CO-PI & CO-PI MANAGEMENT PROPOSAL WORKFLOW PROCESSING

1. Notification E-mails

1.1. Principal Investigators (“PI”) and their applicable organizations will review and approve proposals electronically via the OSP Proposal & Award Acceptance Workflow (“Proposal Workflow”).

1.2. As set forth in the Frevvo User Guide, the initial parties involved with the Proposal Workflow are respectively the applicable OSP Research Administrator (“RA”), the applicable Departmental Administrator (“DA”) and the Principal Investigator (“PI”).

1.3. Once the PI has completed Part I of the Proposal Workflow (i.e., the Proposal Data Sheet portion), the Proposal Workflow routes electronically to the PI’s Business Managers (“BM”), Department Chair / Director (“DC”) and Dean / Director (“Dean”) (collectively, “PI’s Administration”) for approval.

1.4. Concurrently with Step 1.3 above, each Co-PI’s DA will receive via e-mail: (i) a PDF file of Part I of the Proposal Workflow that has been signed by the PI and will route electronically to the PI’s Administration; and (ii) all files that were uploaded into the Proposal Workflow (e.g., Proposal, Internal Budget, Cost Share Form, Third Party Cost Share Form, etc.) (collectively referred to herein as the “Notification E-mail”). An example of a Notification E-mail is shown below.
2. Co-PI Proposal/Project Approvals

2.1. In the current release of the Proposal Workflow, only the PI and the PI’s Administration will use the Proposal Workflow to provide electronic approvals.

2.2. Instead of using the Proposal Workflow, Co-PI approval for proposals/projects will occur via e-mail as follows.

2.2.1. First, each Co-PI’s DA will forward (with attachments) the Notification E-mail with the DA’s approval to the Co-PI.

2.2.2. Second, each Co-PI will forward (with attachments) the DA’s approval with the Co-PI’s approval to the BM. The Co-PI will also indicate whether s/he has a personal conflict of interest involving the project.

2.2.3. Third, each BM will forward (with attachments) the Co-PI’s approval with the BM’s approval to the DC.

2.2.4. Fourth, each DC will forward (with attachments) the BM’s approval with the DC’s approval to the Dean. Finally, each Dean will forward (with attachments) the DC’s approval with the Dean’s approval to the RA.

2.2.5. The goal here is to ultimately have each Dean’s e-mail contain the approvals from the respective DA, Co-PI, BM, DC and Dean. These e-mailed approvals for each Co-PI are collectively referred to herein as the “Co-PIs’ Approvals”).

2.3. The RAs will upload the Co-PIs’ Approvals into Section 10, Additional Supporting Documents, of the Proposal Workflow for future reference.
3. Significance of Co-PIs’ Approvals

3.1. IMPORTANT: The Co-PIs’ Approvals electronically approve all of the attachments included in each Notification E-mail. The e-mailed approvals indicate acceptance of: (i) the attachment containing the Proposal Data Sheet; and (ii) all other attachments included with the Notification e-mail (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.

3.2. As set forth in the Proposal Workflow and below, PIs and their administration make a number of certifications when they electronically sign the Proposal Workflow and send it to the applicable RA for processing. While Co-PIs and their administration do not electronically sign the Proposal Workflow, by sending the Co-PIs’ Approvals to the applicable RA, Co-PIs and their administration make the same certifications as PIs and their administration. These certifications are set forth below. [Note: The Principal Investigator Award Certifications and Assurances are available by clicking here.]