



Learning with Purpose


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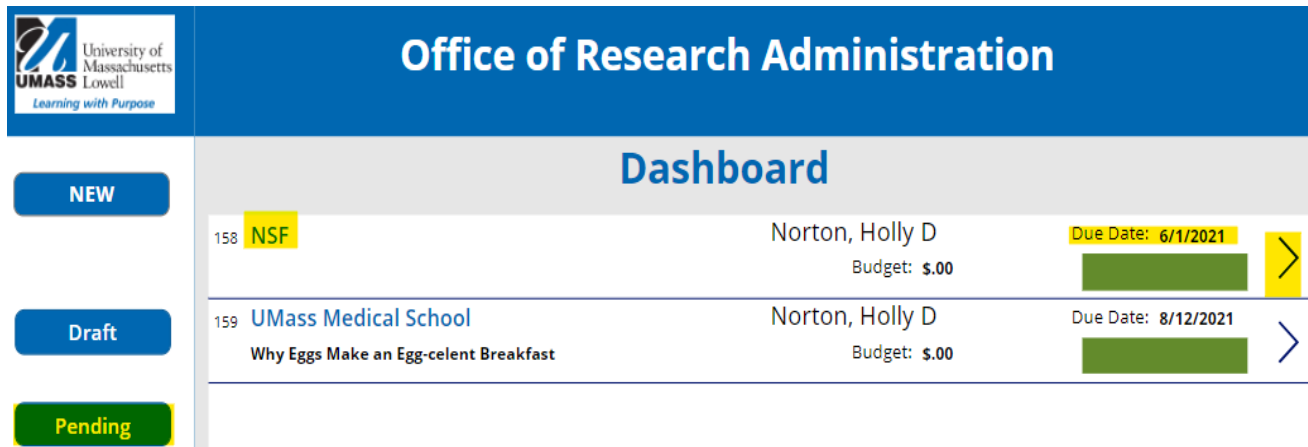
### OFFICE OF RESEARCH ADMINISTRATION

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



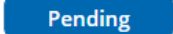
The screenshot shows the 'Office of Research Administration Dashboard' with a 'Draft' filter selected. It lists two proposals:

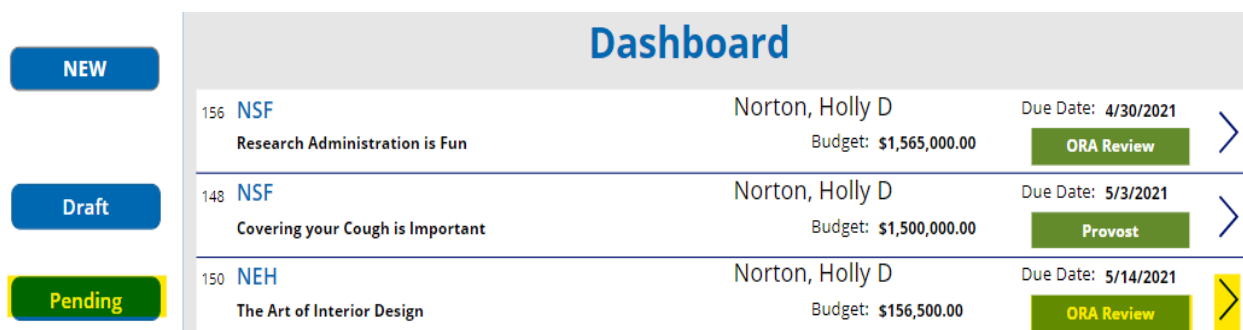
ID	Proposal Title	PI Name	Due Date	Status	Action
158	NSF	Norton, Holly D Budget: \$0.00	6/1/2021	Green box	Yellow arrow
159	UMass Medical School Why Eggs Make an Egg-celent Breakfast	Norton, Holly D Budget: \$0.00	8/12/2021	Green box	Yellow arrow

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 
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.



The screenshot shows the 'Office of Research Administration Dashboard' with a 'Pending' filter selected. It lists three proposals:

ID	Proposal Title	PI Name	Due Date	Signatory	Action
156	NSF Research Administration is Fun	Norton, Holly D Budget: \$1,565,000.00	4/30/2021	ORA Review	Yellow arrow
148	NSF Covering your Cough is Important	Norton, Holly D Budget: \$1,500,000.00	5/3/2021	Provost	Yellow arrow
150	NEH The Art of Interior Design	Norton, Holly D Budget: \$156,500.00	5/14/2021	ORA Review	Yellow arrow



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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.

Approval Status



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.

ID	150	ORA Approval Status	Pending		
Submitted By PI	5/4/2021	06	:45		
Chair Approval Name	Akashian, Sara	Approval Status	Approved	5/5/2021	05 :27
<b>Chair Resubmit Date</b>		<b>Chair Resubmit Comments</b>			
5/4/2021	08	:14			
		Please revise cost share for PI course release in Year 1.			
CTR Director Approval Name		Approval Status			00 :00
Dean Approval Name	Ourique, Sonia	Approval Status	Approved	5/5/2021	05 :51
Provost Approval Name		Approval Status			00 :00

**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.