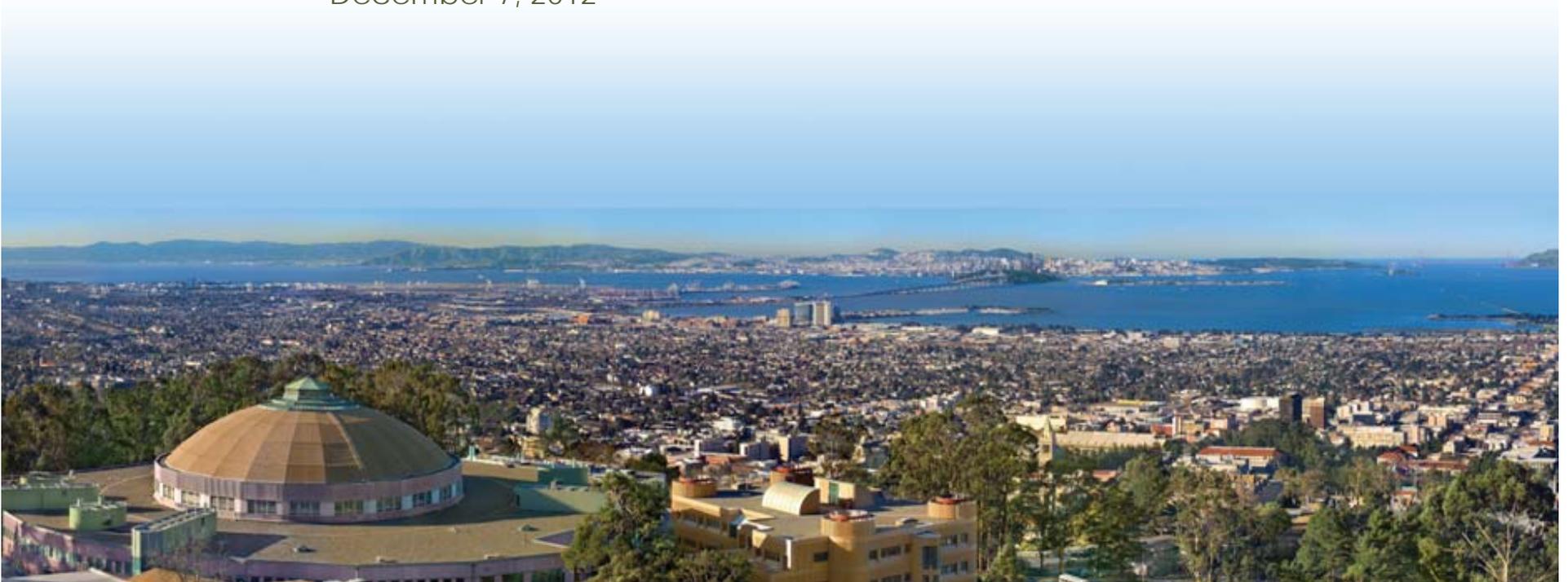


eSRA Post Award for Division Staff

Cynthia Sylvester & Parth Banker

December 7, 2012



Logging In

<http://GoApp/OSPIP>

Or type "Grants" in an LBNL browser

- Need LDAP Password
- Everyone can log into eSRA
- What you see is determined by your role
 - PI can only see their own proposals and awards
 - RAs can see all proposals and awards
- Request a role at eSRAHelp@lbl.gov
 - If you have access in RAPID, you have the same access in eSRA
 - RA role requires approval of Division Director, Deputy Director, or Business Manager

General Awards

Awards

All Awards | Awards in Preparation | Awards

Filter by Name **Advanced**

Name	SmartForm	Date Modified	State	<input checked="" type="checkbox"/> ID	Sponsor	PI	Funding Proposal	Project ID	Start Date	End Date
------	-----------	---------------	-------	--	---------	----	------------------	------------	------------	----------

- Can look up any award for View access
- Tabs provide subsets
- Sort by any of the headings
- Filter by any heading for more specific look-up

General Proposals

Proposals

All Proposals	In Progress	Submitted	Awarded	Rejected	Discontinued			
Filter by	Name		Go	Clear	Advanced			
Name	SmartForm	Date Modified	State	<input checked="" type="checkbox"/> ID	Primary Sponsor	Submission Type	Due Date	PI

- Can look up any proposal for View access
- Tabs provide subsets
- Sort by any of the headings
- Filter by any heading for more specific look-up

Researcher Profiles

- Required for anyone at LBNL with a “Person Profile” on the SF424
 - PI
 - Key Persons
 - Other Significant Contributors
- Basic Information comes from HRIS account information
- Updates needed for info not in HRIS
 - Working Title (instead of payroll title)
 - Double-check spelling of “Cyclotron”
 - Agency login

Researcher Profiles, cont

Create Researcher Profile

Researcher Profile

Active Researcher Profiles

Filter by ID Go Clear Advanced

ID	Name	Date Modified	State	Researcher	Division
----	------	---------------	-------	------------	----------

- Update, if needed
- Create if one does not exist
- PI can create/edit their own Researcher Profile
- RA can create/edit for any Scientist

Researcher Profile Summary

Current State

Active

Edit Researcher Profile

Printer Version

Adams, Paul's Profile

Department:	Physical Biosciences - Dep	Created:	11/2/2012 6:54 PM
Division:	Physical Biosciences	Last Modified:	11/15/2012 4:00 PM
eRA User Name:	eSRATestAdams	Expires On:	12/31/2500
DOD CDMRP User Name:	DODAdams	NSPIRES Name:	NASAAAdams

- Orange box = current state
- Buttons to edit or print
- Summary information
 - Dept
 - Div
 - eRA (NIH), DOD CDMRP, and NASA user names

Navigating inside a Record

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Create ▾

Continue >>

- Same navigation for all kinds of records
 - Back – to previous View(without saving)
 - Save – but stay on the same View
 - Exit – leave records with option to save
 - Hide/Show Errors – to check for “Required” information
 - Print – to print the current View only
 - Jump To: – to jump to new View out of sequence
 - Continue – to next View and Save work from current View



Navigating – My Home

Page for Elma Serrano

Resource Analyst

My Roles
Registered User
Resource Analyst

New Submission

Page for Elma Serrano
Welcome to your eSRA Proposal System Personal Workspace.

My Inbox | Proposals | Awards in Preparation | Awards | Award Mods | My Sponsor Requests

Funding Proposals

Filter by ID [Advanced](#)

ID	Name	SmartForm	State	Due Date	Principal Investigator	Date Modified
FP00000233	Budget period test	[Forms]	Preparation	12/30/2012	Adams	11/30/2012 2:2

Award Deliverables

Filter by Award ID [Advanced](#)

Award Modifications

Filter by ID [Advanced](#)

ID	Name	SmartForm	State	Sponsor	PI	Funding Proposal	Project ID	Start Date	End Date
----	------	-----------	-------	---------	----	------------------	------------	------------	----------

- Orange Box: Current Role – determines the contents of the inbox
- My Roles – all roles available
- “New Submission” to start a new proposal
- Inbox, Proposals and Award Tabs
- Award Deliverables
- Award Modifications

Navigating – My Home

Page for Elma Serrano



Resource Analyst

Page for Elma Serrano

Welcome to your eSRA Proposal System Personal Workspace.

My Inbox

Proposals

Awards in Preparation

Awards

Award Mods

My Sponsor Requests

Funding Proposals

Filter by ID Go Clear Advanced

ID	Name	SmartForm	State	Due Date	Principal Investigator	Date Modified
FP00000233	Budget period test	[Forms]	Preparation	12/30/2012	Adams	11/30/2012 2:2

Award Deliverables

Filter by Award ID Go Clear Advanced

Export

Award Modifications

Filter by ID Go Clear Advanced

ID	Name	SmartForm	State	Sponsor	PI	Funding Proposal	Project ID	Start Date	End Date
----	------	-----------	-------	---------	----	------------------	------------	------------	----------

My Roles

Registered User

Resource Analyst

New Submission

- My Inbox – You Can or Should take Action
- Proposals where you are an RA
- Awards in Preparation (proposal is done, but award not yet active)
- Awards where you are an RA
- Awards Mods where you are an RA
- Sponsor Requests you have submitted for new sponsors

The Award Workspace

- Award #
- Summary Information
- Link to Proposal(s)
- Information Tabs

Non-Coding Regions Rn

AWD00000094

Funding Award

Award Type:	Award	Start Date:	4/1/2013
Direct Sponsor:	NIH HEART, LUNG & BLOOD, NATL INST NIH HEART, LUNG & BLOOD, NATL INST	End Date:	3/31/2017
Prime Sponsor:		Award Date:	12/5/2012
Principal Investigator:	Inna Dubchak	OSPIP CO:	David Garcia

RAs: There are no items to display

Cumulative Award Totals:

This Award:	Proposed	Awarded	Authorized
Total:	\$3,294,543	\$3,250,000	\$800,000

Grand Totals:	Proposed	Awarded	Authorized
Total:	\$3,294,543	\$3,250,000	\$800,000

Awarded Funding Proposals:

ID	Name	Principal Investigator
FP00000109	Non-Coding Regions Rn	Inna Dubchak

History

Funding Allocations

T & C

Deliverables

Modifications

Comments

Approvals



The Award Workspace

- Award #
- Summary Information

Non-Coding Regions Rn

AWD00000094

Funding Award

Award Type:	Award	Start Date:	4/1/2013
Direct Sponsor:	NIH HEART, LUNG & BLOOD, NATL INST NIH HEART, LUNG & BLOOD, NATL INST	End Date:	3/31/2017
Prime Sponsor:		Award Date:	12/5/2012
Principal Investigator:	Inna Dubchak	OSPIP CO:	David Garcia
RAs:	There are no items to display		
Cumulative Award Totals:			
This Award:	Proposed	Awarded	Authorized
	Total: \$3,294,543	\$3,250,000	\$800,000
Grand Totals:	Proposed	Awarded	Authorized
	Total: \$3,294,543	\$3,250,000	\$800,000

Awarded Funding Proposals:

ID	Name	Principal Investigator
FP00000109	Non-Coding Regions Rn	Inna Dubchak

History

Funding Allocations

T & C

Deliverables

Modifications

Comments

Approvals

The Award Workspace

- Link to Proposal(s)

Non-Coding Regions Rn

AWD00000094

Funding Award

Award Type:	Award	Start Date:	4/1/2013
Direct Sponsor:	NIH HEART, LUNG & BLOOD, NATL INST NIH HEART, LUNG & BLOOD, NATL INST	End Date:	3/31/2017
Prime Sponsor:		Award Date:	12/5/2012
Principal Investigator:	Inna Dubchak	OSPIP CO:	David Garcia
RAs:	There are no items to display		

Cumulative Award Totals:

This Award:	Proposed	Awarded	Authorized
Total:	\$3,294,543	\$3,250,000	\$800,000

Grand Totals:	Proposed	Awarded	Authorized
Total:	\$3,294,543	\$3,250,000	\$800,000

Awarded Funding Proposals:

ID	Name	Principal Investigator
FP00000109	Non-Coding Regions Rn	Inna Dubchak

History

Funding Allocations

T & C

Deliverables

Modifications

Comments

Approvals

The Award Workspace

- Information Tabs
 - History of the Award
 - Funding Allocations
 - Terms and Conditions
 - Deliverables
 - Modifications
 - Approvals

Non-Coding Regions Rn
AWD0000094
Funding Award

Award Type:	Award	Start Date:	4/1/2013
Direct Sponsor:	NIH HEART, LUNG & BLOOD, NATL INST NIH HEART, LUNG & BLOOD, NATL INST	End Date:	3/31/2017
Prime Sponsor:		Award Date:	12/5/2012
Principal Investigator:	Inna Dubchak	OSPIP CO:	David Garcia

RAs: There are no items to display

Cumulative Award Totals:

This Award:	Proposed	Awarded	Authorized
Total:	\$3,294,543	\$3,250,000	\$800,000

Grand Totals:	Proposed	Awarded	Authorized
Total:	\$3,294,543	\$3,250,000	\$800,000

Awarded Funding Proposals:

ID	Name	Principal Investigator
F00000109	Non-Coding Regions Rn	Inna Dubchak

History
Funding Allocations
T & C
Deliverables
Modifications
Comments
Approvals

The Award Workspace

- Current State
- Edit/Print/View Options
- Create Modification Request
- Shortcut to Award Document
- Shortcut to Terms and Conditions
- Activities

Current State

Active Award

-  View Award
-  Printer Version
-  View Differences
-  Create Modification Request

-  Award Documents
-  Terms And Conditions

Activities

-  Log Comment
-  Update Deliverables
-  Email Award Team
-  Update Key Personnel Effort
-  Complete Deliverable
-  Merge Word Document
-  Edit RAs

Email Team

- Select from the “team” of people identified in the award
 - Post Award RA(s)
 - PI
 - Multiple PI(s) on NIH proposals
 - Key Persons
 - OSPIP Contracts Officer
- Send email comments
- Attach document((s) to the email
- Email comments and attachment will be stored in the History Section

Add Post Award RA

- Why?
 - They will be added to the “team” for email communications
 - They will receive automatic email notifications as the proposal moves toward award
 - The award will appear in their Home Page
- When?
 - At any time during the life of the award
- Who can add a Post Award RA to the team?
 - Anyone with the RA role
 - PI on the proposal
 - Any OSPIP CO

Yes, you can add yourself !

Yes, there can be more than one Post Award RA

Reading the Terms & Conditions

- Standard Terms and Conditions
- Custom Terms and Conditions
- Condition effective dates



Terms And Conditions:

Name	Description	Effective Date	Last Effective Date
View Effort - PI NIH	Written prior approval is required if the PI withdraws from the project entirely, is absent from the project during any continuous period of 3 months or more, or reduces time devoted to the project by 25 percent or more from the level that was approved at the time of award.	12/5/2012	
View General - NIH/DOE MOU	This award is issued in accordance with the MOU between DOE and NIH, effective June 18, 1998, and as such, is governed by the cost principles in DOE Acquisition Regulations (section 9731). No funds have been provided for LDRD costs or FAC; however, LDRD costs may be recovered within the total cost award.	12/5/2012	

Special Terms And Conditions:

Name	Description	Effective Date	Last Effective Date
View Special T&C	I'm adding a special T&C that was in the Notice of Award	12/5/2012	

Reading the Award Documents

- Award documents are uploaded at time of award and with some post-award modifications



Award Documents

Award Documents:

Document	Description
View Notice_of_Award.pdf(0.01)	

Funding Allocations – Summary

- Proposal amount = amount requested in the original proposal
- Award amount = amount awarded in the original award document
- Authorized amount = the amount approved for spending
- Authorized funding allocations have an authorized date and are transmitted to RAPID as authorized.
- Award amounts are estimated amounts for future funding allocations.

Cumulative Award Totals:

This Award:		Proposed	Awarded	Authorized
	Total:	\$3,294,543	\$3,250,000	\$800,000

Grand Totals:		Proposed	Awarded	Authorized
	Total:	\$3,294,543	\$3,250,000	\$800,000

Funding Allocations – Details

History

Funding Allocations

T & C

Deliverables

Modifications

Comments

Approvals

Funding Allocations

Name	Authorized Date	Start Date	End Date	Proposed Total	Awarded Total	Authorized Total	Funding Proposal
TestPeriod1		4/1/2013	3/31/2014	\$811,394	\$800,000	\$800,000	Non-Coding Regions Rn
TestPeriod2		4/1/2014	3/31/2015	\$834,942	\$825,000	\$0	Non-Coding Regions Rn
TestPeriod3		4/1/2015	3/31/2016	\$836,412	\$825,000	\$0	Non-Coding Regions Rn
TestPeriod4		4/1/2016	3/31/2017	\$811,795	\$800,000	\$0	Non-Coding Regions Rn



Deliverables

- Deliverables were designed specifically for the PI and Division staff
- Deliverables provide reminders about requirements of the award
- Sponsor-required deliverables generally require some action
- Deliverables could also be used as reminders, such as remember to ask the PI if a NCE is going to be needed
- The OSPIP CO might provide a starting set of deliverables on an award

Set up Deliverables

- Standard deliverables may be set up for you by the OSPIP CO during award preparation.
- Deliverables can be added, deleted, or edited by the RA, PI, or OSPIP CO.
- Identify who is responsible
- Additional people can be identified for notification purposes
- Due date
- Reminder schedule

Review Deliverables

- Division staff needs to complete the set-up on the deliverable
- Review the list and confirm these are all valid deliverables based on the sponsor's award notice
- Delete deliverables that do not apply

 Update Deliverables

Update Deliverables

Add / Remove or Edit Deliverables:

Add					
	Name	Due Date	Required by Sponsor?	Is Complete	
<input type="button" value="Update"/>	Final Federal Financial Report	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	eSNAP Non-competing continuation	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	eSNAP Non-competing continuation	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	eSNAP Non-competing continuation	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	Final Invention Statement	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	Final Technical Report	3/31/2017	yes	no	<input type="button" value="Delete"/>

Update Deliverables

- Update each deliverable

Update	eSNAP Non-competing continuation	3/31/2017	yes	no	Delete
------------------------	----------------------------------	-----------	-----	----	------------------------

- Review each field and update as needed paying specific attention to:
 - Owners
 - Additional Owners
 - Due Date
 - Reminder Template

Deliverable Owners

- LBNL Owners will be notified (but Non-LBNL Owners will not because they are outside of the eSRA system)
- Deliverable will show in the LBNL owner's home page
- There can be only one primary owner

6.a.4 Non-LBNL Owners:

Add

First Name	Last Name	Role	Biosketch
------------	-----------	------	-----------

There are no items to display

6.a.5 LBNL Owner:

Select...

Deliverable – Additional Owners

- LBNL Additional Owners will be notified
- Deliverable will show in the LBNL Additional Owner's home page
- There can be multiple additional owners

6.a.6 Additional LBNL Owners Selected Individually:

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



Support staff may want to be additional owners to help track, remind, and assist the primary owner with completion of the deliverable

Deliverable – Due Date

- Don't accept the Deliverable default due date – they all default to the end date of the award
- This may be confusing at first and you might want some assistance determining the due dates from the award document
- eSRAHelp or your OSPIP CO can assist you in determining the correct dates

6.a.7 * Due Date: 

Deliverable – Reminder Template

- Setting the reminder template determines when email notifications are sent from eSRA
- Without a reminder template, no notifications will be sent

6.a.8 Reminder Template:

- Choose from the pre-set options

- | | |
|---|---|
| <input type="radio"/> 90 - 60 -30 - Due - Overdue 30 - Overdue 60 | Reminders sent automatically 90 days before, 60 days before, 30 days before, and on the due date. Additional notices are sent 30 days past and 60 days past the due date. |
| <input type="radio"/> Reminders at 90, 60, 30, 7, 0 -7 -14 | Reminders sent automatically 90 days before, 60 days before, 30 days before, 7 days before, and on the due date. Additional notices are sent 7 days past and 14 days past the due date. |
| <input checked="" type="radio"/> Reminders at 7, 5 3, 2, 1 | Reminders sent automatically 7 days before, 5 days before, 3 days before, 2 days before, and on the due date. |
| <input type="radio"/> Reminders at 30, 7, 0 | Reminders sent automatically 30 days before, 7 days before and on the due date. |

Deliverable Set-up Example

6.a.5 LBNL Owner:

Gary Karpen

6.a.6 Additional LBNL Owners Selected Individually:

First Name	Last Name	Employer	Title	
Karen	Dickinson-Mazzei	OCFO Field Operations Unit		<input type="button" value="Remove"/>
Kristine	Gee	OCFO Field Operations Unit		<input type="button" value="Remove"/>

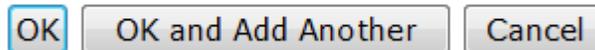
6.a.7 * Due Date:

6.a.8 Reminder Template:

Reminders at 30, 7, 0

Deliverable Set-up Completed

- OK – saves your deliverable set-up and takes you back to the Deliverable List
- OK and Add Another – saves your deliverable set-up and gives you a new blank deliverable to prepare
- Cancel – exits this deliverable set-up without saving



Review the Set-up of all Deliverables

- Deliverables will now sort by due date

Update Deliverables

Add / Remove or Edit Deliverables:

Add					
	Name	Due Date	Required by Sponsor?	Is Complete	
<input type="button" value="Update"/>	Final Federal Financial Report	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	eSNAP Non-competing continuation	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	eSNAP Non-competing continuation	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	eSNAP Non-competing continuation	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	Final Invention Statement	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	Final Technical Report	3/31/2017	yes	no	<input type="button" value="Delete"/>

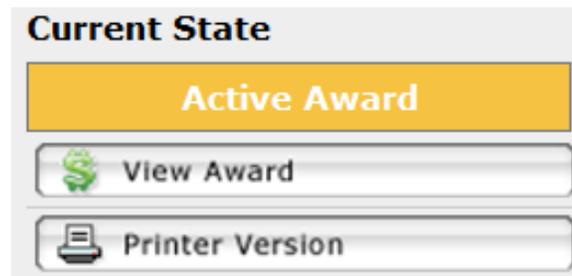
Update Deliverables

Add / Remove or Edit Deliverables:

Add					
	Name	Due Date	Required by Sponsor?	Is Complete	
<input type="button" value="Update"/>	eSNAP Non-competing continuation	2/28/2014	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	Final Federal Financial Report	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	eSNAP Non-competing continuation	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	eSNAP Non-competing continuation	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	Final Invention Statement	3/31/2017	yes	no	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	Final Technical Report	3/31/2017	yes	no	<input type="button" value="Delete"/>

View/Print the Award

- View the Award to scroll page by page, or “jump” to specific section of the award information
- Print the Award to print all of the information about the award for easy reference



- eSRA does not issue a SPAA, you print it yourself.

eSRA vs. RAPID

- Information only in eSRA:
 - Terms and Conditions
 - Deliverables
 - Proposal and Awarded amounts
 - Award History
- Information only in RAPID:
 - Project set-up
 - Costing

Information in both eSRA and RAPID must always be the same.

Modifications

- There are two kinds of Modifications in the eSRA system
 - Requested by the PI
 - Prepared by OSPIP CO
- They are mutually exclusive

Requested by PI

- Bridge
- Fastrak Bridge
- Carryover of Unbligated Balances - between two awards
- Carryover of Unbligated Balances - within single award
- Key Personnel Change
- No Cost Extension
- PI Change
- Request to End Early
- Transfer Out, Relinquishment
- Other Change that requires Sponsor Approval

Prepared by OSPIP

- Closeout De-Obligation
- Financial Correction
- Funding Increment with Added Time
- Funding Increment w/ in Timeframe
- Stop Work (Ordered by Sponsor)
- Supplement Added to Award
- Other (Financial) Internal Modification
- Other (Non-Financial) Modification

Request Modification - Overview

- PI can make requests to change the award
- RA can help create the request.
- Submit to PI (even if the PI prepares the request directly)
- PI Approves Request
- Modification Request goes to OSPIP CO for further review and action
- OSPIP CO obtains sponsor approval, if required,
- OSPIP CO approves the modification
- eSRA Award is updated
- FMS/RAPID is updated, if applicable.

Create Modification Request

- Modification Request can be started by the RA or the PI
- Answer all of the questions in order in each View then “Continue” to the next View

Modification View 1

- Give the Mod a name that makes sense to you
- IF the sponsor has a reference #, provide it here
- Select the type of Modification
- “Will this modification affect any subawards?” is informational only at this time

1.a *** Name:**
Modification #1 - Descriptive Name

1.b **Brief Description of Changes (optional):**

1.c **Sponsor's Modification ID:**
Optional - if you have a sponsor ID

1.d **Award Modification Events:**

- Bridge
- Fastrak Bridge
- Carryover of Unbligated Balances - between two awards
- Carryover of Unbligated Balances - within single award
- Key Personnel Change
- No Cost Extension
- PI Change
- Request to End Early
- Transfer Out, Relinquishment
- Other Change that requires Sponsor Approval

[Clear](#)

1.e *** Will this modification affect any subawards?**

Yes No [Clear](#)

Modification – View 2, etc

- View 2 and all subsequent Views are determined by the choice made in View 1
- Continue until you've entered all of the information

Completed Funding Award Change

This completes the data entry portion of the Award Change process.

This request can be edited until it is submitted to OSPIP for review.

Please hit "Exit" to close the Award Modification SmartForms. Doing so will NOT submit the Modification Request for review.

You can track the ongoing status of your Award Modification Request by logging into the Award workspace under the Modifications tab.

Instructions to submit the Award Modification Request for Review:

If you are the PI, and your request is complete, please use the Activity "Submit to OSPIP" on the left of the Modification workspace.

If you are not the PI, and this request is complete please use the Activity "Submit to PI" on the left of the Modification workspace. All modification requests must be approved by the PI.

-but you are not done yet

Modification Request - Complete

- Review the request by printing it

Current State

Draft Modification

Edit Award Modification

Printer Version

View Differences

My Activities

Request IRB CRF

Request IACUC CRF

Email Award Team

Log Comment

Discontinue Modification

Submit To PI

Request COI Review

Modification #1 - Descriptive Name

AWD00000094-MOD001 **Modification**

Parent Award: Non-Coding Regions Rn **Approved Date:** 12/6/2012

Modification Created By: Kristine Gee **Modification Created Date:** 12/6/2012 7:15 AM

Modification Type: No Cost Extension

Description:

Funding Allocations Created or Modified by this Modification:

Name	Description	Start Date	End Date	Proposed Total	Awarded Total	Authorized Total	Funding Proposal	Authorized Date	RAPID Description
There are no items to display									

History **Approvals**

No data to display.

- Edit as often as necessary until it is complete

Modification – Optional Activities

- Standard activities are available
 - Email award team
 - Log comment
 - Discontinue
- There are some activities that might be needed on a modification

Current State

Draft Modification

Edit Award Modification

Printer Version

View Differences

My Activities

Request IRB CRF

Request IACUC CRF

Email Award Team

Log Comment

Discontinue Modification

Submit To PI

Request COI Review

Modification #1 - Descriptive Name AWD00000094-MOD001 Modification

Parent Award: Non-Coding Regions Rn **Approved Date:** 12/6/2012

Modification Created By: Kristine Gee **Modification Created Date:** 12/6/2012 7:15 AM

Modification Type: No Cost Extension

Description:

Funding Allocations Created or Modified by this Modification:

Name	Description	Start Date	End Date	Proposed Total	Awarded Total	Authorized Total	Funding Proposal	Authorized Date	RAPID Description
There are no items to display									

History
Approvals

No data to display.

Modifications – a Note about CRF

Why are IRB and IACUC CRF activities available on an award that has no animal or human research involved?

Because a modification might be adding animal or human research to the award.

The screenshot displays a user interface for the eSRA Proposal System. It is divided into two main sections: 'Current State' and 'My Activities'.
Current State: This section contains four buttons: 'Draft Modification' (highlighted in orange), 'Edit Award Modification' (with a gear icon), 'Printer Version' (with a printer icon), and 'View Differences' (with a magnifying glass icon).
My Activities: This section contains seven buttons: 'Request IRB CRF' (highlighted in yellow with a hand icon), 'Request IACUC CRF' (highlighted in yellow with a hand icon), 'Email Award Team' (with a document and envelope icon), 'Log Comment' (with a document and pencil icon), 'Discontinue Modification' (with a red circular arrow icon), 'Submit To PI' (with a hand icon), and 'Request COI Review' (with a hand icon).

Modification Request – Submit to PI

- Like a proposal, the PI must electronically approve the modification, even if the PI prepared the Modification Request

Current State

Draft Modification



Edit Award Modification



Printer Version



View Differences

My Activities



Request IRB CRF



Request IACUC CRF



Email Award Team



Log Comment



Discontinue Modification



Submit To PI



Request COI Review

Submit To PI

Comments:

Attachments:

Add

Document

Description

There are no items to display



eSRA Proposal System

LAWRENCE BERKELEY NATIONAL LABORATORY

Modification Request Pending Approval

- Can check the status of the Modification Request by noting the Current State in the Modification
- Workspace

Current State

Award Mod Pending PI Approval

 Edit Award Modification

 Printer Version

 View Differences

My Activities

 Request IRB CRF

 Request IACUC CRF

 Email Award Team

 Log Comment

 Discontinue Modification

 Request COI Review

Modification Requested – Where to Find It

- Modification is Noted in the History Log of the award

History	Funding Allocations	T & C	Deliverables	Modifications	Comments	Approvals
Activity	Author	Activity Date				
 Modification Created	Gee, Kristine Y	12/6/2012 7:15 AM PST				
 Modification #1 - Descriptive Name						

- All Modifications for an Award are listed on the Modification Tab of the award

History	Funding Allocations	T & C	Deliverables	Modifications	Comments	Approvals
All Award Modifications associated with this Award are listed below.						
ID	Name	SmartForm	Date Created	State		
AWD00000094-MOD001	Modification #1 - Descriptive Name	[Forms] 	12/6/2012 7:15 AM	Award Mod Pending PI Approval		

Modification listed on Home Page

- A Modification not yet approved is listed on the home page of:
 - the PI
 - the RA
 - the OSPIP CO (after it is routed to OSPIP)

Page for Kristine Gee

Welcome to your eSRA Proposal System Personal Workspace.

My Inbox | Proposals | Awards in Preparation | Awards | Award Mods | My Sponsor Requests

Funding Proposals

Filter by ID [Advanced](#)

No data to display.

1 no results 10 / page

Award Deliverables

Filter by Award ID [Advanced](#)

Due Date	Award ID	Award Name	Name	Type	Owner First	Owner Last
2/28/2014		eSNAP Non-competing continuation		Technical Report - Yearly	Gary	Karpen

1 to 1 of 1 10 / page

Award Modifications

Filter by ID [Advanced](#)

ID	Name	SmartForm	State	Sponsor	PI	Funding Proposal	Project ID	Start Date	End Date
AWD00000081-MOD011	Modification #11	[Forms]	Draft Modification	NASA Ames Research Center	Schild	FP00000215	prjidfp215	12/1/2011	1/1/2013

Modification Requests – Approved by OSPIP

- A Modification Request remains in a pending state until reviewed and approved by OSPIP CO

Award Mod Pending PI Approval

OSPIP Review Modification

Modification Approval recorded

- Modification approval is stored in the History Section of the Modification

Current State

Modification Approved

[View Award Modification](#)

[Printer Version](#)

[View Differences](#)

My Activities

[Email Award Team](#)

[Log OSPIP Comment](#)

[Take Ownership](#)

[Log Comment](#)

Modification #1 - Descriptive Name

AWD00000094-MOD001 **Modification**

Parent Award:	Non-Coding Regions Rn	Approved Date:	12/6/2012
Modification Created By:	Kristine Gee	Modification Created Date:	12/6/2012 7:15 AM
Modification Type:	No Cost Extension		
Description:			

Funding Allocations Created or Modified by this Approved Modification:

Name	Description	Start Date	End Date	Proposed Total	Awarded Total	Authorized Total	Funding Proposal	Authorized Date	RAPID Description
There are no items to display									

History | Approvals

Activity	Author	Activity Date
Modification Approved by OCO	Garcia, David A	12/6/2012 5:44 PM PST

- And changes the state to Modification Approved

Modification Approved

Modification updates Award

- Modification updates information in the award, and, if applicable, in FMS/RAPID
- Approval is stored in the History Section of the award

Current State

Active Award

View Award

Printer Version

View Differences

Create Child Award

Create Modification

Award Documents

Terms And Conditions

Activities

Set Award Relationships

Log Comment

Reassign OSPIP

Update Deliverables

Log OSPIP Comment

Email Award Team

Update Key Personnel Effort

Complete Deliverable

Merge Word Document

Non-Coding Regions Rn AWD00000094 Funding Award

Award Type:	Award	Start Date:	4/1/2013
Direct Sponsor:	NIH HEART, LUNG & BLOOD, NATL INST NIH HEART, LUNG & BLOOD, NATL INST	End Date:	3/31/2018
Prime Sponsor:		Award Date:	12/5/2012
Principal Investigator:	Inna Dubchak	OSPIP CO:	David Garcia
RAs:	Kristine Gee		

Cumulative Award Totals:

This Award:	Proposed	Awarded	Authorized
Total:	\$3,294,543	\$3,250,000	\$800,000

Grand Totals:	Proposed	Awarded	Authorized
Total:	\$3,294,543	\$3,250,000	\$800,000

Awarded Funding Proposals:

ID	Name	Principal Investigator
FP00000109	Non-Coding Regions Rn	Inna Dubchak

History
Funding Allocations
T & C
Deliverables
Modifications
Comments
Approvals

Activity	Author	Activity Date
Modification Complete	Garcia, David A	12/6/2012 5:44 PM PST
Modification #1 - Descriptive Name		

Modification Notifications

- Notifications are sent during workflow routing
- Notification about the Approval of the Modification goes to
 - RA
 - PI
 - Contract Accounting, if Funding Allocations are updated

A Note About Bridge Requests

- Bridge requests (and FastTrak Bridge Requests) can be made inside eSRA, but we are still working out some details
 - RA Prepares Bridge request
 - PI approves
 - Division approves
 - OSPIP CO approves, if needed
 - OSPIP Manager approves, if outside of policy
 - Budget Office approves
 - CFO approves
- Contact eSRAHelp for assistance with a bridge request until further documentation is provided.

Reference Guides

Welcome to OSPIP

The Office of Sponsored Projects and Industry Partnerships (OSPIP) is the institutional organization responsible for submitting proposals and accepting awards from non-DOE sponsors. All proposals and awards for sponsored research must be processed through OSPIP. The Department's Contract Officers have been delegated authority from the Lab Director to submit proposals and negotiate and accept awards in accordance with [UC policy](#).

The OSPIP web site offers our customers information and forms for the Work for Others (WFO), Cooperative Research and Development Agreement (CRADA) and User Agreements Programs at LBNL. In addition, proposal forms required for Gift acceptance and working with other DOE Laboratories can be found in this site.

The Internal Resources section is password protected and is intended only for internal use by the Office of Sponsored Research and Industry Partnerships staff.

ELECTRONIC SPONSORED RESEARCH ADMINISTRATION COMES TO OSPIP.

What is eSRA?
Click on the image to learn more.



and Schedules

System being developed for tracking of proposals as well as management. When fully developed, it will process sponsored research proposals at features not available in existing team of OSPIP, BSA, IT, and the working to provide a time-saving also ensures compliance with all procedures.

bl.gov for more schedule training.

ded as needed. See the rollout files are available at [eSRA Training](#). This startup period someone from n will work with you individually are available. Resource Analysts take advantage of this d Division Reviewers can have individual training in person, or by phone.

eSRA News Updates

All Grants.gov should now go through eSRA.

09/12/2012 NEW FEATURES
[\(Recording 49 minutes\)](#)

PODCAST 2/21/2012 UPDATE

[PDF](#) of the Podcast presentation including new features and fixes in the new version.

OSPIP Process Meeting eSRA Updates: [07/31/12 \(PDF\)](#)
[recording](#)

[eSRA Training Guides \(11/02/12\)](#)
[eSRA Troubleshooting and FAQs](#)



Reference Guides



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

eSRA Training is being developed and rolled-out as needed. Written guides are available here. If you need training during the start-up period someone from the eSRA Development Team will work with you individually until formal training classes are available. Resource Analysts developing proposals should take advantage of this one-on-one training. PIs and Division Reviewers can have individual training in person, or by phone.

Contact eSRAHelp@lbl.gov to schedule training.

eSRA Training Guides +

Updated	Topic	For	Description
12/02/11	Discontinue Proposal	RA	Discontinue Proposal Step by Step
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
09/19/12	DOE/BSO Proposal Approval	DOE/BSO	DOE/BSO Proposal Review and Approval
09/26/12	DOE/BSO Award Approval	DOE/BSO	
10/28/11	Getting Started	All	
10/12/12	IACUC Certification Process	HARC IACUC Certifier	
10/12/12	IRB Certification Process	HARC IRB Certifier	
03/19/12	Navigation	All	
06/19/12	NEPA/CEQA	NEPA/CEQA Staff	
11/08/11	OSPIP Review	OSPIP	
10/12/12	PI IACUC CRF	PI	

- Reference Materials

- FAQ & Troubleshooting

eSRA FAQ and Troubleshooting

Search this site

Guides

- Berkeley Lab Home
- OSPIP Home Page
- eSRA Home Page
- FAQ Guide
- Troubleshooting

Home

- FAQ Guide
- Troubleshooting

Return to [OSPIP Home Page](#)

The **FAQ Guide** answers the most Frequently Asked Questions about how to perform certain functions within eSRA.

The **Troubleshooting Guide** includes workarounds of fixes for known problems and corrective actions for common mistakes.

This site is managed by the eSRA Functional Leadership Team. If you have a question or problem not addressed here, please send email to eSRAHelp@lbl.gov