



Office of Research Services

August 20, 2008

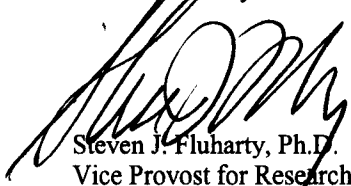
Dear Faculty:

As federal grant-making agencies transition to mandatory electronic proposal submissions and Grants.gov is phasing out the currently available Pure Edge tool by December, 2008, the University of Pennsylvania is meeting this challenge by providing tools and enhanced processes for its researchers. As many of you know, a web-based application for electronic proposals, called Proposal Development (PD), has been created for use by investigators and other research personnel at Penn. PD is part of the PennERA (Electronic Research Administration) system and it streamlines the process for preparation, review, approval, and electronic submission of proposals. In the past eighteen months, more than 200 proposals have been submitted using PD from 8 schools.

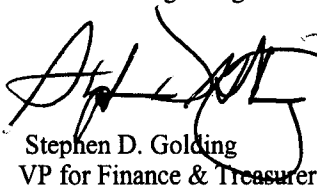
The PennERA team has created a transition plan, in line with federal mandates, for required use of Proposal Development for both NIH and non-NIH sponsors and award mechanisms (http://project.pennera.upenn.edu/project/current_phase/PDtransition_timeline.pdf?qid=Timeline). This transition plan has been thoughtfully developed to reflect the number and complexity of the mechanisms as they are transitioned to mandatory submission status. As such, the transition plan provides for an incremental increase in the number of proposals to be submitted via PD until full implementation. Beginning in August 2008, the first groups of mechanisms are transitioning to mandatory submission through PD. By December 1, 2008, use of PD for electronic submission of new and competing proposals will be required for researchers in all Schools for all mechanisms and sponsors. The PennERA team has scheduled both Basic and Advanced Proposal Development training sessions on a monthly basis for administrators. Upcoming training dates and registration information for Proposal Development courses can be found on Knowledge Link website under "optional courses". A complete description of PD and details of the transition plan will be published in the September, 2008 edition of The Almanac.

The Office of Research Services (ORS) requires that proposals be submitted to ORS in final form at least three (3) business days prior to the deadline. While ORS has always had such a requirement, adhering to this deadline is even more critical when processing electronic grant proposals in order to ensure confirmation of error-free receipt from the Sponsor prior to the published deadline and we need the cooperation of all applicants in complying with this policy. In the past few months, there have been several proposals that were submitted past the published deadline and have not been accepted by the Sponsor. In most of these cases, had ORS received the proposal prior to the internal deadline, the proposal could have been submitted in a timely manner. In order to increase compliance with the internal deadline and to underscore the importance of having ample time to review applications, ORS will report to the Department Chairs and Research Deans of the applicable Schools, the names of those individuals who submit proposals past the internal deadline.

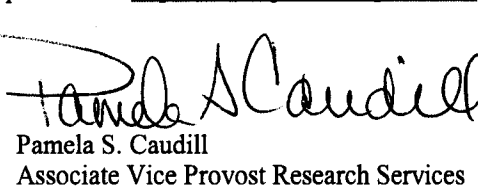
We thank you in advance for your cooperation and look forward to the benefits that PD will provide to the Penn community. For more information regarding PennERA, please visit <https://www.pennera.upenn.edu/>.



Steven J. Fluharty, Ph.D.
Vice Provost for Research



Stephen D. Golding
VP for Finance & Treasurer



Pamela S. Caudill
Associate Vice Provost Research Services

Cc: Robin Beck
Todd Swavely