



**UCLA**

Office of Contract and Grant Administration

# **Electronic Research Administration Updates**

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# OCGA eRA Help Email

- S2S Grants Help ([s2sgrants@research.ucla.edu](mailto:s2sgrants@research.ucla.edu)) retired
- Replaced by OCGA eRA Help ([erahelp@research.ucla.edu](mailto:erahelp@research.ucla.edu))
- Emails sent to [s2sgrants@research.ucla.edu](mailto:s2sgrants@research.ucla.edu) will automatically be forwarded to [erahelp@research.ucla.edu](mailto:erahelp@research.ucla.edu)
- Please remove [s2sgrants@research.ucla.edu](mailto:s2sgrants@research.ucla.edu) from address books and memory in email
- Anticipated effective date: Friday, 1/15/16 late afternoon
  - ORA News will be sent when complete

# OCGA eRA Help Email

OCGA eRA Help will

- Continue to support S2S Grants (Cayuse), and
- Expand support to include **external** application and management systems such as:
  - Grants.gov
  - NIH eRA Commons and ASSIST
  - NSF FastLane and Research.gov
  - CDMRP EBRAP
  - DoE PAMS
  - NASA NSPIRES
  - proposalCentral
  - PCORI Online System
  - AHA Grants@Heart
  - ... many more

# OCGA eRA Help Email

- Shared email
- Monitored by multiple staff
- Alleviates “out-of-office” responses
- More efficient coverage and response time

# Submitting *Proposal Central* Applications to Proposal Intake

- Generic Professional Profile established in *Proposal Central* for Proposal Intake Team
- Once application is initiated in *Proposal Central*
  - Allows users to give **Administrator** Permissions to Proposal Intake Team
  - Eliminates guesswork in assigning Permissions – department only needs to assign Proposal Intake Team

# Submitting *Proposal Central* Applications to Proposal Intake

- Enables Proposal Intake Team to
  - Access application and upload it into the PATS record
  - Assign further **Administrator** Permissions based on proposal review assignment(s)
- Effective Tuesday, January 19, **Administrator** Permissions must be assigned to Proposal Intake in order for proposal intake process to proceed

# Submitting *Proposal Central* Applications to Proposal Intake

When creating a new proposal

1. Enter **Title**
2. Click **Save**

**IARS** **proposalCENTRAL**

Proposal To: International Anesthesia Research Society *IARS Mentored Research Award*

**Proposal Sections**  
Click name below to go to that section.

- 1) [Title Page](#)
- 2) Download Templates & Instructions
- 3) Applicant/PI
- 4) Institution & Contacts
- 5) Collaborators
- 6) Project Summary

**Save** 2

Enter the title of your research project, then press Save.  
Press Next to save any changes and go to the next proposal section.

\* **Project Title** Sample Application for RAF 1

\* **Total Amount Requested**

Resubmission

# Submitting *Proposal Central* Applications to Proposal Intake

- *Enable Other Users to Access this Proposal* will appear in the **Proposal Sections** navigation panel.
- Click the hyperlink to navigate to that screen.

**Proposal Sections**  
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Collaborators](#)
- 7) [Project Summary](#)
- 8) [Budget Period Detail](#)



# Submitting *Proposal Central* Applications to Proposal Intake

**Proposal Access Rights**

Del	Auto Notify	Role	Name	E-Mail	Permissions
			Gilbert, Cindy	cgilbert@research.ucla.edu	Administrator ▾

Accept Changes

**Proposal Access User Selector**

User Selector User ID/E-Mail  Enter the E-Mail address or User ID of the User and press the button to select.

Find User

Enable Other Users to Access this Proposal

<<Previous Next>> Cancel Exit

- Scroll down to the **Proposal Access Rights** (a) and **Proposal Access User Selector** (b)
- Initiator of the proposal will automatically have “Administrator” permissions.

# Submitting *Proposal Central* Applications to Proposal Intake

Proposal Access Rights

Del	Auto Notify	Role	Name	E-Mail	Permissions
			Gilbert, Cindy	cgilbert@research.ucla.edu	Administrator ▾

Accept Changes

Proposal Access User Selector

User Selector User ID/E-Mail proposals@research.u Enter the E-mail address or User ID of the User and press the button to select.

1 Find User 2

Enable Other Users to Access this Proposal

<<Previous Next>> Cancel Exit

1. Enter [proposals@research.ucla.edu](mailto:proposals@research.ucla.edu) in the **User ID/E-mail** text field.
2. Click **Find User**.

# Submitting *Proposal Central* Applications to Proposal Intake

**Proposal Access Rights**

Del	Auto Notify	Role	Name	E-Mail	Permissions
<a href="#">Del</a>	<input type="checkbox"/>	<input type="text"/>	Gilbert, Cindy	cgilbert@research.ucla.edu	Administrator ▾
<a href="#">Del</a>	<input type="checkbox"/>	<input type="text"/>	Proposal Intake, OCGA	proposals@research.ucla.edu	View ▾

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**Proposal Access User Selector**

**User Selector** **User ID/E-Mail**  Enter the E-Mail address or User ID of the User and press the button to select.

**Enable Other Users to Access this Proposal**

<<Previous

**Proposal Intake, OCGA** now appears with **View** Permissions.

# Submitting *Proposal Central* Applications to Proposal Intake

Proposal Access Rights

Del	Auto Notify	Role	Name	E-Mail	Permissions
<a href="#">Del</a>	<input type="checkbox"/>	<input type="text"/>	Gilbert, Cindy	cgilbert@research.ucla.edu	Administrator ▾
<a href="#">Del</a>	<input type="checkbox"/>	<input type="text"/>	Proposal Intake, OCGA	proposals@research.ucla.edu	Administrator ▾

[Accept Changes](#)

Proposal Access User Selector

User Selector User ID/E-Mail  Enter the E-Mail address or User ID of the User and press the button to select.

[Find User](#)

Enable Other Users to Access this Proposal

[<<Previous](#) [Next>>](#) [Cancel](#) [Exit](#)

1. Change **Permissions** pick-list to *Administrator*.
2. Click **Accept Changes**.

# NIH eRA Commons Working Group

- Meetings held in January, May and September each year in conjunction with FDP Meetings.
- Bring together NIH eRA and policy staff and user community.
- Discuss ways to improve eRA experience for user.

# NIH eRA Commons Working Group

- Mobile version of PI Status screen is now available.
  - <https://m.era.nih.gov/cmb>
  - Track and manage applications and awards on tablets and smartphones.
  - Applications are grouped based on status.
  - Expand application to view review and assignment information, NIH contacts, etc.
  - Delegation is not currently available
    - ... but they're working on it!

# NIH eRA Commons Working Group

## Future Enhancements/Changes

- Adobe Forms D will be released in March.
- Redesigned SF 424 Guide will be released in conjunction with Adobe Forms D.
  - Do you like the current PDF format of the guide with multiple supplements?
  - Would you prefer HTML?
  - Both?
  - Other suggestions?

# NIH eRA Commons Working Group

## Future Enhancements/Changes

Enough with  
the ASSIST  
notifications  
already!!!



- NIH has heard the message.
  - Currently reviewing ASSIST notifications to reduce the numbers.
- Looking at Access Manager functionality as well.
  - Policy issue
  - User experience versus protecting research information



# NIH eRA Commons Working Group

## Future Enhancements/Changes

- Module to prepare and submit prior approvals (NCEs, changes to key personnel, significant rebudgeting, etc.) coming soon.
- Commons and ASSIST will be unavailable Saturday, January 16 from 7:00 – 9:00 PM for maintenance.

# NIH eRA Commons Working Group

Commons Working Group notes and handouts are available at:

[https://era.nih.gov/commons/about\\_cwg.cfm](https://era.nih.gov/commons/about_cwg.cfm)

Have suggestions?

Email me: [erahelp@research.ucla.edu](mailto:erahelp@research.ucla.edu)



# Questions