OFFICE OF RESEARCH ADMINISTRATION

Application for Proposal Routing and Approval (APRA)
PI Instructions for Accessing Draft and Pending Proposal Routing Forms

Access Draft Proposal Routing Forms
Since the PI can save a draft of the Proposal Routing Form (PRF) at any point while filling it out, the APRA dashboard has a Draft page for accessing incomplete PRFs.

1. Navigate to the Application for Proposal Routing and Approval Dashboard and click Draft

2. Click the arrow on the proposal line you would like to revise.

3. Continue filling out the PRF then either save an updated draft or submit.

Access Pending Proposal Routing Forms
After the PI submits the Proposal Routing Form (PRF), each Signatory will need to review/approve the project details including the attachments uploaded by the PI. The PI is responsible for monitoring the PRF approval status to ensure timely approvals and processing. The APRA dashboard has a Pending page allowing PIs to check the status of PRFs with pending approvals.

1. Navigate to the Application for Proposal Routing and Approval Dashboard and click Pending

2. Click the arrow on the proposal line you would like to review.
The green status box under the due date will show which Signatory queue the PRF is currently in. By clicking the arrow the PI can review the full status details.
3. **Review approval status.**

At the top of the Approval Status Page is a bar showing where the PRF is in the approval path. In the example below the PI, Chair/Center Director, and Dean have already signed but is pending the ORA Review/Approval.

![审批状态页面](attachment:attachment.png)

Below the status bar are details including when the PI submitted the PRF, who has and needs to approve, the date and time of each approval, and resubmission requests.

<table>
<thead>
<tr>
<th>ID</th>
<th>ORA Approval Status</th>
<th>Submitted By PI</th>
<th>Chair Approval Name</th>
<th>Approval Status</th>
<th>Chair Resubmit Date</th>
<th>Chair Resubmit Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>Pending</td>
<td>5/4/2021 06:45</td>
<td>Akashian, Sara</td>
<td>Approved</td>
<td>5/5/2021 05:27</td>
<td>Please revise cost share for PI course release in Year 1.</td>
</tr>
</tbody>
</table>

**Please note:** Not all fields will be applicable. Below is an outline showing the basis for determining which signatories are appropriate based on the Board of Trustees Policy:

- 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.