Uploading and Marking Reports as Completed in DU eRA (InfoEd)

This document is designed to assist you, as a principal investigator, a department administrator, or a coordinator working on behalf of your PI, to find step-by-step information on how to upload and mark sponsored project reports as completed in DU eRA (InfoEd).

Please note that users must have an DU eRA account to complete the below steps. If you are not sure about your access to the system or if you wish to receive access, please contact your ORSP administrator

Stage 1: Login to DU eRA (InfoEd)

1. At the bottom of the email alert received, you will find information related to the report. It will look like the below screenshot:

Thank you,								
The SPA Team								
Proposal Number	Grant Number	PI Full Name	Report Name	Report Due Date	Report Category	Sponsor Name	Project Title	PI Department Name
<u>T00001897</u>	38474		test banner Number	25-Jan-2024	Technical		Test Deliverables	

2. Click on the "Institution Number" (see highlighted below).

Thank you, The SPA Team								
Proposal Number	Grant Number	PI Full Name	Report Name	Report Due Date	Report Category	Sponsor Name	Project Title	PI Department Name
<u>100001897</u>	88474		test banner Number	25-Jan-2024	Technical		Test Deliverables	

3. This will bring you to DU eRA Single Sign On. Enter your DU email address and password. Click Login.



Stage 2: Upload and Mark the Deliverable as Complete in InfoEd

4. After logging in to DU eRA you will be brought to the Proposal Tracking module for your award.a. Click on "Deliverables" in the left-hand tab to bring you to the Deliverables tab.

Done Save TEST FOR I	DELIVERABLES									Proposa T00001896
Submissions (1) +	Deliverables									Edit Mode
Admin Staff (0)										Add
Agreements (0)	Use Project Start and E	End Dates -OR- Set Number of Repor	ts 1						Report Name	
Awards (1) +	Start Date	Form			Frequency				Category	
Approvals (0)	11-Jan-2024		~			~			~	
Linkages +	Due	Penort Name	Categ T	Form	Template	Onen	Delete	Frequency	Completed / Submitted	Statue Y
Deliverables (5)	✓ Category: Financial		Categ 1		Template	open	Delete	requercy	completed / Submitted	Juitas
Financial (1) +	05-Jan-2024 Alert	Test Deliverable 4 (Overdue +3days)	Financial	Financial Report			â	Specific Schedule	null / null	Pending
Other (1) +	∡ Category: Other					-	-			
Technical (3) +	10-Dec-2023	testing for alert	Other	Other				Monthly (1 month)	null / null	Completed
Scheduled Payments (0)	✓ Category: Technical									
Communications (0)	10-Jan-2024 Alert	Test Deliverable 1 (3 days)	Technical	Progress report			â	Specific Schedule	null / null	Pending
Attachments (0) +	07-Feb-2024 Alert	Test Deliverable 3 (30 days)	Technical	Progress report			đ	Specific Schedule	null / null	Pending
Alerts/Reminders	15-Jan-2024 Alert	Test Deliverable 2 (7 days)	Technical	Progress report			Î	Specific Schedule	null / null	Pending
Performance Sites (0)	Patent				Subaward					
Tasks (0)	Disclosure	Date			Report Du	Je	Date			

- 5. "Open" the Report that is Due by clicking on the file in the column labeled "Open" (as highlighted below). This will bring you to a new screen associated with this report.
 - a. If you are unsure which is the correct report, refer to the information outlined at the bottom of the alert email.

	Due † 🛛 🝸	Report Name	Categ T	Form T	Template	Open	Delete	Frequency T	Completed / Submitted	Status 🝸
4	Category: Financial									
	05-Jan-2024 Alert	Test Deliverable 4 (Overdue +3days)	Financial	Financial Report			đ	Specific Schedule	null / null	Pending
4	Category: Other									
	10-Dec-2023	testing for alert	Other	Other				Monthly (1 month)	null / null	Completed
4	Category: Technical									
	10-Jan-2024 Alert	Test Deliverable 1 (3 days)	Technical	Progress report			Î	Specific Schedule	null / null	Pending
	15-Jan-2024 Alert	Test Deliverable 2 (7 days)	Technical	Progress report			Î	Specific Schedule	null / null	Pending
	07-Feb-2024 Alert	Test Deliverable 3 (30 days)	Technical	Progress report			Û	Specific Schedule	null / null	Pending

6. Click the two checkboxes highlighted below to mark the report as "Reported/Completed" and "Submitted".

Submissions (1) +							Edit Moc
Admin Staff (0)	Test Deliverable 1 (3 days)						
Agreements (0)	Report Name Test Deliverable 1 (3 days)				Report Category	Deliverable Due	
Awards (1) +	lest benverable 1 (5 days)						
Approvals (0)	Report Frequency Specific Schedule	~	Progress report V		Reporting Period Start Date	Reporting Period End Dat	.e
Linkages +	Reported/Completed			5	ubmitted		
Deliverables (5) —	Y/N Date By	Begin typing to select Per	sonnel Name	Set 👷 Y	/N Date By Begin typing	to select Personnel Name	Set 👱 To
Financial (1) +	11-Jan-2024 Pet	ter Stansbery			11-Jan-2024 Peter Stansbery		
Other (1) +	cuments				Γ		Add
Technical (3) —	No Documents Found						
Test Deliverable 1 (3 days) 10-Jan-2024	Status History Status Date						
Test Deliverable 2 (7 days) 15-Jan-2024	Pending V 11-Jan-2	024 Add					
Test Deliverable 3 (30 days) 07-Feb- 2024	Comments						
Scheduled Payments (0)					4		
Communications (0)	You have 1000 characters	left.					
communications (o)	DATE	STATUS RE	CORDED DATE		RECORDED BY	COMMENTS	DELETE
Attachments (0) +	05-Jan-2024	Pending 05-	Jan-2024 11:09:32 AM		Peter Stansbery		1
Alerts/Reminders	Associated Scheduled Paym	Add					

7. Upload a PDF copy of the completed report by clicking "Add".

Submissions (1) +				Edit Moo
Admin Staff (0)	Test Deliverable 1 (3 days)			
Agreements (0)	Report Name		Report Category	Deliverable Due
Awards (1) +				
Approvals (0)	Report Frequency Specific Schedule	Progress report	Reporting Period Start Date	Reporting Period End Date
Linkages +	Panastad (Completed		Submitted	
Deliverables (5) —	Y/N Date By Begin typing to select Pers	sonnel Name Set 💆	Y/N Date By Begin typing to select i	Personnel Name
Financial (1) +	I1-Jan-2024 Peter Stansbery		11-Jan-2024 Peter Stansbery	
Other (1) +	Documents			Add
Technical (3) —	No Documents Found			
Test Deliverable 1 (3 days) 10-Jan-2024	Status History Status Date			
Test Deliverable 2 (7 days) 15-Jan-2024	Pending V 11-Jan-2024 Add			
Test Deliverable 3 (30 days) 07-Feb-	Comments			
2024 Schodulad Parmante (0)			4	
Scheduled Payments (0)	You have 1000 characters left.			
Communications (0)	DATE STATUS RE	CORDED DATE	RECORDED BY	COMMENTS DELETE
Attachments (0) +	05-Jan-2024 Pending 05	Jan-2024 11:09:32 AM	Peter Stansbery	
Alerts/Reminders	Associated Scheduled Payments Add			

- 8. Upload the completed Report.
 - a. In the dropdown for "Category", select "Post Award Documentation".
 - b. In the dropdown for "Folder", select "Post Award Documents".

			Submitted
Begin typing to sele er Stansbery	Upload I	File locument	Date
	Name Category Folder Location	Test Deliverable 1.docx Post Award Documentation Post Award Documents Choose File Test Deliverable 1.docx	
24 Add	Upload	Cancel	

9. Under "Status History", select the status as "Complete" and **click "Add"**. Feel free to add any comments if applicable.

Report Name		Report	t Category		Deliverable Due	
Test Deliverable 1 (3 days)		Techr	nical 🗸		10-Jan-2024	
leport Frequency	Form	Report	ting Period Start Date		Reporting Period End Date	
Specific Schedule 🗸	Progress report V	·				
Reported/Completed		Submitted				
(N Date Du Dagin	typing to select Personnel Name	Set 👌 Y/N Date	By Begin	typing to select Pe	ersonnel Name	Set 👌
2 11-Jan-2024 Peter Stans	sbery	✓ 11-Ja	n-2024 Peter Stan	sbery		To
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11-Jan-2024 Peter Stan:	CATEGORY	VIEW LATEST	n-2024 Peter Stan	VERSIONS	LAST UPDATED	DELETE
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Image: Second	CATEGORY Post Award Documentation	الالعام المعالي المعالي المعالي المعالي	HISTORY	VERSIONS	LAST UPDATED 11-Jan-2024	DELETE
In-Jan-2024 By Begin Peter Stan: Documents NAME Test Deliverable 1.docx tatus History Status Date Complete 11-Jan-2024	CATEGORY Post Award Documentation	VIEW LATEST	HISTORY	VERSIONS	LAST UPDATED 11-Jan-2024	Delete T
y Begin y Beg	CATEGORY Post Award Documentation	VIEW LATEST	HISTORY	VERSIONS 1	LAST UPDATED 11-Jan-2024	DELETE

10. After completing step 9, the "Status History" will show the report as completed. This will finalize the process, and you should no longer receive notifications related to this Report.

tatus	Date	
Complete	✓ 11-Jan-2024 Add	
omments		

DATE	STATUS	RECORDED DATE	RECORDED BY	COMMENTS	DELETE
11-Jan-2024	Complete	11-Jan-2024 04:08:19 PM	Peter Stansbery		Û
05-Jan-2024	Pending	05-Jan-2024 11:09:32 AM	Peter Stansbery		Û