

## What is a Proposal Hierarchy?

A Proposal Hierarchy is a way to combine multiple KR proposal records and their separate budgets to be submitted as one proposal.

There are two levels of the hierarchy, *one parent proposal* and *one or more child proposals*. A hierarchy is created by using an initial child proposal to create a parent proposal. Then the other child proposals are created and linked to the parent.

**NOTE:** The child proposal that creates the parent should be from the lead unit for the submission, if child proposals are in different units.

## Proposal Hierarchy Uses

Proposal Hierarchy can be used for the following reasons:

- F & A rate variations
- Multiple departments or multiple PIs
- Multiple tasks with separate budgets within one overall scope of work
- Reference for multiple post-award 53 accounts
- Delegate preparation of proposal components and their budgets to different users

## Basic Concepts

Here are the basic concepts of proposal hierarchy and its use:

- The Lead Unit of the parent proposal is the lead unit of the hierarchy/submission;
  - The Lead Unit of the parent proposal comes from the Lead Unit of the child record used to create the hierarchy;
- The period of performance *Start and End dates must be the same* in all proposals within the hierarchy;
- The Primary PI for the hierarchy is pulled from the proposal used to create the hierarchy, and will be the Principal Investigator of the parent proposal;
- The child proposals are used to add/modify personnel, with some caveats;
  - Changes to personnel details are made in the child proposals, *unless* a key person is listed in more than one of the child proposals;
  - If the PI is the same for all proposals in the hierarchy, personnel **attachments** must be added/managed in the parent proposal. (This has more impact for an s2s submission.)
  - If an investigator is synced to the parent proposal, you cannot delete the investigator in the parent; you must delete any key person from a child proposal, then sync the information to the parent proposal (unless the key person is in more than one child proposal);
- Budgets are created/modified in a child proposal:
  - *Budget period boundaries* (start/end dates for entire budget and for each budget period) *must be the same in all proposals*; however, not all budget periods need to be utilized in all child proposals;
  - If there is more than one budget version in a child proposal, the version that needs to be sync'd to the parent must be designated as 'complete' (otherwise the system will use the most recently created version for the sync action);
  - If more than one budget version is marked complete, the version to be sync'd must have the 'include for submission' indicator;

- Changes to the budget cannot be made directly in the parent proposal;
- Answer the questionnaires in the parent proposal:
  - Child proposal questions answered **do not sync** to the parent proposal automatically;
- Routing (approval) is done in the parent record;
- Investigator/Key Person certifications must take place in the parent proposal.
  - If you unlink a child proposal from a parent proposal, any investigators in that child proposal will be removed from the parent, along with any completed PI certifications;
  - Relinking the child to the parent will require the PI to re-certify.

## Strategies & considerations for creating/managing a hierarchy

- The cleanest way to create a hierarchy is to create a very basic KR PD record, containing only a PI and a detailed budget version with no line items entered.
- Create the 'parent' from this basic 'child' record.
  - This establishes the parent record early in the process, but requires more sync actions.
- If the proposals in a hierarchy are created by different individuals, access will need to be managed in both the parent and child proposals so that sync actions are allowed for the appropriate users.
  - The user who is creating the hierarchy must have **Aggregator** access in the child proposal used to create the parent;
  - A user must have **Aggregator** access in both parent and child to sync information;
- Neither parent nor child proposal can be locked (aka 'pessimistic lock') when a sync action is attempted.
- Communication is key!

## Viewing a Hierarchy

In the Summary/Submit section of a KR record, the Hierarchy tab displays the Parent/Child proposals linked together.

- It includes expandable panels for the parent and each child proposal.
- As more child proposals are added to the hierarchy, the tab will continue to update with more panels.
- The [View Document](#) link is available in the parent or child proposal(s) to open the proposals.