National Science Foundation

Electronic Research Administration (ERA) Forum Webinar Series

March 15, 2017



Welcome to the NSF ERA Forum Webinar Series

- ERA Forum Webinar Topic: Proposal Submission Modernization (PSM)
- Focus: Sponsored Projects Office (SPO) and Authorized Organizational Representative (AOR) Access and Activities
- The agenda and presentation are available on the Policy Office website via this link: <u>https://www.nsf.gov/bfa/dias/policy/era_forum.jsp</u>

Agenda

- Introduction
- Forum Webinar Logistics
- Forum Webinar Discussion Topics
 - SPO and AOR Access and Activities
 - Forum Webinar Topic Priority: Proposal Automated Compliance Checking
- Questions and Answers
- Next Steps

ERA Forum

Background and Purpose

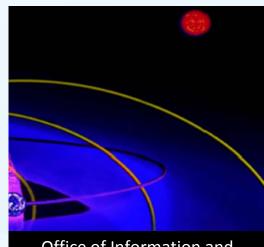
A new approach to regularly engaging the research community, which includes collecting individual opinions and perspectives on ERA activities, gathering topics of interest for future Forum Webinars, and soliciting volunteers for usability studies

- April 2016 Forum Webinar: PSM Initiative
 - Tailoring the Proposal Interface
 - Overview and Demonstration of the Proposal Initiation Wizard
- September 2016 Forum Webinar: PSM Initiative
 - Recap of the Proposal Initiation Workflow
 - Demonstration of Budget, Budget Justification, and new "Personnel" Proposal Sections

Speakers



Office of Budget, Finance, and Award Management (BFA)



Office of Information and Resource Management (OIRM)

Maria Koszalka

Staff Associate, Research.gov, Division of Institution and Award Support Jeremy Leffler

Outreach Specialist, Policy Office, Division of Institution and Award Support Jeff Vieceli

Head, Systems Office, Division of Institution and Award Support William Daus

Project Manager, Division of Information Systems

WebEx Information

- USA/Canada, dial 1 (877) 951-7311 or 1 (203) 607-0666, enter passcode 8458589
- Clearly state and spell your first name, last name and institution name to join in listen-only mode
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How to Engage with the Forum

Forum Participation

- WebEx Live Q&A
- Survey
- Future Forum Topics
- Forum Listserv and Email
- General Information



Live Q&A Through WebEx

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- Click on the Q&A icon on the top-right corner
- In the Q&A window, select "All panelists" to send your questions and comments

Prioritization of Today's ERA Forum Discussion Topics

- Significance of Today's Discussion Topics
- Unreasonable Administrative Burden
- Forum Interest

ERA Forum Discussion Topics

- SPO and AOR Access and Activities
- Forum Webinar Topic Priority: Proposal Automated Compliance Checking

Proposal Submission Modernization Initiative

History and Overview

 Transitioning from FastLane to the new proposal modernization system

PSM Vision

- Modernize the applications supporting the merit review process and the user experience via the development of a new application.
- Reduce the administrative burden to the research community and NSF staff associated with preparation, submission, and management of proposals.
- Increase efficiencies in proposal preparation, submission, and management.
- Improve data quality.
- Capture proposal content in a way that supports data analysis.

PSM Agile Concept Development

Identify Pain Points and Draft Improvements

• Leverage helpdesk data, 2015 PSM survey, etc. to identify improvement opportunities and create initial concepts

Review Concepts with NSF Staff Working Group

- Review initial concepts and discuss at working group sessions
- Refine as needed

Review Wireframes with External Users

- Present and test wireframes with external users to validate and refine
- Usability sessions, FDP, ERA Forum, etc.

Internal Validation and Execution

- Brief working group, elevate/resolve issues and begin development
- Deliver enhancements incrementally

Concept: SPO or AOR Accessing In-Progress Proposal

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FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. More About FastLane...



Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Links

- Instructions for Research Administration
- New Organization Registration
- EDI Proposal Preparation
- Use of NSF ID
- FastLane Proposal Preparation and Submission Guide (7.1MB PDF)
- Grant Proposal Guide

Research Administration

Login for the following permission based function

- Accounts Management
- Letters of Intent
- Proposals/Supplements/File Updates/Withdrawals
- Award Documents
- Forwarded/Submitted Revised Budgets
- Notifications & Requests
- Organizational Reports
- Project Reports Disabled in FastLane. Log in to <u>Research.gov</u>

SPO/AOR users review proposals via Research Administration (RAM)

Log In



Select one:

- Research Administration
- O Submit EDI Proposals



Forgot Password? Lookup NSF ID



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 Proposals / Supplements / File Updates / Withdrawals | MAIN ▶
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 Documents in Progress
 Withdrawels in Progress
 Submitted Documents

 Search for Proposal Documents in Progress by Temporary Proposal ID and/or Pl Last Name: (Enter 7 digts)
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 Search

All Documents

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

Link to access proposal in PSM

64 Document	s found, dis	playing 1 to 10				[Prev] 1	, 2, 3	4, 5, 6,	7 [Next
<u>Temp 10</u>	Deadline Date	Type	Access Level	PLName	Proposal Title	Check	Edit	Submit	Return to Pl
1234567	2/15/2017	Proposal	View/Edit/Submit	Demo, Terry	Collaborative Research: Supporting Faculty in Quantitative Undergraduate Biology Education and Synthesis				
1224612	3/01/2017	Proposal	View/Edit/-	Demo, Terry	CAREER: Investigating the evolution of gene regulation at Drosophila Hox genes	Check	Edit		Return to Pl
1246258	3/15/2017	Proposal	View/Edit/-	Demo, Terry	RCN-UBE - GCAT-SEEK: The Genome Consortium for Active Undergraduate Research and Teaching Using Next-Generation Sequencing	Check	Edit		Return to Pl
<u>1316689</u>	3/15/2017	Proposal	View/Edit/Submit	Demo, Terry	Energy, Power, Control, and Networks (EPCN)	Check	Edit	Submit	Return to Pl
1324527	6/10/2017	Proposal	View/Edit/Submit	Alphaman, Alan	Electronics, Photonics and Magnetic Devices (EPMD)	Check	Edit	Submit	Return to Pl
1324612		Supplement	View/Edit/Submit	Alphaman, Alan	Energy, Power, Control, and Networks (EPCN)	Check	Edit	Submit	Return to Pl
1346258		Supplement	View/Edit/Submit	Alphaman, Alan	Management and Operation of the National Geophysical Observatory for Geoscience (NGEO)	Check	Edit	Submit	Return to PI
<u>1416689</u>		Supplement	View/Edit/Submit	Alphaman, Alan	CAREER: Investigating the evolution of gene regulation at Drosophila Hox genes	Check	Edit	Submit	Return to Pl
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Privacy and Security

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My Desktop Prepare & Sebmit Proposals Awa	ards & Reporting Manage Financials Administrati	on

Collaborative Research: Supporting Faculty in Quantitative Undergraduate Biology Education and Synthesis Proposal Title:

Funding Opportunity: NSF 16-505 C - Faculty Early Career Development Program

Where to Apply: Biological Sciences (BIO) - Environmetal Biology (DEB), Thermal Transport Processes Proposal Type: Research Advanced by Interdisciplinary Research and Engineering (RAISE)

Full Proposal Submission Type:

oposal Actions	Proposal Sections	Last Updated	Compliance Status
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Print Proposal	Project Summary	10/13/2016	No issues found
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presentative (AOR) ther user(s) have access	Postdoctoral Mentoring Plan (conditionally required ())	10/13/2016	No issues found
larage Personnel	Senior Personnel Documents	10/13/2016	No issues found
	Facilities, Equipment, and Other Resources	10/13/2016	No issues found
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kd proposal k(s): 2222333	Management Plan	10/13/2016	No issues found
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	Letters of Collaboration		Not checked
	RUIImpact Statement		Not checked
	Suggested Reviewer List ()	10/13/2016	No issues found

Research.gov

Feedback >

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Part & Avard & Administration Guide (AAG)

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Access to proposal sections and associated functions based on permissions

Concept: AOR Submitting In-Progress Proposal

My Desktop	Prepare & Submit Proposal	s Awards & Reporting	Manage Finan	cials Administration
hopos el + 1234567 > Submit	Proposal			
Submit Prop	osal			
1. Review	Proposal Information	2. Proposal Certifications		3. Sign & Submit
Review Proposa	al Information			View full pr
Proposal Informatio				
Title of Proposed Proje Supporting Faculty in Qua	ct ntitative Undergraduate Biology Educ:	ation and Synthesis	Proposal Identification N 1234567	lumber
Funding Opportunity: NSF 16-505 - Faculty Ear	ly Career Development Program		Due Date 12/15/2016	
For consideration by NS Biological Sciences (BIO)	SF Organization Unit(s) - Environmetal Biology (DEB), Therm	al Transport Processes	Other Federal Agencies none	to which this proposal will be submitte
Submission Type Requested Amount Full Proposal \$43,878		Proposed Duration 36 months	Starting Date 04/01/2016	Employer Identification Number 04/01/2016
Awardee Organizati	on Information			
Name of Organization to National Science Foundat	o which award should be made ion		Awardee Organization A NSF 4201 Wilson Boulevard	ddress
Awardee Organization 0 4102853000	Code		Arlington, VA 22230-1000	
Senior Personnel In	formation			
Principal Investigator (F Physics Department	4) / PD Department		Principal Investigator (P Brown University 8201 Salem Boulevard Providence, RI 12330-100	
Personnel Name	Role	Highest Degree Year	Phone	Email
Jane Smith	Principal Investigator	PhD	401-123-1234	jsmith@brown.edu
Terry Demo	Co - Principal Investigator	PhD	401-234-2345	tdemo@brown.edu

Step 1: AOR reviews key proposal information

Previous

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1. Review	Proposal Information 🗸	2. Proposal Certifications		3. Sign & Submit
Proposal Certi	fications			
 Required field 				
applicable), drug-free responsible conduct o Proposal & Award Po	d is made as a result of this application. workplace, debarment and suspension of research, organizational support, Fed olicies & Procedures Guide, Part I: the G s or in reports required under an ensuin	n, lobbying activities (see below), nor leral tax obligations, unpaid Federal Grant Proposal Guide (GPG). Willful	ndiscrimination, flood hazard tax liability, and criminal cor provision of false information	d insurance (when application of the second se
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Step 2: AOR certifies proposal

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Proposal - 1234567 > Submit Proposal Submit Proposal Information ✓ 2. Proposal Certifications ✓ 3. Sign & Submit Sign & Submit . Sign & Submit Organization Information ✓ 2. Proposal Certifications ✓ DUNS Sumber DUNS Qualifier 074811803 4567 Authorized Organizational Representative (AOR) Information The following information will be added to the proposal once signed and submitted: AOR Name: Jane Smith Prone: 202-123-4567 Fax: 202-123-4567 Fax: 202-123-4567 Fax: 202-123-4567 Primary Email: Simith@ernai.com	My Desktop	Prepare & Submit Proposals	Awards & Reporting	Manage Financials	Administration
1. Review Proposal Information ✓ 2. Proposal Certifications ✓ 3. Sign & Submit Sign & Submit Organization Information DUNS Number DUNS Qualifier 074811803 4567 Authorized Organizational Representative (AOR) Information The following information will be added to the proposal once signed and submitted: AOR Name: Jane Smith Phone: 202-123-4567 Fax: 202-123-4568 Fax: 202-123-4568	Proposal - 1234567 > Subm	it Proposal			
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Step 3: AOR signs and submits proposal

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Proposal Actions	View / Print Proposal Sections	(PDF format)	Last Updated	Compliance Status
Print Entire Propos al	Cover Sheet		10/13/2016	No issues found
	Project Summary		10/13/2016	No issues found
Collaborative Status Lead proposal Link(s): 2222333	Project Description		10/13/2016	No issues found
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	Data Management Plan		10/13/2016	No issues found
	Postdoctoral Mentoring Plan		10/13/2016	No issues found
	Senior Personnel Document Biographical Sketches Collaborators & Other Affil Current & Pending Suppor	ations	10/13/2016	No issues found
	Facilities, Equipment, and O	ther Resources	10/13/2016	No issues found
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	Management Plan		10/13/2016	No issues found
	Budgets		10/13/2016	No issues found
	Budget Justification		10/13/2016	No issues found
	Suggested Reviewer List		10/13/2016	No issues found

Confirmation of successful proposal **Concept:** View Only Access to Proposal

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	Budgets		10/13/2016	No issues found
	Budget Justification		10/13/2016	No issues found

Suggested Reviewer List

No issues found

10/13/2016

SPO or AOR would have read access to proposal sections

Concept: Post Submission Actions

My Desktop Prepare & Submit Proposals Home> Proposal & Management> Submitted Documents & Associated Actions Quick filters to narrow down	Submit Date Range Action type Ac	Administration
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Show 10 v	Showing 1 to 10 of 48 🛛 🕊	C PREV 2345 NEXT > 3

Return to Proposal Management Visual status indicators for actions Proposal Auto-Compliance Checking

History and Overview

- Reduce administrative burden levels and ensure proposal compliance with requirements outlined in the Proposal & Award Policies and Procedures Guide (PAPPG)
- ERA Forum Priority Topic

Automated Proposal Compliance Checking

- NSF continues to invest in expanding auto-compliance checking capabilities to reduce administrative burden levels on both NSF programs and the research community.
- Core PAPPG proposal section, page count, budget, and deadline requirements are checked during proposal preparation and submission activities in FastLane.
- The recent release of auto-compliance checks in January 2017 supported additional standard proposal type requirements and included checks for new types of proposals such as RAISE and GOALI.
- Plans in FY 2017 include integrating current and upcoming auto-compliance checks with Proposal Submission Modernization efforts (PSM) and systems.

Automated Proposal Compliance Checking

- Compliance checks are run when the "Check Proposal", "Forward to SPO", and "Submit" buttons are selected.
- A Warning or an Error may be triggered depending on the type of proposal.
- Auto-compliance checks also apply when a PFU is performed on a proposal.
- A complete listing of current FastLane checks is available at: <u>https://www.nsf.gov/bfa/dias/policy/autocheck/compliancechecks_jan17.pdf</u>

Automated Proposal Compliance Checking

LEGEND

👽 = The system runs a compliance check and an Error or Warning message will be displayed (as noted in the "Error/ Warning" column) if the proposal fails the compliance check.

None = The system does not run a compliance check.



N/A = The system does not run a compliance check because the proposal rule doesn't apply for this type of proposal

	FUNDING OPPORTUNITY	PPORTUNITY ERROR /									TYPE OF PROPOSAL			
COMPLIANCE CHECK	TYPE	WARNING	Research	RAPID	EAGER	RAISE	GOALI	Ideas Lab	FASED	Conference	Equipment	Travel	Center/Research Infrastructure	Fellowship
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5. Primary Budget is required.	PAPPG Program Description Program Announcement	Error	~	*	~	*	~	*	*	~	~	*	None	None
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6. Budget Justification for the Primary	PAPPG Program Description Program Announcement	Error	~	*	~	~	~	~	>	~	~	~	None	None
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	Program Solicitation	Warning	None	None	None	None	None	None	None	None	None	None	~	~
7. Budget Justification for each Subrecipient	PAPPG Program Description Program Announcement	Error	*	*	*	~	~	*	*	~	~	*	None	None
Organization is required.	Program Solicitation	Error	×	×	~	~	~	 	~	~	 	~	None	None
	Program Solicitation	Warning	None	None	None	None	None	None	None	None	None	None	~	~
8. Current and Pending Support is required for each Senior Personnel/PI/Co-PI.	PAPPG Program Description Program Announcement	Error	*	*	*	~	~	*	*	~	~	*	None	None
	Program Solicitation	Error	~	~	~	~	~	~	~	~	~	~	~	~
9. Facilities, Equipment, Other Resources is	PAPPG Program Description Program Announcement	Error	*	*	~	~	~	~	~	N/A	~	N/A	None	None
required.		Error	~	~	~	~	~	~	~	N/A	~	N/A	None	None
	Program Solicitation	Warning	None	None	None	None	None	None	None	N/A	None	N/A	~	~

https://www.nsf.gov/bfa/dias/policy/autocheck/compliancechecks_jan17.pdf

2017 Notional Timeline (Subject to Change)

Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sept 17	Oct 17
SPO and AOR Webinar							
	Ongoing A	ctivities: Usab	ility Studies, I	nterviews, Fo	cus Groups	Fall	Webinar



Next Steps and ERA Forum Resources

Survey	https://www.surveymonkey.com/r/NSF_ERA_FORUM
ERA Forum Email	Send an email to <u>nsferaforum@nsf.gov</u>
Subscribe to ERA Forum Listserv	Send an email to <u>nsf-era-forum-subscribe-request@listserv.nsf.gov</u>
NSF ERA Forum Website	https://www.nsf.gov/bfa/dias/policy/era_forum.jsp