PEER

(PAPERLESS ENVIRONMENT FOR ELECTRONIC REVIEW)
What is PEER?

PEER is a web portal maintained by Vanderbilt University which handles internal processing of grant related requests and contract submission and management. The information collected via PEER includes Conflict of Interest Certifications and Investigator Assurances for grant applications, new contract requests, and other award management items such as grant rebudget requests, effort changes, and more.

PEER-SPA action items

- Create proposal log for grants, contracts, sub-contracts, billing statements in order to capture PI Assurance and COI certification, if necessary
- Track review status of proposal
- Create Contract Request for review/execution on Sub-awards and Contracts
- Track Contracts and Sub-awards
- Request to submit Just In Time materials to sponsor
- Prior approval requests
  - Effort changes in Coeus
  - No-Cost-Extensions
  - Revised Face Pages and/or revised Budgets
  - Re-budget request in order to purchase Equipment
  - Re-budget request for Foreign travel
  - Carry-forward of Unobligated Balances
  - Request to Add-on Foreign Sub-contract
  - Re-budget of funds > 25% of current budget
  - Re-budget of funds for purchase of Equipment exceeding Sponsor guidelines.

Additional Uses:

- Authorization for SPA to submit applications to sponsor on behalf of PI
- Requests to Bypass Coeus Approvals
- Add New Unit to Coeus
- Change User permission within a Unit in Coeus
- Add a sponsor to Coeus
- Change the Home Unit for a person in Coeus
- Request Commons Account/User ID permissions
- Request FastLane Account/User ID permissions
- Tracks Closeout of awards

Currently over 20,000 grant-related records are maintained in PEER. SPA continues to find ways to utilize the PEER system to streamline the document intake process, allowing for a more efficient and effective approach of managing daily internal workflow activities.
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1. Logging into PEER

- To Log into PEER please visit: https://peer.app.vanderbilt.edu/index

- Enter VUnet ID and Password
  
  *If you don’t have access to PEER please contact VU-PEER@vanderbilt.edu and request access.
2. Overview of Home Portal View

Faculty Portal Menu (1st column) - complete PI Assurances and Conflict of Interest forms (COI) for grant submissions, approve re-budget requests, Contracts, permission for SPA to submit to Grants.gov, etc.

Quick Peek (3rd column) - provides status updates of requests submitted to
Administrators - Click on Pull-Down Menus for creating and submitting New Items to SPA for review and approval.

Administrator Portal Menu (2nd column) – create PEER logs for proposal approvals, request Pre-Award spending, No Cost Extensions, add new users to home department, etc.

**Administrator Portal Menu**

- **Grants, Proposals & Awards ▼**
- **Contracts Requests ▼**
- **Contract Proposal Logs ▼**
- **Action Requests ▼**
3. **Searching in PEER**
   a. **Grant Items (G #)**

1. Return to Portal Home Screen
2. Hover mouse over Grants in toolbar on top of the screen.
3. If you know the G number of the item you are looking for you can enter it here. Once you hit Go the item will be displayed.
4. If you know the Coeus Proposal Development number of the item you are searching for – enter it here. Once you hit Go all items regarding that Coeus Proposal Dev number will be displayed.
5. If you need to search all items you have access to – click “Items”. When you click Items – a search screen will appear.
6. You can also view COI’s and PI Assurances by clicking the corresponding link on the menu.

Search using any of the above criteria and then hit the search button on the right hand side to display applicable results.
Searching in PEER (continued)

b. Contract Requests (C #)

If you have already started a contract request but need to complete it for submission to SPA you can find it two ways.

First Search Method

1. Open to the original Contract/Grant Application (G #) (see search directions above) associated with the project.

2. Click on View/Create Contract Requests from this Proposal.

3. All contract requests associated with the G # will appear.

4. Click on the contract request number (C #) and the contract request will appear.
Second Search Method for Contract Requests

1. Click on the Contracts tab on the top tool bar.

2. Enter the C # associated with the contract request you need.

3. If you don’t have the C # you can click on “View All Requests”. You will then be able to search any of the fields available to find the request you need.

4. Once you hit search – click on the C # to open the contract request.
Searching in PEER (continued)

c. Active Contract (UNIV #)

5. Click on the Contracts tab on the top tool bar.

6. Enter the UNIV # associated with the contract you need.

7. If you don’t have the UNIV you can click on “View All Contracts”. You will then be able to search any of the fields available to find the request you need.

8. Once you hit search – click on the UNIV to open the contract.
4. Grant Item Requests

SPA STANDARD OPERATING PROCEDURES

Processing of PEER Log Entries

PEER LOGS created by Research Unit personnel and routed to Central Office (Sponsored Programs Administration / SPA):

- Proposal “G” Log
  - Grant
  - Contract
  - Incoming Sub Contract
  - Billing Agreement
- Add-on Subcontract
- Effort Change Request
- Foreign Travel Request
- Request for First No-Cost Extension
- Pre-Award Spending Request
- Equipment Re-budget Request
- PI Change Request

PEER LOGS created by SPA - Documents or requests received primarily via SPA mailbox, courier or campus mail and logged into PEER by GCC.

- JIT (Just In Time)
- Award Acceptance
- Center Create
- Final Invention
- Relinquishing Statement
- Carry Forward Request
- Second No-Cost Extension
- Compliance (description can be added – IACUC, IRB, FCOI, etc.)
- Other (description can be added – Revised budget, Supplemental materials, revised Other Support, etc.,)

Once received by or created in SPA, Grant Contract Coordinator (GCC) updates the PEER Log status to “Received by Central Office.”

- The PEER Log is automatically assigned and added to the Dashboard of the Specialist responsible for that Research Home Unit.
  - **PEER logs for Grant proposals are not updated to “Received by Central Office” status until the matching proposal development proposal is received by SPA via Coeus.**
  - **If Specialist responsible for the Research Unit will be out of the office on requested Due Date, the Coeus proposal/PEER item will be reassigned. The Research Unit will receive an e-mail notification from SPA confirming reassignment.**
- E-mails received in SPA mailbox that included attachments - the e-mail is forwarded to the assigned Specialist.
- Any hard copies received via courier or campus mail, a note is added indicating PEER log # and place in Specialist’s IN Box.
- If Specialist receives work items directly from Research Unit or Sponsor via e-mail, Specialist will request GCC to create a PEER log be added to the Specialist’s Dashboard of pending work.
5. **Contract Requests**

a. **Add-On Subcontracts**

The Pre Award Team in SPA is required to approve and outgoing subcontracts that were not initially proposed in the original application. This is the process of approval for any add on subcontracts that occur after the original application has been awarded. Below you will find directions on how to submit an Add on Subcontract through PEER.

1. Open *original Grant/Contract Application* item (G #) that corresponds with the appropriate project. (See previous search directions on how to find G #.)
2. Under the Contracts box on the left hand of the screen – click View/Create Contract Requests from this Proposal.
3. Click the “Add Subrecipients” button.
4. On the next screen, click “Add an Add-On Subrecipient” button.
5. Fill out all the information on the screen

6. Attach a Budget, Budget Justification, and Scope of Work

7. Click Save

8. PEER will automatically route the Add-on to the Pre Award Specialist assigned to your department. You will receive notification from PEER once the Add-on has been approved.

9. Once approved you can then submit and Contract Request for an Outgoing Subcontract request. (See page ## for directions)
New Contract Requests

Incoming Contracts (Both Funded and No funding)

(The Research Unit is responsible for completing the contract request. This process is completed after the draft agreement has been received by the other party. The only time an incoming contract request will be accepted for review is if the other party is in need of SPA’s assistance in drafting the agreement. Please indicate in the documents that SPA’s assistance is needed.)

Grants Items > My Items > U0045

1. Search for Original Contract Proposal (G #) in PEER and open. (See Searching in PEER if you need assistance with finding the G #)
2. On left hand menu click, “View Create Contract Request from this Proposal”.

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3. Click “Create New Contract Request”
4. Click OK
5. Click on the C # to begin adding information to the contract request.

At this point and email will be sent to the primary contact that a contract request has been created.
6. Fill out all 7 pages of the contract request. Additional information below.

1. General Information - Department Contact can be updated here for Award Monitoring purposes.
2. Funding & Dates – please make sure to enter dates and funding, as applicable.
3. Sponsor/Other Party
4. Questionnaire
5. Subcontracts – enter any outgoing subcontracts as applicable
6. Attachments – for incoming contracts upload any additional information necessary that SPA may need for negotiation, such as;
   a. Revised budget, any supplemental directions pertaining to agreement from Prime recipient or VU PI, draft agreement, if available, revised scope of work.
7. Review & Submit
   a. System will run validations to verify all sections are complete. Correct all validations as necessary before submission.
8. Contract Request is received in SPA and assigned to Contract Analyst for review/processing.

If problems arise please contact the Subcontract coordinator – SubContracts@vanderbilt.edu
Incoming Contract Request Exclusions

1. If the Research Unit has an existing Contract that is awarded in Coeus, but does not have G log or UNIV# in PEER. This step will allow you to proceed with the request without linking to a Contract Proposal log (G #)
   - RU will create a contract request from the PEER Menu Bar
   - Under the Contracts tab select Create a Request
   - A Blank Contract Request will appear – complete all sections

Important Reminders

Choose **New Project** for Type of Request

Be sure to answer NO to all questions about Federal Funds

Are any Federal funds included in the project (whether incoming or outgoing)? No
Incoming Sub Contracts

The Research Unit is responsible for completing the contract request. This process is completed after the draft agreement has been received by the other party.

Grants Items > My Items > U0045

1. Search for Original Subaward (Incoming) (G #) in PEER and open. (See Searching in PEER if you need assistance with finding the G #)
2. On left hand menu click, “View Create Contract Request from this Proposal”.
3. Click “Create New Contract Request”
4. Click OK
5. Click on the C # to begin adding information to the contract request.

At this point and email will be sent to the primary contact that a contract request has been created.
6. Fill out all 7 pages of the contract request. Additional information below.

7. System will run validations to verify all sections are complete. Correct all validations as necessary before submission.

8. Contract Request is received in SPA and assigned to Contract Analyst for review/processing.

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1. **General Information** - Department Contact can be updated here for Award Monitoring purposes.
2. **Funding & Dates** – please make sure to enter dates and funding, as applicable.
3. **Sponsor/Other Party**
4. **Questionnaire**
5. **Subcontracts** – enter any outgoing subcontracts as applicable
6. **Attachments**
7. **Review & Submit**

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**Incoming Sub-award Contract Requests** must contain these required documents:

1. Draft Agreement
2. Letter of Intent signed by the cooperating institution’s authorized organizational representative (AOR).
3. Statement of Work
4. Budget
5. Budget Justification
Outgoing Subcontracts

The Research Unit is responsible for completing the contract request. This process is completed after the prime award has been received.

**Grants Items > My Items > U0045**

1. Search for Original Grant Application Proposal (G #) in PEER and open. (See Searching in PEER if you need assistance with finding the G #)
2. On left hand menu click, “View Create Contract Request from this Proposal”.
3. Click “Create New Contract Request”
4. Click OK
5. Click on the C # to begin adding information to the contract request.

At this point and email will be sent to the primary contact that a contract request has been created.
6. Fill out all 7 pages of the contract request. Additional information below.

7. System will run validations to verify all sections are complete. Correct all validations as necessary before submission.

8. Contract Request is received in SPA and assigned to Contract Analyst for review/processing.

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8. General Information - Department Contact can be updated here for Award Monitoring purposes.

9. Funding & Dates – please make sure to enter dates and funding, as applicable.

10. Sponsor/Other Party

11. Questionnaire

12. Subcontracts – enter any outgoing subcontracts as applicable

13. Attachments

14. Review & Submit

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Outgoing Sub-award Contract Requests must contain these required documents:

1. Budget

2. Letter of Intent signed by the cooperating institution’s authorized organizational representative (AOR).

3. Statement of Work/justification

4. Prime Award document
**Contract Amendment/Revisions**

When you need to amend/renew/revise a contract that is currently active follow the directions below.

- **Search PEER for your active contract.**
  - From your Home Portal – Click on Contracts and type in your UNIV number and click Go
  - If you don’t know the UNIV number click on View All Contracts

  ![合同管理界面](image)

- Use the search fields to find the UNIV contract. Click on appropriate UNIV #
If contract is still active click on the Request Amendment/Renewal button. If the contract is not active and the end date has passed you will need to submit a contract request. (See below).

Clicking on the Request Amendment/Renewal button will bring you to a new contract request. Update any information and submit as usual.
• If the contract has passed the budget period, the Request Amendment/Renewal button will not work. You will have to enter a manual contract request.

**Important Reminders**

Choose Renewal/Amendment for Type of Request. You will also have to enter the UNIV number.

• Fill out the contract request with all updated information and submit to SPA.
Submit “Action Requests” to update information in Coeus and/or PEER - Add a new Sponsor or Organization, Change Approval Map; change Coeus User Permissions; Request a specific report from Coeus or make changes to Coeus; Report a problem with Coeus or PEER, etc.