Clone a PAF

This procedure details how to make a clone (copy) of a PAF Worksheet. Before you begin, you need to locate the PAF you want to clone.

Who Can Clone: If you are listed on a PAF as key or administrative personnel with edit rights, you can clone it.

Important Information

- A PAF can be cloned from any state, e.g., Proposal Preparation, Unit Review, ORSP Review, Cancelled, etc.
- When a PAF is cloned, the following information is NOT copied:
  - PI signatures on PAF/Conflict of Interest Statement
  - Attached documents
  - Answers to some of the PAF Worksheet questions
  - Budget and Budget Component data
  - Tip: Use the Hide/Show Errors function within the PAF Worksheet to display the required fields that do not copy when a PAF is cloned.
- A cloned PAF (child) cannot be accessed from the original (parent). Go to your Home Workspace to find your clone. It will have state of Proposal Preparation.

PAF Workspace

1. Click the Clone PAF activity from the PAF Workspace.

Activities

- Copy PAF Info to Grants-gov Forms
- Project Team Make Changes
- Project Team Cancel PAF
- Post a Comment for the Entire Project
- Clone PAF

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Clone PAF Window

2. Enter the name for the new PAF.

Important! Cloning a PAF automatically relates the clone (child) & original (parent) PAFs unless you select New as the cloning type.

3. Select the cloning type, your options include:

- **New**
  An application that is being submitted for the first time to a particular sponsor.

- **Full Proposal (Pre-Proposal Use Only)**
  An application that is being submitted in response to a sponsor invitation following submission and review of a pre-proposal/pre-application to the sponsor.

- **Increment**
  An application submitted to sponsor in order to receive continuation of funding. This does not undergo a competitive review process from the sponsor but does require a new PAF.

- **Project (Umbrella Agreement Use Only)**
  An application submitted to a sponsor that fits under an Umbrella Agreement. Must have an existing umbrella agreement to choose this option.

- **(Competitive) Renewal/Continuation**
  An application for sponsor consideration to continue a currently active or previously funded project (by that same sponsor). Example: Sponsor awarded funding for a five-year project. PI wishes to apply for funding to continue funding for an additional five years. This second application would be considered a Continuation or Renewal.

- **Resubmission**
  An application that is being revised and submitted again for review by the same sponsor, typically altered in response to reviewer critiques of a previous submission of the application. Implies the sponsor made a final decision not to fund the previous version.

- **Supplement**
  An application for additional funding to supplement a currently funded project (same sponsor). The request may cover additional work or simply increased costs of the existing project.

4. Click OK.
PAF Workspace Recent Activity Section

5. Notice that in the Recent Activity Project Team Cloned PAF.
6. Who cloned the PAF is displayed as Author.
7. When the PAF was cloned is displayed as Activity Date.
8. Click My Home to return to your Home Workspace.

Home Workspace

9. Your cloned PAF appears in the PAFs with Required Action section of your Inbox.
10. Notice that the state of your cloned PAF is Proposal Preparation.