IBISResearch: Manage Awards

Office of Research Administration
Answer the following questions:

1. What is your name?
2. What department do you work in?
3. What is your experience with proposals or grant applications?
Workshop Etiquette

- Silence Phones
- Ask For Help
- Ask Questions
Agenda

Basic Information

Hands-On

Break

Wrap-Up
After this session you will be able to…

• Practice how to edit and complete the Funding Award in IBISResearch
• Identify how to create an award modification in IBISResearch
• Demonstrate how to create follow-up proposals (continuation, revision, renewal and resubmission)
BIG JOURNEYS BEGIN WITH SMALL STEPS
Remains the official financial system and record of the award.
### Project Types

- **Award**
  - Main Component. Contains all the data and relationships necessary to describe the full scope of an Award.

- **Subaward**
  - Represents an outgoing Subaward.

- **Modification Request**
  - End User process to request an update that is needed on an award.

- **Modification**
  - Captures the information that is updated on an award. Provides an audit trail for Award changes.
Award Relationships

- Proposal (New)
- Proposal (Supplement)
- Proposal (Non-Competing Continuation)
- Modification (Supplement)
- Modification (Non-Competing Continuation)
- Modification Request 1
- Modification Request 2
- Subaward 1 (Outgoing)
- Subaward 2 (Outgoing)
# IBISResearch Award Roles (ORA)

<table>
<thead>
<tr>
<th>User Role</th>
<th>Description</th>
<th>Activities</th>
</tr>
</thead>
</table>
| **Contract Specialist** | Person in the Office of Research Administration who creates and approves Outgoing Subawards | • Create & edit Subaward SmartForm  
• Activate a Subaward |
| **Award Approver**       | User responsible in the Office of Research Administration for reviewing and approving awards prior to activation | • Request that the specialist make changes to an award during the review process  
• Send an email message to the specialist assigned to the award  
• Activate an award  
• Request a modification to an active award |
4. Administrative personnel:
   a. Administrative contact: Carmen Alverado (coord)
   b. Select team members that have edit rights:
      - Last Name: Brown, First Name: Mary
      - Last Name: Cook, First Name: Mark
   c. Select team members that have read-only rights: ...
New Terminology
New Terminology

- Ancillary Review
- Funding Award
- Funding Proposal
- Guest List
- SmartForm
- Specialist
- SPO
- State
- Study Staff
- Tags

<table>
<thead>
<tr>
<th>IBISResearch Terminology</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ancillary Review</td>
<td>Refers to reviews by other offices or individuals to provide feedback or higher approval. Ancillary reviews are conducted in parallel with Department and ORA reviews. For example, the waiver of Indirect Costs requires an Ancillary Review. Ancillary Reviews are typically initiated by the PI/Study Staff and approval is required prior to submission of the proposal.</td>
</tr>
<tr>
<td>Funding Award</td>
<td>This is an award in IBISResearch. Award numbers in IBISResearch will begin with IBIS. For example: IBIS00000135.</td>
</tr>
<tr>
<td>Funding Proposal</td>
<td>The proposal record created in IBISResearch to document and track the request for funding. This is similar to the InfoEd proposal. Funding Proposals are identified by the FP Number, for example: FP0000036.</td>
</tr>
<tr>
<td>Guest List</td>
<td>List of users who have edit or view only privileges in IBISResearch.</td>
</tr>
<tr>
<td>SmartForm</td>
<td>These are the pages listing the questions or uploads required to complete the proposal, award, or agreement. These are “smart” form pages because they will hide or show relevant questions based upon selections made and questions answered previously. The Funding Proposal in IBISResearch is an example of a SmartForm.</td>
</tr>
<tr>
<td>Specialist</td>
<td>This is a role in IBISResearch and refers to the individuals in the Office of Research Administration handling grants and agreements.</td>
</tr>
<tr>
<td>SPO</td>
<td>SPO refers to the Office of Research Administration.</td>
</tr>
<tr>
<td>State</td>
<td>State is the status in which the proposal, award, or agreement is in the IBISResearch workflow. In IBISResearch, the state is indicated on the top left in an orange box. For example, if a proposal is in the Department Review state, it means it was routed to the responsible department for review, and it is pending approval by the department.</td>
</tr>
<tr>
<td>Study Staff</td>
<td>This is a role in IBISResearch that refers to individuals who have edit rights for a proposal/agreement.</td>
</tr>
<tr>
<td>Tags</td>
<td>Tags are special designations or methods of identifying certain information in a proposal. UM uses Tags to collect the primary scientific classification for each proposal. This is a required entry on all Funding Proposals, and it is recommended that the PI/Study Staff select the scientific classification which apply to the proposal.</td>
</tr>
</tbody>
</table>
Workspace: Refers to the home page from where you can navigate and initiate activities.
Activities: Refers to the tasks listed on the left side of the screen on the workspace. They are based on security roles.
**Actions**: Refer to the blue buttons found on the left and listed above activities on the workspace. They are based on security roles.
**State**: Refers to the status of the record in the workflow. It gives you a clue about what to do next.
Navigate to Funding Award
### Grants Project Listing Page

#### Awards in all stages

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>SmartForm</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBIS00000058</td>
<td>Project Champions (Feb 2020) Jade Ramhofer</td>
<td>[Edit]</td>
<td>Draft</td>
</tr>
<tr>
<td>IBIS00000059</td>
<td>Award Test MVM</td>
<td>[Edit]</td>
<td>Draft</td>
</tr>
<tr>
<td>IBIS00000053</td>
<td>DEMO 5 JLV</td>
<td>[Edit]</td>
<td>Draft</td>
</tr>
<tr>
<td>AWD00000004</td>
<td>Demo Proposal 4 - JLV</td>
<td>[Edit]</td>
<td>Draft</td>
</tr>
<tr>
<td>IBIS00000044</td>
<td>TEST 01/14/2020 - JLV</td>
<td>[Edit]</td>
<td>Designated Review</td>
</tr>
<tr>
<td>AWD00000002</td>
<td>Demo Proposal 4 - JLV</td>
<td>[Edit]</td>
<td>Active</td>
</tr>
<tr>
<td>IBIS00000042</td>
<td>Test Scenario 3 Nick Bury</td>
<td>[Edit]</td>
<td>Draft</td>
</tr>
<tr>
<td>IBIS00000043</td>
<td>Test Scenario 2 for Veronica 2/8/20</td>
<td>[Edit]</td>
<td>Draft</td>
</tr>
<tr>
<td>IBIS00000050</td>
<td>Test, WongV</td>
<td>[Edit]</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>IBIS00000049</td>
<td>Test_Burry</td>
<td>[Edit]</td>
<td>Draft</td>
</tr>
</tbody>
</table>
Find Your Funding Award
## Find the Funding Award

### Awards

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>SmartForm</th>
<th>State</th>
<th>Reviewer</th>
<th>Award Approver</th>
<th>Date Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBIS00000055</td>
<td>Project Champions (Feb 2020) Jada Ramhofer</td>
<td>[Edit]</td>
<td>Draft</td>
<td>Jones (approver1)</td>
<td></td>
<td>2/26/2020 0:25 PM</td>
</tr>
<tr>
<td>IBIS00000055</td>
<td>Award Test MVNI</td>
<td>[Edit]</td>
<td>Draft</td>
<td>Jones (approver1)</td>
<td></td>
<td>2/25/2020 4:28 PM</td>
</tr>
<tr>
<td>IBIS00000053</td>
<td>DEMO 5 JLV</td>
<td>[Edit]</td>
<td>Draft</td>
<td>Jones (approver1)</td>
<td></td>
<td>2/26/2020 7:47 AM</td>
</tr>
<tr>
<td>AWD00000004</td>
<td>Demo Proposal 4 - JLV</td>
<td>[Edit]</td>
<td>Draft</td>
<td>Jones (approver1)</td>
<td></td>
<td>2/19/2020 2:58 PM</td>
</tr>
<tr>
<td>IBIS00000044</td>
<td>TEST 01/14/2020 - JLV</td>
<td>[Edit]</td>
<td>Designated Review</td>
<td>Lambert</td>
<td>Jones (approver1)</td>
<td>2/19/2020 11:34 AM</td>
</tr>
<tr>
<td>AWD00000002</td>
<td>Demo Proposal 4 - JLV</td>
<td>[Edit]</td>
<td>Active</td>
<td>Jones (approver1)</td>
<td></td>
<td>2/19/2020 11:23 AM</td>
</tr>
<tr>
<td>IBIS00000042</td>
<td>Test Scenario 3 Nick Barry</td>
<td>[Edit]</td>
<td>Draft</td>
<td>Jones (approver1)</td>
<td></td>
<td>2/19/2020 10:31 AM</td>
</tr>
<tr>
<td>IBIS00000040</td>
<td>Test Scenario 3 for Vermont 2020</td>
<td>[Edit]</td>
<td>Draft</td>
<td>Jones (approver1)</td>
<td></td>
<td>2/19/2020 6:40 PM</td>
</tr>
</tbody>
</table>
Edit Funding Award

Test Proposal (MVM) NIH

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Principal Investigator</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FP00000003</td>
<td>Test Proposal (MVM) NIH</td>
<td>Savita Pahwa</td>
<td>Pending Sponsor Review Award Anticipated</td>
</tr>
</tbody>
</table>

Awarded Funding Proposals:

<table>
<thead>
<tr>
<th>Totals</th>
<th>Funding Allocations</th>
<th>Deliverables</th>
<th>Subawards</th>
<th>Child Awards</th>
<th>Related Projects</th>
<th>Reviewers</th>
<th>Correspondence</th>
<th>History</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cumulative Award Totals

This Award:

<table>
<thead>
<tr>
<th>Direct</th>
<th>Proposed</th>
<th>Awarded</th>
<th>Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$852,000</td>
<td>$0</td>
<td>0</td>
</tr>
</tbody>
</table>
Use the Edit Award button to edit the Funding Award SmartForm.
SmartForm
The *SmartForm* is a series of pages you complete with information about the record:

- General Award Information
- Budget Reconciliation
- Personnel Effort
- Deliverables
- Compliance Review
Once you review the award and complete the designated SmartForm pages, send an Email to the Specialist using the Send Email activity.
Follow on Proposals (Continuation, Renewal, Revision and Resubmission)
Create Continuation

- You must have an active Award to Create a Continuation
- This action is available from the Funding Award Workspace
Renewal and Revision

- You must have an active Award to Create a Renewal or Revision
- Those actions are available from the Funding Proposal Workspace
### Follow-On Submissions

**Test Proposal (MVM) NIH**

#### Proposal Information

- **PI:** Savita Pahwa
- **Department:** Microbiology & Immunology
- **Specialist:** Ava Lambert
- **Sponsor:** National Institutes of Health
- **Internal Submission Deadline:** 2/20/2020
- **SF424 Link:** SF-42400000021

#### Funding Information

- **Starting Date:** 1/1/2021
- **Number of Periods:** 4
- **Total Direct:** $852,000
- **Total Indirect:** $354,302
- **Total:** $1,206,302

#### Funding Awards

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>State</th>
<th>Recipient</th>
<th>Sponsor</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBIS0000052</td>
<td>Test Proposal (MVM) NIH</td>
<td>Active</td>
<td>Microbiology &amp; Immunology</td>
<td>National Institutes of Health</td>
<td>1/1/2021</td>
<td>12/31/2024</td>
</tr>
</tbody>
</table>

#### Working Budgets

<table>
<thead>
<tr>
<th>Name</th>
<th>State</th>
<th>Funding Source</th>
<th>Total</th>
<th>In Financials?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Sharing for National Institutes of Health</td>
<td>Active</td>
<td>Institution (Internal)</td>
<td>$88,444</td>
<td>no</td>
</tr>
<tr>
<td>National Institutes of Health</td>
<td>Active</td>
<td>Federal</td>
<td>$1,206,302</td>
<td>yes</td>
</tr>
</tbody>
</table>
Resubmission

• You must have a Funding Proposal in the State of Not Funded or Withdrawn to create a Resubmission

• Those actions are available from the Funding Proposal Workspace
Request Award Modification
Award Modification Requests

• Revision/Supplement
• Rebudget
• Continuation
• Carryover
• NGA Revised
• Budget Allocation Correction
• Early Termination
• Demographic Changes (Change of Key Personnel)
Request an Award Modification

- You must have an active Award to Request an Award Modification
- This action is available from the Funding Award Workspace
Request an Award Modification

Creating New Award Change Request

**Draft**

- Edit Modification Request
- Printer Version
- Submit to Specialist
- Withdraw
- Copy
- Assign Submitter
- Log Comment

**Carryover Request - MVM 2.20.20**

- **Submitted By:** Rebecca Simms (pi)
- **Specialist:** Ava Lambert

**History**

**Attachments**

4. **Supporting documents:**

   - Name
     - There are no items to display

5. **Specialist:**

   - Ava Lambert
Award Modification Request by State

PI/Study Staff

Diagram showing the process:
- Award Modification Request
- Draft
- Review
  - Clarification Requested
    - Withdrawn
    - Approved
    - Declined
- End States
Funding Award Workspace

**UQUEST**

<table>
<thead>
<tr>
<th>PDPI:</th>
<th>Patrice Saab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialist:</td>
<td>Ava Lambert</td>
</tr>
<tr>
<td>Designated Reviewer:</td>
<td>Judy Jones (approver1)</td>
</tr>
<tr>
<td>Approving Dept/Div/Institute:</td>
<td>Psychology</td>
</tr>
<tr>
<td>Administrative Contact:</td>
<td>Jennifer Lopez</td>
</tr>
<tr>
<td>Direct Sponsor:</td>
<td>National Institute of General Medical Sciences (NIGMS)</td>
</tr>
<tr>
<td>Prime Sponsor:</td>
<td></td>
</tr>
<tr>
<td>Current Total Project Period Commitment:</td>
<td>$272,000</td>
</tr>
<tr>
<td>Current Total Award Amount To Date:</td>
<td>$272,000</td>
</tr>
</tbody>
</table>

**Awarded Funding Proposals:**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Principal investigator</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>89089</td>
<td>UQUEST</td>
<td>Patrice Saab</td>
<td>Awarded</td>
</tr>
</tbody>
</table>

**Modification Requests**

<table>
<thead>
<tr>
<th>Name</th>
<th>SmartForm</th>
<th>Execute Activity</th>
<th>Date Modified</th>
<th>State</th>
<th>Submitter</th>
<th>Specialist</th>
</tr>
</thead>
</table>

**Modifications**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>SmartForm</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>State</th>
<th>Mod Type</th>
<th>Sponsor Approval State</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWD-005001-MOD001</td>
<td>Demo Changes - Personnel KW 2 20.2020</td>
<td>[Form]</td>
<td>2/20/2020 11:44 AM</td>
<td>2/28/2020 9:46 AM</td>
<td>Approved</td>
<td>Demographic Changes Only</td>
<td>Received Sponsor Response</td>
</tr>
</tbody>
</table>
Many activities and state transitions within the workflows trigger email notification
  - Proposals, awards, award modifications, and subawards

Email notifications will only be sent to University of Miami email addresses
<table>
<thead>
<tr>
<th>Trigger</th>
<th>Sent To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Ancillary Reviews</td>
<td>Assigned Ancillary Reviewers</td>
</tr>
<tr>
<td>Send Email activity</td>
<td>Recipients selected in activity window</td>
</tr>
<tr>
<td>30 Day Reminder</td>
<td>Deliverables owner responsible party, and any other staff selected to receive notifications</td>
</tr>
<tr>
<td>60 day Reminder</td>
<td>Deliverables owner responsible party, and any other staff selected to receive notifications</td>
</tr>
<tr>
<td>Activate activity (When Award is activated)</td>
<td>Assign Specialist, PI, Administrative Contact</td>
</tr>
<tr>
<td>Activate activity (When Award has an Advance Account)</td>
<td>Assign Specialist, PI, Administrative Contact</td>
</tr>
<tr>
<td>Assign Award Approver activity</td>
<td>Award Approver</td>
</tr>
<tr>
<td>State transition from “Draft” to “Department edit”</td>
<td>Award Editors, Assigned Specialist</td>
</tr>
<tr>
<td>Request Changes from Specialist activity (In Designated Review state)</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Trigger</td>
<td>Sent To</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Request Changes from Specialist activity (In Final Review state)</td>
<td>Assigned specialist</td>
</tr>
<tr>
<td>Submit for Final Review activity</td>
<td>Award Approver</td>
</tr>
<tr>
<td>Request Designated Review activity</td>
<td>Assigned specialist</td>
</tr>
<tr>
<td>Submit Changes activity (resubmitted for review)</td>
<td>Assigned Reviewer</td>
</tr>
<tr>
<td>Submit Changes activity (re-assigned award for final review)</td>
<td>Assigned Award Approver</td>
</tr>
<tr>
<td>Assign Designated Reviewer activity</td>
<td>Designated Review</td>
</tr>
<tr>
<td>Assign Specialist activity</td>
<td>Newly assigned Specialist</td>
</tr>
<tr>
<td>Submit for Designated Review activity</td>
<td>Designated Reviewer</td>
</tr>
<tr>
<td>Withdraw activity</td>
<td>PI, Assigned Specialist, Assigned Award Approver</td>
</tr>
<tr>
<td>Trigger</td>
<td>Sent To</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Approve activity</td>
<td>Submitter of the award modification request</td>
</tr>
<tr>
<td>Request Clarifications activity</td>
<td>Submitter of the award modification request</td>
</tr>
<tr>
<td>Submit Clarifications activity</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Decline activity</td>
<td>Submitter of the award modification request</td>
</tr>
<tr>
<td>Assign Specialist activity</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Submit to Specialist activity</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Assign Submitter activity</td>
<td>Submitter of the award modification request</td>
</tr>
<tr>
<td>Withdraw</td>
<td>Assigned Specialist</td>
</tr>
</tbody>
</table>
# Award Modification Email Notifications

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Sent To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Ancillary Reviews activity</td>
<td>Assigned ancillary reviewers</td>
</tr>
<tr>
<td>Approve activity</td>
<td>PI, Assigned Specialist, Administrative Contact</td>
</tr>
<tr>
<td>Assign Award Approver activity</td>
<td>Assign Award Approver</td>
</tr>
<tr>
<td>Request Changes activity (initiated by Designated Reviewer)</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Request Changes activity (instated by Award Approver)</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Request Designated Review activity</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Submit Changes activity (for designated review)</td>
<td>Assigned Designated Reviewer</td>
</tr>
<tr>
<td>Submit Changes activity (for final review)</td>
<td>Assigned Award Approver</td>
</tr>
</tbody>
</table>
## Award Modification Email Notifications

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Sent To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Designated Reviewer activity</td>
<td>Assigned Designated Reviewer</td>
</tr>
<tr>
<td>Send Email activity</td>
<td>Recipients selected in activity window</td>
</tr>
<tr>
<td>Assign Specialist activity</td>
<td>Assigned Specialist</td>
</tr>
<tr>
<td>Submit for Designated Review activity</td>
<td>Assigned Designated Reviewer</td>
</tr>
<tr>
<td>Submit for Final Review activity</td>
<td>Assigned Award Approver</td>
</tr>
<tr>
<td>Withdraw activity</td>
<td>PI, Assigned Award Approver, Assigned Specialist</td>
</tr>
</tbody>
</table>
# Subaward Email Notifications

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Sent To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Fully Executed Notification</td>
<td>Recipients selected on the Personnel page of the Subaward SmartForm</td>
</tr>
</tbody>
</table>
Help Desk

- Phone: 305-284-9733
- Email: ORA-SI@miami.edu
Hands-On Activities

- Complete the Award Smart Form
- Send an Email to the Specialist
- Create a Continuation from an Active Award
- Copy a Funding Proposal
- Request an Award Modification
- Create a Revision
- Create an Agreement from a Funding Proposal
Questions and Answers
Hands-On

Embrace your journey
• The link to the Huron website will be provided in the chat box after the 1st exercise demonstration.
• Download the uploadDocs to your desktop
• Download the Manage Awards-TrainingExercises.pdf to your desktop
Complete the Award SmartForm

1. General Award Information
2. Budget Reconciliation
3. Personnel Effort
4. Deliverables
5. Compliance Review