Direct Costs are manually entered and can be broken down into base allocations for the F&A Rates.

		Current Period	Entire Project
	SPONSOR DIRECT COSTS:	\$ 100,000	\$ 100,000
	BASE for F&A Rate (1):	\$ 30,000	\$ 30,000
	BASE for F&A Rate (2):	\$ 0	\$ 0
	BASE for F&A Rate (3):	\$ 0	\$ 0
Use calculated values: <input checked="" type="checkbox"/>	INDIRECT COSTS (F&A):	\$22,500	\$22,500
	FEE:	\$ 0	\$ 0
Use calculated values: <input checked="" type="checkbox"/>	TOTAL SPONSOR PROPOSED COSTS:	\$122,500	\$122,500
	Internal Cost Sharing:	\$25,000	\$25,000
	Third-Party Cost Sharing:	\$0	\$0
	TOTAL PROJECT COSTS:	\$147,500	\$147,500

If the **Use calculated values** checkbox to the left of the line item is checked, the indirect costs can be calculated. If the **Use calculated values** box is not checked, these can be entered manually.

Budget - Additional Information

Additional Information

* Does the proposal budget include Course buyout, New personnel or Equipment?
 Yes No

If yes, please specify below:

<p>* Please check all that apply.</p> <p><input type="checkbox"/> Course Buyout</p> <p><input checked="" type="checkbox"/> Personnel (New)</p> <p><input type="checkbox"/> Equipment</p>	<p>* Please provide a brief explanation.</p> <p>new position to be created: Research Concierge</p>
--	--

Additional Information Section:

- If requesting a course-release or buyout, please list the name of the personnel requesting the release. This appropriate amount of effort should be requested in the budget.
- If requesting new personnel, please provide information if this is a new position or filling an existing position.
- If requesting equipment, provide additional details here, including whether or not the items are included in the proposed budget.

Conflict of Interest & Other Support

>> Conflict of Interest & Other Support

All key personnel involved in the design, conduct, or reporting of research must submit their project related Financial Conflict of Interest (FCOI) Disclosure prior to proposal submission via the Cayuse COI Disclosure module. For additional information and to submit an FCOI disclosure click [HERE](#).

Please respond to the questions below regarding other forms of support that may be related to this project. Additional information can be found at coi.uncg.edu

* Indicates Required Fields

* I acknowledge that ALL key personnel who are involved in the design, conduct or reporting of this research project are aware that they must complete a Conflict of Interest (COI) disclosure via the [Cayuse Outside Interests Module](#) before this proposal will be submitted to the funding agency. This information has been conveyed to all individuals who are responsible for submitting their COI disclosure for this proposed research project.

Yes

Save Reset

All key personnel involved in the design, conduct, or reporting of research must submit their project related Financial Conflict of Interest (FCOI) Disclosure prior to proposal submission via the Cayuse COI Disclosure module. For additional information and to submit an FCOI disclosure visit: <https://uncg.app.cayuse.com/>

- **Select “Yes”** to certify that the person collecting the IPF acknowledges that ALL key personnel who are involved in the design, conduct or reporting of this research project are aware that they must complete a Conflict of Interest (COI) disclosure via the Cayuse Outside Interests Module (<https://uncg.app.cayuse.com/>) ***before this proposal will be submitted to the funding agency.*** This information has been conveyed to all individuals who are responsible for submitting their COI disclosure for this proposed research project.

Research Subjects & Materials

>> Research Subjects and Materials

Please respond to the questions below regarding this project's use of Human Subjects, Animal Subjects or other Research Materials.

Human Subject (IRB) Protocol forms and information can be found at <https://integrity.uncg.edu/institutional-review-board/>.

Institutional Animal Care and Use (IACUC) Protocol forms and information can be found at <https://integrity.uncg.edu/institutional-animal-care-and-use-committee/>.

Research involving the use of Radioactive Materials, Biohazardous Materials and Chemicals that meet Risk Group 2 or above or Biosafety Level 2 or above require review by the Institutional Biosafety Committee (IBC). Research involving the use of blood requires completion of the Blood Borne Pathogen (BBP) Registration Form. Both the IBC application and BBP Registration Form can be found at <https://integrity.uncg.edu/institutional-biosafety-committee/>.

* Indicates Required Fields

Human Subjects

* Does this research involve **HUMAN SUBJECTS**?

Yes No

Animal Subjects

* Does this research involve **ANIMAL SUBJECTS**?

Yes No

Research Materials

Does the proposal involve research with any of the following? (please check all that apply)

Biological materials that may be hazardous (Risk Group 2 or higher) If yes, please see requirements for use of Biological Materials at <https://integrity.uncg.edu/institutional-biosafety-committee/>

Chemical Hazards If yes, please contact the Chemical Safety Section of EHS to understand the requirements. The use of hazardous materials requires compliance with the University's Chemical Hygiene Plan. NOTE: Department of Environmental Health and Safety - Phone: (336) 334-4357 | Email: safety@uncg.edu

Unfixed human sourced materials, cell lines, or OPIM (OPIM includes: blood, human primary cells, cell lines, unfixed tissues, semen, vaginal secretions; cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids; and body fluids visibly contaminated with blood or in situations where it is difficult to differentiate between body fluids.)" If yes, this requires registration with the Chemical Hazards If yes, please contact the Chemical Safety Section of EHS to understand the requirements. The use of hazardous materials requires compliance with the University's Chemical Hygiene Plan. NOTE: Department of Environmental Health and Safety - Phone: (336) 334-4357 | Email: safety@uncg.edu

Radioactive materials If yes, please contact the Radiation Safety Section of EHS to understand the permitting requirements.

Any specialized models (e.g. Transgenic organisms or plants, xenografts)

Research that contributes to, or builds a repository

- Please respond to the questions regarding this project's use of Human Subjects, Animal Subjects or other Research

Materials.

- Human Subject (IRB) Protocol forms and information can be found at <https://integrity.uncg.edu/institutional-review-board/>.
- Institutional Animal Care and Use (IACUC) Protocol forms and information can be found at <https://integrity.uncg.edu/institutional-animal-care-and-use-committee/>.
- Research involving the use of Radioactive Materials, Biohazardous Materials and Chemicals that meet Risk Group 2 or above or Biosafety Level 2 or above require review by the Institutional Biosafety Committee (**IBC**). Research involving the use of blood requires completion of the Blood Borne Pathogen (BBP) Registration Form. Both the IBC application and BBP Registration Form can be found at <https://integrity.uncg.edu/institutional-biosafety-committee/>.

Research Subjects and Materials Detailed Instructions:

1. *Complete the Human Subjects section*
 - a. *Select “No” if the project does not involve Human Subjects.*
 - b. *Select “Yes” if the project does involve Human Subjects and complete the additional questions.*
 - c. *Indicate if the IRB application(s) were/was submitted to IRB in the Human Ethics Module in Cayuse.*
 - d. *Enter the applications numbers if known or “TBD” if unknown*
2. *Complete the Animal Subjects Section*
 - a. *Select “No” if no vertebrate animals are involved in the project. Select “Yes” if vertebrate animals are involved and complete the additional questions.*
 - i. *Enter the IACUC protocol/application numbers involved in the project. Enter “pending” if the IACUC numbers are unknown.*
 - ii. *Enter the species involved*
3. *Complete the Hazardous Research Materials Section.*
 - a. *Check all that apply or none if there are no hazardous materials involved.*
4. *Select “Save”.*

Subrecipients

>> Subrecipients

If this proposal involves Subrecipients for which funds are requested, please add them below, and provide the following items in the Proposal Attachments section of the Cayuse IPF:

1. Letter of Intent
2. Statement of Work
3. Budget in sponsor format
4. Budget Justification in sponsor format
5. [Subrecipient Commitment and Monitoring Form](#): Please download and complete Section A before sending to subrecipient organization.


Current templates for the Statement of Work, Letter of Intent, and the Subrecipient Commitment form can be found in the [UNCG PI Toolkit](#).

For guidance regarding [classification of a project partner as a subrecipient, contracted service, or consultant](#), visit the [OSP Budget Preparation](#) webpage.

NOTE: If no subcontracts are proposed, please click the No Subcontractors to complete this section.

For additional information and definitions for these fields please click the orange Circle "?" at the bottom right of your screen, keyword search "Adding Subcontractors."

Add Subcontractor

Subcontractor: 

List of Subcontractors: (to edit the list, remove the entry and re-select)

There are no subcontractors added to the proposal

- If this proposal involves Subrecipients for which funds are requested, please add them below, and provide the following items in the Proposal Attachments section of the Cayuse IPF:
 1. Letter of Intent
 2. Statement of Work
 3. Budget in sponsor format
 4. Budget Justification in sponsor format

5. [Subrecipient Commitment and Monitoring Form](#): Please download and complete Section A before sending to subrecipient organization.
 - Current templates for the Statement of Work and the Subrecipient Commitment form can be found in the subaward management section of UNCG [PI Toolkit](#)., under Project Management.

For guidance regarding [classification of a project partner as a subrecipient, contracted service, or consultant](#), visit the OSP [Budget Preparation](#) webpage.

NOTE: If no subrecipients are proposed, please click the No Subcontractors to complete this section.

Subrecipient Form Detailed Instructions:

Special Note: Cayuse uses the terms “subcontractor” and “subrecipient” interchangeably. For the purposes of this form, we are interested in project partners as subrecipients, and not purchased services relationships (contracts). Visit the OSP [Budget Preparation](#) webpage for guidance regarding [classification of a project partner as a subrecipient, contracted service, or consultant](#).

1. *If subrecipients are included as part of your proposal, click the magnifying glass and search for the subcontractor (will be under the sponsor list)*
2. *Click the Sponsor name to add as a subrecipient. NOTE: If sponsor name is not in the system, please contact oretech@uncg.edu.*
3. *Click “**Add Subcontractor**”*
4. *When all subcontractors have been added, click “**Authorize Subcontractor List.**”*
5. *If you have no subrecipients/subcontractors to include as a part of your proposal, click No Subcontractors at the bottom of the page; the form can also be reset.*

Export Control & National Security

>> Export Control & National Security

It is the responsibility of the PI to identify any items, technology, or activities on a proposal that may have additional security implications. If there are any clauses that contain information regarding controlled research, controlled unclassified information, (CUI), controlled defense/technology information (CDI/CTI), or if you are dealing with information that may be subject to additional security requirements such as personal health information (PHI), or anything that may be subject to the Health Insurance Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act (FERPA) regulations, please contact the Office of Research Integrity for further guidance. <https://integrity.uncg.edu/contact/>

Further information related to research security, export control or national security concerns, can be found at <https://exportcontrol.uncg.edu/>.

* Indicates Required Fields

- * 1. Does your proposal contain any clauses that put any limits on publishing or the participation of foreign nationals in your project? Or does your proposal contain clauses around protecting Controlled Unclassified Information (CUI) (e.g. HIPAA, FERPA, PHI, GDPR or similar privacy regulations)?

Yes No

2. Do you anticipate that the project work may involve:

* a. Sending, transporting, transmitting, or carrying any: funds (through payments), goods, materials, or equipment related to this project outside the US (examples include: GPS, biologicals, diagnostic kits, reagents)

Yes No

* b. Travel outside the US?

Yes No

* c. Collaboration with any institution in a foreign country or any foreign national NOT currently employed by UNCG?

Yes No

3. Some types of research may have export control implications even if all work is conducted within the U.S.

Do you anticipate that the project work may involve:

* a. Non-commercial encryption or information security software?

Yes No

* b. Any equipment, technology, materials or software specifically designed, modified, or adapted (even slightly) for a military purpose or that may involve national security?

Yes No

* c. Any classified materials, equipment, technology, data, or controlled unclassified information (CUI)?

Yes No

It is the responsibility of the PI to identify any items, technology, or activities on a proposal that may have additional security implications. If there are any clauses that contain information regarding controlled research, controlled unclassified information, (CUI), controlled defense/technology information (CDI/CTI), or if you are dealing with information that may be subject to additional security requirements such as personal health information (PHI), or anything that may be subject to the Health Insurance Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act (FERPA) regulations, please contact the Office of Research Integrity for further guidance. <https://integrity.uncg.edu/contact/>

Further information related to research security, export control or national security concerns, can be found at <https://exportcontrol.uncg.edu/>.

Responses to these questions are required.

Export Control and National Security Details:

1. If you answer ‘**Yes**’ to any of the questions related to Export Control, the [Office of Research Integrity \(ORI\)](#) will be informed of a possible Export Control issue.
2. The Lead Principal Investigator must work with ORI to determine that any research affected by the Export Control Act complies with its regulations and reporting requirements far enough in advance to obtain an export license, should one be required.
3. Any change in scope or addition of new staff may require a re-determination.
4. It is the responsibility of the Lead PI to identify any items, technology, or activities on a proposal that may have export-control implications. For any questions related to export control, please contact the ORI Director. (Link to the office <https://exportcontrol.uncg.edu/>)
5. Once you have completed the questions, click “Save.”

Innovation & Commercialization

>> Innovation and Commercialization

The [Innovation Partnership Services Office \(IPSO\)](#), part of [LaunchUNCG](#), provides faculty and student innovators/inventors with a wide range of support services to protect, market, and license intellectual property developed at UNCG. Innovation/invention can be created anywhere including laboratories, libraries, classrooms, and performance studios.

All faculty, even those unsure about the innovation/invention/copyrightable product potential and/or commercialization possibilities of their project, are encouraged to complete the information below. The following definitions may assist in completing the information.

Innovation: Creation, development and implementation of a new product, process, or service, with the aim of improving efficiency, effectiveness, or competitive advantage.

Invention: A novel or unique article, device, machine, composition, or process created by a person.

Intellectual property is a creative product of the human intellect in which legal rights can be protected in the form of copyrights, patents, trademarks, and/or trade secrets. Intellectual property may have value in the marketplace if it can be reduced to tangible form (such as a computer, a process, a chemical, a learning program) and the intellectual property rights can be properly protected.

Commercialization: The process of translating intellectual property into commercially viable products, services, or processes capable of generating revenue through various business opportunities such as licensing agreements, partnerships, joint ventures, and startup companies.

Copyrightable Product: A copyrightable product is an original work of authorship that may include literary, dramatic, musical, artistic and certain other creative works.

Have questions? Contact Dr. Michael Marshall at jps@uncg.edu or check out the [IPSO website](#).

* Indicates Required Fields

* 1. Have you disclosed any of this research to the LaunchUNCG/Innovation Partnership Services via an [Invention Disclosure](#)?

Yes No

* 2. Does this research have the potential to generate an [innovation/invention](#) such as a new technology, device, software, chemical compound, curriculum, process, technique, or other?

Yes No

* 3. Do you plan to collaborate on the further development of this research with another university, business, non-profit, or any other non-UNCG organization?

Yes No

* 4. Will this research use any materials obtained from a third party under a transfer agreement granting ownership rights in inventions and/or data out of the use of the material?

Yes No

* 5. Will this research use any material, patented or otherwise, which is owned by the institution and licensed to a commercial entity?

Yes No

1. Responses to these questions are required.
2. Once you are finished answering all of the questions within the Intellectual Property section, click “Save.”

Innovation and Commercialization Details:

[The Innovation Partnership Services Office \(IPSO\)](#), part of [LaunchUNCG](#), provides faculty and student innovators/inventors with a wide range of support services to protect, market, and license intellectual property

developed at UNCG. Innovation/invention can be created anywhere including laboratories, libraries, classrooms, and performance studios.

All faculty, even those unsure about the innovation/invention/copyrightable product potential and/or commercialization possibilities of their project, are encouraged to complete the information below. See Appendix A for [commercialization and innovation definitions](#).

Have questions? Contact Dr. Michael Marshall at ipso@uncg.edu or check out the [IPSO website](#).

Community Engagement & Public Service

>> Community Engagement & Public Service

This section helps UNCG demonstrate how its members partner with and serve communities to address pressing issues and priorities.

Community Engagement - The collaboration among institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

Public Service - The delivery of expertise, resources, and services to community individuals, groups, organizations, and the public in general.

Topics of Inquiry - The types of societal issues that are addressed through community engagement or public service.

Collaboratory - Collaboratory® is a publicly searchable, online database that shares UNCG's story about who, what, where, with whom, and to what ends community-university partners are working towards community-identified priorities for shared learning, mutual benefits, and positive change.

* Indicates Required Fields

1. Are students involved in the community engagement or public service project?
 Yes No

If Yes, check all that apply:

Course-based curricular engagement (credit-bearing)
 Co-curricular engagement (not credit-bearing)
 Research/Creative Activity (may be funded/unfunded, course-based, or co-curricular)

2. If you work with community partners, what sectors best describe them?
 Yes No

If Yes, check all that apply:

Nonprofit, nongovernmental organization, grassroots organization, community group
 Business, industry, for profit
 Government, schools, education

3. If you work with community partners, what roles best describe their contributions?
 Yes No

If Yes, check all that apply:

Help to identify the topic of inquiry and/or effort or receives expertise from university partner
 Help to provide access to site or participants or coordinates logistics/provides supervision
 Community-based thought partners who contribute reciprocally and for mutual benefit (community engagement)

4. What outcomes are expected by or for the community as a result of the community engagement or public service project?
 Yes No

If Yes, check all that apply:

Change in awareness, knowledge, or understanding
 Change to policy, systems, or conditions
 Capacity-building via services, skills, resources, social or financial capital

5. Do you want to be considered for inclusion in Collaboratory, a publicly viewable website used to connect, support, and celebrate community engagement and public service, if this is funded?
 Yes No

6. What Primary Topic of inquiry is addressed? (choose one and then choose any additional in the next question).

As a [Carnegie classified “Community Engaged”](#) campus, responses to the questions in this section allow the institution to accurately reflect the campus’ efforts and activities to promote community partnerships and collaborations in reports to our community partners and friends. For more details on “Community Engagement and Public Service” or the [Collaboratory](#), contact the [Institute for Community and Economic Engagement](#) at communityengagement@uncg.edu. This section helps UNCG demonstrate how its members partner with and serve communities to address pressing issues and priorities. See Appendix A for [Community Engagement Definitions](#).

Proposal Abstract

>> Proposal Abstract

* Indicates Required Fields

In 2-5 sentences, provide a lay abstract for the proposed project.

- This information aids IPF approvers in their review of your proposed project.
- This abstract is also used in Award Notices and can appear in UNCG Campus Weekly.
- Do NOT include confidential or proprietary information, but please do provide a general overview of the projects.

If this abstract contains ANY institutional or sponsor proprietary information, such as a description of a potentially patentable invention (e.g., a new and useful process, machine, article of manufacturing, composition of manufacture, or related improvements), you MUST check No below and if you have not already done so, contact [LaunchUNCG/IPSO](#).

Please select a NCSSES code that describes the type of research contained in this proposal.

For additional information and definitions for these fields please click the orange Circle "?" at the bottom right of your screen, keyword search "Adding Your Abstract."

* 1. I give permission to make this abstract publicly accessible:

Yes No

* 2. Abstract:

DRAFT:
 To paraphrase the words of our Chancellor, the University of North Carolina at Greensboro (UNCG) has grown from a predominantly teaching institution, to an R2 institution that is now poised to take "Giant Steps". Giant Steps draws inspiration from Jazz pioneer and North Carolina native John Coltrane, whose innovative work as a saxophonist, composer, and band leader, launched the genre of jazz forward by leaps and bounds. Indeed, the propelling nature of Coltrane's musical contributions is also reflected in the title of this proposal "Research Administration Modernization Program at UNCG" (RAMP UNCG).

As described in this proposal, UNCG has experienced rapid growth, 28% over the last five years.

* 3. Please select a NCSSES field that describes the type of research contained in this proposal

Other

In 2-5 sentences, provide a lay abstract of the proposed project.

- This information aids IPF approvers in their review of your proposed project.
- This abstract is also used in Award Notices and can appear in UNCG Campus Weekly.
- Do NOT include confidential or proprietary information here, but please do provide a general overview of the project.

If this abstract contains ANY institutional or sponsor proprietary information, such as a description of a potentially patentable invention (e.g., a new and useful process, machine, article of manufacturing, composition of manufacture, or related improvements), you MUST check No below and if you have not already done so, contact [LaunchUNCG/IPSO](#).

Please select a NCSSES code that describes the type of research contained in this proposal.

Abstract Page Details:

With the Lead Principal Investigator's permission, this abstract will be used to help match faculty researchers with potential collaborators and funding resources and to help identify expertise and areas of research interests. It may also be used to search key words in order to provide reports to UNC Greensboro administrative offices regarding research on specific subjects and also to provide information to the UNC System Office.

The abstract should be plainly written and in sufficient detail to summarize:

- a) The purpose(s) or problem(s)*
- b) The hypothesis(es) or objectives(s)*
- c) The method(s) of the project(s)*

All abstracts will be made available to the public. If this abstract contains ANY institutional or sponsor proprietary information, such as description of a potentially patentable invention (e.g., a new and useful process, machine, article of manufacturing, composition of manufacture, or related improvements), you MUST check No below and if you have not already done so, should contact the Innovation Partnership Services Office ([IPSO](#)).

- 1. I give my permission to make this abstract publicly accessible: Yes or No*
- 2. If yes, provide the abstract.*
- 3. Select the NCSES field*

Proposal Attachments

>> Proposal Attachments

Prior to routing the IPF, please attach the following documents:

- Proposal Announcement Guidelines
- Internal Budget and/or Budget in sponsor format
- Budget justification
- Subrecipient documentation (letter of intent, scope of work, budget, budget justification, subrecipient commitment and monitoring form)
- Project description / Proposal narrative (must include at least in draft form prior to routing the IPF).
- Any other sponsor required documents needed for the submission.

Please include all attachments in editable format (i.e. word, excel, fillable PDF).

Once an IPF has started routing, do not DELETE any attachments.





Include all *FINAL* attachments by adding an indication to the file name prior to uploading.

For additional information and definitions please click the orange Circle "?" at the bottom right of your screen, keyword search "Attaching Documents."

Add Attachment

Click Browse to select a file: No file chosen

Document Type:

<u>Attachment</u>	<u>File Type</u>	<u>Upload Type</u>	<u>Attachment Type</u>	<u>Access</u>
RR Forms_RAMP_UNCG.pdf Uploaded by:Rebecca Libera On:05/14/2021 At:11:50 AM EDT	Budget	IPF	Proposal	All Parties 
Budget_Justification_7.19.19_JV.docx Uploaded by:Rebecca Libera On:05/14/2021 At:11:50 AM EDT	Budget Justification	IPF	Proposal	All Parties 
General_Budget_Template-2019v2_SPAD_7.xlsx Uploaded by:Rebecca Libera On:05/14/2021 At:11:50 AM EDT	Budget (internal)	IPF	Proposal	All Parties 
RFA-RM-19-004_Sponsored_Programs_Admin.pdf Uploaded by:Rebecca Libera On:05/14/2021 At:11:49 AM EDT	Proposal Announcement Guidelines	IPF	Proposal	All Parties 

Prior to routing the IPF, please attach the following documents:

- Proposal Announcement Guidelines
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Please include all attachments in editable format (i.e., word, excel, fillable PDF).

Once an IPF has started routing, do not DELETE any attachments.

Indicate all *FINAL* attachments by adding an indication to the file name prior to uploading.

Proposal Attachment Details

There are no limitations to the number of attachments that can be added to a proposal. The Proposal Attachments section is a key resource for investigators, departmental administrators, and approvers in Cayuse SP. The uploaded documents are a permanent record of the proposal, including the opportunity announcement, proposal, excel budget, cost share documentation, letters of support, subcontract/subrecipients commitment forms. etc.

- 1. To add an attachment, select “Choose File” and click to open a file selection dialog and locate the file you want to upload. There is no restriction on file size but larger documents will take more time to upload. Any file type (with the exception of .exe) is acceptable.*
- 2. After selecting the document, assign the appropriate document type. Click “Add.” You can also click “Reset” to clear the file.*
- 3. When the file has completely finished uploading, it will appear in the Attachment table. Documents listed within the table can be downloaded by users*
- 4. In the unusual case that no attachments are needed, click “No Attachments” to complete this section*

Approving Units

>> Approving Units

Please review, edit, and authorize approving units.

The units listed below will be notified to authorize this proposal record. The units should include the units of all project personnel, the award administration unit, and units that must approve committed cost-share as well as their parent units.

Use the numbers under "routing order" to adjust order. Note, that some units may review and approve concurrently by assigning the same number in this column.=. Dean's Offices must follow their corresponding departments.

Ensure every affiliated unit is listed on this screen before submitting the proposal record for routing.

The Office of Sponsored Programs will authorize and submit this proposal on behalf of the University. Do not add it as an approving unit.

For additional information and definitions please click the orange Circle "?" at the bottom right of your screen, keyword search "Ordering and Adding Approving Units."

Add Approving Unit

Unit:

List of Approving Units: (to edit the information, remove first, then add back)

Routing Order ⁱ	Unit Code	Unit	Role(s)
1	RSH	Off of Research and Engagement	Admin Unit, Lead Principal Investigator, Administrative Contact, Investigator
2 ▼	RSS	Sponsored Programs	Principal Investigator, Investigator, Investigator, Investigator
3 ▼	DIV10	Research (Division)	Rollup From - RSS

Please review, edit, and authorize approving units.

The units listed below will be notified to authorize this proposal record. The units should include the units of all project personnel, the award administration unit, and units that must approve committed cost-share as well as their parent units.

Ensure every affiliated unit is listed on this screen before submitting the proposal record for routing.

Approving Unit Detailed Instructions and Tips:

Ordering and Adding Approving Units: This section of the proposal represents the list of Units, Colleges/Schools, or Centers that must approve the proposal before it can be routed to Sponsored Program Administration.

List of Approving Units: *The list of approving units is automatically created from the units added during the proposal creation process. The Admin Unit is always listed first and cannot be changed or removed. Other units are added if a member of the Research Team (within the Personnel Roster) is from a different unit.*

Setting the Routing Order: *The routing order for the listed units can be re-ordered by changing the number in the drop-down menu beneath Routing Order. It can be made sequential or concurrent; that is, you could have the order 1, 2, 3, 4 if the units must approve in a strict order, or 1, 2, 2, 4 if the middle two could approve at the same time. If a unit is currently 4 and you want it to be 2, simply select 2 and click out of the selection box. The unit list will reorder automatically*

Modifying the Unit List: *You can add additional units by clicking the field beneath Add Approving Unit and choosing a unit from the alphabetical list. You can also search for the Unit Code or Unit Name. Upon clicking Add Unit, the unit will be added with the role Other Approving. If a unit has a Remove link next to the role, you can remove it by clicking the link. (To edit a listing, remove and re-add it.) This is generally only possible if it has been added as Other Approving. Other units are mandatory approvers. If one of the units is incorrect, note the Role(s) listed for the unit. You will need to edit or remove and re-add the Research Team member or unit with that role in order to modify the routing list. You may need to refresh your browser screen if you have made changes to your routing chain*

Once all units have been selected and in the approval queue, click “Authorize Unit Listing.”

NOTE: *The [Office of Sponsored Programs](#) is NEVER manually added to the approving unit queue. It will appear in the list once the proposal is submitted for routing.*

Submission Notes

>> Submission Notes

Please provide any information that may assist IPF reviewers or OSP in the approval and submission of this proposal. Suggested notes include:

- If the sponsor restricts F/A (overhead) leave a note indicating where that guidance or policy can be found in the uploaded proposal announcement guidelines.
- If the sponsor requires match (cost share) leave a note indicating where that guidance or policy can be found in the uploaded proposal announcement guidelines.
- For outgoing subawards, list the PI and administrative contact where materials are to be sent. Include the name, salutation (Dr., PhD, EdD), title, and email address of both parties.
- Make note of any unusual guidelines from the sponsor, i.e. "personnel cannot exceed 15% of the total budget" or "PI of record must be the Provost"
- If this is a paper proposal, list the receive-by date, number of copies, address, and any other mailing or binding instructions.

For additional information and definitions please click the orange Circle "?" at the bottom right of your screen, keyword search "Adding Submission Notes."

Submission Note:

Note	Last Updated By	Date	Note Area	Category	Access
SPAD requires multiple PD/PI submission_(Director of the Office of Sp...	Rebecca Libera	05/14/2021	Proposal	Submission	Admin Office All Parties

Adding Submission Notes

Please provide any information that may assist IPF reviewers or OSP in the approval and submission of this proposal. Suggested notes include:

- If the sponsor restricts F/A (overhead) leave a note indicating where that guidance or policy can be found in the uploaded proposal announcement guidelines.
- If the sponsor requires match (cost share) leave a note indicating where that guidance or policy can be found in the uploaded proposal announcement guidelines.

- When UNCG is a subrecipient on a project, list the PI and administrative contact where materials are to be sent. Include the name, salutation (Dr., PhD, EdD), title, and email address of both parties.
- Make note of any unusual guidelines from the sponsor, i.e. “personnel cannot exceed 15% of the total budget” or “PI of record must be the Provost”
- If this is a paper proposal, list the receive-by date, number of copies, address, and any other mailing or binding instructions.

There is no limit on the number of notes. Notes are visible to all members listed on the Research Team, proposal approvers, and OSP, and may not be changed or deleted after creation.

1. *Enter the information in the box and click “Add Note”*

Submit the Proposal for Routing

As pages are saved, a green check box appears signifying that the requested information has been provided. When all sections of the Item List have green check marks, the proposal is almost ready for internal routing.

To initiate internal routing, click the Submit Proposal button. A new window opens asking you to confirm that the proposal is ready for internal review:

>>Submission Confirmation

Are you sure you wish to submit this Proposal Record?

Clicking YES will do four things:

1. the Proposal Record will be locked and can no longer be edited (except by the Admin Unit);
2. the Proposal Record will be routed to all affiliated units for review and concurrence; should any of these units reject the Proposal Record you will be notified by email of the rejection and for what reason(s);
3. the PI(s) will be notified by email that they must certify the Proposal Record in; and
4. ultimately, the Proposal Record will arrive in OSP for final review and approval.

Throughout these steps you, your PI, and any other contributing members listed on the Proposal Record will be able to track its review and approval status in Cayuse SP

Once all affiliated units have approved the Proposal Record, you will receive an email indicating that it was successfully routed and received in OSP. If the proposal can be electronically submitted then no further action is required on your part. However, if the Sponsor requires any part of the proposal be submitted in paper copy, then any such copies, with original signatures as required, must be forwarded to OSP for a complete submission to be accomplished.

When you click on the “Yes” button, proposal routing begins, triggering email notifications to the Lead Principal Investigator, Principal Investigators, Chair, Dean, and other individuals whose approval is required. Each of these individuals must log in to Cayuse SP to certify the proposal and/or provide other approvals.

Routing is the movement of a proposal through the internal reviews necessary for compliance and university approvals. During the routing process, the proposal record is certified by the PI, authorized by department/school/college/center administrators, and reviewed and authorized by the Office of Sponsored Programs. All review and approval of the proposal record is handled electronically within Cayuse SP.

Lead PI and Co-PI Certification

The Lead Principal Investigator and Principal Investigators review and certify the proposal for submission by opening the PI Certification Inbox.

Chair/Dean/Director and other Approvers

Once the proposal has been approved by the Principal Investigator, other internal approvers receive an email notification and link to Cayuse SP. These Approvers should open the Department (Dept.) Approval Inbox to review the proposal.

As each individual certifies the proposal, the date and time of the approval is indicated on the routing form. After all required approvals are received, the proposal is routed for review in the central research offices

Central Office Review and Proposal Submission

Once all Department Approvers have approved, the proposal will be reviewed by two offices within the Office of Research. First, the Office of Research integrity will review to ensure necessary Conflict of Interest Disclosures have been completed, as well as potential Export Control concerns. From there, the proposal moves to the Office of Sponsored Programs for final budget review by a Budget Specialist and then to a Grants Specialist for review of the overall proposal. Once final approval is obtained, the proposal will be submitted by the appropriate party on behalf of UNC Greensboro.

My Proposals

My Proposals

Unsubmitted Proposals Submitted Proposals

Below is a list of unsubmitted proposals you initiated or on which you are listed.

Created Date	Prop No	Lead PI	Project Name	Sponsor	Deadline	My Role	Flags
<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x
05/14/202	21-0032	Terri Shelton	SPAD 2019	HHS NIH National Institute of General Medical Sciences (NIGMS)	07/25/2019	Administrativ Contact	Edit

View 1 - 1 of 1

Page 1 of 1

[Export to CSV](#)

To view all submitted and unsubmitted proposals, view “My Proposals” under “My Dashboard”

Appendix A

Activity Code Definitions

- **Organized Research** - projects whose main focus is on research activities, both basic and applied, as well as development activities. Often called “[Research and Development](#).”
- **Capital Equipment** - projects whose main purpose is for the purchase of major [equipment](#), [capital assets](#), [special purpose equipment](#).
- **Clinical Trials** - a research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes. [Decision tool available from NIH](#).
- **Public Service** - a project whose main purpose is to provide a service to the community.
- **Research Training** - a project whose main purpose is to support the training of researchers through institutional research training grants.
- **Scholarship/Fellowships** - a project whose main purpose is to provide funding for scholarships or individual fellowship support for students or faculty.
- **Sponsored Instruction** - projects that support curriculum (including evaluation of curriculum or teaching methods, textbook development to be used as instructional materials) development as well as teaching/training activities (other than research training) whether offered for credit toward a degree or certificate, on a non-credit basis.
- **Other Sponsored Activity** - projects that involve the performance of work not described above.

Proposal Type Definitions

- **New:** Select if you are requesting new dollars NOT associated with an existing contract or grant.
- **Preproposal/Letter of Intent/White Paper:** Select if this proposal is an initial proposal that would result in a later invitation to submit a full proposal. If budget totals or detail is to be provided, these proposals must be routed for approval.
- **Non-Competing Continuation:** Select if requesting release of dollars previously committed by the sponsor for an existing contractor grant.

- **Supplement/Revision:** Select if requesting additional new dollars, extending period of performance, or requesting a change in the scope of work on an existing award.
- **Amendment:** Select if a previously submitted proposal is..... The submission of a revised request would occur due to revised personnel, cost share, or budget.
- **Renewal (competitive):** Select if requesting new dollars for continuation of an existing award to establish a new budget period.
- **Resubmission:** Select if this is a formal resubmission of a previously submitted proposal.
- If the proposal doesn't meet one of these types, contact your central administration office to discuss the specific circumstances.

Instrument Type Definitions

- **Note: Most proposal guidelines will clearly define the Instrument Type or Award Mechanism. If you would like assistance in making this determination, please [contact your department research administrator or OSP Grants Specialist](#).**
- **Contract:** most commonly used for proposals in which the sponsor is procuring services or good from UNCG
- **Grant:** an assistance award in which the sponsor provides funding to support a specific project, activity, line of inquiry, or research study, usually for a public purpose.
 - Note: for NIH grants, please select “NIH grant,” then the appropriate NIH mechanism
- **Fellowship:** an award given to a scholar (or an institution on behalf of a scholar) to pay for his or her academic pursuits. A fellowship is typically a merit-based scholarship for advanced study of an academic subject. Examples include the National humanities Center Residential Fellowships.
 - Note: for NIH Fellowships, please select “NIH grant,” then the F-Series mechanism
- **NIH Grant:** an assistance award from the National Institutes of Health (NIH).
 - After selecting NIH Grant, please then select the appropriate mechanism (RO1-Series, F-series, etc.).
- **Clinical Trial:** per the [Common Rule](#) Definition: *Clinical trial* means research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of the interventions on biomedical or behavioral health-related outcomes
- **Incoming Subaward:** used for proposals in which UNCG is a collaborator on a project, but not the lead on the submission to the prime funding agency. Sometimes also referred to as subrecipient.

- **Cooperative Agreement:** similar to a grant, but used for projects in which there will be substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.
- **SBIR/STTR:** select for projects under the Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) programs

Submission Method Definitions

- **Note: Please refer to the proposal guidelines for the required submission method.**
- **Note: If *any* part of a proposal must be mailed or delivered, please select “paper”**
- **Note: Coming in 2022, proposals to many federal agencies will be made through Cayuse Proposals (S2S portal).**
- **Cayuse 424:** Coming to UNCG in 2022
- **Grants.gov Workspace:** used for most federal proposals, except NIH or NSF
- **Research.gov/Fastlane:** used for NSF proposal
- **NIH Assist:** used for NIH proposals, as well as other select PHS agencies
- **Sponsor Website:** used when the sponsor has their own portal, i.e. Spencer Foundation, Community Foundation, United Way Andar, Foundant, etc.
- **Email:** select when a PDF of a proposal is to be submitted by OSP via email
- **Paper:** select if any part of the proposal needs to be mailed or physically delivered to a sponsor.

Investigator/Research Team Role Definitions:

- **Investigator:** A primary contributor to the successful conduct of a research project, or any person who is responsible for the design, conduct, or reporting of research.
- **Principal Investigator:** Other contributors (if the sponsor allows multiple PIs). Roles that may fall under this designation include Research Scientist, Research Specialist, Research Associate, or Scholar.
- **Postdoctoral Research Associate:** Individuals with a doctoral degree serving on the research project.
- **Fellow:** Students applying for a fellowship or support for dissertation research whose mentor is the Lead Principal Investigator on this proposal.

- **Graduate Research Assistant:** Post baccalaureate students serving on the project.
- **Clinical Research Coordinator:** Coordinators with responsibility for the conduct of a human subjects study. Responsibilities may include study subject recruitment, arranging subject visits, informed consent, regulatory documents, case report forms, and meeting with study monitors.
- **Project Manager:** A limited-basis role for program project grants or clinical trials.
- **Technical Staff:** Staff performing standardized or routine measurements, analyses, or procedures in support of the research project.
- **Undergraduate Student:** Undergraduate students working on the project.
- **Administrative Contact:** Contacts who have proposal edit rights, but are not named on the budget (e.g., unit contract and grant manager). (Adds home unit for routing approvals)
- **Administrative Assistant:** A limited-basis role used on eligible funding opportunities, such as program projects or state contracts.
- **Proposal Editor:** A role with permissions equal to the Proposal Creator in the SP records.
- **Other Key Participant:** Project participants whose role title differs from those above. After selecting Other Key Participant, a field labeled "Role Title" appears beneath the Role. Enter the participant's custom title. The participant's unit will be included in the routing list on the Approving Unit's screen.
- **Other Participant (no routing):** Like Other Key Participants, except that the participants' units are excluded from the routing list on the Approving Units screen

Innovation and Commercialization Definitions

- **Innovation:** Creation, development and implementation of a new product, process, or service, with the aim of improving efficiency, effectiveness, or competitive advantage.
- **Invention:** A novel or unique article, device, machine, composition, or process created by a person.
- **Intellectual property** is a creative product of the human intellect in which legal rights can be protected in the form of copyrights, patents, trademarks, and/or trade secrets. Intellectual property may have value in the marketplace if it can be reduced to tangible form (such as a computer, a process, a chemical, a learning program) and the intellectual property rights can be properly protected.

- **Commercialization:** The process of translating intellectual property into commercially viable products, services, or processes capable of generating revenue through various business opportunities such as licensing agreements, partnerships, joint ventures, and startup companies.
- **Copyrightable Product:** A copyrightable product is an original work of authorship that may include literary, dramatic, musical, artistic and certain other creative works.

Community Engagement Definitions

- **Community Engagement** - The collaboration among institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.
- **Public Service** - The delivery of expertise, resources, and services to community individuals, groups, organizations, and the public in general.
- **Topics of Inquiry** - The types of societal issues that are addressed through community engagement or public service.
- **Collaboratory** - Collaboratory® is a publicly searchable, online database that shares UNCG's story about who, what, where, with whom, and to what ends community-university partners are working towards community-identified priorities for shared learning, mutual benefits, and positive change.