DEPARTMENT ADMINISTRATOR PROPOSAL WORKFLOW PROCESSING

1. Notification E-mail

1.1. Once the Office of Sponsored Programs (“OSP”) Research Administrator (“RA”) has completed her/his required actions in the OSP Proposal & Award Acceptance Workflow (the “Proposal Workflow”), the applicable Departmental Administrator (“DA”) will receive a notification e-mail with the OSP Proposal Number in the subject line. In this case, the proposal number is 987654321.

1.2. The task e-mail will provide instructions regarding how to log into the Frevvo system so the DA can complete her/his required tasks.

1.3. **Note:** Please log into the Frevvo system using Google Chrome as your browser.
2. **Frevvo Dashboard**

2.1. Once the DA logs into the Frevvo system, she/he will see a dashboard containing all of the tasks she/he has in Frevvo system. The DA will need to identify the “OSP Proposal & Award Acceptance Workflow” section under “My Tasks.”

![Frevvo Dashboard Screenshot]

2.2. The DA will then need to click the ► icon for the task related to the applicable proposal. In this case, the proposal number is 987654321. After several seconds, the Proposal Workflow will be editable.

2.3. The DA will then need to complete the Proposal Workflow in accordance with: (i) the distinct circumstances of the applicable proposal; and (ii) the Frevvo User Guide.

2.4. **Note**: The name of the RA giving the DA the task will be shown in the task list. Here, the “test” RA’s name is “user_OSP_RA name,” but in production, this will be the name of a person.

3. **Sending the Proposal Workflow to the Principal Investigator**

3.1. After completing her/his assignments for the applicable proposal, the DA will send the Proposal Workflow to the Principal Investigator (“PI”) by clicking “Continue” at the bottom of the Proposal Workflow. It may take several seconds for the Proposal Workflow to transmit after clicking Continue. **[IMPORTANT: By clicking “Continue,” the DA indicates her/his acceptance of: (i) the main text of the Proposal Workflow; and (ii) all attachments uploaded into the Proposal Workflow (e.g., F&A waiver forms, cost share forms, third party cost share forms, PI eligibility forms, proposals, internal budgets). The aforementioned forms will **not** be signed separately.]**

![Continue, Reject, Save Buttons]

**[Notes: See the specific instructions in the Frevvo User Guide regarding the “Reject” and “Save” features.]**