



Proposal Development and Submission Systems

This flyer describes several web-based proposal development and submission systems available to Berkeley Law faculty. These systems are used by Campus Shared Services Research Administration (CSS RA) on behalf of our Principal Investigators. See also [Contracts and Grants](#) on the Berkeley Law website.

PHOEBE

All proposals require a record in Phoebe, regardless of any other electronic system or process used to develop the funding application. The hardcopy Proposal Review Form is now obsolete in Berkeley Law, replaced by Phoebe, which serves as the electronic conduit through which completed proposals are routed to faculty for PI approval, to the Dean for departmental approval, and to the Sponsored Projects Office (SPO) or Industry Alliances Office (IAO) for the University's endorsement.

Our CSS RA team creates and completes Phoebe records on behalf of all Berkeley Law faculty and staff. Faculty can view, reject for revision, approve and/or comment on completed proposals before submission.

proposalCENTRAL

Description. **proposalCENTRAL** is a web-based grant management service for proposal submission and review used by over 50 participating non-profit, state and private grantmakers.

Access. Applicants must register directly with proposalCENTRAL and complete a professional profile in order to obtain a login and use the system.

Development. The PI and our CSS RA team develop the proposal collaboratively in proposalCENTRAL by sharing the appropriate login. Our CSS RA team creates the required complementary Phoebe record and attaches a copy of the proposalCENTRAL application when it is ready. Information must be included in the proposal application that will enable SPO to view and approve the completed proposal in proposalCENTRAL prior to submission.

Approvals. The completed proposal is routed via Phoebe by our CSS RA team to the faculty for PI approval, and by the PI to the Dean for departmental approval. Approved proposals are routed by Phoebe to SPO for review. SPO generates the required signed Cover/Signature Page that must be uploaded to the proposal application.

Submission. Once the required SPO endorsement has been attached to the application, either SPO, the PI or our CSS RA team may submit the completed proposal to the sponsor, depending on submission preferences contained in the Phoebe record.

FASTLANE

Description. **FastLane** is the National Science Foundation's web-based system used for information exchange and business transactions between NSF and its client community, including proposal preparation and submission.

Access. PIs and Co-PIs must register and have a password to access FastLane. SPO processes requests for system access.

Development. The PI and our CSS RA team develop the proposal collaboratively in FastLane by sharing the appropriate login. Our CSS RA team creates the complementary Phoebe record that includes a field for the FastLane Temporary Proposal ID number.

Approvals. The completed request is routed via Phoebe by our CSS RA team to the faculty for PI approval, and by the PI to the Dean for departmental approval. Approved requests are routed by Phoebe to SPO for review. The proposal is not attached to the Phoebe record - SPO is able to review, approve and submit the NSF proposal directly in FastLane.

Submission. Only SPO may submit FastLane proposals to NSF.

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GRANTS.GOV

Description. Grants.gov is the central portal that the federal government is implementing for grant submissions. It is intended to be a simple, unified source to electronically find, apply for and manage grant opportunities from all federal grant-making agencies.

Access. Anyone may use Grants.gov to find and download application packages. An account is required to submit a completed application and the only account holders are SPO research administrators.

Development. The PI or our CSS RA team will download the appropriate interactive application packet from the grants.gov website and develop the proposal collaboratively. Our CSS RA team creates the complementary Phoebe record and attaches a PDF of the completed grants.gov application packet.

Approvals. The completed proposal is routed via Phoebe by our CSS RA team to the faculty for PI approval, and by the PI to the Dean for departmental approval. Approved proposals are routed by Phoebe to SPO for review, approval and submission.

Submission. Only SPO may submit grants.gov proposals to sponsors.

SPONSOR'S SYSTEM

Access. Instructions are typically provided by the sponsor – the PI should request system access as soon as possible so the system requirements can be previewed to determine how the proposal should be prepared.

Development. The PI or our CSS RA team will obtain the appropriate application or proposal instructions, share access to the sponsor's online system and collaborate on development of the proposal. Our CSS RA team will create the complementary Phoebe record and either attach a PDF of the completed proposal or provide SPO with the appropriate login for online review in the sponsor's system.

Approvals. The completed proposal is routed via Phoebe by our CSS RA team to the faculty for PI approval, and by the PI to the Dean for departmental approval. Approved proposals are routed by Phoebe to SPO for review.

Submission. SPO will provide the required University endorsement and either submit the proposal to the sponsor on behalf of the PI or authorize the PI or our CSS RA team to submit the proposal, depending on submission information contained in the Phoebe record.

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