KC S2S: Adding Non-USC Personnel
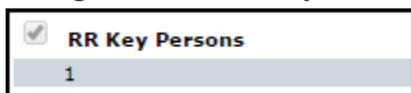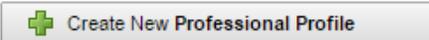
Overview

This quick guide covers:

1. How to create a new Non-USC Senior/Key Person and link s/he to an Institution in KC S2S.

Adding a Non-USC Key Person

1. Navigate to the RR Key Persons section of the Proposal or Subaward Proposal.

2. Click the "Pencil Icon" to add a new Key Person.

3. Click "Create New Professional Profile".

4. Enter the person's First Name and Last Name and click the "Create New Profile" button.

5. From the Institution Dropdown Box:

   o If the Institution associated with the new Key Person is listed, select it from the dropdown.

     ▪ If the Institution is not listed in the dropdown, please fill out an [Institutional Profile Request Form](#) to have the Institution added to KC S2S. The Institution will be added within one business day and you will be notified via email, once complete.

6. Click "Save Key Person" at the top of the screen.

7. Complete or Close the "Manage Key Person" Dialogue Box that appears. You can either enter this information now or enter/edit the information later. Click "Close" when finished.

The record for the new Senior/Key Person you created will appear in the RR Key Persons list in your Proposal (and in the RR Budget as well).

You can delete this person from the budget manually by clicking the red X to the right of his/her record if s/he should not appear in the budget.

Editing a Non-USC Key Person

Once a Non-USC Senior/Key Person has been added, you can open their profile by selecting the plus button next to their name ⊞ and add or revise all person data, including their "Project Role".