

Princeton
.....
Research
.....

➤ **Coffee with ORPA:**
Princeton ERA Update



April 23, 2020

Presenters:


Kyle Burkhardt
Theresa Hvisdock
Paula Looney

Eszter Rudy
Francine Taylor
Maureen Thompson-Siegel

Agenda

- › Timeline
- › Process Mapping
- › Lecture + Demo
- › Poll

Timeline

Princeton ERA Project Timeline <small>(as of April 17, 2020)</small>																		
Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20		
Onboarding & ERA Infrastructure Setup				ERA Solution Configuration & Customization (Completed April 8, 2020)					Quality Assurance Testing		Preparing for Training & Go Live		 Go Live! End User Training Stabilization & Post Go Live Support					
				Princeton ERA Business Process Mapping			Reports Development & Testing		Integration & Data Conversion									

Process Mapping for Princeton ERA

- What is Process Mapping?
- Process Mapping uses flowcharts to illustrate the flow of a process, proceeding from the most macro level to the level of detail required to identify opportunities for improvement.
- Process mapping can:
 - show unexpected complexity, problem areas, redundancy, bottlenecks- all of these are “Pain Points”
 - demonstrates where simplification and standardization is possible
 - identify areas where data points/metrics can be collected and reported on
 - can be used in conjunction with training materials

Evolution of New Business Processes

Process Map Coeus Current State

Review Focus Group Pain Points and Desired Process Improvements

Learn Huron System During Onboarding

Identify and Develop Limited Customizations

Develop new Business Processes for Princeton ERA System

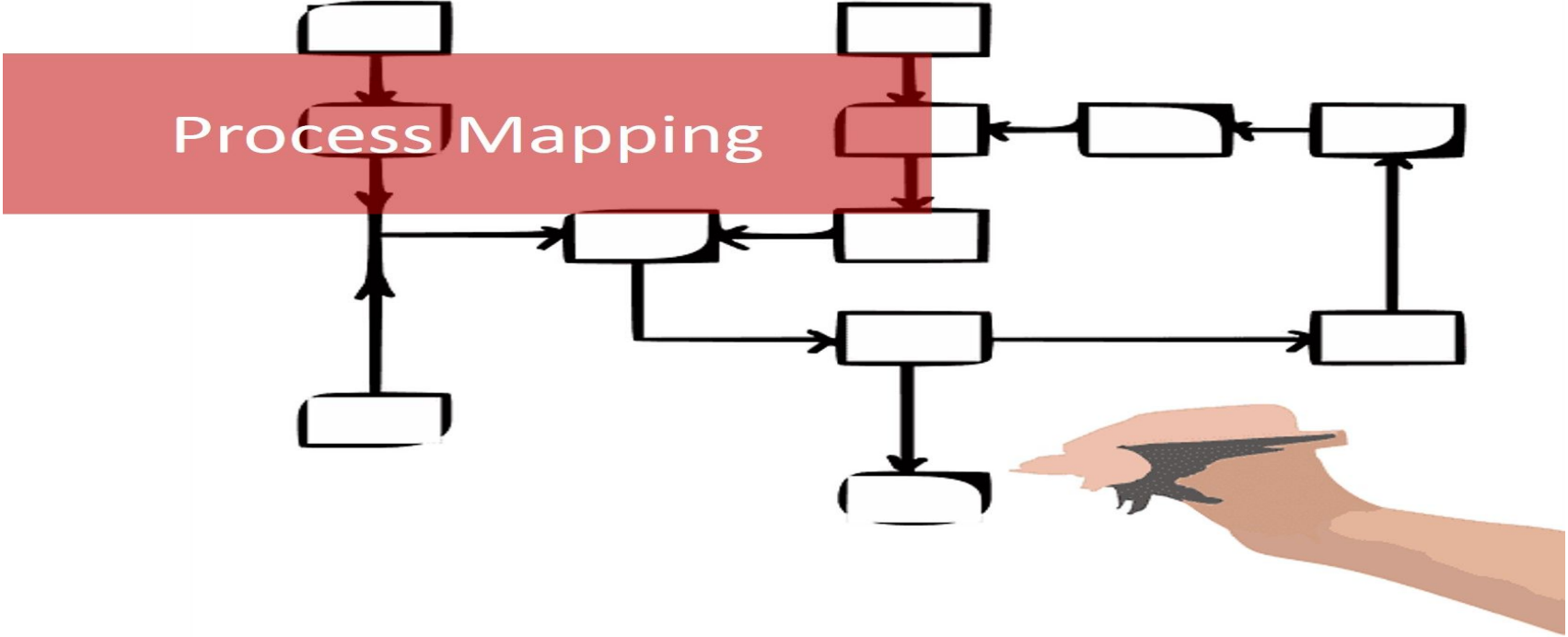
Pain Points no longer...

- Double entry for Grants.gov proposal submissions
 - s2s capability
- Congruency review (IACUC/IBC) was duplicative
 - Completed via ancillary review from ORPA to RIA- copying and resubmitting proposal not necessary
- PI Certification (Assurance) –2 pages and paper only
 - Electronic – 1 page, can be done at any time in proposal process. Paper option still available if needed
- Notifications – internal rejections, other departmental approvals
 - Simplified via clarification requested, ancillary reviews and reporting
- Conflict of interest and training disclosures
 - A feed from RIA displays status once names are entered in general information

Create Basic Proposal

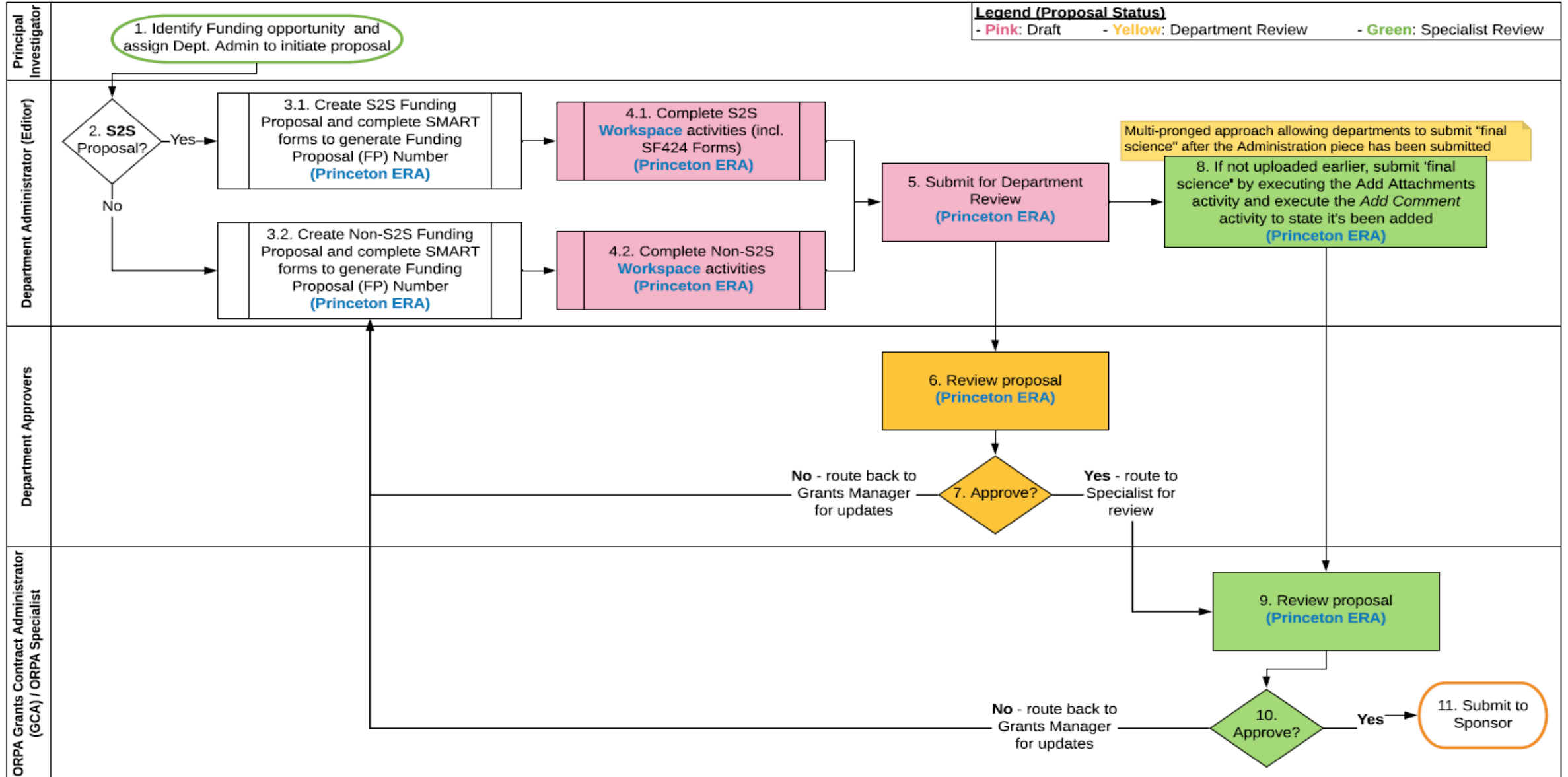
- › Create Funding Proposal (non-s2s or s2s)
 - › Complete Workspace activities
 - › Enter budget
 - › For S2S “Create-Update SF424” activity
 - › Confirm COI Disclosure
 - › Obtain PI Assurances

Final Steps---with PATCO's help



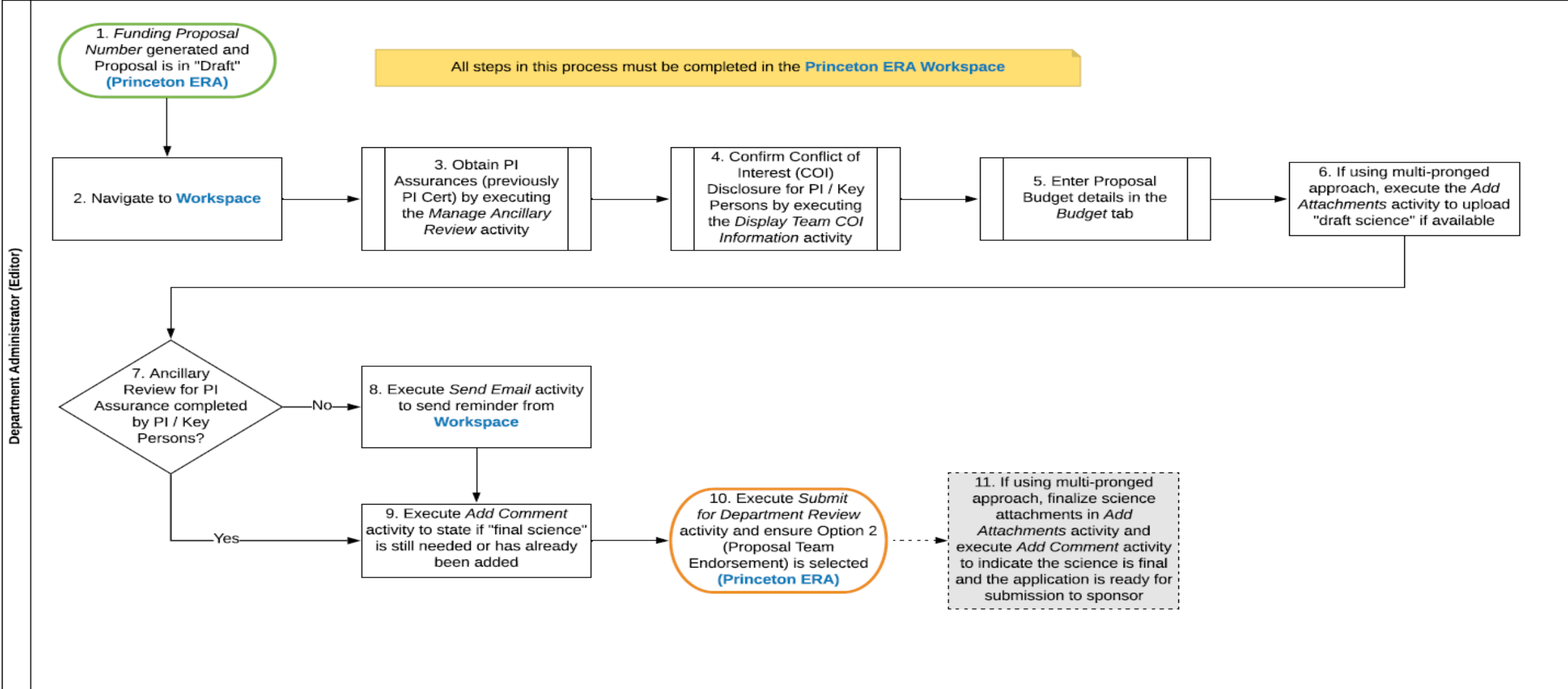
PRINCETON ERA: CREATE BASIC PROPOSAL (NON-S2S & S2S)
OFFICE OF RESEARCH & PROJECT ADMINISTRATION (ORPA)

Process Improvement Consultant: Rohini Raychaudhuri
 Process Owner: ORPA Specialists

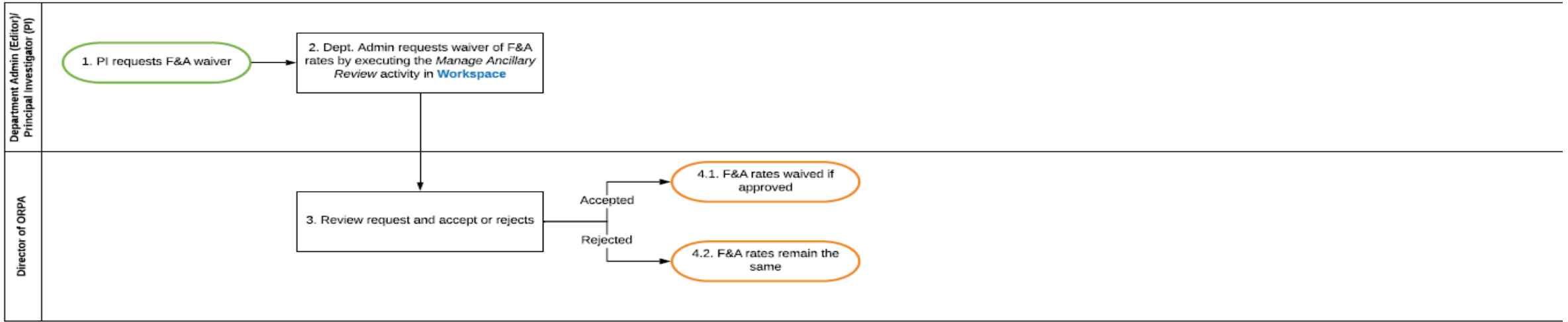


**PRINCETON ERA:
COMPLETE NON-S2S WORKSPACE ACTIVITIES (LEVEL 2)
OFFICE OF RESEARCH & PROJECT ADMINISTRATION (ORPA)**

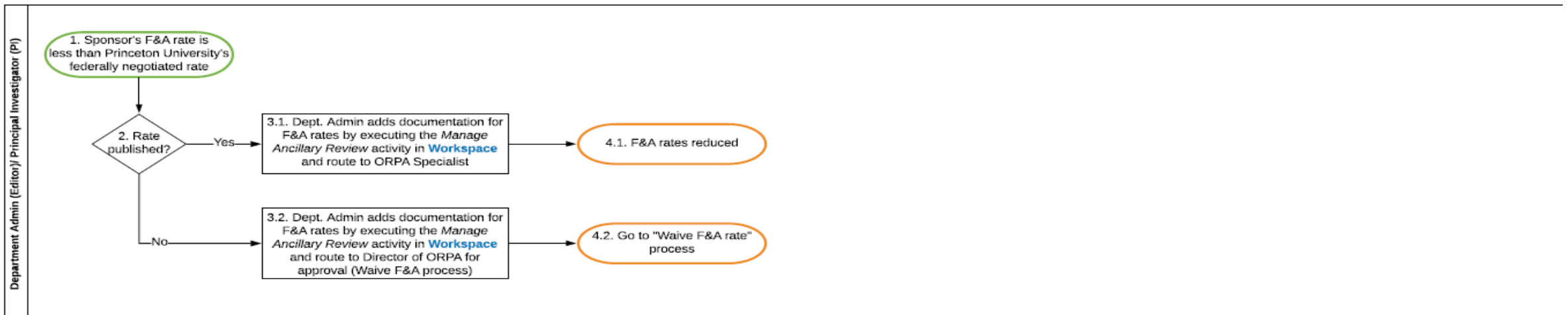
Process Improvement Consultant: Rohini Raychaudhuri
Process Owner: ORPA Specialists

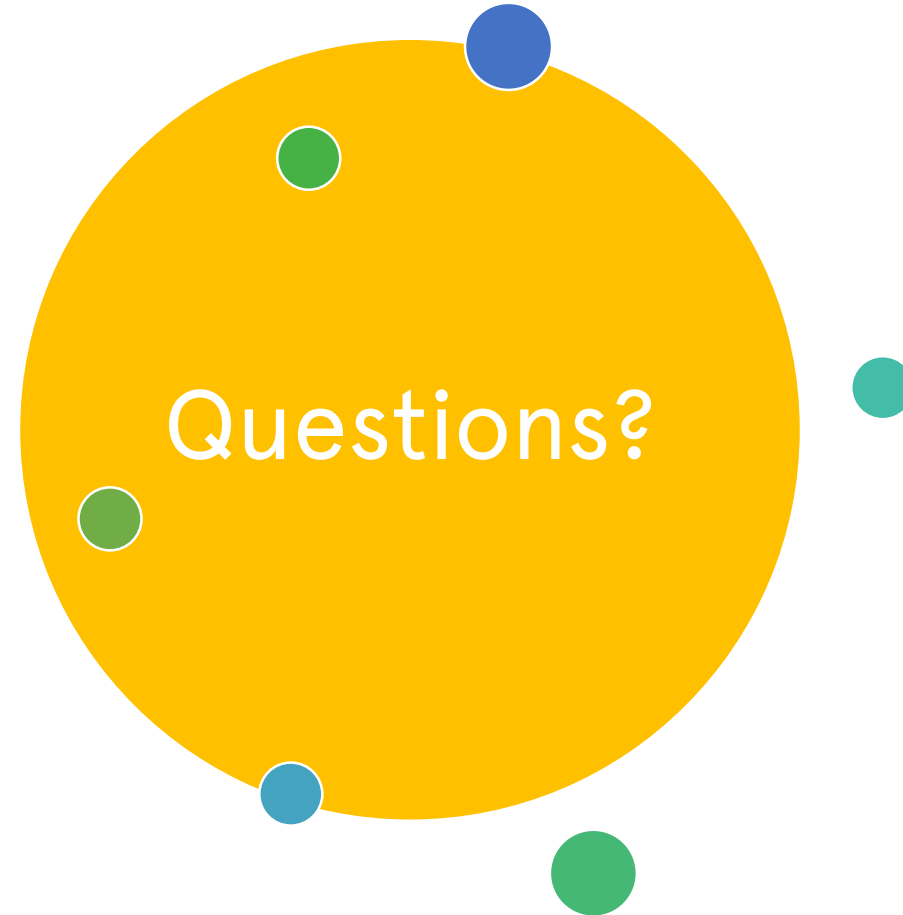


Waive F&A Rate



Reduce F&A Rate





Demo Preface

- Huron is the best grants product on the market...
- ...but it's not perfect.
- We bought a SaaS solution...
- ...so we can only make limited customizations.
- We have customized the product...
- ...but we can't customize more.

Software

- Princeton bought the Grants + Agreements modules of the Huron Research Suite
- Our customized version of Huron Grants + Agreements is “Princeton ERA”
- We will initially use Princeton ERA for:
 - Proposals
 - Agreements
 - RCR

Proposals

- › Development of proposals
- › Tracking proposal submissions
- › S2S capability

- › Note: the Awards module is not being implemented at this time.

Agreements

- Tracking subaward initiation + negotiation
- Tracking contracts + other negotiated agreements, including non-funded data agreements
- Transparency + tracking for depts to see agreement status + negotiation

Research Profile

- Tracking Responsible Conduct in Research (RCR)
- Who has taken RCR training
- Who needs to take RCR training
 - Post-docs, graduate students, undergrads, special students, or VSRCs charged in Time Collection or Labor Accounting to a project with the RCR requirement
- RCR info available via reporting

Terminology + Concepts + Differences

- It's like learning a foreign language
- Princeton has used Coeus for 20 years
- Differences in terminology, concepts + procedures

Initial Differences

Coeus

- 2 versions
- Premium version requires Java
- Not intuitive
- Gray screens

Princeton ERA

- One version
- Web-based (no Java)
- More intuitive
- More modern UI

Coeus

Proposal
Development

00023456

Institute
Proposal

00034567

Princeton ERA Proposal

Funding
Proposal

FP00000348

Budget

BUD00000472

SF424

SF-42400000068

Updates at Award Stage

Coeus

- Copy the PD—new PD #
- Make budget + protocol updates in the copy
- Obtain congruency reviews outside of Coeus + upload to the copy
- Multiple PDs linked to 1 IP

Princeton ERA

- Update the existing FP for budget + protocols
- Electronically send FP to RIA for congruency review

Terminology

Current State

ORPA
Rep

ORPA
GCA

Princeton ERA

Specialist

Coeus Statuses

Proposal Development

- In Progress
- Approval in Progress
- Rejected
- Recalled
- Submitted

Institute Proposal

- Pending
- Funded
- Declined

Princeton ERA States



Department User Roles

Coeus

- Aggregators
- Viewers
- Approvers

Princeton ERA

- Editors
- Readers
- Reviewers
- Admin Contact
 - Main dept person responsible for this proposal + person who receives proposal email

Princeton ERA Email Recipients

Submitting Department Reviewers

- Proposal Submitted

Admin Contact

- Department Requests Changes
- Specialist Requests Changes
- Final SPO Review Completed
- JIT Changes Requested

Editors + Admin Contact

- Award Letter Received

Princeton ERA Department Approval

Coeus

- Submitting dept receives approval mail + needs to approve.
- Submitting dept is a center: The PI's home dept also receives approval email + needs to approve.
- 3 PIs on a proposal + each PI is in a different dept: The submitting dept + and home units of each PI receives the approval mail + needs to approve.
- Submitting or PI home dept is an engineering dept: SEAS also needs to approve

Princeton ERA

- Only the submitting dept receives approval email + needs to approve
- Need to know when your PI is submitting in another dept? A report will be available.

Coeus Attachments



Narrative

Recommendation from the “Task Force on Administrative Workload in Research”

- Submitting the administrative components (attachments) ahead of the scientific components
- “Locking down” the administrative components while still working on the scientific components
- “Multi-prong” approach in Princeton ERA
- Handled in different ways for non -S2S vs S2S
- Princeton ERA has several places to upload attachments

Multi-prong non-S2S

Locked Down During
Proposal Approval

- FP General Submission Attachments
- Budget Attachments
- Subaward Attachments

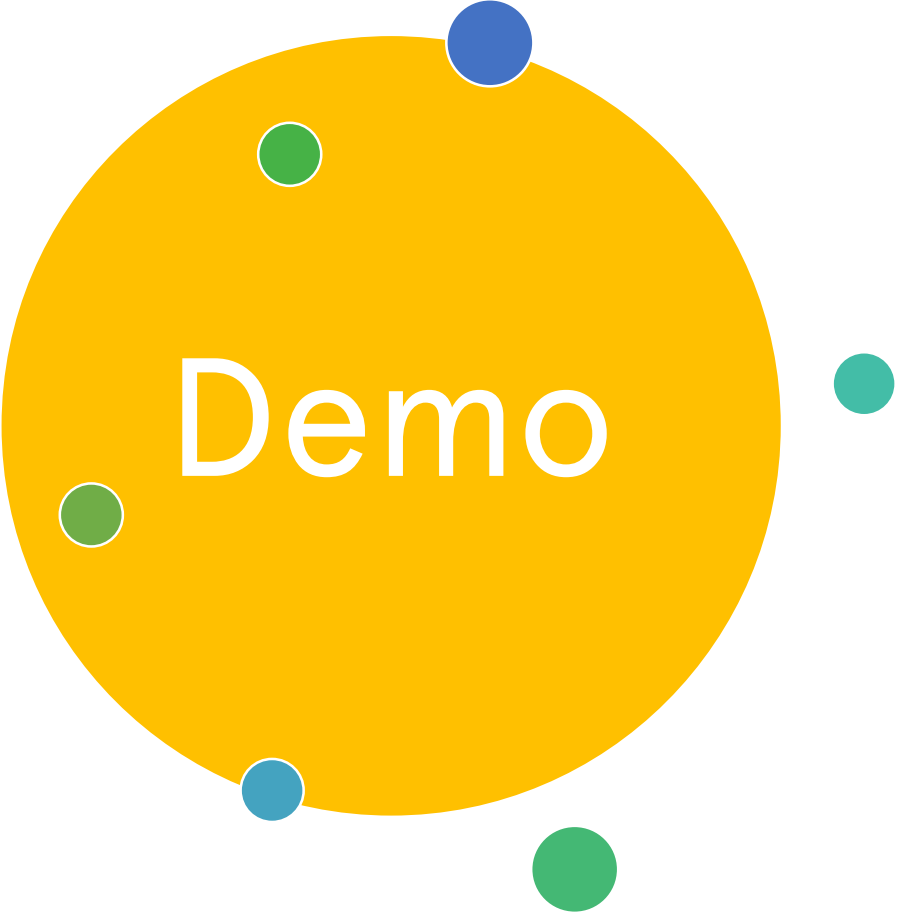
Can add/revise/delete
attachments at any time

- “Add Attachments” activity
- “Add Comment” activity to state when science is complete

Customization to view all attachments on one tab

Multi-prong S2S

- Almost all attachments submitted to the sponsor are in the “SF424”
- Upload all administrative components and submit for approval
- Upload all scientific components when they are ready
- Use the “Add Comments” activity to inform your Specialist when the scientific components are complete



What is Ancillary Review (AR)?

- Electronically sending a review request to another person
- Manual
- Use AR for:
 - Cost sharing commitment approval
 - Requesting PIs, co-PIs, and key people to sign their assurances
 - Congruency review at the award stage

PI Assurance

- “PI Certification” is renamed “PI Assurance” and handled electronically
- Paper method is still available

How does the paper based PI assurance method work?



How does the PI electronically sign their assurance?

