A Simplified Proposal Approval Process

Role Based Routing & Approval
PennERA Proposal Routing & Approval Changes

• The PennERA Team is actively engaged in a project to streamline the routing and approval functions in the Proposal Development module.

• Coincident with this effort, the Vice Provost for Research has recently revised University policy such that Department Chairs are no longer required to approve sponsored projects proposals prior to submission.

• Currently the approval routes for nearly all Organizations (ORGs) at Penn are individual multi-step paths identifying individuals independently for both notification only and required active approvals. It has become apparent that many of the existing steps have little or no value added to the proposal submission process.
PennERA Proposal Routing & Approval Changes

• Beginning April 15, 2018, Penn will be moving to approval paths based on role-based approver assignments designated at specific Organization (ORG) levels.

• In Pre-Review Routes there will be two approval steps:
  • Department level approval
  • School/Center level approval

• Once Pre-Review is complete and a proposal has been put into final form by the PI and/or BA involved, the proposal record will be submitted to Final Review, a one step route where University Level approval is obtained.
Standard Review

Once the proposal is completed and built, users will see the option to ‘Submit Pre-Review’ (Dept/School Review) on the Finalize screen.

• This route will contain the department and school/center approvers.
• Once submitted to Pre-Review, the proposal status will change to ‘Under Review’.
• Consistent with current functionality, additional reviewers and/or approvers can be manually inserted into the Pre-Review route.
Standard Review (cont.)

Department Approval Message

From: PennERA, Admin <PennERAhelp@lists.upenn.edu>
Sent: Wednesday, March 14, 2018 9:01 AM
To: RIZIO, SUZANNE
Subject: Department Approval – 10063363 – 4302 – EG-Emergency Medicine

Proposal 10063363 submitted by ORG 4302 – EG-Emergency Medicine for Christian Bitto requires your approval. Prompt attention to this request is appreciated. Your approval will advance this proposal to the School/Center approval step.

To review, approve or disapprove this proposal click: Reviewer Dashboard

School/Center Approval Message

From: PennERA, Admin <PennERAhelp@lists.upenn.edu>
Sent: Wednesday, March 14, 2018 9:01 AM
To: DUNLEAVY, ALICE
Subject: School/Center Approval – 10063363 – 4302 – EG-Emergency Medicine

Proposal 10063363 submitted by ORG 4302 – EG-Emergency Medicine for Christian Bitto requires your approval. Prompt attention to this request is appreciated. Your approval will complete the Pre-Review process and change the Proposal Status to Dept/School Review Complete. The Department will be notified.

To review, approve or disapprove this proposal click: Reviewer Dashboard
Standard Review (cont.)

Once the proposal is approved at the school/center level, a notification email will be sent back to the department approvers and the Principal Investigator.

• This serves as notice that school/center review has been finished and the proposal must be submitted for final university approval when complete and in final form.

From: PennERA, Admin <PennERAhelp@lists.upenn.edu>
Sent: Wednesday, March 14, 2018 10:21 AM
To: RIZIO, SUZANNE
Subject: School/Center review complete – 10063363 – 4302 – EG-Emergency Medicine

Proposal 10063363 submitted by ORG 4302 – EG-Emergency Medicine for Christian Bitto has obtained both Department and School/Center approval in the Pre-Review process.

When all elements of this proposal are in final form and complete, please proceed to the Finalize Screen and select Submit Final Review. This will lock this proposal from any further changes.
Standard Review (cont.)

Once school/center review is complete, the ‘Submit Final Review’ option becomes available on the Finalize screen.

- Final Review contains staff who can approve on behalf of the university.

- Proposal should be submitted to Final Review once it is in its final form and ready for submission to the sponsor.

- Submission to Final Review will change the proposal status to ‘Submitted to Final Route’ and lock down the proposal.
Questions?

Email

PennERAhelp@lists.upenn.edu