Routing Your Proposal

FROM THE
PROPOSAL ROUTING WORKSHOP

(WITH SPECIAL EMPHASIS ON FELLOWSHIP PROPOSALS)
TOPICS

1. INTRODUCTION
2. SOFTWARE TUTORIALS
INTRODUCTION TO THE ROUTING PROCESS
Overview – The Routing Process

- Routing Objectives
- “Workflow”
- Software Tools
- The Routing Package
- Key Websites
- Walkthrough
  - EPEX
  - eCOI
  - Cayuse
Routing Objectives

- **Your Research Has Multiple Implications:**
  - Space Commitments
  - Personnel Commitments
  - Humane/Ethical Research Conditions
    - Animal Use
    - Human Subjects
    - Stem Cell Use
  - Financial (Patents, Conflict of Interest)
  - Multi-site Coordination (Yerkes, VA Hospital, etc.)
  - Indirect Costs (Facilities & Admin Costs)
“Workflow” – Steps in the Routing Process

- Review and approval of proposal and all related documents occurs at several levels prior to submission:

1. PI and all key personnel
2. Division, when applicable
3. Department for each PI and co-Investigator
4. School or unit for each PI and co-Investigator
5. Office of Sponsored Programs (OSP)
Important Points

- Initiate routing at least 10 business days prior to deadline
- You may revise your scientific narrative during routing
- You may NOT revise your budget or key personnel during routing
Routing Tasks: Software Tools

- Proposal Assembly and Submission to Agency
  - Cayuse 424 (new)
  - Grants.gov (old)
- Electronic Routing
  - Emory Proposal EXpress (EPEX) – part of Compass
- Conflict-of-Interest (COI) Disclosure
  - eCOI

Use Internet Explorer or Mozilla Firefox browsers
Components of the Routing Package

1. EPEX Proposal Record (electronic form)
   - 3 pages: Proposal / Projects / Budgets
2. Your Proposal (pdf from Cayuse 424)
3. Internal Budget (MS Excel spreadsheet)
4. COI Summary Table (pdf from eCOI)
Routing ensures that your proposal meets Emory guidelines

Workflow is determined by your research team

Use 3 tools to prepare your routing package
- Cayuse 424 / eCOI / EPEX

For more information, go to:
- www.osp.emory.edu

If you do not have administrative help, consider attending next week’s workshop.
Software Tutorials

- OVERVIEW
- ESTABLISHING YOURSELF AS A “PI”
- EPEX RECORD
- eCOI DOCUMENTATION
- CAYUSE 424
- THE CHECKLIST!!!
Software Tutorials - Overview

- Learn how to use the tools for proposal routing:
  - Fill out, sign, and seek approval for the **PI Eligible form**
  - Fill out **EPEX record** for your proposal
    - Enter data
    - Attach components of your routing package
  - Fill out **eCOI documentation of your financial disclosures**
    - **PFIRR** (the “hub of the wheel”)
    - **IFIRR** (a “spoke in the wheel”)
  - Fill out **Cayuse record** for your proposal
    - Enter data
    - Attach components of your proposal
ESTABLISHING YOURSELF AS A "PI" IN THE SYSTEM

STEP #1
1A) Registering: PI Eligible Form

- You will need to be entered into the EPEX and Cayuse lists of PI’s
- This can be done by filling out the PI Eligible form found on the OSP website
  - Fill out form while observing guidelines (see comments on upcoming slide)
  - Sign form
  - Get signature of your mentor’s department administrator
- Send form to:
  - Margie Varnado (mvarnad@emory.edu; suite 312, 1462 Bldg)
  - Kim Caroline (if you are not in GDBBS program)
Fill Out & Sign PI Eligible Form

available at:
1B) Changing your eRA Commons account status

- IF YOU ARE SUBMITTING AN NRSA FELLOWSHIP (e.g. an F31):
  - If you don’t already have an eRA Commons account, ask for one
  - If you do have one, but it is currently assigned “trainee” status, ask OSP to change it to “PI” status
    - You will need “PI” status in order for your referees to upload their letters of reference to your eRA Commons account
STEP #2

EPEX RECORD
Go to OSP website

www.osp.emory.edu

Click here to open Compass login page.
If you have any questions, problems, or comments, please contact the Emory UTS Service Desk at (404) 727-7777 or the Emory Healthcare 8HELP Service Desk at (404) 778-4357 (8-HELP). You may also submit an IT support request at http://help.emory.edu/.
Click on “Grants”
Click on “Emory Proposal Express”
Click on “Add a New Value”

Click here to activate “New Value” tab for new record.

Later you will search for your EPEX record using this search field.
Click “Add” Button

Click here for new record.
Fill in All Relevant Fields & Answer All Questions

Next EPEX ID value will be assigned once this Proposal page is completed and saved in the system. Until then, all entered data would be lost if you sign out.
Fill in All Relevant Fields & Answer All Questions

Click magnifying glass icon to open search dialog box and search for your name & ID number.

Department should automatically fill in once you are named as PI.
Fill in All Relevant Fields & Answer All Questions

Click magnifying glass icon to open search dialog box and search for sponsor name.
Sponsor ID is an EPEX number associated with a specific sponsor. Therefore, do not search for Sponsor ID unless you know the precise number.

Search for Sponsor Name using this field.

Searching for partial names (like “NIH”) will produce a list of possible selections.

Be aware of how it is searching. In this example, it searches for your text strictly from the beginning of the field.
Enter the name of the specific grants program to which you are applying.

Enter the website URL that describes the specific grants program and provides instructions for submitting proposals.
Fill in All Relevant Fields & Answer All Questions

Click magnifying glass icon to select the grant category (aka “Purpose”), such as Fellowship.
Select Grant Category (aka “Purpose”)

Click on either link for Fellowship.
Click down-arrowhead to open drop-down list of proposal types.

New = first submission; New-Resub = any subsequent submission of unfunded proposal; Contin = non-competitive renewal (i.e. progress report); Renew = competitive renewal.
Fill in All Relevant Fields & Answer All Questions

1) Select begin and end dates of proposal if funded.*

2) Enter number of budget periods (usually 1 per year).

3) Click “Build Periods” button to lock-in budget dates.

*For NIH fellowships, use standard dates found at [http://grants.nih.gov/grants/funding/submissionschedule.htm](http://grants.nih.gov/grants/funding/submissionschedule.htm). FOR BEGIN DATES: April deadlines: use following September; August deadlines: use following April; December deadlines: use following July.
1) Click on magnifying icon and select deadline type (usually “Receipt Date”).

2) Select deadline date. OSP asks that the true deadline be entered so they can triage all proposals properly. If you want to submit yours early, still use the correct deadline here and explain your special case in the comment field for question 3 below.
1) Answer each question by clicking appropriate “radio button”.

2) Clicking “Yes” will open Comments field to the right. Add relevant information here.
Fill in All Relevant Fields & Answer All Questions

1) Always answer question 7 “yes” and enter info in comments section.

2) Pay special attention to questions 8 & 10, and provide protocol numbers if available.
When finished with Proposal page, click Save button.

When all questions are answered (and all fields at the top are filled in), click “Save” button to register your record in the EPEX database. All entered data are temporary until this is done.
EPEX assigns a unique ID number to your record. Write down EPEX ID number. Use it to search for the record in the future and to identify it in any e-mails during routing. You will also enter it in the eCOI PFIRR form.
Open Projects Page

Click link to Projects page.
As PI, your name & ID number should appear here.

Click on “+” to add a line below in order to add your mentor’s name.
Click on magnifying glass icon to search for your mentor.

Click on magnifying glass icon to select “mentor” for their role.

Set your effort at 100% and your mentor’s at 0%.
Your GDBBS program will probably show here but it should instead list the primary department of your mentor (since they will administer the grant if funded) and should agree with the one next to your mentor’s name above. Click on magnifying glass icon to change as needed.
Click on arrowhead to expand Attachments section.
3 required documents: 1) your proposal, 2) eCOI summary statement, 3) a budget (administrators will use this as the standard when checking your EPEX budget). 

**ALSO, if the website URL listed on the Proposal page does not have the detailed application instructions, you should upload a copy of the instructions here.**
EPEX Projects Page – Attachments Section

Delete obsolete versions by clicking trash can icon.

Click on “+” to add a line below.
Click on paperclip icon to browse for file to upload.
Click on “Save” button to save entered data.
Click on link to return to Proposal page.
Once you have returned to the Proposal page (the first one you completed), scroll to the bottom & click link to Budgets page.
Dates and number of budget periods reflect what you entered on the Proposal page.
Use “+” and “-” buttons to add and subtract budget periods.

Use this area to enter F&A info and budget amounts (see next slide).
Click magnifying glass icon to select the FA Rate Type.
Fellowships are categorized as Research. If your project will be primarily conducted on campus, select “On Campus Organized Research”.
Click magnifying glass icon to select the FA Base.
Check the application instructions carefully as to whether FA costs ("Facility & Administration costs" or "indirect costs") are permitted. If you are uncertain, ask for help from the funding agency and/or OSP. Fellowships through NIH and most private foundations usually do not permit FA costs. Select “NONE” if they are not permitted.
Enter FA Rate as a percentage value. If no FA costs are permitted, enter zero. NOTE: This field usually autofills with the expected FA rate for the FA Rate Type selected. Make sure you correct that value if needed.
FA Rate has been corrected.

Click link to enter budget amounts.
Click magnifying glass icon to select the budget category.

Click link to enter budget amounts.
Click the first item (1DCNFA - Direct Costs No F&A) for funds that are excluded from FA cost calculations. For most fellowships, their entire budgets will fall under this category.
Click the second item (1DCWFA - Direct Costs w/F&A) for funds that are included in FA cost calculations.
Entering Budget Data

Enter total funds for this category. If there is just this one category, enter the entire amount for this budget period.
Click “Save” button before clicking link to return to Budget page.
Entering Budget Data

Either repeat the same process for 2\textsuperscript{nd} budget period – OR – if the same budget amount and categories apply, click the “Copy” button.
Click “Save” button before clicking link to return to Proposal page.
STEP #3

ELECTRONIC CONFLICT-OF-INTEREST (eCOI) DOCUMENTS:

PFIRR
IFIRR
Type this URL into your browser:

https://www.ecoi.emory.edu/researcher/login
Welcome to Emory’s electronic Conflict of Interest (eCOI) and External Activities Reporting application!

Emory’s eCOI application is a University and Healthcare system-wide tool that helps to implement Emory’s policies and procedures regarding financial interests and external activities.

This application and reporting process is used by Emory University and Healthcare only. If you have a government agency appointment or affiliation, you must check with that agency about their reporting requirements.

**General Information:**

- **Application Usage:** There are four distinct sections of this application:
  - Faculty External Activities where faculty members report their external activities, such as consulting agreements
  - Proposal Financial Interest in Research where research administrators & PIs initiate the process for research conflict of interest forms for their proposals
  - Investigator’s Financial Interest in Research (formerly known as COI-SPAF) where researchers report whether they have any significant financial interests associated with a specific research proposal
  - Annual Certification where faculty and researchers during the annual certification time period review their current external activities and financial interest in research and certify that they are up to date. **Currently this is only for School of Medicine**

If first time on this site: scroll down, read the details, & click “Continue” button
Conflict-of-Interest (COI) Tasks

- **Faculty External Activities** where faculty members report their external activities, such as consulting agreements.

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PFIRR

IFIRR
Welcome to Emory's electronic Conflict of Interest (eCOI) and External Activities Reporting application!

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For subsequent visits to this site: click “eCOI Home” link (top right corner)
Click link to initiate a new PFIRRR
Proposal for Financial Interest in Research Report Overview (Page 1 of 3)

Why Must I Submit This Report?

The Proposal Financial Interest in Research Report (PFIRR) is the first step in the process for initiating an Investigator's Individual Financial Interest in Research Report and assisting with the reporting of any Significant Financial Interests related to their teaching, research, administrative, or clinical duties at Emory. The research proposal's Research Administrator/Coordinator or Business Administrator, and Lead Principal Investigator are the only individuals authorized to submit a Proposal Financial Interest in Research Report.

- Be prepared to enter information about the research proposal's primary investigators, which shall mean at a minimum: the Project Directors, Principal Investigators, and/or members of the research team identified as senior/key personnel on the grant or contract application, progress report, or any other report. In addition, this would also include individuals identified by the PI who are responsible for and have substantial independent decision making in respect to design, conduct, or reporting of the research, such as Collaborators or Consultants.

- Please ensure you choose the correct funding agency/sponsor on the Proposal for Financial Interest in Research Report form. If the funding source was later determined to be incorrect, investigators will have to complete a new Investigator Financial Interest in Research Report form.

- Be prepared to enter the Emory Institutional Review Board protocol identification number (IRB#) if applicable.

- Be prepared to enter the Emory Office of Sponsored Program's University Protocol identification number (ERP#) if applicable.

- Be prepared to enter the Emory Institutional Animal Care and Use Committee identification numbers (IACUC#) if applicable.

- Strongly urged to add a Proxy, in addition to yourself and the PI, to this report. It does not have to be a research team member.

- Be aware that IRB will not review a research proposal until all individual Investigator Financial Interest in Research Reports are completed and submitted.

Click “Continue” button.

Read through details.

Scroll to bottom.
Determination of PHS Funded/Sponsored vs. Non-PHS Funded/Sponsored Research (Page 2 of 3)

Beginning summer 2012, U.S. Public Health Service (PHS) requires institutions to collect additional information regarding Investigator’s Significant Financial Interests. In order to best collect this information, we ask you to identify whether this project is funded/sponsored by a PHS agency (please see list of agencies below) or a Non-PHS agency. Your response will direct you to the appropriate form to complete.

If any portion of your project will be funded by a PHS agency (either through a direct award to Emory or as a subaward from another organization), then you must indicate that the funding source is PHS (i.e., CFAR; any cancer oncology groups such as RTOG, ACSOG; NIH flow down to subcontract institution). A list of PHS agencies can be found below.

It is imperative that you identify the correct funding source so that Emory University can collect the necessary information required by PHS. If the funding source was later determined to be incorrect for the project, you will be required to complete a new Proposal Financial Interest in Research Report form and the investigators, associated with the project, will need to complete a new Investigator Financial Interest in Research Report form for the project.

<table>
<thead>
<tr>
<th>PHS Agencies:</th>
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<tbody>
<tr>
<td>- Administration for Children and Families (ACF);</td>
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<tr>
<td>- Administration on Aging (AoA);</td>
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<tr>
<td>- Agency for Healthcare Research and Quality (AHRQ);</td>
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<tr>
<td>- Agency for Toxic Substances and Disease Registry (ATSDR);</td>
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<tr>
<td>- Centers for Disease Control and Prevention (CDC);</td>
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<tr>
<td>- Centers for Medicare &amp; Medicaid Services (CMS);</td>
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<tr>
<td>- Federal Occupational Health (FOH);</td>
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<tr>
<td>- Food and Drug Administration (FDA);</td>
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<tr>
<td>- Health Resources and Services Administration (HRSA);</td>
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<tr>
<td>- Indian Health Service (IHS);</td>
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<tr>
<td>- National Institutes of Health (NIH);</td>
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<tr>
<td>- Substance Abuse and Mental Health Services Administration (SAMHSA)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-PHS Agencies: The funding agency/sponsor would be an entity NOT listed above. Some examples include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- private corporation;</td>
</tr>
<tr>
<td>- foundations/non-profits;</td>
</tr>
<tr>
<td>- internally/departmentally funded</td>
</tr>
</tbody>
</table>

Please click the radio button to indicate whether this project is PHS funded/sponsored (primary or flow down under a subaward/subcontract) or Non-PHS funded/sponsored:

- [ ] PHS
- [ ] Non-PHS

How Do I Get More Information?
Contact Emory’s Conflict of Interest Office:
1699 Clifton Road
6th Floor East
Proposal for Financial Interest in Research Report (Page 3 of 3)

ID#: F27395-00
Prepared by: Brian Ciliax

Note: Once you have submitted this report, you will have to Add or Remove team members by returning to your eCOI home page and selecting the Amend menu option. Information that you enter in the IRB, EPEX, and IACUC sections of this report WILL NOT automatically update this report when you make amendments within the IRB, EPEX, or IACUC systems respectively. Please remember to return here to update changes that you have made in other paper and electronic systems.

1. Lead Principal Investigator (you will have the ability to add more investigators and study staff at the bottom of this page):

   ADD PRINCIPAL INVESTIGATOR

2. The PI and the individual creating the Proposal for Financial Interest in Research Report have full proposal monitoring access but may not have the ability to serve as a proxy. This person will have the same proposal monitoring access as you in the event you are not available (highly recommended):

   ADD PERSON

3a. Title of Research Proposal (please abide by the funding source character limits)

3b. Project Year

Select...
PFIRRR (p. 3, part 2)

4a. Please identify Primary Funding Agency/Sponsor of Proposal

4b. If this project is funded by a subcontract/subaward, please identify the prime award recipient (the institution directly providing the funding to Emory).

5. Is this research supported by any internal funds?
   - Yes
   - No

6. Are human subjects involved in the research proposal?
   - Yes
   - No

7. IRB# (if available)
   [Input field with options to add another or remove]

8. IACUC# (if available)
   [Input field with options to add another or remove]

9. EPEX# (if available)
   [Input field with options to add another or remove]

Enter protocol numbers if applicable.

Add EPEX ID number. In our example, this would be “0000023053”.

Complete all items.
10. Research Team:

Please add research team members who are identified as the Project Directors, Principal Investigators, senior/key personnel on the grant or contract application, progress report, or any other report. In addition, include individuals identified by the PI or PD who are responsible for and have substantial independent decision making in respect to the design, conduct or reporting of the research, such as Collaborators or Consultants named on the grant.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Role</th>
<th>Email</th>
<th>Internal to Emory</th>
</tr>
</thead>
</table>

Click “Save” button.

Complete all items.

Add your mentor and any other key personnel.*

Select a reasonable response deadline for your mentor and other key personnel.

* If someone from outside Emory will be included as key personnel, they must use a special form: http://www.coi.emory.edu/COI_documents/External Investigator Disclosure Form.pdf.
When ready, click “Submit” button. This will automatically send e-mails to all people listed instructing them to login and complete an IFIRR (see following).
IFIRR (generated by and connected to the PFIRR) now appears on your Dashboard.

Click link to open IFIRR.
Instructions: Investigator Financial Interest Related to Research Report

Please keep in mind the following points when completing the Investigator Financial Interest in Research Report Form:

- The words "you" and "your" are inclusive of both you individually and Family Member(s) (e.g. spouse, same-sex domestic partner, and dependent children).
- Investigator Financial Interest in Research Report Forms are required for internally funded/non-funded research.
- Answer the questions on this form to accurately reflect the past 12 months of your financial interests related to your teaching, research, administrative, or clinical duties ("Institutional Responsibilities") at Emory excluding salary, grant support, and subcontract payments for services from Emory University and Emory Healthcare.
- You must amend this report if the terms of your financial interests related to your Institutional Responsibilities change.
- Click on the Save button at the bottom of the page if you are unable to complete this report in one session. Return to your eCOI Home to complete this report later.
- Click on the Cancel button if you do not want to save your changes. You will need to begin again from the eCOI Home page.
- Click on the Continue button to move to the next section of the report. You may be directed to additional pages as required to answer more questions before certifying and submitting your report.
- Click on the Certify button when you are finished with this report.

Note: Emory University will not submit a proposal and an award cannot be issued to Emory unless and until Emory has on file, all Individual Investigators’ Financial Interests in Research Forms associated with this research proposal and any management plans, if issued, have been accepted.

What Happens after I Submit this Form?

If any of your responses reflect a potential Significant Financial Interest, the form is automatically submitted to the Conflict of Interest Review Office. They may also contact you requesting additional information. They review the information that you submitted and the matter undergoes an administrative, Expedited, or Full Committee Review for further determination of the Significant Financial Interest and your role on the project. When necessary, a management plan is developed.

How Do I Get More Information

Contact Emory’s Conflict of Interest Office.
Read through details

Answer any questions below.

Scroll to bottom and Click “Continue” button
When ready, click “Certify” button.

Type your name to certify bullet points.

Answer all questions above.
Indicates IFIRR has been completed.

Click link to access PFIRR
Indicates PFIRR has been completed.

Click link to access Summary Table.
Indicates this IFIRR has been completed. If there were more than one person, each IFIRR listed here must show this status.

Click link to download pdf of this summary table.
### EPEX Projects Page – Attachments Section

#### Attachments

<table>
<thead>
<tr>
<th>Attached File</th>
</tr>
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<tbody>
<tr>
<td>F31_proposal_-_Cayuse_printout.pdf</td>
</tr>
<tr>
<td>eCOI_summary_statement.pdf</td>
</tr>
<tr>
<td>F31_budget.xls</td>
</tr>
</tbody>
</table>

**Upload PFIRRR summary table to your EPEX attachments section.**

**Use paperclip icon to browse for file to upload.**
STEP #4

CAYUSE 424 RECORD
Go to OSP website

www.osp.emory.edu

Click here to open overview of systems.
Open Cayuse 424 page

Click here to open Cayuse 424 page.
Open Cayuse 424 Resources

Click here to open list of resources, including tutorial link.
Click here to log into Cayuse.

Cayuse 424 is available to Emory investigators for the submission of federal grant proposals. It is important to note that, while Cayuse 424 is available for roughly 97% of federal grant opportunities available in Grants.gov, there may be a few programs for which Cayuse 424 cannot be used.

To submit those applications which cannot be submitted through Cayuse 424, investigators must use the Adobe forms kit and submit the kit to OSP using the OSP Digital Dropbox, along with the standard routing in Emory Proposal Express (EPEX). Proposals to be submitted using Cayuse must still be routed to OSP using EPEX.

Please note that non-federal proposals are NOT submitted through Cayuse 424. These applications should be submitted in the manner prescribed by each agency.

### Access to Cayuse

* Official Announcement
* Personal Profile Management
* Electronic Guidance Module
* Cayuse Widgets
Cayuse 424 Tutorial Dashboard

1. Click link to open module list.
2. Click a link to open your choice of modules (.pptx files).
3. Read through modules 1, 2, 4-8.
To practice, use the training environment

Go to: emory-t.cayuse424.com

Enter your Emory network ID (lower case) for the username and “cayuse” for the password.
When ready, click link to log into Cayuse.
Special Instructions for F31 Fellowships in Cayuse 424
F31’s in Cayuse – Applicant Info

If these fields are blank....

...click pencil icon to auto-fill Emory info.
Click once Emory is selected from above drop-down list.
If these fields are blank....

...click pencil icon to search for person.
Click once Holly Sommers is selected in list.
F31’s in Cayuse – Applicant Info
Most likely there will only be federal funds. If so, sum Total Federal Funds across all years of your proposal and enter it into 15a & 15c. Since F31’s are not allowed to charge Indirect (F&A) Costs, there will only be Direct Costs. These numbers will come from Margie’s internal budget (in Excel).
If these fields are blank... click pencil icon to search for person.
F31’s in Cayuse – Authorized Representative

Click once Teresa Point Sussman is selected in list.
F31’s in Cayuse – Authorized Representative
F31’s are not Senior Fellowships, so you will ignore this section.
Since all other F31 budget categories are predetermined by NIH, you only need to enter the sum of tuition and fees for each year and then the total at the bottom. These numbers will come from Margie’s internal budget (in Excel).
STEP #5

FINAL CHECK & INITIATION OF ROUTING
CHECKLIST – part 1

- Make sure you have completed the following components of your routing package
  - EPEX record
  - eCOI documents
    - PFIRR
    - IFIRR
    - Upload PFIRR summary table into EPEX record
  - Cayuse record
    - Upload pdf printout of entire proposal into EPEX record
  - Internal budget
    - often provided by Margie Varnado (in Excel)

- Make sure budgets match
  - Budgets listed in Cayuse, on the EPEX budget page, and in the attached internal budget (uploaded Excel file) must agree
**CHECKLIST – part 2**

- **Review EPEX record**
  - Verify
    - All questions are answered correctly
    - All comments are correct and up-to-date
    - All attachments are in place
    - All administrative data are entered correctly
- **When ready, notify Brian Ciliax** ([bciliax@emory.edu](mailto:bciliax@emory.edu))
  - A final check to make sure everything’s in place
  - If all’s well, a “blue sheet” will be attached to the EPEX record, which acts like a stamp-of-approval for the reviewers.
- **Once you receive notice that the blue sheet is attached, save & route proposal** (see next slide)
- **Certify**
  - Both you and your mentor must certify the proposal in EPEX before anyone else can review it!
WAIT!!! BEFORE YOU ROUTE, NOTIFY BRIAN CILIAX (bciliax@emory.edu) FOR THE FINAL CHECK AND ATTACHMENT OF THE “BLUE SHEET”.

or medical procedures) during the course of this study that generate a CPT or CDM code at an Emory or Grady healthcare facility that may be billed to study accounts or third party payors such as Medicare, Medicaid, or health insurance companies? If yes, this will be sent to Office for Clinical Research (OCR). If you are unsure whether this proposal needs the CCR review, please click the CCR Decision Tree.

CCR Decision Tree
16) Do you have any other comments about the proposal? If Yes, please specify in comments.

Export Control Information
1) Are any of the following statements True?
   - The proposal involves research to be conducted outside of the U.S.
   - The proposal involves payments to be made to foreign nationals, entities, or countries.
   - This proposal will involve carrying or shipment of research equipment or other technology that will remain outside of the U.S. for more than one year.
   - This proposal will involve shipment of biological or chemical agents, provision of technical assistance or transmission of technical data outside of the U.S.

If any of the above statements are True, please specify in comments the following information: Full name of all foreign parties [individuals, entities, and/or countries/government], country of citizenship and/or destination country, a list identifying any agents, equipment, or technology to be transferred outside of the U.S., and a description of any technical assistance or technical data to be provided or transmitted outside of the U.S.

Key Word Detail
Go to Projects Go to Budgets Go to New Proposal Audit Logs
Save  Save & Route Print Report Copy Proposal
Click “Save & Route” button to initiate routing. Certain items will be locked hereafter unless unlocked for you by a reviewer.
CHECKLIST – part 3

- **Track**
  - Use the Workflow page to track where the proposal is in the routing process

- **Communicate**
  - Check your e-mail frequently for any messages regarding your proposal.
    - Answer any questions and address any issues raised
  - Notify OSP when you have a final draft
    - OSP will only review final drafts
    - OSP will submit the final draft for you and notify you when it does

- **Check eRA Commons** (https://public.era.nih.gov/)
  - review your proposal’s status in your eRA Commons account
“Draft” link will change to “Pending Approval” once the EPEX record has routed. Click the link to track progress on the “Workflow” page (example on next slide).
As the PI your name and your mentor’s will appear here. BOTH OF YOU MUST CERTIFY BEFORE THE REVIEW PROCESS BEGINS.

Reviewers’ names appear in these boxes. A blue box indicates approval is pending; a green box indicates the EPEX record was approved by that reviewer.

Scroll down to view all of the steps [(1) PI & key personnel certification, (2) department approval, (3) school approval, (4) OSP analyst, (5) OSP approval.]
The End

THANK YOU!