Agenda

➤ Timeline
➤ Process Mapping
➤ Lecture + Demo
➤ Poll
# Timeline

## Princeton ERA Project Timeline (as of April 17, 2020)

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<tbody>
<tr>
<td>Onboarding &amp; ERA Infrastructure Setup</td>
<td>ERA Solution Configuration &amp; Customization (Completed April 8, 2020)</td>
<td>Quality Assurance Testing</td>
<td>Preparing for Training &amp; Go Live</td>
<td>End User Training</td>
<td>Stabilization &amp; Post Go Live Support</td>
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<td>Princeton ERA Business Process Mapping</td>
<td>Reports Development &amp; Testing</td>
<td>Integration &amp; Data Conversion</td>
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Office of Research and Project Administration
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

1. Process Map Coeus Current State
2. Review Focus Group Pain Points and Desired Process Improvements
3. Learn Huron System During Onboarding
4. Identify and Develop Limited Customizations
5. 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
1. Funding Proposal Number generated and Proposal is in "Draft" (Princeton ERA)

2. Navigate to Workspace

3. Obtain PI Assurances (previously PI Cert) by executing the Manage Ancillary Review activity

4. Confirm Conflict of Interest (COI) Disclosure for PI / Key Persons by executing the Display Team COI Information activity

5. Enter Proposal Budget details in the Budget tab

6. If using multi-pronged approach, execute the Add Attachments activity to upload "draft science" if available

7. Ancillary Review for PI Assurance completed by PI / Key Persons?

8. Execute Send Email activity to send reminder from Workspace

9. Execute Add Comment activity to state if "final science" is still needed or has already been added

10. Execute Submit for Department Review activity and ensure Option 2 (Proposal Team Endorsement) is selected (Princeton ERA)

11. If using multi-pronged approach, finalize science attachments in Add Attachments activity and execute Add Comment activity to indicate the science is final and the application is ready for submission to sponsor

All steps in this process must be completed in the Princeton ERA Workspace.

Office of Research and Project Administration

Process Improvement Consultant: Rohini Raychaudhuri
Process Owner: ORPA Specialists
Waive F&A Rate

1. PI requests F&A waiver

2. Dept. Admin requests waiver of F&A rates by executing the Manage Ancillary Review activity in Workspace

3. Review request and accept or rejects

4.1. F&A rates waived if approved

4.2. F&A rates remain the same

Reduce F&A Rate

1. Sponsor’s F&A rate is less than Princeton University’s federally negotiated rate

2. Rate published

3.1. Dept. Admin adds documentation for F&A rates by executing the Manage Ancillary Review activity in Workspace and route to ORPA Specialist

3.2. Dept. Admin adds documentation for F&A rates by executing the Manage Ancillary Review activity in Workspace and route to Director of ORPA for approval (Waive F&A process)

4.1. F&A rates reduced

4.2. Go to “Waive F&A rate” process
Questions?
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

Institute Proposal

00023456

00034567
Princeton ERA Proposal

Funding Proposal: FP00000348
Budget: BUD00000472
SF424:
SF-424000000068
# Updates at Award Stage

<table>
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<tr>
<th>Coeus</th>
<th>Princeton ERA</th>
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<tr>
<td>• Copy the PD—new PD #</td>
<td>• Update the existing FP for budget + protocols</td>
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<td>• Make budget + protocol updates in the copy</td>
<td>• Electronically send FP to RIA for congruency review</td>
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<td>• Obtain congruency reviews outside of Coeus + upload to the copy</td>
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<td>• Multiple PDs linked to 1 IP</td>
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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?

Dept Submits Assurance AR to themselves

Dept has the PI sign the form

Dept uploads the form to the AR via "Submit AR" link

Dept selects "Accept", "Completed" + "The signed Assurance Statement is uploaded..." + clicks OK
How does the PI electronically sign their assurance?
Questions?