

HOW TO COMPLETE A PROPOSAL COMPLIANCE

➤ For Video Instructions click [HERE](#)

1) After logging in to Maestro, click on “Proposal Compliance” under the Action Needed tab:

The screenshot shows the Maestro Researcher Dashboard with the following sections:

- Navigation Bar:** Dashboard, Account, Proposal, Project, Disclosure, Worklist, Maestro.
- Action Needed:** A list of tasks with a total count of 12. The '2 Proposal Compliance' item is circled in red.
- Proposal Alerts:** 1 Proposal due (1705718) is Due in 2 days. Title: Proposal demonstration 2. Sponsor: 3M Company.
- Projects Alerts:** 4 FCOI disclosure needed. Missing annual disclosure for Beverly Kuhn. Project (M1503564). Title: Technical Assistance Support for Smar... Sponsor: Battelle Memorial Institute.
- Account Alerts:** 0 No Alerts.
- Researcher Links:** Monthly Statement, Favorite Accounts, Payroll Allocations, Opportunity Search, Inventory Search, Researcher Performance.
- Announcements:** The new Maestro Researcher Dashboard has been released: This enhanced dashboard has many exciting navigation features for more information click on the training video link.
- Contacts:**
 - SRS Proposal Development:** TAMU: Research Information Systems, Shelly BerryHebb, (979) 845-8758, sberry@tamu.edu
 - SRS Project Administration:** TAMU:MSTRO, Janelle Turner, (979) 862-5948, jturner@tamu.edu
 - FCOI Compliance:** TAMU:TAMU, Lesa Feldhousen, (979) 862-7986, lfeldhousen@tamu.edu
 - Maestro Support:** MAESTRO, Tye Rougas, (979) 458-8741, maestro@tamu.edu

2) Answer the questions provided. If you answer Yes, you must click the Edit button.

Seq #	Compliance Item	Value	Required Additional Data	Documents	Created By	Created On	Updated By	Updated On
1	Human Subjects	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
2	Protected Health Information	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
3	Human Embryonic Stem Cells	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
4	Animals (Vertebrates)	<input type="radio"/> Yes <input type="radio"/> No	Edit	0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
5	Recombinant DNA and Transgenic Organisms	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
6	Biohazards	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
7	Select Agents	<input type="radio"/> Yes <input type="radio"/> No	Edit	0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
8	Involves use of Biosafety Level 3 (BSL-3) Facility BSL3 non-select agent/ABSL3	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
9	Renovations to Facility	<input type="radio"/> Yes <input type="radio"/> No	Edit	0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
10	Planned Environmental Release of Infectious, Hazardous or Genetically Modified...	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
11	Radioactive Materials/Radiation Producing Devices	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
12	DEA Controlled Substances	<input type="radio"/> Yes <input type="radio"/> No	Edit	0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
13	Regulated Hazardous Materials	<input type="radio"/> Yes <input type="radio"/> No	Edit	0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
14	Explosives	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
15	Scientific Diving	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
16	Good Laboratory Practices (GLP)/Good Manufacturing Practices (GMP)/Good Cli...	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
17	Nepotism	<input type="radio"/> Yes <input type="radio"/> No	Edit	0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
18	Firearms	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
19	Intellectual Property Anticipated to be Developed	<input type="radio"/> Yes <input type="radio"/> No		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017
20	Export Control - Pre-publication Approval Required by Sponsor	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		0	Shelly BerryHebb	30-May-2017	Shelly BerryHebb	30-May-2017

3) Once you selected Edit, click on the Create button and enter the appropriate information into the highlighted field.

maestro Researcher 7.x.x

Search

Dashboard Account Proposal Project Disclosure Worklist

Title: Proposal demonstration 2. PI: Tye Rougas Type: In Development
Sponsor: 3M Company Lead Organization: TAMU - Research Information Systems Status: New

Compliance Item: Select Agents

Action View + Add Detach

Seq #	Select Agent type	Created By	Created On	Updated By	Updated On
1					

4) Click the Save button, then the Back button, when you are finished.

Back Save Cancel

Type: In Development
Status: New

Back Save Cancel

6) After you have answered all of the appropriate questions, you may click Save and then Complete to finish your Proposal Compliance.

maestro Researcher 7.x.x

Search

Dashboard Account Proposal Project Disclosure Worklist

4 Tye Rougas
Change PI
05/30/17 11:20 AM

Complete Audit Trail Print Save Cancel

Compliance Items

Action View Set All to No Detach

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If you have any questions or comments, please use the contact information provided on the lower left portion of the Portal screen.

Action Needed

9

- 1 Proposal Approval
- 2 Proposal Compliance
- 4 Reporting Code
- 1 Project Deliverable
- 1 Closeout Decision

Proposal Alerts

2

Proposal Due
Proposal (1709514) is Due in
-3 days
Title: testing initial notification
Sponsor: 2m Research
Services, LLC

< Previous (1/2) Next >

Researcher Links

- Monthly Statement
- Favorite Accounts
- Payroll Allocations
- Researcher Performance
- Inventory Search
- Opportunity Search

Contacts

Proposal Development:
Admin Org: SRS
TAMU-Vice President For Research
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Project Administration:
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Projects Alerts

0 No Alerts

Account Alerts

0 No Alerts

Announcements

[Maestro Training Videos: Click Here](#)
[Scheduled Classes : Click Here](#)