Electronic Internal Coordination Sheet
And Approval Process

**Step 1** - The Administrative Assistant or PI will email their OSP Grants Specialist with the following information:
- **PI Name** - Erica Gambrell
- **Agency** - National Science Foundation
- **Title** - Administrative Assistant GrantsERA Review
- **Dates** - 3/1/13 - 12/31/13
- **Total** - $10,000

**Step 2** - The OSP Grants Specialist will initiate the proposal in GrantsERA, assign it a proposal number and email the Administrative Assistant or PI that it is ready to begin.

**Step 3** - The Administrative Assistant will log into GrantsERA and complete the Electronic Internal Coordination Sheet. Once this is done, the Administrative Assistant will contact the Specialist to let them know it has been completed.

**Step 4** - The OSP Grants Specialist will review the Internal Coordination Sheet, assign the appropriate approvers and send to the "in routing" process.

**Step 5** - The PI will receive an email from GrantsERA that the proposal is ready to be approved. Once the PI approves, the next approver in line will receive a notification from GrantsERA until all approvals have been done.

**Step 6** - When the final approval has been completed, Michelle Estes will receive an email that the proposal is approved. A copy of the Electronic Coordination Sheet along with the approval page will be printed and attached to the proposal documents for approval by OSP officials.

**Step 7** - Once the Internal Coordination Sheet has been signed off by OSP, Michelle Estes will finish the pre-award process for OSP and post the information in GrantsERA for tracking and reporting. All documents will be uploaded into GrantsERA within 1-2 days.
GrantsERA PROPOSAL STAGES

- **IN PROGRESS** – This is the first stage. In this stage, the specialist will create the proposal and the PI will complete pages 1 and 2 of routing. For the PI to make any input or changes on a proposal, this status is required.

- **COMPLETED** – This is the stage where the specialist will review and assign approvers. The PI should change to the completed stage after they have completed page 1 and 2 of Internal Coordination Sheet.

- **IN ROUTING** – At this stage, the specialist has assigned approvers and the proposal is being approved. When it is IN ROUTING, all PIs, CoPIs, Chairs and Deans must change their role to OTHER APPROVER to have the option to approve a proposal.

- **APPROVED** – All approvers have approved and Michelle Estes approved as the System Administrator. The paperwork is sent to Carol Hollyhand and Cindy Hope for their approvals.

- **SUBMITTED** – The proposal has been approved by everyone and Michelle Estes has the information ready for reporting and tracking.

- **AWARDED** – The proposal has been awarded, C&GA has been notified by an email and memo and the information has been added for reporting purposes.

- **REJECTED** – The proposal has been denied.

- **WITHDRAWN** – This stage is not used often but available if the proposal is withdrawn.