

# TERA/PAMS – The *Least* You Should Know

## About Proposal Preparation

**TERA** – Tennessee Electronic Research Administration. A modular software suite for preparation and administration of grants and contracts. TERA is a web-based information system that supports the following areas of research and sponsored program administration:

- Proposal and award tracking and management
- Statutory and regulatory compliance for human subject research
- Statutory and regulatory compliance related to research on vertebrate animals
- Intellectual property tracking and management
- Conflict of interest disclosure and resolution

**PAMS** – Proposal/Award Management System. PAMS is the main module of TERA that will be used for input, routing, approval, and management of UT proposals, grants and contracts.

**TERA URL** - <https://utk.tera.tennessee.edu/ramses/> . Log in with your UT NetID and password. NOTE: For assistance with your *NetID and password* please contact the OIT Help Desk at 865-974-9900.

**TERA Resources and Training Videos** - <https://tera.usg.utk.edu/>

**E-Mail from TERA/PAMS System** – The TERA/PAMS system generates several e-mails during the routing and approval (post-submission) process. To be sure you get the necessary e-mails, and that they do not go into your SPAM mailbox, please put the e-mail address [utkegrants@utk.edu](mailto:utkegrants@utk.edu) into your approved e-mail list. This is very important so that you do not miss any routing and approval e-mails.

**Wildcard Character** – TERA/PAMS uses the percent sign (%) as a wildcard when you are searching for a proposal or award.

**File Names in TERA/PAMS** – TERA/PAMS **does not support non-standard characters in the name of a file you are uploading** to TERA/PAMS . If you use a non-standard character (commas, #, @, —, etc.) PAMS will not upload the file but will show the filename, with 0 Kb and no links. The file cannot be edited or removed, since it really does not exist, and there is no error message.

### Contact Information:

Training and TERA/PAMS help desk issues (UTK Only):

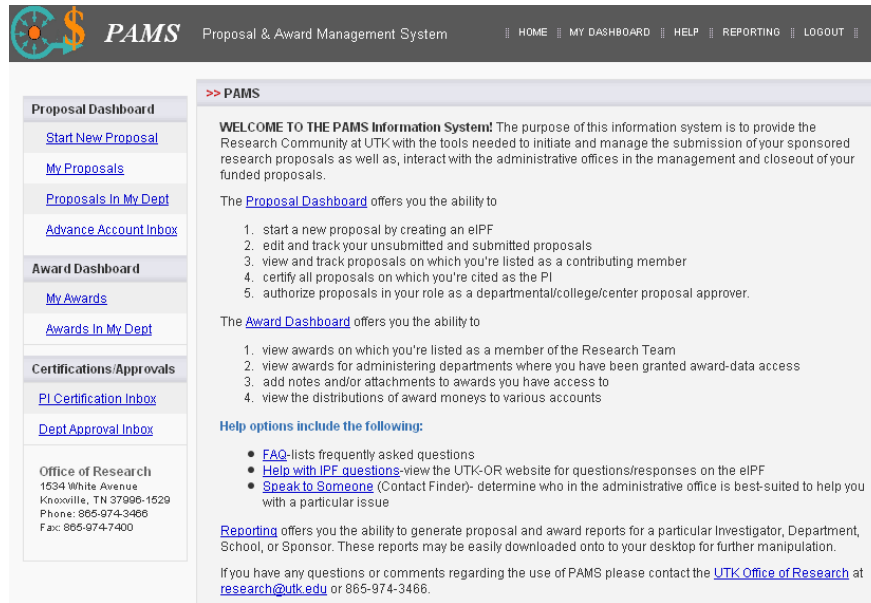
Lesli Rowan, Training Coordinator, Office of Research

[rowanoak@utk.edu](mailto:rowanoak@utk.edu) or 865-974-9310

Sponsored Programs Office for questions about your proposal:

865-974-5066 or see website at <http://research.utk.edu/sp/>

**Dashboard** – the PAMS “home screen” where you may start a new proposal, approve a proposal, or check status on a proposal or award that is in progress.



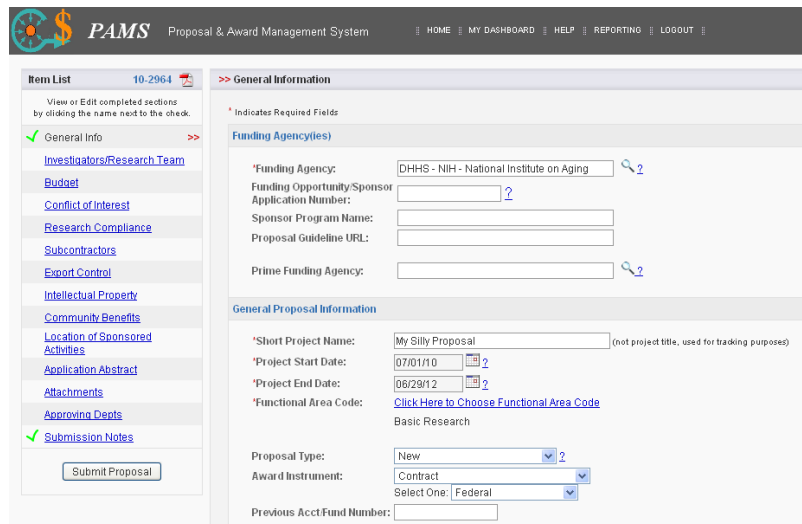
**Icons:**

Magnifying glass – search the database for information (e.g., sponsor, last name of PI).

Question Mark – roll cursor over the “?” to get a brief description of the information required.

Calendar – click on this icon to get a pop-up calendar to select your date. NOTE: You cannot manually enter a date – must use calendar icon to select.

**IPF** – Internal Processing Form. TERA term for “proposal.” Replaces the paper “Yellow Sheet.” Contains the following data for your proposal:



*General Information (Start New Proposal)* – must save required information (\*) to start proposal process. Contains sponsor information and general proposal information such as title and start/end dates, and functional area.

*Investigators/Research Team* – Always enter Lead PI first; then enter data for all other PIs (i.e., Co-PIs) and key proposal personnel.

*Budget* – Provide basic budget data for first year and total years, including F&A and Cost-sharing

*Conflict of Interest* – Do you have any conflicts of interest for this proposal? PI must answer for all members of the research team.

*Research Compliance* – Do you have any human or animal subjects in your research? Do you have any research with radioactive or biohazard materials?

*Subcontractors* – If you are requesting funds for subcontractors, add them here.

*Export Control* – Will you be traveling internationally, using foreign nationals on your proposal, or does your research have any export control restrictions?

*Intellectual Property* – Have you disclosed any of this research to the UT Research Foundation as an invention/discovery/copyrightable material? Is your research related to either an SBIR or STTR?

*Community Benefits* - All sponsored programs provide benefits in the sense of institutional support, employment, training of students, and the economic multiplier effect (i.e., university, employee, student, and visitor spending). However, these questions address projects that emphasize benefits to citizens beyond the immediate university community.

*Location of Sponsored Activities* – On or off campus locations

*Application Abstract* - This abstract will be stored in the PAMS database and it will be available as a keyword search for faculty and staff to run reports. It will also be a tool to match faculty researchers with potential collaborators and funding resources and to help identify expertise and areas of research interests on the UTK campus.

*Attachments* – This is where you upload all of your attachments such as budget justification, spreadsheets, narrative, letters of support, Grants.gov application packages, etc.

*Approving Departments* - Include all departments affiliated with this proposal. Add any required departments not automatically listed using the Additional Approving Department fields.

*Submission Notes* – Here is where you can add notes regarding the proposal.