

# Specific PTF instructions for submitting to the VPR Advancement of Early Career Researchers (AECR) program

## • DETAILS TAB:

For the VPR ACER program, select the following items:

- Application Request: **New – Formal Proposal**
- Agency Deadline: **10/09/2017**
- Filing Type: **Electronic submission**
- Project Type: **Internal UCF Program**
- Project Start Date: **05/01/2018**
- Project End Date: **04/30/2019**
- Research Attributes: **In-House**
- Proposal Sponsoring Organization: *select College/Dept and then Office of Research & Commercialization*
- Proposal Announcement/Number: **VPR-AECR-2017**
- *Enter all remaining fields in the details tab with your project-specific information.*

## • BUDGET TAB:

- In the PTF, enter the direct costs as well as any (optional) Cost Share associated to the project.
- **Note: For the VPR ACER program, also include your AECR Budget Form in your uploaded application documents.**

## • DOCUMENTS TAB:

- The Documents Tab is where pertinent documents can be attached to the record to be used by others who would approve the PTF for review. Documents that require approval and/or consideration from the chain of approvers should be uploaded under this tab.
- **For the VPR AECR program, the required documents include: (1) Application Cover Page, (2) Project Description, (3) References Cited, (4) Budget Form, (5) Resume Form, (6) Potential Funding Sources, and (7) Evaluation Sheet.**

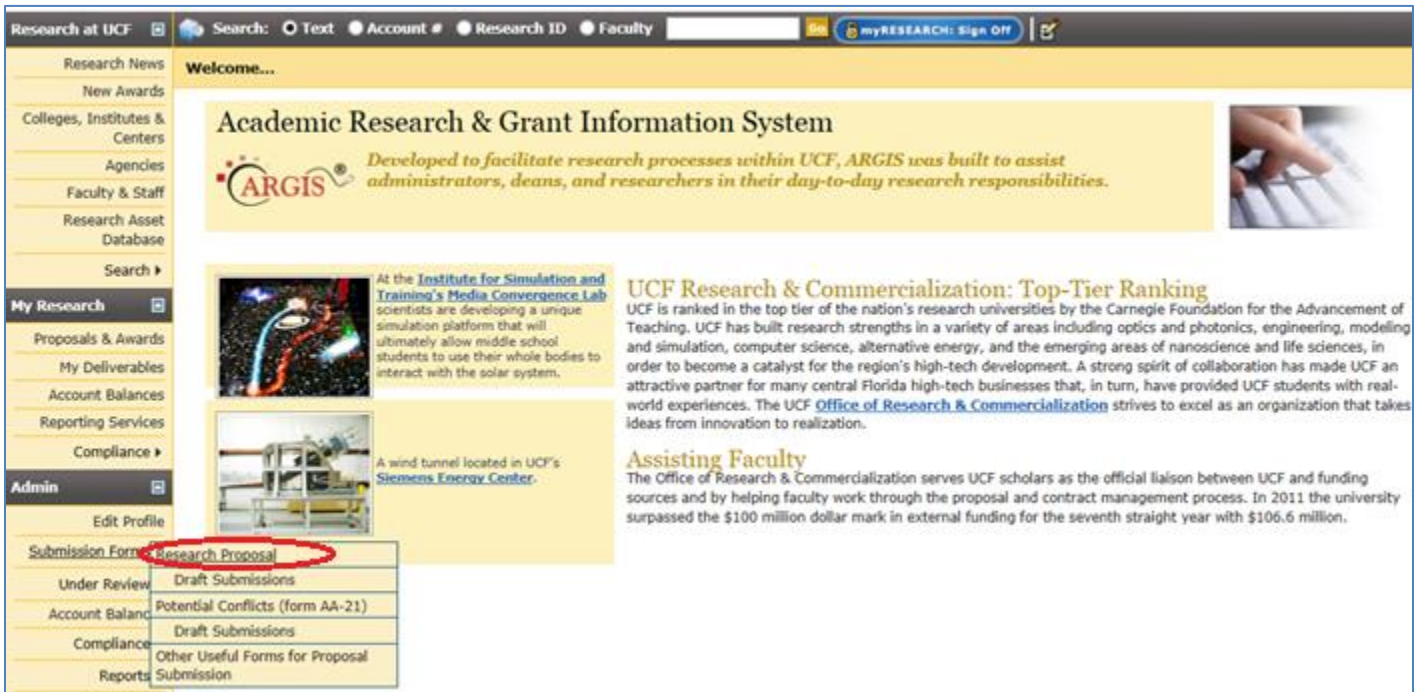
**Note 1:** Apart from the required VPR AECR fields above, PIs should complete all standard PTF tabs with project-specific details. The following pages provide general PTF information and descriptions.

**Note 2:** To save progress when working on the PTF, select the **Save Draft** icon above the PTF tabs. When finished completing the PTF, select **Submit** for official review/approval.

# §1 Initiating a PTF

To enter a PTF in ARGIS, follow these steps:

- 1) Under the Admin column, on the left hand side, click on the **Submission Forms** tab.
- 2) Select **Research Proposal**. This will open a blank PTF.



## §1.1 Details Tab

The **Details Tab** outlines specific information about the proposal in general including which agency the university is proposing to, the project period, the proposal deadline, and specific compliance information.

- For the VPR ACE program, select the following items in the **Details Tab (REQUIRED)**:
  - Application Request: **New – Formal Proposal**
  - Agency Deadline: **10/09/2017**
  - Filing Type: **Electronic submission**
  - Project Type: **Internal UCF Program**
  - Project Start Date: **05/01/2018**
  - Project End Date: **04/30/2019**
  - Research Attributes: **In-House**
  - Proposal Sponsoring Organization: *select College/Dept and then Office of Research & Commercialization*
  - Proposal Announcement/Number: **VPR-AECR-2017**

Research at UCF Search: Text Account # Research ID Faculty myRESEARCH: Sign Off

Submit A New Proposal

Details Budget Investigators Documents

[R] Application Request:  
 Preliminary Proposal  
 New - Formal Proposal  
 Supplemental (Continuation to Account Number) [ ]

[R] Project Type: Internal UCF Program [X]

[R] Proj. Start Date: [ ] [R] Proj. End Date: [ ]

[R] Title: [ ]

Research Attributes:  
 CAREER  I-4  In-House  IUCRC  Research Foundation  REU  URI  CRCV  ICAMR  UCF Applied Research Institute

Key Words: [ ]

[R] Description: [ ]  
(3800 character length limit. Need a [character count?](#))

PROPOSAL SPONSORING ORGANIZATION:  
[R] Who is this proposal being sent to?  
 Agency  College/Dept

College/Department this proposal is to be sent to:  
UCF/Office of Research & Commercialization

Proposal Announcement/Number: VPR-AECR-2017

Proposal Instructions and General Comments: [ ]  
(2000 character length limit. Need a [character count?](#))

[R] Is this project conducted on-campus?  Yes  No

Agency Deadline Type: Actual Receipt  
[R] Agency Deadline: 10/09/2017 05:00 PM [i]  
Filing Type:  Hard copy mailing  Electronic submission

## §1.1 Details Tab (continued)

- Enter the remaining fields on the details tab with your project-specific information.
  - **Title:** Enter the title of the proposal.
  - **Key Words:** Enter key words for the proposal. Words should be descriptive of the scope of work.
  - **Description:** Enter a brief technical description of the scope of work. Please note, this section is available to the general public, ensure no proprietary or confidential information is included.
  - **Proposal Instructions/General Comments:** Enter any key and/or important information for approvers.
  - **Is this project conducted on-campus?** For a project to be considered off-campus, more than 50% of the total work must be performed off-campus (for full confirmation of “off-campus” refer to the UCF Space Survey).
- **Special Considerations** – Answer the Special Considerations questions based on your specific project (definitions included below the image).

**[R] SPECIAL CONSIDERATIONS:**

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**Facilities & Resources:**

**Yes**   **No**

Will additional space or facilities be needed?

Will this project require the use of UCF facilities, equipment, or services for which a UCF fee will be charged to this project?

Will this project require access to [UCF's High Performance Computing Center \(STOKES\)](#)?

Will this project require new [research computing equipment, data archiving or data management](#) by UCF?

**Regulatory Compliance:**

**Yes**   **No**

Will [human subjects](#) (to include data about living people, biological specimens, etc.) be used?

Will [vertebrate animals](#) be used during this project (experimental or observational)?

Will [hazardous materials](#) be used?

**Classified & Export Control Restrictions:**

**Yes**   **No**

Is the project [classified](#)?

Is the project [sensitive, but unclassified](#)?

Is the project under [export control](#) restrictions?

**Collaborations:**

**Yes**   **No**

Will any [materials](#) and/or [proprietary](#) information be exchanged?

Will there be individuals on campus who are [not UCF employees](#)?

Will subcontracting to another organization occur?

**[R] Can information about this submission be disclosed?**    Yes    No

[Next](#)

*(Descriptions of Special Considerations Questions)*

### Facilities & Resources

- **Will additional space or facilities be needed?**
- **Will this project require the use of UCF facilities, equipment, or services for which a UCF fee will be charged to this project?** By marking yes, researchers may be indicating the use of a Recharge Center is necessary. Recharge Centers are entities within the university that provide fee-based services to the UCF research community. To determine if a unit qualifies as a Research Center, consult your assigned Proposal Manager. Examples include the COP/CREOL Machine Shop, CECS/MAE Machine Lab, COS/Physics Machine Shop and Program Evaluation and Educational Research Group (PEER).
- **Will this project require access to UCF's High Performance Computing Center (STOKES)?** STOKES ARCC is housed within the Institute for Simulation and Training. STOKES is used by faculty, individually or in collaboration with other institutions, for highly calculation-intensive tasks, storage, and visualization resources to support research and education. Research

areas may include molecular modeling, storm surge analysis, quantum optics, non-linear optics, turbine design, computer vision, and nanotechnology.

- **Will this project require new research computing equipment, data archiving, or data management by UCF?** By marking yes, researchers are indicating they require additional computing equipment or need UCF resources (Department/College Information Technology) for managing or archiving their research data.

#### **Regulatory Compliance**

- **Will human subjects (to include data about living people, biological specimens, etc.) be used?** Human Subjects research includes data from a living individual through intervention or interaction, information that is Private Information and identifiable Information, and use or collection of biological specimens. If marked YES, the Institutional Review Board (IRB) will need to approve the use of these subjects. *Note: IRB may include surveys and any participant identifiable information. Faculty are not the appropriate party to determine if IRB review is needed or not.*
- **Will vertebrate animals be used during this project (experimental or observational)?** Projects including animal research are required to have an approval protocol with UCF's Institutional Animal care & Use Committee (IACUC) prior to initiating in animal research. Animal research includes studies on living vertebrate animals (both non-invasive observations and experimental), non-living vertebrate animal material, and projects that use commercial or other USDA registered animal facilities to produce animal products, such as commercial antibody companies. If marked YES, IACUC will need to approve the use of these subjects. *Note: UCF has limitations on what animal research can be conducted within our facilities; please consult with your supervisor if the research is beyond what has been listed here. Faculty are not the appropriate party to determine if IACUC review is needed or not.*
- **Will hazardous materials be used?** Hazardous materials include, but are not limited to, biohazards, agents/toxins, chemicals/solvents/gases (including 190/200 proof alcohol), DEA regulated chemicals, explosives, radioactive materials, ionizing and non-ionizing radiation producing machines, shipments of hazardous materials, or field research using hazardous materials. If marked YES, additional information may be required from the PI. In addition, an approved Hazardous Agent or Process Identification Protocol may be required prior to award.

#### **Classified & Export Control Restrictions**

- **Is the project classified?** Classified research has a security classification from the federal government (e.g., top secret, secret or confidential). Classified research restricts some or all of the project outcomes, procedures, and personnel working under rules established by the agency for which the research is being conducted. The university has the ability to receive Secret classified work. This level is determined by the Government agency.
- **Is the project sensitive, but unclassified?** When the study conducted poses an intrusive threat (e.g., research in areas that are considering private, stressful, sacred, or exposes incriminating information) to national security or other interests of the federal government relating to the national defense or the foreign relations of the U.S. government. This level is determined by the Government agency.
- **Is the project under export control restrictions?** Governs the shipment, transmission, or transfer of certain sensitive items, information, or software to foreign persons or entities. If applicable, U.S. government authorization in the form of an export license may be required. Export control regulations include the U.S. Department of Commerce (Export Administration Regulations or EAR); the US Department of State (International Traffic in Arms Regulation or ITAR), and the US Department of the Treasury (Office of Foreign Assets Control or OFAC). If the project is subject to the EAR and/or ITAR, then the question should be marked as YES.

#### **Collaborations**

- **Will any materials and/or proprietary information be exchanged?** "Material," can encompass many forms including, but not limited to, biologicals, chemicals, compounds, organisms, software code, works and organic matter. If you plan to exchange Material with an outside entity, please contact your appropriate ORC contact to discuss the appropriate agreement to have in place for the exchange. If marked YES, a Non-Disclosure Agreement must be negotiated between UCF and the Agency.
- **Will there be individuals on campus who are not UCF employees?** For liability purposes, visitors and guests must complete an Environmental Health & Safety (EHS) form prior to visiting any UCF owned or operated facility. Visitors and guests can include visiting scientists, research collaborations, students and project participants. If marked YES, additional information may be needed from PI for next steps. This is helpful in determining whether a "Visiting Scientist Agreement," is required or if there may be additional liability on UCF's behalf.
- **Will subcontracting to another organization occur?** If marked YES, additional documentation will be needed for the proposal file. Contact the subcontractor as soon as possible to start collecting the appropriate documents.
- **Can information about this submission be disclosed?** By selecting, "Yes" only the PI and UCF staff will have the visibility of this project (proposed/funded) when conducting online searches.

## §1.2 Budget Tab

On the Budget Tab, enter the direct costs as well as any Cost Share associated to the project.


- **Note: For the VPR ACER program, also include your AECR Budget Form in your uploaded application documents.**

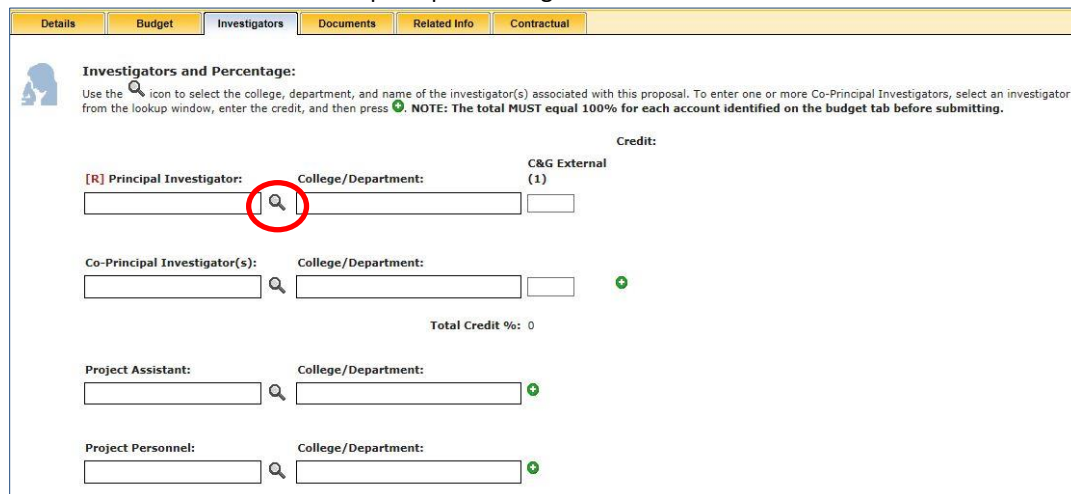
## §1.3 Investigators Tab



The purpose of the Investigators Tab is to identify the PI and any Co-PIs for the project, distribute the credit splits between them, document the efforts of each PI and co-PI, and document indirect percentage split between the colleges and departments working on the project. **The tab is divided into sections: Investigators and Credit Percentage, and College/Department Indirect Percentage.**

### Investigators and Credit Percentage

This section defines who the PI and co-PIs are on the project and distributes the percentage of credit each individual is to receive for the project. Other key personnel, who may not be a Co-PI but will be responsible for the design, conduct, or reporting of the project, can be identified as project assistant or project personnel. No credit is given to these individuals.



Use the  icon to search for the principal investigator





**Investigators and Percentage:**  
Use the  icon to select the college, department, and name of the investigator(s) associated with this proposal. To enter one or more Co-Principal Investigators, select an investigator from the lookup window, enter the credit, and then press . **NOTE: The total MUST equal 100% for each account identified on the budget tab before submitting.**



**Credit:**

[R] Principal Investigator:  College/Department:  C&G External (1)

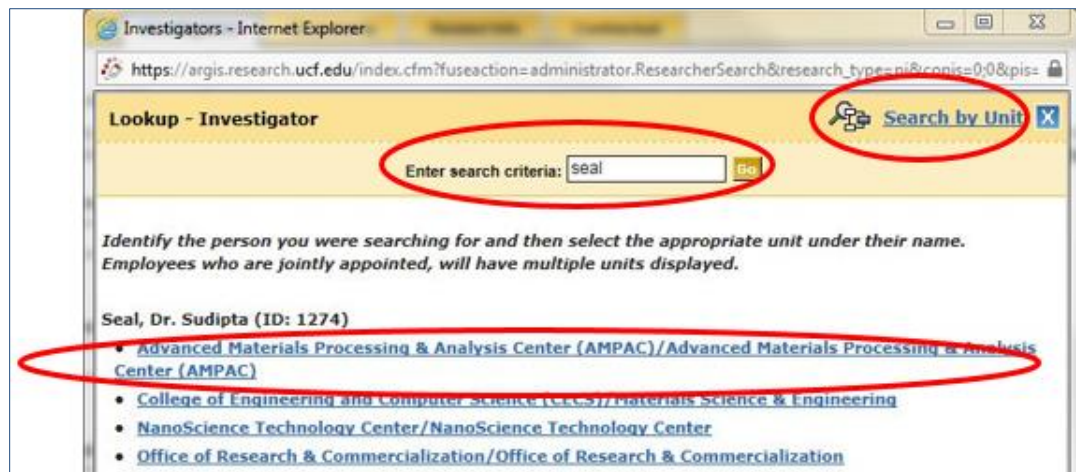
Co-Principal Investigator(s):   College/Department:  

Total Credit %: 0

Project Assistant:   College/Department:  


Project Personnel:   College/Department:  


A pop up window will appear where you can search for the investigator by name or unit. If searching by unit, select the appropriate college and department, until the investigator is found. If searching by name and the investigator is associated with multiple units, all units will display; select the primary unit for investigator.



Investigator Lookup - Internet Explorer

https://argis.research.ucf.edu/index.cfm?fuseaction=administrator.ResearcherSearch&research\_type=pi&conis=0:0&pis=

**Lookup - Investigator** 

Enter search criteria:  

Identify the person you were searching for and then select the appropriate unit under their name. Employees who are jointly appointed, will have multiple units displayed.

Seal, Dr. Sudipta (ID: 1274)

- [Advanced Materials Processing & Analysis Center \(AMPAC\)/Advanced Materials Processing & Analysis Center \(AMPAC\)](#)
- [College of Engineering and Computer Science \(CECS\)/Materials Science & Engineering](#)
- [NanoScience Technology Center/NanoScience Technology Center](#)
- [Office of Research & Commercialization/Office of Research & Commercialization](#)

## §1.3 Investigators Tab (continued)

Regardless if you search name or unit, once the investigator is located and selected, you will be to assign credit to applicable units the investigator is associated with; a check box will automatically appear if the system recognizes that the investigator is associated with multiple units. If you check the box, "Is PI representing additional units on this proposal not shown" then all of the investigators affiliated units will appear, allowing you add or delete credit as appropriate. The appropriate credit percentage will need to be entered before adding the unit.

To add a Co-PI, project assistant or project personnel to the award, search for the investigator using the icon and locate the investigator either by unit or name. Once selected, assign the appropriate credit and click the icon to associate the investigator to the record. Note: if the Co-PI is affiliated with multiple units, the check box for representing additional units will appear. If credit for affiliated units need to be assigned, then the appropriate percentages will need to be entered before clicking on the icon. If information on a co-PI needs to be edited or removed, click the icons, respectively.

**Note: The credit split between the PI and Co-PIs need to total 100%**

## §1.3 Investigators Tab (continued)

### College/Department Indirect Percentage

The College/Department Indirect Percentage section defined the overhead distribution to each of the colleges and departments associated with the project.

The split percentage among participating units is determined by the investigators, colleges, and departments. It does not always correspond to the investigator credit or budget split percentages.

**College/Department Indirect Percentage:**  
This section is used to determine the percentage of indirect funds returned to a college or department. As investigators are added above, their corresponding college/department will be added to this section for your convenience. You can delete an investigator's college/department and add a college/department unrelated to the investigators involved by using the icons provided for adding and deleting.

College/Department:	%
UCF/Burnett School of Biomedical Sciences	0
Burnett School of Biomedical Sciences/Biomolecular Science Center	10
Burnett School of Biomedical Sciences/Molecular Biology & Microbiology	90


Total Indirect %: 100

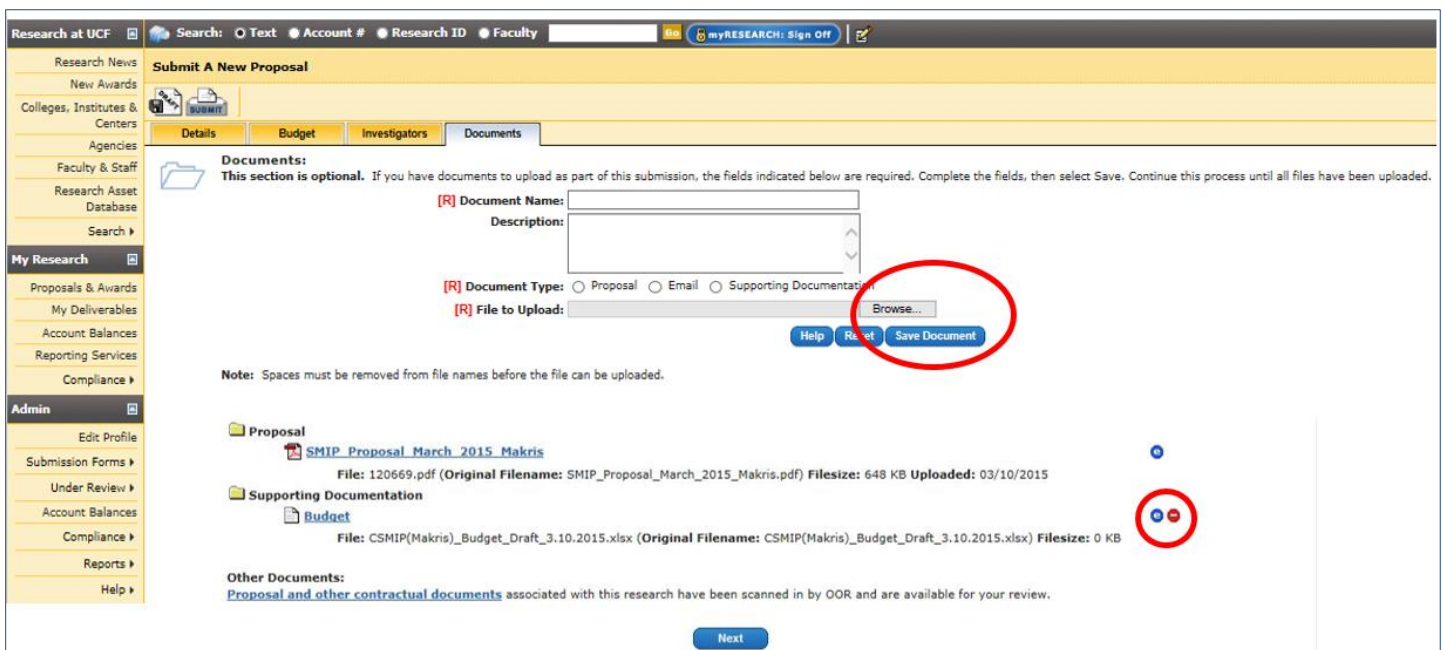
**Note: The indirect split between the colleges and departments needs to total 100%.**

## §1.4 Documents Tab

The Documents Tab is where pertinent documents can be attached to the record to be used by others who would approve the PTF for review. Documents that require approval and/or consideration from the chain of approvers should be uploaded under this tab.

- **For the VPR AECR program, the required documents include: (1) Application Cover Page, (2) Project Description, (3) References Cited, (4) Budget Form, (5) Resume Form, (6) Potential Funding Sources, and (7) Evaluation Sheet.**

To upload a document, enter a name for the document. Next, select the type of document being uploaded. Then click the Browse button to search for the document. Once selected, click the **Save Document** icon to save the document to the record. Uploaded documents can be edit or removed by click on the  logo.



Research at UCF Search: Text Account # Research ID Faculty myRESEARCH: Sign Off

Submit A New Proposal

Details Budget Investigators Documents

**Documents:**  
This section is optional. If you have documents to upload as part of this submission, the fields indicated below are required. Complete the fields, then select Save. Continue this process until all files have been uploaded.

[R] Document Name:   
Description:

[R] Document Type:  Proposal  Email  Supporting Documentation

[R] File to Upload:

Note: Spaces must be removed from file names before the file can be uploaded.

Proposal  
SMIP\_Proposal\_March\_2015\_Makris  
File: 120669.pdf (Original Filename: SMIP\_Proposal\_March\_2015\_Makris.pdf) Filesize: 648 KB Uploaded: 03/10/2015

Supporting Documentation  
Budget  
File: CSMIP(Makris)\_Budget\_Draft\_3.10.2015.xlsx (Original Filename: CSMIP(Makris)\_Budget\_Draft\_3.10.2015.xlsx) Filesize: 0 KB

Other Documents:  
[Proposal and other contractual documents](#) associated with this research have been scanned in by OOR and are available for your review.