Kerr, Wendy (wendyk@uidaho.edu)

From:	Osppi <osppi-bounces@uidaho.edu> on behalf of Nelson, Heather (hnelson@uidaho.edu) <hnelson@uidaho.edu></hnelson@uidaho.edu></osppi-bounces@uidaho.edu>
Sent:	Wednesday, May 18, 2022 2:38 PM
То:	Mailman - osppi@lists.uidaho.edu; Mailman - dga@lists.uidaho.edu
Subject:	[Osppi] 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 <u>postaward@uidaho.edu</u> 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:

requesti		,	Actions		
, History	Forms	Ø) Hide	Сору	Delete	Correspondence

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

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 <u>http://veras.uidaho.edu/</u>
- 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:

			Actions		
↓ ⁺ History) Forms	Ø Hide	Сору	Delete	Correspondence

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.

Form List			x	1
Additional Study Submission Forms				
Proposal Items	Version List	Start a new Submission	Edit Incomplete Submissions	An icon will appear if
Early Setup Request Form		Ð		a form has been created but not yet submitted
Sponsor Prior Approval Request		Ð	<u>)</u>	
Subaward Request Form		Ð		

- 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 脑 to open.

0

c. Select the form name



d. Start a new form by selecting Add a New Form

- 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	lick to Project	Review Board	Proposal Number	Sponsor Due	Project Title	Principal	Principal Actions					
open	Status	Keview board	Award Number	Grant Office Due	Short Title	Investigator				ACCIONS		
1	Prior Approval - RUSH Processing	Post Award					↓ History	Forms	Ø	Сору	Delete	Correspondence

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

Projects Submission Status -	- Completed		Search for Project Title,	Proposal/Award Number	Search 🌣				
In Progress Completed 82 result(s) found					1 - 10 🕨				
Click to open Proposal Number Project Title Form Name Form Author Date Submitted Activ									
Dashboard Award Number	Name	Short Title		Date Submitted	Accions				

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:

		either option will start the uting for signatures.
		<u> </u>
	Print Friendly Refresh Constant Fields Save Section Save and Continue to Next S	Section Notify PI to Signoff
Section view of the Form	Entire view of the Form	
1.0 Request Information	2.0 End of <i>Sponsor Prior Approval Request</i> form	
	^{2.2} This is the end of your <i>Sponsor Prior Approval Request</i> Form.	
	To submit the form for processing select "Save and Continue to Next Section," whic Submit (if you are the PI) or Notify PI to Signoff.	h will allow you to either
	If you wish to continue working on this draft, select from the 'Section view of Application' options on the left move among your application sections.	to
	Form Completed Click here to close the Form close the f	orm Completed will only orm, it will not route the n for signatures.
i.	If you select Save and Continue to Next Section, you will b	e taken to anothe
	screen where you will need to select Notify Pl to Signoff:	
	Print Friend	lly Notify PI to Signoff
Section view of the Form	Entire view of the Form	1
1.0 Sponsor Prior Approval Request Information	Form has been Completed!	and the second s
2.0 🖹 End of Form	Key Personnel	A
	Select either bu start routing signuture	
	Exit Form Notify Pi to Signoff Create PDF Packet	
ii.	When the PI is submitting, select Signoff and Submit:	
		either option will start the ting for signatures.
	Print Friendly Refresh Constant Fields Save Section Save and Continue to Next Se	ection Signoff and Submit
Section view of the Form	Entire view of the Form	
1.0 Sponsor Prior Approval Request Information	2.0 End of Sponsor Prior Approval Request form	
2.0 End of Form	^{2.2} This is the end of your <i>Sponsor Prior Approval Request</i> Form.	
	To submit the form for processing select "Save and Continue to Next Section," which Submit (if you are the PI) or Notify PI to Signoff.	h will allow you to either
	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.	D
	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'.

ct Ac	ditional P	ersonnel fo	or Submission Re	outing and Signoff:		Add Additi	onal Personnel	to the Routi
e in off	Order	Approved	Name		Role			
	1		🤰 Joe Vandal		Alterna	ite PI		~
S	elect S a	ave – Sig	noff Routir	ng List button:				
Ī			Setup for Su	bmission Routing and S	ignoff			×
	indicate signoff The ord	es the person is process. The Ad ler of the Additio	included in the signoff p d Additional Personnel b anal Personnel is to crea	nnel and Additional Personnel process. The Check box "Unch putton is used to search from ite a review order for the assi Routing and Signoff:	the user data	tes the person is base and add the	not included in the m to the routing I	e ist.
	Include in Approved Name Role							
		8	Joe Vandal	s	Principal Inves	tigator		
	Select Ad	already the	d, they are included in signoff	n Routing and Signoff:	(Add Additional Pr	ersonnel to the Roo	uting List
	Include in signoff	Order Ap	proved Name		Role			
	No addition	al personnel h	ave been added to the	e signoff routing list.			_	
						of a new Pl i the proposal	need the sign not already lini l, you will sear r the new pers	ked to ch the
				C	ancel - Finalize	e later	Save - Signoff Ro	uting List

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:



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

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'.