June 13, 2016

SeRA Seminar Series

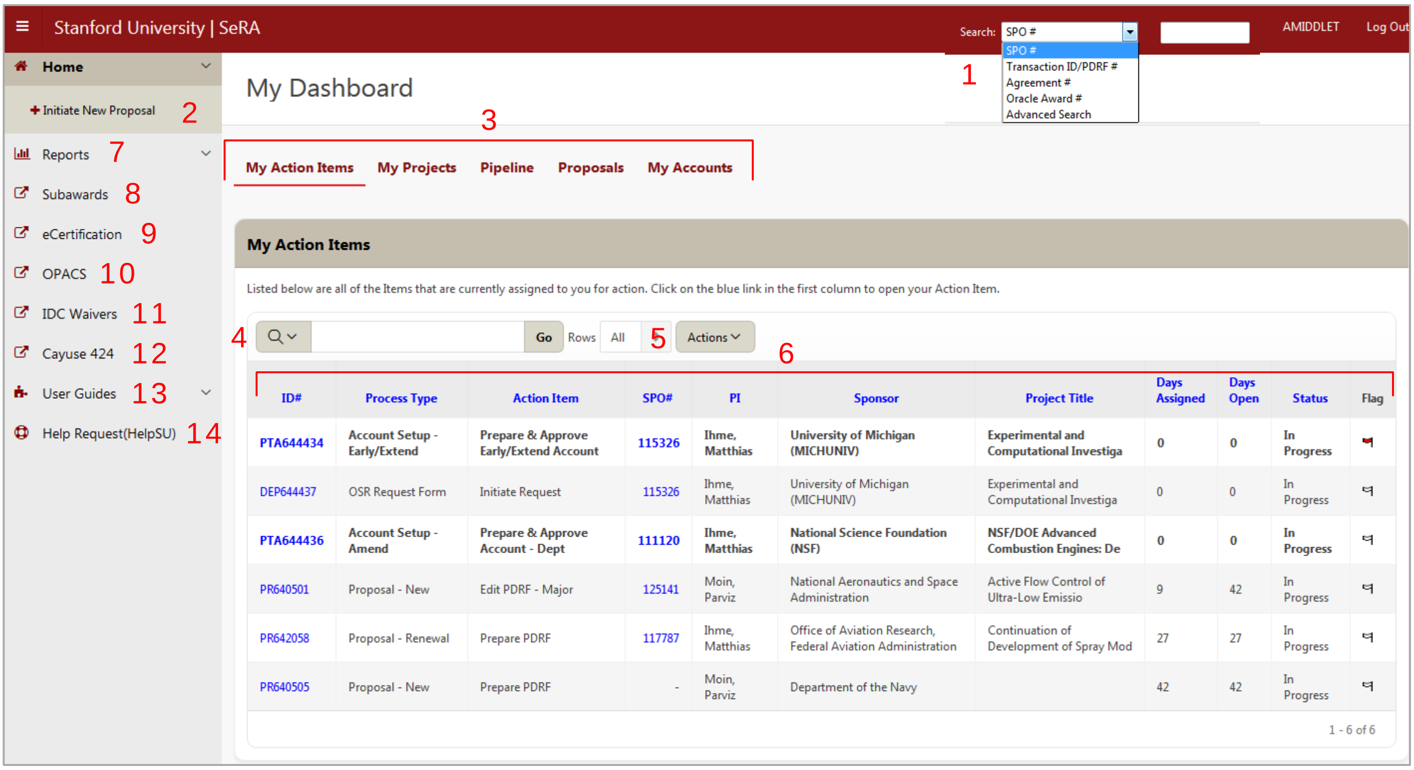
BASICS

Contents:

- Dashboard & Action Items
- Project Summary Page
- Sponsored Projects Lifecycle Events in SeRA
- Project Attachments

My Dashboard

My Dashboard is your home page of in the SeRA system. Once you log-into SeRA you are directed to the My Actions Items tab on My Dashboard. My Action Items lists all the transactions assigned to you and require your action to complete, review or approve.



1 – Search

Use the pulldown menu to select the criteria you want to search by, type the reference number in the text box and hit the "enter" key to start searching. Select the Advanced Search option to search by more than one criteria.

2 – +Initiate a New Proposal

Click here to start a new Proposal Development Routing Form (PDRF) a web-form which captures proposal information, attachments and routes electronically to the PI, other faculty, reviewers and approvers.

3 – Tabs

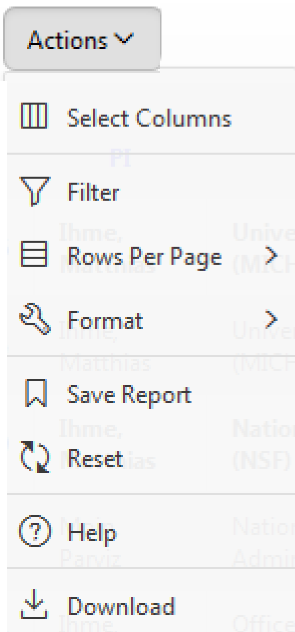
- My Action Items - lists My Actions which require you take action and complete. The SeRA "to do list"
- My Projects - allows you to view the research project portfolio of faculty you support
- Pipeline - lets you see transactions you worked on, but now assigned someone else for further action
- Proposals - lists all of the proposal action items assigned to you and await your action
- My Accounts - presents a financial snapshot of research projects for a selected principal investigator

4 – Search by column

Narrow down your search of My Action Items by searching by selecting a specific column-field name, typing your search criteria in the text box and clicking the "Go" button.

My Dashboard

5 – Actions menu button



Allows user to choose which columns to display

Allows user to display items based on specific criteria

Allows user to select how many items to display per page

Allows user to customize the display of the attachment list

Allows user to save customized formatted display

Allows user to reset the items list to original format

Detailed help on the various functions

Allows user to download the display to Excel or HTML format

6 – Column - field names

Each Action Item is designated an ID#, SPO# and descriptive column labels. Click on the columns labels to sort up or down, hide columns or group Action Items by the column basis of your choice.

- **ID#** - the unique SeRA transaction identification number for each SeRA transaction.
- **Process Type** - a description of the process which the Action Item falls under.
- **Action Item** - a description of the task required to fulfill the Action Item.
- **SPO#** - acronym for Sponsored Projects Office number. The unique identification number for each sponsored research project at Stanford University.
- **PI** - acronym for Principal Investigator. The lead researcher who directs and oversees technical and administrative components of a sponsored research project.
- **Sponsor** - entity providing financial and/or technical support for a sponsored research project.
- **Project Title** - Brief statement which names and describes the research project.
- **Days Assigned** - number of days the Action Item has been assigned to current you.
- **Days Open** - number of days the Action Item has existed.
- **Status** - the state of the Action Item. When in My Action Items always “In Progress”.
- **Flag** - optional function for user to prioritize by clicking on the flag icon.

My Dashboard

7 – Reports

- Other Support - General - report reflecting faculty's funding support from proposed and awarded sponsored awards in a non-sponsor specific format.
- Other Support - NIH report reflecting faculty's funding support from proposed and awarded sponsored awards in the NIH specific format.
- Project List - report of projects by SPO# generated by the user's desired search criteria
- Dept Proposal Submissions - report of proposals for the user's department owning organization code for a specified period of time based on proposal submission dates.

8 – Subawards

Link to SeRA sponsored research subaward database

9 – eCertification

Link to eCertification website for quarterly certification tracking and reviewing, certifying and monitoring of payroll distribution.

10 – OPACS

Link to the Outside Professional Activities Certification System (OPACS) for faculty to certify their compliance with the Faculty Policy on Conflict of Commitment and Interest.

11 – IDC Waivers

Link to the Office of the Dean of Research's website for the pre-approved indirect cost (IDC) exception list and project specific waiver request page.

12 – Cayuse 424

Link to the Stanford's Cayuse 424 web-based proposal development and submission system.

13 – User Guides

Link to SeRA User Manuals/Guides on the DoResearch–SeRA webpage.

14 – Help Request (HelpSU)

Link to initiate a HelpSU ticket to report technical issues related to the SeRA system.

Project Summary Page

This is the Project/SPO# home page. From this page you can view active transactions, submitted proposals, awards received, and NOAs. You can also view project history, view and manage attachments, and initiate transactions.

- Home
- SPO-8689
  - Project Summary
  - Attachments
  - Personnel Summary 8
  - Project Comments
  - Project History
- Reports
- Subawards
- eCertification
- OPACS
- IDC Waivers
- Cayuse 424
- User Guides
- Help Request(HelpSU)

Project Summary

SPO #8689
William J Nelson
Biology Department

Agreement Number: R01 GM035527
Agreement type: Grant

Sponsor: National Institutes of Health

Summary | **Proposals** 4 | **Awards** 5 | **Subawards** 6 | **Other Transactions** 7

Project Summary

9 View Latest NOA
10 View Latest PDRF

Title	Topogenesis of NA/K-ATPASE in Polarized MDCK Epithelial Cells		
Keyword	Topogenesis of Na+K+ ATPa		
Start Date	07/01/1990	**Total Project Estimated Cost**	$14,786,228.00
Funded To Date	03/31/2016	**Total Project Funded To Date**	$13,959,049.00

1 Segments

1 - 12

Award Segment	Sequence Number	Segment Type	Start Date	End Date	Budget Amount	Funded To Date	Funding Status
S1	1	New	07/01/1990	03/31/1995	$ 1,188,251.00	$ 1,188,251.00	Fully Funded
S2	2	Renew	04/01/1995	03/31/1999	$ 1,573,551.00	$ 1,573,551.00	Fully Funded
S3	3	Renew	04/01/1999	03/31/2003	$ 1,921,229.00	$ 1,921,229.00	Fully Funded
S4	4	Renew	04/07/2003	03/31/2007	$ 2,176,851.00	$ 2,176,851.00	Fully Funded
S5	5	Renew	04/01/2007	03/31/2008	$ 555,226.00	$ 555,226.00	Fully Funded
S6	6	Supplement	02/01/2005	03/31/2008	$ 161,269.00	$ 161,269.00	Fully Funded
S7	7	Renew	04/01/2008	03/31/2013	$ 3,565,024.00	$ 3,565,024.00	Fully Funded
S8	8	Supplement	09/01/2008	04/30/2010	$ 131,735.00	$ 131,735.00	Fully Funded
S9	9	Renew	07/11/2008	03/31/2010	$ 60,205.00	$ 60,205.00	Fully Funded
S10	10	Supplement	12/01/2008	03/31/2010	$ 61,796.00	$ 61,796.00	Fully Funded
S11	11	Supplement	04/01/2009	03/31/2013	$ 855,611.00	$ 639,611.00	Partially Funded
Segment- 12	12	Renew	04/01/2013	03/31/2018	$ 2,535,480.00	$ 1,924,301.00	Partially Funded

2 Submitted Proposals Pending Award

1 - 3

Proposal ID	Deadline Date	Proposal Type	Start Date	End Date	Amount Requested	Status
P32	15-Feb-2016 05:00PM	Non-competing Continuation/Progress Report	04/01/2016	03/31/2017	$ 611,179.00	Proposed / Submitted
P31	15-Feb-2015 05:00PM	Non-competing Continuation/Progress Report	04/01/2015	03/31/2016	$ 620,868.00	Proposed / Submitted
P28	15-Feb-2012 05:00PM	Non-competing Continuation/Progress Report	04/01/2012	03/31/2013	$ 896,545.00	Proposed / Submitted

3 Transactions

	Assigned to	Transaction	Date Assigned	Transaction Id	Status	Last action date
Last Completed	Loredo, Robert	Proposal - Non Competing Continuation/Progress Report	02/12/2016	PR633121	Completed	02/12/2016

11 Start a Transaction

--Select Transaction--

Project Summary Page

1 – Award Segments

Shows all award segments. The first Segment results from the original new proposal, and subsequent segments can result from renewals and supplements if they are not merged with an existing segment at the time of award. Merging typically occurs when the sponsor's renewal or supplemental award does not require the new funds to be accounted for separately. If the sponsor does require funds to be accounted for separately, the award will be made as a new Segment. New award segments will usually result in a new Oracle Award.

2 – Submitted Proposals Pending Award

Shows all submitted proposals that are pending the sponsor's decision. If the proposal was marked as awarded, withdrawn or rejected it will not appear in this section.

3 – Open & Last Completed Transactions

Any open activities associated with this SPO# that are occurring within the SeRA system will appear in the Open section. Authorized users can click the Transaction name to view the details of the transaction. Users can also view the Last Completed transaction associated with this SPO#.

4 – Proposals Tab

Click to view a list of all proposals submitted under this SPO#. Individual proposals can be access from this tab.

5 – Awards Tab

Two views are available under this tab:

- Segment View: displays the funding summary by segment and the funding status of budget periods within each segment.
- Transaction View: lists all award transactions posted to this SPO#.

6 – Subawards Tab

Displays subawards and related information issued under this SPO#.

7 – Other Transactions Tab

Click to view a list of all other non-proposal and non-award transactions processed under this SPO#. Includes old converted SPO/RMG log transactions.

8 – Project Level Navigation

- Attachments: Click to view all attachments associated with this SPO#. This will include all proposal/PDRF attachments, award documents, and other associated files.
- Personnel: Click to view a list of the PI and Other Stanford Faculty associated with this project. Authorized users will also have access to view each faculty member's OPACS disclosure history relative to this project.
- Project History: Click to view a list of all transactions associated with this SPO# (includes legacy converted SPIDERS transactions).

9 – View Latest NOA

Click to view the latest NOA issued under this project.

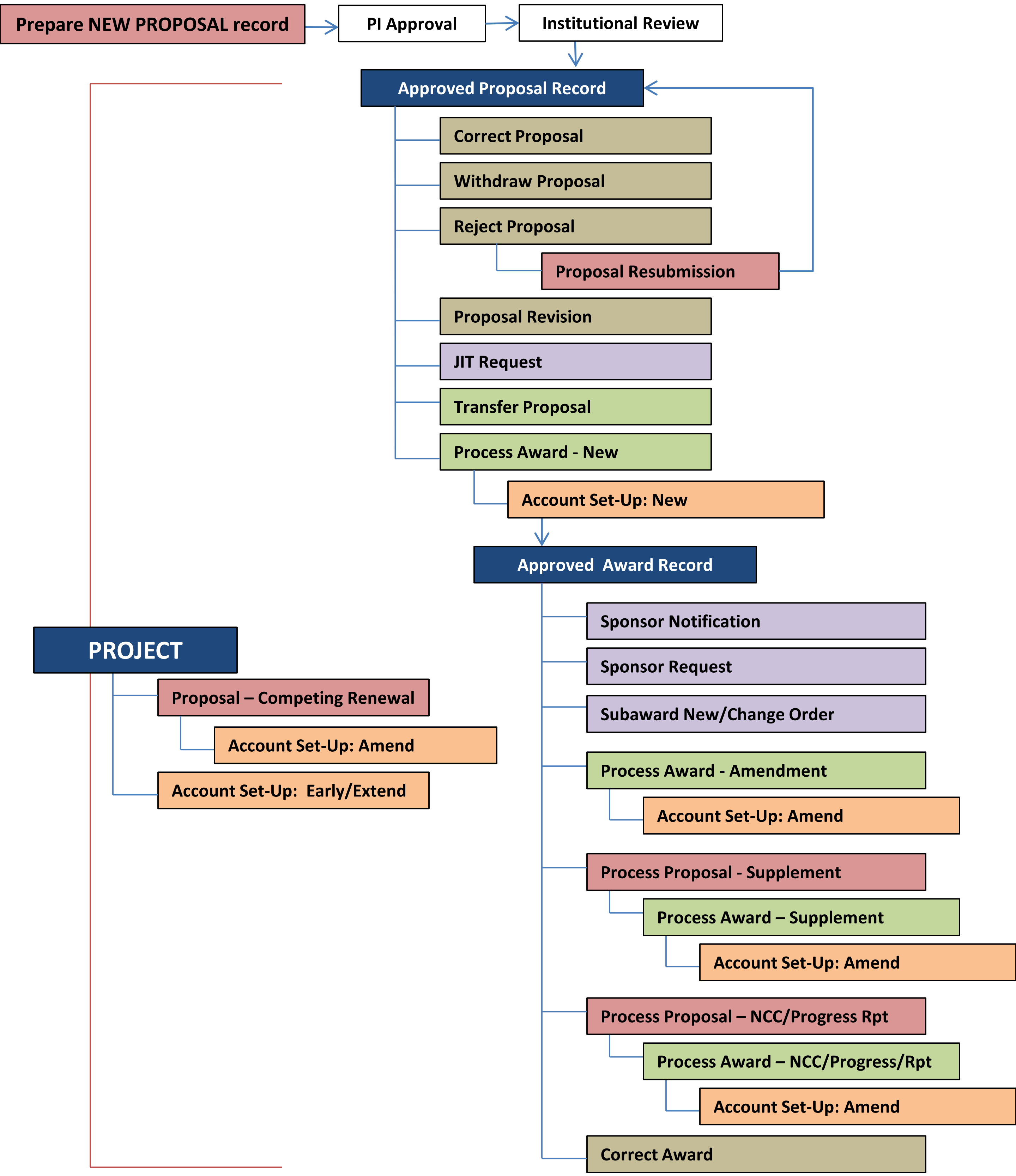
10 – View Latest PDRF

Click to view the latest Proposal Development and Routing Form.

11 – Start a Transaction at the Project Level

Authorized users can initiate a Proposal-Renewal PDRF or an Early/Extended Account Request for this project.

Basic Sponsored Project Lifecycle Transactions



Attachments

Categories and Sub-Categories viewable by Departments and PIs

- **Proposal Documents**
  - Proposal – New
  - Proposal – Resubmission
  - Proposal – Supplement
  - Proposal – Renewal
  - Proposal – Non-Competing Continuation
  - Abstract
  - Statement of Work
  - CV
  - Just-In-Time Documents
- **Detailed Budget and Justification**
  - Budget – New
  - Budget – Resubmission
  - Budget – Supplement
  - Budget – Renewal
  - Budget – Non-Competing Continuation
  - Budget – Draft
  - Budget – Revised
  - Justification
- **Waiver**
  - PI
  - IDC
  - PI Effort
- **Agreements & NOAs**
  - Agreement – New/Original
  - Agreement – Amendment
  - NOA – New/Original Award
  - NOA – Amendment
  - NOA – Administratively Issued
- **Compliance Document**
  - IRB
  - APLAC
  - SCRO
  - SRC
  - Export Control
  - Conflict of Interest
  - Other
- **Subaward Documents**
  - Agreement – New
  - Agreement – Amendment
  - Requisition
  - Subrecipient Commitment Form – Form 33
  - Statement of work
  - Detailed Budget
  - Budget Justification
- **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
- **Clinical Trial Documents**
  - Budget – Internal
  - Budget – External
  - Budget – final, Internal
  - Budget – final, External
  - LOI
  - Investigator Agreement
  - Certificate of Insurance
- **Non-Financial Report**
  - Technical – Interim
  - Technical – Final
  - Invention
  - Property
- **Zero-Dollar Agreements**
  - Agreement – New
  - Agreement – Amendment

Tip: The SeRA attachment interface merges files from 2 different sources:

1) Files that were attached via SeRA
2) Historical files in a document library previously used by RMG and OSR

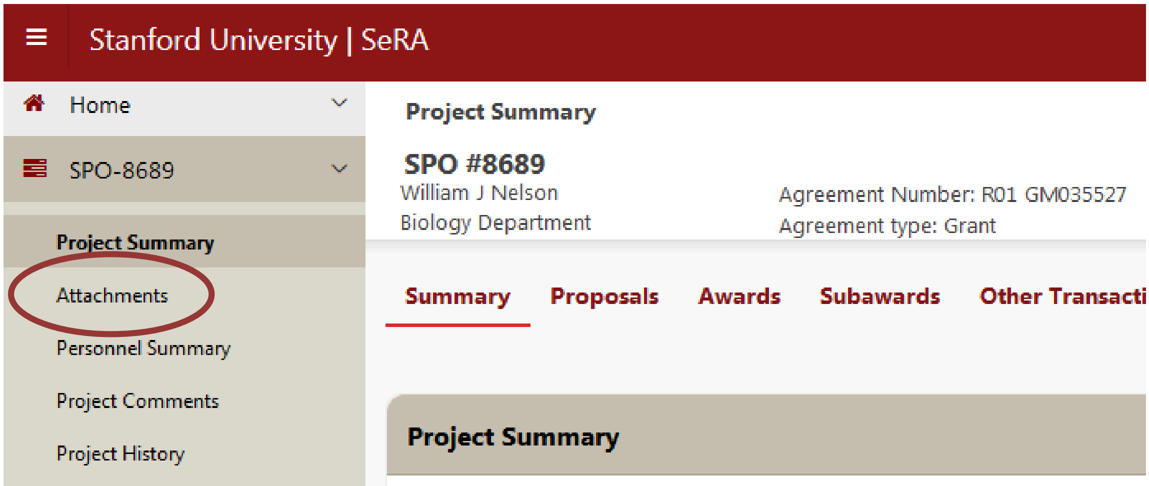
Only files attached via SeRA are viewable by departmental users.

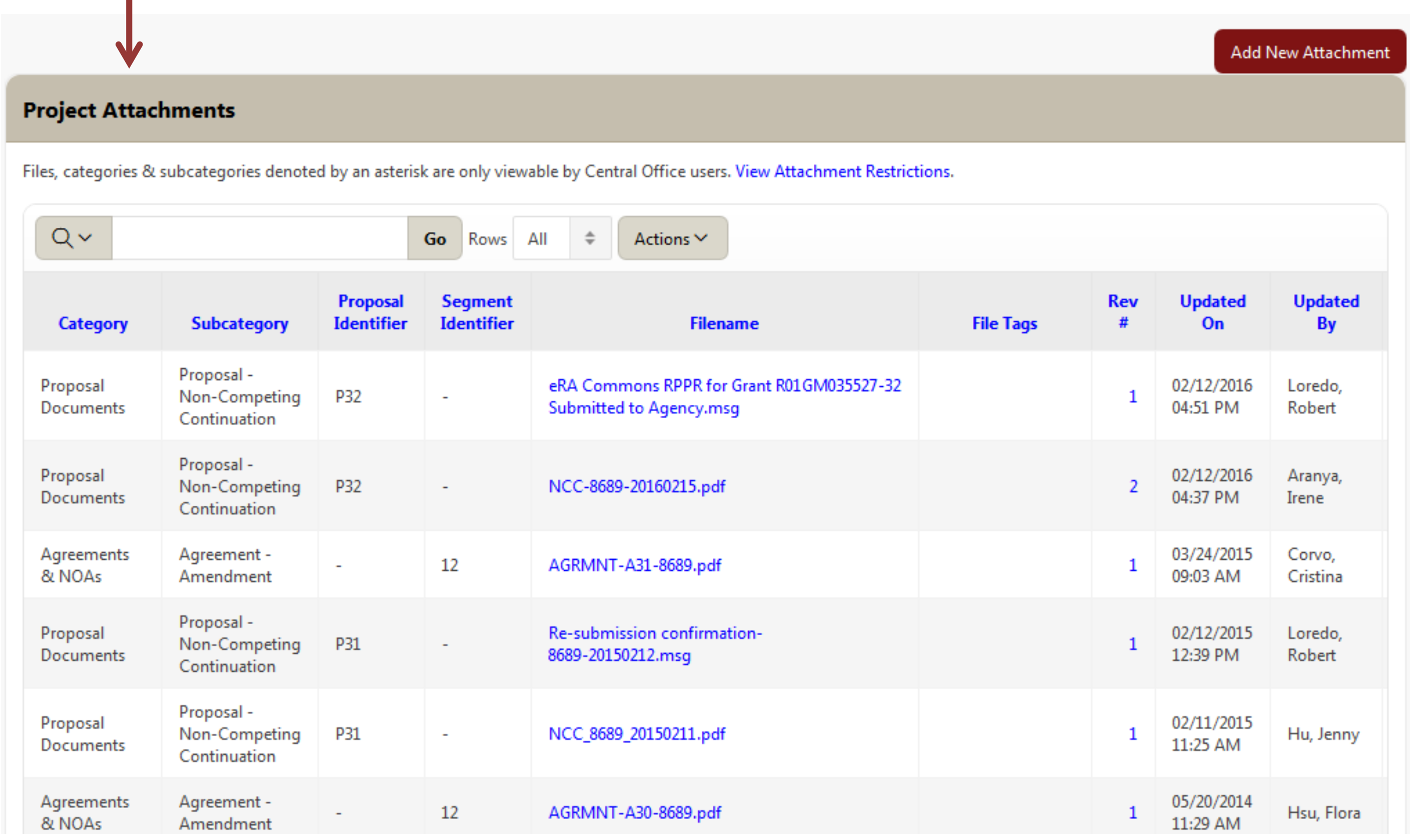
Filename	Updated By
Progress Report-08689-20110128.pdf	MTECSON
8689-AGA-1-VOL-4.pdf	SYSTEM
8689-AGA-4-VOL-4.pdf	SYSTEM

How can I tell? Check the **Updated By field**, if the field is entirely in uppercase letters, departmental users will see garbled text in lieu of the actual file content.

Attachments

Click on Attachments to access the Attachments page for this project



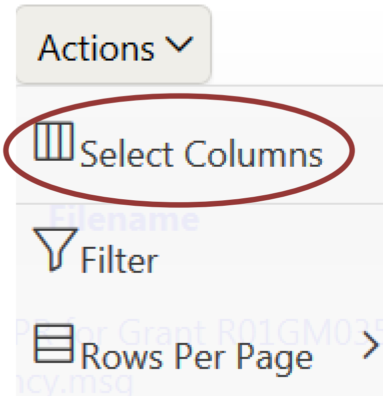


Category	Subcategory	Proposal Identifier	Segment Identifier	Filename	File Tags	Rev #	Updated On	Updated By
Proposal Documents	Proposal - Non-Competing Continuation	P32	-	eRA Commons RPPR for Grant R01GM035527-32 Submitted to Agency.msg		1	02/12/2016 04:51 PM	Loredo, Robert
Proposal Documents	Proposal - Non-Competing Continuation	P32	-	NCC-8689-20160215.pdf		2	02/12/2016 04:37 PM	Aranya, Irene
Agreements & NOAs	Agreement - Amendment	-	12	AGRMNT-A31-8689.pdf		1	03/24/2015 09:03 AM	Corvo, Cristina
Proposal Documents	Proposal - Non-Competing Continuation	P31	-	Re-submission confirmation-8689-20150212.msg		1	02/12/2015 12:39 PM	Loredo, Robert
Proposal Documents	Proposal - Non-Competing Continuation	P31	-	NCC_8689_20150211.pdf		1	02/11/2015 11:25 AM	Hu, Jenny
Agreements & NOAs	Agreement - Amendment	-	12	AGRMNT-A30-8689.pdf		1	05/20/2014 11:29 AM	Hsu, Flora

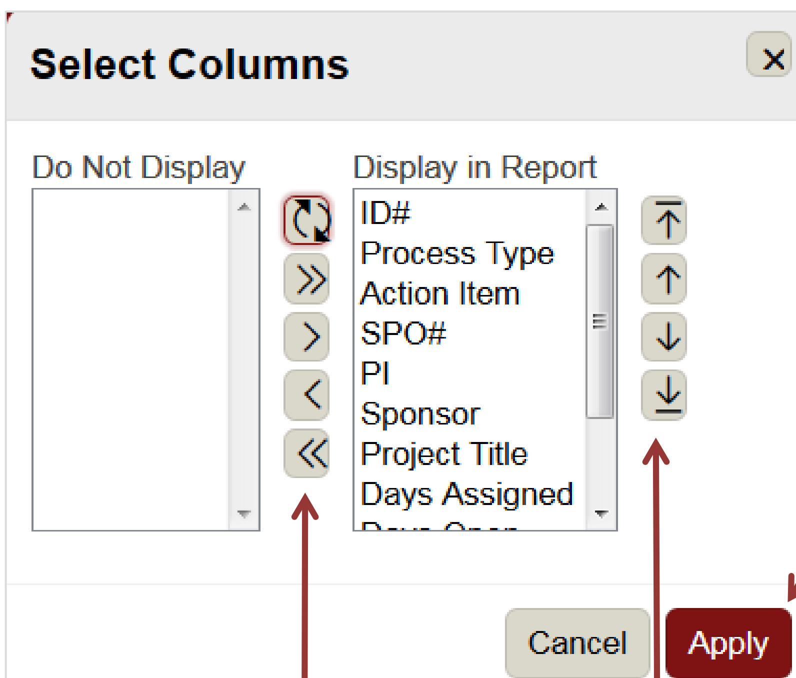
Useful features available from the **Actions** menu

Select Columns	Allows user to choose which columns to display
Filter	Allows user to display attachments based on specific criteria
Rows Per Page	Allows user to select how many attachments to display per page
Format	Allows user to customize the display of the attachment list
Flashback	Allows user to view the data as it existed at a prior point in time.
Save Report	Allows user to save customized formatted display
Reset	Allows user to reset the attachments list to original format
Help	Detailed help on the various functions
Download	Allows user to download report to Excel or HTML format

Customize Your View: Display Columns



From the **Actions** menu, choose the "**Select Columns**" option to pick which columns you prefer to display.



Click to apply your changes

Use these buttons to control which columns are displayed or hidden

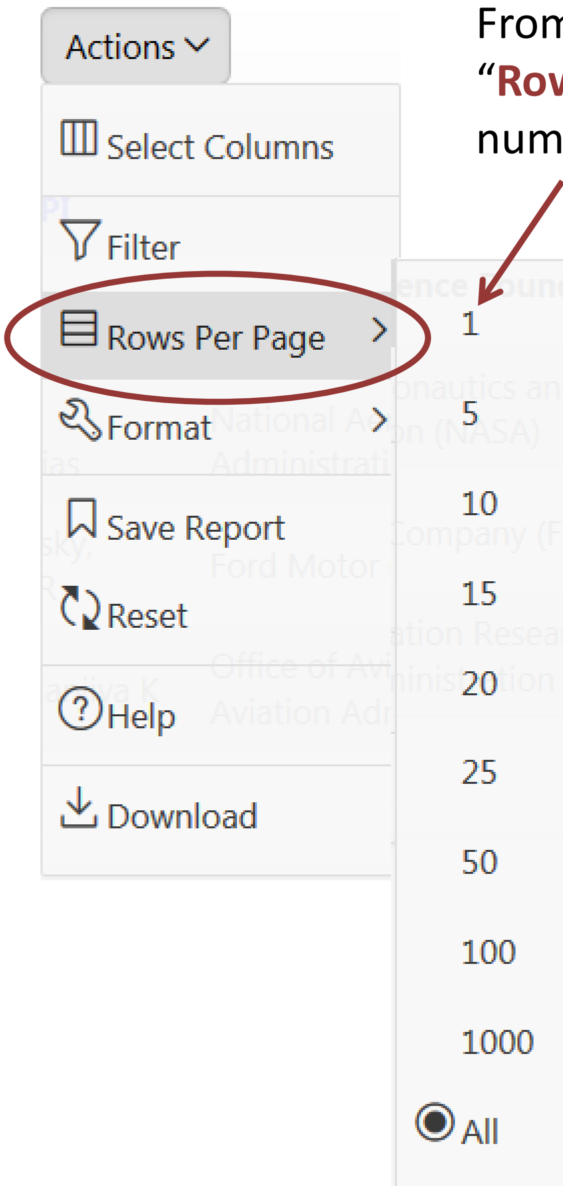
- reset to default
- move all to the right
- move only the selected to the right
- move only the selected to the left
- move all to the left

Use these buttons to control the order in which the columns appear on your screen

- Move to top
- Move up one
- Move down one
- Move to bottom

Tip: Press the Ctrl key to select multiple columns at once

Customize Your View: Rows Per Page

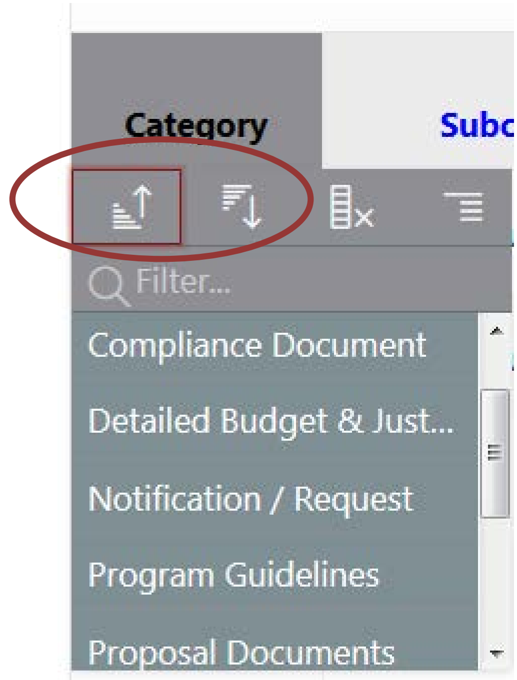


From the **Actions** menu, choose "**Rows Per Page**" to pick the number of attachments to display

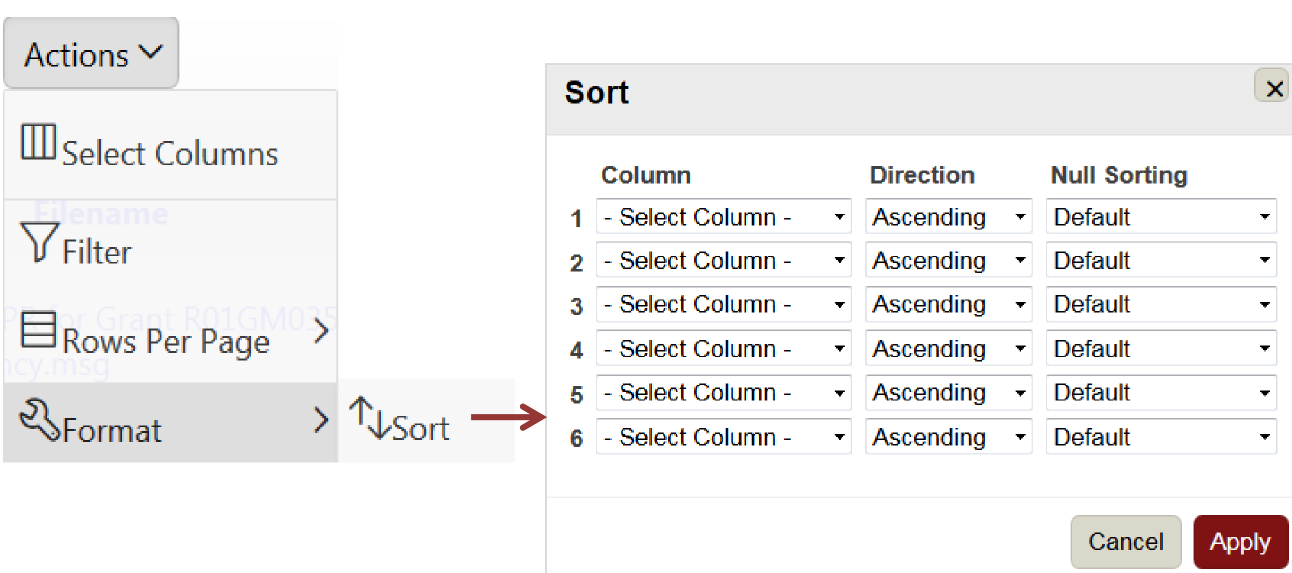
Customize Your View: Sorting

Sorting allows the user to put the attachments in ascending or descending order based on column contents. There are 2 ways to sort:

1 Click on a **Column header** to quick sort by a single column



2 Click on **Actions** and select **Format > Sort** to sort by multiple columns

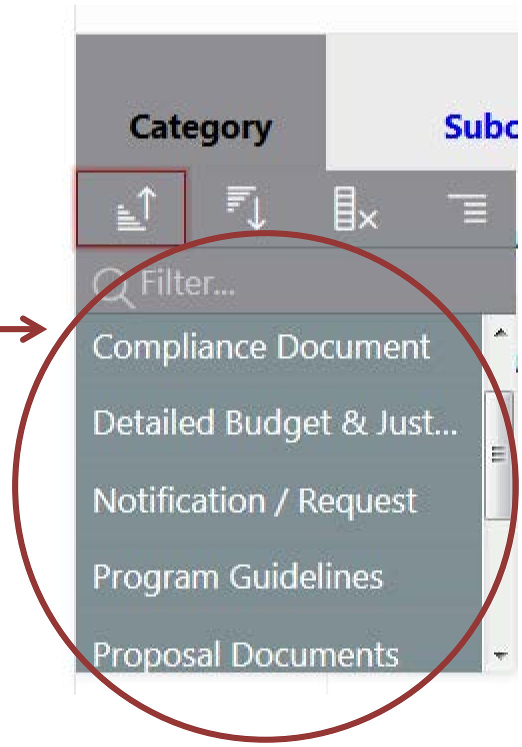


Customize Your View: Filtering

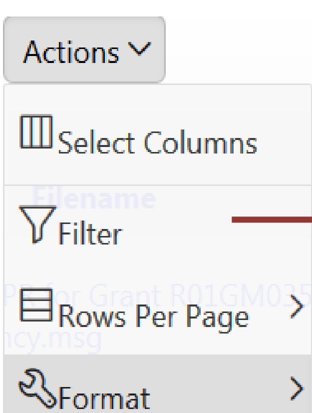
Filtering allows the user to show a subset of attachments based on selected criteria. There are 2 ways to filter:

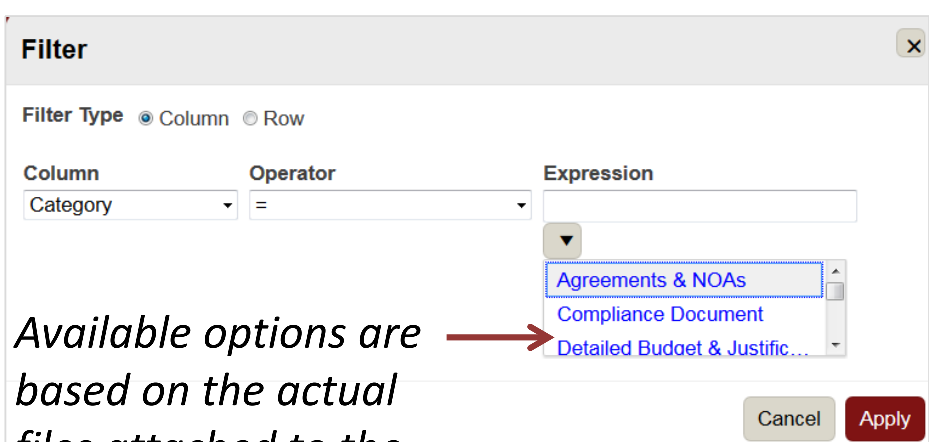
1. Click on a **Column header** to quick filter by a single column

Available options are based on the actual files attached to the Project



2. Click on **Actions** and select **Filter** to sort by multiple criteria





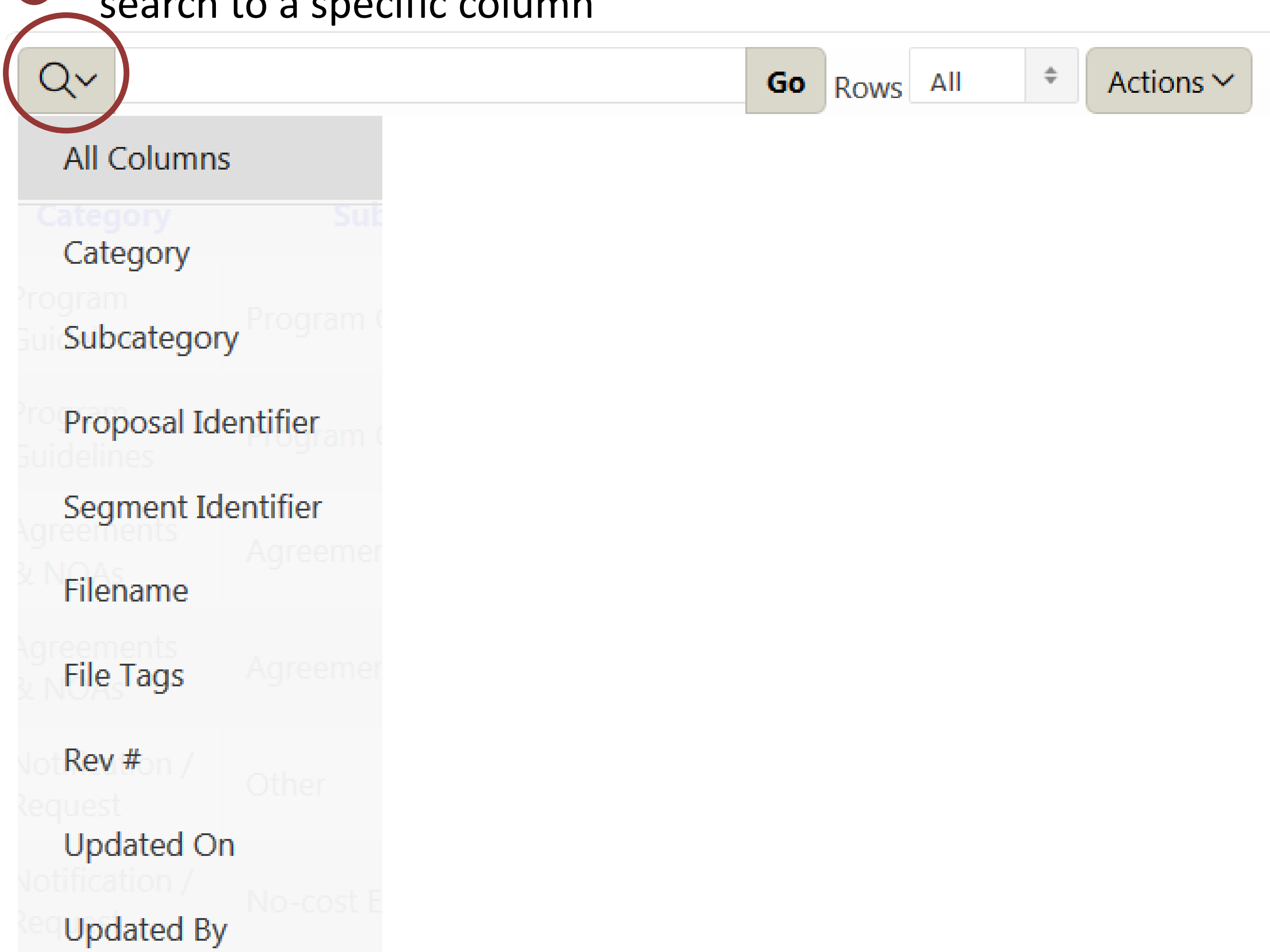
Available options are based on the actual files attached to the Project

Customize Your View: Searching

The **Search** functionality allows the user to find a specific file based on a text search

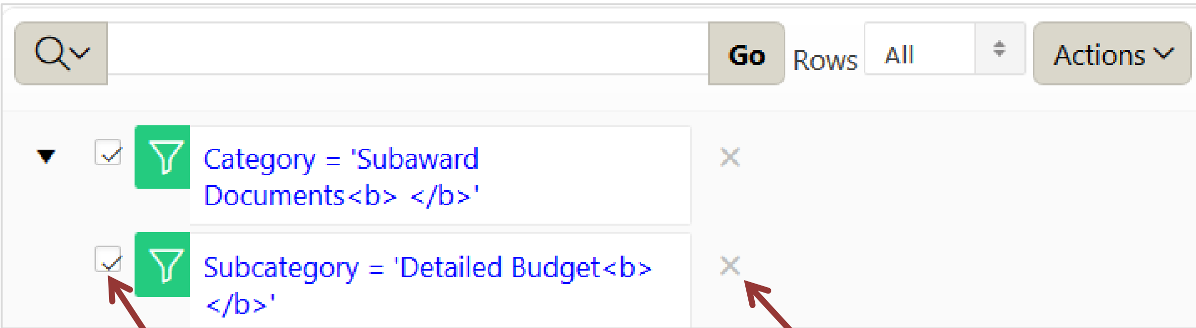
1 Search across all files by entering your criteria in the box and clicking “Go”

2 Click on the magnifying glass **Search Icon** to limit your text search to a specific column



Customize Your View: Other Features

Removing Filters



Uncheck the box to enable or disable the filter

Click the **X** to remove the filter entirely

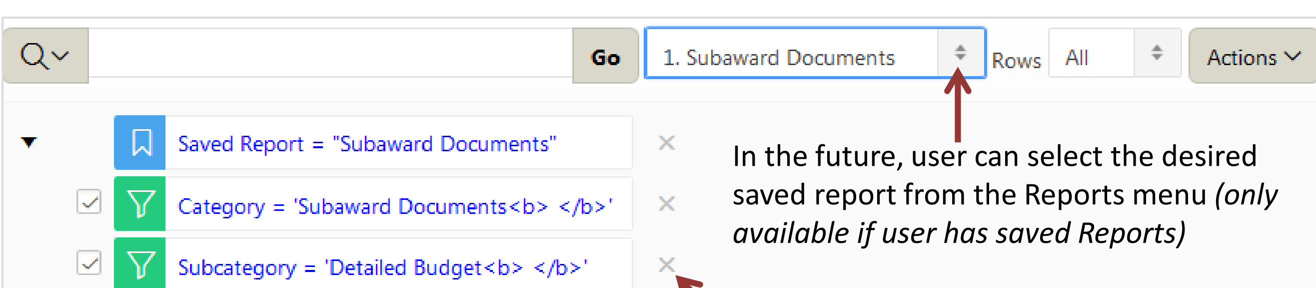
Reset to default settings: Click Actions and select Reset

Save settings for future use:

1 Click Actions and select Save Report

2 Enter a name for these settings (and a description, if desired) and click Apply

3



In the future, user can select the desired saved report from the Reports menu *(only available if user has saved Reports)*

Click the **X** to delete the saved settings entirely