SmartGrant PROPOSAL RE-NOTIFY 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.

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

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 Submital Processes

<table>
<thead>
<tr>
<th>Intro Proposal Data</th>
<th>Budget Prelim Info</th>
<th>PropXLS Budget</th>
<th>Non-Budget Information</th>
<th>Submittal Processes</th>
<th>Response from Sponsor</th>
<th>ByPass Routing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click Online Routing

<table>
<thead>
<tr>
<th>Online Routing</th>
<th>Submission to Sponsor</th>
<th>Back to Create / Update Proposal</th>
</tr>
</thead>
</table>
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 PI 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 – A staff person was logged into SmartGrant clicked “Start Routing”.

<table>
<thead>
<tr>
<th>Tier 1 Routing Levels</th>
<th>Tier 2 Routing Levels</th>
<th>Tier 3 Routing Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main PI - Principal Investigator: Paul A.</strong>&lt;br&gt;Status: (None)</td>
<td><strong>LeadDept - Department: Administration Systems Support</strong>&lt;br&gt;Status: (None)</td>
<td><strong>OGCA - SP - OGCA</strong>&lt;br&gt;Status: (None)</td>
</tr>
<tr>
<td>Paul A. Kelley - more +&lt;br&gt;<a href="mailto:pakeley@research.umass.edu">pakeley@research.umass.edu</a>&lt;br&gt;413-545-3027</td>
<td>Williams Shea - more +&lt;br&gt;<a href="mailto:wtmexa@research.umass.edu">wtmexa@research.umass.edu</a></td>
<td>OGCA Receptionist - more +&lt;br&gt;<a href="mailto:ogca@research.umass.edu">ogca@research.umass.edu</a>&lt;br&gt;413-545-0686&lt;br&gt;413-545-2002</td>
</tr>
<tr>
<td><strong>LeadColl - College: No College</strong>&lt;br&gt;Status: (None)</td>
<td></td>
<td><strong>DG-OGCA - VR - Director OGCA</strong>&lt;br&gt;Status: (None)</td>
</tr>
<tr>
<td>Joseph P. Civello - more +&lt;br&gt;<a href="mailto:ogcam2@research.umass.edu">ogcam2@research.umass.edu</a></td>
<td></td>
<td>Carol Sprague - more +&lt;br&gt;<a href="mailto:csprague@research.umass.edu">csprague@research.umass.edu</a></td>
</tr>
</tbody>
</table>
The **RE-NOTIFY** functionality

In this example the routing was initiated by a staff person, not the PI.

Tier 1 - PI receives the 1st email. The timer was set for 1 hour.

PI did not approve after 1 hour. The PI will receive a 2nd email with a link. Note: the Hotlink in the 1st email will NO LONGER WORK.

PI did not approve after 2 hours. The PI will receive a 3rd re-notify email with a link. Note: the Hotlink in the 1st and 2nd emails will NO LONGER WORK.
Each level that is showing as PENDING (see highlight below) will receive a re-notify email with the set time interval if they have not approved.