1. Notification E-mail

1.1. Once the OSP Coordinator, Research Services (“CRS”) has completed her/his required actions in the OSP Proposal & Award Acceptance Workflow (the “Proposal Workflow”), the OSP Contract Officer (“CO”) 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 CO 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 CO logs into the Frevvo system, she/he will see a dashboard containing all of the tasks she/he has in Frevvo system. The CO will need to identify the “OSP Proposal & Award Acceptance Workflow” section under “My Tasks.”

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

2.3. The CO 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 CRS giving the CO the task will be shown in the task list.

3. Sending the Proposal Workflow to Ad Hoc Reviewers (If Necessary)

3.1. No Ad Hoc Reviewers Needed

If no Ad Hoc Reviewers are necessary, skip the rest of this section and go to # 4 below.

3.2. Sending the E-mail to Ad Hoc Reviewers

If the CO needs to send the Proposal Workflow with associated attachments to “Ad Hoc Reviewer(s),” such as the Office of General Counsel ("OGC"), Office of Institutional Compliance and Ethics ("OIC") or the Office of Risk Management and Insurance ("RMI"), etc., the CO will take the following steps in order:

3.2.1. If OGC is one of the Ad Hoc Reviewers, upload (in Section 18, Additional Supporting Documents, of the Proposal Workflow) the completed the Contract Routing Form in accordance with the Frevvo User Guide.

3.2.2. In Section 19 of the Proposal Workflow, type the e-mail address(es) of the Ad Hoc Reviewer(s), separated by commas (see below). When the CO starts typing the e-mail address(es), the form will automatically provide instructions in a green field below the “Message to Ad Hoc Reviewer” field (see below). If OGC is one of the Ad Hoc Reviewers, the CO will enter contracts@boisestate.edu as OGC e-mail address.
3.2.3. Type a message for the Ad Hoc Reviewer(s) in the “Message to Ad Hoc Reviewer” field. The CO must provide her/his name and contact information in the message.

3.2.4. Click “Continue” after Section 19 to send the e-mail to the Ad Hoc Reviewer(s). It will take at least several seconds to process this request. The Proposal Workflow will automatically send a copy of this message to sponsoredagreements@boisestate.edu.

3.2.5. Once the e-mail has been sent, click “Save” to save the project in the CO’s task list on the Frevvo home page for future finalization after consulting with the Ad Hoc Reviewer(s).

3.3. Ad Hoc Reviewer(s) E-mail(s) and Workflow

Ad Hoc Reviewers will receive individual e-mails similar to the following, but with the applicable OSP Proposal Number and all of the attachments from the Proposal Workflow as separate e-mail attachments.
Note: Ad Hoc Reviewers will not be in the Proposal Workflow electronic approval chain; instead, they will provide their concurrences via e-mail to sponsoredagreements@boisestate.edu. The CO will upload the concurrence e-mails in Section 18, Additional Supporting Documents, in accordance with the Frevvo User Guide.

4. Sending the Proposal Workflow to the Principal Investigator

4.1. After completing her/his assignments for the applicable proposal and after coordinating with any necessary Ad Hoc Reviewer(s), the CO will send the Proposal Workflow to the Principal Investigator by:

4.1.1. Locating Section 19 of the Proposal Workflow (i.e., at the bottom of Part II);

4.1.2. Skipping the e-mail address and message fields related to Ad Hoc Reviewer(s);

4.1.3. Electronically signing her/his name in the “Signature of Authorized OSP Representative” field (see the Frevvo User Guide for instructions); and

4.1.4. Clicking “Continue.” It will take several seconds or longer for the Proposal Workflow to transmit after clicking Continue. [IMPORTANT: By clicking “Continue,” the CO indicates her/his acceptance of: (i) the main text of Part II 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).]

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