

QUICK GUIDE

S2S Proposals Requiring Graduate Students as PIs

This will occur largely with NIH. In particular the The Kirschstein-NRSA Individual Predoctoral Fellowship (F31). For illustrative purposes, the NIH F31 application is assumed below.

Proposal development:

- Build the proposal in Kuali listing the Principal Investigator as the student.
- The faculty advisor who will be the student's "Sponsor" should be listed as a **Key Person** from the pick list, and then further defined as "Sponsor" in the **Key Person's role will be:** field.
- If the Sponsor is not a UMass Amherst faculty, there must be a UMass faculty member listed in the proposal as a "Co-Sponsor." Select **Key Person** from the pick list and then in the **Key Person's role will be:** field – type in "Co-Sponsor."
- Be sure to populate the **eRA Commons User Name** field under **Key Personnel > Details** for the grad student fellow and all sponsors.
- Complete the rest of the proposal following sponsor guidance and running the validations within the Kuali proposal record.

Proposal routing:

- Add the UMass "Sponsor" to the routing via the "Ad Hoc" routing process. By adding the faculty advisor first, they will be the first to approve, and then initiate routing to the next levels (PI, Chair, Dean, OPAS).
- Select **Submit for Review**.
- Since the student is listed as the PI, they will be included in the routing at that level. They will be up next after the faculty advisor/Sponsor approves the proposal.
- After the student as PI approves, it continues through the rest of the routing and is ultimately logged in at OPAS.

Proposal Submission:

- The proposal is submitted by OPAS with the student as the PI. The proposal gets pulled into the NIH Commons correctly identifying the student as the PI as required by the NIH.

Post Submission:

- OPAS changes the PI from the student to the faculty advisor/Sponsor within the Kuali Institutional Proposal record.