Stanford University

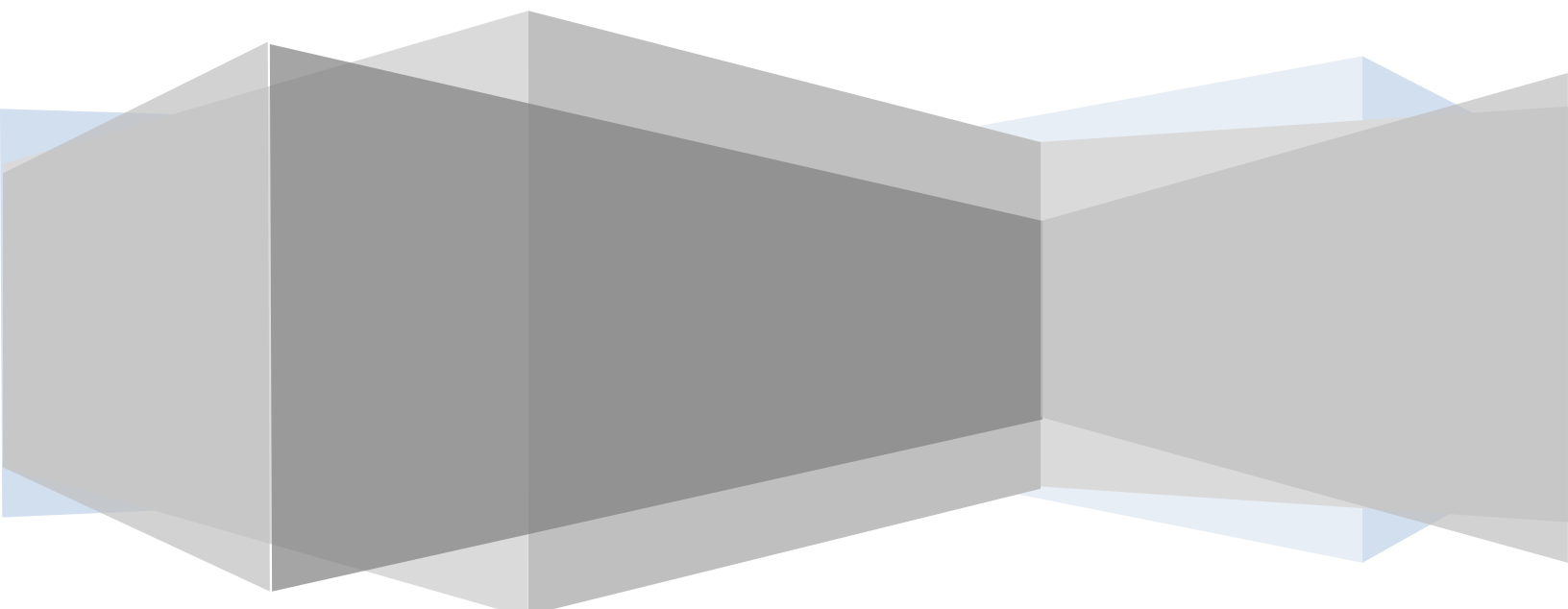# Attachments
User Guide

All Users

Version 2.0

STANFORD ELECTRONIC RESEARCH ADMINISTRATION

USER GUIDE
ATTACHMENTS

Table of Contents

![SeRA] STANFORD ELECTRONIC RESEARCH ADMINISTRATION

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BACKGROUND

Prior to the implementation of "**SeRA**", there was the "**SPIDERS**" system (which is where the converted SeRA data comes from) and DocLibrary (which held attachments from the SPIDERS system). In order to access "**DocLibrary**", one had to have approval; however, this access is no longer provided.

Attached are examples and a matrix list of views by document **Categories** and **Subcategories** with a comparison of what Departmental Users vs. Central Office Users can/ cannot see in SeRA.

If departmental users see a document in **CAPITAL LETTERS**, but are unable to read an attachment and see "garbled language", it is usually due to that document being housed in the **Doc Library**. *ONLY Central Office users* will have access to the Doc Library. Users are referred over to their Institutional Official if requesting access to the attachment.

> ***Disclaimer: The SeRA Team does not make the assumption that because the user has access to that department that also means that they should have that access to that document. We leave that decision up to the IO's discretion.**

Example screenshots:

DEPARTMENTAL USER'S VIEW DISPLAYS 9 DOCUMENTS

CENTRAL OFFICE USER'S VIEW DISPLAYS 13 DOCUMENTS

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ACCESS/ PERMISSIONS OVERVIEW

In order to view attachments or documents within a "**SPO**" (project), users must have the appropriate access/ permission to that SPO's administering org code. These permissions are usually granted through the department/ division's Division Manager, Admin Services Manager, Director of Finance and Administration (**DFA**) the Assistant DFA, or upper level management.

Access is also based on the "**Category**" and "**Subcategory**" selected when the documents are uploaded. These factors determine whether or not a user will have access to the document. Attachments can be made at the transaction level or the project level. Some categories and sub-categories are restricted to just central office users. Some categories and sub-categories are restricted to certain transaction types.

*Please refer to the matrix on page 14 to determine what is viewable at the Departmental versus the Central Office views. Screenshots displayed have varying examples based on Category and Subcategory chosen.

ACCESS OR VIEW ATTACHMENTS AT THE PROJECT LEVEL
1. Log into the SeRA web portal at: https://sera.stanford.edu/
   a. SeRA will ask you to WebAuth (if that hasn't been done previously).
2. Once logged into SeRA and you are in your Dashboard, search for the desired SPO or project.
3. Under the "**Project Summary**", and in the "**Left-Hand Navigation**" (**LHN**), click on "**Attachments**".

ATTACHMENTS

4. Clicking on the blue hyperlink under the column "**Filename**" will open a new window, which will then allow you to download the attachment.

*Note: <mark>Department</mark> views show only 1 attachment

*Note: <mark>Central Office</mark> views show 2 attachments

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ATTACH DOCUMENTS AT THE PROJECT LEVEL

1. Search for the desired SPO or project.
2. Under the "**Project Summary**", and in the "**Left-Hand Navigation**" (LHN), click on "**Attachments**".

3. Click on "**Add New Attachment**".

4. Select a "**Category**", "**Sub Category**", and **select the file you would like to upload by clicking "Choose File".** Enter in any file tag(s) if desired.
5. Click "**Attach**".
   a. Based on your level of access, the Categories available to you may differ than that of another user.
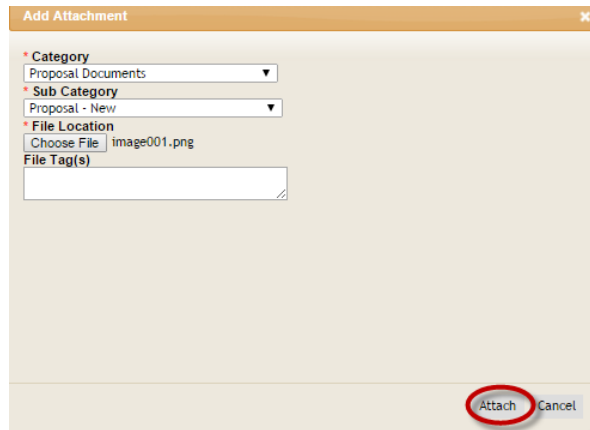
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LINK ATTACHMENTS TO TRANSACTIONS (Project Level)

1. Search for the desired SPO or project.
2. Under the "**Project Summary**", and in the "**Left-Hand Navigation**" (**LHN**), click on "**Attachments**".
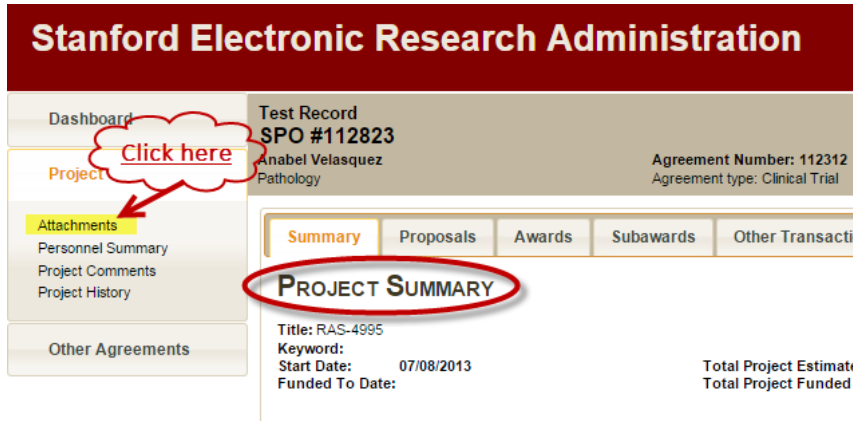
3. Click on the icon under the "**Link**" column for the attachment you'd like to link.

4. Select the checkbox (es) for the transactions you'd like to link the attachment to.
   a. *Note that you can link documents that are IN PROGRESS (those with hyphens in the "Transaction Completed" column) or COMPLETED (those with date stamps) transactions.*
5. Click "**Link**".
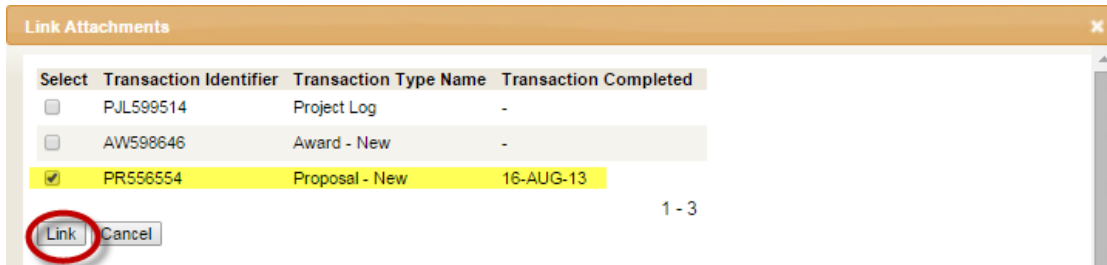
6. In the "**Linked Trx's**" column, the hyperlink will display how many transactions have been linked to that attachment.

7. Click on the hyperlink to verify which transactions have been linked to that attachment.

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Linked Transactions ✕

Transaction #	Transaction Type	Complete Date	Full Status Name
PR556554	Proposal - New	16-AUG-13	Completed
AW598646	Award - New	-	In Progress

1 - 2

a. If you have linked an attachment to a completed transaction, this information will show up in the completed transaction's "**Proposal & Attachments**" page with the timestamp in **BOLD**.

Dashboard

Test Record
SPO #112823

Anabel Velasquez	Agreement Number: 112312	Sponsor: National Institutes of Health
Pathology	Agreement type: Clinical Trial	Prime Sponsor: American Heart Association

Project

Proposal Summary
Transaction Home
PI & Project Location
Admin & Sponsor Details
Project Personnel
Budget Questions
Budget Detail
Project Questions
Approvers & Comments
Proposal & Attachments «
Transaction Log
Cover Letter

ACTIONS
View PDRF

ATTACHMENTS
Proposal - New

PDRF #: PR556554
Assigned to: None
Status: Completed 08/16/2013

Please attach full proposal, detailed budget and justification, and other supporting documents that will facilitate the review and submission process
Important Note:

- A final version of your proposal MUST be attached for Institutional Review & Submission by OSR or RMG
- For instructions on how to attach your proposal during the PDRF Routing/Approval process, click here

List Attachments

Category ▲	Subcategory	File Name	Rev #	File Tag(s)	Updated On	Updated By	Actions
Closeout Package	N/A	TEST DOCUMENT.docx	1		15-DEC-2015 08:12	Velasquez, Anabel	🗑 ✏

row(s) 1 - 1 of 1

ADD ATTACHMENTS TO OPEN TRANSACTION (Transaction Level)

*If the transaction is currently assigned to **you**, search for the desired transaction in your "**Dashboard**".

*If the transaction is currently assigned to **someone else**, search for the desired transaction via a simple search.

1. From the "**Transaction Home**" and on the **LHN**, click on "**Attachments**".

Dashboard

Test Record
SPO #112823 (Segment 1)

Anabel Velasquez	Agreement Number: 112312	Sponsor: National Institutes of Health
Pathology	Agreement type: Clinical Trial	Prime Sponsor: American Heart Association

Project

Segment Summary
Transaction Home «
Project Personnel
Budget Questions
Budget Detail
Funding Detail
Project Questions
Terms and Conditions
Review & Approve
Attachments
View Project Attachments

TRANSACTION HOME
Award - New

Transaction ID: AW598646
Assigned to: Velasquez, Anabel
Status: In Progress

Start Date:	05/02/2015	Total Award Budget:	$	1,941,440
End Date:	05/01/2016	Total Funded To Date:	$	1,941,440
Funded To:	05/01/2016			

		Period 1	TOTAL
	Start	05/02/2015	05/02/2015
	End	05/01/2016	05/01/2016
	IDC Rate	28%	
	Total direct	$ 1,516,750	$ 1,516,750

2. Click on "**Add New Attachment**".

ATTACHMENTS
Award - New

Transaction ID: AW598646
Assigned to: Velasquez, Anabel
Status: In Progress

Add New Attachment **Link to Existing Document**

List Attachments

Category ▼	Subcategory	File Name	Rev #	File Tag(s)	Updated On	Updated By	Actions
Closeout Package	N/A	TEST DOCUMENT.docx	1		15-DEC-2015 08:12	Velasquez, Anabel	🗑 ✏

row(s) 1 - 1 of 1

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6. Select a "**Category**", "**Sub Category**", and **select the file you would like to upload by clicking "Choose File".** Enter in any file tag(s) if desired.
7. Click "**Attach**".
   a. Based on your level of access, the Categories available to you may differ than that of another user.

LINK ATTACHMENTS TO OPEN TRANSACTION (Transaction Level)

*If the transaction is currently assigned to you, search for the desired transaction in your "**Dashboard**".

*If the transaction is currently assigned to someone else, search for the desired transaction via a simple search.

1. From the "**Transaction Home**" and on the **LHN**, click on "**Attachments**".

2. Click "**Link to Existing Document**".

3. Select which attachments you'd like to link the transaction to and click "**Add Attachments**".

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i. The linked attachment will now show up on the list of attachments in that transaction.

List Attachments

Category	Subcategory	File Name	Rev #	File Tag(s)	Updated On	Updated By	Actions
Agreements & NOAs	Agreement - New/Original	TEST DOCUMENT.docx	1		15-DEC-2015 08:12	Velasquez, Anabel	🗑 ✏
Closeout Package	N/A	TEST DOCUMENT.docx	1		15-DEC-2015 08:12	Velasquez, Anabel	🗑 ✏

row(s) 1 - 2 of 2

Next>>Transaction Log
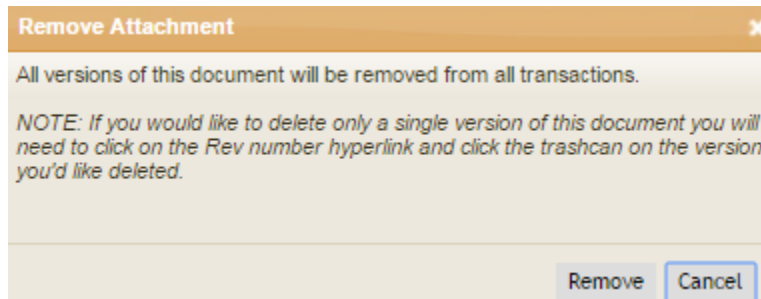
REMOVE/ DELETE ATTACHMENTS (Project Level)

1. Search for the desired SPO or project.
2. Under the "**Project Summary**", and in the "**Left-Hand Navigation**" **(LHN)**, click on "**Attachments**".

Stanford Electronic Research Administration

Test Record
SPO #112823
Anabel Velasquez
Pathology

Agreement Number: 112312
Agreement type: Clinical Trial

Click here

Dashboard
Project
  Attachments
  Personnel Summary
  Project Comments
  Project History
Other Agreements

| Summary | Proposals | Awards | Subawards | Other Transacti |

PROJECT SUMMARY

Title: RAS-4995
Keyword:
Start Date: 07/08/2013
Funded To Date:

Total Project Estimate
Total Project Funded

3. Locate the attachment you would like to delete/ remove.
    a. If there is **only 1 version** of an attachment OR If there is **more than 1** version of an attachment **AND** you want to remove **all** of the attachments:
        i. Click on the garbage can under the "**Remove**" column.

Test Record
SPO #112823
Anabel Velasquez
Pathology

Agreement Number: 112312
Agreement type: Clinical Trial

Sponsor: National Institutes of Health
Prime Sponsor: American Heart Association

Dashboard
Project
Attachments «
Personnel Summary
Project Comments
Project History
Other Agreements

ATTACHMENTS

Add New Attachment

🔍 [_____] Go   Actions ▾

Category	Subcategory	Proposal Identifier	Segment Identifier	Filename	File Tags	Rev #	Updated On	Updated By	Linked Trx's	Edit	Remove	Link
Closeout Package	N/A	P1	1	TEST DOCUMENT.docx		1	12/15/2015 08:12 AM	Velasquez, Anabel	2	✏	🗑	🔗
Agreements & NOAs	Agreement - New/Original	-	1	TEST DOCUMENT.docx		1	12/15/2015 08:12 AM	Velasquez, Anabel	1	✏	🗑	🔗

1 - 2

1. A warning message will display advising that all versions of this document will be removed.
2. Click "**Remove**" or "**Cancel**".

Remove Attachment ✖

All versions of this document will be removed from all transactions.

NOTE: If you would like to delete only a single version of this document you will need to click on the Rev number hyperlink and click the trashcan on the version you'd like deleted.

Remove   Cancel

b. If there is **more than 1** version of an attachment **AND** you want to remove **only one** version:

    i. Click on the blue numerical hyperlink under the "**Rev #**" column.

    ii. Locate the document you would like to remove and select the garbage can icon under the "**Delete**" column.

      1. A warning message will display asking if you are sure you want to move forward with the deletion.
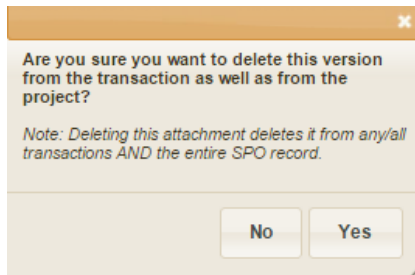
        *a. *Note: Deleting this attachment deletes it from any/all transactions AND the entire SPO record.*

      2. The hyperlink to the attachment will no longer be available, however, there is a record of who it was deleted by.

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REMOVE/ DELETE/ UNLINK ATTACHMENTS (Transaction Level)

*If the transaction is currently assigned to you, search for the desired transaction in your "**Dashboard"**.

*If the transaction is currently assigned to someone else, search for the desired transaction via a simple search.

1. From the "**Transaction Home**" and on the **LHN**, click on "**Attachments**".

2. Click on the garbage can icon under the "**Actions**" column.

3. A message will display with 2 options- select one:
   a. "**Unlink file from transaction**" will remove the attachment from the transaction, but **NOT** from the project level "**Attachments**" and not from any other transactions the attachment is linked to.
   b. "**Delete file from project**" will remove the attachment from the **ENTIRE** SPO/ Project record.

4. Click "**Submit**".

ATTACHMENTS

EDIT/ REVISE/ UPDATE ATTACHMENTS (Project Level)

1. Search for the desired SPO or project.

2. Under the "**Project Summary**", and in the "**Left-Hand Navigation" (LHN)**, click on "**Attachments".**

3. Locate the attachment you would like to edit/ revise/ update.

   a. Click on the pencil icon under the "**Edit**" column.
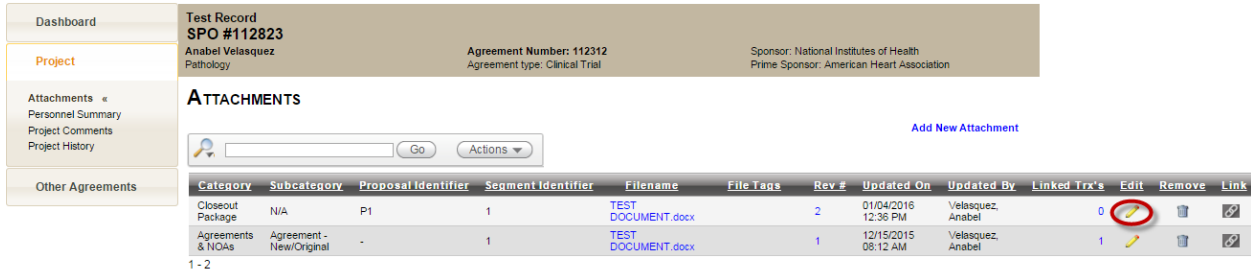
   b. Click on "**Choose File**" and upload the new attachment.

   c. If applicable, enter file tag(s).

   d. Click "**Update**".
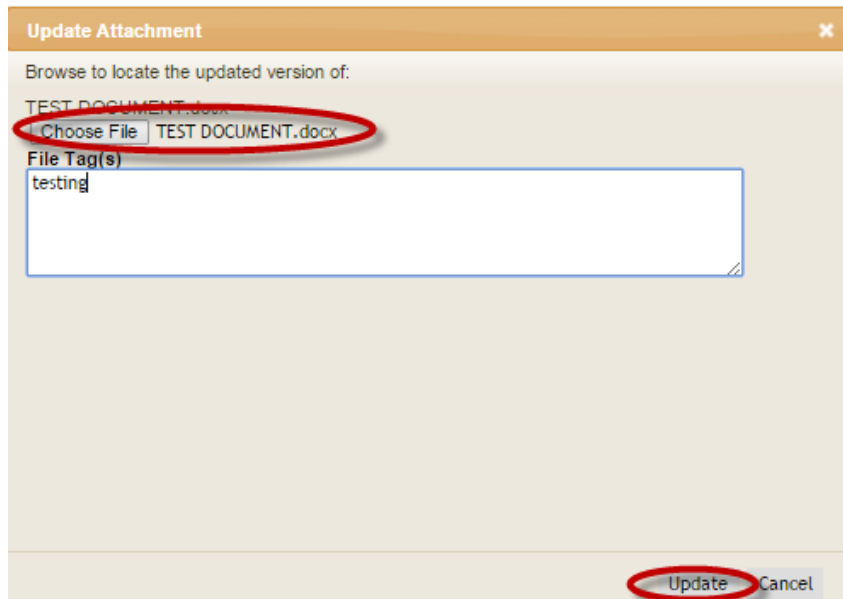
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EDIT/ REVISE/ UPDATE ATTACHMENTS (Transaction Level)

*If the transaction is currently assigned to you, search for the desired transaction in your "**Dashboard"**.

*If the transaction is currently assigned to someone else, search for the desired transaction via a simple search.

1. From the Transaction Home and on the **LHN**, click on "**Attachments**".

1. Locate the attachment you would like to edit/ revise/ update.
    a. Click on the pencil icon under the "**Actions**" column.

    b. Click on "**Choose File**" and upload the new attachment.
    c. If applicable, enter file tag(s).
    d. Click "**Update**".

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MATRIX

CATEGORIES & SUBCATEGORIES	Department View	Central Office View
□ **Agreements & NOAs**	✔	✔
□ **Agreement - New/Original**	✔	✔
□ **Agreement - Amendment**	✔	✔
□ **NOA - New/Original**	✔	✔
□ **NOA - Amendment**	✔	✔
□ **NOA - Administratively Issued**	✔	✔
□ **Correspondence or Backup**		✔
□ **Master Agreement - Amendment**		✔
□ **Master Agreement - New/Original**		✔
□ **Agreement Redline**		✔
□ **Zero-Dollar Agreements**	✔	✔
□ **Agreement - New**	✔	✔
□ **Agreement - Amendment**	✔	✔
□ **Correspondence or Backup**		✔
□ **Agreement Redline**		✔
□ **Proposal Documents**	✔	✔
□ **Proposal - New**	✔	✔
□ **Proposal - Resubmission**	✔	✔
□ **Proposal - Supplement**	✔	✔
□ **Proposal - Renewal**	✔	✔
□ **Proposal - Non-Competing Continuation**	✔	✔
□ **Abstract**	✔	✔
□ **Statement of Work**	✔	✔
□ **CV**	✔	✔
□ **Just-In-Time Documents**	✔	✔
□ **Correspondence or Backup**		✔
□ **Other**	✔	✔
□ **Proposal - DRAFT**	✔	✔
□ **SLAC Budget**	✔	✔
□ **SLAC Statement of Work**	✔	✔
□ **Sub-Award Proposal Documentation**	✔	✔
□ **Detailed Budget and Justification**	✔	✔
□ **Budget - New**	✔	✔
□ **Budget - Resubmission**	✔	✔
□ **Budget - Supplement**	✔	✔
□ **Budget - Renewal**	✔	✔
□ **Budget - Non-Competing Continuation**	✔	✔

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CATEGORIES & SUBCATEGORIES	Department View	Central Office View
□ Budget - Draft	✔	✔
□ Budget - Revised	✔	✔
□ Justification	✔	✔
□ Waiver	✔	✔
□ PI	✔	✔
□ 5 Day Proposal	✔	✔
□ IDC	✔	✔
□ PI Effort	✔	✔
□ Program Guidelines	✔	✔
□ Program Guidelines	✔	✔
□ Compliance Document	✔	✔
□ Conflict of Interest	✔	✔
□ Export Control	✔	✔
□ SRC	✔	✔
□ IRB	✔	✔
□ APLAC	✔	✔
□ SCRO	✔	✔
□ Other	✔	✔
□ General Project Correspondence		✔
□ OSR		✔
□ RMG		✔
□ Clinical Trial Documents	✔	✔
□ Budget - Internal	✔	✔
□ Budget - External	✔	✔
□ Budget - Final, External	✔	✔
□ Budget - Final, Internal	✔	✔
□ Certificate of Insurance	✔	✔
□ Investigator Agreement	✔	✔
□ Budget - PI Approved		✔
□ Budget - Draft		✔
□ LOI	✔	✔
□ Pricing and Correspondence		✔
□ Protocol	✔	✔
□ Sub-Award Documents	✔	✔
□ Agreement – New	✔	✔
□ Agreement – Amendment	✔	✔
□ Requisition	✔	✔
□ Sub-Recipient Commitment Form – Form 33	✔	✔

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CATEGORIES & SUBCATEGORIES	Department View	Central Office View
□ Sub-Recipient Commitment Form – Form 33 - COI	✔	✔
□ Statement of Work	✔	✔
□ Detailed Budget	✔	✔
□ Budget Justification	✔	✔
□ F&A Rate Agreement		✔
□ Fringe Benefit Rate Agreement		✔
□ Sole Source & Cost/Price Analysis – Form 45		✔
□ Audit questionnaire – Form 47		✔
□ Sub-Recipient Audit Documentation		✔
□ Risk Analysis Form		✔
□ Correspondence or Backup		✔
□ Sub-Award (Non-Sponsored) Documents	✔	✔
□ Agreement – New	✔	✔
□ Agreement – Amendment	✔	✔
□ Requisition	✔	✔
□ Sub-Recipient Commitment Form – Form 33	✔	✔
□ Sub-Recipient Commitment Form – Form 33 - COI	✔	✔
□ Statement of Work	✔	✔
□ Detailed Budget	✔	✔
□ Budget Justification	✔	✔
□ F&A Rate Agreement		✔
□ Fringe Benefit Rate Agreement		✔
□ Sole Source & Cost/Price Analysis – Form 45		✔
□ Audit Questionnaire – Form 47		✔
□ Sub-Recipient Audit Documentation		✔
□ Risk Analysis Form		✔
□ Correspondence or Backup		✔
□ Notification/Request	✔	✔
□ No-cost Extension	✔	✔
□ Re-Budgeting	✔	✔
□ New Sub-Award	✔	✔
□ Carry Forward	✔	✔
□ Travel	✔	✔
□ Equipment	✔	✔
□ PI Change	✔	✔
□ PI Effort Change	✔	✔
□ SOW Change	✔	✔
□ Key Personnel Change	✔	✔

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CATEGORIES & SUBCATEGORIES	Department View	Central Office View
□ PI Sabbatical	✔	✔
□ Limitation of Funds	✔	✔
□ Conflict of Interest	✔	✔
□ Other	✔	✔
□ PTA Setup		✔
□ Packet New Award		✔
□ Packet Amendment/Modification		✔
□ Packet Early PTA		✔
□ Packet Extended PTA		✔
□ Packet Costshare		✔
□ Packet Program Income		✔
□ Packet Revenue		✔
□ Packet University Research		✔
□ Packet Fellowship (No SPO#)		✔
□ Packet Financial Aid		✔
□ ePTA Form		✔
□ Cost Sharing request – Form 37		✔
□ Early PTA Request – Form 38		✔
□ Extended PTA Request – Form 40		✔
□ Award Configuration Report – 216		✔
□ PTA Configuration Report – 180		✔
□ Correspondence or Backup		✔
□ NIH Termination Notice		✔
□ NIH Termination Notice		✔
□ Interim Financial Report		✔
□ Final		✔
□ Interim (FRI)		✔
□ Closeout Package		✔
□ N/A		✔
□ Journal Entries		✔
□ N/A		✔
□ Refund Checks		✔
□ N/A		✔
□ Final Invoice		✔
□ N/A		✔
□ Non-Financial Report	✔	✔
□ Technical -Interim	✔	✔
□ Technical -Final	✔	✔

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CATEGORIES & SUBCATEGORIES	Department View	Central Office View
□ Invention	✔	✔
□ Property	✔	✔
□ ARRA		✔
□ FFATA		✔
□ Project Management		✔
□ Closeout Documents		✔
□ Cost Sharing Budget		✔
□ Cost Sharing Commitment/ Funding Info		✔
□ Dept Financial Reports		✔
□ General Correspondence		✔
□ Other		✔
□Other Agreements		✔
□ PTA Budget Allocation Information		✔
□ PTA Set-Up Information		✔
□ Payment Requests/ Notifications		✔
□ Sponsor Guidelines		✔
□ Property		✔
□ Correspondence		✔
□ Report		✔