

SmartGrant PROPOSAL ADD and DELETE routing 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.

Routing Overview

The creation of the internal SmartGrant routing map is built by default based on the PI and/or COPI's department used in building the proposal. Each Authorized Approver above the PI and/or COPI's is pre-determined.

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 OPAS 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 OPAS
- 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.

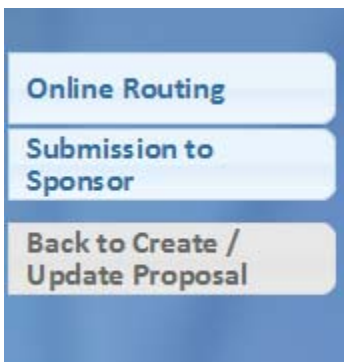
Steps (the process):

The electronic approval steps can be completed by either the PI and/or COPI's or a staff person on behalf of the PI and/or COPI's.

Click Submittal Processes



Click Online Routing



Online Routing screens

SmartGrant Submittal Processes

The routing status is

Not Started

Default email reminder every 24 hours.
Edit prior to Start Routing as appropriate.

Start Routing Modify Level

Routing Levels

Tier 1 Routing Levels

Main PI - Principal Investigator : Kelley, Paul A. Paul A. Kelley -- more ▶
Status : (None) pakelley@research.umass.edu
 413-545-3837

Tier 2 Routing Levels

LeadDept - Department : Administrative Systems Support William Shea -- more ▶
Status : (None) gams@research.umass.edu

LeadCollege - College : No College Joseph P. Civello -- more ▶
Status : (None) gamssupport@research.umass.edu

Tier 3 Routing Levels

OGCA - SP - OGCA : OGCA Receptionist -- more ▶
Status : (None) pk_ogca-proposals@research.umass.edu
 413-545-0698 413-545-1202

Dir OGCA - VR - Director OGCA : Carol Sprague -- more ▶
Status : (None) pk_sprague@research.umass.edu

Do not Start Routing until you have checked the map for accuracy and completeness. The routing process will begin by Clicking “Start Routing”.

See below default status of “Not Started” with the 24 hour setting for reminder emails. This default can be change per GPID. Timer set options: *enter time periods in hours and fractions of hours. Note that .50 hours = 30 minutes; .25 hours = 15 minutes. The SmartGrant email processor will be running in 15 minute intervals on the hour. For example: If routing is started at 1:01 pm, and the timer is set for 15 minutes (not recommended) the next notification email will be sent at 1:30 pm (1:16 pm would be 15 minutes but the “every 15 minutes on the hour” has passed, the next interval will be 1:30 pm).*

The electronic approval action can be completed by either the routing notification email link or by direct login to SmartGrant approval screens. The PIs order (first) cannot be removed or changed within a default map. The PI must be the first approver. The approval process for the PI can differ depending on WHO clicked “Start Routing”.

Method 1 - If the PI was the user logged into SmartGrant and clicked “Start Routing”.

Method 2 will be used in this example. The staff person is changing the map before clicking “Start Routing”.

The default map below.

SmartGrant Submittal Processes

The routing status is

Not Started

Default email reminder every hours.
Edit prior to Start Routing as appropriate.

[Start Routing](#) [Modify Level](#)

Routing Levels


Tier 1 Routing Levels


 **Main PI - Principal Investigator : Kelley, Paul A.** [Paul A. Kelley -- more >](#)
Status : (None) [✉ pkelley@research.umass.edu](#)
[📞 413-545-3837](#)


Tier 2 Routing Levels

 **Assoc-PI - Principal Investigator : Fillio, John** [John Fillio -- more >](#)
Status : (None) [✉ pk_fillio@research.umass.edu](#)
[📞 413-545-0698](#)

 **Assoc-PI - Principal Investigator : Swett, Nancy C.** [Nancy C. Swett](#)
Status : (None) [✉ gams@research.umass.edu](#)
[📞 413-545-3428](#)


 **LeadDept - Department : Administrative Systems Support** [William Shea -- more >](#)
Status : (None) [✉ gams@research.umass.edu](#)

 **AssocDept - Department : Research Compliance** [Jen Donais TEST](#)
Status : (None) [✉ gamssupport@research.umass.edu](#)

 **LeadCollege - College : No College** [Joseph P. Civello -- more >](#)
Status : (None) [✉ gamssupport@research.umass.edu](#)

 **AssocCollege - College : WFCR** [Marg B TEST](#)
Status : (None) [✉ jgamssupport@research.umass.edu](#)

Tier 3 Routing Levels

 **OGCA - SP - OGCA :** [OGCA Receptionist -- more >](#)
Status : (None) [✉ pk_ogca-proposals@research.umass.edu](#)
[📞 413-545-0698](#) [📞 413-545-1202](#) 

1. To *DELETE* a person/level from the Routing Map

Click Modify Level

Click X to the right of each name you want to Delete. **NOTE: The PI cannot be DELETED or MOVED in the Routing Map.** If there is a change of PI and that needs to be reflected in the Routing map, you must Cancel Routing by making a request with this form: <http://www.umass.edu/research/webform/ogca-electronic-data-systems-support-form>. Change the PI in the GPID and then Start Routing again.

In this example, DELETE Lead Dept by Clicking the 'X' to the right of that level.

SmartGrant Submittal Processes

Update Cancel

Office Lookup

Lookup By Level : (All Level Type) Search

Lookup By Name : Search

Routing Levels

Tier 1 Routing Levels

Main PI - Principal Investigator : Kelley, Paul A. [Paul A. Kelley -- more ▶](#)
 Status : (None) [✉ pakelley@research.umass.edu](mailto:pakelley@research.umass.edu) 413-545-3837

Tier 2 Routing Levels

Assoc-PI - Principal Investigator : Fillio, John [John Fillio -- more ▶](#)
 Status : (None) [✉ pk_fillio@research.umass.edu](mailto:pk_fillio@research.umass.edu) 413-545-0698

Assoc-PI - Principal Investigator : Swett, Nancy C. [Nancy C. Swett](#)
 Status : (None) [✉ gams@research.umass.edu](mailto:gams@research.umass.edu) 413-545-3428

LeadDept - Department : Administrative Systems Support [William Shea -- more ▶](#)
 Status : (None) [✉ gams@research.umass.edu](mailto:gams@research.umass.edu)

Click Update

See Lead Dept no longer in map.

SmartGrant Submittal Processes

Not Started

Default email reminder every 24 hours.
 Edit prior to Start Routing as appropriate.

Start Routing Modify Level

Routing Levels

Tier 1 Routing Levels

Main PI - Principal Investigator : Kelley, Paul A. [Paul A. Kelley -- more ▶](#)
 Status : (None) [✉ pakelley@research.umass.edu](mailto:pakelley@research.umass.edu) 413-545-3837

Tier 2 Routing Levels

Assoc-PI - Principal Investigator : Fillio, John [John Fillio -- more ▶](#)
 Status : (None) [✉ pk_fillio@research.umass.edu](mailto:pk_fillio@research.umass.edu) 413-545-0698

Assoc-PI - Principal Investigator : Swett, Nancy C. [Nancy C. Swett](#)
 Status : (None) [✉ gams@research.umass.edu](mailto:gams@research.umass.edu) 413-545-3428

AssocDept - Department : Research Compliance [Jen Donais TEST](#)
 Status : (None) [✉ gamssupport@research.umass.edu](mailto:gamssupport@research.umass.edu)

LeadCollege - College : No College [Joseph P. Civeillo -- more ▶](#)
 Status : (None) [✉ gamssupport@research.umass.edu](mailto:gamssupport@research.umass.edu)

AsscCollge - College : WFCR [Marg B TEST](#)
 Status : (None) [✉ jgamssupport@research.umass.edu](mailto:jgamssupport@research.umass.edu)

2. To ADD a level to the Routing Map

Click "Modify Level" in the "Not Started" box

Click "Lookup By Level" Dropdown

SmartGrant Submittal Processes

Update Cancel




Office Lookup

Lookup By Level : (All Level Type) Search











Lookup By Name : Search

Routing Levels

Tier 1 Routing Levels

	Main PI - Principal Investigator : Kelley, Paul A. Status : (None)	 Paul A. Kelley -- more > ✉ pakelley@research.umass.edu ☎ 413-545-3837	
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Tier 2 Routing Levels

	Assoc-PI - Principal Investigator : Fillio, John Status : (None)	 John Fillio -- more > ✉ pk_fillio@research.umass.edu ☎ 413-545-0698	 
	Assoc-PI - Principal Investigator : Swett, Nancy C. Status : (None)	 Nancy C. Swett ✉ gams@research.umass.edu ☎ 413-545-3428	
	AssocDept - Department : Research Compliance Status : (None)	 Jen Donais TEST ✉ gamssupport@research.umass.edu	

For this example – Click Department

Click Search

SmartGrant Submittal Processes

Update Cancel




Office Lookup

Lookup By Level : Department Search

Lookup By Name : Search

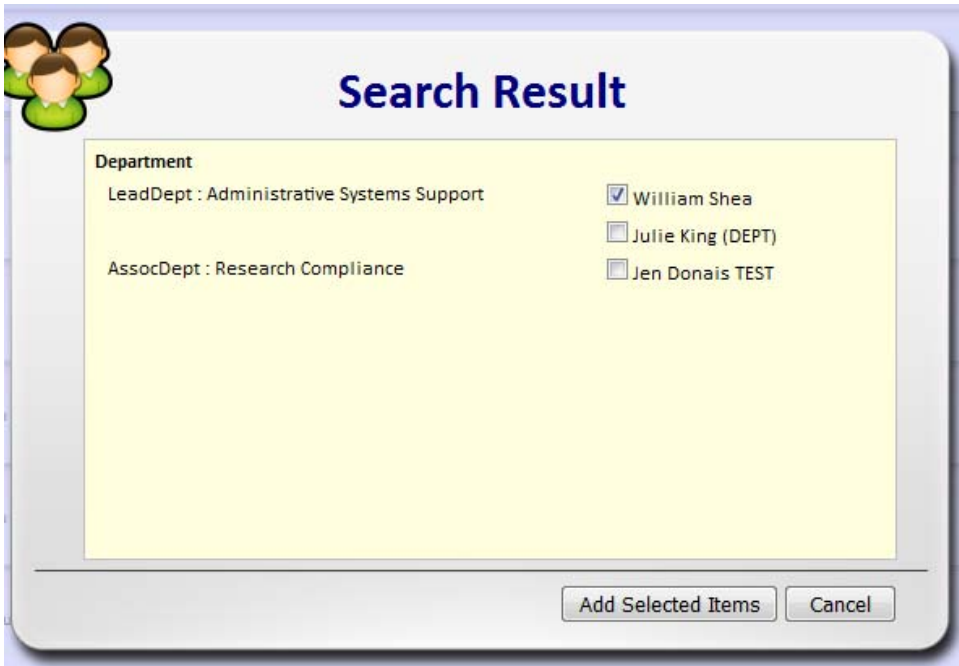
Routing Levels

Tier 1 Routing Levels

	Main PI - Principal Investigator : Kelley, Paul A. Status : (None)	 Paul A. Kelley -- more > ✉ pakelley@research.umass.edu ☎ 413-545-3837	
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Select "Lead Dept"

Click "Add Selected Items"



Search Result

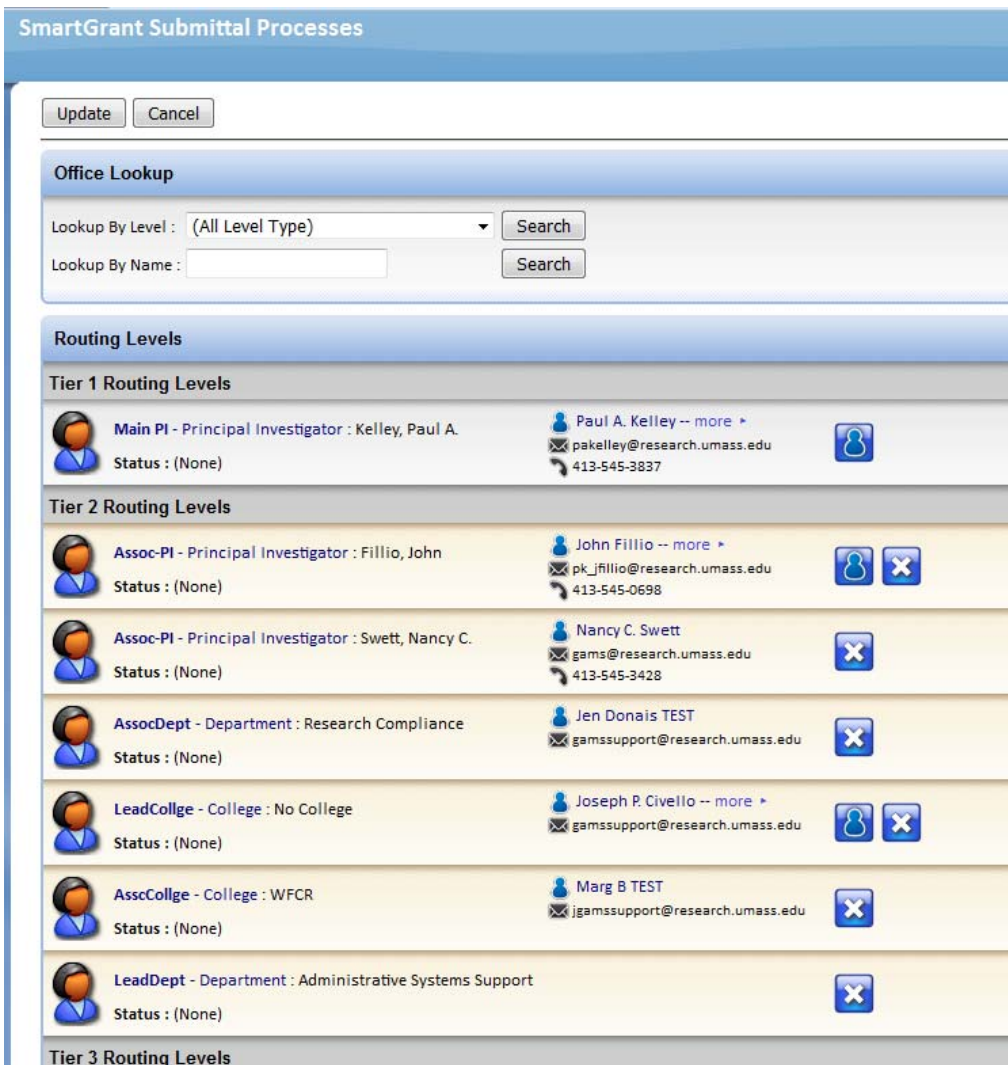
Department

LeadDept : Administrative Systems Support William Shea

AssocDept : Research Compliance Julie King (DEPT)

Jen Donais TEST

Click "Update"



SmartGrant Submittal Processes






Office Lookup

Lookup By Level : (All Level Type)

























Lookup By Name :

Routing Levels

Tier 1 Routing Levels

 Main PI - Principal Investigator : Kelley, Paul A. Status : (None)	 Paul A. Kelley -- more ▾  pakelley@research.umass.edu  413-545-3837	
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Tier 2 Routing Levels

 Assoc-PI - Principal Investigator : Fillio, John Status : (None)	 John Fillio -- more ▾  pk_jfillio@research.umass.edu  413-545-0698	 
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 AssocDept - Department : Research Compliance Status : (None)	 Jen Donais TEST  gamssupport@research.umass.edu	
 LeadCollge - College : No College Status : (None)	 Joseph P. Civello -- more ▾  gamssupport@research.umass.edu	 
 AsscCollge - College : WFCR Status : (None)	 Marg B TEST  jgamssupport@research.umass.edu	
 LeadDept - Department : Administrative Systems Support Status : (None)		

Tier 3 Routing Levels

See ADD Lead Dept placed at bottom of Tier 2 map. All new ADDs to a map are always added to Tier 2. No ADDs are allowed to Tier 1 or Tier 3. Moving the Tier2 levels within is unnecessary since all approvers in Tier 2 are notified at the same time. **Important Note:** If routed has already been initiated and you add to Tier 2 by clicking the “Modify Level” in the upper right hand corner, you MUST hit the email icon on that added level to send the email since the auto email was already issued. Icon does not appear here since the Routing has not yet been Started.

SmartGrant Submittal Processes





The routing status is

Not Started



















Default email reminder every hours.
 Edit prior to Start Routing as appropriate.

Routing Levels





Tier 1 Routing Levels

	Main PI - Principal Investigator : Kelley, Paul A. Status : (None)	 Paul A. Kelley -- more ▶  pakelley@research.umass.edu  413-545-3837
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Tier 2 Routing Levels

	Assoc-PI - Principal Investigator : Fillio, John Status : (None)	 John Fillio -- more ▶  pk_jfillio@research.umass.edu  413-545-0698
	Assoc-PI - Principal Investigator : Swett, Nancy C. Status : (None)	 Nancy C. Swett  gams@research.umass.edu  413-545-3428
	AssocDept - Department : Research Compliance Status : (None)	 Jen Donais TEST  gamssupport@research.umass.edu
	LeadCollge - College : No College Status : (None)	 Joseph P. Civello -- more ▶  gamssupport@research.umass.edu
	AsscCollge - College : WFCR Status : (None)	 Marg B TEST  jgamssupport@research.umass.edu
	LeadDept - Department : Administrative Systems Support Status : (None)	

Tier 3 Routing Levels

	OGCA - SP - OGCA : Status : (None)	 OGCA Receptionist -- more ▶  pk_ogca- proposals@research.umass.edu	
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