SmartGrant PIAA AWARD 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.

The routing map is altered by OPAM before they initiate routing to remove all contacts except the PI and SP – OPAM since only the PI needs to sign the PIAA and the SP level ensures that OPAM receives the Award PIAA. In the case of NIH multi-investigator awards, the Co-Investigators will be left in the map since they also will need to approve the terms of the award.

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

Change in 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):

Since OPAM initiates routing, the PI will have received an instructional email from OPAM and then a SmartGrant Notification of “Award Approval Action Required” email.

PI receives email
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 OPAM email sent prior to the Notification email.

PI clicks Accept

Click Update
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

Click Exit.

PI receives Routing Confirmation email

As a courtesy, the SmartGrant system is informing you that this proposal was approved at the Principal Investigator: Kelley, Paul A. level.

Reviewer Comments

PI PIAA
PI receives a “For Your information” notification that the SP OPAM level is the next approver (routing has made it to OPAM) for processing.

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.