

ORS Brown Bag

Solutions to Common PD Questions

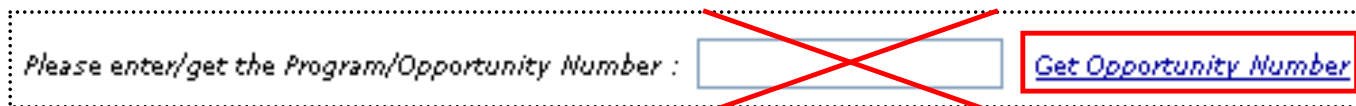
April 9, 2009

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:

Yes No

Is this an un-solicited application?

Select Mechanism

[Mechanism Opt In/Out](#)

Please enter/get the Program/Opportunity Number : [Get Opportunity Number](#)

Is this a US federal sponsored project?

Will this be a proposal to PHS, NIH or one of the branches of NIH?

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

CFDA Number **93.701**

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

Opportunity Number **RFA-OD-09-003**

Competition ID **ADOBE-FORMS-A**

Opportunity Open Date **27-Mar-2009**

Opportunity Close Date **27-Apr-2009**

Agency name **ad1**
Contact **city, st**
518 366 5783

Form Version **VERSION-2A-FORMS**

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**.

Please enter/get the Program/Opportunity Number : [Get Opportunity Number](#)



- 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

- Question: “The F&A isn’t calculating. How do I enter the F&A?”
- Answer:
 - Generic, sponsor not Federal
 - Choose manual lump sum by period for calculation method
 - Federal sponsors (S2S and generic)
 - Calculates automatically

Facilities and Administration Costs

Sponsor Calculation Method

Manual (lump sum by period) ▼

Facilities and Administration Costs

Sponsor Calculation Method

Auto (predefined schemes) ▼









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.
 - See pp 104-108 of the User’s Guide.
 - 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

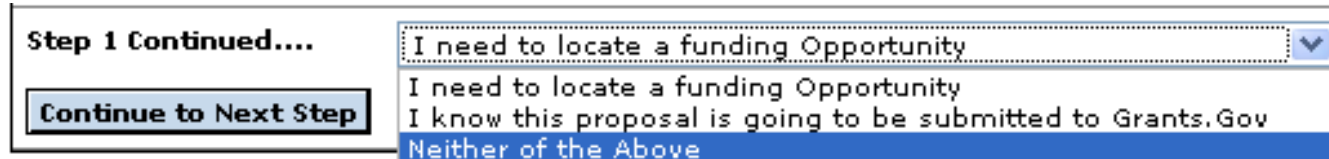
- Question: “Can I upload the Adobe formset instead of creating a separate document?”
 - This applies only when the generic template is used for a proposal that cannot be submitted S2S in PennERA, e.g., DOD proposals.
- Answer: Yes, but...
 - Upload to **Finalize** tab, not to **Supporting Documents** tab.

Submit for Internal Review					
Current Proposal Status: All Status					
Components for Initial Application 					
Form Name	Open	Status	Action	Completed Form	Remove
Certification by Principal Investigator		Completed	N/A		(Mandatory)
Proposal Transmittal Form		Completed	N/A		(Mandatory)
Assembled Doc	N/A	Completed			
Add Institution Forms/Supporting Documents					

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 1 Continued....

I need to locate a funding Opportunity

I need to locate a funding Opportunity

I know this proposal is going to be submitted to Grants.Gov

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

Yes No

Has your sponsor given a specific reference for this proposal?

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

What kind of budgeting model would you like to use?

Is this a flow through Project? (*NATIONAL INSTITUTES OF HEALTH*) Yes No

- 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

Personnel (** indicates subcontractor personnel)

Completed

---Key---

Name / Role	% Effort	Order	Organization/Department	Curr/Pend Support	Support	CV Required	CV	Remove
Evelyn J Ford (PI) <i>PD/PI</i>	0.00	1	The Trustees of the University of Pennsylvania/8760 - Research Services	<input type="checkbox"/>		<input type="checkbox"/>		

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

Completed





"Initial" Budget Version

				Period 1	Period 2	Period 3	Period 4	Period 5	Total	
Personnel Costs				Click to add						
Open	Name / Role	Type	Effort							
	Ford, Evelyn PD/PI	Key	10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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.

Non-Personnel Costs Click to add					
Open	Budget Category	Item			
	Purchased Equipment	Subzero Freezer	\$7,000.00	\$7,000.00	
	Other Costs	Total Direct Costs excl Equipment	100,000.00	100,000.00	

- 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).




Facilities and Administration Costs

Sponsor Calculation Method

Manual (lump sum by period) ▼

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

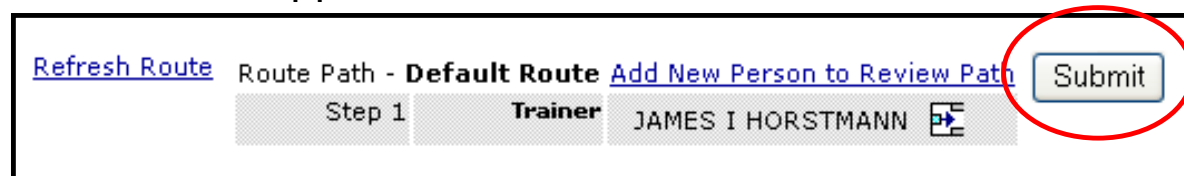
Routing Step Insert

 **Informational Only**

 **Approval Required**

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 PennERAhelp@lists.upenn.edu.
- Questions about routing paths? Send e-mail to PennERAhelp@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?
 - Move funds from **Inst** to **UnAllow** (User's Guide, pp 107-108).
 - 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**).

Indirect Costs	
Period 1	
Indirect Costs	
	102,968.25
Sponsor	28,307.18
	74,661.08
Inst	Mandatory <input type="button" value="v"/>
	Cash <input type="button" value="v"/>
	0.00
UnAllow	Mandatory <input type="button" value="v"/>
	Cash <input type="button" value="v"/>

Budget Sources					
Source	Charge To	Short Name	Target %	Actual %	Amount
SRC 1	NATIONAL INSTITUTES OF HEALTH Set	Sponsor	100	27	410,008
SRC 2	1302 - Chemical and Biomolecular Engineering Set	Inst	0	3	1,080,929
Non-Allowable	8760 - Research Services Set	UnAllow			
Total			0%	100%	\$ 1,490,937

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...

Personnel Costs							Click to add
Open	Name / Role	Type	Effort	Inactive <input type="checkbox"/>	Inactive <input type="checkbox"/>		
	La Clair, James <i>Subcontract PI</i>	Key	0.00	\$0.00	\$0.00	\$0.00	
			Total	\$ 0.00	\$ 0.00	\$ 0.00	

Non-Personnel Costs							Click to add
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Final	\$ 0.00	\$ 0.00	\$ 0.00
F&A	0.00	0.00	\$ 0.00
Totals	\$ 0.00	\$ 0.00	\$ 0.00

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

Subcontractors								Click to add
Open Budget	Short Form	Inst/Contractor Name	Detail Budgeting					
		XENOBE RESEARCH INSTITUTE	<input checked="" type="checkbox"/>	\$90,000.00	\$90,000.00	\$180,000.00		
				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							
		Click to add					
Open Budget	Short Form	Inst/Contractor Name	Detail Budgeting				
		XENOBE RESEARCH INSTITUTE	<input checked="" type="checkbox"/> 	\$90,000.00	\$90,000.00	\$180,000.00	
Total				\$ 90,000.00	\$ 90,000.00	\$ 180,000.00	

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.

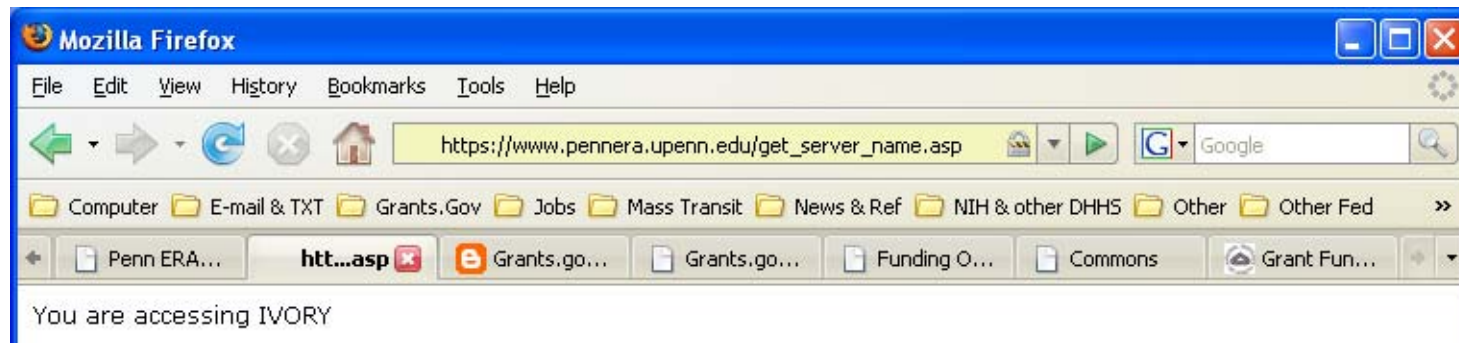
■ Important Note!

- 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.

Associated Departments
8760 - Research Services
PI Departments
8760 - Research Services
Associated Centers/Programs
None Selected

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 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.

---Key---							
Name / Role	% Effort/Period						Net
	1	2	3	4	5		
Evelyn J Ford (PI) <i>Principal Investigator</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Evelyn J Ford (PI) <i>Principal Investigator</i>	10.00	10.00	10.00	10.00	16.67		11.33

- 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.

Associated Departments

8760 - Research Services

PI Departments

8760 - Research Services

Associated Centers/Programs

None identified

- 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.

Select Mechanism

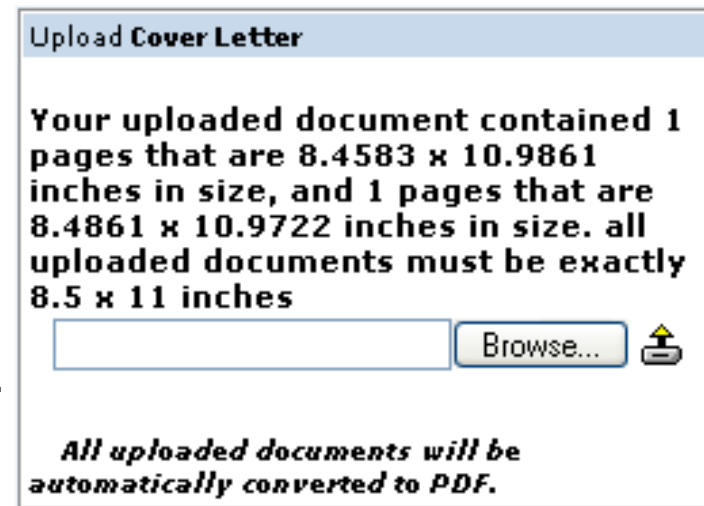
Exploratory Research (R21)
[Mechanism Opt In/Out](#)

Currently active Program Validations	
Opt Out	Mechanism Validation
<input type="checkbox"/>	R21 Research Plan page limit: 18 pages
<input type="checkbox"/>	R21 Introduction cannot be over 1 page for Resubmissions/Revisions.
<input type="checkbox"/>	R21 Cannot be competing Continuations
<input type="checkbox"/>	R21 Cannot be over \$200,000 per Project Period
<input checked="" type="checkbox"/>	R21 Cannot be over \$275,000 for total Project
<input type="checkbox"/>	The R21 project period may not exceed 2 Project Periods.
<input type="checkbox"/>	R21 Research and Design Methods is required.
<input type="checkbox"/>	The R21 project period may not exceed two years.
<input type="checkbox"/>	R21 Introduction is mandatory for Resubmissions/Revisions.
<input type="checkbox"/>	R21 revisions require Preliminary Studies/Progress Report.
<input type="checkbox"/>	NIH Annual \$500,000 direct cost limit applies to this proposal.

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.
 - Cure: Resize documents per instructions in User's Guide, p88.
 - Remember to rotate landscape-oriented pages.



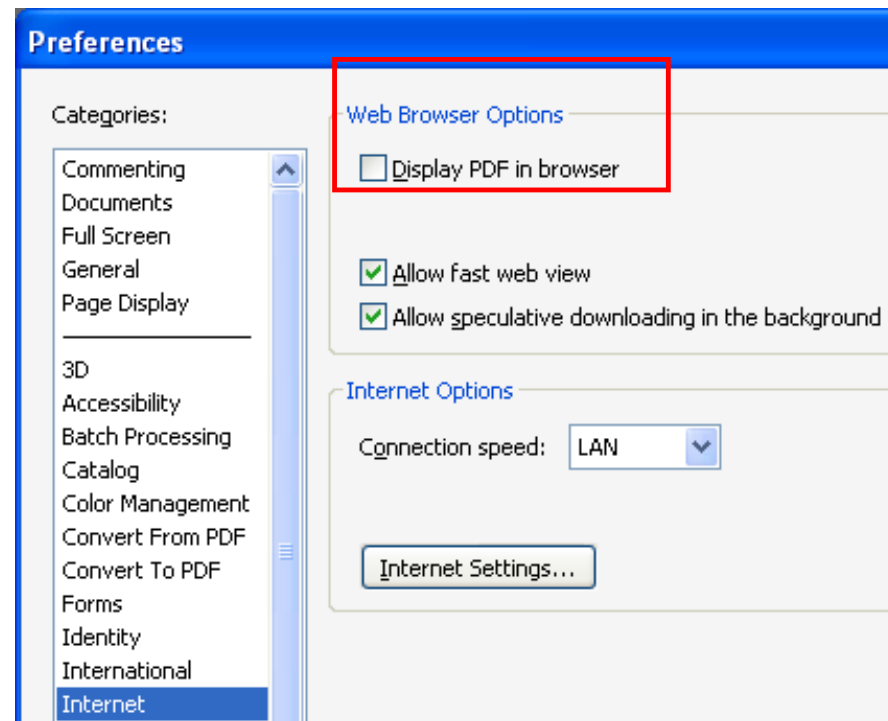
- Symptom: Document uploaded but is not included in assembled document
 - Cause: PDF creator is not working properly with PD
 - Cure: Print to an Adobe PDFwriter or save as an Acrobat 8 or 9 document.

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](http://www.upenn.edu/researchservices/PennERA.html) 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/>