SUBJECT: PD# 1008xxxx: R01-CA-18XXXX Renewal (Key Dates: 2/26, 3/3, 3/5)

Hello PI,

Your renewal application for R01-CA-18xxxx is due **Friday, 3/5/21**.

Your entire application will be completed in PennERA’s Proposal Development system and submitted electronically (System-to-System).  To access your proposal, please go to <https://www.pennera.upenn.edu/> and log into PennERA using your PennKey (upper left side of page).

Your proposal number is **1008XXXX**.

**STEP #1**

**At your earliest convenience**, please log into the proposal and complete the following:

* **Certification by Principal Investigator** (completed in PennERA on “Internal Documents” tab)
* **SOM PI Research Categorization Form** (completed in PennERA on “Internal Documents” tab)

Also, please let me know the following:

* Were there any inventions or patents resulting from your R01?

**Attached is a draft budget based on your registration form.  Please let me know when you are ready to complete this budget.**

**STEP #2**

The following information should be uploaded in PennERA by **Friday, 2/26/21**:

* **Project Summary/Abstract** (Other Project Info Tab): Maximum length is 30 lines of text (including titles).
* **Project Narrative** (Other Project Info Tab): Maximum length is 3 sentences.
* **Facilities & Other Resources** (Other Project Info Tab)
* **Major Equipment** (Other Project Info Tab)
* **Biosketches** for all key personnel and Other Significant Contributors (Personnel Tab)
* **Budget Justification** (for modular budgets (≤250K DC/YR), only a personnel justification is required)

**STEP #3**

All remaining documents should be finalized and uploaded by **Wednesday, 3/3/21**:

PHS398\_Research Plan Tab:

* **Specific Aims**
* **Research Strategy:** For renewal applications, a progress report needs to be provided within the Research Strategy, and is included in the page limit.
* **Progress Report Publication List:** Required for renewal applications.
* **Authentication of Key Biological and/or Chemical Resources**
* **Letters of Support**
* **Resource Sharing Plan**
* **Other Applicable Uploads** (Vertebrate Animals, ~~Multiple PI Leadership Plan~~, ~~Consortium Arrangements~~, Select Agents)

Other Project Info Tab:

* **Bibliography & References Cited**

Miscellaneous:

* **Human Subjects Tab** 
  + ~~If you answer “YES” to human subjects, a study record needs to be completed in PennERA.~~
  + If you answer “NO” to human subjects, **but your research involves human specimens and/or data**, a justification for your claim that no human subjects are involved **IS REQUIRED**.
* **Assignment Request Form** (OPTIONAL) (S2S Forms Tab)

Please let me know if you have any questions.