

[Return to Original View](#)**HARP Grant Proposal System Important Dates****Scholarship Development**

August 16, 2017	RFA
October 5, 2017	Application and e-transmittal deadline. Both documents must be finalized by 5pm.
February 7, 2018	Funding decisions posted online.
July 1, 2018	Project start date

CAL HARP Guidelines 2017-2018

HELP

Departmental Fiscal Officer.

CAL's Research Administrator: **Barbara Miller**, 517-353-4939, bmiller@msu.edu

OVRGS staff: Melissa Buell, 517-432-3773, gps-help@msu.edu

PREPARING APPLICATION

- Please contact your department fiscal officer *at least* two weeks before the proposal is due. Your fiscal officer will work with CAL's Research Administrator to help you prepare and submit your proposal including preparing the budget, GPS proposal forms, and preparing/routing the eTransmittal before the deadline.
- Applications are submitted through the OVRGS Grant Proposal System (GPS) at <https://gps.vprgs.msu.edu/>.
- The maximum length of the Project Description is 5 pages.
- We suggest you prepare your proposal in Word and copy/paste it into the GPS system textboxes.
- Print a PDF of the proposal to make sure it looks correct. Nonsense characters will appear in the printed copy when certain punctuation marks are copied and pasted into the textboxes. The solution is to manually delete the symbol (by backspacing) and retype the punctuation mark directly into the textbox.

APPLICATION ADMINISTRATOR

Your fiscal officer will be happy to start the proposal document, however if the PI starts the document please add your fiscal officer and **bmiller** as an Application Administrator to allow review of your forms and budget.

SUBMITTING GPS PROPOSAL

- Only the PI has the ability to lock the GPS proposal document to officially submit the proposal. A locked/unlocked multiple times to make changes.
- The proposal must be locked (proposal in "Finalized" status) BEFORE 5:00 pm on the deadline day.

KC SUMMARY PROPOSAL DOCUMENT REQUIRED

CAL's Research Administrator is available to prepare and help route this additional required form which is done in a separate system. This electronic proposal routing system replaced the eTransmittal system.

All approvals must be received by 5:00 pm on the deadline date.

AWARD PROCESS

OVRGS will announce funding decisions on or around the date listed on the GPS system's "Important Dates" link. Funding decisions will be sent to the PI by email.

A new account number will be created for the award. Before an account number can be created or project spending can take place, investigators must have received all compliance approvals (IRB human subjects). Investigators who meet these requirements and need to begin spending funds before account numbers are assigned should negotiate with their department chair for permission to use general funds. If this is done, departments must transfer allowable charges to the account within 90 days of the account being assigned.

CAL HARP Guidelines 2017-2018

BUDGET INFORMATION

SHORTFALLS AND OVERDRAFTS

Expenditures must be directly related to the project, fully explained and justified. Please calculate your budget with care. If you do not budget enough in one category (such as salary or fringes) other budget items will be reduced accordingly.

Overdrafts are the responsibility of the PI's home unit.

SALARIES AND STIPENDS

- Salaries for PI and Co-PIs are not allowed – may include fixed-term faculty salaries to provide course buyout.
- Fixed-Term faculty salaries should be inflated by 1.5% each year. Remember to consider UNTF raises.
- Graduate Student stipends should be inflated by 2% each year.
- Hourly student suggested rates: Undergrads \$12-15/hour, Grads \$15-20/hour
- All salary requests must have adequate justification.

FIXED-TERM COST ESTIMATE PER SEMESTER

Course load =====>	1 course	2 courses <i>most faculty use this</i>	3 courses
SALARY - Fixed term faculty for one semester	\$7,000	\$14,000	\$21,000
Fringes - Retirement @ 10%	\$700	\$1,400	\$2,100
Fringes - FICA @ 7.65%	\$536	\$1,071	\$1,607
Fringes - Misc. @ 1.5%	\$105	\$210	\$315
Fringes - Health/dental/prescriptions \$15,314/yr	\$2,871	\$5,743	\$5,743
FRINGE BENEFITS TOTAL	\$4,212	\$8,424	\$9,765
TOTAL	\$11,212	\$22,424	\$30,765

GRADUATE STUDENT ESTIMATE PER SEMESTER – ½ time, Level 3

Period	Stipend	Health	Tuition & Fees	Total
Fall 2018	\$8,990	\$1,653	\$4,989	\$15,632
Spring 2019	\$8,794	\$1,653	\$4,989	\$15,436
Summer 2019	\$5,928	\$0 (\$0 if appointed Spring)	\$2,424	\$8,352

FRINGE BENEFITS

- All budgeted salaries must include fringes because HARP accounts are charged for these costs.
- Part-time employees @ **7.65%** (for appointments <50% or <9 months).
- Hourly students **7.65%** during summer, **0%** AY when registered.

HARP Guidelines for Development Projects

General Guidelines for HARP Development Applications

The HARP Development program provides funds to support faculty who are conducting important research leading to creative and performance projects or activities in the arts and humanities. This limited funding is designed to support faculty in the development of projects that seem likely to enhance the reputation of the faculty member and the university.

Within the Development program, there are two panels that conduct the reviews: the Humanities Research panel and the Exhibition and Performance panel. The Humanities Research panel will review applications that are supporting research projects and scholarship broadly related to the humanities. The Exhibition and Performance panel will review proposals that support scholarship and creative activities leading to an exhibit or performance. See the FAQs for clarification.

The deadline for HARP Development applications will be in mid-October, with awards announced in February. Funding will be available for a two year period beginning on July 1.

What types of projects are eligible?

- HARP scholarship development projects should:
 1. produce results or a product that is likely to receive external recognition (e.g., through a publisher's interest or through available distribution or exhibition venues) or be used beyond MSU.
 2. ultimately lead to a scholarly or creative product (e.g., book, CD, musical composition, play, artwork) with the potential for significant impact in the discipline or related areas.

Who is eligible?

- Tenured and tenure-track faculty
- Faculty with uninterrupted, multi-year, fixed term appointments
- Faculty with one-year appointments who are able to obtain written confirmation from their department chair of pending appointment through the duration of the grant (letters from the chair should be attached to the applicant's CV and uploaded under the PI/Co-PI Information tab)
- Academic specialists in the continuing appointment system who have the majority of their effort in the research category
- Part time faculty who 1) have had an appointment for two consecutive years prior to the date of their submission, 2) have a commitment from their department chair indicating that their appointment will continue through the duration of the granting period, and 3) have an appointment of at least 50% with MSU
- Faculty from Arts and Letters, Communication Arts and Sciences, James Madison, Lyman Briggs, Music, Social Science, and the Residential College in the Arts and Humanities are eligible to apply for HARP funding.
- NOTE: Faculty emeriti are not eligible to apply for HARP funding.
- **NOTE: Faculty rank and proximity to promotion and tenure decisions will not be considered in the evaluation of proposals. All applications will be evaluated on the merit of the work being proposed.**

I have received HARP funding. When am I eligible to reapply?

- An investigator who has received a HARP Development award, either as a PI or Co-PI, is eligible to apply to the HARP Development program two years after the end date of their funded project.
- An investigator may apply for a Production grant one year after the start date of an HARP Development project.
- An investigator may apply for a HARP Development grant one year after the start date of a HARP Production project.

- An investigator who has received a HARP Production grant is eligible to re-apply two years after the end date of their funded project.
- An applicant may submit one HARP application per academic year. Exceptions will be made only when an applicant submits a HARP Production proposal and is directed to revise and resubmit.

Specific Proposal Requirements

Create New Proposal	<ul style="list-style-type: none"> • Select the “Create New Proposal” tab to start your application. Enter your project title and select the “Create Proposal” button. Select the “List Proposals” tab to find a list of the proposals you’ve created or have been listed on. Select the title of the proposal you would like to view or modify.
Project Details	<ul style="list-style-type: none"> • The project details portion of your proposal will list specific details about your proposal including the title, project type, project category, budget, and project dates. These items will be auto-populated as you enter your application in the system. You will enter email addresses for your fiscal officer, departmental chair, and research associate dean; your eligibility statement (see below); indicate whether you are resubmitting a previous proposal or submitting for the first time; and indicate if your project will require human or animal subjects and/or materials that are subject to approval or special training. • Applicants doing work that involves human subjects should visit http://hrpp.msu.edu/ to determine if their project requires IRB approval. • Your eligibility statement must include: <ul style="list-style-type: none"> ○ The PI's appointment status. ○ A brief justification for why the proposal fits the program. ○ A brief statement indicating that you’ve read and understand the eligibility requirements and you are eligible. ○ Address any potential issues with your eligibility. • Proposal submission will be denied if project details are incomplete.
Abstract	<ul style="list-style-type: none"> • Your abstract should describe the objective(s) of your project, indicate how you plan to meet your objective(s), and present the expected outcome(s). • It should not exceed 750 words.
Project Description	<ul style="list-style-type: none"> • Describe your project including its significance to your goals and your field. While the reviewers for your proposal will come from the arts and humanities, you should not assume they have expertise in your particular field. Your proposal should be written in terms that can be understood by a non-specialist reviewer. • You should also address the appropriateness of your work and scholarly methods used, plans for distributing the resulting product, mechanisms for generating and assessing external recognition (as mentioned above), and demonstration of scholarly achievement. • Specific questions to be addressed include: <ul style="list-style-type: none"> • When complete, who and what will benefit from hearing, seeing, or reading it? • How will it advance your abilities and stature as a scholar/artist? • How does your background and experience prepare you to undertake this project? If a collaboration, how are all PIs suited to carry out the project? • If this represents a departure from your previous type of work, how is it new? • Describe your experience and indicate how it provides the background to complete this project within your projected timeline? • Your project description must meet the following criteria: <ul style="list-style-type: none"> • One inch margins • 12-point font • Up to five pages of text, references, figures, tables and photos, single spaced • PDF file
Budget	<ul style="list-style-type: none"> • The budget and budget justification section will ask you to indicate all expenditures related to

	<p>your proposed activity. The full 24-month budget should be included in the budget category.</p> <ul style="list-style-type: none"> • If other funding is available to the PIs and/or Co-PIs in support of the proposed activity through start-up funds, other grants or awards, etc., it must be clearly explained why the additional funds are needed for this project. The department chairs and deans, by their signatures on the e-transmittal, confirm that either there are not other funds available to support the proposed effort or that, if there are funds available, that the budget explanation provided by the PI as to why the additional funds are needed is valid. • Allowable expenditures include the cost replacement for faculty teaching, travel expenses, large-scale equipment, graduate student support, special computing needs, and consumable supplies. Salaries for PIs and Co-PIs are not allowed. • All expenditures must be explained and justified. Justifications must respond to the following questions: <ul style="list-style-type: none"> • What are the funds to be used for (e.g., studio space, supplies, equipment, entry fees, release from teaching, travel, materials, etc)? Please be as detailed as necessary (e.g., if the funds are for release from teaching, please indicate that and indicate if you have the support of your department or college). • What other internal or external funds might be available for the project? If other funds are available, how will the funds from HARP be used? • If relevant, please explain the support that will be provided from your department or college (time, workspace, assistance such as graduate students, etc.) • If requesting a semester off, you must explain why you need a full semester's release from teaching to complete your work beyond the 40% of your time that most faculty are already expected to dedicate to scholarly activities. • The maximum award for the HARP Development Program is \$25,000 • Note: All expenditures must be explained and justified. Proposals will not be considered if a detailed budget is not provided.
PI/Co-PI Information	<ul style="list-style-type: none"> • All investigators must be listed on the PI/Co-PI information page. Investigators can be added by using their MSUNet ID. It is important to indicate whether they are a PI or a Co-PI and in which department their work will be performed (if the individual has appointments in more than one department). There can be only one PI per proposal, and this person will carry the fiscal responsibility if funded. • Each investigator will be asked to provide an up-to-date vita in PDF form and complete a current and pending support form. An applicant's CPS form must list all the projects they are currently working on, not just those that relate to the current application.
E-Transmittal	<ul style="list-style-type: none"> • Your e-transmittal must be finalized when your application is submitted.
Additional Materials	<ul style="list-style-type: none"> • Visual and multimedia elements will be accepted. • Any materials that are to be included must be received in 249 Administration Building. by 5pm on the submission deadline. • The OVPRGS will not be responsible for returning original materials. • Please only include materials that do NOT need to be returned to the artist.
Important Note	<ul style="list-style-type: none"> • When you complete each page, click "Save Form". If you leave a page without clicking "Save Form", the information on the page will not be retained. If you make no changes for 30 minutes, the system will close and you will lose any unsaved data. Please be certain to save your data frequently. You can return to any page to make changes before you lock your proposal. Once your proposal has been locked, you will be able to unlock it and make changes until the submission deadline. Only locked proposals will be reviewed, so please be certain to lock your proposal after changes are complete.

Proposal Evaluation

Your proposal will be read by faculty drawn from across campus working in the humanities broadly defined; this includes but is not limited to those working in the visual, performing, and written arts. The panel will evaluate the quality of your proposal and appropriateness of your budget. Through discussion it will reach a consensus recommendation regarding funding your project.

The consensus statement (normally one paragraph to a page in length) will summarize the panel's evaluation, and the positive and/or negative comments that occurred during discussion. This statement reflects the critical points used to make the panel's recommendation. Prior to the panel discussion, individual panel members submit written reviews which will be made available to the applicant. These reviews will not be modified following the panel discussion, and thus may not reflect the critical factors used in making the final funding decision.

If the panel finds the project interesting, but the proposal is less than adequate in one or more of its aspects (budget, credibility, etc.), the panel may recommend re-writing and re-submission for a subsequent competition.

Final funding decisions will be made by the Vice President for Research and Graduate Studies, and will be based on the potential for enhancing the University's scholarly reputation, the likelihood of external recognition, and the availability of funds.

Review Criteria:

Humanities Research:

- **Significance:** Has the applicant demonstrated the contribution of the project to the scholarship on the subject matter at hand?
- **Strength of Applicant:** Based upon the applicant's rank and time at the university, does he or she have a record of being able to accomplish scholarly goals?
- **Budget:** Does the applicant clearly lay out how the requested funds will be used and is the budget appropriate for the scope of the project?

Exhibition and Performance:

- **Eligibility:** Is the project appropriate for the HARP development or production program?
- **Significance:** Has the applicant persuaded you of the importance and quality of the project?
- **Strength of Applicant:** Are you convinced that the applicant can complete the project based upon his/her background and experience?
- **Budget:** Does the applicant clearly lay out how the requested funds will be used and is the budget appropriate for the scope of the project?

Post Award Information

All HARP Development awards are for 24 months beginning on July 1 and ending on June 30.

Accounts will be established in the principal investigator's name and be maintained within his or her department. All investigators working on a project must meet applicable approvals for use of human and animal subjects. Principal investigators will be notified via email when accounts are established. Start dates are firm. If there is need to postpone the start of research, investigators are asked to submit a request for an extension. Extensions will not change the start date, but will extend the duration of the grant. All extensions are subject to approval.

A final report is due at completion of the project.

With respect to publications, MSU waives its ownership of grant work products that would otherwise derive from the financial support. Other factors, such as student co-authorship or staff effort, may still trigger such ownership. Ownership of intellectual property deriving from other components of the HARP program is retained by MSU under

institutional policy. Commercialization of MSU-owned intellectual property resulting from HARP grants is coordinated by the MSU Technologies (355-2186). Questions concerning the MSU waiver of ownership and other issues pertaining to intellectual property should be directed to the MSU Technologies.

Report

Funding for HARP is derived from the MSU Foundation. Since some members of the Foundation Board may or may not be familiar with the purposes or processes of artistic creation, we ask that successful applicants tailor their final report in a way that enables the Office of VPRGS to use elements of the report to attract support for continued funding of HARP.

Therefore, in your final report, the following questions should serve as guidelines:

- Generally, what is/was the result of your receiving HARP funding?
- Did you mount an installation or show the work? If so, where was it/will it be presented?
- Did you finish a book, have you submitted it to publishers, and with what comment or reply?
- Did you create a DVD or CD and how is it being disseminated?
- Did you finish a film script and are you entering it in a contest?
- Did you complete a film and what are your plans for the film (e.g., festival showings, contests)?
- What responses to your work have you received (especially ones that illustrate how other people consider it important)?
- Do you foresee your completed work leading to more work in the same or an expanded area?
- Do you foresee any outreach and representation of MSU locally, regionally, nationally, or internationally?
- How has your work made you a better artist, professor, or member of the larger community of scholars?
- If you are an untenured professor, have you talked to your chair about the effect the completion of your project could have on your receiving tenure?

HARP Panel Selection Procedures

Chairs and Deans of Colleges in the arts and humanities will recommend to the OVPRGS faculty members for two review panels. The recommendations should include information about each faculty member's area of expertise.

HARP Development Research Panel (9 members):

- The College of Arts and Letters will nominate eight faculty members.
- The College of Social Science will nominate four faculty members.
- The following colleges will nominate two faculty members each: Residential College in the Arts and Humanities; College of Music; James Madison; Lyman Briggs and Communication Arts

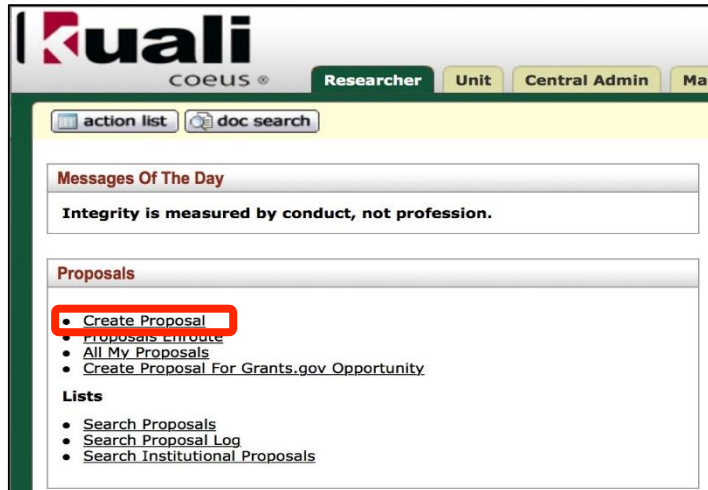
HARP Development Exhibition and Performance Panel (9 members):

- The College of Arts and Letters will nominate ten faculty members.
- The College of Music will nominate three faculty members.
- The following colleges will nominate two faculty members each: Residential College in the Arts and Humanities and Communication Arts.

New panel members will be selected by the OVPRGS on an annual basis. Panelists will be asked to serve a two year term on a rotating schedule that will replace one half of the panel each year. The OVPRGS will select new Co-Chairs annually, and Co-Chairs will serve as Chair in their second year.

Instructions for Completing a Summary Proposal in KC

1. Select the Create Proposal link found within the Proposals Channel of the Research Tab. This will open a new Proposal Development Document.



2. You are now in a new Proposal Development Document with the Proposal tab open to the first panel.
3. Complete the required information on the Required Fields for Saving Document panel (see below) and click **save**; from here you will be able to navigate to any tab or panel within your proposal.
 - To enter your Sponsor Code, click the magnifying glass by the search field to be redirected to a new screen, enter *MSU* in the Sponsor Name field, select search, and select the Return Value tab located next to the program you are applying to. This will return you to the Required Fields for Saving Document tab.

NOTE: The Description cell in the Document Overview panel will autofill as information is completed in the Required Fields for Saving Document panel.

NOTE: The following information can be completed in any order, so the steps have not been numerated.

Data/Documentation Required for a Summary Proposal:

Proposal Tab:

Proposal Tab-Sponsor and Program Information subpanel:

- Select "Yes or No" from the dropdown next to "Does this proposal include subawards?"

Proposal Tab-Organization/Location subpanel:

- You do not need to enter any data under this subpanel.

Proposal Tab-Key Words Subpanel:

- Search for and select the appropriate Country if the project includes International Activities.

Key Personnel Tab:

Key Person:

- Add all individuals who are considered Key Personnel on the project. The term “Key Personnel” is generally defined as those who contribute in a substantive, measurable way to the scientific development or execution of the project. Please note that when adding Key Personnel, if “Key Person” is selected for the Proposal Role then a required text box will appear. Please add the Key Person’s title or role on the project.
 - To add a key person select the employee search button, enter their last name in the search field, select search, locate the person, and select return value. This will return you to the main screen where you can select the Key Person’s role on the proposal and add them to the proposal.
 - Select the show button next to the Key Person’s name to answer the Proposal Person Certification questions (noted below).
- Principal Investigators and Co-Investigators will be required to answer the questions on the Proposal Person Certification subpanel. They can either answer the questions prior to proposal route, or when the proposal has been routed to their level of approval.
- Complete the Combined Credit Split information for all investigators by filling in the percentage for each PI for the project and by confirming the appropriate PI Profile has been selected for that PI.
 - For Key Personnel who should be included in the Credit Split, click the add unit details button located in the Units Details subpanel.
- Enter 100% in the Post Award Unit column (white row shown below) for the unit that will be acting as the bookkeeping unit, and then 100 in the associated investigator line. All other investigators will need to enter 100 in their first unit listed in order to pass validation (however their investigators line will remain at zero).
- If there is no Space credit that needs to be designated in the proposal, enter the same information in the Space column that appears in the F&A Allocation column.
 - If one of the investigators included on the Combined Credit Split panel has space credit, assign 100% to the investigator associated with the space and the unit the space is in. All other investigators should be assigned 100% in their first unit in order to pass validations (however their investigator line should remain at zero).
 - If more than one of the investigators included on the Combined Credit Split panel has space credit, divide the applicable number of investigators by 100% and enter that percentage in their investigator line. Thus, if space credit is split between 2 investigators, each will receive 50%; between three investigators, the credit will be 34%, 33%, and 33% respectively, and so on.

Combined Credit Split			
	F&A Allocation	Post Award Unit	Space
Erik Goodman	100.00	100.00	50.00
10016172 - COMPUTER SCIENCE AND ENGINEERING	0.00	0.00	0.00
10016250 - ELECTRICAL AND COMPUTER ENGINEERING	50.00	100.00	100.00
Unit Total:	50.00	100.00	100.00
Charles Ofria	0.00	0.00	50.00
10016172 - COMPUTER SCIENCE AND ENGINEERING	0.00	0.00	100.00
Unit Total:	0.00	0.00	100.00
Totals			
Investigator Total:	100.00	100.00	100.00

Note: The dark gray rows (marked by the arrows above) indicate the split between the investigators, whereas the white rows (marked by the boxes above) indicate the credit split for a single investigator between their appointed units.

Key Personnel Tab-Unit Contacts subpanel:

- Please provide the name of the fiscal officer who will manage the account, if the project is funded. To do this you will select the search tool, enter the last name of this person, locate them, and select return value. This will insert their name on the previous page. Select the drop arrow next to their name, indicate that they are the fiscal officer, and select add.

Key Personnel Tab-Central Administration Contacts subpanel:

- You do not need to enter anything under this subpanel.

Special Review Tab:

- Enter special review lines if the proposal involves the inclusion of human subjects, animals, or includes export-controlled information, if known at the time of proposal submission.
 - NOTE: You MUST fill out this tab, if answering yes to these items on the Questions tab. However, you can skip this tab, if it does not apply to your work.

Custom Data Tab:

- Identify any voluntary committed cost sharing included in the proposal.
 - NOTE: For SPG and DFI projects, your departmental/college match should be listed here.

Abstracts and Attachments Tab:

- You will only need to upload data under the **Internal Attachments** subpanel.
 - Generate a copy of your full proposal from the grant proposal system and attach it here. The attachment type should be listed as Other Proposal Attachment, and your application number should be listed in the description box.

Questions Tab:

- Answer all questions contained in the Standard Proposal Questionnaire.

Budget Version Tab:

- If creating a detailed budget, using the KC budget module is preferred, however it is not required for summary proposals. If submitting a budget using a spreadsheet, you will

need to create a budget and enter required information. To do so, please do the following:

1. Create and open a Budget Version. It is recommended that you name your budget version "Summary Budget" and click the open button.
 - o KC will display the Parameters Tab.
2. Adjust the period boundaries in the Budget Periods & Totals subpanel, if necessary.
 - o This will be necessary for DFI, HARP, and TSGTD programs where one funding allocation will be made for the full award period.
3. For each budget period, enter the **Direct Cost**, **F&A Cost** and required **Cost Sharing** (if applicable) amounts under the appropriate heading.
4. The application will automatically calculate the Total Sponsor Cost for each budget period as well as inputting the total **Direct Cost**, **F&A Cost**, **Unrecovered F&A Cost** (if applicable), and required **Cost Sharing** (if applicable) amounts when you click **save** or **calculate all periods**.
5. Change the **Budget Status** to **Complete** (Budget Overview panel).
6. Click the **Final?** Checkbox (Budget Overview panel).
7. Change the **Unrecovered F&A Rate Type** to **No Indirect Cost** (Budget Overview panel).
8. Change the **F&A Rate Type** to **No Indirect Cost** (Budget Overview panel).
9. Click **save**.
10. Click the **Return to Proposal** button located in the top-right hand corner.

Budget Document ?

Doc Nbr: 7771927

Status: SAVED

Initiator: malonel

Created: 04:12 PM 09/09/2015

Budget Name: Summary Budget

Version #: 1

Budget Versions

Parameters

Statuses

Summary

Personnel

Non-Personnel

Distribution & Income

Modular Budget

Budget Actions

Document was successfully saved.

[< return to proposal](#)
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Budget Overview

hide

Budget Overview

Project Start Date: 09/01/2015

Project End Date: 08/31/2018

Total Direct Cost Limit: 0.00

Budget Status: Incomplete

Final? ☒

On/Off Campus: Default

Comments:

Modular Budget? ☐

Residual Funds:

Total Cost Limit: 0.00

Unrecovered F & A Rate Type: MTDC

F&A Rate Type: MTDC

Submit Cost Sharing? ☒

Budget Periods & Totals

hide

Budget Periods

hide

	Period Start Date	Period End Date	No. of Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
Add:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	add
1	09/01/2015	08/31/2016	12.0	76,750.00	50,000.00	26,750.00	0.00	0.00	0.00	0.00	delete
2	09/01/2016	08/31/2017	12.0	92,100.00	60,000.00	32,100.00	0.00	0.00	0.00	0.00	delete
3	09/01/2017	08/31/2018	12.0	107,450.00	70,000.00	37,450.00	0.00	0.00	0.00	0.00	delete
Totals	09/01/2015	08/31/2018	36.0	276,300.00	180,000.00	96,300.00	0.00	0.00			recalculate

generate all periods

calculate all periods

default periods

save

reload

close

Proposal Actions

- Click the **submit** button at the bottom of the page, note that Data Validation will automatically engage and present any errors or warnings.
- Fix any errors in the proposal. Warnings do not need to be fixed. Once all errors are corrected, click the **submit** button to start the institution approval process.