Instructions for SharePoint Form:

Advanced Project/Grant ID Request

Created on 5/23/08

Last Revised 10/18/09

THE UNIVERSITY of NEW ORLEANS

OFFICE OF RESEARCH

TABLE OF CONTENTS

DESCRIPTION

The Advanced Project/Grant ID Request Form allows a Principal Investigator to have access to their award before the contract is fully executed. Both the project/grant ID and the speedkey will remain the same numbers once the contract is fully executed. The Chair and Dean must approve the request and provide a general fund speedkey to cover any charges which may not be approved by the agency.

PREPARING TO FILL OUT THE FORM

In order to request the advanced number, the Principal Investigator (PI) should have reasonable assurance that the award will be executed, such as an email from the awarding agency. The following information should be available prior to filling out the form:

CFDA Information (Optional to PI): If there are federal funds involved, either directly from a federal agency or passed through a state agency or private company, the Catalog of Federal Domestic Assistance (CFDA) number must be entered by either the PI or the Office of Research. The CFDA number is a five-digit number used to identify federal programs. The first two numbers identify the sponsor agency and the last three numbers identify a specific program. The number is used to assist individuals in finding federal funding opportunities. This number can be found on the proposal routing form, in the Request For Proposal (RFP), from your agency contact, or from the website www.cfda.gov. If the agency says there is no CFDA number associated with the direct or pass-through federal funds, the Office of Research requests that the agency submit a CFDA form.

Attachments: A copy of the completed routing form with Office of Research approval must be attached to the SharePoint form. The budget and budget justification should also be attached to assist the Dean in reviewing the request. The budget and budget justification are only required if they are different than the ones submitted with the proposal. The PI may attach any other necessary documents.

CO-PIs: If there are CO-PIs that you would like to add to this form, you will need to know and enter some basic information about each one. Before the PI places a signature on the form, the CO-PI(s) should have had the form emailed to them. Each CO-PI should check their information and add their signature at the bottom of the form. **Once all CO-PIs have signed, then the PI will add their signature.** The PI will then add the Department Head's email address to the form and send it to them for approval.

FORM STATUSES AND WORKFLOW

Draft, or blank: Once the form is submitted for the first time, without a PI signature, it enters into Draft status. During this time PIs should send the form to CO-PIs for their information and signatures. Finally, the PI should make sure everything is correct and add their signature. Once the PI adds their signature, it will lock the form, and upon submission will put the form into Submitted status. If the PI would like the form to remain in Draft status, clear the PI signature line, and the form will be editable again.

Submitted: Only when the form is submitted with a PI signature and the Department Head's email address will it be sent to the Department Head of the PI. The CO-PI Department Heads will not receive this form. An email will be sent to the PI and Department Head at this point with a link to the form. The Department Head should check the form, add their signature and Submit. The Department Head can also add backup account information. When it is submitted with the signature, SharePoint will automatically send it to the Dean/Director of their respective departments. After submission, the form will have a status of Approved by: Department Head.

Approved by: Department Head: The Dean will receive an email request for an electronic signature and a backup account. Once this information is entered along with a signature, the form will have a status of Approved by: Dean/Director.

Approved by: Dean/Director: After the Dean submits the form, SharePoint assigns a task to the Office of Research for their approval. The Office of Research will enter the necessary information into PeopleSoft and send an email to the Office of Research accounting team after approving the request. After the Office of Research signs and submits the form, it will have a status of Completed.

Rejected: The form cannot be rejected until it is in Submitted status and beyond. The reject section asks for a reason, and upon clicking submit, the form will be emailed to the PI with that reason and the rejector's email address. The PI can then follow the steps below to resubmit the form.

Completed: The form becomes locked, and will be archived. Print out the completed form for your records.

STEP BY STEP: FILLING OUT THE FORM – PI/Originator

First you must start with a blank copy of the form.

Option 1:

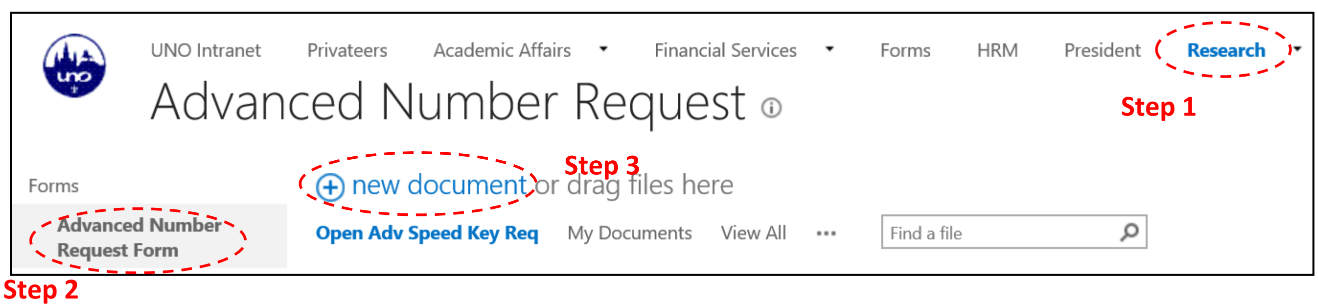
Use your web browser and click on the following link (or type the address into your browser):

https://sharepoint.uno.edu/research/_layouts/FormServer.aspx?XsnLocation=https://sharepoint.uno.edu/research/Advanced%20Number%20Request/Forms/template.xsn&DefaultItemOpen=1

Option 2:

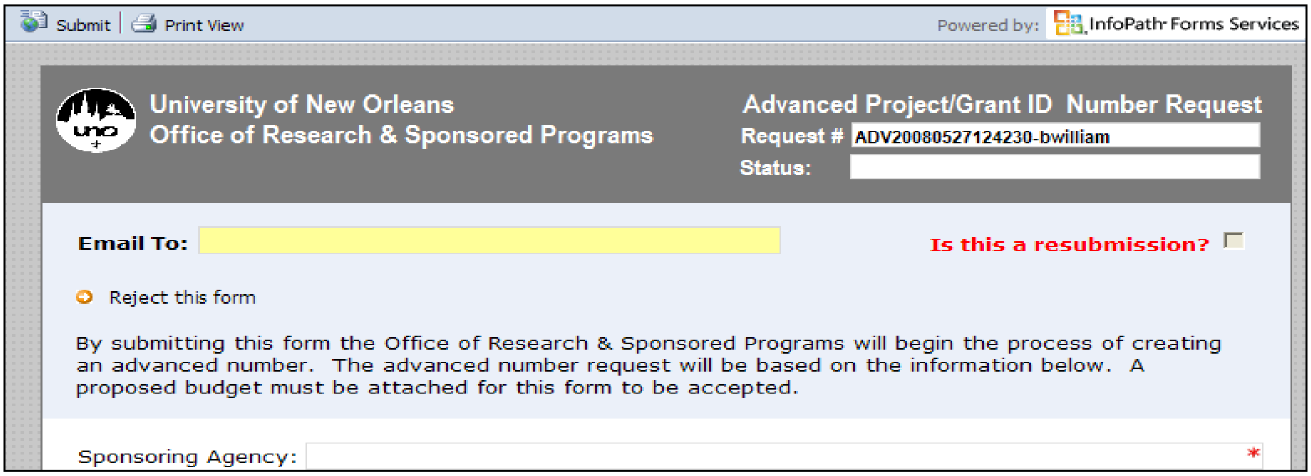
Use your web browser and go to https://sharepoint.uno.edu. You must login with your email address (i.e. jdoe@uno.edu) and your UNO LAN password.

1. Click Research on the menu bar and **2.** then Advanced Number Request in the left panel. Once you are in the Advanced Number Request area **3.** click New Document.



You should now be looking at a blank Advanced Project/Grant ID Number Request.

As soon as a new form is opened, it is given a unique number based on the current system time. That is your request number and should be referred to in communication with the Office of Research.


Submit | Print View
Powered by: InfoPath Forms Services
University of New Orleans
Office of Research & Sponsored Programs
Advanced Project/Grant ID Number Request
Request # ADV20080527124230-bwilliam
Status:
Email To:
Is this a resubmission?
Reject this form
By submitting this form the Office of Research & Sponsored Programs will begin the process of creating an advanced number. The advanced number request will be based on the information below. A proposed budget must be attached for this form to be accepted.
Sponsoring Agency: *

Proceed to fill in the form. Items with a red asterisk must be filled in.


*

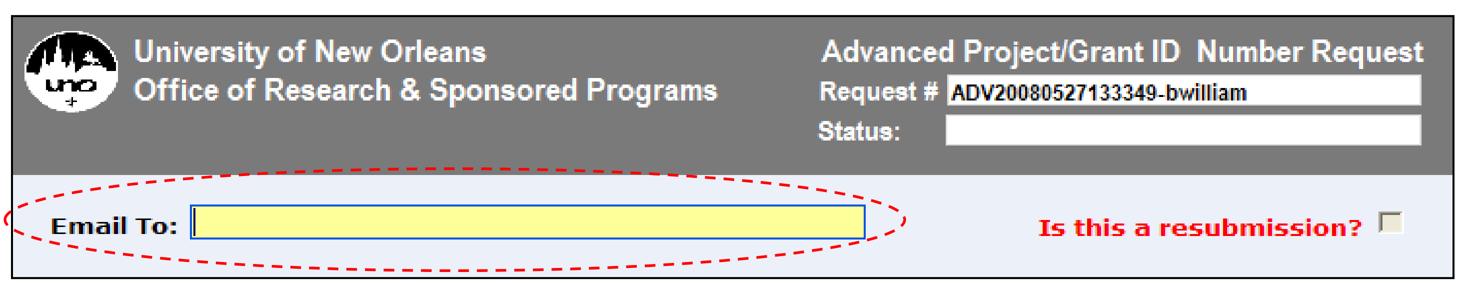
Important Notes:

- You cannot submit a form with a required field empty!
- Once you fill in the PI Signature field, the form becomes locked. **Just remove your signature if other changes need to be made.** When completely finished, put the PI signature back in.

As you fill in the form you will notice different types of form fields and sections. The following will detail the caveats of each section:

Email To: In Office of Research forms, the Email To field is primarily used when the form is in Draft status. It is for PIs, CO-PIs, and office managers to transfer the form back and forth to each other. Emailing the form back and forth will culminate with all CO-PI signatures being on the form, and finally, the PI signature being entered into the form. A CO-PI must email the form back to the PI so they will know it is time for them to add their signature.

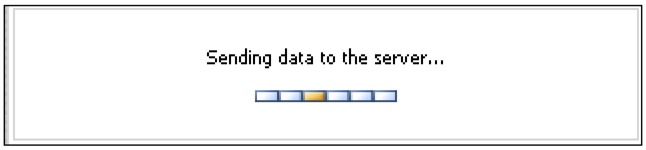
Utilizing this field after the form has been sent to a Department Head and beyond, will just create duplicate emails, but the form will not be affected. **The only thing that moves a form through workflow is electronic signatures.**


University of New Orleans
Office of Research & Sponsored Programs
Advanced Project/Grant ID Number Request
Request # ADV20080527133349-bwilliam
Status:
Email To:
Is this a resubmission?

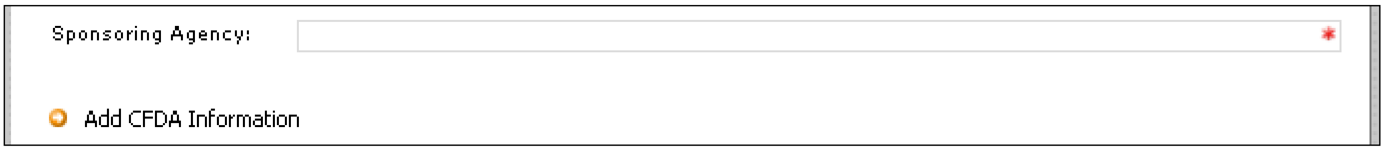
Optional Sections:

There are three optional sections in the form. You will notice the three below icons in the form as you fill it out:

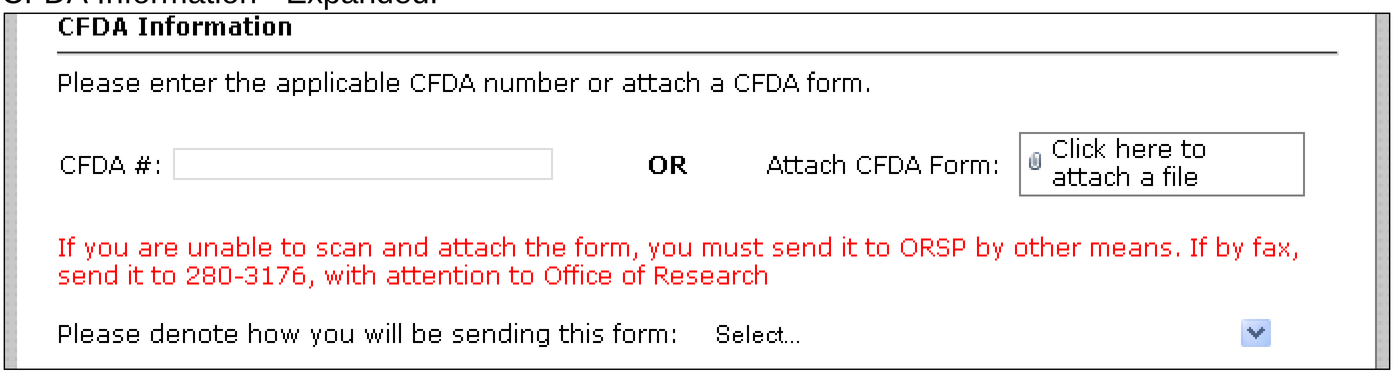
Once you click the arrow, that part of the form will expand; a pop-up might say “Sending data to the server,” which is normal:



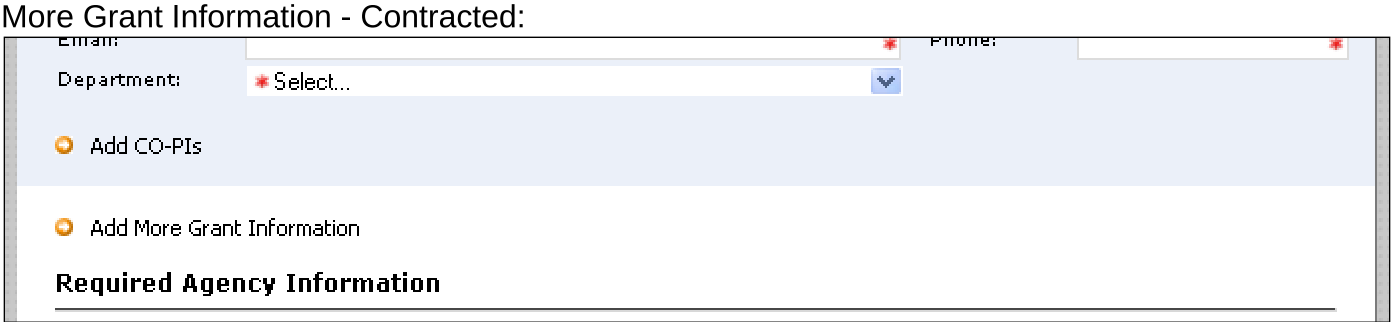
CFDA Information - Contracted:



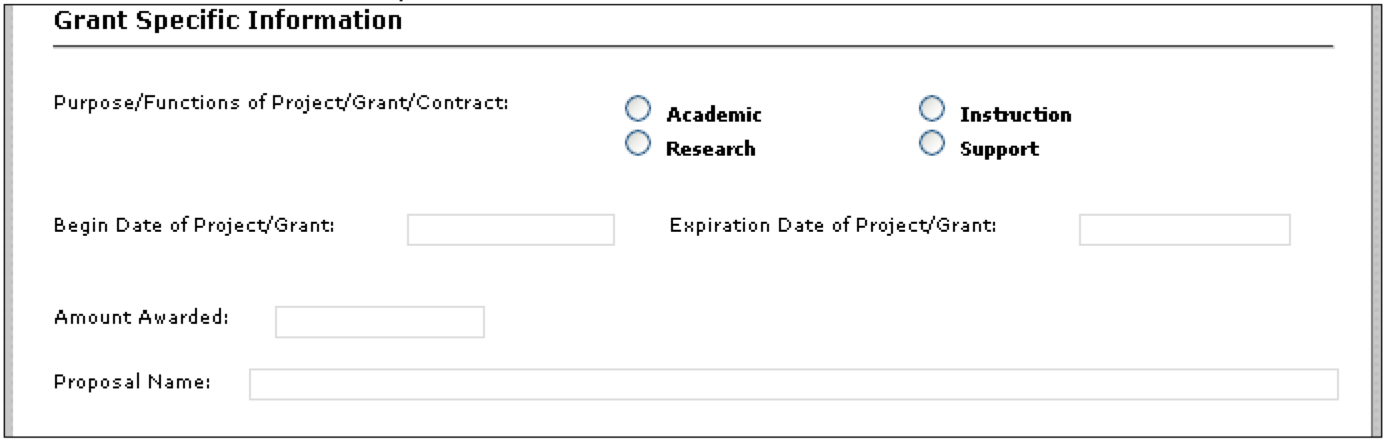
CFDA Information - Expanded:



More Grant Information - Contracted:



More Grant Information - Expanded:


Grant Specific Information

Purpose/Functions of Project/Grant/Contract: Academic Research Instruction Support

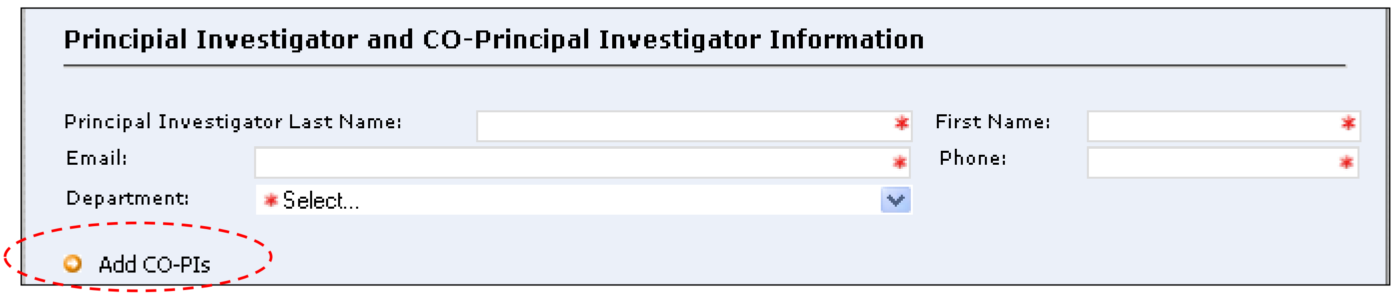
Begin Date of Project/Grant: Expiration Date of Project/Grant:

Amount Awarded:

Proposal Name:

CO-PIs: The form allows for as many CO-PIs as you wish. With each CO-PI comes a new set of required information. You will also need to ensure that there are enough CO-PI signature lines in the signature section of the form.

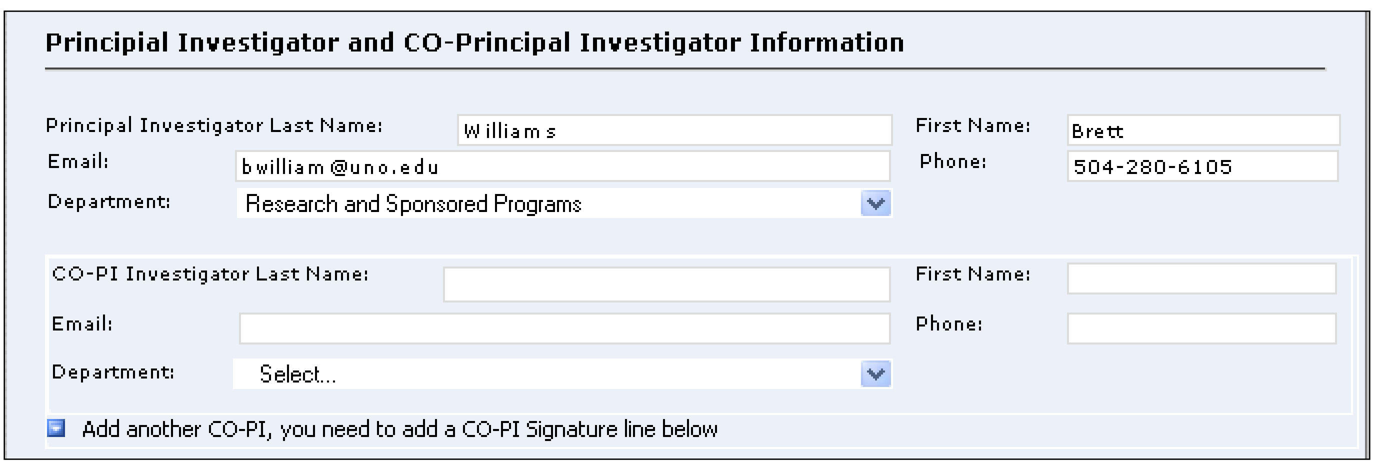
To add one CO-PI, click on **Add a CO-PI**.


Principial Investigator and CO-Principal Investigator Information

Principal Investigator Last Name: * First Name: *
Email: * Phone: *
Department: *Select...

Add CO-PIs

Be sure to fill in the required fields. If you need to add more CO-PIs, click on Add Another CO-PI

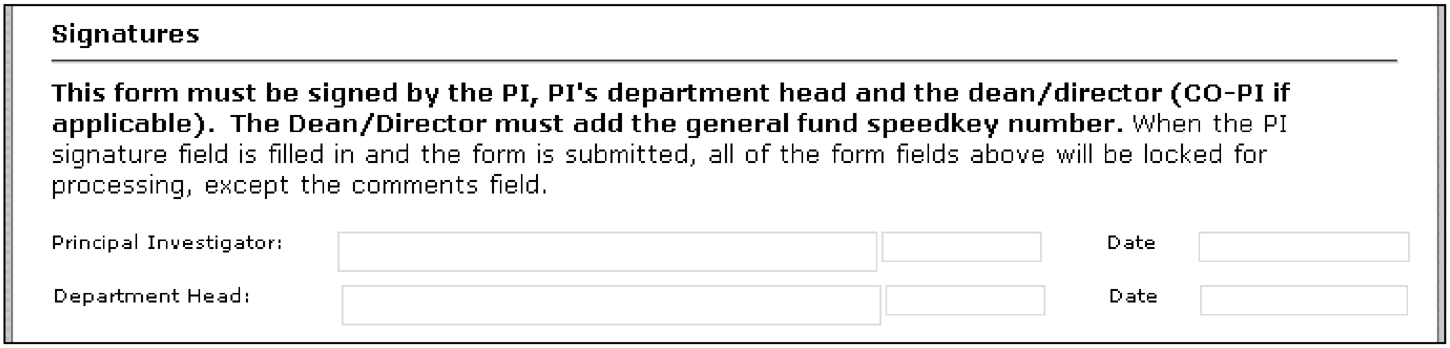

Principial Investigator and CO-Principal Investigator Information

Principal Investigator Last Name: Williams First Name: Brett
Email: bwilliam@uno.edu Phone: 504-280-6105
Department: Research and Sponsored Programs

CO-PI Investigator Last Name: First Name:
Email: Phone:
Department: Select...

Add another CO-PI, you need to add a CO-PI Signature line below

The signature section at the bottom of the form automatically creates a signature line for one CO-PI. You must add another signature line for each additional CO-PI. Before the PI adds their signature, all of the CO-PIs should have signed. The CO-PI(s) will have to ensure their information is correct and entered, and then add their electronic signature. When submitting it, the CO-PI should put the PI's email address in the **Email To** field at the top of the form.



Signatures

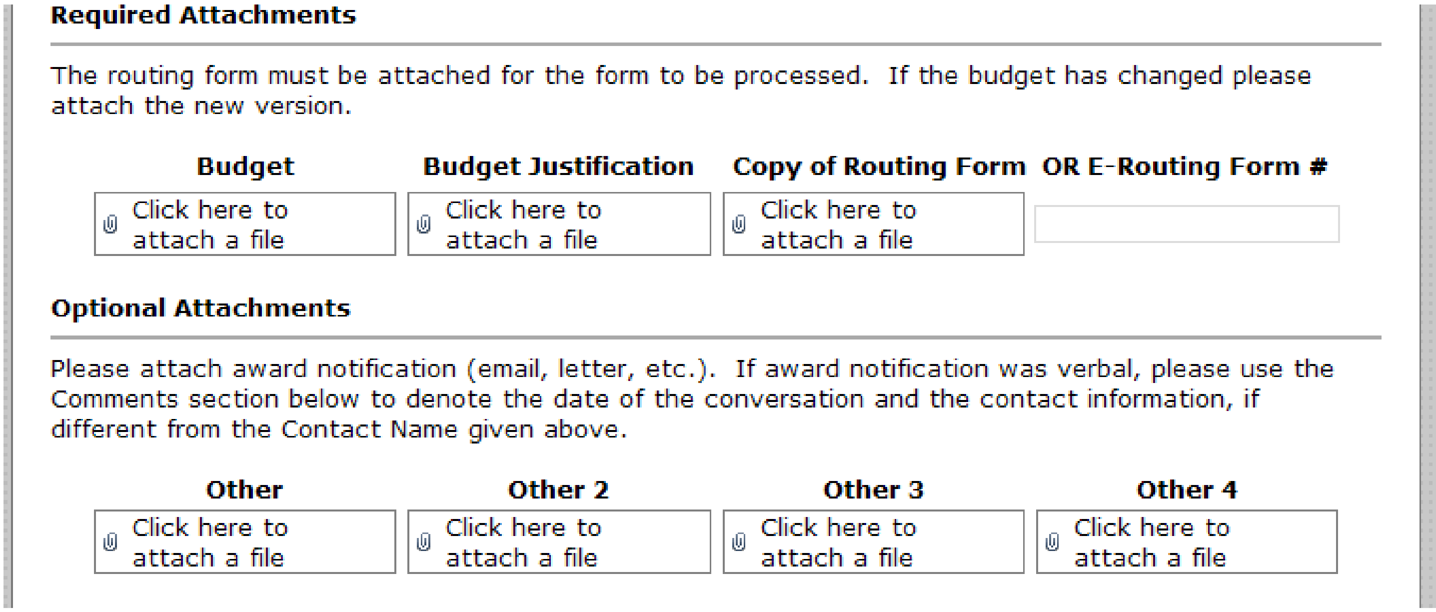
This form must be signed by the PI, PI's department head and the dean/director (CO-PI if applicable). The Dean/Director must add the general fund speedkey number. When the PI signature field is filled in and the form is submitted, all of the form fields above will be locked for processing, except the comments field.

Principal Investigator:			Date	
Department Head:			Date	

Once the PI has finished the form, and the form still requires information and signatures from CO-PIs, the PI should do the following:

1. Do not fill out the PI signature field!
2. In the Email To: field type in the first CO-PI's email address.
3. Click Submit.
    a. If you have multiple CO-PIs, you need to send the form to them as well. After submitting the form with your first CO-PI in the Email To: field, you need to submit the form again with your next CO-PI in the Email To: field. You are basically emailing the form to all your CO-PIs.
4. Let CO-PIs know they should type your email address in the Email To: field and Submit it. This will send the form back to you with their completed information and signature.

Attachments: It is required that you submit the Routing Form. If the budget and/or budget justification has changed since proposal submission, you need to attach the new budget and/or budget justification. You can use the Optional Attachments section for other attachments you think would be pertinent. One such pertinent optional attachment is the award notification letter, or email. If an award notification was given verbally please use the Comments section below to denote the date of the conversation and the contact information, if different from the Contact Name given above.



Required Attachments

The routing form must be attached for the form to be processed. If the budget has changed please attach the new version.

Budget	Budget Justification	Copy of Routing Form	OR E-Routing Form #
Click here to attach a file	Click here to attach a file	Click here to attach a file	

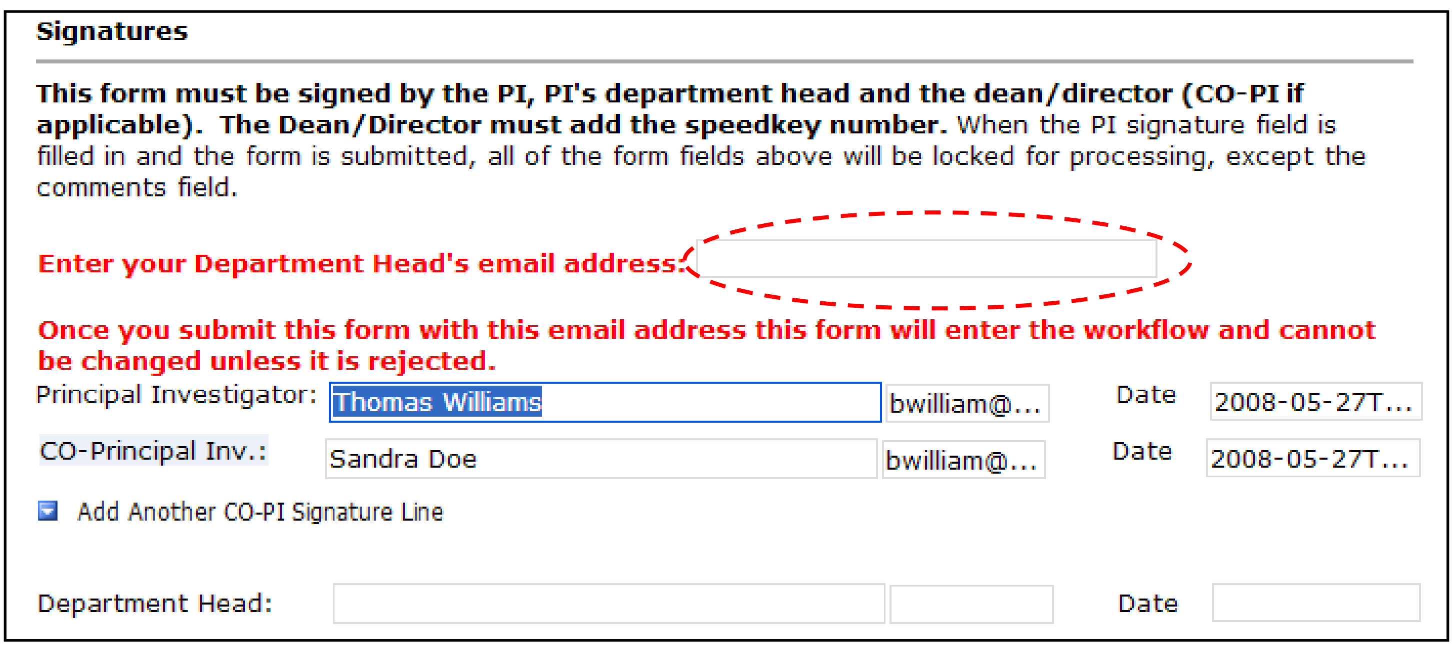
Optional Attachments

Please attach award notification (email, letter, etc.). If award notification was verbal, please use the Comments section below to denote the date of the conversation and the contact information, if different from the Contact Name given above.

Other	Other 2	Other 3	Other 4
Click here to attach a file	Click here to attach a file	Click here to attach a file	Click here to attach a file

Signatures – PI/CO-PI: The PI is responsible for using the Email To field at the top of the form to collect CO-PI signatures. Once all CO-PI signatures are entered, the PI can sign the form.

Immediately after signing, the PI will be asked for their department head's email address.



Signatures

This form must be signed by the PI, PI's department head and the dean/director (CO-PI if applicable). The Dean/Director must add the speedkey number. When the PI signature field is filled in and the form is submitted, all of the form fields above will be locked for processing, except the comments field.

Enter your Department Head's email address:

Once you submit this form with this email address this form will enter the workflow and cannot be changed unless it is rejected.

Principal Investigator:	Thomas Williams	bwilliam@...	Date	2008-05-27T...
CO-Principal Inv.:	Sandra Doe	bwilliam@...	Date	2008-05-27T...

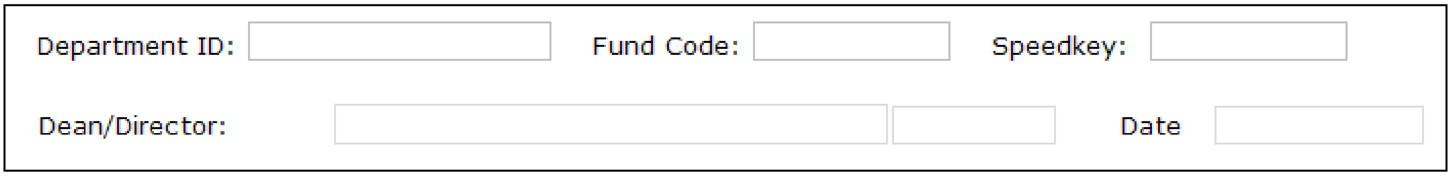
Add Another CO-PI Signature Line

Department Head:			Date	

Once the Department Head's email address is entered, the form will be sent to that email address. No further changes can be made to the form, unless it is rejected.

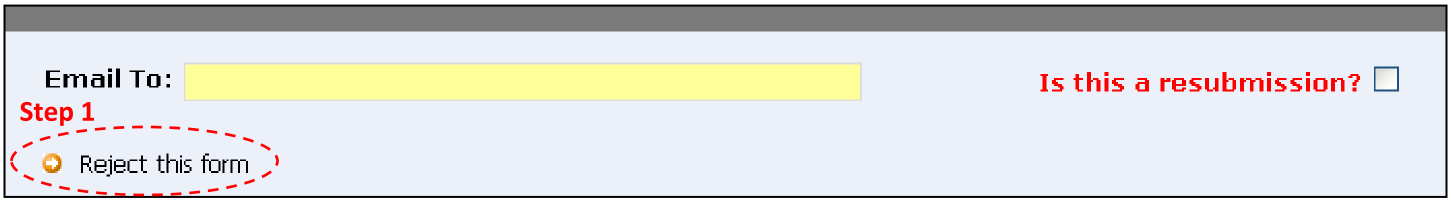
Signatures – Department Head: An email will arrive in the Department Head's email box. They should review the form and add their signature in the Department Head signature field, then submit the form. The Department Head can also add backup general fund account information. The form can be rejected at this stage by following the instructions below.

Signatures – Dean/Director: The Dean/Director will receive an email in their departmental mailbox. The Dean should then enter in a general fund speedkey and account information. Finally, they should also add their electronic signature and submit the form. The form will not proceed through workflow until the signature and backup account information is entered and submitted.



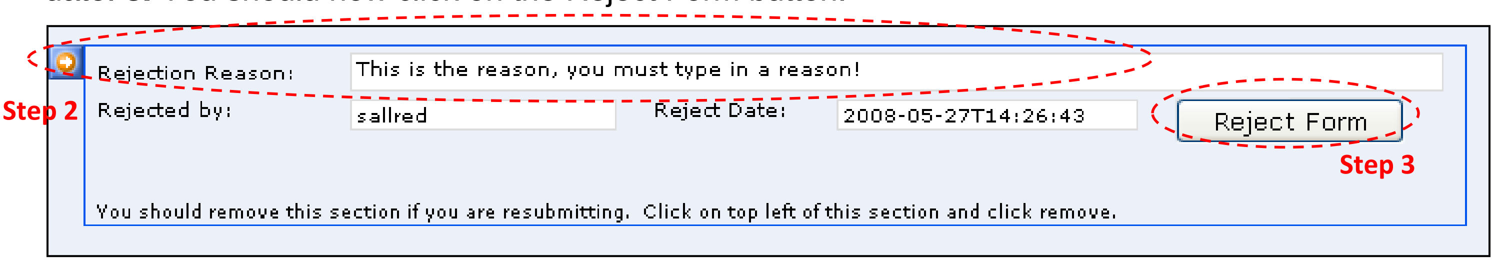
Rejecting a Form: The form can only be rejected once it enters into Submitted status and beyond.

1. To reject click on Reject this form button



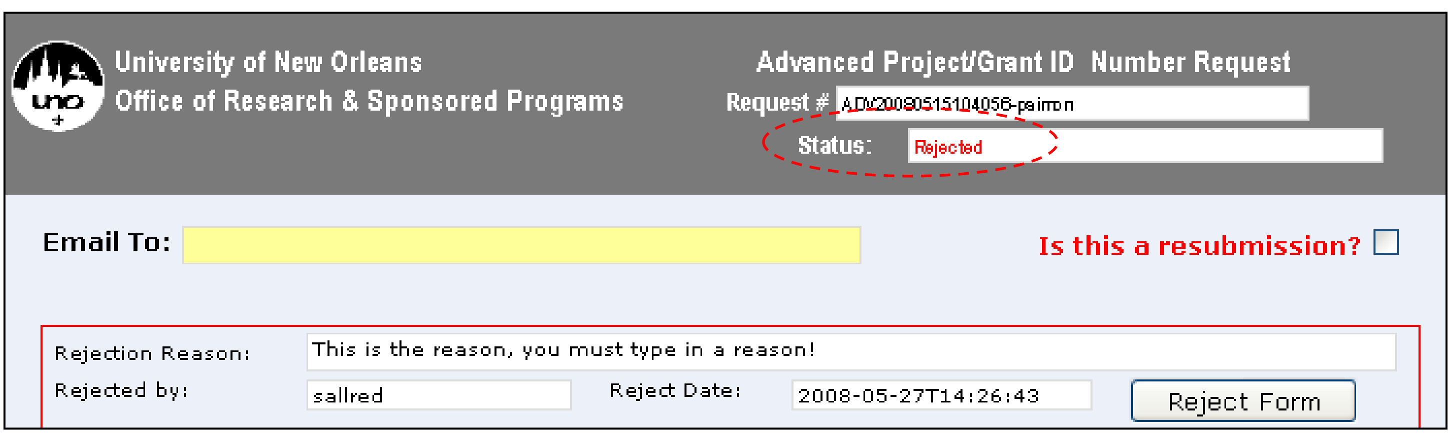
2. Type in a rejection reason.

Upon typing in a reason for the rejection, SharePoint will automatically collect your username, and the date. **3.** You should now click on the Reject Form button.



Once "Reject Form" is clicked it will set the status of the form to Rejected.

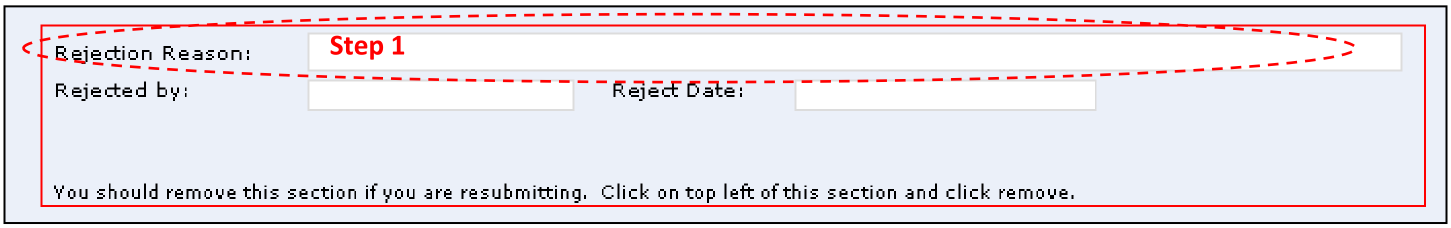
4. To complete the rejection process you must click the Submit button at the top or bottom of the form.



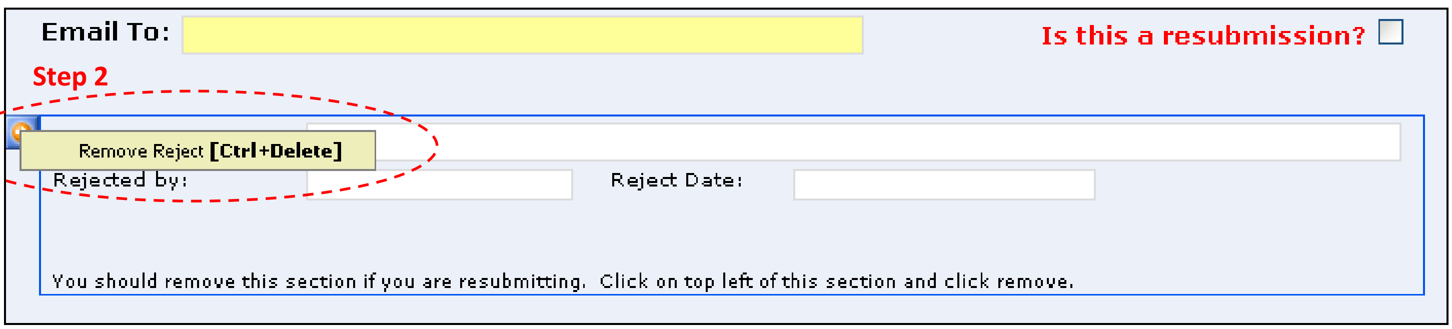
Once the form is submitted with a rejected status, the form, the rejection reason, and your username will be emailed to the PI and their respective Department Head. The PI should then follow the steps below to resubmit the form.

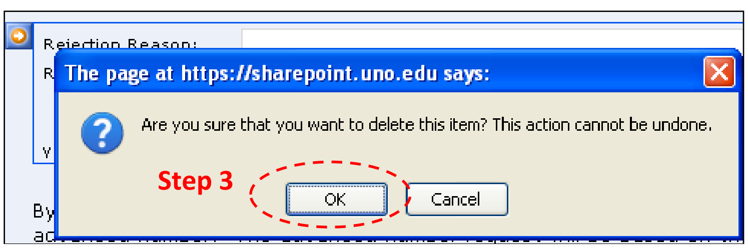
Resubmitting form after Rejection: Upon receiving a rejection email, do not worry, all the form information is still saved. The form can be resubmitted, but the following steps must be completed. The PI will have to collect any CO-PI signatures, add their own PI signature, and submit to the Department Head once again.

1. Once you receive the email read the reject reason, and be prepared to make any necessary changes so the form can eventually be completed.
2. Click on the link in the email to get back into the form.
3. The reject reason field needs to be cleared; delete everything out of that field so the Rejected by and Reject Date fields will be emptied.

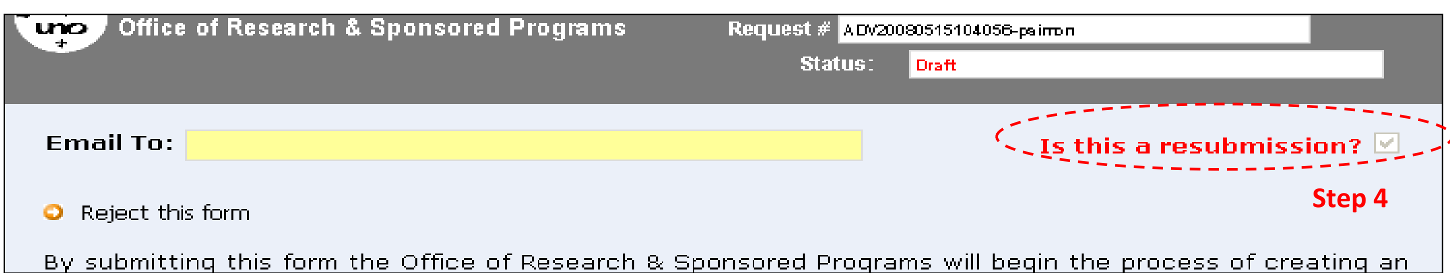


4. Delete the reject section by clicking at the top left of the red reject box, and click remove.





5. Click OK to delete the reject section.
6. Click the Resubmit Check box!



7. The form should now look like the above screen shot. The status should read **Draft.** All the signature fields will be emptied. The form can now be edited! Proceed to make necessary changes. If applicable, use the Email To field to send the form to all CO-PIs for their signatures. When ready to submit fill out the PI signatures field, and the form will be submitted to the Department Head.