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 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):**

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
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”.

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**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**

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**Routing Levels**

**Tier 1 Routing Levels**
- **Main PI - Principal Investigator**: Kelley, Paul A.
  - Status: (None)
  - Paul A. Kelley — more +
  - pkell@research.umass.edu
  - 413-545-3227

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**Tier 2 Routing Levels**
- **LeadDept - Department**: Administrative Systems Support
  - Williams Sheh — more +
  - gams@research.umass.edu

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**Tier 3 Routing Levels**
- **OGCA - SP - OGCA**:
  - Status: (None)
  - OGCA Receptionist — more +
  - pk_reps@research.umass.edu
  - 413-545-0686  413-545-2022

- **OGCA - VR - Director OGCA**:
  - Carol Sprague — more +
  - pkSprague@research.umass.edu

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**Routing Levels**

**Tier 1 Routing Levels**
- **Main PI - Principal Investigator**: Kelley, Paul A.
  - Status: (None)
  - Paul A. Kelley — more +
  - pkell@research.umass.edu
  - 413-545-3227

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**Tier 2 Routing Levels**
- **LeadDept - Department**: Administrative Systems Support
  - Williams Sheh — more +
  - gams@research.umass.edu

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**Tier 3 Routing Levels**
- **OGCA - SP - OGCA**:
  - Status: (None)
  - OGCA Receptionist — more +
  - pk_reps@research.umass.edu
  - 413-545-0686  413-545-2022

- **OGCA - VR - Director OGCA**:
  - Carol Sprague — more +
  - pkSprague@research.umass.edu
The default map below.

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](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.

Click Update
See Lead Dept no longer in map.
2. To ADD a level to the Routing Map

Click “Modify Level” in the “Not Started” box

Click “Lookup By Level” Dropdown

For this example – Click Department

Click Search
Select “Lead Dept”

Click “Add Selected Items”

Click “Update”
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.