How to Complete the Pre-Award Tab in grantsERA – (Admin. Assistants)

1. From your internet browser, connect to the grantsERA login page:
   https://grantseraportal.fau.edu/Authentication/Logon.aspx

2. Login. You must be registered in grantsERA to be given access to the system.

New User (Never logged into grantsERA)	Existing User (Previously logged into grantsERA)
• Register on the GrantsERA login page. You must use a valid FAU email address to register in grantsERA. • After you receive an email confirmation that your registration was processed, login with your unique username and password. • **Notify PIs that they must choose you as an Assistant in their profile in order for you to access and complete the Pre-Award section of their proposals.**	• Login with your unique username and password. • **Confirm that PIs have chosen you as an Assistant in their profile so you have access to complete the Pre-Award section of their proposals.**

3. From the Admin. Assistant homepage, select the designated PI that you will be working for from the PI Name drop-down list. Click on <**Select**>. "You selected a PI successfully, to continue please click on any Menu Item." Will appear on the right side of your homepage.
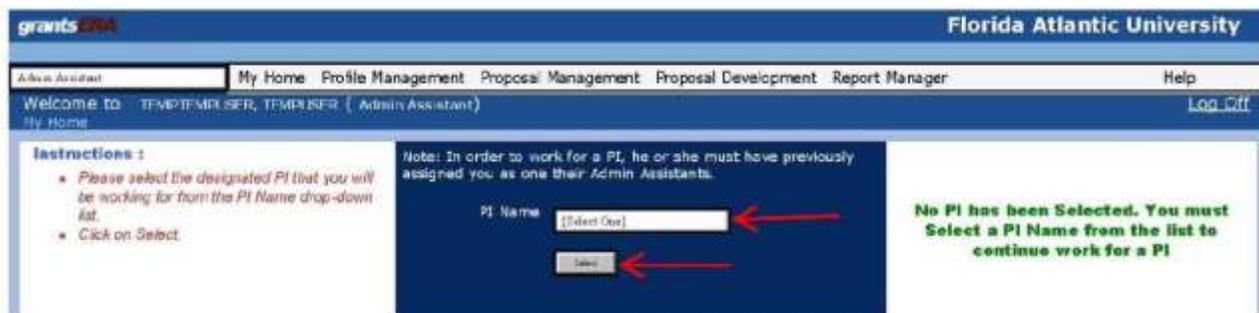
4. From the grantsERA Menu Bar, click on <**Proposal Management**>, <**List Proposal**>, <**Completed**>. This will bring up the designated PI's proposals that are ready for the Pre-Award Tab to be completed.
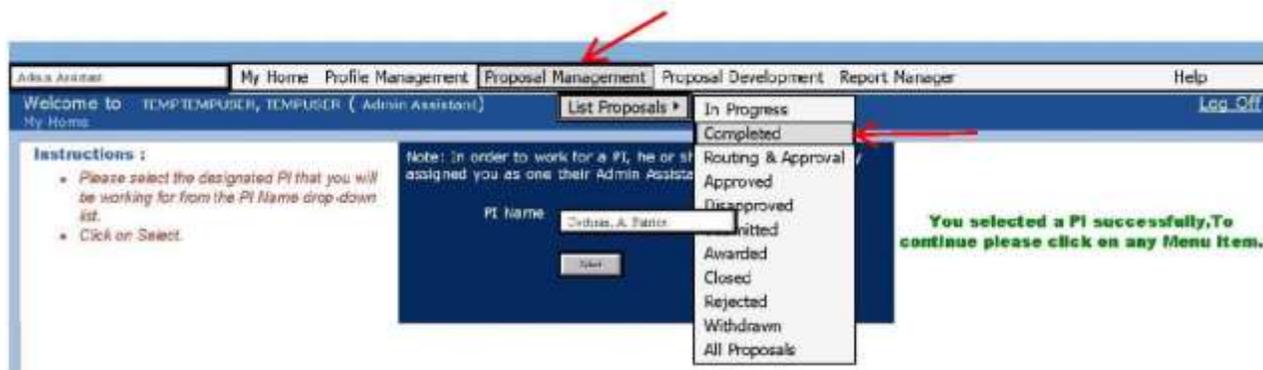
5. Click on the yellow pencil in the Edit/View column to open the proposal.

6. Review the information entered by the PI on the **Title Page**, **Proposal**, and **Routing** tabs located on the bottom, left side of your screen. The proposal must be returned to the "In Progress" status to correct information entered on the Title Page and Proposal tabs. If the information is complete and correct, click on the <**Pre-Award**> tab located on the bottom, left side of your screen.

7. Upload all proposal attachments in the "*Attachments*" section in the format indicated below. No other sections are required in the Pre-Award Tab. The following list of documents are to be uploaded in the Pre-Award Attachments section of grantsERA *before* sending the file to Routing for approvals.

Document	File Format
Proposal/Statement of Work For GRANTS.GOV WORKSPACE, NIH ASSIST, NSF FASTLANE, and proposalCENTRAL submissions: Upload a pdf copy of the completed online application.	PDF
Budget Spreadsheet, & Justification (required)	Excel & Word
Financial Conflict of Interest Disclosure (required for all key personnel) http://www.fau.edu/research/docs/policies/research-integrity/FCOI_Live_Form.pdf	PDF
Institutional Contribution Statement (signed by PI, Chair & Dean), if applicable http://www.fau.edu/research/sponsored-programs/agreements-and-forms.php	PDF
Funding in Anticipation of Award (signed by PI, Chair & Dean), if applicable http://www.fau.edu/research/sponsored-programs/agreements-and-forms.php	PDF
Copy of the Opportunity Announcement (PA, FOA, RFA, RFP, RFQ, RFB, BAA)	PDF

Document	File Format
Biosketches for all key personnel	PDF
IRB/IACUC/EHS Approvals, if applicable and available	PDF

If consultants are involved, include:

Document	File Format
Letter of Intent which states the hourly rate for services and anticipated number of hours for the project.	PDF

If subawards are involved, include:

Document	File Format
Budget & Justification	Excel & Word
Statement of Work	PDF
Letter of Intent (signed by authorizing official)	PDF
F&A Rate Agreement, if applicable	PDF

Below are steps for adding attachments in grantsERA.
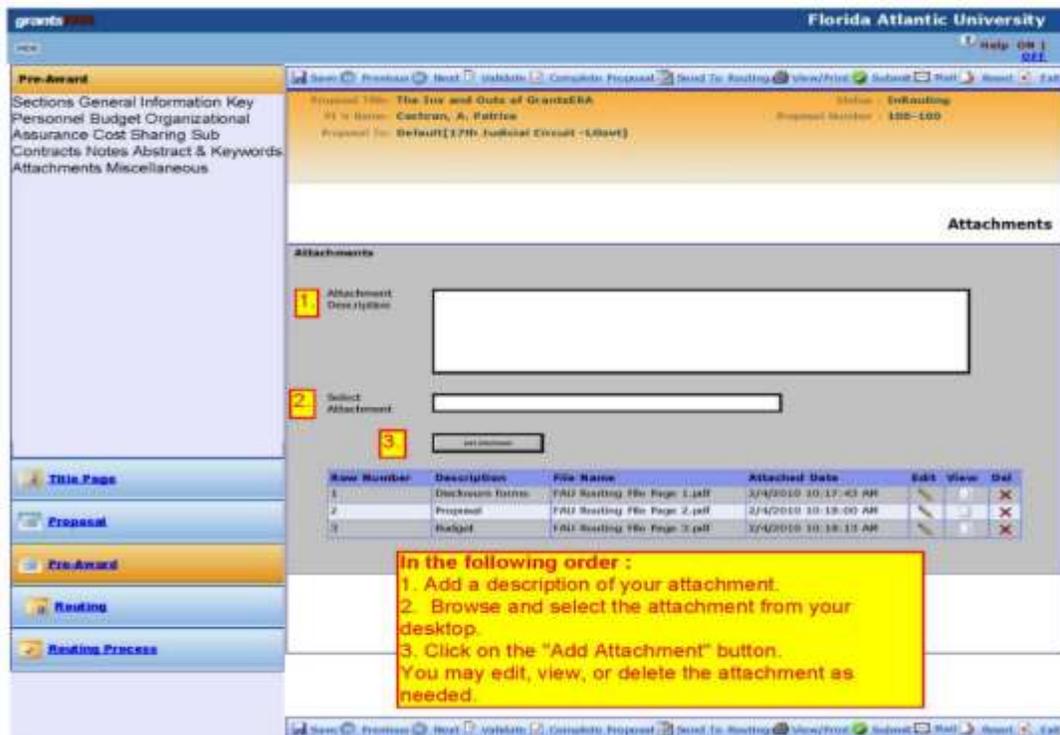
8. Once the Pre-Award tab has been completed, the Admin. Assistant will click <**Send to Routing**> on the Proposal Navigation Menu Bar to send the proposal to the Department Chairperson and Dean for review and approval.

The status of the proposal will be automatically changed to "In-Routing" and both the Admin. Assistant and PI will have **READ ONLY** access to the proposal.
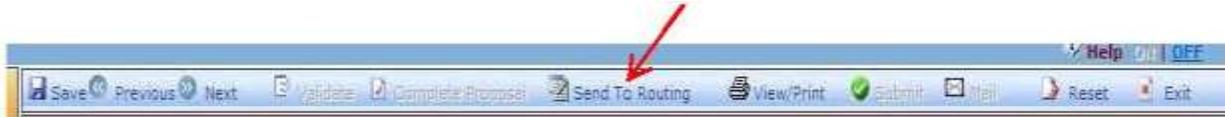
What happens when the proposal leaves the Admin. Assistant?

GrantsERA will generate notification emails to the following Roles:
- ✓ **Admin. Assistants (AA)** – to confirm that the proposal was successfully sent to routing for review and approval.
- ✓ **Authorizing Officials (AO)** – to be informed that a proposal is ready for review and approval in the grantsERA Routing & Approval queue.

Proposals that are not approved by the chair or dean can be returned to the "Completed" or "In Progress" status for corrections. When the corrections have been made, the proposal will be sent through the Routing & Approval process again.

Proposals must be approved by all of the Authorizing Officials and Other Approvers 5 days prior to the sponsor due date.

If it is necessary for the proposal to be returned to the PI after it has been received in Sponsored Programs, the Proposal & Contract Administrator may change the status back to the "In Progress" status.

Note: By changing the status back to "In Progress", the previously uploaded attachments in the Pre-Award tab will not be deleted. When the PI has finished with all revisions, the file must be re-validated and sent to the "Completed" status. The Admin. Assistant should verify that all the requested revisions have been made, then resend the file to the Routing & Approval queue.