PennERA Proposals
v12 Upgrade

December 2010
Agenda

- General Information
- Breaking News and Important Reminders
- New Features and Improvements
- Demo: New Portal Navigation
- Demo: Proposal Creation
- Known Issues
- Resources
- Contact Information
General Information

- Improved upload functionality.
- Enhanced proposal creation.
- Support for Grants.gov Adobe-B1 forms.
- Unnecessary items hidden or default values provided.
- New internal documents upload location available before Finalize tab.
- Fewer manual F&A adjustments.
General Information

- Ability to submit Grants.gov S2S proposals for other federal agencies.
- Support for additional NIH S2S proposal mechanisms.
- Ability to utilize PennERA to prepare non-competing and revision (supplemental) proposals.
- Support to add future functionality to upload subcontract Adobe forms.
General Information

- PennERA Project website is being phased out.
- For latest information, refer to PennERA reference page on Research Services site.
  - http://www.upenn.edu/researchservices/PennERA.html
Breaking News, Important Reminders

- Change in NIH error correction window
  - Effective for proposals with deadline date on or after 1/25/11.
  - Proposals must be corrected and final in the Commons by the stated deadline.
    - Proposals corrected and resubmitted after the deadline will be considered late and may not be reviewed.
    - Proposals submitted under NIH’s late or continuous submission policies will have a 2-day viewing window based on submission date.
Change in NIH error correction window (continued)

- Up to a 2-day viewing window is available \textit{prior} to the deadline.
  - Proposals must be rejected by Penn for correction within that timeframe, or proposal automatically will be verified and moved forward for assignment.

Breaking News, Important Reminders

- Genomic arrays require special budgeting.
  - Instructions available at the PennERA reference website.

- All competing Career Development Award proposals (K’s) are now required to be completed as S2S submission records.

- New, totally online AIS process to be implemented later this month.
Breaking News, Important Reminders

ORS 3-day deadline

□ All proposals are due to ORS by 9 AM, **3 business days** prior to the sponsor’s deadline.

□ All sections, including Research Plan, must be final and marked ‘Completed’ at that time.

□ S2S proposals not received on time are at risk for not having a full 2-day viewing and correction window prior to the deadline.

December 2010
Breaking News, Important Reminders

- NIH timeline for implementation of ADOBE FORMS-B1
  - Mandated for all R mechanisms on or after May 7, 2011
    - R’s use either ADOBE-B or ADOBE-B1 until then.
  - Required for F, K, T, and D mechanisms for deadlines on or after January 25, 2011
  - Check FOAs carefully for information.
  - Contact the PennERA Help Desk if in doubt!
New Features and Improvements

- ADOBE-FORMS-B1 are now available.
  - Correct forms should be automatically set up during proposal creation.
  - Competition ID = ADOBE-FORMS-B1 on Setup Questions tab when B1 forms are used.

Grants.Gov Submission Information

Opportunity Number: PA-B1-R01
Opportunity Title: G.g AT07 and NIH Ext-UAT Test FOA
Offering Agency: 
  - Open Date: 09-Sep-2010
  - Close Date: 09-Sep-2014

CFDA Number: 93.838
CFDA Description: Lung Diseases Research
Competition ID: ADOBE-FORMS-B1
Form Version: ADOBE-FORMS-B
Agency Contact: name
  - ad1
city, st
  - 518 366 5783
New Features and Improvements

- Uploads
  - New infrastructure components implemented (invisible to users) to provide increased reliability and performance.
  - Internal documents can now be uploaded and accessed from a new tab in the application.
    - Can be accessed at any time without finalizing the proposal.
    - Upload is also still available on the Finalize tab.
New Features and Improvements

- Generic records once again fully assemble all uploaded documents into one PDF.
- Safari is now a supported browser, but some settings may need to be adjusted.
  - Go to Edit > Preferences > Advanced and check the option labeled, “Show Develop menu in menu bar.” Then, close Preferences.
  - Go to Edit and select “Empty Cache.”
  - Go to Develop and select “Disable Caches.”
New Features and Improvements

- Specific budget category for tuition on research grants is available.
  - Manual adjustment on F&A tab is no longer required for tuition expense.
  - Can be used for either S2S or generic records.
New Features and Improvements

- New tuition budget category (continued)
  - Choose “Tuition (Research Projects)” for R’s, P’s – any non-training, non-fellowship proposal.
  - Populates Section F of the 424 Detail Budget for S2S proposals requiring a detailed budget.

<table>
<thead>
<tr>
<th>F. Other Direct Costs</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Materials and Supplies</td>
<td>40,000.00</td>
</tr>
<tr>
<td>2. Publication Costs</td>
<td>3,000.00</td>
</tr>
<tr>
<td>3. Consultant Services</td>
<td>20,000.00</td>
</tr>
<tr>
<td>4. ADP/Computer Services</td>
<td>90,000.00</td>
</tr>
<tr>
<td>5. Subawards/Consortium/Contractual Co</td>
<td></td>
</tr>
<tr>
<td>6. Equipment or Facility Rental/User Fees</td>
<td></td>
</tr>
<tr>
<td>7. Alterations and Renovations</td>
<td></td>
</tr>
<tr>
<td>8. Tuition (Research Projects)</td>
<td>20,000.00</td>
</tr>
</tbody>
</table>

Total Other Direct Costs 173,000.00
New Features and Improvements

- New tuition budget category (continued)
  - Choose “Participant Tuition and Fees” for Fs, T’s, R25’s, when directed by FOA instructions – any training or fellowship proposal.
  - Populates Section E of the 424 Detail Budget for S2S proposals requiring a detailed budget.

<table>
<thead>
<tr>
<th>E. Participant/Trainee Support Costs</th>
<th>Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tuition/Fees/Health Insurance</td>
<td>20,000.00</td>
</tr>
<tr>
<td>2. Stipends</td>
<td></td>
</tr>
<tr>
<td>3. Travel</td>
<td></td>
</tr>
<tr>
<td>4. Subsistence</td>
<td></td>
</tr>
<tr>
<td>5. Other:</td>
<td></td>
</tr>
<tr>
<td>Number of Participants/Trainees</td>
<td></td>
</tr>
<tr>
<td>Participant/Trainee Support Costs</td>
<td>20,000.00</td>
</tr>
</tbody>
</table>
New Features and Improvements

- Transmittal and PI Certification e-forms:
  - Documents are available on the new Internal Documents tab without having to build and assemble the application.

![Diagram of PennERA Upgrade process]

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New Features and Improvements

- Transmittal and PI Certification e-forms
  - Both e-forms should still not be completed until the application is *ready* for submission for routing and approval.
  - Forms are automatically locked, saved, and closed in one step when marked ‘Completed’.
New Features and Improvements

- Additional S2S NIH mechanisms available.
  - K12’s added; other K’s have been available.
  - All K’s must be submitted as S2S submissions.
  - F’s (Fellowships) and T’s (Training Grants) are available for S2S submission but are not mandatory.

- Transition plans will be announced in the near future to support preparing and submitting via S2S for all Grants.gov electronic submission opportunities.
New Features and Improvements

Profile > Sponsor Credentials

- Commons ID data entry has moved off General tab to a new section – Sponsor Credentials.
- Can now enter NIH Commons ID and NSF FastLane ID.

<table>
<thead>
<tr>
<th>Credential</th>
<th>Credential Type</th>
<th>Sponsor</th>
<th>Edit / View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHANA</td>
<td>NIH Commons ID</td>
<td>NATIONAL INSTITUTES OF HEALTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSF FastLane ID</td>
<td></td>
<td>NATIONAL SCIENCE FOUNDATION</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Known Issues

- **New Portal View > Profile**
  - Users can select the number of search results to be displayed on the screen (25, 50, 75, 100), but currently only 25 will be displayed.

- **Budget**
  - If all budget tabs are marked ‘Completed’, cannot uncheck Budget Items: Need to uncheck F&A tab first.
Known Issues

- PI Certification
  - ARRA funding question may default to “no”. To the best of our knowledge, “no” is the only appropriate answer at this time.
Unknown Issues

- If an operation/function doesn’t work:
  - Notify the Help Desk promptly.
  - Stop trying to “make” it work after two or three attempts.
  - Send the Help Desk a screen shot of the problem or the exact text of the error message.
    - Provide the proposal number, a simple subject line describing the problem.
    - Supply problem details in the message body.
Resources

Adobe-B1 forms summary of changes

- Mandated for R mechanisms on or after May 7, 2011.
  - R’s use either ADOBE-B or ADOBE-B1 until then.
  - Notice NOT-OD-11-007
Resources

- Adobe-B1 forms summary of changes (continued)
  - Required for F, K, T, and D mechanisms for deadlines on or after January 25, 2011.
  - Notice NOT-OD-11-008
Resources

Adobe-B1 forms summary of changes (continued)

☐ Check FOAs carefully for information.
☐ Contact the PennERA Help Desk if in doubt!
☐ No visible changes in PennERA; only visible in the Adobe forms.

☐ A DUNS number is no longer required by Grants.gov but is mandatory for NIH.
☐ Other Project Information form has been modified to enable the Human Subject Assurance Number.
PennERA End User Support

- **Web**
  - A web form is available to enter information that will automatically be directed to subject matter and technical experts. Click on the support icon visible in the upper left corner of any PennERA browser window.

- **E-mail**
  - Send questions to PennERAhelp@lists.upenn.edu.
PennERA Reference Material

Online Reference Materials

- Reference materials are available at the PennERA website http://www.upenn.edu/researchservices/PennERA.html

- InfoEd-supplied online User Guides are available by clicking on the Help icon in the upper left corner of PennERA browser windows.
Contact Us

- Other questions, comments, suggestions?
  - Send e-mail to PennERA@lists.upenn.edu.