BERKELEY LAB
Lawrence Berkeley National Laboratory

eSra
electronic system for research administration

What are deliverables in eSRA?

Deliverables are task(s) that are identified in an award and assigned to at least one LBNL owner. They may be tasks that are required by the sponsor, sponsor requests, project milestones, internal LBNL requirements, or reminders specified by anyone with a role associated with the award. The deliverables functionality is an optional tool in eSRA.

Deliverables Templates

eSRA has several deliverables templates. These are a standard set of predefined individual deliverables based on the usual requirements of particular selected sponsors. Click the "Add Deliverables Template" activity button to view and/or select one or more of

 Add Deliverables Template

the deliverables templates. For example: 'Non-Federal Annual Progress and Final Reports' will create four annual reports and a final report. After you add a template set of deliverables to the award, you will need to modify each one by clicking the "Update Individual Deliverables" activity button.

Individual Deliverables

"Update Individual Deliverables" is used to modify

 Update Individual Deliverables

the deliverables created using a template set, or to

create an individual deliverable not part of the deliverable set. The eLearning module reviews this aspect of deliverables in detail.
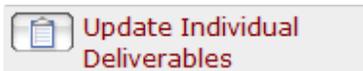
Deliverable Name (for the search lists)
Description (optional)
Deliverable type (for the search lists)
LBNL Owner - responsible for completing the deliverable - receives notification reminders from eSRA
Non-LBNL owners (just for reference)
Additional LBNL Owners - will receive notification reminders from eSRA - can mark the deliverable complete
Due Date
Reminder Template

Pending Deliverables

Your personal workspace has a list of pending deliverables for which you are an owner or co-owner displayed in chronological order. Click on the link to go to the award associated with the deliverable.

Once completed, the deliverable will no longer be displayed in your personal workspace. Within the award workspace, the complete list of all deliverables associated with the project is displayed under the "Deliverables" tab at the bottom of the workspace. These are displayed in chronological order, with pending deliverables listed first and completed deliverables at the bottom.

Completing Deliverables

 Complete Deliverable

The owner or co-owner can mark a deliverable complete. Documents to be stored with the award as reference can be uploaded with the deliverable and

will be stored in the history of the award. Attaching documents to the deliverable will not automatically send them to the sponsor. That will still be the responsibility of the Principal Investigator, Resource Analyst, or Contracts Officer, depending on the requirements of the deliverable.

For more information

For detailed instructions regarding Deliverables, please refer to eLearning course #eSR5320. This course and other eSRA reference materials and eLearning modules are available at http://esra.lbl.gov/training.

Updated: December 4, 2014