



Learning with Purpose

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OFFICE OF RESEARCH ADMINISTRATION

***Application for Proposal Routing and Approval (APRA)
Chair/Center Director, Dean, and/or Provost Approval Instructions***

As the first step in the proposal process, the Principal Investigator must complete and submit the Proposal Routing Form (PRF) through APRA. This application will not only be used to notify the Office of Research Administration (ORA) of the proposal submission, but also route to the appropriate signatories for their required approvals prior to ORA’s proposal review and submission. The application replaces the former Proposal Intake Form and Proposal Routing Form generated in PeopleSoft, combining them into one, easy-to-use package.

This document provides step-by-step instructions for the Chair/Center Director, Dean, and/or Provost to approve a Proposal Routing Form (PRF) for an upcoming proposal through the new application and outlines the signatory requirements.

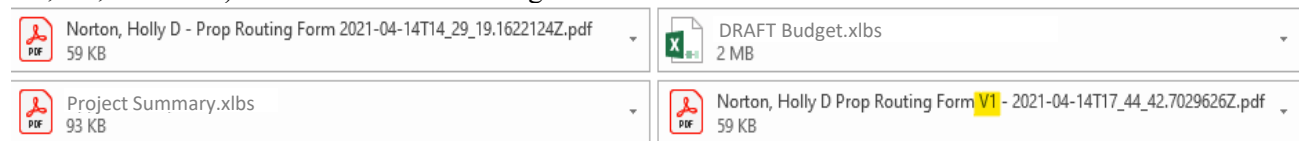
1. *Once the PI submits the PRF, the required signatories will receive an email*

The email will come from Microsoft Flow (email domain will be @microsoft.com) and the subject will always be “Proposal Routing Form – *PI Name* – *Sponsor*”

Please note: At the top of the email it states “Requested by Ourique, Sonia” as she is the creator of APRA. Sonia should not be contacted with questions regarding APRA. Such questions can be directed to the ORA contact assisting with the proposal.

2. *Review email attachments*

The signatory approval email will always contain attachments for review. These include the submitted PRF, budget, project summary, and any other documents the PI attached in APRA. If the PI was required to revise and resubmit the PRF by one of the signatories, multiple PRFs will be attached and contain version numbers (i.e. V1, V2, V3, and so on). Be sure to review the highest version number.



If the PI submits a revised PRF, the routing and approval process will completely start over, meaning all signatories will need to re-review and re-approve the corrected form.

3. *Click Accept or Request Resubmission*

If you request a resubmission, you must include the reason for the revision in the comments field so the PI knows which corrections to make.

Please note: If the Signatory does not click Accept at the bottom of the email within the day, a reminder email will be sent daily to ensure timely processing.

The reminder email will no longer contain the Accept button. At that point the Signatory can do one of two things:

- Click the Accept button through the original email; or
- Click the link provided in the reminder email. This will bring up a Microsoft Flow-Approvals Dashboard where all pending PRFs requiring response can be found. By clicking the desired PRF a Respond window will appear on the right side. Scroll down the Respond window to review all attachments, confirm assurances, and respond using the available options.

Please respond via this link: <https://flow.microsoft.com/manage/environments/Default-4c25b8a6-17f7-46f9-83f0-54734ab81fb1/approvals/received/70695a10-97dc-4f5c-9fa2-8885fadf92ca?loginTenant=4c25b8a6-17f7-46f9-83f0-54734ab81fb1>



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The screenshot shows the Power Automate interface. The main content area displays a list of approvals under the 'Received' tab. A specific approval is highlighted: 'Proposal Routing Form - O'Neill, Patricia - CDC (157)' received on May 4, 08:20 AM (6 min ago). A 'Respond' dropdown menu is open, showing options: 'Approve', 'Approve', 'Request Resubmission', and 'Reassign'.

The Reassign option can be used if the PRF was sent to the wrong Signatory. For example, if there was a change in Dept. Chair but the PI listed the previous Chair, the previous Chair can reroute the PRF appropriate person through the Reassign option.

IMPORTANT: PRF requests will also appear in the Microsoft Teams Approval App. Although this shows a list of all PRFs and allows you to respond to the request, please use one of the two review/approval methods listed above. Reason being, the attachments required for review are not accessible through this option. Again, it is critical to review all attachments before approval is granted.

Required Signatories

- If the proposal has no Co-PIs and is being routed through the department the Department Chair and Dean must approve.
- If the proposal has Co-PIs and is being routed through the department the Co-PIs, Department Chair, and Dean must approve.
- If the proposal has no Co-PIs and is being routed through an approved center the Center Director and Dean must approve.
- If the proposal has Co-PIs and is being routed through an approved center the Co-PIs, Center Director, and Dean must approve.

Deviations from approval requirements above:

- If the PI is the Department Chair, only the Co-PIs (if applicable), Center Director (if applicable), and Dean will need to approve.
- If the PI is the Center Director, the Co-Director of the Center will sign. If there is no Co-Director for the Center, only the Co-PIs (if applicable) and Dean will need to approve.
- If the PI is the Dean, the Co-PIs (if applicable) and Provost will need to approve.

Once the Proposal Routing Form has been submitted, the routing process will begin. The PI is responsible for ensuring approvals are done in a timely fashion. The PRF will not enter the ORA review and approval queue until all required APRA approvals have been received.