**Instructions for Downloading Grant Information from PennERA into the
Faculty Expertise Database System (FEDS)**

Information:

- PennERA (Penn's Electronic Research Administration) system "is the suite of web-based applications that streamline processes and provide more efficient tools for handling pre- and post award administrative tasks related to the sponsored projects of Penn's academic research community. PennERA is a full life-cycle system for research project development, support, and management." (https://www.pennera.upenn.edu/)

Instructions:

On the grants and contracts data entry screen in FEDS:

1. Choose either **Import all grants from PennERA (past, current and pending)** OR **Import current and pending grants**.

    Click appropriate button.

If grants have been previously downloaded from PennERA, clicking the button will only import grants that have not been previously downloaded.

The download will attempt to match grants that have been previously entered manually based on sponsor number and/or name of grant.

2. The next screen will provide the results of the import including the number of grants imported, the number skipped due to duplication and the number updated with new information.

3. PennERA does not store percent effort which is a required field for grant information in FEDS. After importing the information from PennERA, go to the %effort sorter. Enter percent effort for all grants and save.

4. If grants have previously been entered manually and grants from PennERA are imported, there may be duplicate grants that the system could not match. To correct this, use the link for grant manager to merge these entries. In the merge screen, two lists of grants appear. Click on the grants that need to be merged, one in the left column and one in the right column.

Note: At any point, PennERA data can be deleted from FEDS and import process can be started again.

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