Access the Worktribe system

There are three versions of Worktribe at City: LIVE, TEST and TRAIN.

The system can only be accessed from within the University network. If you wish to work remotely you need to keep your PC switched on at the University and log into your PC and access the system through your PC.

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What is the purpose of the system?

The system, supplied by Worktribe (hence commonly known as Worktribe) supports the management of externally funded research and enterprise projects. At City, it is used for all externally funded research, consultancy projects, enterprise/ knowledge transfer related grants. From 2018/19 onwards, it will also be used for City pump prime applications.

Functionality

- Record of project details and classification for future reporting
- Budget costing at application stage with the ability to work with several scenarios and different stages of the project
- Tracking of actual expenditure post-award
- Inbuilt workflows to support approval of submission, award acceptance, request for budget virements, project extensions and supplements.
- Email notifications (can be turned off for frequent users) when actions are taken on the system
- Communication tool for exchanges between academic and support staff (preferred over email as it will allow the whole support team access)
- Document repository for applications, award and systems documentation
- Requesting contracts/ agreements to be done by Contract Managers and tracking progress
- Setting milestones for project or financial reporting
- Recording benefits of a project
- Requesting peer review to be done and tracking the peer review process
- Searching the project database

Functionality is dependent on roles defined in the system, see below.

All academic and research staff employed at City will be able to create their own projects, search their own projects, set milestones, request peer review, view actual spend and prepare draft budgets / budget scenarios with draft salary costings.

Who can access the system?

All functionality is restricted to staff employed at City. Honorary staff, visiting staff and PhD students are excluded as are all staff from outside City, University of London

Access for academic and research staff
Staff details are loaded to the system via a feed from SAP HR. There is no need to request an account. The login details are the usual University network details.

Professional services and other staff
A request for account set up needs to be made via IT Service Now. Once an account has been set up it can be accessed with the usual University network login details.
Finding your way around the system

The landing page HOME lists projects and contracts associated with the user, either created by the user or assigned to the user.

The menu bar (in colour) lists the available sections.

PROJECTS and CONTRACTS are the main sections to be used. The two sections are linked and at City projects should always be set up before contracts are requested. and can be used independently of each other. Any projects and contracts listed in the HOME page can be accessed through these sections as well. The sections also contain search functions for projects, contracts and documents.

The section MILESTONES is part of the post-award functionality and will only be available at a later stage. Users can record dates for reporting and assign alerts to specific users. Research Finance at present do not intend to use Milestones for their financial reporting alerts.

The section EQUIPMENT shows a list of research facilities entered under the ADMIN settings. It is not used for any other purpose.

The section REPORTS contains a set of standard reports on data in the system. The reports are set by the provider and have only limited configuration options. An extensive SEARCH function allows the creation of costume-made reports. The SEARCH function can be accessed by clicking on the three horizontal lines next to the search field at the top of the page.

The section ADMIN is only seen by a few users with the right to change settings. All background data for the system (financial data, lists of funders and organisations, tags and lists) are changed via this section. For any requests or queries on the system settings please send a comment to the group Admin through the comments tab under project settings.

HELP gives access to the HELP TOPICS but also a DOCUMENT REPOSITORY and general system specific ANNOUNCEMENTS, e.g. shut-down periods for system maintenance.

HELP TOPICS lists City-specific user guidance on processes and use of the system.

The DOCUMENT REPOSITORY contains relevant City-wide policies relating to external funding for research and enterprise activities.
Who can view/edit my projects?

Principal Investigators and co-investigators are automatically given visibility and editing rights of their projects and contract requests.

Research Support Services and Business Development Managers can also view all project details but only edit project details pre-award and during supplement preparation. They will be able to view but not edit contracts. They can leave a comment in the Contract section.

Research Finance staff will be able to view all project details but only edit project details post-award. They will be able to view but not edit contracts.

Contracts Managers will be given Institutional Visibility to be able to see but not edit project information. Only Contract Managers will be able to edit.

Associate Deans Research, Deans, Heads of Departments and certain members of the University Executive, senior managers in the Research and Enterprise Office and the Finance Department will have Institutional Visibility which allows them to see but not edit all projects and contracts.

If you wish for project managers/administrators, whose role covers support for externally funded projects, to have access you need to add them as OTHER EDITORS in PROJECT - DETAILS. Access must be restricted to staff who need to have access to budgeting information as part of fulfilling their role. It is not acceptable to add your researchers as Other Editors to assist you in filling in details unless it is an application for a research fellowship.

Notifications

The system is by default configured to send notifications by email as well as showing them in the system.

You can turn off notifications by email under your profile settings. See separate guidance.

Turning off notifications is only recommended for staff in the Research and Enterprise Office and Research Finance who will use the system as primary work tool.

Turning off notifications by email will require you to log into the system to know whether you are due to perform any actions!
Workflows – interaction with staff in Research and Enterprise through Worktribe

Instead of sending an email request to prepare a budget or a contract, academic staff should go on the system to create a project and, if applicable, request a contract.

The first three steps

*Step 1* (required): **CREATE A PROJECT** – see further detailed guidance.

Projects should be created even if no external funding is requested or no funding is needed. We need to keep details of the project per se on file not just the contract.

*Step 2* (required): **ENTER PROJECT DETAILS**. As a minimum a draft budget needs to be added. You need to enter details of items to be costed and staff resource needed in the budget section. Also add any **PARTNER** organisations and go through the check list under **RISKS**.

The system will notify the relevant staff in Research Support Services/ Business Development (Academic Enterprise) through **PORTFOLIOS** that a project needs attention. The relevant staff will then work with academic staff on the system to prepare the bid. **Appendix 1** lists the portfolios.

*Step 3* (optional): **REQUEST A CONTRACT**/ get in touch with the Contract Managers.

Please consult further detailed guidance available for all three steps.

Once in the system the project will pass through several stages in its life cycle until its completion. **Worktribe covers all internal approvals for bid submission, setting up an award, setting up a project on SAP, virements, extensions and supplements, see Appendix 3 Worktribe Workflows**

Throughout the project life cycle the **COMMENT** section in **PROJECTS** and **CONTRACTS** should be used to keep project related discussion within the system. This way information is available independently of certain staff members which is crucial to providing a continued service in case of absences, staff changes etc.
Pre-award workflow

For all applications that result in an award, there are six workflow stages starting at Bid Development, ending at Award Acceptance.

The workflow stage of your project is clearly identified in Worktribe (as below).

![Workflow Diagram]

**Bid Development**
Initial creation of a new application.

To **Submit for Approval** all mandatory fields are required to be completed (including the checklist under **Risks**).

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**Bid Development**

This Project is assigned to you, Cass RSS and Pre-award Admin.

**Bid Development**

1. Please set up your project below and Submit for Approval when ready.

    ![Submit for Approval]

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**Bid Approval**

There are multiple approvals required before applications can be submitted to the funder as listed below.

- Research Support Services Manager (RSSM) or Business Development Manager (BDM) (**Pre-award Admin**)
- Head of Department (SMCSE only)
- Dean or Associate Dean Research (dependant on cost to City: if <£200k ADR, if >£200k Dean)
- Head of Finance, Schools and Research (Only required if cost to City is >£10k)

This Project is assigned to **Pre-award Admin**.

**Bid Approval**

1. The Project has been submitted to **Pre-award Admin** for approval.

    ![Cass - Faculty of Finance Pre-award Admin Pending Approval]
Bid submission
Your application will show as BID SUBMISSION as it is now ready to be submitted to the funder. Upon submission of the application to the funder, your RSSM/BDM will select MARK AS SUBMITTED to show it has been submitted, this will then move to BID AWAITING RESPONSE.

Bid awaiting response
Upon response from the funder, your RSSM/BDM will update the application to Successful or Unsuccessful. If successful, the status will show as AWARD SETUP.

Award setup
Your awarded application is now in the on-award process, your RSSM/BDM will submit this for acceptance as the awarded funds or resource requirements may have changed since the submission of the initial application.

Award acceptance
There are two levels of approval:
• Research Support Services Manager (RSSM) / Business Development Manager (BDM) (Pre-award Admin)
• Head of Finance, Schools and Research (Finance Approvers)

This Project is assigned to Pre-award Admin.

Award Acceptance

This Project is assigned to Finance Approvers.

Award Acceptance

Other Status
If during the approval stages the RSSM/BDM, Dean/ADR, Head of Finance do not approve the application it will return to the ‘Bid Development’ stage, your application can now be amended and re-submitted.

This Project is assigned to you, Cass RSS and Pre-award Admin.

Bid Development

Please set up your project below and Submit for Approval when ready.

Submit for Approval

If your application was not successful, your RSSM/BDM will update the application to ‘Unsuccessful’, the status will show as below.

This Project is assigned to you, Cass RSS, Pre-award Admin and Research and Enterprise Approver Pool.

Bid Unsuccessful

Project Set-up
Once an award has been accepted it moves to PROJECT SET-UP. At this stage the project switches from pre-award to post-award. The main support role on Worktribe from that stage onwards is post-award admin which is covered by the Research Finance team.
The Research Finance Manager will set up the project and provide the SAP internal order number if needed. Once this has been completed the project will become a live project.

**Project Live**

Once a project is live, you will be able to see actual spend on your project (to be implemented later this year when a further guidance document for the post-award process will be available).

Any changes in the duration of the project, the budget or additional funding are notified to *post-award admin* through Worktribe. You can CREATE A VIREMENT or EXTEND the project. In both cases approval is given by post-award admin.

If you require a supplement to the original budget and need to request more funds from the funder you CREATE A SUPPLEMENT to draw up a budget for the supplement. *Pre-award admin* will take over support for budgeting. The workflow for SUPPLEMENT DEVELOPMENT/ SUBMISSION and SUPPLEMENT ACCEPTANCE follows the same approval process as Bid Preparation/ submission and Award Set up/ acceptance.

Only *Post-award admin* can MARK a project as COMPLETE.

**Maintenance of the system**

All background information is kept in the ADMIN section. Only selected members of staff have access to this section.

Any requests or queries should be addressed to the group *Admin*, not your usual support staff, in the section COMMENT.

The *Schedule of Maintenance* details responsibility for maintaining information. The schedule is available under HELP TOPICS.
Appendix 1 Portfolios

BDM: Business Development Manager
RSS: Research Support Service

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Group</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KTP</td>
<td>KTP team</td>
<td>Ian Gibbs</td>
</tr>
<tr>
<td>2</td>
<td>ERC Grants</td>
<td>EC team</td>
<td>Dilly Tawakkul, Sean Rowlands</td>
</tr>
<tr>
<td>3</td>
<td>EC Grants</td>
<td>EC team</td>
<td>Dilly Tawakkul, Sean Rowlands</td>
</tr>
<tr>
<td>4</td>
<td>Enterprise Cass</td>
<td>Cass BDM</td>
<td>Clare Avery, George Bilitsis</td>
</tr>
<tr>
<td>5</td>
<td>Enterprise Law</td>
<td>CLS BDM</td>
<td>Caroline Sipos</td>
</tr>
<tr>
<td>6</td>
<td>Enterprise SASS</td>
<td>SASS BDM</td>
<td>Caroline Sipos</td>
</tr>
<tr>
<td>7</td>
<td>Enterprise SHS</td>
<td>SHS BDM</td>
<td>Christina Gutierrez</td>
</tr>
<tr>
<td>8</td>
<td>Enterprise SMCSE</td>
<td>SMCSE BDM</td>
<td>Graham Dransfield</td>
</tr>
<tr>
<td>9</td>
<td>Commercial Research Cass</td>
<td>Cass BDM, Cass RSS</td>
<td>Clare Avery, George Bilitsis; Daniel Fisher, Joe Sharples</td>
</tr>
<tr>
<td>10</td>
<td>Commercial Research CLS</td>
<td>CLS BDM, CLS RSS</td>
<td>Caroline Sipos; Sean Rowlands</td>
</tr>
<tr>
<td>11</td>
<td>Commercial Research SASS</td>
<td>SASS BDM, SASS RSS</td>
<td>Caroline Sipos; Clare Thornbury, Anna Tremain</td>
</tr>
<tr>
<td>12</td>
<td>Commercial Research SHS</td>
<td>SHS BDM, SHS RSS</td>
<td>Christina Gutierrez; Peter Ainsworth, Joe Sharples</td>
</tr>
<tr>
<td>13</td>
<td>Commercial Research SMCSE</td>
<td>SMCSE BDM, SMCSE RSS</td>
<td>Graham Dransfield; Talal Ous</td>
</tr>
<tr>
<td>14</td>
<td>Research SASS</td>
<td>SASS RSS</td>
<td>Clare Thornbury, Anna Tremain</td>
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<td>Research Law</td>
<td>CLS RSS</td>
<td>Sean Rowlands</td>
</tr>
<tr>
<td>16</td>
<td>Research Cass</td>
<td>Cass RSS</td>
<td>Daniel Fisher, Joe Sharples</td>
</tr>
<tr>
<td>17</td>
<td>Research SHS</td>
<td>SHS RSS</td>
<td>Peter Ainsworth, Joe Sharples</td>
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<td>Research SMCSE</td>
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<td>Peter Aggar, Talal Ous</td>
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<tr>
<td>19</td>
<td>LeAD</td>
<td>SASS RSS</td>
<td>Anna Tremain</td>
</tr>
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