RESEARCH

SERVICES

OFFICE

Learning Summary
Researcher Home Page and Financial Overview - Flash Report
February 2010

Introduction

This Learning Summary is intended to provide information about the Researcher Self-Service menu, the Researcher Home Page, and the Financial Overview – Flash Report.

Summary of Contents

→ Researcher Self-Service Menu: Access to Researcher Home Page, Security

→ Researcher Home Page – General Overview: Projects and Proposals Sections, Description of Links

→ Researcher Home Page – Administrator's view, Advanced Search, Details Tabs (Projects and Proposals)

→ Financial Overview – Flash Report

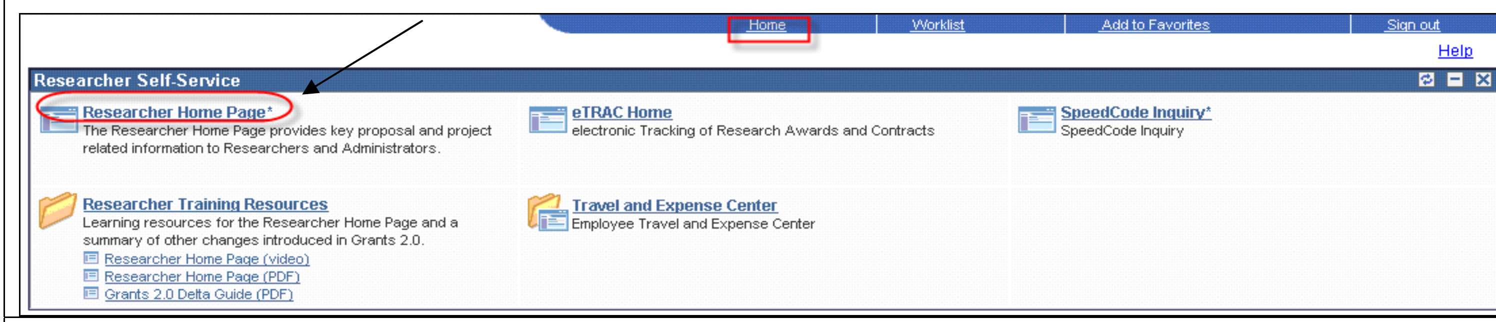
→ Appendices: A – Attachments, B – Task Management, C – Proposal and Project Status, D - PeopleSoft Navigation Tips for Researcher Home Page, E – Help Resources

Security and Access

When Researchers and Administrators log in to the system, they will default to the **Researcher Self-Service** menu displayed here. Access to particular Proposals and Projects (on the Researcher Home Page) is granted based on their existing PeopleSoft security roles.

Click on this link to get to the Researcher Home Page.

Click on the Home link to return to the Researcher Self-Service menu.



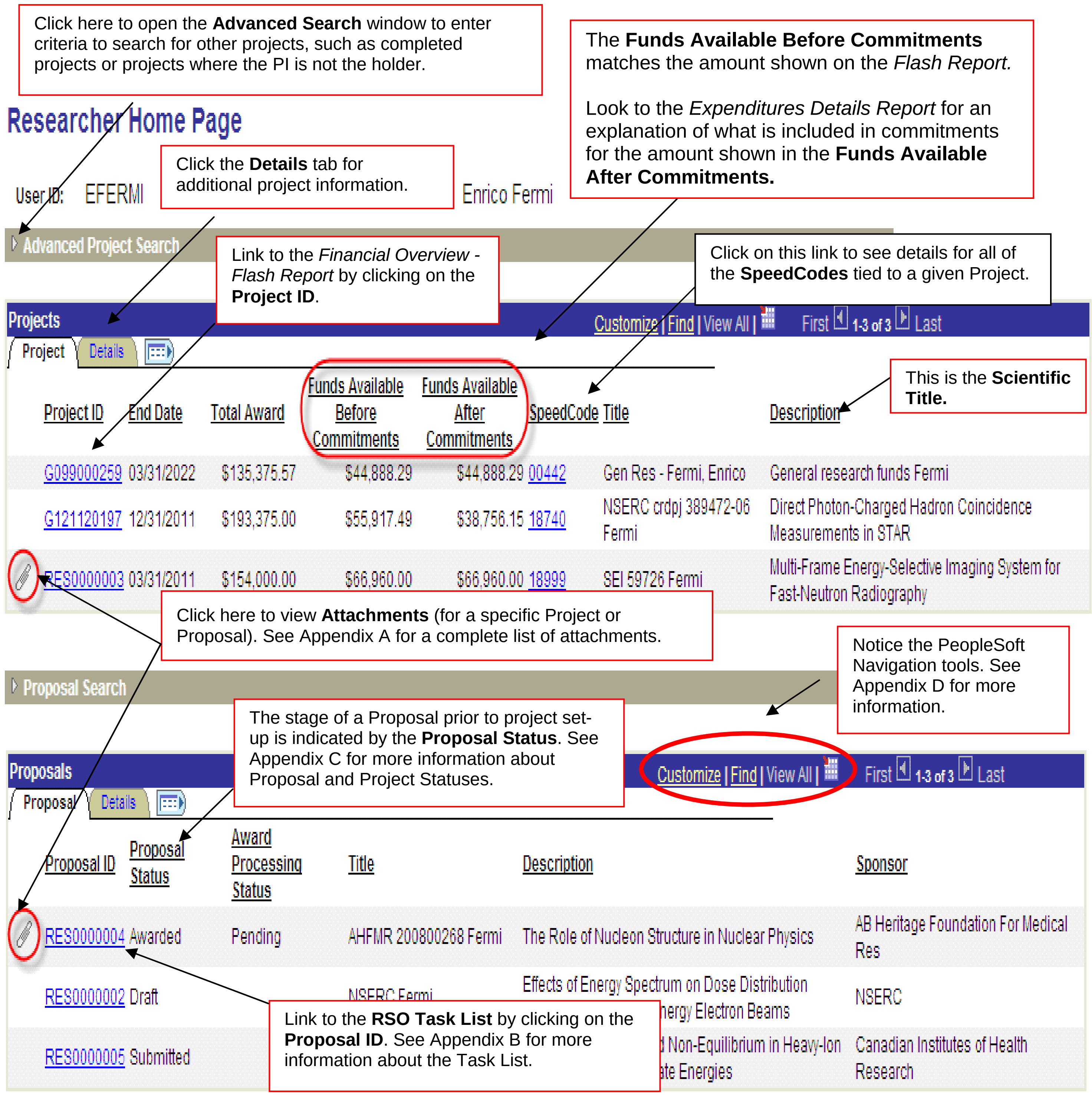
Notes

- Individual team members (i.e., those holding the role of PI and/or Project Administrators) will only have access to Proposals and Projects (on the Researcher Home Page) with which they are associated.
- The Proposals and Projects that will be available to Administrators through the advanced searches will be based on their current eTRAC access (i.e., they will be granted access to Proposal and Project information based on the Department ID(s) tied to their current eTRAC security role).
- Chairs, Deans, and/or Directors will have access to the Proposals and Projects where they are assigned as the Program Manager, i.e., where they are the Project Holder.
- Researchers and Administrators will still be able to access eTRAC directly using the **eTRAC Home** link available on the Researcher Self-Service menu.

Researcher Home Page – General Overview

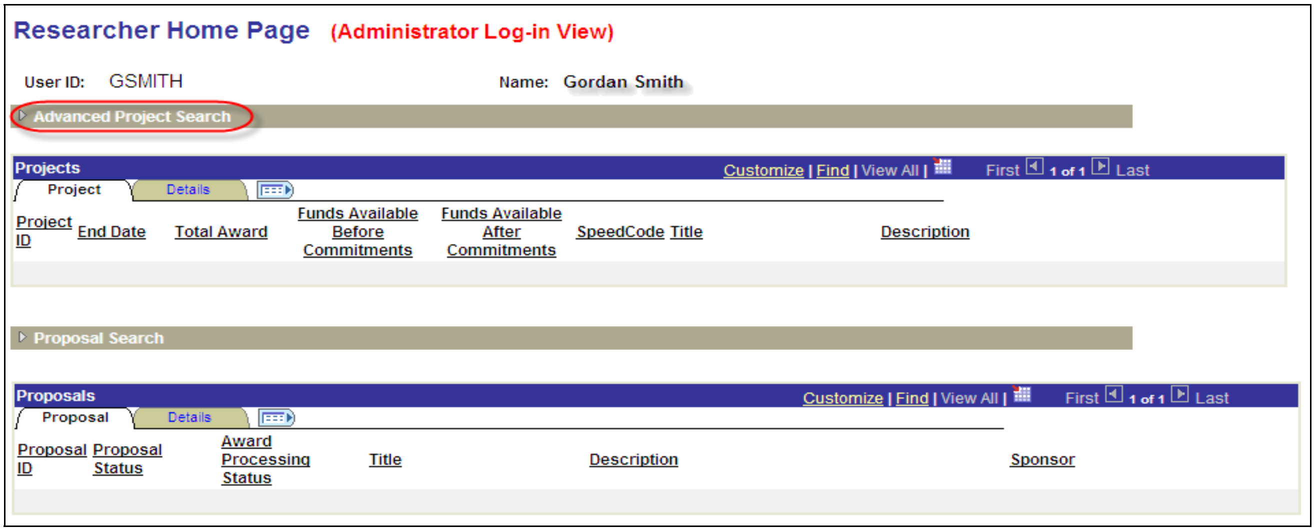
When a Researcher logs in, he/she will see all his/her active Projects and pending Proposals. The RSO captures all information to do with an application and its submission in what is called a Proposal in PeopleSoft. The various stages of a Proposal are indicated by the Proposal Status. Once the project is set up and funds are available to spend, the Proposal information drops off and all related information is displayed in the Projects section.

Data on the Researcher Home Page is immediately visible in real time with the exception of any amounts that are updated nightly, for example, actual budgets.



Researcher Home Page – Administrator View

When Administrators enter the Researcher Home Page, there will not be any Projects or Proposals displayed. They will need to perform an Advanced Project Search to bring up specific Projects and/or Proposals on the page.



Researcher Home Page - Advanced Project Search

To conduct an Advanced Project Search, enter criteria in select field(s) and click the **Search** button. The search results will be displayed on the **Projects** tab. For additional details about those projects, click the **Details** tab. To link to the Financial Overview – Flash Report, click on the Project ID.

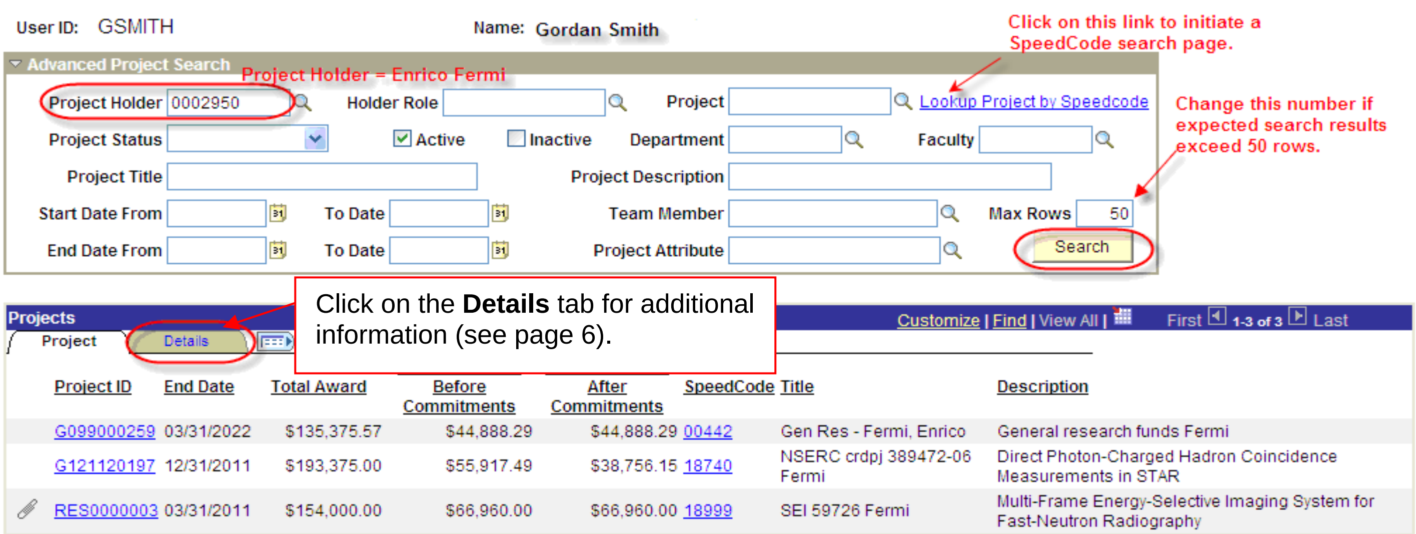
Notes:

→ The **Project Holder** field defaults with the ID of the person who logged in, so ensure that the field is either cleared or a new ID is entered as search criteria. In this example, the search criteria entered was the Project Holder's ID.

→ If necessary, adjust the number in the **Max Rows** field to an appropriate number to facilitate accurate search results. This is particularly important if searching by Department.

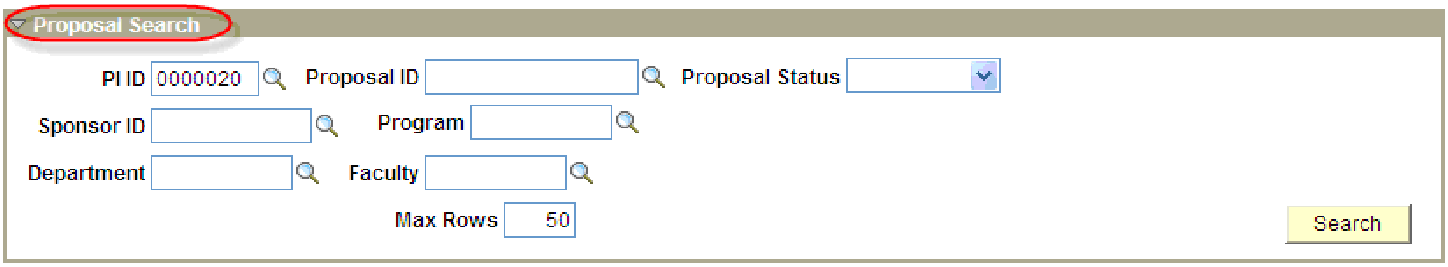
→ Searches by **Department** or **Faculty** are based on eTRAC departmental security.

→ To find completed Projects, remove the checkmark from the **Active** checkbox and put one in the **Inactive** checkbox.

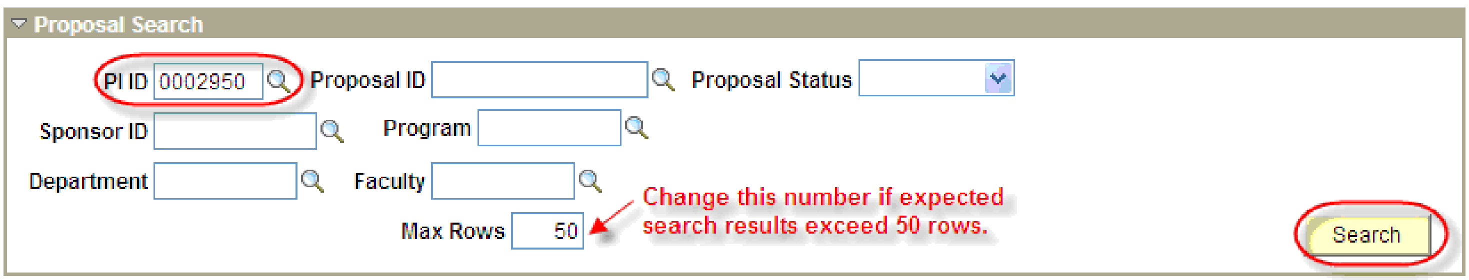


Researcher Home Page – Proposal Search

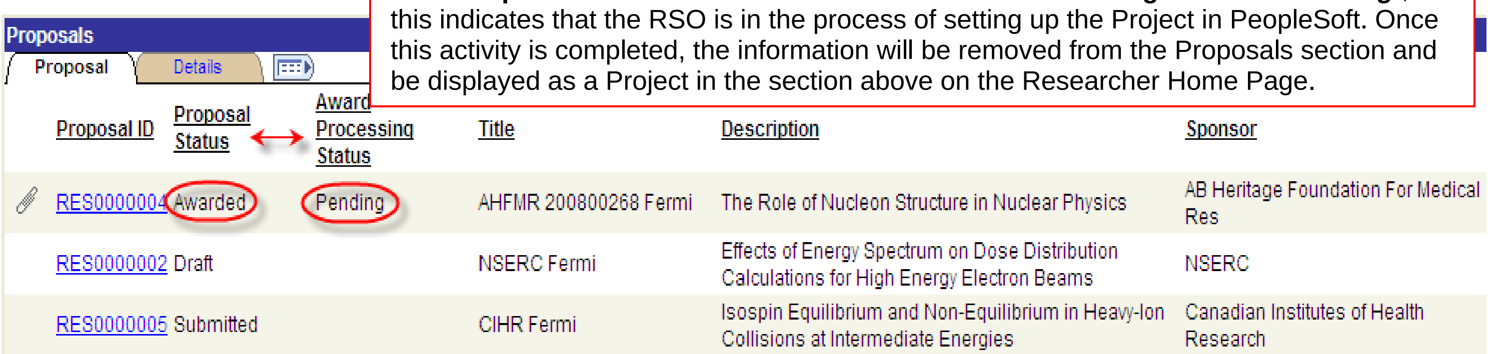
To conduct a Proposal Search, enter criteria in select field(s) on the **Proposal Search** page and click the **Search** button. **Note:** the **PI ID** field defaults with the ID of the person who logged in, so ensure that the field is either cleared or a new ID is entered as search criteria. Also remember to adjust the number in the **Max Rows** field if necessary, to facilitate accurate search results.



In this example, the search criteria entered was the PI ID. The search results will be displayed on the **Proposals** tab. For additional details about those Proposals, click the **Details** tab (see page 6 for more information).



If the **Proposal Status** is ***'Awarded'*** and the **Award Processing Status** is ***'Pending'***, this indicates that the RSO is in the process of setting up the Project in PeopleSoft. Once this activity is completed, the information will be removed from the Proposals section and be displayed as a Project in the section above on the Researcher Home Page.



Proposal ID	Proposal Status	Award Processing Status	Title	Description	Sponsor
RES0000004	Awarded	Pending	AHFMR 200800268 Fermi	The Role of Nucleon Structure in Nuclear Physics	AB Heritage Foundation For Medical Res
RES0000002	Draft		NSERC Fermi	Effects of Energy Spectrum on Dose Distribution Calculations for High Energy Electron Beams	NSERC
RES0000005	Submitted		CIHR Fermi	Isospin Equilibrium and Non-Equilibrium in Heavy-Ion Collisions at Intermediate Energies	Canadian Institutes of Health Research

Important Note: If a Proposal has a status of ***'Not Funded'***, ***'Refused by Institution'***, or ***'Withdrawn'***, it will not be accessible via the Researcher Home Page. Information tied to the Proposal will still be available through the RSO.

Researcher Home Page – Details Tab (Projects and Proposals)

In both the Projects and Proposals section of the Researcher Home Page, additional details can be viewed by clicking the **Details** tab.

The display of the data can be customized, for example, by moving columns from the **Details** tab to either of the primary tabs. Data can also be sorted by clicking on the column header. Refer to **Appendix D** for more information.

Researcher Home Page - Standard Layout of the Details Tab for Projects

Projects Customize | Find | View All | First 1-3 of 3 Last

Project | Details

Project ID	Holder	Role	Project Status	Start Date	Project Attribute	Department	Faculty	Project Type
G099000259	Enrico Fermi	Project Holder	Open	04/01/1998	General Research Funds	AGD General	Fac of Ag Life and Environ Sci	CSHBA
G121120197	Enrico Fermi	Principal Investigator	Open	01/01/2007	Research Grants - External	RR Adm/General	Fac of Ag Life and Environ Sci	BUDBA
RES0000003	Enrico Fermi	Principal Investigator	Open	04/01/2009		Physics	Faculty of Science	BUDBA

Researcher Home Page - Standard Layout of the Details Tab for Proposals

Proposals Customize | Find | View All | First 1-3 of 3 Last

Proposal | Details

Proposal ID	PI Name	Sponsor Program	Reference Award Number	Department	Faculty
RES0000004	Fermi,Enrico	HeritageScholars	200800268	Physics	Faculty of Science
RES0000002	Fermi,Enrico			Physics	Faculty of Science
RES0000005	Fermi,Enrico	Operating Grant		Supply Management Services	VP Finance and Admin

Return to Researcher Home Page Link

Return to Researcher Home Page*

This link is displayed at the bottom of the **Task List**, the **List Attachments** page and the **Financial Overview – Flash Report**. Clicking on it will return the user to the Researcher Home Page. **Note:** There may be a delay in returning to the Researcher Home Page depending on the number of Projects or Proposals that were originally displayed. The more Projects or Proposals on the list, the greater the delay.

ORACLE

Financial Overview - Flash Report

The Status field indicates the status of a project. See the Appendix for more information.

Project:	G121120197	NSERC crdpj 389472-06 Fermi	Status:	Open
		Research Grants - External	Start Date:	01/01/2007
Holder:	Enrico Fermi	Principal Investigator	End Date:	12/31/2011
Department:	100400	RR Adm/General		
SpeedCode:	18740			

Identifies the last date against which charges can be made to a project.

Links to details about project SpeedCode(s).

Awarded Amounts

Award Period	Budget Start Date	Budget End Date	Direct Cost	Included in Funds Available	Indirect Cost	Total
1	01/01/2007	12/31/2007	4,225.00	✓	0.00	4,225.00
2	01/01/2008	12/31/2008	42,425.00	✓	0.00	42,425.00
3	01/01/2009	12/31/2009	54,175.00	✓	0.00	54,175.00
4	01/01/2010	12/31/2010	51,275.00		0.00	51,275.00
5	01/01/2011	12/31/2011	41,275.00		0.00	41,275.00
			193,375.00		0.00	193,375.00

The period can be changed by clicking on this link.

The funds available displayed in the Award and Expense Summary section are inclusive of the amounts with the green checkmark next to them.

Award and Expense Summary for the period: 01/01/2009 - 12/31/2009

Opening Balance / (Over Expenditure) as of 01/01/2009	$10,348.74	
Direct Cost Budget	$54,175.00	
Funds Available before expenditures (A):		$64,523.74
Expenditures		
Salaries and Benefits-BL	$8,145.83	
Supplies and Other-BL	$460.42	
Total expenses (B)		$8,606.25
Funds Available after expenditures as of 06/04/2009 (A-B):		$55,917.49

'Opening Balance' plus 'Direct Cost Budget' (i.e., portion of the budget available for spending).

Links to the eTRAC Expense and Commitment Detailed Report (PDF).

This amount does *not* include outstanding commitments.

Outstanding and Upcoming Milestones

Past Due	Due Date	Sponsor	Milestone	Milestone Details
	07/31/2009	NSERC	Signed Form 300 returned by PI	

This section shows Milestones that are tracked by the RSO where action is required on the part of the PI. They will be displayed 90 days prior to the due date.

Return to Researcher Home Page*

Past Due Invoices

This line would be displayed just below the **Milestones** section once an invoice is 30 days past due.

Past Due (unpaid) Invoices:	NSERC	Invoice #: UA055694	$8,777.84 Due: 02/19/2009	(96 days past due)

Appendix A – Attachments

The following list identifies the types of documents that may be attached to a *new* Proposal or Project (i.e. set up after Grants 2.0 'go-live' date) and are accessible via the Researcher Home Page. These attachments are maintained by the RSO and are view-only for Researchers and Administrators.

Type of Attachment	Description
Final Application	Final version of the application that was approved for submission to the Sponsor.
Application Amendments	Any subsequent amended pages provided to the Sponsor after original submission.
U of A Signature Pages	For use when extra signatures are to be obtained (co-applicants, Chairs, Deans) and the application does not accommodate them.
Conditional Letters/Notices of Award from Sponsor	Conditional letter/notice from Sponsor specifying terms that must be met before the award is confirmed.
Formal Letter/Notice of Award	The formal notice of decision or award from the Sponsor. It will sometimes include terms and conditions tied to the award.
RSO Agreement Acknowledgment Form *(Task Management)*	Fully signed RSO approval sheet circulated with final grant and/or contract agreement for signoff by the PI, Chair and/or Dean confirming their acceptance of the terms and conditions tied to a specific award.
Fully Executed Agreement	Fully executed agreement, including project scope of work and budget.
Formal Amendments	Formal amendments to an agreement confirming Sponsor approval including any amended scopes of work and budget.
External Subgrant	Fully executed subgrant agreement, including budget amount tied to the subgrant.
Signed Financial Reports	Signed versions of financial reports submitted to a Sponsor (e.g. Form 300s and SREs).
Application Review Report(s) *(Task Management)*	Report sent to the PI with feedback tied to the review of his/her application/proposal and confirming U of A approval to submit the application/proposal to the Sponsor. Multiple copies of the Application Review Report will be generated in situations where an application/proposal has not been approved for submission to the Sponsor after an initial review of the application/proposal. **All copies of this particular report should be attached in the system and the final report should be identified as such.**

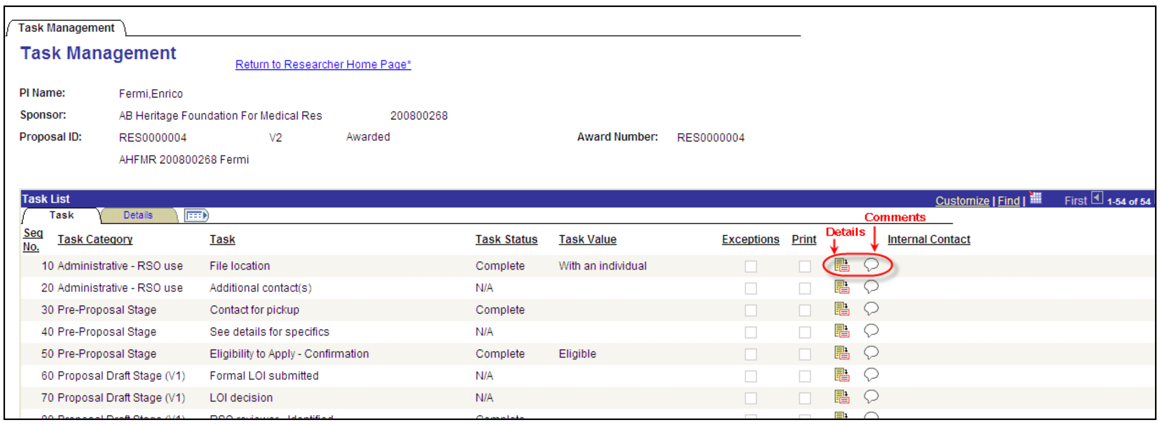
Appendix A - Attachments

Type of Attachment	Description
Advice Notice(s) *(Task Management)*	Report sent to the PI, departments/faculties, and RF Offices (where applicable) to advise that a Project has been set up and activated and the PI can proceed to incur expenses using the SpeedCode(s) provided. This report is also used to communicate any Project related amendments to the parties copied on the original notice.
Waiver Forms	Signed copies of a form in which a researcher acknowledges, where required, obligations such as assignment of copyright, waiver of moral rights, and ownership and licensing of patentable intellectual property
Critical Correspondence of a Legal Nature	Exceptions, approvals, terminations, contribution confirmations and other documents that are legally binding or have legal implications for the project, the PI and/or the University.

Appendix B – Task Management

Task Management in PeopleSoft has been designed to track the workflow tied to the creation of a Proposal through to the activation of a Project. The Task Management Task List consists of an updateable list of tasks organized by high level Task Categories mapped to the status of a Proposal as it moves through the Grants Lifecycle. The Task List tied to a given Proposal is updated and maintained by the RSO, but is visible to Researchers and Department/Faculty Administrators. It has been designed as a key communication tool allowing transparency both within the RSO and with the U of A research community at large.

Following is an explanation of each of the fields on the **Task** tab on the Task List. The fields most likely of interest to Researchers and Administrators are: Task Category, Task, Task Status, Details and Comments.



Sequence Number (Seq No.) – a unique number assigned to a given task that defines the order in which the tasks are listed on the Task Management page.

Task Category – Tasks are arranged into Categories that are mapped to the different statuses that a Proposal moves through during a typical Grants Lifecycle. There are 11 categories on the default Task Management page.

Task Category	Description
Default Task Categories (Proposal Status)	
Administrative - RSO Use	Tasks in this category indicate team assignment at the Research Services Office (RSO), the file location of an awarded proposal and the proposal complexity. Additional contact names are also indicated as necessary.
Pre-Proposal Stage (Proposal Status: Pre-Proposal)	Tasks in this category are used to record pre-proposal notes made during initial discussions with the researcher but prior to a final proposal being submitted for review. There is also a task to confirm researcher eligibility to apply for funding.
Proposal Draft Stage (V1) (Proposal Status: Draft))	Once a copy of the proposal or Letter of Intent (LOI) is submitted for review and signature by RSO, researchers can track the review and approval process under this category.
Approved for Submission (Proposal Status: Submitted)	There are two tasks in this category: 1) confirms proposal approval by the RSO on behalf of the University of Alberta for submission to the sponsor and 2) confirms Version 2 (V2) of the proposal has been created in Grants 2.0 for future updates, changes and tracking purposes.

Task Category	Description
Notification from Sponsor	This task is updated to indicate the results of the proposal once notification is received by RSO. Refer to **Appendix C** for a review the Proposal Status indicators used.
Award Finalization Stage (Proposal Status: Conditional Award)	These tasks track updates and any negotiation stages required for an approved proposal; researchers can view the progress of negotiations in this section.
Quality Assurance (QA)	This first set of QA tasks validates the information entered into the system after updates and negotiations have been completed, before the proposal is generated into an award in Grants 2.0.
Award Generation	These tasks track the date the award was generated in Grants 2.0 after all negotiations are complete and the proposal is ready to be activated.
Pending Activation (Proposal Status: Awarded)	These tasks track various activities which include gathering signatures, confirming PI eligibility to hold research funds and obtaining copies of certification requirements. They are also used to finalize the details tied to the setup of the PeopleSoft Project, Award, Contract, and the assignment of a Speed Code (which is done after the next QA).
Quality Assurance	This final set of QA tasks validate all the previous activities to prepare for the project activation.
Activation Stage	This is a final checklist of tasking activities required to complete the setup and activation steps for the various sections of the PeopleSoft Project, Award, Contract, Budget and Speed Code. The final task will be completed when sending out the Advice Notice.
Supplemental Categories	
Additional Tasks	These tasks are used to capture additional information within the categories as the situation warrants.

Task – A defined step requiring action, but not all tasks will be relevant to PIs. The RSO can add additional tasks as required on an individual Proposal basis.

Task Status – tracks the status of individual tasks:
- **Blank** – indicates task has not been started
- **Pending** – indicates task is being worked on but has not yet been completed
- **Complete** – indicates task has been completed
- **NA** – indicates task is not applicable for this particular Proposal.

Task Value – certain tasks have defined values assigned to them that provide additional detail relating to that task. Note: not all tasks have values assigned to them.

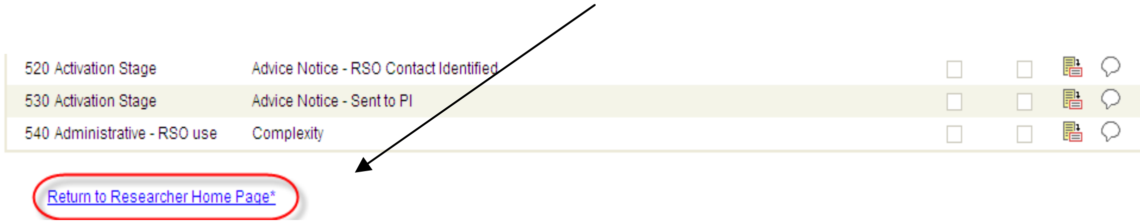
Exception box – this box will be checked when exceptions to an official U of A policy have been granted.

Print box – this box is checked by the RSO if certain task details are to be printed on specific RSO-generated reports.

Details and Comment fields (circled in the screen shot on the previous page) – these are used to capture details relevant to a specific task. Information put in the Details and Comment fields will print on a number of reports. **This information is also visible to the PI via the Researcher Home Page**. The Comments box is used to capture overflow text when the Details box runs out of space. Squiggle marks in the Comment field speech bubble indicate that it contains text. Click on the speech bubble to access the comments section.

Internal Contact – this field is used to identify an individual to a given task (or set of tasks). This field will also populate a number of the reports that are generated from Task Management.

Note: To return to the Researcher Home Page, click on this link at the bottom of the Task List.



Appendix C – Proposal and Project Status

A Proposal in PeopleSoft Grants 2.0 is created by members of the RSO during the initial stage of interaction between the Researcher and the RSO. As commitment to proceeding with the application is established and the formal application is approved and sent to the Sponsor, more details are captured on the Proposal. As this happens, members of the RSO team change the status of the Proposal to indicate its current stage.

> **Proposal Version 1 (V1) –** This version is for pre-submission discussions as they occur between the researcher and the RSO reviewer. Version 1 proposals have not been submitted to the sponsor and remain in a draft status until approved by RSO for submission to the sponsor.
>
> **Proposal Version 2 (V2) –** Once the proposal is submitted to the sponsor, a second version is created and will be the only copy visible to track the proposal as it continues to move through the Grant Lifecycle from the sponsor decision to final project activation.

Once Notification of Award is received from the Sponsor, the Proposal status changes again. If the application is successful, the status is changed to *'**Awarded**'* and the Award Processing Status displayed as *'**Pending**'*. This indicates that there are still negotiations taking place to finalize the agreement. Once the terms and conditions of the award have been agreed to, the budget has been set and finalized and the SpeedCode is created, the Proposal becomes an open Project.

Note: If an application is unsuccessful or rejected (i.e. status of ***'Not Funded'***, ***'Refused by Institution'***, or ***'Withdrawn')***, the Proposal will no longer be available via the Researcher Home Page. The information tied to the Proposal will still be accessible through the RSO.

The information in the Proposal section of the Researcher Home Page will drop off as the Project becomes active and it will be displayed in the Project section of the Researcher Home Page.

Proposal Statuses

Proposal Status	Description
Pre-proposal	Indicates that initial contact has been made with the RSO and the PI has expressed an interest in creating an application/proposal. This is the default status of a newly created Proposal in the PeopleSoft (PS).
Draft	RSO is actively working with the PI in developing/finalizing an application/proposal. A clear intent to move forward to the full application/proposal stage has been expressed.
Submitted	The application/proposal has been reviewed by the RSO and approved for submission to the Sponsor. The Proposal will stay in this status until the RSO is notified by the Sponsor whether or not the Proposal has been awarded.
Conditional Award	The Proposal status is changed to 'Conditional Award' when the RSO receives notice from a Sponsor that it is willing to fund the project, i.e., application/proposal has been successful. The Proposal will remain in this status until all terms and conditions have been finalized, i.e., negotiations have been finalized.
Awarded	The Proposal status is changed to 'Awarded' when the RSO has finalized all the terms and conditions tied to an awarded Proposal (i.e. negotiations have been completed). This is the final status for a Proposal before the Award Generation process is completed and the Project is set up.

Project Statuses

Project Status	Status change	Active SpeedCode available	Processing (Invoice, GL entry, Budgets etc.)	Researcher Home Page Default
Open (O)	Manually assigned by RSO when Project is activated.	Yes	Yes	Yes
Past End Date (C)	Automated update by IBM. Process runs monthly and assigns this status to projects that are past their End Date.	Yes	No: RSO must re-set status to Open to process any transaction.	Yes
Complete (K)	Manually changed by RSO when all close activities have been completed. This status will inactivate the SpeedCode.	No	No	No: However, completed projects can be viewed in the Researcher Home Page by using the Advanced Project Search function.

Appendix D – PeopleSoft Navigation Tips for Researcher Home Page

1. Customize View

It is possible to move some of the column headings displayed on the Details tab to the primary Projects or Proposals tab views. For instance, you may wish to have the Holder name (displayed by default on the Project Details tab) display on the Project tab. Or, you may wish to have the PI Name (displayed by default on the Proposals Details tab) come forward to the Proposals tab. To do this, click on the **Customize** link from either the Projects line or Proposals line and make the desired adjustments per PeopleSoft practice.

2. Download Data to Excel

Notice also that the **Download** grid is available on the Researcher Home Page. This indicates that information can be downloaded to an Excel file and saved or printed from there. You may need to adjust your settings to removing Pop-up Blockers. See Appendix E for more details.

3. Sort Data

It is possible to sort the data in the search results of the various columns by clicking on the column header. For example, you may wish to sort the data in the **Funds Available After Commitments** column to display over-expenditures at the top of the list.

To sort the data in a column, click on the column header and the data for all the column will be arranged either numerically or alphabetically. In the example presented in the paragraph above, the amounts would be sorted with the over-expenditures showing at the top with a (-) sign beside them.

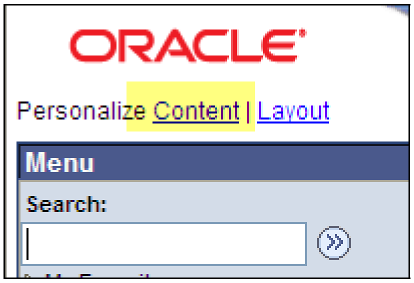
4. Personalize Default View

When existing Researchers and Administrators log into PeopleSoft, their default view is of the Researcher Self-Service page. This view can be personalized to allow views of multiple home pages if necessary, for example, RSO Home Page and Researcher Home Page. Refer to the following steps to personalize your own view.

Steps to Personalize Default View

Step 1:

- Select **Content** from the left hand navigation menu on the default page in PeopleSoft.

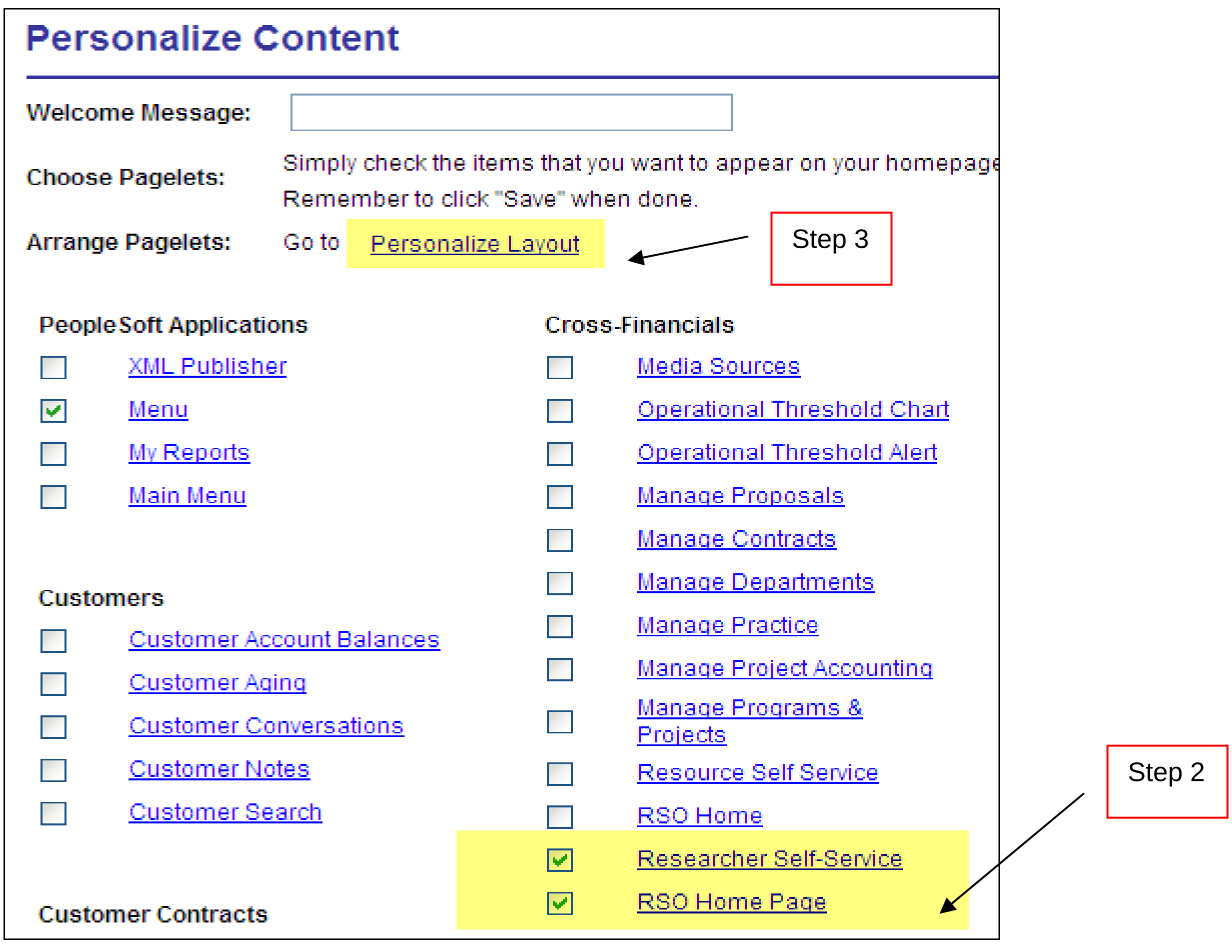


Step 2:

- Select the checkbox next to the relevant home pages to arrange. In this example, Researcher Self Service and RSO Home Page.

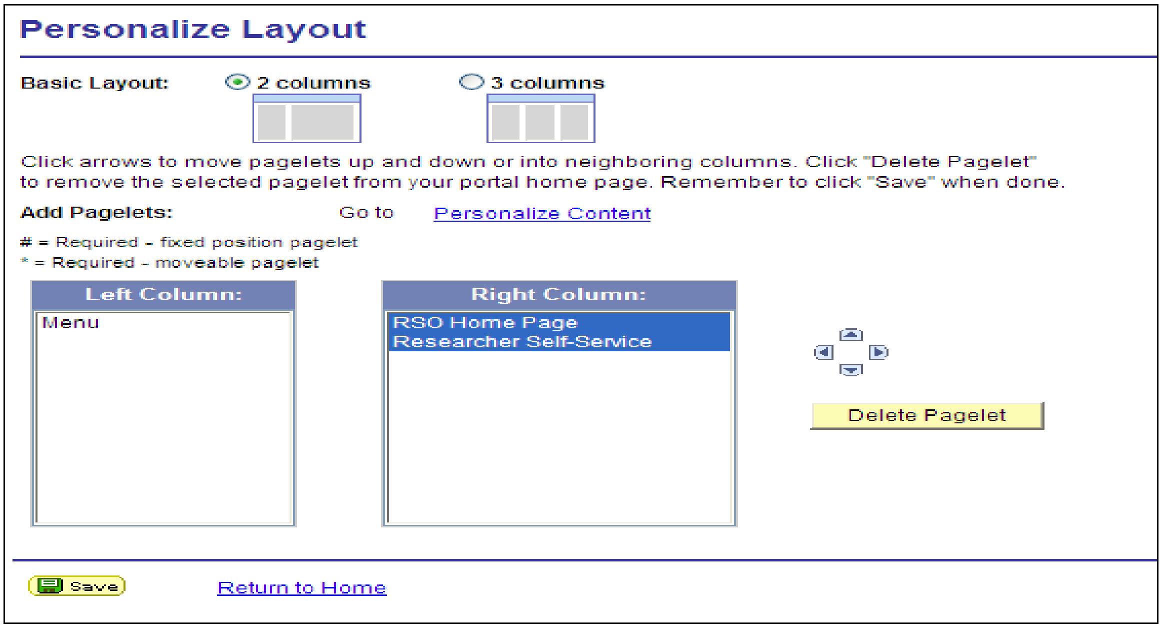
Step 3:

- Click on the **Personalize Layout** link.



Step 4:

- Choose the desired number of columns. In the following example, 2 columns.
- Move the pages to the desired columns (left or right). In this example, the RSO Home page and Researcher Self Service are moved to the right column.

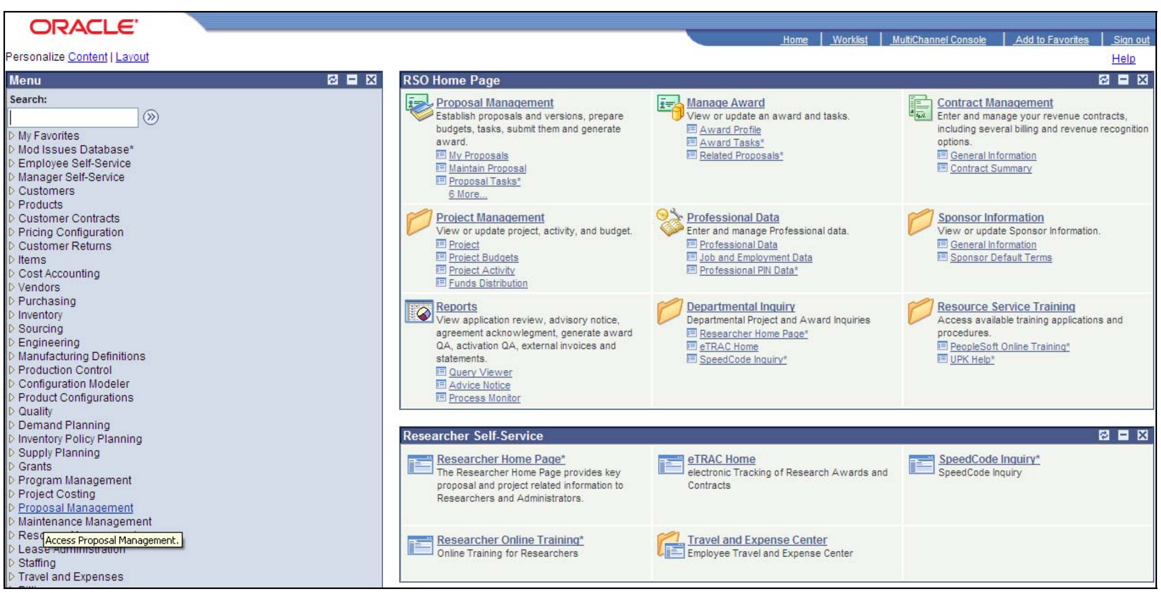


Step 5:

- Click the Save button.

Step 6:

- Click the Return to Home link to view the new arrangement.



Appendix E – Help Resources

- If you experiencing a **systems or technical issue**, please contact the IBM Help Desk at 401-9702 (option2) or by email at uofahelp@ca.ibm.com

- If you are experiencing a **training-related issue** or need further information or support with the Researcher Home Page and Financial Overview/Flash Report, please contact either your Department Administrator or the Research Facilitation Office dedicated to your Faculty. http://www.rso.ualberta.ca/contact.cfm

- For assistance with your **CCID/password**, contact the AICT Helpdesk at **780-492-9400.**

- The Internet settings on your computer may have an impact on your ability to access information that opens in another window, for instance, open attachments, download to Excel, and open the Expenditure Detail Report. Certain **Pop-up Blocker settings** must be in place to enable access to these documents from the Researcher Home Page. The following document outlines the steps to do this. http://www.ais.ualberta.ca/pdf/FLI_Pop_up_Blockers.pdf