**ELECTRONIC RESEARCH ADMINISTRATION**

https://docs.onestart.iu.edu/dav/ERA/Publish/ERAGroup/era.html
select: Launch ERA Application

- At this point you will have to log into the OneStart system
- You will find yourself at the ERA homepage
- Four tabs = home, routing form, budget, maintenance

MAINTENANCE
Allows you to assign delegates: delegates can approve items on your behalf (they will get the notification e-mail message instead of you).
Under the maintenance tab found on ERA homepage

- Select "general"
- Maintenance selection: select "Assign Delegates"
- Use Delegate Lookup function to find and assign delegates.

BUDGET
You can use this system to set up your budget, but it's not mandatory and not any easier than standard budget forms.

ROUTING FORM
There are two ways to enter the system:

1) Select a routing form allows you to access an existing routing form or template.
   You can search using your IU username and find all routing forms you have ever created.
2) Create a routing form allows you to start from scratch.

There are 8 tabs on routing form page: main page, attachments, audit mode, output, template, permissions, approvals, status

(1) Main Page
This is where you fill out the information on the route sheet
Most of the entries are the same as the paper route sheet and fairly self-evident

- Click on the AGENCY button to identify which agency the application is going to.
- Due date: target date can be used when there is not a hard deadline
  - e.g., sending a subcontract to the PI for PI to submit to the agency
- CFDA: Catalog for Federal Domestic Assistance – click yes if relevant, then search for appropriate number by clicking on CFDA
- Director: click button to find project director → triggers all approval information (e.g., dean, etc.)
- Fellow: graduate student fellow – enter name
- Contact person: person who filled out route sheet
  - only necessary if contact person is other than PI
- Lay description: paragraph or keywords
- Use of keyword button is not necessary (but must have either lay description or keywords)
- Costs: **first year only**

- Human subjects: click on item to access form to indicate approval information
- Cost share: click on item to find appropriate account numbers for any cost share
- Federal pass-through: if funds will be awarded to another institution and then transferred to IU (e.g., subcontracts)
- Subcontracts: if the subcontractor is not in the database, e-mail era_admin@iu.edu to have them added.
- SAVE route sheet at any point to save information and allow you to return to the page.

(2) Attachments
- Can link ERA-generated budget
- Alternatively, you can also browse to attach the budget in another form.
- You should also attach a budget narrative, at the very least, and the text of the entire proposal, if possible.
- Comments tab:
    - Comments can be viewed by everyone with access.
    - Can be used to indicate short turn around is necessary.

(3) Audit Mode: will identify errors in route sheet

(4) Output: allows you to print a paper version of the route sheet
- Have to make sure popups are not blocked.

(5) Template
Allows you to create a template for one agency if you use it often.
From the current form you can create a template for future use: click on what you want included.
All previously generated routing forms will also be accessible.

(6) Permissions
Shows whom the route sheet will be sent to for permission.
Can add ad-hoc permissions if necessary.

(7) Approvals
This is where you actually submit the form into routing and start the routing procedure.
Click on "Submit into Routing"
You can also add ad-hoc approvals

(8) Status
Indicates whom the form will go to and in what order
Indicates status: who has signed and where the application is now.

QUESTIONS: contact Deborah Finkel, dfinkel@ius.edu, 941-2668.