



Niner Research Basic Training

March 26, 2025
11:15 am-12:15 pm

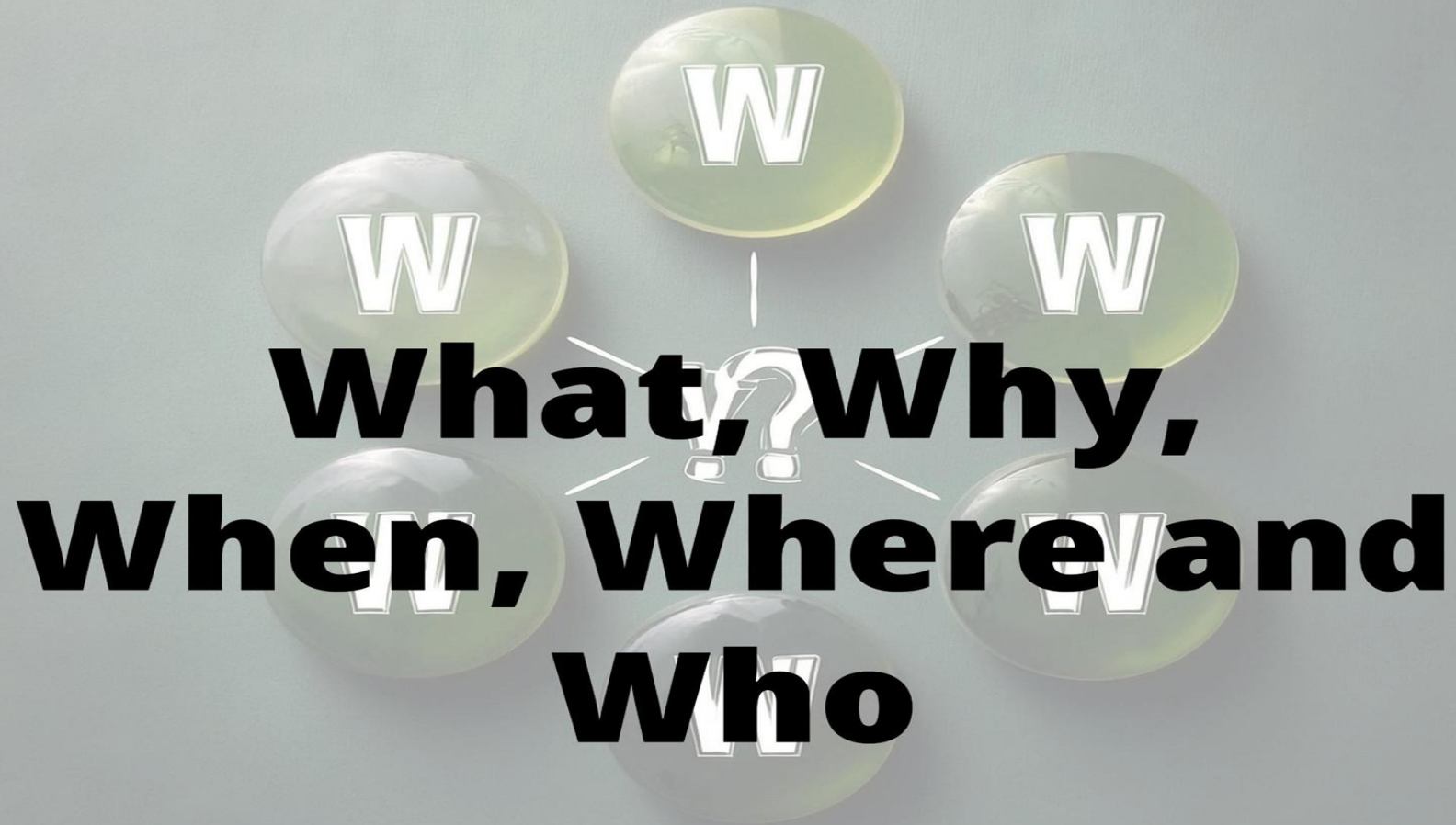
Stacy Leotta

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Learning Objectives:

1. Understand the what, why, when, where and who for Niner Research
2. Learn Basic Niner Research Terminology
3. Set up a proposal in Niner Research

Niner Research:



What is Niner Research?

Niner Research is UNC Charlotte's eRA (electronic Research Administration) system. It is our information system that maintains the university's data for all sponsored research. (sponsored research are funded research or development projects (either internally or externally funded)). These projects typically have specific goals, financial accountability, and reporting requirements.

What data does Niner Research have:

Proposal Data (IPF FY-XXXX)	Compliance Data
Award Data (Awd FY-XXXX)	Change Request Data
Financial Data	

Why Niner Research?

- Increased Efficiency
- Enhanced Security
- Accessibility
- Better Compliance Management
- Data Integration and Reporting Analysis
- Ease of Funding Applications and Award Management



When to use Niner Research?

Grants, contracts and agreements: Sponsored research proposals should be started in Niner Research as early as possible.

The university Policy 20.2: Deadlines for Proposal Submissions to University Offices (Division of Research) states:

- 1) At least **10 business days** in advance of the sponsor's submission deadline, an Internal Processing Form (IPF) must be initiated in the University's electronic research administration (eRA) system and the following sections completed (1) Setup Questions, (2) Personnel, and (3) General Information.
- 2) At least **5 business days** in advance of the sponsor's submission deadline, the final proposal budget and all remaining sections of the IPF must be completed and the routing process for approvals initiated.
- 3) At least **2 business days** (48 hours) in advance of the sponsor's submission deadline, all final application materials must be entered into the eRA system and received by the office responsible for authorizing the submission.

Where is Niner Research?

[My.charlotte.edu](https://my.charlotte.edu)

Or

<https://infoed.charlotte.edu/EnableWeb/Portal/Home>

my Student Employee Faculty Log out

FACULTY

QUICK LINKS

- Email
- Calendar
- Canvas
- connect Advising, Tutoring, Support
- Search
- Learning and Development Portal
- Faculty & Advisor Self Service
- Library
- 49er Mart

Research

Research & Sponsored Programs Support

- » [COS PIVOT](#)
- » [Faculty Expertise: The COS](#)
- » [Institutional Animal Care and Use Committee \(IACUC\)](#)
- » [Institutional and Fiscal Data for Preparing Research Proposals](#)
- » [Institutional Review Board \(IRB\) for Research](#)
- » [Locating Funding](#)
- » [Niner Research](#)
- » [PI Portal \(Sponsored Research Financials Portal\)](#)
- » [Preparing Research Proposals](#)
- » [Student Educational Awards \(SEA\)](#)
- » [Year to Date \(YTD\) Sponsored Project Awards by](#)

Teaching

- » [Academic Advising](#)
- » [Academic Affairs](#)
- » [Course Class List](#)
- » [Schedule of Classes](#)
- » [Curriculum](#)
- » [Digital Measures](#)
- » [DegreeWorks](#)
- » [University Bookstore](#)
- » [Library Course Reserves](#)
- » [Library Supplemental Web Pages for Courses](#)
- » [Policies and Procedures](#)
- » [Office of the Registrar](#)
- » [University Catalog](#)

Spotlight

TEACHING INNOVATION WORKSHOPS FOR FACULTY

Conversations in the Classroom During Challenging Times

Learn Communication Strategies to Support Students

- Dealing with Difficult Situations in the Classroom** October, Self-Paced
- Supporting Students as Difficult Events Impact Our World** October 17, 2024 - October 30, 2024
- Using Feedback to Improve Teaching and Learning** October 21-25, 2024

Faculty, register now!
teaching.charlotte.edu

Who is Niner Research?

Niner Research is the university-wide digital system managed by the Division of Research.

Research Administration Policies

If you experience difficulty logging into the system or other technical problems, please email ninerresearch@charlotte.edu and provide as much detail as possible.

Niner Research Terminology

- **Record:** A term used across all modules to denote the way data is structured. In the compliance modules (Conflict of Interest, IACUC, Biosafety, and IRB) a record is a protocol, inspection report, or the like. In Proposals, a record is a proposal. In Awards, a record is an award or award increment.
- **IPF:** Internal Processing Form (i.e. IPF 20FY-XXXX)
- **Portal or Home Page:** The landing page when you log into Niner Research.
- **Widget(s):** A feature with a specific function on the portal home page. A widget is used to “customize” your home page.
- **Module:** A capability encompassing a functional set of actions in the system. Proposal Development, Award Tracking, Conflict of Interest, Proposals, Awards, Financial Tracking, IACUC, Biosafety, and IRB are modules within Niner Research.




Creating a Proposal in Niner Research

(Allow pop-ups in browser)

https://infoed.charlotte.edu

infoed.charlotte.edu/EnableWeb/Portal/Home#home

 v13 Portal | Welcome **Stacy Leotta** Logout

Home My Profile Locate My Records Locate Records Messages Things to Do Quick Find

Proposals

- Award Tracking
- Financial Tracking
- IRB - Human Subjects
- IACUC - Animal Subjects
- Animal Facilities
- Biosafety and Biosecurity
- Conflict of Interest
- Agreements
- Change Requests
- My Projects
- SPIN

Messages Inbox New Mail

Switch Recipients You Page 1 of 640 Select Delete

SL Presubmission proposal statuses	Leotta, Stacy	Wed 23-Oct-2024 08:00 AM	<input type="checkbox"/>
Waiver Approved for: IPF2025-0289	SysAdmin, NinerResearch	Tue 22-Oct-2024 15:58 PM	<input type="checkbox"/>
Waiver Approved for: IPF2025-0289	SysAdmin, NinerResearch	Tue 22-Oct-2024 15:58 PM	<input type="checkbox"/>
Approval Required for: IPF2025-0306	SysAdmin, NinerResearch	Tue 22-Oct-2024 15:58 PM	<input type="checkbox"/>
Proposal Approved: IPF2025-0272	SysAdmin, NinerResearch	Tue 22-Oct-2024 15:41 PM	<input type="checkbox"/>
Proposal Approved: IPF2025-0272	SysAdmin, NinerResearch	Tue 22-Oct-2024 15:41 PM	<input type="checkbox"/>
Approval Required for: IPF2025-0243	SysAdmin, NinerResearch	Tue 22-Oct-2024 15:41 PM	<input type="checkbox"/>
Pre-Review Approvals Complete for: IPF2025-0272	SysAdmin, NinerResearch	Tue 22-Oct-2024 15:41 PM	<input type="checkbox"/>
Pre-Review Approvals Complete for: IPF2025-0272	SysAdmin, NinerResearch	Tue 22-Oct-2024 15:41 PM	<input type="checkbox"/>
Approval Required for: IPF2025-0243	SysAdmin, NinerResearch	Tue 22-Oct-2024 15:38 PM	<input type="checkbox"/>

Assignments Open Your action items

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Module	Record Number	Record Owner	Object	Assignment Type	Record Status	Subject	Assigned
<input type="checkbox"/>	Proposals	IPF2024-0710	Kamalasadan, Sukumar	Ad Hoc Task	Task	Funded	Internal revised budget	12-Jul-2024 2:28:09 PM



[Proposals](#)

[Award Tracking](#)

[Financial Tracking](#)

[IRB - Human Subjects](#)

[IACUC - Animal Subjects](#)

[Animal Facilities](#)

[Biosafety and Biosecurity](#)

[Conflict of Interest](#)

[Agreements](#)

[Change Requests](#)

[My Projects](#)

[SPIN](#)

Proposals

Create New

[Proposal](#)

[Management Record](#)

Accessing Records/Reporting

[Locate records by using filters](#)

[Show a listing of *All* my records](#)

[Adhoc Reporting](#)

[Pre-Defined Reports](#)

Create New Proposal

Please type and select the PI Name

Leotta, Stacy E

Please select "New" proposal or "Copy from Existing"

Create a New Proposal
Copy From Existing Proposal

Select from Grants.Gov Opportunities

Select from Grants.Gov Opportunities

Select from all SPIN Opportunities

Setup Proposal Manually

S2S



Search

New

Please enter the proposed project title

Please Enter the Projected Project Start / End Dates

Start:



End:



Number of Project Periods

1

Create Proposal



Create New Proposal

Please type and select the PI Name

Leotta, Stacy E

Please select "New" proposal or "Copy from Existing"

Create a New Proposal
Copy From Existing Proposal

Setup Proposal Manually

National science

National Science And Technology Development Agency
National Science Council of Taiwan
National Science Teachers Association (NSTA)
NSF National Science Foundation
NSF Office of International Science and Engineering (OISE)
The International Science Partnerships Fund (ISPF)
US-Israel Binational Science Foundation

New

Please Enter the Projected Project Start / End Dates

Start:



End:



Number of Project Periods

1

Create Proposal



Done

Save

10/23/2024 Training Faculty and Staff to create a proposal in NR

Stacy E Leotta - Center for Research Excellence (NSF National Science Foundation)

Proposal

IPF2025-0354

Setup Questions

Setup Questions

Show

Please answer all questions below and click the Save and Continue button at the bottom of the page.

Each proposal is broken down into several sections based upon what the sponsor and your Institution requires. Once each section is completed, indicate so by checking the **Completed** checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

Submission Mechanism/Form Information

Proposal Sponsor

NSF National Science Foundation [Change](#)

Is this a Flow Through Project?

Yes No

Please select a Submission Mechanism/Screen Template

2-Standard Template

424 R&R NSF Dynamic (electronic submission)

2-Standard Template

Pre-Proposal/White Paper

Is this a US federal sponsored project?

Has your sponsor given a specific reference for this proposal?

Deadline Information

Is there a Deadline for this Submission?

Yes No

Deadline Type

Other

Deadline Date



Deadline Time

5:00:00 PM

Create New Proposal

Please type and select the PI Name

Leotta, Stacy E

Please select "New" proposal or "Copy from Existing"

Create a New Proposal
Copy From Existing Proposal

Setup Proposal Manually

National science

Proposal Type

- New
- New
- Supplement
- Non-Competing Continuation/Progress Report
- Renewal (Competitive)
- Revision
- Resubmission
- Internal Funding

Please enter the proposed project title

[Empty text area for project title]

Please Enter the Projected Project Start / End Dates

Start: [Date picker]

End: [Date picker]

Number of Project Periods

1

Create Proposal

General Proposal Properties

Will your proposal involve the use of Human Subjects? Yes No

Will your proposal involve the use of Laboratory Animals? Yes No

Associated Departments

Link to existing proposal

Budget Setup Information

Select the Program Type

The majority of the research will be conducted On Campus Off Campus

- select -
- Research
- Instruction
- Other Sponsored Activities
- Training
- Off Campus
- Administrative Rate
- Internal Funding

- select -

Save and Continue



Done Save

10/23/2024 Training Faculty and Staff to create a proposal in NR
Stacy E Leotta - Center for Research Excellence (NSF National Science Foundation)

Proposal
IPF2025-0354

- Setup Questions
- Personnel
- General Information
- Budget
- Attachments & Routing
- Compliance
- Comments & Notes
- Finalize

Personnel

Add Personnel [hide]

Proposal Element [Proposal Structure](#)
Prime

Personnel Type
Key

Create Profile Name (Last, First) Role
Begin typing to select Personnel Name... Co-PD/PI

Save

Completed
Edit Mode

- Preview Application
- Tasks

Person Months

All Certifications and Training

Senior/Key

	PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE	
								CALENDAR	ACADEMIC	SUMMER				
		Stacy E Leotta PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	University of North Carolina at Charlotte Center for Research Excellence	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>				

Legend:
 Prime

Additional Personnel Information



Tips & Hints

Click “Save” and Click “Done” to leave the Niner Research IPF

Most data entry boxes are intuitive if you start typing a sponsor or person’s name (the system will auto-populate)

If “Completed” is checked, you can easily “uncheck” the box to edit the tab

Please work with your Research Officer to draft an internal compliant budget as soon as possible ([Research Contacts by College](#))

Don’t Stress: You can easily edit, delete and copy proposal IPF’s prior to routing your proposal.



2025-2026 CHESS & CRE

Information Session

QUESTIONS?

Center for Research Excellence

LaVerne Ellerbe, PhD, Executive Director, lellerb1@charlotte.edu

Stacy Leotta, MPA, CRA, Assistant Director & Program Coordinator, sleotta@charlotte.edu

Katherine Alexander, Proposal Development Specialist, kalexa46@charlotte.edu

Kailey Hess, Limited Submissions & Internal Funding Coordinator, khess10@charlotte.edu



Links & Resources

- [Niner Research Information Webpage with Tutorials and Documentation](#)
- [Division of Research About Us](#) (links to DR's Departments)
- [Division of Research Ticketing and Tracking Service](#)
- [Proposal Submission Information Webpage](#)
- [Research Administration Policies](#)
- [Human Subjects Policies and Procedures](#)
- [Institutional Information](#) (This information is typically required for the development and submission of proposals and other agreements to various external agencies.)
- Need Technical Assistance: ninerresearch@charlotte.edu