Breakthrough T1D Operations External FAQs

Preaward and Postaward

RMS360 Preaward FAQ

Application Content

1. How do I apply for a grant?
2. How do I add my RO (Research Office contact) and FO (Finance Officer) to a proposal?
3. How can I add include supplemental materials with my application?
4. Should I include my Biosketch with my additional attachments?
5. Should I include the Biosketch of my Co-PIs and Key Personnel?

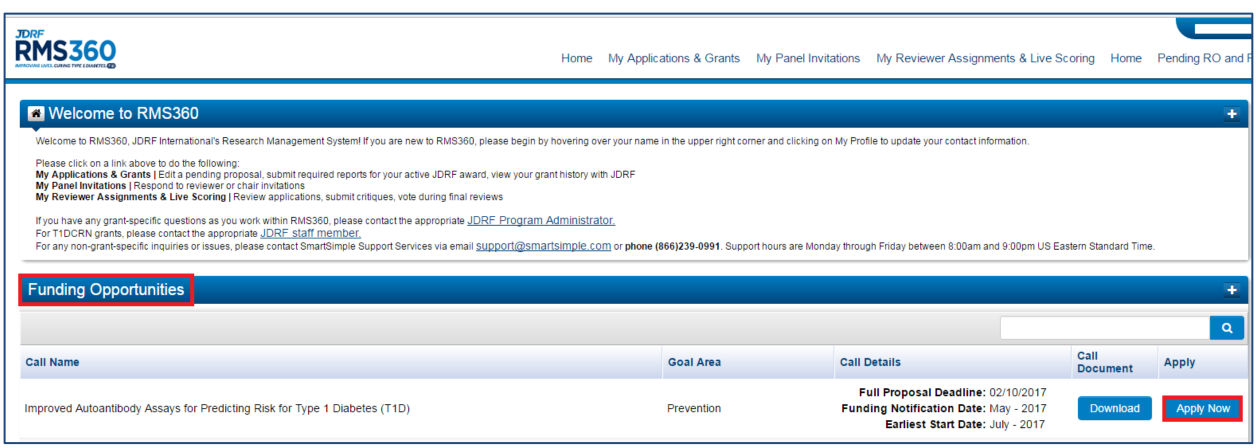
Submission Process

1. How do I submit my LOI or EOI application to Breakthrough T1D?
2. How do I submit my full proposal to Breakthrough T1D?
3. I prematurely submitted my proposal to the RO, what should I do?

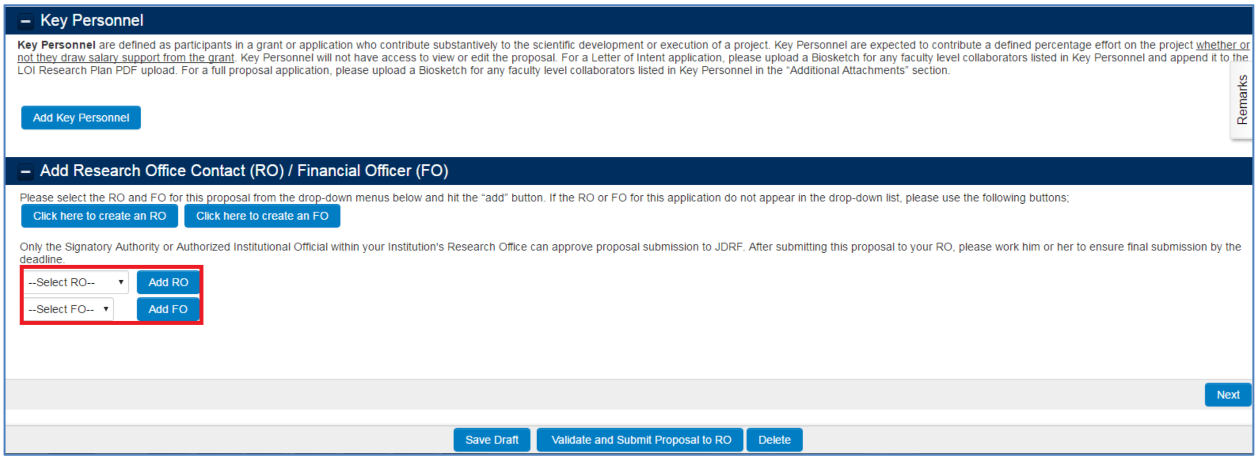
Application Content

1. How do I apply for a grant?

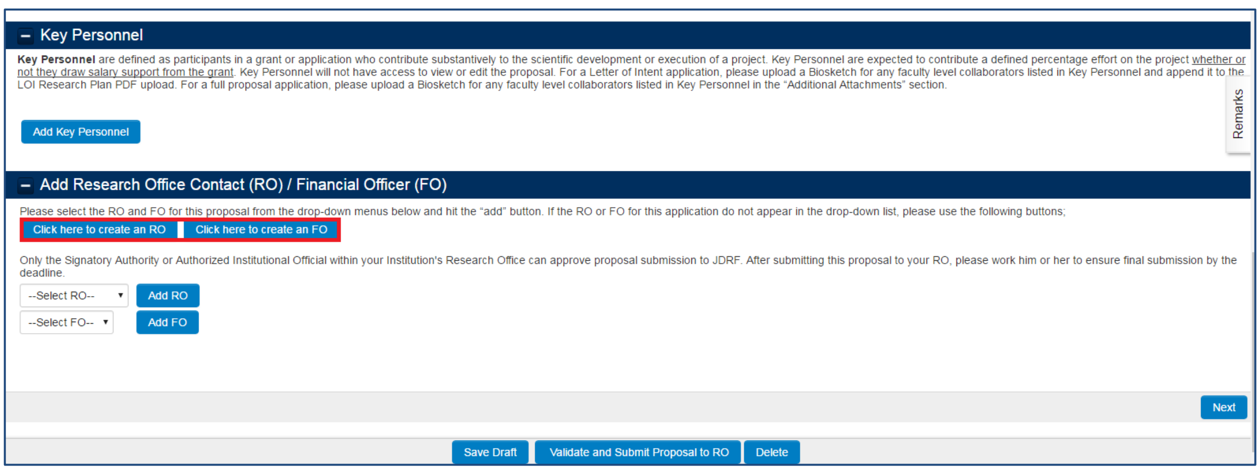
Under the *Funding Opportunities* tab in RMS360, select the *Apply Now* button.



2. **How do I add my RO (Research Office contact) and FO (Finance Officer) to a proposal?**
Under the *Contacts* tab of the online application, select your RO and FO from the appropriate dropdown menus.



If your RO or FO contact does not appear in the menu, select the *Click here to create an RO/FO* link.

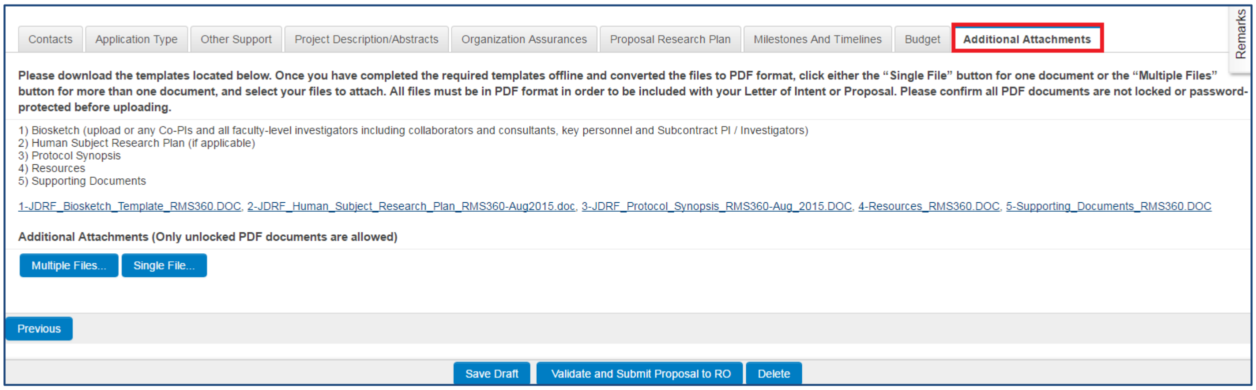


After you create an RO or FO account, a list of previously registered research officer's from your institution will appear. Please contact one of the listed research office contacts and ask them to log into their RMS360 account to approve the newly registered RO or FO.

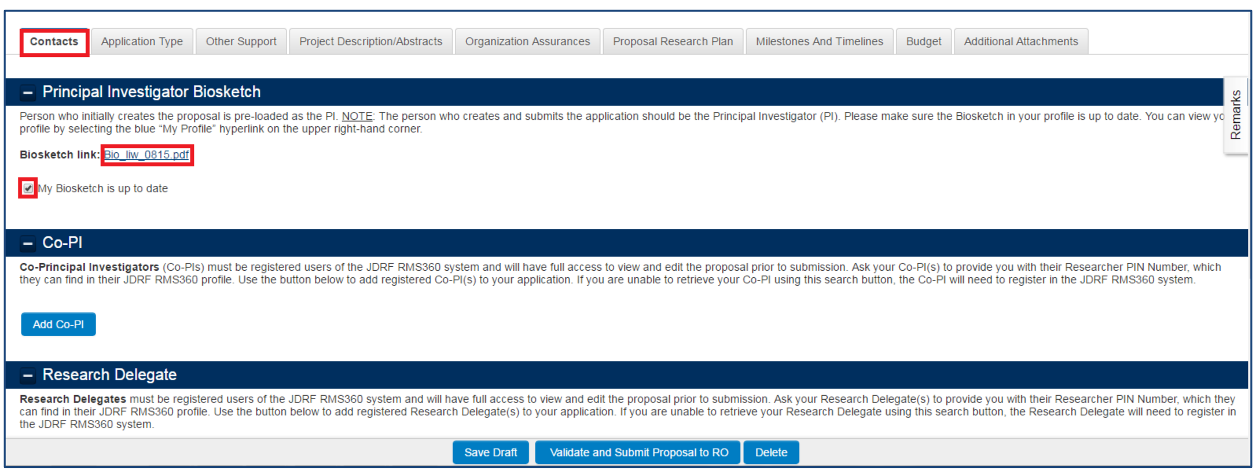
If you are having trouble getting in contact with your institution's registered research officers or if there aren't any listed in our system, please email preawardsupport@Breakthrough T1D.org to approve the RO or FO account.

After a research officer approves your RO or FO in the system, you will be able to add them to your application. If the research officer does not complete the approval process, then the newly registered RO or FO will not appear in the appropriate dropdown menu.

3. **How can I add include supplemental materials with my application?**
   Please upload any additional documents you would like to include in your application under the *Additional Attachments* tab. Note: only unlocked PDFs are permitted.

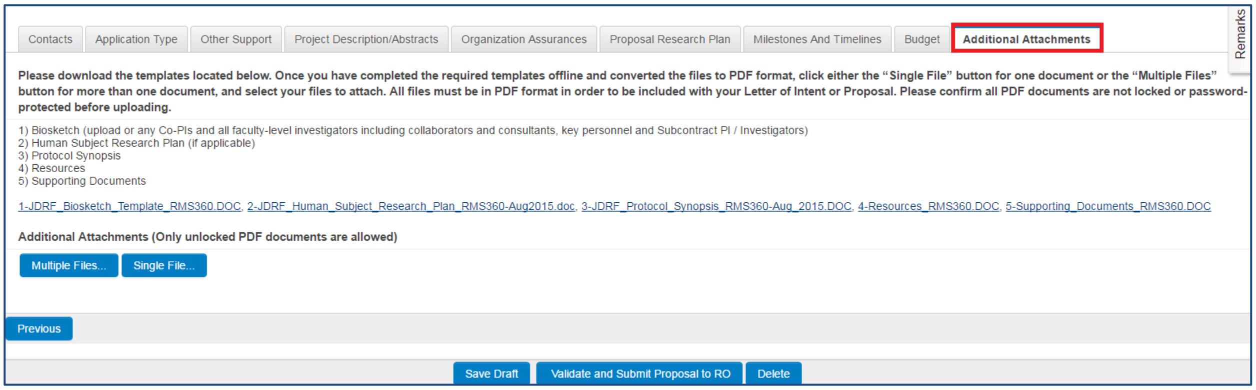


4. **Should I include my Biosketch with my additional attachments?**
   In order to submit an application, it is required that you check the box next to "My Biosketch is up to date" under the *Contacts* tab. This refers to the biosketch that must be uploaded into your researcher profile. By uploading the biosketch to your profile and checking the box in the application, the biosketch from your profile will automatically append itself to your proposal.



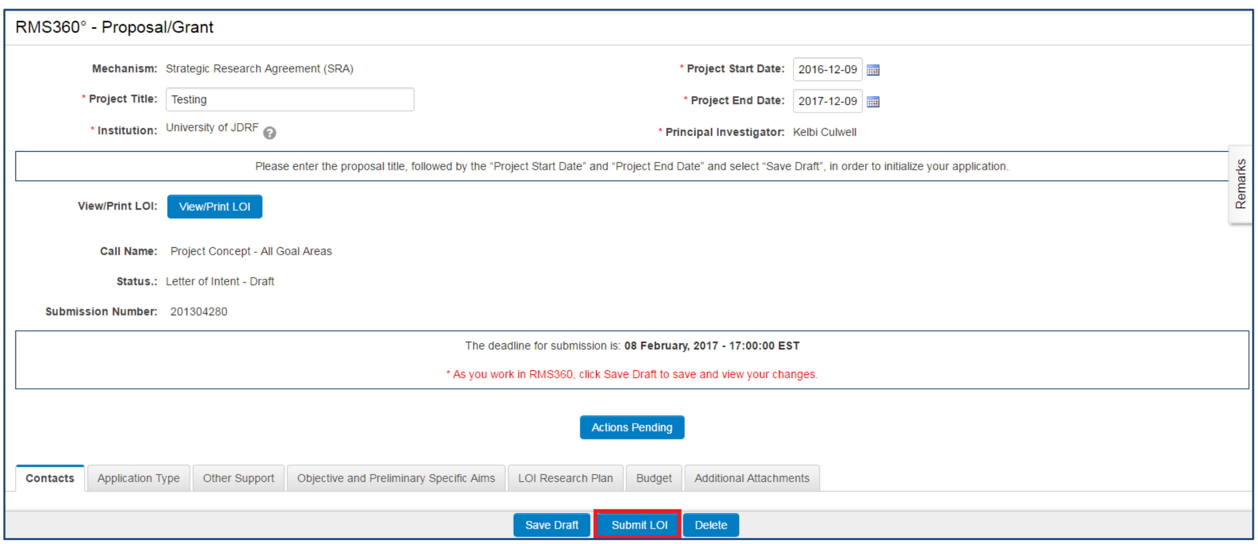
5. **Should I include the Biosketch of my Co-PIs and Key Personnel?**
   Since your **Co-PIs** must be registered in RMS360 in order to associate them with an application, they must also have an up to date biosketch in their researcher profile. Like the PI biosketch, the Co-PI biosketch will automatically append itself to the proposal.

Unlike Co-PIs, **Key Personnel** are not required to be registered in RMS360 so they will not have a researcher profile that links to the application. Please upload faculty-level key personnel biosketches either under the *Additional Attachments* tab for a full proposal or append to the Research Plan and LOI.



Submission Process

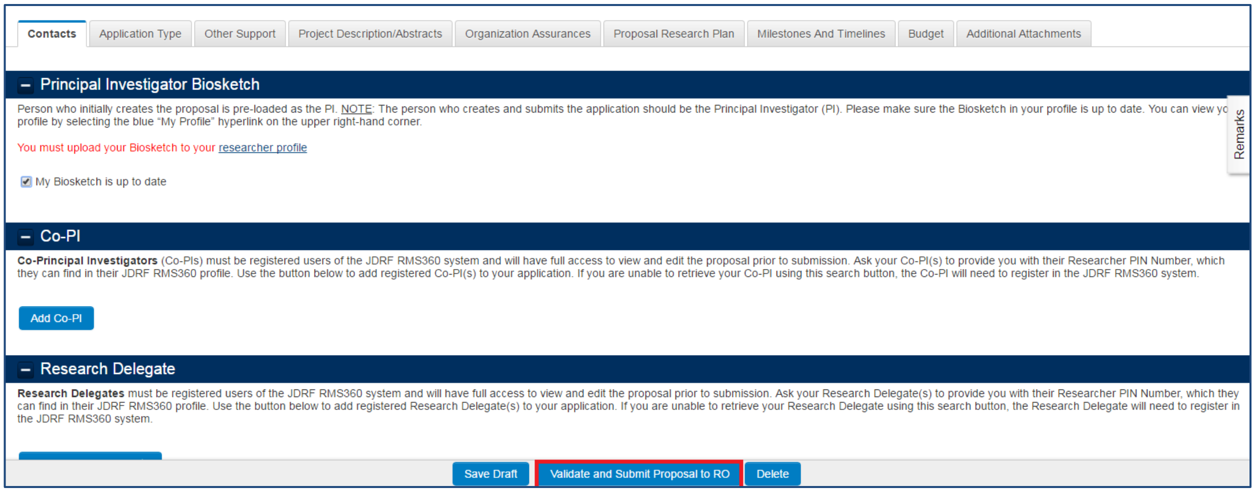
1. **How do I submit my LOI or EOI application to Breakthrough T1D?**
   To complete the online submission for an LOI or EOI application, the PI will click the *Submit LOI* button.



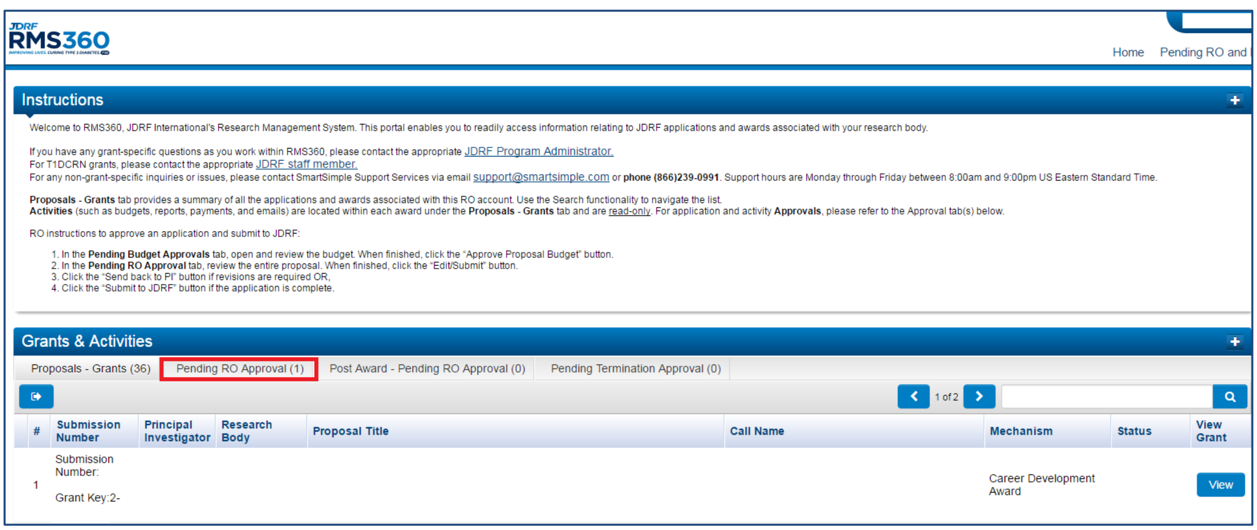
2. How do I submit my full proposal to Breakthrough T1D?

The full proposal submission process has two necessary steps:

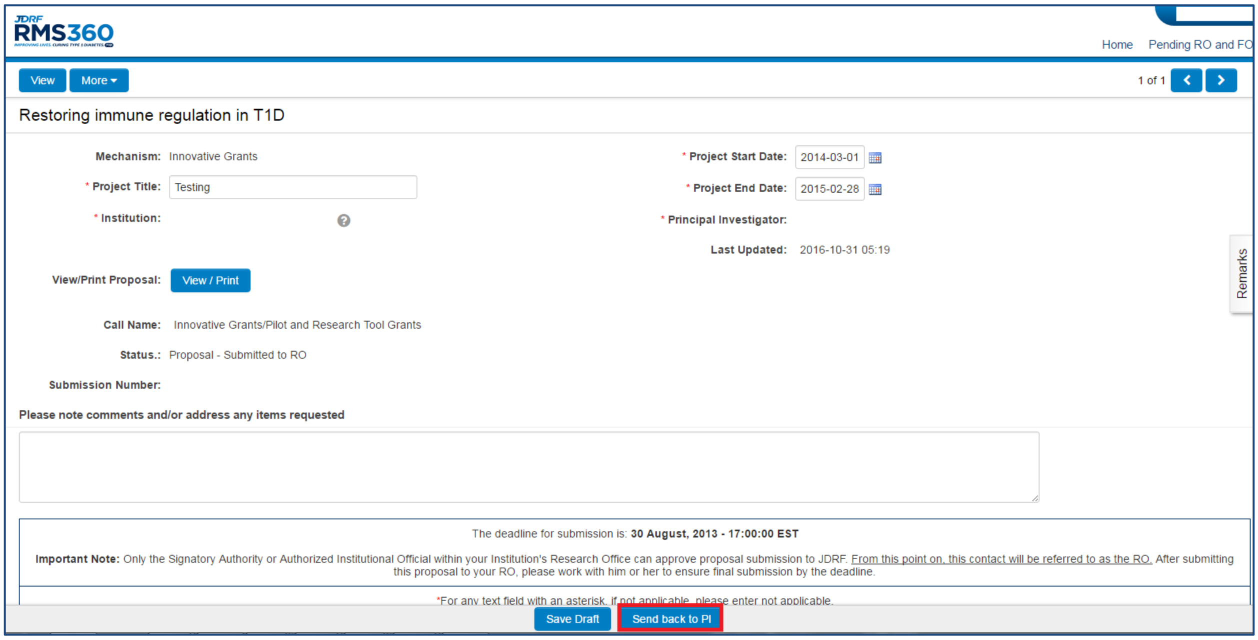
- The PI submits an application to their Research Office (RO)



- The RO approves the budget, and formally submits the proposal to Breakthrough T1D from the *Pending RO Approval* tab



3. **I prematurely submitted my proposal to the RO, what should I do?**
   The RO has the ability to send the proposal back to the PI. Please reach out to the RO and either ask them to update the proposal or send it back to the PI so they may revise the submission and resubmit to the RO.



Helpful Hints

- For the most optimal system functionality, please use either **Google Chrome** or **Mozilla Firefox** as your browser when accessing RMS360.

- If you are new to the system, please click on the orange **REGISTER** button found on the RMS360 login page to submit a new user registration.
  Note: Please refer to the FAQ content above when registering an RO or FO contact in RMS360 as this process is executed differently.

- If your **Organization** does not appear in the dropdown menu, please follow the instructions on the registration form to submit your new organization registration to Breakthrough T1D.

- If you forget your username or password, you may reset your password or retrieve your username from the login page of RMS360 by selecting the "**Forgot your username**" and "**Forgot your password**" links.

- While navigating your proposal or LOI in the system, select **Save Draft** often to ensure there is no loss of data. This is especially pertinent in the Budget section(s).

RMS360 Postaward FAQs

Accounts Log In and Password

1. What's the best browser to use with RMS360?
2. How do I reset my password?
3. How do I change my contact information in RMS360?

Roles in RMS360

1. What are the roles and responsibilities of the Principal Investigator (PI)/Researcher?
2. What are the roles and responsibilities of the Research Officer (RO)?
3. What are the roles and responsibilities of the Finance Officer (FO)?
4. What are the roles and responsibilities of the Research Delegate (RD)?
5. What are the roles and responsibilities of the Technology Transfer Office (TTO)?

Activations and Renewals

6. How do I add my TTO (Technology Transfer Officer) to a proposal?
7. How do I submit an Activation?
8. For multi-year grants, what do I need to submit to renew my grant?
9. How do I submit a Renewal Application?

Payment Details

1. How do I add Payment Details?

W9

1. How do I upload a W9 document?

Ethical Documents

1. How do I add an Ethical Document?

Terms and Conditions

1. How do I view the Terms and Conditions (T&Cs) of the award?

Milestones

1. How do I add milestones to my activation?
2. How do I make changes to my milestones after my award has been activated/renewed?

Monitoring and Reporting

1. How do I view when my reports are due?
2. How do I submit an Expenditure Report?

Budget Update

1. How do I request/submit a budget update?

No-Cost Extensions

1. How do I submit a No-cost Extension?

Transfers

1. How do I request a transfer?

Transition

1. How do I request a transition?

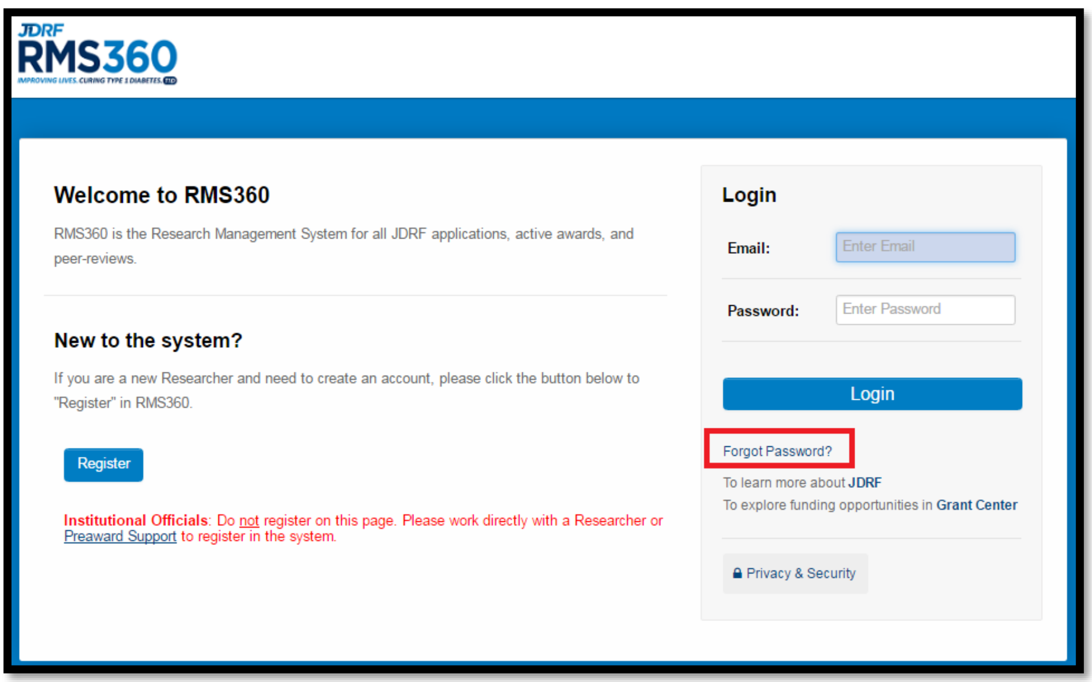
Termination

1. How do I complete the termination activity?

Accounts Log In and Password

1. **What's the best browser to use with RMS360?**
   For the most optimal system functionality, we recommend using either **Google Chrome** or **Mozilla Firefox** as your browser when accessing RMS360.

2. **How do I reset my password?**
   If you forget your password, you may reset your password from the login page of RMS360 by clicking on the "**Forgot password**" link. Your username is your email address.



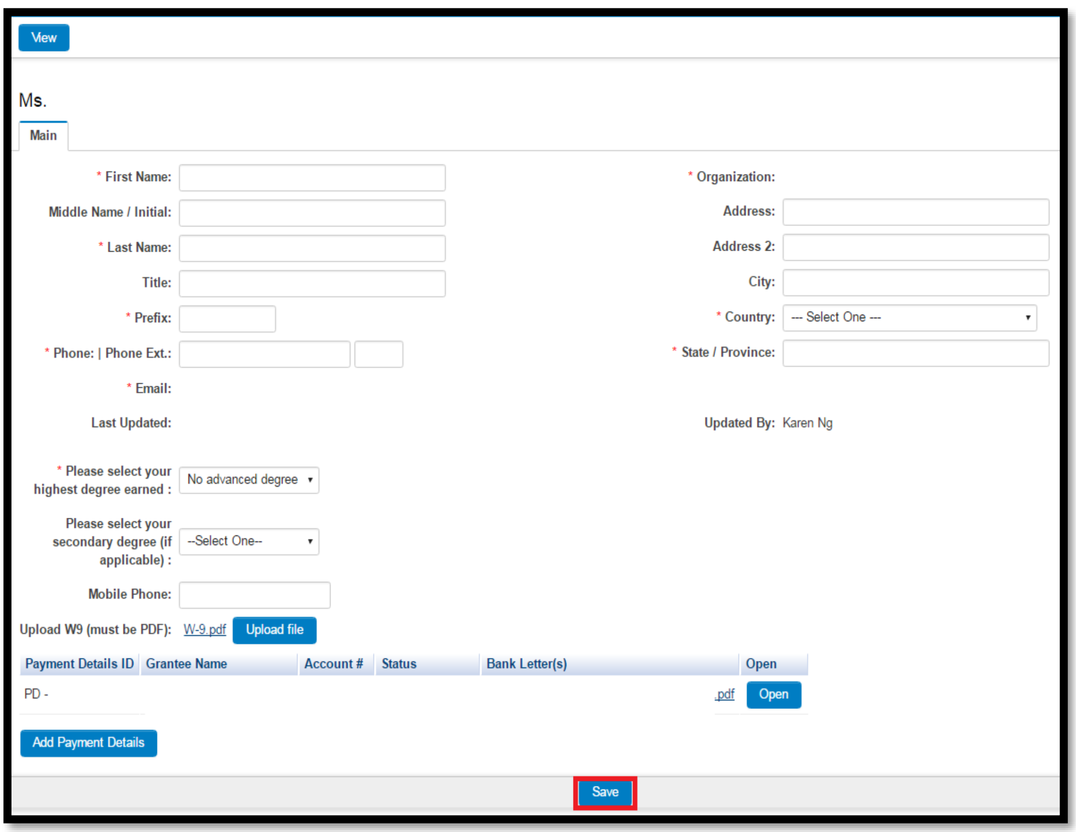
3. **How do I change my contact information in RMS360?**
   The following steps can be done by anyone who has an RMS360 login:

   Step 1. Log into RMS360.

   Step 2. On the home page, click on 'My Profile' in the upper right-hand corner.

Step 3. After the page refreshes, click on Edit in the upper left-hand corner.

Step 4. Make the necessary changes and click on Save at the bottom of the screen.



Roles in RMS360

1. **What are the roles and responsibilities of the Principal Investigator (PI)/Researcher?**
   The Principal Investigator has access to all reporting materials in RMS360 for his/her grant(s). The PI may complete most sections of the activation and renewal and works with the Research Officer to formally submit to Breakthrough T1D. In addition, the PI can complete and submit other reporting items in RMS360 as needed throughout the lifecycle of the award.

2. **What are the roles and responsibilities of the Research Officer (RO)?**
   The Research Officer has access to the activation and renewals and should work with the Principal Investigator and Financial Official to complete grant activations, renewals and expenditure reports as appropriate. For other reporting items, the RO should work with the PI as needed. In addition, the individual is required to complete the payment details for activations and renewals, certify that the information is accurate, and submit the reports.

3. **What are the roles and responsibilities of the Finance Officer (FO)?**
   The Finance Officer has access to expenditure reports for assigned grants. In this role, the individual is required to complete the expense column in the expenditure report, certify that the information included in the report is accurate, and submit the report to the Research Officer.

4. **What are the roles and responsibilities of the Research Delegate (RD)?**

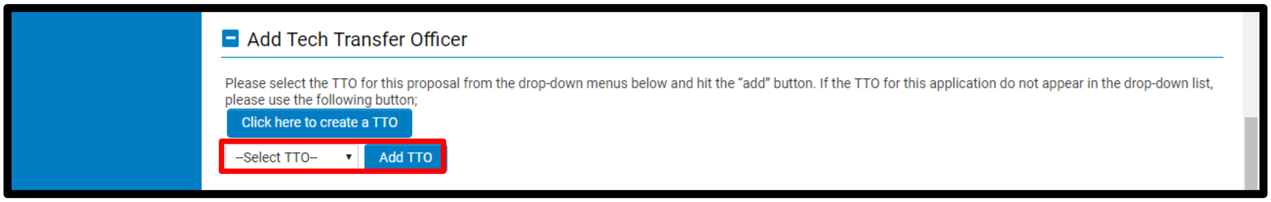
   The Research Delegate is designated by the Principal Investigator to assist with all required PI submissions. The RD has access to all reporting materials in RMS360 for his/her assigned grant(s) with the exception of the annual Expenditure Report. The RD may complete most sections of the Activation and Renewal and can complete other reporting items as needed throughout the lifecycle of the award such as Scientific Progress Reports and Ethical Renewals. The RD cannot submit any items in RMS360.

5. **What are the roles and responsibilities of the Technology Transfer Office (TTO)?**

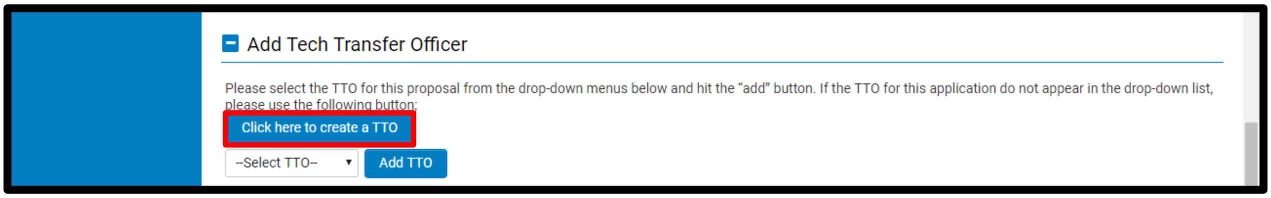
   The Technology Transfer Office contact is designated by the Grantee Institution and is the individual responsible for reporting all Intellectual Property to Breakthrough T1D.

Activations and Renewals

6. **How do I add my TTO (Technology Transfer Officer) to a proposal?**
   Under the *Contacts* tab of the online application, select your TTO from the appropriate dropdown menu.

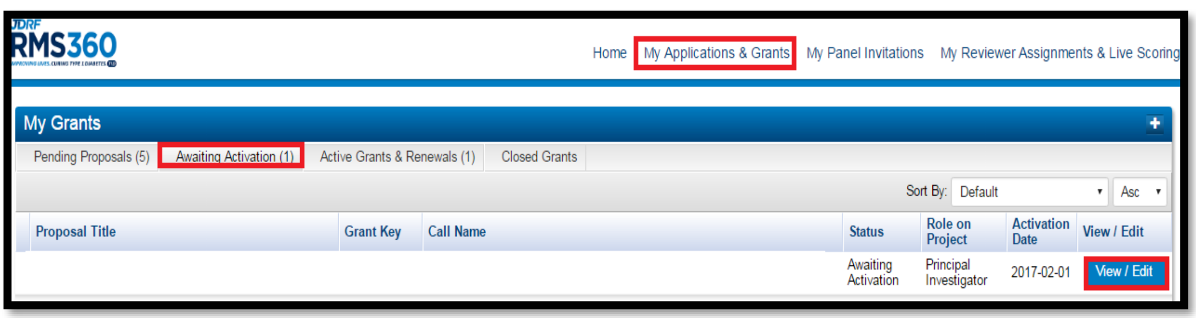


If your TTO contact does not appear in the menu, select the *Click here to create a TTO* link.

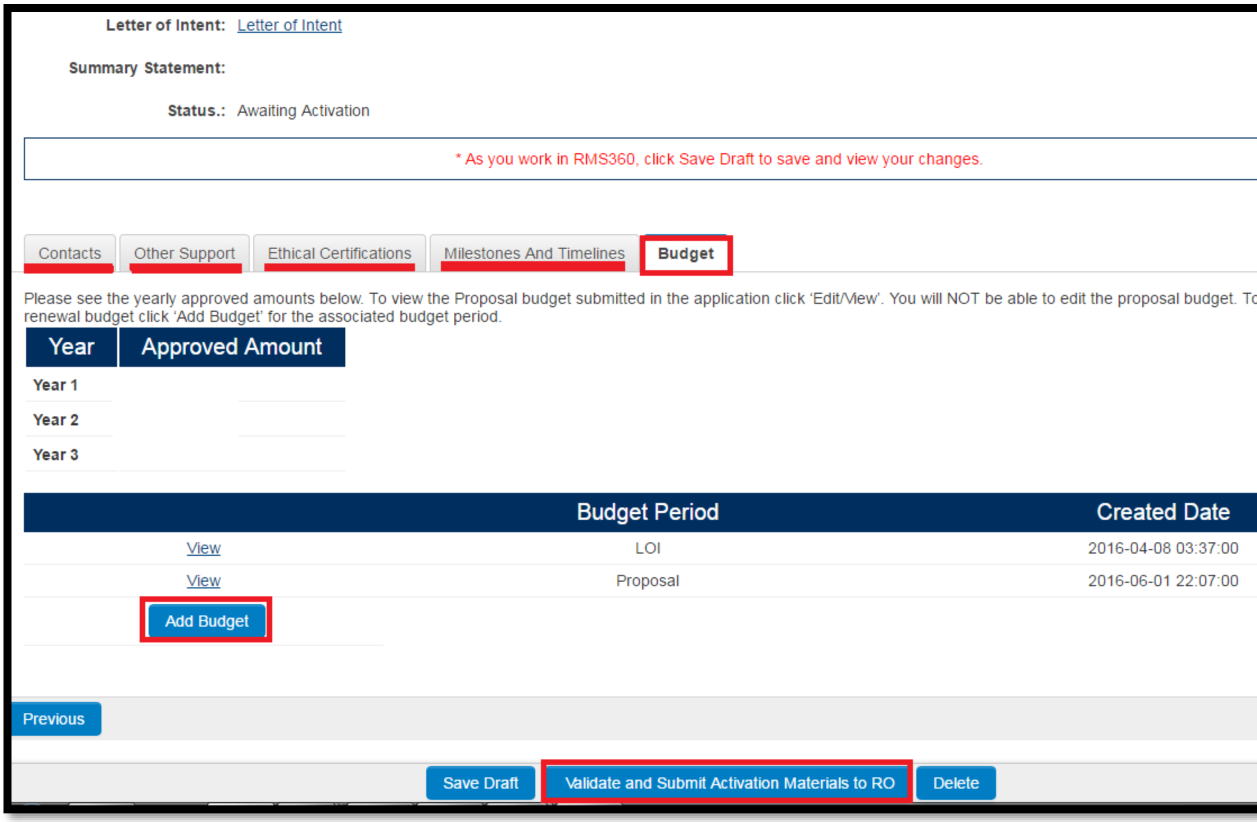


7. **How do I submit an Activation?**
   Roles: The following steps are to be completed by the PI and RO.

   Step 1. The PI logs in to RMS360; select My Applications & Grants and the tab "Awaiting Activation", and then click on the blue 'View/Edit' button.

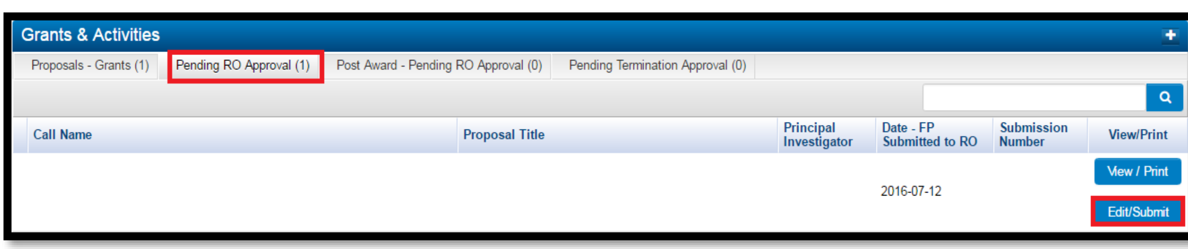


   Step 2. The PI completes all the information requested on each tab – Contacts, Other Support, Ethical Certifications, Milestones and Timelines and Budget. Under the Budget tab, click on 'Add Budget' to add, complete and save the Year 1 budget.



Step 3. The PI clicks on the button at the bottom of the screen, "Validate and Submit Activation Materials to RO".

Step 4. The RO logs into RMS360 and completes the activation process by approving the Year 1 Budget and adding payment details. Select the tab, "Pending RO Approval", and click on the blue Edit/Submit button.



8. For multi-year grants, what do I need to submit to renew my grant?

In order to renew funding for a multi-year grant, the following must be submitted:

- PI must submit an Annual Progress Report
- PI must work with the RO to submit a Renewal.
    - Note: the renewal starts in the PI's queue.

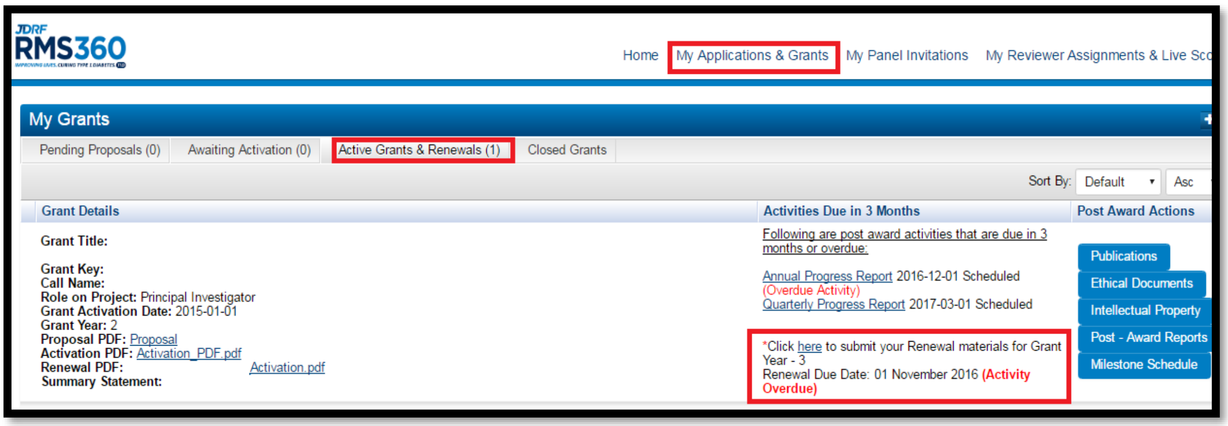
9. **How do I submit a Renewal Application?**

Roles: The following steps are to be completed by the PI and RO.

Step 1. The PI logs in to RMS360; select My Application and Grants and the tab Active Grants and Renewals.

Step 2. Click on the renewal link under “Activities Due in 3 Months”

Step 3. See question, “How do I submit an Activation?”, and follow the steps starting at #2.



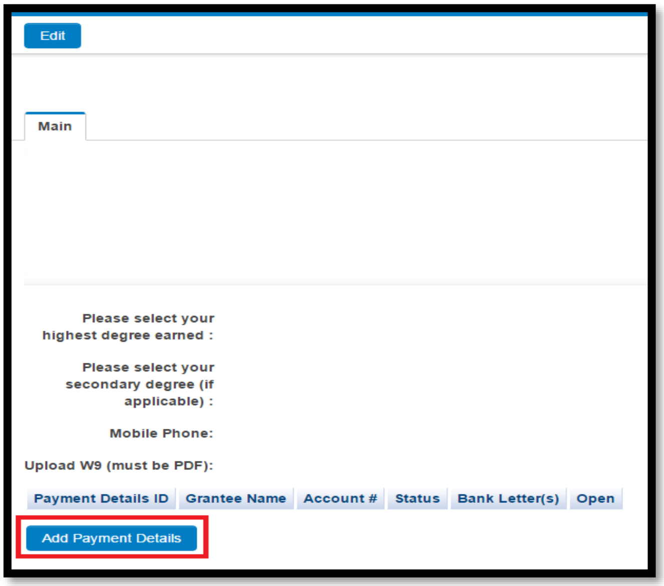
Payment Details

1. **How do I add Payment Details?**

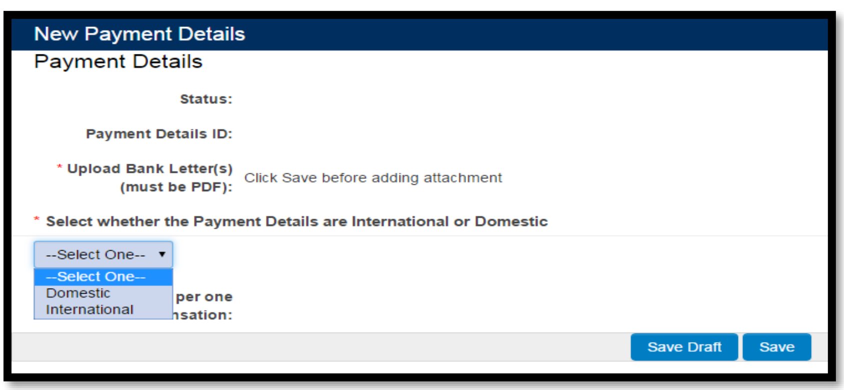
Roles: The following steps are to be completed by the Research Officer (RO).

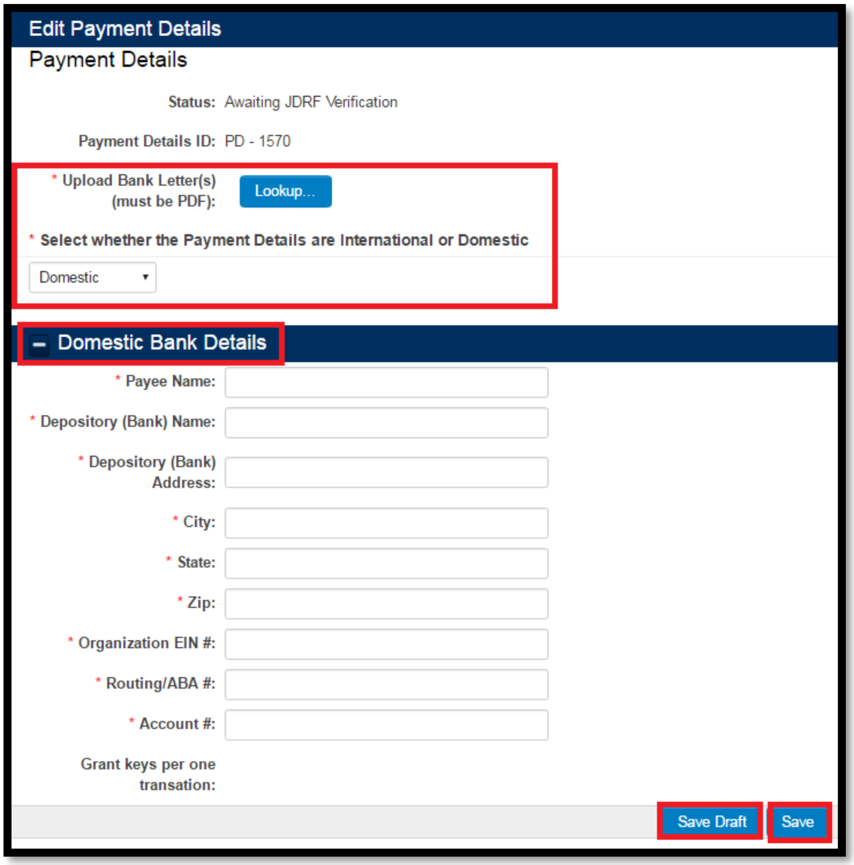
Step 1. See upper right corner hover over RO name and select ‘My Profile’ under dropdown

Step 2. Click on "Add Payment Details."



Step 3. Select Domestic or International under dropdown, a new window will appear, click on Save Draft to enable upload of an official bank letter, complete payment details and click on Save.





W9

1. **How do I upload a W9 document?**
   Roles: The following steps are to be completed by the Research Officer (RO).

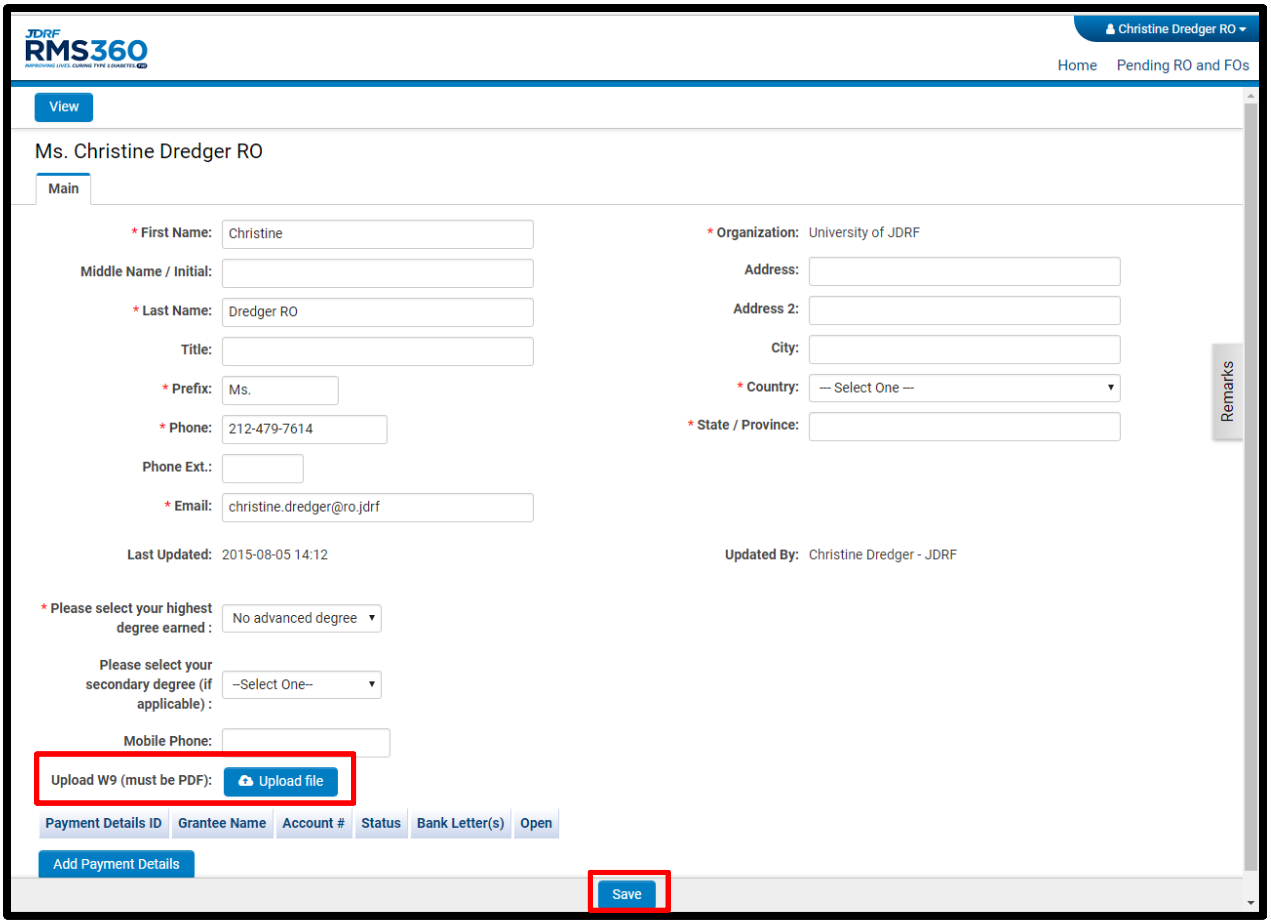
   Step 1. See upper right corner hover over RO name and select 'My Profile' under dropdown

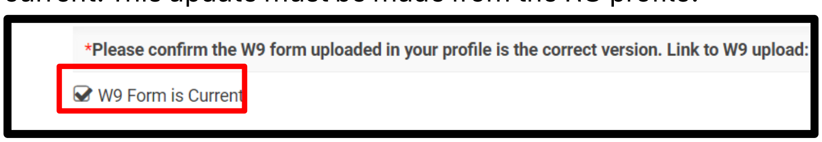
   Step 2. Click on "Edit"

   Step 3. The RO will upload the W9 file by clicking on the "Upload file" button next to where it says "Upload W9 (must be PDF):". The RO will then click "Save."



Step 4. The RO must confirm within an application that the W9 uploaded in their profile is current. This update must be made from the RO profile.

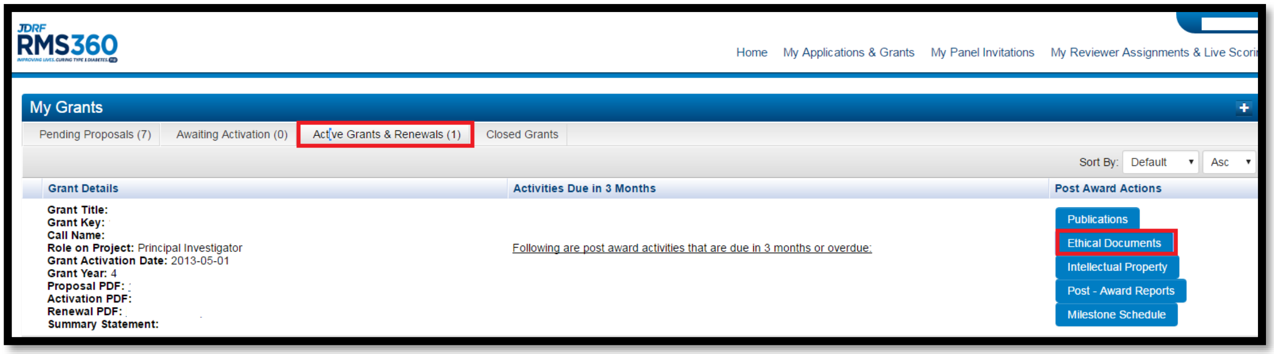


Ethical Documents

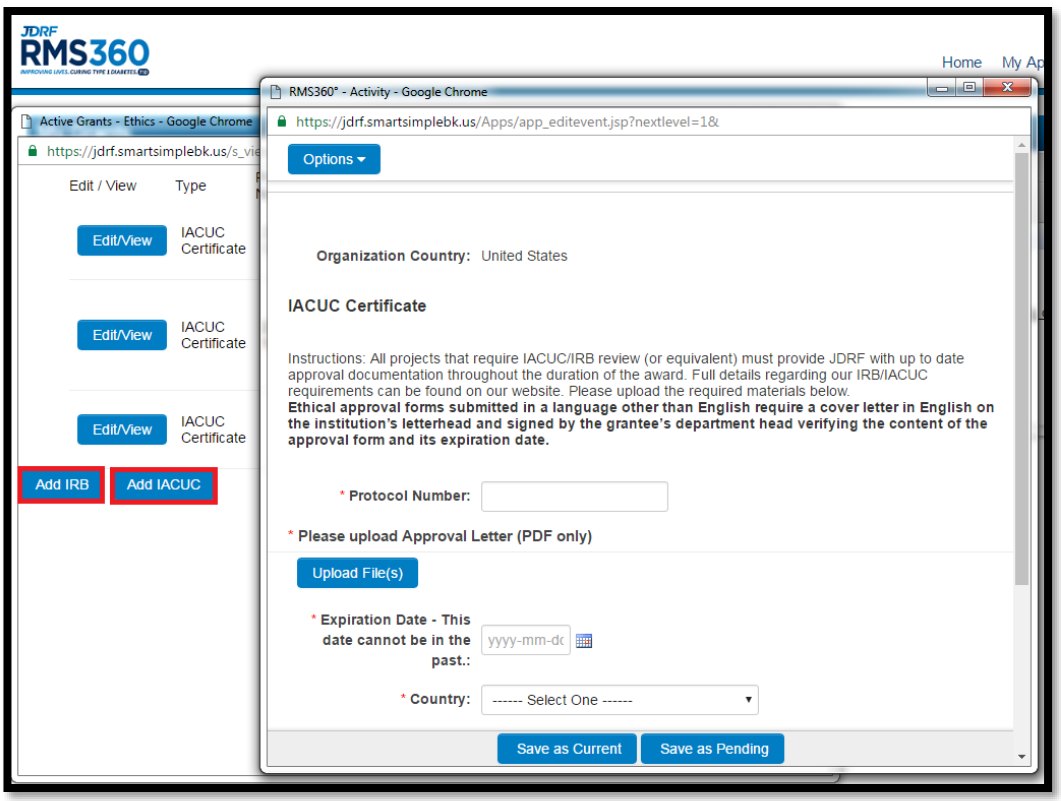
1. How do I add an Ethical Document?

Roles: The following steps are to be completed by the Principal Investigator (PI):

Step 1. Select the Active Grants & Renewals tab and click on the blue Ethical Document button on the right.



Step 2. After you click on the 'Ethical Documents' button, a new window will open. Complete the information, Upload the File and then click on "Save as Current" to submit. [Please note: The screenshot is for the IACUC form. For the IRB form, make sure you upload the approval letter, Study Protocol/Application, and if necessary, the Informed Consent form(s)].

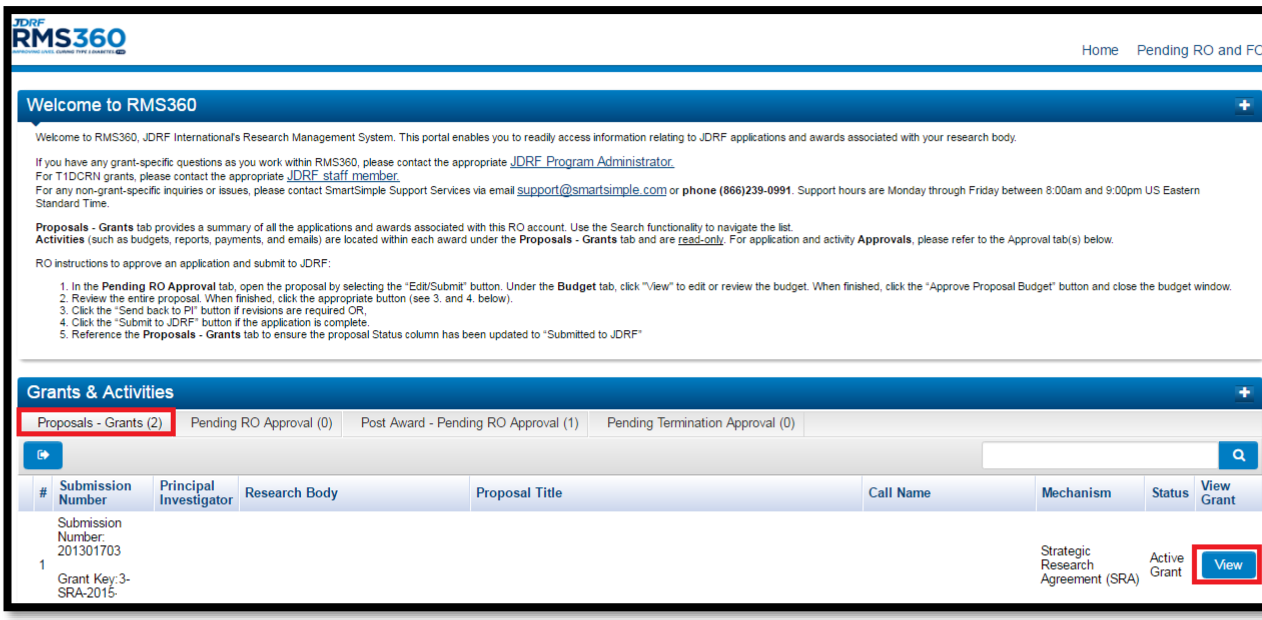


Terms and Conditions

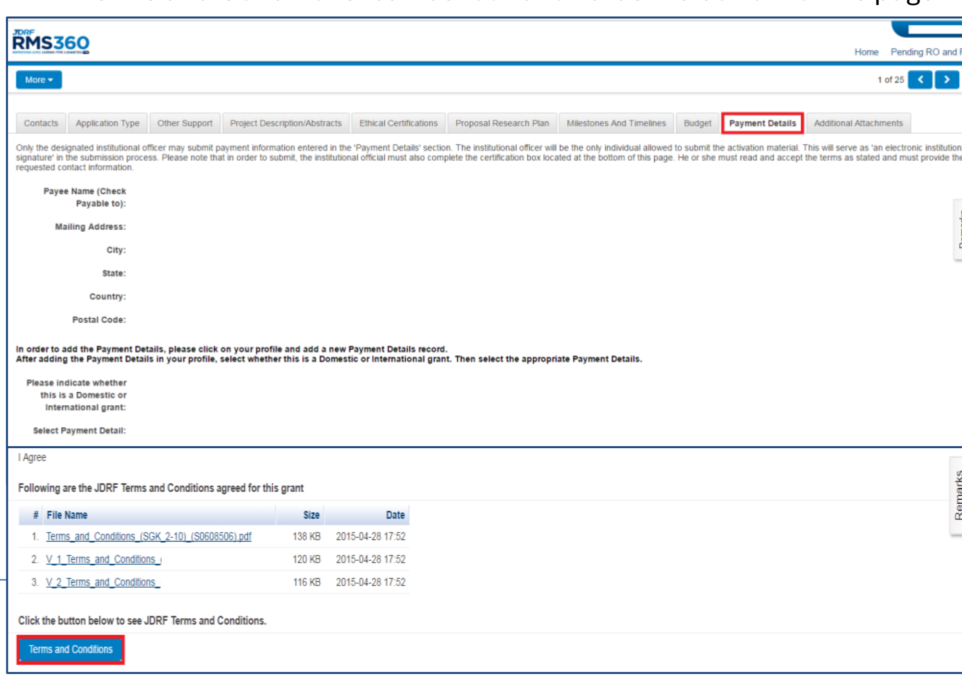
1. **How do I view the Terms and Conditions (T&Cs) of the award?**
   Roles: The following steps are for the Research Officer (RO).

   The terms and conditions are made available to the RO at the time of an activation or renewal, in which the RO reviews and agrees via an electronic signature to Breakthrough T1D's T&Cs. If the RO wishes to view the T&Cs after a grant has been activated or renewed, the RO must follow the steps below.

   Step 1. The RO logs in to RMS360, clicks on the "Proposals/Grants" Tab and clicks on the View button.



   Step 2. Once the award page loads, the 'Payment Details' tab must be selected and the 'Terms and Conditions' can be found towards the bottom of the page.

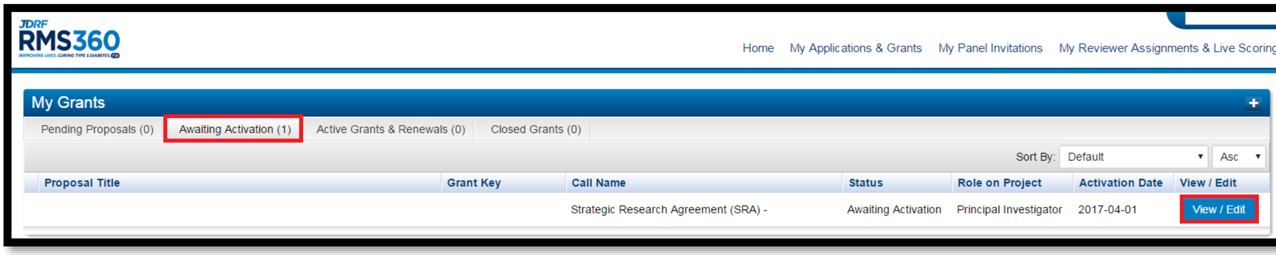


Milestones

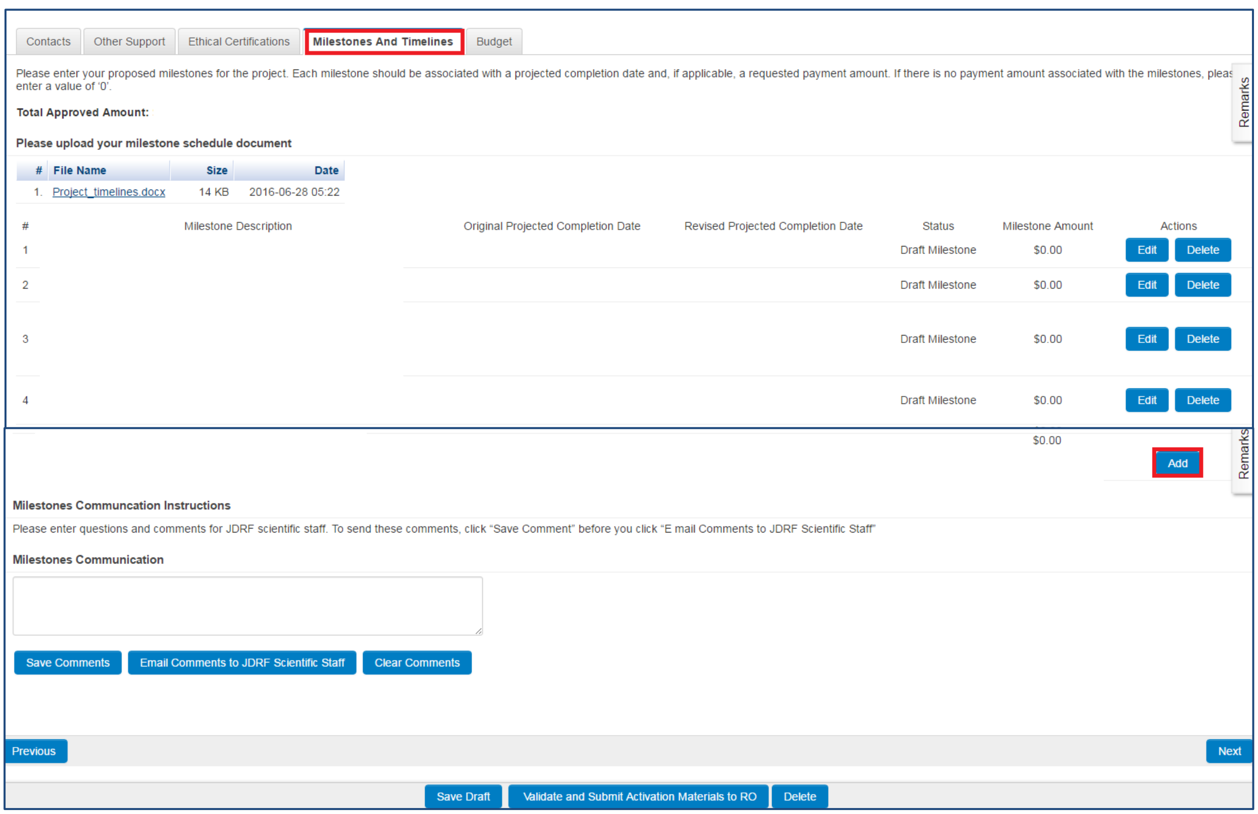
1. How do I add milestones to my activation?

Roles: The following steps are for the Principal Investigator (PI).

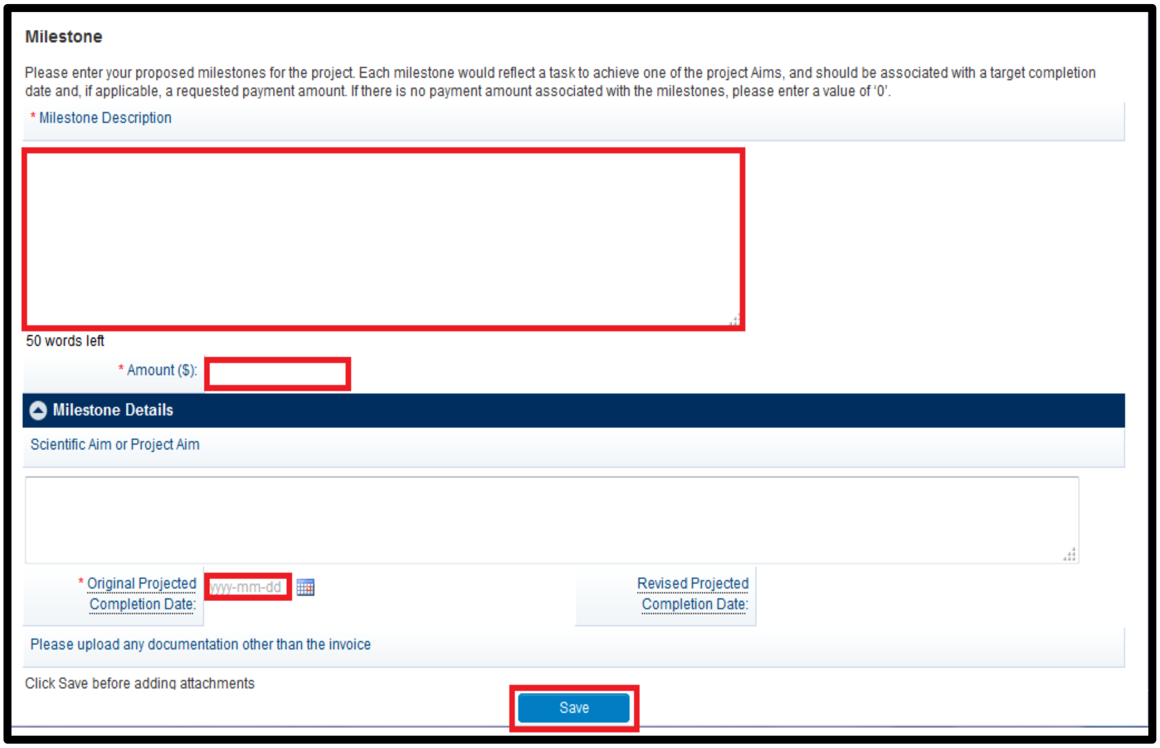
Step 1. Log into RMS360 and navigate to the 'Awaiting Activations' tab and click on the 'View/Edit' button.



Step 2. Once in the Activation, navigate to the 'Milestones And Timelines' tab and click on the 'Add' button.

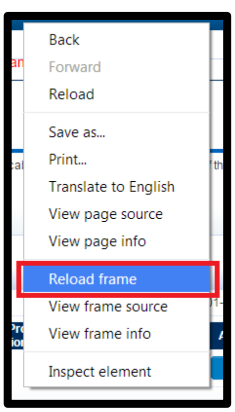


Step 3. A new window will pop up – enter the information regarding the milestone (Milestone Description, Amount, Original Projected Completion Date) and click on 'Save'.

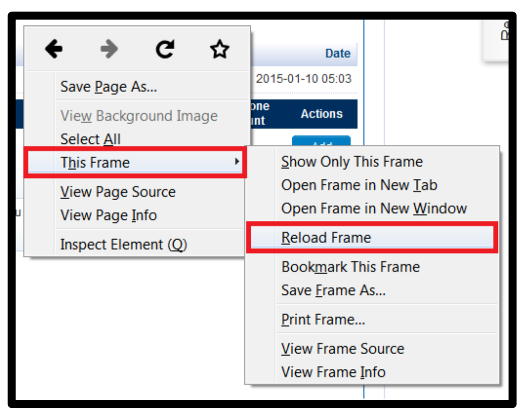


Step 4. After clicking on 'Save', close the pop up window to go back to the main Activation screen.

Step 5. If using Google Chrome, right-click, then choose 'Reload Frame'. (If using Mozilla Firefox, right-click, then choose 'This Frame', then 'Reload Frame').

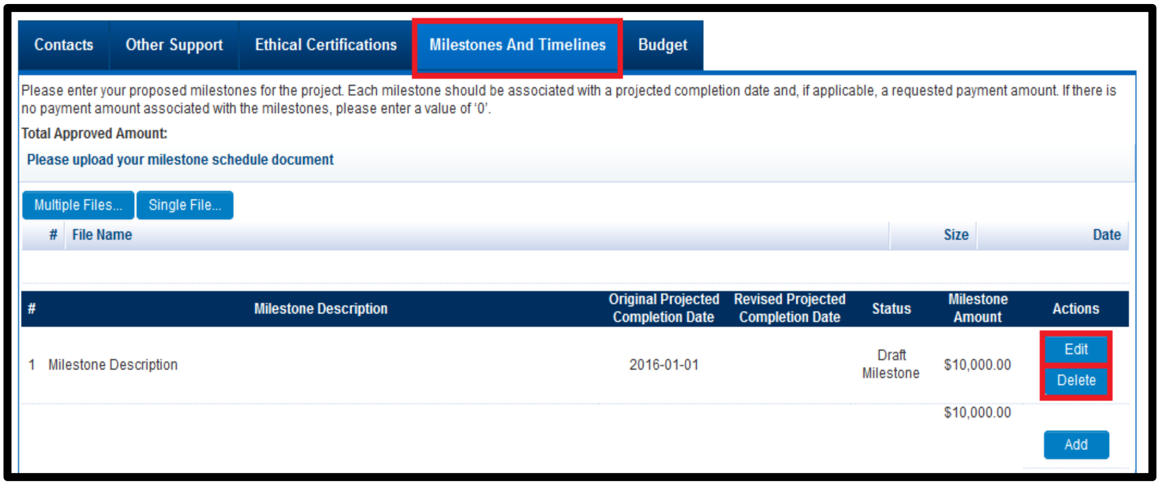


Google Chrome right-click menu



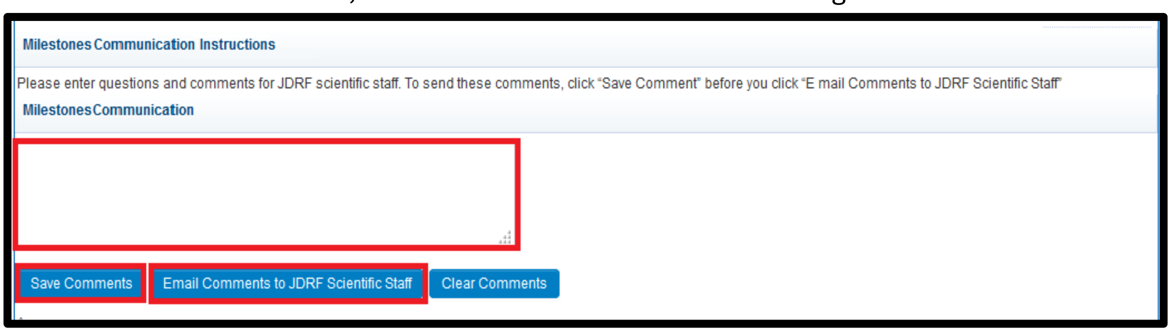
Mozilla Firefox right-click menu

Step 6. Navigate back to the 'Milestone And Timelines' tab – you should see the milestone you just added. If edits are required, click on the blue 'Edit' button or 'Delete' if you wish to delete a milestone.



Step 7. Continue this process until all milestones are added.

Step 8. If PI needs to communicate with the Breakthrough T1D Scientific Program Manager regarding milestones, the PI can use the "Milestones Communication" text box. Type the necessary communication to Breakthrough T1D, then click on 'Save Comments', then 'Email Comments to Breakthrough T1D Scientific Staff'.

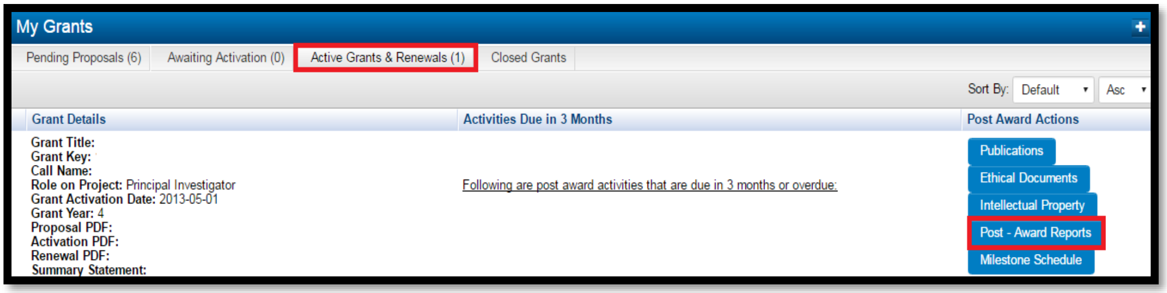


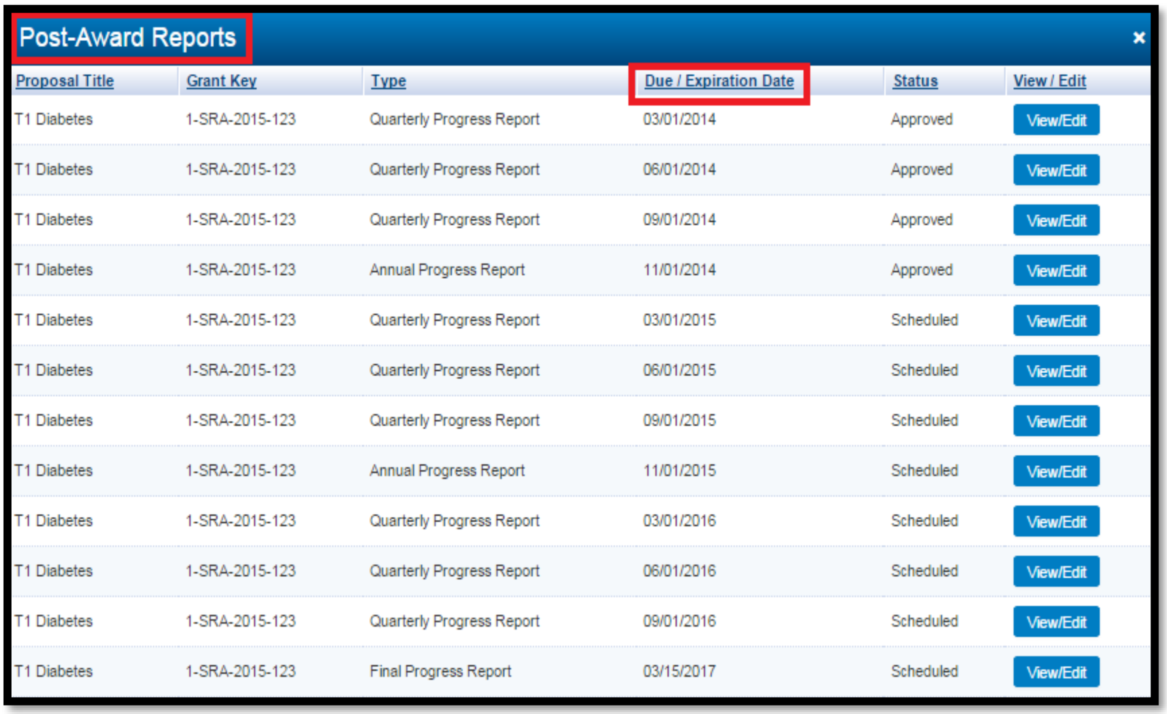
2. **How do I make changes to my milestones after my award has been activated/renewed?**
   Please contact the Breakthrough T1D Scientific Program Manager to make any changes.

Monitoring and Reporting

1. **How do I view when my reports are due?**
   Roles: The following steps are for the Principal Investigator (PI), Research Officer (RO), and Financial Officer (RO).

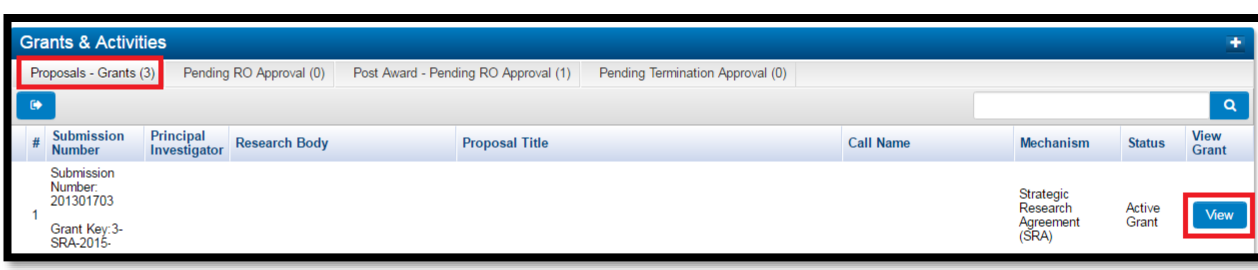
   PI: The PI can view all due dates for Post-Award Reports by logging in to RMS360 and selecting "Post-Award Reports".

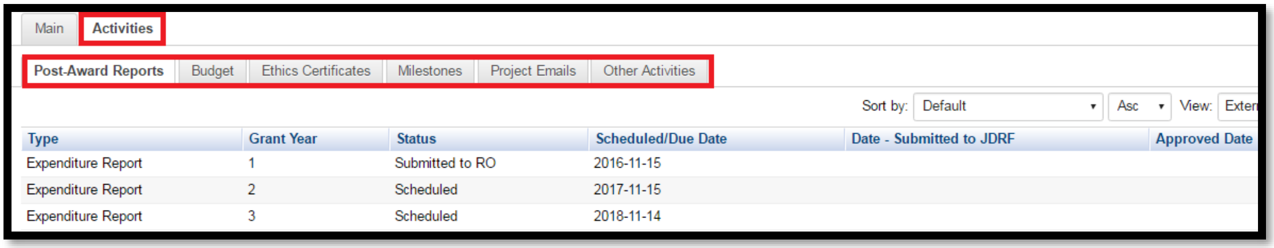



Post-Award Reports

Proposal Title	Grant Key	Type	Due / Expiration Date	Status	View / Edit
T1 Diabetes	1-SRA-2015-123	Quarterly Progress Report	03/01/2014	Approved	View/Edit
T1 Diabetes	1-SRA-2015-123	Quarterly Progress Report	06/01/2014	Approved	View/Edit
T1 Diabetes	1-SRA-2015-123	Quarterly Progress Report	09/01/2014	Approved	View/Edit
T1 Diabetes	1-SRA-2015-123	Annual Progress Report	11/01/2014	Approved	View/Edit
T1 Diabetes	1-SRA-2015-123	Quarterly Progress Report	03/01/2015	Scheduled	View/Edit
T1 Diabetes	1-SRA-2015-123	Quarterly Progress Report	06/01/2015	Scheduled	View/Edit
T1 Diabetes	1-SRA-2015-123	Quarterly Progress Report	09/01/2015	Scheduled	View/Edit
T1 Diabetes	1-SRA-2015-123	Annual Progress Report	11/01/2015	Scheduled	View/Edit
T1 Diabetes	1-SRA-2015-123	Quarterly Progress Report	03/01/2016	Scheduled	View/Edit
T1 Diabetes	1-SRA-2015-123	Quarterly Progress Report	06/01/2016	Scheduled	View/Edit
T1 Diabetes	1-SRA-2015-123	Quarterly Progress Report	09/01/2016	Scheduled	View/Edit
T1 Diabetes	1-SRA-2015-123	Final Progress Report	03/15/2017	Scheduled	View/Edit

RO: The RO can view due dates/submission dates for expenditure reports and other documents by selecting the Proposals – Grants tab, clicking on the View button and selecting the Activities tab. The RO will coordinate with the PI to be informed of the due dates or submissions for Post-Award Reports. The RO will coordinate with the FO to be informed of the due dates or submissions for the Expenditure Reports.





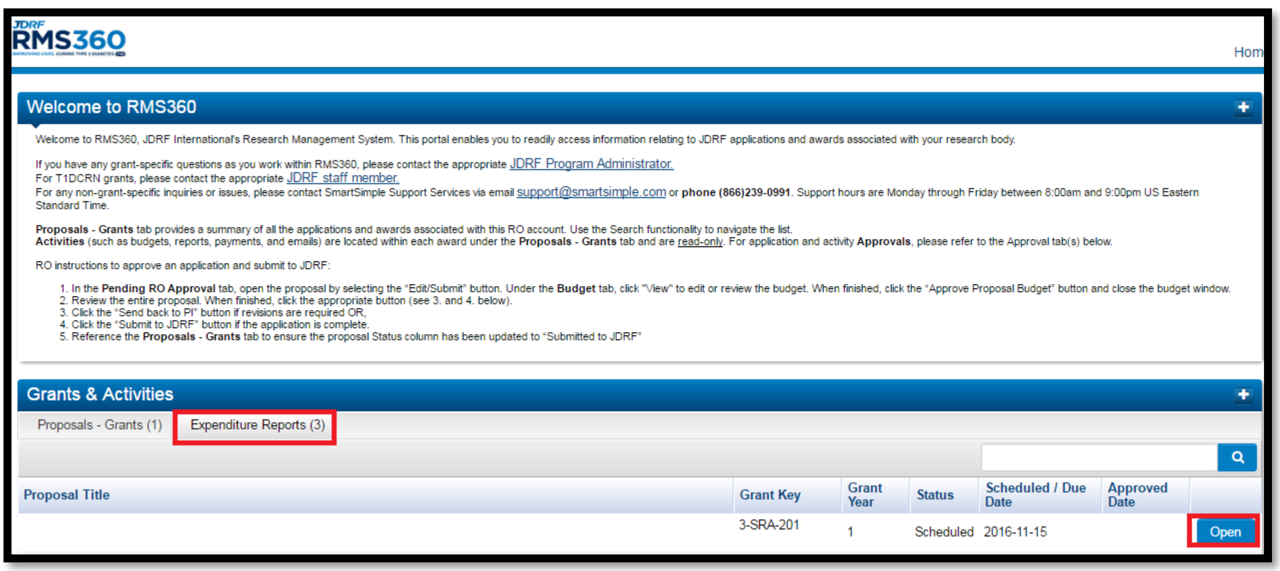
FO: The FO can view all due dates for Expenditure Reports by logging in to RMS360 and selecting “Expenditure Reports”.

2. **How do I submit an Expenditure Report?**

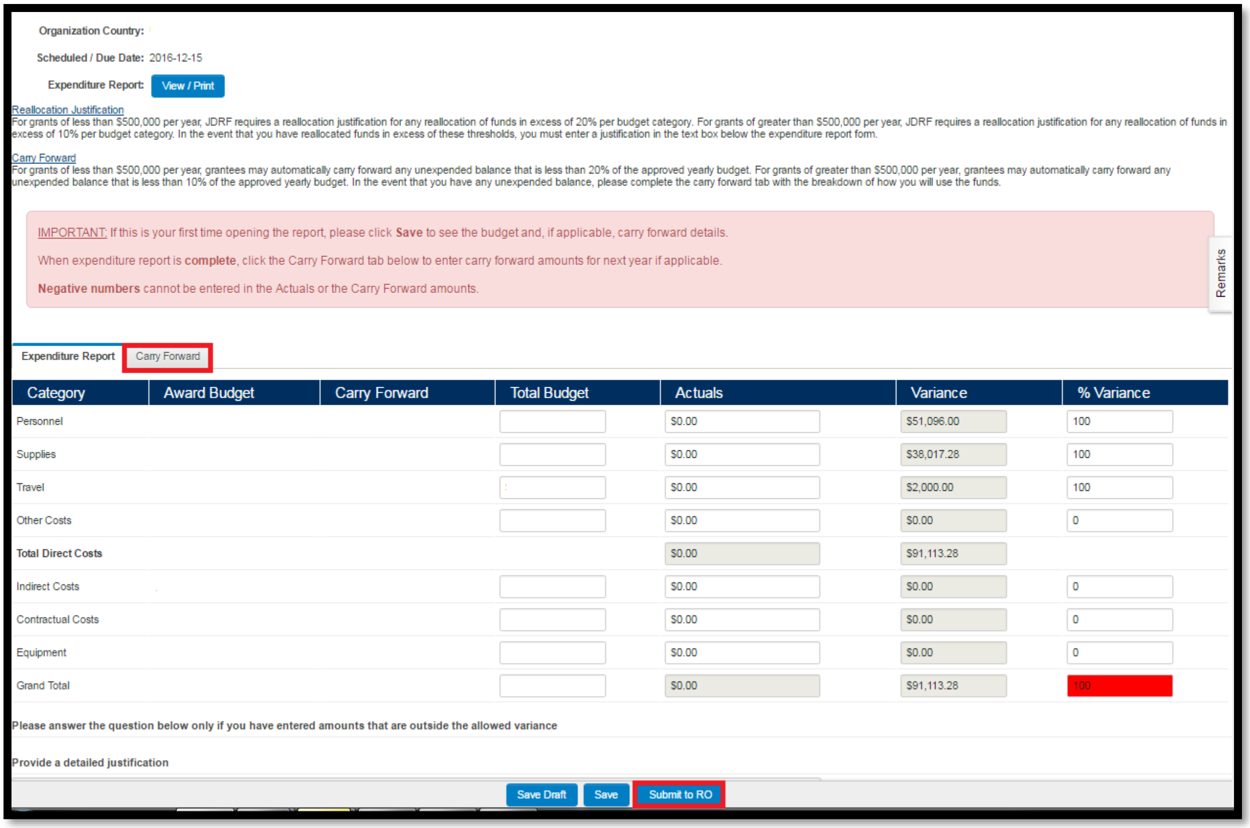
Roles: The following steps are to be completed by the Finance Officer (FO) and Research Officer (RO):

Step 1. FO selects the tab ‘Expenditure Reports’ to see a list of Expenditure Reports due.

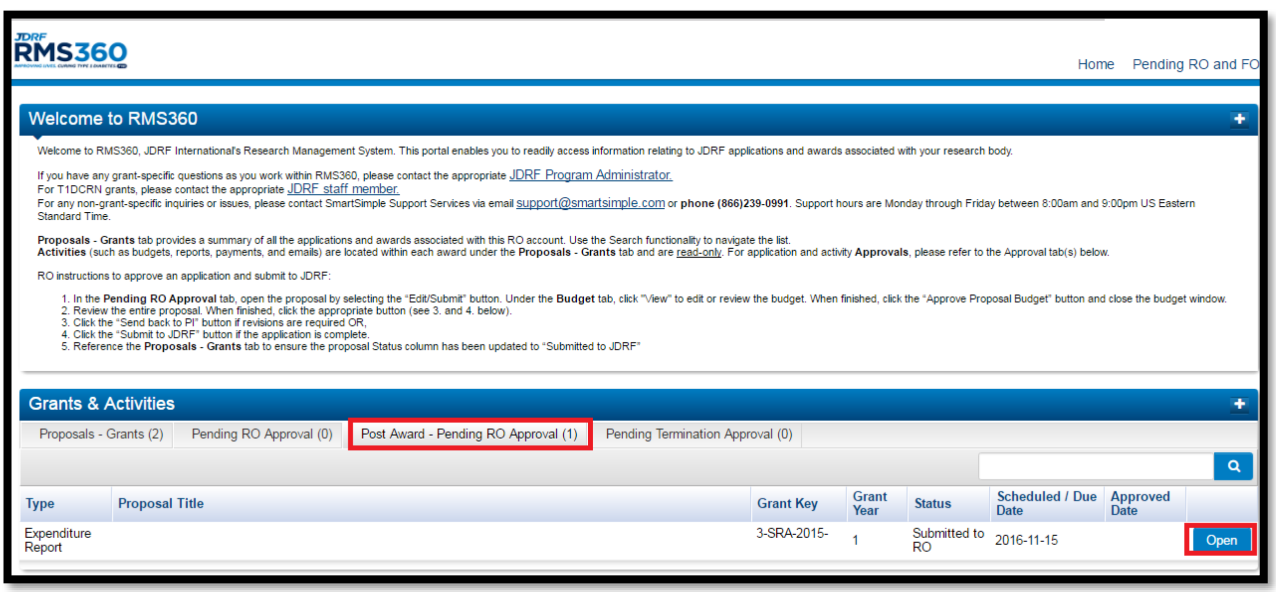
Step 2. Click on the blue ‘Open’ button to the right to open an expenditure report.



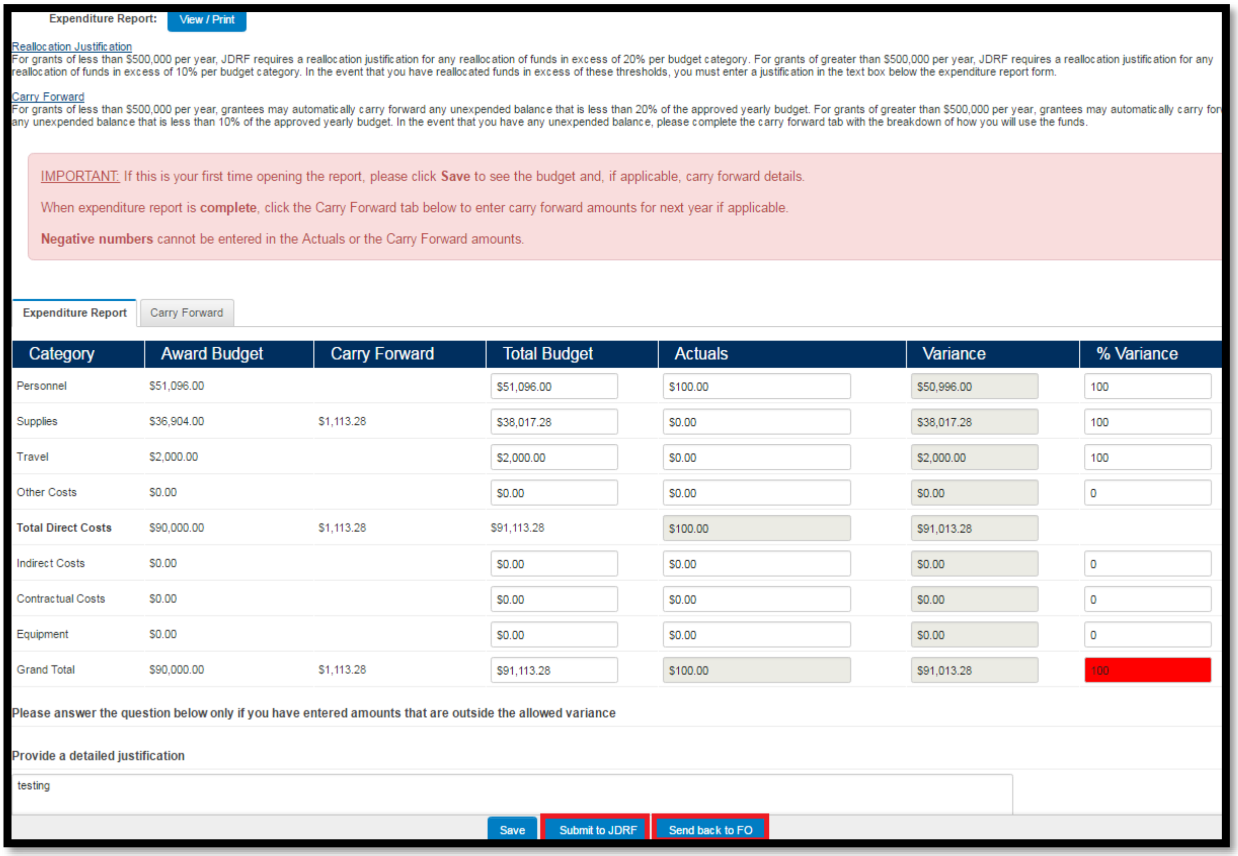
Step 3. Once the ER opens, complete the form (scroll down). For any variance highlighted in red, please include a justification. For any unexpended funds, complete the Carry Forward tab. Once you are done, click on the ‘Submit to RO’ button at the bottom of the screen:



Step 4. RO selects the tab 'Post Award – Pending RO Approval' and clicks on blue 'Open' button to the right of the expenditure report.



Step 5. The RO reviews the report; if revisions are needed click on "Send back to FO." If everything is complete click on "Submit to Breakthrough T1D."


Expenditure Report: View / Print

Reallocation Justification
For grants of less than $500,000 per year, JDRF requires a reallocation justification for any reallocation of funds in excess of 20% per budget category. For grants of greater than $500,000 per year, JDRF requires a reallocation justification for any reallocation of funds in excess of 10% per budget category. In the event that you have reallocated funds in excess of these thresholds, you must enter a justification in the text box below the expenditure report form.

Carry Forward
For grants of less than $500,000 per year, grantees may automatically carry forward any unexpended balance that is less than 20% of the approved yearly budget. For grants of greater than $500,000 per year, grantees may automatically carry for any unexpended balance that is less than 10% of the approved yearly budget. In the event that you have any unexpended balance, please complete the carry forward tab with the breakdown of how you will use the funds.

IMPORTANT: If this is your first time opening the report, please click **Save** to see the budget and, if applicable, carry forward details.

When expenditure report is **complete**, click the Carry Forward tab below to enter carry forward amounts for next year if applicable.

Negative numbers cannot be entered in the Actuals or the Carry Forward amounts.

Expenditure Report | Carry Forward

Category	Award Budget	Carry Forward	Total Budget	Actuals	Variance	% Variance
Personnel	$51,096.00		$51,096.00	$100.00	$50,996.00	100
Supplies	$36,904.00	$1,113.28	$38,017.28	$0.00	$38,017.28	100
Travel	$2,000.00		$2,000.00	$0.00	$2,000.00	100
Other Costs	$0.00		$0.00	$0.00	$0.00	0
Total Direct Costs	$90,000.00	$1,113.28	$91,113.28	$100.00	$91,013.28	
Indirect Costs	$0.00		$0.00	$0.00	$0.00	0
Contractual Costs	$0.00		$0.00	$0.00	$0.00	0
Equipment	$0.00		$0.00	$0.00	$0.00	0
Grand Total	$90,000.00	$1,113.28	$91,113.28	$100.00	$91,013.28	100

Please answer the question below only if you have entered amounts that are outside the allowed variance

Provide a detailed justification

testing

Save | Submit to JDRF | Send back to FO

Budget Update

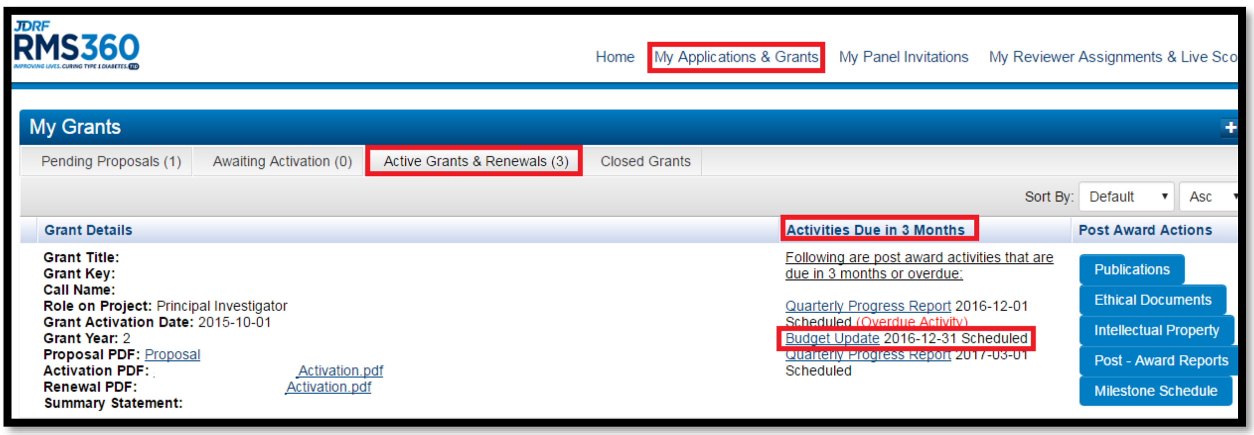
1. How do I request/submit a budget update?

Roles: The following steps are to be completed by the Principal Investigator (PI) and Research Officer (RO).

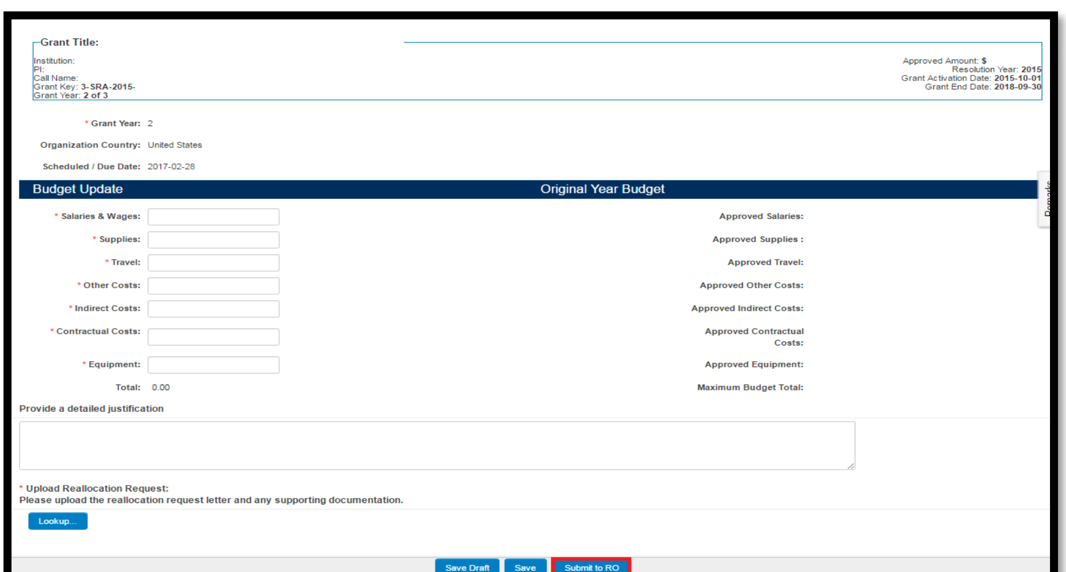
Step 1. The PI must email first email the Breakthrough T1D Administrator to request permission to complete a budget update.

Step 2. The Breakthrough T1D Administrator will email the PI once the budget update is created in RMS360.

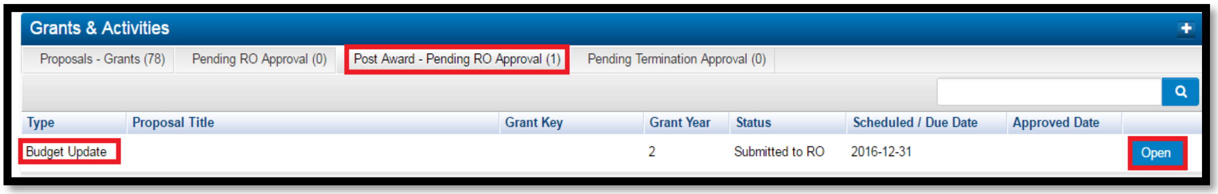
Step 3. The PI logs in to RMS360, select My Applications & Grants and the Active Grants & Renewals tab, the budget update link will appear under the column Activities Due in 3 Months. The due date will appear next to the link.



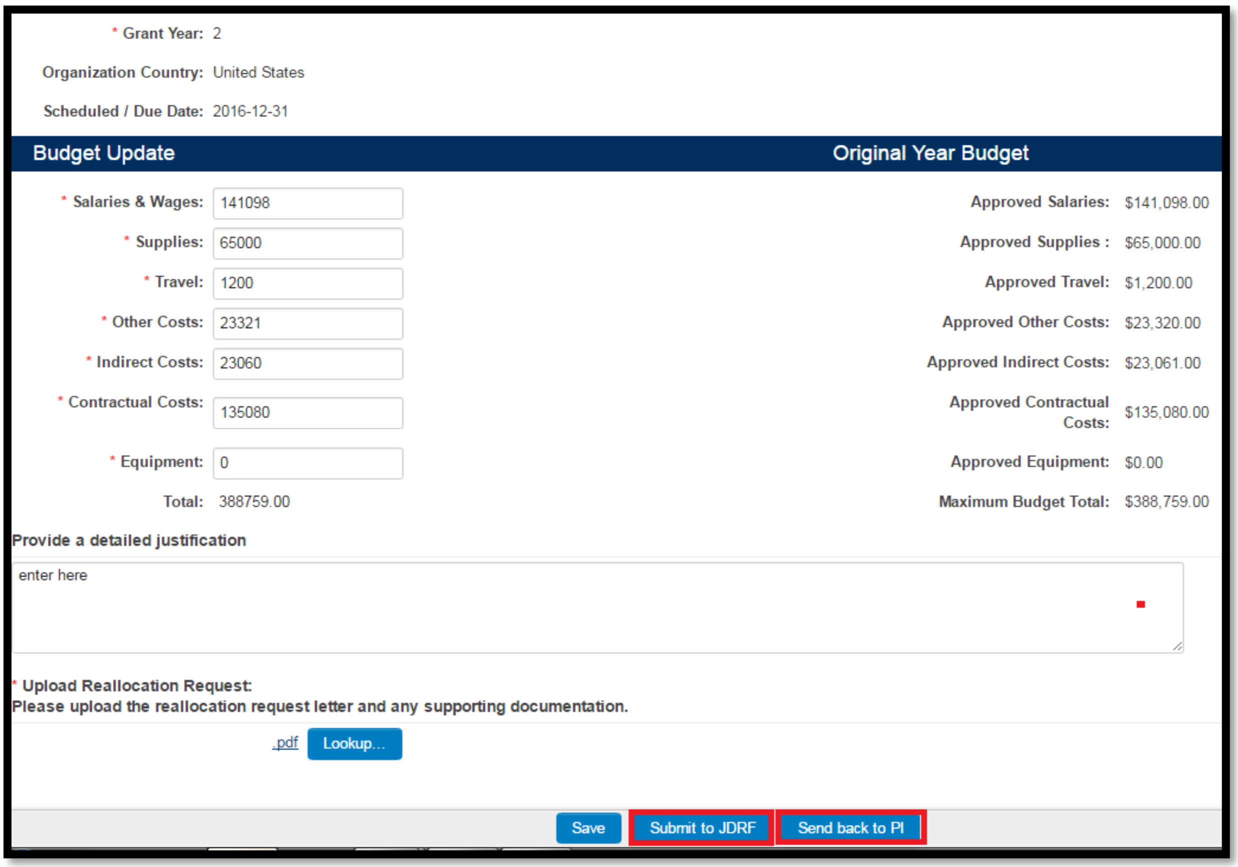
Step 4. The PI completes the budget update and must submit click on, 'Submit to RO' at the bottom of the screen.



Step 5. The RO logs into RMS360, selects 'Post-Award – Pending RO Approval, and 'Opens' the budget update.



Step 6. The RO reviews the budget update. If revisions are required, click on "Send back to PI". If acceptable, click "Submit to Breakthrough T1D".



No-Cost Extensions

1. How do I submit a No-cost Extension (NCE)?

Roles: The following steps are to be completed by the PI and the RO.

Step 1. A No-Cost Extension link will appear in the PI portal 90 days prior to the grant end date. If the PI does not see the link and would like to request one, contact the Breakthrough T1D Administrator.

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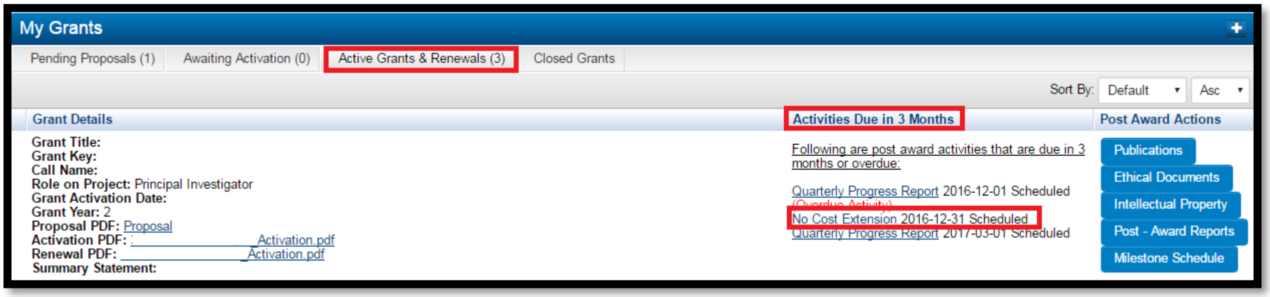
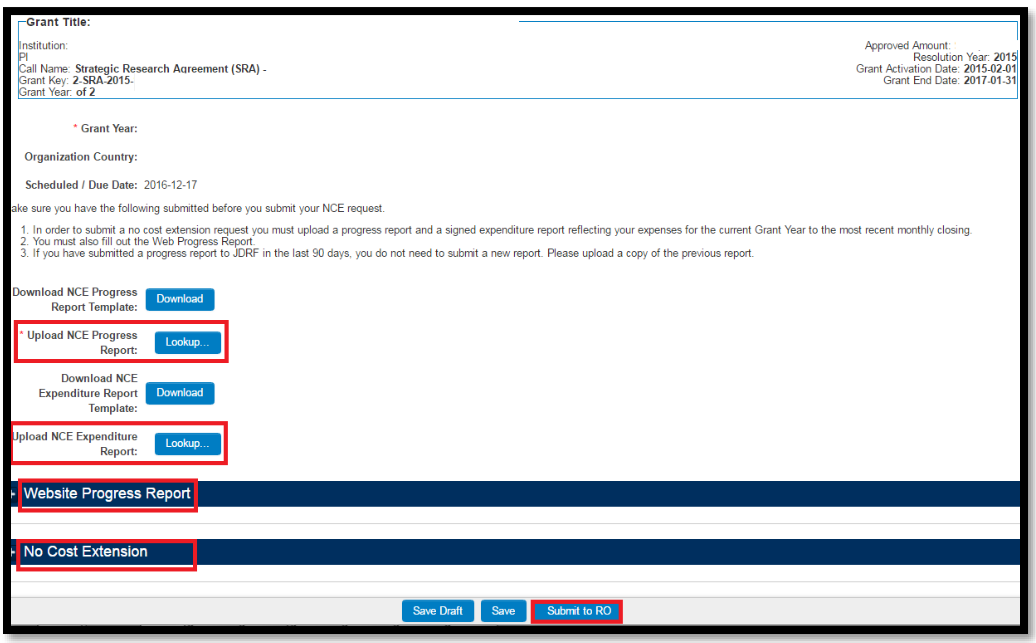
Step 2. The link for an NCE request is located under the Active Grants and Renewals tab under the column "Activities due in 3 months." The due date will appear next to the link.

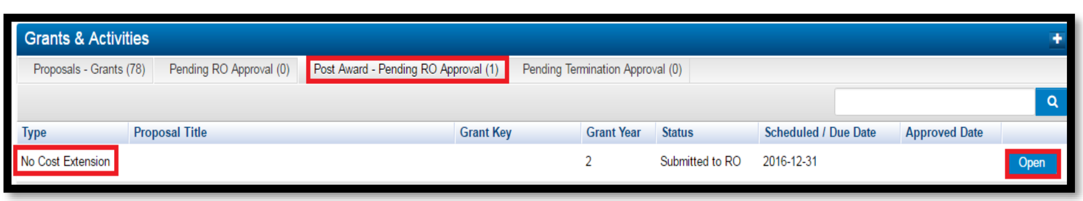


Step 3. PI must upload a progress report and a signed expenditure report reflecting expenses for the current Grant Year to the most recent monthly closing. PI must complete all sections of the Website Progress Report and No-cost Extension fields and when completed click on "Submit to RO"

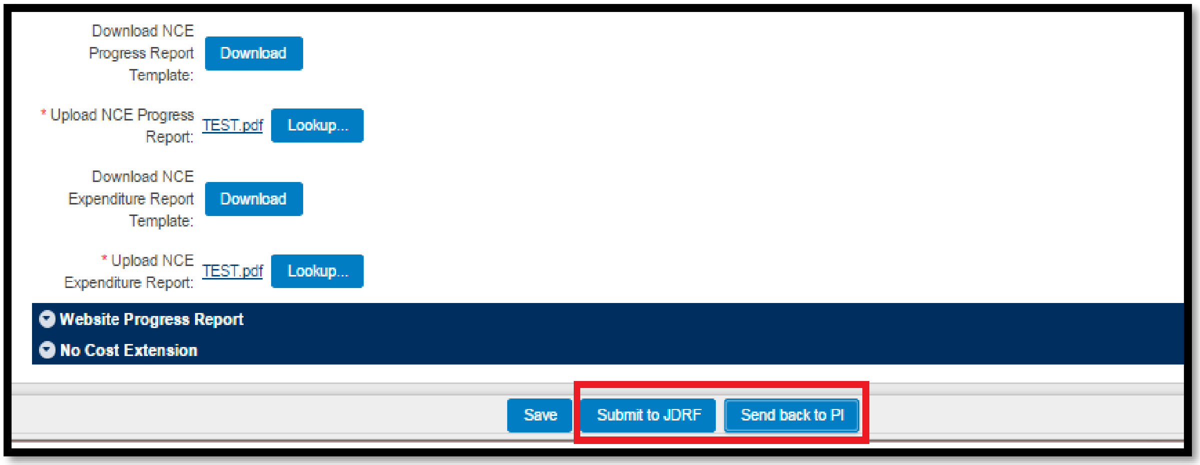


The following steps are to be completed by the Research Officer (RO):

Step 4. Select the Post Award-Pending RO Approval tab and click "Open"



Step 5. Review the Web Progress Report and No-cost Extension information. If revisions are required, click "Send back to PI". If acceptable, click "Submit to



Breakthrough T1D"

Transfers

1. **How do I request a transfer?**
   Roles: The following steps are to be completed by the Principal Investigator (PI).

Step 1. The PI must first email the Breakthrough T1D Administrator and request a transfer as soon as the PI becomes knowledgeable of his/her transfer.

Step 2. The Breakthrough T1D Administrator will email the PI with further instructions and steps to initiate the transfer.

- **Step a.** The PI will need to complete a Termination activity in RMS360 for the former institution.
- **Step b.** The PI will need to submit a Transfer application under the new institution.

Transition

1. **How do I request a transition?**
   Roles: The following steps are to be completed by the Principal Investigator (PI).

Step 1. The PI must first email the Breakthrough T1D Administrator to request a transition award, as soon as the PI becomes knowledgeable of his/her new faculty appointment.

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Step 2. The Breakthrough T1D Administrator will email the PI with further instructions and steps to initiate the transition, if approved.

- **Step a.** The PI will need to complete a Termination activity in RMS360 for the former institution.
- **Step b.** The PI will need to submit a Transition application under the new institution.

Termination

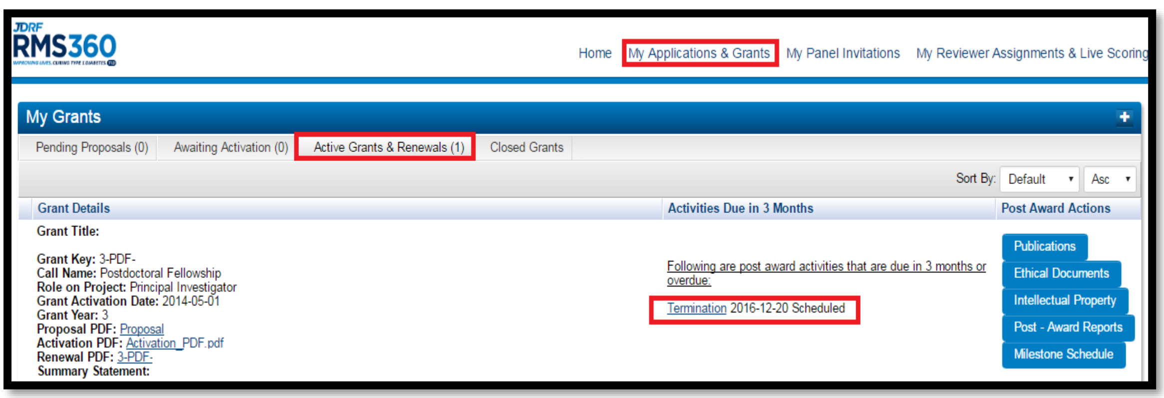
1. How do I complete the termination activity?

Roles: The following steps are to be completed by the Principal Investigator (PI) and Research Officer (RO).

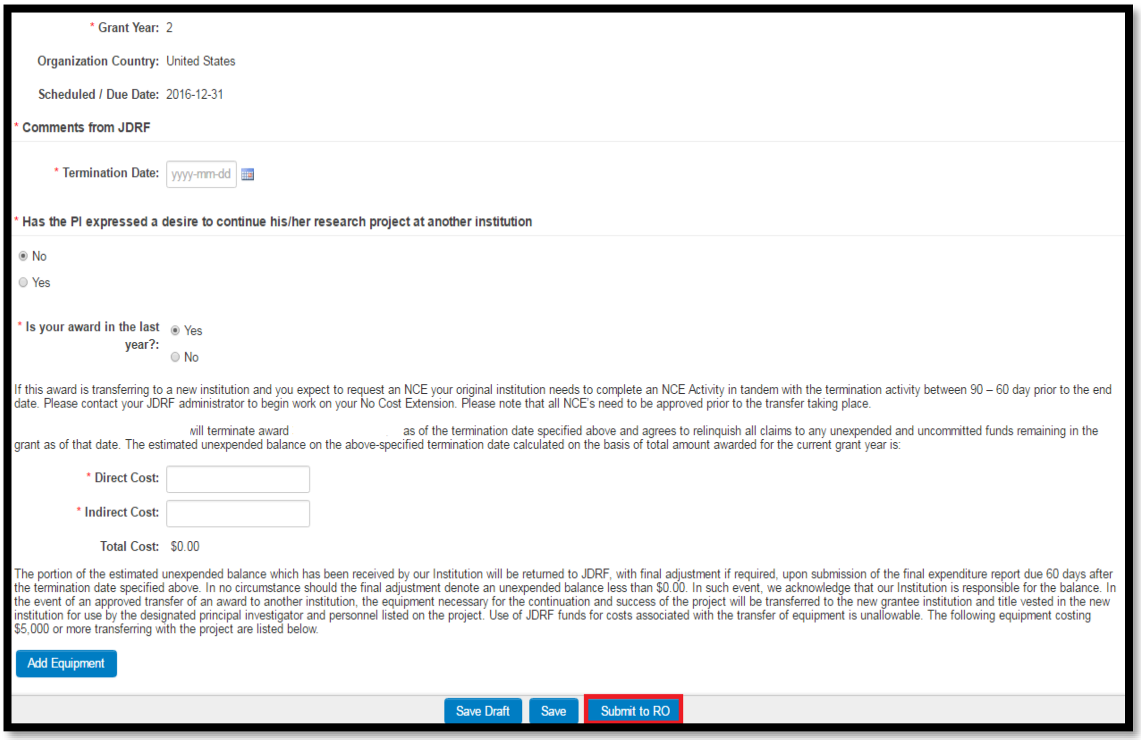
Step 1. The PI must first email the Breakthrough T1D Administrator to initiate a termination.

Step 2. The Breakthrough T1D Administrator will email the PI once the termination activity is created in RMS360.

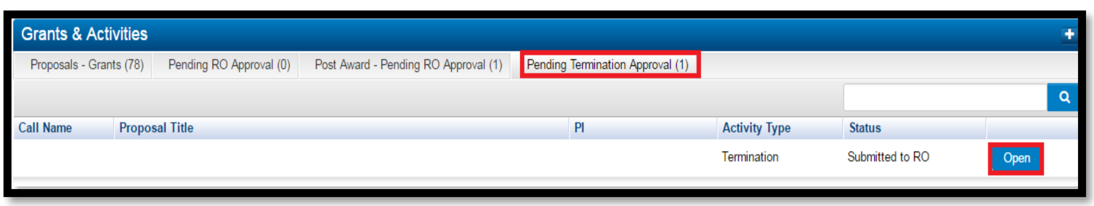
Step 3. The PI logs in to RMS360 and selects "Termination".



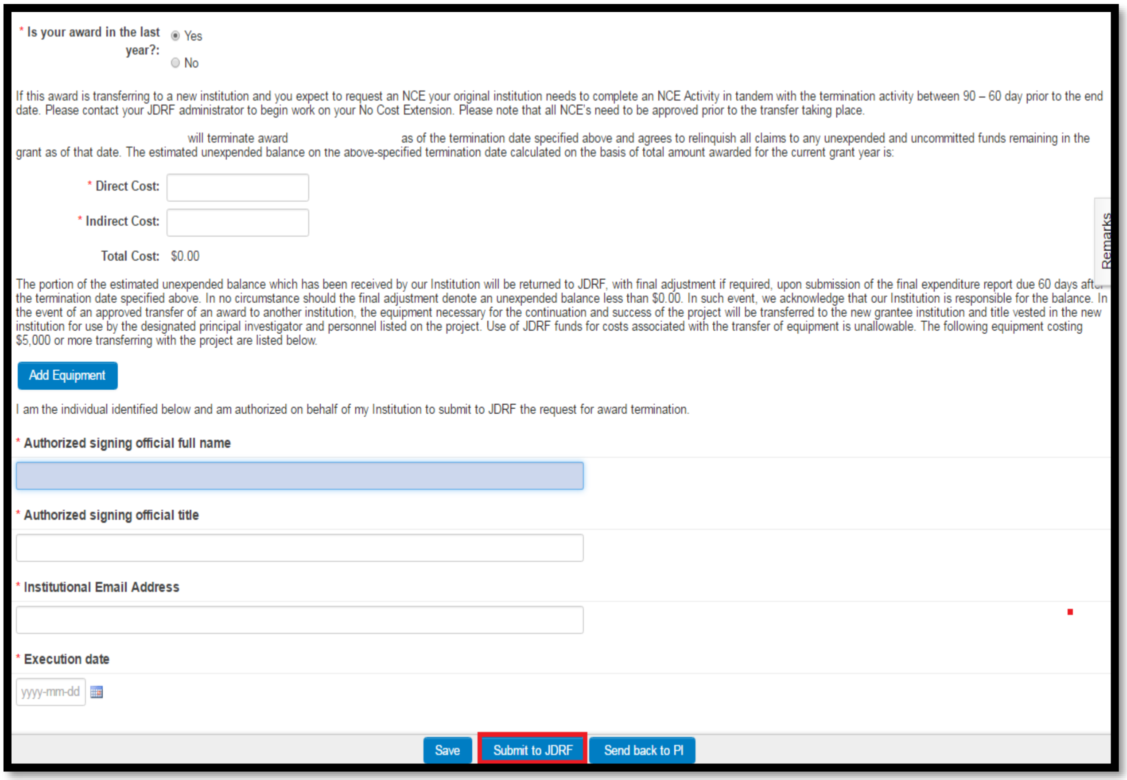
Step 4. The PI completes the termination and when done, click on the button at the bottom of the screen, 'Submit to RO'.



Step 5. The RO logs into RMS360, selects 'Pending Termination Approval', and 'Opens' the Termination.



Step 6. The RO reviews and completes the termination, and then clicks on the button 'Submit to Breakthrough T1D' at the bottom of the screen.



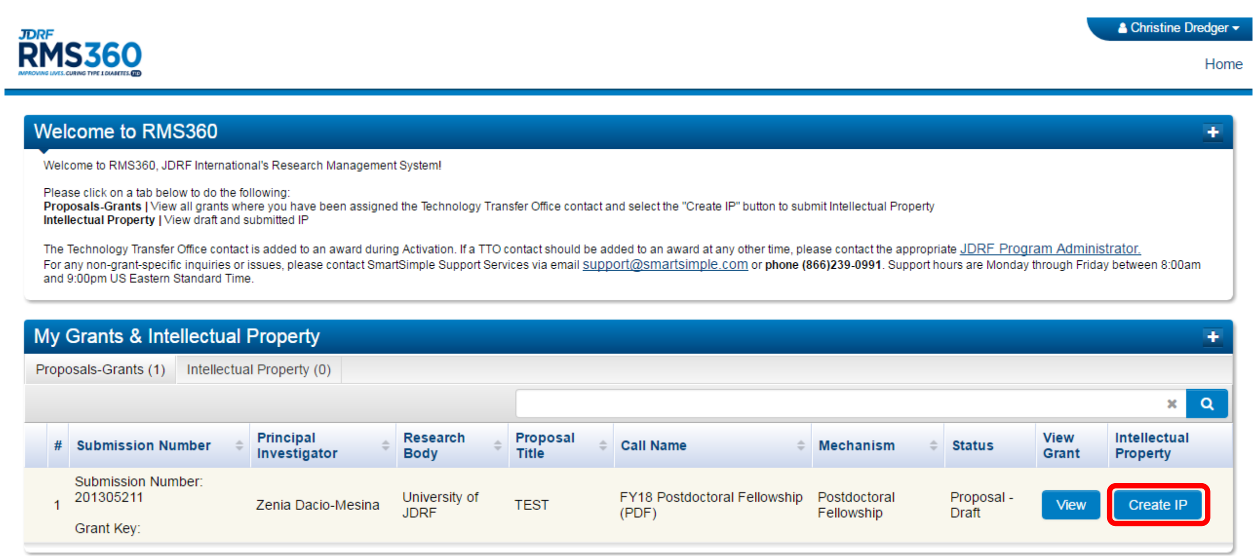
Intellectual Property

1. **How do I add Intellectual Property?**

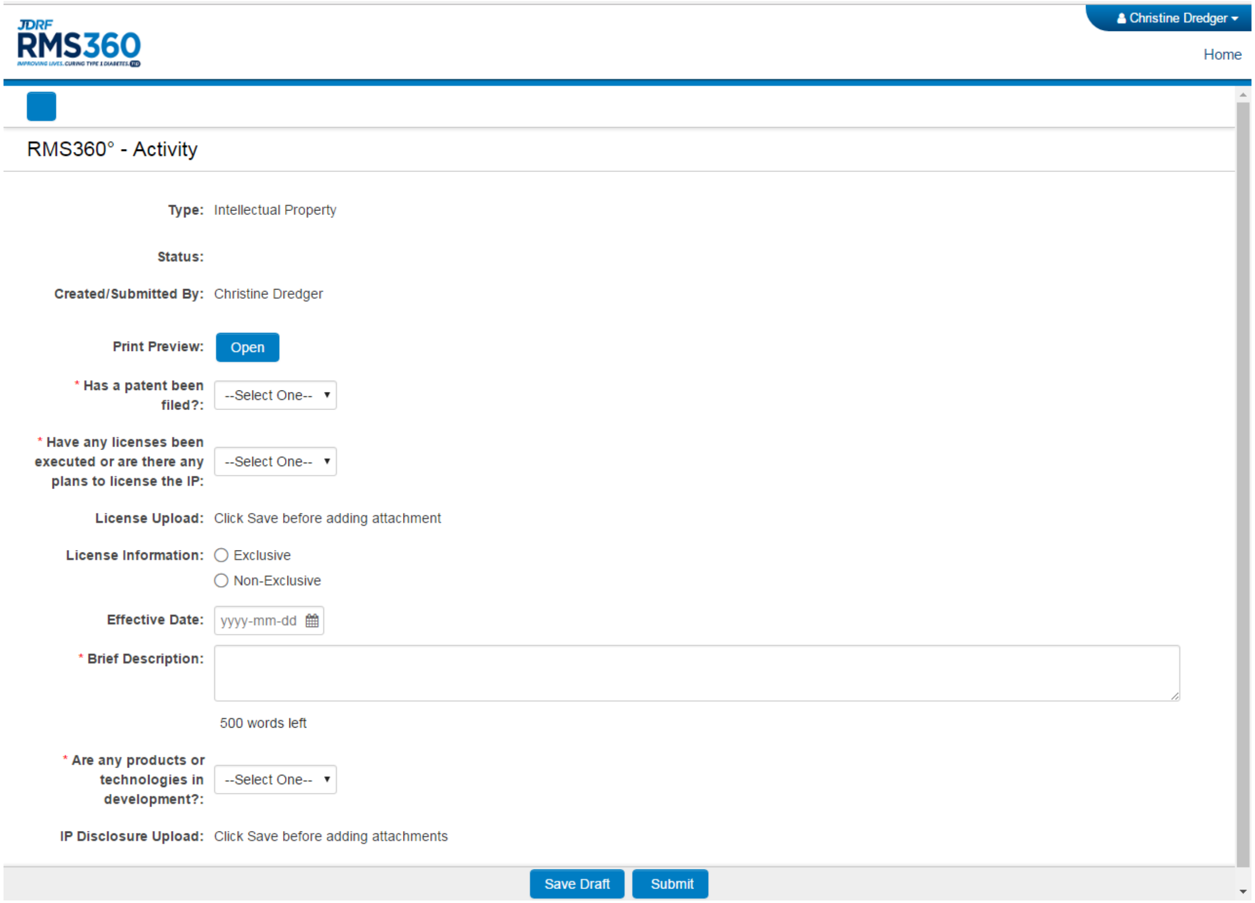
   Roles: The following steps are to be completed by the Technology Transfer Officer (TTO).

   Technology Transfer Officer:

   Step 1. The TTO logs in to RMS360 and clicks the "Create IP" button



Step 2. A new window will open where you can create intellectual property


JDRF RMS360

Christine Dredger

Home

RMS360° - Activity

Type: Intellectual Property

Status:

Created/Submitted By: Christine Dredger

Print Preview: Open

* Has a patent been filed?: --Select One--

* Have any licenses been executed or are there any plans to license the IP: --Select One--

License Upload: Click Save before adding attachment

License Information: Exclusive / Non-Exclusive

Effective Date: yyyy-mm-dd

* Brief Description:

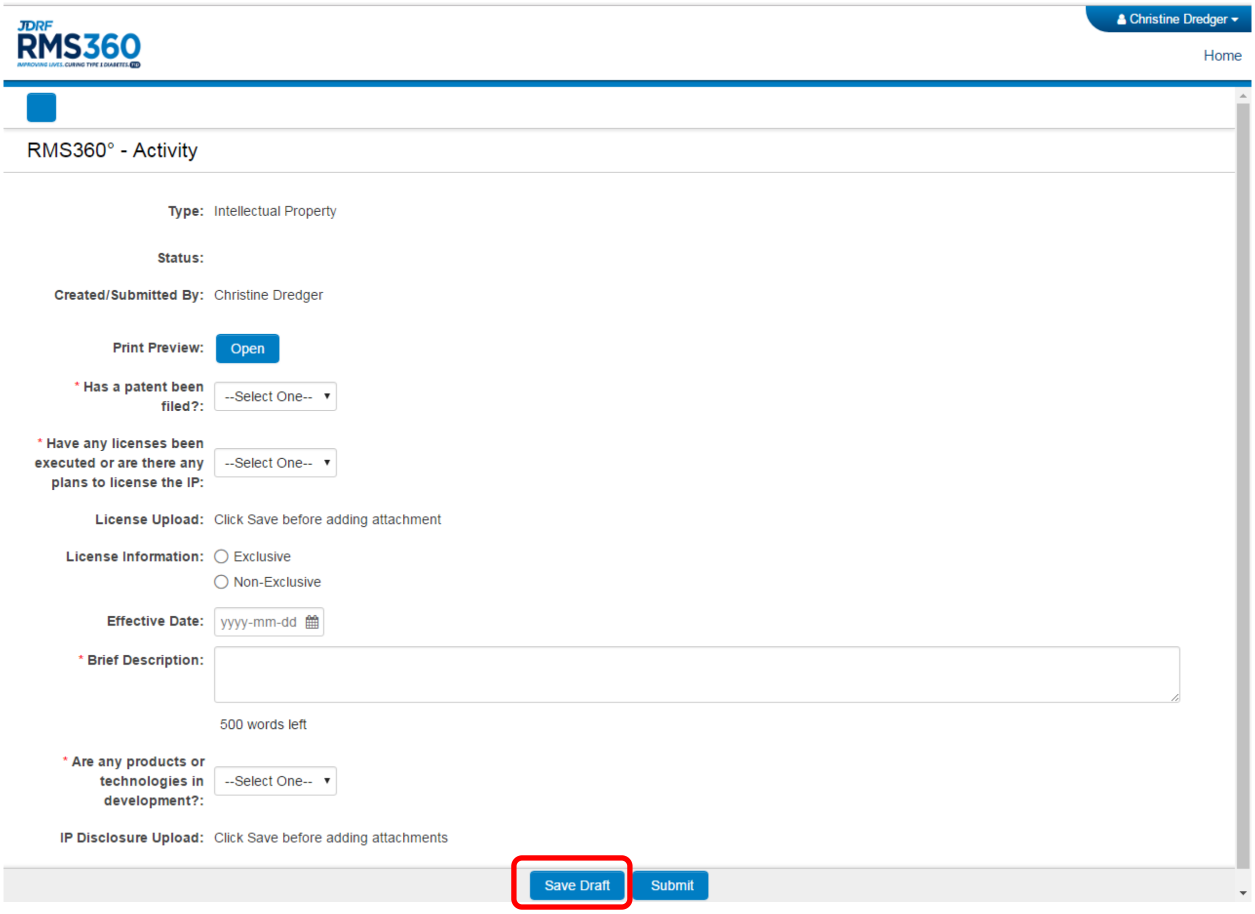
500 words left

* Are any products or technologies in development?: --Select One--

IP Disclosure Upload: Click Save before adding attachments

Save Draft Submit

Step 3. The TTO will complete the required fields, and once complete, the 'Save Draft' button should be selected at the bottom of the screen.



Step 4. Once the required files have been uploaded, the TTO will select the submit button to formally submit to Breakthrough T1D.