

4.2 HOW DO I CREATE, APPROVE OR VIEW PROPOSALS

4.2.1 CURRENT PROPOSAL LIST

Current Proposal List (Researcher Name)

Search
Advanced
Saved Search
Search Proposal

Proposal Number

Legacy Number

Title

Proposal Type

Lead Member

Lead Organization

Administrative Organization

Administer For Member

Administer For Organization

Proposal Status

Routing Status

* PI, Co-PI, Or Co-Investigator

Researcher Name

PA

Sponsor

CFDA #

RFP #

Sponsor Tracking #

Grants.gov Tracking #

Disclosure Required By Sponsor

Disclosure Incomplete

| Proposal Number | PI | Title | Lead Organization | Administrative Organization | Proposal Status | Proposal Type | Routing Status | No PA | Sponsor | RFP |
|-----------------|-----------------|-------------------------------------|-------------------|-----------------------------|-----------------|---------------|----------------|--------------------------|----------------------------------|-----|
| 1213991 | Leonarda Horvat | Proposal for demonstration purposes | TAMU Chemistry | SRS | In Development | New | Revoked | <input type="checkbox"/> | DHHS-Centers For Disease Control | PAR |

This screen allows researchers to search for proposals or create official proposals (blank or copy). Search results are filtered based on security settings and only displays proposals that the current user has access to.

The current user must be one of the following cases:

1. Is Principal Investigator (PI) of the proposal.
2. Has “Researcher Administrative Assistant” role and is designated as PI delegate in PI’s “My Settings”.
3. Has “Researcher Reviewer” role and is granted access to the proposal’s lead organization/center/admin organization or its ancestor organization.
4. Has “Research Reviewer” role and is granted access to PI of the proposal.

4.2.2 PROPOSAL COMPLIANCES

Proposal compliance items that need to be completed will appear in the Principal Investigator’s To-Do listing on the home page.

Home
My Worklist
Search
My Settings
Contact Us
About Maestro
Reports
Feedback
Version: 5.0.3

Documents For Approval

9

- 4 Proposal Routing
- 0 Proposal IDC Waiver Request
- 5 User Access Request

Tasks

2

- 2 Proposal
- 0 Project

To-Do

9

- 4 Proposal Compliance
- 5 Proposal Reporting Code
- 0 Project Deliverable
- 0 Project Compliance

Research News

- Bowman receives 2015 Distinguished Alumnus Awards
- Nguyen receives Outstanding Student Award
- Begovic appointed holder of Lohman Professorship
- Top undergraduate chemical engineering awards presented
- 2015 Patent and Innovation Award Winners
- Civil engineering remembers Mr. Bob Nichols, 1926-2015

Researcher

Account List

Worklist

Proposal

Project

Financial Disclosure

Profile

Click the 'Proposal Compliance' hyperlink to navigate to your work list to view the associated items that need completion. Click the description hyperlink to open the proposal compliance screen.

Proposal Compliances Back Save Cancel

Proposal (1505373)

Sponsor DHHS-Centers For Disease Control **Type** New **PI** Tye Rougas **Title** Proposal for demonstration purposes. **Status** In Development

Compliance Items

Action View Set All to No Complete Detach


| Compliance Item | Value | Required Additional Data | Documents |
|--|---|--------------------------|-----------|
| Human Subjects | <input checked="" type="radio"/> Yes <input type="radio"/> No | | 0 |
| Protected Health Information | <input type="radio"/> Yes <input type="radio"/> No | | 0 |
| Human Embryonic Stem Cells | <input type="radio"/> Yes <input type="radio"/> No | | 0 |
| Animals (Vertebrates) | <input type="radio"/> Yes <input type="radio"/> No | Edit | 0 |
| Recombinant DNA and Transgenic Organisms | <input type="radio"/> Yes <input type="radio"/> No | | 0 |
| Biohazards | <input type="radio"/> Yes <input type="radio"/> No | | 0 |
| Select Agents | <input type="radio"/> Yes <input type="radio"/> No | Edit | 0 |
| Involves use of Biosafety Level 3 (BSL-3) Facility BSL3 non-select agent/ABSL | <input type="radio"/> Yes <input type="radio"/> No | | 0 |
| Renovations to Facility | <input type="radio"/> Yes <input type="radio"/> No | Edit | 0 |
| Planned Environmental Release of Infectious, Hazardous or Genetically Modified | <input type="radio"/> Yes <input type="radio"/> No | | 0 |
| Radioactive Materials/Radiation Producing Devices | <input type="radio"/> Yes <input type="radio"/> No | | 0 |
| DEA Controlled Substances | <input type="radio"/> Yes <input type="radio"/> No | Edit | 0 |
| Regulated Hazardous Materials | <input type="radio"/> Yes <input type="radio"/> No | Edit | 0 |

The “Compliance Items List” lists all compliance items that must be designated as either being applicable or not-applicable to the proposal. The default value for each item is null.

The “Value” column contains a Yes/No Radio Button which is used to indicate either:

- Yes – this compliance item applies to this proposal
- No – this compliance items does not apply to this proposal

The required additional data button is enabled whenever you select Yes for a compliance item that needs additional information entered. For example, if you select Yes for item “Animals (Vertebrates)”, the Edit button will become enabled.

Click the complete ( Complete) icon when done to remove the item from the home page To-Do list.

4.2.3 PROPOSAL REPORTING CODE

Proposal reporting codes that need to be completed will appear in the Principal Investigator's To-Do listing on the home page.

The screenshot shows the Maestro Project home page. The navigation bar includes links for Home, My Worklist, Search, My Settings, Contact Us, About Maestro, Reports, Feedback, and Version 5.0.3. The main content area is divided into three sections: Documents For Approval (9 items), Tasks (2 items), and To-Do (9 items). The To-Do list includes: 4 Proposal Compliance, 6 Proposal Reporting Code (highlighted with a red arrow), 0 Project Deliverable, and 0 Project Compliance. Below the To-Do list is a Research News section with several news items. At the bottom, there is a Researcher section with icons for Account List, Proposal, Project, Financial Disclosure, and Profile, and a Worklist icon.

Click the 'Proposal Reporting Code' hyperlink to navigate to your work list to view the associated items that need completion. Click the description hyperlink to open the proposal reporting code screen.

This screen is used by Proposal Administrators and Principal Investigators to maintain National Science Foundation (NSF) and Texas Higher Education Coordinating Board (THECB) reporting code data.

Research and development (R&D) is creative work conducted systematically to increase the stock of knowledge (research) and to use this stock of knowledge to devise new applications (development).

1. Research is systematic study directed toward fuller scientific knowledge or understanding of the subject studied (reference OMB [Circular A-110, subpart A, section 2.15.2 definition A.2dd](#)).
2. Development is systematic use of knowledge or understanding gained from research, directed toward the production of useful materials, devices, systems, or methods including design and development of prototypes and processes (reference [Circular A-110, subpart A, section 2.15.2 definition A.2dd](#)).

Research and Development (R&D) also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function (reference [OMB Circular A-21, B.1.b](#)).

Activities that do not meet the definition of R&D may include:

- a) instructional activities that are part of the institution's instruction program;
- b) public service and extension services for the benefit of groups external to the institution – grants for non-instructional public service activities established as the result of cooperative extension efforts; public broadcasting services. Texas A&M AgriLife Extension proposals are considered "other sponsored activities."
- c) student services – grants to support student activities, cultural events, student publications, admissions office, registrar's office, student financial aid administration, student health service;
- d) scholarships and fellowships – awards for students (This does not include faculty fellowships or research fellowships awarded to graduate students – they should be coded as "research.");

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- e) operations and maintenance – grants for capital projects such as the airport, facilities, construction projects


The THECB Character of Work section covers three activities defined below—basic research, applied research, and development.

- a) 4A = Basic research is undertaken primarily to acquire new knowledge without any particular application or use in mind.
- b) 4B = Applied research is conducted to gain the knowledge or understanding to meet a specific, recognized need.
- c) 4C = Development is the systematic use of the knowledge or understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes.

The THECB Selection Process covers two areas defined below – peer reviewed and other.

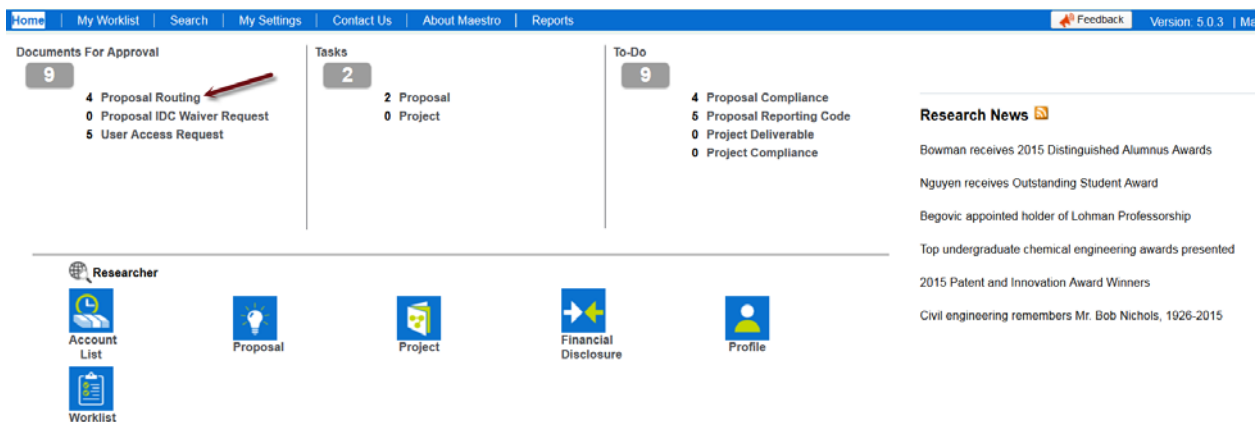
- a) 5A = COMPETITIVE, PEER-REVIEWED – Proposal is submitted to sponsor and will be competitively reviewed and evaluated with other submissions before an award is made.
- b) 5B = NEGOTIATED OR OTHER – Funding or contract has been awarded to PI without competitive submission of proposal and review by the sponsor.

The THECB areas of special interest section is intended to provide information on expenditures in areas of special interest to the public. You should only complete this section if your research is for one of the areas listed. Special Interest area will not apply to all proposals.

Click the complete ( Complete) icon when done to remove the item from the home page To-Do list.

4.2.4 APPROVING PROPOSALS

Proposals awaiting approval will appear in the Principal Investigator’s Documents For Approval listing on the home page.



Click the 'Proposal Routing' hyperlink to navigate to your work list to view the associated proposals that need approval. Click the description hyperlink to open the proposal review screen. Review the proposal information by scrolling down to view each section of information.

General Info

Displays proposal general information including:

- Title
- Sponsor
- Principal Investigator
- Lead Organization
- Administrative Organization
- Project Begin and End Dates
- Total amount requested
- Indirect Cost Information
- Checkbox indicators to denote if Cost Sharing, Budget Split, IDC Waiver, Compliance Issue, Conflict of Interest, or Subrecipient Items exists on the proposal
- Proposal Administrator contact information

Personnel

Displays proposal personnel such as Principal Investigators, Co-Investigators, Other Personnel, etc.

FCOI Status

Displays financial conflict of interest information for applicable proposal personnel.

Compliance

Displays any compliance items associated with the proposal.

Routing Package

Hover your mouse over the Document and click the document name to open the routing package.

IDC Waiver Request

Displays IDC Waiver information such as Sponsor, IDC rate allowed, IDC rate requested, etc. if applicable. *Note that this menu item only appears if there is an IDC waiver request associated with the proposal*

Budget Split

Displays budget split among System Member and Department if applicable. *Note that this menu item only appears if there is a budget split associated with the proposal.*

Cost Sharing

Displays cost sharing information if applicable. *Note that this menu item only appears if there is cost sharing associated with the proposal.*

Subrecipient

Displays subrecipient information if applicable. *Note that this menu item only appears if there are one or more subrecipients associated with the proposal.*

Reporting Code

Displays NSF and THECB reporting information.

Routing History

Displays routing history information. Click on Routing Status hyperlink to see more information for a particular route.

Notes

Display all notes associated with the proposal. Any user who has security access to the proposal may create a note. Notes are viewable by all users who have view security access to the proposal.

Routing Action

This is where the routing approver approves the proposal by clicking on the Approve icon located on the bottom left of the screen.