

Upload a Document

1. While creating a proposal in Proposal Development, there are several sections that involve uploading a document. This example will demonstrate the uploading of the “Research Strategy” section, which is a subset of the PHS 398 Research Plan. The same functionality can be used for all documents needing to be uploaded in Proposal Development.

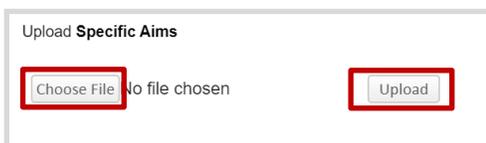
2. Click on the **Upload** button next to the corresponding proposal body section to upload.



3. The Upload Attachment box will pop up.

4. Click the **Choose File** button. The “File Upload” dialog box will appear where you can browse to search for and select a document.

5. Click the **Upload** button.



6. As each document is uploaded, the application uploads the document as a PDF, displays the page count for that document and the total page count overall.

7. Several buttons appear with each upload: **Replace**, to replace the upload; **Original**, to open the document in its original format; **PDF**, to view the PDF version; and **Remove**, to remove the document from the record.



8. To expedite the process, proposals may be submitted for internal review with “Draft Version” selected.



9. However, Grants.gov requires the proposal to be submitted with “Final Version”.



10. The Office of Research Services is unable to submit a “Draft Version”. Responsibility should be taken to prepare a “Final Version” in accordance with Penn’s internal submission deadlines to ensure the proposal is submitted in accordance with the sponsoring agency’s posted submission date.

Certify and Submit a Proposal

1. Once all proposal pages are complete (indicated by a check mark), you can certify and submit your proposal. Navigate to the “Internal Documents” page.

2. Click the icon under the “Edit” column to fill out the “Certification by Principal Investigator.” This form will appear in its own window.

3. Enter all of the necessary data including all of the required fields (denoted by an *****) and check the “Complete” checkbox in the form.



4. Once the Proposal Transmittal form has been completed (usually by the administrator preparing the proposal record), the “Internal Documents” page can be marked completed and you can navigate to the “Finalize” page.

5. Three sections need to be completed in order to finalize the proposal: **Build PDF/Form Pages**; **Assemble Application**; and **Submit for Internal Review**.

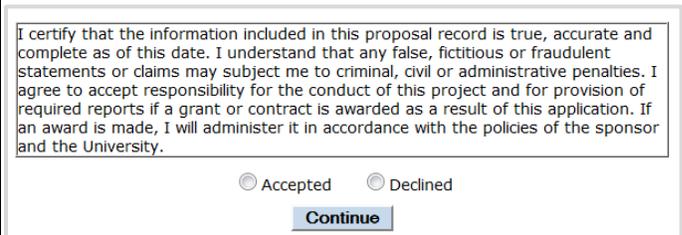
6. Once the build and assemble is complete, you can access the **Submit for Internal Review** section.

7. In this section the proposal can be submitted to either “Pre-Review” (Department and School) or “Final Review” (University). Final Review will only become available once Pre-Review has completed.



Note: In NIH S2S proposals, a “Submission Validation Service” or SVS is available. This should be run prior to submitting for Final Review and will display any errors or warnings from the eRA Commons as well as a grant image from NIH if no errors are present.

8. Once you click to submit, you must certify the proposal by selecting the radio button labeled “Accepted” and clicking the **Continue** button.



9. Once you click **Continue**, the routing path will be displayed. Click the **Submit** button to route the proposal for internal review and approval.

For assistance, please contact PennERA Help
PennERAhelp@lists.upenn.edu