Introducing Penn Profiler: Identifying Your Safety and Compliance Training Needs

Stuart Benoff, ISC, Technical Team Leader
Janet Smith, OVPR, Functional Team Leader

The Office of the Vice Provost for Research in conjunction with the School of Medicine, The Division of Finance and Information Systems and Computing, is pleased to introduce the Penn Profiler, currently in its pilot phase. Penn Profiler is the University’s new web-based application that enables individuals to identify their safety and compliance training needs based on their academic activities and/or job responsibilities by completing a 5-10 minute online survey. This initiative is designed to increase awareness of and compliance with safety and regulatory requirements.

Penn Profiler leverages the University’s enterprise-wide learning management system, Knowledge Link, and simplifies the training experience by clearly presenting faculty and staff with their required courses in one place – the “Required Training” page of Knowledge Link.

Development of this application was officially launched in September of 2006. It is based on wide consultation involving individuals and focus groups from various Schools/Centers and reflects the collective knowledge and current training experiences of the Research Training Community, Human Resources and Financial Training Department.

The pilot, which began in April and will run through the middle of June. Participating pilot organizations are:

0103 Biology (SAS)
0745 Wharton Finance and Administration (Wharton)
1301 Bioengineering (SEAS)
1302 Chemical and Biomolecular Engineering (SEAS)
1303 Computer and Information Science (SEAS)
1304 Electrical and Systems Engineering (SEAS)
We anticipate that the Penn Profiler will:

- Strengthen knowledge of appropriate best practices that will prepare individuals for safely fulfilling their job responsibilities

- Provide the research and administrative communities with easily accessible tools to assign, manage, maintain, and report safety and research compliance training information

- Strengthen the University’s ability to meet ever-changing federal and regulatory compliance requirements and demands for accountability

**Additional updates** to the Penn community about the Penn Profiler will be forthcoming as we conclude the pilot. If you have any questions, comments, or suggestions, please send an email to PennProfiler@pobox.upenn.edu. Additional information can be found at [http://www.upenn.edu/VPR/profiler/](http://www.upenn.edu/VPR/profiler/).

- Dr. Steven J. Fluharty, Vice Provost for Research
- Scott Douglass, Vice President, Finance and Treasurer
- Chris Kops, Vice Dean for Administration and Finance, SOM
- Robin H. Beck, Vice President, Information Systems and Computing
The following is important information concerning upcoming major NIH deadlines and the grants.gov system. If you have questions regarding any of these items, please contact your ORS pre-award administrator.

Reminder: Holidays and Application Viewing Window
Once all system-identified errors are corrected and an error-free application is processed by NIH, the application image is assembled and placed in the eRA Commons for viewing by the Principal Investigator (PI), Signing Official (SO) and now Assistants (ASSTs) that have been delegated PI status. If no action is taken by the SO to Reject the application, it will automatically move forward to the Division of Receipt and Referral after two full weekdays (Monday-Friday, including holidays).

The inclusion of holidays in the viewing window may be of concern for applicants to the July 5 submission deadline for R01 renewals, resubmissions, and revisions, since the deadline is the day after the July 4 holiday. Although no changes are anticipated to exempt the July 4 holiday from the viewing window this year, we are exploring that option for the future. In the meantime, please plan accordingly.

ORS Deadlines for Receipt of Completed Applications
In order to allow for all applications to be error-free, accepted by the Sponsor agency, and to be considered on-time submissions, and while your School may have its own timeline for reviewing and approving applications, it is the policy of ORS to require that all completed grant applications be available for submission three (3) business days prior to the Sponsor’s deadline whether they are being submitted through PureEdge or PennERA proposal development.

For a PureEdge application to be considered available for submission, the final .xfd file must be uploaded to the ORS dedicated grants.gov server (see instructions on the ORS webpage at www.upenn.edu/researchservices) AND a completed and signed proposal transmittal form must be delivered to ORS. When using PennERA proposal development, the application needs to be finalized and routed to ORS. Paper transmittal forms are not necessary as this information is captured in the application package. Deadline dates for upcoming major NIH programs are referenced in the table below.
If you have any questions, please contact your ORS pre-award administrator.

<table>
<thead>
<tr>
<th>NIH Programs</th>
<th>NIH Deadline Date/Time (5:00 pm)</th>
<th>ORS Deadline Date/Time (9:00 am)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R01 new</td>
<td>June 5</td>
<td>June 1</td>
</tr>
<tr>
<td>R03,R21,R33,R21/R33,R34,R36 new</td>
<td>June 16 (actual due date is Monday, June 18)</td>
<td>June 14</td>
</tr>
<tr>
<td>R01 renewal, resubmission, revision</td>
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</tr>
<tr>
<td>R03,R21,R33,R21/R33,R34,R36 renewal, resubmission, revision</td>
<td>July 16</td>
<td>July 12</td>
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</tbody>
</table>
Need Help?

Call the Ben Tips Confidential Reporting and Help Line

The **Ben Tips Confidential Reporting and Help Line** provides assistance with questions about policies, procedures or practices and handles reports of suspected incidents of non-compliance. **The Ben Tips Line is a resource for all University and Health System employees, staff, students and faculty.**

When you contact the Ben Tips Line at **1-888-BEN-TIPS** (1-888-236-8477), a compliance specialist will answer your call between 8:30 a.m. and 5 p.m., Monday through Friday. Callers may also leave a message during non-business hours. **The Ben Tips line does not have a caller ID feature, so callers may remain anonymous.**

**The Ben Tips Line welcomes all questions and concerns.** No action will be taken against you if you report information in good faith to the Ben Tips Line. **The Office of Audit, Compliance and Privacy will respond to all questions and will facilitate appropriate action.** So **“Do the Right Thing, the Right Way”** and call the Ben Tips Line.

Not receiving our newsletter? Please visit our homepage to subscribe to our listserv. [http://www.upenn.edu/researchservices/](http://www.upenn.edu/researchservices/) (see bottom right corner)
Grants.gov to transition to Adobe Forms

Grants.gov announced on May 25, 2007 that their system deployment of an Adobe Forms based solution for electronic submissions is continuing.

The originally announced schedule for transition from PureEdge to Adobe Forms has been extended in order to “improve end-user experience.”

- No revised timeline is currently available.
- The former plan for transition was to begin April 1 and was to be complete by October 1, 2007.
- The previously planned web-based seminar about Adobe Forms that was to have occurred in May, will be rescheduled at a yet to be determined date.

For new schedules when they are determined and the most up-to-date information on the transition to Adobe Forms, see the Grants.gov web site at http://www.grants.gov/.

NIH updates on electronic submission transitions

Adobe Forms are not planned for use on any NIH electronic submissions on or before July 5, 2007; Penn personnel should continue to use PureEdge or PennERA Proposal Development.

As previously announced, dates for F, K, and T mechanisms to be transitioned to electronic submission have been delayed.

- No official announcement of new transition dates has been made.
- Target time-frame appears to be mid to late (federal) Fiscal Year 2008.

As previously announced, dates for complex mechanisms such as Program Projects and Center Grants to be transitioned to electronic submission have been delayed and are not expected until (federal) Fiscal Year 2009 or later.

NSF update on use of Grants.gov for proposal submission

The National Science Foundation has announced that except where specifically noted in the funding opportunity, all NSF funding opportunities will either authorize, or in some cases require, use of Grants.gov to prepare and submit proposals.

- In determining whether to utilize Grants.gov or the NSF FastLane system for the electronic preparation and submission of a proposal, proposers should note that all collaborative proposals submitted as separate submissions from multiple organizations must be submitted via FastLane.
The Office of Research Services is pleased to announce the dates and times for Sponsored Programs at Penn

July 30, 2007: 9:30 – 1:00 Biomedical Research Building (BRB) Rm 251
July 31, 2007: 9:30 – 1:00 Biomedical Research Building (BRB) Rm 251
August 1, 2007: 9:30 – 1:00 Biomedical Research Building (BRB) Rm 251
August 2, 2007: 9:30 – 1:00 Biomedical Research Building (BRB) Rm 251
August 3, 2007: 9:30 – 1:00 Biomedical Research Building (BRB) Rm 251

Who Should Register: Individuals who assist faculty with the preparation of proposals requiring the individual to make determinations of allowability, allocability, and reasonableness in accordance with sponsor guidelines, federal regulations, and University and School/Center policies/procedures and regulatory requirements; review and approve expenditures at the central level; provide counsel and advice to faculty regarding cost transfers, effort reporting or overall award management; are responsible for the monitoring of awards, reviewing financial reports for accuracy and compliance and assuring that charges are allowable, properly allocated and reasonable.

Registration is REQUIRED.

You must attend all days to receive credit for the course.

Course Description: Sponsored Programs at Penn has been designed to provide a comprehensive introduction to the basic knowledge required to effectively prepare proposals for submission to external sponsors and to monitor and manage grant funds at Penn. The course is divided into the following five half-day sessions:

• Introduction to Sponsored Project Administration
• Proposal Preparation and Processing
• Award Acceptance and Account Set-up
• Post Award Management
• Closeout and Audits of Sponsored Project Funds

Prerequisite: Attendees must complete the following on-line tutorials prior to attending the Sponsored Programs at Penn course:

• SPCCP: Policies
• SPCCP: Allowability of Costs – ONLINE MODULE not Brown Bag
• SPCCP: Effort Reporting

To register for the prerequisites:
* Login to http://knowledgelink.upenn.edu, using your PennKey and PennKey password log into the system.
* Select “Optional” on the left navigation bar. A listing of all Optional course available to you will appear.
* Scroll down the menu until you begin to see the SPCCP courses.
* Click on the word ENROLL to the right of your desired course. A new screen will appear with all dates for the courses listed.
* At this screen click on the word ENROLL (again) next to the preferred session. Once you have enrolled you will receive a message confirming your registration.

To Enroll in the Course:
* Login to http://knowledgelink.upenn.edu, using your PennKey and PennKey password log into the system.
* Select “Optional” on the left navigation bar. A listing of all Optional courses available to you will appear.
* Scroll down the menu until you begin to see the Office of Research Services course packages.
* Click on the word ENROLL to the right of the “Sponsored Programs at Penn”. A new screen will appear with all dates for the courses listed.
* Click on the word ENROLL again and then you will see a screen telling you that you have enrolled in the course.

If you have any questions or difficulties regarding registration for this course, please contact Anita Mills at (215) 898-1936 or anitamil@pobox.upenn.edu.

View information about the course at the Sponcored Projects at Penn website:
http://www.upenn.edu/researchservices/SPatPenn/
Post Award News

Kim Garrison has been appointed Director, Post-Award Financial Administration. Please join ORS in congratulating Kim on her success.

Pre-Award News

Sheila Berry has joined ORS as a Contract Administrator. Please join ORS in welcoming Sheila aboard.

Call for Presenters and Topics

Fall ORS Brown Bags

Planning for the fall ORS Brown Bags has begun. Anyone interested in being a presenter or suggesting a topic should contact Anita Mills anitamil@pobox.upenn.edu 8-1936.

Tenative Dates for the ORS Brown Bags are:

September 5, 2007
September 19, 2007
October 3, 2007
October 17, 2007
November 7, 2007
November 21, 2007
December 5, 2007
December 19, 2007

2006 Service Recognition Awards

At the Division of Finance meeting on May 24, 2007 several ORS staff members were recognized for their dedication and service to Penn. Please join ORS in thanking these staff members for their dedication.

15 Years
Annamaria Molnar

20 Years
Floyd Harris
Lauren Oshana

25 Years
Robert McCann
Gokila Venkateswaran

30 Years
Tina Nemetz
Sophia Whitehead
Getting to Know......

Benita Hall

Years at Penn: 3.5

Years in Research Services: 3.5

Hobbies/Interests: Reading, Arts and Crafts, Sewing, and Cooking

Favorite Restaurant: Charlie Palmer’s in Washington, DC

Favorite ways to spend a vacation: Reading and Relaxing

What Co-workers say:

She has “excellent” culinary skills;
She is NOT technology challenge and;
She is indulging us all by making every attempt to “make the people we serve feel like they’ve been hugged by the UPENN Office of Research Services!”

It’s a pleasure to work with Benita

She can find that Clinical Study Title that no one else can seem to find (in her “book”)
She loves her Gospel Music
She keeps a stash of honey wheat braided pretzels in her desk

Benita enjoys a good book in her spare time and always has a kind word for anyone who is willing to listen.

For Information on Upcoming Training visit the ORS website:
http://www.upenn.edu/researchservices/training.html
ORS Monthly Quiz

1) According to OMB Circular A-110, no employee, officer or agent should participate in the selection, award or administration of a contract supported by Federal funds if:
   a) A real conflict of interest is involved
   b) A potential conflict of interest is involved
   c) The employee, officer or agent received a gift of nominal value from the contractor
   d) Both a and b
   e) All of the above

2) Conflicts of interest can arise when:
   a) The interests of a commercial venture differ from the interests and primary obligations of the University and its faculty
   b) Commercial ventures consume an undue share of a faculty member’s attention
   c) A faculty member’s research commitments are in contrast to the faculty member’s teaching commitments
   d) Both a and b
   e) All of the above

3) Faculty members may not engage in non-academic commitments that, in the aggregate, exceed one day in seven during the academic year.
   a) True
   b) False

4) All of the following are examples of situations from which conflicts of interest may arise EXCEPT:
   a) Purchase of major equipment for externally sponsored research from an agency in which a responsible staff member has an interest
   b) Orientation of sponsored research to serve the needs of a private agency in which a responsible staff member has an interest
   c) Acceptance of an agreement delaying the release of confidential information related to the results of sponsored research by 1 month, with the provost’s permission
   d) Acceptance of special favors from a private agency with which the University conducts business in connection with a sponsored research project

Answer key for the Monthly Quiz can be found on Page 15
What is the maximum allowable PI salary on National Center American Heart “AHA” Awards?

The maximum allowable PI salary and fringe on an AHA "Grant in Aid" is $32,500

The maximum allowable PI salary and fringe on an AHA "Scientist Development Grant" is $24,091
The calculation is as follows:

Total annual award      max PI salary & fringe          indirect cost       Other Project Cost
65,000    --    $ 24,091         5,909  =  $ 30,000     $ 35,000

The maximum allowable PI salary and fringe on an AHA "Established Investigator Grant" is $28,182
(awards activated 7/02 and prior)
The calculation is as follows:

Total annual award      max PI salary & fringe          indirect cost       Other Project Cost
75,000    --    $ 28,182         6,818  =  $ 35,000     $ 40,000

(For awards activated January 2003 and after the use of funds for PI salary and fringe are unrestricted)

In addition to the above, the program description should be accessed to determine if there are any other salary restrictions.

To access the program description:
*Log onto the AHA website:  https://home.heart.org/OLAwardsAdmin/Default.asp
*Enter User ID and Password
*Click on the view project link in blue
*Click on the program description link on the top of the page.

For more information contact your ORS accountant.
Did You Know.......??

The National Science Foundation (NSF) has provided the following FAQ for Project Performance Reporting.

The live links, which provide more detailed information, including screen shots, can be accessed via the Advisory section of the Fastlane homepage (https://www.fastlane.nsf.gov/fastlane.jsp). It is suggested you bookmark this page for future reference, and share this information with your NSF funded investigators.

Click here to download the questions in PDF format.

Project Reports System FAQs

1. What award types require submission of annual and final project reports?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#1

Annual Project Reports (APRs) are required for all standard grants, continuing grants and cooperative agreements as well. Final Project Reports (FPRs) are required for all standard grants, continuing grants cooperative agreements, and individual fellowships. All submitted annual and final reports must be approved by an NSF Program Officer to meet the submission requirement.

2. Are annual project reports required for report periods ending in fiscal year 2006 or earlier?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#2

Annual project reports are not required for awards whose reporting periods end on or before September 30, 2006, provided they are not used for increments in 2007 or later.

3. Why are PIs not able to enter a reporting date range for a project report?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#3

As of November 18, 2006, PRS will preset the reporting periods at the initial award time. Any existing awards will be pre-loaded with outstanding reporting periods as well. If you believe the pre-loaded reporting periods for your award are incorrect, please contact the FastLane Help Desk and report the problem.

4. When can a Principal Investigator (PI) submit APRs and FPRs?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#4

PIs can only submit reports on or after the reporting period start date. The APRs are due 90 days before budget period (reporting period) end date. FPRs are due the day after final award expiration date. However, for awards with a current pending increment, if the associated APR report end date is beyond 09/30 for that year, then the APR can be submitted between 07/01 and 09/30.

5. What happens if a PI or Co-PI is overdue on any annual or final project reports?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#5

Currently, an overdue FPR stops funding actions for the PI and Co-PIs on the award. With the PRS changes, overdue APRs will impede all funding actions for the PI and Co-PIs on the award. Furthermore, overdue APRs and FPRs will impede processing for all post-award actions for the PI and Co-PIs. FastLane will allow submission of most post-award actions with a warning, but will not allow submission of PI/Co-PI change or withdrawal of Co-PI requests.

6. What is the affect on the award project reporting requirement if a time extension or additional time has been approved?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#6
Any additional time added to the award will extend the total reporting requirement. If the additional time extends the last reporting period to more than 12 months, then a new project reporting period will be added.

7. Can time extension requests/notifications be submitted in FastLane if there is time left on the award?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#7

FastLane will not allow submission of an NSF Approved No-Cost Extension Request for a Standard Grant and Cooperative Agreement when its award expiration date is more than 6 months greater than today’s date, and for a continuing grant if it has pending increments.

Grantee Approved No-Cost Extension Notifications for a Standard Grant or a Continuing grant are allowed with a warning message.

8. Why am I unable to submit a no-cost extension request in FastLane?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#8

For Standard Grants and Cooperative Agreements, make sure the award expiration date is less than 6 months from today. For Continuing Grants, check if there are pending increments. Please see FAQ 7 for additional information on time extensions.

9. How can I check the status of my project report in FastLane?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#9

Report Status can be checked by the PI/Co-PI in Proposal Awards and Status module by looking at the My Submission Status and the NSF Report Status columns for each report. Detailed definitions for all the statuses are available on the APR/FPR Requirements screen for each award by selecting the link entitled What do “NSF Status” and “My Submission Status” mean.

Sponsored Project Officers can see the report status in the Research Administration module under the PI Submission Status and NSF Report Status columns for each award.

10. How is “Returned to PI” different from the “Rejected” status?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#10

The “Rejected” status has been retired from the project report process.

The NSF Program Officer shall use the ”Returned to PI” status to return the report to the PI with report review comments. After the report is returned, the PI can view the report comments, make suggested changes, and resubmit the report.

PIs can still unsubmit a report before any action is taken on the report by the NSF Program Officer.

11. How is IPR submission different from APR/FPR submission?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#11

Interim Project Reports (IPRs) are ad hoc project reports, and can be submitted at anytime. There is no restriction on the submission frequency or the reporting period on the IPR. However, they cannot be used as a substitute for an APR or FPR. The IPR submission process remains essentially the same as it was before November 18, 2006.

12. How can I view reporting requirements for an award that has an approved PI Transfer?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#12

When an award is PI-transferred, the remaining reporting requirements are transferred to the new award. PIs can view the remaining reporting requirements under the new award number and previously approved reports under the old award number.
13. **How can I access GPRA (Facilities Performance Reporting System) in FastLane?**


Some awards have GPRA reporting requirements. For those awards that have GPRA reporting requirements, PIs can access the GPRA Facilities Performance Reports System link under Awards and Reporting after you log in. Other Authorized Users can access the Facilities Performance Reports System by selecting the GRPA-FPRS Reporting tab after logging in. The GPRA Facilities Performance Reports System link and the GPRA-FPRS Reporting tab do not display unless the award has GPRA reporting requirements.

14. **How do I get my Principal Investigator (PI) password, so I can access the Project Reports System application to complete my report?**


If you are a PI at a registered FastLane institution, get your password from your institution’s Sponsored Project Office (SPO) or equivalent (the people that have the authority to submit proposals to NSF). NSF does not issue passwords to PIs directly.

15. **I have an assistant who will be doing work on a proposal or report. How do I give my assistant access?**


To provide access to your proposal or reports for administrative support or proposal personnel who are not listed as PI or Co-PI, you must do the following:

1. Assign a proposal PIN if your assistant needs to work on a proposal or Assign an award PIN if your assistant needs to work on a project report.
2. Give the PIN to your assistant.
3. Your assistant then logs in to Proposals, Awards, and Status as an Other Authorized User (see Log In as an Other Authorized User for instructions).

To revoke access to an award or a proposal, change the proposal or award PIN.

16. **The expiration date on my award is incorrect in the reporting system. How can I get it corrected?**


If you have received an extension and your award expiration date does not reflect the extension, contact your NSF Program Officer.

17. **I want to look at the format and prepare my report in draft form before I enter the data in FastLane. Is there a downloadable template?**


There is no template for downloading for project reporting. However, you can enter the FastLane Demonstration Site and move through the screens to create a draft for your own use.

18. **Many students have worked on my project. Who should be included on my report?**


Enter the following basic information about each person who worked significantly on the project and who received salary, wages, a stipend, or other support from NSF funding:

- Name
- Role on the project
- Time spent on the project
- What the person has done on the project.

See People for more information.
Are the Participants and Publications sections cumulative?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#19

The reporting system is meant to be cumulative. You do not have to start a new report every reporting period or delete information from a previously submitted report. You may provide information on the current reporting period and leave the previous text untouched, or you may revise previous text and add to it to create a cumulative report.

There does not seem to be a place in the reporting system to report on presentations I have given. Where can I record these events?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#20

Here’s how to report these activities:

- Enter regularly published proceedings from a conference in Journals. See Add a Journal for instructions.
- Enter one-time published proceedings from a conference or report in Books and Other One-time Publications. See Add a Book for instructions.
- Report other talks and presentations in Activities. See Project Activities and Findings for instructions.

My program requires several forms that the Project Reports System does not support, like an evaluation report and data sheets. How can I include them in my report?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#21

You can create and upload these documents. See Acceptable Formats for FastLane for the many formats that FastLane now accepts. Then upload the file to the Project Reports System. See Attach a File for instructions.

Can a TeX or LaTeX file be submitted in the reporting system?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#22

TeX or LaTeX files must be converted to PDF format. See TeX and LaTex and Generate FastLane PDF Files for instructions.

How will I know NSF received my report?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#23

After you submit your report to NSF, you will receive an e-mail acknowledging the receipt of your report. The Project Reports System (PRS) also displays a My Submission Status of “Submitted” on the Annual/Final Project Report Requirements or the Interim Project Reports Results screens for the associated report requirement. Additionally, PRS displays a NSF Report Status of “Approved” when the Program Officer has approved the report (View the Status Definitions for Annual/Final Project Reports).

How do I print a copy of my submitted report?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#24

To print your submitted report, do the following:

1. Access the Annual/Final Project Report Requirements screen for the applicable award (Work on Annual/Final Report).
2. Click the View PDF link for the specific submitted report. Your project report displays as a PDF.
3. Click the Print icon on your PDF browser to print the report.

To print your submitted interim report, access the Interim Project Reports Results screen for the applicable award (Work on an Interim Project Report) and follow Steps 2 and 3 above.

I submitted my report, but it contains erroneous information. I need to make corrections. What can I do?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#25

In FastLane, you can unsubmit your report, make corrections, and resubmit it as many times as you like, until the NSF Program Officer has acted on it. See Unsubmit a Pending Report for instructions.
Job Openings in Research Services

PennERA Central Tier 1 Support Person
Grade: 26
Reference Number: 070421915
Duties: The PennERA Central Tier 1 Support Provider serves as first level of support for PennERA applications. This position will also assist the End User Support Administrator with the coordination and oversight of the overall PennERA end user support. Penn’s Electronic Research Administration system, or PennERA is the suite of web-based applications that streamline processes and provide more efficient tools for handling pre- and post administrative tasks related to sponsored projects of Penn’s academic research community. PennERA is a full life cycle system for research project development, support and management.
Qualifications: A Bachelor’s Degree is required and 3 years of experience or an equivalent combination of education and experience. Knowledge and comfort working with software systems is required as well as strong customer service, communication, and interpersonal skills. This position is a 2 year assignment.

Contract Administrator
Grade: 26
Reference Number: 070321742
Duties: The Contract Administrator provides pre-award and post-award non-financial administration for assigned departments/schools. Review terms and conditions of awards to ensure compliance with University policies and Sponsor guidelines. Negotiate terms and conditions of awards. Prepare sub-contracts as needed; serve as liaison between University and funding sponsor; audit account setup; write newsletter articles.

Qualifications: Bachelors Degree is required and 2 years to 3 years of relevant experience. Knowledge is Federal grant regulations required. Knowledge of Federal Acquisition Regulations highly desirable. Ability to prioritize tasks, demonstrated strong communication and organizational skills; demonstrated proficiency with PC software (MS Word, Excel); Knowledge of Ben Financials and PennERA a plus.

Interested candidates may view full description for the positions at http://www.hr.upenn.edu/jobs/.

For More Information on Grants.gov and Electronic Submissions
Click Here

Answer Key to ORS Monthly quiz: 1:d 2:d 3:a 4:c
Training Opportunities:

Upcoming NCURA Events
Fundamentals of Sponsored Project Administration Workshop
http://www.ncura.edu/conferences/fundamentals/
June 25-27, 2007 – Portland, OR

Sponsored Project Administration: Level II Workshop
http://www.ncura.edu/conferences/spaii/
June 25-27, 2007 – Portland, OR

Pre-Award Research Administration (PRA) II Conference
http://www.ncura.edu/conferences/praii/
July 12-14, 2007

ORS Quizzes and FAQ’s:
Take a moment to look at our quizzes or FAQ section for more guidance on administering 5-funds here at Penn. Both can be accessed by clicking Training on our home page (http://www.upenn.edu/researchservices/).

Research Compliance Tutorials and Other Education:
For further guidance on administering 5-funds here at Penn, please visit the Research Compliance Training and Education page at http://www.upenn.edu/researchservices/rc/pages/training.htm.

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**June 2007**

- **June 20-22, 2007** Milwaukee, WI
  - Financial Research Administration Workshop
    - [Website](http://www.ncura.edu/conferences/financial/default.htm)
  - Fundamentals of Sponsored Project Administration: Level I
  - Critical Issues in Research Administration: Level II

- **June 25-27, 2007** Portland, OR
  - Sponsored Project Administration: Level II
  - Critical Issues in Research Administration: Level II

**Office of Research Services**
Pre-Award Administration Staff

The Pre-award staff is responsible for processing proposals, reviewing, negotiating, and accepting awards (except for corporate contracts), as well as, providing post-award non-financial administration for these accounts. Questions concerning issues such as no-cost extensions, carryover requests and other administrative matters should be directed to the appropriate pre-award contact. Questions concerning industrial clinical trial agreements and sponsored research agreements should be addressed to the Corporate Contracts Group.

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About Our Organization...

Our Mission

The Office of Research Services (ORS) oversees the administrative support of the University’s externally funded research and is responsible for implementation of University policies established for this purpose. An important part of the ORS mission is service to the research faculty, through the provision of information and advice for the development of applications, and assistance in the administration of awarded grants and contracts.

In this role, ORS

- Supports the schools and centers in the development of proposals for grants and contracts;
- Reviews and approves all proposals before submission to the potential sponsor;
- Coordinates negotiations of awards;
- Accepts awards for the University, including the signing of contracts;
- Provides oversight and guidance to faculty and staff concerning the proper management of sponsored projects;
- Prepares all financial reports to sponsors.

In addition to these functions, ORS is responsible for billing of contracts, management of letters of credit for payment of grants, preparation of the facilities & administrative and employee benefit rate proposals and rate negotiations, management of the effort reporting system, and oversight of service center rate development. ORS reports jointly to the Vice President for Finance & Treasurer and Vice Provost for Research.

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