AURA Grants Principal Investigator (PI) Checklist

**Log into AURA system**
- Go to → [http://aura.uchicago.edu](http://aura.uchicago.edu)
- Click Proposal Modules Login button
- Enter your CNet ID and Password

**Update Contact Profile**
- Click Your Name to see your Contact Profile
- Update/Add information
- Click Apply to save your changes
- Click My Home to return to your personal workspace (where you started)

**PI Declarations**
- Click the title of the funding proposal
- Click the FP Specific PI Declarations - UChicago button (in the green activity bar to the left)
  - Answer the questions, click OK

**NIH Assurance (if applicable)**
- Click the title of the funding proposal

- Click the NIH Assurance button (in the green activity bar to the left)
  - Tic the box, click OK

**Final Ready to Submit Activity**
- Click the title of the funding proposal
- Review the application
- Click the Final Ready To Submit button
  - Tic the box, click OK

**JIT Concurrence**
- Click View Funding Proposal
  - Review JIT materials
- Click PI Concurrence on the FP Workspace

**Concurrence/Change Request PI Concurrence**
- Click the title of the Concurrence Request
- Review documents sent for Institutional endorsement
- Click PI Concurrence on the CR Workspace
  - Tic the box, click OK
Log into AURA

- Log into AURA system
  - Go to [http://aura.uchicago.edu](http://aura.uchicago.edu)
  - Click Proposal Modules Login button
  - Enter your cNet ID and Password
Personal Workspace

1. Make sure your role is PI by clicking Principal Investigator.
2. Click My Inbox to find the Funding Proposal that requires your action.
3. Click My Funding Proposals to see ALL of your FPs, regardless of their state.
4. Click the Title of the FP to view it.
Contact Profile

- **Update Contact Profile**
  - Click *Your Name* to see your Contact Profile

1.
Contact Profile

- Update Contact Profile
  - Update Name (First, Middle, Last), Honorific and Suffix, Agency Credentials, Degree Year, Degree Type, Email, Address (Third line is County-type “Cook”)

2. Add and Edit your information.

Click My Home when you are ready to return to your personal workspace.

Pay special attention to certain fields.
**Contact Profile**

- **Update Contact Profile**
  - Click **Apply** to save your changes
  - Click **My Home** to return to your personal workspace (where you started)

### 3.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Title</td>
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</tr>
<tr>
<td>Researcher</td>
<td></td>
</tr>
<tr>
<td>Agency Credentials</td>
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</tr>
<tr>
<td>Employee ID</td>
<td>TEST002</td>
</tr>
<tr>
<td>HR Name</td>
<td>First Eugene</td>
</tr>
<tr>
<td>Last Chang (TRAIN)</td>
<td></td>
</tr>
<tr>
<td>Current and Pending Support</td>
<td>None [Add]</td>
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<tr>
<td>CV</td>
<td>None [Add]</td>
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<tr>
<td>NIH Biography</td>
<td>None [Add]</td>
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<td>Degree Year</td>
<td>1999</td>
</tr>
<tr>
<td>Degree Type</td>
<td>MD</td>
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<tr>
<td>Phone</td>
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</tr>
<tr>
<td>Business</td>
<td>773-436-3880</td>
</tr>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Business Fax</td>
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<tr>
<td>E-mail</td>
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</tr>
<tr>
<td>Preferred E-mail</td>
<td><a href="mailto:chang@test.uchicago.edu">chang@test.uchicago.edu</a></td>
</tr>
<tr>
<td>Email 2</td>
<td></td>
</tr>
<tr>
<td>Email 3</td>
<td></td>
</tr>
<tr>
<td>Business Address</td>
<td>5421 Test St.</td>
</tr>
<tr>
<td>City</td>
<td>Chicago</td>
</tr>
<tr>
<td>State/Province</td>
<td>IL</td>
</tr>
<tr>
<td>Zip/Postal</td>
<td>60637</td>
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<tr>
<td>Country</td>
<td>USA</td>
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<td>Therapeutic Areas</td>
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</table>

The third line in the Address Box is the County Code.

Click **Apply** to save your changes.
FP Declarations and NIH Assurance Activities

- Click the Title of the Funding Proposal

1.
FP Declarations and NIH Assurance Activities

- **FP Declarations and NIH Assurance Activities**
  - Click the FP Specific PI Declarations - UChicago button (in the green activity bar to the left)
    - Answer the questions, click **Okay**
  - Click the NIH Assurance button
    - Tic the box, click **Okay**

2. Complete your 1) FP Declarations and 2) NIH Assurance Activities by clicking each button and answering the questions

Once the activities are successfully completed, you will see them show up in the History Tab
**Final Ready to Submit Activity**

- **To View the PDF in AURA**
  - Click the SF424 forms link
Final Ready to Submit Activity

- To View the PDF in AURA
  - Click [View] to see the PDF
Final Ready to Submit Activity

- **Final Ready to Submit Activity**
  - Click the Final Ready To Submit button
    - Tic the box, click Okay

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### Aaron House PC Training 26

<table>
<thead>
<tr>
<th>Primary PI or Fellow:</th>
<th>Eugene Chang (TRAIN)</th>
<th>Proposed Project Start Date:</th>
<th>10/1/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Creator Owner:</td>
<td>Heidi Cuesta-Cipriano (TRAIN)</td>
<td>Number of Budget Periods:</td>
<td>2</td>
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<tr>
<td>Reporting Credit Unit:</td>
<td>Pediatrics-Neurology</td>
<td></td>
<td></td>
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<tr>
<td>URA Manager:</td>
<td>Andre Walker (TRAIN)</td>
<td>Direct Cost Amount:</td>
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<tr>
<td>Project Purpose:</td>
<td>Research</td>
<td>MTDC Base Amount:</td>
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<tr>
<td>Type of Sponsor:</td>
<td>Federal</td>
<td>IDC Amount:</td>
<td>$50,000</td>
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<tr>
<td>Primary Sponsor/Funding Source:</td>
<td>National Institutes of Health</td>
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</table>

#### Submissions To Sponsor

*Click Final Ready to Submit after you have reviewed the PDF and are ready for the application to be submitted to the agency.*
**JIT Concurrence**

- Review JIT materials

1. Click **View Funding Proposal**

### Funding Proposal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary PI or Fellow</td>
<td>Vicky Vail</td>
</tr>
<tr>
<td>Proposal Creator Owner</td>
<td>Arthur Aspen</td>
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<tr>
<td>Security Unit</td>
<td>Anesthesiology/Critical Care</td>
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<tr>
<td>URA Manager</td>
<td>Oscar Oslo</td>
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<tr>
<td>Project Purpose</td>
<td>Research</td>
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<tr>
<td>Type of Sponsor</td>
<td>Other Non Federal</td>
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<tr>
<td>Source</td>
<td>Academy for Cerebral Palsy</td>
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<tr>
<td>Submission Due Date</td>
<td>5/5/2011</td>
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<tr>
<td>Direct Cost Amount</td>
<td>$10,000</td>
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<tr>
<td>Total Costs</td>
<td>$10,000</td>
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### Submissions to Grants.gov

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<th>SmartForm</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>State</th>
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<tbody>
<tr>
<td>JIT Sponsor Request Received</td>
<td>Oslo, Oscar Mid</td>
<td>5/2/2011 3:09 PM CDT</td>
<td></td>
<td></td>
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2.

1.0 General Information Section
- 1.0 General Information
  - 2.0a PI Detail
  - 2.0c PI/Fellow Detail

2.0 JIT and Other Pre-Award Documents

1.1 Short title: (for Grants.gov)
All Training 04.29.11

1.2 Full proposal time:
All Training 04.29.11

1.3 Select Project Purpose:
Research

1.4 Select the Reporting Credit Units and corresponding credit percentage(s):

<table>
<thead>
<tr>
<th>Reporting Credit Unit</th>
<th>Credit Percentage</th>
<th>Primary?</th>
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</thead>
<tbody>
<tr>
<td>Anesthesiology/Critical Care</td>
<td>100</td>
<td>yes</td>
</tr>
</tbody>
</table>

1.5 Select the primary agency/sponsor/funding source:
Academy for Cerebral Palsy
Sensitive Sponsor: no

1.6 Application Type:
New
20.0 JIT and Other Pre-Award Documents

20.1 JIT Agency/Sponsor Request or Other Pre Award Documents:

<table>
<thead>
<tr>
<th>Title</th>
<th>Version</th>
<th>Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>JIT Documents.pdf</td>
<td>0.01</td>
<td>Draft Response to Sponsor</td>
<td></td>
</tr>
</tbody>
</table>

Click View

20.2 Indicate who is responsible for submitting the response to the agency:

University Research Administration (URA)

20.3 * Identify the method of submission:

Email

20.4 If “Other” selected in the previous question, specify the method:

20.5 * Due date:

5/12/2011

20.6 Recipient Contact Information:

dummy@email.address.com

20.7 Enter additional submission Instructions, if applicable:

Click File Name to review document(s)

20.11.1 FILE: JIT Documents.pdf (0.05)

20.1.2 Type: Draft Response to Sponsor

20.1.3 Comments:
Click **PI Concurrence** after you have reviewed the JIT materials.

Click **OK** to execute this activity. Click **Cancel** to return to the Funding Proposal workspace.
Concurrence/Change Request PI Concurrence

- Find CR proposal

1. Select PI Inbox to see all proposals that require PI action
2. Select Concurrence Request. State will always show as CR Draft
View Change Request

Click View Change Request to review materials

Primary PI or Fellow: Vicky Vail
Primary PI or Fellow Unit: MGCB
Proposal Creator Owner: Patty Portland
Security Unit: Mathematics
URA Manager: Oscar Oslo

CR Type: No Cost Extension
CR Due Date: 3/16/2012
Primary Sponsor/Funding Source: Salescience Inc
Funding Proposal Budget: PostSub - AURA Training - 15
Go to view CR 2.0 Concurrence Request Proposal Attachments and review material in question CR 2.01. Select Update next to documents to view document shown. Once review is complete click Exit.
Click **PI Concurrence**

Click **PI Concurrence** after you have reviewed materials for Concurrence/Change Request.