

From: [Research Services](#) on behalf of [Dixon, Keith](#)
 To: [RSCHSERV@LISTS.UPENN.EDU](#)
 Subject: [Nation Science Foundation : RCR Reporting Requirements Frequently asked questions](#)
 Date: [Tuesday, August 20, 2024 9:56:08 AM](#)
 Attachments: [image002.png](#)
[image003.png](#)
[image005.png](#)
[image001.png](#)

Hello,

I hope that all of you are well. Displayed below please find information/ frequently asked questions related to the NSF Training Requirement: **Responsible and Ethical Conduct of Research Training**.

- Where should an Investigator/individual go to take the training to satisfy this requirement? The training module is available in Workday. Here is the link to the training: <https://www.myworkday.com/upenn/learning/course/98887b7ecf6110010fa5e6b4cfd30000?type=9882927d138b100019b928e75843018d>
- When a project is placed in an "RCR Pending" increment status, is there a notification that goes out to the PI or Department that the award is in "suspense. No- ORS is not sending out notifications. BA/grants managers can identify the PennERA records that have increments assigned a Status of RCR Pending by running the Business Objects report titled: **RCR Pending by ORG range**

Institution No (PROF)	Proposal Status (PROF)	Award Date (INCR)	PI Start	PI End	ORG	Increment Status (PROF)	Department	Sponsor	Description (PROF)	Program Type (PROF)	Instrument Type (PROF)
10091800	Awarded	7/31/24	7/1/23	6/30/25	3306	RCR Pending	City Planning	UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE		Uopen - Research	Grant
10095143	Awarded	7/25/24	8/15/24	7/31/27	8710	RCR Pending	Business Econo	NATIONAL SCIENCE FOUNDATION		Uopen - Research	Grant
1009451	Awarded	8/5/24	9/1/24	8/31/29	1305	RCR Pending	Materials Scien	NATIONAL SCIENCE FOUNDATION		Uopen - Training	Grant

- How is this requirement affecting advance accounts or account continuations? If the RCR Training requirement is not met, does that mean that the advance account or account continuation are put on hold. If the Advance account has already been created in PennERA (increment with an advance account status) then Operations will change the increment status from Advance account to RCR Pending when the agreement is received from NSF. Unfortunately, the AWARD/FUND/Account number already exist so spending can still occur, but revenue and invoicing will not be processed in BEN (GL and BBR (BEN Billing and Receivable system). Moving forward if this training has not yet been completed by the PI and Key Personnel, ORS will NOT create the Advance account when requested until the training is completed.
- Reporting related to this training and account setup process: ORS has created a report using the PennERA and Learning Management Universes in the Data Warehouse. To run the report a user required access to both Universes. A user needs to request access to this data via Eform. <https://provider.www.upenn.edu/computing/da/eforms/>

Penn eForms

Welcome to Penn eForms!

You can use online electronic forms to request new or updated access to participating administrative systems. Click on a group heading to show or hide forms, "how-to" help or contact information for the group.

Protecting Penn Data

- BEN Financials and Penn Marketplace
- Data Warehouse

eForms

- Advancement (information from ATLAS)
- Assets (property management asset information from the BEN Assets module of BEN Financials)
- Career Tracker (access to Career Tracker application required in advance)
- Course Evaluation Data Warehouse (Data Collection access via BusObjects InfoView, Webi, or ad-hoc access)
- CRF-PI Mapping (maintained via BEN Financials)
- Curriculum Management
- Ethnicity/Race (ethnically/race information from the Penn People application for employees)
- **NOTE: Student ethnicity/race information is made available at the time access is granted to the Student data collection and does not require the completion of this form
- Express Mail (information from the UPS Express Mail system)
- Facilities:
 - FRES Work Requests (information from Facilities and Real Estate Services Facility Focus System)
 - Space@Penn (information from Facilities and Real Estate Services Facility Center and Space@Penn Web Updater systems)
 - Building and Space Financials (monthly financial summary reporting)
- Faculty (information from Interfolio Faculty Search (FS) and Review/Promotion/Tenure (RPT) modules, as well as Workday Academic Appointments)
- General Ledger (Balances and General Ledger detail from BEN Financials)
- Global Activities
- Graduate Admissions (for graduate and professional school reporting)
- Human Capital Management (HCM) (information from Workday@Penn, as well as historical data from PennWorks, Payroll, and Salary Management)
 - Employee General only (no salaries information)
- Legality Management (information from Workday Learning and Knowledge Link)
- Military/Disability (military/disability information from the Penn People application for employees, and military information from the Office of the University Registrar for students)
- QIP (information from Office of International Programs' iOffice system)
- PennERA Proposals
- Research Inventory
- SSN Access (employee and student Social Security Numbers)
- Student (Pennant Student Records and also the legacy SRS data collection)
 - Degree Planning and Auditing (formerly known as Academic Planning Worksheet)
 - Grad Funding (information from Pennant Graduate Funding)
 - Pennant Accounts (information from the current student billing system, effective October

Reports have been added to the Public Folder:

Title	Type	Description	Last Updated
UNIX Working	Folder		Jan 23, 2024 2:55 PM
Agel AP Report Dashboard	Web Intelligence		Jul 3, 2024 10:41 AM
Award and Proposal by ORG Range	Web Intelligence		May 11, 2023 10:44 AM
Awards (Increments) by Award Date_ORG Range	Web Intelligence	This query allows one to query all awards...	Sep 6, 2022 12:18 PM
Awards (Increments) by Award Project End Date_ORG Range	Web Intelligence	This query allows one to query all awards...	Jan 22, 2021 5:09 PM
Expired/Enabled Funds_School_ORG	Web Intelligence		May 14, 2024 10:53 AM
ExpiredFunds_byORG_date_range	Web Intelligence		Oct 18, 2022 7:55 AM
Funds_byORG_date_range_ICR_analysis	Web Intelligence		Jan 13, 2022 8:36 AM
NH NON-COMPETES_FFY_byORGRange	Web Intelligence		May 5, 2020 10:26 PM
ORS Pre and Post Award Contact by ORG	Web Intelligence		Dec 6, 2022 11:44 AM
Pending FCOI_by_ORG_range	Web Intelligence		Mar 12, 2024 2:24 PM
Proposals Submitted_Soon to be Submitted	Web Intelligence	This Report has 2 tabs ran by a date range...	Jun 14, 2023 8:15 AM
RCR Pending by ORG range	Web Intelligence		Aug 6, 2024 12:44 PM
RCR Training Status	Web Intelligence	Information on each trainee's assignment...	Aug 6, 2024 12:45 PM
RIS_by_ORG_DateRange	Web Intelligence		May 14, 2024 8:35 AM
School Summary Reports	Web Intelligence		Apr 29, 2024 2:44 PM
Shortcut to (1) ORS_FundSummary_734 (BBR)	Shortcut		Dec 3, 2018 11:15 AM
Submissions_Award and Expense on Enabled Funds_byORG	Web Intelligence		Jul 11, 2023 10:13 AM
UnfreezeRequest By ORG	Web Intelligence		Jan 3, 2023 8:34 AM

The name of the reports are:

RCR_NSF Training Status : run by inst # to identify Personnel that have not completed the RCR training

formula

RCR_NSF_Training Statby Trainee as of 8/6/2024

Preferred Last Name (WDLUser)	Preferred First Name (WDLUser)	Person ID (WDLUser)	Course Number (WDLList)	Completion Status (WDLList)	Completion Date And Time (WDLList)	Course Title (WDLList)
Count						

Name (INV)	Penn Id (INV)	Investigator School Desc (INV)	Investigator Org Desc (INV)
DELMELLE,ELIZABETH	87022384	Wetzman School of Design	City Planning

Enter value Institution No (1)

RCR Pending by ORG range lists all the PennERA records/Increments with a status = RCR Pending for an ORG:

Institution NG (PRODP)	Proposal Status (PRODP)	Award Date (INCR)	Pj Start	Pj End	ORG	Incremental Status (PRODP)	Department	Sponsor Description (PRODP)	Program Type (PRODP)	Instrument Type (PRODP)
10091800	Awarded	7/31/24	7/1/23	6/30/25	3306	RCR Pending	City Planning	UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE	Upem - Research	Grant
10095143	Awarded	7/25/24	8/15/24	7/31/27	0710	RCR Pending	Business Econo	NATIONAL SCIENCE FOUNDATION	Upem - Research	Grant
10095451	Awarded	8/5/24	9/1/24	8/31/29	1305	RCR Pending	Materials Scien	NATIONAL SCIENCE FOUNDATION	Upem - Training	Grant
3										

Please let me know if you have any questions or concerns or if I can help with anything else.

Have a great day,

Keith