

Typically, for all proposals, RAPID automatically assigns a new, sequentially numbered Proposal ID when the proposal is added. From time to time there are some exceptions when the automatic numbering is overridden. Refer to the scenarios below for proposal numbering and handling with generate award process and numbering.

Scenario #1: *During the course of negotiations for the amendment, SPO learns that the sponsor will issue a new PO number.*

The approved “amendment” proposal is linked to the current award and contains all the new approvals from DOE, etc. associated with the amendment. SPO cannot generate a new award on an amendment proposal linked to a RAPID award.

SPO must generate a new award order to accommodate the change in PO number. Therefore the new proposal will need to be copied from the original “amendment” proposal. By following the steps outlined below, the Division establishes the appropriate proposal and the SPO CO will generate the new award:

The screenshot shows the 'Copy Non-Federal Proposal' search interface. On the left, a navigation menu lists various proposal-related actions, with 'Copy Non-Federal Proposal' selected. The main content area is titled 'Copy Non-Federal Proposal' and includes a search bar and several filter fields. The fields are: Business Unit (set to LBNL), Proposal ID (begins with 000005427), Version ID (begins with YR2), Proposal Project, EmplID, Sponsor ID, Proposal Type, Proposal Status, Department, and Award Category. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. An arrow points from the 'Copy Non-Federal Proposal' menu item to the search page.

Step	Action
1.	While you are in the Amendment Proposal Header Page, Click on Copy Non-Federal Proposal and the Search Page will appear.
2.	Click on Search and the Copy Proposal Page will Appear (see next page).
3.	Remember, the Division must but the original Amendment Proposal into “Discontinued Status” in RAPID.

Copy Proposal Page

Copy Proposal

From Proposal: 000005427 *To Proposal: 000005427

From Version ID: YR2 *To Version: PHG

Project Find | View All First 1 of 1 Last

From Project ID: M70047 Bosch-LBNL Metal-Supported To Project ID: M72000
 Solid Oxide Fuel Cell Program Primary Project

Budget Customize | Find First 1 of 1 Last

	From Budget	To Budget
<input checked="" type="checkbox"/>	BOSCH YEAR 2	BOSCH YEAR 2

Copy

Step	Action
4.	<ul style="list-style-type: none"> ▫ Enter the same Proposal ID in *To Proposal ▫ Enter a new Version ID in *To Version ▫ Enter new Project ID and Flag Primary Project ▫ Click on Copy button When the copy button “grays” out, a new Proposal has been created.
5.	Click on the Menu Navigation Page Maintain Non-Federal WFO and the new proposal appears.

Maintain Proposal Pages

Step	Action
6.	<p>Division will review the copied proposal and update to make sure the data is the exact same as the original amendment proposal.</p> <p>After review is completed, Division alerts SPO CO so the proposal can be reviewed and the award generated</p>
7.	<p>After the Division completes the set up of the new "Amendment" Proposal, the SPO CO will do the following:</p> <ul style="list-style-type: none"> ▫ Review proposal to assure all is correct. ▫ DO NOT CHANGE PROPOSAL TYPE. Leave it as an "Amendment" Proposal.
8.	<p>The Division and SPO follow the standard process to review proposal data in RAPID and Generate a Non-Federal Award. SPO CO will obtain AR Review approved and request Advance Invoice as required for a new proposal/award combination.</p> <p>The LBNL award number is the proposal number with a new FY prefix or, if in the same FY as the original award, the original LBNL award with a suffix (to match the proposal version).</p>
9.	<p>NOTE: For Federal and M&O Awards, the Award Mod Description will be "new" because the Federal and M&O sponsors drive the Agreements.</p> <p>NOTE: For Non-Federal Awards, the Award Mod Description will be Amendment because LBNL drives the Agreements and amendments.</p>

Scenario 2: SPO learns that the Sponsor wants to change the Award or Billing Number each year Multiyear Award with Incremental Funding - Sponsor wants New Award or Billing Number Each Year award rather than an amendment to their original

The original proposal was a Multiyear Proposal, with each year incrementally funded. The approvals such as DOE approvals are for the entire project period. By following the steps outlined below, the Division establishes the appropriate proposal and the SPO CO will generate the new award:

Step	Action
1.	Follow Steps 1-6 outlined in Scenario #1 using the original proposal as a basis for the copy.
7.	The Division updates the Proposal to reflect the incremental funding: <ul style="list-style-type: none"> □ Change the Proposal Type to Non-Competing Continuation □ Update the dates in the Proposal Header and in the Budget General Information/Period □ Update the Budget information to reflect the incremental budget □ Update Certifications to reflect any Non-DOE approvals such as human subjects, etc.

RAPID Topic**Managing Multiple POs for a Single SPO Award**

Step	Action
8.	<p>The Division and SPO follow the standard process to review proposal data in RAPID and Generate a Non-Federal Award. SPO CO will obtain AR Review approved and request Advance Invoice as required for a new proposal/award combination.</p> <p>The LBNL award number is the proposal number with a new FY prefix or, if in the same FY as the original award, the original LBNL award with a suffix (to match the proposal version).</p>
10.	<p><u>NOTE</u>: For Federal and M&O Awards, the Award Mod Description will be "New" because the Federal and M&O sponsors drive the Agreements.</p> <p><u>NOTE</u>: For Non-Federal Awards, the Award Mod Description will be "Incremental" because LBNL drives the Agreements and amendments.</p>