


## How to Approve a Funding Proposal and F&A Waiver in ERA

When a funding proposal requires your approval you will receive an email notification alerting you. You can either **click on the Funding Proposal number in the FP ID field** or **on the blue text labeled Click Here** in the body of the email. Both links will take you to the Department Review Info tab for Funding Proposal.

Subject: Proposal Review and Approval Required for PI Stephen Saunders



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<b>FP ID:</b>	FP00000050 Click on link to go to this proposal
<b>Sponsor PI Name:</b>	Stephen Saunders
<b>Internal PI Name:</b>	Stephen Saunders
<b>Title:</b>	Saunders - Test of using budget summary
<b>Sponsor:</b>	NIH: National Institutes of Health
<b>Prime Sponsor:</b>	

This proposal requires your review and approval prior to submission to the sponsor.

You have been identified as: an investigator participating in this project.

Please [Click Here](#) to review the Funding Proposal accordingly.

Comments from RA:

**Attachments:**

Document

There are no items to display

If you will not access the Funding Proposal from the automatic email, instead log in directly to the ERA system. After logging in you will arrive at My Home. As an Investigator, Department or College Approver you should have the **Approver** view. You can verify your view on the left side of your home page.



Master Data | COI | IRB | **Grants**

Home | Proposals | Awards | Researcher Profiles

**Approver**

**My Roles**  
Approver

## Page for PI Approver

### Quick Links

[Faculty Toolbox](#)  
Find resources to help you develop your research proposal.

The **My Inbox** will show all Funding Proposals and F&A Waivers that are currently awaiting your approval. The My Inbox is sorted by Application Deadline.

**My Inbox** | Internal Review | Submitted | Awarded | Closed

**Proposals**

Filter by Name    Advanced

Name	SmartForm	State	FP ID	Application Deadline	Sponsor PI - Last Name	Lead Financial Unit	College	Sponsor	Prime Sponsor	RA Owner	GCO Reviewer	Submission Type	Proposed Sponsor Budget	Modified Date
RA Seminar Test 3	[Edit]	Department Review	FP00000276	12/18/2013 5:00 PM	Scotch	BMI: Biomedical Informatics	Health Solutions, College of	Honeywell		Szpara		Funding Submission	\$89,763	12/16/2013 11:25 AM

1 to 1 of 1 / page

**Budget**

Filter by Name    Advanced

Name	SmartForm	State	FP ID	Application Deadline	Sponsor PI - Last Name	Lead Financial Unit	College	Sponsor	Prime Sponsor	RA Owner	GCO Reviewer	Submission Type	Proposed Sponsor Budget	Modified Date
Eastern Michigan University	[Edit]	F and A Waiver Review - Depts	FP00000291	1/1/2014 5:00 PM	Scotch	BMI: Biomedical Informatics	Health Solutions, College of	Eastern Michigan University	NSF: National Science Foundation	Szpara		Funding Submission	\$17,962	12/18/2013 12:47 PM

## Approve a Funding Proposal

Once you have selected the Funding Proposal you would like to review all the pertinent information for a Funding Proposal can be found on the **Dept Review Info** of the Proposal Work Space.

### DEPT REVIEW INFO

Project Information	Dept Review Info	Grids Summary Costs	ASU Financials	Dept Reviewers	Sponsor Budget Summary
<b>PROPOSAL INFORMATION</b>			<b>PROPOSED BUDGET INFORMATION</b>		
Sponsor PI/Fellow:	Matthew Scotch		Project Start Date:	2/1/2014	
Internal PI:	Matthew Scotch		Project End Date:	1/31/2016	
Lead Financial Unit:	M0601315 BMI: Biomedical Informatics		Total Direct:	\$53,526	
RA Contact:	Richard Szpara		Total F&A:	\$36,237	
GCO Reviewer:			Total Sponsor Budget:	\$89,763	
GCO Agreement Reviewer:			Total Cost Share Budget:		
Sponsor:	Honeywell				
Prime Sponsor:					
Sponsor Submission Due Date:	12/18/2013 5:00 PM				
ORSPA Submission Deadline:	12/13/2013				

#### Investigator Allocations

Investigator	Role	Unit Code	Unit Name	Center Code	ABOR Center or Institute	REC	RID	IIA
Matthew Scotch	PD/PI	M0601315	BMI: Biomedical Informatics			100%	100%	100%

#### Special Reviews

Reviews	Included	Reference	Links
Hazardous Materials / Waste:	yes	Pending	Hazardous Materials / Waste

#### Other Reference Information

Topic	Link
Proposal Abstract	ProjectSummary.pdf
Budget Justification	Justification.pdf
Proposal Attachments	Proposal Attachments
ASU Financials	ASU Financials
Print Budget	Honeywell

#### Investigator Approval Certification

Investigator	Adequate Space Available
Matthew Scotch	

Alternately using the “View Funding Proposal” button you can view each Smart Form and leave review notes as needed.

The screenshot displays the ERA system interface. At the top, there is a navigation bar with options like '<< Back', 'Exit | Hide/Show Errors | Print...', and 'Jump To: - 1.1 Proposal Description & Contacts'. Below this is a yellow bar with 'Reviewer Note' and buttons for 'Add', 'Delete', and 'Next'. A table with the header 'Type' shows 'There are no items to display'. On the left, a sidebar titled '1.1 Proposal Description & Contacts' lists three items: 1.0 Full Title of Proposal: RA Seminar Workflow; 2.0 Short Title of Proposal: RA Seminar Test 3; and 3.0 Sponsor Principal Investigator / Fellow. Below item 3.0, it says 'If a fellowship, please identify th' and 'Biosketch: (TO BE IMPLEMENTED PER RE Current & Pending (TO BE IMPLEMENTED NEED TO CHECK IF THIS PROPERTY SHO'. An inset window titled 'Add Reviewer Note - Windows Internet Explorer' shows a form with a dropdown menu for 'Type' set to 'PI Draft Change Request' and a text area for 'Note' containing 'Please update the title to "Ring World: Who Built It and Why?'. There are 'OK' and 'Cancel' buttons at the bottom of the form.

Once you have reviewed the Funding Proposal you can run one of the following activities.

The 'My Current Actions' menu is shown in a light gray box. It contains three items: 'Approve Proposal' with a checkmark icon, 'Dept Reviewer Request Proposal Changes' with a left-pointing arrow icon, and 'Disapprove Proposal' with a black 'X' icon.

**Department Reviewer Request Proposal Changes** will return the Funding Proposal to the Research Administrator to make the requested changes.

**Disapprove Proposal** should only be used when a reviewer has serious concerns with a proposal. This may include time commitment of faculty, cost share, etc.

## How to Approve an F&A Waiver in ERA

Once you have selected the F&A Waiver you would like to review all the pertinent information for an F&A Waiver can be found on the **F&A Review Info** of the Proposal Work Space.

### F&A REVIEW INFO

Project Information	Grids Summary Costs	ASU Financials	Sponsor Budget Summary	F&A Reviewers	<b>F&amp;A Review Info</b>
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<u>PROPOSAL INFORMATION</u>		<u>RATE INFORMATION</u>		
Sponsor Type:	Other	Base Type	Type Desc	Rate
Activity Type:	Research	Transferring In F&A Rate:		
Transferring In:	no	ASU Approved Sponsor F&A Rate:		
Clinical Trial:	no	Published F&A Rate:	MTDC	Modified Total Direct Costs
Budget Justification:				
Cost Sharing Allocation:				

F&A Waiver is Required

### F&A Cost Table

	F&A Base Type	Period 1 7/1/2014 6/30/2015
ASU Fiscal Year:		2015
On/Off Campus:		on
Calculated F&A Rate	MTDC	54.50%
Full Federal F&A Costs		\$8,899
Requested F&A Rate	MTDC	10.00%
Requested F&A Costs		\$1,633
Unrecovered F&A (Full Minus Requested)		\$7,266

### F&A Waiver Justification

This project is cutting edge research and will lead to future awards. EMU is also using a reduced rate. The NSF program officer has stated the panel will look favorably on our proposal with the reduced rate since this is a pilot program.

After review the F&A waiver the following activities can be run.



**F&A Waiver Approve** will record your approval and send the F&A Waiver to the next individual in queue.

**F&A Waiver Reviewer Request Changes** will return the F&A waiver to the Research Administrator for them to make the requested changes.

**F&A Waiver Disapprove** will record your disapproval and prevent the F&A Waiver from being routed to other individuals. This should only be used if a waiver will not be approved, instead of information being inaccurate in the budget.