

LIRA Ancillary Review

February 14, 2023



LEHIGH
UNIVERSITY

Agenda for today

- Introductions & Housekeeping
- Why LIRA? Benefits of the new system
- What is an ancillary review?
- Process for requesting an ancillary review
- Process for responding to an ancillary review
- When will ancillary reviews be used?
- Ancillary Review Demo 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- Current processes are outdated, not integrated and are not sustainable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

- 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

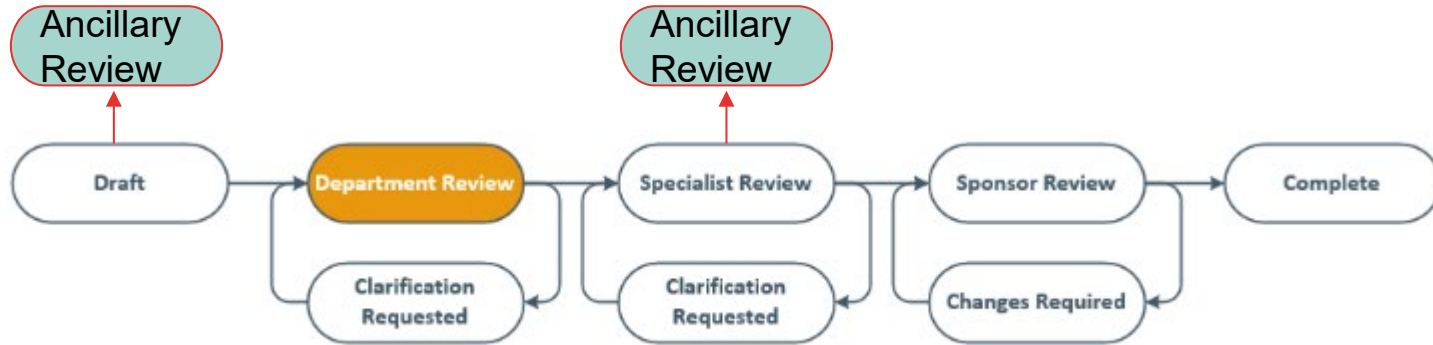
- Go live date is March 6- all proposals will be submitted through the system, and all data will integrate with Banner
- We are importing:
 - All pending proposals
 - (5) years of award history
 - All active awards
- We are not importing unsuccessful proposals

What is an ancillary Review?

What is an ancillary review?

- There may be a need to review and approve details of a proposal, award, award modification, or agreement by someone not directly in the workflow review process of a record
- This will be done using the “Manage Ancillary Review” functionality.
- An ancillary review can be initiated by the Research Community (Principal Investigators (PIs), Department Administrators, project team members, etc.) or the central office at various points throughout the workflow.
- The assigned Ancillary Reviewer may complete (or manage) an ancillary review after it has been initiated.

Funding Proposal Workflow



When can an ancillary review be added?

- Proposal – Proposal Editors and Specialists in the central office may add Ancillary Reviewers from the Draft state through the Pending Sponsor Review state.
- Award – Award Editors and Specialists and Award Approvers in the central office may add Ancillary Reviewers through the Final Review– Response Pending state and in the subsequent Advance Account state.
- Award Modification – Award Editors and Specialists and Award Approvers in the central office may add Ancillary Reviewers through the Final Review– Response Pending state.
- Agreement – Agreement Editors may add Ancillary Reviewers until they submit the agreement to the central office. Agreement Staff in the central office may add Ancillary Reviewers from the PreSubmission state through the External Review state.

Initiating an ancillary review

How to initiate an ancillary review

 COI Disclosure Status

 Submit For Department Review

 Certify

 Withdraw Proposal

 Manage Ancillary Reviews

Manage Ancillary Reviews

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

 Add

Review Type	Org	Person	Review
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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:

 Add

Name

There are no items to display

How to initiate an ancillary review

- Detail in the comments what needs to be reviewed. This is how you communicate to the reviewer where to look and what to review

Manage Ancillary Reviews

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

+ Add

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:

+ Add

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 outside of the system.

Navigating to an ancillary review

Navigating to the ancillary review

- Click on the funding proposal link in the email notification received

Notification of Ancillary Review

To: Rebecca Simms (pi)

Link: [FP00000374](#)

PI: Lorenz Studer

Title: Test alana

Required: No

Description: A Funding Proposal has been assigned to you for ancillary review. Click the link above to access and review the submission.

Comments: Please review the sponsor budget personnel page.

Supporting Documents:

[Addl Personnel_BudgetYear1.pdf](#)

Navigating to the ancillary review

- Navigate to the “History Tab” in the workspace to see the ancillary reviews activity
- Click on this to see the details of the ancillary review

Ancillary Reviews Updated

Activity that allows a specialist or project editor to create and manage existing ancillary reviews.

Summary

Jan
30
2023

Author: Sarah Riccaboni (Office of Research & Sponsored Programs)
Logged For (Funding Proposal): SF424 Training Test
Activity Date: 1/30/2023 12:20 PM

Form

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

Review Type	Org	Person	Reqd	Accepted	Notified	Comments	Docs
Other		Susan Disidore	yes		no	Can you review the budget and make sure it is compliant?	

Responding to an ancillary review


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

Organization	Person	Review Type	Required
	Sarah Riccaboni	Other	yes

☐ Yes ☐ No Clear

☐ Yes ☐ No Clear

+ Add

Name

There are no items to display

Grants Module

Responding to an ancillary review

Submit Ancillary Review

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
<input type="checkbox"/>	Stewart Craig	Other	yes

2. * Do you accept the proposed agreements?

☒ Yes ☐ No [Clear](#)

3. Comments:

4. Supporting documents:

+ Add

Name
There are no items to display

OK

Cancel

Agreements Module

Responding to an ancillary review

- Once you have responded to the ancillary review and return to the Workspace, the History tab displays a “Submitted Ancillary Review” activity, and an email notification will be automatically sent to the Assigned Specialist (Grants) or Owner and Primary Contact (Agreements).

**When will ancillary
reviews be used?**

Grants Ancillary Review Types

Funding Proposal Workflow

- Export Control - A CGS may send an ancillary review at the proposal stage to export control if export control language may potentially prevent submission
- Department Review - PIs/Study staff may need to send an ancillary review to additional department chairs if they are working on a multi-department collaborative proposal. This function is required to ensure all departments can review the proposal at the department review step
- Indirect Cost Waiver - an ancillary review may need to be sent for review if submission require a waiver of IC
- Other - additional situations may arise and/or this functionality can be used for any type of review during the proposal as needed

Grants Ancillary Review Types

Award Workflow

- Compliance Review- A CGS may send an ancillary review at the award stage to export control, Research Integrity, OGC, Office of Diversity, Equity and Inclusion depending after review of compliance Smart Forms in Award record prior to setup
- PI Award Information Required- Postaward in the central office will send an ancillary review to the PI/study staff team at award setup time so they can complete required questions in the award smartforms pertaining to IC distribution, Building where research will be performed, and Authorized signers/personnel with banner and payroll viewing access
- Other - additional situations may arise and/or this functionality can be used for any type of review during the award setup as needed

Agreements Ancillary Review Types

- Department - review can be submitted to a department for review of agreement
- Other - additional situations may arise and/or this functionality can be used for any type of review during the agreements process as needed
 - Send to OGC
 - Sent to OTT
 - Send to IRB, IBC

Ancillary Review Demo in LIRA

Q&A

What's Next?

- Quick Reference Guides and User Guide will be posted to the LIRA training website:
<https://research.cc.lehigh.edu/lira-training>
- Questions - please send to Francie at x23922@lehigh.edu

Thanks!