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

   ![Dashboard](image-url)
4. **After reviewing the approval status summary, click the advance arrow.**

![Proposal Routing Form: Current Status](image)

**Approval Status**

<table>
<thead>
<tr>
<th>ID</th>
<th>ORA Approval Status</th>
<th>Resubmit</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td></td>
<td></td>
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Submitted By PI: 5/4/2021 06:45

Chair Approval Name: Akashian Sara

**Chair Resubmit Date**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>5/4/2021</td>
<td>08:14</td>
</tr>
</tbody>
</table>

**Chair Resubmit Comments**

Please revise cost share for Prof. Anthony’s course release in Year 1 as she has no remaining course releases available that year.

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.*