What has changed?
A new version of SeRA was deployed on Saturday, March 11th, 2017. This release includes a number of exciting new features for both the campus community and the central office community. For campus users, some exciting changes include:

- Major upgrades for the AAN/NOA
- Updates for the Other Support Reports
- Upgrades to attachments
- New upgraded View PDRF
- Link to iProcurement from subaward tab with a project
- Require SOW attachment before export control task

For our central office users, some highlights in the release are:

- Proposal workload management changes (including a new SeRA proposal calendar)
- Fix issues with on-hold amendments
- Move Subawards (Mod 4) to SeRA servers & integrate dashboard & attachments
- Ability to manage award personnel in PTA Manager
- ARC updates to bring in University Research awards

What do we need from you?
As part of this release, we are asking all users to restart their browser once. This should make sure that anything cached in your browser from before the release is cleared out so that you don’t have any issues with the new functionality.

Resources for more info:
- Release highlights and notes can be found on the SeRA News and Updates web page
- User guides and manuals can be found on the SeRA User Manuals and Guides web page
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Award Approval Notification / Notice of Award

**Top section fields & format updated**
The top section of the AAN and NOA is cleaned up and the field labels are now consistent throughout SeRA. The IDC Basis will now also display here.

**Terms & Conditions section updated**
The terms and conditions section of the AAN and NOA now displays items in the same order as the terms and conditions page. The format is also updated to make it easier to read.

When cost share is answered YES, the type (mandatory or voluntary, cash or in-kind) and the amount now display.

For Clinical Trials, when “Send Invoices to” is selected as 'Other' the AAN/NOA now shows who is entered in the text field to send invoices to.
New Attachments and Contacts Regions
Attachments and Contacts are now separated into two separate regions.

AAN and NOA emails updated
Email notifications for the AAN and NOA are now cleaner so information is easier to identify. Links within the email are revised to display in a cleaner format.

Displayed department of IO based on assignment at time of award completion
When an Institutional Official moves from a Central Office role to another department, the AAN/NOA was displaying their current department. The AAN/NOA now reflects the Central Office they were in at time of processing the award.

**Please note this will only reflect on transactions with a completion date after March 11, 2017**

Bug fixes for the AAN/NOA
A number of bug fixes related to the AAN/NOA are now fixed:

- When selecting "View Latest NOA" the correct AAN or NOA will now display in all scenarios.
- If an award is processed with no additional funding, the AAN and NOA now displays $0.00 in the Amount funded this action. N/A will now display next to fields that do not apply.
- Issues with the AAN and NOA not displaying information consistently are resolved.
- The Current Funding Period dates are now showing correctly on the AAN and NOA.
View PDRF

Report converted into a BI Publisher report
The View PDRF is completely revamped and updated. The new version includes many fields previously not displayed and displays information in a much nicer, cleaner, and more printable format. A number of small bugs related to the View PDRF are also resolved due to the new design.
Other Support Reports

**Word download for “Other Support Report – General” (i.e. Current & Pending report)**
The Other Support Report – General now has a formatted Word and PDF Download. After running the report you can choose to “Get PDF Report” or “Get Word Report.” The format is consistent with report requirements for NSF, but can be edited as needed.

**Only show effort for current ACTIVE role of PI/OSF/Key Personnel**
When PI, OSF, or Key Personnel switch roles on the project, the Other Support Reports will now only pull in the current ACTIVE role of the individual on the report. If personnel become INACTIVE on the project, the project will no longer display on the individual’s other support report.

**Word download for “Other Support Report – NIH” reformatted**
The Other Support Report – NIH Word download is updated to match the NIH format requirements. Sponsor and Prime Sponsor information now display in a cleaner format for Subcontracts. The Prime agreement number now pulls into the report. The field for Major Goals and Project Title now spans the entire page width.

**“Other Support Report – NIH” description updated**
We have updated the description on the Reports menu to more accurately reflect that this is the report to use when preparing the Other Support Report for NIH.
Budget Details

Budget Details Rate Agreement dropdown list updated
A new Rate Agreement type, “Custom Rate” is now available in the drop-down menu. The drop-down menu will no longer display duplicate agreement types.

The Budget Details F&A Calculations will be dynamically calculated
Users will be able to view the Facilities and Administration (F&A) calculations without saving the Budget Details Page first.

Attachments

Defaulted Attachment Categories and Subcategories
When SeRA requires a specific attachment, a link will display to allow the user to upload the attachment with the appropriate Category and Subcategory pre-filled.
**Required Attachments for routing export control tasks**

If a project requires Export Control Approval, a Statement of Work must be attached to the Project, since the statement of work is required for evaluating if export control regulations apply. If there is no Statement of Work, SeRA will display an error message. The category and subcategory must be listed correctly. The Statement of Work is used by the Dean of Research Office to determine if export control regulations apply to the research.

The following fields are required on this PDRF. Click on the section name below to correct.

* Proposal & Attachments
  - Please attach Statement of work for Export Control review (Category: Proposal Documents > Statement of Work)

**Subaward Attachments integrated with projects**

Subaward attachments are integrated with the project they are associated with. This allows linking of project documents to subaward transactions (and vice versa). Also, documents added to a subaward transaction are now seen within the project level attachments.

**Attachments for Other Agreement Logs**

A few very nice updates were made for attachments within Other Agreement Logs. Users may now add/update or delete attachments on closed Other Agreement Logs. (Attachments updated on closed logs will display the Update Date in Bold.) Also, Other Agreement Log attachments will now display in the Project Attachments page.
Central Office Only attachments can no longer be added to the AAN/NOA

When completing an Award transaction, attachment permissions are now easily identified and Central Office only attachments cannot be added to the AAN/NOA.
Subawards

*Link to create requisition in iProcurement from Subawards tab*
As part of Phase 1 of integrating with iProcurement, there is now a link to start a new requisition in iProcurement from the subawards tab within a project.
Small Enhancements / Bug Fixes

• Additional agreement type information is now displayed in the project header to show the agreement sub-type and whether there are special conditions for the award.

• The SPO# in the "Project List" report is now a hyperlink to the project summary page for the project.

• The link to create a help ticket in the left hand navigation menu is updated to remove the outdated reference to HelpSU.

• A new instruction region now displays in the “New Cost Sharing Award-Task” OSR Request Form transaction.

Central Office

Managing Proposal Workload

New system calendar to display proposal deadlines

Central Office IO's and the Support Team now have access to the new SeRA Calendar showing due dates of open proposal transactions. Access the calendar by clicking the Calendar in the left hand navigation menu.

Users can filter the calendar by any of the following: Central Office, Institutional Official, and Department. Proposals are displayed on the sponsor deadline (if one is listed) or the request completion date if there is no sponsor deadline. (Note: The “Target Date for Enrollment” is used for Clinical Trials rather than the sponsor deadline.)

Proposals are displayed in blue, grey, orange, or red using the following logic:
- Blue: The deadline and requested date are both in the future.
- Grey: The Institutional Organization is not listed.
- Orange: The Requested Completion Date passed.
- Red: The Sponsor deadline has passed. (The “Target Date for Enrollment” is used for Clinical Trials.)

Users can download the calendar by clicking the CSV or iCal links on the bottom left of the calendar page.

**OSR IO Intake updates**

In the OSR IO Intake queue we have added a new column called "Returned By IO" which, for proposals, will display the name of the IO who returned the transaction (ie. last touched IO).

The "Due Date" column is renamed to "Sponsor Deadline". Information in this column will display only for proposal transactions. 48 hours prior to Sponsor deadline the information in this column will display in red to let users know the deadline is near.
Non-SoM proposals returned after edits are assigned to the OSR IO intake
When department users return a non-SoM PDRF returned for minor/major edits, the system now assigns the PDRF to the OSR IO Intake.

- For non-SoM proposals: The system sends an email notification to the person who returned the PDRF as well as to the following email group sera-pr-osr-admins@lists.stanford.edu.
- For SoM proposals: The system sends an email notification to the IO and the person who returned the PDRF.

Institutional Official for a PDRF is not automatically updated based on assignee
The system no longer automatically updates the Institutional Official listed on the PDRF at any time. The assignee is now responsible for updating the Institutional Official listed (i.e. this field is editable during the Institutional review task).

"On Hold" Amendments

Start “On Hold” Amendments as soon as previous amendment is complete
There was an issue in SeRA with activating “On Hold” award amendments when a PTA transaction was "In Progress". This is now fixed.

“On Hold” amendment can be activated in any order
Now any on hold amendment can be activated once the previous amendment is complete regardless of the order in which the amendment was created.

Subawards

Subawards Module moved to SeRA DB – Dashboard, Attachments, Search
In this release, the Subawards application (also known as Mod 4) was moved from the Oracle servers/database to the SeRA servers/database. This allowed for a few other subaward enhancements.
When you log into SeRA you will notice My Action Items now includes subaward transactions. There is now a new filter in My Action Items called "Subaward Transactions" that will give you more information such as Requisition Number and Vendor Name to help identify the subaward transaction.
Subaward attachments now work the same as other Mod 2 attachments. On the Attachments tab of a subaward transaction is an "Add Attachment" button which opens a pop-up window to add an attachment. The document is attached to the subaward transaction and is also available in the SPO's project level attachments.
Subaward transactions are now part of the SeRA search results.

Changes to the Processing & Monitoring report
The column name "OSR Officer" changed to "Assigned To" and a new column ("Finalized By") is displayed to show who finalized the transaction on the Processing and Monitoring pages in Mod 4.

PTA Manager

Manage personnel within PTA Manager
Accountants can now see and manage all of the active personnel for an award directly in PTA Manager. This includes a number of related changes:

- The system now shows the Principal Owner (i.e. the Principal Investigator of the project) in the transaction.
The additional active personnel (previously not shown) are shown in a new “other personnel” table. Additional personnel can be added and existing personnel can be deleted or have their start date edited.

The system also now allows multiple active people in the same role for these other roles. For example, we can now have multiple active key personnel listed in Oracle and can process the transaction without issues.

All of the personnel in Oracle (including end dated personnel) are now displayed in the references tab.

The system validates that the award manager is active from their start date to prevent failures when sending the transaction to Oracle Financials.

The default personnel added for system generated awards are updated and no longer include people that have left Stanford.

Manage the text within PTA Manager Emails
Text for two of the three PTA Manager emails can be managed through an administrative application. Additionally the text of all three PTA Manager emails has been updated.
**Edit Award page UI updates**

The “Edit Award” page has a new look! The fields are organized in a more meaningful manner and broken into new regions making it easier to find the field you are looking for.
ARC

"Related Cost Share Award" reference used for linking awards
ARC’s logic now looks first at the new "Related Cost Share Award" reference field in Oracle for related Cost Share awards in order to link the cost share award(s) in ARC.

University Research awards included in ARC for closeout
We will now be bringing University Research awards (award range WCAAA-WZZZZ) into ARC for closeout. Also, the closeout management report now includes University Research Awards and uses CACD plus 120 days.

SUNet ID and department shown for Accountant Name field in the Accountant page
The SUNet ID and department org code are now shown with the Accountant Name field in the Accountant page of the Manage OSR Accountant to make it easier to identify individuals with the same name.

Compliance

Integration with new OPACS COI Training for PHS
For Proposals issued under PHS sponsors, SeRA will identify those personnel listed who have NOT taken the PHS COI training in OPACS first and then STARS and will send out an email to those people during proposal routing. This will not prevent the transactions from being processed.

For Awards issued under PHS sponsors, SeRA runs validation to check that all personnel have taken the PHS COI training. System will NOT allow completion of the Award transaction until all personnel are current on their PHS COI training.

Since February 11, 2017, OPACS COI training is done directly in OPACS and is no longer in STARS. The links to the COI training in SeRA now redirect to OPACS.

Protocol Changes
Department users can “refresh” protocol information to update the table with the latest approval data. Things to note:

- Manually entered information will not refresh
- SeRA will not replace an approved protocol with an unapproved protocol
• SeRA will not remove rows in the table (may result in duplicate rows)

Additionally, the “Meeting Date” for protocols will now display in the protocol table. Improved Protocol Search Results display most recently approved protocol AND protocols submitted pending approval.

### Merging Changes

#### Segment Table with NIH Doc # and Agreement #

There is a new table showing the agreement # and NIH document number for each segment within a project. This helps determine if an award should be merged with an existing segment. (Note: The NIH Doc number only displays when the sponsor is NIH and this data has previously been saved. It is not displayed for NIH subcontracts.)
Retain custom rates from the proposal when merging the budget
SeRA will merge budgets and keep the correct Rate Agreement types for each rate schedule. Previously we converted one of the custom rate schedules to an F&A rate because the system did not allow multiple custom rate schedules until December 2016.

GBS data stored at the segment-level
The information in the International & Global Business section of Project Questions will be saved and stored at the segment for better record keeping. Prior to this release, the information was stored at the proposal-level only.

Small Enhancements & Bug Fixes
This release also includes a number of small bug fixes and enhancements related to Central Office functionality. These fixes include:

- Correct Award transactions now pull the Agreement # and NIH Doc # from appropriate segment (rather than the project). If there is no data saved at the segment, the NIH Doc # and Agreement # will not be defaulted.
• Transfer Proposals are now restricted from new proposals and proposal NCCs.
• We removed the "Notification Type" field on the Clinical Trial "Initiate Parallel Transactions" screen.
• Removed all of the smaller “log” type transactions from Workspace Manager. This should improve performance for these transactions. These include the following transactions:
  o Sponsor Request
  o Project Log
  o Sponsor Notification
  o Closeout Processing
  o Subaward Packet Collection
  o Miscellaneous Consultations
  o Transfer Award (Outgoing)
  o Transfer Award (Incoming)
• The Budget Details page for proposal transactions can now be edited and saved by any IO at any time (while the transaction is open).
• SeRA's maintenance application:
  o Small usability tweaks were made to the new system notification functionality
  o Attachment categories & subcategories can now be maintained in our maintenance application
• Prevention of a number of PTA Failure scenarios:
  o Award start dates are restricted from moving forward from the date setup in Oracle to prevent issues with money that has already been expensed
  o Check if award number has been used in GL when creating an award
• Fixed an issue with displaying the “Early/Extend” transaction option for old projects
• Searching by vendor name in the Processing Tab of Mod 4 now works as expected
• Performance improvements for the Budget Details page and Attachments pages