

Sponsored Research Services

Directions for electronic Proposal Routing Form (e-PRF) system

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For questions or problems with the e-PRF system, please contact SRS.ERA@uc.edu or call 556-2870.

Creating an e-PRF

The recommended procedure to create an e-Proposal Routing Form (e-PRF) is to have all of the information available when you are ready to create a form. As long as you leave your browser open to the e-PRF your data will be retained until the close of the business day; however if you close your browser prior to completion of the form, your data will be lost. We have added an "Emergency Exit" function that will save the data and notify the PI that there is a form in the system. The Emergency Exit function may only be used once per e-PRF form, the next time the e-PRF form is accessed all required information must be completed during the session.

Pop-up blockers can sometimes interfere with the display of some data input screens. If you experience problems displaying screens such as cost sharing or additional investigators please disable your pop-up blocker while working in e-PRF.

Recommended Browsers: Pages function and display properly in Internet Explorer 6.x, Firefox 1.x and above. Pages also function in Internet Explorer 5.x and Netscape 7. Pages function in both Windows and Macintosh operating systems. (http://www.uc.edu/ucomm/web/web_policy.html Check Functionality)

Warning: **DO NOT** have two e-PRFs open at the same time in edit mode i.e., to cut & paste between forms. This can frequently cause the e-PRF being created to become corrupted.

Creating a form in the e-Proposal Routing System

Screen 1 – Choose PI

The Principal Investigator's name can be selected by keying their name (e.g., Smith, Mary) in the text box. As soon as you start keying the name, the dropdown menu displays the possible matches. When the correct name is displayed you may hit the Enter key or click Continue.

If the person's name does not show up in the list please send an add person request to SRS.ERA@uc.edu. In the request please provide: full name, UC ID#, department, preferred email address, title, and phone and fax numbers.

Screen 2 – Principal Investigator (PI) Information Verification

Verification of PI data: Please review the data and if any information is missing or incorrect, please contact SRS at SRS.ERA@uc.edu. **If the following data is missing or incorrect, please have the information corrected before proceeding with the e-PRF: Name, Department, College and email address.** The application will not allow you proceed if there is no email address present in the database.

Screen 3 – Proposal Routing Form (PRF) status

You may choose to view and/or edit an existing e-PRF form or create a new form. *Please note: that once a PI approves a form it is locked and may no longer be edited.*

Choose New to initiate a new PRF.

Screen 4 – Create a Proposal Routing Form

On this screen you will enter information about the pending proposal. Once all of the data has been entered and the form marked complete, the PI will receive an email notification requesting approval of the form and the designated SRS Grant Administrator will be notified that an e-PRF form is in process. If collaborators were included on the form, they will receive email notification requesting their approval of the submission after the PI approves the form. Items marked with * are mandatory.

***Investigator:** automatically filled-in based on the PI chosen on Screen 1 (you may not change PI after the PRF is initiated).

***Project Title:** Please enter the title of the proposal. This title is entered in our database and will be used for university reporting on sponsored activity. Since the information is distributed to non-scientific audiences, if project titles include acronyms, please spell out the words unless they are in common usage or there is no non-scientific equivalent, e.g., AIDS, DNA.

***Funding Agency:** Please choose the agency from the drop down list. You may enter the first letter of the name to jump to that area of the alphabet, for example, if your sponsor is Dartmouth, type in D and then scroll down to Dartmouth and click on it. If you do not see your sponsor in the list, use the default entry "Other – not listed" and enter the sponsor in Other Agency field.

Other Agency Field: If the sponsor was not included in the Funding Agency list, please enter it here.

Prime Sponsor: If there is no prime sponsor, please leave the entry at the default of "Other – not listed." If UC's sponsor is receiving their funding from another agency, please indicate the original source of the Prime Sponsors funds. *Example:* Dartmouth is applying to the Environmental Protection Agency and

including UC as a subrecipient on the proposal, UC's funding agency would be Dartmouth and the Prime Sponsor would be EPA.

Other Prime: If the prime sponsor is not included in the drop down list, enter the information here.

***Type:** Choose type of proposal from the drop down list, e.g., New, Continuation, Revision, etc. For some of the options you will be requested to supply a current or previous award number.

Continuation: A request for funding for the second or subsequent budget period within an approved project period; typically a non-competitive review is conducted by the sponsor.

New: A request for financial assistance for a project or activity that is not currently receiving sponsored support and must compete for support.

Resubmission: An unfunded proposal that the applicant has modified following initial review and resubmitted for consideration. Resubmission should only be used when the sponsor has a formal resubmission process in place, such as NIH, otherwise the proposal would be considered New.

Renewal: A request for funding to renew, by one or more additional budget periods, a project period that would otherwise expire. Project must go through peer review and compete for support.

Revision: A request for additional award support for an existing project, formally called a supplement.

RFP No. (if any): Please include the Request for Proposal or Program Announcement number for the proposal, i.e., NIH PAR-06-117, NSF 06-235, DOE DE-PS26-06NT42762-0.

***Purpose:** Choose from Research, Instruction or Other (Public Service).

CFDA No. (if any): Please list the Catalog of Federal Domestic Assistance number for federal assistance proposals (grants or cooperative agreements).

***F&A Rate:** Please enter the Facilities and Administrative Rate (aka indirect or overhead) approved for the budget preparation. This information is typically included in the proposal guidelines along with the allowable F&A Base. If the guidelines indicate use of our federally approved rates, see [rate tables](#) for current rates and Modified Total Direct Cost (MTDC) basis.

***F&A Base:** Please choose from MTDC (modified total direct costs), TDC (total direct costs), S&W (salaries and wages) or Other.

***Initial Project Period Start (Date):** The starting date of project.

***Initial Project Period End (Date):** The ending date of the first phase of the project; typically one year.

***Initial Project Period Direct (Funds):** The requested direct costs of the budget for the first phase of the project. If preparing a budget for a NIH submission the subawardee's Direct and F&A costs should be included as a part of UC's direct costs.

***Initial Project Period F&A (Funds):** The requested F&A costs (UC only) of the budget for the first phase of the project.

***Total Project Period Start:** The starting date of project.

***Total Project Period End:** The ending date of the project. If the project period is one year or less this date is likely the same date as the Initial Project Period End (Date).

***Total Project Period Direct (Funds):** The requested direct costs of the budget for the full project period.

***Total Project Period F&A (Funds):** The requested F&A costs of the budget for the full project period.

Submission Deadline: Date the proposal is due to the sponsor. Also indicate if the deadline is based on the shipping postmark or agency receipt date. If no date is entered it will display as "not specified" in the system.

***Cost Sharing:** Please indicate Yes or No. If you choose Yes, the system will provide a table where the amount, source and type of cost sharing should be indicated. *Note:* it is assumed that if you are cost sharing salaries that the corresponding fringe benefits are also being cost shared. In the event that fringe benefits are not included with cost shared salaries, please notify the SRS GA administering the proposal. If the Cost Sharing pop-up screen does not display, please disable your pop-up blocker while working in the e-PRF system.

***Additional Investigators:** Please indicate Yes if there are Key Personnel or Other Faculty included in the proposal. If the Additional Investigator pop-up screen does not display, please disable your pop-up blocker while working in the e-PRF system.

If Yes is indicated, the system will provide the following prompts:

Investigator Status: Key Personnel or Other Faculty. Key personnel are the collaborators on the project who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. *Other Faculty* are individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project. This would also be an appropriate designation for mentors on Career awards.

Investigator Name: Choose in the same manner as for the PI.

If there is more than one collaborator, please repeat the process until all personnel have been chosen. When you have added all collaborators hit finish to go to the next screen.

Assigned credit is used to designate the percentage of technical/scientific contribution a collaborator makes to a project and is reflected in Sponsored Research Reports. When a percentage of credit is assigned to a co-Investigator the percentage is converted to a dollar value in proposal and award activity reports, i.e., 25% of \$100,000 project for Co-I Dr. Smith will be reported as \$25,000 in Dr. Smith's name in SRS reports. The percentage of contribution does not necessarily relate to the percentage of effort an individual commits to the project or a portion of the budget.

In addition, based on UC [Facilities and Administrative Return for Multiple PIs policy 2.1.14](#) this field is used to designate the PI's intent to establish multiple fiscal accounts in the event of an award. For this purpose the field should be viewed as a Yes/No question. If some level of credit is defined the PI is indicating that the Co-I is eligible to receive a separate fiscal account in the event of an award; if no credit is assigned, this is not a possibility.

You will need to enter a value or a zero for each person listed. Hit continue to return to the main e-PRF screen.

***Compliance:**

Please indicate Yes or No if the project requires an Environmental Impact Review. If an Environmental Impact Review is required by the sponsor it is typically indicated as a requirement in the proposal guidelines.

If you indicate that the research protocol requires review by one of UC's institutional review boards, e.g., human subject, biosafety, etc., a new dialog will display where this information can be recorded. If the Compliance pop-up screen does not display, please disable your pop-up blocker while working in the e-PRF system.

Protocol Holder: choose the name of the person who holds or will apply for the protocol. Entering the first letter of the person's name will take you to that portion of the alphabet you can then scroll down until you find the correct name.

Category: Indicate the review board appropriate to the protocol.

Protocol Number: The number assigned by the protocol review office. If the process has not initiated use "pending".

Date: Enter the approval date for the protocol or enter "pending" if the protocol is still under review or is not yet submitted.

Exempt No: If the project has been classified as Exempt from HHS Human Subjects regulation by the UC IRB please enter the Exemption Number indicated by the IRB.

If there is more than one protocol associated with the research project you can add additional protocol information at this time. *If the list of protocols is extensive you may provide the rest of the information as an uploaded file, see -- Attach Budget/other Documents.* When complete, hit Finish to return to the main e-PRF screen.

***Wet Lab:** Please indicate Yes or No

***Lab Details:** Please provide room numbers and building names where the project will take place. *If this list is extensive you may provide additional information in an uploaded file see -- Attach Budget/other Documents.*

Additional Information: Please include any information that is pertinent to the proposal, i.e., URL for the Request for Proposals, special cost sharing information, information about special equipment needs, etc.

***Attach Budget/other Documents (mandatory):** Click to open the upload file dialog box. Locate the files you wish to upload on your local computer drives using the Browse button. When you have located all of the required files, click on the Attach File(s) button. If you need to upload more than one file in a given category you may do so one file at a time by repeating the Attach File process. When you are finished attaching files, hit Finish to return to the primary PRF screen. *At a minimum, please attach the following: budget, budget justification and non scientific description or abstract (draft OK) of the project.* You may also attach the proposal face page (or other available documents) requiring institutional signature or other parts of your proposal that need to be reviewed. When complete, hit Finish to return to the main e-PRF screen.

Once the PI approves the e-PRF it is locked and the attached files cannot be altered, however, additional files can be uploaded to an e-PRF even after it is locked.

Note: Key words are no longer required. Instead, please include a non scientific description or abstract (draft OK) of the project as an uploaded file.

Please review the information on this screen for completeness and accuracy. When you are ready, choose Continue to move to the next screen. Depending on the information included in the form, the system will display Cost Sharing, Additional Investigator, and compliance information screens for your review. If the pop-up screens do not display, please disable your pop-up blocker while working in the e-PRF system.

Screen 5: Signature Authorities and SRS Grant Administrator (GA)

Signature Authorities: The system will display the personnel designated as having signature authority for your area. For Colleges except Medicine, Level 1 is typically your Department area and Level 2 the Dean's area. In the College of Medicine Level 1 is typically the departmental business administrator and Level 2 is usually the department head.

SRS GA: Please choose the GA who will administer the proposal. If you are uncertain of your GA please use the link to current GA assignments to determine the appropriate person. If you are still uncertain, please choose Unassigned and the proposal will be assigned to the correct GA by SRS.

After completing the e-PRF you will be given the option to view and or print a copy of the form.

Once all of the data has been entered and the form marked complete, the PI will receive an email notification requesting approval of the form, the designated Business Administrator for the PI's unit and the designated SRS Grant Administrator will be notified that an e-PRF is in process.

Emergency Exit: If you need to close your e-PRF session and wish to save the information entered in the e-PRF you may use the Emergency Exit function. If you choose this option the information entered will be saved and you will be taken to the routing information screen where you will pick signatories and the SRS GA. After you complete the Emergency Exit the standard email notifications will go out to the PI, BA and GA. The next time the form is accessed by the PI or BA the system will prompt the user to complete the missing information.

Information for the Principal Investigator:

Approval of an e-Proposal Routing Form (e-PRF)

When an e-PRF has been completed (or an emergency exit initiated) the PI will receive the following email:

A Proposal authorization form is being electronically routed for approval in your name.
Project Title : test 1-23-06
Sponsoring Agency : AK Steel Corporation

As Principal Investigator on this project, you are being asked to please review the authorization form and make any necessary modifications by clicking on the following link:

http://e-PRF_Test=10101010

When reviewing the form, please verify that all information is accurate and complete. If the person who initiated the e-Proposal Routing Form (e-PRF) released it without all of the required information, the system will prompt you to provide the missing information before you can approve the e-PRF. If you need assistance with the components of the form please contact your departmental Business Administrator for assistance. Once you approve the e-PRF the form is locked and cannot be changed except by your SRS Grant Administrator.

Please attach your budget, budget justification, description of your project and any required sponsor forms to the authorization form.

If you have any difficulty using the above link, please contact the SRS by emailing: SRS.ERA@uc.edu.

Please do not reply to this email message.

If the URL link is clicked, the PI will be able to review the e-PRF form and update any information as appropriate. Depending on the information included in the form, the system will display Cost Sharing, Additional Investigator, and compliance information screens for your review. If the pop-up screens do not display, please disable your pop-up blocker while working in the e-PRF system.

After reviewing the information the PI will be asked to answer certification questions about the project. When the certifications have been completed by the PI, and the form accepted as complete and accurate, it is locked by the system and cannot be modified by anyone outside of SRS. As a last step a copy of the form may be printed or the system exited.

After the PI accepts the form, emails will go out to the designated signature authorities and any Co-Investigators / Other Faculty listed on the form. Co-Investigators / Other Faculty will receive an email similar to the PIs with a link to the form where they may view (but not change) the information, designate their signature authorities. After they approve the form, emails will be sent to their signature authorities requesting review and approval of the form.

The signature authorities may include a comment with their review and approval of the form. If they decline to approve the form the system will require information in the comment screen before they exit. SRS may also include information in the comment field.

Access of Existing e-Proposal Routing Form (e-PRF)

Go to www.srs.uc.edu/gc/gc_checklist.cfm to access existing forms.

The Principal Investigator's name can be selected by keying their name (e.g., Smith, Mary) in the text box. As soon as you start keying the name, the dropdown menu displays the possible matches. When the correct name is displayed you may hit the Enter key or click Continue.

e-Proposal Routing System Form Status screen

On this screen you may choose an e-PRF form to view. *Please note: that once a PI approves a form it is locked and may no longer be edited.* You may also review who has signed the form from the main screen or display the printable version of the form. Approval of an e-PRF may only be done through the email notification sent by the e-PRF system. It cannot be initiated from these screens.

Signatures of e-PRFs

When an e-PRF has been completed (or an emergency exit initiated) the Principal Investigator will receive the following email:

A Proposal authorization form is being electronically routed for approval in your name.
Project Title : test 1-23-06
Sponsoring Agency : AK Steel Corporation

As Principal Investigator on this project, you are being asked to please review the authorization form and make any necessary modifications by clicking on the following link:

http://e-PRF_Test

When reviewing the form, please verify that all information is accurate and complete. If the person who initiated the e-Proposal Routing Form (e-PRF) released it without all of the required information, the system will prompt you to provide the missing information before you can approve the e-PRF. If you need assistance with the components of the form please contact your departmental Business Administrator for assistance. Once you approve the e-PRF the form is locked and cannot be changed except by your SRS Grant Administrator.

Please attach your budget, budget justification, description of your project and any required sponsor forms to the authorization form.

If you have any difficulty using the above link, please contact the SRS by emailing:
SRS.ERA@uc.edu.

Please do not reply to this email message.

If the URL link is clicked, the PI will be able to review the e-PRF form and update any information as appropriate. Depending on the information included in the form, the system will display Cost Sharing, Additional Investigator, and compliance information screens for your review. If the pop-up screens do not display, please disable your pop-up blocker while working in the e-PRF system.

After reviewing the information the PI will be asked to answer certification questions about the project. When the certifications have been completed by the PI, and the form accepted as complete and accurate, it is locked by the system and cannot be modified by anyone outside of SRS. As a last step a copy of the form may be printed or the system exited.

After the PI accepts the form, emails will go out to the designated signature authorities and Co-Investigators / Other Faculty listed on the form. The Co-Investigators / Other Faculty will receive an email similar to the PIs with a link to the form where they may view (but not change) the information, designate their signature authorities. After they approve the form, emails will be sent to their signature authorities requesting review and approval of the form.

Level 1 or Level 2 signatory

After the PI has approved an e-PRF, emails will go out to the designated Level I and Level II signatories (For Colleges except Medicine, Level 1 is typically the Department area and Level 2 the Dean's area. In the College of Medicine Level 1 is typically the departmental business administrator and Level 2 is usually the department head.).

A Proposal authorization form is being electronically routed for a proposal being submitted by
JONES, CHRISTINE C.
Project Title : test 2-20-06-1
Sponsoring Agency : Rice University

As the designated signature authority you are asked to please review the Proposal Routing Form and provide the necessary approvals.

To view the Proposal Routing Form and provide your approval, please go to the following link:

<http://e-PRF/test1>

If you have any difficulty using the above link, please contact the SRS by emailing:
'SRS.ERA@uc.edu'.

Please do not reply to this email message.

If the URL link is clicked, the approver will be able to review, but not edit the e-PRF form and indicate their approval by electronically signing the form. If the approver chooses not to sign the form, the system will prompt him/her to provide additional information in the comments field. As a last step a copy of the form may be printed or the system exited.

To view uploaded files, click the radio button by the text Attach Budget / Other Documents (bottom of first screen).

Co-Investigator or Other Faculty

After the PI has approved an e-PRF, emails will go out to any Co-Investigators or Other Faculty named on the e-PRF.

You have been designated as a co-Investigator on a Proposal authorization form that has been initiated by JONES, CHRISTINE C for automated routing.

Project Title : test 2-20-06-2

Sponsoring Agency : Schering-Plough

As a co-Investigator on this project, you are asked to please review the authorization form by clicking on the following link:

<http://e-PRF/test1>

At the completion of your review, you will be asked to provide the required investigator certifications, and then submit the documents for routing to the designated signature authorities. Upon approval, the authorization form will be submitted to the Sponsored Research Services for completion of the proposal submission process.

If you have any difficulty using the above link, please contact the SRS by emailing:
'SRS.ERA@uc.edu'.

Please do not reply to this email message.

If the URL link is clicked, the collaborator will be able to review, but not edit the e-PRF form and indicate their approval by electronically signing the form. At this time they will be asked to identify their signatories and answer the certification questions. At the point they indicate their approval of the e-PRF, emails will go out to their signatories requesting approval of the collaborator's participation on the project. As a last step a copy of the form may be printed or the system exited.

BA Information:

A URL will be provided where all e-PRFs associated with a department may be viewed (see image below). The overview screen provides information on each e-PRF initiated with a PI from the designated unit. The screen provides information on who is designated as the PI, if there are certification issues, signing status, due date, etc. To view a summary of the proposal choose the Printable View icon.

If requested of SRS, a BA may be designated by a department to receive email notifications when e-PRFs are created for PIs in their department.

A Proposal authorization form has been initiated in the name of JONES, CHRISTINE C.
 Project Title : test 2-20-06-1
 Sponsoring Agency : Rice University

The deadline for submission is not specified. As the Business Administrator assigned to this Department, you may view this authorization form by proceeding to the following link:

<http://e-PRF/test1>

If you have any difficulty using the above link, please contact the SRS by emailing: 'SRS.ERA@uc.edu'.

Please do not reply to this email message.

Once an e-PRF has been initiated it may be accessed from the Departmental Status screen and information updated. However, once the PI has reviewed and approved the form it is locked by the system and can only be edited by a SRS Grant Administrator. The BA administrator may also insert a comment about an e-PRF from this screen. Comments are viewable by anyone with access to the system, including the PI, SRS GA and signatories.

Tip: If you received an email about an e-PRF being initiated, but do not see it on your list, go to the end of your list. The default view is sorted by due date. When no due date is specified for an e-PRF it drops to the bottom of the displayed list.

To View : [Archived ePRF](#)(Before July 1, 2008)
[Help! What is Archived ePRF feature?](#)

- To view a pending proposal : select highlighted 'Title'.
- To view routing information : select highlighted 'Signatures'.
- Click underlined headers to sort.

| Investigator | Printable view | Certs Flag | Comments | Deadline | Electronic Signatures | Status | Email-Routed | Sponsor | GA | Title | Amount | Department | ID |
|------------------------------|--------------------------------|----------------------------|---------------------------|--------------------------|---------------------------------------|------------------------|------------------------------|-----------------------------------|--------------------|--|------------------------|----------------------------|--------------------|
| LIU, CHIA-YANG | | (1) | View/Edit | 11/15/2008 | 7 of 7 | | 10/13/08 | National Eye Institute | HAYESTV | FGF-7 in Ocular surface Neoplasia | \$1,950,000 | OPHTHALMOLOGY | 5152 |
| AUGSBURGER, JAMES | | (0) | View/Edit | 07/21/2008 | 2 of 2 | | 7/21/08 | Research to Prevent Blindness | HAYESTV | RPB Unrestricted Grant | \$110,000 | OPHTHALMOLOGY | 4837 |
| KAO, WINSTON WHEI YANG | | (0) | View/Edit | 07/14/2008 | 3 of 3 | | 7/3/08 | Ohio Lion Eye Research Foundation | HAYESTV | Ohio Lions Eye Research Foundation (OLERF) | \$30,000 | OPHTHALMOLOGY | 4764 |
| KAO, WINSTON WHEI YANG | | (0) | View/Edit | 07/05/2008 | 4 of 4 | | 6/27/08 | National Eye Institute | HAYESTV | 2 R01 Ey0111845-06 Structure/Function relationship of the Lumican gene | \$2,216,569 | OPHTHALMOLOGY | 4743 |
| LANG, RICHARD | | (0) | View/Edit | Not Specified | 3 of 3 | | 9/12/08 | National Eye Institute | HAYESTV | Core Grant for Vision Research | \$780,000 | OPHTHALMOLOGY | 5006 |

- ePRF Information 'Incomplete'
- ePRF Information 'Complete'
- ePRF Information Locked & 'Routed' by PI
- ePRF 'All Signed'

Miscellaneous Information:

Approval e-mail misplaced: Request for approval emails can be resent by SRS if they are missed or misplaced. Please send a request to SRS.ERA@uc.edu with the number of the e-PRF, the name of the PI and the name of the person who needs to receive the email and SRS will have the system generate a new email.

Change Level 1 or Level 2 approvers: If approvers need to be changed or added for a unit please send a request to SRS.ERA@uc.edu and indicate what action is required. Depending upon the request SRS may require a signature authorization form.

Correct an e-PRF that is locked: Once the PI has approved an e-RPF the information is locked. SRS GAs can correct some basic information about the proposal but cannot make substantive changes to the form. If after the e-PRF is locked, changes such as addition or deletion of personnel or change in cost sharing obligations need to be made to it the e-PRF can be unlocked by SRS. Unlocking an e-PRF removes all approvals to the form and resets it back to the edit stage. After the necessary changes are made, the e-PRF will again need to be approved by the PI which will restart the approval process for collaborators and administrative approvers. If an e-PRF needs to be unlocked please send an email to SRS.ERA@uc.edu with a request to unlock an e-PRF. In the email please include the e-PRF number and name of the PI. After the e-PRF is unlocked you will be notified that the form is ready to be edited.

Project Period Direct Funds for NIH projects: This is the total of the UC direct cost budget plus the total (direct plus F&A) budget for any subaward(ees).

Reduced F&A Rates: If the Agency only allows a reduced overhead, will UC recognize that F&A Rate? Yes. UC will accept the reduced F&A rate if it's published in the program announcement guidelines or if it is on record and a matter of policy with the Sponsor. Please provide this information to your Grant Administrator. If you wish to request an [off-campus rate](#) or petition the Vice President for Research for a [special F&A rate](#), please complete the appropriate forms on our website, <http://srs.uc.edu/index.cfm?fuseaction=home.ucInternalForms>.