



Learning with Purpose

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OFFICE OF RESEARCH ADMINISTRATION

Application for Proposal Routing and Approval (APRA)
PI Proposal Routing Form Resubmission Instructions

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. If any Signatory has concerns regarding the project (budget, project summary, cost share, equipment, etc.) they can request the PI to revise and resubmit the PRF for review and approval.

This document provides step-by-step instructions for the PI to revise and resubmit a PRF if requested by a Signatory.

1. PI will receive an email requesting resubmission.

The email will come from Microsoft Flow (email domain will be @microsoft.com) and the subject will always be "Resubmission Requested: Proposal *Sponsor*" The email will indicate who requested the resubmission and what the PI must revise before resubmitting. As stated in the email, if you require further clarification regarding the resubmission request, please contact the person who made the revision request directly.

The Dean has requested a resubmission of your proposal.

PI NAME: O'Neill, Patricia
TITLE: How to Make the Best Pesto Pasta
IMMEDIATE SPONSOR: CDC
ORIGINATING SPONSOR:
DUE DATE: 2021-06-03

RESUBMISSION COMMENTS:

Please make the appropriate changes and resubmit. You can do this via the Proposal App. This proposal can be found by selecting the RESUBMIT button on the left hand side. There you will be able to make any changes and re-route the proposal for approval.

If you need additional clarification on what needs to be done before resubmitting, please contact

2. Navigate to the [Application for Proposal Routing and Approval Dashboard](#) and click 

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

The screenshot shows a dashboard interface. On the left is a vertical sidebar with buttons for 'NEW', 'Draft', 'Pending', and 'Resubmit'. The main area is titled 'Dashboard' and contains a table of proposals. The first proposal is '150 NEH The Art of Interior Design' by 'Norton, Holly D' with a budget of '\$156,500.00'. The status is 'Due Date: 5/14/2021' and 'Resubmit needed', with a yellow arrow icon to its right.



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4. After reviewing the approval status summary, click the advance arrow.


Proposal Routing Form: Current Status



Approval Status



ID	150	ORA Approval Status	Resubmit
Submitted By PI	5/4/2021	06	:45
Chair Approval Name	Akashian, Sara	Approval Status	Resubmit 00 :00

Chair Resubmit Date	Chair Resubmit Comments
5/4/2021 08 :14	Please revise cost share for Prof. Anthony's course release in Year 1 as she has no remaining course releases available that year.

CTR Director Approval Name		Approval Status		00 :00
Dean Approval Name		Approval Status		00 :00
Provost Approval Name		Approval Status		00 :00

5. Make revisions by updating the appropriate fields or uploading new attachments.

6. On the last page click Resubmit

Once the revised PRF is submitted, the routing and approval process will start over, meaning it must be re-approved by all Signatories.

It is the responsibility of the PI to resolve resubmissions in a timely manner.