**SmartGrant MOU AWARD Routing Approval Workflow**

**Important Note: Before Routing the Award**
The PI needs to log into SmartGrant and open the GPID number mentioned in the email received from OGCA. Navigate to Non-Budget information>Print Forms. Edit the Memorandum of Understanding and Save and Exit. If there is also a PIAA required, the PI looks at the PIAA, any sponsor-specific Guidance attachments, and the terms of the award itself, all of which have been uploaded to the Non-Budget Information>Print Forms screen. If he/she has questions or concerns about any of the documents, please call or email the OPAM award Grant and Contract Administrator listed on the email sent prior to the Notification email.

**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 OPAM 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 OPAM
- 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
Do not Start Routing until you have checked the map for accuracy and completeness. The routing process will begin by Clicking “Start Routing”.

See the default status of “Not Started” with the 24 hour setting for sending reminder emails. This default can be changed 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 hotlink 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 - The PI was the user logged into SmartGrant and clicked “Start Routing”.

Method 2 – A staff person was logged into SmartGrant clicked “Start Routing”.
**Tier 1 - PI Method 1**

PI is already in the proposal/award and can simply click “Accept Proposal” and “Update” from the screen.
**Tier 1 – PI Method 2**

PI receives Award Action required notification email

![SmartGrant Routing Memorandum](image)

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 log in to SmartGrant and check your To-Do List [https://smartgrant-test.umass.edu/Routing/RoutingValidate.aspx?ID=402a3eaf1bc34e6a03003f4035c2a](https://smartgrant-test.umass.edu/Routing/RoutingValidate.aspx?ID=402a3eaf1bc34e6a03003f4035c2a)

![User Login](image)

Proper validation is extremely important. Please enter your operator code and password below and press Login. Once SmartGrant has validated your login you will be taken to the Review and Approval Page for the proposal.

PI clicks on hotlink, enters Login ID and Password, clicks “Accept proposal” and “Update”.

![UMassAmherst logo](image)
The next steps occur regardless of PI Method above. Screen shows PI has approved. Tier 2 approvers are Pending. PI Clicks “Exit”.

PI receives confirmation email

SmartGrant Routing Memorandum 11/19/2015 1:54:39 PM

From: Paul A. Kelley
Email: pkelley@research.umass.edu
Phone: 413-545-3857
Fax: 

Proposal: 23297a1
Sponsor: Mass Association of Dairy Farmers
Title: TESTING NEW ROUTING WITH COPIS IN DIFF DEPTS
PI: Kelley, Paul A.
Action: None - routing approved

As a courtesy, the SmartGrant system is informing you that this proposal was approved at the Principal Investigator: Kelley, Paul A. Iaval.
Tier 2 – Co-PIs and Academic Approvers

All Tier 2 levels receive approval emails immediately after PI approval and may approve in any order.

COPI 1 – Approval link email

From: SmartGrant notification <games@research.umass.edu>
To: John Fillo, John Fillo, Julie King (OPT)
Cc: Award Action Required - SmartGrant (PID: 23297a1 - Principal Investigator: Fillo, John

SmartGrant Routing Memorandum 11/19/2015 1:54:39 PM

From Paul A. Kelley
Email pakeley@research.umass.edu
Phone 4135453837
Fax

Proposal 23297a1
Sponsor Mass Association of Dairy Farmers
Title TESTING NEW ROUTING WITH COPIS IN DIFF DEPTS
PI Kelley, Paul A.
Action Award Approval Action Required – Electronic Signature Needed

Your level has been requested to review this proposal.
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=3ddceedd1fe74511e20bf9dd8960a75f

Reviewer Comments
testing Award approvals

COPI 2 – Approval link email

From: SmartGrant notification <games@research.umass.edu>
To: Nancy C. Swett
Cc
Subject: Award Action Required - SmartGrant (PID: 23297a1 - Principal Investigator: Swett, Nancy C.

SmartGrant Routing Memorandum 11/19/2015 1:54:39 PM

From Paul A. Kelley
Email pakeley@research.umass.edu
Phone 4135453837
Fax

Proposal 23297a1
Sponsor Mass Association of Dairy Farmers
Title TESTING NEW ROUTING WITH COPIS IN DIFF DEPTS
PI Kelley, Paul A.
Action Award Approval Action Required – Electronic Signature Needed

Your level has been requested to review this proposal.
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=f1c18ae979807464a0a0d602d89607be

Reviewer Comments
testing Award approvals
DEPT HEAD 1 Approval link email (2 different DEPT)

From: SmartGrant Notification  <grants@research.umass.edu>
To: William Shee, Julie King (DEPT)
Cc: 
Subject: Award Action Required - SmartGrant (SPID: 22997a1) - Department: Administrative Systems Support

SmartGrant Routing Memorandum 11/19/2015 1:54:39 PM

From: Paul A. Kelley
Email: pakelley@research.umass.edu
Phone: 4135453837
Fax: 

Proposal: 23297a1

Sponsor: Mass Association of Dairy Farmers
Title: TESTING NEW ROUTING WITH COPIS IN DIFF DEPTS
PI: Kelley, Paul A.
Action: Award Approval Action Required – Electronic Signature Needed

Your level has been requested to review this proposal.

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=cc000b16d684a1d9046d6d11are063

Reviewer Comments:
testing Award approvals

DEPT HEAD 2 Approval link email (2 different DEPT)

From: SmartGrant Notification  <grants@research.umass.edu>
To: Jan Donah TEST
Cc: 
Subject: Award Action Required - SmartGrant (SPID: 22997a1) - Department: Research Compliance

SmartGrant Routing Memorandum 11/19/2015 1:54:39 PM

From: Paul A. Kelley
Email: pakelley@research.umass.edu
Phone: 4135453837
Fax: 

Proposal: 23297a1

Sponsor: Mass Association of Dairy Farmers
Title: TESTING NEW ROUTING WITH COPIS IN DIFF DEPTS
PI: Kelley, Paul A.
Action: Award Approval Action Required – Electronic Signature Needed

Your level has been requested to review this proposal.

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=22997a10f682c476d76o6d10f69f06x2

Reviewer Comments:
testing Award approvals
COLLEGE (DEANS) 1 Approval link email (2 different COLLEGES)

From: SmartGrant Notification <games@research.umass.edu>
To: Joseph P. Civello; Julie Ling (COLL)
Cc: 
Subject: Award Action Required - SmartGrant GRID: 22287a1 - College: No College

SmartGrant Routing Memorandum 11/19/2015 1:54:39 PM

From: Paul A. Kelley
Email: pakelley@research.umass.edu
Phone: 4135453837
Fax: 

Proposal: 23297a1
Sponsor: Mass Association of Dairy Farmers
Title: TESTING NEW ROUTING WITH COPIS IN DIFF DEPTS
PI: Kelley, Paul A.
Action: Award Approval Action Required – Electronic Signature Needed

Your level has been requested to review this proposal.

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/RoutingValidata.aspx?ID=22120bce27d34aa9a3c56f4892d61176

Reviewer Comments:
testing Award approvals

COLLEGE (DEANS) 2 Approval link email (2 different COLLEGES)

From: SmartGrant Notification <games@research.umass.edu>
To: Mar G TEST
Cc: 
Subject: Award Action Required - SmartGrant GRID: 2229a1 - College: WFOR

SmartGrant Routing Memorandum 11/19/2015 2:17:07 PM

Proposal: 23297a1
Sponsor: Mass Association of Dairy Farmers
Title: TESTING NEW ROUTING WITH COPIS IN DIFF DEPTS
PI: Kelley, Paul A.
Action: 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/RoutingValidata.aspx?ID=46bd53445dd48c7bdf77d3bd9d8a814

Tier 2 Approvals can occur in any order – no longer need to wait for your “turn”.

To Approve - Click the approval link within the email. Approval login screen below.

LoginID = UMASS NETID
Password = UMASS NETID password
Click Accept

Click Update

Click Exit
Tier 2 Approvals can occur in any order. After each approval a confirmation email is sent to the Approver.

COPI 1 receives confirmation email after approval
COPI 2 receives confirmation email after approval

From: SmartGrant Notification <gans@research.umass.edu>
To: Nancy C. Swett
Cc: 
Subject: Routing Confirmation - SmartGrant GRD: 23297a1 - Approved by Nancy C. Swett

SmartGrant Routing Memorandum 11/19/2015 3:13:20 PM

From: Nancy C. Swett
Email: gans@research.umass.edu
Phone: 4136453428
Fax: 

Proposal: 23297a1
Sponsor: Mass Association of Dairy Farmers
Title: TESTING NEW ROUTING WITH COPIS IN DIFF DEPTS
PI: Kelley, Paul A.
Action: None - routing approved

As a courtesy, the SmartGrant system is informing you that this proposal was approved at the Principal Investigator: Swett, Nancy C. level.

Reviewer Comments

DEPT 1 receives confirmation email after approval

From: SmartGrant Notification <gams@research.umass.edu>
To: William Shea, Julie Ting (DEPT)
Cc: 
Subject: Routing Confirmation - SmartGrant GRD: 23297a1 - Approved by William Shea

SmartGrant Routing Memorandum 11/19/2015 3:14:56 PM

From: William Shea
Email: gams@research.umass.edu
Phone: 
Fax: 

Proposal: 23297a1
Sponsor: Mass Association of Dairy Farmers
Title: TESTING NEW ROUTING WITH COPIS IN DIFF DEPTS
PI: Kelley, Paul A.
Action: None - routing approved

As a courtesy, the SmartGrant system is informing you that this proposal was approved at the Department: Administrative Systems Support level.

Reviewer Comments
COLLEGE (DEANS) 1 receives confirmation email after approval

SmartGrant Notification <gmsresearch.umass.edu>
To: Joseph P. Civello, Julie King (COLL)
Cc: 
Subject: Routing Confirmation - SmartGrant GPSID: 23297a1 - Approved by Joseph P. Civello

SmartGrant Routing Memorandum 11/19/2015 3:14:03 PM

From: Joseph P. Civello
Email: gmsssupport@research.umass.edu
Phone: 
Fax: 

Proposal: 23297a1
Sponsor: Mass Association of Dairy Farmers
Title: TESTING NEW ROUTING WITH COPIS IN DIFF DEPTS
PI: Kelley, Paul A.
Action: None - routing approved

As a courtesy, the SmartGrant system is informing you that this proposal was approved at the College: No College level.

Reviewer Comments

Last approver before SP OPAM LEVEL approves – DEPT 2

SmartGrant Submittal Processes

Proposal Approval

- Accept Proposal
- Hold Proposal (enter comments only)

Comments:

Update

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

Routing Levels

Tier 1 Routing Levels
- Main PI - Principal Investigator: Kelley, Paul A.
  Status: Approved with comments
  Approved by: Paul A. Kelley
  11/18/2015 1:54:33 PM

Tier 2 Routing Levels
- Assoc PI - Principal Investigator: Frillo, John
  Status: Approved
  Approved by: John Frillo
  11/18/2015 3:12:20 PM

- Assoc PI - Principal Investigator: Swett, Nancy C.
  Status: Approved
  Approved by: Nancy C. Swett
  11/18/2015 3:13:19 PM

- Lead Dept - Department: Administrative Systems Support
  Status: Approved
  Approved by: William Shep
  11/18/2015 3:14:25 PM

- Assoc Dept - Department: Research Compliance
  Status: Pending
  Approved by: gmsssupport@research.umass.edu

- Lead College - College: No College
  Status: Approved
  Approved by: Joseph Civello
  11/18/2015 3:14:03 PM

- Assoc College - College: WPCR
  Status: Approved with comments
  Approved by: Margaret J. Buggeen
  11/18/2015 2:02:12 PM

Tier 3 Routing Levels
- DGCA - SP - DGCA
  Approved by: gmsssupport@research.umass.edu

DGCA Receives Proposal – more info
Get more info gmsssupport@research.umass.edu
DEPT 2 receives confirmation email

PI and/or COPIs receive a “For Your information” notification that the SP OCCA level is the next approver (routing has made it to OPAM) for processing.

PI receives “For Your Information” email
COPI 1 receives “For Your Information” email

Subject: SmartGrant Routing Memorandum 11/19/2015 3:19:50 PM

As a courtesy, the SmartGrant system is informing you that this proposal has been electronically routed to your Sponsors Programs Office.

COPI 2 receives “For Your Information” email

Subject: SmartGrant Routing Memorandum 11/19/2015 3:19:50 PM

As a courtesy, the SmartGrant system is informing you that this proposal has been electronically routed to your Sponsors Programs Office.

Note: Routing screen now shows Approval at the PI level and Pending at OPAM. PIAA records remain “pending” because there is no sign off by OPAM. Eventually the record becomes the award and the status changes to AWD.

Direct login Approvals

Login into SmartGrant GPID – The below login screen can be accessed at [http://www.umass.edu/research/e-systems/smartgrant](http://www.umass.edu/research/e-systems/smartgrant), See Login to SmartGrant.

Login ID = UMASS NETID

Password = UMASS NETID password
Click To Do List

Click Proposal Waiting for Approval

Click the GPID to approve
Click Submittal Processes

Click Online Routing
PI receives confirmation email

Additional Tier 2 Approvals can occur in any order. After each approval a confirmation email is sent.

Note: Routing screen now shows Approval at all Tier 2 level Approvers and Pending at OPAM. MOU records remain “pending” because there is no sign off by OPAM. Eventually the record becomes the award and the status changes to AWD.