

LIRA: Fellowship Proposal Process

This guide is intended to provide information for how to enter fellowship proposals in LIRA. While some fellowship proposals don't require an Authorized Organizational Representative (AOR) and are submitted directly by the student, Lehigh still requires that a LIRA proposal is created and routed to ensure that the appropriate information and approvals are captured. Therefore, all fellowship proposals will need to have a LIRA record entered and routed through the approval process. **Please follow the steps below if you are entering a fellowship proposal:**

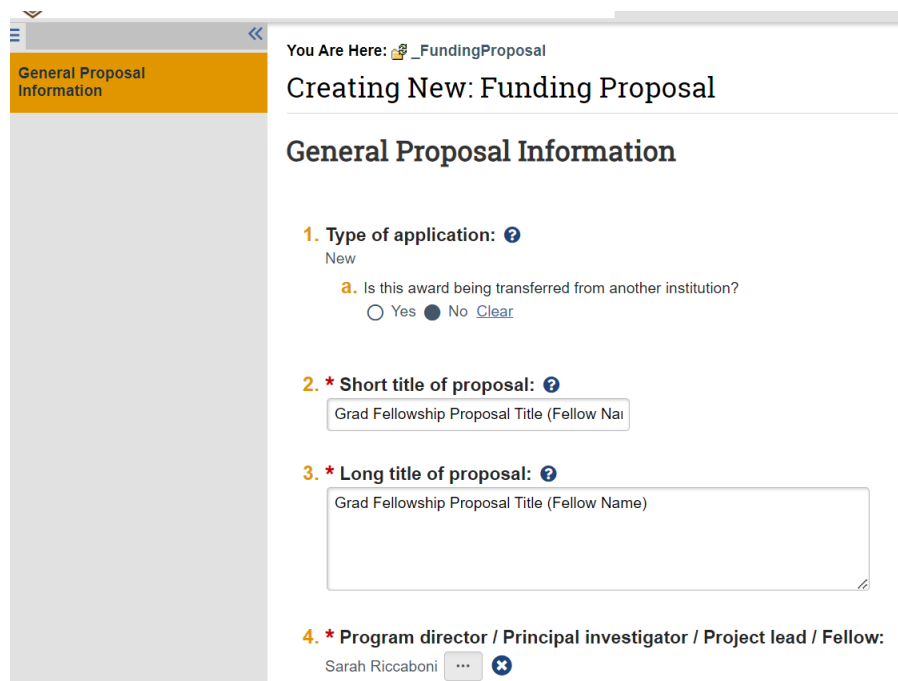
1) Once notified that a student intends to submit or has submitted a fellowship proposal, a new LIRA funding proposal record will be initiated by the Department support or by the student's mentor

**Note: Students do not have access to LIRA and will not be able to initiate their own proposals. They also cannot be listed in the proposal or be given edit access to the LIRA record.*

2) The Title of the application should be in the following format:

"NSF grfp - Student Fellow First and Last Name"

3) The PI assigned to the proposal record needs to be the name of the mentor who will be advising the fellow. Students cannot be listed here as they don't have access to LIRA.



The screenshot shows a web interface for creating a new funding proposal. The breadcrumb trail is 'You Are Here: >_FundingProposal'. The page title is 'Creating New: Funding Proposal'. The main heading is 'General Proposal Information'. The form contains the following fields:

- 1. Type of application:** A dropdown menu with 'New' selected.
- a. Is this award being transferred from another institution?** Radio buttons for 'Yes' and 'No' (selected), with a 'Clear' link.
- 2. * Short title of proposal:** A text input field containing 'Grad Fellowship Proposal Title (Fellow Name)'. A question mark icon is to the right.
- 3. * Long title of proposal:** A larger text input field containing 'Grad Fellowship Proposal Title (Fellow Name)'. A question mark icon is to the right.
- 4. * Program director / Principal investigator / Project lead / Fellow:** A dropdown menu showing 'Sarah Riccaboni' with a plus icon to the right.

4) All information will be uploaded into the LIRA record as required by the FOA and the proposal will be routed through the approval process

**Note: Please review the most up to date fringe rates and ensure the graduate student fellowship health benefit rate is applied to all fellowship proposal budgets*

For NSF grfp fellowship applications the budget is set with only stipend and COE (tuition)

5) When the proposal is approved by the Contract and Grant Specialist (CGS) in the Office of Research and Sponsored Programs, the proposal will then be submitted by the fellow or department support if an AOR is not needed. Or, the assigned CGS will submit the proposal if an AOR is required.