

## How To Review/Approve an MOU Form Sent by OPAM in Kuali Build

When the Office of Post Award Management (OPAM) sends out a Memorandum of Understanding (MOU) for approval, the Primary PI (1<sup>st</sup> listed) will receive an email letting them know that OPAM needs their input on the MOU form being sent:

### UMassAmherst

Dear Cohen, Bradley T,

OPAM needs your input on the MOU sent for the following record:

015000-00000

When you receive the approval request (imminently), please fill all required fields on the form prior to approving. Once you approve, it will be sent to any further parties for approval (Co-PIs, and Dept. Chairs/Coll. Deans if RTF change listed).

Thank you,

OPAM

The Primary PI is sent an Approval for the MOU so that they can complete the required fields on the form:

### UMassAmherst

Hello Bradley, your attention is required.

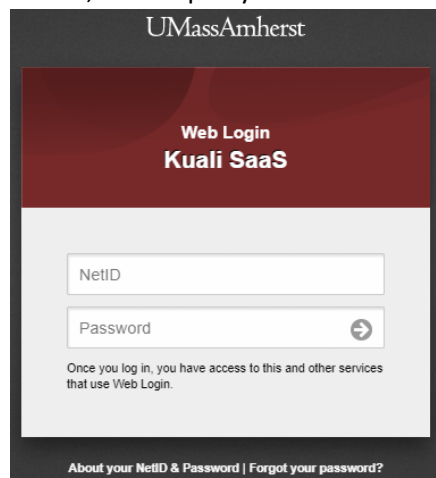
Form Name: **MOU**

Step Name: **PI01 APPROVAL**

Your Action: **APPROVAL**



If you click “**Begin Review**” in the email, it will open your browser and take you to a UMass login page that looks like this:



Sign in with your UMass NetID and password.

You will be brought to the form that requires your review and approval.

**UMassAmherst**

**University of Massachusetts Amherst Memorandum of Understanding (MOU) for Awards that include Co-Principal Investigators**  
Form Last Edited: 7/23/2020

Is this for a continuing award? \*

Yes

No

Proposal Number \*

015000-00000

**Please Note:** The only person permitted to alter any fields on this form is the Primary Principal Investigator, to be performed PRIOR to sending for approval by other listed parties. If you are not the Primary Principal Investigator and you alter this form, it will be null and void and must be resent.

The Principal Investigator (PI) is responsible for accepting the terms and conditions of the grant or contract and for obtaining the concurrence of all Co-Investigators (co-Is) to the terms below. The award will not be released for account setup by the Controller's Office prior to receipt of a completed MOU by the Office of Post-Award Management (OPAM). An MOU is required for all multiple investigator projects in accordance with the [Guidelines, Principal and Co-Principal Investigators, Defining Roles, Rights, Responsibilities and Obligations](#), as approved by the University Research Council and campus administration.

1. Below are listed the PI, Co-PIs and Approvers for this award. The Roles are identified as they appear in the proposal.

a. Under % Credit, list the percentage of contributions/credit of each PI in the conduct of the scope of work for the proposed projects. This section is for the purpose of proper attribution for campus reporting/recognition of multi-disciplinary projects. The combined percentages must equal 100%. No entry is needed for Approvers.

b. For all PI/Co-PIs, provide the name and email address of the Post-Award Business Manager so that they will be able to view financial data in SUMMIT which will allow them to assist with budget management. No entry is needed for Approvers.

Has there been any change to the RTF distribution? \*

Yes

No

View

Review  Status

Actions

Approve

Save

Send Back

Deny

NOTE: You can also access ALL Kuali Build approvals awaiting your approval via your [Action List](#)

The **Primary PI** must complete all required fields showing on the form.

If there has been a change to the RTF Distribution, selecting Yes will populate the form with the applicable fields:

**Has there been any change to the RTF distribution? \***

Yes

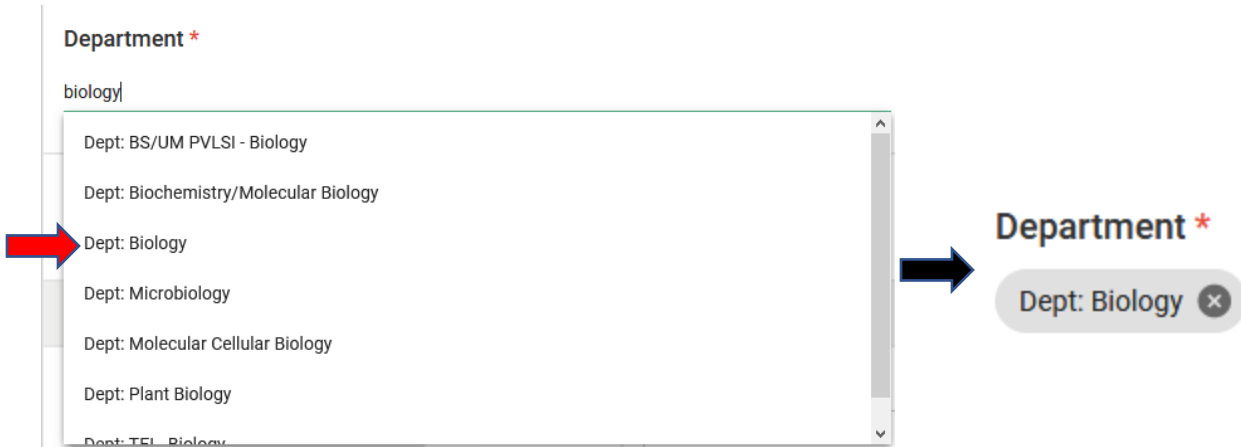
No

1

<b>PI Name *</b> <input type="text" value="Cohen, Bradley T (btcohen@umass.edu)"/>	<b>Role: *</b> <input type="text" value="PI"/>	<b>Business Manager</b> <input type="text" value="Account, HRService (researchit@umass.edu)"/>
<b>% Credit *</b> Type Here...		
<b>Please list the above PI's responsibilities for carrying out major tasks specified in the proposal and award: *</b> Type Here...		
<b>RTF Change</b>		
<b>Listed PI:</b>	<b>PI RTF *</b> Type Here...	
<b>Department *</b> Type Department Here...	<b>Department RTF *</b> Type Here...	
<b>College *</b> Type College Here...	<b>College RTF *</b> Type Here...	



To select the correct Department and College, start typing the name in the fields provided and click on the right one to select it:

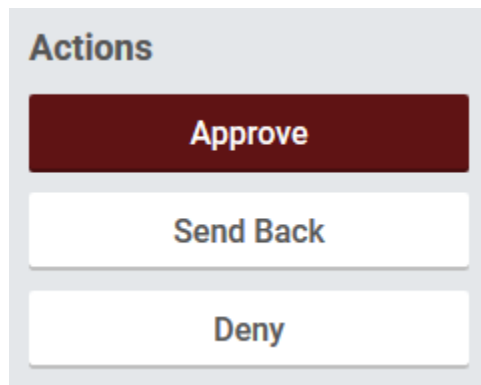


**Kuali Unit Approvers will receive approvals for this form based on the selections made.**

Enter the RTF amounts in the appropriate fields:

RTF Change	
Listed PI:	PI RTF * 10
Department * Dept: Biology	Department RTF * 4
College * Coll: Natural Sciences	College RTF * 4

Once you have reviewed/completed the form, the approval actions can be found on the right-hand side of the form:



You have a few options:

- **Approve** will allow you to approve the form and add comments.
- **Deny** will allow you to reject the form and add comments.
- **Send Back** will give you the option to send the form back to a specific step in the workflow with comments.
  - For Example: You are a Dept. approver, and want the Primary PI to make changes to the form. You can choose to send back the form to PI01 Approval step for changes

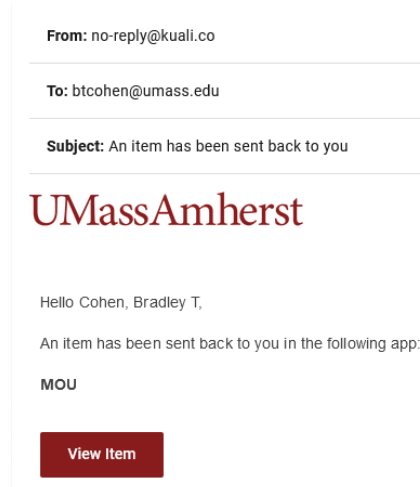
#### Send Back Options

Send back to

- Form Submission
- PI01 Approval

**Finish**

- The Primary PI would then receive a notification alerting them to this



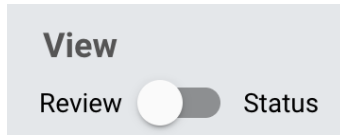
**NOTE: Send Back will restart the workflow from the point it was sent back to. Any approvals already made will need to be made again.**

Once the Primary PI completes the form and approves, it will move forward in the workflow. Approvals will be sent to all PI/Co-PI's listed on the form, as well as any Department Head/Dean approvals if there is an RTF Change.

**NO OTHER APPROVERS SHOULD ALTER THIS FORM IN ANY WAY. IF FIELDS ARE MODIFIED FROM WHAT THE PRIMARY PI ENTERED, A NEW MOU MUST BE SENT OUT TO PRESERVE DATA INTEGRITY.**

[How do I see where a submission is in the workflow process?](#)

- On the left side of the Approval screen you will be able to toggle between the **Review** and **Status** options.



- Review:** you will be able to review the form and approve, deny, or send it back to a previous stage.
- Status:** you will be able to see where the form is at in the workflow process, including comments that were made when the form was approved or denied in a previous step.

Workflow Status (In Progress)

**Form Submission - Proposer**  
Submitted for Approval | Proposer  
Cohen, Bradley T - July 21, 2020, 10:56 AM

**PI For Input**  
Notification Sent  
Cohen, Bradley T - July 21, 2020, 10:56 AM

**PI01 Approval**  
Approved  
Cohen, Bradley T  
test  
July 21, 2020, 10:57 AM

**PI01 BizMgr FYI**  
Notification Sent  
Cohen, Bradley T - July 21, 2020, 10:56 AM

**PI01 Dept RTF Approval - MOU Test Dept.**  
Waiting for Approval | (All Roles)  
Skip View Step  
Cohen, Bradley T

**PI01 Coll RTF Approval - MOU Test Coll.**  
Waiting for Approval | (All Roles)  
Skip View Step  
Account, HRService