

# Create a Proposal in LIRA

February 10, 2023



## Agenda for today

- Introductions and housekeeping
- Why LIRA? Benefits of the new system
- Key Terms in LIRA - Funding Proposal
- Funding Proposal Overview
- Demo of creating a funding proposal in LIRA
- Q&A
- What's next?

# **Intros and Housekeeping**

## What is LIRA?

- Online system that will be used to develop, route, review, and submit sponsored project proposals
  - System communicates directly to some Federal sponsors through grants.gov for system-to-system proposal submission
- Create, negotiate, and track agreements
- Funded award set up
- Create and track subawards
- Request modifications to funded awards

## Why LIRA?

- Lack of system for research administration; Paper based, email exchange process
- Current processes are outdated, not integrated and are not sustainable
- LIRA (Huron Research Suite) is used by more top research universities than any other research administration technology and is implemented at more than 50% of R1s

## Benefits of LIRA

- Better user experience for faculty
- Workflow transparency to track status of a record, who has it and next steps
- Dynamic SmartForms only request required data (Sponsor and Lehigh)
- System validations reduces rework
- Integrated modules allow for more efficient and automated processing (Integration with Banner for award setup and modifications)
- Clear roles and responsibilities and streamlined business process will improve overall efficiency
- Improved data capture results in more robust reporting capabilities

## 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

## LIRA Go-Live Date

- Cutover weekend begins March 3
- After we go live on March 6, all proposals will be submitted through the system, and all data will integrate with Banner
- We are importing:
  - All pending proposals
  - (5) years of award history
  - All active awards
- We are not importing unsuccessful proposals



# Key Terms in LIRA

## Key Terms in LIRA

- Dashboard - My Inbox & My Reviews
  - Landing page that contains to-do list for any user
- Workspace
  - View that contains summary, links, status images, and tabs of info regarding a submission
- SmartForm
  - Electronic form that contains a series of questions that are answered by a PI/team member/submitter
  - “Smart” in SmartForm refers to the system’s ability to hide/show additional questions based on how users answer so all necessary info is captured

## Key Terms in LIRA

- Workflow
  - LIRA approval process
- State
  - Status of a submission in the workflow
- Activities
  - Actions that can be executed by a user
  - Some actions move a submission through the workflow
- Notification
  - An email sent to your Lehigh email from the system
- System to System (S2S)
  - The capability to develop a compliant application package for submission **only** to grants.gov directly from LIRA.

# Terminology Example - Dashboard - Inbox



**LEHIGH**  
 UNIVERSITY

STAGE
He

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Dashboard
Admin
Agreements
Grants
SF424 Center
Settings

Page for Sarah Riccaboni Components ⚙️

Create ▾

**Recently Viewed**

Recent Pinned

- Common Settings: Common Settings ✨
- Agreements Settings: Agreements Settings ✨
- Grants Settings: Grants Settings ✨
- BU00000092: U.S. Departm...man Services ✨
- FP00000067: sarah - Test 2 ✨
- BU00000091: U.S. Departm...man Services ✨
- FP00000066: Sarah - NIH test ✨
- Grants Control Actions

My Inbox
My Reviews

**My Inbox**

Filter by

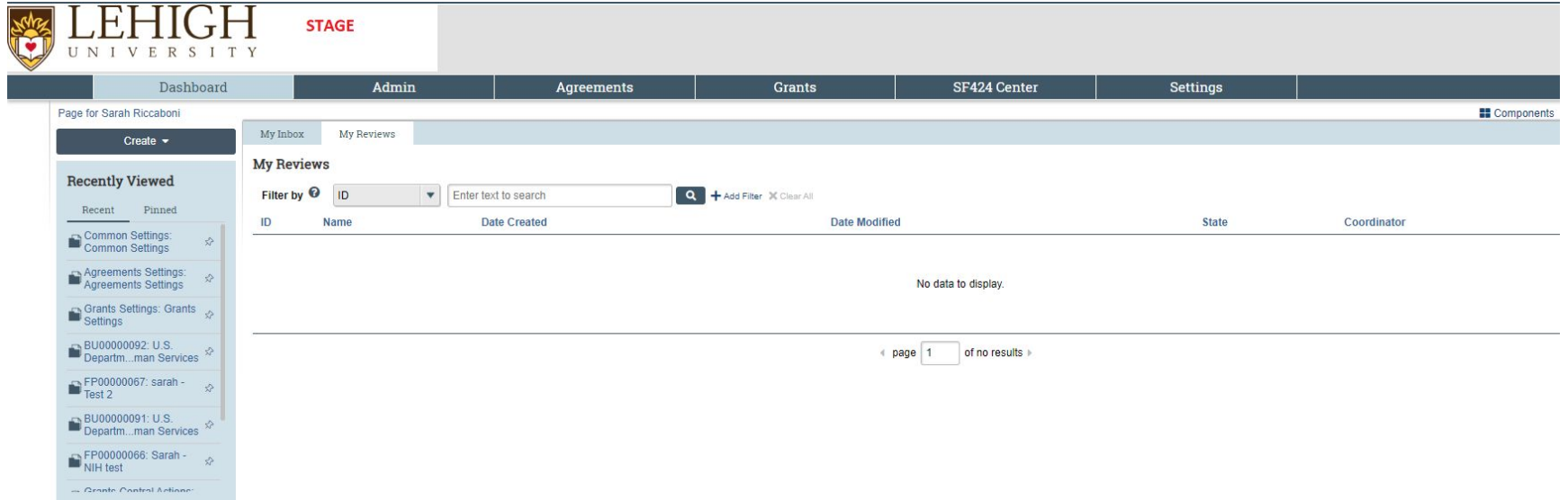
ID ▾

Enter text to search

🔍
+ Add Filter
✕ Clear All

ID	Name	Date Created	Date Modified	State	Coordinator
FP00000067	sarah - Test 2	1/9/2023 1:38 PM	1/9/2023 1:38 PM	Draft	ORSP Proposals
FP00000066	Sarah - NIH test	1/9/2023 1:23 PM	1/9/2023 1:23 PM	Draft	ORSP Proposals
FP00000050	test - sf424 creation	12/21/2022 3:36 PM	1/9/2023 1:03 PM	Draft	Jennifer Haas
FP00000063	SED - NSF Test	1/4/2023 1:10 PM	1/4/2023 1:13 PM	Draft	ORSP Proposals
AWD00000006	Test Case FP Record Base no. 1	11/23/2022 4:18 PM	1/4/2023 10:36 AM	Draft	Sarah Riccaboni
AWD00000013	Test Case FP Record Base no. 3	12/23/2022 8:40 AM	12/28/2022 2:51 PM	Draft	Sarah Riccaboni
AWD00000005-MOD010	Modification #10	12/22/2022 3:40 PM	12/22/2022 3:40 PM	Draft	Sarah Riccaboni
FP00000039	Financial Integration Test Record-Renewal	12/9/2022 10:31 AM	12/9/2022 10:32 AM	Draft	ORSP Proposals
FP00000003-Res1	S&E Test - Resubmission - 1	12/9/2022 10:18 AM	12/9/2022 10:19 AM	Draft	Sarah Riccaboni
FP00000031	SR-Test	11/29/2022 10:48 AM	12/8/2022 6:40 PM	Draft	Sarah Riccaboni

# Terminology Example - Dashboard - My Reviews



Page for Sarah Riccaboni

LEHIGH UNIVERSITY STAGE

Dashboard Admin Agreements Grants SF424 Center Settings Components

Create

Recently Viewed

Recent Pinned

- Common Settings: Common Settings
- Agreements Settings: Agreements Settings
- Grants Settings: Grants Settings
- BU00000092: U.S. Departm...man Services
- FP00000067: sarah - Test 2
- BU00000091: U.S. Departm...man Services
- FP00000066: Sarah - NIH test
- Grants Control Actions

My Inbox My Reviews


My Reviews

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

ID	Name	Date Created	Date Modified	State	Coordinator
No data to display.					

page 1 of no results

# SmartForm

 LEHIGH UNIVERSITY STAGE

Validate Compare

**General Proposal Information**

Personnel

Submission Information

Budget Periods and Key Dates

Compliance Review


Additional Proposal Information

Completion Instructions


You Are Here: Sarah - NIH test


Editing: FP0000066



### General Proposal Information




1. **Type of application:**   
New

a. Is this award being transferred from another institution?  
 Yes  No [Clear](#)


2. **\* Short title of proposal:**   
Sarah - NIH test

3. **\* Long title of proposal:**   
Sarah - NIH test

4. **\* Program director / Principal investigator / Project lead / Fellow:**  
Sarah Riccaboni  

5. **\* Select the direct sponsor:**   
U.S. Department of Health and Human Services  

a. If the direct sponsor is not listed, type their name here:

b. If this will be a flow-through, select prime sponsor:  
 

6. **Instrument type:**  
 Grant  
 Contract  
 Cooperative Agreement

# Workspace - Grant Proposal

Root &gt; Grants &gt; Sarah - NIH test

 Admin View  Help

Draft

## Sarah - NIH test

FP00000066 Funding Proposal
**Next Steps**
Edit Funding Proposal
Printer Version
 COI Disclosure Status

 Submit For Department Review

 Certify

 Withdraw Proposal

 Manage Ancillary Reviews

 Manage Tags

 Add Attachments

 Copy

 Create Additional Budget

 Send Email

 Assign Specialist

 Manage Access

 Add Comment

**Proposal Information**

PD/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


SF424 Link:


**Budget Information**

Starting Date:	3/6/2023
Number of Periods:	5
Total Direct:	\$0
Total Indirect:	\$0
Total:	\$0

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

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
 U.S. Department of Health and Human Services	[Edit] ▾	1/9/2023 1:23 PM	Draft	Federal	\$0	yes

1 items

&lt; page 1 of 1 &gt;

10 / page

# Workflow

## Funding Proposal Workflow



We are here



# Workflow

## Funding Proposal Workflow



# Workflow

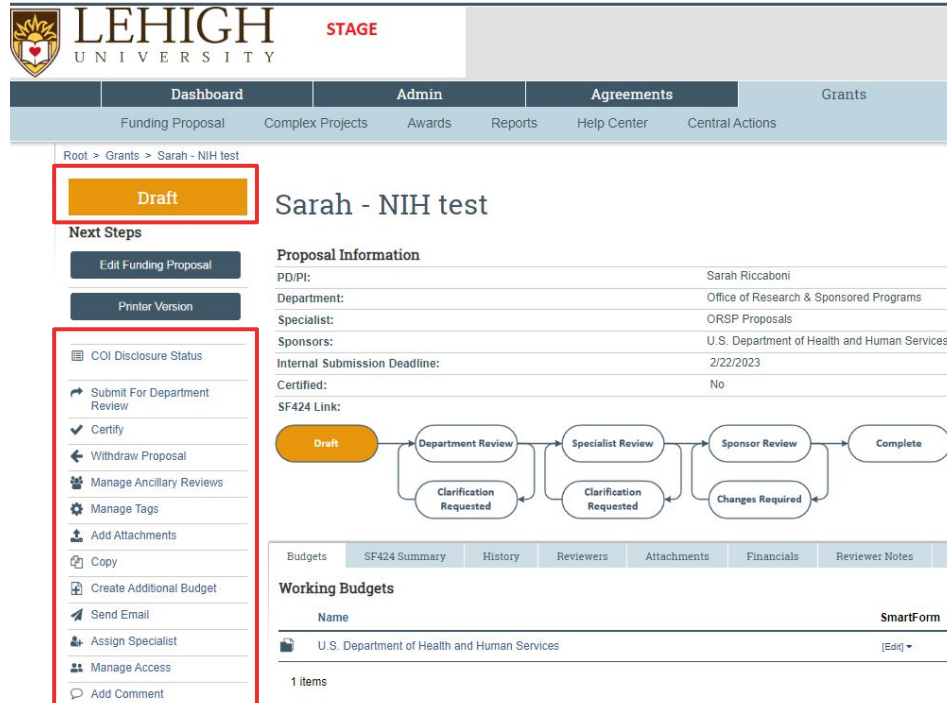
## Funding Proposal Workflow



Current Proposal Submission  
Policy applies

# Activities and States

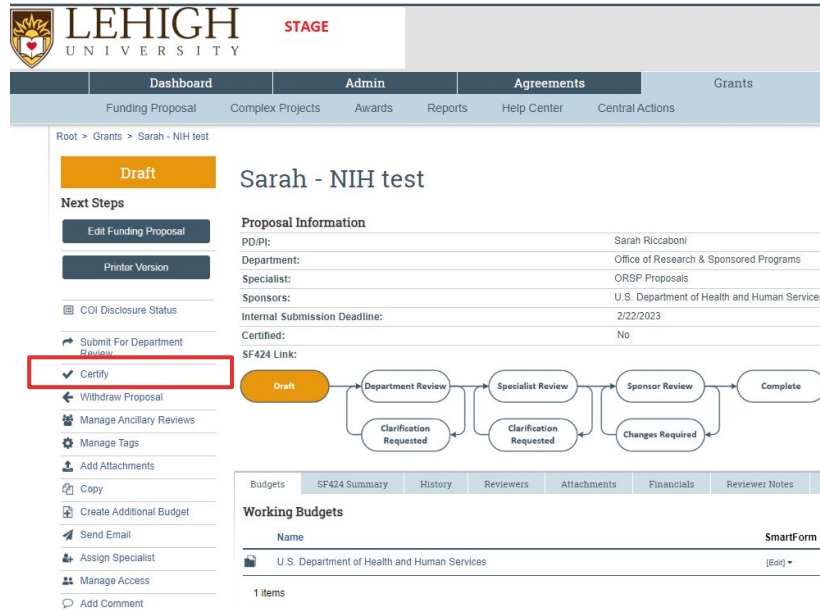
- Available activities will be based on user role assigned to proposal
- Some activities will transition proposal into a new state



The screenshot displays the LEHIGH UNIVERSITY STAGE Grants system interface. The top navigation bar includes 'Dashboard', 'Admin', 'Agreements', and 'Grants'. The 'Grants' section is active, showing a breadcrumb trail: 'Root > Grants > Sarah - NIH test'. A prominent orange 'Draft' button is highlighted with a red box. Below it, a 'Next Steps' sidebar contains buttons for 'Edit Funding Proposal' and 'Printer Version', and a list of activities including 'COI Disclosure Status', 'Submit For Department Review', 'Certify', 'Withdraw Proposal', 'Manage Ancillary Reviews', 'Manage Tags', 'Add Attachments', 'Copy', 'Create Additional Budget', 'Send Email', 'Assign Specialist', 'Manage Access', and 'Add Comment'. The main content area shows the proposal title 'Sarah - NIH test' and 'Proposal Information' with fields for PD/PI, Department, Specialist, Sponsors, Internal Submission Deadline, Certified, and SF424 Link. A workflow diagram illustrates the process from 'Draft' through 'Department Review', 'Specialist Review', and 'Sponsor Review' to 'Complete', with feedback loops for 'Clarification Requested' and 'Changes Required'. At the bottom, a 'Working Budgets' table lists the 'U.S. Department of Health and Human Services' budget.

# 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



The screenshot shows the LEHIGH UNIVERSITY STAGE Grants interface. The top navigation bar includes Dashboard, Admin, Agreements, and Grants. The Grants section is active, showing a breadcrumb trail: Root > Grants > Sarah - NIH test. The proposal title is "Sarah - NIH test" and its status is "Draft".

**Next Steps:**

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- ✓ Certify** (highlighted with a red box)
- Withdraw Proposal
- Manage Ancillary Reviews
- Manage Tags
- Add Attachments
- Copy
- Create Additional Budget
- Send Email
- Assign Specialist
- Manage Access
- Add Comment

**Proposal Information:**

PD/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

**SF424 Link:**

```

graph LR
    Draft([Draft]) --> Dept[Department Review]
    Dept --> Spec[Specialist Review]
    Spec --> Sponsor[Sponsor Review]
    Sponsor --> Complete([Complete])
    Dept --> Clar1[Clarification Requested]
    Spec --> Clar2[Clarification Requested]
    Sponsor --> Changes[Changes Required]
  
```

**Working Budgets:**

Name	SmartForm
U.S. Department of Health and Human Services	[Edit]

1 items

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

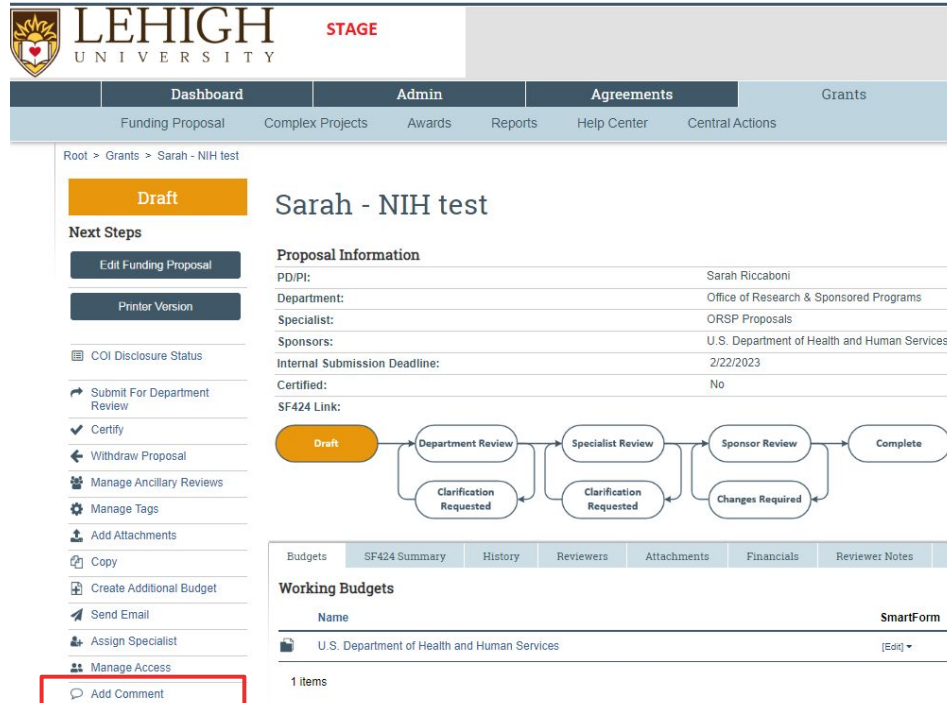
### Certify

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.

# Add Comment

- Comments are visible to all individuals that have access to read or edit the proposal.



The screenshot displays the LEHIGH UNIVERSITY STAGE Grants system interface. The top navigation bar includes 'Dashboard', 'Admin', 'Agreements', and 'Grants'. The 'Grants' section is active, showing a breadcrumb trail: 'Root > Grants > Sarah - NIH test'. The main content area is titled 'Sarah - NIH test' and contains a 'Draft' status indicator. Below this, there are 'Next Steps' buttons: 'Edit Funding Proposal' and 'Printer Version'. A sidebar on the left lists various actions, with 'Add Comment' at the bottom highlighted by a red box. The main content area also features a 'Proposal Information' section with fields for PD/PI, Department, Specialist, Sponsors, Internal Submission Deadline, and SF424 Link. A flowchart below this section shows the review process: Draft -> Department Review -> Specialist Review -> Sponsor Review -> Complete, with feedback loops for 'Clarification Requested' and 'Changes Required'. At the bottom, there is a 'Working Budgets' section with a table listing the budget for the U.S. Department of Health and Human Services.

**LEHIGH UNIVERSITY STAGE**

Dashboard Admin Agreements Grants

Funding Proposal Complex Projects Awards Reports Help Center Central Actions

Root > Grants > Sarah - NIH test

**Draft**

**Next Steps**

Edit Funding Proposal

Printer Version

COI Disclosure Status

Submit For Department Review

Certify

Withdraw Proposal

Manage Ancillary Reviews

Manage Tags

Add Attachments

Copy

Create Additional Budget

Send Email

Assign Specialist

Manage Access

Add Comment

**Sarah - NIH test**

**Proposal Information**

PD/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

SF424 Link:

Draft

Department Review

Specialist Review

Sponsor Review

Complete

Clarification Requested

Clarification Requested

Changes Required

Budgets SF424 Summary History Reviewers Attachments Financials Reviewer Notes

**Working Budgets**

Name	SmartForm
U.S. Department of Health and Human Services	[Edit]

1 Items

# History

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
Activity			Author				▼ Activity Date	
	Ownership Assigned						Disidore, Susan	12/28/2022 2:16 PM
	JIT Changes Requested						Riccaboni, Sarah	12/6/2022 12:16 PM
need other support and updated budget								
	Submitted to Non-grants.gov Sponsor						Riccaboni, Sarah	12/6/2022 12:15 PM
	Final Review						Riccaboni, Sarah	12/6/2022 12:14 PM
	Approved by Department						Smith, Brett	10/31/2022 3:22 PM
	Submit Changes To Department Reviewer						Syslo, Mary	10/31/2022 3:21 PM
	Changes Requested By Department						Smith, Brett	10/31/2022 3:17 PM
1 Reviewer Note(s) Logged. See note in personnel								
	Submitted for Department Review						Syslo, Mary	10/31/2022 1:24 PM
	Created						Syslo, Mary	10/26/2022 10:14 AM

# Notifications

- Notifications are emails generated by system that are triggered by an Activity or a State Change

📧	From	Subject	Received ▾
	DoNotReply-GRAMS@Grants.untsystem.edu	FP00000209: What IDC rate can I use?	Thu 5/13/2021 5:04 PM

<b>To:</b>	Amanda Thomas
<b>Link:</b>	<a href="#">FP00000209</a>
<b>PI:</b>	Arup Neogi
<b>Title:</b>	DSM Test Default Neogi
<b>Comments:</b>	Preparing budget and I am not sure what IDC rate I should be using. Can you please assist?
<b>Supporting Documents:</b>	<a href="#">Test Attachment.docx</a>



# Funding Proposal Overview

# Current Process for Initiating a Proposal

## ~~ORSP - Notice of Intent to Submit a Proposal~~

[Home](#) » [ORSP - Notice of Intent to Submit a Proposal](#)

- Our Offices
- Resources & Services
- Sponsored Programs
- + Research Integrity
- Research Policies
- Research Handbook
- LIRA: Lehigh Integrated Research Administration
- Events

Please complete the information below. The following resources might be helpful in completing the form.

[Proposal Submission Policy](#)  
[Animal in Research: Policy / Forms](#)  
[Human Subjects Research](#)

*IMPORTANT NEW GUIDELINES FOR THOSE SUBMITTING TO THE NATIONAL INSTITUTES OF HEALTH:*

[Addendum to Policy on Disclosure of Investigator Significant Financial Interests Related to Sponsored Projects 8/24/12 \(.pdf\)](#)  
[Financial Interests Disclosure Form 8/24/12 \(.pdf\)](#)

LU Email \*

Enter full address - e.g. xx@lehigh.edu

LU PI \*

PI (Enter first and last name)

Organization \*

Department, center, institute and/or program

Lehigh CoPI(s)

Lehigh Senior personnel

Agency

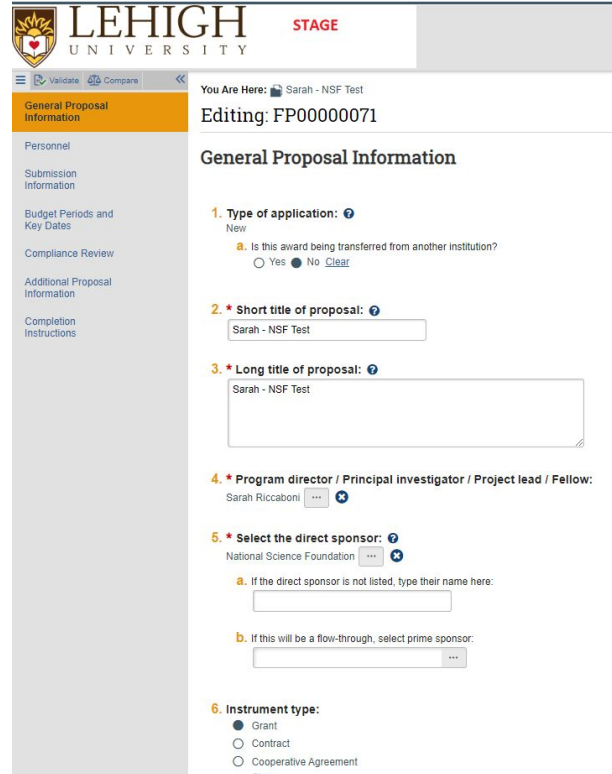
- National Science Foundation (NSF)  
 National Institutes of Health (NIH) - PHS HAS IMPLEMENTED NEW REQUIREMENTS. YOU WILL BE DIRECTED FURTHER AFTER SUBMISSION OF THIS FORM  
 Department of Energy (DOE)

Other

If "Other" has been selected, enter agency name below.

No more Notice of Intent!

# 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". Below it, a 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. Below it, two sub-questions are listed:
  - 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".

## Submission Types

- The Funding Proposal SmartForm can be used to support submission to various sponsor types
  - Federal (System-to-System) and non S2S
  - Foundations
  - State/Local
  - Industry
  - Internal

# Proposal Components

## Project Types

**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**

# Funding Proposal SmartForm Demo

# Q&A

## What's Next?

- Sign up for the next recommended training, **LIRA Proposal Budget Development**
- Quick Reference Guides and User Guide will be sent out after the training and posted to the LIRA training website:  
<https://research.cc.lehigh.edu/lira-training>
- Questions - please send to Francie at [x23922@lehigh.edu](mailto:x23922@lehigh.edu)



**Thanks!**