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<th>Page</th>
</tr>
</thead>
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<td>25</td>
</tr>
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</tr>
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<td>MyEducation: CITI Details</td>
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<td>MyEducation: ORA Session Details</td>
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<td>MyRA Administration: Managing Delegates</td>
<td>31</td>
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<td>MyRA Administration: Add Delegates</td>
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</tr>
<tr>
<td>MyRA Administration: Add Delegates</td>
<td>33</td>
</tr>
</tbody>
</table>
Logging In

The primary goal of the MyRA system is to assist IU faculty and staff with viewing data related to their grant and contract, compliance, and education activities. To access MyRA, navigate to the Systems and Training area located to the right in the Office of Research Administration homepage (http://researchadmin.iu.edu). Then click on the “Access MyRA” link.

The user will need to CAS Authenticate in order to access MyRA. Enter your IU network username and password:

Central Authentication Service
Please enter your username and passphrase.

Username: 
Passphrase: 
login
Dashboard

Once logged in to the system, MyRA Dashboard is presented. From this dashboard you can access My Proposals; My Awards; MyCompliance; and MyEducation.
Navigation

Once in the MyRA system, navigation can be found across the top to access different MyRA modules. Once a module is selected, additional menu items become available on the left.

Navigate to different MyRA modules using the navigation across the top of the page.

Use the navigation on the left to navigate within a MyRA module.
MyProposals

If you are a Principal Investigator, the system will take you directly to a view listing all of your proposals. Otherwise, you will first need to search for an investigator, and then you will be able to view all of his/her proposals.

- Number of entries to display per page
- Export data to Excel link
- Click on a KC Proposal Document Number to view details of the proposal
MyProposals: Proposal Details

When you select a proposal from the listing of proposals, you will be presented with the proposal details.
MyAwards: Change Principal Investigator

The Change Principal Investigator page allows you to search for a particular Principal Investigator.

Options
- change principal investigator
- reports for Doe, John
  - awards by agency
  - status of awards

Change Principal Investigator

Campus Selection
Name Field
MyAwards : Awards by Agency

If you are a Principal Investigator, the system will take you directly to a listing of all of your awards by agency. Otherwise, you will first need to search for an investigator, and then you will be able to view all of his/her awards (see page 27 of this guide for instructions on managing delegates).

<table>
<thead>
<tr>
<th>Awarding Agency</th>
<th>Award ID</th>
<th>Grant Number</th>
<th>Title</th>
<th>Award Period</th>
<th>Award Total</th>
<th>Account Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARSTABLE CO</td>
<td>00099552</td>
<td>042759-00002B</td>
<td>Cape Cod Commission</td>
<td>04/01/2010 - 12/31/2010</td>
<td>$14,200.00</td>
<td>4036238</td>
</tr>
<tr>
<td>CICP FOUNDATION</td>
<td>00101138</td>
<td>043089-00002B</td>
<td>Research for Reports on Indiana’s Life Sciences Industry</td>
<td>06/01/2010 - 12/31/2015</td>
<td>$133,878.00</td>
<td>4136203</td>
</tr>
<tr>
<td></td>
<td>00119001</td>
<td>043089-00003B</td>
<td>Research for Reports on Indiana’s Life Sciences Industry</td>
<td>06/01/2010 - 12/31/2015</td>
<td>$131,175.00</td>
<td>4136203</td>
</tr>
<tr>
<td>CITY OF SOUTH BEND</td>
<td>00076711</td>
<td>037726-00002B</td>
<td>City of South Bend Population Projections</td>
<td>03/14/2005 - 03/15/2005</td>
<td>$2,500.00</td>
<td>4036222</td>
</tr>
<tr>
<td>ECON DEV ADMIN</td>
<td>00094622</td>
<td>041813-00002B</td>
<td>Maintaining and Updating Online Economic Development Data and Analytical Tools</td>
<td>06/01/2009 - 05/31/2010</td>
<td>$100,000.00</td>
<td>4336203</td>
</tr>
<tr>
<td></td>
<td>00100487</td>
<td>060481-00002B</td>
<td>Maintaining and Updating Online Economic Development Data and Analytical Tools</td>
<td>06/01/2010 - 05/31/2011</td>
<td>$100,000.00</td>
<td>4336203</td>
</tr>
</tbody>
</table>

Filter the list by agency
Export data to Excel link
Click on an account number to navigate to Expense Summary detail
MyAwards: Status of Awards: All Awards

The Status of Awards page displays a complete listing of all awards associated with the selected Principal Investigator.

<table>
<thead>
<tr>
<th>ORA Reference Number</th>
<th>KC Institutional Proposal ID</th>
<th>KC Award ID</th>
<th>Award Received Date</th>
<th>Account Numbers</th>
<th>Grant Services Administrator</th>
<th>Agency</th>
<th>Agency Grant Number</th>
<th>Award Type</th>
<th>Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>149305</td>
<td></td>
<td></td>
<td>07/02/2013</td>
<td></td>
<td>Amy Hoover</td>
<td>IN DEPT LOCAL GOV FIN</td>
<td></td>
<td></td>
<td>Indiana Gateway for Government Units</td>
</tr>
<tr>
<td>146719</td>
<td>00121-468</td>
<td>051316-00005B</td>
<td>06/26/2013</td>
<td>4736296</td>
<td>Amy Hoover</td>
<td>IND DEPT WORKFORCE DEVL</td>
<td>C1-I-13483*A3</td>
<td>C1-I-13483*A3</td>
<td>Hoosiers by the Numbers: Disseminating Critical Labor Market information to Meet Federal and State Objectives</td>
</tr>
<tr>
<td>147726</td>
<td>00121091</td>
<td></td>
<td>08/06/2013</td>
<td>4036244</td>
<td>Amy Hoover</td>
<td>PURDUE UNIVERSITY</td>
<td>4201-56703</td>
<td></td>
<td>Long Range Forecasts for SUFG</td>
</tr>
<tr>
<td>145250</td>
<td>00119801</td>
<td>042089</td>
<td>01/15/2013</td>
<td>4136203</td>
<td>Christ Holliday</td>
<td>CICP FOUNDATION</td>
<td>Amendment 1</td>
<td></td>
<td>Research for Reports on Indiana’s Life Sciences Industry</td>
</tr>
</tbody>
</table>
MyAwards: Status of Awards: Award Details

The Award Details page details award data for a chosen ORA Reference Number. The Awards page displays data associated with an award and all negotiations linked to that award.
### MyAwards: Status of Awards: Show Awards in Progress

**Options**
- change principal investigator

**Reports for Doe, John**
- awards by agency
- status of awards
- finalized awards
- awards in progress
- list of accounts
- expense summary (by account)
- expense summary (by proposal)
- fiscal transaction log
- lookup account administrators

**Administrative Options**
- manage delegates

**ORA Reference Number link**

#### Awards in Progress

This list displays all awards which are currently in progress as well as awards which have been finalized in the past 60 days.

<table>
<thead>
<tr>
<th>ORA Reference Number</th>
<th>KC Institutional Proposal ID</th>
<th>KC Award ID</th>
<th>Award Received Date</th>
<th>Account Numbers</th>
<th>Grant Services Administrator</th>
<th>Agency</th>
<th>Agency Grant Number</th>
<th>Award Type</th>
<th>Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>536387</td>
<td>7557255</td>
<td>546749-5174A</td>
<td>06/20/2014</td>
<td>4844652</td>
<td>Chris Miller</td>
<td>Sample Agency</td>
<td>A22-23-366</td>
<td>Sample Project Title</td>
<td></td>
</tr>
<tr>
<td>744488</td>
<td>54849113</td>
<td>5451-52678A</td>
<td>06/25/2014</td>
<td>4577875</td>
<td>Chris Miller</td>
<td>Sample Agency</td>
<td>S15-593-54A</td>
<td>Sample Project Title</td>
<td></td>
</tr>
<tr>
<td>298883</td>
<td>00039523</td>
<td>54948-54634</td>
<td>01/10/2014</td>
<td>564548</td>
<td>Neil Smith</td>
<td>Sample Agency</td>
<td>B1540-45840</td>
<td>Sample Project Title</td>
<td></td>
</tr>
<tr>
<td>999962</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mark Walsh</td>
<td>Sample Agency</td>
<td>T-128-6589</td>
<td>Sample Project Title</td>
<td></td>
</tr>
<tr>
<td>255385</td>
<td>62629603</td>
<td></td>
<td>11/06/2007</td>
<td>6539844</td>
<td>Kevin Yoho</td>
<td>Sample Agency</td>
<td>344-545-23A</td>
<td>Sample Project Title</td>
<td></td>
</tr>
</tbody>
</table>
Institutional Proposal attachments will be available under 'Attachments' if part of the award.
### MyAwards: Status of Awards

#### Options
- change principal investigator

#### Reports for Doe, John
- awards by agency
  - status of awards
  - finalized awards
  - awards in progress
  - list of accounts
  - expense summary (by account)
  - expense summary (by proposal)
  - fiscal transaction log
  - lookup account administrators

#### Administrative Options
- manage delegates

#### Status of Awards - Doe, John

<table>
<thead>
<tr>
<th>DRA Reference Number</th>
<th>KC Institutional Proposal ID</th>
<th>KC Award ID</th>
<th>Award Received Date</th>
<th>Account Numbers</th>
<th>Grant Services Administrator</th>
<th>Agency</th>
<th>Agency Grant Number</th>
<th>Award Type</th>
<th>Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>149305</td>
<td></td>
<td></td>
<td>07/02/2013</td>
<td></td>
<td>Amy Hoover</td>
<td>IN DEPT LOCAL GOV FIN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>147726</td>
<td>00121091</td>
<td></td>
<td>08/06/2013</td>
<td>4036344</td>
<td>Amy Hoover</td>
<td>PURDUE UNIVERSITY</td>
<td>4201-56703</td>
<td></td>
<td></td>
</tr>
<tr>
<td>147150</td>
<td>00119801</td>
<td>043089</td>
<td>01/15/2013</td>
<td>4136203</td>
<td>Christi Huldby</td>
<td>CICP FOUNDATION</td>
<td>Amendment I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>144792</td>
<td>00119110</td>
<td>053122-000068</td>
<td>03/20/2013</td>
<td>4036246, 4030223, 405886</td>
<td>Amy Hoover</td>
<td>MARION CO HEALTH DEPT.</td>
<td>4500032807*A3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MyAwards: List of Accounts

The List of Accounts page shows a summary of each account associated with the principal investigator.

Select the number of entries on a page

Search for an account

Click on Account Number to view Award details
MyAwards: Expense Summary (by Account)

The Expense Summary page shows a summary of the proposed budget, expenditures, percent expended, encumbrances, and balance.

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Actuals</th>
<th>% Expended</th>
<th>Encumbrances</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$170,500</td>
<td>$145,641.44</td>
<td>81%</td>
<td>$0.00</td>
<td>$23,458.56</td>
</tr>
<tr>
<td>Benefits</td>
<td>$31,040</td>
<td>$24,378.97</td>
<td>78%</td>
<td>$0.00</td>
<td>$6,661.03</td>
</tr>
<tr>
<td>Supplies</td>
<td>$22,240</td>
<td>$53,031.22</td>
<td>234%</td>
<td>$0.00</td>
<td>($29,790.22)</td>
</tr>
<tr>
<td>Subcontracts</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fee</td>
<td>$4,082</td>
<td>$12,378.60</td>
<td>293%</td>
<td>$0.00</td>
<td>($8,296.00)</td>
</tr>
<tr>
<td>Fellowship</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$2,000</td>
<td>$4,351.43</td>
<td>218%</td>
<td>$0.00</td>
<td>($2,351.43)</td>
</tr>
<tr>
<td>Equipment</td>
<td>$40,000</td>
<td>$41,321.52</td>
<td>103%</td>
<td>$0.00</td>
<td>($1,321.52)</td>
</tr>
<tr>
<td>SubTotal</td>
<td>$180,000</td>
<td>$200,000.18</td>
<td>100%</td>
<td>$0.00</td>
<td>($0.18)</td>
</tr>
<tr>
<td>F&amp;A (Indirect Cost, Rate: 25%)</td>
<td>$79,000</td>
<td>$69,999.82</td>
<td>100%</td>
<td>$0.00</td>
<td>$0.18</td>
</tr>
<tr>
<td>Total</td>
<td>$259,000</td>
<td>$269,000.18</td>
<td>100%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Income</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Administrative Contact Information

Accounts Receivable Details

Select a different view

Select a different account
MyAwards: Expense Summary (by Proposal)

The Expense Summary page shows a consolidated summary of all accounts assigned to a proposal.

Select a different view

Select a different proposal

Accounts Receivable Details
MyAwards: Fiscal Transaction Log

The Fiscal Transaction Log page shows a summary of account transactions based on month for a given account number, sub account, fiscal object, object code, and fiscal year.
MyAwards: Lookup Account Administrators

The Lookup Account Administrator page displays the administrators for a given account based on an account number search.

Account Number lookup search
MyCompliance

In MyCompliance you can retrieve Conflict of Interest protocol information by clicking on the ‘COI’ menu option. Human Subjects protocol information may be viewed by clicking on the ‘Human Subjects’ menu option. In the future you will be able to retrieve information about Animal Subjects protocol data, and other compliance information related to your research.

Click an option on the MyCompliance sub menu to view Conflict of Interest, Human Subjects, or Animal Subjects information.
MyCompliance: COI: Find Principal Investigator

Clicking on the COI link brings up the Conflict of Interest page. If you are the PI, it takes you to your disclosure history.

If you are not the PI, you are redirected to the page with an option to “change principal investigator”. A Delegate may choose a campus, enter a PI name, click on search, and have Conflict of Interest information returned. Within MyCompliance, COI data is only visible to PIs, their delegates, and ORA staff. EDocLite has a security layer that prevents unauthorized users from viewing others’ disclosures.
MyCompliance: COI: Disclosure History

The Conflict of Interest page shows the current disclosure (i.e., the disclosure filed in the current fiscal year), as well as past disclosures. The actual content of the disclosure is not displayed in MyRA. In each view, the document Id links to the final disclosure document in eDocLite for this purpose.

Current Disclosure Identifier

Past Disclosure History

Click on the Document Number to view the Document
MyCompliance: Human Subjects List of Protocols

A principal investigator can quickly view a listing of his/her protocols by clicking on the ‘Human Subjects’ option on the MyCompliance sub-menu.

Click on the Protocol Number to view more details about a study.
MyCompliance: Human Subjects Protocol Details

When the researcher clicks on the Protocol Number from the List of Protocols page, details about that study are presented.
MyEducation

The MyEducation area of MyRA is where a researcher can view a history of educational courses that he/she has completed. This dashboard shows whether the PI has completed COI training by clicking the acknowledge button in the new COI form. Currently, CITI and ORA Session course information and COI training information is available.

The MyEducation Dashboard will show the researcher ORA Session courses that he/she is registered for, if the user has completed COI training, as well as current CITI courses that are in progress.
MyEducation: CITI Details

When the researcher clicks on the ‘citi courses’ menu option, information about the CITI courses that he/she has completed, or are currently in progress, is presented.

- Click on the link to change the current view from courses in progress to completed courses
- Filter the table data by selecting a category in the drop-down list. By default, all categories are displayed
MyEducation: ORA Session Details

When the researcher clicks on the ‘ora sessions’ menu option, information about the ORA Session courses that he/she has completed, or are upcoming, is presented.

- Click on the link to change the current view from completed sessions to upcoming courses
- Filter the table data by selecting a category in the drop-down list. By default, all categories are displayed
MyRA Administration: Viewing Roles and Permissions

The Admin Tab allows you to view all of the Roles and Permissions available in MyRA. Permissions are determined by Role. This is a view only page.

Click on the roles & permissions link to view roles and permissions.

Scroll down to the bottom of the Roles and Permissions page to view the operational definitions of each role.
MyRA Administration: Managing Delegates

The Managing Delegates area allows you to determine which staff members may have access to your information in MyRA. For example, a faculty member may want the department fiscal officer to have access to various parts of the MyRA Dashboard. This access can be set in the Managing Delegates area of MyRA.

To manage your delegates, or add an additional delegate, click on the MyProposals, MyAwards, MyCompliance, or MyEducation tab. The Find Principal Investigator window will appear. In the search box enter the name of the principal investigator. Then click the search box.
Once you have identified the Principal Investigator click on the Admin Tab. Then click on the Manage Delegates under the Options menu.

The system will return a list of staff who are delegates for the principal investigator. Additional delegates may be added by completing the IU Network ID field and clicking on the Add Delegates button. A delegate may be removed by clicking the remove button.
MyRA Administration: Add Delegates

A Principal Investigator or person with the appropriate permission may Add Delegates. On the Admin tab user can view a list of Approved Delegates. Additional Delegates may also be added from the Admin tab view. To Add Delegate(s) click on the Add Delegate button.

A screen will appear that allows the Delegate(s) email address, and the Principal Investigator’s Email Address(es) to be entered. A Roles and Permissions area is also available to indicated what level of permission the Delegate(s) is allowed. Once the Delegate(s), and Principal Investigator(s) have been identified click on the Add button.
MyRA Administration: Add Delegates

- Insert Delegate(s) Email Address here
- Insert Principal Investigator(s) Email Address here
- Identify Roles and Permissions here (check all that apply)
- Click the Add button to add the Delegate(s).