

Subject: Tips & Best Practices for Verifying Current & Pending (C&P) Information

Colleagues,

With the increased scrutiny on Current & Pending (C&P) disclosures and the requirement for faculty to certify their own information in SciENCv, we wanted to share some tips and best practices for verifying the accuracy of C&P records before proposal submission.

Key Reminders

- The Principal Investigator (PI) is ultimately responsible for certifying the accuracy of their Current & Pending information.
- The myState Research page is the most comprehensive faculty-facing source of proposal and award data and is populated from Banner.
- Departmental administrators can assist in reviewing information for completeness and accuracy using Banner reports and records; however, they cannot directly view a faculty member's myState Research page.

Recommended Process

1. Have faculty members create their C&P record using information from their myState Research page
 - Only faculty can view their own myState Research page, so ask the investigator to review the active awards and pending proposals listed there and confirm that project statuses appear accurate.
 - If the faculty member identifies an award or proposal with an incorrect status, notify OSP or SPA so Banner records can be updated.
 - If using SciENCv, ask the faculty member to grant delegate access so that you can verify the information.
2. Use Banner reports for a comprehensive review
 - Run FRIPSTG to identify active awards ("A" status) for which the faculty member is receiving credit.
 - Run FRIPSTP to identify submitted proposals ("S" status) for which the faculty member is receiving credit.
3. Validate individual records
 - After gathering proposal and award numbers from FRIPSTG and FRIPSTP, review each record within:
 - FRAGRNT (awards)
 - FRAPROP (proposals)

- Compare Banner information against the investigator's C&P document to identify discrepancies.

4. Report status updates

- If a proposal remains listed as "Submitted" in Banner but was not funded, notify OSP so the record can be updated appropriately.

Limitations

- FRIPSTG and FRIPSTP only capture projects for which the faculty member receives credit.
 - Projects where a faculty member is not receiving credit and is not listed as a PI or Co-PI may not appear in these reports.
- Do not rely on FRAGRNT or FRAPROP searches by faculty name.
 - Searching by investigator in these forms only returns projects where that faculty member is the lead PI and may result in an incomplete review.
- Effort/person-month commitments cannot be validated through Banner.
 - This information is not tracked within Banner and must be verified directly by the investigator.

SciENCv Considerations

- Faculty can grant delegate access to assist with SciENCv preparation; however, the faculty member must still review, certify, and save the document themselves.
- Editing a flattened PDF version of a SciENCv document invalidates the certification.

Bottom Line

The most effective approach is a combination of:

- Faculty review of their myState Research page,
- Verification using FRIPSTG and FRIPSTP,
- Record-level validation in FRAGRNT and FRAPROP, and
- Timely communication with OSP when proposal or award statuses change.

Maintaining accurate Banner records benefits everyone and helps ensure that Current & Pending disclosures submitted to sponsors are complete, accurate, and compliant with sponsor requirements.