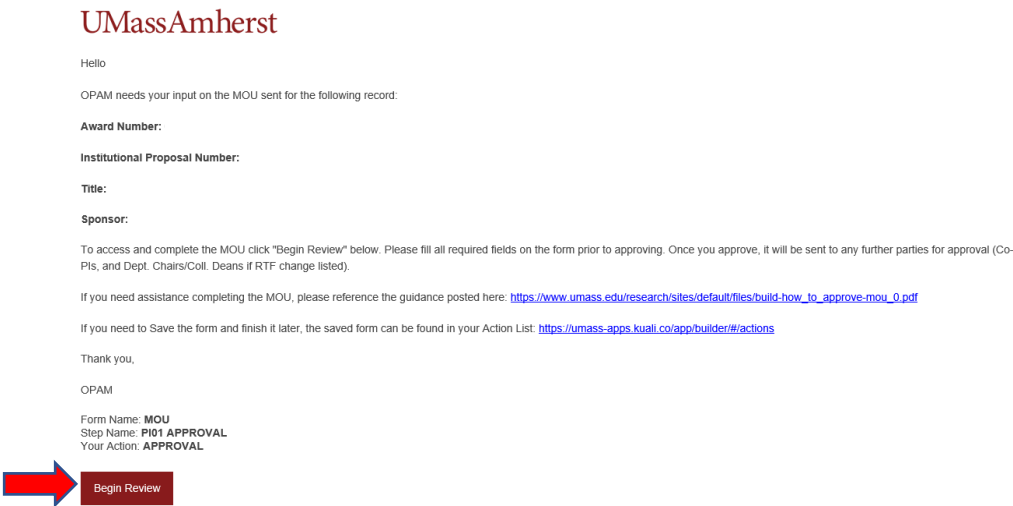
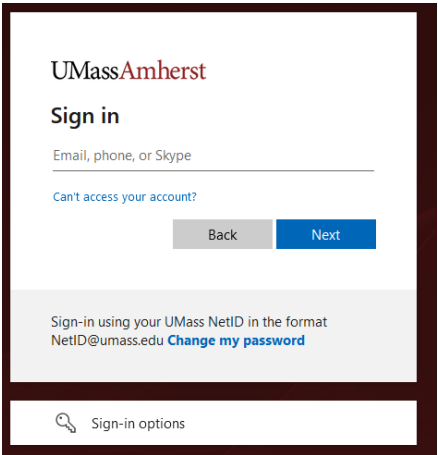


How To Review/Approve an MOU Form Sent by OPAM in Kuali Build

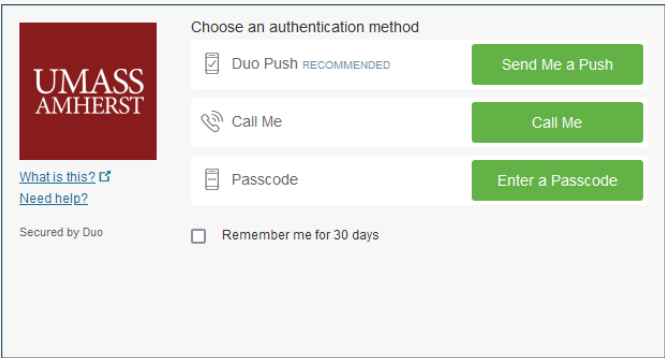
When the Office of Post Award Management (OPAM) sends out a Memorandum of Understanding (MOU) for approval, the Primary PI (1st listed) will receive an approval notification letting them know that OPAM needs their input on the MOU form being sent:



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 email and password. Authenticate with Duo Two-Factor Authentication if prompted.



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

View
Review ☐ Status

University of Massachusetts Amherst Memorandum of Understanding (MOU) for Awards that include Co-Principal Investigators

If you require assistance reviewing/approving this form, please see [this guide](#) for additional details.

Form Last Edited: 4/1/2021

Award Number *	Award Funding Proposal ID *	Institutional Proposal Number *
Title		Sponsor

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 Intellectual % Credit, list the percentage of contribution/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.

Actions

Approve

Save

Send Back

Deny

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

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

The Intellectual Credit amount must be entered for all personnel listed on the form:

- The total figure across all personnel must equal 100%
- Unless the award is a Fellowship, each of the CO-PI would receive recognition percent greater than zero.

1

PI Name *	Role: *	Business Manager
@umass.edu	PI	@umass.edu

Intellectual % Credit *

Type Here...

Please list the above PI's responsibilities for carrying out major tasks specified in the proposal and award: *

Type Here...

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

Has there been any change to the RTF distribution? *

- ☒ Yes
- ☐ No

1

PI Name *	Role: *	Business Manager
Cohen, Bradley T (btcohen@umass.edu)	PI	Cohen, Bradley T (btcohen@umass.edu)

Intellectual % Credit *

Type Here...

Please list the above PI's responsibilities for carrying out major tasks specified in the proposal and award: *

Type Here...

RTF Change

Listed PI:	PI RTF *
	Type Here...
Department *	Department RTF *
Q Type Department Here...	Type Here...
College *	College RTF *
Q Type College Here...	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:

Department *

biology

Dept: BS/UM PVLSI - Biology

Dept: Biochemistry/Molecular Biology

Dept: Biology

Dept: Microbiology

Dept: Molecular Cellular Biology

Dept: Plant Biology

Dept: TEL Biology

Department *

Dept: Biology

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

Enter the RTF amounts in the appropriate fields:

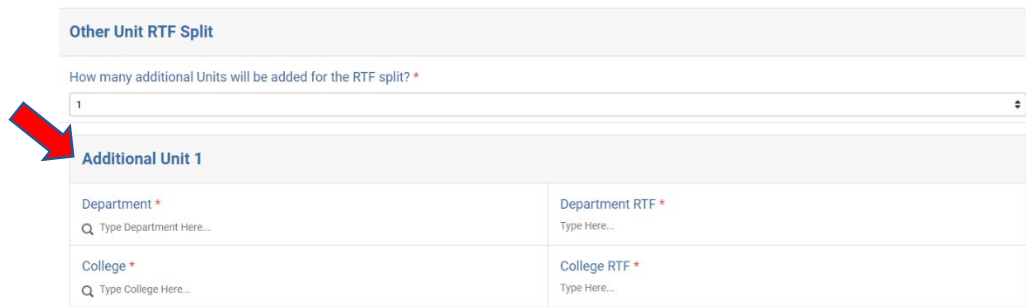
RTF Change

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

If your RTF change includes the need to add additional units that aren't already referenced under the personnel, you have an opportunity to do so by selecting "Yes" to this question:

Has there been any change to the RTF distribution? *	Do you have changes to RTF distribution for additional units, not equal to the Primary PI's Lead/Parent Unit? *
<div><div>Yes</div><div>No</div></div>	<div><div>Yes</div><div>No</div></div>

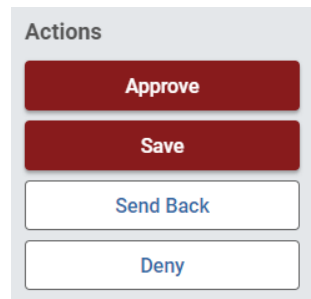
You have the option to add up to 3 additional units for the RTF distribution. This is done below any listed personnel on the form:



Other Unit RTF Split			
How many additional Units will be added for the RTF split? *			
1			
Additional Unit 1			
Department *		Department RTF *	
Q Type Department Here...		Type Here...	
College *		College RTF *	
Q Type College Here...		Type Here...	

The Department and College fields here behave the same as earlier in the form.

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



Actions
Approve
Save
Send Back
Deny

You have a few options:

- **Approve** will allow you to approve the form and add comments.
- **Save** will allow you to save your progress on the form if you need to finish it later. You can access the form again by opening it from either the Approval notification or your Build [Action List](#).
- **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

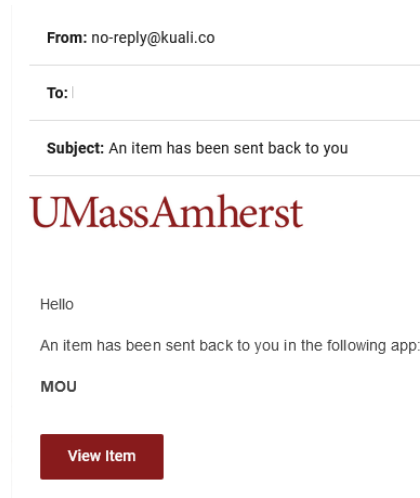
Send Back Options

Send back to

- ☐ Form Submission
- ☒ PI01 Approval

Finish

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

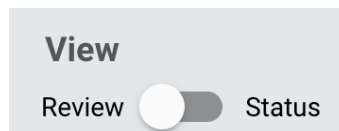


NOTE: Send Back will restart the workflow from the point it was sent back to. Any approvals already made after that workflow step will need to be made again.

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.

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. This is only able to be seen until you send the form to the next workflow step.



- **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.

