Creating the Online eGC1 (RRF)

If you have not used SAGE before, check with your unit's ASTRA administrator to be sure you have access to SAGE with the appropriate role.

For technical help in completing the eGC1, check with your unit's administrator, use the SAGE User Guides, or email oris@uw.edu.

To create a new eGC1 (electronic Grants and Contracts form 1):

- Open a web browser and start at the SAGE homepage.
- Click the **Sign in** button.
- Click the **Create New eGC1** button.
- Select **No, create a standard eGC1** and click the **Next** button.
- Click the **Create Standard eGC1** button. A blank eGC1 will open.

The eGC1 does not have to be filled in entirely at one time. It can be closed and saved at any point by clicking "Save & Close this eGC1" on the left-hand menu and re-opened later. Once created, it will be listed on the "My eGC1s" page and can be opened by clicking on the eGC1's number.

Follow the steps below to fill in the eGC1. Note that for some of the required fields you will be instructed to enter a generic value specific to the RRF.

Use the links on the left-hand menu (or the Previous/Next arrows at the top right of each page, or Previous and Continue at the bottom of each page) to move from one page to another. Any data entered will be saved as you move from page to page.

Details (Initial Page)

- Be sure to note the unique eGC1 number assigned to this application so you can add it to the Proposal Cover Page.
- Full Application Title – the title of the proposal. (Note: descriptive titles help the review committee understand the content of the proposal).
- Short Title – a short version of the proposal title; used as the budget title (limit of 22 characters, the first 3 should be **RRF**).
- Begin Date and End Date – use the generic values below. If awarded, you will choose your own budget period.
  - Begin Date – for Spring, use June 16 of this year; for Fall, use January 16 of next year
  - End Date – use a date that is one year after the begin date
- Sponsor Deadline – use the RRF due date
  - For Spring, the first Monday in March of this year; for Fall, the last Monday in September of this year
  - For Time of Day, 5:00 pm; for Time Zone, Pacific
- Organization Code Receiving Funding – "Look Up Organization Code" and select the appropriate code for the department that will be administering the funding (your fiscal specialist or unit administrator can provide this code number)
- Application Type – select either "New" or "Resubmission (Previously Denied)" as appropriate

- Project Details
  - Project Type – select “Grant”
  - Sponsored Program Activity Type – select either “Research: Basic” or “Research: Applied” as appropriate
- Sponsor – “Look Up Sponsor” search for and select “Royalty Research Fund (RRF)”; no other sponsor information is needed
  - Does the funding originate from a different entity than the sponsor listed above (flow-through)? – select No
- Additional Information for RRF Applicants – this section displays at the bottom of the Details page when RRF is chosen as the Sponsor
  - Research Area – select the one that best classifies the research (this might not match your departmental affiliation. Review the departmental affiliations of RRF Committee Members in each category. Your proposal has a better chance of being successful if it is appropriately aligned with the expertise on the committee.
  - Application for RRF Scholar – select either Yes or No; if Yes, be sure that documentation of teaching load is included in section E of the “Description of Research.” RRF Scholar means that the proposal includes a request for one quarter of teaching release time.

PI, Personnel & Organizations

- Use the “Look Up Principal Investigator” button to select the PI for this application
  - If the search results include more than one entry, select the one that corresponds to the department that will be receiving and administering the funding.
- Check that the UW box number, Phone, and Email are properly filled in; enter this information if needed.
- Investigator Status will automatically be set to Yes, and the Significant Financial Interest and Compliance Details columns will display current information for the PI.
- If there are co-PIs, add their names on this page so that their departments appear on the Approval Graph. Do not include any personnel other than investigators.
  - Use the “Add Personnel” link to search for and select each co-PI. If a co-PI has more than one entry, select the appropriate title and/or department.
  - Choose “Co-Investigator” from the drop-down menu for the Role Type. Please do not select “Multiple PI” even if this describes your research relationship, because it interferes with online reports used by RRF staff.
  - Investigator Status will automatically be set to Yes, and the Significant Financial Interest and Compliance Details columns will display current information for the Co-Investigator.
- Disclosure Notification
  - All investigators are required to create a disclosure for each eGC1 using the Financial Interest Disclosure System (FIDS), so click the “Send Disclosure Notification” button to email all personnel who have investigator status. Until all investigators have completed a disclosure for the eGC1, it cannot be marked as Ready to Submit.
- Additional Organizational Unit Reviewers
  - Click on the “View Draft Approval Graph” link to see the units that will be approving the application

    - Identify any other UW organizations or departments involved, that require review of this application (for joint appointment departments, organizations providing space, equipment, etc.)
- Interdisciplinary Organizational Unit Reviewers
    - Identify any interdisciplinary facilities, centers, or services that will be involved, and require review of this application.

Contacts & Assign Access

- Use the "Look Up" button to add the Administrative Contact for the department receiving funding. This contact will receive email notification from SAGE about the eGC1.
- Use the "Look Up" button to add the Budget Contact if applicable; if there is none, leave blank. Complete only if there is a separate Budget Contact for your unit.
- If a co-PI needs access to the online eGC1 application, the PI will need to assign access permission. Click on the "Add Another User" link, search for and select the co-PI. For Permission Type, select "Read/Write" from the drop-down menu. The co-PI will then be able to open and edit the eGC1.

Abstract & RFA/RFP

- From the Proposal Cover Page, copy and paste (or enter) the abstract into the Abstract text box
- For all other fields on the page, enter "N/A" or "not applicable"

Activity Locations

- Activity Locations
    - List all locations of UW research activity on the proposed project.
- Space Planning
    - Indicate whether any construction or renovation of existing facilities will be included in this project.
- International Involvement
    - List any countries other than the U.S. where research will take place for this project, including subrecipient sites.

Budget & Fiscal Compliance

- For F1 "Will F&A costs be reimbursed at less than the federally negotiated rate for the UW?" – select No
- For F2 "Will administrative or clerical support be included in the budget as direct costs? (see GIM 23)" – select No
- For F3 "Does this application commit funds for cost sharing or matching?" – select No
- From the proposal budget document, enter the subtotals for each of the FAS Object Codes (1-8) in the Total (All Periods) boxes
- No other information is needed on this page

Cost Sharing

- No information is needed on this page

Non-Fiscal Compliance

- Answer all of the questions.
- If you answer "Yes" to HS-1, then:
  - For HS-1A "Delayed Onset: Will IRB application submission be delayed until after award because you will (1) identify and develop new protocols that will be supported by the award or (2) complete other research described in the proposal that is necessary before the human subjects research can be fully planned." – select No
  - For HS-1B "IRB Approval Pending: Will you need to submit a new IRB application, modify an existing IRB application, or are awaiting approval of a current IRB application for the human subject research in this project?" – select Yes
  - List any known IRB Applications.
- If you answer Yes to AU-1, then list all known Animal Use protocols. If a protocol does not yet exist, list a "New Protocol".
- Human Subjects and Animal Use: If the proposal involves human subjects and/or animals, the PI must provide evidence of the necessary approvals before funds can be released. The PI is responsible for submitting the proposal to the appropriate committee after awards are announced.

Application Summary

- Use this page to review the information entered

Attached Documents

Attachments: The proposal documents attachments will be uploaded under the header "Documents to be Submitted to Sponsor" according to the "Instructions for Preparing an RRF Proposal." Be sure to indicate "Draft" or "Final" in the file description. The final version must be attached by the RRF deadline or the application will not be accepted.

Certify & Route

- Complete the Application Document Information section.
  - Will paper documents be submitted … – answer "No"; there are no paper documents submitted as part of an RRF application.
  - Will sponsor documents be submitted … – answer "No"; the RRF application is not being submitted to an off-campus sponsor.
- Complete the Significant Financial Interest (SFI) section.
- Answer the question: "Is this application ready to be submitted to the sponsor?" This question must be marked "Yes" by the RRF deadline or the application will not be accepted.
- Use the "Check for Errors" link at the bottom of the page to verify that all required fields have been filled in; if not, navigate back to the appropriate page and correct the error

- Click on the “View Draft Approval Graph” link to see the units that will be approving the application
    - For any co-PIs, verify that the appropriate units are represented.
- Note: The Additional Information field is used for comments to your unit approvers only (division, department, dean).

Click the “Save & Close this eGC1” link on the left-hand menu to save the application at this point.