

ROUTING & APPROVAL

PROPOSALS NEED TO BE COMPLETELY FINISHED AND SUBMITTED FOR APPROVAL **AT LEAST 5 BUSINESS DAYS PRIOR** TO THE SUBMISSION DEADLINE. THIS IS TO ALLOW ENOUGH TIME TO SUCCESSFULLY COMPLETE THE ELECTRONIC ROUTING PROCESS AND TO ACCOMMODATE ANY REVISIONS THAT MAY BE NECESSARY.

Electronic routing of proposals and approval will be the University's record of authority and will replace the Campus Impact Statement. Routing rules and maps are maintained by the Office for Sponsored Programs (OSP), according to instructions provided by the Deans' offices of each School or College, and Center Directors. These instructions include a list of authorized signatories, a Primary and one or more Alternates, whose names and email addresses are used to create routing rules. Once a Principal Investigator submits a completed proposal for approval, the electronic routing process begins. At each step along the routing map, the signatories will have an opportunity to review and approve (or reject) the proposal. The Office for Sponsored Programs is the final step in the process. Upon final approval, the proposal will be submitted by the Investigator's Research Administrator (RA).

Notification

When a proposal is submitted for approval, Coeus will generate an email to the Approvers on the first level of the routing map, alerting them a proposal is waiting for their review and approval. The first level Approver is typically the Department Chair or Center Director. The email will be sent to the *Preferred email address* designated by the Approver on his/her MyUAlbany profile.

Log in and Open Inbox

To access the proposal as an Approver (either a Primary or Alternate signatory) log in to CoeusLite. Select the **Inbox** on the right hand side of the top menu bar to

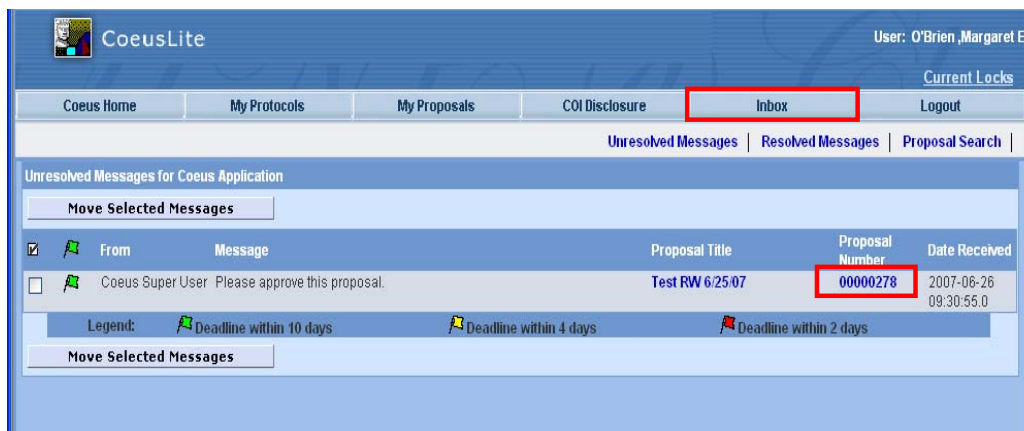


Figure 1. Coeus Inbox

access all proposals waiting for review and approval. The default area is called **Unresolved Messages** (shown in Figure 1) where all proposals listed are still awaiting approval or rejection.

The list of proposals includes a colored flag on the left hand side of the screen. There are 3 different colors - each representing the number of days before the proposal deadline.

A green flag indicates 10 days or less until the submission deadline.

A yellow flag indicates 4 days or less until the submission deadline.

A red flag indicates that there are less than 2 days until the submission deadline.

Review Proposal

To select a proposal, click the **Proposal Number** to open the **Proposal Summary** page (see Figure 2). The **Proposal Summary** screen displays general proposal information, **Budget Summary** data and provides links to detailed **Budget Reports** that may be used to review budget issues, such as cost share, under-recovery, or individual personnel time commitments.

The screenshot shows the CoeusLite web application interface. At the top, the user is identified as 'User: O'Brien, Margaret'. The navigation bar includes 'Coeus Home', 'My Protocols', 'My Proposals', 'COI Disclosure', 'Inbox', and 'Logout'. The left sidebar contains a menu with 'Back to Inbox', 'Proposal Details' (highlighted in red), 'Approval Routing', 'Approve', and 'Reject'. The main content area is titled 'Proposal Summary' and includes the following information:

- Investigator:** Quackenbush, Elizabeth F
- Agency/Sponsor:** 001887 : National Science Foundation
- Title:** Test RW 6/25/07
- Proposal #:** 00000278 (Approval In Progress)
- Proposal Period:** 11/01/2007 - 10/31/2008

The **Budget Summary** section shows:

- Budget Total:** Direct Cost: \$139,488.71; Indirect Cost: \$71,123.63; Total Cost: \$210,612.34; Under Recovery: \$0.00; Cost Share: \$0.00; Period: 11/01/2007 - 10/31/2008

The **Budget Period** table is as follows:

Period	Start Date	End Date	Direct Cost	Indirect Cost	Under Recovery	Cost Sharing	Total Cost
1	11/01/2007	10/31/2008	\$139,488.71	\$71,123.63	\$0.00	\$0.00	\$210,612.34

The **Budget Report** section includes links for:

- Budget Summary by Period
- Cost Sharing Summary by Period
- Cumulative Budget
- Industrial Budget by Period

Figure 2. Proposal Summary Screen

To review the proposal in detail, select the **Proposal Details** function from the left side of the screen. Instructions for Proposal Navigation can be found in the Coeus Users Manual.

To review the **Approval Routing** map, select the function from the menu on the left side of the screen. This function displays the entire Approval Routing map for this specific proposal and indicates the status at each step of the map. See Figure 3. Each level of the routing map shows the Primary and Alternate signatories and the status of the review. At any given level, the Primary OR Alternate signatories must approve or reject the proposal – they have exactly the same authority.



Figure 3. Approval Routing

Approve / Reject Proposal

Once a proposal has been reviewed, the Approver must select **Approve** or **Reject** from the menu on the left side of the screen. (See Figure 2). A new screen then opens for the Approver to confirm the decision by selecting the **Reject** or **Approve** button. Comments should be added to the text box. (Figure 4).

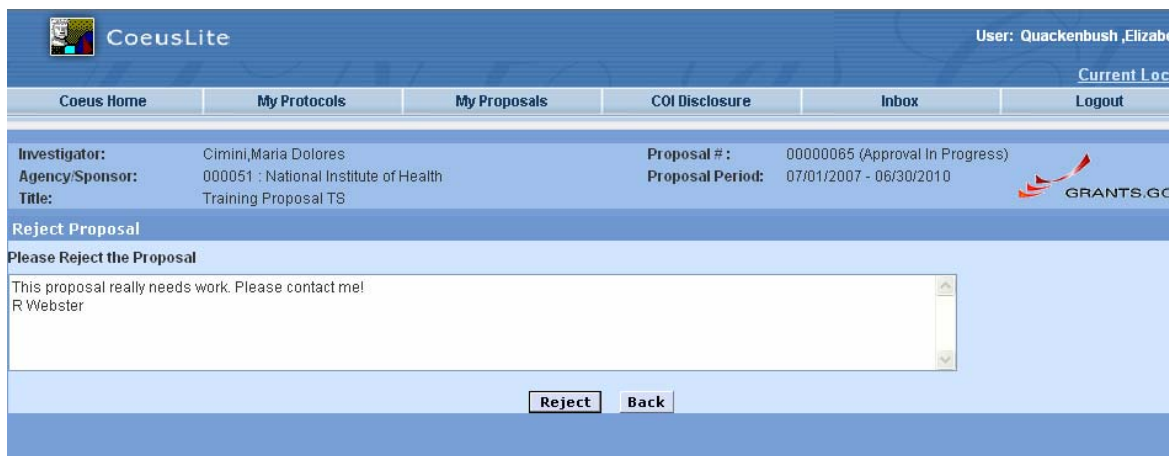


Figure 4. Sample Accept/Reject Screen (Reject Screen shown)

If an Approver is considering rejecting a proposal, contact the PI or the RA to determine whether the concerns can be addressed without rejecting the proposal back through the system. If the proposal needs to be rejected, the Approver must use the comments section to inform the Investigator why the proposal was rejected and what modifications are necessary to secure approval after resubmission.

When a proposal is **Approved** or **Rejected**, an email will be sent to the Investigator and if approved, an email will also be generated to the Approvers on the next level of the routing map. Typically, the second step in the routing map is the Dean of the School or College, who will log in to Coeus and repeat the review/approval process. When the Dean, or their alternate(s), has completed this process and approved/rejected a proposal, another email will be sent to the Investigator and to the Research Administrator (RA) in the Office for Sponsored Programs. The RA will have final review responsibilities and may elect to approve or reject the proposal before submitting the proposal to the Sponsor.

Rejected Proposals

Rejected Proposals will need to be modified and resubmitted through the routing map.