

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?	If 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.
Proposals	Discontinued	I accidentally discontinued a proposal. How can I un-discontinue it?	You cannot "un-discontinue" a proposal. You can copy the proposal and most of the information will be copied. You will need to re-select the Funding Opportunity and re-enter any budget information.
Proposals	PI - can't find on list	I can't find the PI on the selection list	The most common cause of a PI not being included on the PI selection list is because the PI does not yet have a Researcher Profile. Follow the instructions in the eSRA Training Guides to create a Researcher Profile. After the Profile is created, you should be able to select the PI for the proposal.

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Proposals	Othe Significant Contributor - can't find on list	I can't find a Scientist on the selection list for Other Significant Contributor	The most common cause of a scientist not being included on the Other Significant Contributor selection list is because the scientist does not yet have a Researcher Profile. Follow the instructions in the eSRA Training Guides to create a Researcher Profile. After the Profile is created, you should be able to select the scientist as an Other Significant Contributor.
Proposals	Scientist - can't find on list	I can't find a Scientist on the key person selection list	The most common cause of a scientist not being included on the key person selection list is because the scientist does not yet have a Researcher Profile. Follow the instructions in the eSRA Training Guides to create a Researcher Profile. After the Profile is created, you should be able to select the scientist as a key person.
Approvals	Out-of-Office	The Division Reviewer is on travel. How can I get the proposal submitted?	Most Divisions have a back-up reviewer. That person might be able to review and approve the proposal. Also, people on travel can access the system using VPN. Instructions for VPN are on the IT Website at https://commons.lbl.gov/display/itdivision/VPN+-+Virtual+Private+Network
Approvals	Out-of-Office	The PI is on travel. How can I get the proposal submitted?	Planning ahead is the best process and the PI can provide approval for a proposal that is complete with draft science. Also, people on travel can access the system using VPN. Instructions for VPN are on the IT Website at https://commons.lbl.gov/display/itdivision/VPN+-+Virtual+Private+Network
Errors and Warnings	Trust Agreement	There is an error message about "Trust Agreement" - how do I fix that?	This is only an error because the proposal hasn't yet been approved by OSPIP. You cannot fix this. The RA and PI can ignore this error message. When the OSPIP CO approves the proposal this field will be filled in on the SF424 and the error message will be resolved.

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Proposals	Discontinued and Withdrawn	What is the difference between Discontinued and Withdrawn?	One is an Activity for the Proposal Team (RA and PI) and the other is an Activity for the OSPIP CO. If, during the preparation of a proposal, the PI decides to stop working on a proposal, it can be "Discontinued" in eSRA by the RA or the PI. After a proposal has been completed and submitted to the sponsor and the PI wants to stop the proposal, s/he can request the OSPIP CO "Withdraw" the proposal.
Proposals	Access	Who can see a proposal in eSRA?	PIs can see their own proposals. Division Reviewers can see all of the proposals for their division. Resource Analysts and OSPIP COs can see all proposals. Additionally, the PI or the RA can grant read or write access to additional LBNL people that would not otherwise have access (such as other scientists or other staff).
Researcher Profiles	Who needs a Profile	Who needs a Researcher Profile	Only LBNL people have Researcher Profiles. All PIs must have a Researcher Profile. Additionally, any person that will have a person profile on the SF424 Application must have a Research Profile including Multiple Pis, Key Persons, and Other Significant Contributors.

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Errors and Warnings	Indirect Costs	Why do I get error message about indirect costs?	<p>The Validation process double-checks certain math on a proposal, including the calculation of indirect costs (indirect cost rate X direct cost base). Because LBNL has a compound method for calculating indirect costs, we calculate to back into the indirect cost rate (indirect costs / direct costs). The error message is triggered when the difference between the data provide and the data calculated for indirect costs is more than \$1. Don't ignore the error message. If the difference is small, it is due to a rounding issue because of the complex nature of LBNL's indirect costs. If the difference is large, then there is a real error somewhere on the SF424 budget line for indirect costs.</p>