eSPA Fundamentals Session Handout

eSPA (electronic Sponsored Projects Administration)

CHOP's system for:
- Proposal preparation, review, and submission
- Award management, including
  - Award set-up
  - Progress reports
  - Subawards
  - Modifications
  - Close-outs (Non-Financial)
- Records for both audit purposes and for sponsored project reporting
- One of several integrated *eResearch* Modules such as eIRB, eIACUC, eCOI, eAGREEMENTS, eIBC, & eSAFETY

Access
- Log on anytime from the CHOP network
  - eResearch account request (CHOP personnel only): https://eresrequest.research.chop.edu
  - eSPA home page login https://resckapp04.research.chop.edu/eSPA

Benefits of eSPA
- Visibility - Everyone looks at the same thing; clarifies and streamlines process flow
- Accountability – Documentation of what's been done
- Notifications – Email notifications and reminders when you have to do something
- Eliminates routine errors – Validation checks to ensure critical data elements are captured
- Institutional Reporting
- Audit trail – History of activities over the lifetime of the award
- Integration – Collaboration among all participants / ability to work in FP record simultaneously

Keywords and Concepts
- Roles
- Personal Folder
- Funding Proposal (FP) Workspace and FP#s
- States
- My Activities
- Personnel Certifications
- Send Email - Notifications (sent via eSPA to Outlook inbox)
- Log Comment
- Non-CHOP contact request
- Organization request
- Forward proposal
- Smart Form
- Breadcrumbs
- Info bubbles - help text
- Branching Questions

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Personal Folder
- Dashboard bar, Sponsored Projects bar
- Launch New Proposals from here using "Create Funding Proposal"
- Role listed in red box; determines level of access
  - Proposal Team/PI Delegate (PID), Sponsored Projects Officer (SPO), Research Business Administrator (RBA), Grants and Contracts Specialist (GCS), Authorized Organizational Representative (AOR), Principal Investigator (PI)
  - Each PI is assigned a dedicated team of SPO, RBA and GCS: https://sprbm.research.chop.edu/
- Folder for [Name]
- List of Principal Investigators that [Name] supports – PID login only
- Tabs: InProgress, Pending, Active, Not Funded/Withdrawn, Completed, Modifications, Outgoing Subawards, Advance Account Requests (RBA-initiated)

Proposal Process
- Create funding proposal (FP)
- Page 1.01 – Enter all required information on this page and save to create an FP workspace
- Continue to complete smart forms / upload the science
  - If you exit, use "Edit Funding Proposal" in the FP workspace to access smart forms
- Personnel – Request people or organizations not yet in eSPA
  - Non-CHOP Contact/Organization Profile Request activity
- Applications submitted System-to-System via eSPA
  - NIH (R, K, F mechanisms). Check with SPO about other federal sponsors and mechanisms
    Note: *It is very important to identify the correct Funding Opportunity Announcement in the FP*
  - Foundations and other sponsors – submission method can vary but an eSPA FP is needed
- Subawards
  - Page 1.01 will establish whether subs are incoming or outgoing
  - Prepare/procure sub-proposal package
    - Signed face page/LOI, budget, budget justification, key personnel biosketch(es), statement of work
    - SPO and RBA typically are responsible for obtaining this. PID must coordinate with them.
  - Upload package under sub's signed Statement of Intent under "Upload SOI – Face Page" activity (outgoing subs)
- Finalize budget (see Budget workspace section below)
- Forward final proposal for SPO review
- SPO forward to AOR approval followed by submission

Budget Workspace
- RBA inputs proposal budget, including any outgoing subproposals
- PI/PID limited to view only access
- Proposal team members – no access or view access if approved by PI
- View Budget to access smart form – most detailed
- Dashboard – proposed and awarded budgets
- Dashboard snapshot tabs:
  - Budget summary
  - Budget details
  - Personnel
  - Subawards
  - CS budget detail
  - History

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Award Setup Process
- Notice of award or award agreement (non-industry) received by Pre-Award
- SPO identifies and negotiates terms and conditions
- RBA reconciles budget if award funds do not match proposal budget exactly
- Assignment of Workday Account # moves workspace to Active state

Subaward Issuance Process
- SPO launches subaward
- RBA assigns Purchase Order (PO)
- GCS writes and issues subaward agreement
- Subrecipient institution may negotiate, and must sign and return
- Amendment process – similar to above
- Visibility - *from Award Management/Related Projects* tab.
  Each sub has its own parent and linked amendments, if applicable.

Progress Reports (PR) Process
- SPO or GCS (incoming subawards) records annual reporting deliverable in the FP
- Draft "PR" workspace is launched automatically
- Abbreviated smart forms must be completed by PI or PI delegate and forwarded to SPO/RBA
- Actual PR submission varies depending on sponsor, but a copy of the PR is uploaded to PR workspace

Resubmissions and Competing Renewals
- Launch FP from parent FP workspace
  - Resubmission from Declined/Withdrawn FP workspace dashboard
  - New Renewal from Active workspace dashboard
- *Why?* To ensure:
  - Correct/updated forms are utilized
  - Applications are properly tracked and related in eSPA

Close-outs
- Final Technical/Scientific and Invention reports – Work with SPO and RBA
- Financial Close-out – RBA and Specialized Accounting Unit

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