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1. Document Control

1.1 Change Log

The change log and approvals tables below refer to updates to the original User Guide developed by Worktribe. This guide is based on the Worktribe Users’ Guide and has been tailored to reflect the University of Aberdeen implementation of the system.

<table>
<thead>
<tr>
<th>Version updated</th>
<th>Date</th>
<th>Updates</th>
<th>Change made by</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-08-06a-cr</td>
<td>6 Aug 2019</td>
<td>Revised for Jul 2019 release</td>
<td>C Rouault</td>
</tr>
<tr>
<td>19-08-07a-cr</td>
<td>7 Aug 2019</td>
<td>Added note on recalculate action</td>
<td>C Rouault</td>
</tr>
<tr>
<td>19-08-08a-cr</td>
<td>8 Aug 2019</td>
<td>Moved section on Shared Searches to All Products guide</td>
<td>C Rouault</td>
</tr>
<tr>
<td>19-08-12a-cr</td>
<td>12 Aug 2019</td>
<td>Updated bid approval guidance. Added Milestone workflow.</td>
<td>C Rouault</td>
</tr>
<tr>
<td>19-08-28a-dw</td>
<td>28 Aug 2019</td>
<td>Review with adjustments</td>
<td>D Weatherall</td>
</tr>
<tr>
<td>19-09-03a-cr</td>
<td>3 Sept 2019</td>
<td>Updated based on review</td>
<td>C Rouault</td>
</tr>
<tr>
<td>19-09-25a-pf</td>
<td>25 Sept 2019</td>
<td>Updated for Ethics</td>
<td>P Foster</td>
</tr>
<tr>
<td>19-10-16a-jlm</td>
<td>16 Oct 2019</td>
<td>Updated for Ethics, minor corrections for workflow.</td>
<td>J Miller</td>
</tr>
<tr>
<td>20-01-30a-jlm</td>
<td>30 Jan 2020</td>
<td>Updates for Jan 2020 release</td>
<td>J Miller</td>
</tr>
<tr>
<td>20-07-02a-pf</td>
<td>2 Jul 2020</td>
<td>Updated for Project Workflow, correction to basic project workflow diagram</td>
<td>P Foster</td>
</tr>
<tr>
<td>20-07-03a-ah</td>
<td>3 Jul 2020</td>
<td>Updated for Jul20 release</td>
<td>Ali Hudson</td>
</tr>
</tbody>
</table>

1.2 Approvals

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-08-06a-cr</td>
<td>6 Aug 2019</td>
<td>Revised for Jul 2019 release</td>
</tr>
</tbody>
</table>
2. Introduction

Worktribe is a powerful tool for managing research. Use this guide to find out how to make use of the Pre- and Post-Award products for Research Management.

2.1 Users

Each user is identified by a unique account. Your user account will have been assigned as a member of one or more groups. These groups give the appropriate permissions to enable you to complete your tasks within the system. As user roles may vary, so the group memberships that may be assigned to individual staff members will vary.

This guide will indicate where a task is limited to specific group permissions.

2.2 How to Use This Guide

This guide follows the menu structure in the main system. Please refer to the All Products General Guidance document for more information on basic navigation and system usage.

2.3 Iconography used in this guide

The following icons have been used throughout the guide to highlight information.

- Notes, and reminder hints.
- You may need to check your internal processes to confirm specifics of how your institution is using the system.
3. Projects

This section of the guide takes you through all the different parts of a project record.

You may need to check your internal processes to confirm specifics of how your institution is using the system.

3.1 Project Key Players

Only members of the Project Create group (and Pre-award Admin and Administrators) can create projects. Once a project has been created, it is assigned to a set of Key Players who can manage project details and submit the project for approval. The key players are made up of the following people associated to the project:

- Project Lead (PI)
- Co-Investigator(s)
- Any additional Editors specifically named on the project, who can edit the parts of the project that they have been given permission for
- Org Unit\(^1\) Administrators of the Org Units associated to the project

---

\(^1\) The Org Unit will be the Cost Centre that the applicant is linked to in the Human Resources system. Examples of Org Units are Other Applied Health Sciences, Applied Medicine, HSRU, Chemistry and Economics.
3.2 Create Project

From the Projects menu item select **Create Project** to go to the Create Project form:

Enter details of the Project then select **Create Project**. The project is now put into the Bid Development stage of the workflow. The Key Players are also assigned to the project and will receive automatic notifications.
Select the **Details** tab to view and edit the project details. Additional fields are now available for you to complete as needed.

For example, visibility of a project (who can see the project in the system) is determined by the **Visibility** field:

- By default, ‘Only people involved in this project’ is selected. This means that only people involved in the project (and Administrators) can see the project you are working on. You can add visibility to additional individuals by selecting ‘People involved in this project and …’ and then selecting additional users from the list available.

**Having visibility of a project does not mean someone can edit the project details. View permissions and edit permissions are managed separately.**

At Bid Development stage, key players can edit the details for the project and, when ready, **Submit for Approval**.
Complete the Other Editors field to add other people to the project whom you want to have both view and edit permissions for their own Org Unit\(^2\) in the project. For example, if you have a Physics and Biology project and an Other Editor is in the Biology Org Unit, they can only edit the Biology parts of the project. If the Other Editor was in Chemistry, they wouldn’t be able to edit anything, because they are not in the Physics Org Unit or the Biology Org Unit.

### 3.2.1 Create Subproject

Subprojects within the overall main project each have their own budget and other particulars, and each has its own tab for displaying and maintaining those details.

Subprojects are created in two ways:

- Subprojects are created automatically if you create a Project with a PI in one department and a Co-I in another department. This is the preferred method, so where possible please add your Co-Is at this stage.
- Subprojects may be created explicitly

Explicit creation of a subproject starts by going to the project’s Summary tab and selecting to add a subproject as shown at the foot of the screenshot below:

This leads to the Create Subproject display:

---

\(^2\) The Org Unit will be the Cost Centre that the applicant is linked to in the Human Resources system. Examples of Org Units are Other Applied Health Sciences, Applied Medicine, HSRU, Chemistry and Economics.
Complete the details and select **Update** to create the Subproject.

The other details (e.g. Funder) not shown in the above Create Subproject form are copied across from the main project. They may then be edited separately as required for each Subproject.

Each Subproject receives its own tab, as shown here:
3.2.2 Partners

The Partners tab is used to record information about other Organisations you may partner with for a project.

From the Partners tab, select Add Partner to display the Add Partner form:

![Add Partner form]

Depending on the role selected, other fields may appear – for example to record if a partner is paid through the lead organisation.

Your systems administrators maintain the list of partner organisations that appear in the selection list.

Complete the fields and then select Submit to add the Partner record to the Partners tab.

Note, if the Project contains Subprojects, you must select which Subproject the Partner is applicable to.
### 3.2.3 Budget

During the Bid Development stage, the Budget tab is used to put together the proposed budget for the project, including a separate budget for each subproject. You can see:

- **Cost to HEI** (how much a project will cost the institution)
- **Cost to Funder** (the amount of the Cost to HEI you are allowed to apply for, based on their funder rules)
- **Price to Funder** (the amount the Funder may award, based on their funder rules)
- **Surplus /-Deficit** (the Price to Funder minus Cost to HEI)

Select 🍀 (green add icon) to add a budget line under this heading.
Select ✍️ (pencil edit icon) to edit existing budget lines.
Select ✕ (red delete icon) to delete budget lines.
Select 🌐 (blue information icon) to display additional budget line information and view any warnings indicated by the orange warning triangle.

Add, edit and delete options won’t always be available to you. For example, during the project approval process, the budget is locked and cannot be amended.

When you display additional budget line information, you can roll over the warning triangles to get more information.

For example, in the display shown below the warning triangle shows a message saying that the Increment Rules have been changed from Automatic to Manual (Salary Scale).

The Budget Summary section at the bottom displays a summary of automatically calculated budget related data:
Where you have multiple Subprojects, the Summary tab within the All main tab summarises the totals for each Subproject, as you can see towards the bottom of the example below:

### 3.2.3.1 Putting together your proposed Budget

During bid preparation you are laying out the budget for your project. Your Org Unit administrators can help you put together your budget. For multi-funder budgets, you can work on the budget as a whole, or you can use the Funder Filter options to manage budgets on a per Funder basis.
The budget is broken down into a number of sections.

- Directly Incurred costs cover the costs spent specifically to enable the project to be carried out. This might include a research assistant you want to work on your project, or the costs of travel you will incur as part of the project. Directly Incurred costs are often called DI costs.

- Directly Allocated costs cover the costs of shared resources used by the project, where the same resources may also be used on other activities. This may include existing members of staff involved on the project, and any estates and infrastructure technician costs incurred as part of the project. Directly Allocated costs are often called DA costs.

- Indirect Costs are non-specific costs charged across all projects, based on estimates, which are not otherwise included as directly allocated costs. Indirect costs are calculated automatically using agreed rates. Efficiency Rates can also be assigned for Indirect Costs depending on the Funder Scheme for the project.

- Exceptions are costs not covered as above.

3.2.3.2 Adding Staffing Budget Lines

You can add Directly Incurred – Direct or Temp Staff, and Directly Allocated – Existing or Pool Staff.

Select the green Add button to display an Add Staff form and complete the relevant fields. Each form varies based on the permissions of the user adding the budget line and the type of staff being added to the budget (Staff, Pool Staff, Temp Staff).

If you are a member of the HR Lookup group you can look up/ search for Direct or Existing staff members on the HR system, and the relevant fields will provide default information for you.

If you are a member of the Advanced Budgeters group you can see all the detailed information, including salary details. Only a subset of staff data is visible to other users.
### 3.2.3.3 Project Create Users with HR Lookup Permissions

If a Project Create user is adding a DI or DA staff line and they have the HR Lookup permissions, then they will be able to select people from the HR/Payroll feed.

Without the Advanced Budgeter role they will not be able to see the salary details directly. Example below:

The Project Create user has searched for Barry using the HR Lookup. His data has been returned but is hidden from view.

Select **Add Work Spell** where staff time allocation on a project varies.
3.2.3.4 Adding Non-Staff Budget Lines

You can add Directly Incurred non-staff costs, including: Travel and Subsistence, Professional Services, Consumables, Equipment and Partner Costs.

Select the green **Add** button to display the relevant data entry form:

![Add Travel and Subsistence form](image)

Enter the Start and End Dates for the period of expected spend.

---

**About VAT form fields**

When adding Directly Incurred Non-Staff budget lines, you will notice that the VAT form field in most cases is empty. The only exceptions are Equipment* and Audit, where the VAT field is set at **Standard Rate (20%)**.

Please leave empty VAT fields as they are, and – contrary to what is indicated in the form – add the **total** cost (incl. any VAT) to the **Cost ex. VAT** field.

*If you are adding Equipment for medical research, please change the Standard Rate to **Zero Rated (0%)**.

Select **Add** to add the budget line.
Selecting the blue 📊 next to the budget item toggles a detailed display which looks like this:

<table>
<thead>
<tr>
<th>Consumables (EPSRC)</th>
<th>£11,033.26</th>
<th>£10,000.00</th>
<th>£8,000.00</th>
<th>£-3,033.26</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong> 3 Aug 2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>End Date:</strong> 31 Jul 2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Costing Method:</strong> Manual</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estate Costs: £</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure Technician Costs: £</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Costs: £</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Uninflated Cost: £</td>
<td>10,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAT: £</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uninflated Cost: £</td>
<td>10,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inflation: £</td>
<td>1,033.26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inflated Cost: £</td>
<td>11,033.26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost to HEI: £</td>
<td>11,033.26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funder Costing Method: Automatic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funder Uninflated Cost: £</td>
<td>10,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funder Inflation: £</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost to Funder: £</td>
<td>10,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pricing Method: Automatic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price: £80</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surplus / Deficit: £</td>
<td>8,000.00</td>
<td></td>
<td></td>
<td>-3,033.26</td>
</tr>
</tbody>
</table>

In this example, the system has a non-staff inflation rate of 0% so the total cost to HEI (inflated cost) is £10,000.

The pricing rules for the selected funder say that the funder will likely pay 80% of uninflated cost (i.e. £8,000) which leaves a deficit of £3,033.26.
3.2.3.5 Add Directly Allocated Research Facilities

Add Directly Allocated Research Facilities as a **Fixed Cost**, as shown in the screenshot below.

**Important:** Before adding costs to your budget, you must first obtain all necessary quotations for University Core Research Facilities and IT Services and Equipment and upload them to the Documents tab in Worktribe. Our separate user guide, Costing Research and IT Facilities, will step you through this process.

Please obtain quotes well in advance of submitting your costing proposal.

![Add Research Facility (DA)](image)

Select **Add** to add this budget line.
3.2.3.6 Add Research Student Stipends

You can add Research Studentship Stipends as a fixed amount or by selecting the Stipend Rate. The budget category section (e.g. DI Staff or Exception) will be determined by the Project funder.

You can also add Research Studentship Fees manually. There are no pre-set rates for tuition fees.

3.2.3.7 Duplicating Budget Lines

You can add additional budget lines by duplicating an existing line item using the duplicate icon:

A form will appear pre-populated with budget details for the existing line item, in which you can edit the description or other information before selecting Add.
3.2.3.8 Foreign Currency Budgets

Budget details are always entered and stored in Sterling, but may be viewed in other currencies.

By default, the system will use the current currency and inflation rates maintained by system administrators, but you can also request another currency to use for this project only.

When a budget is unlocked for editing you can change the budget currency by selecting the Actions button:

Then select Budget Settings from the resulting drop-down menu, and change the currency as necessary, using the form below:

The Currency Rate is pre-set – do not change it manually.

Make your changes then select Update.

For projects where the currency has already been changed from Sterling, you will see a currency selector (as shown below) that allows you to flip the budget between currencies and shows the currency rate being used for conversion.
3.2.3.9 Budget Scenarios

Only one budget scenario can be active at any one time. However, you can add multiple budgets and, at the relevant time (e.g. when submitting for approval), choose which budget to use as your active budget.

You can copy an existing budget to use as a start point if you wish.

To create a new budget, select the Actions button then select Create New Budget.

Give your new budget scenario a name and select the relevant currency option. You can choose to copy budget lines from an existing budget, as shown in the screenshot below:

Alternative budgets can be accessed from the grey button that appears when a project has multiple budget views. The active budget is shown as (ACTIVE). The button label displays the name of the budget currently being viewed – which does not need to be the active budget.
To change the active budget, first select the budget you wish to make active, then select **Actions > Make Active Budget**.

To delete budget scenarios that are not marked as the active budget, first select the budget you wish to delete, then select **Actions > Delete Budget**.

### 3.2.4 Actuals

If a project’s funding submission is successful the budget is updated during the Award Setup stage to reflect the actual award received. The budget line data is then exported to the University's finance system during the Project Setup stage.

An Actuals tab will appear at Project Live stage, for those users with the required user permissions. Integration with your finance system updates the Actuals tab with your spend against the project.

The Budget figure on the Actuals tab is the Cost to Funder (the budget amount applied for).
3.2.5  Peer Review

Peer review has its own simple workflow that runs in parallel with the main project workflow. The PI or Co-I(s) (and their nominated administrators) can request a peer review using this facility. The request notifies the peer reviewers with details of the key aspects of the review. At all stages, notifications are sent to relevant users based on a user’s involvement at a workflow stage.

From the Peer Review Tab select Add Peer Review. Enter details then select Add.
The peer review request is then Pending Submission, as shown in the screenshot below. You may select **Edit Details** to revise the contents of the request, or select **Submit to Reviewer** to send the request to the reviewer.

Selection of **Submit to Reviewer** leads to the following data entry panel. Amend the default message as appropriate and select **Submit**.
Multiple parallel peer reviews may be conducted in a single project. Below shows a list of 2 requested peer reviews on a project’s Peer Review tab.
When a peer review is submitted, the reviewer receives a notification, and the request also appears on their Home screen as one of the Peer Reviews Assigned To Me. The Peer Reviewer can follow the link in the notification or Peer Reviews Assigned To Me display, to see the details of the peer review request, as shown below:

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Real Fires for the safe design of tall buildings</td>
</tr>
<tr>
<td>Peer Review Notes</td>
<td>Can you look at the science please</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Debra Head of School</td>
</tr>
<tr>
<td>Review Coordinator</td>
<td>Alan Rigby</td>
</tr>
<tr>
<td>Assigned To</td>
<td>Debra Head of School Alan Rigby</td>
</tr>
<tr>
<td>Review Required By</td>
<td>30 Sep 2019, 13:35</td>
</tr>
<tr>
<td>Status</td>
<td>Pending Review / Reviewing</td>
</tr>
<tr>
<td>Submitted for Review</td>
<td>3 Sep 2019, 12:03</td>
</tr>
<tr>
<td>Subproject</td>
<td>School of Chemistry</td>
</tr>
</tbody>
</table>
The Peer Review is now in Pending Review/Reviewing stage. The reviewer can examine the project information by selecting the link to the project. On selecting **Mark Complete**, the reviewer sets the assessment status as Red, Amber or Green, as seen in the example below.

![Mark Complete: Project ID: 27298 Peer Review Request](image)

Once all is completed, select **Update** to save the peer review result.

The Peer Review is then set at Review Complete stage and is assigned back to the Peer Review Coordinator. If the review does not result in a Green assessment, there is an option to resubmit for review.
3.2.6 Documents

The Documents tab can be used to collate related paperwork and files such as quotes for products and services from Research Facilities. Documents/files can be given one or more tags (e.g. ‘award letter’) to facilitate browsing and categorisation of project files.

On the Documents tab as shown below, select Add Document to display the Add Document form. Complete the form as necessary then select Update. Key players can add, edit and delete documents throughout the project lifecycle.

You can set the visibility for Documents. The available options are:

- People involved in this Project (Project Lead, Co-Investigator, Org Unit Admin of the selected Org Unit, Project Document Management and the person the item is assigned to)
- Created by and … (Whoever created the document and those you select in the View Access field which is displayed when you use this option)

Users may be assigned to the Project Document Management group which enables them to see all projects in the system, and create, read, update and delete documents relating to a project.
3.2.7 Benefits

The Benefits Tab is used to record benefits for the project. From the Benefits tab, select **Add Benefit**. Complete the form as necessary and select Update. Key players can add, edit and delete benefits throughout the project lifecycle.

3.2.8 Risks

The Risks Tab will display the **Complete Assessment** as shown below. The following instructions refer to this risk assessment checklist.

![Risk Assessment: HIV and Central Africa: symbiotic relationship](image-url)
The project workflow has been configured so that the risk assessment must be completed before submitting the Project into Bid Approval.

The default Title for the risk assessment is the project title. Amend this if required – for example, if you have created several draft versions of the risk assessment, you might find it helpful to amend the title of each to help distinguish one from another.

For each question, select Yes or No from the drop down list. For Yes responses, a field to provide Additional Information appears. These fields must be completed.

The risk assessment may have been configured for your specific Institution’s needs at time of Implementation or through subsequent changes. Sometimes, answering a question will result in other questions appearing to obtain further details.

Check your internal processes for rules on completing risk assessment checklists.

Once you have completed all questions, select Update.

If you have created more than one risk assessment, you should delete all but the final version of before submitting the Project into Bid Approval. Otherwise approvers will not know which one to refer to.

3.2.9 Split
The Split tab is used to record apportionment of credit on a project.

Credit is assigned to individuals and total credit across all individuals listed should add up to 100%.
3.3 Duplicate a Project

To create a duplicate project from an existing project from whatever stage that project is at, use the Actions icon in the Project header as shown below.

![Project header with Actions icon highlighted](image)

This is to allow the same (or a very similar) project to be submitted to a different funder and is not the same as creating a new budget.

The new project will be created with the same name as the source budget but with ‘Copy of’ added at the start of the name. The project will be created at Bid Development workflow stage, so that the new project does not skip approvals.
4. Project Workflow

Worktribe uses workflow to drive activity throughout the project lifecycle, from Bid Development to Project Closed.

4.1 Basic Project Workflow
4.2 Bid Development Stage

After a project has been created it is in Bid Development.

Approvers are automatically determined, based on the Org Units associated to the project. When you have completed all the required project information, select **Submit for Approval**. Amend the default message as necessary and select **Submit**.

Confirmation of the action is then displayed, and the recipient will receive a notification. See the comments log for additional confirmation.
4.3 Bid Approval Stage

You will receive a notification when you are required to approve a project. Follow the link to the project in your Notifications or open the project from Projects Assigned To Me on your Home page dashboard. The status display below shows the status of a multi-department project which requires approval from both Chemistry Admin and Biological Sciences Heads. It is being viewed by the Biological Sciences Head, so the red and green action buttons appear immediately below the School of Biological Sciences Heads line.

Where a project involves more than one Org Unit, all the approvals required are always listed, so you can see the status at any time.

Select **Approved** or **Not Approved** or use the workflow actions from within a subproject to approve a project, when you see a red notification on the subproject tab:
Whichever option you select you will be prompted to review and submit a confirmation message.

Amend the default message as necessary and select **Update**. Confirmation of the action is displayed as shown below, and the recipient will receive a notification.

![Image of confirmation message](image)

You approved this.

Once all necessary approvals have been given, the project moves into the Bid Submission stage.
4.4 Bid Submission Stage

Once approval has been completed by all relevant Org Unit approvers the project moves into the Bid Submission stage. The project details can now be downloaded in template format that facilitates submission into Funder portals.

Select Actions then select Export Budget to view available export options.

Only users assigned with the Funder Portal Data Extract group can download the projects data (e.g. as a Je-S export).

The range of templates displayed will change depending on the type of funder selected.
Select a template from the options available and select **Export**. Then make the submission to the funder.

Once you have completed the submission to the Funder Portal, select **Mark as Submitted**. The resulting data entry form requests the HESA Funder Category (if not already recorded) and whatever notes you think are appropriate. When you select **Update** it then automatically records the date of submission.

The project status is now Bid Awaiting Response.
4.5 Bid Awaiting Response Stage

At this stage in the workflow the project is assigned to Pre-Award Admin, who can make amendments if required, or put the project back to Bid Development to enable other key players to edit the project.

If **Unsuccessful**, the status is changed to Bid Unsuccessful.

If a bid has been **Successful**, the user must enter the Bid Awarded Date and the Funder Award Reference. Then the project status moves to Award Setup.

You may wish to archive unsuccessful bids. Refer to internal processes for when projects may be archived.

4.6 Bid Unsuccessful Stage

At this stage in the workflow the project is assigned to the Key Players, who can return the bid to Awaiting Response stage if it has been marked unsuccessful in error. Some systems are configured to move bids to Bid Unsuccessful stage automatically after 365 days.
4.7 Award Setup Stage

At Award Setup the project is assigned to Pre-Award Admin and the Org Unit Admin, who can update the budget lines to reflect the actual award value then **Submit for Award Acceptance**. Alternatively, the assigned user can **Withdraw** the project, which archives it.

4.7.1 Budget Reprofiling

Where the actual award value is different from the submitted bid, the budget can be re-profiled. To do this, select a number of budget lines, then set an award Cost to Funder or award Price to Funder and the system will split that proportionately across the selected budget lines. The apportionment is based on the Cost to HEI.

Budget reprofiling cannot be undone, so you may want to create a new version of the budget first.

Select **Actions > Select** to choose the budget lines you want to allocate all or part of the award to:

Use the checkboxes now displayed beside each budget category and budget line to select the appropriate items, as shown below. (Alternatively, you could use **Actions > Select All** to select all of the budget lines.)
Then select **Actions > Reprofile Award** to set the amount. The following form will be displayed:

![Reprofile Award Form](image)

Enter the amounts and select **Reprofile**.
4.8 Award Acceptance Stage

The project approvers are notified that the project needs to be reviewed for final approval. At Award Acceptance the updated project information is typically approved by the same people who approved the project for submission.

Change the budget view to view the submitted budget against the adjusted budget. Or review the Comments logs to see what changes were made prior to submission for award acceptance.

If Approved, a budget snapshot is taken and the project status is moved to Project Setup.

If Not Approved, the project returns to Award Setup.
4.9 Project Setup Stage

At Project Setup, the project is assigned to Post-award Admin, to update information in readiness for the project going live. This may include adding a Project Finance Code to link the project budget to the project setup in the finance system.

NOTE: The Finance Project Code must be unique for each Subproject within a Project, even if the Subprojects have the same Org Unit.

Select **Put Project Live**, which leads you to the next screen:

Complete the fields as needed then select **Update**, which takes the project to Project Live stage.
4.9.1 Milestone Templates

Milestone templates are a predefined series of project milestones. For example, an RCUK project typically has milestones that start after the project start and/or before the project end.

Milestones and milestone templates are only available and visible if your Institution has purchased the Worktribe Post-Award software product.

Only members of the Admin group can create, amend or delete a milestone template.

Refer to internal processes for how to request a milestone template to be set up.
4.10 Project Live Stage

Once a project is live, the Key Players have access again.

If the Post-Award product has been purchased, key players can create a virement or a supplement as needed, and/or a no-cost extension.

Key players can also mark the project as Complete once it is finished.

Here is an overview of the workflow stages once the project is live:

4.11 Options at Project Live Stage

Once a project is live it is possible to create a supplement or virement. Only one can be created at any time. If a supplement is in progress, then it must be completed or cancelled before a virement can be made.
4.12 Supplements

A Supplement enables you to apply for some additional funding for work that relates to an existing project.

The supplement workflow is similar to the project workflow. When a supplement workflow is started a snapshot is made of the original budget. A snapshot is also made of the supplement budget when it is submitted.

If a supplement is awarded, at the Supplement Setup stage the original and supplement budgets are combined, so that the active budget reflects the total funds available to the project.

4.13 Virements

Virements may be used to move funds from one budget category to another, for example from Travel to Consumables.

Any changes must meet the funder rules on permissible costs.

A virement must be approved before it is made part of the active budget.

4.14 Extend

An extension is where the end date of a project may be changed, but without changing the cost of the project. (This is called a no-cost extension.) On selecting Extend you will be asked to provide a proposed new end date, with some explanatory text.

The new end date must be approved in order for it to change the actual project end date.
5. Milestone Workflow

Worktribe Post-award uses workflow to allow for the review of Milestones, where appropriate.

Where the Reviewer has been set on a Milestone Category, closing a milestone will put it into Reviewing, notifying the reviewer of the work to be done. For more information on setting up Milestone Categories and Milestone Templates, see below.
6. Reporting

From the Reports menu there are a range of pre-defined reports that you can view on screen and export to PDF or Excel. The reports draw on information from across the system.

Reports can be filtered by organisational units, Project Activity Type and HESA Funder categories to view a greater level of granularity.

You will need to be a member of the Project Reporting group to gain access to project reports.

For ‘by Count’ reports, if you have a number of projects that include multiple org units they will only be counted once on the University count row but will be included on each org unit. The same can be said when filtering by HESA Funder Category. It will show any projects that have multiple categories.

Projects will appear on reports depending on their status in the project workflow.

The following table provides a brief guide on the reports available and at which stage in the project workflow projects will be counted. Note that other reports are available if you have purchased the relevant product (e.g. Outputs product for the Outputs reports).

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Stage report shows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards by Count</td>
<td>The number of awards made per org unit</td>
<td>Award Setup</td>
</tr>
<tr>
<td>Awards by Value (£)</td>
<td>The value of awards made per org unit</td>
<td>Award Setup</td>
</tr>
<tr>
<td>Bids by Count</td>
<td>The number of bids made per org unit</td>
<td>Bid Awaiting Response</td>
</tr>
<tr>
<td>Bids by Value (£)</td>
<td>The value of bids made per org unit</td>
<td>Bid Awaiting Response</td>
</tr>
<tr>
<td>Cost Recovery (£)</td>
<td>The contribution of overheads made per org unit</td>
<td>Bid Awaiting Response</td>
</tr>
<tr>
<td>Funder Categories by Count</td>
<td>Funder categories for successful awards</td>
<td>Award Setup</td>
</tr>
<tr>
<td>Funder Categories by Value (£)</td>
<td>Funder categories for successful awards by value</td>
<td>Award Setup</td>
</tr>
<tr>
<td>Top 10 Funders By Count</td>
<td>The top 10 funders by successful awards</td>
<td>Award Setup</td>
</tr>
<tr>
<td>Top 10 Funders by Value (£)</td>
<td>The top 10 funders by successful award value</td>
<td>Award Setup</td>
</tr>
<tr>
<td>Partnerships</td>
<td>Project partnerships by org unit</td>
<td>Bid Awaiting Response</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Procurement</td>
<td>Projects where Consumables/Equipment cost to HEI is over £25,000</td>
<td>Bid Awaiting Response</td>
</tr>
<tr>
<td>Success Rates by Count (%)</td>
<td>The percentage of bids that were successful by Lead Org Unit Bids are not counted as successful until they reach Award Setup stage</td>
<td>Bid Awaiting Response</td>
</tr>
<tr>
<td>Success Rates by Value (%)</td>
<td>The percentage of successful bids vs unsuccessful bids value. Bids are not counted as successful until they reach Award Setup stage</td>
<td>Bid Awaiting Response</td>
</tr>
<tr>
<td>Successes by Count</td>
<td>The number of successful bids by lead org unit. Bids are not counted as successful until they reach Award Setup stage</td>
<td>Bid Awaiting Response</td>
</tr>
<tr>
<td>Successes by Value</td>
<td>The value of successful bids by lead org unit. Value of the bid is shown. Bids are not counted as successful until they reach Award Setup stage</td>
<td>Bid Awaiting Response</td>
</tr>
<tr>
<td>Workflow</td>
<td>Reports detailing projects stages and timings</td>
<td>All</td>
</tr>
<tr>
<td>Workload</td>
<td>A person’s workload over a defined period</td>
<td>Any (available to admin only)</td>
</tr>
</tbody>
</table>
Below is an example of a ‘Bids by value’ report. Note how the data is presented both graphically and in tabular format: