How to manage your grant applications and approvals via the eRA System

eRA System
electronic Research Administration

Acronyms

RC&I | Research Contracts and Innovation
PI | Principal Investigator
IGH | International Grants Hub
DMP | Data Management Plan

Remember

Budget preparation should happen **before** the pre-award process is initiated on the eRA system.

OUTSIDE eRA

1 PI identifies funding call

- The Research Support Hub can help you identify possible funding opportunities. Once you've decided to apply, check here if you need to submit an internal approval form on eRA.

For finance queries - reach out to respective faculty finance or IGH if you don't know who the Budget Reviewer is.

Refer to the contact person on the relevant funding opportunity.

2 Prepare to submit on eRA

- Read guidelines, ascertain eligibility, and develop a proposal timeline to submission. If you need to, discuss deadlines with budget reviewer and other stakeholders, such as RC&I.
- Then start developing the proposal and budget, including considerations such as ethics, DMP and IP, before capturing the internal approval application on eRA.

Contact IGH to request assistance with your grant application

PRE-AWARDS

3 PI completes form on eRA

- PI completes Key Information, Research Related Information and Resourcing, Ethics and Biosafety tabs on eRA, and submits to budget reviewer.

Departmental/ faculty budget reviewer identified ahead of time.

4 Budget reviewer completes financial details

- Budget reviewer completes Financial Information and Person Effort tabs.
- Budget reviewer must tag the finance approver and all possible project admin contacts on the form.

PI notified when application is returned to PI for clarification or action.

5 Approval of the application

- Application reviewed by finance approver, deanery and RC&I.

6 Submit to funder

- The PI completes the funding application and, depending on funder requirements, either the PI or RC&I will submit the application to the funder.
- PI or RC&I reflects the submission on eRA by saving the application in the 'Submitted' workflow.

PI receives a reminder after 90 days to record funding outcome on eRA.

7 Record funding outcome on eRA

- PI or RC&I (depending on who receives the outcome), records this by completing the "Outcome" section in the Approvals and Outcome tab on eRA and saving the application in the workflow that corresponds to the outcome. If the application is successful, the contracts process will be initiated when "Awarded - contract required" is selected from the workflow.

CONTRACTS

8 Create contract

- Editable by RC&I (admin and contracts manager) by negotiating and signing the conditions of the grant.
- PI and admin staff can view contract record.
- RC&I to provide input on points/resources for noting from the PI, and if any further input is required.

Refer to RC&I for all queries related to the contract document, once routed to RC&I. Include eRA reference number in query.

POST-AWARDS

9 Initiating Post-Awards from contracts

- Initiated by RC&I and does not require PI involvement.
- PI notified when a post-award record has been created.
- A post-award record can take one of two paths: 1. To initiate the opening of a fund. 2. Where a fund already exists for the project, the record goes directly for sales order processing and finance debtors are alerted accordingly.

10 Initiating fund opening

- Fund opening form is completed and submitted in eRA by research admin and faculty finance and reflected on SAP by general ledger.
- PI and relevant faculty finance receives notification when general ledger completes fund opening.

11 Project management

- Post-awards research admin (from the department) and faculty finance manage project-related tasks (requisition and budget loading requests).
- PI receives notification when the form is in 'Project in Progress' workflow. At this step, some fields can be edited by the PI.

For finance queries - reach out to respective faculty finance.

12 Project closure

- The PI is notified via a system generated notification when the project is nearing it's end date.
- Initiated on eRA by research admin and reviewed by faculty finance, RC&I and the PI.