Creating a *Sponsor Prior Approval Request* Form

Background: Sponsoring entities may place restrictions on effecting specific types of changes after an award is in place. These restrictions (e.g., time extensions, key personnel changes, scope of work changes) require that prior approval be requested and granted, typically via an amendment to the agreement. The *Sponsor Prior Approval Request* form asks a series of questions based on the type of request being made to ensure that all appropriate information is captured for processing the request. OSP then creates and submits the request letter based on the answers provided in the form.

This form replaces the 'prior approval letter' templates formerly used and no longer requires PI signature directly on the letter because PI approval is captured as part of the submission process.

Objective: Create a *Sponsor Prior Approval Request* form in VERAS.

Who: Project Personnel and DGAs can start the request form, but final signature by PI is required for submission. Contact OSP if the current PI is no longer with the University.

1. Log into http://veras.uidaho.edu/
2. If you are listed as personnel on the proposal, you can select the **Forms** icon under the *Project Assistant* workspace's *All Projects* table **Actions** menu:
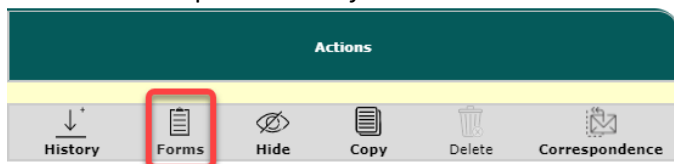

   a. Selecting the **Forms** icon will open a list of available forms to choose from, and you will select either **Start a new Submission** (for a new request) or **Edit Incomplete Submissions** (for a previously started request) to enter the form.
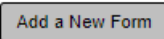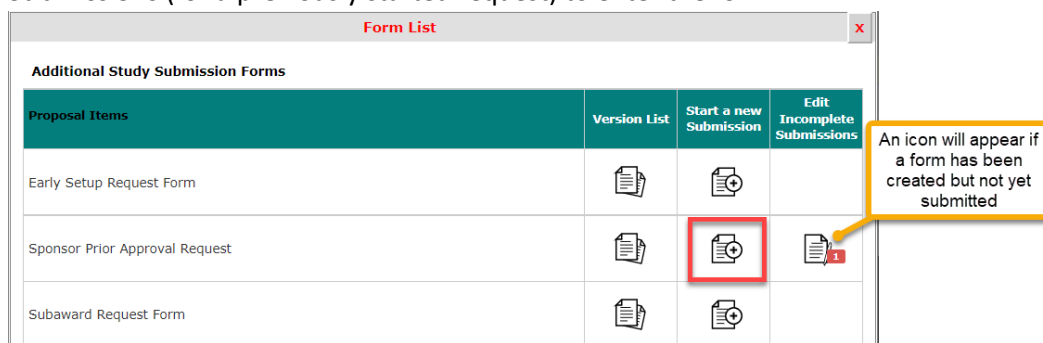

3. If you are not listed as personnel on the proposal, you will need to search for the proposal.

   a. Under *Project Assistant* Workspace, select **Find a Project**

   b. Search for the applicable proposal number and select the pencil/paper icon to open.

   c. Select the form name
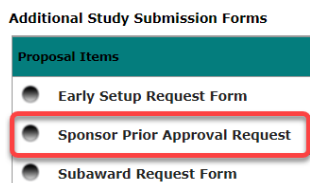
   d. Start a new form by selecting [Add a New Form]

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4. Complete the applicable information in section one of the request form to the best of your ability. Make sure to leave question 1.12 "OSP Internal Use ONLY" blank. Select **Save and Continue to Next Section**, then select **Signoff and Submit**. _See "Signoff and Submit Sponsor Prior Approval Form – Additional Instructions" for additional information towards the end of this document._

    a. This form will require the PI to sign off and approve the submission before it goes to the OSP submission queue.

    b. If someone besides the PI authors the form, they must select **Notify PI to Signoff** for the PI to receive a system notification at the end of the form.
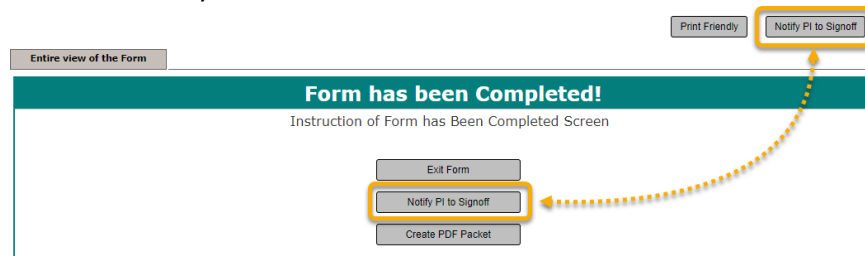
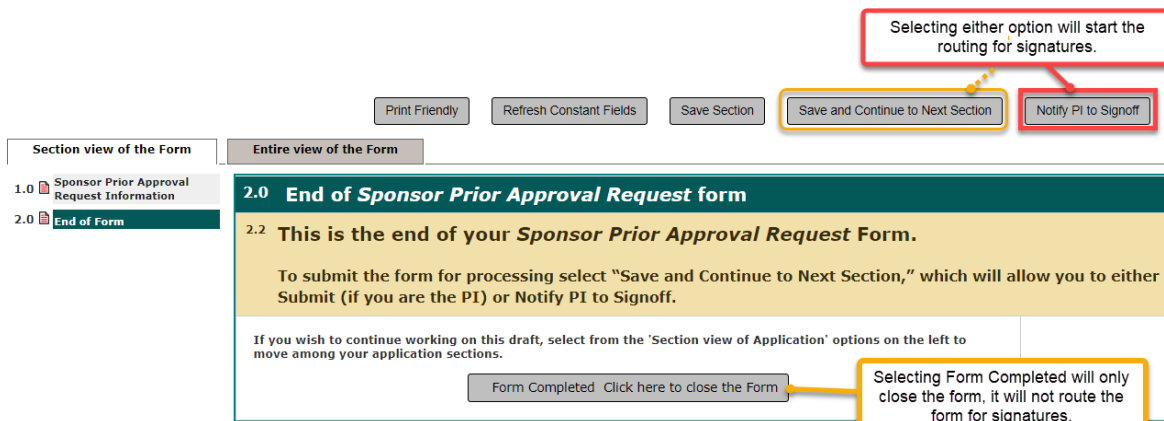5. When OSP receives the submission, the project status will change to **Prior Approval - RUSH Processing**.

Note, you can find previously completed forms in the **Project Submission Status** summary under the _Completed_ tab.
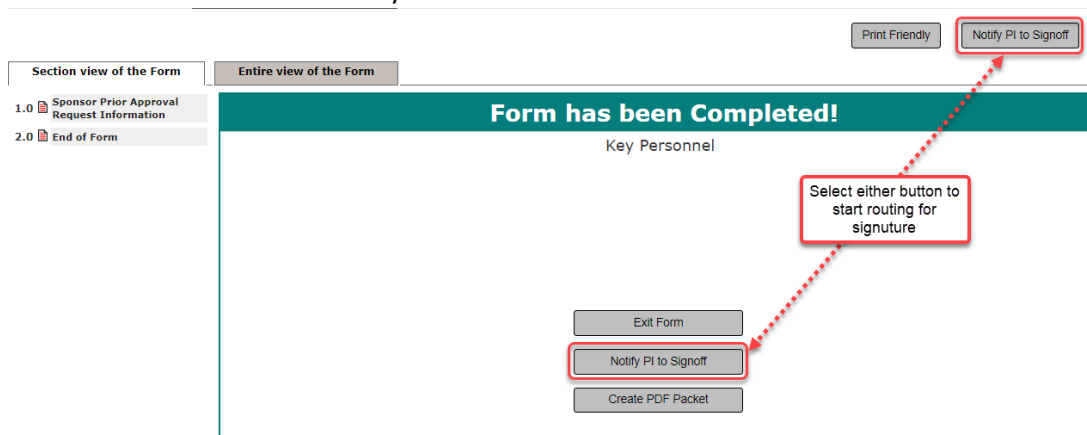

Signoff and Submit Sponsor Prior Approval Form – Additional Instructions

1. Signoff and Submission

    a. When the application is being completed by someone other than the PI (Co-PI, DGA, etc.), select [Notify PI to Signoff]. This will send a notification to the PI that the form is ready for their signature:
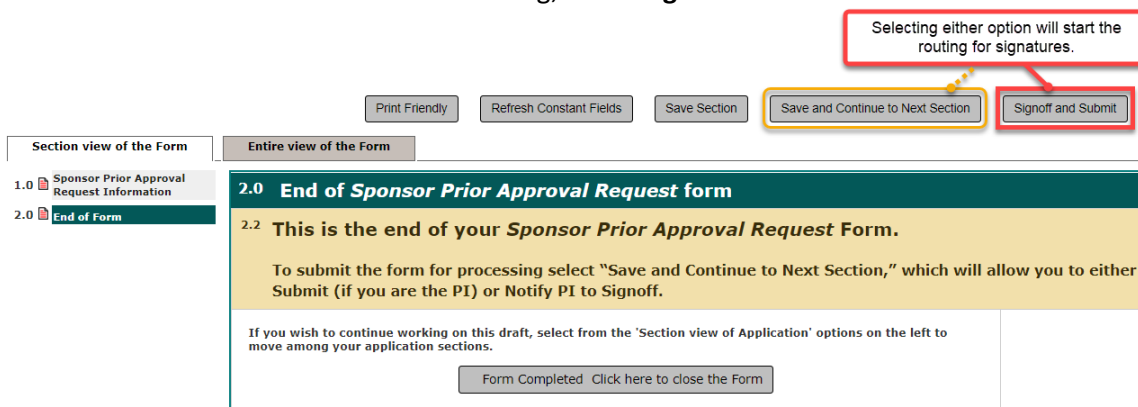
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Selecting either option will start the routing for signatures.

| Print Friendly | Refresh Constant Fields | Save Section | Save and Continue to Next Section | Notify PI to Signoff |

Section view of the Form | **Entire view of the Form**

1.0 Sponsor Prior Approval Request Information
2.0 End of Form

2.0 End of _Sponsor Prior Approval Request_ form

2.2 This is the end of your _Sponsor Prior Approval Request_ Form.

To submit the form for processing select "Save and Continue to Next Section," which will allow you to either Submit (if you are the PI) or Notify PI to Signoff.

If you wish to continue working on this draft, select from the 'Section view of Application' options on the left to move among your application sections.

Form Completed Click here to close the Form

Selecting Form Completed will only close the form, it will not route the form for signatures.

i. If you select **Save and Continue to Next Section**, you will be taken to another screen where you will need to select Notify PI to Signoff :

| Print Friendly | Notify PI to Signoff |

Section view of the Form | **Entire view of the Form**

1.0 Sponsor Prior Approval Request Information
2.0 End of Form

Form has been Completed!

Key Personnel

Select either button to start routing for signature

Exit Form

Notify PI to Signoff

Create PDF Packet

ii. When the PI is submitting, select **Signoff and Submit:**

Selecting either option will start the routing for signatures.

| Print Friendly | Refresh Constant Fields | Save Section | Save and Continue to Next Section | Signoff and Submit |

Section view of the Form | **Entire view of the Form**

1.0 Sponsor Prior Approval Request Information
2.0 End of Form

2.0 End of _Sponsor Prior Approval Request_ form

2.2 This is the end of your _Sponsor Prior Approval Request_ Form.

To submit the form for processing select "Save and Continue to Next Section," which will allow you to either Submit (if you are the PI) or Notify PI to Signoff.

If you wish to continue working on this draft, select from the 'Section view of Application' options on the left to move among your application sections.

Form Completed Click here to close the Form

2. Setup for Submission Routing and Signoff
   a. Select the Key Personnel required for routing and signoff from the following screen
      i. Note the PI and all Co-Investigators are automatically displayed and selected in this list. Optional: If a co-PI needs to be included in the signoff they will need to be manually added to the signoff routing by checking the **Include in signoff** box.
      ii. Select **Add Additional Personnel to the Routing List** if you need to add additional personnel to the routing signoff.
         1. If you need the signature of a PI that is not already linked to the proposal, you will search the database for the new personnel and assign them the role of 'Alternate PI'.

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Select Additional Personnel for Submission Routing and Signoff:

b. Select **Save – Signoff Routing List** button:

c. The window will refresh. Review the personnel listed for the review and signoff of this submission. Select **Yes** once finalized, then **Save – Start Signoff Routing**.

i. If you are the PI, you will see a re-routing notification for you to signoff on the submission where you will approve and signoff to submit to OSP:

You are required to signoff on the submission.

You will now be redirected to the signoff screen to apply your electronic signature.

You can monitor the submission progress with the Submission Status - In Progress.

ii. If you are not the PI or one of the personnel signing off, you will see the following notification:

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> **Your submission has been sent for Signoff.**
>
> You can monitor the submission progress with the
> Submission Status - In Progress

3. Form Submitted
   a. When the form is submitted to OSP, the PI will receive an automated email confirming the submission was received by OSP, and the status of the project will now show 'Prior Approval - RUSH Processing'.