



Proposal Development Personnel Changes

In an effort to accommodate the rapidly changing landscape of electronic research administration, the PennERA team recently upgraded our production software. This upgrade addressed a number of outstanding, open issues, but it also introduces a number of user interface changes to Proposal Development.

The first change made is to allow the software to calculate salaries on a monthly basis. Historically, the software calculated salaries on a per day basis. Thus the application would calculate that a person makes less in February and more during March since the number of days differ in those two months.

The new functionality allows the user to indicate that a person makes "X dollars" per month regardless if one month is shorter or longer than others.

The screenshot below has boxed an area where there is a checkbox to indicate for each individual whether you want their salaries on a per day or per month basis. Currently the software defaults it to a per day basis. If you choose to leave the box unchecked then in the Base Salary section you will put their base salary for that entire appointment timeframe. This is no different than previous versions of software.

However if you check the box "Monthly" then in the base salary (and fringe section too), you will input the amount of money they make per month. Thus if a person makes \$120,000 a year on a 12-month appointment, in the base salary section you will only put \$10,000 ($\$120,000/\text{year} \div 12 \text{ months/year}$). The system will automatically convert this into \$120,000 base salary for purposes of the 424 R&R budget pages.

https://www.pennera.upenn.edu - Research Project Grant (Parent R01) - Microsoft Internet Explorer

Research Project Grant (Parent R01)
STEPHEN FRATANTARO- 4423 - PS-Mental Health Services (NATIONAL INSTITUTES OF HEALTH)

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Budget Detail for: STEPHEN FRATANTARO [Click to Change Personnel](#) [Click to Add Next Person to the Proposal](#)

Salut	First	Middle	Last	Suffix	Department
	STEPHEN		FRATANTARO		4423 - PS-Mental Health Services

Salary/Payroll Information [Hide Details](#) [Add Appointment](#)

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Del
Type: CAL Months: 12 <input checked="" type="checkbox"/> Monthly	S: 01-Jul-2008 E: 30-Jun-2009	10,000.00 Per Appt	Full-Time Federal Amount: 2,950.00	12,950.00	N/A

Continue Salary past appointment end date
 Recycle Salary on the Annual Anniversary (respecting effective dates)
 Salary ends on the Appointment end date

Annual Inflation: Cost of Living (3%)
Total: 12,950.00

Apply inflation on the Primary Appointment Anniversary Date

Project Responsibilities

Personnel Type	Budget Justification	Auto Fill
Key Personnel		
Role on Project		
PD/PI		

Time and Effort levels on Project [Show Calculation Details](#)

Start Date	Months	End Date	Effort	Remove
01-Jul-2008	60	30-Jun-2013	10	N/A

Allow Manual Override of Person Months

Period	Effort	ACAD	CAL	SUMR	Amount
1 Jul-08 → Jun-09	10.00 %	0.00	1.20	0.00	\$15,540.00
2 Jul-09 → Jun-10	10.00 %	0.00	1.20	0.00	16,006.20
3 Jul-10 → Jun-11	10.00 %	0.00	1.20	0.00	16,486.39
4 Jul-11 → Jun-12	10.00 %	0.00	1.20	0.00	16,980.98
5 Jul-12 → Jun-13	10.00 %	0.00	1.20	0.00	17,490.41
Jul-08 → Jun-13	10.00 %	0.00	6.00	0.00	\$82,503.97

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In addition to the new monthly functionality, this new version of the software has added additional functionality corresponding with 3 additional radio buttons on the screen. These 3 Scenarios are:

- 1.) Continue Salary past appointment end date
- 2.) Recycle Salary on the Annual Anniversary (respecting effective dates)
- 3.) Salary ends on the Appointment end date

The following scenarios will demonstrate the changes you will see and potential uses for this new functionality:

Scenario 1. - Continue Salary past appointment end date

In scenario 1, an appointment(s) can be entered for a given timeframe. The salary associated with this appointment will continue to be extrapolated beyond the actual appointment start and end date.

Thus in the screenshot below an appointment is entered from 07/01/07 - 06/30/08 for \$120,000. The project however continues on until 06/30/13. The system will use the salary for 07/01/07-06/30/08 for the timeframe of 07/01/08 - 06/30/13. For a person that shows a single calendar appointment and the salary is expected to just go up with standard inflation, this is the model you should consider using.

https://www.pennera.upenn.edu - Research Project Grant (Parent R01) - Microsoft Internet Explorer

Research Project Grant (Parent R01)
STEPHEN FRATANTARO- 4423 - PS-Mental Health Services (NATIONAL INSTITUTES OF HEALTH)

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Budget Detail for: STEPHEN FRATANTARO [Click to Change Personnel](#) [Click to Add Next Person to the Proposal](#)

Salut	First	Middle	Last	Suffix	Department
	STEPHEN		FRATANTARO		4423 - PS-Mental Health Services

Salary/Payroll Information [Hide Details](#) [Add Appointment](#)

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Del
Type: CAL Months: 12 <input type="checkbox"/> Monthly	S: 01-Jul-2008 E: 30-Jun-2009	120,000.00 Per Appt	Full-Time Federal Amount: 35,400.00	155,400.00	N/A

Continue Salary past appointment end date Recycle Salary on the Annual Anniversary (respecting effective dates) Salary ends on the Appointment end date

Annual Inflation: Cost of Living (3%) **Total:** 155,400.00

Apply inflation on the Primary Appointment Anniversary Date

Project Responsibilities

Personnel Type	Budget Justification	Auto Fill
Key Personnel		
Role on Project		
PD/PI		

Time and Effort levels on Project [Show Calculation Details](#)

Start Date	Months	End Date	Effort	Remove
01-Jul-2008	60	30-Jun-2013	10	N/A

Allow Manual Override of Person Months

Period	Effort	ACAD	CAL	SUMR	Amount
1 Jul-08 → Jun-09	10.00 %	0.00	1.20	0.00	\$15,540.00
2 Jul-09 → Jun-10	10.00 %	0.00	1.20	0.00	16,006.20
3 Jul-10 → Jun-11	10.00 %	0.00	1.20	0.00	16,486.39
4 Jul-11 → Jun-12	10.00 %	0.00	1.20	0.00	16,980.98
5 Jul-12 → Jun-13	10.00 %	0.00	1.20	0.00	17,490.41
Jul-08 → Jun-13	10.00 %	0.00	6.00	0.00	\$82,503.97

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SCENARIO 2. - Recycle Salary on the Annual Anniversary (respecting effective dates)

In this scenario you “recycle” the appointments, allowing personnel appointments to be applied to future periods without having to re-enter them. This functionality will likely be the choice for schools and centers that show an academic and summer appointment where the salary is expected to go up with a standard inflation.

In the screenshot below, you will see two appointments. The academic appointment is from 09/01/07 – 05/31/08 and the summer appointment from 06/01/08 – 08/31/08.

Here the academic appointment will be “re-used” for 09/01/08-05/31/09, 09/01/09-05/31/10, etc.

The summer appointment will be “re-used” for 06/01/09-08/31/09, 06/01/10 – 08/31/10 etc.

https://www.pennera.upenn.edu - Research Project Grant (Parent R01) - Microsoft Internet Explorer

Research Project Grant (Parent R01)
STEPHEN FRATANTARO- 4423 - PS-Mental Health Services (NATIONAL INSTITUTES OF HEALTH)

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Budget Detail for: STEPHEN FRATANTARO [Click to Change Personnel](#) [Click to Add Next Person to the Proposal](#)

Salut	First	Middle	Last	Suffix	Department
	STEPHEN		FRATANTARO		4423 - PS-Mental Health Services

Salary/Payroll Information [Hide Details](#) [Add Appointment](#)

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Primary	Del
Type: ACAD Months: 9 <input type="checkbox"/> Monthly	S: 01-Sep-2007 E: 31-May-2008	120,000.00 Per Appt	Full-Time Federal Amount: 35,400.00	155,400.00	<input checked="" type="radio"/>	+
<input type="radio"/> Continue Salary past appointment end date <input checked="" type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input type="radio"/> Salary ends on the Appointment end date						
Type: SUMR Months: 3 <input type="checkbox"/> Monthly	S: 01-Jun-2008 E: 31-Aug-2008	40,000.00 Per Appt	Full-Time Federal Amount: 11,800.00	51,800.00	<input type="radio"/>	+
<input type="radio"/> Continue Salary past appointment end date <input checked="" type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input type="radio"/> Salary ends on the Appointment end date						
<input type="checkbox"/> Annual Inflation		Cost of Living (3%)	Total:		207,200.00	
<input type="checkbox"/> Apply inflation on the Primary Appointment Anniversary Date						

Project Responsibilities

Personnel Type: [Auto Fill](#)

Key Personnel

Role on Project: PD/PI

Time and Effort levels on Project [Show Calculation Details](#)

Start Date	Months	End Date	Effort	Remove
01-Jul-2008	2	31-Aug-2008	50	-
01-Sep-2008	9	31-May-2009	25	-
01-Jun-2009	3	31-Aug-2009	50	-
01-Sep-2009	9	31-May-2010	25	-
01-Jun-2010	3	31-Aug-2010	50	-
01-Sep-2010	9	31-May-2011	25	-
01-Jun-2011	3	31-Aug-2011	50	-
01-Sep-2011	9	31-May-2012	25	-
01-Jun-2012	3	31-Aug-2012	50	-
01-Sep-2012	9	31-May-2013	25	-
01-Jun-2013	1	30-Jun-2013	50	-

Allow Manual Override of Person Months

Period	Effort	ACAD	CAL	SUMR	Amount
1 Jul-08 → Jun-09	31.30 %	3.26	0.00	0.49	\$64,750.00
2 Jul-09 → Jun-10	31.30 %	2.24	0.00	1.51	66,692.50
3 Jul-10 → Jun-11	31.30 %	2.24	0.00	1.51	68,693.27
4 Jul-11 → Jun-12	31.30 %	2.24	0.00	1.51	70,754.07
5 Jul-12 → Jun-13	31.30 %	2.24	0.00	1.51	72,876.70
Jul-08 → Jun-13	31.30 %	12.24	0.00	6.54	\$343,766.54

SCENARIO 3. - Salary ends on the Appointment end date

With this 3rd option of “Salary ends on the Appointment end date”, the system will not extrapolate the salary appointments nor will the salary be “re-cycled”. This functionality was added to support the need in both prime and subcontract budgets where the anticipated salary in out-year(s) cannot be arrived at by a standard inflation rate.

The example below show users can now setup appointments for “future years” and the software will respect these appointments. In the following example, note that the salary for each year does not follow a standard inflation scheme. This is due to choosing “Salary ends on the Appointment end date”.

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Budget Detail for: TBD Click to Change Personnel Click to Add Next Person to the Proposal						
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	TBD					

Salary/Payroll Information		Hide Details		Add Appointment			
Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Primary	Del	
Type: CAL Months: 12 <input type="checkbox"/> Monthly	S: 01-Jul-2008 E: 30-Jun-2009	36,996.00 Per Appt	Part-Time Amount: 3,589.00	40,585.00	<input checked="" type="radio"/>	+	
<input type="radio"/> Continue Salary past appointment end date <input type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input checked="" type="radio"/> Salary ends on the Appointment end date							
Type: CAL Months: 12 <input type="checkbox"/> Monthly	S: 01-Jul-2009 E: 30-Jun-2010	38,976.00 Per Appt	Part-Time Amount: 3,781.00	42,757.00	<input type="radio"/>	+	
<input type="radio"/> Continue Salary past appointment end date <input type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input checked="" type="radio"/> Salary ends on the Appointment end date							
Type: CAL Months: 12 <input type="checkbox"/> Monthly	S: 01-Jul-2010 E: 30-Jun-2011	41,796.00 Per Appt	Part-Time Amount: 4,054.00	45,850.00	<input type="radio"/>	+	
<input type="radio"/> Continue Salary past appointment end date <input type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input checked="" type="radio"/> Salary ends on the Appointment end date							
Type: CAL Months: 12 <input type="checkbox"/> Monthly	S: 01-Jul-2011 E: 30-Jun-2012	43,428.00 Per Appt	Part-Time Amount: 4,213.00	47,641.00	<input type="radio"/>	+	
<input type="radio"/> Continue Salary past appointment end date <input type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input checked="" type="radio"/> Salary ends on the Appointment end date							
Type: CAL Months: 12 <input type="checkbox"/> Monthly	S: 01-Jul-2012 E: 30-Jun-2013	45,048.00 Per Appt	Part-Time Amount: 4,370.00	49,418.00	<input type="radio"/>	+	
<input type="radio"/> Continue Salary past appointment end date <input type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input checked="" type="radio"/> Salary ends on the Appointment end date							
<input type="checkbox"/> Annual Inflation <input type="text" value=""/>				Total:	226,251.00		
<input type="checkbox"/> Apply inflation on the Primary Appointment Anniversary Date							

Project Responsibilities	
Personnel Type	Budget Justification Auto Fill
<input type="text" value="Non-Key Personnel"/>	
Role on Project	
<input type="text" value="Post Doctoral Associate"/>	

Time and Effort levels on Project					Show Calculation Details
Start Date	Months	End Date	Effort	Remove	
01-Jul-2008	60	30-Jun-2013	100	N/A	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Allow Manual Override of Person Months					
Period	Effort	ACAD	CAL	SUMR	Amount
1 Jul-08 → Jun-09	100.00 %	0.00	12.00	0.00	\$40,584.61
2 Jul-09 → Jun-10	100.00 %	0.00	12.00	0.00	42,756.67
3 Jul-10 → Jun-11	100.00 %	0.00	12.00	0.00	45,850.21
4 Jul-11 → Jun-12	100.00 %	0.00	12.00	0.00	47,640.52
5 Jul-12 → Jun-13	100.00 %	0.00	12.00	0.00	49,417.66
Jul-08 → Jun-13	100.00 %	0.00	60.00	0.00	\$226,249.67

The following example demonstrates how this same functionality can be used to show effort for a portion of the project without calculating salary support.

https://www.pennera.upenn.edu - Research Project Grant (Parent R01) - Microsoft Internet Explorer

Budget Detail for: Mr. Todd S Swavely [Click to Change Personnel](#) [Click to Add Next Person to the Proposal](#)

Salut	First	Middle	Last	Suffix	Department
Mr.	Todd	S	Swavely		8760 - Research Services

Salary/Payroll Information [Hide Details](#) [Add Appointment](#)

Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Primary	Del
Type: CAL Months: 12 <input type="checkbox"/> Monthly	S: 01-Jul-2008 E: 30-Jun-2009	0.00 Per Appt	Amount: 0.00	0.00	<input checked="" type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Continue Salary past appointment end date <input type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input checked="" type="radio"/> Salary ends on the Appointment end date						
Type: CAL Months: 12 <input type="checkbox"/> Monthly	S: 01-Jul-2009 E: 30-Jun-2010	0.00 Per Appt	Amount: 0.00	0.00	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Continue Salary past appointment end date <input type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input checked="" type="radio"/> Salary ends on the Appointment end date						
Type: CAL Months: 12 <input type="checkbox"/> Monthly	S: 01-Jul-2010 E: 30-Jun-2011	100,000.00 Per Appt	Amount: 29,500.00 Full-Time Federal	129,500.00	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Continue Salary past appointment end date <input type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input checked="" type="radio"/> Salary ends on the Appointment end date						
Type: CAL Months: 12 <input type="checkbox"/> Monthly	S: 01-Jul-2011 E: 30-Jun-2012	103,000.00 Per Appt	Amount: 30,385.00 Full-Time Federal	133,385.00	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Continue Salary past appointment end date <input type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input checked="" type="radio"/> Salary ends on the Appointment end date						
Type: CAL Months: 12 <input type="checkbox"/> Monthly	S: 01-Jul-2012 E: 30-Jun-2013	106,090.00 Per Appt	Amount: 31,297.00 Full-Time Federal	137,387.00	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Continue Salary past appointment end date <input type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input checked="" type="radio"/> Salary ends on the Appointment end date						
Annual Inflation				Total:	400,272.00	
<input type="checkbox"/> Apply inflation on the Primary Appointment Anniversary Date						

Project Responsibilities

Personnel Type: Budget Justification: [Auto Fill](#)

Key Personnel:

Role on Project:

Other (Specify):

Co-Investigator:

Time and Effort levels on Project [Show Calculation Details](#)

Start Date	Months	End Date	Effort	Remove
01-Jul-2008	12	30-Jun-2009	5	<input type="checkbox"/>
01-Jul-2009	12	30-Jun-2010	5	<input type="checkbox"/>
01-Jul-2010	12	30-Jun-2011	5	<input type="checkbox"/>
01-Jul-2011	12	30-Jun-2012	5	<input type="checkbox"/>
01-Jul-2012	12	30-Jun-2013	5	<input type="checkbox"/>

Allow Manual Override of Person Months

Period	Effort	ACAD	CAI	SIIMR	Amount
1 Jul-08 → Jun-09	5.00 %	0.00	0.60	0.00	\$0.00
2 Jul-09 → Jun-10	5.00 %	0.00	0.60	0.00	0.00
3 Jul-10 → Jun-11	5.00 %	0.00	0.60	0.00	6,475.00
4 Jul-11 → Jun-12	5.00 %	0.00	0.60	0.00	6,669.25
5 Jul-12 → Jun-13	5.00 %	0.00	0.60	0.00	6,869.33
Jul-08 → Jun-13	5.00 %	0.00	3.00	0.00	\$20,013.58

Manual Editing of Person Months

Various personnel appointment conditions – in particular the need to have “overlapping” appointments – can result in anomalous calculation results in the personnel month calculation results (ACAD, CAL, SUMR). “Overlapping” appointments include situations where overload compensation exists (i.e., where additional salary-only appointments exist on top of the primary academic & summer or calendar year appointment) or where there is a desire to track additional layers of compensation (e.g., base salary, practice plan salary, administrative compensation, etc.) as independent appointment records. In these cases, the business rules to determine the appropriate “person months” for each appointment type for a given proposal quickly become complex.

To alleviate this condition, we have added an option to “Allow Manual Override of Person Months”.

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STEPHEN FRATANTARO- 4423 - PS-Mental Health Services (NATIONAL INSTITUTES OF HEALTH) 10014381

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Budget Detail for: STEPHEN FRATANTARO Click to Change Personnel Click to Add Next Person to the Proposal					
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	STEPHEN		FRATANTARO		4423 - PS-Mental Health Services

Salary/Payroll Information Hide Details		Add Appointment			
Appointment	Appointment Start/End	Base Salary	Fringe Benefits	Net Salary	Primary
Type: ACAD Months: 9 <input type="checkbox"/> Monthly	S: 01-Sep-2007 E: 31-May-2008	120,000.00 Per Appt	Full-Time Federal Amount: \$5,400.00	155,400.00	<input checked="" type="radio"/>
<input type="radio"/> Continue Salary past appointment end date <input checked="" type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input type="radio"/> Salary ends on the Appointment end date					
Type: SUMR Months: 3 <input type="checkbox"/> Monthly	S: 01-Jun-2008 E: 31-Aug-2008	40,000.00 Per Appt	Full-Time Federal Amount: 11,800.00	51,800.00	<input type="radio"/>
<input type="radio"/> Continue Salary past appointment end date <input checked="" type="radio"/> Recycle Salary on the Annual Anniversary (respecting effective dates) <input type="radio"/> Salary ends on the Appointment end date					
Annual Inflation: Cost of Living (3%)				Total:	207,200.00
<input type="checkbox"/> Apply inflation on the Primary Appointment Anniversary Date					

Project Responsibilities	
Personnel Type	Budget Justification Auto Fill
Key Personnel	
Role on Project	
PD/PI	

Time and Effort levels on Project Show Calculation Details					
Start Date	Months	End Date	Effort		Remove
01-Jul-2008	2	31-Aug-2008	50		
01-Sep-2008	9	31-May-2009	25		
01-Jun-2009	3	31-Aug-2009	50		
01-Sep-2009	9	31-May-2010	25		
01-Jun-2010	3	31-Aug-2010	50		
01-Sep-2010	9	31-May-2011	25		
01-Jun-2011	3	31-Aug-2011	50		
01-Sep-2011	9	31-May-2012	25		
01-Jun-2012	3	31-Aug-2012	50		
01-Sep-2012	9	31-May-2013	25		
01-Jun-2013	1	30-Jun-2013	50		

Allow Manual Override of Person Months					
Period	Effort	ACAD	CAL	SUMR	Amount
1 Jul-08 → Jun-09	31.30 %	2.25	0.00	1.50	\$64,750.00
2 Jul-09 → Jun-10	31.30 %	2.25	0.00	1.50	66,692.50
3 Jul-10 → Jun-11	31.30 %	2.25	0.00	1.50	68,635.00
4 Jul-11 → Jun-12	31.30 %	2.25	0.00	1.50	70,577.50
5 Jul-12 → Jun-13	31.30 %	2.25	0.00	1.50	72,520.00
Jul-08 → Jun-13	31.30 %	11.25	0.00	7.50	\$343,766.54

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