

# 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 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

### 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.

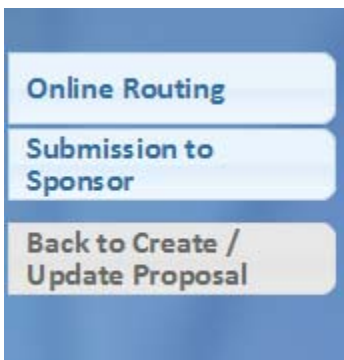
## Steps (the process):

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  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](mailto:pkelley@research.umass.edu)  
413-545-3837

**Tier 2 Routing Levels**

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

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

**Tier 3 Routing Levels**

**OGCA - SP - OGCA :** [OGCA Receptionist -- more](#)  
Status : (None) [pk\\_ogca-proposals@research.umass.edu](mailto: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](mailto: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 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”.

## The RE-NOTIFY functionality

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

Tier 1 - PI receives the 1<sup>st</sup> email. The timer was set for 1 hour.

From: SmartGrant Notification <gams@research.umass.edu>  
To: Paul Kelley; Paul Kelley; Julie King (PI)  
Cc:  
Subject: Proposal Action Required - SmartGrant GPID : 23307 - Principal Investigator : Kelley, Paul A.

**SmartGrant Routing Memorandum** 11/25/2015 11:17:00 AM

<b>Proposal</b>	23307
<b>Sponsor</b>	Mass Farm Bureau Federation Inc
<b>Title</b>	testing after dll copy 11/24
<b>PI</b>	Kelley, Paul A.
<b>Action</b>	Proposal 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=14118c51f9454fbfb65b77a8eeb45bcc>

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

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

**SmartGrant Routing Memorandum** 11/25/2015 1:00:01 PM

<b>Proposal</b>	23308
<b>Sponsor</b>	Mass Association of Dairy Farmers
<b>Title</b>	New propxls on timer
<b>PI</b>	Kelley, Paul A.
<b>Action</b>	

Routing pending your level's approval. 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=edba100ace8e441c862b1b951dd44d5e>

PI did not approve after 2 hours. The PI will receive a 3rd re-notify email with a link. Note: the Hotlink in the 1<sup>st</sup> and 2<sup>nd</sup> emails will NO LONGER WORK.

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

**SmartGrant Routing Memorandum** 11/25/2015 2:15:01 PM

<b>Proposal</b>	23308
<b>Sponsor</b>	Mass Association of Dairy Farmers
<b>Title</b>	New propxls on timer
<b>PI</b>	Kelley, Paul A.
<b>Action</b>	

Routing pending your level's approval. 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=edba100ace8e441c862b1b951dd44d5e>

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.

Attachments Proposal Info Modify Level Help Exit

### Proposal Waiting for Approval

Proposal#	23308
Sponsor	Mass Association of Dairy Farmers
Title	New propxls on timer
Principal Investigator	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:

Update

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

### Routing Levels

<b>Tier 1 Routing Levels</b>	
 <b>Main PI - Principal Investigator :</b> Kelley, Paul A. <b>Status :</b> Pending	 Paul A. Kelley -- more >  pakelley@research.umass.edu  413-545-3837
<b>Tier 2 Routing Levels</b>	
 <b>LeadDept - Department :</b> Administrative Systems Support <b>Status :</b> (None)	 William Shea -- more >  gams@research.umass.edu