

Grants Electronic Approval (EA) Changes for End Users

This document highlights the changes to the Grants proposal workflow in PeopleSoft due to the implementation of electronic approval of proposals.

For detailed instructions on EA procedures, see the Working With Proposals training materials.

MAINTAIN PROPOSAL PAGE

Proposal tab

The screenshot displays the 'Proposal' tab in the PeopleSoft Grants system. Key fields include Proposal ID (0045575), Description (Botanical Study 01), Version ID (V101), and Currency (USD). The 'Status' section on the right shows the proposal is in 'Draft' status. An 'Electronic Approval' button is visible in the Status box. A callout box provides instructions on how to use this button and navigate to the Electronic Approval page.

An **Electronic Approval** button has been added to the **Status** box on the **Proposal** tab. When the proposal is complete, click this button to generate an electronic approval (EA) page. Retain the default of **Draft** in the **Proposal Status** field.

After clicking the button, you can navigate to the EA page in one of two ways.

- Click the **Electronic Approval** link in the top Menu to search for the EA page (Main Menu > Grants > Proposals > Electronic Approval).
- Or click the **Go to Electronic Approval Page** link below the **Electronic Approval** button. A new browser window or tab will open with the EA page.

In Approval Process [Electronic Approval](#)
[Go to Electronic Approval Page](#)

Resources tab

The employees listed on the **Resources** tab (**Professional** grid) will be listed as signers on the EA page if they have been designated as signers by the campuses. If you want more employees to appear on the EA page, you can add them here and select their roles. The PI, CPI, COI, KEY, NTFY, and SIGN roles are the only roles that can have signers associated.

- An individual with the NTFY (Notification of EA) role gets notified that the proposal has been submitted but is not required to sign the EA page.
- An individual with the SIGN (Signature EA) role is required to sign the EA page.
- Some of the roles, such as the KEY (Key Personnel) role, will only sign if selected to sign by the campuses.

Available Roles

Search Results

View 100 First 1-17 of 17 Last

Role Type	Description
AUTH	Authorized Personnel
CLRK	Secretarial/Clerical
CMNT	Co-Mentor
COI	Co-I
CPI	Co-PI
DHD	Department Head
GRST	Graduate Students
KEY	Key Personnel
MENT	Mentor
NTFY	Notification of EA
OTH	Other
PAA	Pre-Award Administrator
PI	Principal Investigator
PSDR	Post Doctoral Associates
SIGN	Signature EA
STF	Senior Staff
UGST	Undergraduate Students

Attachments tab

The documents attached on the **Attachments** tab, and any updates to them, will automatically be available from the EA page. You can also add attachments here after the EA page has been submitted. You cannot attach documents directly to the EA page.

Project ID 00050479 Title Studying antioxidant botanicals

Requests	Attached File	Delete	View
1	Botanical_Study_Detail_Document.docx		

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Save Refresh Add Update/Display Correct History

Proposal | Projects | Checklist | Budgets | Resources | Certifications | Reports | Attachments | Key Words | Mailing Instruction | Shared Credit | Effort

Shared Credit tab

Proposal ID: 0045575 Business Unit: STLOU PI Name: Moore, Mandy M

Version ID: V101 Title: Studying antioxidant botanicals

Proposal Project: 00050479

Effective Date: 06/04/2015 *Status: Active

F & A Allocation: 43.30 Total: 100.00

*Empl ID	Name	*Department	% Share
1 12345678	Moore, Mandy M	S0304006	100.00

Click the **Load** button to populate the **Resources** grid below with the employees listed on the **Resources** tab.

The DeptID, which will identify the signers on the EA page, needs to be included for each role, except for those with the NTFY or SIGN role.

Save Refresh Add Update/Display Correct History

Proposal | Projects | Checklist | Budgets | Resources | Certifications | Reports | Attachments | Key Words | Mailing Instruction | Shared Credit | Effort

ENTER BUDGET DETAIL PAGE

The signers for the DeptID entered on the **Cost Share** page will be included on the EA page.

The image shows two overlapping screenshots from a web application. The top screenshot is the 'Enter Budget Detail' page, and the bottom is the 'Cost Share' page. An orange callout box on the 'Enter Budget Detail' page points to a 'Cost Share' link in a table row. A second orange callout box on the 'Cost Share' page points to the 'Dept' field in the 'Institution' section.

Enter Budget Detail

Proposal 0045575 Currency USD
Version V101 Start Date 07/01/2016 End Date 0
Title Studying antioxidant botanicals Modular?

Project ID 00050479 Budget Period 1
Budget ID 1 Start Date 07/01/2016

Overall Cost Share

Details, CostShare, Justification Personalize Find

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost
10	SALARY	Salary		7,793.00	7,793.00	Cost Share			

Sponsor Direct 7,793.00 Sponsor F&A 2,026.00 Total Sponsor Budget
Institution Cost Share 0.00 Institution Cost Share F&A 0.00 Total Inst C/S Budget
Third Party Cost Share 0.00 Total TP C/S Budget

Cost Share

Budget Period 1 Start Date 07/01/2016 End Date 06/30/2017
Budget Line Number 10 Budget Item SALARY Salary

Cost Sharing

Total Direct 7,793.00 Cost Share Percent 10.00
Sponsor Direct 7,014.00 Cost Share Direct 779.00

Cost Sharing Distribution

Institution
*Dept S01080 GRANTS CHEMISTRY 11 Program 0 Fund 0000 C/S Pct 100 C/S Direct
Third Party
Description C/S Pct C/S Direct
Distribution Totals 0.00 0.00

OK Cancel

ELECTRONIC APPROVAL PAGE

Electronic Approval

Principal Investigator Pleasant, Peter B
 Proposal ID / Version 0045576 V101
 Long Title Quantifying Manure Distribution, Plant Growth and Grazing Patterns in Pastures.
 Begin / End Dates 01/15/2015 through 01/14/2018
 Sponsor Name NATL INST OF FOOD AND AG

Due Date / Type
 Proposal Type New

Mailing Instructions Ph #

Projects

Proposal Project	00050480	Quantifying Manure Distribution, Plant Growth and Grazin
Project Dept ID	C1532076	GRANTS PLANT SCIENCE 22

Shared Credit-RIF return

Attachments

Study Details.pdf

Signatures

<input type="checkbox"/> Approval	Empl ID 11112222	Pleasant, Peter B	Role Chair	Approve
Project/Dept ID				
<input checked="" type="checkbox"/> Approval	Empl ID 22223333	Mason, Lucas P	Role Dean	Approve
Project/Dept ID				

Disapproval Last Updated by Oprid

E-mail Instructions

Electronic Approval Status Preview
 Created by WINSTON
 Last Modified by

The **Electronic Approval (EA)** page contains all the information in the proposal. The submitter reviews the EA page before submitting it for approval.

The documents that were attached to the **Attachments** tab on the proposal can be viewed by clicking the **View** button in the **Attachments** grid. Documents cannot be attached directly to this page.

The **Signatures** grid displays the list of signers. The employees on the proposal **Resources** page will be signers on the EA page if they have been designated as signers by the campuses. Chairs and deans who have been selected by the campuses will be signers on the EA page as well.

The submitter should review the list to ensure it is correct and complete.

- If signers or alternates are missing from the list, contact OSPA to add them. After they are added, rerun the EA page.
- If one or more DeptIDs are incorrect, correct them in the proposal and rerun the EA page.

If desired, you can add comments in the **E-mail instructions** field, which will display in the email message to the signers.

When the EA page is complete, the submitter clicks the **Submit** button to automatically send an email to the submitter and signers, notifying them of an EA pending approval. After the **Submit** button has been clicked, the signers cannot be changed; however, OSPA and designated staff in each department have the ability to reset the proposal so that it can be revised, if necessary.

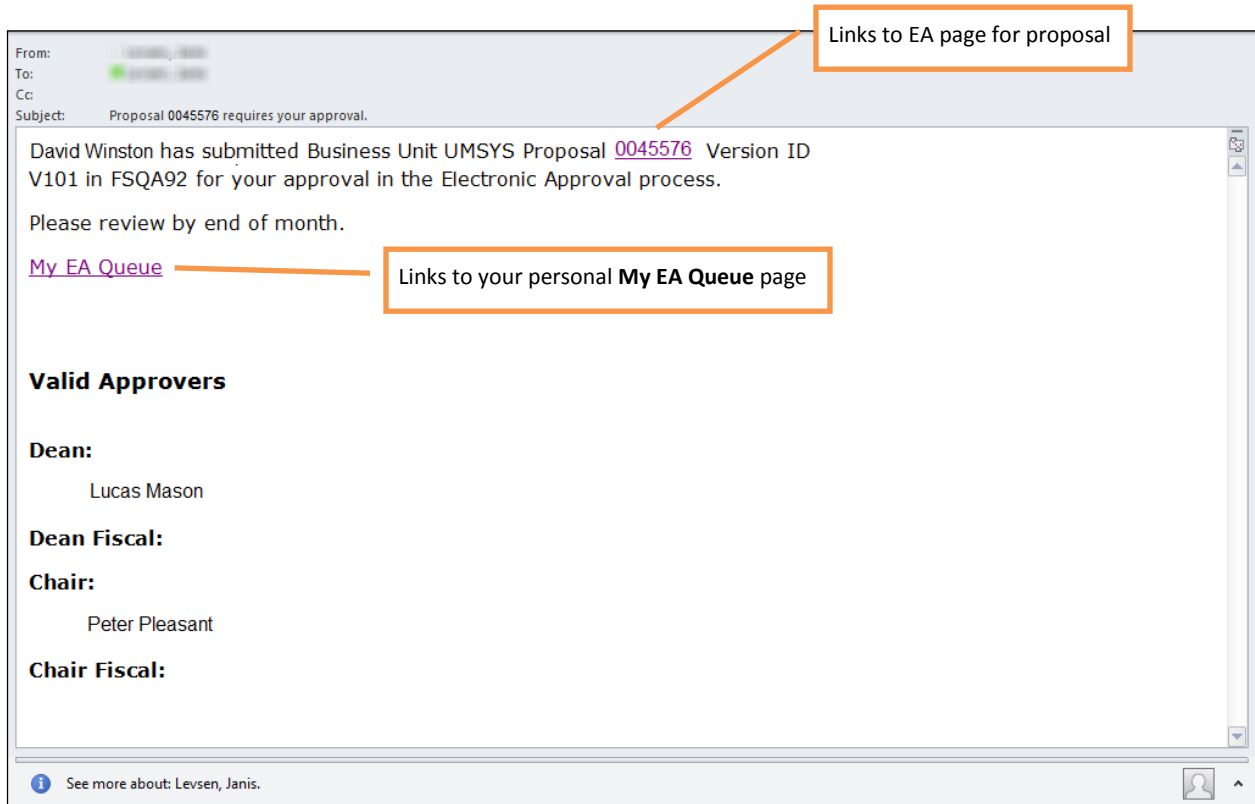
If desired, you can click the **Print** button to generate a PDF of the EA page that will be emailed to you for printing. This can be done at any **Electronic Approval Status** (Preview, Submitted, or Approved).

If you make changes and want to submit the EA page later, you can click the **Save** button to save the changes.

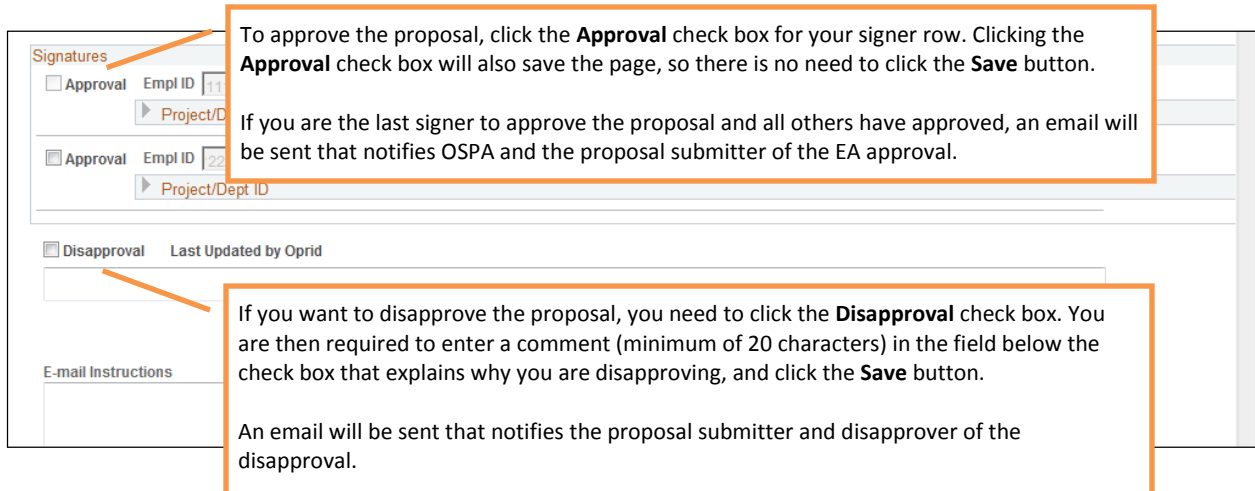
APPROVING A PROPOSAL

When an Electronic Approval (EA) page for a proposal is submitted, the submitter and the signers receive an email that the proposal is pending approval. The email provides a link to the EA page and the email recipient's personal **My EA Queue** page. Approvers can choose which method they want to use to access and approve the proposal. Signers can also go directly to their My EA Queue page by navigating to Main Menu > Grants > Proposals > My EA Queue.

Email



How to approve on EA page

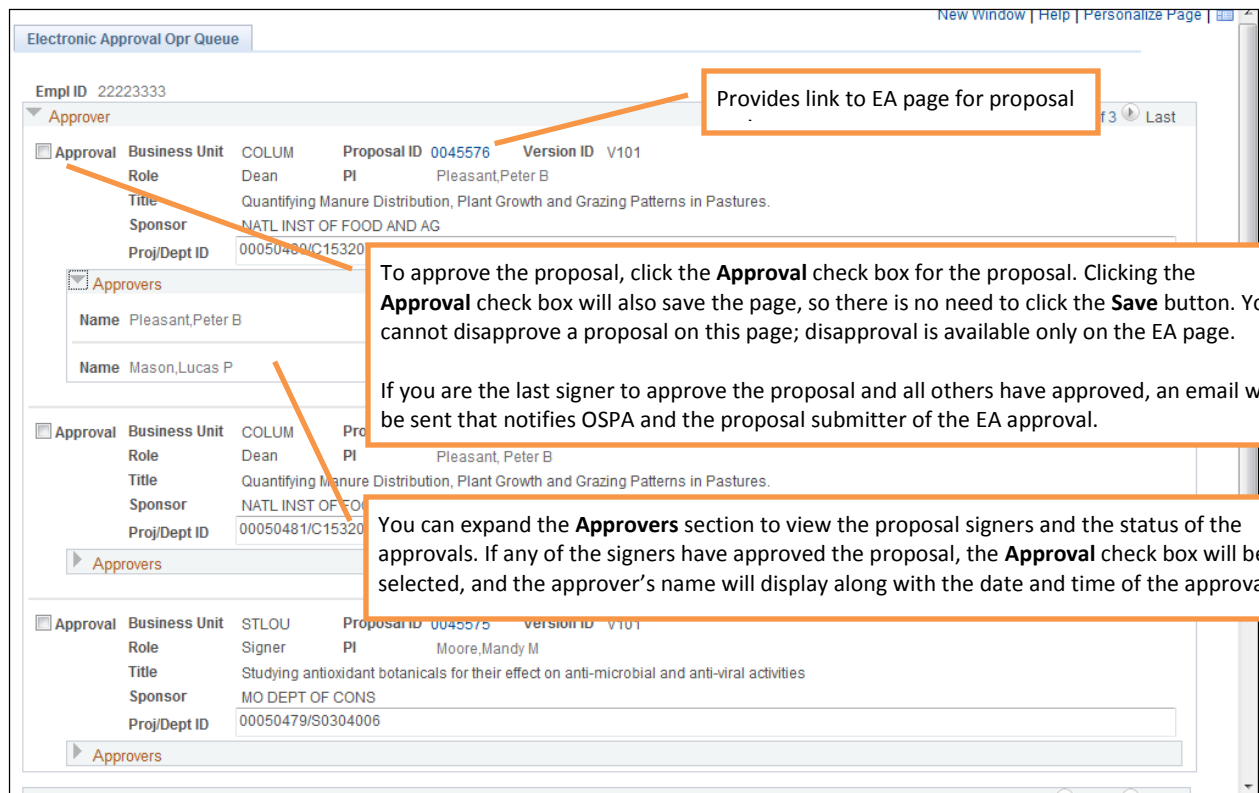


You cannot undo an approval once you select the **Approval** check box; however, OSPA and designated staff in each department will have the ability to reset individual approvals from the EA page if necessary.



How to approve on the My EA Queue page

The **My EA Queue** page lists the proposals that are pending your approval and their status. Once all signers have approved a proposal, the proposal will no longer display in the queue.



SEARCHING FOR PROPOSAL AND EA STATUS (Using the Global EA Queue)

In the **Global EA Queue**, you can enter or select various criteria to search for proposal and EA Status. The search results will depend on your security permissions. You cannot approve proposals in this queue.

The screenshot shows the 'Um Ea Dept Queue' interface. At the top, there are fields for 'User ID' (LEVSENJ) and 'Run Control ID' (EA_SEARCH). Below this is a search criteria section with fields for 'Business Unit' (COLUM), 'Division', 'Department', 'Sub Department', and 'Dept ID'. There are also fields for 'Empl ID', 'EA Status' (Submitted), 'Proposal Status', 'Due Date From', and 'Due Date To'. A 'Search' button and a 'Clear Search Criteria' button are present. Below the search criteria is a 'Scroll Area' displaying search results for Proposal ID 0038389. The results include fields for 'Business Unit', 'Sponsor', 'Title', 'Version ID', 'EA Status', and 'Proposal Status'. An 'Approvers' section is expanded, showing a table of approvers with columns for Name, Role, Approved status, and Approved by. The table shows two approvers: Paulsen, Polly B (Role: Chair, Approved: unchecked) and Franker, Finn R (Role: Fiscal, Approved: checked, Approved by: FRANKERF, Date/Time: 04/11/2013 3:47:34PM). A 'Reset' button is visible at the bottom right of the results area.

The queue allows you to create one or more Run Control IDs to save the parameters for proposal searches.

You can click the **Proposal ID** link to view the EA page.

You can expand the **Approvers** section in the search results to view the proposal signers and the status of the approvals. If any of the signers have approved the proposal, the **Approved** check box will be selected, and the approver's name will display along with the date and time of the approval.

A **Reset** button on each proposal row will also be available from this page for OSPA and designated staff in each department. This will allow the user to reset a proposal so that it can be revised.

This screenshot is similar to the previous one, showing the search interface for Proposal ID 0038389. The 'Approvers' section is expanded. A callout box points to the 'Reset' button located at the bottom right of the results area, explaining its function.

Clicking the **Reset** button will reset the EA workflow for the proposal, which means that the **Electronic Approval** button on the **Proposal** tab will be enabled so that an EA page can be generated again, the EA page can be resubmitted, and all signers will need to approve again.

Grants Electronic Approval (EA) Workflow

