

## University of Central Florida eRA Requirements Matrix

Please mark the appropriate box with an X if you meet the System Requirements in the table below. Feel free to elaborate or explain in the notes section or include in narrative response in section 4.1 (please refer to requirement number). \* Include configuration or customization cost in pricing structure in section 3.2H.

Seq Num	Area/Module	Requirement					Notes
			Out of the box	Configuration	Customization	Not Available	
<b>1.00</b>	<b>General Requirements</b>						
1.01	General Requirements	Must allow single sign-on capabilities using SAMLV2 with Shibboleth IDP					
1.02	General Requirements	User Groups/Roles configurations					
1.03	General Requirements	Web-based interface and allow for mobile device access, i.e. compatibility with chrome and safari					
1.04	General Requirements	Compatible with common web browsers - IE, Firefox, Chrome, Safari, etc.					
1.05	General Requirements	Vendor strategy for providing system redundancy, system backup, and disaster recover					
1.06	General Requirements	Vendor has provided solution to other research Universities of similar or larger size (references)					
1.07	General Requirements	Easily accessible help information is available within eRA solution					
1.08	General Requirements	Ability to check federal audit clearing house for sub-awards					
1.09	General Requirements	Ability to allow document storage of different document formats					
1.10	General Requirements	Allow for record retention of up to 5 years and beyond if needed					
1.11	General Requirements	Ability to integrate with PeopleSoft Financials, PeopleSoft Grants module and other software solutions with: <ul style="list-style-type: none"> <li>• Automated XML request and response messaging</li> <li>• Support for outbound document exchange</li> <li>• Support for additional integrations developed in-house</li> </ul>					
1.12	General Requirements	Ability to integrate with PeopleSoft HCM version 9.2, with: <ul style="list-style-type: none"> <li>• Effort reporting export capability to PS HCM</li> <li>• Automated XML request and response messaging</li> <li>• Support for outbound document exchange capability</li> <li>• Support for additional integrations developed in-house</li> </ul>					
1.13	General Requirements	Vendor strategy for training super-users/end-users, and documentation					
1.14	General Requirements	Availability for dedicated DEV, Test, and QA environments and production environment, plus periodic environment refresh capability					
1.15	General Requirements	Capability for on premise installation; specifications for implementation					
1.16	General Requirements	Cloud based installation; specifications for implementation					
1.17	General Requirements	Capability to share key objects, such as Customer and Customer designation, UserID, Person Data, Chart fields, Vendors, etc.					
1.18	General Requirements	Capability to export data for reporting, accessibility to data for data warehousing					
1.19	General Requirements	System compliance with NIST 800-171 requirements					
1.20	General Requirements	Proposer will provide electronic documentation for key processes on all installation, configuration, data integration and cut over processes.					
1.21	User/PI General Requirements	Ability to efficiently complete and submit proposals					
1.22	User/PI General Requirements	Ability to efficiently complete and submit IRB and IACUC Protocols					
1.23	User/PI General Requirements	Efficiently meets the requirements for Conflict of Interest (Uniform Guidance sub part e 200.430)					
1.24	User/PI General Requirements	Efficiently satisfy the federal effort certification requirements					
1.25	User/PI General Requirements	Easily track state of protocol or proposal					
1.26	User/PI General Requirements	Role enabling Central Office & Departmental Admins to support PI					
1.27	User/PI General Requirements	Appropriate electronic notifications					
1.28	User/PI General Requirements	Reporting capabilities for PI and Deans on awards, proposals, etc.					
1.29	User/PI General Requirements	Minimize touch points of PI from proposal submitted to Central Office to proposal submitted to Agency					

1.30	User/PI General Requirements	Minimize touch points of PI from proposal awarded to account set up in financial application					
1.31	User/PI General Requirements	Receive information about relevant award opportunities					
1.32	User/PI General Requirements	Ability to edit proposal documents while proposals routing through college and central office a proposals					

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Seq Num	Area/Module	Requirement					Notes
			Out of the box	Configuration	Customization	Not Available	
<b>2.00</b>	<b>Proposal Development</b>						
2.01	Proposal Development	Configurable proposal questionnaire					
2.02	Proposal Development	Ability to identify research/project type: Instruction, research (basic/applied), training, clinical trial, construction, etc...					
2.03	Proposal Development	Configurable Check list					
2.04	Proposal Development	Configurable Facilities and Resources questions					
2.05	Proposal Development	Configurable Regulatory Compliance Questions					
2.06	Proposal Development	Configurable Technology Transfer questions					
2.07	Proposal Development	Preselected F&A rates, with ability to manually enter rates as needed					
2.08	Proposal Development	Ability to identify collaborating sponsor agencies/departments/faculty.					
2.09	Proposal Development	Configurable sponsor-type menu (Federal, Federal flow-thru, Foundation, Private, etc...)					
2.10	Proposal Development	Ability to add and view attachments.					
2.11	Proposal Development	Proposal Status field: i.e. Draft, Final, Pending, submitted, Awarded					
2.12	Proposal Development	Ability to view and add notes.					
2.13	Proposal Development	Electronic routing for approval and approval capture (workflow)					
2.14	Proposal Development	Ad-hoc workflow (ability to insert additional reviewers: approvers and reviewers)					
2.15	Proposal Development	Electronic notifications (approval, not required)					
2.16	Proposal Development	Electronic notification to PI(s) of final approval/submission					
2.17	Proposal Development	Ability to manually over-ride approvers once routed (by central office only- permission/role based)					
2.18	Proposal Development	Ability to lock proposals from editing (central office roles only - permission/role based)					
2.19	Proposal Development	System to system electronic form submission					
2.20	Proposal Development	Ability to download appropriate federal funding applications/form sets					
2.21	Proposal Development	S2S agency specific error checking and validation					
2.22	Proposal Development	Integration with PeopleSoft Grants					
2.23	Proposal Development	Budgeting Tool					
2.24	Proposal Development	Ability to automatically calculate standardized inflation increases (i.e. options to select 1-5% increases) for out years on proposal/project budgets					
2.25	Proposal Development	Integrated with Payroll info in eRA system					
2.26	Proposal Development	Auto calculation of salary based on payroll information and effort level entered (%)					
2.27	Proposal Development	Application of appropriate fringe rate/automatic calculations					
2.28	Proposal Development	Ability to capture cost sharing obligations (voluntary and mandatory)					
2.29	Proposal Development	Pre-configuration of budget periods based on performance period selecting in proposal set-up					
2.30	Proposal Development	Subcontract(s) budgeting					
2.31	Proposal Development	Ability to create/maintain finance exempt budget categories and items					
2.32	Proposal Development	Ability to enter and distribute department/PI credit splits for projects					
2.33	Proposal Development	Ability to transfer (receive) data in Financials System					
2.34	Proposal Development	Auto Population of Personnel Profiles (should expand on actual data elements)					
2.35	Proposal Development	Central Data Population where values entered for a field automatically populate that data to other fields of the same type (name, address, etc.)					
2.36	Proposal Development	Reduction of duplicate/redundant data entry					
2.37	Proposal Development	Common numbering system					
2.38	Proposal Development	Hyperlink integration with COI, IRB, IACUC					
2.39	Proposal Development	Configurable Reqs and Certs for approvals					
2.40	Proposal Development	Work volume analytical tools					
2.41	Proposal Development	Mobile approval					
2.42	Proposal Development	Capability to copy prior application versions for updating and resubmission					
2.43	Proposal Development	"Administrative view" access during proposal development/proposal routing					
2.44	Proposal Development	Tracking and reporting of proposals data					

2.45	Proposal Development	Configurable Central office workload dashboard/management tool (Analysts and supervisor level views)					
2.46	Proposal Development	Current and Pending Work content for sponsor					

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			Out of the box	Configuration	Customization	Not Available	
3.00	Proposal Tracking/Award Management						
3.01	Proposal Tracking/Award Management	Ability to upload/maintain post-submission documents					
3.02	Proposal Tracking/Award Management	Ability to find/link to system modules for related compliance information (IRB/IACUC/COI/etc....)					
3.03	Proposal Tracking/Award Management	Ability to update/revise actual award data elements and budget information (w/o overwriting proposal data)					
3.04	Proposal Tracking/Award Management	Ability to initiated award set-up process and route to ERP (PeopleSoft Grants)					
3.05	Proposal Tracking/Award Management	Ability to established Pre-award accounts (Advanced accounts and 90-day pre - award spending)					
3.06	Proposal Tracking/Award Management	Ability to track contract negotiation process (if contract module unavailable)					
3.07	Proposal Tracking/Award Management	Ability to maintain subcontract/vendor information					
3.08	Proposal Tracking/Award Management	Ability to capture/review/maintain sub recipient information up to and including Uniform Guidance sub recipient post-award monitoring responsibilities.					
3.09	Proposal Tracking/Award Management	Ability to enter/track/maintain reporting requirements and deliverables such as progress reports, status reports, financial reports, compliance reports, invention statements, and scientific reports.					
3.10	Proposal Tracking/Award Management	Ability to notify PI's/Depts. of pending report deadlines					
3.11	Proposal Tracking/Award Management	Enable easy and effective award closeout in system					
3.12	Proposal Tracking/Award Management	Ability to develop and revise budgets for carryovers, modifications, revisions, etc....					
3.13	Proposal Tracking: Sub recipients	Ability to track contacts with sub recipients					
3.14	Proposal Tracking: Sub recipients	Capacity to manage outgoing sub-awards/sub-contracts					
3.15	Proposal Tracking: Sub recipients	Ability to search status of sub-awards in the system					
3.16	Proposal Tracking: Sub recipients	Ability to collect FEIN, CFDA number, DUNS number, contact information, addresses, tax return information, financial statements, and other sub recipient information for audit purposes					

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			Out of the box	Configuration	Customization	Not Available	
4.00	IRB						
4.01	IRB: Development/Submission	New Human subjects protocol submission to IRB/committee originating from PI/Dept.					
4.02	IRB: Development/Submission	Ability to submit to workflow on behalf of PI					
4.03	IRB: Development/Submission	PI must sign off on protocol submission.					
4.04	IRB: Development/Submission	Electronic workflow routing					
4.05	IRB: Development/Submission	Workflow routing to include departmental workflow review and board review					
4.06	IRB: Development/Submission	Ability to ad hoc reviewers internal routing					
4.07	IRB: Development/Submission	Ability to assign designated reviewer/official reviewer					
4.08	IRB: Development/Submission	Ability to bypass reviewers by central office administration - adjust routing one time adjustment					
4.09	IRB: Development/Submission	Multi-round and reviews					
4.10	IRB: Development/Submission	Track history of IRB record (show timelines, version comparison, personnel, etc.)					
4.11	IRB: Development/Submission	Protocol Review Status should be configurable by administrator - Pending, IRB Admin review, Assigned to committee, IRB review, Active/Open to enrollment, Inactive/closed. Statuses should be defined at implementation					
4.12	IRB: Development/Submission	Ability to identify protocol type: Not Human (NHS), Exempt, Limited Review, Expedited, Full committee review					
4.13	IRB: Development/Submission	General protocol data collection capabilities: Title, funding source, department, personnel, area of research, study design, etc....)					
4.14	IRB: Development/Submission	Ability to lock protocols based on status. Ability to lock/restrict editing protocols to particular user roles based protocol workflow status. Ability to lock previous submissions, inability to delete previous submissions					
4.15	IRB: Development/Submission	Attachments: Allow for attachment type, description, status, user "stamping" / signature on approval letters					
4.16	IRB: Development/Submission	Ability to add notes, stipulations, reviewer comments to submissions and reviews (external view and private/IRB only)					
4.17	IRB: Development/Submission	Ability to link to other modules within eRA system					
4.18	IRB: Development/Submission	Common numbering system, or links to alternate/supporting modules					
4.19	IRB: Development/Submission	Ability to "force" completion of mandatory data/information requirements					
4.20	IRB: Meetings	Ability to establish, manage, and edit IRB meetings					
4.21	IRB: Meetings	Ability to add and remove reviewers to committees and Meeting Module					
4.22	IRB: Meetings	Ability to add items to meeting agendas					
4.23	IRB: Meetings	Ability to capture committee votes					
4.24	IRB: Meetings	Ability to capture, maintain, update, and export/distribute meeting notes minutes: Attendees, Adverse Event reviews, protocol reviews, etc....					
4.25	IRB: Meetings	Ability to configurable review outcomes ex. approve/modifications required, reject protocols					
4.26	IRB: Committees	Ability to create committees, import member profiles, roles and groups, quorum requirements, member roles, identify areas of expertise, capture training certifications					
4.27	IRB: Drugs	Ability to identify name of drug, use (on label/off label), controlled substance identification, IND#					
4.28	IRB: Devices	Ability to capture device name, manufacturer, risk assessment (non-significant/significant), FDA regulated (y/n), Investigational device #, Investigational device exception number					
4.29	IRB: Administrative	Ability to maintain CITI training records for UCF research personnel					
4.30	IRB: Administrative	Ability to integrate and or import export and import data from CITI					
4.31	IRB: Administrative	PI ability to generate "stamped" Informed Consent forms					
4.32	IRB: Administrative	Ability to send configurable auto notifications for upcoming IRB actions: renewal dates, etc.					
4.33	IRB: Administrative	Ability to send email notifications to all system users					

4.34	IRB: General	Ability to create, route and review Adverse Events (AE) and Serious Adverse Events (SAE) related to human protocols					
4.35	IRB: Review	Ability to identify primary/secondary reviewers					
4.36	IRB: Review	Ability to capture review status, i.e. Pending, Major revisions needed, minor revisions needed, approve, disapprove					
4.37	IRB: Review	Ability to configure review status i.e. Pending, Major revisions needed, minor revisions needed, approve, disapprove					
4.38	IRB: Review	Ability to compare changes between current protocol submission and prior protocol submission					
4.39	IRB: General	Ability to manage and track active protocols					
4.40	IRB: Administrative	Ability to deactivate expired protocols past expiration date and when PI is inactive					
4.41	IRB: Administrative	Ability to configure information displayed in the central office protocol submission work queue					

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			Out of the box	Configuration	Customization	Not Available	
5.00	IACUC						
5.01	IACUC: Development/Submission	Ability of investigators to create protocols and submit protocols to a committee throughout the protocol life cycle. and modify/update existing protocols					
5.02	IACUC: Development/Submission	Ability of investigators to modify/update existing protocols					
5.03	IACUC: Development/Submission	Ability to selected a designee to submit on behalf of Faculty.					
5.04	IACUC Development/Submission	Electronic workflow routing					
5.05	IACUC Development/Submission	Ability to define ad hoc reviewers					
5.06	IACUC: Development/Submission	Ability to bypass reviewers by central office administration					
5.07	IACUC: Development/Submission	Multi-round routing and reviews					
5.08	IACUC: Development/Submission	Track history of IACUC record (show timelines, version comparison, personnel, etc.)					
5.09	IACUC: Development/Submission	Protocol Review Status fields: Pending, Assigned to committee, IACUC review, Inactive/closed (others?)					
5.10	IACUC: Development/Submission	2. configurable status workflow considerations					
5.11	IACUC: Development/Submission	Ability to identify protocol type: types tbd					
5.12	IACUC: General	General protocol data collection capabilities: Title, funding source, department, personnel, area of research, study design, etc....)					
5.13	IACUC: General	Ability to lock protocols based on status					
5.14	IACUC: General	Allow for attachment type, description, status, user "stamping"					
5.15	IACUC: General	Ability to add notes to protocols at any time in the lifecycle.					
5.16	IACUC: General	Ability to link to other modules within the eRA tool. Common numbering system, or links to alternate/supporting modules					
5.17	IACUC: General	Ability to "force" completion of mandatory data/information requirements (required fields)					
5.18	IACUC: Meetings	Ability to establish, manage, and edit IACUC meetings					
5.19	IACUC: Meetings	Ability to add and remove reviewers to committees and Meeting Module					
5.20	IACUC: Meetings	Ability to add items to meeting agendas					
5.21	IACUC: Meetings	Ability to capture committee votes					
5.22	IACUC: Meetings	Ability to capture, maintain, update, and export/distribute meeting notes: Attendees, protocol reviews, etc....					
5.23	IACUC: Meetings	Ability to approve/ approve with modifications required / table / reject protocols					
5.24	IACUC: Committees	Ability to create committees, import member profiles, roles and groups, quorum requirements, member roles, identify areas of expertise, capture training certifications					
5.25	IACUC: Administrative	Ability to send notifications for upcoming IACUC actions: renewal dates, etc.					
5.26	IACUC: Review	Ability to identify primary/secondary reviewers					
5.27	IACUC: Review	Ability to capture review status, i.e. Pending, Major revisions needed, minor revisions needed, approve, disapprove					
5.28	IACUC: Review	Ability to capture reviewer comments (external view and private/IACUC only)					
5.29	IACUC: Review	Ability to compare changes between protocol and other related protocols?					
5.30	IACUC: General	Ability to manage, link and track active protocols					
5.31	IACUC: General	Ability for Task-based protocol review workflow/workload management					
5.32	IACUC: Development/Submission	Ability for Investigators to respond to reviewer comments					
5.33	IACUC: General	Stipulation creation and management by IACUC submission managers					
5.34	IACUC: General	Ability to track Species usage per protocol					
5.35	IACUC: General	Ability to manage animal species inventories					
5.36	IACUC: General	Ability to auto archive after specified retention policy deadline is met					
5.37	IACUC: General	Revision history					
5.38	IACUC: General	Reporting consideration for AAALAC & USDA					

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			Out of the box	Configuration	Customization	Not Available	
6.00	COI						
6.01	COI	User Configurable Questions					
6.02	COI	User Configurable Forms					
6.03	COI	Electronic routing for approval and approval capture (workflow)					
6.04	COI	Attachments					
6.05	COI	Ability to create, modify and maintain COI disclosure forms					
6.06	COI	Notification for potential conflicts for further review					
6.07	COI	Electronic reminders i.e. delinquency					
6.08	COI	Ability to identify and manage search conflicts for each Investigator through resolution, in flight and completed disclosures					
6.09	COI	Combined annual COI reporting to include research and non-research questions					
6.10	COI	Ability for system to identify required COI disclosure and appropriate routing based on employee classification					
6.11	COI	Ability for COI Admins to manually add employees not identified based on employee classification					
6.12	COI	COI dashboards for central office reporting					
6.13	COI	Tasks and views based on role type					
6.14	COI	PI has ability to copy previous COI disclosures to current year disclosures					
6.15	COI	Central office has ability to review prior years COI disclosures					
6.16	COI	System should identify transaction based and research-initiated (project certification based) disclosures, and permit updates/amendments to disclosures					
6.17	COI	Delinquency to PI, Dept., Escalation: Automated delinquent reports split out by department and college that can be distributed without manual updates or human interference, at the 30-day mark, 45-day mark, and finally at 60-days for provost action					
6.18	COI	History - Ability for reviewers to see all of the disclosures that they have reviewed					
6.19	COI	Integration -system automatically updates to reflect UCF department and college structure					
6.20	COI	Workflow on conflict management plans					
6.21	COI	Ability to add comments and notes (internal/external) in the system					
6.22	COI	Integration with CITI					

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			Out of the box	Configuration	Customization	Not Available	
7.00	Effort Certification						
7.01	Effort Certification	Simple graphic user interface					
7.02		Integration with PeopleSoft Financials, HRM and eRA system modules; pre-award module time and commitments for each research team member.					
7.03	Effort Certification	Ability to certify effort on a project basis					
7.04	Effort Certification	Easy verification of direct labor charges related to sponsored project activities					
7.05	Effort Certification	Ability to report employee time devoted to federally sponsored projects as an institute					
7.06		Principal Investigator affirmation record that accurately reflects work performed by the Principal Investigator and individual research team members. a. The system should enable bi-weekly, monthly, quarterly or bi-annual affirmation records. Non-exempt employee affirmation record indicating hours worked per day b. The system should enable bi-weekly and/or monthly affirmation records.					
7.07		The system must compare pre-award vs actual cost share commitments from sponsor paid commitments.					
7.08		Display F.T.E project salary assignments for exempt and non- exempt employees. Integration with PS HR and Financials					
7.09		The system must record and calculate salary transfers to the F.T.E. project salary assignments. Integration with PS Human Resources and PS Financials					
7.10		The system must record and allocate graduate student tuition charges per project based on student's F.T.E. salary assignments					
7.11		System must have appropriate internal control cost assignment approvals at unit level with central management oversight.					
7.12		The employees F.T.E. academic assignments, per semester, must be displayed with employee's research commitments					
7.13		The system must display, track and report cost share salary commitments and actual cost share salary charges by employee on a per project basis. The system should indicate three cost share types: required cost share, volunteer committed cost share, and volunteer uncommitted cost share.					
7.14		Management portal for both unit and central administration to monitor, revise and validate field integrity.					
7.15		System communication to notify investigator and unit administrator of pending and late time and effort card affirmations.					
7.16		System communication capability between unit and central administration, and unit administration and investigator					
7.17		System documentation capabilities to record project effort case anomalies, audit documents, and transaction attachments as needed.					

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<b>8.00</b>	<b>Technology Transfer</b>						
8.01	Technology Transfer	Track Status of pending and patented IP					
8.02	Technology Transfer	Track royalty of IP					
8.03	Technology Transfer	Tracking expenditures and billing of IP					
8.04	Technology Transfer	Integration with other eRA system modules (Award Management, COI), etc.					
8.05	Technology Transfer	Track related intellectual property					
8.06	Technology Transfer	Automated notifications					