DEPARTMENT CHAIR / DIRECTOR PROPOSAL WORKFLOW PROCESSING

1. Notification E-mail

1.1. Once the Business Manager ("BM") has completed her/his required actions in the OSP Proposal & Award Acceptance Workflow (the “Proposal Workflow”), the applicable Department Chair or Director (collectively, the “DC”) 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 DC 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 DC logs into the Frevvo system, she/he will see a dashboard containing all of the tasks she/he has in Frevvo system. The DC will need to identify the “OSP Proposal & Award Acceptance Workflow” section under “My Tasks.”

![Frevvo Dashboard Image]

2.2. The DC 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 open.

2.3. The DC will then review Part I of the Proposal Workflow for accuracy and completeness. The DC will not have the ability to edit any of the content. If there are errors that need to be corrected, the DC will need to “reject” the Proposal Workflow and send it back to a prior step (see the Frevvo User Guide for rejecting instructions).

2.4. **Note:** The name of the BM giving the DC the task will be shown in the task list. Here, the “test” BM’s name is “user_OSP_BM name,” but in production, this will be the name of a person.
3. Sending the Proposal Workflow to the Dean / Director

3.1. After completing her/his assignments for the applicable proposal, the DC will send the Proposal Workflow to the applicable Dean or Director (collectively, “Dean”) by: (i) electronically signing in the applicable box in the “Signatures” section at the bottom of the Proposal Workflow (see the Frevvo User Guide for instructions); and (ii) 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 DC 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.]

[Note: See the specific instructions in the Frevvo User Guide regarding the “Reject” and “Save” features.]
4. **Significance of the DC’s Signature**

4.1. As set forth in the Proposal Workflow and below, the DC makes a number of certifications when she/he signs the Proposal Workflow and sends it to the Dean. If you have questions about these certifications, please contact your appropriate departmental and college personnel for assistance.

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**Investigators, Department Chairs, Directors and Deans certify that:**

- (i) the proposed activities are appropriate for the research, instruction and public service mission of the University;
- (ii) if any advances are set up but the University does not ultimately receive a signed award/modification, the department(s) you identify in the Advanced Department ID/Advance Spending Request Form will be charged for all costs incurred; and
- (iii) if funded, all necessary resources as proposed will be provided for the project (e.g., cost share, personnel, facilities), and project expenditures that exceed the sponsor’s award and/or payment upon completion of the project will be charged to the departmental account that you will identify at the time of award setup.

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**The PI certifies that:**

- (i) the information submitted in the proposal and in Part I: Proposal Data Sheet, above, is true, complete and accurate to the best of his/her knowledge;
- (ii) he/she understand that any false, fictitious or fraudulent statements or claims in the foregoing or in his/her proposal may subject him/her to criminal, civil and/or administrative penalties;
- (iii) all necessary resources to complete the proposed project have been identified in the proposal;
- (iv) he/she accepts responsibility for the scientific and programmatic conduct and financial oversight of the project and to provide the required technical reports on time;
- (v) he/she will use all reasonable and best efforts to comply with the terms, conditions and policies of the sponsor, University and the award documents; and
- (vi) he/she understands he/she will have to make the Principal Investigator Award Certifications and Assurances prior to commencing performance of any award.

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**The Business Manager certifies that**

- the information included in Part I is accurate and complete to the best of his/her knowledge.

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**Department Chairs and Deans acknowledge that**

- Facilities and Administrative Costs for projects involving more than one college will be distributed in accordance with University Policy 6100 unless otherwise directed in writing with approval from all deans involved.

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[Click here for the Principal Investigator Award Certifications and Assurances](#).

[Click here to read University Policy 6100.](#)