

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 give the information to a Grant Assistant to 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 or PI will log into GrantsERA and complete the Electronic Internal Coordination Sheet. Once this is done, the Administrative Assistant or PI will contact the Grant Assistant to let them know it has been completed.

Step 4 - The OSP Grant Assistant 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, the Grant Assistant 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, the Grant Assistant 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 Grant Assistant will create the proposal in GrantsERA and the PI will complete pages 1 and 2 of the routing tab. For the PI to make any input or changes on a proposal, this status is required.
- **COMPLETED**–This is the stage where the assistant will review and assign approvers. The PI should change the ICS to the completed stage after they have completed page 1 and 2 of Internal Coordination Sheet.
- **IN ROUTING**–At this stage, the Grant Assistant has assigned approvers and the proposal is being routed. 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 the Grant Assistant has 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 the Grant Assistant 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 proposal was been withdrawn for consideration with the agency.