



College of Education
and Human Development

Proposal Assistance Request (PAR) Guide

Version 1.0

July 2022

About this Guide

This guide has been developed to assist CEHD faculty with navigating the CEHD Proposal Assistance Request (PAR) System built for CEHD faculty to complete a simple fillable Proposal Assistance Request (PAR) Form in the CEHD Intranet that will easily communicate their intent to submit a proposal to the CEHD Research Administration team. The new CEHD PAR system will replace the OSP request for proposal assistance platform in July 2022 and the information included in this manual will be updated as the needs of our customers change and university rules, regulations, policies and procedures change.

Please follow the steps below to submit your Proposal Assistance Request (PAR) form

1. Log into the <https://intranet.cehd.gmu.edu/>, navigate to the Research Administration Section and click on **Proposal Assistance Request (PAR)**

Research Administration

- Proposal Database
- Award Database
- Add New Sponsors
- Summer Pay Distribution - PI View
- Summer Pay Distribution
- Summer Research Upload
- Proposal Assistance Request (PAR) ←
- Proposal Assistance Request (PAR) - Admin
- CEHD Proposals – Awards – Expenditures
 - FY 2022
 - FY 2021
 - FY 2020
 - FY 2019
 - FY 2018

2. From the Proposal Assistance Request (PAR) Dashboard, select “**Submit New Request**” in the upper left corner directly below the dashboard header.

Proposal Assistance Request (PAR) Dashboard

[Submit new request](#)

Show entries

| Request# | Lead Unit | Principal Investigator | Project Title | Start Date | End Date |
|--------------|-----------|------------------------|--|------------|-----------|
| CEHDPAR00001 | CSM | Jackie Anderson | GRA Database Project | 7/1/2022 | 6/30/2023 |
| CEHDPAR00002 | SOED | Jessica Guzzo | Proposal Assistance Request (PAR) System | 7/1/2022 | 6/30/2027 |

3. Complete the fields in the fillable Proposal Assistance Request (PAR) Form below and select “**Submit Request**”.

Proposal Assistance Request (PAR) Form

[Return to dashboard](#)

| | |
|---|--|
| Requester | <input type="text"/> |
| Principal Investigator | <input type="text"/> |
| Lead Unit | <input type="text"/> |
| Application Type | <input type="text"/> |
| Limited Submission | <input type="text"/> |
| Proposed Project Title | <input type="text"/> |
| Sponsor Name | <input type="text"/> |
| Prime Sponsor Name | <input type="text"/> |
| Type of Sponsor | <input type="text"/> |
| Type of Funding/Instrument Type | <input type="text"/> |
| Type of Activity/Primary Purpose of Project | <input type="text"/> |
| Project Location | <input type="text"/> |
| Funding Opportunity Announcement Name | <input type="text"/> |
| URL for FOA | <input type="text"/> |
| Application Deadline | <input type="text"/> |
| Project Start Date | <input type="text"/> |
| Project End Date | <input type="text"/> |
| Projected Total Budget Amount | <input type="text" value="100000.00"/> |
| Mason Co-PI Name & Unit | <input type="text"/> |
| External Co-PI Name & Organization for Subawards | <input type="text"/> |
| Mandatory Cost Sharing | <input type="text"/> |
| Course Buyouts | <input type="text"/> |
| Human Subjects | <input type="text"/> |
| IRB Status if Human Subjects involved | <input type="text"/> |
| Export Controls | <input type="text"/> |
| Foreign Nationals (PI/Grad Students) or Foreign Countries Associated with this Proposal | <input type="text"/> |
| Will mason receive or generate Controlled Unclassified Information (CUI) | <input type="text"/> |
| Enter 3 key words associated with this proposal | <input type="text"/> |
| Additional Info | <input type="text"/> |

You also have the option to select “**Save Draft**” to return to the record later, make any necessary changes and submit the request.

The system will assign a CEHD PAR# when the request is saved and the top of the PAR Form will state *“Your form has been saved as a draft.”*

Proposal Assistance Request (PAR) Form

Your form has been saved as a draft.

[Return to dashboard](#)

[Print-friendly view](#)

CEHDPAR00001

| | |
|---|--|
| Requester | Guzzo, Jessica (jguzzo) ▼ |
| Principal Investigator | Guzzo, Jessica (jguzzo) ▼ |
| Lead Unit | CSESE ▼ |
| Application Type | New ▼ |
| Limited Submission | ▼ |
| Proposed Project Title | Proposal Assistance Request |
| Sponsor Name | National Science Foundation (NSF) ▼ |
| Prime Sponsor Name | ▼ |
| Type of Sponsor | Federal ▼ |
| Type of Funding/Instrument Type | Grant ▼ |
| Type of Activity/Primary Purpose of Project | Research ▼ |
| Project Location | Off Campus Remote (> 50 miles from campus) ▼ |
| Funding Opportunity Announcement Name | n/a |
| URL for FOA | https://cehd.gmu.edu/faculty- |
| Application Deadline | 8/31/22 |
| Project Start Date | 10/1/22 |
| Project End Date | 9/30/23 |
| Projected Total Budget Amount | 1000000.00 |
| Mason Co-PI Name & Unit | n/a |
| External Co-PI Name & Organization for Subawards | n/a |
| Mandatory Cost Sharing | No ▼ |
| Course Buyouts | No ▼ |
| Human Subjects | Yes ▼ |
| IRB Status if Human Subjects involved | Not Yet Submitted ▼ |
| Export Controls | No ▼ |
| Foreign Nationals (PI/Grad Students) or Foreign Countries Associated with this Proposal | No ▼ |
| Will mason receive or generate Controlled Unclassified Information (CUI) | No ▼ |
| Enter 3 key words associated with this proposal | sample request 1 |
| Additional Info | please assign to heather |
| <input type="button" value="Save Draft"/> | |
| <input type="button" value="Submit Request"/> | |

Please note that requests in a “Draft” status will appear in *italics* on the PAR dashboard until submitted.

| Start Date ▼ | End Date ▼ | Sponsor ▼ | Prime Sponsor ▼ | Amount Requested from Sponsor ▼ | Proposal Type ▼ | Sponsor Due Date ▼ | Request Status ▼ |
|--------------|------------|-----------------------------------|-----------------|---------------------------------|-----------------|--------------------|------------------|
| 10/1/2022 | 9/30/2023 | National Science Foundation (NSF) | | 1000000.00 | New | 8/31/2022 | Draft |

After the request has been submitted, no additional changes can be made by the originator and the top of the PAR Form will state “Your form has been submitted.”

Proposal Assistance Request (PAR) Form

Your form has been submitted.

[Return to dashboard](#)
[Print-friendly view](#)

CEHDPAR00001

| | |
|---|--|
| Requester | Guzzo, Jessica (jguzzo) ▼ |
| Principal Investigator | Guzzo, Jessica (jguzzo) ▼ |
| Lead Unit | CSESE ▼ |
| Application Type | New ▼ |
| Limited Submission | ▼ |
| Proposed Project Title | Proposal Assistance Request |
| Sponsor Name | National Science Foundation (NSF) ▼ |
| Prime Sponsor Name | ▼ |
| Type of Sponsor | Federal ▼ |
| Type of Funding/Instrument Type | Grant ▼ |
| Type of Activity/Primary Purpose of Project | Research ▼ |
| Project Location | Off Campus Remote (> 50 miles from campus) ▼ |
| Funding Opportunity Announcement Name | n/a |
| URL for FOA | https://cehd.gmu.edu/faculty- |
| Application Deadline | 2022-08-31 |
| Project Start Date | 2022-10-01 |
| Project End Date | 2023-09-30 |
| Projected Total Budget Amount | 1000000.00 |
| Mason Co-PI Name & Unit | n/a |
| External Co-PI Name & Organization for Subawards | n/a |
| Mandatory Cost Sharing | No ▼ |
| Course Buyouts | No ▼ |
| Human Subjects | Yes ▼ |
| IRB Status if Human Subjects involved | Not Yet Submitted ▼ |
| Export Controls | No ▼ |
| Foreign Nationals (PI/Grad Students) or Foreign Countries Associated with this Proposal | No ▼ |
| Will mason receive or generate Controlled Unclassified Information (CUI) | No ▼ |
| Enter 3 key words associated with this proposal | sample request 1 |

When you return to the PAR Dashboard, the PAR Form entered on the previous page appears on the PAR Dashboard with a Request Status of “Submitted” and shows the Date the request was submitted

| Start Date ▼ | End Date ▼ | Sponsor ▼ | Prime Sponsor ▼ | Amount Requested from Sponsor ▼ | Proposal Type ▼ | Sponsor Due Date ▼ | Request Status ▼ | Date Request Submitted |
|--------------|------------|-----------------------------------|-----------------|---------------------------------|-----------------|--------------------|------------------|------------------------|
| 10/1/2022 | 9/30/2023 | National Science Foundation (NSF) | | 1000000.00 | New | 8/31/2022 | Submitted | 6/27/2022 |

4. When the CEHD Office of Research Administration assigns an Administrator to assist, the request status column will change from “Submitted” to “Assigned” and display the date the request was assigned and the CEHD Pre-Award Administrator that has been assigned to provide proposal assistance.

| Start Date | End Date | Sponsor | Prime Sponsor | Amount Requested from Sponsor | Proposal Type | Sponsor Due Date | Request Status | Date Request Submitted | Date Request Assigned | Assigned Administrator |
|------------|-----------|-----------------------------------|---------------|-------------------------------|---------------|------------------|----------------|------------------------|-----------------------|------------------------|
| 10/1/2022 | 9/30/2023 | National Science Foundation (NSF) | | 1000000.00 | New | 8/31/2022 | Assigned | 6/27/2022 | 6/27/2022 | Heather Longest |

An email will also be sent to the Principal Investigator indicating the CEHD Pre-Award Administrator that has been assigned to assist as well as the upcoming relevant deadlines. The same CEHD Pre-Award Administrator will assist the faculty member with the full proposal process from receipt of the PAR Form to submission to the Sponsor.

Please see the [CEHD Proposal Process Flowchart](#) on the [CEHD Pre-Award Support](#) page of the [CEHD Office of Research Administration](#) website or the Helpful Resources under the Research Administration section of the CEHD Intranet for more details.

ADDITIONAL FEATURES & FUNCTIONS OF THE CEHD PAR SYSTEM

- PAR Dashboard columns are sortable when clicking on the column header.
- There is a “Search” field in the upper right corner that can be used to display specific data
- PAR Forms may be printed from the “Print-friendly view” selection at the top of the screen
- Previously submitted PAR Forms may be copied into a new PAR Form request by simply selecting the “Copy” button at the bottom of the previous PAR Form.

IF ANY ADDITIONAL ASSISTANCE IS NEEDED WITH THE CEHD PAR SYSTEM, PLEASE REACH OUT TO THE CEHD RESEARCH ADMINISTRATION TEAM (CEHDORA@GMU.EDU) AND COPY JESSICA GUZZO (JGUZZO@GMU.EDU)