The purpose of this document is to help Research Administrators find the most common areas that they will be accessing in Boulder – eRA. This document is being used in the Part I: Navigation and Familiarization Training.

Training Outline

NAVIGATION IN BOULDER-ERA  

BOULDER – ERA NAVIGATION ELEMENTS  

PROPOSAL ELEMENTS:  
1. Where do I find the status of a Proposal? And if the proposal was submitted?  
2. Where do I find the proposal documents? And Budget Justification documentation?  
3. Where do I find the name of the proposal analyst working on the proposal?  

AWARD ELEMENTS:  
4. How do I know that the proposal was awarded?  
5. Where do I find the Award documents?  
6. How do I know the ICR split?  

PROJECT ELEMENTS (FINANCIAL TRACKING INFORMATION)  
7. How do I locate the projects and speedtype for an award?  

SUB-CONTRACT ELEMENTS:  
8. How do I know if the proposal and award has Sub Contracts?  
9. How do I know where the Sub-Contract is in the process?  

CLOSE OUT PROCESS:  

REPORT:  

2
1. Boulder – eRA Navigation elements

1.1 Log-in – enter identikey and password, then select ‘Boulder’ campus.
Staging website: https://erastaging.dev.cu.edu

1.2 Side Menu Options:
- My Proposals
- My Awards
- My Financials
- My Human Subjects
- My Profile
1. Click My Proposals

2. Click ‘Search For’

1.3

- Displays ‘Proposals – Search For: these are the most common fields to search on.

- Click on the ‘Show Additional Search Options’ to display other fields to search for proposal records. These are the additional fields you can search proposal(s) on.

- Enter the criteria that you want to use for searching proposals. You can add a * (wildcard)
to allow for searching on part of the information, indicating that the data only needs to contain what is before or behind the asterisks.

➢ To display the RESULTS -> Click ‘Locate’ or to remove the text click ‘Clear All’

OTHER SEARCH OPTIONS:
MY Awards…

MY Financials…

1.4 RESULTS view:

➢ To open a proposal record, click on the folder and then select 'View'

1.5 Buttons and Sidebar folder structure:
TIPS:
1. Folder color:
   Proposal Tracking Module include Proposal information and Award
   Award Tracking Module include Award information and workflow
   Financial Tracking Module include Project information and speedtype

2. To know where you are in the folder structure, look for the **BOLD** text.

BUTTONS:
1. DONE – navigation to the main search window.
2. SAVE – saves updates, save often, does not give a confirmation of saving.
3. HELP – currently not being used...check with Arnauld/Jennifer. Opens an electronic user guide.
4. HISTORY – opens information about the access history of the proposal. NOT IS USE at this time.
5. ACCESS – shows security information.
6. SHOW – will display the help information for various fields. – **UNDER CONSTRUCTION**

FOLDERS:
1. SUBMISSIONS – proposal, continuations, supplement
2. AWARDS – awarded budget
3. FINANCIALS – project breakdown
4. RELATED PROPOSALS – if there are other proposals related
5. DELIVERABLES -
1.6

ICONS: Some of the most common icons used in the modules.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>To Open</td>
</tr>
<tr>
<td>![Icon]</td>
<td>To View</td>
</tr>
<tr>
<td>![Icon]</td>
<td>To Edit</td>
</tr>
<tr>
<td>![Icon]</td>
<td>To Preview</td>
</tr>
<tr>
<td>![Icon]</td>
<td>To Remove</td>
</tr>
</tbody>
</table>
Proposal Elements:

1. Where do I find the status of a Proposal? And if the proposal was submitted?

1.2 Side Menu Options:

1. Click My Proposals
2. Click ‘Search For’

1.3 Displays ‘Proposals – Search For’:
   - Proposal number field, ENTER 15-02-0123
   - Click on ‘Locate’ in the upper right corner.
   - To remove the text click ‘Clear All’

1.4 RESULTS view:
To open a proposal record, click on the folder and then select ‘View’.

This is the screen that is displayed when a proposal record is opened. Click on the ‘Status History’ folder listed under the ‘Submission’ folder.

Status History:
This is a list of all the possible statuses used for a proposal.
1.7 The table displays the status events of that proposal. The table also displayed the date the event occurred, the date the event was recorded in status history and who entered the status.

2. Where do I find the proposal documents? And Budget Justification documentation?

2.1 NOTE: This is where we add all the proposal related documents. This step is very important because the documents will be used to identify the proposal if and when it is awarded.

➢ Click “Attachments” folder
Attachment Information

At a minimum, all completed proposals should include the following attachments:

- PSR Form
- Proposal (minimum of statement of work and budget justification, original proposal for all submissions with a full proposal)
- Budget
- FOA

For proposals with approved Approvals and/or subAwards, attach documentation (i.e. cost share, IDC addendum or waiver, IRB/IACUC approval, subrecipient forms, etc.).

2.2 Attachment – Folder structure:

- Click on ‘View Latest’ to view and download a copy.
- NOTE: If the document is a pdf, it will open for viewing before downloading. If the document is excel, it downloads the document.
3. Where do I find the name of the proposal analyst working on the proposal?

3.1
- Select the ‘Summary’ folder
- Scroll towards the bottom of the screen, locate the section ‘Other Summary Details’
- Refer to the ‘Proposal Analyst’ field to find the proposal analyst’s name.

Award Elements:

4. How do I know that the proposal was awarded?

Proposal Search For: Proposal No. ENTER 15-02-0192

4 Award Received (folders in Proposal Tracking)
NOTE: The blue folder indicates that an award record has been created in the Award Tracking Module.

1. The Proposal Status History is updated to ‘Award Received’

2. Authorized Period of Performance and Mod No. is completed

3. The award information is updated on the Sponsor screen.

4. The Proposal budget is copied over to the Award folders and modified as needed.

5. The Award Logger will update the ‘Award Increment Status History field to ‘WF_Award Logged Forward to Grants/Contracts’ depending on if the Award is a Grant or Contract.
4.2 Connect Award increments in Proposal Tracking to Award increments in Award Tracking

4.3 Check on the Workflow status in Award Tracking

Award Increment Status History

1. Click on the blue folder under Awards (yellow folder)
2. A new window opens and displays the Award Tracking Module
3. Click on 'Award Increments'
4. Select the Award Increment that you are interested in (match on the date from the proposal tracking module)
5. Review the 'Award Increment Status History' fields and table below.
### Status Name: Purpose:

<table>
<thead>
<tr>
<th>Status Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_Award Processed forward to Grants or Contracts</td>
<td>The award has been logged and ready for the RSA to process the award.</td>
</tr>
<tr>
<td>WF_Contract Processed Forward for Review OR WF_Grant Processed Forward for Review</td>
<td>The RSA has completed the data enter for the award and it is ready for the officer to review and enter Terms and Conditions and other data as needed.</td>
</tr>
<tr>
<td>WF_Award Reviewed Forward for Signature</td>
<td>This status is only used when we need a signature authority to sign off.</td>
</tr>
<tr>
<td>WF_Award Approved Forward for Setup</td>
<td></td>
</tr>
<tr>
<td>WF_Redirect</td>
<td>The purpose of this workflow status is to alert that something is not complete or incorrect and it is re_direct to the appropriate person. The person that did the redirect is listed and it is the process to enter a comment of why the record is being redirect.</td>
</tr>
</tbody>
</table>

5. **Where do I find the Award documents?**

   5.1 - Select the main ‘Attachments’ folder
   - Select the ‘Award’ folder
6. How do I know the ICR split?

6.1
- Select ‘Submission’ and then ‘Summary’ folder
- Navigate down to the ‘Associated Department’ section
- The departments are listed and the “$ Allocated” is indicate for each department.
7. How do I locate the projects and speedtype for an award?

ENTER: 15-02-0074

7.1 Open the Project of an Award

Click on the 'Financials' folder, it will display all the projects associated to this Award. You can see the project(s) listed below the folder or in the table on the right of the folder structure.

You can click on the 'Account' folder OR 'Open' icon in the table to view more details about the selected project.

NOTE: On this table, the dollars are only show for the 'Initial Budget' not additional funds that have been added by other increments. That information is under

7.2 Detailed Information for this Project

1. Click on 'Setups' folder, then 'Attributes' folder
2. Project Purpose/Speedtype
3. PI/Responsible Person
4. Department/Org
Additional Information:

- Project Indirect Rate, is only listed if it is different than the Award.

Other Project Attribute Details

<table>
<thead>
<tr>
<th>Project Indirect Rate</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>F&amp;A Rate</td>
<td>F&amp;A Decimal Precision</td>
</tr>
<tr>
<td>Task Status / Issue</td>
<td>Task Notes</td>
</tr>
<tr>
<td>Date Rcvd</td>
<td>Date Prod</td>
</tr>
</tbody>
</table>

NOTE: This is the NOT the Balance in the Speedtype Account.

7.3 Display Dollar Total Dollar Amount in Account

- Select the ‘Summary’ folder
- In the ‘Available Funds’ table
- The dollar value in the ‘Balance’ column reflects the dollars received thus far.

7.4 Snapshot View

1. Click on the ‘Snapshot’ folder
2. You can navigate back to the Proposal or Award Tracking
3. Click on the ‘Open’ folder and it will open the Proposal folders
4. Click on the ‘Award Increments – AWD-XX-XX-XXX’ open folder icon to open the Award Tracking module that list the workflow statuses.

5. Click on the ‘Account Information – Open’ folder to see the details for the account/project.

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**Sub-Contract Elements:**

8. How do I know if the proposal and award has Sub Contracts?

8.1 ➢ Click on the ‘SubContracts’ folder
➢ Notice the headers ‘Consortium – SUB-XX-XX-XXXX’
8.2 How do I know where the Sub-Contract is in the process?

9.1 Click on the 'SubContracts' folder
   - Select the subcontract that you are interested in
   - Click on the 'Short Form' button
   - Scroll down to the 'Status History' and click 'Expand'
Displayed is the status history table.

### Status History

<table>
<thead>
<tr>
<th>Status History</th>
<th>Status</th>
<th>Update Date</th>
<th>Updated By</th>
<th>Comments</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>22-Feb-2015</td>
<td>22-Feb-2015 1:12:48 PM</td>
<td>Christine Tanzerry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23-Feb-2015</td>
<td>Agreement sent to subcontractor</td>
<td>23-Feb-2015 1:15:04 PM</td>
<td>Christine Tanzerry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30-Feb-2015</td>
<td>Proposed</td>
<td>30-Feb-2015 5:45:03 AM</td>
<td>Kelly Blackwell</td>
<td>Subaward Created</td>
<td></td>
</tr>
</tbody>
</table>

### Status History Options:
- Proposed
- Logged
- Initiated Request
- Request received from department
- Agreement sent to subcontractor
- Sent update email to dept. for paperwork
- Made update phone call
- Signed agreement received from subcontractor
- To Subcontract Manager for signature
- To Deputy Director for signature
- To Assistant Director for signature
- To Marketplace
- Action Complete
Close Out Process:

**OVERVIEW:** There is an Award Close Out checklist that is set up when the award is received. The functional areas designate which Close Out items are required. This is reviewed as modifications come in and updated as needed.

**Purpose:** The closeout process in InfoEd is designed to help the campus verify that all required deliverables are required by sponsor, by the specified deadlines, to ensure the programmatic closeout occurs as stated by the sponsor.

CREATE A LINK TO THE BUSINESS PROCESS FOR CLOSE OUR PROCEDURES

<table>
<thead>
<tr>
<th>Award Close Out Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department or PI</strong></td>
</tr>
<tr>
<td>Final Technical Report [PI]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Final Outcome Report for NSF [PI]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Project Property Report [Dept Property Manager or Fiscal Manager]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Certification of Award Expenditures [PI and Fiscal Manager]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>SPA</td>
</tr>
<tr>
<td>Final Financial Report to Sponsor [Grant Accountant]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>PeopleSoft CloseOut Checklist [CloseOut Accountant]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Final Invoice to Sponsor [Billing]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Final Payment Request Made Online (via Draw or Online Invoicing) [Billing or Grant Accountant]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Cost Share Fulfillment [Cost Share Accountant]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>ePERS Certifications Completed [Effort Reporting Accountant]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>OCG</td>
</tr>
<tr>
<td>SubContracts</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Property Report to Sponsor [Property Specialist]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Verify Protocols from ORI [Closeout Specialist]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Invention/New Technology Report [CloseOut Specialist/PI]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Summary of Research form to NASA [CloseOut Specialist with PI]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Release and Assignment [CloseOut Specialist]</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
<tr>
<td>Protocol Certification (Internal Only)</td>
</tr>
<tr>
<td>Required [ ]</td>
</tr>
</tbody>
</table>
Report:

1. **Award InProgress Workflow Report**
   - SEE Detailed Specifications

2. **Proposal Information - Searching by PI, Org, Dates, Sponsor, Proposal Status**
   REPORT FIELDS:
   - Grouped by: Department
   - SEARCHING in eRA system itself
     - i. Department, Org No
     - ii. Proposal No. (Auto generated by eRA)
     - iii. PI: Last Name, First Name
     - iv. Co PI: Last Name, First Name (department)
     - v. Sponsor Name
     - vi. announcement or RFA Number, (Pt Sponsor > Program field)
     - vii. Title
     - viii. Proposed Period Start and End Dates
     - ix. Proposed Total Costs
     - x. Submitted Date to Sponsor
     - xi. Deadline date
     - xii. Is it funded...Status and connect to award is nice to have
     - xiii. Current Status

3. **Award Information - Searching by PI, Org, Dates, Sponsor**
   a. Desired report fields: Org #, PI name, co-PI names, project number, Project name, Sponsor/Agency name, Sponsor/Agency award number, Amount of award, Award period (dates), Percentage of effort for PI (Summer/Academic/Calendar), RFA or Announcement number (not sure about this one), narrative sentence on scope of grant, ICR Split, Cost Share Information, Sub Contract basic information (this may need to be another report)
   b. The option to run report in Excel is desired.
   c. REPORT FIELDS:
      - i. Department
      - ii. Award no. (will remove and put Proposal No., easier to search)
      - iii. PI Last Name, First Name
      - iv. Co Pis: Last Name, First Name
      - v. Agency
      - vi. Period Start and End Date
      - vii. Project No. (just list the associated project nos and project purpose {speedtype})
      - viii. Dollars at the project level
      - ix. Award Title
      - x. Amount

4. **ICR Splits**
   a. Proposed and Awarded
   b. a report that could be run by P.I. or co-P.I. that shows all the ICR splits on all their projects across campus, not org specific.
   c. a report that shows sources of ICR received by a given org during certain time frames (ie: ICR cycle is April to March). The sources of ICR come from various orgs and not solely from sponsored projects housed in the receiving org.

5. **Crosswalk of Proposal No, Sponsor Award No., Project No. and Speedtype**
   - A quick report that allows you to enter one piece of information and get the others.