

Using PennERA—Proposal Development for Sponsored Research Agreements

- Log on to PennERA
- Select ‘proposals’
- Select ‘create proposal’
- Change PI, if necessary
 - Continue to next step
- Step 1 continued...
 - Select: ‘neither of above’
 - Continue to next step
- Step 2:
 - New competing
 - Continue to next step
- Step 3:
 - Select a sponsor
 - Select mechanism: leave blank
 - Continue to next step
- Step 4:
 - do nothing, default entry
- Step 5:
 - enter proposal title
 - Continue to next step
- Step 6:
 - enter project start & end dates
 - Continue to next step
- Step 7:
 - How many years or budget periods would you like? For most SRAs adjust budget period to one (1).
 - Continue to next step
 - Is all of the above information correct? Select appropriate response, when you are ready...
 - ‘create proposal’
- Step 8: Set up questions
 - Submission Mechanism/Form Information
 - Select UPenn generic template
 - Has your sponsor given a specific reference for this proposal? Answer: No
 - Select mechanism: leave blank
 - Mechanism Opt In/Out: Is this a US federal sponsored project? Answer: yes/no as appropriate
 - Deadline
 - Answer yes/no as appropriate
 - General proposal properties
 - Answer the second question, “Will you be working with other internal departments or divisions as Subprojects?” No.
 - Answer all other questions in this section as appropriate.
 - Budget set up information

- What kind of budgeting model would you like to use? Select ‘budget by total project’
 - Is this a flow through project: Answer as appropriate
 - Select the program type: Select ‘Research’
 - The majority of research will be conducted: Answer as appropriate
 - Cost sharing information
 - Answer all questions under this heading as appropriate
 - Save & Continue
 - Section is automatically marked ‘completed’
- Abstract
 - Select the ‘manual entry’ radio button
 - In the free text box that appears type: N/A—*unless sponsor has requested one in which case, type abstract here*
 - Mark section ‘completed’
- Personnel
 - Under the heading ‘Internal Administrative Contact’ fill in responsible BA information
 - Save
 - Mark section ‘completed’
- Budget
 - Select ‘budget items’ subcategory
 - All Effort must be added for key personnel to do this, under the heading ‘Personnel costs’
 - Click on the ‘open’ (folder) icon for PI
 - Complete the effort worksheet for PI
 - Save
 - Once again, select ‘Budget Items’ subcategory
 - If you need to enter other Key Personnel and their subsequent effort you may do so by selecting ‘click to add’ under the heading ‘Personnel Costs’
 - Select appropriate staff from the alpha split list and/or by filling out the ‘new staff’ section then
 - Completing the effort worksheet
 - Save
 - Once again, select ‘Budget Items’ subcategory
 - Under the heading ‘Non-Personnel costs’ select ‘click to add’
 - Under the Budge Detail heading in the text box under ‘Description’: enter ‘total direct cost’
 - Under Budget/Charge Category: select ‘other costs’
 - Under Purchase/Usage Schedule subheading
 - Leave units as one (1)
 - Under Price/Charge Each: enter total direct cost
 - Change the ‘end date’ to match the end date of project
 - All remaining fields may be left blank
 - Save

- Select the ‘budget items’ subcategory again
 - Mark Budget Items subcategory completed
- Select ‘F&A’ subcategory
 - Under ‘facilities and administration costs’ heading select “manual (lump sum by period)” for the sponsor calculation method
 - In the totals section, enter the appropriate dollar amount for F&A Totals
 - All remaining fields may be left blank
 - Save
 - Mark F&A subcategory completed
- Select ‘Cost Sharing’ subcategory
 - If necessary, fill in section as appropriate then, or otherwise...
 - Mark section completed
- Select ‘Justifications’ subcategory (*this is where you will upload a copy of the Budget*)
 - Select ‘upload form’ radio button
 - Browse to select
 - ‘open’ document when found, this action will automatically return you to the application
 - upload a copy of project budget
 - Mark section completed
- Supporting Documents (*this is where you will upload a copy of the Contract*)
 - Select ‘add new document’
 - Browse to find contract document
 - ‘open’ document when found, this action will automatically return you to the application
 - Name your document in the free text box provided (located under the ‘browse’ button)
 - Upload
 - Save
 - Mark section complete
- Research Plan (*this is where you will upload a copy of the Research Plan*)
 - Following the same procedure outlined above add:
 - Research Plan
 - Save
 - Mark section completed


Approvals—if this research requires IRB approval...

- If the IRB protocol has not yet been submitted to Regulatory Affairs...
 - Approvals
 - Click add
 - Under Add/Edit Approvals section, type: human subjects
 - Select ‘not attached’ radio button
 - Continue
 - Status: pending
 - Save
 - Mark section completed

- If the IRB protocol has been submitted to Regulatory Affairs
 - Approvals
 - Click add
 - Under Add/Edit Approvals section, type: human subjects
 - Select ‘attached’ radio button
 - Continue
 - Either select by number or browse to find the appropriate protocol using search filters
 - If using browse function, after search results are returned, scroll down to the bottom of section and select the appropriate protocol by marking the ‘select’ box
 - Click ‘select’
 - Save
 - Mark section completed

Approvals—if this research requires IACUC approval...

- If the IACUC protocol has not yet been submitted to Regulatory Affairs...
 - Approvals
 - Click add
 - Under Add/Edit Approvals section, type: lab animals
 - Select ‘not attached’ radio button
 - Continue
 - Status: pending
 - Save
 - Mark section completed
- If the IACUC protocol has been submitted to Regulatory Affairs
 - Approvals
 - Click add
 - Under Add/Edit Approvals section, type: lab animals
 - Select ‘attached’ radio button
 - Continue
 - Either select by number or browse to find the appropriate protocol using search filters
 - If using browse function, after search results are returned, scroll down to the bottom of section and select the appropriate protocol by marking the ‘select’ box
 - Click ‘select’
 - Save
 - Mark section completed

- Finalize
 - Build—when build is complete you will automatically be brought to ‘Assemble Application’ subcategory
 - Under ‘Assemble Application’ you have the option of reorganizing the proposal sequence and/or page numbers
 - Build, regardless of whether or not you modified pagination or sequence—when build is complete you will automatically be brought to the ‘Submit for Internal Review’ subcategory
 - Open, “Certification by Principal Investigator” form (Note: only the PI can certify this form)
 - Answer all questions
 - Check form complete
 - Open, “Proposal Transmittal” form (Note: The BA and/or PI can certify this form)
 - Answer all questions
 - Check form complete
 - Submit
 - Only the PI can submit the proposal for internal review
- Click the “Done” icon  to close the proposal record whenever you are finished using it