



BSO Review and Approval

This procedure is about how to access, review, and approve awards in the eSRA system.

A. Home Workspace - Overview	1. "My Home"
B. Award Workspace - Overview	1. Award workspace summary information 2. Link to proposal 3. Tabs to Award Information
C. Access Award	1. Via email notification 2. Via link in eSRA Home Workspace
D. Review Award Documentation	1. Reconciliation Sheet 2. Award Document(s)
E. Approve	1. Sign Award Document 2. Sign Award in eSRA
F. Other Actions Available to BSO	1. Email Team 2. Request Changes or Info from OSPIP CO

Information Only

IMPORTANT INFORMATION

The BSO server is outside of the LBNL firewall. Users must first access the LBNL server using VPN.

Information about VPN is found at:

<https://commons.lbl.gov/dosearchsite.action?key=itdivision&searchQuery.queryString=vpn&searchQuery.spaceKey=itdivision>

This procedure contains the specific steps in the review and submission process.

The sequence is important.

The front page can be used for reference. The following pages include step-by-step instructions with screen-shot visuals.

Caution Warning	Serious Warning	Notes	Tips	Important

A. Home Workspace – Overview

1. "My Home" goes to the user's home page.

Information Only

- 1a. Your "Inbox" will show proposals and/or awards for which you can or should take action.
- 1b. Your "Role" will determine what shows up in your "Inbox."
- 1c. Some people have more than one role that can be selected. You will always be able to do all of the activities allowable based on your roles. You can change what appears in your inbox by selecting another role.
- 1d. You can access all awards and proposals (not just the ones requiring your attention) by using the general search lists in the upper left corner.
- 1e. Proposals or awards are selected by clicking on the highlighted link.

1d

1

U.S. DEPARTMENT OF ENERGY

Spencer Peterson My Home Logoff

Awards Proposals Company Profiles

Page for Spencer Peterson Layout

DOE Award

1b

1a

My Roles

DOE Award

DOE Proposal

Registered User 1c

My Inbox

Proposals, Awards, and Award Modifications that require action

ID	Name	SmartForm	State	Due Date	Principal Investigator	Date Modified
AWD00000008	Cellular Motion	[Edit]	Awaiting DOE Signature			9/19/2012 3:49 PM

1d

10 / page

C. Access Award

1	Via email notification
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From: <DoNotReply@lbl.gov> **1a**
Date: Wed, Sep 26, 2012 at 9:39 AM
Subject: Request Acceptance of LBNL Award #: AWD00000008 (Proposal: Cellular Motion) Agency # testID_80
To: pkbanker@lbl.gov

Proposal System

Attached for your review and acceptance, please find the above referenced LBNL award #: AWD00000008 Title [Cellular Motion](#) **1b**

- * Funding Order Reconciliation Sheet
- * Interagency Agreement
- * Acceptance document for signature

Comments:

Attachments:

- [View DOD IAG.pdf\(0.01\)](#)
- [View Reconciliation Sheet.docx\(0.01\)](#)

Please send original documents to the sponsor and attach a copy when you accept the award in eSRA with the "Sign Award" activity. If you have questions, please contact the OSPIP CO assigned to this award, David Garcia.

Office of Sponsored Research and Industry Partnerships
Lawrence Berkeley National Laboratory,
1 Cyclotron Road
Berkeley, CA 94720

1a. Subject line indicates what action is required

1b. Contains a link to the proposal

2 Via link in eSRA Home Workspace

The screenshot displays the 'eSRA Proposal System' interface for user Spencer Peterson. The header includes the Lawrence Berkeley National Laboratory logo and the U.S. Department of Energy logo. The main navigation bar contains 'Awards', 'Proposals', and 'Company Profiles'. The page title is 'Page for Spencer Peterson'. A 'My Roles' sidebar lists 'DOE Award', 'DOE Proposal', and 'Registered User'. The 'My Inbox' section shows a table of items requiring action:

ID	Name	SmartForm	State	Due Date	Principal Investigator	Date Modified
AWD00000008	Cellular Motion	[Edit]	Awaiting DOE Signature			9/19/2012 3:49 PM

The 'ID' column for the first row is circled in red. The page footer indicates '10 / page'.

D. Review Award Documentation

1	Open Reconciliation Sheet (also contained in the email notification) to review
2	Open Award Document(s) (also contained in the email notification) to review

eSRA Proposal System
LAWRENCE BERKELEY NATIONAL LABORATORY

U.S. DEPARTMENT OF ENERGY
Spencer Peterson | My Home | Logoff

Awards > Cellular Motion

Current State
Awaiting DOE Signature

Cellular Motion AWD00000008 Funding Award

Award Type: Award **Start Date:** 9/30/2012
Direct Sponsor: U.S. Army Medical Research and Materiel Command U.S. Army Medical Research and Materiel Command **End Date:** 9/29/2014
Prime Sponsor: **Award Date:** 9/20/2012
Principal Investigator: Mina Bissell **OSPIP CO:** David Garcia
RAs: Joann Chow

Cumulative Award Totals:

This Award:	Proposed	Awarded	Authorized
Total:	\$606,894	\$590,000	\$290,000
Grand Totals:	Proposed	Awarded	Authorized
Total:	\$606,894	\$590,000	\$290,000

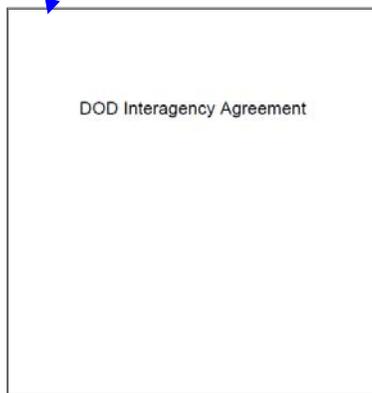
Awarded Funding Proposals:

ID	Name	Principal Investigator
FP00000080	Cellular Motion	Mina Bissell

History Funding Allocations T & C Deliverables Modifications Comments Approvals

Activity: DOE Signature Requested Author: Sylvester, Cynthia L Activity Date: 9/26/2012 9:39 AM PDT

Reconciliation Sheet.docx (1)
DOD_IAG.pdf (2)



FUNDING ORDER RECONCILIATION SHEET
(Only Required for Direct Funding from Federal Agencies)

David Garcia

1. SPONSOR AGENCY: U.S. Army Medical Research and Materiel Command

2. PROPOSAL No.: FP00000080

3. LBNL Award Number: AWD00000008

4. SPONSOR Reference Award No.: testID_80

5. FAC Waived? no
If waived how much? \$0.00

Total DOE Approved Amount for Proposal (2.) \$589,217.00

Amount of Funding Order (3.) Above: \$290,000.00

Includes LBNL LDRD and other DOE Lab LDRD of	\$9,715.00	N/A
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Prior Funding Received for Proposal (2.) Above: \$0.00

Balance Remaining on Proposal (2.) Above: \$299,217.00

This funding order is for: Incremental Funding

DOE SECTION ONLY:
 WAIVER OF FULL FUNDING REQUIREMENT APPROVED: _____ DISAPPROVED: _____
 DOE DIRECTOR, FINANCE AND ACCOUNTING SIGNATURE _____ DATE _____

E. Approve

1	Sign Award Document
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Print award document opened from eSRA.

Sign, scan and save document on local hard drive.

2	Sign Award in eSRA
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- 2a. Click "Sign Award" activity.
- 2b. Check box to indicate approval
- 2c. Enter comments (Optional)
- 2d. Upload signed document (Required)
- 2e. Click "OK"

eSRA Proposal System STAGING
LAWRENCE BERKELEY NATIONAL LABORATORY

Awards > Cellular Motion

Current State
Awaiting DOE Signature

Cellular Motion

Award Type: Award
Direct Sponsor: U.S. Army Medical Research and Materiel C
Prime Sponsor:
Principal Investigator: Mina Bissell
RAS: Joann Chow

Cumulative Award Totals:

This Award:	Proposed	Awarded	Authorized
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Grand Totals:

	Proposed	Awarded	Autho
Total:	\$606,894	\$590,000	\$290,000

Activities

- Email Award Team
- Sign Award** (2a)
- Request Changes

*** I Approve this Award:** (2b)
Attach signed documents below.

Comments: (2c)

*** Attachments:** (2d)
Add
Document Description
There are no items to display

OK Cancel (2e)

F. Other Actions Available to BSO

1	Email Team
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- 1a. Select recipients
- 1b. Enter comments that will be included in the email
- 1c. Upload attachment (optional)
- 1d. Click "OK" to send the email

eSRA Proposal System STAGING
LAWRENCE BERKELEY NATIONAL LABORATORY

U.S. DEPARTMENT OF ENERGY
Spencer Peterson | My Home | Logoff

Awards > Cellular Motion

Cellular Motion AWD00000008 Funding Award

Current State: Awaiting DOE Signature

Award Type: Award **Start Date:** 9/30/2012
Direct Sponsor: U.S. Army Medical Research and Materiel Command U.S. Army Medical Research and Materiel Command **End Date:** 9/29/2014
Prime Sponsor: **Award Date:** 9/20/2012
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RAs: Joann Chow

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	Proposed	Awarded	Authorized
Total:	\$606,894	\$590,000	\$290,000

Awarded Funding Proposals:

ID	Name	Principal Investigator
FP00000080	Cellular Motion	Mina Bissell

Activities: 1

- Email Award Team
- Sign Award
- Request Changes

Email Team

Notify Team: 1a

First Name	Last Name	Employer	Title
There are no items to display.			

Comments to be placed in the notification: 1b

Attachments: 1c

Document	Description
There are no items to display.	

1d

2	Request Changes or Info from OSPIP CO
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- 2a. Enter comments that will be included in the email
- 2b. Upload attachment (optional)
- 2c. Click "OK" to send the email

eSRA Proposal System STAGING
LAWRENCE BERKELEY NATIONAL LABORATORY

U.S. DEPARTMENT OF ENERGY
Spencer Peterson | My Home | Logoff

Awards > Cellular Motion

Current State
Awaiting DOE Signature

Cellular Motion AWD00000008 Funding Award

Award Type: Award
Direct Sponsor: U.S. Army Medical Research and Materiel Command U.S. Army Medical Research and Materiel Command
Prime Sponsor:
Principal Investigator: Mina Bissell
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Grand Totals:	Proposed	Awarded	Authorized
Total:	\$606,894	\$590,000	\$290,000

Activities

- Email Award Team
- Sign Award
- Request Changes** 2

Awarded Funding Proposals:

ID	Name	Principal Investigator
FP000000080	Cellular Motion	Mina Bissell

Request Changes or Info From OCO 2a

Comments:

Attachments: 2b

Document Description

There are no items to display

2c
OK Cancel