

## Overview

Child Submission Records are created for the internal routing and approval of noncompeting continuation submissions, revised budget, and supplemental funding requests (revisions to existing awards). System-to-system (S2S) submissions are also supported for supplementals (revisions) submitted through Grants.gov.

**Master Record** – The original record created for a new or competitive renewal application which has now been funded..

**Child Submission Record** – A subsequent record created within the Master Record.

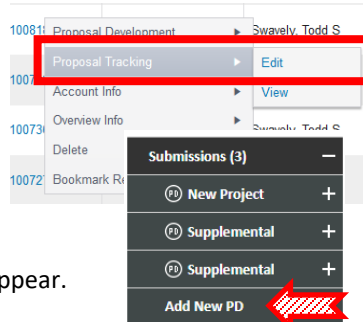
### Important general information

- If a Child Record is created in the wrong Master Record, please delete it. Create another Child Record in the correct Master Record.
- Child Records will be assigned the same number as the Master Record, with a two-digit suffix: #####-01. Each subsequent record will have the next higher suffix added.
- Child Records can be located in Quick Find by entering the 8-digit Master Record number. All child records for that Master Record will be listed in the search results.

## Beginning the Proposal Creation Process

1. Locate the Master Record in which the Child Record will be created, using **Locate Records** functionality.

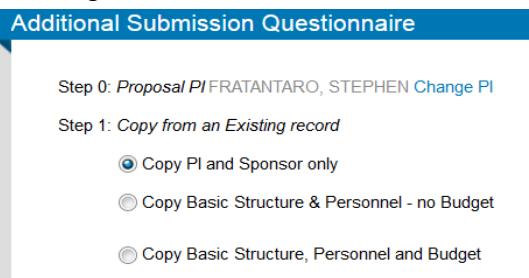
2. In the Results line, click **Proposal Tracking > Edit** option, **not Proposal Development**.



3. Click **Add New PD** in the **Submissions** section.

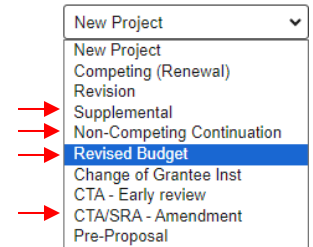
4. Additional Submission Questionnaire window will appear.

- It is not necessary to change the PI; it will be automatically copied during the creation process.
- Choose an appropriate *Copy* option from list; default option (“Copy PI and Sponsor Only”) is best unless Personnel or Budget detail is needed in the child record.



## Completing Setup for Non-S2S Child Records

1. **Step 2** – Select “Non-Competing Continuation”, “Supplemental”, “Revised Budget”, or “CTA/SRA Amendment” from the drop-down list of proposal types; continue to the next step. **DO NOT USE** Child Records for any other types of applications.



2. **Steps 3-5** – The sponsor and proposal title will be automatically copied from the Master Record.

3. **Step 6** – Enter Start and End Dates covered for this Child Record. Do not enter the entire Project Period unless the Child Record period dates are the same.

### For example:

Project Period = 7/1/22 – 6/30/27

Non-Competing period in Child Record = 7/1/23-6/30/24 OR

Supplemental period in Child Record = 12/1/24-6/30/27

4. **Step 7** – Verify budget periods and create Child Record.

5. **Setup Questions** – If Master Record was a non-S2S record, and child record will *not* be an S2S supplement, complete the questions and information on this screen, then **Save and Continue**.

## Completing Setup for S2S Child Records

1. If the Master Record was submitted via S2S, **Setup Questions** will have an S2S template present in the newly created Child Record.

- Update the FOA on **Setup Questions** to an appropriate FOA for supplemental submissions.

2. If a Master Record was *not* submitted via S2S but a supplemental funding request *will* be submitted via S2S, **Setup Questions** will not initially have an electronic template selected.

1. Select **Change Sponsor** to cause mobile window to appear to be able to select an FOA #.

2. Enter a valid FOA # and click **Select**.

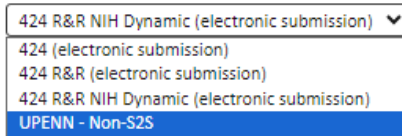
3. Wait for window to close and **Setup Questions** to refresh, which should now be an electronic template.

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## Converting an S2S Child Record to Non-S2S

If a Master Record was submitted via S2S, **Setup Questions** will initially have an electronic screen template. Follow these steps on **Setup Questions** to convert to Non-S2S, which is necessary for all child records, with the exception of S2S supplemental funding requests:

1. Change **Submission Mechanism/Screen Template** from an electronic option to Non-S2S.



2. Wait for **Setup Questions** to refresh, then complete answers and **Save**.

## Certification, Routing, and Submission

1. Each Child Record contains the standard e-forms on the Internal Documents screen.
2. Child Submission Records are submitted for internal review in the same way as Master Records and to the same routing process designated for the Associated Department (RESP ORG).
3. S2S records will have the Grants.gov submission section on the **Finalize** screen.

## Award Setup

Awards will continue to be set up within the Master Record in the Awards section of Proposal Tracking. Requested Status (e.g., Pending, Future Pending, etc.) will be updated in both the Master and the Child Submission records.

For assistance, please contact PennERA Help [PennERAhelp@lists.upenn.edu](mailto:PennERAhelp@lists.upenn.edu).