PRINCIPAL INVESTIGATOR PROPOSAL WORKFLOW PROCESSING
(Part II)

1. Notification E-mail

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

![Frevvo Dashboard](image)

2.2. The PI 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 PI will then need to review Part II of the Proposal Workflow. If the PI has any questions about the award and/or the information in Part II of the Proposal Workflow, she/he should direct them to the CO at sponsoredagreements@boisestate.edu.

2.4. **Note:** The name of the CO giving the PI the task will be shown in the task list. In this case, the CO is “Matt Smith” (see the above graphic).
3. Sending the Proposal Workflow to the OSP Coordinator, Research Services

3.1. Once the PI is comfortable with the information in Part II of the Proposal Workflow and the award terms and conditions, the PI will send the Proposal Workflow to the OSP Coordinator, Research Services (“CRS”) by: (i) electronically signing in the applicable box in the “Signatures” section at the bottom of Part II of the Proposal Workflow (see the Frevvo User Guide for instructions); and (ii) clicking “Continue” at the bottom of Part II of the Proposal Workflow. It may take several seconds (or longer) for the Proposal Workflow to transmit after clicking Continue. [IMPORTANT: By clicking “Continue,” the PI indicates her/his acceptance of: (i) the main text of Part II of the Proposal Workflow; and (ii) all attachments uploaded into Part II of the Proposal Workflow.]

![Signature of PI](Image)

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

4. Significance of the PI’s Signature

4.1. As set forth in the Proposal Workflow, by electronically signing Part II of the Proposal Workflow, the PI certifies that the Principal Investigator Certifications and Assurances are true, complete and accurate with respect to the award. If you have questions about these certifications, please contact the CO at sponsoredagreements@boisestate.edu for assistance.