Deliverables User Manual

The purpose of this document is to assist PIs, Department Administrators, Sponsored Projects Accounting and OCG Compliance in tracking the required deliverables and close-out requirements that are stated in the award documentation and need to be submitted to the sponsor. This manual includes the step-by-step instructions for entering deliverables into the award record, completing the deliverable and attaching documentation to the award record. This manual also includes the business processes for managing deliverables in eRA.

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1.0 ADDING DELIVERABLE

When an award is received and circulating in both OCG and SPA for review, the required deliverables (such as technical/progress reports, financial reports, property reports, and hardware or test assembly deliveries) will be entered into the eRA award record by the appropriate reviewer in OCG or SPA based upon the terms of the award. The entry will include the type of deliverable required as well as the due date. Throughout the lifecycle of the award, the Deliverables folder in eRA will provide specific information on what should be periodically reported to the sponsor throughout the award.

Clicking on the Deliverable folder icon will open the Deliverables folder, once deliverables have been entered, they will appear in a list in the body of the Deliverables page, as well as in the left-hand main navigation pane:

1. **Use Project Start and End Dates**: If the Awarded Project Period Start and End Dates are setup on the Awards main screen, then you may check this box to use those dates as the start and end dates for the creation process. This checkbox works in conjunction with the Frequency (below) to determine how many reports will be added. The Frequency determines how often within the date period that reports will be added.

   **Example**: If the awarded dates are 08-Aug-2008 to 09-Aug-2009 (approximately one year), and the Frequency is set to six months, then two reports will be added. However, if a shorter
Frequency is chosen, then more reports will be added.

**Note:** When the period of performance of an award is modified, there will be no automatic changes made to the Deliverables folder; each reporting deadline would need to be individually updated if the due dates are changed based on a revision to the POP.

2. **Set Number of Reports** (This is the preferred method for entering deliverables and setting the due dates) If you do not use the Project Start and End Dates (above), then you may choose how many reports will be added by entering a specific number in this box. This works in conjunction with the Start Date and Frequency (below) to determine how many reports will be added.

**Note:** When the period of performance of an award is modified, there will be no automatic changes made to the Deliverables folder; each reporting deadline would need to be individually updated if the due dates are changed based on a revision to the POP.

3. **Report Name:** In this field, type the name of the deliverable requirement following the convention, Award Number_Report Name. The Report Name will be either the sponsor report name (such as NF 1018) or the type of report (such as Technical Report). Users should copy and paste the sponsor report name directly from the award documents, if provided. This naming convention will make it easier to select the correct deliverable from the left-hand navigation pane, when a user completes a deliverable.

If no name is entered, then nothing will be the automatic default. After the report is created, the Report Name (if there is one) and Due Date will display within the Deliverables tab in the sidebar.

**Note:** In the event that reports are required from multiple PIs (or Co-PIs), the Report Name will also include the last name of the PI responsible for completing the report: Award Number_Report Name_PI Last Name.

4. **Start Date:** This field will be used to indicate the due date of the report. This field also works in conjunction with the Frequency field. The Start Date indicates the report due date, and then the Frequency determines the time between reports beginning with the Start Date.

**Example:** If three is set as the number of reports, and 01-Jun-2008 is entered as the Start Date, and the Frequency is set to six months, then three reports will be added with the Due Dates of 01-Jun-2008, 01-Dec-2008, and 01-Jun-2009. Notice six months is the period between each report.

5. **Form:** Select the type of form for the report(s). These options are setup by the administrator in Codes and Tables.

6. **Frequency:** From the dropdown menu, select the Frequency with which the reports are due. Regardless of whether you choose to use the Awarded Project Dates, or a Start Date and Number (above), the Frequency will work with these to determine how many reports are created.

![Frequency Options](image)

**NOTE:** If no Frequency value is selected, the Frequency defaults to Annual.

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7. **Category:** From the dropdown menu, select the Category of the deliverable. Reports are grouped by Category when they appear as subfolders beneath the Deliverables main folder in the left-hand navigation pane.

8. When all the information for 1-8 above have been added, click the `Add` button from the upper right-hand corner of the screen to add the deliverable. The screen will refresh with the report(s) displaying both as subfolders in the left-hand navigation pane and in the main body of the Deliverables screen. See below:

   ![Insert screen shot](image)
2.0 OPENING AND EDITING A DELIVERABLE

Details on the status of award deliverable requirements will be visible when opening the Deliverable folder in the eRA record. By reviewing the Completed/Submitted column, the user should be able to easily distinguish between the deliverables that have been fulfilled and the outstanding deliverable obligations that remain.

1. From the left-hand navigation pane, CLICK on the deliverable subfolder or CLICK the Open icon in the main screen to edit the deliverable information.
3.0 MARKING DELIVERABLES COMPLETE

When a deliverable has been completed, the person responsible for submitting the deliverable will update the Deliverables folder in the eRA record. The responsible person may vary by sponsor, deliverable type, and internal procedures. When a deliverable requirement has been fulfilled, the deliverable should be marked as both completed and submitted. Any comments relevant to the submission of the deliverable, should also be updated.

1. If necessary, enter in the **Reporting Period Start Date** and the **Reporting Period End Date**. Check the Y/N box beneath **Reported/Completed** and enter the date the report was finalized. The date will automatically default to today’s date, but can be edited if necessary. The third cell will automatically populate with your name, but can be edited if necessary.

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2. Check the Y/N box beneath **Submitted** once the report has been delivered to the sponsor. The date will automatically default to today’s date, but can be edited if necessary. The third cell will also automatically populate with your name, but can be edited if necessary.
4.0 ATTACHING DELIVERABLE DOCUMENTS

When a deliverable has been completed, a copy of the report (or other adequate documentation) should also be attached to the Deliverable folder in the eRA record, according to the procedures outlined below. The deliverable should be attached at the same time as the deliverable is marked as completed/submitted. The naming conventions described in the procedures outlined below are intended to allow the user to quickly navigate to and open any fulfilled deliverable for the award.

1. From an open deliverable, click Add to upload a report directly into the eRA record from another file location. A dialog box will open that allows you to name the file and select a folder location for the attachment in the record.

   a) The Name should be the same as the Report Name and follow the convention: Sponsor Award Number_Report Name Date Submitted (dd-Mmm-yyyy).

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b) From the **Category** dropdown menu, select “Report.”

d) Clicking on **Browse** will allow you to choose a file from another location on your computer. Using the **Select Existing Attachment** dropdown menu will allow you to choose an existing attachment from another location within the same master proposal eRA record.

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e) Click Upload to finish attaching the document.

2. Once the attachment has been uploaded, it will be visible under both the Deliverables folder and the Attachments folder in the subfolder that was selected in step 4(c).