

# The WRAP Sheet

From Compliance to Collaboration: WRAP Elevates Research Administration

## Pre-Award

- **System-to-system** definition
  - All information for system-to-system proposals is contained within WRAP. You will not need to separately enter information into Grants.gov Workspace or Assist.
  - Two components of a system-to-system submission
    - Funding Proposal - the internal facing proposal being submitted to OSP Pre Award, includes all information required by the institution to initiate the proposal review process.
      - Note - this is the equivalent of the WVU+kc proposal submission.
    - SF424 - the external facing proposal being submitted to the federal sponsor.
      - Note this is the equivalent of the Grants.gov Workspace or Assist.
- **Follow on proposal** definitions
  - Created from your award record.
    - Continuation - use for non-competing continuations when a proposal has been awarded for multiple years, but the sponsor is only giving us one year of funding at a time. (e.g., 5-year budget. After Year 1 funding, use the continuation for the next year's funding)
    - Renewal - use when there is not already an active award for the next year of funding. (e.g., Original NIH award is at the end of its five-year performance period, and you want to apply for an additional five-years of funding. Another example, a one-year WV Department of Health award is ending, and you have been notified to submit a proposal because they will fund for additional year.)
    - Revision/Supplement - use when an active award is receiving additional funding, or we are submitting a proposal for supplemental funding.
  - Created from a not-funded Funding Proposal record.
    - Resubmission - use when the proposal was not funded but you are resubmitting a revised proposal to the same funding opportunity.

## Reports

- To check for cost share, use the [Cost Share Budgets – My Departments](#) report
  - From the Dashboard, click on Grants.
  - Click Reports
  - Click Department Reports
  - Click report.
- To check departments with which you have administrative editor access, use the [My Departments – Admin Editors](#) report
  - From the Dashboard, click on Grants.
  - Click Reports
  - Click Department Reports
  - Click report.

## Conflict of Interest

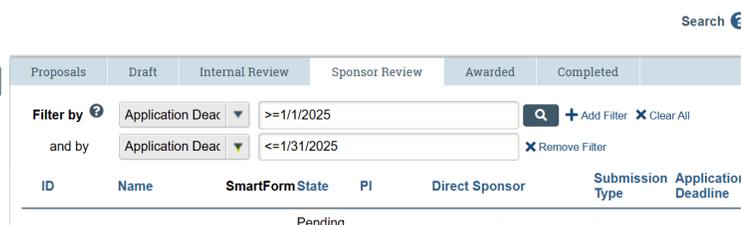
- [COI Reviewer’s Guide](#) – Navigation and Basic tasks

## System Navigation Tips

- Each module in WRAP has a Help Center available with links to guides and videos specific to the module.
- Click the Help Text Bubble  anywhere in WRAP for additional information, guidance, and best practices.
- Add multiple filters to narrow a search by data range.
  - Choose a ‘Filter by’ option for the date (e.g., Application Date)
  - Use these characters to search follow by a date:  $\geq 1/1/2025$
  - Click Add Filter
  - Choose the same ‘Filter by’ option.
  - Use these characters to search follow by a date:  $\leq 1/31/2025$
  - Click search.

### Search Trick:

Add multiple filters to narrow your search by a date range.



The screenshot shows a search interface with a search bar at the top right. Below it are tabs for 'Proposals', 'Draft', 'Internal Review', 'Sponsor Review', 'Awarded', and 'Completed'. The 'Internal Review' tab is selected. Below the tabs, there are two filter boxes. The first filter is 'Filter by' with a dropdown menu set to 'Application Deac' and a text input field containing '>=1/1/2025'. The second filter is 'and by' with a dropdown menu set to 'Application Deac' and a text input field containing '<=1/31/2025'. There are buttons for '+ Add Filter', 'x Clear All', and 'x Remove Filter'. Below the filters is a table with columns: ID, Name, SmartFormState, PI, Direct Sponsor, Submission Type, and Application Deadline. The first row of the table shows 'Pending' under the SmartFormState column.