

# Proposals Report Quick Guide

Last Updated 11/18/2020.

Need help? Email [erasupport@princeton.edu](mailto:erasupport@princeton.edu)



The Proposals Report contains the demographic information for each proposal that has been submitted to the sponsor in the Princeton ERA system. The Proposals Report contains Sponsor (direct and prime), PI, submitting department, proposed amount, start and end dates, affiliated personnel, and other relevant proposal information.

## When should the report be used?

- The Proposals Report is designed to be generated by department users on an as needed basis to get an overview of proposals submitted to the sponsor in Princeton ERA by their department or by other departments for PI's in their home department. It provides summary information for each proposal so the user can gain a quick high-level understanding each proposal.

## Key things to note about the report

- Report information is limited to proposals in Princeton ERA only. Proposals from Coeus will not appear on this report.
- Report information is limited to pre-award information. Any changes after the proposal was awarded in PeopleSoft will not be reflected on this report.
- Report information is as of the end of the previous business day.
- Can be run by Submit Date, Proposal Type, Funding Proposal Amount Over, Proposal Status, Sponsor Type, Prime Sponsor Type, Funding Bucket Type, Sponsor (Direct or Prime), Funding Bucket, PI, PI Home Department, or Submitting Department
- Proposals will repeat if there is more than one Affiliated Personnel (more than one person entered on the Personnel SmartForm question 3a) on the proposal.

## Report overview



### Proposals Report

Proposal Number	Status	Submitting Department ID	Submitting Department Name	Direct Sponsor Code	Direct Sponsor Name	Direct Sponsor Type	Prime Sponsor Code	Prime Sponsor Name	Prime Sponsor Type	Funding Bucket Code	Funding Bucket Name	Funding Bucket Type	Total Proposed Amount	Principal Investigator	Principal Investigator EMPLID	PI Home Department ID	PI Home Department Name
	Pending Sponsor Review			000500	NSF - National Science Foundation	Federal				000500	NSF - National Science Foundation	Federal	400,000				
	Pending Sponsor Review			000500	NSF - National Science Foundation	Federal				000500	NSF - National Science Foundation	Federal	400,000				
	Pending Sponsor Review			000500	NSF - National Science Foundation	Federal				000500	NSF - National Science Foundation	Federal	346,380				
	Pending Sponsor Review			000500	NSF - National Science Foundation	Federal				000500	NSF - National Science Foundation	Federal	346,380				

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Affiliated Person	Affiliated Person Role	Title	Activity Type	Proposal Type	Start Date	End Date	Submit Date	Last State Transition Date	Award Number	ORPA Specialist	Department Admin Contact
	Other Professional	ERASE-PFAS: Microbial electrochemical defluorination of PFAS using bioaugmented Acidimicrobium sp. Strain A6	Organized Research	New	6/1/21	5/31/24	10/16/20	10/16/20		Brittingham, Davina N.	
	Co-PD/PI	ERASE-PFAS: Microbial electrochemical defluorination of PFAS using bioaugmented Acidimicrobium sp. Strain A6	Organized Research	New	6/1/21	5/31/24	10/16/20	10/16/20		Brittingham, Davina N.	
	Faculty	REU Site: Princeton Neuroscience Institute Summer Internship Program	Instruction/Curriculum	New	3/1/21	2/29/24	8/31/20	8/31/20		Looney, Paula M.	
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## Report field definitions

- **Proposal Number:** Unique identifier that is assigned by Princeton ERA system to each proposal created. Starts with “FP”.
- **Status:** The state that the proposal is currently in, in the workflow.
  - **Pending Sponsor Review:** Proposal has been approved by the ORPA GCA and submitted to the sponsor by either ORPA or the department as appropriate
  - **Awarded:** Proposal has been set up and awarded in PS Financials.
  - **Not Funded:** The sponsor declined to fund the proposal.
  - **Withdrawn from Sponsor:** The proposal was submitted to the sponsor and the PI decided to withdraw it.
- **Submitting Department ID:** Peoplesoft department ID for the department that submitted the proposal.
- **Submitting Department Name:** Department name for the department that submitted the proposal.
- **Direct Sponsor Code:** Peoplesoft sponsor ID for the sponsor that will directly be providing the funding to Princeton University.
- **Direct Sponsor Name:** Sponsor name for the sponsor that will directly be providing the funding to Princeton University.
- **Direct Sponsor Type:** Sponsor classification for the sponsor that will directly be providing the funding to Princeton University.
- **Prime Sponsor Code:** Peoplesoft sponsor ID for the sponsor that will be providing the funding to the Direct Sponsor.
- **Prime Sponsor Name:** Sponsor name for the sponsor that will be providing the funding to the Direct Sponsor.
- **Prime Sponsor Type:** Sponsor classification for the sponsor that will be providing the funding to the Direct Sponsor.
- **Funding Bucket Code:** Peoplesoft sponsor ID of the Prime Sponsor if one exists, or the Direct Sponsor if there is no Prime Sponsor.
- **Funding Bucket Name:** Sponsor name of the Prime Sponsor if one exists, or the Direct Sponsor if there is no Prime Sponsor.
- **Funding Bucket Type:** Sponsor classification of the Prime Sponsor if one exists, or the Direct Sponsor if there is no Prime Sponsor.
- **Total Proposed Amount:** Total amount requested for the entire proposal.
- **Principal Investigator:** The PI who is responsible for the research that will be conducted on this proposal if awarded. For fellowships, this is the faculty member (mentor), not the mentee.
- **PI EMPLID:** The EMPLID of the PI.
- **PI Home Department ID:** Peoplesoft department ID for the PI’s primary home department.
- **PI Home Department Name:** Department name for the PI’s primary home department
- **Affiliated Person:** Personnel that has been identified in section 3a of the Proposal Personnel SmartForm in Princeton ERA.
- **Affiliated Person Role:** The role of the personnel that has been identified in section 3a of the Proposal Personnel SmartForm in Princeton ERA.
- **Title:** The Long Description of the proposal.
- **Activity Type:** The primary purpose for the Proposal (Organized Research, Conference/Workshop, Equipment, etc.).
- **Proposal Type:** This will be either New, Renewal, Revision, Resubmission, or Pre-Proposal/White Paper/Letter of Intent
- **Start Date:** Anticipated proposal start date.
- **End Date:** Anticipated proposal end date.
- **Submit Date:** The date that the proposal was submitted to the sponsor (i.e. the date the proposal state transitioned to the Pending Sponsor Review state).
- **Last State Transition Date:** The last date the Proposal’s workflow status changed (e.g. from Draft to Department Review, from Department Review to Specialist Review, etc.)
- **Award Number:** The PeopleSoft Award ID if the proposal has been awarded by the sponsor and set up in PeopleSoft Financials.
- **ORPA Specialist:** The ORPA staff member currently assigned to the proposal. At the proposal stage, this person is the ORPA GCA. At the award stage, this person is the ORPA Award Specialist.
- **Department Admin Contact:** The administrative contact specified in the Proposal Personnel SmartForm question 4a. This is the department person responsible for submission of the proposal.