PennERA Proposal Development Frequently Asked Questions (FAQs)

Q: Where can I find out how to do things in PD that I've forgotten from training and aren't questions in this FAQ?
A: Go to the Proposal Development Reference Materials section of the PennERA website to view our support documents, including the Proposal Development User's Guide, various Quick Reference Guides on specific topics (e.g., NSF S2S submissions), and miscellaneous other documents including PowerPoint presentations.

Q: My PI can't remember their PennKey and password. How do they reset their password?
A: If you do not have a PennKey, or if you have a PennKey but forgot your password, go to the PennKey support website for more information at https://pennkeysupport.upenn.edu/. If you have any trouble with the PennKey process, contact your Local Support Provider. For a contact list, go to https://www.isc.upenn.edu/get-it-help.

Q: Many people work on grants in my department. Who should create the proposal record?
A: There is no one correct answer to this question. Different organizations within the University do business in different ways. What works best in one organization may not be the best choice for another. If your School/Center has given instructions that the proposal create step should be done by an individual with a specific role (for example the PI or the BA), please follow those instructions.

The most important point is that regardless of whether the original proposal record is created by the PI or by staff, communications between those involved are essential. All those involved in the proposal process in your area should understand who will create the record and when it then is available. The individual who does create the original proposal record should be sure that both the PI and the Primary Associated Department are assigned correctly to the record. This helps ensure that the appropriate secured access is available to those who need it. We expect that staff creating and completing proposal records, other than the PI, will have had the appropriate PennERA training.

Q: Where can I find out if a proposal should be created and submitted using PennERA Proposal Development (PD) and which proposals should be created as system-to-system (S2S) or generic (non-S2S) records?
A: All new and competitive renewal submissions should have a new record created in PennERA. If the proposal is being submitted to Grants.gov, check our Proposal Development Reference Materials for information about S2S submissions. Nearly all Grants.gov submissions are electronically processed as S2S from PennERA, and the Help Desk team will have the most current information.

If the proposal is not being submitted through Grants.gov, a generic record should be created. Noncompeting applications or revisions to existing awards (supplementals) should not have a new record created in PennERA; a child record should be created for these types of submissions. If you are not certain what to do, contact the PennERA Help Desk at PennERAhelp@lists.upenn.edu.

Q: The PI created the proposal and answered the Set-Up Questions. The wrong Program Announcement/funding opportunity was selected. How can it be changed to the correct one without losing all my work?
A: Because of the wide variety of screen templates used, please contact the PennERA Help Desk at PennERAhelp@lists.upenn.edu, providing the correct FOA # and the proposal (institution) #. The Team will provide you with appropriate next steps.

Q: The department (ORG) that will manage the grant is different from the PI's Home Department and the department showing as the Primary Associated Department. How do I change the Primary Associated Department?
A: Go to **Setup Questions** in the proposal record and then in the **General Proposal Properties** section of the screen, click the **Add** link just to the right of Associated Departments. This will launch a "Departments" window. In this new window, choose the desired ORG value by starting to type either the ORG number or a known keyword in the ORG description. When the ORG you want is displayed, click to choose it, then click **Select** at the top right of the window.

This will return you to the **Setup Questions** screen and the ORG value with description will have been added to the list of Associated Departments for this proposal. This newly added department needs to be the Prime Associated Department, so click the Prime radio button to the right of the ORG description. Next click Save in the upper left corner of the screen. The screen will refresh as it saves and the new ORG will now be listed first in the list with Prime radio button selected.

The original ORG value can remain in the list of **Associated Departments** if a subaccount will be requested for that ORG if the project is funded. It can be removed by clicking **Remove** to the right of the ORG name.

Q: How do I add Other Significant Contributors?
A: This entry is added on the Personnel Screen. For Penn personnel, select "Personnel Type = Other Significant Contributor". For non-Penn personnel who are not part of a SubAward, the entry is different, because their Institution must now be selected before they can be added. The

Personnel Type to select is "External Consultant – Other Significant Contributor". Their institution is then entered and if not found, you will need to provide the PennERA Help Desk with the institution's information including their DUNS number. PennERA will add entries with either one of these Personnel Types as Key and automatically use the Role of Other Significant Contributor.

More Info: See pages 55-57 in the updated PD User's Guide for further details on Other Significant Contributors: https://researchservices.upenn.edu/document/proposal-development-user-guide/.

Q: How do I add Personnel with 0% effort (e.g., Mentors, Consultants without measurable effort)?
A: Personnel who need to be added with no effort (and are not *Other Significant Contributors*) must be added using one of the "Consultant" Personnel Types (Consultant – Key; Consultant – Non-Key; External Consultant – Key; External Consultant – Non-Key). This is a system type and does not affect the role on the proposal. The desired project role should still be entered.

More Info: For the *Mentor* example, see the Quick Reference Guide for NIH K Proposals: https://researchservices.upenn.edu/document/pennera-proposal-development-nih-career-development-k-proposals/.

Q: When do I need to make a manual F&A adjustment? What are the steps?
A: When?

- Manual F&A is usually only necessary in generic records with a non-federal sponsor.
- Manual F&A in an S2S record should only be done if the rate needs to be changed, such as in T32's or K's that use an 8% rate.

More Info: See pages 116-119 of the updated PD User's Guide: https://researchservices.upenn.edu/document/proposal-development-user-guide/. Specific types of changes are described, and steps are provided for each situation.

Important Note: If you believe PennERA's default calculations are incorrect, please contact the Help Desk ***before*** you make any changes.

Q: How can I download and save a copy of the proposal on my computer?
A: The proposal can be downloaded (or viewed or printed in its entirety) only after all the screens in the proposal record have been completed, and on the Finalize screen, the PDF for each of the Form Pages has been built and the Assemble Application step has been completed.

On the Finalize screen, go to the Submit for Internal Review section. Under the Components for Initial Application subsection, Proposal is listed. On the Proposal line, click on the "View" icon for the Completed Form. It will launch a window containing a PDF rendering of the entire proposal. The proposal PDF can then be saved, printed, or viewed by selecting the corresponding Adobe Acrobat/Reader icons (diskette, printer, or page navigation arrows) from the window's toolbar.

If this is an NIH submission, the best option is to open and save the Grant Image available after the NIH pre-submission validation is run (SVS).