

## SmartGrant PIAA AWARD Routing Approval Workflow

**Important notes before you begin:** Tier 2 Approvals can occur in any order. After each approval a confirmation email is sent. Setting the Reminder Timer **MUST** be done before Routing is Started.

The routing map is altered by OGCA before they initiate routing to remove all contacts except the PI and SP – OGCA since only the PI needs to sign the PIAA and the SP level ensures that OGCA receives the Award PIAA. In the case of NIH multi-investigator awards, the Co-Investigators will be left in the map since they also will need to approve the terms of the award.

### Routing map and Approver levels:

- There are 3 Approver Tiers: Tier 1 is the PI; Tier 2 are all other academic/administrative approvers; Tier 3 is the OGCA approvers
- The PI as Tier 1 and cannot be moved or removed from the routing map
- Once the PI approves the proposal/award, all other approvers will simultaneously receive an email notification stating that Action is Required
- Tier 2 Approvers may approve the proposal or award in any order
- The map may be modified prior to or after initiation and all changes will be made in Tier 2

### Email notifications:

- PI will receive an email with an approval hotlink **ONLY** if someone besides the PI initiates routing
- Each approver after the PI will receive an “Action required” email with a hotlink to the SmartGrant
- Every Approver, including the PI, will receive a Confirmation notification email indicating that they have successfully approved the proposal/award
- PI will receive an email after ALL approvers in Tier 2 have approved and that the action is now pending with OGCA
- Subject line in email notifications will indicate “Proposal” or “Award” as appropriate depending on the action item

### Change in Online Routing screen

- There is now a Reminder email timer that may be set only **BEFORE** routing is initiated. The timer can be set in 15 minute intervals which is expressed in fractions of an hour, i.e. 15 minutes is .25 hours. The default reminder time is 24 hours. This reminder will send emails to ALL pending approvers.
- We advise **caution** when using the timer feature and to use it only when necessary.

### *Steps (the process):*

Since OGCA initiates routing, the PI will have received an instructional email from OGCA and then a SmartGrant Notification of “**Award Approval Action Required**” email.

PI receives email

From: SmartGrant Notification <gams@research.umass.edu>  
 To: Paul Kelley; Paul Kelley; Julie King (PI)  
 Cc:  
 Subject: Award Action Required - SmartGrant GPID : 23308a1 - Principal Investigator : Kelley, Paul A.

**SmartGrant Routing Memorandum 11/25/2015 2:48:06 PM**

<b>Proposal</b>	23308a1
<b>Sponsor</b>	Mass Association of Dairy Farmers
<b>Title</b>	New propxls PIAA
<b>PI</b>	Kelley, Paul A.
<b>Action</b>	Award Approval Action Required – Electronic Signature Needed

Routing has been initiated for this proposal. Your level is the first level requested to review and approve the proposal, please review and take necessary action.

Use the hyperlink from this email to go directly to the review and approval page, or login to SmartGrant and check your To-Do List  
<https://smartgrant-test.umass.edu/Routing/RoutingValidate.aspx?ID=8d279260d8bb4385ac231071dd8a9c0a>

The PI looks at the PIAA, any sponsor-specific Guidance attachments, and the terms of the award itself, all of which have been uploaded to the Non-Budget Information>Print Forms screen. If he/she has questions or concerns about any of the documents, please call or email the OGCA award Grant and Contract Administrator listed on the OGCA email sent prior to the Notification email.

PI clicks Accept

Click Update

Attachments
Proposal Info
Modify Level
Help
Exit

**Proposal Waiting for Approval**

<b>Proposal#</b>	23308a1
<b>Sponsor</b>	Mass Association of Dairy Farmers
<b>Title</b>	New propxls PIAA
<b>Principal Investigator</b>	Kelley, Paul A.

**Submission into Routing signifies:**

- that the information submitted within the application is true, complete and accurate to the best of my knowledge;
- that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and
- that I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

Accept Proposal     Hold Proposal *(enter comments only)*

Comments:

Mail reminder every 1 hours  
 Edit prior to Start Routing as appropriate.

**Routing Levels**

**Tier 1 Routing Levels**

<b>Main PI - Principal Investigator : Kelley, Paul A.</b> Status : Pending	<b>Paul A. Kelley -- more &gt;</b> ✉ pkelley@research.umass.edu 📞 413-545-3837	
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**Tier 2 Routing Levels**

**Tier 3 Routing Levels**

<b>OGCA - SP - OGCA :</b> Status : (None)	<b>OGCA Receptionist -- more &gt;</b> ✉ pk_ogca-proposals@research.umass.edu 📞 413-545-0698 📠 413-545-1202
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**Note: Routing screen now shows Approval at the PI level and Pending at OGCA. PIAA records remain “pending” because there is no sign off by OGCA. Eventually the record becomes the award and the status changes to AWD.**

Attachments Proposal Info Modify Level Help Exit

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**Proposal Waiting for Approval**

<b>Proposal#</b>	23308a1
<b>Sponsor</b>	Mass Association of Dairy Farmers
<b>Title</b>	New propxls PIAA
<b>Principal Investigator</b>	Kelley, Paul A.

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The routing status is




# Pending

Review mode only

**Mail reminder every 1 hours**  
**Edit prior to Start Routing as appropriate.**




**Routing Levels**

**Tier 1 Routing Levels**

 <b>Main PI - Principal Investigator :</b> Kelley, Paul A. Status : Approved with comments	<b>Approved by:</b> 11/25/2015 2:59:56 PM	 
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**Tier 2 Routing Levels**

**Tier 3 Routing Levels**

 <b>OGCA - SP - OGCA :</b> Status : Pending	 <b>OGCA Receptionist -- more &gt;</b> pk_ogca- proposals@research.umass.edu 413-545-0698 413-545-1202	
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Click Exit.

PI receives **Routing Confirmation** email

From: SmartGrant Notification <gams@research.umass.edu>  
 To: Paul Kelley; Paul Kelley; Julie King (PI)  
 Cc:  
 Subject: Routing Confirmation - SmartGrant GPID : 23308a1 - Approved by Paul A. Kelley

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**SmartGrant Routing Memorandum 11/25/2015 2:59:57 PM**

<b>From</b>	Paul A. Kelley
<b>Email</b>	<a href="mailto:pakelley@research.umass.edu">pakelley@research.umass.edu</a>
<b>Phone</b>	4135453837
<b>Fax</b>	

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<b>Proposal</b>	23308a1
<b>Sponsor</b>	Mass Association of Dairy Farmers
<b>Title</b>	New propxls PIAA
<b>PI</b>	Kelley, Paul A.
<b>Action</b>	None - routing approved

As a courtesy, the SmartGrant system is informing you that this proposal was approved at the Principal Investigator : Kelley, Paul A. level.

**Reviewer Comments**

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PI PIAA

PI receives a “**For Your information**” notification that the SP OCCA level is the next approver (routing has made it to OGCA) for processing.

From: SmartGrant Notification <gams@research.umass.edu>  
To: Paul Kelley; Paul Kelley; Julie King (PI)  
Cc:  
Subject: For Your Information - SmartGrant GPID : 23297a1 - Proposal has been routed to your Sponsor Programs Office.

**SmartGrant Routing Memorandum 11/19/2015 3:19:50 PM**

<b>Proposal</b>	23297a1
<b>Sponsor</b>	Mass Association of Dairy Farmers
<b>Title</b>	TESTING NEW ROUTING WITH COPIS IN DIFF DEPTS
<b>PI</b>	Kelley, Paul A.
<b>Action</b>	

As a courtesy, the SmartGrant system is informing you that this proposal has been electronically routed to your Sponsors Programs Office.

**Note: Routing screen now shows Approval at the PI level and Pending at OGCA. PIAA records remain “pending” because there is no sign off by OGCA. Eventually the record becomes the award and the status changes to AWD.**