

LIRA Crash Course

July 6, 2023



Agenda for today

- LIRA: Quick Overview
- System Navigation and Key Terms
- Proposal Components
 - SmartForm
 - Budget
 - SF-424
- Workflow: Roles and Responsibilities
- Important Focus Areas
 - Ancillary Reviews
 - PI Certification
 - Proposal Submission Policy
 - Additional Proposal Types
- Q&A

LIRA: Quick Overview

What is LIRA?

- Lehigh Integrated Research Administration
- Electronic Research Administration system used at Lehigh to store relevant proposal data, review proposals, and submit proposals
- Create, negotiate, and track agreements
- Where sponsored awards are setup and managed
- System where award modifications are made to funded awards
- Create and track outgoing subawards

LIRA is not....

- LIRA is not a replacement for Desktop Finance or Banner
- All financial transactions and related reporting will continue to be in Banner, not LIRA
- You will still use Desktop Finance, Argos, or related tools to access your grant financial data

System to System (S2S) vs. Non System to System

- LIRA is the system that stores data and information connected to **all** sponsored program and research proposals. This includes proposals to:
 - Federal Sponsors
 - Non-Federal Sponsors
 - Foundations
 - Industry
 - Note: Lehigh internal submissions are not submitted in LIRA. Please continue to submit via infoready
- Regardless of how your proposal will be submitted, LIRA will capture all relevant data for your proposal
- However, if a proposal is **federal** and can be submitted via **grants.gov**, you can create the full application within LIRA and it will be submitted by your CGS directly from LIRA to grants.gov
 - This is called System to System (S2S)

System to System (S2S) vs. Non System to System

- Situations where your proposal can not go system-to-system:
 - Lehigh is a sub
 - Collaborative NSF proposals (must be submitted via research.gov)
 - Sponsor is a foundation or nonprofit entity
 - Sponsor is industry
 - Certain federal proposals that have specific submission requirements in FOA and don't allow for grants.gov submission
- In these situations, you still use LIRA to complete the required workflow steps and upload all final proposal documents to the record via “Add Attachments” activity
- Your CGS will review everything and submit the full proposal via the sponsor required external system

System Navigation and Key Terms

Logging into LIRA

- GRANTS
 - <https://liragrants.huronresearchsuite.com/>
- AGREEMENTS
 - <https://liraagreements.huronresearchsuite.com/>
- LIRA is web-based system so you can access it via the websites above and login using your Lehigh SSO. A link to LIRA is also available on the ORSP website:
<https://research.cc.lehigh.edu/lira>
- If you need help logging in, don't have access to LIRA, or are new to Lehigh, please contact your department support person or CGS in ORSP to help ensure you are added to the system

[Dashboard](#)
[Agreements](#)
[COI](#)
[Grants](#)
[SF424 Center](#)

Page for ORSP Proposals

[Help](#)
[Create](#) ▾

Recently Viewed

Recent Pinned

-  FP0000031: Nepali Speak...rch Network [↔](#)
-  FP0000029: FRG SP23 Bor...ps & Emo Reg [↔](#)
-  FP0000001: Pakzad - CIA...r 5 Research [↔](#)
-  FP0000030: Practice Wellness Saavsus [↔](#)
-  FP0000028: Collaborativ... Resiliency [↔](#)
-  FP0000027: Electrical C... for ME/CFS [↔](#)
-  FP0000015: Establishing...as9 Delivery [↔](#)

[My Inbox](#)
[My Reviews](#)
My Inbox



Filter by [?]

ID ▾



+ Add Filter ✕ Clear All



ID	Name	Date Created	▾ Date Modified	State	Coordinator
 AWD00000012	Task 5: Snow Melt Detection Using C	6/8/2023 2:19 PM	6/13/2023 10:55 AM	Draft	ORSP Proposals
 CNV-543829-MOD001	Modification #1	6/13/2023 9:43 AM	6/13/2023 9:49 AM	Draft	ORSP Proposals
 CNV-544541-MOD001	Modification #1	5/11/2023 12:00 PM	5/11/2023 12:09 PM	Draft	ORSP Proposals
 AWD00000009	EVs for POP	4/21/2023 3:01 PM	5/4/2023 3:26 PM	Pending Activation	Sarah Riccaboni
 FP00000035	UEDA	4/4/2023 1:39 PM	4/6/2023 1:15 PM	Specialist Review	ORSP Proposals
 CNV-544348-MOD005	Modification #5	3/18/2023 3:13 PM	3/18/2023 3:14 PM	Draft	ORSP Proposals
 CNV-544348-MOD001	Modification #1	3/18/2023 12:24 PM	3/18/2023 1:31 PM	Draft	ORSP Proposals
 CNV-544135-MOD001	Modification #004	3/9/2023 10:41 AM	3/9/2023 10:41 AM	Draft	ORSP Proposals
 CNV-544504-MOD001	Modification to Add Final Funding	3/9/2023 10:15 AM	3/9/2023 10:16 AM	Draft	ORSP Proposals
 FP00000029	FRG SP23 Borowski: Adol Friendships & Emo Reg	3/8/2023 5:00 PM	3/8/2023 5:22 PM	Specialist Review	ORSP Proposals

10 items

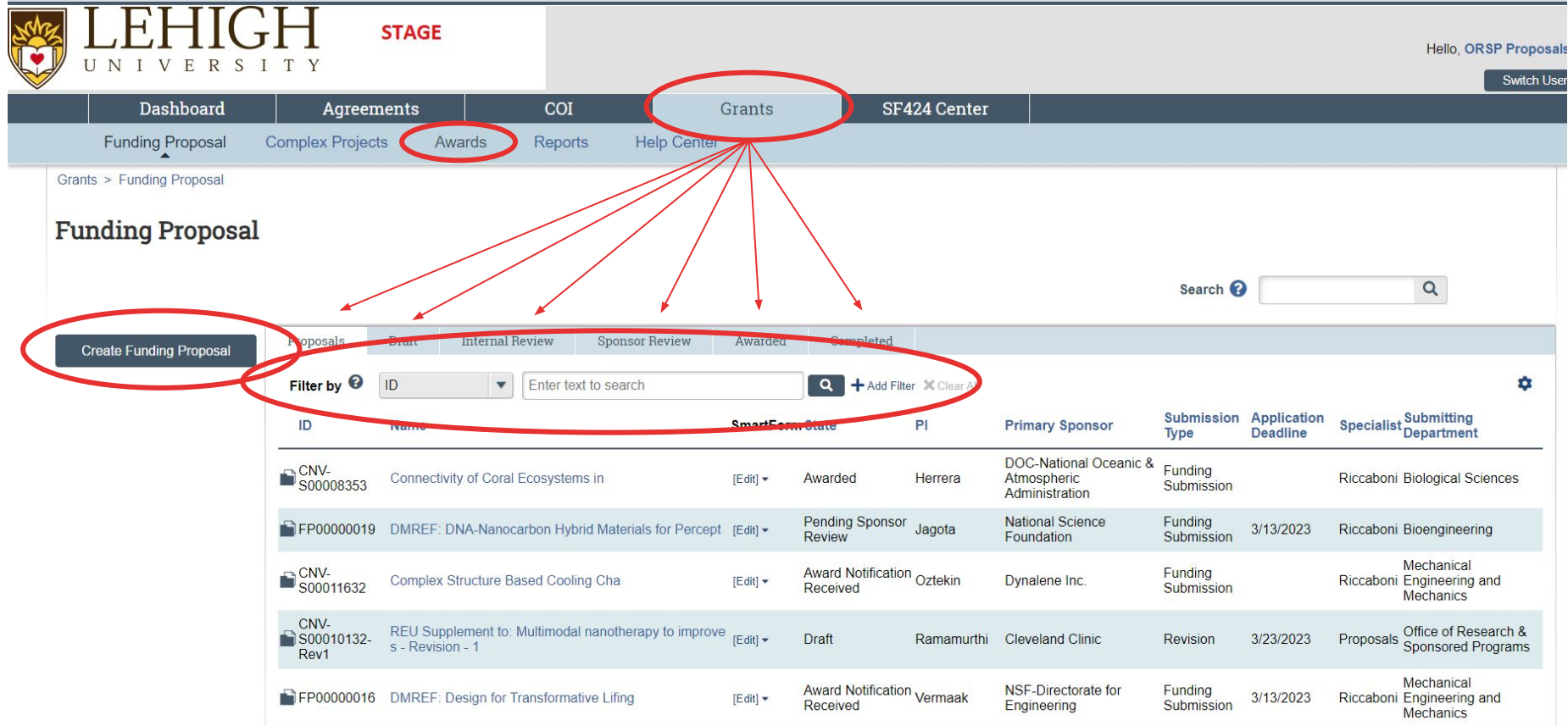
◀ page of 1 ▶

 / page

Dashboard Recap

- Landing page in LIRA when you login
- Contains your “Inbox”
 - All proposals, modifications, agreements you have access to and can take action on
- Contains your “Recently Viewed” box
 - Shows the records you have most recently engaged in
 - You can click on the links here to access the records
- Can click on “Grants” or “Agreements” tabs to enter each solution

Key Terms in LIRA - Grants



STAGE

Hello, ORSP Proposals [Switch User](#)

Dashboard Agreements COI **Grants** SF424 Center

Funding Proposal Complex Projects **Awards** Reports Help Center

Grants > Funding Proposal

Funding Proposal

Search

Create Funding Proposal

Proposals **Draft** Internal Review Sponsor Review Awarded Completed

Filter by Enter text to search + Add Filter X Clear All

ID	Name	SmartForm	State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
CNV-S00008353	Connectivity of Coral Ecosystems in	[Edit]	Awarded	Herrera	DOC-National Oceanic & Atmospheric Administration	Funding Submission		Riccaboni	Biological Sciences
FP00000019	DMREF: DNA-Nanocarbon Hybrid Materials for Percept	[Edit]	Pending Sponsor Review	Jagota	National Science Foundation	Funding Submission	3/13/2023	Riccaboni	Bioengineering
CNV-S00011632	Complex Structure Based Cooling Cha	[Edit]	Award Notification Received	Oztekin	Dynalene Inc.	Funding Submission		Riccaboni	Mechanical Engineering and Mechanics
CNV-S00010132-Rev1	REU Supplement to: Multimodal nanotherapy to improve s - Revision - 1	[Edit]	Draft	Ramamurthi	Cleveland Clinic	Revision	3/23/2023	Proposals	Office of Research & Sponsored Programs
FP00000016	DMREF: Design for Transformative Lifing	[Edit]	Award Notification Received	Vermaak	NSF-Directorate for Engineering	Funding Submission	3/13/2023	Riccaboni	Mechanical Engineering and Mechanics

Grants Recap

- Lists all your funding proposal records
- You can use a filter or filters to search for specific records
- **Here is where you initiate a new funding proposal**
- Here is where you can view/access funded awards

Root > Grants > Decarbonizing Concrete: Low-Temp Calcined Clays

[Admin View](#) [Help](#)

Draft

Decarbonizing Concrete: Low-Temp Calcined Clays

FP00000200 **Funding Proposal**

Next Steps

- [View Funding Proposal](#)
- [Print Version](#)

COI Disclosure Status

Manage Ancillary Reviews

Manage Tags

Add Attachments

Copy

Send Email

Assign Specialist

Add Comment

Proposal Information

PD/PI: John Fox
Department: Energy Research Center
Specialist: Emily Boell
Sponsors: DOE-Energy Efficiency and Renewable Energy
Internal Submission Deadline: 6/16/2023
Certified: No

Budget Information

Starting Date: 1/1/2024
Number of Periods: 3
Total Direct: \$0
Total Indirect: \$0
Total: \$0

SF424 Link:



[Budgets](#) | [SF424 Summary](#) | [History](#) | [Reviewers](#) | [Attachments](#) | [Financials](#) | [Reviewer Notes](#) | [Related Projects](#) | [Change Log](#)

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
DOE-Energy Efficiency and Renewable Energy	[Edit]	5/23/2023 10:15 AM	Draft	Federal	\$0	yes

1 items

page 1 of 1

10 / page

Workspace Recap

- Workspace is where your proposal or agreement will be developed, routed, reviewed
 - All information pertaining to the proposal or agreement record will be stored within the workspace
- Shows which “state” your record is in to give you a quick status update
- Shows all the “activities” you can select to communicate within the record, interact with the record, or update state, depending on your role within the system
- Includes access to all proposal components
 - Funding Proposal SmartForm
 - Budget SmartForm
 - SF-424 Smart Form (if proposal is federal and submitted via grants.gov through the LIRA System to System capability)

Proposal Components

Proposal Components

Project Types

SmartForm

**Funding
Proposal**

Main Component. Contains all the data and relationships necessary to describe the full scope of a Proposal.

Budget

Includes Sponsor, Cost Share and Subaward budgets.

SF424

Contains the application information that is submitted to Grants.gov



Dashboard

Agreements

COI

Grants

SF424 Center

Funding Proposal

Complex Projects

Awards

Reports

Help Center

Grants > Funding Proposal

Funding Proposal

 Search

Create Funding Proposal

Proposals

Draft

Internal Review

Sponsor Review

Awarded

Completed

Filter by






ID



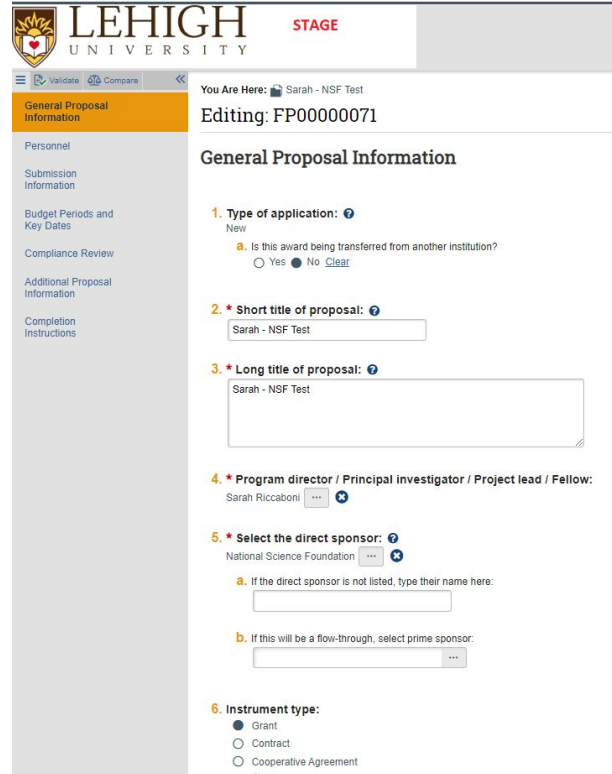
+ Add Filter

X Clear All



ID	Name	SmartForm State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
 CNV-S00008353	Connectivity of Coral Ecosystems in	[Edit] ▼ Awarded	Herrera	DOC-National Oceanic & Atmospheric Administration	Funding Submission		Riccaboni	Biological Sciences
 FP00000019	DMREF: DNA-Nanocarbon Hybrid Materials for Percept	[Edit] ▼ Pending Sponsor Review	Jagota	National Science Foundation	Funding Submission	3/13/2023	Riccaboni	Bioengineering
 CNV-S00011632	Complex Structure Based Cooling Cha	[Edit] ▼ Award Notification Received	Oztekin	Dynalene Inc.	Funding Submission		Riccaboni	Mechanical Engineering and Mechanics
 CNV-S00010132-Rev1	REU Supplement to: Multimodal nanotherapy to improve s - Revision - 1	[Edit] ▼ Draft	Ramamurthi	Cleveland Clinic	Revision	3/23/2023	Proposals	Office of Research & Sponsored Programs
 FP00000016	DMREF: Design for Transformative Lifing	[Edit] ▼ Award Notification Received	Vermaak	NSF-Directorate for Engineering	Funding Submission	3/13/2023	Riccaboni	Mechanical Engineering and Mechanics

Initiate a Proposal in LIRA



The screenshot shows the LIRA (Lehigh Institutional Review and Approval) system interface. At the top left is the Lehigh University logo. To its right, the word "STAGE" is displayed in red. Below the logo, there are navigation links for "Validate" and "Compare". The user's current role is identified as "Sarah - NSF Test" and the proposal ID is "FP00000071".

The main content area is titled "General Proposal Information" and contains the following sections:

- 1. Type of application:** A dropdown menu is set to "New". A sub-question asks "a. Is this award being transferred from another institution?" with radio buttons for "Yes" and "No", and a "Clear" link.
- 2. * Short title of proposal:** A text input field containing "Sarah - NSF Test".
- 3. * Long title of proposal:** A larger text input field also containing "Sarah - NSF Test".
- 4. * Program director / Principal investigator / Project lead / Fellow:** A dropdown menu showing "Sarah Riccaboni" with a search icon.
- 5. * Select the direct sponsor:** A dropdown menu showing "National Science Foundation" with a search icon. Sub-questions include:
 - a. If the direct sponsor is not listed, type their name here: (text input field)
 - b. If this will be a flow-through, select prime sponsor: (dropdown menu)
- 6. Instrument type:** Radio buttons for "Grant" (selected), "Contract", and "Cooperative Agreement".

Proposal Components

Funding Proposal

Main Component. Contains all the data and relationships necessary to describe the full scope of a Proposal.

Draft

A Multi-Sample, Transdiagnostic App

FP00000154

Funding Proposal

Next Steps

Edit Funding Proposal

Printer Version

COI Disclosure Status

Certify

Withdraw Proposal

Manage Ancillary Reviews

Create-Update SF424

Manage Relationships

Manage Tags

Create Agreement

Add Attachments

Copy

Create Additional Budget

Export Budget

Send Email

Assign Specialist

Proposal Information

PD/PI:	Yu Zhang
Department:	Bioengineering
Specialist:	Sarah Riccaboni
Sponsors:	U.S. Department of Health and Human Services
Internal Submission Deadline:	6/28/2023
Certified:	No
SF424 Link:	SF-4240000024

Budget Information

Starting Date:	5/1/2024
Number of Periods:	4
Total Direct:	\$0
Total Indirect:	\$0
Total:	\$0



Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
---------	---------------	---------	-----------	-------------	------------	----------------	------------------	------------

Working Budgets

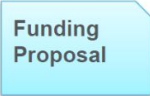
Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
U.S. Department of Health and Human Services	[Edit]	4/21/2023 7:49 AM	Draft	Federal	\$0	yes

1 items

< page 1 of 1 >

10 / page

Proposal Components



Funding
Proposal

Main Component. Contains all the data and relationships necessary to describe the full scope of a Proposal.

Funding Proposal SmartForm Tips

- The following pages are required to be completed for this component:
 - General Proposal Information
 - Personnel
 - Submission Information
 - Budget Periods and Key Dates
 - Compliance Review
 - Additional Proposal Information
- Every question with a red asterisk is required to pass system validation.
- All information in the Smartform pages will be used for Department and Specialist Review

Proposal Components

Budget

Includes Sponsor, Cost Share and Subaward budgets.

Draft

A Multi-Sample, Transdiagnostic App

FP00000154

Funding Proposal

Next Steps

Edit Funding Proposal

Printer Version

COI Disclosure Status

Certify

Withdraw Proposal

Manage Ancillary Reviews

Create-Update SF424

Manage Relationships

Manage Tags

Create Agreement

Add Attachments

Copy

Create Additional Budget

Export Budget

Send Email

Assign Specialist

Proposal Information

PD/PI: Yu Zhang
 Department: Bioengineering
 Specialist: Sarah Riccaboni
 Sponsors: U.S. Department of Health and Human Services
 Internal Submission Deadline: 6/28/2023
 Certified: No
 SF424 Link: SF-4240000024

Budget Information

Starting Date:	5/1/2024
Number of Periods:	4
Total Direct:	\$0
Total Indirect:	\$0
Total:	\$0



[Budgets](#) | [SF424 Summary](#) | [History](#) | [Reviewers](#) | [Attachments](#) | [Financials](#) | [Reviewer Notes](#) | [Related Projects](#) | [Change Log](#)

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
U.S. Department of Health and Human Services	[Edit]	4/21/2023 7:49 AM	Draft	Federal	\$0	yes

1 items

< page 1 of 1 >

10 / page

Proposal Components



Budget

Includes Sponsor, Cost Share and Subaward budgets.

Budget Tips

- Please use Lehigh's internal budget spreadsheet when initially developing your project budgets
 - <https://research.cc.lehigh.edu/sites/research.cc.lehigh.edu/files/Lehigh%20Internal%20Budget%20Template.xls>
- Upload your internal budget template and justification to the LIRA record using “Add Attachments” activity
- Once final, enter the budget detail into the LIRA budget workspace

Proposal Components



Budget

Includes Sponsor, Cost Share and Subaward budgets.

Budget Tips

- **Annualizing Effort**
 - Percentage of annual effort is expressed as a percentage of months dedicated to the project out of months in a year (12): 1 month effort = $(1/12)*100=8.33\%$
 - In the LIRA budget module for personnel costs, effort and requested salary should always be congruent unless there is personnel cost-share
- **Annualizing Salary**
 - To annualize salary, use the Lehigh budget spreadsheet. The spreadsheet has an embedded annualization tool.

Proposal Components



Contains the application information that is submitted to Grants.gov

Draft

A Multi-Sample, Transdiagnostic App

FP00000154 **Funding Proposal**

Next Steps

- [Edit Funding Proposal](#)
- [Printer Version](#)
- [COI Disclosure Status](#)
- [Certify](#)
- [Withdraw Proposal](#)
- [Manage Ancillary Reviews](#)
- [Create-Update SF424](#)
- [Manage Relationships](#)
- [Manage Tags](#)
- [Create Agreement](#)
- [Add Attachments](#)
- [Copy](#)
- [Create Additional Budget](#)
- [Export Budget](#)
- [Send Email](#)
- [Assign Specialist](#)

Proposal Information

PDI/PI: Yu Zhang
 Department: Bioengineering
 Specialist: Sarah Riccaboni
 Sponsors: U.S. Department of Health and Human Services
 Internal Submission Deadline: 6/28/2023
 Certified: No
 SF424 Link: SF-4240000024

Budget Information

Starting Date: 5/1/2024
 Number of Periods: 4
 Total Direct: \$0
 Total Indirect: \$0
 Total: \$0



Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
---------	---------------	---------	-----------	-------------	------------	----------------	------------------	------------

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
U.S. Department of Health and Human Services	[Edit]	4/21/2023 7:49 AM	Draft	Federal	\$0	yes

Proposal Components

SF424

Contains the application information that is submitted to Grants.gov

- An SF424 is the full federal grants application package that includes all required forms needed to respond to a federal grants.gov solicitation

APPLICATION FOR FEDERAL ASSISTANCE		3. DATE RECEIVED BY STATE	State Application Identifier
SF 424 (R&R)			
1. TYPE OF SUBMISSION <input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		4. a. Federal Identifier b. Agency Routing Identifier c. Previous Grants.gov Tracking ID	
2. DATE SUBMITTED	Applicant Identifier		
5. APPLICANT INFORMATION Legal Name: Lehigh University Department: Office of Research & Sponsored Programs Division: Office of Research and Sponsored Programs Street 1: 526 Brodhead Avenue, 23B Street 2: City: Bethlehem County/Parish: State: PA- Pennsylvania Province: Country: USA- UNITED STATES ZIP/Postal Code: 18015-3008 Person to be contacted on matters involving this application Prefix: First Name: Sarah Middle Name: Last Name: Riccaboni Suffix: Position/Title: Sr. Contract and Grant Spec Street 1: 526 Brodhead Avenue, 23B Street 2: City: Bethlehem County/Parish: State: PA- Pennsylvania Province: Country: USA- UNITED STATES ZIP/Postal Code: 18015-3008 Phone Number: 610-758-3021 Fax Number: Email: inors@lehigh.edu		UEI: E13MDBKHLD85	
6. EMPLOYER IDENTIFICATION (EIN) or (TIN): 24-0795-445			
7. TYPE OF APPLICANT: <input type="radio"/> Private Institution of Higher Education Other (Specify): Small Business Organization Type <input type="checkbox"/> Women Owned <input type="checkbox"/> Socially and Economically Disadvantaged			
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Resubmission <input type="checkbox"/> Revision <input type="checkbox"/> Renewal <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		If Revision, mark appropriate box(es). <input type="checkbox"/> A. Increase Award <input type="checkbox"/> B. Decrease Award <input type="checkbox"/> C. Increase Duration <input type="checkbox"/> D. Decrease Duration <input type="checkbox"/> E. Other (specify):	
Is this application being submitted to other agencies? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> What other Agencies?			
9. NAME OF FEDERAL AGENCY: National Science Foundation		10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 47.049 TITLE: Mathematical and Physical Sciences	
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: SF424 System to System Test			
12. PROPOSED PROJECT: Start Date Ending Date 07/01/2023 09/30/2028		13. CONGRESSIONAL DISTRICT OF APPLICANT PA-007	

OMB Number: 4040-0001
Expiration Date: 11/30/2025

Proposal Components

SF424

Contains the application information that is submitted to Grants.gov

- **If submitting S2S, prior** to submitting your funding proposal to the department for Department review, the PI/Study Staff/department support will need to select the “Create/Update SF-424” activity in LIRA
- This activity will pull information from your LIRA funding proposal record and budget directly into an SF-424 application package and will give you a link to be able to work on your full application

- COI Disclosure Status
- Submit For Department Review
- ✓ Certify
- ← Withdraw Proposal
- Manage Ancillary Reviews
- Create-Update SF424**
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments

Proposal Components

SF424

- You can work on uploading additional proposal documents to the SF-424 even if the LIRA proposal record is still in Department or Specialist Review
- Once all final documents are entered into the SF-424, your CGS will review, do a final validation, and submit the proposal within LIRA
- This will send your SF-424 application to grants.gov and it will be considered submitted to the federal sponsor

Contains the application information that is submitted to Grants.gov



The screenshot shows the Lehigh University SF-424 application form interface. The top header includes the Lehigh University logo and the text "LEHIGH UNIVERSITY" and "STAGE". Below the header, the text "Editing: SF-4240000015" is displayed. The main content area is titled "SF 424 (R&R) Application for Federal Assistance" and is divided into sections: "Submission Information" and "Identifiers".

Submission Information

- * 1. Type of Submission
Application
2. Date Submitted
3. Date Received By State

Identifiers

Applicant Identifier

State Application Identifier

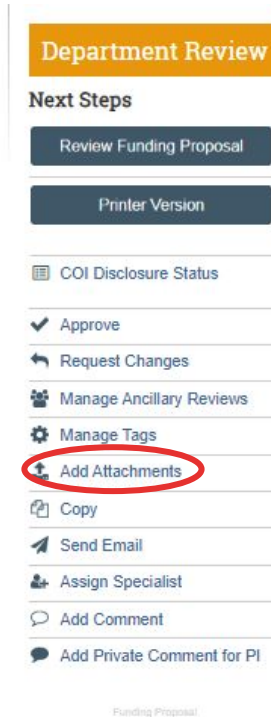
4.a Federal Identifier

4.b Agency Routing Identifier

4.c Previous Grants.gov Tracking Id

Proposal Components (Non S2S)

- When not submitting S2S, all final proposal documents and supporting documents are uploaded to LIRA using “Add Attachments”



Department Review

Next Steps

- Review Funding Proposal
- Printer Version
- COI Disclosure Status
- Approve
- Request Changes
- Manage Ancillary Reviews
- Manage Tags
- Add Attachments**
- Copy
- Send Email
- Assign Specialist
- Add Comment
- Add Private Comment for PI

Funding Proposal

Tasks 5-8: Snow Melt Detectic

Proposal Information

PD/PI: _____
Department: _____
Specialist: _____
Sponsors: _____
Internal Submission Deadline: _____
Certified: _____
SF424 Link: _____



Budgets SF424 Summary History Reviewers Attac

Working Budgets

Name
DOD - Army-Corp of Engineering,WES

1 items

Proposal Components

Project Types

Funding
Proposal

Required for **System** proposals

Main Component. Contains all the data and relationships necessary to describe the full scope of a Proposal.

Budget

Includes Sponsor, Cost Share and Subaward budgets.

SF424

Contains the application information that is submitted to Grants.gov

Workflow: Roles and Responsibilities

Workflow

Funding Proposal Workflow



DRAFT

- Proposal has been initiated by PI/Department Support
- Funding Proposal SmartForms must be completed by PI/Department Support
- LIRA Budget must be finalized
 - Includes uploading Lehigh internal budget and justification and entering final budget into LIRA
- If proposal is going System to System, The SF-424 must be created
- Proposal must be submitted to Department Review (this goes to submitting department's reviewer)
 - Ancillary Reviews must be sent to any additional department chairs if proposal includes personnel from additional departments OR if PI is submitting through a department other than their home department (like a center or institute)
- Proposal should be certified by the PI

Workflow

Funding Proposal Workflow - Department Support

College	Support	Contact
College of Arts & Sciences	Joe Bates, Senior Grants Administrator	jeb918@lehigh.edu
College of Business	Gregg Henry, Director of Administration	gah3@lehigh.edu
College of Education	<ul style="list-style-type: none"> Gina Sierzega, Senior Research Program Development Officer or; Huron Support 	<ul style="list-style-type: none"> gms209@lehigh.edu LIRAddeptsupport@lehigh.edu
College of Health	<ul style="list-style-type: none"> Heather Messina, Assistant Director of Administration Danielle Barzydło, Coordinator of Pre-Award Research 	<ul style="list-style-type: none"> hmg311@lehigh.edu dcb322@lehigh.edu
P.C. Rossin College of Engineering & Applied Science	<ul style="list-style-type: none"> For budget preparation, your department Business Manager or; Huron Support 	<ul style="list-style-type: none"> LIRAddeptsupport@lehigh.edu
Other Proposers	Huron Support	LIRAddeptsupport@lehigh.edu

Workflow

Funding Proposal Workflow



DEPARTMENT REVIEW

- Notification received by Department approver
- Funding Proposal Smartform will be reviewed
- Budget will be reviewed
- The following information is **required** by ORSP for department approvers to review:
 - Space/Location
 - PI Effort
 - Cost Share Committed
 - Equipment budgeted

Workflow

Funding Proposal Workflow



DEPARTMENT REVIEW

- If a department approver wants to see additional documents for their review, that is a decision that each individual department chair can make and will need to communicate to faculty so they know what else to include in the proposal prior to submitting for department review

Workflow

Funding Proposal Workflow



SPECIALIST REVIEW

- Your assigned Contract and Grant Specialist will receive the proposal to begin review of documents for compliance with sponsor, Lehigh, and federal guidelines
- Proposal may be sent back to PI if updates needed
- CGS may determine a second Department review is needed if there are significant changes in project scope after Department approval has already been received
- CGS will submit the proposal either via LIRA S2S or in the outside sponsor system as required

Workflow

Funding Proposal Workflow

Use the checklist below to ensure proposal completeness at each stage of review:

Department Review

To be complete at the time of department review:

- Funding Opportunity Announcement

- Complete Proposal SmartForm
- Complete Budget SmartForm

- Initiation of SF424 Forms package (if applicable)

Specialist Review

To be complete five business days before sponsor due date:

- Funding Opportunity Announcement
- For incoming subs: documentation of requested documents

- Complete Proposal SmartForm
- Complete Budget SmartForm

- Completed SF424 Forms package (if applicable)
- All non-SF424 proposal documents uploaded in Attachments tab of Proposal Workspace

- Complete ancillary review (if applicable)

- PI Proposal Certification must be completed

Workflow

Funding Proposal Workflow



SPONSOR REVIEW

- At this stage in the workflow, the proposal has been submitted to the sponsor for review. The proposal will be in this state until a response is received from the sponsor either asking for additional information, declining the proposal, or indicating an award is expected/received

Important Focus Areas

Communicating within LIRA


- Please utilize the “Send Email” activity to contact your CGS or others when working on a proposal
 - This will capture the email in the record’s history
 - A notification and direct link to the record will be emailed to the individual’s lehigh email


Department Review


Next Steps


Review Funding Proposal


Printer Version


 COI Disclosure Status


 Approve


 Request Changes


 Manage Ancillary Reviews


 Manage Tags


 Add Attachments

 Copy

 **Send Email**

 Assign Specialist

 Add Comment

 Add Private Comment for PI

Funding Proposal

Tasks 5-8: Snow Melt Detectic

Proposal Information

PD/PI: _____

Department: _____

Specialist: _____

Sponsors: _____

Internal Submission Deadline: _____


Certified: _____

SF424 Link: _____



Budgets
SF424 Summary
History
Reviewers
Attac

Working Budgets

Name
 DOD - Army-Corp of Engineering, WES

1 items

Additional Proposal Types

LOI, Concept Papers, Pre-proposals

- LOIs, Concept Papers, Pre-proposals will be entered into LIRA
- Add a prefix to the title indicating it is an LOI, Concept Paper, or Pre-proposal
 - ex. LOI: Title of Proposal
- These proposal types will remain in “Draft” state and will **not** be submitted for Department Review
 - PI/Study Staff uploads all requirements via “Add Attachments”
 - send an email through LIRA to let CGS know it is ready for review or submission (if needs AOR)
 - CGS will provide approval through LIRA and submit (if needs AOR) or PI will submit
- When PI has been notified of decision
 - If invited for full proposal, use same LIRA record to complete proposal
 - If not invited, Withdraw Proposal

Additional Proposal Types

Supplemental Funding, Continuation, Resubmission, Renewal

- Please use this guide when creating additional proposal types in LIRA
- This can be found here: <https://research.cc.lehigh.edu/lira-system-faqs> along with other FAQs

Name	Where to Start	How to Initiate	What does it do?
Supplemental Funding - REU supplements, Admin supplements, etc.	Funding Proposal record in "Awarded" state	A supplement is initiated from using the "Add Revision" activity on the workspace of a proposal in the "Awarded" state You can access this original FP record by going to your Award and clicking on the Funding Proposal link	This will affiliate the supplement with the current award and original proposal while also requiring the same proposal process as a "New" proposal
Continuation	Award Record	A Continuation is initiated using the "Create Continuation" activity from the current Award Record workspace	This will create a proposal connected to the project in order to request additional funds from the sponsor beyond the approved project period
Resubmission	Funding Proposal in the "Not Funded" or "Withdrawn" state	A Resubmission is initiated from any proposal in the "Not Funded" or "Withdrawn" states. These states occur only after the proposal has been in the Pending Sponsor Review state.	This will create a new copy of the proposal for you to update in order to resubmit to a sponsor
Renewal	Funding Proposal in the "Awarded" state	A Renewal is initiated from a funding proposal in the "Awarded" state by clicking on "Create Renewal"	This will create a new funding proposal record connected to the original to submit a proposal for consideration to renew the project

Ancillary Reviews

- **Ancillary reviews are required in the following situations:**
 - Multi-Department projects: If project Co-PIs or Senior Personnel listed on the project are from departments different than the PI's, Ancillary Reviews are required to be sent to each department chair
 - This will give them View Only Access to the proposal so they can review their own faculty's committed effort and review the proposal
 - Center or Institute Proposals: If a PI submits a proposal through a center or institute different than their home department, an Ancillary review must be sent to their home department chair to enable a review of the proposal
 - Outgoing subawards: If you receive an award with subs, ORSP will work on developing the outgoing subaward agreement. However, an ancillary review will be sent to the PI of the award to review the agreement before it is sent out

Ancillary Reviews

- **Ancillary reviews are required in the following situations:**
 - Compliance Review
 - Certain compliance responses in the Funding Proposal SmartForm may require your CGS to submit an ancillary review to Research Integrity and/or other offices for further review

Ancillary Reviews

Draft

A Multi-Sample, Transdiagnostic App

FP00000154 **Funding Proposal**

Next Steps

- [Edit Funding Proposal](#)
- [Printer Version](#)
- [COI Disclosure Status](#)
- [Certify](#)
- [Withdraw Proposal](#)
- [Manage Ancillary Reviews](#)**
- [Create/Update SF424](#)
- [Manage Relationships](#)
- [Manage Tags](#)
- [Create Agreement](#)
- [Add Attachments](#)
- [Copy](#)
- [Create Additional Budget](#)
- [Export Budget](#)
- [Send Email](#)
- [Assign Specialist](#)

Proposal Information

PD/PI: Yu Zhang
 Department: Bioengineering
 Specialist: Sarah Riccaboni
 Sponsors: U.S. Department of Health and Human Services
 Internal Submission Deadline: 6/28/2023
 Certified: No
 SF424 Link: SF-4240000024

Budget Information

Starting Date:	5/1/2024
Number of Periods:	4
Total Direct:	\$0
Total Indirect:	\$0
Total:	\$0



- Budgets
- SF424 Summary
- History
- Reviewers
- Attachments
- Financials
- Reviewer Notes
- Related Projects
- Change Log

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
U.S. Department of Health and Human Services	[Edit]	4/21/2023 7:49 AM	Draft	Federal	\$0	yes

1 items

< page 1 of 1 >

10 / page

How to initiate an ancillary review

- Select the Person to send the review to
- You can send more than one ancillary review at a time
- Detail in the comments anything you'd like the reviewer to know

Manage Ancillary Reviews

1. Identify each organization or person who should provide the review

Review Type	Org	Person	Review
There are no items to display			

Add Ancillary Review

1. * Select either an organization or a person as reviewer:

Organization:

Person:

2. * Review type:

3. * Response required?
 Yes No [Clear](#)

4. Comments:

5. Supporting documents:

Name
There are no items to display

What happens when an ancillary review is initiated?

- Ancillary Reviewers receive an email notification when the ancillary review is initiated, and multiple Ancillary Reviewers may perform their reviews in parallel.
- Ancillary Reviewers will have view only access to the entire record.
- Ancillary Reviewers do not have access to edit the record. If edits to a record are required, the Ancillary Reviewer will communicate necessary changes to the PI or appropriate central office

Responding to an ancillary review

- When you have reviewed and are ready to respond, you will utilize the “Submit Ancillary Review” activity in the workspace

 COI Disclosure Status

 Submit For Department Review

 Certify

 Withdraw Proposal

 Manage Ancillary Reviews

 Submit Ancillary Review

Responding to an ancillary review

1. Select the Review you are submitting:

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	Sarah Riccaboni	Other	yes

2. * Do you accept this submission? [?](#)

Yes No [Clear](#)

3. * Is the ancillary review complete? [?](#)

Yes No [Clear](#)

4. Comments:

Grants Module

5. Supporting documents:

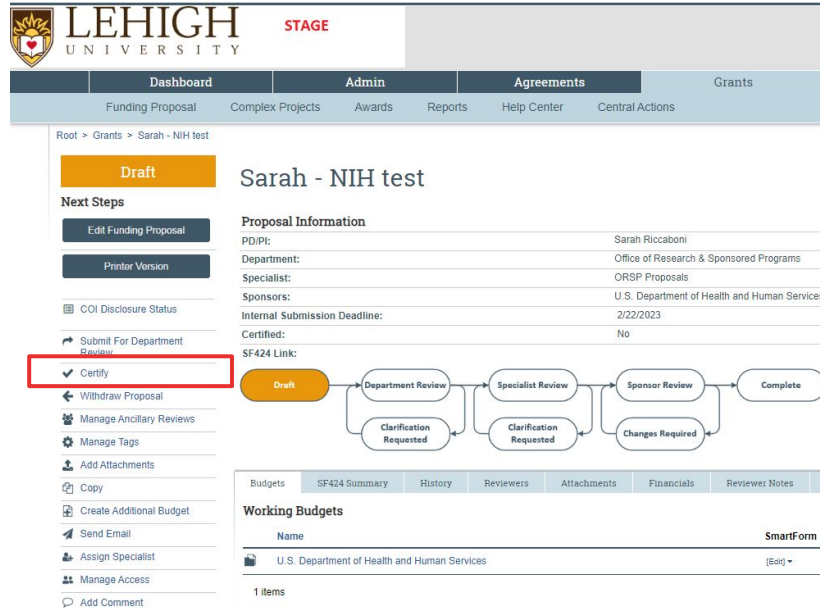
[+ Add](#)

Name

There are no items to display

PI Certification

- Required for submission of proposal - will get notified to certify when proposal moves to Department Review
- CGS will review and ensure this is done prior to submission



The screenshot shows the Lehigh University Grants system interface. At the top, the Lehigh University logo and the word "STAGE" are visible. Below this is a navigation bar with tabs for "Dashboard", "Admin", "Agreements", and "Grants". Under "Grants", there are sub-tabs for "Funding Proposal", "Complex Projects", "Awards", "Reports", "Help Center", and "Central Actions".

The main content area displays the details for a proposal titled "Sarah - NIH test" in the "Draft" stage. On the left sidebar, the "Certify" button is highlighted with a red box. The "Next Steps" section includes "Edit Funding Proposal" and "Printer Version". Below that, there are options for "COI Disclosure Status", "Submit For Department Review", and "Certify".

The "Proposal Information" section includes the following details:

- PO/PI: Sarah Riccaboni
- Department: Office of Research & Sponsored Programs
- Specialist: ORSP Proposals
- Sponsors: U.S. Department of Health and Human Services
- Internal Submission Deadline: 2/22/2023
- Certified: No

Below the information is a workflow diagram showing the stages: Draft, Department Review, Specialist Review, Sponsor Review, and Complete. There are also boxes for "Clarification Requested" and "Changes Required" between the stages.

At the bottom, there is a "Working Budgets" section with a table showing one item: "U.S. Department of Health and Human Services".

This process takes place of the transmittal form! Will no longer receive or need to sign a transmittal!

PI Certification

- **Required for submission of proposal - will get notified when proposal moves to Department Review**
- **CGS will review and ensure this is done prior to submission**

Certify

As PI for this project, I certify the following:

1. All statements and information provided in this proposal are true, complete, and accurate to the best of my knowledge.
2. I understand that any false, fictitious, or fraudulent statements or claims in this proposal may subject me to criminal, civil, or administrative penalties.
3. I am responsible for the conduct of the project and agree to provide all required progress reports and the final report for any resulting award.
4. I agree to comply with any resulting award terms and conditions and to manage the project in accordance with University and Sponsor policies and procedures.
5. I will report to my Division Director any outside activity or significant financial interest which may arise during the course of this study that could potentially result in a conflict with the work performed under this proposal.
6. If this proposal is for a fellowship, I further certify that I have read and agree to abide by the National Research Service Award Payback Assurance (PDF), and agree that the award will not support residency training.

Proposal Submission Policy

- **Our Proposal Submission Policy remains the same**
 - All final proposal documents should be uploaded into the LIRA workspace if being submitted non system-to-system or uploaded into the SF-424 application if being submitted S2S **at least 5 business days prior to the submission deadline**
 - If final documents are received between 2-5 days prior, it will receive a limited review
 - If final documents are received less than 2 days prior to the deadline, there is no guarantee that the proposal will be reviewed and the proposal is considered **At Risk**
- **review our ORSP Proposal Submission Policy here:**
<https://research.cc.lehigh.edu/sites/research.cc.lehigh.edu/files/documents/ORSP/Policies/2021-04%20-%20Policy%20-%20Proposal%20Submission.pdf>

Proposal Submission Policy

- **Proposal workspace Internal Deadline**
 - Every funding proposal workspace includes an internal deadline
 - ORSP highly recommends using that deadline when planning out your proposal development and ensuring all final documents are uploaded by that internal deadline
 - This will allow for a full review!

Draft

A Multi-Sample, Transdiagnostic App

Next Steps

Edit Funding Proposal

Printer Version

 COI Disclosure Status

 Certify

 Withdraw Proposal

Proposal Information

PD/PI:	Yu Zhang
Department:	Bioengineering
Specialist:	Sarah Riccaboni
Sponsors:	U.S. Department of Health and Human Services
Internal Submission Deadline:	6/28/2023
Certified:	No
SF424 Link:	SF-42400000024

Q&A

Thanks!