UNIVERSITY OF ILLINOIS SYSTEM

myProposals Aggregators: Completing the Key Personnel Tab

The Key Personnel Tab consists of the Personnel, and F&A Allocation screens.

Personnel

Step	Task
1.	Click the **Add Personnel** button. **NOTE:** At least one **Principal Investigator** is required.

2.	a. Enter in only the **NetID** or **UIN**.
	    NOTE: All other fields will populate automatically from *Banner*.
	    NOTE: Searching by **NetID** or **UIN** will result in more accurate searches. If searching by **Name**, you may need to use * (wildcards) or double check the spelling.
	b. Click **Continue.**
	c. Select the employee.
	d. Click the **Continue…** button.

3.	Select a role in **Assign a role**. **UIC Only NOTE:** The role of **Key Person** will require you to type in a specific role.
4.	Click **the Add Person** button.
5.	Repeat these steps to add additional **Key Personnel** (optional).
6.	To add an additional **Units** for a **Key Personnel** (i.e. if an Investigator has multiple appointments): a. Click on the person's name. b. Click the **Add/Change Units** link. c. In **Unit Number**, type in the campus and six-digit org. (Example 1-101000). d. Click the **Search** button. e. Check to select the additional **Unit Number**. f. Click the **Return Selected** button. g. Repeat these steps to add additional Unit if necessary. **UIC only NOTE**: The system will require approval from all units that are added.
7.	Add **Effort** for each person added to **Key Personnel** a. Click the **Effort** tab. b. Enter in **Effort** in number of months **NOTE**: **Effort** must be entered in either calendar months or a combination of academic and summer months. **NOTE**: If any measureable amount of contributed effort applies, contributed effort must also be completed in the **Budget Cost Share**.
8.	Click the **Save and Continue** button to advance to the next screen. **NOTE**: **Save and Continue** button does not advance from **Unit Details** to **Effort**.

F&A Allocation (UIC Only)

Step	Task
1.	Enter the **F& A Percentage** for each unit. **NOTE: F&A Percentage** must add up to 100.
2.	Click the **Save and Continue** button to advance to the next screen.

Credit Allocation (UIUC Only)

For all proposals, Intellectual Credit will be allocated among the Principal Investigator and Co-Principal Investigators at the time of the proposal submission based on their agreed upon relative contributions to the overall sponsored project. The total credit allocation among all investigators cannot exceed 100%. Investigators may choose to distribute their portion of credit among multiple units. For example, an investigator on a large project managed by the Institute for Genomic Biology (IGB) may choose to split his/her 20% of assigned credit evenly between IGB and Crop Sciences.

Step	Task
1.	Enter the **Intellectual Credit** for each investigator.
2.	Click the **Refresh View** button to update the totals on the screen. **NOTE**: The total for all investigators must add up to 100. Separately, the total for all units under each investigator must also add up to 100. **NOTE**: If investigator has 0 intellectual credit, units may also equal 0.
3.	Click the **Save and Continue** button to advance to the next screen.

If you need to add an additional unit for intellectual credit, please go to **Personnel** and add the unit.