

Finding Data in WRAP For Department Post Award Training

This training guide provides department post-award staff with instructions for finding and managing data in the WRAP system. It covers navigating the Dashboard to access action items, recently viewed records, and pinned items for quick reference. The guide includes steps for exploring award records through the Awards tab, using filters and sorting options, and reviewing key details such as budgets, dates, and sponsor information in the Award Workspace. It also outlines processes for accessing detailed financial setup, managing attachments, requesting and tracking award modifications, and monitoring deliverables with automated reminders and updates. Additional features include exploring related projects, tracking compliance requirements, reviewing effort commitments, and utilizing WRAP's integration with MAP Oracle to maintain synchronized data.

Steps

Access

Training (Staging) Access

1. Navigate to WRAP Electronic Research Administration Systems:
<https://researchoperations.wvu.edu/resources/administration-and-compliance-systems>
2. Click the **WRAP Test** button.
3. Click the Client Login button.
4. Sign in with your SSO credentials

Production Access

1. Navigate to WVU Research Operations Website: <https://researchoperations.wvu.edu/home>
2. Click the **WRAP** button.
3. If prompted sign in with your SSO credentials

Dashboard

1. Upon logging in, you will land on the [Dashboard](#).
2. The **Inbox** displays actions requiring your attention (e.g., proposals, agreements, approvals, or reviews).
3. You can use the **Recently Viewed** section to access records you have accessed recently.
4. You can also pin important records for quick access by clicking the pin icon next to the record name.
5. Click on any item to navigate directly to its details.

Note: You must have a Global Viewer role, which allows access to all records in the grants module.

West Virginia University
RESEARCH ADMINISTRATION PORTAL (WRAP)

Dashboard Agreements COI Grants SF424 Center

Page for Rebecca Simms (pi)

My Inbox My Reviews

Recently Viewed

Filter by Name Enter text to search

ID	Name	Date Created	Date Modified	State	Coordinator
FP00000600	Training Proposal 12/18/24	12/18/2024 10:33 AM	12/18/2024 3:10 PM	Draft	Preaward Awaiting Specialist Assignment
FP00000559	sample training 12-13 for OR	12/13/2024 10:27 AM	12/13/2024 12:24 PM	Department Review	Preaward Awaiting Specialist Assignment
FP00000536	Auto Ancillary Review Training Proposal 12-11-2024	12/11/2024 12:54 PM	12/11/2024 1:21 PM	Draft	Preaward Awaiting Specialist Assignment
FP00000535	Ancillary Review Training Proposal 12-11-2024 Manual	12/11/2024 12:52 PM	12/11/2024 1:23 PM	Draft	Preaward Awaiting Specialist Assignment
FP00000520	Sample Training Proposal 12-7	12/7/2024 11:31 AM	12/7/2024 11:34 AM	Draft	Preaward Awaiting Specialist Assignment
FP00000519	Ancillary Review Training Proposal 12-06-2024 Manual	12/6/2024 10:04 AM	12/11/2024 12:51 PM	Department Review	Preaward Awaiting Specialist Assignment
FP00000518	Training Proposal 12-06-2024	12/6/2024 10:02 AM	12/6/2024 10:31 AM	Department Review	Preaward Awaiting Specialist Assignment
DUA00000127	DUA 12-5-2024	12/5/2024 2:12 PM	12/5/2024 2:12 PM	Pre-Submission	
FP00000486	Ancillary Review Training Proposal 12-05-2024 Manual	12/5/2024 9:18 AM	12/6/2024 10:02 AM	Department Review	Preaward Awaiting Specialist Assignment
FP00000485	Ancillary Review Training Proposal 12-05-2024	12/5/2024 9:14 AM	12/11/2024 12:53 PM	Department Review	Preaward Awaiting Specialist Assignment

Exploring Award Records

Navigating to Awards:

- Click on the **Awards** tab in the top navigation bar to view the awards listing page. This will take you to the list of awards, which provides an at-a-glance overview of all awards accessible to you.

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Dashboard Agreements COI Grants SF424 Center

Funding Proposal Complex Projects Awards Reports Help Center

Grants > Awards

Awards

Search

Awards Active Awards Advance Account Draft Awards SmartForms Award Modifications Award Mod Requests

Filter by ID %ABCD

ID	Name	SmartForm	State	Award PI	Reviewer	Award Approver	Direct Sponsor
AWD00000043	Training_Proposal_8-14-2024	[Edit]	Advance Account	Simms (pi)			National Institutes of Health
AWD00000044	Training_Proposal_8-20-2024	[Edit]	Active	Simms (pi)			National Institutes of Health
AWD-000004	Testing JC	[Edit]	Draft	Simms (pi)			National Institutes of Health
AWD-000003	Testing JC	[Edit]	Completed	Simms (pi)			National Institutes of Health
AWD00000032	MM Test	[Edit]	Draft	Simms (pi)			National Institutes of Health

Filtering and Sorting:

- Use the filter options to narrow down results by criteria such as Award ID, Sponsor Name, or Specialist.
- You can also use a wildcard character (%) to locate awards by partially entering text in the search box (e.g., entering %123 will find IDs ending in "123").

- Sort columns by clicking on headers (e.g., ID, name).

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Dashboard Agreements COI **Grants** SF424 Center

Funding Proposal Complex Projects **Awards** Reports Help Center

Grants > Awards

Awards

Search ?

Awards Active Awards Advance Account Draft Awards Subawards Award Modifications Award Mod Requests

Filter by State active + Add Filter X Clear All

ID	Name	SmartForm	State	Award PI	Reviewer	Award Approver	Direct Sponsor
AWD000000	sal_8-20-2024	[Edit]	Active	Simms (pi)	Brown	Vuong	National Institutes of Health

1 items page 1 of 1

Award Workspace

Trainer Notes: Use LMRC FSI Test 11/18 v1 100055RTL

Open an Award Workspace:

1. Click an award record to view the **Award Workspace**, which includes:

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Dashboard Agreements COI **Grants** SF424 Center

Funding Proposal Complex Projects **Awards** Reports Help Center

Grants > Awards

Awards

Awards Active Awards Advance Account Draft Awards Awards in Review Subawards A

Filter by ID Enter text to search + Add Filter X Clear All

ID	Name	SmartForm	State	Award PI	Reviewer	Award Approver
AWD00000039	LMRC Test 7/26/24	[Edit]	Active	Geldenhuys		Vuong
AWD00000010	LMRC Test Mod 3	[Edit]	Active	Geldenhuys Test		Vuong
642642	LMRC FSI Test 12/5/24 v3	[Edit]	Active	Acciavatti		Vuong
AWD-000019	UAT Award Setup Test Proposal 10-21	[Edit]	Active	Kienitz		Brooks

- You will land on the Award workspace. Here, you can review summary details like summary-level data, including PI, high-level budget amounts, start and end dates, sponsor award ID number, etc.

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Dashboard | Agreements | COI | Grants | SF424 Center

Funding Proposal | Complex Projects | Awards | Reports | Help Center

Grants > LMRC Test 7/26/24

Active | LMRC Test 7/26/24 | AWD00000039 | Funding Award

Next Steps: View Award, Printer Version, Create Award Modification, Request Award Modification, Create Continuation

Summary Details:

- PD/PI: Geldenhuys
- Specialist:
- Designated Reviewer: Tracy
- Award Approver: Tracy
- Approving Dept/Div/Institute: Basic Pharmaceutical Sciences
- Administrative Contact: Jane
- Direct Sponsor: National Institutes of Health
- Prime Sponsor:
- Current Total Project Period Commitment: \$94,940
- Current Total Award Amount To Date: \$94,940

Summary Metrics:

- Award Date: 7/26/2024
- Start Date: 8/1/2024
- End Date: 12/31/2027
- Sponsor Award #: NIH1234512345

ID	Name	Principal Investigator	Status
FP00000112	LMRC Test 7/26/24	Geldenhuys	Awarded

Explore Tabs for More Details:

- Use the **Modifications Tab** to view the history and current status of all modification requests.

Modifications | Totals | Funding Allocations | Deliverables | Child Awards | Related Projects | Reviewers | Correspondence | History | ...

Modification Requests

Name	SmartForm	Execute Activity	Date Modified	State	Submitter	Speci
No data to display.						

ID	Name	SmartForm	Date Created	Date Modified	State	Mod Type	Sponsor /
AWD00000039-MOD013	Modification #13	[Forms]	8/20/2024 1:40 PM	8/20/2024 1:40 PM	Draft	No Cost Extension	
AWD00000039-MOD012	Modification #13_ib	[Forms]	8/1/2024 8:45 PM	8/1/2024 8:48 PM	Draft	Revision Supplement	
AWD00000039-MOD011	Modification #11	[Forms]	7/30/2024 12:46 PM	7/30/2024 12:49 PM	Approved	NGA Revised	

- Use the **Deliverables Tab** to check compliance requirements and deadlines.

Modifications | Totals | Funding Allocations | Deliverables | Child Awards | Related Projects | Reviewers | Correspondence | History | ...

The deliverables associated with this award are listed below. If you want to modify the deliverables, use the Manage Deliverables activity.

Filter by: Owner First | Enter text to search | + Add Filter | X Clear All | Export to CSV

Deliverable	Owner First	Owner Last	Due Date	Status	Completion Date	Completed By
Complete Progress Report	Werner	Geldenhuys	8/31/2025	Not Started		
Complete Progress Report 2	Werner	Geldenhuys	8/31/2026	Not Started		
Complete Final Report	Werner	Geldenhuys	8/31/2027	Not Started		

- Use the **Related Projects Tab** to see connected subawards and agreements.

Modifications	Totals	Funding Allocations	Deliverables	Child Awards	Related Projects	Reviewers	Correspondence	History	...
Related Projects									
Filter by ID <input type="text" value="Enter text to search"/> + Add Filter ✕ Clear All									
ID	Name	Owner	Organization	Project Type	Project Status	Modified Date			
SUB000000037	Agreement for: UAT Award Setup Test Proposal 10-21		Sponsored Programs (Department)	Agreement	Pre-Submission	10/21/2024 2:57 PM			

Viewing Award Details

Award Details:

- Click **View Award** to access detailed award data, including:
 - Title, Sponsor, and Instrument Type.
 - Financial setup information, such as PTAs, dates, and fund allocation.

Active

Next Steps

[View Award](#)

Financial Setup and Budget Details:

- Scroll to the **Financial Setup Section** for task-level data, including PTA numbers, start and end dates, and responsible units.
- Click the **View button** next to a financial account to drill down into granular details like service type and cost schedules.

General Award Information

[Related Items](#)

[Financial Setup](#)

[Budget Allocations](#)

[Budget Reconciliation](#)

[Personnel](#)

[Effort](#)

[Terms And Conditions](#)

[Deliverables](#)

[Compliance Review](#)

[Completed Award](#)

Budget Reconciliation:

- Navigate to the **Reconciliation Page** for detailed budget lines, including salary allocations, indirect costs, and total funding amounts.
- Check authorization statuses to ensure budgets align with sponsor approvals.

Attachments:

- Access all relevant documents, including Notices of Award (NOAs), budget justifications, and agreements, under the **Attachments Tab**.

Award Modifications

Requesting Modifications:

1. Navigate to the **Request Award Modification** option within the award workspace.

Active

Next Steps

View Award

Printer Version

Create Award Modification

Request Award Modification

2. Choose the modification type from the dropdown menu (e.g., No-Cost Extension, Re-Budget).

6. * Select Request Type(s):

- Revision/Supplement
- Change of Scope
- No Cost Extension
- Re-budget
- Equipment
- Continuation
- Carryover
- Advance Account for Future Funding
- Early Termination
- Transfer Out/Relinquish
- Financial Account Change
- Personnel Change
- Sponsor Change
- Cost Share Commitment Change
- Other Changes (Terms/Conditions, Compliance Updates, etc.)

3. Provide justification and attach any supporting documentation before submitting the request.

4. Supporting documents:

+ Add

Name

There are no items to display

Processing Modifications:

- The system routes modification requests to the appropriate AIM specialist for review.
- AIM specialists approve requests and update the award details.

Tracking Modifications:

- Use the **Modifications Tab** to view the history and current status of all modification requests.

Modifications	Totals	Funding Allocations	Deliverables	Child Awards	Related Projects	Reviewers	Correspondence	History	...
Modification Requests									
Name	SmartForm	Execute Activity	Date Modified	State	Submitter	Specialist			
test123	[Form] ▾	Execute Activity... ▾	9/19/2024 3:53 PM	Draft	Rebecca Simms (pi)	Ava Lambert			
Modifications									
ID	Name	SmartForm	Date Created	Date Modified	State	Mod Type	Sponsor Approval State		
AWD00000044-MOD001	Modification #1	[Forms] ▾	9/18/2024 3:20 PM	9/18/2024 3:20 PM	Draft	Revision Supplement			

- The tab lists details such as approval timestamps, responsible AIM specialist, and detailed change logs.

Key Features in Modifications:

- **Modification Requests:** View pending and approved requests, including sponsor communication where applicable.
- **Modification History:** Access comprehensive logs of changes, including timestamps, reasons for updates, and involved personnel.

Deliverables

Managing Deliverables:

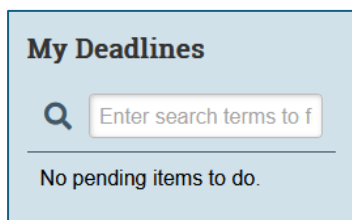
- Deliverables, such as progress reports, are listed in the **Deliverables Tab** of the Award Workspace.

	Deliverable	Owner First	Owner Last	Due Date	Status	Completion Date	Completed By
Complete	Progress Report	Werner	Geldenhuis	8/31/2025	Not Started		
Complete	Progress Report 2	Werner	Geldenhuis	8/31/2026	Not Started		
Complete	Final Report	Werner	Geldenhuis	8/31/2027	Not Started		

- Each deliverable includes due dates, responsible parties, and current statuses.

Automated Reminders:

- The system sends automated reminders to responsible parties at 90, 60, and 30 days before deadlines.
- Check the **My Deadlines section** on the lower left of your dashboard for a quick overview of upcoming tasks.



Updating Deliverables:

- AIM or project teams can add or modify deliverables to reflect changes in project scope or requirements.
- Deliverable updates are tracked, and notifications are sent to ensure accountability.


Deliverable Insights:

- **Ownership:** Easily identify responsible parties for each deliverable.
- **Status Tracking:** Monitor completion progress with color-coded statuses for overdue, completed, or pending tasks.
- **Linked Deadlines:** Quickly access related records and dependencies for seamless project management.

Additional Features

Related Projects Tab:

- Access associated agreements, subawards, and project tasks.

Modifications	Totals	Funding Allocations	Deliverables	Child Awards	Related Projects	Reviewers	Correspondence	History	...
Related Projects									
Filter by  ID <input type="text" value="Enter text to search"/>  + Add Filter  Clear All									
ID	Name	Owner	Organization	Project Type	Project Status	Modified Date			
RA00000064	RA, USDA	Matthew	Sponsored Programs (Department)	Agreement	Active	12/6/2024 2:02 PM			

- **Outgoing Subawards:** View and track all subawards initiated from the primary award. Check their negotiation and approval statuses.
- **Transparency:** Navigate to linked agreements or projects to review timelines, owners, and current statuses.
- **Automated Updates:** Changes in related agreements automatically reflect in the award record, ensuring alignment.

Effort Tracking:

- Effort commitments, as entered in the original proposal, are available in the **Effort Tab**.
- Note: This data is static and not updated during the project lifecycle.

Compliance Review:

- Review compliance requirements, including human subjects, vertebrate animals, and sponsor-specific conditions, in the **Compliance Tab**.

Integration with MAP Oracle:

- All data in the grants system is automatically synced with MAP Oracle.
- Modifications and updates are reflected in both systems to maintain consistency.

Financial Setup

Budget Allocations

Budget Reconciliation

Personnel

Effort

Terms And Conditions

Deliverables

Compliance Review

Completed Award