



**Komen Grants Access**  
*Our online application system*

# **Application System User Guide**

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Last Updated: September 2007



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## **Overview**

Komen Grants Access Application System is a Web-based application designed to allow applicants to submit their applications electronically through a secure connection. The application submission process requires separate actions by both the Principal Investigator (PI) and the Application Signing Official (ASO) (person from the Business or Sponsored Programs Office authorized to conduct negotiations for the organization). You can access the Komen Grants Access home page at <https://KomenGrantsAccess.org>. To start the application submission process, select the “Applicant” icon from the Komen Grants Access home page.

## **Purpose**

The purpose of this user guide is to provide general information and instructions to PIs and ASOs regarding use of the Komen Grants Access Application System. This user guide does not provide instructions for preparing your application. Information about application preparation and forms can be found in the [RFAs and Templates](#) section on the Komen Grants Access site.

## **Help Desk Contact Information**

- Please check the web site at <https://KomenGrantsAccess.org> for hours of support.
- E-mail: [helpdesk@KomenGrantsAccess.org](mailto:helpdesk@KomenGrantsAccess.org)
- Phone: 866-921-9678

## **System Requirements**

### ***Operating System***

The Komen Grants Access system has been developed to run on the following operating systems:

- Windows 2000
- Windows XP
- Max OS X 10.0 and above

If you are unsure whether your operating system is compatible with the Komen Grants Access system, please send an email including what operating system you are currently using to the help desk at [helpdesk@KomenGrantsAccess.org](mailto:helpdesk@KomenGrantsAccess.org).

### ***Internet Browser***

This site is best viewed at a resolution of 1024x768 using the following browsers:

- Microsoft Internet Explorer 6.0 and above
- Netscape Browser 7.2 and above
- Mozilla Firefox 1.5 and above

## *Komen Grants Access Application System*

- Apple Safari 2 and above
- Mozilla Firefox 1.5 and above

If you are unsure whether your browser is compatible with the Komen Grants Access system, please send an email indicating which internet browser you are currently using to the help desk at [helpdesk@KomenGrantsAccess.org](mailto:helpdesk@KomenGrantsAccess.org).

### **Cookies**

The Komen Grants Access System requires the use of non-persistent cookies. If you have attempted to log into Komen Grants Access with the correct user ID and password, but are denied access, please make sure that your Internet browser accepts non-persistent cookies. If you need help configuring your browser to accept cookies, please refer to the FAQ about cookies or contact the help desk.

### **Inactivity Timeout**

For security reasons, the inactivity timeout for a session login is 4 hours. This means that if you are logged into the system, but have not clicked on a link or button for a period greater than 4 hours, you automatically will be logged out of the system, potentially losing any unsaved information.

Please make sure you have saved any changes, and logged out when you are not using the Komen Grants Access system. To logout, select the “Logout” link found in the top-right portion of your page.

### **What’s New**

To find out the latest about Komen Grants Access system or updates to the application process, please check the [What’s New](#) section on [Komen Grants Access](#).

### **Roles**

There are 5 user roles in the Komen Grants Access system: PIs, Co-PIs, Fellows, Alternate Submitters, ASOs, and Alternate ASOs.

### **Register**

All users can register for an account in the “Sign In/Register” section of the Komen Grants Access home page. To register, select the “Register here” link, and complete the required information.

## My Profile

Profiles contain contact information for individuals and organizations. Profiles for PIs, Co-PIs, Fellows and Alternate Submitters contain contact and biosketch information for individuals associated with your application. Profiles for ASOs and Alternate ASOs contain information pertaining to the organization.

### My Profile for PIs, Co-PIs, Fellows and Alternate Submitters

- Review/Update Account Info
- Review/Update Contact Information
- Review/Update Descriptive Information
- Biosketch

PIs, Co-PIs, Fellows, and Alternate Submitters can setup their user profile by selecting the *My Profile* link at the top-left portion of the page. The user profile contains information that will be used to pre-fill some of the fields in the application. Multiple contact information records can be stored in a single profile in Komen Grants Access, but only the default contact information record will be used to populate the *Contacts and Eligibility* section of an application. If necessary, PIs can apply a different contact record in the *Contacts and Eligibility* section after a new application has been started.

Please upload your biosketch under the *Biosketch* tab in My Profile. A biosketch is required for all PIs, Co-PIs, Fellows and Alternate Submitters assigned to a proposal.

### My Profile for ASOs and Alternate ASOs

- Review/Update Account Info
- Review/Update Contact Information
- Review/Update Descriptive Information

ASOs can setup their user profile by selecting the *My Profile* link at the top-left portion of the page. The ASO's profile contains information pertaining to the organization, including name, address, institution, DUNS and EIN numbers.

Multiple contact information records can be stored in a single profile in Komen Grants Access, but only the default contact information record will be used to populate the *Contacts and Eligibility* section of the application submission. If necessary, ASOs can apply a different profile in the *Contacts and Eligibility* section after a new application has been started.

## My Applications

Applicants must complete both the Pre-application and Full Application phases in the Komen Grants Access application submission process to be considered for funding. The steps to complete the Pre-application and Full Application phases are outlined in the sections below.

### The Pre-application Process

PIs may start a new application by selecting the “start a new application” link from the “My Applications” section. This will display a list of open funding opportunities by program. To continue, select a program award mechanism from the list.

**My Applications**

Here you can manage your in-progress, submitted and past applications or [start a new application](#) for those programs currently accepting application submissions.

**Filter Application List**

Show  Show

Since FY FY   Only For FY

With Status of:

- Draft
- Pending Pre-Application Submission
- Pending ASO Approval
- ASO Approved and Submitted
- Deleted/Withdrawn

**A filtered list of your applications is displayed below. You can sort this list by clicking on any of the underlined table headings.**  
To view all of your applications, you may need to adjust the filters in the above table and press the "Refresh List" button.

<u>Application ID</u>	<u>Title</u>	<u>Applicant</u>	<u>My Role</u>	<u>Due Date</u>	<u>Status</u>	<u>Actions</u>
<a href="#">KG070102</a>	Promise Grant Proposal	Schabot, Joe	Principal Investigator	10/23/07 (pre) 12/4/07 (full)	DRAFT	<a href="#">View/Edit</a> , <a href="#">Delete</a>
<a href="#">KG070103</a>	Investigator Initiated Research Proposal	Schabot, Joe	Principal Investigator	10/9/07 (pre) 11/8/07 (full)	DRAFT	<a href="#">View/Edit</a> , <a href="#">Delete</a>
<a href="#">KG070101</a>	Postdoctoral Fellowship Award Proposal	Schabot, Joe	Principal Investigator	10/4/07 (pre) 10/16/07 (full)	DRAFT	<a href="#">View/Edit</a> , <a href="#">Delete</a>

An application ID will be assigned by the Komen Grants Access system once the PI has selected an award mechanism and completed the preliminary application information requested. After the application ID has been created, the *Summary and Templates* section is displayed. This section provides a list with the status of each section in the pre-application submission process. Each section remains in Draft until finalized. Once finalized, the section status changes to Pending Pre-application Submission. The pre-application can be submitted in the *Final Review & Submit* section once all active pre-application sections have a status of Pending Pre-application Submission. The PI, Co-PI, Fellow or Alternate Submitter roles all have rights to submit the pre-application. The Application phase of the process is activated immediately after submission of the pre-application.

**PIs:** You should assign an ASO to your application **as early in the application process as possible** so that your Business or Sponsored Programs Office is aware of your intent to submit an application. If the ASO is unfamiliar with the Komen Grants Access system they will need time to understand their role and what actions are required to complete your application submission. You must assign an ASO to your application in the *Contacts and Eligibility* section. Your ASO will be notified by email immediately after they have been assigned to your application.

## **The Full Application Process**

All sections of the application must be finalized before the ASO can approve and submit the full application in the *Final Review and Submit* section. Once all sections have been finalized, the status of the full application will change from “Draft” to “Pending ASO Approval”. When this occurs, the ASO is notified by email that the application is ready to be approved. The ASO should review each of the sections for accuracy and completeness prior to approving the application. Once the application has been submitted by the ASO all application contacts will receive an email confirming ASO approval of the full application and submission.

The following sections provide information outlining the application process and include instructions specific to both the PI and the ASO.

### ***Application Status***

The current status of each application is displayed in the application list on the *My Applications* main page. Below is a description of each application status:

**DRAFT** – The application has been started, but all sections have not been finalized. All sections must be finalized before an ASO can submit the full application in the Final Review and Submit tab.

**PENDING ASO APPROVAL** – All sections have been finalized. The ASO (and Alternate ASO, if specified) will be notified by email that the full application is awaiting final review and submission.

**ASO APPROVED AND SUBMITTED** – The ASO has reviewed and submitted the application. This indicates that the application submission process has been completed.

**DELETED** – An application that has not been approved by the ASO can be flagged for deletion by selecting the Delete link in the application list.

**WITHDRAWN** – To withdraw an application after the ASO has approved and submitted the applicaiton, please contact the Komen Grants help desk.

The application list in *My Applications* can be filtered by program, year, and application status by selecting the appropriate options in the “Filter Application List” box and clicking the “Refresh List” button.

## Instructions for Principal Investigators

### Summary and Templates

The *Summary and Templates* section provides an overview and status of each section in the application submission process. Each section listed must be finalized and show a status of Pending ASO Approval before an ASO can review and submit the full application. Documents and forms specific to the program award mechanism also are available for download from the *Summary and Templates* tab.

The screenshot shows the Komen Grants Access application system interface. At the top, there is a navigation menu with links for 'My Profile', 'My Applications', 'RFAs & Templates', and 'Feedback'. The main content area is titled 'My Applications: Summary and Templates' and displays details for application KG070055, which is currently in 'DRAFT' status. A progress bar indicates seven steps: 1. Contacts & Eligibility, 2. Application Summary Information, 3. Collaborators, COIs & Biosketches, 4. Abstracts & Project Proposal, 5. Budget, 6. Supporting & Regulatory Documents, and 7. Final Review & Submit. Below the progress bar, the application details are listed: Application Title, Program (Komen Grants Program 2007), and Award Type (Investigator Initiated Research). A warning message states that failure to comply with format requirements will result in administrative rejection. A receipt deadline is set for November 8, 2007, by 8:00 PM ET. A notice indicates that the application is in progress and not ready for approval, with a submission deadline of August 31, 2007. A table below shows the status of each section in the submission process.

Section #	Application Section	Status
1	<a href="#">Contacts and Eligibility</a>	draft
2	<a href="#">Application Summary Information</a>	draft
3	<a href="#">Collaborators, COIs, and Biosketches</a>	draft
4	<a href="#">Abstracts and Project Proposal</a>	draft
5	<a href="#">Budget</a>	draft
6	<a href="#">Supporting and Regulatory Documents</a>	draft

### Letters of Recommendation

If your application award type requires letters of recommendation you will see a link for 'Letters of Recommendation' in the Summary section. This link will take you to a page in the *Supporting and Regulatory Documents* section where you can request letters of recommendation by email from individuals you specify. Letters of recommendation are confidential. Application contacts are not able to view the letters of recommendation submitted to Komen Grants Access, but they can check to see if the letters have been received in the *Supporting and Regulatory Documents* tab. Please check the RFA for more information about letters of recommendation required for your application submission.

## **Contacts and Eligibility**

- Review/Update Contact Information
- Assign Application Contacts
- Check Eligibility Requirements
- Finalize

### ***Assigning Contacts***

In this section the PI must identify an ASO and any other roles required for the application. The ASO is an individual from the organization's Business or Sponsored Programs Office who is authorized to conduct negotiations and approve the application submission in Komen Grants Access. An ASO should be assigned to the application as soon as possible so that the Business or Sponsored Programs Office is aware of the PI's intent to submit an application, and the ASO has time to understand what actions are required on their part to review and approve the full application submission. The Alternate Submitter should be an individual that can assist the PI in the application submission process.

The PI can assign contacts to their application in Komen Grants Access by selecting the search button under the role of the contact to be assigned. A search can be performed on last name, email address, or institution. If the contact is found in the search results, the PI can assign them to the application by selecting the 'Add Contact' link in the search results list. Once the contact has been assigned to the application they will receive an email with information regarding their assignment and role in the application submission process.

If a contact you are searching for does not have an account in Komen Grants Access, an email invitation can be sent to the contact inviting them to register by selecting the link ("send them an invitation") at the bottom of the page. When the contact accepts the invitation by selecting the link in the email they receive, they will be directed to the Komen Grants Access site, where they can register for a new account or login with their existing account. After the new contact has accepted the invitation and successfully logged into Komen Grants Access, they will automatically be assigned to the application and an email will be sent notifying the PI that the contact has been assigned.

### ***Eligibility Requirements***

The PI also must ensure that each contact assigned to the application meets the eligibility requirements for the role assigned. By checking each requirement, the PI certifies compliance with each eligibility requirement. **All eligibility requirements must be met by the deadline for submission of the full application.** All eligibility requirements must be checked for each contact before the *Contacts and Eligibility* section can be finalized.

### ***Finalize Contacts and Eligibility***

The *Contacts and Eligibility* section must be finalized by selecting the "Finalize Contacts and Eligibility Section" button at the bottom of the page. This section must be finalized and have a status of "Pending ASO Approval" before the ASO can approve the full application submission.

## **Application Summary Information**

- Complete Application Summary Information
- Save and Verify
- Finalize

### ***Complete Application Summary Information***

The *Application Summary Information* section contains the information submitted when the application was created and other information related to the application. The PI should complete the *Application Summary Information* section and save the information as draft by selecting the “Save and Verify” button at the bottom of the page.

### ***Finalize Application Summary Information***

After all required fields are completed, the *Application Summary Information* section may be finalized by selecting the “Finalize Application Summary Information Section” button at the bottom of the page. After submitting as final, the application information will appear in read-only format and may not be modified. The *Application Summary Information* section must be finalized in order for the ASO to approve the full application submission. To modify the application information after the section has been submitted as final, the ASO must reset the *Application Summary Information* section to draft status. This action can be performed by the ASO under the *Final Review and Submit* tab, provided the receipt deadline has not passed and the ASO has not approved the full application submission.

## **Collaborators, COIs & Biosketches**

- Verify Investigators and Submitters
- Add Collaborators, Conflicts of Interest, and Biosketches for the Application
- Finalize

### ***Verify Investigators and Submitters***

A list of the investigators and alternate submitters currently assigned to the application is displayed in the *Collaborators, COIs, and Biosketches* section. This includes the PI, Co-PI, Fellow (if applicable), and Alternate Submitter (if applicable).

It is the responsibility of the PI to ensure that a biosketch has been uploaded by each of the investigators or submitters assigned to the application. If a biosketch has not been uploaded for one of these assigned roles, the PI should contact the individual to have them login to Komen Grants Access and upload their biosketch under the *Biosketch* tab in My Profile. The *Collaborators, COIs, and Biosketches* section cannot be finalized until all assigned investigators and submitters have uploaded a biosketch. Biosketches must be in PDF format and can not exceed 4 pages.

### ***Add Collaborators, COIs, and Biosketches***

Additional application key personnel or conflicts of interest should be entered in the *Collaborators, COIs & Biosketches* section. This includes collaborators, consultants, sub-awardees, and anyone outside of the application who may have a conflict of interest in the review of this application. A person can be added to the list of collaborators and conflicts of interest by entering the name, institution, phone number, email address, and role of this person as it relates to the application. If applicable, a biosketch can be attached prior to saving this information.

### ***Finalize Collaborators, COIs and Biosketches***

The *Collaborators, COIs & Biosketches* section must be finalized before the entire submission process can be approved. To modify this information after the section has been finalized, the ASO must reset the *Collaborators, COIs & Biosketches* section to draft status. This action can be performed by the ASO in the *Final Review and Submit* tab, provided the receipt deadline has not passed and the ASO has not approved the entire submission.

## **Abstracts and Project Proposal**

- Submit Scientific Abstract
- Submit Public Abstract
- Submit Research Progress Plan & Outcomes
- Upload Project Proposal
- Upload Project Proposal References
- Finalize

### ***Abstracts***

The Scientific Abstract, Public Abstract, and Research Progress Plan and Outcomes should be submitted in the fields provided in the *Abstracts and Project Proposal* tab. Each of these documents can be copied from a word processing application and pasted into the fields provided in this section. (Please note the character limits identified for each document at the bottom of the field.) To save a document after pasting, select the “Save Application Abstracts as Draft” button at the bottom of the Abstracts section.

### ***Project Proposal***

The Project Proposal and Project Proposal References must be uploaded as separate documents in the file attachment slots provided. The files can be viewed or deleted after upload using the view and delete buttons. Revised versions of these files may be uploaded at any time prior to finalizing this section, but please note that subsequent uploads of these files will replace previously uploaded files. **Please ensure that these files are uploaded in PDF format and are not password protected.**

### ***Finalize Abstracts and Project Proposal***

When all documents have been saved or uploaded the *Abstracts and Project Proposal* section can be finalized by selecting the “Finalize Abstracts and Project Proposal Section” button at the bottom of the page. The *Abstracts and Project Proposal* section must be finalized before the full application submission process can be approved. To modify the documents in the *Abstracts and Project Proposal* section after the section has been submitted as final, the ASO must reset the *Abstracts and Project Proposal* section to draft status. This action can be performed by the ASO under the *Final Review and Submit* tab, provided the receipt deadline has not passed and the ASO has not approved the entire submission.

## **Budget**

There are three sections in the *Budget* that require separate save actions: Budget Information, Budget Justifications, and Other Budget Comments. Please complete the required information for each section and select the “Save” button. Only the Budget Information and Budget Justifications are required to finalize this section. The *Budget* can be finalized by selecting the “Finalize Budget Section” button at the bottom of the page.

The *Budget* section must be finalized before the full application submission process can be approved. To modify the information in the *Budget* section after the section has been finalized, the ASO must reset the section to draft status. This action can be performed by the ASO under the *Final Review and Submit* tab, provided the receipt deadline has not passed and the ASO has not approved the entire submission.

## **Supporting and Regulatory Documents**

- Upload a Single PDF for each Required File
- Request Letters of Recommendation (if applicable)
- Finalize

### ***Uploading Files***

The PI may upload files in the *Supporting and Regulatory Documents* section at any time during the application phase. The files can be viewed or deleted after upload using the view and delete buttons. Revised versions of these files may be uploaded at any time prior to finalizing this section, but please note that subsequent uploads of these files will replace previously uploaded files. **Please ensure that all files uploaded are in PDF format and are not password protected.**

### ***Letters of Recommendation***

If the award mechanism selected for the application requires letters of recommendation, the PI can send requests for letters from the *Supporting and Regulatory Documents* tab. New requests can be created by selecting the link at the bottom of the Letters of Recommendation section and entering the required information. An email will be sent to the person providing the recommendation containing an encrypted link that allows the person to submit the letter anonymously over a secure connection. Letters of Recommendation are confidential. Application contacts are not able to view the letters of recommendation submitted to Komen Grants Access, but they can check to see if the letters have been received in the *Supporting and Regulatory Documents* tab. Please check the RFA for more information about the number of letters of recommendation required for your application submission.

### ***Finalize Supporting and Regulatory Documents***

After all required files have been uploaded, the *Supporting and Regulatory Documents* section must be finalized by selecting the “Finalize Supporting and Regulatory Documents Section” button at the bottom of the page. To upload revised versions of files after the section has been finalized, the ASO must reset the *Supporting and Regulatory Documents* section to draft status. This action can be performed by the ASO in the *Final Review and Submit* tab, provided the receipt deadline has not passed and the ASO has not approved the entire application submission.

## ***Instructions for Application Signing Officials***

All sections of the application must be finalized before the ASO can approve and submit the application. Once all sections have been finalized, the status of the application submission will change from “Draft” to “Pending ASO Approval”. When this occurs, the ASO is notified by email that the application is ready to be approved. The ASO should review each of the sections for accuracy and completeness prior to approving the full application. Following approval by the ASO all application contacts will receive an email confirming approval of the full application submission.

### **Final Review and Submit**

- Reset Application Sections to Draft (if necessary)
- Review and Approve the Full Application Submission

#### ***Reset Application Sections to Draft***

From the *Final Review and Submit* tab, the status of any section can be reset to draft for any sections that need to be modified or re-submitted in the estimation of the ASO. The ASO has the option to modify these sections directly, or contact the PI and request modifications or file re-submissions for the sections in question. Once the sections have been modified, they must be finalized once again before the status of the application will change to “Pending ASO Approval”. Any sections in the application submission can be reset to draft by the ASO prior to the application submission deadline.

#### ***Full Application Approval***

Once the ASO has deemed the full application ready for submission they can approve the entire submission by entering their password at the bottom of the section. **This approval must occur prior to the full application receipt deadline for the submission to be considered for funding.**