



eSRA Updates

Cynthia Sylvester
Office of Sponsored Projects
& Industry Partnerships

Stacey Blue
Business Systems
Analysis

March 6, 2012



All Grants.gov Applications

- eSRA now handles ALL Grants.gov applications, regardless of the funding agency.\
- See new release 2/21/12 Podcast posted on OSPIP website at:
http://www.lbl.gov/Workplace/CFO/ospip/sponsored_research_system/ESRA_News.html
- 3-year NIH R21 applications require some special handling – contact eSRAHelp@lbl.gov when you start your proposal for instructions



LBNL Proposal Types – must choose

Choose the correct proposal target so eSRA asks the correct questions.

1.a.1 * Proposal Type:
Work for Others

1.a.2 * Proposal Target:

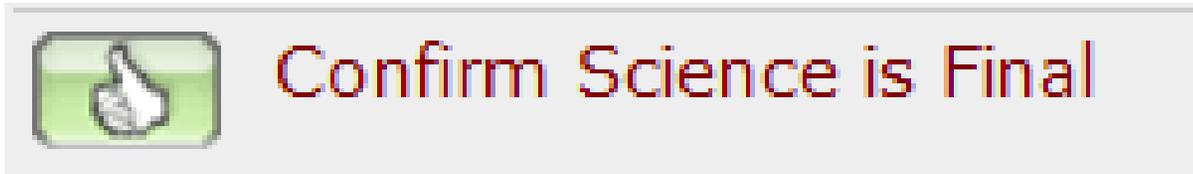
1.a.3 * Federal Target:
Grants.gov

Federal (DOD CDMRP)
Federal (NASA)
Federal (NIH Fellowship)
Federal (NIH Research)
Federal Sponsor - Other
Non-Federal
Non-Federal with NIH Flow-Thru
Non-Federal with Non-NIH Federal Flow-Thru
Proprietary User Agreements



Finalize Science process changed

- PI or RA can mark Science “Final” at any time.

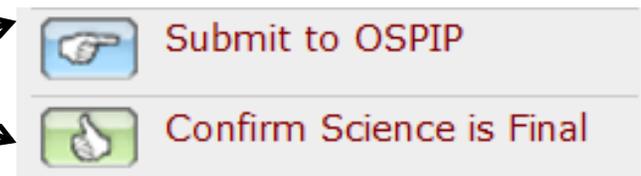


–Does not send the proposal to anyone else.

- It is a 2-step process when the OSPIP CO requests final science by requesting changes:



1. Confirm Science is Final
2. Submit changes to OSPIP CO to change the state back to OSPIP





NIH JIT requests now in eSRA

- **New Activities for the OSPIP Contract Officer to request information (and track the requests) inside of eSRA.**



Request Sponsor
Information



Request NIH Other
Support

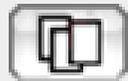


Request NIH Updated F
and A

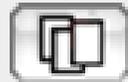


NIH JIT Responses now in eSRA

- **New Activities for the PI or RA to respond with JIT information (and track the responses) inside of eSRA.**



Upload NIH OS As Requested



Upload NIH Updated F and A



Upload Sponsor Requested Information



Post Award RA Access

- Confirm you have the RA role in eSRA by logging into eSRA using your LDAP Password.

My Roles

Registered User

My Roles

Registered User

Resource Analyst

- If not, contact eSRAHelp@lbl.gov and request the role be assigned to you.



Edit Resource Analysts

- RAs will have access to all proposals from the Grants list to look-up information.
- RAs assigned to a specific proposal **will receive notifications.**



- Edit RAs – these will not carryover to awards
- Edit Post Award RAs – these will carryover to awards



Training Guides Updated

Updated	Topic	For	Description
10/28/11	Getting Started	All	Getting Started - Step by Step
11/07/11	Researcher Profile	All	Step by step procedures for creating the researcher profile.
12/02/11	Re-Assign CO	All	Re-Assign OSPIP Contracts Officer for Grants.gov
11/08/11	Div Director Review	Div Dir	Review/Approval processes Step by Step for Division Directors or Designees
01/27/12	Division Director Quick Reference	Div Dir	Quick Reference for Div Director Review/Approval
11/08/11	OSPIP Review	OSPIP	Contracts Officer Review and Submission to Sponsor
01/30/12	Update Proposal	OSPIP	Update Sponsor and Application# or Customer Ref. No. Step by Step
11/08/11	PI Notices	PI	Notices to PIs
12/02/11	PI Review	PI	PI Review and Approval Step by Step
01/27/12	PI Quick Reference	PI	Quick Reference for PI Review/Approval
12/02/11	Discontinue Proposal	RA	Discontinue Proposal Step by Step



Troubleshooting & FAQs



eSRA Topics and Answers to FAQs

eSRA is the new enterprise system being developed for electronic submittal and tracking of proposals as well as non-financial award management.

This page is being developed to contain answers to frequently asked questions and various topic areas. Information can also be found in the [Training Guides](#).

eSRA Topics and Answers to FAQs

Updated	Topic	For	Description
02/22/12	Troubleshooting	All	Something seems to be broken - what should I do next?
02/22/12	Frequently Asked Questions	All	Frequently asked questions about how to do a particular thing.



Troubleshooting Help

- Troubleshooting – if you think something is broken or working incorrectly.

eSRA Troubleshooting Q A
2/21/2012

Topic Groups	Alphabetical Title	Problem	Answer
Approvals	Linking to proposal from email notification	The PI can't open the link in the Notification in order to give his/her approval.	The eSRA System is behind the LBNL firewall. Access through email from outside of the Lab requires VPN access. Instructions for VPN are on the IT Website at https://commons.lbl.gov/display/itdivision/VPN++Virtual+Private+Network
eSRA	Workspace	I logged into eSRA for the first time, but can't see anything.	Everyone with an LDAP password can log into the eSRA system. Access to information is based on the role(s) assigned to you. Contact eSRAHelp@lbl.gov to request a role.
NIH Proposal	Modular Budget - 3rd year on R21	can't add 3rd year on an R21 proposal	The development team is continuing to work on this issue. Contact eSRAHelp@lbl.gov for the latest information about how to proceed.
NIH Proposal	Budget - changing from modular to detailed	The PI decided to submit a modular budget after I had started to create a detailed budget. What do I do?	1) Go to View 9.0 and change your selection to "Modular Budget." 2) Exit your eSRA Proposal and use the Activity "Update SF424." 3) Re-open your proposal to edit, jump to View 9.2 and follow the link to the budget in the SF424. You should now have a modular budget to work with.
NIH Proposal	Budget - changing from detailed to modular	The PI decided to submit a detailed budget after I had created a modular budget. What do I do?	1) Go to View 9.0 and change your selection to "Modular Budget." 2) Exit your eSRA Proposal and use the Activity "Update SF424." 3) Re-open your proposal to edit, jump to View 9.2 and follow the link to the budget in the SF424. You should now have a modular budget to work with.

Example



Frequently Asked Questions

- **FAQ – it's not broken, but I can't figure out how to do it.**

eSRA Frequently Asked Questions 02/21/2012			
Topic Groups	Alphabetical Title	Question	Answer
NIH Proposals	eSRA Availability	Can all NIH proposals be submitted in eSRA?	No, at this time, only applications being submitted through Grants.gov can be submitted through eSRA.
NIH Proposals	Non-Competing Continuations	Can I submit a non-competing continuation proposal in eSRA?	No, at this time, only applications being submitted through Grants.gov can be submitted through eSRA. NIH Non-competing continuations are either submitted through eRA Commons eSNAP, or they are submitted on paper.
NIH Proposals	NIH Administrative Supplements	Can I submit an NIH Administrative Supplement proposal in eSRA?	The Administrative Supplement can be submitted via Grants.gov, then it should be prepared and submitted in eSRA. Refer to the Administrative Supplement Funding Opportunity to determine how the Administrative Supplement should be submitted.
Proposals	Current State	How can I tell where my proposal is in the review and approval process?	In the upper left corner of the proposal workspace is a yellow box that indicates the current state of the proposal.
eSRA	Access	How do I get access?	You can get to the eSRA system from the Lab's A-Z Index or directly at http://goapp/lbnl . Access to eSRA uses your LDAP login and password. If you are still unable to access the eSRA System, contact eSRAHelp@lbl.gov for assistance.

Example