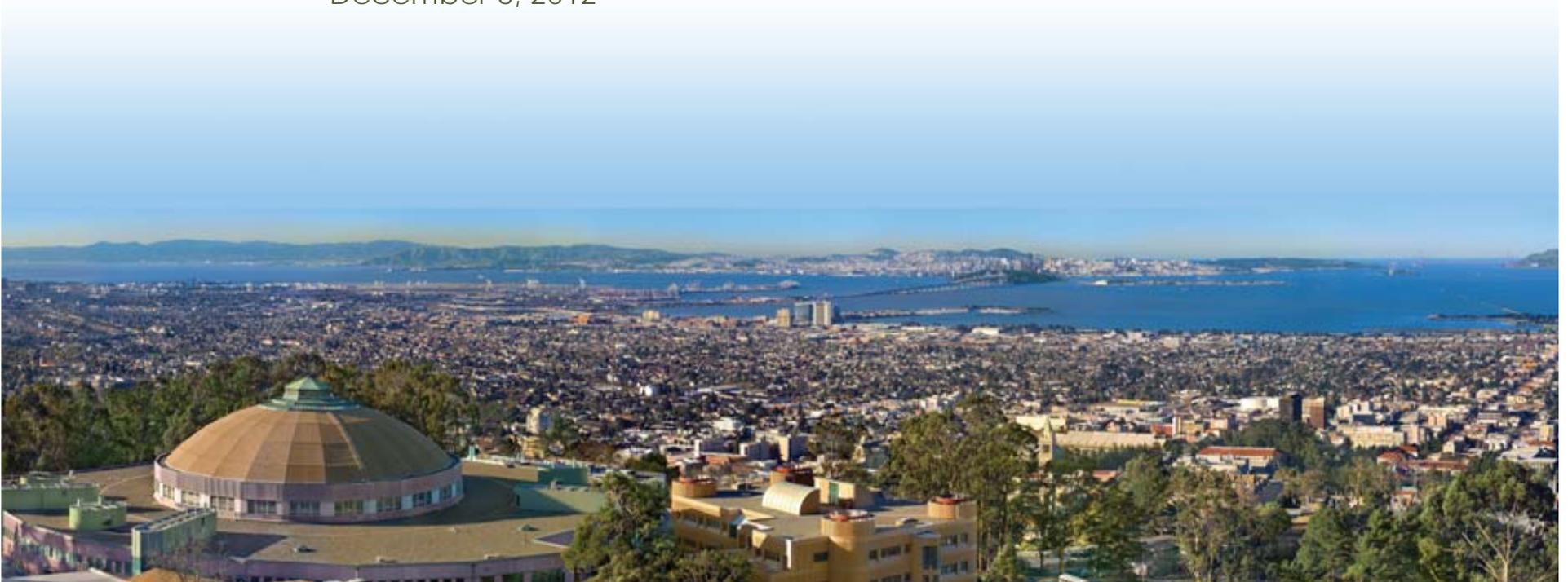




# eSRA Proposals

Create Proposal in eSRA and Route for Approvals  
**Cynthia Sylvester and Parth Banker**

December 6, 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](mailto: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

# Navigating

The screenshot shows the eSRA Proposal System interface for Elma Serrano. At the top left is the Berkeley Lab logo and the text "eSRA Proposal System STAGING LAWRENCE BERKELEY NATIONAL LABORATORY". At the top right is the U.S. Department of Energy logo and the text "Elma Serrano | My Home | Logoff". Below the header is a navigation bar with "Awards", "Proposals", "Researcher Profile", and "Company Profiles". A sub-header reads "Page for Elma Serrano" with a "Layout" button on the right. On the left side, there is a sidebar with a "Resource Analyst" role indicator and "My Roles" listed as "Registered User" and "Resource Analyst". The main content area is titled "Page for Elma Serrano" and includes a welcome message: "Welcome to your eSRA Proposal System Personal Workspace." Below this is a navigation bar with "My Inbox", "Proposals", "Awards in Preparation", "Awards", "Award Mods", and "My Sponsor Requests". At the bottom of the main content area is a "Funding Proposals" section with a "Filter by ID" dropdown menu, a search input field, and "Go", "Clear", and "Advanced" buttons.

- Top right
  - My Home – where you are identified on the team
  - Logoff
- Top left
  - General awards – RA has View Access to all Awards
  - General proposals – RA has View Access to all Proposals
  - Researcher Profile – For all PIs and anyone needing profile on SF424
  - Company Profiles – RA has View Access to all Sponsors

# 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

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



# Researcher Profile Edit Master Profile Record

## Researcher's Profile

Provides basic questions on your profile which will determine which additional profile information must be completed.

**1.0 Profile Name:**  
Adams, Paul's Profile

**2.0 \* Education:**

Add					
Institution	Degree Type	Degree Month	Degree Year	Field of Study	
Update Science	PHD	12	80	Science	Delete

- Enter highest degree only
- Gray bar on the right provides help text

*Enter the educational listings that would appear on a biosketch.*

# Researcher Profile Edit Contact Information

## Contact Information & Attachments

1.0

Honorific	Dr.
* First Name:	Paul
Middle Name:	D
* Last Name:	Adams
Suffix:	
* Title:	Senior Scientist
* Employee ID:	001842

2.0

* Phone Business:	510/486-4225
Phone Mobile:	
Phone Fax:	510-555-4225
* Preferred Email:	pkbanker@lbl.gov

3.0

* Street 1:	1 Cyclotron Road
Street 2:	MailStop: 64R0121
Street 3:	
* City:	Berkeley
* State:	CA
* Zip Code:	94720-9999
* Country:	USA

- Review and Update all Fields
  - Title should be the working title, not the payroll title
  - Preferred email is for the SF424 Application
  - Double-check spelling of "Cyclotron"
  - Zip code needs 9 digits for SF424 application
- Required fields are needed for the SF424 profile or eSRA to FMS interface and must be entered to save this View

# Researcher Profile Edit Memberships

2.0 **eRA User Name:**

3.0 **DOD CDMRP User Name:**

4.0 **NSPIRES User Name:**

- Enter as many as you can
  - eRA User Name – required for PI and Multiple PI on NIH or HHS applications
    - Might also be required on an NIH flow-through where we are a subcontract
  - DOD CDMRP User Name – required on DOD CDMRP applications
  - NSPIRES User Name – required on NASA applications

# 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

<input checked="" type="checkbox"/> 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

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

- 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 Proposal Workspace

- Current State
- Edit/Print /View options

SF 424 NIH Modular Testing

FP00000230 Proposal

**CURRENT STATE**

Preparation

Edit Submission

Printer Version

View Differences

Print PIF View

**My Activities**

Copy Proposal

Update SF424

Validate Proposal and SF424

Submit To PI

Confirm Science is Final

Generate SF424 PDF

Log General Comment

Email Proposal Team

Discontinue Proposal

Proposal Information | PIF | DOE | Approvals | Comments | Attachments | Contacts | Submission To Sponsor | New Sponsor Requests | Change Log

PROPOSAL INFORMATION	BUDGET TOTALS	SF424 INFORMATION
<b>Primary Sponsor:</b> NIH BIOMEDICAL IMAGING & BIOENGINEERING <b>Foreign Location:</b> <b>PI:</b> Paul Williams <b>OSPIP CO:</b> Susan Hedley <b>RA:</b> Elma Serrano <b>Status of Science:</b> Draft <b>Submission Deadline:</b> 11/16/2012 <b>Application #:</b>	<b>Starting Date:</b> 5/16/2013 <b>Number of Periods:</b> 2 <b>Total Direct:</b> \$200,000 <b>Total Indirect:</b> \$20,000 <b>Total LBNL Costs:</b> \$220,000 <b>FAC Costs:</b> \$6,600 <b>Total Project Costs:</b> \$220,000 <b>Sponsor Costs:</b> \$220,000 <b>Awarded Total:</b> \$0.00	<b>SF424 Tracking#:</b> <b>SF424 Received Date/Time:</b> <b>SF424 Status Updated:</b> <b>SF424 Current State:</b> Pre-Submission <b>PDF Version:</b> <a href="#">View</a>

History	Funding Awards	
Activity	Author	Activity Date
SF424 Updated	Sylvester , Cynthia L	11/16/2012 11:52 AM PST
Generated PDF Version	Sylvester , Cynthia L	11/16/2012 11:50 AM PST

- Activities
- History

# The Proposal Workspace

- Proposal # - automatically assigned by eSRA
- Information Tabs
  - Proposal Information – summary information
  - Attachments – all attached documents in one place
  - Approvals – status of internal approvals
- History of all activities including comments and attachments
- Activities available to this role in the current state
- Edit/Print/View options
- Current Status

# Create New Submission

- Create “New Submission”



- Enter information one View at a time
- Proceed in order the first time through
- Answer all questions – some are REQUIRED to continue because they determine the need for later questions



**To make sure you don't miss any questions, get in the habit of using the "Continue" button at the bottom of the screen to move to the next View**

# View 1.0 Type of LBNL Proposal

- Proposal Saved and a proposal number assigned after View 1

1.a **Select Type of LBNL Proposal:** Choose the type of LBNL Proposal Mechanism (i.e. Work for Others, Integrated Contractors, Users, CRADAs, or Gifts):

1.a.1 \* **Proposal Type:**

1.a.2 \* **Proposal Target:**

1.a.3 \* **Federal Target:**

1.b \* **Is this Application being submitted to another agency?**  
 Yes  No

1.c \* **Proposal Nick Name:**

1.d \* **Full Proposal Title:**

1.e \* **Program Director / Principal Investigator:**

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

- Choose Proposal Target carefully – the answer will determine many subsequent Views
- Nickname is how it will be listed in the look-up list but is not included in the SF424 Application.

# View 1.0 Type of LBNL Proposal

**1.f Select Project Purpose:**  
*Select from the drop down list the purpose that best describes your project.*

**1.g Additional Information Type:**

<input type="checkbox"/>	PRV	Previous Award
<input type="checkbox"/>	NFD	Non-Federal Advance Amount
<input type="checkbox"/>	REL	Related Proposals
<input type="checkbox"/>	OTH	Other

**1.g.1 If Other - Please Add Comments Below:**

**1.h \* Primary Resource Analyst:**

**1.h.1 All Resource Analyst(s):**

First Name	Last Name
There are no items to display	

- Primary Resource Analyst will be transmitted to FMS/RAPID, receive email Notifications and have the proposal show in their Home Page
- Additional Resource Analysts will receive eSRA email Notifications and have the proposal show in their Home Page

## View 3.0 – Selecting Funding Opportunity

- Choose funding solicitation
- eSRA gets specific SF424 application package from Grants.gov and attaches it to the eSRA proposal.
- Funding solicitation cannot be changed once selected
- (Can copy the eSRA proposal which will copy all information EXCEPT the funding solicitation and the attached SF424 application package.)

# View 3.0 Funding Opportunity

## 3.0 Funding Opportunity and Proposal Submission

3.a Enter opportunity ID or CFDA number below. Information regarding the **Grant Application Package** will be downloaded from Grants.gov

Opportunity ID (PA or RFA Number):   
CFDA Number:  Find...  
Competition ID:

Enter the Opportunity ID or CFDA number, then click "Find" to search for the appropriate Funding Opportunity.

Click on the appropriate Funding Opportunity to select it, then "save". Saving will load the associated URL and other information related to this opportunity.

- Rely on the Help Text for the correct steps to follow
  - Enter Opportunity ID, CFDA Number, or Competition ID
  - **Click "Find"**

3.a Enter opportunity ID or CFDA number below. Information regarding the **Grant Application Package** will be downloaded from Grants.gov

Opportunity ID (PA or RFA Number):   
CFDA Number:  Find...  
Competition ID:

Opportunity Id	Opportunity Title	Opening Date	Closing Date	CFDA Number	Competition ID	Instructions
<input checked="" type="radio"/> PA-B2-R01	G.g AT07 and NIH Ext-UAT	12/9/2010	12/16/2015	93.838	ADOBE-FORMS-B2	

- Select the correct opportunity
  - **Click "Save"** to confirm the selection, then finish the rest of View 3.0

# View 4 – Research Personnel

## NIH

### 4.0 Research Personnel

4.a Program Director/Principal Investigator:  
Mina Bissell

4.a.1 \* PIs Biosketch:  
[None] [Add](#)

4.a.2 PI's Uploaded DFI2:  
[None] [Add](#)

4.a.3 PIs Disclosure of Financial Interest:  
 Positive  
 Negative  
[Clear](#)

4.b Is this a Multiple PI Proposal?  
 Yes  No [Clear](#)

4.c Are there Sr/Key Personnel?  
 Yes  No [Clear](#)

4.d Are there Other Significant Contributors?  
 Yes  No [Clear](#)

4.e

LBNL Other Research Contributors (not in NI)  
 Yes  No [Clear](#)

4.f Identify Mentor and Co-Mentors:  Yes

## DOD

### 4.1 Research Personnel for DOD

4.1.a Program Director/Principal Investigator:  
Priscilla Cooper

4.1.a.1 \* PIs Biosketch:  
Biosketch.pdf(0.01)

4.1.a.2 PIs Current and Pending:

4.1.b Are there Sr/Key Personnel?  
 Yes  No

4.1.c Identify Mentor and Co-Mentors:  Yes  No

## NIH Fellow

### 4.3 Research Personnel for NIH Fellowships

4.3.a Program Director/Principal Investigator:  
Mina Bissell

4.3.a.1 \* PIs Biosketch:  
[None] [Add](#)

4.3.b Identify Mentor and Co-Mentors  
 Yes  No [Clear](#)

4.3.d Are there Other Significant Contributors?  
 Yes  No [Clear](#)

## NASA &Others

### 4.4 Federal Research Personnel

4.4.a Program Director/Principal Investigator:  
Paul Williams

4.4.a.1 \* PIs Biosketch:  
Biosketch.pdf(0.01) [Upload Revision](#) [Delete](#)

4.4.a.2 PIs Current and Pending:  
[None] [Add](#)

4.4.a.3 PI's Uploaded DFI2:  
[None] [Add](#)

4.4.a.4 PIs Disclosure of Financial Interest:  
 Positive  
 Negative  
[Clear](#)

4.4.b Are there Sr/Key Personnel?  
 Yes  No [Clear](#)

4.4.c

LBNL Other Research Contributors?  
 Yes  No [Clear](#)

4.4.d Identify Mentor and Co-Mentors:  Yes  No [Clear](#)

# View 8 – Proposal Uploads

8.0 NIH

8.1 DOD

8.2 NIH Fellow

8.3 NASA

8.4 Others

## 8.0 Proposal Uploads

- 8.1 Cover Letter: [None] [Add](#)
- 8.2 Research & Related Other Project**
- 8.2.a Project Summary/Abstract: [None] [Add](#)
- 8.2.b Project Narrative: [None] [Add](#)
- 8.2.c Bibliography & References Citie: [None] [Add](#)
- 8.2.d Facilities and Other Resources: [None] [Add](#)
- 8.2.e Equipment: [None] [Add](#)
- 8.2.f Other Attachments: [Add](#) [None] [Add](#) Name: \_\_\_\_\_ Version: \_\_\_\_\_ There are no items to display
- 8.3 NIH Research Plan Attachments**
- 8.3.a Introduction of Application: [None] [Add](#)
- 8.3.b Specific Aims: [None] [Add](#)
- 8.3.c Research Strategy: [None] [Add](#)
- 8.3.d Inclusion Enrollment Report: [None] [Add](#)
- 8.3.e Progress Report Publication List: [None] [Add](#)
- 8.4 Human Subject Section**
- 8.4.a Protection of Human Subjects: [None] [Add](#)
- 8.4.b Inclusion of Women and Minorities: [None] [Add](#)
- 8.4.c Targeted/Planned Enrollment Table: [None] [Add](#)
- 8.4.d Inclusion of Children: [None] [Add](#)
- 8.5 Other Research Plan Sections**
- 8.5.a Vertebrate Animals: [None] [Add](#)
- 8.5.b Select Agent Research: [None] [Add](#)
- 8.5.c Multiple PI/PO Leadership Plan: [None] [Add](#)
- 8.5.d Consortium/Contractual Arrangements: [None] [Add](#)
- 8.5.e Letters of Support: [None] [Add](#)
- 8.5.f Resource Sharing Plan(s): [None] [Add](#)
- 8.6 Appendix**

## 8.1 DOD Proposal Uploads

- 8.1.a Attachment 1: [None] [Add](#)
- 8.1.b Attachment 2: [None] [Add](#)
- 8.1.c Attachment 3: [None] [Add](#)
- 8.1.d Attachment 4: [None] [Add](#)
- 8.1.e Attachment 5: [None] [Add](#)
- 8.1.f Attachment 6: [None] [Add](#)
- 8.1.g Attachment 7: [None] [Add](#)
- 8.1.h Attachment 8: [None] [Add](#)
- 8.1.i Attachment 9: [None] [Add](#)
- 8.1.j Attachment 10: [None] [Add](#)
- 8.1.k Attachment 11: [None] [Add](#)
- 8.1.l Attachment 12: [None] [Add](#)
- 8.1.m Attachment 13: [None] [Add](#)
- 8.1.n Attachment 14: [None] [Add](#)
- 8.1.o Attachment 15: [None] [Add](#)

## 8.3 NIH Fellowship Proposal Uploads

- 8.3.1 Cover Letter: [None] [Add](#)
- 8.3.2 Research & Related Other Project Information**
- 8.3.2.a Project Summary/Abstract: [None] [Add](#)
- 8.3.2.b Project Narrative: [None] [Add](#)
- 8.3.2.c Bibliography & References Citie: [None] [Add](#)
- 8.3.2.d Facilities and Other Resources: [None] [Add](#)
- 8.3.2.e Equipment: [None] [Add](#)
- 8.3.2.f Other Attachments: [Add](#) [None] [Add](#) Name: \_\_\_\_\_ Version: \_\_\_\_\_ There are no items to display
- 8.3.3 NIH Research Plan Attachments**
- 8.3.3.a Introduction of Application: [None] [Add](#)
- 8.3.3.b Specific Aims: [None] [Add](#)
- 8.3.3.c Research Strategy: [None] [Add](#)
- 8.3.3.d Inclusion Enrollment Report: [None] [Add](#)
- 8.3.3.e Progress Report Publication List: [None] [Add](#)
- 8.3.4 Human Subject Section**
- 8.3.4.a Protection of Human Subject: [None] [Add](#)
- 8.3.4.b Inclusion of Women and Minorities: [None] [Add](#)
- 8.3.4.c Targeted/Planned Enrollment Table: [None] [Add](#)
- 8.3.4.d Inclusion of Children: [None] [Add](#)
- 8.3.5 Other Research Plan Sections**
- 8.3.5.a Vertebrate Animals: [None] [Add](#)
- 8.3.5.b Select Agent Research: [None] [Add](#)
- 8.3.5.c Resource Sharing Plan(s): [None] [Add](#)
- 8.3.6 Appendix**
- 8.3.6.a Appendix: [Add](#) [None] [Add](#) Name: \_\_\_\_\_ Version: \_\_\_\_\_ There are no items to display
- 8.3.7 Other Research Training Plan Sections:**
- 8.3.7.a Respective Contributions: [None] [Add](#)
- 8.3.7.b Selection of Sponsor and Institution: [None] [Add](#)
- 8.3.7.c Responsible Conduct of Research: [None] [Add](#)
- 8.3.7.d Goals for Fellowship Training and Career: [None] [Add](#)
- 8.3.7.e Activities Planned Under This Award: [None] [Add](#)
- 8.3.7.f Doctoral Dissertation and Other Research Experience: [None] [Add](#)
- 8.3.7.g Sponsor(s) and Co-Sponsor(s) Information: [None] [Add](#)

## 8.2 NASA Proposal Uploads

- 8.2.a Cover Letter: [None] [Add](#)
- 8.2.b Research & Related Other Project**
- 8.2.b.1 Project Summary/Abstract: [None] [Add](#)
- 8.2.b.2 Project Narrative: [None] [Add](#)
- 8.2.b.3 Bibliography & References Citie: [None] [Add](#)
- 8.2.b.4 Facilities and Other Resources: [None] [Add](#)
- 8.2.b.5 Equipment: [None] [Add](#)
- 8.2.b.6 Other Attachments: [Add](#) [None] [Add](#) Name: \_\_\_\_\_ Version: \_\_\_\_\_ There are no items to display
- 8.2.c NASA Specific Information**
- 8.2.c.1 Program Specific Data: [None] [Add](#)
- 8.2.c.2 Non US Organization Letters of Endorsement: [Add](#) [None] [Add](#) Name: \_\_\_\_\_ Version: \_\_\_\_\_ There are no items to display
- 8.2.c.3 IRB and IACUC Letters: [Add](#) [None] [Add](#) Name: \_\_\_\_\_ Version: \_\_\_\_\_ There are no items to display
- 8.2.d Appendix**
- 8.2.d.1 Appendix: [Add](#) [None] [Add](#) Name: \_\_\_\_\_ Version: \_\_\_\_\_ There are no items to display

## 8.0 Federal Proposal Uplo

A Grants.gov application will require several up not program for all possible variations. Instead populate the following two standard Grants-g: SF42ARESEARCH & RELATED Other Project 1 Attachments Form

If your application does not use these two for

Refer to LBNL training documentation for ins **8.2 Research & Related Ot**

- 8.1.a Project Summary/Abstract: [None] [Add](#)
- 8.1.b Project Narrative: [None] [Add](#)
- 8.1.c Bibliography & References Citie: [None] [Add](#)
- 8.1.d Facilities and Other Resources: [None] [Add](#)
- 8.1.e Equipment: [None] [Add](#)
- 8.1.f Other Attachments: [Add](#) [None] [Add](#) Name: \_\_\_\_\_ Version: \_\_\_\_\_ There are no items to display
- 8.2.a Attachment 1: [None] [Add](#)
- 8.2.b Attachment 2: [None] [Add](#)
- 8.2.c Attachment 3: [None] [Add](#)
- 8.2.d Attachment 4: [None] [Add](#)
- 8.2.e Attachment 5: [None] [Add](#)
- 8.2.f Attachment 6: [None] [Add](#)
- 8.2.g Attachment 7: [None] [Add](#)
- 8.2.h Attachment 8: [None] [Add](#)
- 8.2.i Attachment 9: [None] [Add](#)
- 8.2.j Attachment 10: [None] [Add](#)
- 8.2.k Attachment 11: [None] [Add](#)
- 8.2.l Attachment 12: [None] [Add](#)
- 8.2.m Attachment 13: [None] [Add](#)
- 8.2.n Attachment 14: [None] [Add](#)
- 8.2.o Attachment 15: [None] [Add](#)

# View 9 Budget Information

- Basic information is entered in the eSRA proposal to determine how to create the budget in the SF424 application package
- Determine start date, budget periods adjust accordingly

## 9.0 Period of Performance and Budgets

9.a

\* Date project starts: 6/4/2013  Date Project Ends: 6/3/2018 Project Length: 5.0 Years

Period #	Duration, months	Period Name	Start	End
1	12	Period 1	6/4/2013	6/3/2014
2	12	Period 2	6/4/2014	6/3/2015
3	12	Period 3	6/4/2015	6/3/2016
4	12	Period 4	6/4/2016	6/3/2017
5	12	Period 5	6/4/2017	6/3/2018

9.b

\* Select the type of NIH Budget Format:

- PHS 398 Modular Budget  
 SF424 Research & Related Budget

[Clear](#)

## 9.0 Period of Performance and Budgets

9.a

\* Date project starts: 7/1/2013  Date Project Ends: 6/30/2018 Project Length: 5.0 Years

Period #	Duration, months	Period Name	Start	End
1	12	Period 1	7/1/2013	6/30/2014
2	12	Period 2	7/1/2014	6/30/2015
3	12	Period 3	7/1/2015	6/30/2016
4	12	Period 4	7/1/2016	6/30/2017
5	12	Period 5	7/1/2017	6/30/2018

# View 9 Budget Information

## 9.0 Period of Performance and Budgets

9.a

\* Date project starts: 7/1/2013  
Date Project Ends: 6/30/2018  
Project Length: 5.0 Years

Period #	Duration, months	Period Name	Start	End
1	12	Period 1	7/1/2013	6/30/2014
2	12	Period 2	7/1/2014	6/30/2015
3	12	Period 3	7/1/2015	6/30/2016
4	12	Period 4	7/1/2016	6/30/2017
5	12	Period 5	7/1/2017	6/30/2018

Add Delete

9.b

\* Select the type of NIH Budget Format:  
 PHS 398 Modular Budget  
 SF424 Research & Related Budget

## 9.0 Period of Performance and Budgets

9.a

\* Date project starts: 7/1/2013  
Date Project Ends: 6/30/2016  
Project Length: 3.0 Years

Period #	Duration, months	Period Name	Start	End
1	12	Period 1	7/1/2013	6/30/2014
2	12	Period 2	7/1/2014	6/30/2015
3	12	Period 3	7/1/2015	6/30/2016

Add Delete

9.b

\* Select the type of NIH Budget Format:  
 PHS 398 Modular Budget  
 SF424 Research & Related Budget  
Clear

- "Add" or "Delete" to determine the number of periods
- Can adjust how long each period is
- End date is then calculated
- For NIH – choose detailed or modular budget type

# View 9.2 Link to SF424 Budget

## 9.2 Proposal Budget Entry

9.2.a



Click on the icon to the left and you will be taken to the SF424 or the NIH Modular Budget for data entry

- Click on the lightning bolt to move from the eSRA proposal to the SF424 application package to fill in the budget.

### RESEARCH & RELATED BUDGET - SECTION A & B, BUDGET PERIOD 1

* Organizational DUNS:	<input type="text" value="000000000"/>		
* Budget Type:	<input type="text" value="Project"/>		
* Name of Organization:	<input type="text" value="University of Calif-Lawrenc Berkeley Lab"/>		
* Number of Budget Periods:	<input type="text" value="3"/>		
Start Date:	<input type="text" value="7/1/2013"/>	End Date:	<input type="text" value="6/30/2014"/>

# eSRA Proposal & the SF424 Application Package

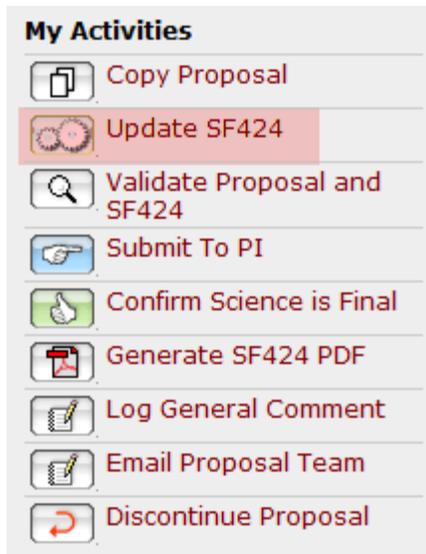
- Enter information in the eSRA Proposal
- Enter the budget directly in the SF424 Application Package



- **Information entered in the eSRA Proposal is not immediately entered in the SF424 Application Package.**
- User must use the “Update SF424” activity to move data from the eSRA Proposal to the SF424 Application Package.

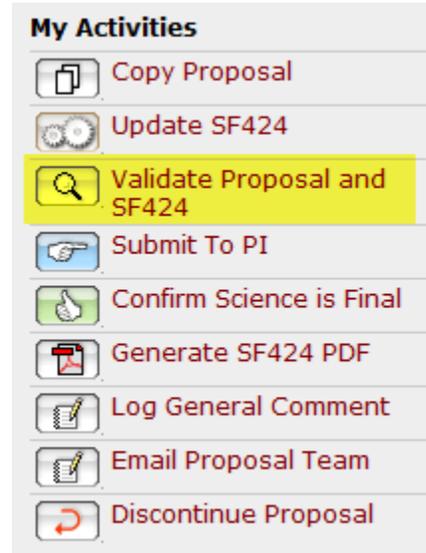
# Update SF424

- Uses information provided in the eSRA proposal to populate the SF424 application package
- Enters Researcher Profile information in the SF424 application package.
- Enters standard institutional information in the SF424 application package.



# Review Validations

- Validate Proposal and SF424



- Checks eSRA application for fields “required”
- Checks SF424 application package against Grants.gov “rules”
- Checks SF424 application package against application package requirements
- Checks NIH applications against NIH application “rules”

# Review Validations

- Errors vs Warnings
- Clear ones that need to be cleared
- Understand all of them
- See eSRA FAQs for known Validations Messages and how to clear them



## News and Schedules

eSRA is the new enterprise system being developed for electronic submittal and tracking of proposals as well as non-financial award management. When fully developed, it will replace RAPID for managing sponsored research proposals at LBNL. It will provide many features not available in existing systems. The development team of OSPIP, BSA, IT, and the Huron Consulting Group is working to provide a time-saving and easy to use system that also ensures compliance with all applicable policies and procedures.

**Contact [eSRAHelp@lbl.gov](mailto:eSRAHelp@lbl.gov) for more information or to schedule training.**

eSRA Training is being provided as needed. See the [rollout schedule](#) below. Written guides are available at [eSRA Training](#). If you need training during this startup 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

## 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: [0731/12](#) (PDF) [recording](#)

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



# Known Validation Messages



## eSRA FAQ and Troubleshooting Guides

[Berkeley Lab Home](#) [OSPIP Home Page](#) [eSRA Home Page](#) [FAQ Guide](#) [Troubleshooting](#)

▼ Home  
    [FAQ Guide](#)  
    [Troubleshooting](#)

[Return to OSPIP Home Page](#)

### FAQ Guide

The [FAQ Guide](#) answers the most Frequently Asked Questions about how to perform certain functions within eSRA.

Showing 22 items

Topic Groups	Alphabetical Title	Question	Answer
Sort ▼	Sort ▼	Sort ▼	Sort ▼

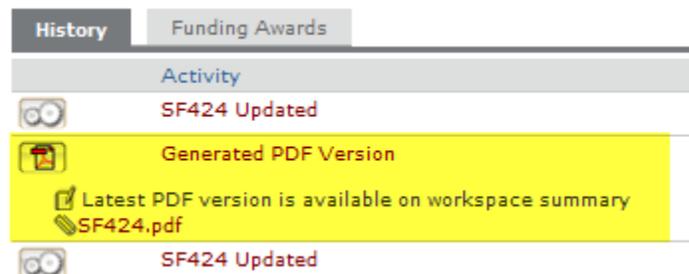
- FAQ Guide
- Sort by Topic Group
- Find Errors and Warnings

**Topic Groups**  
Sort ▼

**Errors and Warnings**

# Generate SF424 PDF

- Assembles the SF424 application as the sponsor will see it with a few exceptions:
  - May be extra pages for subcontract organizations
  - May be extra pages for subcontract budgets
- The SF424 PDF will be stored in history



# Submit to PI

- eSRA proposals should be complete
- FCOI forms should be signed and uploaded, if required
- SF424 application should be complete
- OK to submit with DRAFT SCIENCE

The screenshot displays the eSRA Proposal System interface. On the left, a sidebar contains a 'CURRENT STATE' section with a 'Preparation' tab and a 'My Activities' list. The 'Submit To PI' activity is highlighted in yellow. The main content area shows proposal details for 'NIH BIOMEDICAL IMAGING & BIOENGINEERING'. A green arrow points from the 'Submit To PI' button to the 'Status of Science' field, which is set to 'Draft'. The 'Submission Deadline' is 11/16/2012. The interface also includes sections for 'BUDGET TOTALS' and 'SF424 INFORMATION'. At the bottom, a 'History' table lists recent activities.

PROPOSAL INFORMATION	
Primary Sponsor:	NIH BIOMEDICAL IMAGING & BIOENGINEERING
Foreign Location:	
PI:	Paul Williams
OSPIP CO:	Susan Hedley
RA:	Elma Serrano
Status of Science:	Draft
Submission Deadline:	11/16/2012
Application #:	

BUDGET TOTALS	
Starting Date:	5/16/2013
Number of Periods:	2
Total Direct:	\$200,000
Total Indirect:	\$20,000
Total LBNL Costs:	\$220,000
FAC Costs:	\$6,600
Total Project Costs:	\$220,000
Sponsor Costs:	\$220,000
Awarded Total:	\$0.00

SF424 INFORMATION	
SF424 Tracking#:	
SF424 Received Date/Time:	
SF424 Status Updated:	
SF424 Current State:	Pre-Submission
PDF Version	<a href="#">View</a>

Activity	Author	Activity Date
SF424 Updated	Sylvester , Cynthia L	11/16/2012 11:52 AM PST
Generated PDF Version	Sylvester , Cynthia L	11/16/2012 11:50 AM PST
Latest PDF version is available on workspace summary SF424.pdf		
SF424 Updated	Banker, Parth K	11/16/2012 11:15 AM PST

# Submit to PI

- Application is routed for LBNL proposal approvals. The current state will change accordingly.
  - PI Approval **PI Approval**
  - Mentor Approval (if Mentors are identified for Fellowship Applications)
  - Division Approval **Division Review**
  - OSPIP Approval **OSPIP Proposal Review**

# Automatic Internal Approvals

- COI is automatically requested when the proposal is submitted to OSPIP for review if there are any positive disclosures

This is one reason why it is **essential** that only complete proposals (with draft science) be submitted for OSPIP Review

- NEPA-CEQA is automatically requested when the proposal moves into the "Negotiation" state

The screenshot displays the eSRA Proposal System interface. On the left, a sidebar shows the 'CURRENT STATE' as 'Awaiting Response from Sponsor' with buttons for 'View Submission' and 'Printer Version'. The main content area features a navigation bar with 'Proposal Information', 'PIF', 'DOE', 'Approvals', and 'Co'. Below this, a table shows the 'Type of Approval' as 'NEPA/CEQA' and the 'Status of Approval' as 'Pending Request'. A second, smaller version of the interface is shown below, where the 'CURRENT STATE' is 'Negotiation' and the 'Status of Approval' is 'Pending Approval', with an additional 'View Differences' button.

Proposal Information	PIF	DOE	Approvals	Co
<b>CURRENT STATE</b> Awaiting Response from Sponsor				
View Submission				
Printer Version				
<u>Type of Approval</u>	<u>Status of Approval</u>			
NEPA/CEQA:	Pending Request			

Proposal Information	PIF	DOE	Approvals	Co
<b>CURRENT STATE</b> Negotiation				
View Submission				
Printer Version				
View Differences				
<u>Type of Approval</u>	<u>Status of Approval</u>			
NEPA/CEQA:	Pending Approval			

# Making Changes

- All Approvers can request changes
- Current state will indicate who requested the changes

## Division Review: Requesting Changes

- Changes are submitted back to the person requesting the changes
- PI is notified of all activities on his/her proposal, including requests for changes and submission of those changes

# Final Science

- PI or RA must confirm science (meaning the entire application including the science) is final

## Sample for Training

**CURRENT STATE**

Preparation

Edit Submission  
Printer Version  
View Differences  
Print PIF View

**My Activities**

Copy Proposal  
Update SF424  
Validate Proposal and SF424  
Submit To PI  
Confirm Science is Final

**Proposal Information** PIF DOE Approvals Comm

**PROPOSAL INFORMATION**

Primary Sponsor: NIH NATL INSTITUTES OF HEALTH  
Foreign Location:  
PI: Mina Bissell  
OSPIP CO: David Garcia  
RA: Karen Dickinson-Mazzei  
Elma Serrano

Status of Science: Draft  
Submission Deadline: 1/1/2013  
Application #:

## Sample for Training

**CURRENT STATE**

Preparation

Edit Submission  
Printer Version  
View Differences  
Print PIF View

**My Activities**

Copy Proposal  
Update SF424  
Validate Proposal and SF424  
Submit To PI  
Set Science to Draft

**Proposal Information** PIF DOE Approvals Comm

**PROPOSAL INFORMATION**

Primary Sponsor: NIH NATL INSTITUTES OF HEALTH  
Foreign Location:  
PI: Mina Bissell  
OSPIP CO: David Garcia  
RA: Karen Dickinson-Mazzei  
Elma Serrano

Status of Science: Finalized  
Submission Deadline: 1/1/2013  
Application #:

# Set Science back to DRAFT

- Any role can set the science back to Draft status (RA, PI, Division Reviewer, OSPIP CO)

## Sample for Training

**CURRENT STATE**

Preparation

Edit Submission

Printer Version

View Differences

Print PIF View

**My Activities**

Copy Proposal

Update SF424

Validate Proposal and SF424

Submit To PI

Set Science to Draft

Proposal Information

PIF

DOE

Approvals

Comm

**PROPOSAL INFORMATION**

Primary Sponsor:	NIH NATL INSTITUTES OF HEALTH
Foreign Location:	
PI:	Mina Bissell
OSPIP CO:	David Garcia
RA:	Karen Dickinson-Mazzei Elma Serrano
Status of Science:	Finalized
Submission Deadline:	1/1/2013
Application #:	

# Entering Comments

- With every Approval, there is the opportunity to enter comments that are included in the email notification and stored in the History Section
- “Log Comment” stores the comment in the History Section, but there is no notification

Log General Comment

**Comments:**

**Attachments:**

Document	Description
There are no items to display	

Log General Comment

**Comments:**

Enter comments here

**Attachments:**

Document	Description
<input type="button" value="Upload Revision"/> <input type="button" value="View"/> Attachment_1.pdf(0.01)	<input type="button" value="Delete"/>

# All Comments Stored in History

- All comments with any associated attachments are stored in the History Section with name and date information

The screenshot displays the 'Log General Comment' form and the 'History' section of the eSRA Proposal System. The form includes a 'Comments:' text area and an 'Attachments:' table. The 'History' section shows a table with columns for 'Activity', 'Author', and 'Activity Date'. A green arrow points from the 'Comments:' field to the 'General Comments Logged' entry in the history table. Another green arrow points from the 'Attachment\_1.pdf(0.01)' entry in the attachments table to the 'Attachment\_1.pdf' entry in the history table.

**Log General Comment**

**Comments:**  
Enter comments here

**Attachments:**

Document	Description
Attachment_1.pdf(0.01)	

**History** | Funding Awards

Activity	Author	Activity Date
General Comments Logged	Serrano, Elma L	12/5/2012 9:43 AM PST

Enter comments here  
Attachment\_1.pdf

# Review status of Grants.gov Submission

- Grants.gov tracking number
- Grants.gov status is automatically updated by Grants.gov

## **SF424 INFORMATION**

<b>SF424 Tracking#:</b>	GRANT11002494
<b>SF424 Received Date/Time:</b>	11/7/2011 2:31 PM PST
<b>SF424 Status Updated:</b>	11/8/2011 12:30 AM PST
<b>SF424 Current State:</b>	Federal Funding Agency Tracking Number Assigned
<b>PDF Version</b>	<a href="#">View</a>

Remember: eSRA communicates with Grants.gov, but not directly with eRA Commons or any other sponsor system.

# Non-Standard Proposals

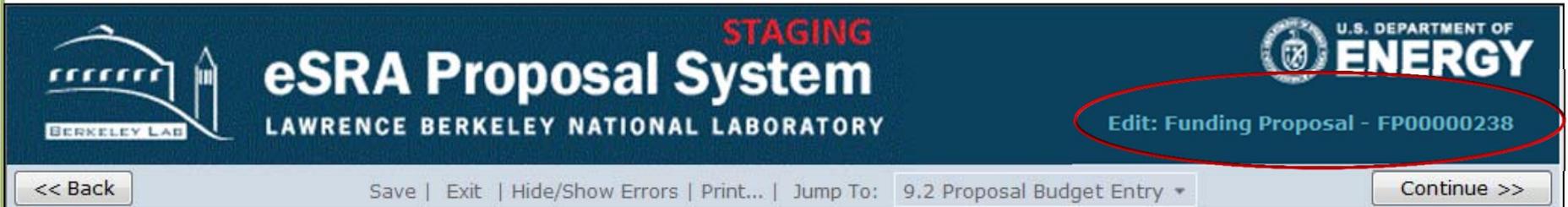
- If you need to enter information in the SF424 Application package that is not included in the eSRA proposal, you can enter it directly in the SF424 application.

Proposal Information	PIF	DOE	Approvals	Comments	Attachments	Contacts	<b>Submission To Sponsor</b>
<b>Submissions To Sponsor</b>							
Name	SmartForm	Date Created	<input checked="" type="checkbox"/> Date Modified				
 SF-42400000264 for FP00000225	[Edit] <input type="checkbox"/>	11/14/2012 12:41 PM	11/15/2012 3:34 P				



**Do not change any standard institutional information** or information that should be entered in the eSRA proposal. It will be overwritten when the SF424 application is next updated.

I'm lost !



**STAGING**  
**eSRA Proposal System**  
LAWRENCE BERKELEY NATIONAL LABORATORY

U.S. DEPARTMENT OF **ENERGY**

Edit: Funding Proposal - FP00000238

<< Back      Save | Exit | Hide/Show Errors | Print... | Jump To: 9.2 Proposal Budget Entry      Continue >>

- The heading in the upper right corner will always tell you where you are.



**STAGING**  
**eSRA Proposal System**  
LAWRENCE BERKELEY NATIONAL LABORATORY

U.S. DEPARTMENT OF **ENERGY**

Edit: SF-424 - SF-42400000275

<< Back      Save | Exit | Hide/Show Errors | Print... | Jump To: R&R Budget - Period 1 - Section A & B      Continue >>

# 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.

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[recording](#)

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Contact [eSRAHelp@lbl.gov](mailto:eSRAHelp@lbl.gov) to schedule training.

## eSRA Training Guides +

Updated	Topic	For	Description
12/02/11	<a href="#">Discontinue Proposal</a>	RA	Discontinue Proposal Step by Step
11/08/11	<a href="#">Div Director Review</a>	Div Dir	Review/Approval processes Step by Step for Division Directors or Designees
01/27/12	<a href="#">Division Director Quick Reference</a>	Div Dir	Quick Reference for Div Director Review/Approval
09/19/12	<a href="#">DOE/BSO Proposal Approval</a>	DOE/BSO	DOE/BSO Proposal Review and Approval
09/26/12	<a href="#">DOE/BSO Award Approval</a>	DOE/BSO	
10/28/11	<a href="#">Getting Started</a>	All	
10/12/12	<a href="#">IACUC Certification Process</a>	HARC IACUC Certifier	
10/12/12	<a href="#">IRB Certification Process</a>	HARC IRB Certifier	
03/19/12	<a href="#">Navigation</a>	All	
06/19/12	<a href="#">NEPA/CEQA</a>	NEPA/CEQA Staff	
11/08/11	<a href="#">OSPIP Review</a>	OSPIP	
10/12/12	<a href="#">PI IACUC CRF</a>	PI	

- Reference Materials

- FAQ & Troubleshooting

**eSRA FAQ and Troubleshooting**

Search this site

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

Home

- FAQ Guide
- Troubleshooting

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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](mailto:eSRAHelp@lbl.gov)