PennERA - Proposal Development

Overview

Most NSF applications can be electronically submitted to Grants.gov by creating a system-to-system (S2S) record in PennERA, so that it can be transmitted directly to Grants.gov.

Advantages
- Eliminates duplicate effort, since only the PennERA record needs to be created, not both a FastLane and a PennERA generic (simplified) record for internal routing and approval.
- PI’s don’t have to first create and give access to a record in FastLane.
- Submission process is faster, since ORS Pre-Award Reviewer and Approver (AOR) reviews and submits only one record.
- Once the record is inserted into FastLane, it can be accessed by the PI, co-PI, and anyone given access by the PI.

Additional Resources
- PD User’s Guide for general instructions about using PD: http://www.upenn.edu/researchservices/PennERA.html
- NSF System-to-System (S2S) FAQs
- Help and questions: PennERAhelp@lists.upenn.edu

Important Considerations

1. If possible, before setting up the PennERA record, be sure that the PI (and any Co-PI’s) have added a FastLane Credential to the Sponsor Credential section of their PennERA Profiles. See page 18 of the PD User’s Guide:
   - This can be added after the proposal has been created but will not be present in records that have already been set up.
   - Failure to include the NSF FastLane Credential will not cause an automatic submission failure, but PI and Co-PI will not be able to access the FastLane record.

2. Is this a collaborative proposal, that is, will more than one application be submitted from different organizations?
   - This type of collaborative proposal can only be submitted via FastLane, per NSF’s current limitations.
   - An application submitted from Penn that has subcontracts can be submitted S2S.

3. Check the FOA to ensure that the program allows for Grants.gov submission.

Setup Questions

Submission Mechanism/Form Information
- Screen template should be “424 R&R NSF Dynamic (electronic submission)”. Answer the remaining set-up questions but especially note these points:
  - Verify the Deadline Date auto-populated by PD.
  - Best budgeting model is “Budget by Total Project”.
  - Check Associated Department (same as RESP ORG) before exiting the record.

Complete the Proposal

SF424 Cover component
- Complete the highlighted sections.

Resources
- Must be an upload at both the Facilities and the Equipment locations on this tab.
- If equipment is not relevant to this application, there must be uploaded document stating that.

Other Attachments
- Upload documents here that have no other upload location.
- All uploads should have specific, descriptive names.

S2S Forms
- NSF-specific forms for Deviation Authorization and Suggested Reviewers, which also lists excluded reviewers, must be manually selected on Setup Questions and then will appear on this tab.
- A Data Management Plan and a Post-doctoral Mentoring Plan may be required to be uploaded to the NSF Cover Page.
  - Use NSF-required names, such as “Data Management Plan”, when specifically identified in the instructions.

Personnel
- Personnel who should appear on the Senior/Key Person form
  - ALL personnel are added on the Budget Items tab.
  - Follow NSF’s instructions for complete information about biosketch and current and pending support uploads.

Budget
- Budget Items > Personnel Costs
  - Personnel who should appear on the Senior/Key Person form with biosketches must be listed in this section.
  - If your proposal does not list at least one Key Person with measurable effort and associated requested salary, contact PennERAhelp@lists.upenn.edu for assistance.

Budget Items > Non-Personnel Costs
- Enter separate expense lines for each category of Non-Personnel expense required for the project.

Budget Items > Subcontracts
- Create separate expense sections for each subcontract.
- Full detail information must be provided.

Budget F&A
- Most applications use the default settings on this screen.

Budget > Cost Sharing and Budget > Justification
- Voluntary cost-sharing is not shown in NSF applications.
  - If there are personnel who have measurable effort but no salary requested, please contact PennERAhelp@lists.upenn.edu for assistance.

Upload budget justification based on FOA requirements.

Finalize and Submit for Internal Approval

Refer to the Investigator Reference for instructions which can be found at http://www.upenn.edu/researchservices/PennERA.html.

Submission to Grants.gov and FastLane Insertion

After the proposal has been submitted from PennERA to Grants.gov, it will be automatically inserted into FastLane.
- PI and ORS will be notified of any errors or warnings and steps to correct.
- PI and designated others will be able to interact directly with the proposal in FastLane for corrections to warning messages.
- If the proposal is not inserted into FastLane because of an error (e.g., missing required documents), the PennERA record will need to be corrected and resubmitted.
  - Do not mark “changed/corrected application”
- All changes need to be made before the deadline.
  - PI’s should review the proposal in FastLane for accuracy and completeness.