

PennERA Proposal Development Quick Reference for Stimulus Administrative Supplements NOT-OD-09-056 – NIH Recovery Act Funds for Administrative Supplements

General

- This guide provides information about PD-related issues **only**. Please refer to the NIH announcements <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-056.html> and <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-079.html> and carefully follow the specific instructions for preparing an Administrative Supplement package to be sent both via email and hardcopy.
- The User's Guide is available at <http://www.upenn.edu/researchservices/PennERA.html>.

Uploads

- Acrobat 9 is now supported.
- Microsoft Office 2007 is *not* supported. Choose Save-As option and save as an earlier version document.
- Resizing scanned documents* – See PD User's Guide, pp 88-89, for instructions on resizing scanned documents that are not 8.5x11 inches, as required by Grants.gov.

Proposal Creation

- PI* – Same PI as Parent award; if multi-PI award, the contact PI is listed as the PI on the supplement request.
- Step 1* – Select "Create a new proposal".
- Step 1 Continued...* – Select "Neither of the above".
- Step 2* – Select "New Competing".
 - This value will be adjusted automatically using information in the Transmittal eForm.
- Step 3* – Select NATIONAL INSTITUTES OF HEALTH or a specific institute.
 - Do NOT** select a mechanism.
- Step 5* – Enter Title of Parent award.
- Step 6* – Enter Requested Project Start and End Dates for the supplemental funds.
 - End Date cannot extend beyond Parent award Project Period End Date.
- Step 7* – Confirm the number of Budget Periods.
- Click "Yes, Create Proposal".

Setup Questions

- Submission Mechanism/Form Information*
 - Select Submission Mechanism/Form Template – Choose "UPENN – Generic Template".
 - Has your sponsor given a specific reference...? – No.
 - Mechanism – **Do NOT select a mechanism**.
 - Opportunity Number – **Do NOT type in this field**.
 - [Get Opportunity Number](#) – **Do NOT click on this link**.
- Deadline Information*
 - Deadline Type – Choose "Hardcopy Receipt" or "Postmark" based on awarding Institute's instructions.
 - Deadline Date/Time – Enter **reasonable** target deadline if none is specified by the awarding Institute.
- General Proposal Properties*
 - Cover Letter – Uploaded with Supporting Documents.
 - Humans and Animals – Yes, only if new to supplement.
 - Other Properties – Answer as appropriate, **except**
 - Subprojects – No (contact PennERA Help Desk if subawards are planned).
- Because... this proposal is PHS/NIH...*
 - Modular Budget – No.
- Budget Setup Information*
 - Budgeting Model – Select "Period by Period".

Abstract

- Select "Manual Entry" radio button at the top.
- Enter "N/A" in text box.

Personnel

- Complete Internal Administrative Contact Information.
- Biosketch and Current Support uploads are not required for ORS but may be required by the funding Institute.

Budget

Complete *Budget Periods and Setups* **first** if adjustment is needed.

- Budget Periods and Setups*
 - If Project Period is > 12 but < 24 months, adjust Start and End Dates of Budget Periods.

Ex.: Start Date 10/01/09; Parent Award ends 04/30/11

Default Budget Periods Set-up

Budget Period	Start	End
1	01-Oct-2009	15-Jul-2010
2	16-Jul-2010	30-Apr-2011

Adjusted Budget Periods

Start	End
01-Oct-2009	30-Apr-2010
01-May-2010	30-Apr-2011

- Budget Items*
 - Simplified budget entry.¹
 - PHS398 forms pages 4 & 5 will be uploaded elsewhere.
 - Personnel
 - Indicate any additional effort for PI for the supplement.
 - Add Key Personnel and their effort for only the supplemental activities.
 - Salary information is not required.**²
 - Reminder* – Co-PD/PI is not an allowable NIH role.
 - Non-Personnel – Enter one line for Total Direct Costs unless there are exclusions and/or a subcontract.
 - If there are tuition costs, use Cost Category "Participant Tuition & Fees".
 - Subcontract – Enter information if there is a subcontract.
- F&A*
 - Sponsor Calculation Method – Auto (predefined schemes).
- Justifications* – upload Word or PDF document.

Supporting Documents

- Upload documents being sent to funding Institute, except Research Plan, for example (but not limited to):
 - PHS398 form pages 4 and 5 or other budget information.
 - Checklist.
 - Cover Letter.
- Name each uploaded document.

Research Plan

Uploaded the Research Plan or workscope being provided to the funding Institute.

Approvals

Provide any known information if new approvals are required for the supplement.

Finalize > Submit for Internal Review

- Transmittal eForm*
 - Type of Proposal – Supplemental.
- Add Institute Forms/Supporting Documents*
 - Upload PHS398 Face Page for signature or other documents requiring institutional signature.

¹ Please see pp 82-87, 102-103, and 104-108 of the User's Guide for simplified budget entry information.

² Users can prepare the budget in PD if they are not using an Excel spreadsheet.