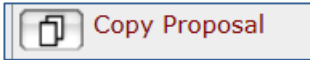


Copying proposals can save time; but can also cause problems if the proposals are not essentially the same.



A new proposal is created in the 'Preparation' state with the nickname provided in the copy process.

There is a link from the original proposal to the new proposal (but not from the new proposal to the original).

What is copied?

Answers to questions

Documents uploaded in View 4.\_ (biosketch & FCOI)

What is not copied?

Routing and Institutional Approvals

Proposal documents uploaded in View 8.\_  
Grants.gov solicitations

**How can I decide if it is okay to copy a proposal?**

We expect a complete change of the application being submitted to the sponsor, but ask yourself, "Is the new proposal essentially the same as the original and I'm only changing minor details in the eSRA proposal?"

**What does that mean, 'essentially the same'?** Here are some examples:

- Resubmitting a proposal that was rejected by the sponsor
- Preparing a non-competing continuation, amendment, or supplement to a proposal/award
- Multiple proposals to a single solicitation: create a skeleton proposal and copy it multiple times for different PIs
- Copying an entry from last year's annual DOE call

**What special attention is required after I copy my proposal?**

- Click 'Continue' through the entire proposal and review every question.
  - eSRA development is continuing and there might be some new questions that need answers.
  - 'Continue' will re-set some of the institutional approvals.
- Update the due date and budget periods
- Confirm the Related B&R code is correct. It must start with 2 letters. Some older proposals have Related B&R codes that are all numbers and are not valid.

**What causes problems when copying proposals?**

eSRA displays questions based on some key questions called branching questions. If these answers are changed, the new proposal might have answers to questions not being asked. This creates ghost data that shows up with odd reporting results, can cause routing problems, and can present conflicting data or requirements for institutional approvals. These are the questions that cause the problems:

Okay to change, but use caution	These cause serious problems with ghost data
1.a.3 – Submission Method: Don't change Grants.gov answer if you've already identified a Grants.gov solicitation	1.a.1 and 1.a.2 – Proposal Type and Proposal Target: NEVER change these answers
1.f – Project Purpose: Don't change to or from 'fellowship/training' option	2.d – Application Type: okay to change for non-competing continuations, amendments, or supplements (because you want the ghost data)
1.g – Related proposals and awards: okay to add additional references	3._ – Direct Sponsor: okay to change the sponsor <u>only if the new sponsor is the same type as the original</u>
9.b – Budget Type: Update before entering budget details	7.2 – NEPA-CEQA locations: Okay to select additional locations, but don't delete any