WEB FORM DELIVERABLE INSTRUCTIONS
April 2019
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Simons Foundation Policies

The terms and conditions applicable to awards funded by the Simons Foundation are set forth in the Grant Policies and Procedures document, unless otherwise stated in the award notification. You can reference your award notification at any time in proposalCENTRAL (pC), in the Correspondence & Notes section of your award. Grantees and their institutions must abide by all applicable laws and regulations.

proposalCENTRAL (pC)

The Simons Foundation will grant Principal Investigators, Primary Signing Officials, Primary Financial Officers, Signing Officials, Financial Officers, Contacts Delegates, and other grantee institution staff members Edit access to pC. Edit access allows you to submit progress reports, financial statements, publications and other documents to the Simons Foundation in pC. Do not send hard copies or emailed documents unless instructed otherwise by foundation staff. If you need Edit access to prepare or submit financial statements or other required reports to the foundation, please refer to the Contacts & User Access section for further instructions.

To access pC, go to http://proposalcentral.altum.com/.
Simons Foundation Institution Profile

The Simons Foundation (SF) Institution Profile is an award within proposalCENTRAL that provides the means for an awardee institution to centrally view, certify and authorize its electronic fund transfer (EFT) payment information and to specify who has access to Simons Foundation grants.

Access to view the SF Institution Profile and submit required web forms is limited to individuals who are assigned to one of the following roles in pC. These roles are specific to the SF Institution Profile and will not be used in other awards in pC.

**Primary Signing Official (PSO):** A primary signing official (PSO) has the authority to legally bind the institution in grants administration matters. The PSO, with the primary financial officer, manages the Simons Foundation institution profile in proposalCENTRAL. The PSO may or may not fulfill the role of a SO on individual grants and submit grant deliverables as outlined below. The person fulfilling this role may have any number of titles in the grantee organization. The label primary signing official is used in conjunction with proposalCENTRAL as a role and is not necessarily the title of the individual.

**Primary Financial Officer (PFO):** The primary financial officer (PFO) is designated by the grantee institution and is responsible for the proper accounting of grant funds. The PFO, with the PSO, manages the Simons Foundation institution profile in proposalCENTRAL. The individual fulfilling this role may have any number of titles in the applicant/grantee institution. The label primary financial officer is used in conjunction with proposalCENTRAL as a role and is not necessarily the title of the individual.

**Contacts Delegate:** The contact delegate is an individual, selected by the PSO or PFO, who will act on the PSO or PFO’s behalf to add or remove SOs or FOs in the institution profile. Requests received by the contact delegate are assumed to be valid and authorized by the PSO and PFO.

<table>
<thead>
<tr>
<th>SF Institution Profile Roles and Responsibilities</th>
<th>Primary Signing Official</th>
<th>Primary Financial Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized to legally bind the institution in grants administration matters</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Responsible for the proper accounting of grant funds</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Authorized to submit EFT payment information</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Authorized (upon request) to access all grants within the institution, including status and award information</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Authorized to request the addition/removal of Signing Officials or Financial Officers</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Authorized to request the addition/removal of Primary Signing Officials or Primary Financial Officers</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Authorized to request the addition/removal of a Contacts Delegate</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Simons Foundation Institution Profile Deliverables

The following is a list of deliverables you need to submit to maintain an SF Institution Profile, along with their deadlines. Grant payments to an institution are contingent on the foundation’s receipt, validation and approval of all required deliverables.

<table>
<thead>
<tr>
<th>Web Form</th>
<th>Required?</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT Payment Information Web Form(s)</td>
<td>Required</td>
<td>Due at the inception of the SF Institution Profile and annually thereafter or when bank details change</td>
</tr>
<tr>
<td>Institution Contacts Certification</td>
<td>Required</td>
<td>Due at the inception of the SF Institution Profile</td>
</tr>
<tr>
<td>Primary Institution Official General Email Acknowledgment</td>
<td>Required for Primary Signing Officials and/or Primary Financial Officers who use a shared pC user account or general email address</td>
<td>Due at the inception of the SF Institution Profile</td>
</tr>
<tr>
<td>Shared pC User Acknowledgment</td>
<td>Required</td>
<td>Due at the inception of the SF Institution Profile and annually thereafter while the shared account is in use</td>
</tr>
<tr>
<td>Primary Institution Official Update</td>
<td>Optional</td>
<td>As needed to add or remove a Primary Signing Official or Primary Financial Officer</td>
</tr>
</tbody>
</table>
The Simons Foundation will only accept web form deliverables submitted by the Signing Official or Financial Officer.

Who is a Signing Official?
A signing official (SO) has the authority to legally bind the institution in grants administration matters. The individual fulfilling this role may have any number of titles in the applicant/grantee institution. The label signing official is used in conjunction with proposalCENTRAL as a role and is not necessarily the title of the individual. The SO is responsible for the proper administration of the grant, including but not limited to overseeing the submission of the grant Activation Agreements, Reallocation Requests, Progress Reports, Carry Forward Requests and No Cost Extension Requests. Additionally, the SO is required to certify that all information submitted is accurate, that the terms of the award are acceptable and that the applicant/grantee institution will comply with all applicable laws and Simons Foundation policies. The SO will need access to each grant on proposalCENTRAL that he or she is the SO for.

Who is a Financial Officer?
The financial officer (FO) is designated by the grantee institution and is responsible for the proper accounting of grant funds. The individual fulfilling this role may have any number of titles in the applicant/grantee institution. The label financial officer is used in conjunction with proposalCENTRAL as a role and is not necessarily the title of the individual. In this role, the individual is required to complete the required annual Financial Statements and any budgets. Additionally, the FO is required to certify that all information submitted in the Financial Statement or budget is accurate, that the terms of the award are acceptable and that the applicant/grantee institution will comply with all applicable laws and Simons Foundation policies.

For most institutions, the SO and FO are located in its Office of Sponsored Research or equivalent. An individual can be assigned both an SO role and an FO role on an award if applicable.
The following is a list of web form deliverables and their deadlines (unless specified otherwise in the award notification). Grant payments and future grants to a Principal Investigator (PI) and institution are contingent on submission of required reports.

<table>
<thead>
<tr>
<th>Web Form</th>
<th>Required?</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activation Agreement</td>
<td>Required</td>
<td>Due on or before the start date of the grant</td>
</tr>
<tr>
<td>Bank Account Selection Web Form</td>
<td>Required for institutions that use more than one bank account to receive electronic payments from the Simons Foundation</td>
<td>Due on or before the start date of the grant</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Required, unless submitting a Carry Forward or No Cost Extension Request or unless stated otherwise in an award notification</td>
<td>Due on or before the end of each funding year</td>
</tr>
<tr>
<td>Carry Forward Request</td>
<td>See Grant Policies and Procedures section on carry forwards</td>
<td>Due 30 days prior to the end of the funding year</td>
</tr>
<tr>
<td>Reallocation Request</td>
<td>See Grant Policies and Procedures section on reallocations</td>
<td>Rolling</td>
</tr>
<tr>
<td>No Cost Extension Request</td>
<td>Required to extend the end date of a grant regardless of the amount of unexpended funds</td>
<td>Due 30 days prior to the grant end date</td>
</tr>
<tr>
<td>Final Progress Report</td>
<td>Required, unless stated otherwise in an award notification</td>
<td>Due 120 days after the grant end date</td>
</tr>
</tbody>
</table>
Accessing Awards and Web Form Deliverables

To access an award, log in to pC using the APPLICATION LOGIN.

If you forgot your password, click the Forgot Your Username/Password? link. For technical assistance with pC, please call 800-875-2562 or email pcsupport@altum.com.

After you are logged in:

**Step 1**
Click on the AWARDS tab.

**Step 2**
Click on the award title or identifier number for the appropriate award.
Web Form Deliverable Instructions

Step 3
The Award Details screen links to different sections of the award. To submit a web form, click on the **DELIVERABLES** tab.

Step 4
The Award Deliverables screen provides a schedule and status of all your award deliverables. Find the deliverable that is due and click on the **PLUS** or **PENCIL** icon to complete the deliverable web form on the next screen. See [Understanding the Web Form](#) for next steps.

Click the plus icon to access a new web form or the pencil icon for an in progress web form.
Understanding the Web Form

The information you must provide in a web form deliverable will vary depending on the type of award you have. The sections below may appear in a web form deliverable.

Text Fields Section
Most web forms will require text field responses. The questions that appear in this section may be related to the progress of the award or may be financial/administrative in nature. Be sure to read through all the questions in this section before entering responses. Web forms may be completed over multiple sessions.

➢  **Note!** Save changes frequently: pC will log you out if a session is idle for more than 25 minutes.

Enter all responses as text — without any formatting — and click **SAVE** often to avoid losing your work. If copy-pasting from another document, double-check that the text has copied correctly. To add figures, tables or other images, see the [Upload Section](#) for next steps.

➢  **Note!** pC text fields don’t accept most mathematical or Greek symbols. If your response includes such symbols, please use the Upload feature instead.

Upload Section
Upload any required or supplemental files here. Be sure to read the instructions in pC to see if your web form requires a specific file or file format. The foundation will ask you to revise your web form if any required documents are missing from this section.

➢  **Note!** You can upload up to five files in this section. The maximum total file size is 80 MB.
Other Support and Publications Sections

Overview

Other Support: If this section appears in your web form, the PI, as well as any co-PIs and relevant Key Personnel, must list all current and pending support, unless stated otherwise in the web form instructions.

Publications: If this section appears in your web form, the PI, as well as any co-PIs and relevant Key Personnel, must list all in-press or published articles that are a direct result of funding from the award, unless otherwise stated in the web form instructions.

We group the Other Support and Publications sections together in these instructions because both sections rely on information imported from the Professional Profile section of pC, rather than information entered directly in the web form deliverable. Note that the information imported to the web form is a snapshot of a moment in time; the two sections do not maintain a permanent connection. Therefore, if changes to the Professional Profile are made after the information is imported, the web form will not automatically update. In that case, the information should be deleted from the web form and re-imported before submission.

For the rest of these instructions, we will use Other Support as the example — Publications has the same procedures.

Importing Information to the Web Form

Step 1
If the PI has no other support, check the box “No Other Support to report” and continue to the next section of the web form. If the PI has other support, click the + icon, which will open a pop-up window.
Step 2
The list of entries populates from the PI’s Professional Profile. Check the box for each item you wish to add to the web form and click SAVE AND CLOSE to import the items.

If there is more than one PI, or a PI plus Key Personnel, it may be necessary to enter information from more than one Professional Profile. If this is the case, after saving items for the first person, click the + icon again and use the SELECT OTHER SUPPORT FROM drop-down menu to switch to another person and choose items from that person’s list. Repeat as necessary. You must SAVE AND CLOSE after each individual to add their items.

Step 3
Web Form Deliverable Instructions

If you need to add items that are not yet listed in the PI's Professional Profile, click the + icon again, and in the pop-up click the CREATE NEW OTHER SUPPORT button.

Enter the relevant information. Red asterisks indicate required fields. Click Save and Close when finished.
Web Form Deliverable Instructions

➢ **Note!** There is a check box at the top that states “Add to [PI Name]’s Profile.” If the box is checked (see below, left), the new information will be copied to the PI’s Professional Profile. If the box is not checked, the information will not be copied to the profile, leaving the profile outdated compared to the web form. The box is checked by default.

If the box is grayed out and you are unable to check it (see below, right), your changes cannot be copied to the PI’s profile. This occurs when the user completing the web form is not authorized to make changes to the PI’s profile. Professional Profiles are specific to each user, rather than to each grant, so grant contacts do not have automatic authorization to modify PI profiles. See **User Access to Professional Profiles**.

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### Step 4

Once you have the list of entries, make any edits that may be necessary, e.g., changing “Pending” to “Active” or “Submitted” to “Published.” Repeat the following process for each entry:

1) Click the pencil icon to open the entry in the pop-up window.
2) Edit the information. Note the “Update [Name]’s Profile” check box, which operates as described in the previous step. The pop-up may also require you to answer additional questions about the relation of the item to the Simons Foundation award.
3) Click **SAVE AND CLOSE**.
4) Items that are complete show a green check mark. Items that are missing information show a red **X**. You can hover your cursor over the **X** to display the name(s) of the field(s) requiring revision.

Once you have reviewed all items, proceed to the next section of the web form.

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**User Access to Professional Profiles**

Are you currently an authorized user?

You are automatically authorized to access your own Professional Profile, so if you are the PI, you are authorized. If you are not the PI, follow these steps to check your authorizations:

**Step 1** From the pC homepage, click on **PROFESSIONAL PROFILE**.

**Step 2** Click on **OTHER PROFILES**.

**Step 3** Check if the relevant name(s) are listed in the table. If they are, you are an authorized user. You will
need Edit or Administrator permission (not View) to make changes.

How do you add an authorized user?
The PI must complete the following steps:

**Step 1** Sign in to your pC account and go to the **PROFESSIONAL PROFILE** tab.

**Step 2** Click on the **ENABLE OTHER USERS TO ACCESS YOUR PROFILE** link on the left side of the screen.

**Step 3** Enter the other user’s email address and click **ADD USER**.

**Step 4** In the **EDIT PERMISSIONS** drop-down menu, set the other user’s status to Edit or Administrator.

- **Edit**: Can view and change information in the profile. Cannot give other users access to the profile.
- **Administrator**: Can view and change information in the profile. Can give other users access to the profile.

**Step 5** Click **SAVE**.

The other user will now be able to edit the PI’s Professional Profile.

Note that users added in this manner will be able to add Other Support and Publications for both the PI and any Key Personnel listed on the award.
Submitting the Web Form Deliverable

Once you have completed the web form deliverable, the SO (listed in the Contacts & User Access section of the award) must sign it and submit it to the foundation. The SO must log in to his/her own PC account to perform both actions.

The Simons Foundation will not accept signatures from institutional personnel other than the SO listed in the Contacts & User Access section of the award per the foundation’s policies. If you need Edit access to prepare or submit web form deliverables, please refer to the Contacts & User Access section for further instructions.

How to submit
The SO signs the web form deliverable by typing his/her name in the signature box, which is located at the bottom of the web form screen. The SO must enter his/her own full name and click SAVE SIGNATURE. Finally, the SO must click SUBMIT TO GRANT MAKER AS FINAL to finish the submission process to the Simons Foundation.

Grantee Institutions That Do Not Allow Electronic Signature

If your institution prefers not to sign documents electronically OR if your institution is in a country where e-signatures are not legally binding, as noted in the award letter, you may upload a PDF copy of the web form, including any attachments, with the SO’s signature.

**Step 1**
Type the phrase “See PDF Deliverable Uploaded” or “Electronic Signature Not Legally Binding,” as applicable, in the electronic signature box of the web form.

**Step 2**
Submit the deliverable by clicking SAVE SIGNATURE and SUBMIT TO GRANT MAKER AS FINAL.

**Step 3**
Print the completed web form and any attachments and ask the SO for a handwritten signature.
Step 4
Create a PDF of the signed deliverable.

Step 5
Upload the deliverable to the Deliverables section on pC by following these steps:

- Select **ADD DELIVERABLE** on the Award Deliverables page. This link is located on the left-hand side of the page, directly above the existing list of deliverables for the award. Clicking the link will open a pop-up window.
- Select the deliverable called **SIGNED DELIVERABLE FOR INSTITUTIONS THAT DO NOT SUBMIT ELECTRONIC SIGNATURES** as the Deliverable Type.
- Enter an appropriate Deliverable Description.
- Click **CHOOSE FILE** and select your signed PDF.
- Click **SAVE** to upload your file to the Award Deliverables page.

Contacts & User Access

The Contacts & User Access section of an award in pC lists the users who have access to an award and their relevant account information. The foundation only allows users to have Edit or View access. When the foundation initially makes an award, this section lists the individuals that you listed in your application.

After an award activates, only the foundation’s grants staff can assign roles and add/remove users in this section — pC staff cannot assign roles or add/remove users. Only the SO and FO listed in this section will have the authority to sign deliverable reports.

If your institution has multiple awards with the Simons Foundation, this does not mean all relevant institutional contacts will automatically have access to all awards at the institution.

How to Request Edits to the Contacts & User Access Section

If you would like to update the contacts on an award, the foundation requires that you email a request to grantsaccess@simonsfoundation.org. The request should be made by a current SO, FO or Contacts Delegate. The email must include the following information:

- Tell us if we should add or remove a contact.
- Provide the contact’s name.
- Provide the contact’s role on the award (i.e., FO, SO or Administrator).
- Provide the email address associated with the contact’s pC account. If a contact does not have a pC account, he/she must create one before you send us a request.

➢ **Note!** Simons Foundation staff cannot make changes to pC user profiles. If you need to update any contact information in your pC profile, e.g., title, address, phone number or email, you must update it yourself. Additionally, it is the responsibility of the institution and its users to maintain up-to-date pC
Delegated SO/FO Edit Access
If your institution needs Edit access to an award(s) for multiple users who will act as an authorized SO/FO under a single account log in (e.g., osp@university.org), then the Primary Signing Official or Primary Financial Officer must submit a web form entitled “Grantee Acknowledgement of Shared pC User Account” on an annual basis within the Simons Foundation Institution Profile to certify the authority of all individuals who use the shared account on pC.

Simons Foundation Grants Staff Contacts
For questions about your award, contact the appropriate department, as indicated in your award notification. Please reference the PI’s name, the title of the grant and the pC proposal number in all pre-award or the pC Award ID in all post-award correspondence with the Simons Foundation.

For Education & Outreach, Flatiron, Founders, and SFARI Clinical grant questions:
sfgrants@simonsfoundation.org

For Life Sciences grant questions:
lifegrants@simonsfoundation.org

For SFARI Non-Clinical grant questions:
sfarigrants@simonsfoundation.org

For MPS Africa Mathematics Project grant questions:
amp@simonsfoundation.org

For MPS Society of Fellows grant questions:
societyoffellows@simonsfoundation.org

For all other MPS grant questions:
mps@simonsfoundation.org

For updates to the Contacts & User Access Section:
grantsaccess@simonsfoundation.org