



LEHIGH  
UNIVERSITY

Lehigh Integrated  
Research Administration  
(LIRA)

Grants Module  
Award Reference Guide  
Revised December, 2022

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## 1 Introduction

This guide describes how the Lehigh Research Community will interact with the LIRA system for Award creation and management.



**Tip:** See the “LIRA Basics” section on the [LIRA website](#) for general information on navigation, user roles, and LIRA terminology.

## 2 Navigation

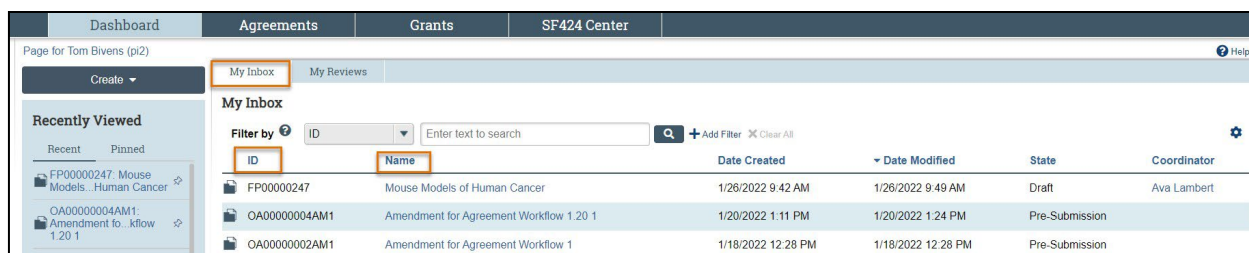
### 2.1 How to Access a Record

You can access and view Grants module records you have permission to see. You can locate or search for records on the *Dashboard* or *Grants Module* pages as shown below.

- **Dashboard, My Inbox page** – This page acts as your to-do list and contains records from any of the LIRA modules (Grants and Agreements) that require an action from you. To access a record, click on the record **ID** or **Name**.

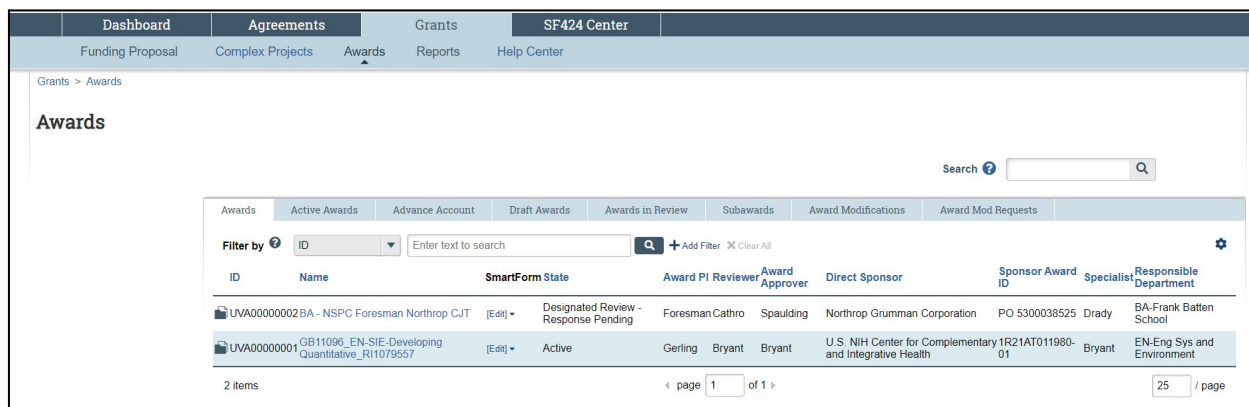


**Tip:** Select “Date Modified” to organize records by most recent or oldest.



ID	Name	Date Created	Date Modified	State	Coordinator
FP00000247	Mouse Models of Human Cancer	1/26/2022 9:42 AM	1/26/2022 9:49 AM	Draft	Ava Lambert
OA0000004AM1	Amendment for Agreement Workflow 1.20 1	1/20/2022 1:11 PM	1/20/2022 1:24 PM	Pre-Submission	
OA0000002AM1	Amendment for Agreement Workflow 1	1/18/2022 12:28 PM	1/18/2022 12:28 PM	Pre-Submission	

- **Grants Module page** – Funding proposal and award records can be accessed on this page. To access a record, click on the **Name**.



ID	Name	SmartForm State	Award PI Reviewer	Award Approver	Direct Sponsor	Sponsor Award ID	Specialist	Responsible Department
UVA0000002BA	NSPC Foresman Northrop CJT	[Edit] - Designated Review - Response Pending	Foresman Cathro	Spaulding	Northrop Grumman Corporation	PO 5300038525	Drady	BA-Frank Batten School
UVA00000001	GB11096_EN-SIE-Developing Quantitative_RI1079557	[Edit] - Active	Gerling Bryant	Bryant	U.S. NIH Center for Complementary and Integrative Health	1R21AT011980-01	Bryant	EN-Eng Sys and Environment

## 2.2 How to Navigate Award Workspace Tabs

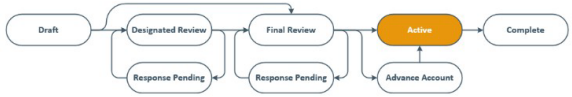
On the *Award Workspace*, you can access a number of workspace tabs. Each workspace tab contains a snapshot of related information on an Award.

**GB11096\_EN-SIE-Developing Quantitative\_RI1079557** UVA00000001 **Funding Award**

PD/PI:	Gregory Gerling	Award Date:	4/15/2022
Specialist:	Samantha Bryant	Start Date:	4/15/2022
Designated Reviewer:	Samantha Bryant	End Date:	3/31/2024
Award Approver:	Samantha Bryant	Sponsor Award #:	1R21AT011980-01
Approving Dept/Div/Institute:	EN-Eng Sys and Environment		
Administrative Contact:	Clara Fortune		
Direct Sponsor:	U.S. NIH Center for Complementary and Integrative Health		
Prime Sponsor:			
Current Total Project Period Commitment:	\$433,479		
Current Total Award Amount To Date:	\$244,764		

Awarded Funding Proposals:	ID	Name	Principal Investigator	Status
	FP00000004	EN-SIE-Developing Quantitative	Gregory Gerling	Awarded

Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	Change Log	Reviewer Notes
<b>Modification Requests</b>												
Name	SmartForm	Execute Activity	Date Modified	State	Submitter	Specialist						
No data to display.												

The following table provides a description about each of the *Award Workspace* tabs:




Workspace Tab	Description
Modifications	Modification requests and modifications made on the award will show on this tab. Click the links to navigate to the workspaces for these items.
Totals	Shows totals proposed, awarded, and authorized dollar amounts.
Funding Allocations	Shows funding allocated to the award to date.
Deliverables	Deliverables are entered in LIRA during award setup.
Subawards	<i>This tab will not be utilized.</i>  Outgoing subawards will be initiated in Agreements and will show under the Related Projects tab.
Child Awards	Additional awards given from a primary, core award (e.g.. PITA)
Related Projects	Linked Agreements, including outgoing subawards, will show here.
Reviewers	Contact information for Department Administrators, PIs, ORSP contacts, and Ancillary Reviewers will display here.
Correspondence	Using the Log Correspondence activity will log any notes here. Log Correspondence includes manual notes on phone calls, meetings, and

	emails related to the Award.
History	Displays changes made, comments, and emails associated with Award.
Attachments	The Notice of Award and other attachments will appear in this tab.
Change Log	Records changes when edits are made to the Award record.
Reviewer Notes	The Designated Review notes will be summarized here and contain a link to the SmartForm page containing the note.

### 2.3 How to Add a Comment

Comments can be added to an award and are visible to all individuals that have access to read or edit the award. Follow the steps below to add a comment to the Award:

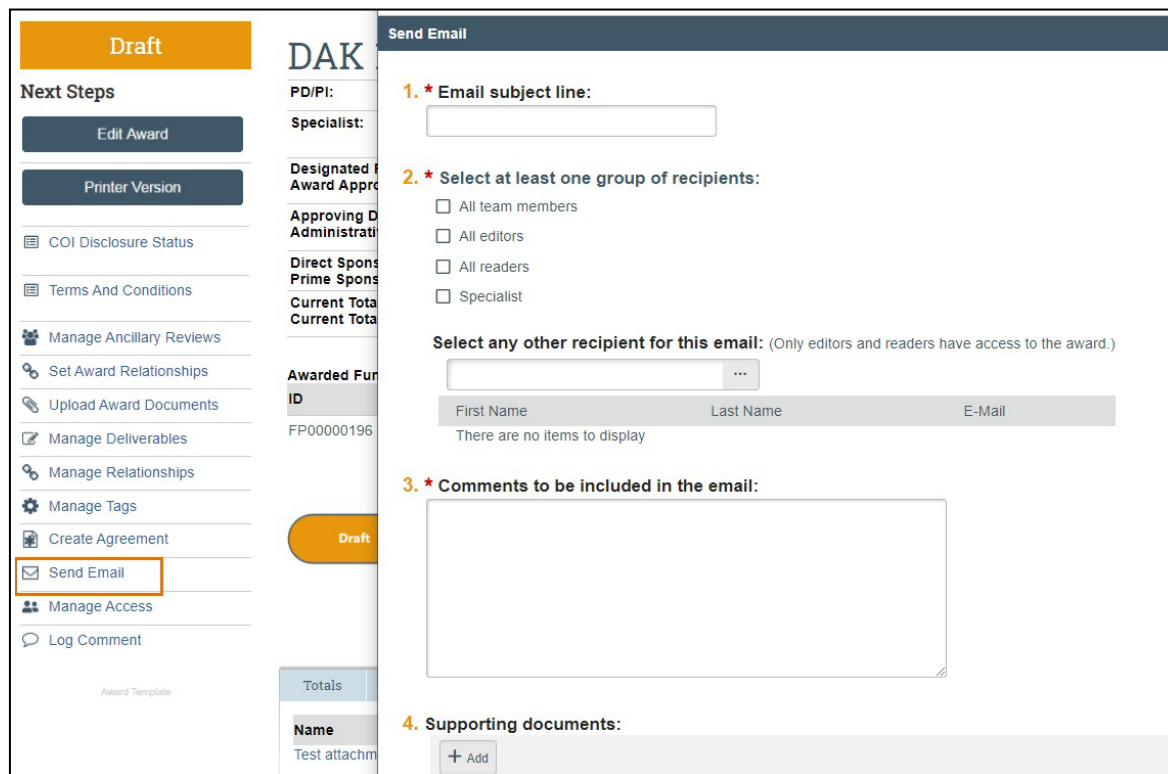
1. Navigate to the *Award Workspace* and click the **Log Comment** activity.
2. In the *Log Comment* window, enter your comments and any attachments. When complete, click **OK** to return to the *Award Workspace*.
3. Click in the **History** tab to review the comments.

Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	Change Log	...
Activity			Author			Activity Date					
 Log Comment Test comment & attachment.  Test attachment.docx			Simms (pi), Rebecca			1/27/2022 8:00 PM					
 Uploaded Award Documents			Simms (pi), Rebecca			1/27/2022 7:45 PM					

### 2.4 How to Send an Email

Emails can be sent from the *Award Workspace* to other users at Lehigh. All emails are tracked within the History tab of the award. Attachments included in emails will show up in the History tab but not on the Attachments tab. Use of system emails rather than external accounts is encouraged to maintain correspondence within the record. Follow the steps below to send an email from the Award:

1. Navigate to the *Award Workspace* and click the **Send Email** activity.
2. Complete the fields in the *Send Email* window.



3. When complete, click **OK** to return to the *Award Workspace*.

## 2.5 How to Manage Relationships

Awards can be linked to Agreements using the “Manage Relationships” activity.

Follow the steps below to associate an agreement with a proposal or award:

1. Navigate to the *Award Workspace*.
2. On the *Award Workspace*, click the **Manage Relationships** activity.

- COI Disclosure Status
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Send Grants Status Update
- Send Email
- Manage Access
- Add Comment

**Manage Relationships**

**1. Related submissions:**

...

ID	Name	Owner	Organization	Project Type	Project Status	Modified Date
There are no items to display						

**2. Comments:**

**3. Supporting documents:**

Name
There are no items to display

3. In the *Manage Relationships* window, search for the related submission you would like to link. Select the appropriate project and click **OK**.
4. When complete, click **OK**.



**Note:** Linked agreements are displayed on the *Related Projects* tab of the *Workspace*.

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
<b>Related Projects</b>								
Filter by	ID	Enter text to search		+	Add Filter	×	Clear All	
ID	Name	Owner	Organization	Project Type	Project Status	Modified Date		
MTA00000014	20210727 AVT	Orlando Max (rev1)	The Rector & Visitors of the University of Virginia	Agreement	Active	1/17/2022 8:30 PM		

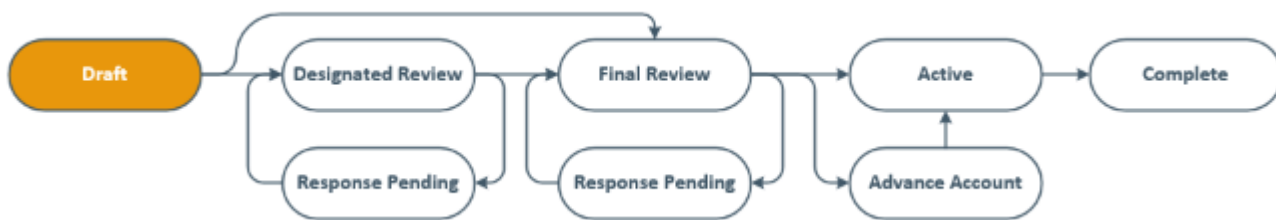
### 3 Understanding Awards

When the award letter is received, by either the PI, study team, or ORSP, ORSP will create the Award record by updating the Funding Proposal record with an award decision. All award documentation or sponsor communication will be attached to the record by ORSP.

The information below provides an overview of Awards, and the next section [Additional Award Tasks](#) outlines common tasks performed to create and manage awards in LIRA.

#### 3.1 How to Understand the Award Workflow

For reference, below is the LIRA system workflow at Lehigh:



**Note:** For the Lehigh process, the optional “Designated Review” step will not be utilized.

### 3.1.1 Award Workflow States

The following table provides additional information about each of the Award states:

System Workflow State	Workflow Map State	Description	Notes
Draft	Draft	Initial state upon creation.	ORSP creates new award records and completes the following pages, if applicable, of the Award SmartForm: <ul style="list-style-type: none"> <li>• General Award Information</li> <li>• Related Items</li> <li>• Financial Setup</li> <li>• Budget Allocations</li> <li>• Terms and Conditions</li> <li>• Deliverables</li> <li>• Compliance Review</li> </ul>

**Note:** The award setup process in LIRA is predominately a function of ORSP. There will be an ancillary review sent to the project PI when an award is in Draft state asking for the PI/Study Staff to enter responses to the following questions on the “Financial Setup” SmartForm, Questions 13-17

- Building name(s) room number(s) where research will be performed
- IC distribution
- Authorized Signers
- Personnel with Banner Viewing Access and Payroll Argos Access

The PI/Study Staff will need to enter this information, save the Award Record, and Submit the Ancillary Review to alert ORSP the Award is ready to move forward through the setup process.



System Workflow State	Workflow Map State	Description	Notes
Designated Review	Designated Review	<i>Designated review step at Lehigh will not be utilized.</i>	Feedback is noted in “Submit for Final Review” activity comment box or the “Log Comment” activity. Comments from both activities are visible in the History tab.
Designated Review – Response Pending	Response Pending	<i>Designated review step at Lehigh will not be utilized.</i>	
Final Review	Final Review	An award enters final review when all changes have been made, Ancillary Reviews are complete and the award is ready for setup in Banner.	ORSP conducts a final review of the completed award record.
Final Review – Response Pending	Response Pending	Indicates the Award Approver requires additional information/clarification.	This returns the award to the Post-Award Specialist for changes.
Advance Account	Active	Indicates financial account has been setup for spending in advance of the final award being received.	This is terminology for an at-risk account.
Active	Active	Indicates the award is active in LIRA and the financial system.	ORSP executes “Activate” activity after all Ancillary Reviews are complete. This will send the information to Research Accounting
Completed	No workflow map displays	Indicates the award is complete in LIRA.	

System Workflow State	Workflow Map State	Description	Notes
Transferred Out	No workflow map displays	Indicates the award was transferred to another institution.	When an “Early Termination” award modification is approved and the termination reason is transferred out, the parent award updates to this state.
Terminated	No workflow map displays	Indicates the award was terminated.	When an “Early Termination” award modification is approved and the termination reason is <b>not</b> transferred out, the parent award updates to this state.
Withdrawn	No workflow map displays	Indicates the award setup has been withdrawn.	

## 4 Additional Award Tasks

The following subsections describe how to complete additional tasks that may be necessary as the award progresses through the workflow.

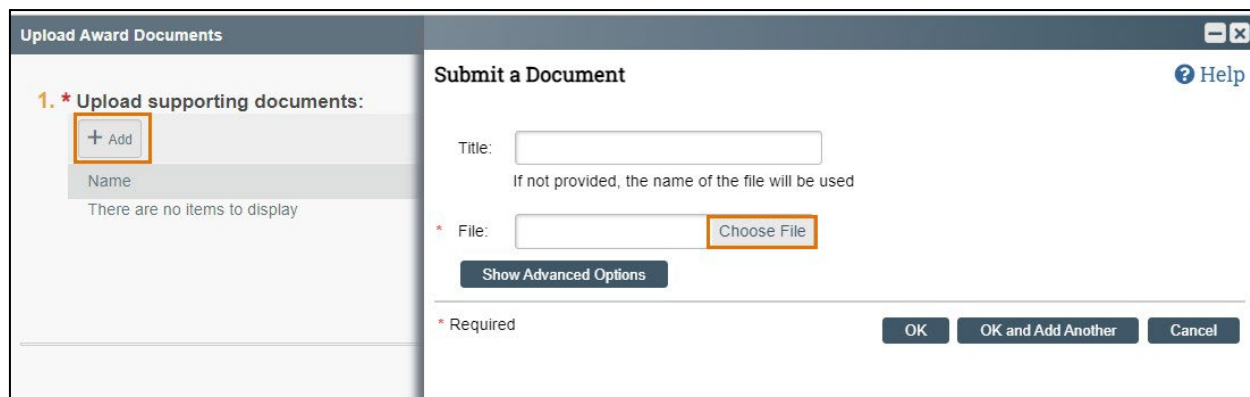
### 4.1 How to Upload Award Documents

Award documents should be uploaded within the Award SmartForm or by using the “Upload Award Documents” activity. **This includes any official award documents associated with an award modification.** When documents are uploaded in either of these locations (the Smartform or the “Upload Award Documents” activity), they display on the Attachments tab on the *Award Workspace*.

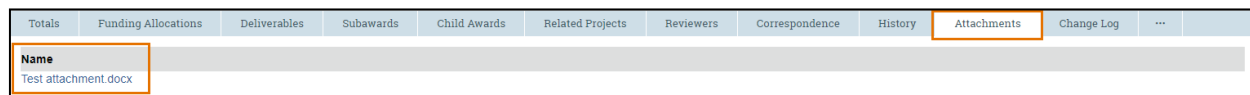
**!** ***Important:** Do not upload award documents in any other locations or activities (e.g., via the Log Comment activity), as they will not display on the Attachments tab.*

Follow the steps below to upload documents using the “Upload Award Documents” activity:

1. Navigate to the *Award Workspace* and click the **Upload Award Documents** activity.
2. In the *Upload Award Documents* window, click the **Add** button upload award documents.
3. In the *Submit a Document* window, click **Choose File** to upload the document. Click **OK and Add Another** if there is more than one document to upload.



4. Click **OK** when all Award documents have been uploaded.
5. When returned to the *Award Workspace*, click the **Attachments** tab to display the award documents.



Name
Test attachment.docx

### 4.2 How to Locate Award Documents in the Award Workspace

Follow the steps below to find award documents (including the notice of award):

1. Navigate to the *Award Workspace* and click the **Attachments** tab.

- Click the **attachment name** to open the attachment.

Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	Change Log	...		
<table border="1"> <thead> <tr> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Test attachment.docx</td> </tr> </tbody> </table>												Name	Test attachment.docx
Name													
Test attachment.docx													

### 4.3 How to Manage Access to the Award

The “Manage Access” activity is used to manage the list of individuals who have either edit or read-only access to the award.



**Note:** This activity contains the same list of editors and/or readers as those listed as team members on the General Award Information page of the Award SmartForm.

Follow the steps below to add an individual:

- Navigate to the *Award Workspace* and click the **Manage Award** activity.
- In the *Manage Access* window, enter the individual’s name or use the ellipsis (“...”) to search for an individual to be added as an administrative contact (under Question 1), editor (under Question 2) or as a reader (under Question 3).
- When complete, click **OK** to return to the *Award Workspace*.

### 4.4 How to Manage a Deliverable

Non-financial Deliverables are entered in the LORA system by ORSP during award setup via the Designated Review process, and the PI is responsible for reviewing and requesting updates to Deliverables as appropriate. Use of this system functionality is encouraged to reduce the number of missed sponsor deadlines.

A reminder email notification is sent to the “Responsible Party” and all other staff selected to receive notifications when the Deliverable due date is 90 days, 60 days, and 30 days out. Email notifications are not sent once the due date has passed.

A list of Deliverables is displayed on the Deliverables tab of the *Award Workspace*.

Modifications	Totals	Funding Allocations	Deliverables	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	...
The deliverables associated with this award are listed below. If you want to modify the deliverables, use the Manage Deliverables activity.											
Filter by  Owner First <input type="text" value="Enter text to search"/>											
Deliverable	Owner First	Owner Last	Due Date	Status	Completion Date	Completed By					
RPPR	Rebecca	Simms (pi)	5/1/2023	Not Started							
RPPR 2	Rebecca	Simms (pi)	5/1/2024	Not Started							
RPPR 3	Rebecca	Simms (pi)	5/1/2025	Not Started							
RPPR 4	Rebecca	Simms (pi)	5/1/2026	Not Started							
Final Technical Report	Rebecca	Simms (pi)	10/27/2027	Not Started							



**Important:** You must be associated to the individual Deliverable as either the “Responsible Party” or as “Additional staff receiving Deliverable notifications” for the “Complete” button to display in the Manage Deliverables window, which allows you to complete the Deliverable.

#### 4.4.1 [How to Add a Deliverable](#)

Follow the steps below to add a Deliverable:

1. Navigate to the *Award Workspace* and click the **Manage Deliverables** activity.
2. In the *Manage Deliverables* window, click the **Add** button.

**Manage Deliverables**

1. Add deliverables: ?

+ Add

Name	Due Date	Responsible Party	Status	Completion Date
RPPR	5/1/2023	Rebecca Simms (pi)	Not Started	✕
RPPR 2	5/1/2024	Rebecca Simms (pi)	Not Started	✕
RPPR 3	5/1/2025	Rebecca Simms (pi)	Not Started	✕
RPPR 4	5/1/2026	Rebecca Simms (pi)	Not Started	✕
Final Technical Report	10/27/2027	Rebecca Simms (pi)	Not Started	✕

3. In the *Add Deliverable* window, complete the fields as noted below. When complete, click **OK**.
  - a. **Name** – Enter a short, descriptive name for the deliverable.
  - b. **Deliverable description** – Describe the action or work requirement necessary to complete this Deliverable.
  - c. **Set number of occurrences** – Indicate the number of times the Deliverable action or task should occur.
  - d. **Frequency** – Indicate how often the Deliverable should occur based on the setup number of occurrences indicated.

The “Frequency” and “Set number of occurrences” fields work together to create multiple Deliverables when applicable. For example, if three annual reports are required, enter “3” for “Set number of occurrences” and “Annual” for the “Frequency.” After clicking **OK**, three deliverables are displayed – one for each annual report.



**Note:** For the “Final” and “On Demand” options, only one occurrence is created.

- e. **Due Date** – Date the deliverable is due.
- f. **Responsible party** – Select the primary person responsible for completing this deliverable.
- g. **Additional staff receiving deliverable notification** – All award editors are listed; however, this list can be modified as necessary.



**Reminder:** Award editors must be associated with a deliverable, either as the “Responsible Party” or as “Additional staff receiving deliverable notifications,” to complete the deliverable in the system.

4. Add additional deliverables as needed. When complete, click **OK**.
5. To review the deliverables, click on the Deliverables tab of the *Award Workspace*.

#### 4.4.2 [How to Complete a Deliverable](#)

Specialists will complete deliverables in LIRA. Follow the steps below to notify a Specialist that a deliverable has been completed using the “Send Email” activity. The PI/Study Staff does not have the ability to update deliverables.

1. From the *Award Workspace*, click the **Send Email** activity.
2. In the *Send Email* window, complete the following:
  1. **Email subject line** – Use a subject line to let the Specialist know the deliverable is complete.
  2. **Select at least one group of recipients** – Check the **Specialist** box (you may check other boxes for informational purposes).
  3. **Comments to be included in the email** – Provide the Specialist with information about the deliverable completion.
  4. **Supporting documents** – Optional, attach documents if needed.

Click **OK** to submit the email. The Specialist will complete the deliverable.

**Send Email**

**1. \* Email subject line:**

**2. \* Select at least one group of recipients:**

All team members  
 All editors  
 All readers  
 Specialist

Select any other recipient for this email: (Only editors and readers have access to the award.)

First Name	Last Name	E-Mail
There are no items to display		

**3. \* Comments to be included in the email:**

**4. Supporting documents:**  
  
  
 There are no items to display

3. Deliverable information can be reviewed on the Deliverables tab of the *Award Workspace*.

Modifications	Attachments	Project Info	Totals	Funding Allocations	Related Awards	Deliverables	...
The deliverables associated with this award are listed below. If you want to modify the deliverables, use the Manage Deliverables activity.							
Filter by		Owner First	<input type="text" value="Enter text to search for"/>	<input type="button" value="Q"/>	<input type="button" value="+ Add Filter"/>	<input type="button" value="X Clear All"/>	<input type="button" value="Export"/>
Deliverable	Owner First	Owner Last	Due Date	Status	Completion Date	Completed By	
<input type="button" value="Complete"/> Progress Report	Rebecca	Simms (pi)	12/30/2021	Completed	10/15/2020	Rebecca Simms (pi)	
<input type="button" value="Complete"/> Progress Report 2	Rebecca	Simms (pi)	12/30/2022	Not Started			
<input type="button" value="Complete"/> Progress Report 3	Rebecca	Simms (pi)	12/30/2023	Not Started			


## 5 Award Modifications

ORSP will initiate an Award Modification after receiving a modification document from the sponsor directly or through the PI submitting an Award Modification Request that necessitates a change to the Award Record.

Similar to Awards, an Award Modification will be created by ORSP, and routed through the central office until approved. The changes in the financial system will occur during the Final Review stage. The Award Modification will be marked as Complete when the Award has been updated in the financial system.

### 5.1 How to Request an Award Modification

Over the course of a sponsored project, changes to an award may become necessary, such as budget adjustments, requesting a PI leave of absence, or requesting a second no-cost extension. These changes are managed using award modifications.

 **Note:** *Some Award Modifications will be initiated and managed by ORSP based on sponsor notifications. The PI will initiate Award Modification Requests for situations where the request is initiated internally.*

The Award Modification Request provides a way for users with access to an award to request changes within the system. This creates a searchable history of all modification requests in one place.

The Award Modification Request is a simple SmartForm that collects a request title, a date, a description of the change, and supporting documents. Once completed, the requestor submits the Award Modification Request to the assigned Specialist for review. The Specialist can then decline the request, return it to the requestor for clarifications, or approve it.

 **Note:**

- *Award Modification Requests and Award Modifications are listed under the Modifications tab on the Award Workspace.*
- *Award Modification Requests and Award Modifications are two separate records with different states.*

Follow the steps below to request an Award Modification:

1. Navigate to the *Award Workspace* and click the **Request Award Modification** button.
2. Complete the following questions on the *Request Details* page. When complete, click the **Finish** button.
  1. **Short title** – Enter a short title for the modification.
  2. **Date requested** – This field automatically populates with today's date.
  3. **Full description of requested changes** – Enter a description of the award changes being requested.

Below is a table containing award modification request types and acceptable descriptions for the requested changes:



Request Type	Full Description of Requested Changes
Carryover	Amount to carryover; sponsor approval if already obtained; carryover budget if applicable.  <i>For awards with restricted carryover (also called carryforward), this is used to request approval from the sponsor and for ORSP to transfer the funds in the financial system.</i>
Change PI/Key Personnel	New PI name; revised documents if applicable (budget/biosketch/SOW/etc.); effective date of change; financial accounts impacted by change; sponsor approval
Change Scope	New SOW; reason for change; sponsor request/approval/correspondence
Change Sponsor	New sponsor name; effective date; explanation for change
Re-Budget	New budget template; reason for change; sponsor approval if applicable
End a Grant or Contract Early	Termination date; reason
No Cost Extension	New end date; sponsor requirements (e.g. justification, etc.)
Other Modification	Explanation of change; sponsor approval if applicable

- 4. Supporting documents** – Upload supporting documents, when applicable.
  - 5. Specialist** – Indicates the assigned Specialist in ORSP.
3. After clicking the **Finish** button, the system returns you to the *Award Modification Request Workspace*. If additional updates are necessary, use the **Edit Modification Request** button. The award modification is in the Draft state and has not yet been submitted for OSP review.
  4. To submit the award modification request from the *Award Modification Request Workspace*, click the **Submit to Specialist** activity to submit the modification request to a Specialist for review. In the *Submit to Specialist* window, add any comments or supporting documents (optional) and click OK. The award modification request transitions to the Review state.
  5. If approved, your Contract and Grant Specialist will interface with the sponsor, create the award modification in LIRA, and will approve it once approved by the sponsor.

## 6 LIRA Glossary

The following table provides additional information about terminology used within ResearchUVA PBH:

Term	Definition	Notes
Activities	Actions that can be executed by a user to update a record.	
Award	A record created in LIRA after a sponsor has indicated they will fund the research submitted in the proposal.	Awards have separate IDs from the associated Proposal.
LIRA	An Electronic Research Administration (eRA) system used for research administration at Lehigh.	LIRA includes two modules: Grants and Agreements. This Reference
		Guide covers the Grants module.

Term	Definition	Notes
ID	Auto-generated identification number created by LIRA for each record created (e.g., FP00000001, AWD00000017).	
My Inbox	Dashboard that contains the “to-do” list of actions for any user.	
Proposal (or Funding Proposal)	A record created in LIRA that contains submission information for a research project that will be submitted to a sponsor for funding.	Proposals have separate IDs from their associated Awards.
Record	A submission created within LIRA. Examples include proposals, awards, award modification requests, award modifications, subawards, etc.	
SF424	The Grants.gov application for federal assistance. When submitting for a federal opportunity using system-to-system capabilities (S2S) within ResearchUVA PBH, an electronic SF424 is created and populated using information entered on the proposal.	
SmartForm	A series of pages completed with information about the record (e.g., proposal, award, etc.).	
State	The status of a record.	
Workflow	The process through which a record passes from beginning to end.	
Workspace	Contains key information associated with the record (State, Title, ID, etc.) and contains various buttons and links to perform Activities.	