



## Print Proposal and Create File

This procedure is extracting information from eSRA for the required paper file.

A. Locate Proposal in eSRA	<ol style="list-style-type: none"> <li>1. Login and select Administrator Role</li> <li>2. Access list of proposals</li> <li>3. Filter for Proposal by ID</li> <li>4. Select Proposal</li> </ol>
B. Quality Control	<ol style="list-style-type: none"> <li>1. Check Proposal Summary for Basic Required Info: <ol style="list-style-type: none"> <li>a. Primary Sponsor (specific Institute for NIH)</li> <li>b. Application #</li> <li>c. SF424 Tracking #</li> <li>d. State: "Awaiting Response from Sponsor"</li> </ol> </li> </ol>
C. Print eSRA Summary Page	<ol style="list-style-type: none"> <li>1. User Browser "File/Print" to print page on screen</li> </ol>
D. Print eSRA Proposal	<ol style="list-style-type: none"> <li>2. Printer Version</li> </ol>
E. Print SF424 Application	<ol style="list-style-type: none"> <li>1. SF424 PDF Version – View, then print</li> </ol>
F. Create Proposal Folder	<ol style="list-style-type: none"> <li>1. Create paper folder and return to OSPIP CO</li> </ol>

### IMPORTANT INFORMATION

This is general information about extracting information from eSRA to create paper file. Paper file should also include any notes provided by the OSPIP CO when the request is made to create the file.

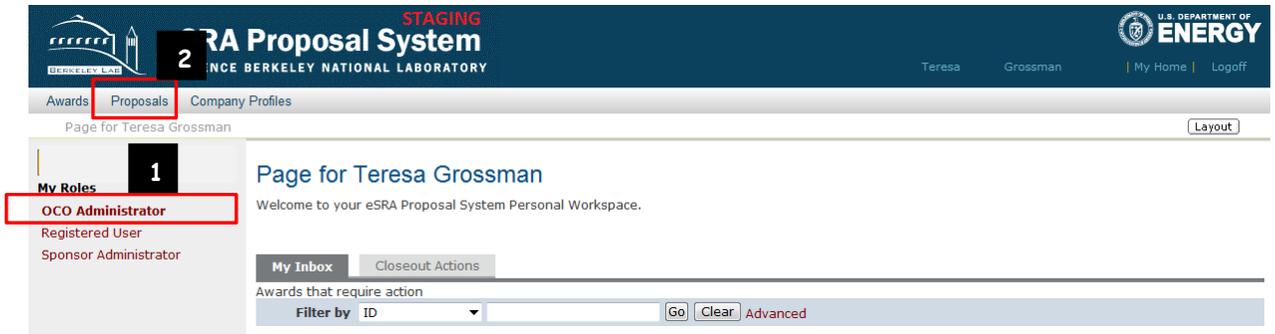
The front page can be used for reference. The following pages include step-by-step instructions with screen-shot visuals.

Caution Warning	Serious Warning	Notes	Tips	Important

## A. Locate Proposal in eSRA

1. Login and select Administrator Role.

2. Click on "Proposals" to access the list of proposals in eSRA.



3. Filter for Proposal by ID



3a. Use drop-down to filter by ID.

3b. Enter proposal using "%" as wildcard for search.

3c. Click "Go" to perform search.

4. Select the Proposal

**eSRA Proposal System**  
LAWRENCE BERKELEY NATIONAL LABORATORY

U.S. DEPARTMENT OF ENERGY

Teresa Grossman | My Home | Logoff

Awards Proposals Company Profiles

Proposals

Proposals

All Proposals In Progress Submitted Awarded Rejected Discontinued

Filter by ID %114 Go Clear Advanced

Name	SmartForm	Date Modified	State	ID	Primary Sponsor	Submission Type	Due Date	PI
12-060(00) Stemness in tumor cells	[Forms]	10/9/2012 1:11 PM	Awaiting Response from Sponsor	FP00000114	NIH OFFICE OF THE DIRECTOR	New	9/21/2012	Kohwi-Shigematsu

1 to 1 of 1 page 25 / page

### B. Quality Control check in eSRA

1. Check Proposal Summary for Basic Required Information

- 1a. (NIH only) Primary Sponsor should not be "National Institutes of Health" – it should be a specific NIH Institute.
- 1b. Application # should not be blank. If it is blank, notify the OSPIP CO.
- 1c. SF424 Information should indicate SF424 Tracking #. If not, notify the OSPIP CO.
- 1d. Current State should be "Awaiting Response from Sponsor." If not, notify the OSPIP CO.

**eSRA Proposal System**  
LAWRENCE BERKELEY NATIONAL LABORATORY

U.S. DEPARTMENT OF ENERGY

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Awards Proposals Company Profiles

Proposals > 12-060(00) Stemness in tumor cells

**12-060(00) Stemness in tumor cells** FP00000114 Proposal

**1d** Awaiting Response from Sponsor

**1a** Primary Sponsor: NIH OFFICE OF THE DIRECTOR

**1b** Application #: 1R01OD016819-01

**1c** SF424 Tracking #: GRANT11229158

PROPOSAL INFORMATION	BUDGET TOTALS	SF424 INFORMATION
<b>Primary Sponsor:</b> NIH OFFICE OF THE DIRECTOR <b>Foreign Location:</b> <b>PI:</b> Terumi Kohwi-Shigematsu <b>OCO:</b> Cynthia Sylvester <b>RA:</b> Karen Omoto Karen Dickinson-Mazzei <b>Status of Science:</b> Finalized <b>Submission Deadline:</b> 9/21/2012 <b>Application #:</b> 1R01OD016819-01	<b>Starting Date:</b> 8/1/2013 <b>Number of Periods:</b> 5 <b>Total Direct:</b> \$2,562,552 <b>Total Indirect:</b> \$1,902,766 <b>Total LBNL Costs:</b> \$4,465,318 <b>FAC Costs:</b> \$133,960 <b>Total Project Costs:</b> \$4,599,278 <b>Sponsor Costs:</b> \$4,465,318 <b>Awarded Total:</b> \$0.00	<b>SF424 Tracking#:</b> GRANT11229158 <b>SF424 Received Date/Time:</b> 9/21/2012 5:00 PM PDT <b>SF424 Status Updated:</b> 9/22/2012 12:30 AM PDT <b>SF424 Current State:</b> Federal Funding Agency Tracking Number Assigned <b>PDF Version:</b> View

### C. Print eSRA Proposal Summary Page

1a. Use browser "File/Print" to print the summary page



Browsers might have different look, but all will have the ability to print what is on the screen.

The screenshot shows a web browser window with the 'File' menu open. The 'Print...' option is highlighted in yellow. The browser address bar shows a URL from 'Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID]5D494309B'. The page content is the 'Proposal System' for 'tumor cells' with ID 'FP00000114'. The page is divided into several sections:

**CURRENT STATE:** Awaiting Response from Sponsor

**Proposal Information:** PIF, DOE, Approvals, Comments, Attachments, Contacts, New Sponsor Requests, Change Log

PROPOSAL INFORMATION		BUDGET TOTALS		SF424 INFORMATION	
<b>Primary Sponsor:</b>	NIH OFFICE OF THE DIRECTOR	<b>Starting Date:</b>	8/1/2013	<b>SF424 Tracking#:</b>	GRANT11229158
<b>Foreign Location:</b>		<b>Number of Periods:</b>	5	<b>SF424 Received Date/Time:</b>	9/21/2012 5:00 PM PDT
<b>PI:</b>	Terumi Kohwi-Shigematsu	<b>Total Direct:</b>	\$2,562,552	<b>SF424 Status Updated:</b>	9/22/2012 12:30 AM PDT
<b>OCO:</b>	Cynthia Sylvester	<b>Total Indirect:</b>	\$1,902,766	<b>SF424 Current State:</b>	Federal Funding Agency Tracking Number Assigned
<b>RA:</b>	Karen Omoto Karen Dickinson-Mazzei	<b>Total LBNL Costs:</b>	\$4,465,318	<b>PDF Version:</b>	View
<b>Status of Science:</b>	Finalized	<b>FAC Costs:</b>	\$133,960		
<b>Submission Deadline:</b>	9/21/2012	<b>Total Project Costs:</b>	\$4,599,278		
<b>Application #:</b>	1R01OD016819-01	<b>Sponsor Costs:</b>	\$4,465,318		
		<b>Awarded Total:</b>	\$0.00		

**History:** Funding Awards

Activity	Author	Activity Date
Updated Sponsor And Application Number	Sylvester, Cynthia L	10/9/2012 1:11 PM PDT
Submitted to Sponsor	Sylvester, Cynthia L	9/21/2012 4:14 PM PDT
Terumi, Check into eRA Commons in a few minutes. Karen and I will also be checking.		
Issued OSPIP Approval	Sylvester, Cynthia L	9/21/2012 4:11 PM PDT
Submitted Changes to OSPIP	Omoto, Karen L	9/21/2012 3:34 PM PDT
Science Confirmed as Final	Omoto, Karen L	9/21/2012 3:33 PM PDT
Requested Changes from PT	Sylvester, Cynthia L	9/21/2012 2:46 PM PDT

## D. Print eSRA Proposal

- 1a. Click "Printer Version" to print the eSRA Proposal
- 1b. Click "Print" to send to printer
- 1c. Click "Close" when printing is complete to exit this screen.

The screenshot shows the eSRA Proposal System interface. At the top, there is a header with the Lawrence Berkeley National Laboratory logo and the U.S. Department of Energy logo. Below the header, there are navigation tabs for Awards, Proposals, and Company Profiles. The main content area displays the proposal title "12-060(00) Stemness in tumor cells" and a proposal ID "FP00000114". A sidebar on the left shows the "CURRENT STATE" as "Awaiting Response from Sponsor" and includes buttons for "View Submission", "Printer Version" (highlighted with a red box and labeled "1a"), and "Print PIF View". The main content area is divided into three columns: "PROPOSAL INFORMATION", "BUDGET TOTALS", and "SF424 INFORMATION".

PROPOSAL INFORMATION	BUDGET TOTALS	SF424 INFORMATION
<b>Primary Sponsor:</b> NIH OFFICE OF THE DIRECTOR <b>Foreign Location:</b> <b>PI:</b> Terumi Kohwi-Shigematsu <b>OCO:</b> Cynthia Sylvester <b>RA:</b> Karen Omoto Karen Dickinson-Mazzei <b>Status of Science:</b> Finalized <b>Submission Deadline:</b> 9/21/2012 <b>Application #:</b> 1R01OD016819-01	<b>Starting Date:</b> 8/1/2013 <b>Number of Periods:</b> 5 <b>Total Direct:</b> \$2,562,552 <b>Total Indirect:</b> \$1,902,766 <b>Total LBNL Costs:</b> \$4,465,318 <b>FAC Costs:</b> \$133,960 <b>Total Project Costs:</b> \$4,599,278 <b>Sponsor Costs:</b> \$4,465,318 <b>Awarded Total:</b> \$0.00	<b>SF424 Tracking#:</b> GRANT11229158 <b>SF424 Received Date/Time:</b> 9/21/2012 5:00 PM PDT <b>SF424 Status Updated:</b> 9/22/2012 12:30 AM PDT <b>SF424 Current State:</b> Federal Funding Agency Tracking Number Assigned <b>PDF Version:</b> View

The screenshot shows the "1.0 Type of LBNL Proposal" section. At the top, there is a header with the Lawrence Berkeley National Laboratory logo and the U.S. Department of Energy logo. Below the header, there is a date and time stamp: "Date: Tuesday, October 09, 2012 2:21:28 PM" and "View: @1.0 Type of Proposal". The main content area displays the proposal title "1.0 Type of LBNL Proposal" and a proposal ID "FP00000114". A sidebar on the right shows buttons for "Print" (labeled "1b") and "Close" (labeled "1c").

**1.0 Type of LBNL Proposal**

You must complete 1.a through 1.f for your proposal to be saved and create a proposal number.

Proposal Number: FP00000114

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:**  
Work for Others

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

### E. Print SF424 Application

1. Open the PDF Version of the SF424 Application

1a. eApplication can be found in History with "Update Sponsor and Application Number activity"  
or...

1b. PDF of what was submitted is found in the SF424 Information section

**Assessment of arterial** FP00000125

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**CURRENT STATE**  
Awaiting Response from Sponsor

View Submission  
Printer Version  
View Differences  
Print PIF View

**My Activities**

- Submission Rejected
- Update Sponsor and Application Number
- Generate SF424 PDF
- OSPIP Comments
- Log General Comment
- Email Proposal Team
- Submit Proposal Package to DOE
- Submit FAC Waiver

Proposal Information	PIF	DOE	Approvals	Comments	Attachments	Contacts	Submission To Sponsor	New Sponsor Requests	Change Log
<b>PROPOSAL INFORMATION</b> Primary Sponsor: NIH HEART, LUNG & BLOOD, NATL INST Foreign Location: PI: Jonathan Maltz OSPIP CO: Cynthia Sylvester RA: Karen Dickinson-Mazzei, Elma Serrano Status of Science: Finalized Submission Deadline: 10/5/2012 Application #: 1R01HL119866-01			<b>BUDGET TOTALS</b> Starting Date: 7/1/2013 Number of Periods: 5 Total Direct: \$1,314,292 Total Indirect: \$993,456 Total LBNL Costs: \$2,307,748 FAC Costs: \$69,232 Total Project Costs: \$2,376,980 Sponsor Costs: \$2,307,748 Awarded Total: \$0.00			<b>SF424 INFORMATION</b> SF424 Tracking#: GRANT11242607 SF424 Received Date/Time: 10/5/2012 1:50 PM PDT SF424 Status Updated: 10/6/2012 12:30 AM PDT SF424 Current State: Federal Funding Agency Tre PDF Version: View			

**1b**

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**History** Funding Awards

Activity	Author	Activity Date
Updated Sponsor And Application Number	Sylvester, Cynthia L	10/30/2012 8:46 AM PDT
eApplication FP 125.pdf		

**1a**



Document opens in a new browser window

grantsApplication.pdf (application/pdf Object) - Mozilla Firefox

12-060(00) Stemness in tumo... grantsApplication.pdf (applic... +

https://grantprd.lbl.gov/grantprd/Doc/0/3LLRPRP9V4KDD486CBO5MQ5C2/grantsApplication.pdf

Most Visited Agencies LBNL People Personal Proposals Rpts OSPIP UCB FedEx LETS IT Help Desk eSRA

**Descriptive Title:** Master regulators for stemness in tumor cells

**Submission Title:** FP00000114Kohwi-Shigematsu

**Opportunity ID:** RFA-RM-12-017

**Opportunity Title:** NIH Director's Transformative Research Awards (R01)

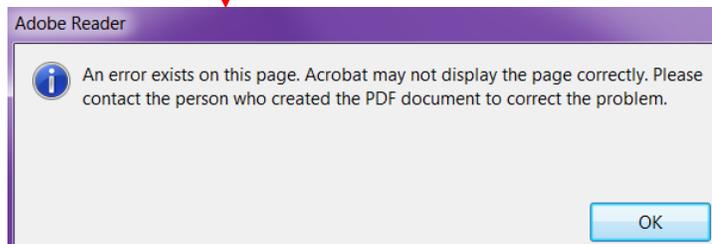
**Agency Name:** National Institutes of Health

2. Print the PDF using CTL "P" or right click on the document and select "Print."
3. Review Printed Document.

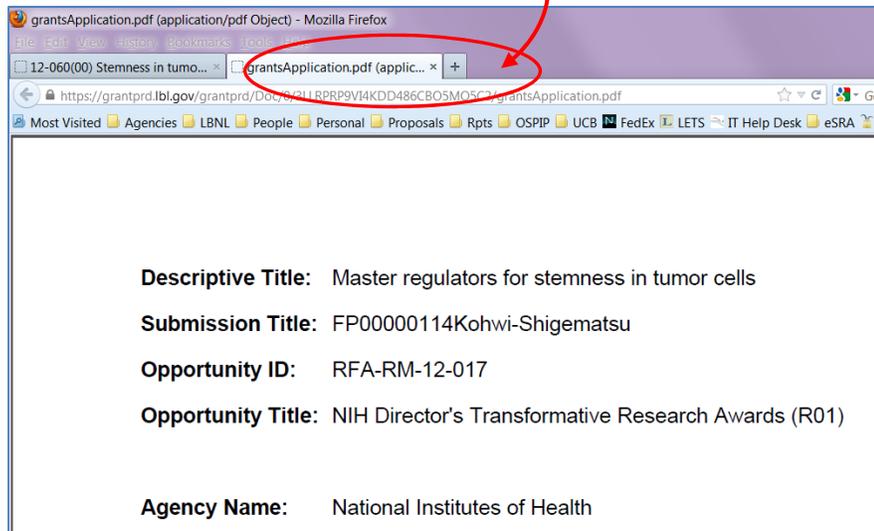


This error message is often related to different versions of Acrobat and doesn't reflect any error in the document, and the application prints just fine.

Skim through the document and if it looks like it is printing weird, let the OSPIP CO know about the problem.



4. Close the Browser window to exit the document.



## F. Create Proposal Folder and Return to OSPIP CO