

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
100001897	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
100001897	38474		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.



DU email (first.lastname@du.edu)

> [Forgot your password?](#)

Password

> [Need Help?](#)

You are attempting to access the following service: pioneerera-dev.du.edu

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.

TEST FOR DELIVERABLES Proposal T00001896 [Edit Mode](#)

- Submissions (1) +
- Admin Staff (0)
- Agreements (0)
- Awards (1) +
- Approvals (0)
- Linkages +
- Deliverables (5) ←
- Financial (1) +
- Other (1) +
- Technical (3) +
- Scheduled Payments (0)
- Communications (0)
- Attachments (0) +
- Alerts/Reminders
- Performance Sites (0)
- Tasks (0)

Deliverables

Use Project Start and End Dates -OR- Set Number of Reports

Start Date: Form: Frequency:

Report Name: Add

Category:

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

Patent Disclosure

Subaward Report Due

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

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

Submissions (1) +

Admin Staff (0)

Agreements (0)

Awards (1) +

Approvals (0)

Linkages +

Deliverables (5) -

Financial (1) +

Other (1) +

Technical (3) -

Test Deliverable 1 (3 days) 10-Jan-2024

Test Deliverable 2 (7 days) 15-Jan-2024

Test Deliverable 3 (30 days) 07-Feb-2024

Scheduled Payments (0)

Communications (0)

Attachments (0) +

Alerts/Reminders

Test Deliverable 1 (3 days)

Report Name
Test Deliverable 1 (3 days)

Report Category
Technical

Deliverable Due
10-Jan-2024

Report Frequency
Specific Schedule

Form
Progress report

Reporting Period Start Date

Reporting Period End Date

Reported/Completed

Y/N Date By *Begin typing to select Personnel Name...* Set

11-Jan-2024 Peter Stansbery

Submitted

Y/N Date By *Begin typing to select Personnel Name...* Set To

11-Jan-2024 Peter Stansbery

Documents

No Documents Found

Status History

Status Date

Pending 11-Jan-2024 Add

Comments

You have 1000 characters left.

DATE	STATUS	RECORDED DATE	RECORDED BY	COMMENTS	DELETE
05-Jan-2024	Pending	05-Jan-2024 11:09:32 AM	Peter Stansbery		

Associated Scheduled Payments Add

Edit Moc

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

Submissions (1) +

Admin Staff (0)

Agreements (0)

Awards (1) +

Approvals (0)

Linkages +

Deliverables (5) -

Financial (1) +

Other (1) +

Technical (3) -

Test Deliverable 1 (3 days) 10-Jan-2024

Test Deliverable 2 (7 days) 15-Jan-2024

Test Deliverable 3 (30 days) 07-Feb-2024

Scheduled Payments (0)

Communications (0)

Attachments (0) +

Alerts/Reminders

Test Deliverable 1 (3 days)

Report Name
Test Deliverable 1 (3 days)

Report Category
Technical

Deliverable Due
10-Jan-2024

Report Frequency
Specific Schedule

Form
Progress report

Reporting Period Start Date

Reporting Period End Date

Reported/Completed

Y/N Date By *Begin typing to select Personnel Name...* Set

11-Jan-2024 Peter Stansbery

Submitted

Y/N Date By *Begin typing to select Personnel Name...* Set To

11-Jan-2024 Peter Stansbery

Documents

No Documents Found

Status History

Status Date

Pending 11-Jan-2024 Add

Comments

You have 1000 characters left.

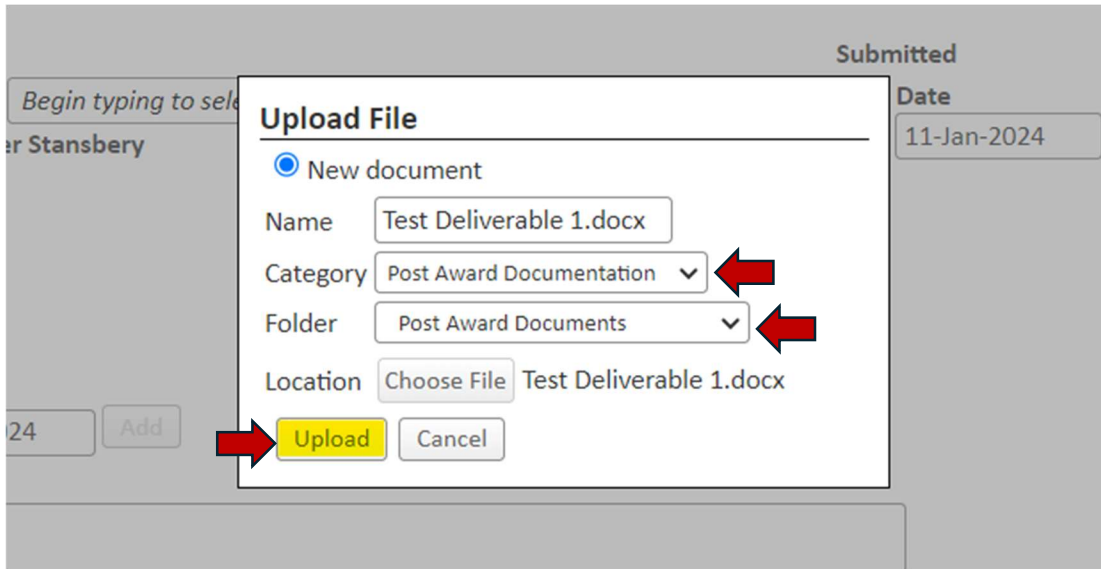
DATE	STATUS	RECORDED DATE	RECORDED BY	COMMENTS	DELETE
05-Jan-2024	Pending	05-Jan-2024 11:09:32 AM	Peter Stansbery		

Associated Scheduled Payments Add

Edit Moc

8. Upload the completed Report.

- In the dropdown for “Category”, select “Post Award Documentation”.
- In the dropdown for “Folder”, select “Post Award Documents”.



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

Test Deliverable 1 (3 days)

Report Name: Test Deliverable 1 (3 days) | Report Category: Technical | Deliverable Due: 10-Jan-2024

Report Frequency: Specific Schedule | Form: Progress report | Reporting Period Start Date: | Reporting Period End Date: |

Reported/Completed: Y/N Date By | Submitted: Y/N Date By

Y/N Date By: [x] 11-Jan-2024 Peter Stansbery | Submitted: [x] 11-Jan-2024 Peter Stansbery

Documents

NAME	CATEGORY	VIEW LATEST	HISTORY	VERSIONS	LAST UPDATED	DELETE
Test Deliverable 1.docx	Post Award Documentation			1	11-Jan-2024	

Status History

Status: Complete | Date: 11-Jan-2024 | Add

Comments

You have 1000 characters left.

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.

Status History

Status: Complete | Date: 11-Jan-2024 | Add

Comments

You have 1000 characters left.

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