Overview

Child Submission Records are created for the internal routing and approval of noncompeting continuation submissions and supplemental funding requests (revisions to existing awards). System-to-system (S2S) submissions are also supported for supplements (revisions) submitted through Grants.gov.

Master Record – The original record created for a new competitive submission or a competitive renewal of a previously funded project.

Child Submission Record – A subsequent record created within the Master Record.

Important general information

- If a Child Record is created in the wrong Master Record, contact the PennERA Help Desk to have it deleted. Create another Child Record in the correct Master Record.
- Child Records will be assigned the same number as the Master Record, with a two-digit suffix: ######-01. Each subsequent record will have the next higher suffix added.
- If the Child Record is exited prior to completion, editing can continue by locating the Master Record, then selecting the correct Child Submission Record in the Submissions section.

Beginning the Proposal Creation Process

1. Locate the Master Record in which the Child Record will be created, using the “Search For” functionality.

2. In the Results line, click on the Edit icon in PT (Proposal Tracking), not in PD (Proposal Development).

3. Click on “Add New PD” in the Submissions section.

4. The Additional Submission Questionnaire window will appear.

   - It is not necessary to change the PI; it will be automatically copied during the creation process.
   - Leave the default selection in Step 1 at “Copy PI and Sponsor only”.

Creating a Noncompeting Child Record

Use this option for noncompeting continuations:

1. **Step 2** – Select “Non-Competing Continuation” from the drop-down list of proposal types; continue to the next step.

2. **Steps 3-5** – The sponsor and proposal title will be automatically copied from the Master Record.

3. **Step 6** – Enter Start and End Dates covered for this Child Record. Do not enter the entire Project Period unless the Child Record period dates are the same.

   For example:
   - Project Period = 8/1/12 – 7/31/17
   - Non-Competing Period (Child Record) = 8/1/16-7/31/17.

4. **Step 7** – Verify budget periods and create Child Record.

5. On Setup Questions, change the “Submission Mechanism/Screen Template” to UPENN-Noncompeting Template. Do not answer any other questions on this screen until the template has been changed and the screen has refreshed.

6. Answer remaining questions on Setup Questions tab.

7. Enter the information on each tab in the record and mark “Completed”. Instructions are provided on some tabs for clarification purposes.

   - Only a minimal Summary Budget is required.
   - If a narrative Budget Justification is not required by the sponsor, the Justifications tab can be marked “Completed” without an upload.
   - There is no cover page to build in this record.

Creating a Non-S2S Supplemental Child Record

Use this option if requesting additional funds for an existing award, but not submitting electronically through Grants.gov:

1. **Step 2** – Select “Supplemental” from the list of proposal types; continue to the next step.

2. **Steps 3-5** – The sponsor and proposal title will be automatically copied from the Master Record.

3. **Step 6** – Enter Start and End Dates covered for this Child Record. Do not enter the entire Project Period unless the submission period dates are the same.

4. **Step 7** – Verify budget periods and create Child Record.
5. On Setup Questions, change the “Submission Mechanism/Screen Template” to UPENN- Supplemental (non-S2S) Template. Do not answer any questions on this screen until the template has been changed and screen has refreshed.

6. Answer remaining questions on the Setup Questions tab.

7. Enter the information on each screen in the record and mark “Completed”. Instructions are provided on some screens for clarification purposes.

Creating an S2S Supplemental Child Record

Use this option if requesting additional funds for an existing award and submitting electronically through Grants.gov. Do not set up a record until the FOA # for the supplement is known – DO NOT use the FOA from the initial submission:

1. **Step 2** – Select “Supplemental” from the list of proposal types.

2. **Steps 3-5** – The sponsor and proposal title will be copied from the Master Record.

3. **Step 6** – Enter Start and End Dates covered for this Child Record. Do not enter the entire Project Period unless the Child Record period dates are the same.

4. **Step 7** – Verify budget periods and create Child Record.

5. On Setup Questions, verify that an electronic screen template has been chosen. Do not change the template without first contacting the PennERA Help Desk.

6. Click **Get Opportunity Number** and search for the Funding Opportunity Announcement number (FOA #). See below.

- Many NIH supplemental requests use a single announcement (e.g., PA-14-077) but have multiple options (Competition IDs) from which to choose.
- Select the correct Competition ID based on the awarded proposal type. See example below.

7. Answer the remaining questions on Setup Questions tab.

8. A standard S2S submission record is ready for completion.

   - Follow the sponsor’s instructions for proposal requirements.

PennERA References

**Approvals Tab**

1. Associated protocols should be listed on the Approvals tab but not linked to the protocol itself.

2. Provide information about protocol current status, including the number (entered in Reference No. field).

3. Protocols will be linked to Proposals only on the Master record.

**Certification, Routing, and Submission**

1. Each Child Record contains the standard e-forms on the Internal Documents tab:

   - Certification by Principal Investigator (required)
   - Proposal Transmittal Form (required)
   - SOM PI Research Categorization Form (optional)
   - Parallel Review of Corporate Contracts (optional)

2. Child Submission Records are submitted for internal review in the same way as Master Records and to the same routing path designated for the Associated Department (RESP ORG).

3. S2S records will have the capability on the Finalize tab of the Child Record to be submitted to Grants.gov.

**Award Setup**

Awards will continue to be setup within the Master Record in the Awards section of Proposal Tracking. Requested Status (e.g., Pending, Future Pending, etc.) will be updated in both the Master and the Child Submission records.

For assistance, please contact the PennERA Help Desk at pennerahelp@lists.upenn.edu.