

This document is intended as an introduction to PennERA Version 15 and provides information at two basic levels. It is extracted from the updated PennERA Proposal Development User's Guide.

- [I. Overview and Basic Data Entry Steps: Personnel Screen and Budget Sections](#)
 - High-level review and screen shots.
 - Data entry instructions with some detail and accompanying screen shots.
 - Helpful for all user levels. Less experienced and newer users may be able to use this section but should refer to detailed instructions for more explanation.
- [II. Quick Steps: Personnel Screen and Budget Section](#)
 - Simplified instructions with minimal screen shots.
 - Intended as a "quick start" approach for experienced users or those with at least some familiarity with PennERA.

Expanded and more detailed instructions are included in the PennERA Proposal Development User Guide:

- Step-by-step instructions with screen shots.
- Helpful for all user levels but especially for newer users.

I. Overview and Basic Data Entry Steps: Personnel Screen and Budget Sections

This section provides a high-level overview of the Personnel screen and Budget section.

All actions to add Penn and SubAward personnel and to create SubAwards can be initiated from the Personnel screen.

Budget details for Personnel, Non-Personnel, and SubAwards (subcontracts) are added from the Budget section.

NOTE: Penn Key and Non-Key Personnel and SubAwards may also be added in the Budget section.

Personnel Screen Basic Data Entry

The screenshot shows the 'Personnel' screen with the following elements and annotations:

- Header:** 'Personnel'
- Buttons:** 'Create Profile' (dashed green box), 'Save' (green box).
- Section Header:** 'Add Personnel [hide]'
- Dropdowns:**
 - 'Prime' (with annotation: 'Select where to add personnel – Prime (Penn) or SubAwards.')
 - 'Proposal Structure' (with annotation: 'Create SubAwards (subcontracts).')
 - 'Personnel Type' (with annotation: 'ALL personnel types are selected from this list.')
 - 'Role' (with annotation: 'Identify Role for all personnel entries.')
- Text Input:** 'Name (Last, First)' with placeholder 'Begin typing to select Personnel Name.' (with annotation: 'Use for existing personnel.')
- Green Box:** 'Use ONLY for new or to-be-named personnel.'

1. Proposal Structure

- The elements of the Proposal Structure are Prime (Penn) and SubAwards.
- Use the drop-down list to select where to add personnel, either on the Prime (Penn) or SubAward budgets.

✓ Prime
SubAward: 7017036

- Click **Proposal Structure** to add SubAwards (subcontracts) and view the elements in the proposal record.

Budget Structure

Master/Child Structure

Save

Close

Element	Institution Number	Project ID	Organization	PI	PI Department	Associated Budget/Award Increments				Add Element	Remove
						Period	Type	Start Date	Active		
Prime	10073627	1	University of Pennsylvania	R	E	Requested Period 1	Budget Period *	01-Oct-2020	<input checked="" type="checkbox"/>	Add SubProject Add SubAward	
									<input checked="" type="checkbox"/>		
									<input checked="" type="checkbox"/>		
									<input checked="" type="checkbox"/>		
									<input checked="" type="checkbox"/>		
SubAward	7047036	5	Children's Hospital of Philadelphia			4	Budget Period *	Oct-2023	<input checked="" type="checkbox"/>	Add SubAward	Remove
						Requested Period 5	Budget Period *	01-Oct-2024	<input checked="" type="checkbox"/>		
						Requested Period 1	Budget Period *	01-Oct-2020	<input checked="" type="checkbox"/>		
									<input checked="" type="checkbox"/>		
									<input checked="" type="checkbox"/>		

- **IMPORTANT NOTE:** Always contact PennERAhelp@lists.upenn.edu if a SubAward entity is not available for selection. Do **NOT** select a “placeholder” entity.

2. Personnel Type – list of values

- Use the drop-down list to select.
NOTE: Key and Non-Key Personnel may also be added from the Budget section. Do not use Key or Non-Key for personnel with 0% effort.

Personnel Type

- Key
- Non-Key
- Other Significant Contributor
- Consultant - Key
- Consultant - Non-Key
- External Consultant - Key
- External Consultant - Non-Key
- External Consultant - Other Significant Contributor

3. Name (First, Last) – data entry field

- Use this field to enter the name of existing staff for either Penn or SubAward personnel already included in the subcontractor database.
- This is a predictive search field: Begin typing either first or last name to locate existing names.

4. Create Profile – action

- This action is used to add personnel who are not available from the list of existing people.
- ***Do not use*** this option to add existing Penn personnel who are not located during the locate step above.
 - Contact PennERAhelp@lists.upenn.edu if existing staff are not available for selection.

5. Role – list of values

- Use the drop-down list to select from a list of commonly used Roles.
- Use "Other (*specify*)" or "Other Professional" to provide customized user-defined descriptions.

Personnel Screen Data Display

The screenshot displays the 'Personnel Screen Data Display' interface. It features a table with columns: PI, NAME/ROLE, MAIL, ALERT, ORGANIZATION / DEPARTMENT, % EFFORT, CV/BIOSKETCH, CURRENT/PENDING SUPPORT, and REMOVE. The table is divided into 'Senior/Key' and 'Non-Key' sections. Annotations include:

- A red box pointing to a yellow warning flag in the 'ALERT' column with the text: "Warning flag for missing required data. Click to view missing items. Click on Name to view/edit."
- A red box pointing to a vertical ellipsis icon in the 'PI' column with the text: "Click and hold to re-order personnel using drag-and-drop."
- A red box pointing to an upload icon in the 'CV/BIOSKETCH' column with the text: "Click to upload."
- A green box pointing to the 'Legend' section with the text: "Legend provides proposal structure identifiers for all personnel, either Prime or SubAward."
- A blue box pointing to the 'Internal Administrative Contact' form with the text: "Enter contact BA information."

Legend:

- 1 Prime
- 2 SubAward - 7017036 (Jill Ginsberg)

Internal Administrative Contact (this information does not go to the sponsor)

Responsible Business Administrator: Susan B. Anthony

Resp BA phone: 215-898-0000

Resp BA email: anthony@upenn.edu

Personnel listings are grouped by the selected Personnel Type (screen shot above shows only two Types – Senior/Key and Non-Key).

- Click on individual names to view PennERA Profile details.
 - **Always** update detail from within the PennERA Profile.
 - Click on the icon to send a message requesting the selected person to update his/her Profile.
- Upload required documents for Senior/Key Personnel in S2S applications that must provide a Senior/Key Person form.
- Individual listings may be re-ordered by clicking and holding to enable drag-and-drop at the beginning of each entry.
- Personnel are identified by a proposal structure icon , either as Prime (Penn) or SubAward.
- Effort is shown as entered in the Budget section.



Budget Section

The Budget section consists of several screens.

- Budget opens in a separate window; all other record screens may still be accessed from the record's browser window separately from this section.
- Screens may be accessed and edited in any order.
- Each screen can be accessed from the list in the left frame or from the primary "Budget" screen.
- Click + at the end of each screen item to expand and view additional screens within a Period or SubAward. This is an alternate method to accessing directly from "Budget".

Budget

- Data entry for all types of expense is entered and edited from the primary "Budget" screen.
- This screen is subdivided into Personnel, Non-Personnel, and SubAward sections.
- No personnel with 0% effort should appear in the Personnel section in Budget.
- Subcontract Adobe forms can be imported or exported here.
- Budgets may be exported to Excel spreadsheets.
- Budget totals for the entire project are summarized on this screen and may be viewed by Project, Sponsor, Institution (cost-sharing) or UnAllowable Costs.
- A PDF of the relevant S2S budget forms can be built and viewed.
- When all data entry is finished, this screen is marked "Completed" to lock the budget.

 Budget	—
Period 1	—
F&A 	
Cost Sharing	
Period 2	+
Period 3	+
Period 4	+
Period 5	+
SubAwards (1)	—
Children's Hospital of Philadelphia	
F&A	
Cost Sharing	
Justifications	
Versions	
Setup	

SubAwards

- This section provides an alternate method for creating and editing SubAward (subcontract) expense.
- Each SubAward is also listed and can be accessed from this link and expanded to view/edit each Period, Cost Sharing, and Justification.

F&A

- F&A is either calculated or manually entered on this screen.
- Summary F&A Breakdown information is available, as well as detail for each expense item.

Cost Sharing

- Cost sharing is displayed here if any cost sharing has been entered for expense items in "Budget".
- Cost sharing may also be manually entered here for each expense item.

Justifications

- Upload justification narrative when required.

Versions

- Create multiple versions of the overall budget.
- Download an Excel spreadsheet of any version.

Setup

GENERAL	PERIOD/DATES	CHANGE PI	BUDGET SOURCES	MECHANISM OPT IN/OUT
---------	--------------	-----------	----------------	----------------------

- Miscellaneous settings can be edited in this section, including:
 - Period/Dates – Add/remove Periods and change Project/Period Dates.
 - Change PI.
 - Mechanism Opt In/Out – Opt out of miscellaneous high-level validations when appropriate, such as budget limits.

Budget Screen Display

The Budget screen displays funds requested from the Sponsor (Source View) as the default view but may be changed to show Project totals.

Penn does not use subprojects; leave at "Not Rollup".

Export to Adobe forms or Excel spreadsheet.

Project Period: 01-Oct-2020 to 30-Sep-2025

Source View: Sponsor

Rollup subprojects: Not Rollup

Proposal Structure Import/Export Build PDF Complete Budget

View budget elements (Prime/Penn and SubAwards).

Only S2S records.

Lock budget.

Year/Period	Start	End	Total	Cost Sharing [show]	Project [hide]	Directs	F&A	Total
1	01-Oct-2020	30-Sep-2021	75,248.41	-	61,741.50	13,506.91	75,248.41	
2	01-Oct-2021	30-Sep-2022	91,283.47	-	77,789.83	13,493.64	91,283.47	
3	01-Oct-2022	30-Sep-2023	93,097.99	-	79,381.84	13,716.15	93,097.99	
4	01-Oct-2023	30-Sep-2024	94,962.31	-	81,018.76	13,943.55	94,962.31	
5	01-Oct-2024	30-Sep-2025	96,877.85	-	82,701.89	14,175.96	96,877.85	
			\$ 451,470.03	\$ 0.00	\$ 382,633.82	\$ 68,836.21	\$ 451,470.03	

Personnel [Show]

Non-Personnel [Show]

SubAwards [Show]

Click [Show] to display entries for each heading; headings may be hidden again by clicking [Hide].

Add Bulk Entry

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	TOTAL COSTS
Total Sponsor Direct Costs:	\$ 61,741.50	\$ 77,789.83	\$ 79,381.84	\$ 81,018.76	\$ 82,701.89	\$ 382,633.82
Total Direct Costs less Subaward F&A**:	\$ 61,741.50	\$ 77,789.83	\$ 79,381.84	\$ 81,018.76	\$ 82,701.89	\$ 382,633.82
Sponsor F&A:	13,506.91	13,493.64	13,716.15	13,943.55	14,175.96	68,836.21
Total Sponsor Costs:	\$ 75,248.41	\$ 91,283.47	\$ 93,097.99	\$ 94,962.31	\$ 96,877.85	\$ 451,470.03

**Not included in the Grand Totals

1. Source View

- The budget defaults to the Sponsor View, that is, the funds being requested from the Sponsor.
 - Users can change the view to select one of the other options to view expense entry.

Project

✓ Sponsor

Institution

Unallowable

2. Rollup subprojects

- Penn does not use the subprojects component of Proposal Development; leave this set to "Not Rollup".

Rollup subprojects:

Not Rollup

3. Proposal Structure

- The elements of the Proposal Structure are Prime (Penn) and SubAwards.
- SubAwards added on Personnel will already appear here, but may also be initiated in this section of Budget.

Budget Structure

Master/Child Structure

SaveClose

Element	Institution Number	Project ID	Organization	PI	PI Department	Associated Budget/Award Increments				Add Element	Remove
						Period	Type	Start Date	Active		
Prime	10073627	1	University of Pennsylvania	F	E	Requested Period 1	Budget Period *	01-Oct-2020	<input checked="" type="checkbox"/>	Add Subproject Add SubAward	
								01-Oct-2021	<input checked="" type="checkbox"/>		
								01-Oct-2022	<input checked="" type="checkbox"/>		
SubAward	7007036	5	Children's Hospital of Philadelphia			Requested Period 4	Budget Period *	01-Oct-2023	<input checked="" type="checkbox"/>	Add SubAward	Remove
						Requested Period 5	Budget Period *	01-Oct-2024	<input checked="" type="checkbox"/>		
						Requested Period 1	Budget Period *	01-Oct-2020	<input checked="" type="checkbox"/>		
								01-Oct-2021	<input checked="" type="checkbox"/>		
								01-Oct-2022	<input checked="" type="checkbox"/>		
		01-Oct-2023	<input checked="" type="checkbox"/>								
		01-Oct-2024	<input checked="" type="checkbox"/>								

4. Import/Export

- Export budgets:
 - ...to an Excel spreadsheet for internal use.
 - ...to Adobe Forms to send to a collaborating institution if Penn is a subcontractor.

Import/Export

Close

[Export Budget to Excel®](#)
[Import Budget From Adobe® Forms](#)
[Export Budget to Adobe® Forms](#)
[Extract a Blank Adobe® Form](#)

- Import a budget from Adobe Forms if this is a generic record and you have already completed this package.

NOTE: Since data entry in PennERA is simpler and most calculations are automated, it is recommended that users complete a detail budget in a PennERA generic record, then **export** that information to Adobe Forms.

NOTE: This is *not* the location for importing SubAward budgets from Adobe Forms. That step is completed in individual SubAward budgets.

- Extract a blank Adobe Form to send to collaborating institutions who will be SubAwardees on this application. It is completed and returned for importing in the SubAward budget.

5. Build PDF

- In S2S records, the budget may be built to display a PDF of the completed budget form.

Build PDF

6. Complete Budget

- Click this option to lock the budget when all data entry is completed.

Edit Mode

Complete Budget

Budget Screen Basic Data Entry

Personnel **[Hide]**

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	DIRECT COSTS
Key Personnel						
Detail Ford, Evelyn PD/PI	\$ 2,610.28	\$ 2,610.28	\$ 2,610.28	\$ 2,610.28	\$ 2,610.28	\$ 13,051.40
Non-Key Personnel						
Detail BITTO, CHRISTIAN Co-Investigator	26,102.79	26,102.79	26,102.79	26,102.79	26,102.79	130,513.95
Subtotal Personnel: \$ 28,713.07 \$ 28,713.07 \$ 28,713.07 \$ 28,713.07 \$ 28,713.07 \$ 143,565.35						

Add New Profile -- Select Type -- -- Select Role -- Add Person

Non-Personnel **[Show]**

SubAwards **[Show]**

Add Bulk Entry

1. Personnel, Non-Personnel, and SubAwards headings
 - All expense is entered in one of these three sections.
 - Click **[Hide]** to hide the information in that section and leave only the heading visible.
 - Once hidden, click **[Show]** to redisplay the section.
2. Personnel
 - Personnel identified as Key or Non-Key added on the Personnel screen will be displayed here.
 - Only personnel with effort are listed on the Budget screen.
 - Click **Detail** to enter salary, effort, fringe benefits, and cost sharing detail.
 - See the detailed instructions to add Key and Non-Key Personnel directly in this section.
3. Non-Personnel – single-item expense entry

Add Item

Begin typing to select a Budget Category.

Add Item

- Alteration and Renovations
- Computer Automated Data Processing Services
- Consultant Services
- Equipment (Purchased)
- Facility or Equipment Rental/User Fees

- Click "Add Item".

	CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	DIRECT COSTS	
Detail	Equipment (Purchased)	-	\$ 15,000.00	-	-	-	\$ 15,000.00	Delete

- Click **Detail** to enter amounts for each Period.

4. Non-Personnel – bulk expense entry

Non-Personnel [Hide]								Add Bulk Entry
	CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	DIRECT COSTS	
Detail	Equipment (Purchased)	-	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 60,000.00	Delete

- Click "Add Bulk Entry" to begin.
- In the Bulk Entry screen for each expense item:
 - Select Budget Category and enter Description.
 - Choose Inflation option (manual or a specific value; manual is shown).
 - Enter expense Amount for Period 1 and Inflation % for Period 2.
 - Future years will be automatically calculated.

Non-Personnel Costs

Bulk Entry

Select Budget Category
Description:
Inflation: Manual Entry

Select Budget Category
Description:
Inflation: Manual Entry


	INFLATION	AMOUNT
Period 1	%	\$ 0
Period 2	%	\$ 0
Period 3	%	\$ 0
Period 4	%	\$ 0
Period 5	%	\$ 0

Add New Row

Click to Add all items when entry is finished.

Add additional expense sections as needed.

5. SubAwards

SubAwards [Hide]										
	INST/CONTRACTOR NAME	SUBAWARD NUMBER	PI	SHORT FORM	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	DIRECT COSTS
<div>Detail</div>	Boston College	7017036	Castro Samayoa, Andres		-	-	-	-	-	\$ 0.00
Subtotal SubAwards:					\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Begin typing to select a Subaward Institution name		Begin typing to select a subawardPI			Add SubAward	Import				

- SubAwards entered in Personnel will already be displayed here, but additional SubAwards may be added.
- Click **Detail** to manually enter budget details for each SubAward or to import from Adobe Forms.
- Each SubAward screen displays with a "watermark" to aid in identifying that this is a SubAward budget data entry screen.

PennERA v15 Personnel and Budget Overview Instructions

Project Period:
01-Oct-2021 to 30-Sep-2026

Source View:

Sponsor

Proposal Structure

Import/Export

Periods [hide]				Sponsor [show]	Cost Sharing [show]	Project [hide]		
Year/Period	Start	End	Total	Total	Directs	F&A	Total	
1	01-Oct-2021	30-Sep-2022	-	-	-	-	-	-
2	01-Oct-2022	30-Sep-2023	-	-	-	-	-	-
3	01-Oct-2023	30-Sep-2024	-	-	-	-	-	-
4	01-Oct-2024	30-Sep-2025	-	-	-	-	-	-
5	01-Oct-2025	30-Sep-2026	-	-	-	-	-	-
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

Personnel [Hide]		NAME	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	DIRECT COSTS
Detail		Castro Samayoa, Andres SubAward PI	-	-	-	-	-	\$ 0.00
Subtotal Personnel:			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Add New Profile Begin typing to select Personnel Name... -- Select Type -- -- Select Role -- Add Person

Add Bulk Entry

Non-Personnel [Show]

SubAwards [show]

- The data entry sections and method are identical to entering information in the Prime/Penn budget screens; those instructions may be followed to manually complete the information.

OR

- Click on **Import/Export** to Import budgets provided on Adobe Forms by SubAwardees.
- After locating the Adobe Form to import:
 - Map each Budget Period appropriately.
 - Identify a valid Department Name for each person – "N/A", "None", and Penn ORG #s are **NOT** valid Department Names.
 - Select an appropriate budget Category, if necessary – not always needed.
 - Click **Process**.
- Imported budgets are fully editable, if changes are needed.

		Requested Periods				
		1	2	3	4	5
University of Pennsylvania						
Copy Budget		1	2	3	4	5

Personnel Mapping	
Name (First Person in the list below will replace subaward PI selected during subaward setup)	Department (optional)
THOMAS, STEVEN A Add New	Educational Leadership & Higher Education
BETLEY, JOHN N Add New	Educational Leadership & Higher Education
LEE, VIRGINIA M Add New	Educational Leadership & Higher Education
Research Associate Add New	Educational Leadership & Higher Education
Research Specialist Add New	Educational Leadership & Higher Education

Period 1	
Direct Cost	Sponsor Budget Category
Other Costs	Other Costs

Period 2	
Direct Cost	Sponsor Budget Category

F&A Screen Basic Data Entry

F&A Source View: Sponsor

Calculation rate method
☐ Prevailing ☒ Blended

Institution Base/Target Scheme
 \$96,686.10
 \$96,686.10

Base [Show](#)
Research

Rate
Research (on campus)

Effective
 62.500

[Apply](#) [Manual F&A](#)

Drift ▼
 \$0.00

- F&A is automatically calculated for proposal records using federal sponsors.
 - PennERA defaults to the current F&A rate for Research projects and calculates all future years based on the negotiated rate agreement.
 - The rate may also be adjusted for those federal proposals that have other negotiated rates or a mandated rate listed in the Funding Opportunity Announcement.
 - Typical examples are NIH training grants (T's) and Career Development Awards (K's), which use 8%.

Base [Show](#)
Research

Rate
Manual Entry

Rate
 8.000

Effective
 8.000

[Apply](#)

- Generic records using non-federal sponsors requiring manual data entry.
 - Click Manual F&A to begin manual data entry.

Base [Show](#)
Research

Rate
Research (on campus)

Effective
 62.500

[Apply](#) [Manual F&A](#)

- Totals may be manually entered for each expense item – recommended if the TDC is not the same as Modified Total Direct Cost (MTDC or F&A Base) – or entered as lump sum values in the F&A Breakdown section.

Prime**

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	TOTAL
Begud, John - 10073627						
Sponsor Directs	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	750,000.00
Sponsor F&A Base	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	750,000.00
Requested F&A	93,187.50	93,750.00	93,750.00	93,750.00	93,750.00	468,187.50
Directs & F&A Total	\$ 243,187.50	\$ 243,750.00	\$ 243,750.00	\$ 243,750.00	\$ 243,750.00	\$ 1,218,187.50

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	TOTAL
Direct Cost Totals	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 750,000.00
F&A Base Totals**	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 750,000.00
F&A Totals	\$ 93,187.50	\$ 93,750.00	\$ 93,750.00	\$ 93,750.00	\$ 93,750.00	\$ 468,187.50
Grand Totals	\$ 243,187.50	\$ 243,750.00	\$ 243,750.00	\$ 243,750.00	\$ 243,750.00	\$ 1,218,187.50

**Not included in Grand Totals

F&A Breakdown

PERIOD	START DATE	END DATE	INDIRECT COST TYPE	RATE	BASE	AMOUNT	
1 Detail	01-Oct-2020	30-Jun-2021	Research	62.000	112,500.00	69,750.00	Clear
Detail	01-Jul-2021	30-Sep-2021	Research	62.500	37,500.00	23,437.50	Clear
2 Detail	01-Oct-2021	30-Sep-2022	Research	62.500	150,000.00	93,750.00	Clear
3 Detail	01-Oct-2022	30-Sep-2023	Research	62.500	150,000.00	93,750.00	Clear
4 Detail	01-Oct-2023	30-Sep-2024	Research	62.500	150,000.00	93,750.00	Clear
5 Detail	01-Oct-2024	30-Sep-2025	Research	62.500	150,000.00	93,750.00	Clear
Total					\$ 750,000.00	\$ 468,187.50	

Cost Sharing Screen Basic Data Entry

Non-Personnel Costs

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	TOTAL
Other Costs						
Sponsor	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	750,000.00
Institution	0.00	0.00	0.00	0.00	0.00	0.00
Unallowable	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Non-Personnel:	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 750,000.00

- Cost sharing may be entered for each expense item during Budget data entry, or may be individually entered in Cost Sharing.
- Click **Detail** to access the cost-sharing data entry screen for each expense item from this location.

COST SHARING BY BREAKDOWN		COST SHARING BY BUILD UP		+ ADD SOURCE	
	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5
SPONSOR [Hide]					
Percent	100.000	100.000	100.000	100.000	100.000
Cost	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
Type					
Category					
INSTITUTION [Hide]					
Percent	0.000	0.000	0.000	0.000	0.000
Cost	0.00	0.00	0.00	0.00	0.00
Type					
Category					

- Enter a Percent value in either the Sponsor or Institution section, and PennERA will automatically recalculate the Percent for the future years and for the other funding source.

COST SHARING BY BREAKDOWN		COST SHARING BY BUILD UP		+ ADD SOURCE	
	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5
SPONSOR [Hide]					
Percent	90.000	90	90.000	90.000	90.000
Cost	135,000.00	135,000.00	135,000.00	135,000.00	135,000.00
Type					
Category					
INSTITUTION [Hide]					
Percent	10.000	10.000	10.000	10.000	10.000
Cost	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Type					
Category					

Justifications Upload Screen

Upload a narrative justifications document if required by the sponsor, or if one is being sent with the application, even if not required.

Budget	+	Justifications
F&A		<input checked="" type="radio"/> Upload Form <input type="radio"/> Use Database
Cost Sharing		Original PDF Remove
Justifications		UPLOAD "BUDGET JUSTIFICATION" DOCUMENTATION <input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>
Versions		
Setup		

Versions Screen Basic Data Entry

Budget +

SubAwards (1) +

F&A

Cost Sharing

Justifications

Versions

Setup

Edit Mode

Versions

Version Name: Add New Version

ID	SHOW	NAME	VERSIONED BY	DATE	ACTIVE	DOWNLOAD	TOTAL	REMOVE
0	Show	Initial	HAHN, BEATRICE H	4/8/2020 9:12:11 AM	<input checked="" type="radio"/>	Download	4,408,455.28	Remove

V NAME

HA
H

- Versions allows multiple budgets to be created and exported to Excel spreadsheets.
- The initial version of the budget is noted as Active and is available for download to an Excel spreadsheet.
 - The name can be edited.
- Create additional versions:

Versions

Version Name: Add New Version

ID	SHOW	NAME	VERSIONED BY	DATE	ACTIVE	DOWNLOAD	TOTAL	REMOVE
0	Show	Initial incl equipment	HAHN, BEATRICE H	4/8/2020 9:12:11 AM	<input type="radio"/>	Download	4,062,325.89	Remove
1	Show	2 add faculty	Ford, Evelyn J	4/8/2020 10:34:56 AM	<input type="radio"/>	Download	4,408,616.93	Remove
2	Show	3 less sequencing	Ford, Evelyn J	4/8/2020 10:39:18 AM	<input checked="" type="radio"/>	Download	4,297,320.70	Remove

- Enter a unique name for the new version in Version Name.
- Click "Add New Version".
- Make the new version "Active".
- Switch versions displayed in the Budget section by designating a particular version as "Active".
- Any version may be download to an Excel spreadsheet.

Setup Screen Basic Data Entry

The screenshot displays the 'Setup' screen in PennERA v15. On the left is a sidebar menu with options: Budget, SubAwards (1), F&A, Cost Sharing, Justifications, Versions, and Setup (selected). The main area is titled 'Setup' and contains a tabbed interface with five tabs: GENERAL, PERIOD/DATES, CHANGE PI, BUDGET SOURCES, and MECHANISM OPT IN/OUT. The 'MECHANISM OPT IN/OUT' tab is currently selected, showing a section titled 'Currently Active Program Validations'. Below this is a table with two columns: 'OPT OUT' and 'MECHANISM VALIDATION'. The table lists ten validation rules, each with an unchecked checkbox in the 'OPT OUT' column.

OPT OUT	MECHANISM VALIDATION
<input type="checkbox"/>	A non-zero value for calendar months, academic months, or summer months is required for each senior/key person.
<input type="checkbox"/>	Introduction cannot be over 1 page for Resubmissions.
<input type="checkbox"/>	Introduction cannot be over 1 page for Revisions.
<input type="checkbox"/>	Introduction is mandatory for Resubmissions/Revisions.
<input type="checkbox"/>	NIH Annual \$500,000 direct cost limit applies to this proposal.
<input type="checkbox"/>	Project period may not exceed 5 years.
<input type="checkbox"/>	Project period may not exceed five Budget Periods.
<input type="checkbox"/>	Research Strategy is required.
<input type="checkbox"/>	Research Strategy page limit: 12 pages
<input type="checkbox"/>	Specific Aims is required and limited to 1 page.

1. Consult PennERAhelp@lists.upenn.edu for questions about the General screen.
2. Periods/Dates
 - Add or remove Budget Periods.
 - Change Project Period and/or Budget Period Dates.
3. Change PI
 - Change the PI here if the correct PI was not identified during proposal creation.
4. Consult PennERAhelp@lists.upenn.edu for questions about Budget Sources.
5. Mechanism Opt In/Out
 - This screen is shown in the screen shot above and was previously located on Setup Questions.
 - Opt out of any validations that may not be appropriate for this application.
 - These will only opt out of validations in the PennERA record. Electronic warning/error messages may still appear upon submission and ***should not be ignored.***

II. Quick Steps: Personnel Screen and Budget Section

This section provides recommended quick steps for basic functions in the Personnel and Budget sections.

Always contact PennERAhelp@lists.upenn.edu for these issues:

- » A sponsor or subcontractor is not available for selection.
- » An existing Penn staff name is not available for selection.

DO NOT use “placeholder” or incorrect selections or create new profiles for existing staff.

1. Add all personnel who are not part of a subcontract.
 - » Use for all Penn personnel (existing and TBD), Other Significant Contributors, and External Consultants who are not associated with a specific subcontract.

STEPS

- Personnel screen > select Prime proposal element (Penn is the Prime).
- Select Personnel Type.
 - Use Key and Non-Key only for personnel with measurable effort.
- Locate existing staff by typing in Name field .

OR

- Click for TBDs or names not located (never use for existing Penn personnel).
 - External Consultants also require identifying an external institution.

2. Create subcontracts.
 - » Subcontracts (SubAwards) can be initiated from the Personnel screen even if Adobe forms provided by the subcontractor will be imported.

STEPS

- Personnel screen > click to open the Budget Structure screen.
- Click Add SubAward to the Prime or another first-tier SubAward element.
- Select SubAward entity and associated PI.

3. Add all SubAward personnel if the subcontract is not being imported from Adobe forms (see below for import quick steps).

STEPS

- Personnel screen > select SubAward element of the Proposal Structure.
- Locate staff previously entered in PennERA by typing in the Name field.
 .

OR

- Click to add TBDs or named staff not previously entered.

4. Add Penn Personnel expense details.

STEPS

- Budget section > Budget screen > Personnel heading.
 - Click for each person to add expense details – salary, benefits, effort, cost-sharing.
- NOTE:** The Personnel, Non-Personnel, and SubAwards headings may be hidden or shown to reduce screen “clutter” when working in one of the other expense sections.

5. Add Penn Non-Personnel expense.

STEPS

- Budget section > Budget screen > Non-Personnel heading.
- Select Budget Category > Click to create Detail screen to enter expense and cost-sharing.

6. Add SubAward expense details.

STEPS

- Budget section > Budget screen > SubAwards heading.
- Click to open SubAward screens
- Click to import Adobe forms.

OR

- Manually add and enter expense details in the same way Penn budget data is entered.