

## Instructions for Preparing the Proposal Development Authorization Form

- Access the portal at URL: <https://www-ucoll.fdu.edu/upgrants>
- You will be prompted to login via FDU SSO Authentication (Single Sign On)
- You will see the screen as per below. Click on 'Extramural Grants'

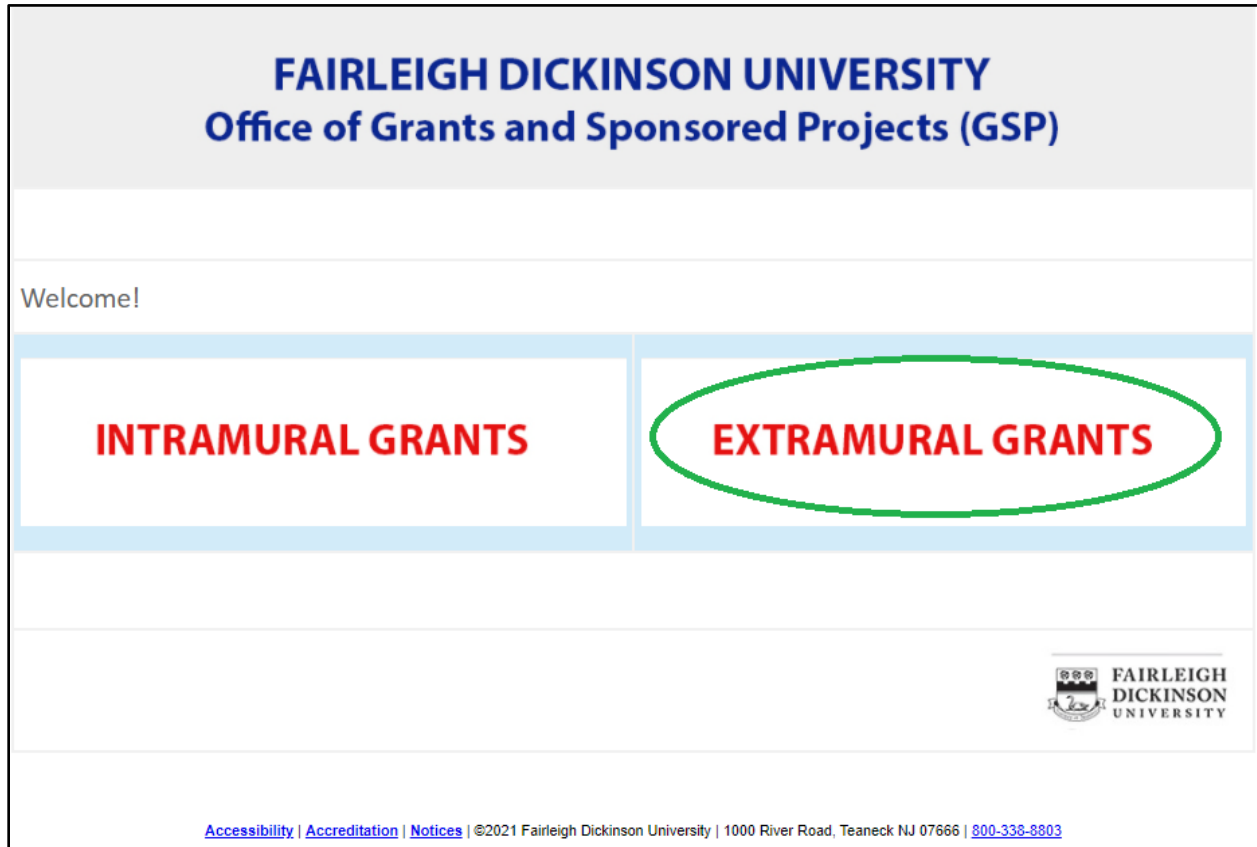


Image description: A cropped screenshot of a webpage. At the top in a gray bar is the title "Fairleigh Dickinson University Office of Grants and Sponsored Projects (GSP)." Below are two large links in red text. The first one says "Intramural Grants." The second says "Extramural Grants" and has a green circle around it, indicating to click on it. At the bottom of the image is the FDU logo followed by a general site footer containing various links.

## PDA Form Instructions

- To get started, click on the “New PDA” link as shown below. Completing and submitting this form will begin the routing process for authorizations.

### Screen #1



Image description: A cropped screenshot of a webpage. At the top in a gray bar is the title “Fairleigh Dickinson University Office of Grants and Sponsored Projects (GSP) Extramural Grants.” Underneath are two buttons. The first says “<< Go Back” and the second says “Logout.” Underneath is the text “Welcome!” in a blue bar. Underneath are two large text links. The first says “New Proposal Development Authorization Form” and has a green circle around it and red arrow pointing to it indicating the user should click on it. The second link says “Edit/Update submitted Proposal Development Authorization Form.” At the bottom of the image is the FDU logo followed by a general site footer containing various links.

## Department/School

- Select your Department/School from the drop-down list

### Screen #2

FAIRLEIGH DICKINSON UNIVERSITY  
Office of Grants and Sponsored Projects (GSP)  
EXTRAMURAL GRANTS

<< Go Back Logout

Choose a School/Department from the list: Choose One Submit

Choose One

- Department of Accounting, Taxation, and Law
- Department of Biological Sciences
- Department of Chemistry, Biochemistry, and Physics
- Department of Communication
- Department of Criminology and Criminal Justice
- Department of Economics, International Business, and Finance
- Department of Literature, Language, Writing, and Humanities
- Department of Management and Entrepreneurship
- Department of Marketing, Information Systems, and Decision Sciences
- Department of Mathematics and Computer Science
- Department of Social Sciences and History
- International School of Hospitality and Tourism Management
- School of Arts
- School of Computer Science & Engineering
- School of Education
- School of Nursing & Allied Health
- School of Pharmacy and Health Sciences
- School of Psychology
- School of Public and Global Affairs

FAIRLEIGH DICKINSON UNIVERSITY  
-338-8803

[Accessibility](#) | [Accreditation](#) | [Notices](#)

Image description: A cropped screenshot of a webpage. At the top in a gray bar is the title “Fairleigh Dickinson University Office of Grants and Sponsored Projects (GSP) Extramural Grants.” Underneath are two buttons. The first says “<< Go Back” and the second says “Logout.” Underneath is the text “Choose a School/Department from the list:” followed by an expanded dropdown. The dropdown contains a long list of various departments within FDU. To the right of the dropdown is a submit button. At the bottom of the image is the FDU logo followed by a general site footer containing various links. These elements are partially obscured by the dropdown.

## Investigator Data

- Complete the Investigator Data below
- Add all FDU co-Principal investigators and co-Investigators with whom you are collaborating.

### Screen #3

### Proposal Development Authorization Form

<< Go BackLogout

University authorizations, in the form a fully-endorsed PDA, are required for each extramural proposal *PRIOR TO* submission. The Principal Investigator/Program Director (PI/PD) must complete and submit the PDA not later than two (2) weeks prior to the sponsoring agency deadline, e.g. to NIH, NSF.

#### INVESTIGATOR DATA

**Principal Investigator/Director Information**

Principal Investigator/Director FDU ID:

Principal Investigator/Program Director Name:

School/Department:  College (if applicable):

Email:  Phone:  Campus:

**Co-Principal Investigator/Co-Program Director Information** ←

Co-Principal Investigator/Co-Program Director Name:

School/Department:  College:

Email:  Phone:

**Additional Co-Principal Investigator/Co-Program Director Information**

Principal Investigator Name	FDU	School/Department	Phone	Email

←

**Co-Investigator Information**

Co-Investigator Name	FDU	School/Department	Phone	Email

←

Image description: A cropped screenshot of a webpage. At the top is the title “Proposal Development Authorization Form.” Underneath are two buttons. The first says “<< Go Back.” The second says “Logout.” Underneath are instructions for filling out the form on this page. The bulk of the image is a form with many text fields. Some are filled in as an example. The image focuses on a section of the form labelled “Investigator Data.” There are green arrows pointing to the text “Co-Principal Investigator/Co-Program Director Information,” the button “add more principal investigators,” and the button “add more co-investigators.”

## Proposal Data

In addition to the data fields that are self-explanatory...

- Add 'Program Announcement' i.e., the title of the agency's solicitation or program name.
- Upload the draft Project Narrative and other supporting documents of your choosing as.pdf files. You have an option to replace the documents, at a later time, by clicking on "Update submitted PDA" as shown in Screen #7.
- Complete the 'Agency Information' as found on the Solicitation including agency sponsor Point of Contact when available.
- Complete the 'Budget Request and Matching Commitments' adding the estimated Direct Costs, F&A costs (a.k.a. Indirect Costs) *if applicable*, Matching (a.k.a. Cost Share) required by the agency *if applicable*, and the Total Costs or sum of these categories.
  - Add \$0 if some categories do not apply.
  - Feel free to comment as needed.

### Screen #4

**PROPOSAL DATA**

Project Title:

Proposed Start Date:  Proposed End Date:

Submission Type:  Location:

Program Announcement:

Upload draft Proposal Narrative and proposal related documents:

No file chosen (only .pdf files)

No file chosen (only .pdf files) ←

No file chosen (only .pdf files)

**Agency Information**

Agency Deadline:  ←

Agency:  Agency Type:  ←

Contact Name:  Phone Number:  Email:

**BUDGET REQUEST AND MATCHING COMMITMENTS**

Total Direct Costs:  Total F&A Costs:  Total Match:  Total Costs:

Comments:

Image description: A cropped screenshot of a webpage. It is a continuation of the form shown in "Screen #3" above. This image focuses on the sections titled "Proposal Data" and "Budget Request and Matching Commitments." The section "Proposal Data" contains a variety of text, file upload, and date selector fields. There is a red arrow pointing to the file upload fields labelled "Upload draft Proposal Narrative and proposal related documents:" There are also red arrows pointing to the fields "Agency Deadline" and "Agency Type." In the section "Budget Request and Matching Commitments," the fields where the user can enter costs have a green box around them and a red arrow pointing to them. At the bottom of the image is a button labelled "Save."

### **Institutional Commitment/Compliance Data**

- Complete the section on 'Institutional Commitment/Provisions' on the left-hand side, checking all that apply. Resource commitments can be covered by your proposal costs or required in addition to sponsor funding. For example, provide an explanation if you are ordering a large piece of equipment that may require FDU facilities costs beyond sponsor funding, e.g. space, installation costs, ongoing maintenance, etc.
- Complete the section on 'Compliance' on the right-hand side, checking all that apply. If the Committee Reviews and/or Training Completion dates have not been finalized, enter "*Pending*" in the date boxes. Examples:
  - If you've completed the required CITI training, enter the dates of completion for each training module/category.
  - Human Subject Protections: If your project involves human subject research or if you are not sure, please contact the FDU IRB Compliance Manager as soon as possible at: [kim\\_diccianni@fdu.edu](mailto:kim_diccianni@fdu.edu).

### **Screen #5**

**INSTITUTIONAL COMMITMENT/COMPLIANCE DATA**

Institutional Commitments/Provisions	Compliance
<p>Indicate all Resources to be allocated by the University, e.g., faculty/staff effort by checking all that apply below. Project costs for personnel (faculty, staff and students), non-personnel, and indirect costs (F&amp;A) are typically provided by the sponsor, with the exception of mandatory cost-share. Explain and/or specify any Other University Resources that may not be sponsored and/or require FDU Cost-Share in the space provided below.</p>	<p>The University provides for Research, Ethics and Compliance Training under the Collaborative Institutional and Training Initiative (CITI) online program in conformance with federal regulations. Please indicate all that are required and that apply by checking the appropriate boxes and providing completion dates or "pending" if the committee review and/or training requirements are in progress but not yet completed.</p>
<p><input checked="" type="checkbox"/> Faculty/Staff Commitments  <input type="checkbox"/> Subcontracts  <input type="checkbox"/> Financial Support for Undergraduate/Graduate Students  <input type="checkbox"/> Other Resources * If checked, Specify: _____</p> <p>*Indicate anticipated use of FDU facilities and resources for your proposed investigation that are beyond those currently available to you.</p> <p><input type="checkbox"/> Mandatory Cost Share If checked, Specify: _____</p> <p><input type="checkbox"/> Technologies that are considered non-conforming, large-scale or specialized. If checked, please provide an explanation of these technologies for IT review, any anticipated initial and ongoing support from IT, etc. [Provide a brief description of IT requirements for your project, justification of ongoing costs (purchases and licenses), data management and confidentiality protections or concerns, etc.]</p>	<p><b>Human Subject Protections</b>  CITI Training in Human Subject Protections must be renewed every three (3) years.</p> <p><input type="checkbox"/> Human Subjects in Research Committee Review Date: _____  <input type="checkbox"/> Human Subject Protections Training Completion Date: _____</p> <p><b>Animal Care and Use in Research</b>  CITI Training in Animal Care and Use must be renewed every three (3) years.</p> <p><input type="checkbox"/> Animal Use in Research Committee Review Date: pending  <input type="checkbox"/> Animal Care and Use Training Completion Date: pending</p>
<p>_____</p> <p>Save</p>	<p><b>Conflict of Interest (COI) in Research</b>  When submitting a Federal proposal, both the Conflict of Interest (COI) Training and a Significant Financial Interest (SFI) Disclosure are required prior to submission. The PI/PD and all Co-PI/PDs must individually comply. CITI Training in COI in Research must be renewed every three (3) years.</p> <p><input type="checkbox"/> Conflict of Interest (COI) Training Completion Date: pending  <input type="checkbox"/> Significant Financial Interest (SFI) Disclosure Date Submitted: 02/05/2021</p>
<p>Save</p>	<p><b>Responsible Conduct in Research (RCR) Training</b>  All key personnel involved in the design and/or conduct of the proposed research must complete CITI RCR training prior to proposal submission. CITI RCR training must be renewed every three (3) years.</p> <p><input checked="" type="checkbox"/> Responsible Conduct of Research (RCR) Training Completion Date: pending</p> <p>*Contact the FDU Compliance Coordinator for COI and RCR assistance at x2219 (Metro).</p> <p>Save</p>

Image description: A cropped screenshot of a webpage. It is a continuation of the form shown in "Screen #3" and "Screen #4" above. The image focuses on a section of the form titled "Institutional Commitment/Compliance Data." There are a variety of form fields and text instructions for filling out those fields, presented in two columns. The subtitle in the first column, "Institutional Commitments/Provisions," has a green box around it and a red arrow pointing to it. The subtitle in the second column, "Compliance," also has a green box around it and a red arrow pointing to it. In the "Compliance" column, the field for "Animal Care and Use Training" has been filled out with the word "pending" and has a green box around it. Further down, the field for "Significant Financial Interest Disclosure" has been filled out with a date and has a green box around it. At the end of the form is a button labelled "Save."

## Approvals

- Once you have completed the form 'Approve' under your name and date, then click 'Submit Request' button at the bottom of the page.
- You will receive an email confirmation in your FDU inbox.

- A notification will be sent to all the stakeholders involved in the PDA approval process and all authorizations obtained prior to submission of your proposal.

### Screen #6

<b>APPROVALS</b> (University Provost provides final authorization)			
Principal Investigator/Program Director		Co-Principal Investigator/co-Program Director	
<b>Nandini Janardhan</b>			
<input type="radio"/> Approve	Date: 08/27/21	<input type="radio"/> Approve	Date: <input type="text"/>
Department Chair		Department Chair	
<b>James Dougherty</b>			
<input type="radio"/> Approve	Date: <input type="text"/>	<input type="radio"/> Approve	Date: <input type="text"/>
Dean/School Director		University Director, Grants and Sponsored Projects	
<b>David Rosen</b>		<b>Jane Tsambis</b>	
<input type="radio"/> Approve	Date: <input type="text"/>	<input type="radio"/> Approve	Date: <input type="text"/>
University Provost			
<b>Gillian Small</b>			
<input type="radio"/> Approve	Date: <input type="text"/>		
<input checked="" type="checkbox"/> <input type="button" value="Submit Request"/>		<input type="button" value="Cancel Request"/>	

Image description: A cropped screenshot of a webpage. It is a continuation of the form shown in “Screen #3,” “Screen #4” and “Screen #5” above. The image focuses on a section titled “Approvals” and contains a variety of different form fields. The fields under “Principal Investigator/Program Director” are highlighted in yellow, and have a green box around them and red arrow pointing to them. At the bottom of the image is a button labelled “Submit Request” with an image of a checkbox next to it. This button has a green box around it and a red arrow pointing to it. Next to it is a button labelled “Cancel Request” with an image of an “X” next to it.



## Edit/Update your submitted PDA form

- To edit/update your submitted PDA form, click “Edit/Update PDA Proposals” link as shown below. Upon clicking the link you will see Screen #8, your PDA Dashboard.
- “Updating” the form will NOT reactivate the routing process. It is only intended to permit data updates as the form is being circulated for approvals.

### Screen #7

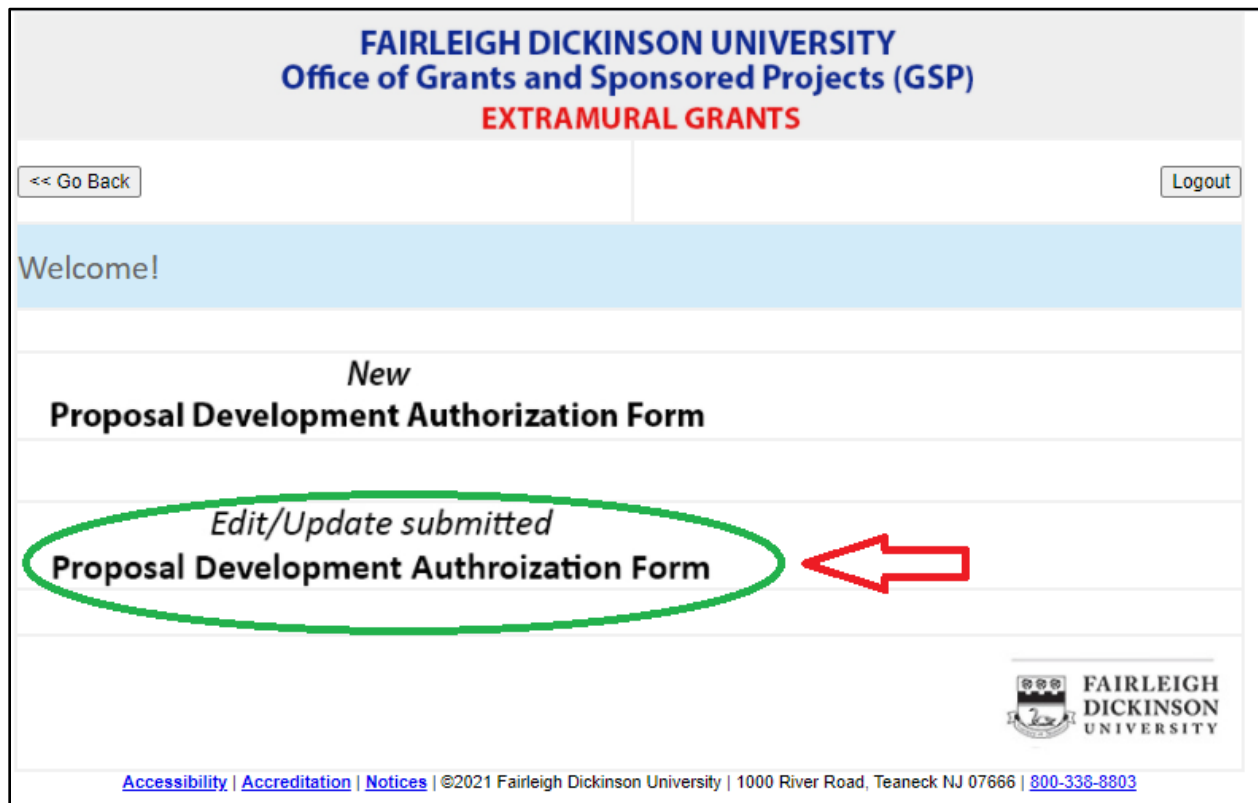



Image description: A cropped screenshot of a webpage. At the top in a gray bar is the title “Fairleigh Dickinson University Office of Grants and Sponsored Projects (GSP) Extramural Grants.” Underneath are two buttons. The first says “<< Go Back” and the second says “Logout.” Underneath is the text “Welcome!” in a blue bar. Underneath are two large text links. The first says “New Proposal Development Authorization Form.” The second link says “Edit/Update submitted Proposal Development Authorization Form” and has a green circle around it and red arrow pointing to it indicating the user should click on it. At the bottom of the image is the FDU logo followed by a general site footer containing various links.




## PDA Dashboard

- The PDA Dashboard as shown below will allow you to “Edit/Update”, “Print”, and “Archive” your submitted PDA proposals.
- After you ‘Archive’ a record, you *CANNOT* edit it. You have to ‘Activate’ it to edit it.
- If you have any technical questions regarding the PDA application, please contact Nandini Janardhan at [nandini@fdu.edu](mailto:nandini@fdu.edu).
- If you have any proposal-related questions, contact Carolyn Julien at [c.julien@fdu.edu](mailto:c.julien@fdu.edu).


### Screen #8


## Proposal Development Authorization Form

<< back LOG OUT

Faculty ID	Last Name	First Name	Date Received	Approved Status	
0832295	Minna Proctor	School of Arts (FLORHAM)	2021-08-23 09:45:37	<input type="checkbox"/>	  

ARCHIVED RECORDS

Faculty FDU ID	Last Name	First Name	Date Received	Status	
				<input type="checkbox"/>	



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

[Accessibility](#) | [Accreditation](#) | [Notices](#) | ©2021 Fairleigh Dickinson University | 1000 River Road, Teaneck NJ 07666 | [800-338-8803](tel:800-338-8803)

Image description: A cropped screenshot of a webpage. The title at the top is "Proposal Development Authorization Form." Underneath that is a button that says "<< back" and a button that says "Log Out" with a power button icon next to it. Underneath that is a table with the column headers "Faculty ID", "Last Name", "First Name," "Date Received," "Approved Status" and then three columns with no headers. The first of these three columns contains an icon that depicts a pencil writing on paper with the words "Edit PDA." The second column contains an icon that depicts a printer with a blue box around it. The third column contains an icon that depicts a paper coming out of a folder with the word "Archive" on it. There are different colored arrows pointing to the columns in this table. Underneath is another table titled "Archived Records" with the columns "Faculty FDU ID," "Last Name," "First Name," "Date Received," "Status," and a column with no header. The table has no content except for the unlabeled column, which contains an icon that depicts a piece of paper coming out of a folder with the words "Activate Record" on it. The icon has a red box around it. At the bottom of the image is the FDU logo and the site footer which contains various links.