ORS Brown Bag

Solutions to Common PD Questions

April 9, 2009
Agenda

- Common questions and answers
- Common symptoms, causes, and cures
- PennERA User Support
- Contact Us
Common Questions & Answers
Funding Opportunities

Question: “I’m having trouble retrieving the funding opportunity. What am I doing wrong?”

Answer:

- May have been logged in to PennERA for more than about 15-20 minutes. Logout, then login again.
- Specific NIH Institute or NSF Directorate selected. Choose “parent” sponsor name on Setup Questions.
- Opportunity may be closed.
- Opportunity may not be posted yet at Grants.Gov.
- Typed FOA # into Opportunity field rather than selecting Get Opportunity Number link on Setup Questions.
Common Questions & Answers
Funding Opportunities

Question: “Why doesn’t the Grants.gov Submission Information agree with the funding announcement?”

Submission Mechanism/Form Information

Proposal Sponsor is set to NATIONAL INSTITUTES OF HEALTH. Click here to change.

Please select a Submission Mechanism/Screen Template 424 RFA, NIH (electronic submission).

Yes  No
☐  ☐ Is this a solicited application?

Select Mechanism

RC1 - NIH Challenge Grants (RC1)

Please enter/get the Program/Opportunity Number: RFA-OD-09-002

Get Opportunity Number

Grants.gov Submission Information

Opportunity Title: RFA-OD-09-003 - Recovery Act Limited Competition: NIH Challenge Grants in Health and Science Research (RC1)

Offering Agency: 93.701

CFDA Number: 424.102

Description: Recovery Act Limited Competition: NIH Challenge Grants in Health and Science Research (RC1)

Opportunity Number: RFA-OD-09-003

Competition ID: ADOBE-FORMS-A

Open Date: 27-Mar-2009
Close Date: 27-Apr-2009

Agency Name: Contact Address
City: State Zip: 518 586 5783

Form Version: VERSION-2A-FORMS

April 2009
ORS Brown Bag – Solutions to Common PD Questions
Common Questions & Answers
Funding Opportunities

Answer:

- Grants.gov schema may be wrong.
- FOA # was typed in the opportunity field instead of selecting Get Opportunity Number on Setup Questions.

Try selecting Get Opportunity Number again. If retrieved information is still wrong, contact PennERAhelp@lists.upenn.edu.
- Include proposal ID # and FOA #.

Reminder: If this is a generic template, even if Federal, don’t attempt to locate an opportunity.
Common Questions & Answers
F&A


- Answer:
  - □ Generic, sponsor not Federal
    - Choose manual lump sum by period for calculation method
  - □ Federal sponsors (S2S and generic)
    - Calculates automatically
Common Questions & Answers
F&A

- Question: “Do I always have to use a manual F&A adjustment for tuition costs?”
- Answer: No.
  - Only necessary when preparing a detailed budget for an S2S submission.
  - Generic templates and NIH modular budget S2S submissions:
    - Choose Participant Tuition and Fees as the Cost Category.
    - Category is exempt from F&A and will not be included in MTDC.
Common Questions & Answers
Uploads

- Question: “Can I upload the Adobe formset instead of creating a separate document?”
  - This applies only when the generic template is used for a proposal that cannot be submitted S2S in PennERA, e.g., DOD proposals.

- Answer: Yes, but…
  - Upload to **Finalize** tab, not to **Supporting Documents** tab.
Common Questions & Answers
Generic Setup When Penn is Subrecipient

- Question: “How do I set up a generic template when Penn is the recipient of a subcontract from another university?”

- Answer:

  Proposal Creation

  - Step 1 – select “New” or “Copy from Existing”
  - Step 1 Continued… – select “Neither of the above”

  - Step 2 – select “New Competing” or “Competitive Renewal”
  - Step 3 – select sponsor – DO NOT select a mechanism
    Sponsor = the other university or other entity not the federal source
  - Steps 4 (automatic) through 7 – complete as usual and create proposal.
Common Questions & Answers
Generic Setup When Penn is Subrecipient (cont’d)

- Setup Questions > Submission Mechanism/Form Information
  - No – Has your sponsor given a specific reference…?
  - Yes – Is this a US federal sponsored project?
  - No – Will this be a proposal to PHS, NIH, or…?

Submission Mechanism/Form Information

Proposal Sponsor is set to UNIVERSITY OF ALBERTA. Click here to change.

Please select a Submission Mechanism/Screen Template UPENN - Generic Template

Select Mechanism

Mechanism Opt In/Out

Is this a US federal sponsored project?
Will this be a proposal to PHS, NIH or one of the branches of NIH?
Common Questions & Answers
Generic Setup When Penn is Subrecipient (cont’d)

- **Setup Questions > Budget Setup Information**
  - □ Yes – Is this a flow-through project?
  - □ Select federal sponsor (originating source of funds) from drop-down list.

  ![Budget Setup Information](image)

  **Budget Setup Information**
  
  What kind of budgeting model would you like to use? [Budget by Total Project]
  
  Is this a flow through Project? (NATIONAL INSTITUTES OF HEALTH)
  
- All other sections – complete with appropriate answers.
Common Questions & Answers
Generic Setup When Penn is Subrecipient (cont’d)

Personnel

- Data is entered in Budget section
- Biosketches and Current Support are not required
- Remember to enter BA contact information

<table>
<thead>
<tr>
<th>Name / Role</th>
<th>% Effort</th>
<th>Order</th>
<th>Organization/Department</th>
<th>Curr/Pend Support</th>
<th>Support</th>
<th>CV Required</th>
<th>CV Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evelyn J Ford (PI)</td>
<td>0.00</td>
<td>1</td>
<td>The Trustees of the University of Pennsylvania/8760 - Research Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Internal Administrative Contact (this information does not go to the sponsor)

Responsible Business Administrator

Resp BA phone

Resp BA email
Common Questions & Answers
Generic Setup When Penn is Subrecipient (cont’d.)

- **Budget**
  - Simplified (minimal) budget entry (User’s Guide, pp 82-87).

- **Budget > Budget Items > Personnel Costs**
  - Only Key Personnel need to be listed.
  - Provide Role on Project and Effort.
  - **Salary not required.**

---

**Budget Items**

<table>
<thead>
<tr>
<th>Personnel Costs</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name / Role</strong></td>
<td><strong>Type</strong></td>
<td><strong>Effort</strong></td>
<td><strong>Salary</strong></td>
<td><strong>Effort</strong></td>
<td><strong>Salary</strong></td>
<td><strong>Effort</strong></td>
</tr>
<tr>
<td>Ford, Evelyn</td>
<td>Key</td>
<td>10.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Common Questions & Answers
Generic Setup When Penn is Subrecipient (cont’d.)

- **Budget > Budget Items > Non-Personnel Costs**
  - One line for Total Direct Costs
  - Additional line for items excluded from MTDC.

<table>
<thead>
<tr>
<th>Non-Personnel Costs</th>
<th>Click to add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Budget Category</td>
</tr>
<tr>
<td></td>
<td>Purchased Equipment</td>
</tr>
<tr>
<td></td>
<td>Other Costs</td>
</tr>
</tbody>
</table>

- **Budget > Budget Items > Subcontract Costs**
  - Enter subcontract information.
  - Use same simplified approach as with the Penn budget.
Common Questions & Answers
Generic Setup When Penn is Subrecipient (cont’d.)

- **Budget > F&A**
  - If originating sponsor is federal, F&A automatically calculates.
  - If originating sponsor is not federal, choose **Manual (lump sum by period)** calculation method.
    - Enter F&A amount.

- **Budget > Justifications**
  - Upload justification.

- **Finalize > Submit for Internal Review > internal documents**
  - Upload cover page and/or letter of intent for ORS signature (see slide 8).

**NOTE:** Sections covered above address specific issues for this example. Please complete the other tabs/sections as expected for generic templates.
Common Symptoms, Causes, & Cures: Submitting by PI, Routing and Approval

- **Symptom:** PI can’t see submit 👍 or 📝 edit icon for certification
  - □ Cause: Someone is on that screen or has not exited correctly
  - □ Prevention: Remember to click 🔷️ Done to exit proposals
  - □ Cure: Call PennERA Help Desk

- **Symptom:** Proposal is stopped at an information-only step
  - □ Cause: Step is approval-required rather than information-only
  - □ Prevention: Choose “Informational Only” when inserting a step
  - □ Cure: Contact PennERA Help Desk
Common Symptoms, Causes, & Cures: Submitting by PI, Routing and Approval

- **Symptom:** PI says proposal was submitted but it’s not in routing and approval path
  - **Cause:** PI failed to click the second submit button.
    - **Cure:** PI needs to select again and be sure to click the second submit button when it appears.
  - **Cause:** Routing path doesn’t exist for this ORG.
    - **Prevention:** Be sure that the primary Associated Department on Setup Questions is the correct ORG (same as Resp Org).
    - **Cure:** Contact PennERAhlp@lists.upenn.edu.

- Questions about routing paths? Send e-mail to PennERAhlp@lists.upenn.edu.
Common Symptoms, Causes, & Cures:
Funds Requested Doesn’t Agree on All Forms

- **Symptom:** Totals in 17a & 17b on SF424 don’t agree
  - **Cause:** There is institutional cost-sharing in the *Budget* section
  - **Cure:** Evaluate reason –
    - Manual F&A Adjustment?
    - Is every budget line cost-shared on *Cost Sharing* tab?
      - Check *Budget Periods and Setups*
      - Change to 100% for sponsor and 0% for Penn (*Inst*).
Common Symptoms, Causes, & Cures: Subcontract Detail entry

- Symptom: Entered subcontract detail but it’s not appearing on the 424 R&R Detail Budget forms
  - Confirm “diagnosis” – click on Detail Budgeting icon; no data will be visible in the subcontract detail screen...

<table>
<thead>
<tr>
<th>Personnel Costs</th>
<th>Click to add</th>
<th>Type</th>
<th>Effort</th>
<th>Inactive</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td>La Clair, James</td>
<td>Key</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subcontractor N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total $0.00 $0.00 $0.00

<table>
<thead>
<tr>
<th>Non-Personnel Costs</th>
<th>Click to add</th>
<th>F&amp;A</th>
<th>Effort</th>
<th>Inactive</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

...even though data is visible at Budget Items summary level (below).

<table>
<thead>
<tr>
<th>Subcontractors</th>
<th>Click to add</th>
<th>Detail Budgeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Budget</td>
<td>Short Form</td>
<td>Inst/Contractor Name</td>
</tr>
<tr>
<td>XENOBE RESEARCH INSTITUTE</td>
<td>$90,000.00</td>
<td>$90,000.00</td>
</tr>
</tbody>
</table>

Total $90,000.00 $90,000.00 $180,000.00
Common Symptoms, Causes, & Cures: Subcontract Detail entry (cont’d.)

- **Cause:** Data entered through incorrect portal (Open Budget).
- **Cure:**
  - Delete existing subcontract entry in its entirety. *Do not* skip this step and try to fix by deleting the information entered through the Open Budget portal.
  - Enter data through correct portal, Detail Budgeting.

![Subcontractors Table]
Common Symptoms, Causes, & Cures: Can’t Edit the Proposal

- Symptom: Can’t edit one screen but other screens are editable.
  - Cause: Someone is on the same screen.
  - Cure: Contact PennERAhelp@lists.upenn.edu.

- Symptom: Can’t edit any screen in the proposal.
  - Causes:
    - You are in View mode.
    - You don’t have appropriate access*.
  - Cures:
    - Click Done to exit proposal, then click on edit icon to re-enter the proposal.
    - * Be sure that you have Department Administrator II access to the ORG. Department Administrator access is view-only.
Common Symptoms, Causes, & Cures:
Can’t Find a Proposal

Symptom: Can’t locate a recently created proposal.

- Cause: *Usually* the result of selecting a PI whose Home Appointment Org is not the same as the Resp Org. Proposal creator does not have access to that Home Org.
- Prevention: Remember to change Associated Department to the correct Resp Org as soon as the proposal is set-up.
- Cure: Contact PennERAhelp@lists.upenn.edu.

Important Note!

- Do *not* change PI Departments section.
  - Not related to Resp Org or Primary Associated Department of the proposal.
  - Reflects where the PI’s appointment currently resides.
  - Causes major problems with data if changed.
Common Symptoms, Causes, & Cures:
PD is slow

- **Symptom:** Everything seems to take a long time.
  - **Cause:** Server issues.
  - **Cure:**
    - Copy [https://www.pennera.upenn.edu/get_server_name.asp](https://www.pennera.upenn.edu/get_server_name.asp) into the URL address line of your browser at the main PennERA portal screen.
    - Hit <Enter>. Name of server you’re on will be returned.
  - To return to previous screen, do right mouse-click, select Back.
  - Send e-mail to PennERAhelp@lists.upenn.edu indicating that PD seems to be very slow. Provide name of server.
Common Symptoms, Causes, & Cures: Cost Sharing

- **Symptoms:**
  Cost share “moves” from **UnAllow** to **Inst** section on **Cost Sharing** tab, **OR**
  Cost sharing suddenly appears when there had been none.

  - (Usual) **Cause:**
    - Manual F&A adjustment has been selected on **F&A** tab.
    - **Budget Items** changed after manual adjustment.

  - **Prevention:**
    - Don’t complete manual adjustment until absolutely necessary.
    - Change calculation method back to Autocalculate (predefined schemes) before making changes to **Budget Items**.

  - **Cure:**
    - *Usually* changing to autocalculation then back to manual will fix.
    - Contact **PennERAhelp@lists.upenn.edu** if this step doesn’t work.
Common Symptoms, Causes, & Cures:
PI Listed Multiple Times in Personnel

- **Symptom:** PI is listed two or more times on Personnel tab
  - (Usual) Cause: Changing the PI Department on Setup Questions.
  - Prevention: Remember to change only the Associated Department to the correct Resp Org; do not change the PI Department.
    - Not associated with Resp Org.
    - Appropriately identifies the PI’s Home Appointment Org.
  - Cure: Contact PennERAhelp@lists.upenn.edu for instructions.
Common Symptoms, Causes, & Cures: Opportunity Validations

- **Symptom:** Validations in PD don’t agree with FOA
  - **Cause:** Validations in PD are based on mechanism (e.g., R21), not specific FOA variances
  - **Cure:** Opt-out of relevant limitations on Setup Questions tab.

Users are cautioned that opting out of validations inappropriately could cause Grants.gov failure or NIH Commons ERRORs and require resubmission.
Common Symptoms, Causes, & Cures: PDFs

- **Symptom: Error message about size of upload**
  - Cause: Scanned documents are rarely exactly 8.5 x 11 inches.
    - Remember to rotate landscape-oriented pages.

- **Symptom: Document uploaded but is not included in assembled document**
  - Cause: PDF creator is not working properly with PD
  - Cure: Print to an Adobe PDFwriter or save as an Acrobat 8 or 9 document.
Common Symptoms, Causes, & Cures: PDFs

- **Symptom:** Supporting Documents section is missing from assembled generic template document.
  - **Cause:** Bug in PD
  - **Cure:**
    - Send e-mail to PennERAhelp@lists.upenn.edu
      OR, if you want to fix this yourself,
    - Change the order of documents on the Supporting Documents tab, Save.
      - ORS does not care about the order.
      - If you want a specific order, just change back to your order, Save again.
Common Symptoms, Causes, & Cures: PDFs

- **Symptom:** Document is blank when attempting to view in browser window
  - **Cause:** Settings in Adobe need to be changed.
  - **Cure:** Change settings in Adobe to not view in browser window.
PennERA End User Support

- End User Support contacts & help
  - Web
    - A web form is available to enter information that will automatically be directed to subject matter and technical experts.
  - E-mail
    - Questions can be e-mailed to PennERAhelp@lists.upenn.edu.
  - Online Reference Materials
    - Reference materials are available at http://www.upenn.edu/researchservices/PennERA.html
Contact Us

- Other questions, comments, or suggestions?
  - Send an email to pennera@lists.upenn.edu

- PennERA project web site URL:
  - http://project.pennera.upenn.edu/