

South Central Region Sun Grant Program Request for Applications (2020)

Instructions for Full Proposal Submission

Return to the online system at <https://webnibus.org/sungrant/southcentral>. This will take the applicant to a log-in screen. Log-in using the e-mail address and password used to establish the Letter of Intent/Pre-Proposal.

Log In - South Central Sun Grant Webnibus - Windows Internet Explorer
https://webnibus.org/sungrant/southcentral/login/login_login.php
You are not logged in ~ [Log In](#)

Log In

Welcome to South Central Sun Grant Webnibus

New to Webnibus?

- [Sign up now](#) to use Webnibus.
- [Learn more](#) about Webnibus.

Enter your email and Webnibus password to log in.

Email:

Password:

Remember email

Webnibus 1.1 South Central Sun Grant ~ (405) 744-3255 ~ sungrant@okstate.edu [Back to top](#)

Step 1: After logging into the system, the Main Menu screen will appear. The title of the applicant's proposal will appear in the box below. Click the title to edit proposal. If this screen shows "Pre-proposal" instead of "Full Proposal", contact the South Central Sun Grant office immediately at (405) 744-2398 or sungrant@okstate.edu. **Note: The full proposal deadline listed below is October 1, 2020 at 3 pm (PDT), which is 5 pm (CST).**

South Central Sun Grant Webnibus You are logged in as [Pamela Abit](#) ~ [Log Out](#)

Main Menu

[Your Account](#) | [Your Biosketch](#)
[Create New Pre Proposal/Letter of Intent](#)

Your Full Proposals

Title (click to access proposal)	PI	Your Role	Deadline
Biofuel 2020	Pamela Abit	PI	October 1, 2020 at 3pm (PDT)

Webnibus 1.2 (mysql5) South Central Sun Grant ~ (405) 744-2398 ~ sungrant@okstate.edu [Back to top](#)

Step 2: Click on the title of your proposal. A new screen will show (see below). Utilize the available “help menu” features including the printable “Proposal Guide”. The content from applicant’s Biosketch, Senior Personnel and Title Page are carried-over from the Pre-proposal/Letter of Intent submission. Please update information in these forms to reflect any changes since Pre-proposal/Letter of Intent submission.



«

This Page

- [Help](#)

This Proposal

- [Proposal Menu](#)
- [Print Proposal](#)
- [Email the PI](#)

Webnibus

- [Main Menu](#)
- [Contact SG](#)
- [Log Out](#)

Full Proposal Menu

Proposal: Biofuel 2020 **PI:** Pamela Abit

Title: Biofuel 2020
PI: Pamela Abit

DEADLINE: October 1, 2020 at 3pm (PDT)

[Full Proposal Guide](#) ?

1. [Biosketch](#)
 2. [Senior Personnel](#)
 3. [Title Page](#)
 4. [Proposal Sign-Off Sheet](#)
 5. [Proposal Summary](#)
 6. [Pre Proposal Narrative](#)
 7. [Full Proposal Narrative](#)
 8. [Budget Forms](#)
 9. [Budget Justification](#)
 10. [Suggested Reviewers](#)
 11. [File Attachments](#)
 12. [Certify Proposal](#)
- [Print Proposal](#)

I Certifications:

[Pamela Abit](#) (PI)

Approvals:

- - [Manage Approvers](#)

Step 3: Complete each item in the list, beginning with the proposal sign-off sheet. Click each item to expand section. Click on “Proposal Sign-Off Sheet.” Then, click on “Edit Sign-Off Sheet.” A new screen will appear. Answer each of the seven compliance questions. When finished, click on “Save Changes.” The applicant will receive a message that changes have been successfully updated.

South Central Sun Grant Webnibus
You are logged in as Pamela Abit - [Log Out](#)

This Page

- [Print Page](#)
- [Printing tips](#)
- [Help](#)

This Proposal

- [Proposal Menu](#)
- [Print Proposal](#)
- [Email the PI](#)

Admin

- [Admin Menu](#)
- [Proposal Info](#)
- [Proposal List](#)
- [User List](#)

Webnibus

- [Main Menu](#)
- [Contact SG](#)
- [Log Out](#)

Proposal Sign-Off Sheet

Proposal: Biofuel 2020 PI: Pamela Abit

Project Title: Biofuel 2020

Principal Investigators and affiliations:

- **PI:** Pamela Abit (Sun Grant, BAE)

Budget Period	Total Sun Grant Requested	Total Cost Share
	\$0	\$0

[Edit Sign-Off Sheet](#)

Does this proposal:

1. Involve the use of human subjects? If yes, check one:
 Human subjects approval was obtained on _____.
 Human subjects approval is pending. A protocol is currently under review by the Institutional Review Board (IRB).
 A protocol will be submitted to the Institutional Review Board (IRB) for human subjects review if this project is funded.
2. Involve the use of live vertebrate animals? If yes, check one:
 Institutional Animal Care and Use Committee (IACUC) approval was obtained on _____. (date must be within the past 12 months).
 IACUC Animal Use Form was submitted to the Institutional Animal Care and Use Committee (IACUC) on _____.
 A protocol will be submitted to the Institutional Animal Care and Use Committee (IACUC) for animal subjects review if this project is funded.
3. Involve recombinant DNA molecules? If yes, check one:
 Recombinant DNA approval was obtained on _____.
 Recombinant DNA approval is pending. A protocol is currently under review by the Institutional Biosafety Committee (IBC).
 A protocol will be submitted to the Institutional Biosafety Committee (IBC) for recombinant DNA review if this project is funded.
4. Involve the use of chemical carcinogens or agents/materials that are potentially pathogenic to humans? If yes, check one:
 Approval was obtained on _____.
 Approval is pending. A protocol is currently under review by the Institutional Biosafety Committee (IBC).
 A protocol will be submitted to the Institutional Biosafety Committee (IBC) for review if this project is funded.
5. Involve sources of radioactive materials? If yes, check one:
 Radioactive materials approval was obtained from the Radiation Safety Officer and the Radiation Safety Committee on _____.
 Radioactive materials approval is pending. A protocol is currently under review by the Radiation Safety Officer and the Radiation Safety Committee.
 A protocol will be submitted to the Radiation Safety Officer and the Radiation Safety Committee for review if this project is funded.
6. Include involvement of faculty, staff, or students in your research that are foreign nationals?
7. Include a subcontract in the budget? If yes, attach a detailed budget signed by the subcontractor's authorized official.

[Edit Sign-Off Sheet](#)

PIs and Co-PIs:

By clicking on the **Certify Proposal** link to the right of your name below you are certifying that you have read and concur with the proposal packet as prepared. Clicking the **Certify Proposal** link will substitute for your signature on the sign-off sheet, and signifies your acceptance of the proposal.

Name, Email	Department	Certification
Dr. Pamela Abit (PI) pamela_abit@yahoo.com	Sun Grant, BAE	Certify Proposal

NOTE: The application should check with his or her institution’s Sponsored Programs/Grants & Contracts Office to determine the required “Approvers” for this proposal. Be advised that Sun Grant’s certification process is not intended to replace the applicant’s internal institutional policies and procedures proposal submissions.

Step 4: At the bottom of the proposal sign-off page, click on “Manage Approvers.”

Approvers:

Signing Officials:

By clicking on the **Certify Approval** link to the right of your name below you are certifying that you have read and accept the proposal packet as prepared. Clicking the **Certify Approval** link will substitute for your signature on the sign-off sheet, and signifies your acceptance of the proposal.

Department	Name, Email, Phone	Certification
<i>There are no approvers.</i>		

[Manage Approvers](#)

Then, click on “Add New Approver.”

South Central Sun Grant Webnibus

You are logged in as Pamela Abit - [Log Out](#)

This Page < Full Proposal Menu > Proposal Sign-Off Sheet >

Manage Approvers

Proposal: Bifuel 2016 PI: Pamela Abit

Attention

An approver for your proposal should be a financial person who can make sure your budget and budget justification are correct, traditionally obtain your letters of agreement and cost share, and route your institutional paperwork. **Examples of approvers include your organization's grants, contracts, sponsored programs, or accounting office.** They will receive an e-mail (with their own unique user ID and password) after you have linked their name and e-mail address to your proposal. However, it is your responsibility to notify them when your proposal is ready for their approval, and provide them with the information they need to access and/or edit your proposal in Webnibus. To add approvers to your proposal use the **Add New Approver** link at the bottom of this page. Once you have added approvers you may use the **Show Approver Login Info** link below to view the information you will need to send to the approvers in order for them to access your proposal.

[Show Approver Login Info](#)

Approver	Department
There are no approvers.	

= approval has been submitted = approval has NOT been submitted

[Add New Approver](#)

Webnibus 1.2 (mysql5) South Central Sun Grant - (405) 744-2398 - sungrant@okstate.edu [Back to top](#)

A new screen will appear, enter the last name of the approver. When done, click on “Continue.” From here, there are two choices, “The Approver is Already in the System”, or “The Approver is Not in the System”.

Option A: The Approver is Already in the System

If the approver is already in the system, their name and e-mail will appear. The applicant must click on his/her name and identify the approver type. Then, click on “Add Selected User As Approver” button. A new screen will appear stating the approver was added as one of the applicant’s proposal approvers.

South Central Sun Grant Webnibus

You are logged in as Pamela Abit - [Log Out](#)

This Page < Full Proposal Menu > Proposal Sign-Off Sheet > Manage Approvers >

Add New Approver

Proposal: Bifuel 2016 PI: Pamela Abit

Enter the last name of the approver you want to add to your proposal and click the **Continue** button.

Last Name:

Webnibus 1.2 (mysql5) South Central Sun Grant - (405) 744-2398 - sungrant@okstate.edu [Back to top](#)

Attention

There is someone in the Webnibus system who has the last name that you entered. Their name and email address is listed below. If they are the approver you want to add to your proposal, please highlight their name and click the **Add Selected User As Approver** button. If not, please use the form at the bottom of the page to enter the information of the person you want to add to your proposal and click the **Add New User As Approver** button.

Select a user to add:*	Representative, Authorized (sungrant1@okstate.edu)
Approver Type:*	Authorized Representative
<input type="button" value="Add Selected User As Approver"/>	

Option B: The Approver is NOT in the System

If the approver is not in the system, the applicant will complete a new approver form and click “Add New User As Approver.” The applicant will receive a message that the approver has been successfully added to the proposal. The approver will receive an e-mail with log-in and password allowing him/her access to the proposal. Verify the email address for accuracy, many passwords are undeliverable and/or do not work because the e-mail address submitted is not correct.

Email:*	<input type="text"/>
Confirm Email:*	<input type="text"/>
First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>
Organization:*	<input type="text"/>
Department:*	<input type="text"/>
Phone:*	<input type="text"/> (e.g. 777-555-3443)
Approver Type:*	Department Accountant <input type="button" value="v"/>

IMPORTANT NOTE: It is the PI’s responsibility to notify the approvers of the proposal’s readiness to certify. You will not be able to submit unless all certifications are complete. Approvers may utilize the available “help menu” features including the “Proposal Approval Guide” which may be printed.

Step 5: From the “Full Proposal” menu, click on “Proposal Summary.” In the screen pictured below, click on “Edit Proposal Summary.” A new screen will appear, enter text under each category as requested. When done, click on “Save Changes.” You will receive a message that your changes have been successfully updated.

IMPORTANT NOTE: Page 10 of the RFA outlines information needed for the proposal summary section. Please follow the character limits as outlined for each category in Webnibus for this section.

South Central Sun Grant Webnibus

You are logged in as Pamela Abit - Log Out

Proposal Summary
Proposal: Biofuel 2020 PI: Pamela Abit

Project Title: Biofuel 2020

Principal Investigators and affiliations:

- PI: Pamela Abit (Sun Grant, BAE)

Budget Period	Total Sun Grant Requested	Total Cost Share
		\$0
		\$0

Start Date: 2/1/2021 **End Date:** 1/31/2004

Key Words:
There are no key words.

Objectives:
There are no objectives.

Methodology:
There is no methodology.

Rationale:
There is no rationale.

Expected Outcomes:
There are no expected outcomes.

Webnibus 1.2 (my2016) South Central Sun Grant - (405) 744-2398 - sungrant@okstate.edu Back to top

Step 6: The content from pre-proposal narrative is carried-over from the Pre-proposal/Letter of Intent submission. You will not be able to edit the pre-proposal narrative; it is provided for reference purposes only.

Step 7: From the “Full Proposal” menu, click on “Full Proposal Narrative.” Attach full proposal narrative as directed.

IMPORTANT NOTE: The page limit for the full proposal in Webnibus differs from what is stated in the RFA. Please follow the page limits on page 11 of the RFA for this section. The full proposal narrative may not exceed a total of 10 pages with 12-point, Times New Roman or Arial font and single-line spacing. Please use header to label narrative with the following information: PI’s first and last name and project title. Please use footer to label page numbers aligned to the bottom, right-hand corner.

IMPORTANT: Full proposal narratives are allowed to be one of four accepted file types: MS Word (DOC), Adobe Acrobat (PDF), WordPerfect (WPD), or plain text (TXT). If your narrative is in some other file format, you will have to convert it to one of the accepted file types (try the "Save As" option while editing your narrative).

Upload New Full Proposal Narrative

File to upload:*	<input type="text"/>	<input type="button" value="Browse..."/>
File description:*	<input type="text"/>	
If appropriate, please include the name and version of the program you used to create the file (e.g. MS Word 6.0) and on what kind of computer (e.g. Windows or Mac) in the file description.		
NOTE: If you are uploading a large file it may take a while after you submit the form before you see anything happening. Please only click the upload button once.		

Step 8: Budget Forms. **Do NOT use the budget form in Webnibus. The requested budget can be entered into your Institution’s standard budget form and should be attached under “file attachments”.** The budget must include cost share amounts and the following line items: a. Salaries and wages for all senior personnel, staff, and students: PI and senior personnel salaries are not normally allowed to be paid with Sun Grant funds. Exceptions require a strong justification. b. Fringe benefits. c. Permanent Equipment over \$5k: include an itemized list and cost in the budget justification. d. Expendable Supplies and Equipment: include equipment under \$5k per unit. e. Travel: include Domestic travel only. International travel is not allowed. f. Publication costs. g. Other Direct Costs: Show Personal Service Agreements and/or Subcontracts and for GRA Tuition, include semester(s) and fee in justification.

IMPORTANT NOTE: An attached Excel spreadsheet of the budget for the PI and all subawards should be uploaded under file attachments.

Step 9: From the “Full Proposal” menu, click on “Budget Justification.” Then, click on “Edit Budget Justification.” A new screen will appear. Enter text under each category as requested. When completed, click on “Save Changes.” You will receive a message that your changes have been successfully updated.

South Central Sun Grant Webnibus You are logged in as Pamela Abit ~ [Log Out](#)

This Page < [Pre Proposal/Letter of Intent Menu](#) >

[Print Page](#)
[Printing Tips](#)
[Help](#)

This Proposal

- [Proposal Menu](#)
- [Print Proposal](#)
- [Email the PI](#)

Admin

- [Admin Menu](#)
- [Proposal Info](#)
- [Proposal List](#)
- [User List](#)

Webnibus

- [Main Menu](#)
- [Contact SG](#)
- [Log Out](#)

Budget Justification

Proposal: Biofuel 2020 PI: Pamela Abit

[Edit Budget Justification](#)

Personnel:
There are no personnel.

Permanent Equipment:
There is no permanent equipment.

Expendable Supplies and Minor Equipment:
There are no expendable supplies and minor equipment.

Travel:
There is no travel.

Other:
There are no other items.

Contributing Organizations:
There are no contributing organizations.

[Edit Budget Justification](#)

Webnibus 1.2 (mysql5) South Central Sun Grant ~ (405) 744-2398 ~ sungrant@okstate.edu [Back to top](#)

Step 10: If you would like to suggest reviewers for the Sun Grant review process, click on “Suggested Reviewers” from the “Full Proposal” menu. Then, click on “Add Suggested Reviewer.” Enter the requested information in the screen (seen below). When completed, click on “Add Suggested Reviewer.” The applicant will receive a message that your suggested reviewer has been successfully added. Complete this process for each suggested reviewer.

South Central Sun Grant Webnibus You are logged in as Pamela Abit ~ [Log Out](#)

This Page < [Pre Proposal/Letter of Intent Menu](#) >

[Help](#)

This Proposal

- [Proposal Menu](#)
- [Print Proposal](#)
- [Email the PI](#)

Admin

- [Admin Menu](#)
- [Proposal Info](#)
- [Proposal List](#)
- [User List](#)

Webnibus

- [Main Menu](#)
- [Contact SG](#)
- [Log Out](#)

Suggested Reviewers

Proposal: Biofuel 2020 PI: Pamela Abit

[Add Suggested Reviewer](#)

Reviewer <small>(click for info)</small>	Type
<i>There are no suggested reviewers.</i>	

[Add Suggested Reviewer](#)

Webnibus 1.2 (mysql5) South Central Sun Grant ~ (405) 744-2398 ~ sungrant@okstate.edu [Back to top](#)

Step 11: To attach supporting documentation for the proposal such as Cooperative Agreements, Sub-recipient Budgets, and Letters of Support, visit the “Full Proposal” menu and click “File Attachments.” The screen (seen below) will appear. To attach files, click “Browse”, and the file to be attached. Then, add a file description and click “Attach File.”

IMPORTANT NOTE: Please follow Webnibus instructions on program and file size restrictions. Please use header to label attachments with the following information: PI’s first and last name, project title and page numbers.



- [? Help](#)
- This Proposal**
 - [Proposal Menu](#)
 - [Print Proposal](#)
 - [Email the PI](#)
- Admin**
 - [Admin Menu](#)
 - [Proposal Info](#)
 - [Proposal List](#)
 - [User List](#)
- Webnibus**
 - [Main Menu](#)
 - [Contact SG](#)
 - [Log Out](#)

File Attachments

Proposal: Biofuel 2020 PI: Pamela Abit

[File viewing tips](#) ?

File	Size	Details
There are no attached files.		

Note
IMPORTANT: Files larger than 16 megabytes are not allowed.

Attach New File

File to attach:*	<input type="button" value="Choose File"/> No file chosen
File description:*	<input style="width: 100%;" type="text"/>
If appropriate, please include the name and version of the program you used to create the file (e.g. MS Word 6.0) and on what kind of computer (e.g. Windows or Mac) in the file description.	
NOTE: If you are attaching a large file it may take a while after you submit the form before you see anything happening. Please only click the attach button once.	
<input type="button" value="Attach File"/>	

Step 12: Be sure that items 1-11 are completed prior to certifying proposal. From the “Full Proposal” menu, click on “Certify Proposal.” All senior personnel must certify proposal upon completion. To certify proposal, the applicant should review full proposal submission materials and click on “Certify Proposal” found under certification column next to his or her name. A confirmation message will appear on the screen and a confirmation e-mail will be sent by Webnibus. **It is the PI’s responsibility to notify project team members and the approvers of the proposal’s readiness to certify. The applicant will not be able to submit unless all certifications are complete.** A confirmation e-mail will be sent from Webnibus notifying the applicant when a certification has been completed.

PIs and Co-PIs:

By clicking on the **Certify Proposal** link to the right of your name below you are certifying that you have read and concur with the proposal packet as prepared. Clicking the **Certify Proposal** link will substitute for your signature on the sign-off sheet, and signifies your acceptance of the proposal.

Name, Email	Department	Certification
Dr. Pamela Abit (PI) pamela_abit@yahoo.com	Sun Grant, BAE	Certify Proposal

Approvers:

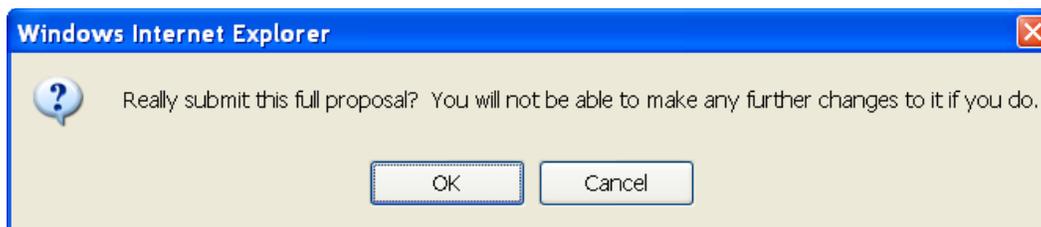
Signing Officials:

By clicking on the **Certify Approval** link to the right of your name below you are certifying that you have read and accept the proposal packet as prepared. Clicking the **Certify Approval** link will substitute for your signature on the sign-off sheet, and signifies your acceptance of the proposal.

Department	Name, Email, Phone	Certification
Oklahoma State University, Sponsored Programs Office Authorized Representative	Authorized Representative sungrant1@okstate.edu 405-744-3255	Certify Approval

Step 13: After the application has been approved by the designated approvers, the Full Proposal should be ready for submission. The applicant should be sure that all of the items in the menu are completed prior to Full Proposal submission. The applicant will not be able to edit the proposal once it has been submitted. Please print a copy of the proposal for record keeping prior to submission. To determine if the proposal is available for submission, the applicant should make sure there is a red checkmark next to #12 “Certify Proposal”, the PI Certifying Official’s name, and the approver’s name. **When ready to submit, the applicant can have an approver submit the full proposal by clicking the “Submit Proposal” button on the proposal menu.** **NOTE: If approvers have not approved the proposal, webnibus will not allow the proposal to be submitted.**

Step 14: The approver will be asked to confirm the desire to certify proposal submission. Click the appropriate button either “OK” or “Cancel.”



Upon submission, a confirmation message will appear on the screen.