Post-Award Management

- Go to your AURA Workspace

After the Award has been Distributed by URA – the award moves into a Pending Reconciliation state

Next step is to reconcile the budget under your Budget Workspace or Cumulative Budget

Do not complete the Reconciliation Complete activity until you are within the $300 window
Budget Reconciliation

- Go to your AURA Workspace
  - Open your budget to edit, update and reconcile

You can also access your Budget via Cumulative Budget and directly link to the grid sections to update

Go to your Budget Workspace, Budget Link and Edit Budget button to reconcile your numbers
Budget Reconciliation

- Go to the budget grids you would like to edit
  - In the grids make changes that will allow a $300-$0 gap for reconciliation
  - Save your changes to get the Award Reconciliation Offset in the green
  - If any people are marked TBD in your Personnel grid, update FP View 8 – then make changes back on the budget

Use the save button to see calculations of $’s on your budget grid.

Move to the budget grid you would like to reconcile with the dropdown
You are able to edit all budget grids

To change any cost or # of units to help reduce the Award Reconciliation Offset between $300 - $0
(If changing personnel, you can change effort/salary requirements also.)
Budget Reconciliation

- Go to the budget grids to edit using the Jump To menu
  - Update your costs to meet the $300 window
  - Save and edit to go back to the FP workspace
  - This is a time to update and be more detailed on the budget

Edits to the personnel and general costs have been saved and show a green reconciliation – once you get to this point you can save/exit your budget view

Only periods **Authorized** for Reconciliation need to be brought within the $300 window to move forward
Budget Reconciliation

- Go to the AURA Workspace
  - Open the new Reconciliation button that will appear (only those ready for reconciliation)
  - Change completion to Yes and answer 2 & 3
  - Click OK when completed

Click the Reconciliation Complete to get your popup

You are only required to recon period 1

Answer questions 1-3 and click OK
Creating Continuation

- Go to your AURA Workspace
  - Activity button Create Continuation will appear when continuations can occur

Once the proposal has reached a state for a Continuation (progress report), the activity will appear in your left toolbar (Active)
Creating Continuation

- Continuation creation view
  - Confirm the creation of the report
    - You can only have one open at a time

This box must be checked to move on
1.0 Continuation General Information

- **Enter general information**
  - Title the continuation if you do not like the default from the FP
  - Select the reporting credit units
    - Explanation on Funding Proposal Reference Guide

If your reporting units have changes from the original FP, submit changes here. This is also a good time to update your Goals if necessary.
2.0 Continuation Information

- Select changes within the smartform
  - Submit details about the report – all questions are required

These questions are all required – they will branch to the required views for the continuation

If NIH eSNAPs – pg 16 has more details
### 3.0 Budget Period Information

- **Budget Updates**
  - Indicate the period #, according to the grid that relates to this report

#### Con 3.0 Continuation Budget Period Information

<table>
<thead>
<tr>
<th>Period #</th>
<th>Duration, months</th>
<th>Period Name</th>
<th>Target Direct</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>Period 1</td>
<td>$0, 7/1/2011</td>
<td>6/30/2012</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>Period 2</td>
<td>$0, 7/1/2012</td>
<td>6/30/2013</td>
<td></td>
</tr>
</tbody>
</table>

Select which period you are reporting on – select which period from the top grid.

* Indicate the Period # for this Continuation: [ ]
2.0a PI Detail

- Branch from question 2.02
  - Update any changes to the PI on the project

Enter the new PI and below select the PI's details.
2.0c PI/Fellow Detail

- Branch from question 2.02
  - This page auto-fills from the PI/Fellow Profile

Any changes made here, should be made to the PI/Fellow AURA profile – this view pulls information directly from the HR fed profile.
7.0 Proposal Support and Submission Information

- Enter the people/details associated with the grant administration
  - Choose if other personnel are involved
  - Enter the submission deadline for the report

7.1 Are there other personnel involved with this proposal?
- Yes
- No
- Clear

7.2 Select the Pre Award Administrator for this proposal:
- Patty Portland
- Select
- Clear

7.3 Identify the UChicago proposal support person(s) who should have read only or edit rights to this funding proposal:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>FP Rights</th>
<th>Budget Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display

7.4 Identify the Principal Investigator Delegate (PID) for this project:
- [Field]

7.5 Select the URA Manager whose name should appear on the proposal application:
- Oscar Oslo
- [Field]

7.6 Opportunity submission deadline:
- 10/1/2011

If anyone outside of your department needs viewing access to your grant, add them to 7.3

PID is a person who can take action for the PI in many scenarios
### 7.0 Proposal Support and Submission Information

- **Enter the people/details associated with the grant administration**

<table>
<thead>
<tr>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 7.7 | Indicate the type of date entered in previous question:  
- Receipt Date  
- Mall Date  
- Postmark Date  
- Clear |
| 7.8 | Identify the party responsible for submission:  
- URA  
- University Research Administration (URA)  
- Clear |
| 7.9 | If “University Research Administration (URA)” is selected in the previous question, indicate the portal/system: |
| 7.10 | If this is an electronic submission, provide the access information: |
| 7.11 | Is this a paper submission?  
- Yes  
- No  
- Clear |
| 7.12 | If “Yes” selected in the previous question, indicate the mailing address: |
| 7.13 | Date response expected from sponsor: |

**Extension from information on pg 15**

If NIH eSNAPS report – make sure URA is marked in 7.8 and report is uploaded to Commons. For more information on the process visit: [http://researchadmin.uchicago.edu/submitting/era_commons/esnaps.shtml](http://researchadmin.uchicago.edu/submitting/era_commons/esnaps.shtml)

Enter “eRA Commons” in 7.9 and any comments for URA within 7.10.
9.0 UChicago Project Information

- Project oversight information
  - All questions are same as original funding proposal, just update as needed

9.1 Does this application (and any funded continuations) currently involve oversight committee information protocols?
  - Yes
  - No
  - Clear

9.2 Is this proposal for a Center or a Program Project?
  - Yes
  - No
  - Clear

9.3 Does this proposal involve Argonne National Laboratory (ANL)?
  - Yes
  - No
  - Clear

9.4 Does this proposal involve Fermi National Accelerator Laboratory (Fermilab)?
  - Yes
  - No
  - Clear

9.5 Are there any outgoing subawards or subcontracts in this application and any funded continuations?
  - Yes
  - No
  - Clear

9.6 Is there an off-campus (University of Chicago) component to this application and any funded continuations?
  - Yes
  - No
  - Clear

9.7 Does this application and any funded continuations include any foreign involvement as a paid participant?
  - Yes
  - No
  - Clear

9.8 If "Yes" selected in the previous question, identify the name and country of the paid participant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display.
18.0 Internal Documents

- URA Internal Document update
  - Update any internal documents URA needs to review – including collaboration approval documents
### 21.0 Agency/Sponsor Deliverables

- **Attach any Agency specific guidelines URA needs to review/file**

#### 21.1 Agency/Sponsor Requested or Post-Award Documents:

<table>
<thead>
<tr>
<th>Type</th>
<th>Due Date</th>
<th>Required For Closeout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training - Con doc.pdf</td>
<td>09/19/2011</td>
<td></td>
</tr>
</tbody>
</table>

#### 21.3 Reminder Frequency:
- 30 days

#### 21.4 *Is this document required for closeout:
- Yes

#### 21.5 Agency/Sponsor Requested or Post-Award Documents (Updated by Unit as Submitted):

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Submitted Document Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training - Con doc.pdf</td>
<td>09/19/2011 Final</td>
</tr>
</tbody>
</table>

**Attach all portions of the process report attachment to question 21.1.5**

***Remember: AURA is the new ‘paper file’, so uploading all documents is required for URA to have a record***
21.0 Agency/Sponsor Deliverables

- Attach any Agency specific guidelines URA needs to review/file
Continuation Approval

- PI must complete a COI before the continuation can be forwarded on
  - This view is from the PI's AURA Workspace

Before the Continuation can move on, the PI must complete a COI – the PI can login and see this under My Activities.
Continuation Approval

- Once the Continuation and COI are complete, the Forward for Activities button will appear
  - If the proposal is through NIH – an assurance is also necessary
Continuation Approval

- After approval from URA, the PC is ready to submit the Continuation
  - In addition to the PC, the PI (or PID) must click PI Final Ready For URA To Submit
Continuation Approval

- After approval from URA, the PC is ready to submit the Continuation
Continuation Approval

- **Final Step is to complete the Update Sponsor Deliverables**

The PC must do this activity before the CON will move into a Pending Sponsor Response state, and unlock your main FP.
Continuation Approval

- The work of the PC is done at this point, URA will update once the Sponsor replies.
Continuation Awarded

- Once awarded, it will move to a Award – Pending Reconciliation
  - Just as a first year award, you will follow a reconciliation process in your budget.
Continuation Approval

- Budget Reconciliation notes can be found at the top of this reference guide
Continuation Approval

- After reconciliation, you are completed.

**FP000117 01 PR.CN.03**

**sas PostSub - Training - Continuation 03**

- **Primary PI or Fellow:** Vicky Yal
- **Primary PI or Fellow Unit:** MOCE
- **Proposal Creator Owner:** Steven A. Shang-Miller
- **Security Unit:** Mathematics
- **URA Manager:** Oscar Coda
- **Continuation Start Date:** 7/1/2011

**Cumulative Totals**

- **Direct Cost Amount:** $142,000
- **Budget Amount:** $58,000
- **Total Costs:** $200,000

**Project Purpose:** Research

**Type of Sponsor:** Corporations

**Primary Sponsor/Funding Source:** BioScience Inc

**Continuation Due Date:** 10/1/2011

- **Protocols?** no
- **Subawards?** no
- **Cost Sharing?** no

**History**

- **Activity:** Reconciliation Completed
  - **Author:** Portland, Patty
- **Activity:** Distributed Award
  - **Author:** Dale, Oscar
- **Activity:** Updated Award Amounts
  - **Author:** Dale, Oscar