

# eSRA for OSPIP Contracts Officer

Award Modifications

**Cynthia Sylvester and Parth Banker**

December 7, 2012



# Award 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

# 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 Requests from the PI

- Review information from PI
- (Optional) request changes or additional information
- Obtain sponsor approval, if required
- Enter OSPIP information
  - Funding Allocations updated
  - Add or Remove Terms and Conditions
  - Upload Sponsor documents (on the T&C View)
- Approve Modification
  - eSRA Award is updated
  - FMS/RAPID is updated, if applicable
- Notifications are sent

# Modification Requests – Locate Mod

- Select Modification from Home Page

Award Modifications										
Filter by ID <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Clear"/> <a href="#">Advanced</a>										
ID	Name	SmartForm	Date Modified	State	Sponsor	PI	Funding Proposal	Project ID	Start Date	End Date
AWD00000094- MOD001	Modification # 1 - Descriptive Name	[Forms] <input checked="" type="checkbox"/>	12/6/2012 12:43 PM	OSPIP Review Modification	NIH HEART, LUNG & BLOOD, NATL INST	Dubchak	FP00000109	ProjID1207	4/1/2013	3/31/2017

- Or....select from inside the award
- Or....link from the email notification

# Modification Requests – Modification Activities

- Some additional approvals might be needed
- Send to sponsor changes the state so everyone knows the request has been sent to the sponsor
- Approve modification is the final step
- IRB and IACUC requests are available on all modification because the modification might be to add humans or animals to the research

The screenshot displays the 'Current State' and 'My Activities' sections of the eSRA Proposal System. The 'Current State' section is highlighted in yellow and includes the following options: 'OSPIP Review Modification', 'Edit Award Modification', 'Printer Version', and 'View Differences'. The 'My Activities' section lists various actions available to the user, each with a corresponding icon: 'Request IRB CRF', 'Request IACUC CRF', 'Email Award Team', 'Log OSPIP Comment', 'Take Ownership', 'Log Comment', 'Request Changes', 'Approve Modification', 'Reject Modification', 'Send to Sponsor', 'Request DOE Signature', and 'Request COI Review'.

**Current State**

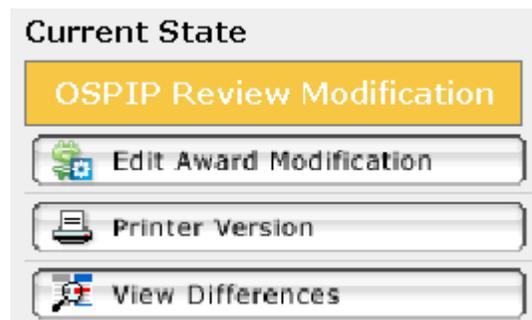
- OSPIP Review Modification
- Edit Award Modification
- Printer Version
- View Differences

**My Activities**

- Request IRB CRF
- Request IACUC CRF
- Email Award Team
- Log OSPIP Comment
- Take Ownership
- Log Comment
- Request Changes
- Approve Modification
- Reject Modification
- Send to Sponsor
- Request DOE Signature
- Request COI Review

# Modification Requests – Review

- Printer Version presents all information entered
- Edit Award Modification lets OSPIP CO review View by View what has been entered



# Modification Requests – Sponsor Approval

- If sponsor approval is required, use “Send to Sponsor” activity to record this



- Actual communication with the sponsor is outside of eSRA
- Attach in eSRA the information that was sent to the sponsor

Awaiting Response From Sponsor

Send to Sponsor

Comments:  
Request was sent to sponsor - note to eSRA

Attachments:

Document	Description
Attachment_1.pdf(0.01)	

Buttons: Upload Revision, View, Delete

- This will be stored in the History Section

History | Approvals

Activity	Author	Activity Date
Sent to Sponsor	Garcia, David A	12/6/2012 1:03 PM PST

Request was sent to sponsor - note to eSRA  
Attachment\_1.pdf

# Modification Requests – Enter OSPIP Information

- Edit award information
- Jump to “Completed” page to get to the end of the end of the PI’s section

**Current State**

- OSPIP Review Modification
- Edit Award Modification**
- Printer Version
- View Differences

<< Back

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

## 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.

- “Continue” to begin the part required by OSPIP

# Modification Requests – Funding Allocations

- If the modification has financial or PoP implications, the Funding Allocation View will be available
- This information is needed to populate the Mod Lines in FMs/RAPID

<< Back

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

## Award Modification Funding Allocations

Add new or edit not-yet authorized funding allocations

# Modification Requests – Funding Allocations

- Add or update Funding Allocation lines, as appropriate

## Award Modification Funding Allocations

Add new or edit not-yet authorized funding allocations

1.0

### Funding Allocations:

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

2.0

### Salary Cap, if Applicable:

0

3.0

### \* Notes about this Modification:

# Modification Requests – Funding Allocations

- Funding allocation lines will be “locked” if
  - Funding allocation has already been authorized and transmitted to FMS/RAPID by award creation or other modification
  - Funding allocation is in the process of being edited by another Modification

**Multiple Modification can be in process at the same time**

# Modification Requests – Terms & Conditions

- Update Terms & Conditions
  - Add new standard T&C
  - Expire an existing standard T&C
  - Update existing custom T&C (to enter expiration date)
  - Add new custom T&C

## 2.0 Terms And Conditions To Add:

Name	Description	Effective Date
There are no items to display		

## 3.0 Terms And Conditions To Expire:

Name	Description	Last Effective Date
There are no items to display		

## 4.0 Award Special Terms And Conditions:

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

## 5.0

### Special Terms And Conditions To Add:

Name	Description	Effective Date
There are no items to display		

# Modification Requests – Add Standard T&C

- Add a Standard T&C by providing
  - Effective date for the new T&C
  - Select from the standard list for this type of sponsor

## Add TermAndConditionEffective

\* Effective Date:

\* Term And Condition:

Name	Description
<input type="radio"/> Fellowship - Activation Notice (PHS 4126-5)	An Activation Notice (PHS 4126-5) begins training. See NIH
<input type="radio"/> Fellowship - change of plans	Fellows are required to submit plans regarding their fellow
<input type="radio"/> Fellowship - Funds Availability	No funds can be disbursed to NIH. This award should
<input type="radio"/> Fellowship - General	Budget is for stipend, insurance to determine Progress F
<input type="radio"/> Fellowship - Payback Agreement	Submission of a Payback Kirschstein-RSA postdoc
<input type="radio"/> Fellowship - Payback Service Requirements	An individual's initial 12 month requirements. See NIH F
<input type="radio"/> Fellowship - Progress Report	Noncompeting continuation
<input type="radio"/> Fellowship - Termination Report	
<input type="radio"/> Final Financial Report (FFR) NIH	A final Federal Financial Report expiration date. See Non-Reports for more inform
<input type="radio"/> Final Invention Statement	A FA Final Invention Statement construction, conference

# Modification Requests – Expire Standard T&C

- Expire a Standard T&C by
  - Select from the standard list for this type of sponsor
  - Entering effective end date

Add TermAndConditionEffective

**\* Term And Condition:**

Name	Description
<input type="radio"/> 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.
<input type="radio"/> 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.

Clear

**\* Last Effective Date:**



# Modification Requests – Add Custom T&C

- Add a Custom T&C by providing
  - Give the T&C a short name
  - Provide the full text of the T&C
  - Effective date for the new custom T&C

\* **Name:**

New Custom T&C

\* **Description:**

Description / text of the T&C is entered here

\* **Effective Date:**

1/1/13



# Modification Requests – Expire Custom T&C

- Expire a Custom T&C by
  - Select from the custom list and click “Update”

4.0 Award Special Terms And Conditions:

	Name	Description	Effective Date	Last Effective Date
<input type="button" value="Update"/>	Special T&C	I'm adding a special T&C that was in the Notice of Award	12/5/2012	

- Enter effective end date

Edit TermAndConditionCustom

**Name:**

Special T&C

**Description:**

I'm adding a special T&C that was in the Notice of Award

**Effective Date:**

12/5/2012

**Last Effective Date:**

# Modification Requests – Sponsor Documents

- Sponsor Documents are added at the bottom of the Terms and Conditions View because every type of modification has the possibility of changing the Terms & Conditions

7.0 Upload non-sponsor document(s) for reference, if any:

Document	Description
There are no items to display	

- Can provide a descriptive title for the sponsor's document

Submit a Document Help

Title:  *If not provided, the name of the file will be used*

\* File:

# Modification Requests – Complete

- Modification Complete is the last page of the Modification information, but the process isn't complete

## **OSPIP Completes Award Modification**

This is the last page of the award modification. The modification will continue as pending until approved by an OSPIP Contracts Officer.

1. Confirm all information is correct.
2. Obtain the required approvals from the sponsor.
3. Use the Activity "Approve Modification" and the modification will be recorded as complete and approved and the information from the modification will be entered in the award.

# Modifications started by OSPIP

- Multiple Modifications can be in process at the same time
- Select type of Modification
- Provide basic information about Modification (specific to type of Modification)
- Add or Update Funding Allocations
  - eSRA Funding Allocations = FMS/RAPID Mod Lines
  - Funding Allocations touched by a Modification are “locked” from edit by any other Modification
  - Add or Remove Terms and Conditions
  - Upload Sponsor documents (on the T&C View)
- Approve Modification
  - eSRA Award is updated
  - FMS/RAPID is updated, if applicable
- Notifications are sent



# OSPIP Modifications – Create Modification

- Create Modification

**Current State**

Active Award

 View Award

 Printer Version

 View Differences

 Create Child Award

 **Create Modification**

# OSPIP Modifications – View 1.1

- Name and Sponsor's Modification ID default.
  - Change this to something that makes sense

## 1.1 Award Modification

Modification Details

**Award ID:** AWD000000094

**Award Name:** Non-Coding Regions Rn

1.1.a \* Name:

Modification #2

1.1.b Brief Description of Changes:

1.1.c Sponsor's Modification ID:

AwardTest1207-MOD002

# OSPIP Modifications – Modification Type

- Only one type per Modification
- Multiple Modifications can be in process at the same time

## 1.1.d Award Modification Events:

- 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

# Modification Requests – After View 1.1

- Most OSPIP-generated Modifications are financial in nature and then next View is the Financial Allocations View

Jump To:

OCO Modification ▾

OCO Modification

Funding Allocations

Approved Terms and Conditions

Modification Complete



# Modification Requests – After View 1.1

- “Other OSPIP Administrative Changes” has a View to describe the changes and does not include any Financial Allocations

Jump To: OCO Modification ▾

- OCO Modification
- Other OSPIP Admin Changes
- Approved Terms and Conditions
- Modification Complete

## Other OSPIP Administrative Changes

1.0 Briefly describe the requested changes:

2.0 Requested effective date:

3.0 Does this change require sponsor approval?:

Options

Yes

No

Uncertain

Clear

4.0 Upload documents:

Add

There are no items to display

# Modification Requests – Funding Allocations

- Add or update Funding Allocation lines, as appropriate

## Award Modification Funding Allocations

Add new or edit not-yet authorized funding allocations

1.0

### Funding Allocations:

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

2.0

### Salary Cap, if Applicable:

0

3.0

### \* Notes about this Modification:

# Modification Requests – Funding Allocations

- Funding allocation lines will be “locked” if
  - Funding allocation has already been authorized and transmitted to FMS/RAPID by award creation or other modification
  - Funding allocation is in the process of being edited by another Modification

**Multiple Modification can be in process at the same time**

# Modification Requests – Terms & Conditions

- Update Terms & Conditions
  - Add new standard T&C
  - Expire an existing standard T&C
  - Update existing custom T&C (to enter expiration date)
  - Add new custom T&C

## 2.0 Terms And Conditions To Add:

Name	Description	Effective Date
There are no items to display		

## 3.0 Terms And Conditions To Expire:

Name	Description	Last Effective Date
There are no items to display		

## 4.0 Award Special Terms And Conditions:

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

## 5.0

### Special Terms And Conditions To Add:

Name	Description	Effective Date
There are no items to display		

# Modification Requests – Add Standard T&C

- Add a Standard T&C by providing
  - Effective date for the new T&C
  - Select from the standard list for this type of sponsor

## Add TermAndConditionEffective

\* Effective Date:

\* Term And Condition:

Name	Description
<input type="radio"/> Fellowship - Activation Notice (PHS 4126-5)	An Activation Notice (PHS 4126-5) begins training. See NIH
<input type="radio"/> Fellowship - change of plans	Fellows are required to submit plans regarding their fellow
<input type="radio"/> Fellowship - Funds Availability	No funds can be disbursed to NIH. This award should
<input type="radio"/> Fellowship - General	Budget is for stipend, insurance to determine Progress F
<input type="radio"/> Fellowship - Payback Agreement	Submission of a Payback Kirschstein-RSA postdoc
<input type="radio"/> Fellowship - Payback Service Requirements	An individual's initial 12 month requirements. See NIH F
<input type="radio"/> Fellowship - Progress Report	Noncompeting continuation
<input type="radio"/> Fellowship - Termination Report	
<input type="radio"/> Final Financial Report (FFR) NIH	A final Federal Financial Report expiration date. See Non-Reports for more inform
<input type="radio"/> Final Invention Statement	A FA Final Invention Statement construction, conference

# Modification Requests – Expire Standard T&C

- Expire a Standard T&C by
  - Select from the standard list for this type of sponsor
  - Entering effective end date

Add TermAndConditionEffective

**\* Term And Condition:**

Name	Description
<input type="radio"/> 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.
<input type="radio"/> 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.

Clear

**\* Last Effective Date:**



# Modification Requests – Add Custom T&C

- Add a Custom T&C by providing
  - Give the T&C a short name
  - Provide the full text of the T&C
  - Effective date for the new custom T&C

\* **Name:**

New Custom T&C

\* **Description:**

Description / text of the T&C is entered here

\* **Effective Date:**

1/1/13



# Modification Requests – Expire Custom T&C

- Expire a Custom T&C by
  - Select from the custom list and click “Update”

4.0 Award Special Terms And Conditions:

	Name	Description	Effective Date	Last Effective Date
<input type="button" value="Update"/>	Special T&C	I'm adding a special T&C that was in the Notice of Award	12/5/2012	

- Enter effective end date

Edit TermAndConditionCustom

**Name:**

Special T&C

**Description:**

I'm adding a special T&C that was in the Notice of Award

**Effective Date:**

12/5/2012

**Last Effective Date:**



# Modification Requests – Sponsor Documents

- Sponsor Documents are added at the bottom of the Terms and Conditions View because every type of modification has the possibility of changing the Terms & Conditions

7.0 Upload non-sponsor document(s) for reference, if any:

Document	Description
There are no items to display	

- Can provide a descriptive title for the sponsor's document

Submit a Document Help

Title:  *If not provided, the name of the file will be used*

\* File:  Browse...

# Modification Requests – Complete

- Modification Complete is the last page of the Modification information, but the process isn't complete

## OSPIP Completes Award Modification

This is the last page of the award modification. The modification will continue as pending until approved by an OSPIP Contracts Officer.

1. Confirm all information is correct.
2. Obtain the required approvals from the sponsor.
3. Use the Activity "Approve Modification" and the modification will be recorded as complete and approved and the information from the modification will be entered in the award.

# Modification Requests – DOE Signature

- If required, obtain DOE Signature to accept the Modification



Awaiting DOE Approval

- This changes the state back to what it was prior to requesting DOE approval
- DOE approval stored in the History Section

History	Approvals
Activity	Author
 Award Signed	Peterson, Spencer R

# Modification Requests – Approve Modification

- Approve Modification is the final step
- eSRA does a Validation check for all required fields



- OSPIP CO must affirm
  - Mod was reviewed
  - Info was entered
  - Sponsor approval obtained, if required

Approve Modification

I have reviewed the proposed modification, entered all required information and obtained sponsor approval, if required. I understand my approval of this modification will make permanent changes to the award in eSRA. Changes will be made in FMS/RAPID if there are any period or performance or financial implications of the modification.

\* I Approve:

Comments:

Attachments:

Add

Document	Description
There are no items to display	

- Once approved,
  - change becomes part of the permanent eSRA award record
  - changes will be made in FMS/RAPID if there are any PoP or financial implications

# 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**

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

**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

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