RES PROPOSAL DEVELOPMENT APPROVER GUIDE

How to Use this Guide

This guide will show you how to **review and approve** a proposal in RES Proposal Development.

Overview

This guide will take you through the steps to locate, review, and approve a proposal that has been submitted for internal routing. You should have received an email notification from RES alerting you that your approval is needed on a proposal. All proposals must be properly reviewed prior to approval.

Internal routing captures the necessary approvals all proposals must have prior to being submitted to an external sponsor, as required by the University of Massachusetts Board of Trustees Policy for the Development and Administration of Grants, Contracts and Cooperative Agreements for Sponsored Programs.

Internal routing must also follow UML's Internal Deadlines. These deadlines are based on when ORA receives the institutional proposal so be cognizant to give other approvers time to review and approve.

This document may reference other guides in specific sections, if applicable to the proposal.

Accessing RES PD and Basic Navigation

Most often as an approver you will be accessing RES PD directly from email notifications you receive from the system. You may also wish to log in directly to RES PD to search and view proposals being submitted and reviewed in your areas. This section walks you through how to access and log into RES PD and provides some basic navigational information.

Approval Notifications

When a proposal is submitted for review, or an approval stop in the route log is completed, an email notification is sent to all users listed in the next level of the route log. The notification includes several details about the proposal in the subject line of the email. If the user clicks on the Summary/Submit link, they will be taken immediately to the Summary/Submit screen of the Proposal and can complete their review. If you access RES PD through the link in the email notification, you may skip forward to the Reviewing for Approval section.

From: no-reply=kuali.co@mx3.kuali.co <no-reply=kuali.co@mx3.kuali.co>On Behalf Ofno-reply@kuali.co <no-reply@kuali.co>
Sent: Friday, January 5, 2024 2:25:43 PM (UTC-05:00) Eastern Time (US & Canada)
To: Ourique, Sonia <Sonia_Ourique@uml.edu>
Subject: Proposal #166 - APPROVE Required - PI: Jayson Tatum - Sponsor deadline: 01/15/2024 - Lead Unit: L630300000

This Message Is From an External Sender
This message came from outside your organization.

Report Suspicious

Please review and take the APPROVE action. Failure to take an **APPROVE** action will stop routing.

- **APPROVE** from the Summary/Submit section of proposal 166 or click on Document ID 5829 in the first column of your Action List.
- **FYI or ACKNOWLEDGE** actions must be completed in your Action List.

Proposal Number: 166
Document ID: 5829
Due Date: 01/15/2024
Principal Investigator: Jayson Tatum
Lead Unit: L630300000
Sponsor: NIH-NATIONAL CENTER FOR COMPLEMENTARY AND INTEGRATIVE HEALTH (NCCIH)
Proposal Title: Test - Approvals

Action Item sent to jayson_tatum@uml.edu

Logging in

Log into the RES site using the following link: https://uml.kuali.co/dashboard/. RES uses single sign-on. To log-in use your regular UML credentials, as you would to access HR or your email.

Click the Research Home tile
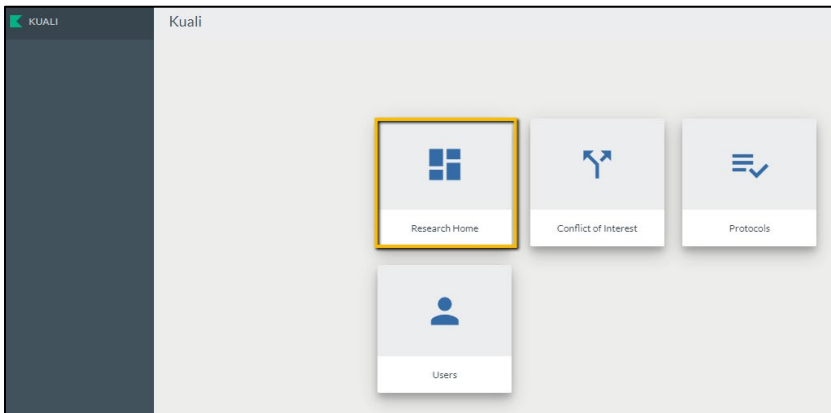
Research Dashboard and Finding Proposal for Review

Navigate to the upper left hand corner of your Research Dashboard to find the Proposals Routing to Me Section. Select the correct proposal for review.
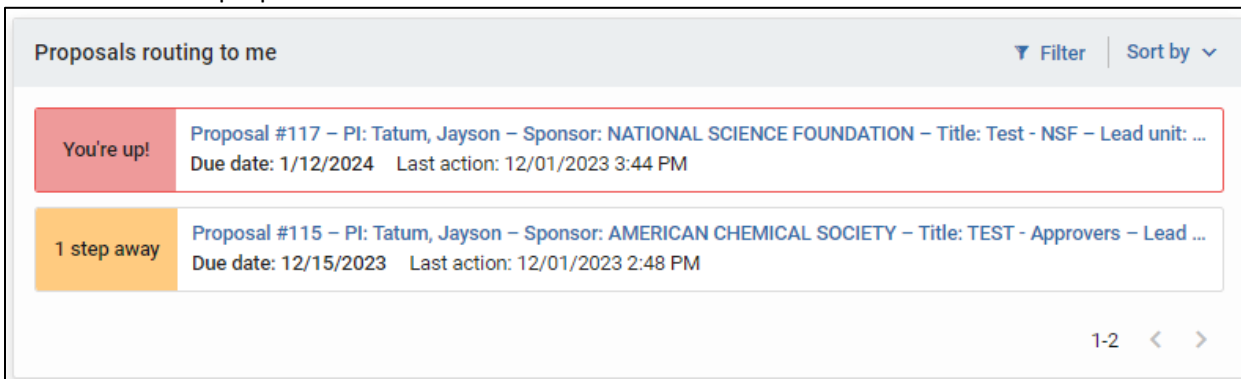
The Proposals Routing to Me section includes proposals that need (or will need) your action.

- To the left of the proposal details you will see a "You're up!" alert if it is your turn to approve. If it's not your turn to approve you will see an alert notifying you how many steps away a proposal is in the workflow. For example, a "1 step away" alert would mean there is one pending approval ahead of you in the workflow.

Reviewing for Approval

After selecting the correct proposal (or clicking the Document # link in the approval notification email), RES will take you to the Summary/Submit section of the proposal. All proposal details are captured in this section. Navigate through each tab and carefully review to verify that there are no unanswered concerns related to this proposal prior to approving.

Each tab is outlined below.

Proposal Summary Tab

The first tab is the Proposal Summary that includes the basic details for the proposal.
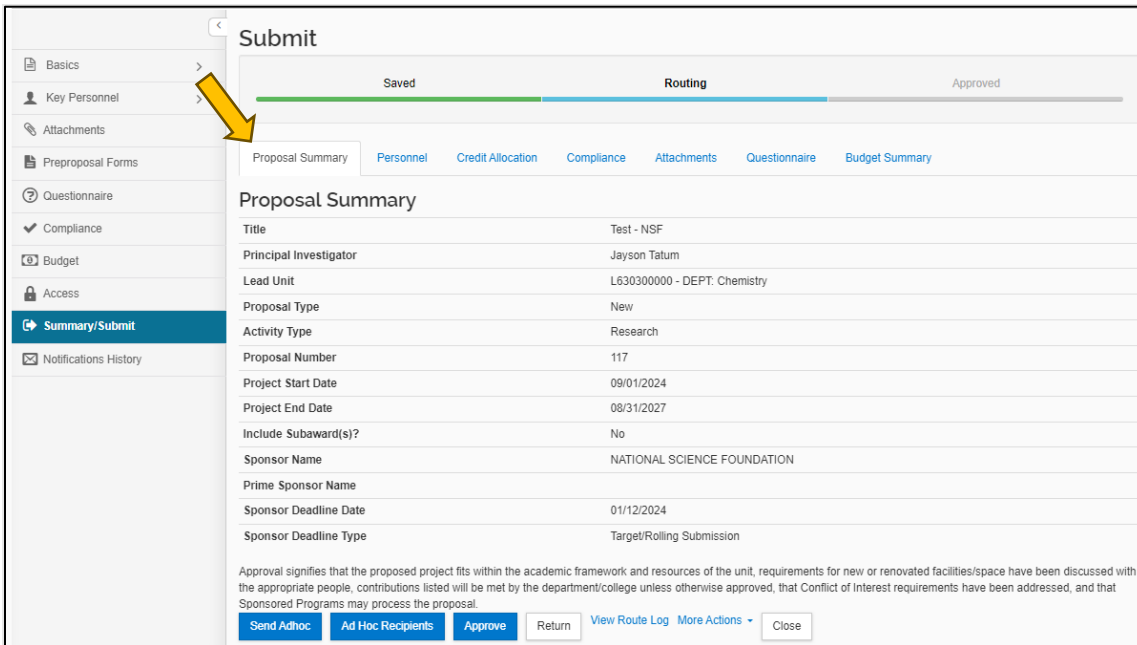
Personnel Tab
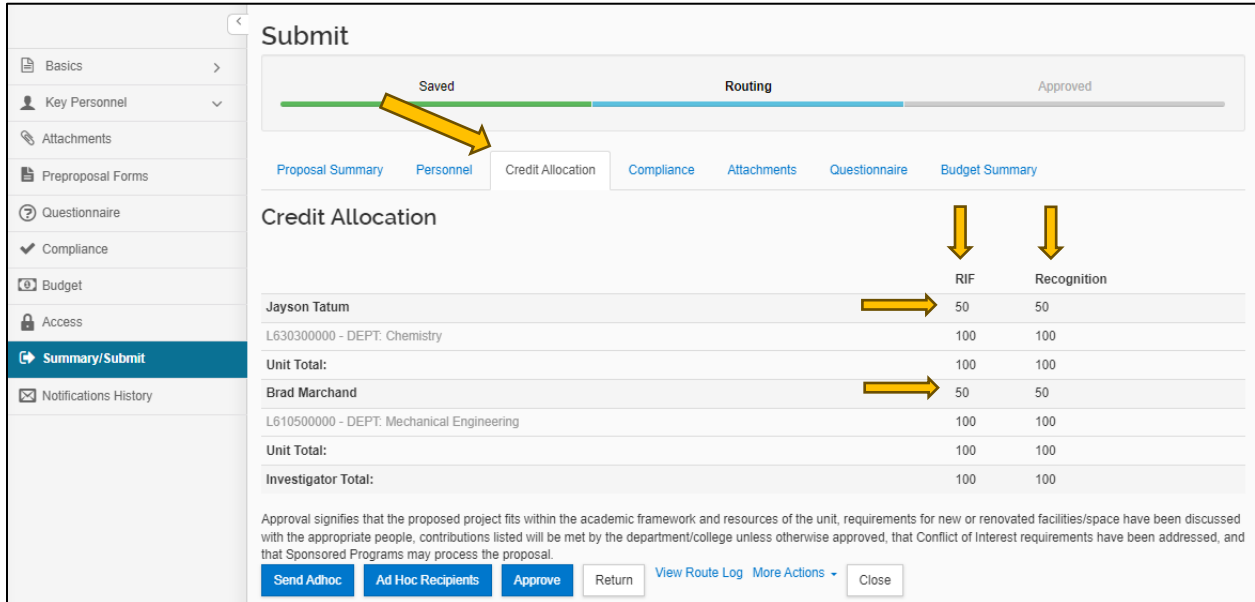
The Personnel Tab shows the Key Persons associated with the proposal.
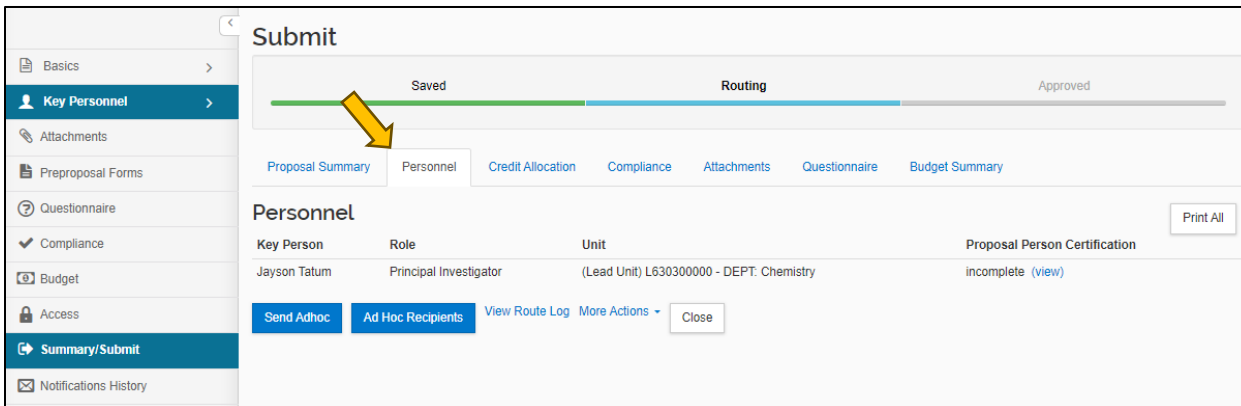
Credit Allocation Tab

This tab contains the RIF fund and intellectual credit allocations for this specific proposal.

- Approving a proposal also approves the RIF and Intellectual Credit Allocations designated for each person.
- Please note, the Units will always reflect 100 (percent) for each person and category.

Compliance Tab

The Compliance Tab is where protocols are captured, if applicable to the proposal.
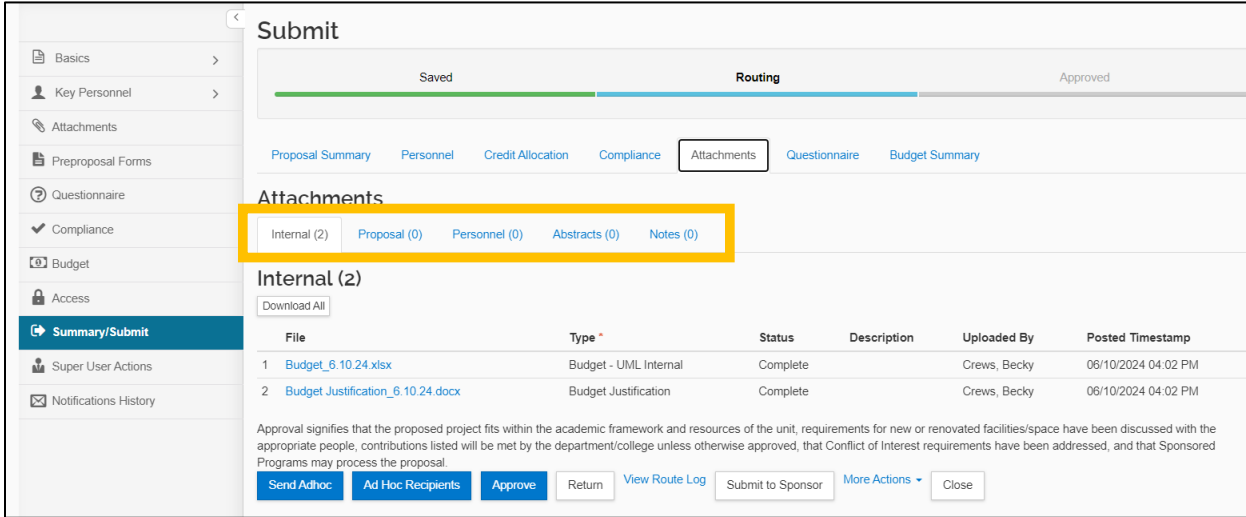
Attachments Tab

Here you can view attachments that have been uploaded for this proposal.

- **Internal Tab** – Used for all proposals.
  - **Budget – UML Internal**
  - **Budget Justification**
  - **Internal Communication**, *if appliable*
  - **Cost Share Approval Form**, *if appliable*
  - **F&A Waiver Approval Form,** *if appliable*
  - **Limited Submission Approval**, *if appliable*
  - **Request for PI Status Approval**, *if appliable*
- **Proposal Tab** – Not currently being used. (Will only be used for S2S submissions)

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- **Personnel Tab** – Not currently being used. (Will only be used for S2S submissions)
- **Abstract Tab** – Not currently being used. (Will only be used for S2S submissions)
- **Notes Tab** – Used for all proposals, if applicable. This is where any notes that need to be communicated to ORA would be added. Attachments in this section will not be submitted to the sponsor.

Questionnaire Tab

This tab will contain all questionnaires that were completed for this proposal. This provides important insight into compliance, space related, or hiring concerns related to this proposal. These answers will also indicate whether the proposal involves community engagement, outreach or community partners.

Budget Summary Tab

The Budget Summary shows the summary level budget including any cost share, if applicable.
Information here should tie to other details captured in the proposal including:

Office of Sponsored Programs ospproposals@uml.edu

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- Attachments (Budget – UML Internal, Cost Share Approval Form, F&A Waiver Approval Form)
- Questionnaire ('Yes' response to different indirect cost rate than Federal Negotiated Rate)
- F&A Rates (tie to the rate aligning with the Activity Type in the Proposal Summary Tab)
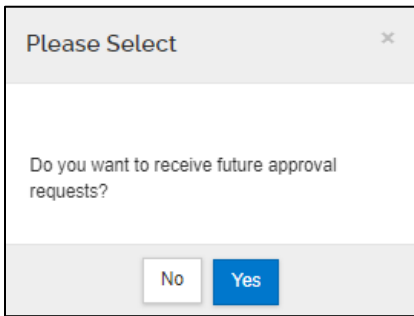

Approving

Once you have completely reviewed the proposal by navigating through all tabs within the Summary/Submit section, you can click the Approve button.

Please note the approval statements. **Approving a proposal indicates confirmation of these statements and allows the proposal to continue along the workflow path.**

You may receive a message asking if you wish to receive future approval requests if you also appear in a future workflow stop - clicking yes will require you to approve again at the future stop, whereas, clicking no will automatically approve on your behalf at the future stop.

Once approved the proposal will move through the approval workflow to the next set of approvers. See Workflow for more information.

Return a Proposal

If the proposal requires substantial corrections, Approvers can use the return action to reopen the proposal for additional edits by the PI or aggregator. As part of the return action, you must enter a reason for the action in the confirmation window that appears. Once returned, all proposal details, narratives, and budget can be fully edited by the aggregator and then resubmitted into the approval routing workflow for submission.

Attachments may be replaced by new files during the approval process without returning the proposal, however new attachments may not be added unless a proposal is returned or recalled.
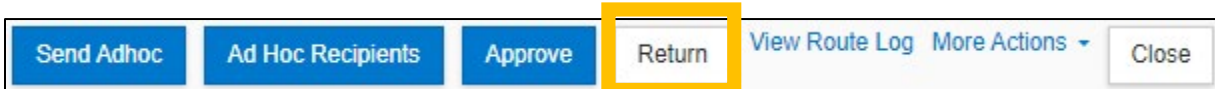
Please note that ALL approvers have the ability to return a proposal that they are reviewing for approval.

Workflow

Workflow is setup within RES PD based on the PI and their respective unit (department), as well as an Co-I's associated with the proposal.

This section gives you an overview of the workflow within RES PD.

Routing Steps

Proposals are routed through workflow in the following order:
1. PI/Co-I
2. Chair/Center Director (or equivalent) for each Department ID associated to the proposal
3. Dean (or equivalent) for each Department ID associated to the proposal
4. ORA Grants & Contracts Administrator (GCA)

If an approver fills multiple roles within a specific workflow they will have the option to select if they want to receive future approval requests. Clicking yes will require the approver to approve again at the future stop, whereas, clicking no will automatically approve on their behalf at the future stop.

Please Select ✕

Do you want to receive future approval requests?

No **Yes**