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. Once the hierarchy has been created, additional child proposals can be linked to the parent.

Only the Parent proposal is submitted to routing.

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

Procedure:

Create the initial KR PD record that will be used to generate the Parent (and thus create the hierarchy)
- The Lead Unit of this record will be the lead unit for the entire hierarchy
- The Start/End dates must be the same for ALL records in the hierarchy
- The title of each child record can be modified later to add ‘CHILD’ to the start of the field

Add the Principal Investigator to the record – this person will be the PI for the entire hierarchy
Add a detailed budget version (the summary budget version type cannot be used with hierarchy)
- Name the budget version normally (in whatever format you typically name budgets)
- You don’t need to add any line items
- The start and end dates of each budget period must be the same in ALL records in the hierarchy

Create the Parent:
- In the horizontal menu, click the Hierarchy link
- In the Hierarchy lightbox,
  - Leave the Link Proposal Box blank
  - Choose Sub-Budget from the Hierarchy Budget Type dropdown menu
- Click Create Hierarchy button

The Parent proposal will be generated, but does not open. A yellow banner will appear across the page with the message "Parent Proposal {number here} has been created" > NOTE this number!

The horizontal menu Hierarchy item will now have a (C) next to it (P = Parent; C = Child)

To see the Hierarchy and all the related PD numbers, go to Summary/Submit page and click on the Hierarchy link in the horizontal section headers.

Proposal Hierarchy can consolidate two or more KR PD records and their budgets into one Parent record for routing/approval, s2s submission, and reference when separate 53 accounts are needed for one award.

Overview:

Proposal Hierarchy creates a Parent record that consolidates budgets with different F&A rates, lead units, and/or key personnel, to simplify the routing/approval process and allow for a complex proposal submission via s2s.
Requirements:

- Proposal Type must be the same in each record. (Activity Type can be different.)
- Project start/end dates must be the same in each record in the hierarchy.
- Sponsor must be the same for each record in the hierarchy.
- Titles should be the same, with CHILD added to the start of each child record title.
- Each child record must have Principal Investigator.
  - The PI for the initial child is the PI in the Parent.
  - The PI from each additional child record is added as co-Investigator to the parent.
- Key Personnel are added/managed in child records, and synced to the parent.
- Only Sub-Budget Hierarchy Budget Type should be used to create the hierarchy and link additional child records.
- Budget period start/end dates must be the same in each child, but child budgets can have $0 expenses in a budget period if necessary.
- Permissions:
  - Aggregator Document Level role is required to sync the hierarchy.
  - When the hierarchy includes records created/managed by different people, the Aggregator Document Level role must be assigned in each child proposal to the person managing the hierarchy.
  - Edit access must be given in the Parent for each person working on her/his child record.
    - Assign either Aggregator role OR both Narrative Writer and Budget Creator roles.
    - (This is a bug, with no current fix date as of April 2020.)

Recommended best practices:

- For most hierarchies, enter the Deadline Date only in the Parent record.
  - Exception: if each proposal in the hierarchy has to be reviewed separately, by different OSP administrators, the deadline date must be in each child proposal to the record to show up on the OSP Administrator report.
- For most hierarchies, manage attachments in the Parent to avoid errors when the same attachment is added to more than one Child record.
- When working in each child budget, click ‘save’ before moving to another section (e.g., from Project Personnel to Assign Personnel, or from Personnel to Non-Personnel).
- For TBN personnel, consider using a Summary personnel line item for the salary object code, instead of adding multiple TBNs of the same type in different child records (esp. hourly salary object codes).

Troubleshooting:

The Lead Unit cannot be changed after the hierarchy is created.
- If the wrong child was used to create the hierarchy, all child records can be unlinked to cancel the existing Parent.
- The child with the correct Lead Unit can then be used to create the new Parent.

The PI of the Parent record cannot be changed after the hierarchy is created.
- If the PI is not correct, all child records must be unlinked from the hierarchy, cancelling the existing Parent.
- The PI role should be corrected in the child to be used to create a new hierarchy, then the new Parent record can be created.

Key Personnel do not sync correctly.
- The PI cannot be deleted or changed in the child record that was used to create the hierarchy.
- Every additional child record must have a PI (not just a co-Investigator).

Budgets don’t sync correctly:
- Does the child record have more than one budget version?
  - The budget to be used for sync must be marked complete and ‘include for submission’
Occasionally, budget information can become corrupted. This happens most often when users navigate repeatedly between sections and create multiple edits without saving in between. This also can happen when the system times out while a budget is open in ‘edit’ mode, or if the system goes down during budget data entry.

- A new budget version should be created (do not copy). In this new budget version:
  - Save on each page before navigating to another page.
  - Save when a line item is modified, before editing another line item.
  - Don’t leave a PD record or budget open in edit mode for longer than 1 hour.

Proposal Person (PI) Certification questions can’t be answered in the Parent

- If the questions have been answered in the child records, the questions will not display properly and can’t be answered in the Parent.
  - A person with Aggregator role can clear the PI questions in the child, and then the hierarchy should be sync’d again. If this does not correct the issue, the child should be unlinked from the hierarchy (unless it is the initial child).
  - If the questions have been answered in the initial child (the one used to create the hierarchy), and clearing the answers in the child does not fix the problem in the parent, the hierarchy may have to be re-created (unlink all child records and then create a new Parent record/hierarchy).

Sync action doesn’t work, or generates an error report

- If the sync action is being done in a child record, the Parent record can’t be open in another tab/window, or by another user.
- If the sync action is being done from the parent record, no child records should be open in another tab/window or by another user.
- Records cannot be locked (open or closed incorrectly ('pessimistic lock')) when the sync action is taken.