

Instructions for Awardees Awards Module

Accessing Your Award in PeerNet

Grant Award Notification

Once a proposal (grant) has been selected for award, you will receive a system-generated email from the Grant Manager notifying you of the award. Please do not reply to this email as it comes from an account that is not monitored. Follow the instructions for communicating with your Grant Manager as outlined in the email.

{{PRINCIPAL_INVESTIGATOR}},

Thank you for your recent submission to {{COLLECTION_NAME}}. Your submission has been selected to receive funding. To review your award, please log into PeerNet: {{PEERNET_LINK}}.

Funding Organization: {{FUNDING_ORGANIZATION}}
Funding Program: {{FUNDING_PROGRAM}}
Title: {{PROPOSAL_TITLE}}

If you have any questions, please contact {{GRANT_MANAGER_FIRST_NAME}} {{GRANT_MANAGER_LAST_NAME}} at {{GRANT_MANAGER_EMAILADDRESS}}.

Thank you, PeerNet Team

Logging In:

Go to <https://peernet.orau.org> and enter your email address and the password you created when you verified your account. **TIP:** if you use bookmarks, add a bookmark for the PeerNet log in page, <https://peernet.orau.org>. ***To avoid any issues, please ONLY bookmark the Log In page.***

Logging Out:

Click Log Out at the top right or bottom of your screen.

Forgot your Password?

If at any time you forget your password or need to reset it, just go to <https://peernet.orau.org> and click Reset / Forgot Password. The system will send you an email with a unique link. Use the URL provided to complete the process.

Log In

Email

Password

[LOG IN](#) [Reset/Forgot Password?](#)

Managing the Award

Dashboard

Once you log in, the dashboard will display your award.

Welcome PI MacChrome
[EDIT PROFILE](#)

Solicitations

No Active Solicitations

Closed Solicitations

69845 Multiple Invitations

Proposal (07/12/2021 12:00 AM - 08/06/2021 11:59 PM ET)

If you have questions regarding this solicitation, please [contact us](#).

[TAKE SURVEY](#)

Awards

Active Awards

DEMO Proposal by IE

Principal Investigator: PI MacChrome

Organization: ORAU (Corporate)

Program: SAWD (Training & Demo)

Duration: 1/1/2021 - 12/31/2021

Status: Active

[MANAGE](#)

Closed Awards

Abstract to Proposal by MacChrome

Principal Investigator: PI MacChrome

Organization: ORAU (Corporate)

Program: SAWD (Training & Demo)

Duration: 1/1/2020 - 12/31/2020

Status: Closed

Award Homepage

To enter the award, click MANAGE and you are taken to the homepage. This is the place to review grant information, link to the form library, manage contributors, and exchange documentation with your Grant Manager. The page is divided up into 5 distinct sections.

SAWD-SA-01706	9/30/2021
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The screenshot shows the 'Manage Award' interface. At the top right, there are three buttons: 'VIEW PROPOSAL', 'FORM LIBRARY', and 'MANAGE CONTRIBUTORS'. A circled '1' points to these buttons. Below the header is the 'Grant Information' section, with a circled '2' pointing to the 'Grant Number: CTR-0003' field. The 'Upload Files' section contains four folders: 'Initial Documents', 'Deliverables', 'Change Requests', and 'Miscellaneous', with a circled '3' pointing to them. Below that is a 'Review Files' table with a circled '4' pointing to the first row. The table has columns for Title, Created, and Created By. The last row of the table has a circled '5' pointing to it. At the bottom right of the table is a 'DOWNLOAD ALL FILES' button.

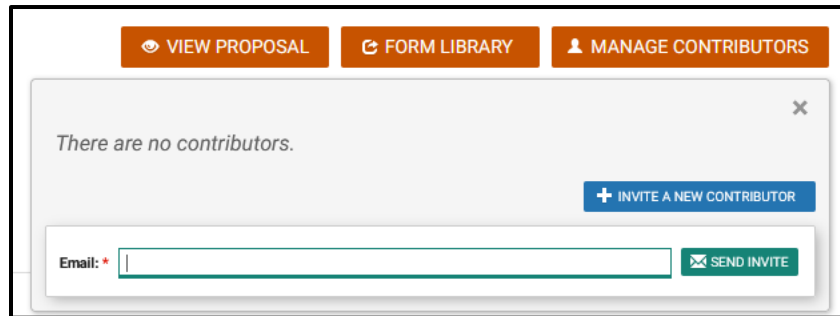
Section 1 contain links to view your original proposal, access the form library, and manage contributors to award documentation.

This screenshot shows the top portion of the 'Manage Award' page, including the 'BACK' button, the 'VIEW PROPOSAL', 'FORM LIBRARY', and 'MANAGE CONTRIBUTORS' buttons, and the 'Manage Award' title with the subtitle 'DEMO Proposal by IE'.

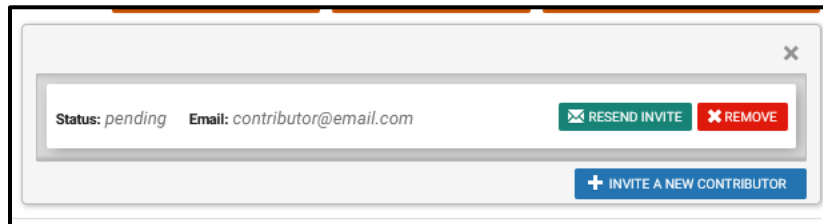
The Form Library contains the customer’s templates used for grants management. A modal will re-direct you to the site. Go here to download appropriate templates.

The modal is titled 'Form Library Outside of PeerNet'. It contains the text: 'The Form Library for this award resides outside of PeerNet at the following location: https://c...'. Below this, it says 'PeerNet will redirect you now by opening the site above in a new tab or browser window.' At the bottom right, there are 'OK' and 'CANCEL' buttons.

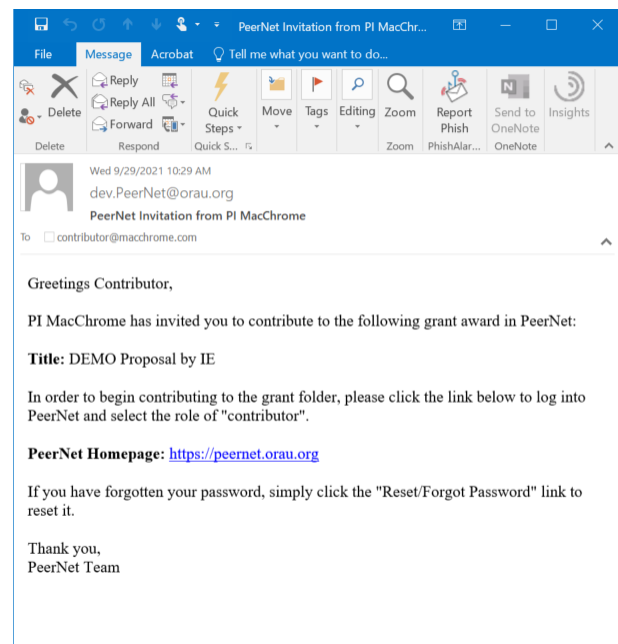
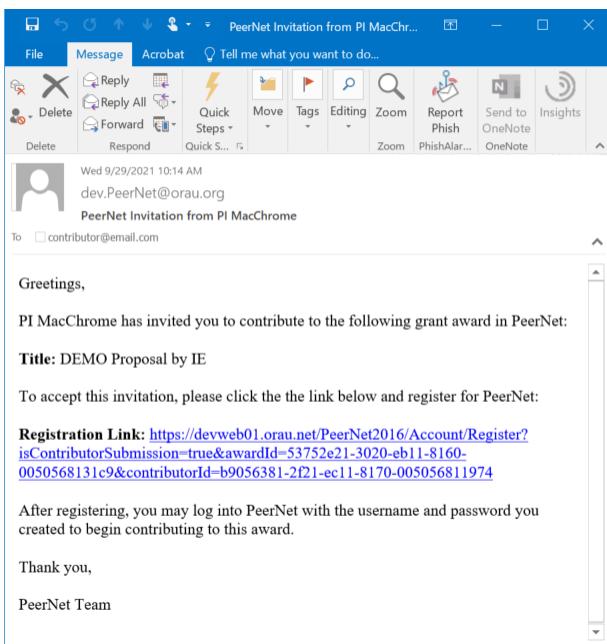
To manage contributors to your award, use the Manage Contributors button. A modal opens where you can send invitations, resend invitations, and remove contributors. To invite a contributor to your award, click the blue invite button. Another modal opens for you to input the contributor’s email address and hit send.



After you send the initial invitation, the contributor’s status will display as “pending” until they accept the invitation. If they do not receive the invitation, ensure that you entered the correct email address.



The Contributor will receive an invitation with your name in the subject line. To accept the invitation, they must first register for PeerNet if they are not a current users (left). If they already have a current PeerNet account, they must still accept the invitation to gain access to your award (right).



Contributors share most of the same functionality as Principal Investigators with these exceptions:

- Contributors cannot add or remove contributors from your award. They may only view the contributor list.
- Contributors cannot edit or delete any other user’s documentation. They can only edit or delete their own documentation.

The Contributors have the same layout on the homepage so you may share these instructions with your contributors, if needed.

Section 2 contains the Grant Information. These are the same details that are displayed for your Grant Manager. Sections 2, 3, and 4 can be collapsed or expanded (default) by using the caret. Within Section 4, the categories can be collapsed or expanded (default).

Grant Information ✓

<p>Grant Number: CTR-0003 Principal Investigator: PI MacChrome Grantee Organization: TEST ACCOUNT for PI Using MacChrome Email Address: pi@macchrome.com Funding Organization: ORAU (Corporate) Funding Program: SAWD (Training & Demo)</p>	<p>Grant Manager: Benton, Scott Grant Manager Email: Scott.Benton@orau.org Funding Fiscal Year: 2021 - 2021 Award Amount: 30 Bucks Status: Active</p>	<p>Award Date: 11/06/2020 Start Date: 01/01/2021 End Date: 12/31/2021</p>
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Section 3 is the Upload Files area. You can “drag and drop” or use your browser’s navigation to upload files. The files are staged in a queue to determine if any files need to be removed and/or additional information regarding Deliverables need to be added.

Example with errors preventing upload:

Upload Files ✓

Initial Documents

Deliverables

Change Requests

Miscellaneous

Click on a folder to upload files into the appropriate location.

Define timeframe for queued files.

File	Size	Type	Timeframe	
ALL_Error Log.msg	66 KB	Initial Document	Not Applicable	✖ REMOVE
Invalid File Type. Allowable file types include: .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .jpeg, .jpg, .gif, and .png.				
ALL_Sample PDF.pdf	672 KB	Deliverable	Required	⌚ TIMEFRAME ✖ REMOVE

UPLOAD FILE(S)

Once you removed the invalid file type and set the timeframe for the deliverable, the **UPLOAD FILE(S)** button will become enabled and you can upload the files. The files will then be moved into their respective categories and be available for your Grant Manager.

Please Confirm: ✕

Are you sure you want to remove this document from the upload queue?
ALL_Error Log.msg

YES, REMOVE FROM QUEUE
CANCEL

Set timeframe for ALL_Sample PDF.pdf: ✕

Timeframe: *

Month: *

Funding Fiscal Year Start: *
 Funding Fiscal Year End: *

SET TIMEFRAME
CANCEL

Upload Files ✔

Initial Documents

Deliverables

Change Requests

Miscellaneous

Click on a folder to upload files into the appropriate location.

File	Size	Type	Timeframe	Actions
ALL_Sample PDF.pdf	672 KB	Deliverable	Monthly: October	<input type="button" value="TIMEFRAME"/> <input type="button" value="REMOVE"/>

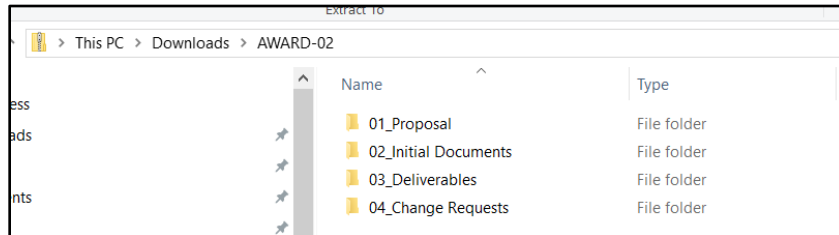
UPLOAD FILE(S)

Section 4 named Review Files contains the categories of documentation where you can review files that you and your contributors uploaded or files uploaded by the Grant Manager. If a file was uploaded by a Grant Manager (customer) or an ADMIN, then you do not have the ability to EDIT or DELETE. However, if you uploaded the file, then you have the ability to EDIT or DELETE the file. For this action, EDIT simply means change categories. You may also EDIT or DELETE your contributor's files.

Deliverables (11 files) SHOW / HIDE Hide

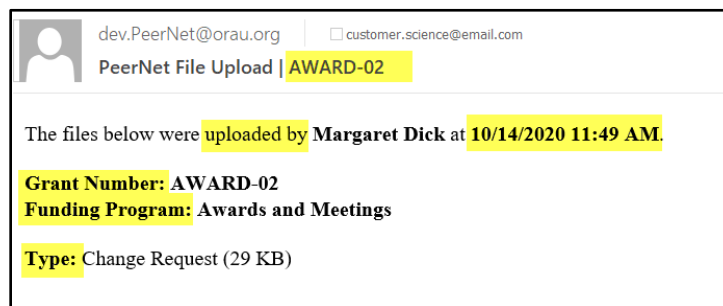
Title	Created	Created By	Fiscal Year	Timeframe	Actions
ALL_Sample PDF.pdf	10/20/2020 10:38 AM	PI Chrome	2020 - 2021	Monthly: October	<input type="button" value="DELETE"/> <input type="button" value="EDIT"/>
ALL_Sample GIF.gif	9/24/2020 7:41 AM	PI Chrome	2021 - 2021	Yearly	<input type="button" value="DELETE"/> <input type="button" value="EDIT"/>
ALL_Sample JPEG.jpeg	9/24/2020 7:41 AM	PI Chrome	2020 - 2022	Quarterly: First Quarter	<input type="button" value="DELETE"/> <input type="button" value="EDIT"/>
Regression Testing - AWARDS.docx	9/03/2020 9:41 AM	Julie !Barber (ALL)	2021 - 2022	Quarterly: First Quarter	<input type="button" value="DELETE"/>
Import Awards.xlsx	9/03/2020 9:41 AM	Julie !Barber (ALL)	2020 - 2021	Monthly: October	<input type="button" value="DELETE"/>

Section 5 is the DOWNLOAD ALL FILES area. Once a file resides in the Review Files area, the DOWNLOAD button appears. The filename is the Grant Number and the categories containing files are subfolders. The categories are: Proposal, Initial Documents, Deliverables, Change Requests, Miscellaneous, and Peer Review Results. If there is no file in a particular category, then that folder is skipped.



Document Notifications

Each time you or your contributors upload a document to your Grant Folder, a notification is sent to the Grant Manager:



When appropriate, you will receive a daily summary notification containing a list of all documents added by others to your Grant Folder within the previous 24 hours:

