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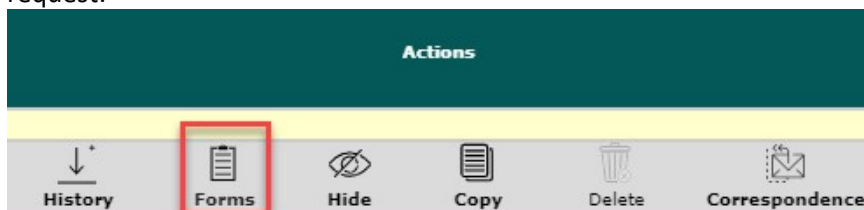
From: Osppi <ospbi-bounces@uidaho.edu> on behalf of Nelson, Heather (hnelson@uidaho.edu) <hnelson@uidaho.edu>
Sent: Wednesday, May 18, 2022 2:38 PM
To: Mailman - ospbi@lists.uidaho.edu; Mailman - dga@lists.uidaho.edu
Subject: [Ospbi] New Process – Prior approval requests now submitted through VERAS effective Monday 5/23/2022
Attachments: USER - How to Create a Sponsor Prior Approval Request Form 05.16.22.docx; ATT00001.txt

In order to provide more timely and transparent processing of prior approval requests, OSP has created a new form in VERAS to capture the information required. Use of this form for requests will be required starting **Monday 5/23/2022**. Any prior approvals submitted to postaward@uidaho.edu as of 5pm on 5/20/2022 will be processed as originally submitted. Please do not resubmit a request if it has already been submitted via email.

Benefits to the new process include:

- No longer required to use letter templates or have PI signature on request letters. All request types will use the same form for data collection.
- Form is automatically associated with the correct project.
- Form collects all required data and any required attachments appropriate to the request type.
- Status of project in VERAS will show where the request is in the process
 - Prior Approval – RUSH Processing: immediately after request submitted to OSP; the request has been received by Post Award and will be treated as a rush processing based on the current prioritization of the unit;
 - Modification – requested – Post Award has processed the prior approval and submitted it to the agency. We are awaiting a determination from the sponsor;
 - Modification – In Post Award - The sponsor's determination has been received and/or an amendment has been issued in response to the prior approval.
 - Modification – Pending Internal Responses: OSP has requested additional information from you to process the amendment/sponsor decision.
 - Modification – In Financial Unit: Post Award has processed the amendment into Banner and the Financial Unit is now completing their processing piece(s).

To start a Prior Approval Request form you will use the Forms icon associated with your proposal under the All Projects Actions menu. If you have more than one associated proposal number please use the most recent number for your request:



Additional detailed instructions are included in the attached document and under “3. Post Award Forms” in the Help Tips at the top of your VERAS screen.

Heather Nelson, Associate Director
Office of Sponsored Programs

University of Idaho
(208) 885-6680

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.

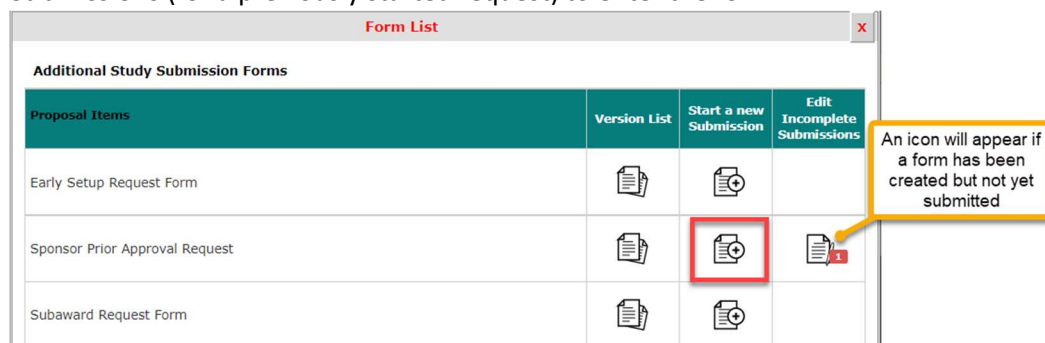
Objective: Create a *Sponsor Prior Approval Request* form in VERAS.

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:




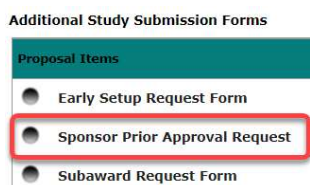
- a. Selecting the **Forms** icon will open a list of available forms to choose from, and you will select either **Start a new Submission** (for a new request) or **Edit Incomplete Submissions** (for a previously started request) to enter the form.

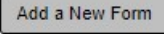


3. If you are not listed as personnel on the proposal, you will need to search for the proposal.



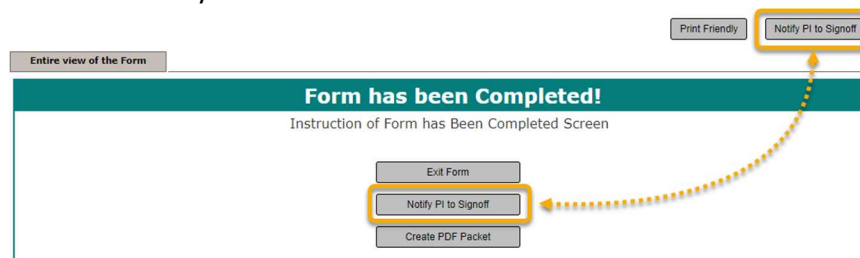
- a. Under *Project Assistant* Workspace, select **Find a Project**
- b. Search for the applicable proposal number and select the pencil/paper icon  to open.
- c. Select the form name



- d. Start a new form by selecting 

Creating a *Sponsor Prior Approval Request Form*

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**.

Click to open	Project Status	Review Board	Proposal Number	Sponsor Due	Project Title	Principal Investigator	Actions
	Prior Approval - RUSH Processing	Post Award	Award Number	Grant Office Due	Short Title		History Forms Hide Copy Delete Correspondence

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:

Creating a *Sponsor Prior Approval Request Form*

- 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** :

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

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'.

Creating a *Sponsor Prior Approval Request Form*

Select Additional Personnel for Submission Routing and Signoff:

Add Additional Personnel to the Routing List

Include in signoff	Order	Approved	Name	Role
<input checked="" type="checkbox"/>	1		Joe Vandal	Alternate PI

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:

Creating a *Sponsor Prior Approval Request* Form

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'.