

Approving an Electronic Proposal Routing Approval Form (ePRAF)

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Overview

All proposals to external sponsors for projects that will involve University faculty and/or staff must be reviewed and approved by the Office of Sponsored Research (ORED) for compliance with federal and state statutes and regulations as well as sponsor and FIU guidelines, policies and procedures prior to forwarding the proposal to the prospective sponsor.

The Principal Investigator (PI) is responsible for ensuring that all required signatures are obtained on the ePRAF and that the proposal package is complete prior to submission to ORED. The PI must complete an ePRAF for each proposal and route the ePRAF, together with the complete proposal, to the PI's and Co-PI's chairs/center directors and deans for review. If the proposal is approved, each person must electronically sign the ePRAF to evidence their approval.

The PI must ensure that the routing of the ePRAF and proposal to all required signatories is done on a schedule that allows each individual to properly review the proposal prior to signature and allows the complete and signed proposal to be timely provided to ORED.

Responsibilities

Responsible Party	Action
Principal Investigator	Route the complete proposal package to all required signatories of the ePRAF with sufficient advance time for their substantive review of the proposal and obtain all required signatures on the ePRAF prior to submission of the proposal package to ORED.
Chairs, Deans, Center/Institute Directors	Review proposals submitted by PIs or Co-PIs for the items within their purview and confer with the PI or Co-PI, as appropriate, regarding the proposal. If the proposal is approved, sign the ePRAF.
Pre-Award Coordinator	Timely review of the complete proposal package submitted. Once the proposal is approved by all required signatories and ORED, sign the ePRAF as evidence of approval of the proposal, and advise the PI of the proposals' approval so that it may be submitted to the sponsor.

Steps

Complete ePRAF & Submit for Approval

To see detailed steps on how to complete an ePRAF please refer to the ['Completing an Electronic Proposal Routing Approval Form'](#) training Guide.

Proposal Routing

All proposals and pre-proposals which include budget information or a total cost estimate must be routed through the Office of Pre-Award for review and approval.

By electronically signing the proposal, the project team member(s), department, school or college indicate that the proposal project has their approval.

It is important to start this process early! The completed ePRAF and approvals must be received at least 5 working days before the deadline to allow each approving individual to review the proposal, as well as make suggestions and corrections.

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry

In order to submit a proposal, you must verify the workflow map. Click on 'Preview' from the Workflow Icon dropdown menu.





Approval Map

Departmental



Division of Research

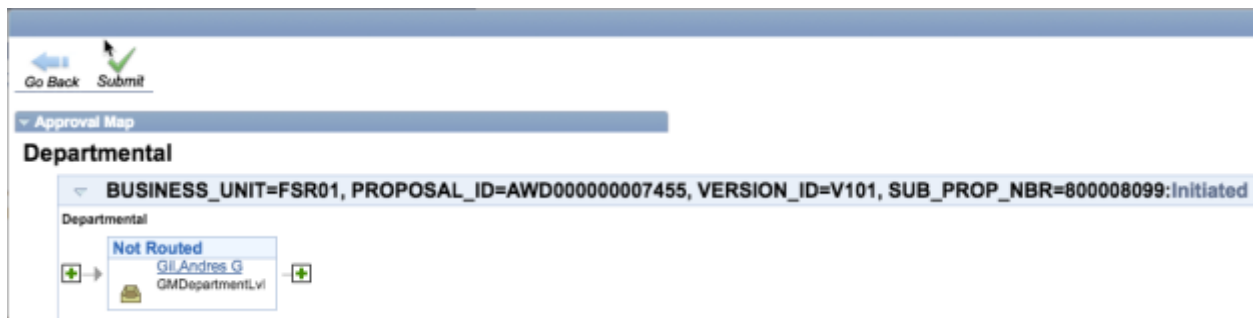


1. By Default, the project’s Principal Investigator will be the first approver. Additional approvers and reviewers can be added before or after the PI as needed by clicking on the on either side of the PI.
2. Once you have all of the necessary reviewers and approvers in the correct order your proposal is ready to be submitted, simply click the 'Submit' icon located at the top left of the screen.

Note: The routing process is not complete until the ORED Office of Pre-Award has electronically signed the proposal.

Submission of Proposal for Approval

Navigation: Smart Solutions > Smart Documents > Smart Proposal Entry



After you enter all of the required information on the proposal pages, you can produce and submit a finished application for sponsored amounts to support institutionally approved projects.

You can submit only institution-approved proposals if Proposal Approval workflow is active. All people who are involved in the approval process receive an email notification. The approval process is sequential and the system generates the work item for the next layer of approver after the work item receives approval at the current layer. Feedback from reviewers does not affect the approval process and status.

The approver receives email notifications during the approval process and can take the following actions:

- Approve
- Push Back
- Review

Email Notifications to Approver

Once a proposal has been submitted, the Approver will receive a system generated email that will inform them to review and approve the proposal. All email notifications include information about the proposal and a link to the applicable proposal.

If the approver is already logged on to PeopleSoft, when they click on the link provided within the email, they will be taken directly to the proposal that was submitted for approval. If they are not logged on when they click on the link, they will be taken to the PeopleSoft log on screen where they need to enter their user id and password

Proposal AWD000000008050, The fine points of enjoying Disney has been routed to you for approval



fin-panthersoft@fiu.edu <fin-panthersoft@fiu.edu>
 Wednesday, June 21, 2017 at 12:12 PM
 To: Saudie Feliz

The following proposal has been routed for your review and approval:

Proposal ID AWD000000008050
 Proposal Title The fine points of enjoying Disney
 PI Duran,Lia J
 Sponsor Name Disney Worldwide Conservation Fund
 Proposal Type NEW
 Deadline Date 2017-06-21
 Deadline Type Receipt Date

Please click on the link below to review the proposal details. Once you have reviewed all pertinent information, including any attachments, please hover over the 'Workflow' icon and select 'View Approval Map' to either approve, deny or return the proposal.

NOTE: If approving using an IOS mobile device (i.e.: iPhone and iPad), please disable the pop-up blocker in order to allow ePRAF pages to display correctly. For further instructions please visit <http://research.fiu.edu/proposal-preparation/epraf-mobile-instructions.html/>.

https://myfsstage.fiu.edu/pspfscm_1/EMPLOYEE/ERP/c/SM_DC_GRANTS.SM_DC_GM_PROPOSAL.GBL?Page=SM_DC_GM_PROPOSAL&Action=U&BUSINESS_UNIT=FSR01&PROPOSAL_ID=AWD000000008050&VERSION_ID=V101&SUB_PROP_NBR=800008862

Approver Reviews Proposal Details

Each approver will have the opportunity to review the proposal and offer suggestions and comments.



Field	Action	Comment
Attach	Click on 'Attach' Icon	An approver may view several documents related to the ePRAF in this area which may include: Budget Narrative, Budget Spreadsheet, Cost Share Form, Correspondence, the Proposal, the RFP and any other related documents.
Print	Click on 'Print' Icon	The Print option will allow a summary view of the Proposal including Budget information and Demographic data.
Workflow	Click on 'Workflow' icon	The Workflow Map will allow for the addition of any approvers and/or reviewers not already listed on the workflow path. Click on the '+' to add individuals to the path. <i>All approvers and/or reviewers added after the workflow has started will be added at the end of the workflow path.</i>




Example of Attachments Page

File Attachments

OK Cancel

Click on the 'Document Icon' to review individual attachments

Header Level

- Attachment: Developmental_Research_Grant_Program_(Parent_R21).pdf Categorize Request for Proposal  /attachments
- Uploaded By - 0110429 Time - April.29.2014 11:37 AM
- Attachment: 2014_InternalBudgetSheet.xlsx Categorize Budget Spreadsheet  /PSFSPRD/
- Uploaded By - 0110429 Time - April.29.2014 11:37 AM
- Attachment: BeckSagueGrantsGovPkg.pdf Categorize Proposal  /PSFSPRD/
- Uploaded By - 0110429 Time - May.05.2014 01:55 PM

Example of Print Page

Run Date: 6/22/2017 7:45 AM

Grants Proposal

Page 1 of 1

Proposal ID: AWD000000008051
Proposal Title: The art of being a Star Wars fan
Opportunity:
Grant Type:

Version ID: V101
Proposal Status: Pending Approval

Sponsor: 00000001 - FIU Division of Research

CFDA:

Principal Investigator: 1296895 - Feliz,Saudie M
Department: 124401000 - Office of Rsch and Eco Develop
Proposal Comments:

Dept. Admin: -
Pre-Awd Admin: -

Project: 800008863 - The art of being a Star Wars fan
Start Date: 01/01/18 **End Date:** 12/31/18
Department: 124401000 - Office of Rsch and Eco Develop **Subdivision:** 124401000 - Office of Rsch and Eco Develop
FA Rate Type: ONC **FA Base ID:** MTDC5 **FA Rate:** 45

Proposal Budget

Period	Begin Date	End Date	Direct Amount	Cost Share Amount	F&A Amount	Total Amount
1	01/01/18	12/31/18	100,000.00	0.00	0.00	100,000.00
Project Totals:			100,000.00	0.00	0.00	100,000.00

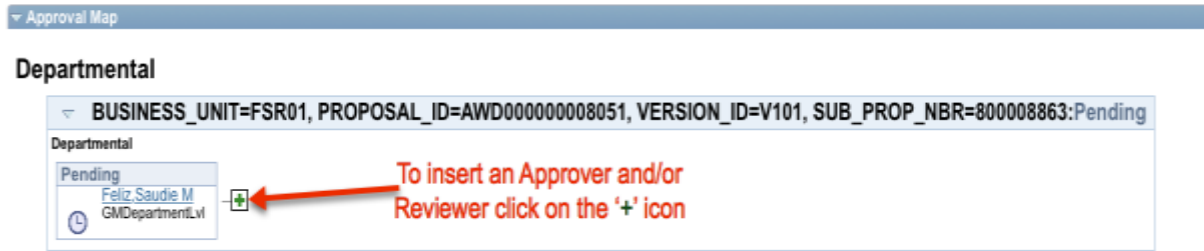
Team Member	Department	Role	CY Effort %		AY Effort %		SMR Effort %	
			Sponsor	Cost Shr	Sponsor	Cost Shr	Sponsor	Cost Shr
1296895 - Feliz,Saudie M	Office of Rsch and Eco Develop	PI	0.00	0.00	0.00	0.00	0.00	0.00

Departmental Approver: 1296895 - Feliz,Saudie M
Approval Status: Pending
Approval Comments:

Additional Information:







QNo.	Question	Comments
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Example of Approval Map (Workflow)



Approver Approves or Pushes Back Proposal

Once the proposal has been reviewed, the approver must take action on the proposal. An approver may not change or modify the proposal. If an approver finds something in the proposal that needs to be modified, comments should be added regarding what needs to be changed.

Field	Action	Comment						
Approver Options	Take action on the proposal	<p>The following actions are available to each approver:</p> <table border="1"> <thead> <tr> <th>Action Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> <u>Approve</u></td> <td>The proposal has been reviewed and accepted by the approver. This activates the next step in the approval process.</td> </tr> <tr> <td> <u>Push Back</u></td> <td>The proposal has been reviewed and the approver requests further action from the approver before them. This action will push back the approval process to the previous approver.</td> </tr> </tbody> </table>	Action Type	Description	 <u>Approve</u>	The proposal has been reviewed and accepted by the approver. This activates the next step in the approval process.	 <u>Push Back</u>	The proposal has been reviewed and the approver requests further action from the approver before them. This action will push back the approval process to the previous approver.
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 <u>Push Back</u>	The proposal has been reviewed and the approver requests further action from the approver before them. This action will push back the approval process to the previous approver.							
Comments	Optional	Enter any comments, suggestions and feedback						

Favorites | Main Menu > Smart Solutions > Smart Documents > Smart Proposal Entry

Save Save Template Collaborate Attach Print Workflow **Approve** Push Back Help

Approve Go Back

CERTIFICATION STATEMENT
Signatures and date of the Principal Investigator, Key Personnel, respective Chairperson(s) and Center Director(s) and/or Dean(s) **are required**. Please note that proposals submitted through a Center/Institute by faculty with joint appointments in an Academic Department and Center/Institute require both the signature of the Academic Chairperson and Center/Institute Director.

PRINCIPAL INVESTIGATOR & ALL KEY PERSONNEL
I hereby certify and affirm that the above described research project shall be conducted as specified in the attached proposal. The PI acknowledges and accepts his/her primary responsibility for the scientific and fiscal administration of the project in compliance with all federal, state and local laws and University policies (including, but not limited to: Financial Administration, Protection of Human/Animal Subjects, Hazardous Materials, Conflict of Interest, Inventions and Copyrights and Export Control). I further certify: 1) that the information submitted within this application is true, complete and accurate to the best of my knowledge; 2) that after submission of this proposal, if I learn of any information that is contrary to that which is contained within this application, I will immediately advise Division of Research of such contrary information ;3) that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties; 4) that the PI agrees to accept full responsibility for the scientific conduct of the proposal and to provide the required progress reports if a grant is awarded as a result of this application; and 5) that all persons named in the proposal have read it and have agreed to participate at the level of effort indicated. 6) Pursuant to the requirements of the Bayh-Dole Act and regulations, 37 CFR Section 401.14 (f)(2), and applicable University policy, I acknowledge that I will promptly disclose in writing to the Office of Intellectual Property Management, each invention made under a federally funded sponsored award and will cooperate with that Office to execute all papers necessary to file patent applications as may be required to establish the government's rights in such inventions.

CHAIR
I hereby certify and affirm that I have reviewed this proposal in its entirety and approve all aspects of this project in respect to faculty assignment, extra state compensation and release time (if applicable) and overall proposal content.

DEAN and/or CENTER / INSTITUTE DIRECTOR
I hereby certify and affirm that I have reviewed this proposal in its entirety and approve all aspects of this project in respect to scientific merit, eligibility of PI or Key Personnel, salary, facilities/administration needs and requirements, guarantee department id and F&A rate.

Approval Comments

Comments

Approver 'Approval Inbox'

To see everything that is currently in your queue to review, the Approval Inbox will show a listing of all proposals waiting for to be approved.

Navigation: Smart Solutions > Smart Workflow > Transaction Approval > Approval Inbox

Field	Action	Comment
Transaction Type	Set the Transaction Type to ProposalExpress	
Search	Click on the Search Button	The Search button will generate a listing of all current proposal waiting for your approval
Grant Details	Click on the Proposal ID	Click on the Proposal ID link to view the proposal and either Approve or Pushback the proposal

Approval Inbox

TransactionType:

Use Saved Search:

Business Unit	<input type="text" value="equal to"/>	<input type="text"/>
Proposal ID	<input type="text" value="equal to"/>	<input type="text"/>
Empl ID	<input type="text" value="equal to"/>	<input type="text"/>
Proposal Status	<input type="text" value="equal to"/>	<input type="text"/>
Version ID	<input type="text" value="equal to"/>	<input type="text"/>
Creation Date	<input type="text" value="equal to"/>	<input type="text"/>

[Advanced Search](#)
[Save Search Criteria](#)
[Delete Saved Search](#)
[Personalize Search](#)

Grants Details						
Business Unit	Proposal ID	Proposal Status	Originator OperID	Version ID	PI ID	Due Date
1 FSR01	AWD000000008051	Pendg Aprv	1296895	V101	1296895	06/21/2017