National Science Foundation
Electronic Research Administration (ERA)
Forum Webinar Series

September 28, 2016
Welcome to the NSF ERA Forum Webinar Series

- **Second ERA Forum Webinar Topic**: Proposal Submission Modernization
- **Focus**: Budget, Budget Justification and a new “Personnel” proposal section
- The agenda and presentation are available on the Policy website via the link below: https://www.nsf.gov/bfa/dias/policy/era_forum.jsp
Agenda

- Introduction
- Forum Logistics
- ERA Forum Discussion Topics
- Questions and Answers
- Call to Action
ERA Forum

Background

- A new approach to regularly engaging the community

Purpose

- Collect individual opinions and perspectives on ERA activities
- Gather topics of interest for future forums
- Solicit volunteers for usability studies
Speakers

Erika Rissi
Deputy Division Director, Division of Institution and Award Support

Jean Feldman
Head, Policy Office, Division of Institution and Award Support

Jeff Vieceli
Head, Systems Office, Division of Institution and Award Support

William Daus
Project Manager, Division of Information Systems
WebEx Information

- USA/Canada, dial 1(888) 810-6840 or 1(517) 268-4521, enter passcode 4091853.

- Clearly state and spell your first name, last name and institution name to join in listen-only mode.

- For computer audio streaming, go to the URL: 
  http://event.on24.com/r.htm?e=1256577&s=1&k=091E4E717CCAEAAABA7E5283ED6857BFC

- To view real-time captions, go to www.fedrcc.us and enter event confirmation #3049769.

- **Helpful WebEx Tips**: Please click “save and run” to download the WebEx media player plugin and join the session. Call WebEx technical support at 1(866)229-3239 if you need additional assistance.
How to engage with the ERA Forum

Forum Participation

WebEx Live Q&A
Survey
Future Forum Topics
Forum Listserv and Email
General Information
Live Q&A through WebEx

- Click on the Q&A icon on the top-right corner.
- In the Q&A window, select “All panelists” to send your questions and comments.
Proposal Submission Modernization Initiative

History and Overview

- Transitioning from FastLane to the new proposal modernization system
Prioritization of Today’s ERA Forum Discussion Topics

• ERA Forum Survey Input
• Significance of Today’s Discussion Topics
• Unreasonable Administrative Burden
Current Online Budget Data Entry via FastLane

(First two pages of the online budget shown for illustration purposes)
ERA Forum Discussion Topics

- Recap of Proposal Initiation Workflow
- Budget, Budget Justification and New “Personnel” section
PSM Vision

• Modernize the applications supporting the merit review process and the user experience via the development of a new application

• Reduce the administrative burden to the research community and NSF staff associated with preparation, submission, and management of proposals

• Increase efficiencies in proposal preparation, submission, and management

• Improve data quality

• Capture proposal content in a way that supports data analysis
PSM Agile Concept Development

Identify Pain Points and Draft Improvements
- Leverage helpdesk data, 2015 PSM survey, etc. to identify improvement opportunities and create initial concepts

Review Concepts with NSF Staff Working Group
- Review initial concepts and discuss at working group sessions
- Refine as needed

Review Wireframes with External Users
- Present and test wireframes with external users to validate and refine
- Usability sessions, FDP, ERA Forum, etc.

Internal Validation and Execution
- Brief working group, elevate/resolve issues and begin development
- Deliver enhancements incrementally
Users access proposal preparation via Research.gov
After logging in to Research.gov, the user may start a new proposal as well as access draft or submitted proposals.
• Indicator shows required proposal setup process steps

• Opportunities may be filtered and/or sorted to aid selection

• Only “live” funding opportunities are available
• Similar to today, users may be required to select the applicable UOC(s) (“where to apply”)

• Funding opportunity selection triggers customized options in subsequent screens
• This is the same UOC screen, but with a different example funding opportunity.

• In such cases, the user simply validates the data before selecting “next”. 
User chooses the applicable proposal type

Again, the choices shown here will be customized to the funding opportunity.
After choosing the proposal type, the user indicates the proposal submission type.
• Proposal access is managed via a separate action
• After navigating from the proposal forms page, the PI may add Co-PIs, Sr Personnel, and OAUs (“assistants”) to the proposal.

• Adding an individual to the proposal prompts an invitation to join the proposal process.

• OAUs are not expected to utilize a proposal PIN to access proposals.
The PI will perform a search by user ID or email address.

Unlike today, Other Senior Personnel need to be registered with NSF before being added to a proposal.

The user validates the individual’s identity and formally adds her to the proposal.
# Manage Personnel

Filter by Name, Role or Organization

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Role</th>
<th>Organization</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Smith</td>
<td>Principal Investigator</td>
<td>Brown University</td>
<td>Change Role</td>
</tr>
<tr>
<td>Samantha Jones</td>
<td>Other Senior Personnel</td>
<td>Brown University</td>
<td>Change Role</td>
</tr>
</tbody>
</table>

**Assistant(s)**

No assistants have been added
Jane Smith has added you, in the role of Other Senior Personnel, to the following proposal:

**7654321 - Supporting Faculty in Quantitative Undergraduate Biology Education and Synthesis**

Please sign into Research.gov where the proposal will be available from your listing of In Progress proposals.

Sign into Research.gov

If you feel this request is in error, please click the link below to remove yourself from the proposal.

Please remove me from this proposal
• Similar to today, co-PIs and OAUs would continue to have full proposal access
• Other Senior Personnel would also have system access

Proposal Alerts

You have been added to proposal 7654321 - Supporting Faculty in Quantitative Undergraduate Biology Education and Synthesis, as Other Senior Personnel

- View / Edit Proposal
- Decline Invitation

Create New Proposal
Get started by answering a few questions to enable NSF to customize your proposal interface and compliance rules.

• Create Proposal

In Progress Proposals
Continue working on a previously created proposal, that has not yet been submitted to NSF.

• Work with In Progress Proposals
3 In Progress Proposals are available

Submitted Proposals
View, download or withdraw proposals that have previously been submitted to NSF.

• View Submitted Proposals
0 Submitted Proposals are available

• The added Co-PI could be notified via an automatic alert and/or auto-generated email
• Within this new section is a listing of all person-specific proposal documents
This layout allows a singular view of all documents required for each named senior project personnel.

Results from Prior NSF Support has been separated from the Project Description.
Proposal - 7654321

Title: Supporting Faculty in Quantitative Undergraduate Biology Education and Synthesis

Funding Opportunity: NSF 16-505 - Faculty Early Career Development Program [Change]
Where to Apply: Biological Sciences (BIO) - Environmetal Biology (DEB), Thermal Transport Processes [Change]

Proposal Type: Research Advanced by Interdisciplinary Research and Engineering (RAISE) [Change] Submission Type: Full Proposal [Change]

<table>
<thead>
<tr>
<th>Proposal Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow SPO Access</td>
</tr>
<tr>
<td>Check Proposal Compliance</td>
</tr>
<tr>
<td>Print Proposal</td>
</tr>
<tr>
<td>Delete Proposal</td>
</tr>
</tbody>
</table>

Collaborative Proposal
Lead Proposal [Change]
Link(s): Not linked

Personnel Access
Your role: Principal Investigator (PI)
1 other user(s) have access

<table>
<thead>
<tr>
<th>Proposal Sections</th>
<th>Last Updated</th>
<th>Compliance Status</th>
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</thead>
<tbody>
<tr>
<td>Required</td>
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<tr>
<td>Cover Sheet</td>
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<tr>
<td>Senior Personnel Documents</td>
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<tr>
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<tr>
<td>Budgets</td>
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<tr>
<td>Budget Justification</td>
<td></td>
<td>Not checked</td>
</tr>
<tr>
<td>Facilities, Equipment, and Other Resources</td>
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<td>Not checked</td>
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<tr>
<td>Data Management Plan</td>
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<td>Not checked</td>
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<tr>
<td>Collaboration Plan</td>
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<tr>
<td>Management Plan</td>
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</tbody>
</table>
- Budget and Budget Justification are separate sections in PSM
- The budget automatically displays Year 1. User may add additional years.

- The concept of person-months has been streamlined.

- This screenshot does not capture all line items, though they largely replicate FastLane.
After choosing to add a year to the budget, the user chooses whether to copy prior year data.
Budget data may be viewed at the category level or at a more detailed level.

The new budget can display all project years on one screen or filter to show select years.

Budget numbers are summed at the top-right box, far right column, and bottom of budget.
• NSF is exploring other methods of supporting the budget input - like a wizard

• After clicking on the budget, the user could be given the option of engaging a wizard of proceeding to the main input screen.
• User is provided visual of budget progress

• At any time user could switch to a traditional form view
• NSF could also support a spreadsheet or template upload

• The uploaded document could be processed and integrated into the table interface for final validation.
The Budget Justification provides a visual reminder of the data saved in the Budget.

The visual is meant to remind users to provide a justification for each applicable budget category.

Where a budget category includes a funds request, the user is required to provide text.

Modern text boxes would enable easier cut-and-pasting and formatting.
2016 - 2017 Notional Timeline (Subject to change)

<table>
<thead>
<tr>
<th>Sept 16</th>
<th>Oct 16</th>
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<th>Dec 16</th>
<th>Jan 17</th>
<th>Feb 17</th>
<th>Mar 17</th>
<th>Apr 17</th>
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<tbody>
<tr>
<td>Second ERA Forum</td>
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Ongoing Activities: Webinars, Usability Studies, Interviews, Focus Groups
## Call to Action and ERA Forum Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Details</th>
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<tr>
<td>Survey</td>
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</tr>
<tr>
<td>ERA Forum Email</td>
<td>Send an email to <a href="mailto:nsferaforum@nsf.gov">nsferaforum@nsf.gov</a></td>
</tr>
<tr>
<td>Subscribe to ERA Forum Listserv</td>
<td>Send an email to <a href="mailto:NSF-ERA-FORUM-subscribe-request@listserv.nsf.gov">NSF-ERA-FORUM-subscribe-request@listserv.nsf.gov</a></td>
</tr>
</tbody>
</table>
Q&A