

# ORSP Transitioning to Electronic Grant Routing Approvals

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### Office of Research and Sponsored Programs (ORSP)

## BACKGROUND

Recently the campus initiated the “Lean University” initiative, and the Sponsored Program Submission and Approval Process was identified as one of these areas for improvement.

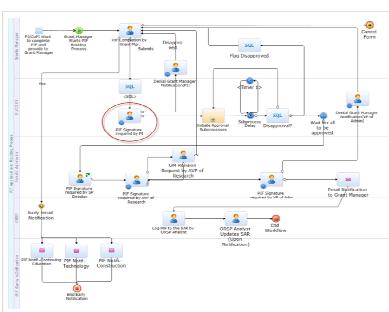
Before our new system was implemented, Fresno State utilized a review and approval process via a Project Information Form (PIF) to ensure that the Department and College were aware of and approved the proposal prepared by the Principal Investigator/Project Director and the institutional approvals per California State University system Executive Order 890 and APM 501 were met prior to submission.

The hard copy process was perceived to be complicated and cumbersome, and an electronic, automated workflow system was identified as a solution to expedite and improve this required approval process.

ORSP responded successfully to this challenge.

PROJECT INFORMATION FORM (PIF) (PIF) Project Director (PD) (with assistance from CRSP grant manager)							PIF Printed 03/2014
Lead PI/PD:	Dept:	Foreign National?	Y	N	(check)		Proposal due:
Co-PI(s):	Dept:	Foreign National?	Y	N	(check)		Start Date:
Project Title:	BUDGET						End Date:
Year of:	Federal CRFA #: _____						BUDGET Current Year
Funding Source:							Direct Costs \$0
							Indirects \$0
							Travel \$0
							Attach Itemized Budget Spreadsheet
PI/Project:	Instructions	Primer Service	Research	[check]			APPROVALS
If Research:	Basic	Applied	Developmental	[check]			
			Writer	[check]			
YES	NO	PERSONNEL					
Is Reimbursed Release time requested? If yes, all required information is correct and complete. If no, attach a signed statement explaining why on file and that no substantial changes will be made to the budget or additional approvals will be needed.							
Name _____ % release _____ Co-PI _____							
Name _____ % release _____ Co-PI _____							
Name _____ % release _____ Co-PI _____							
Name _____ % release _____ Co-PI _____							
Name _____ % release _____ Co-PI _____							
Name _____ % release _____ Co-PI _____							
In Academic Year Overload requested? If yes, all required information is correct and complete. If no, attach a signed statement explaining why on file and that no substantial changes will be made to the budget or additional approvals will be needed.							
Name _____ % release _____ Co-PI _____							
Name _____ % release _____ Co-PI _____							
Name _____ % release _____ Co-PI _____							
Name _____ % release _____ Co-PI _____							
In Summer pay requested? If yes, all required information is correct and complete. If no, attach a signed statement explaining why on file and that no substantial changes will be made to the budget or additional approvals will be needed.							
Name _____ % release _____ Co-PI _____							
Name _____ % release _____ Co-PI _____							
Name _____ % release _____ Co-PI _____							
Does this project budget include salary for:							
Post Doc _____ Tech _____ Clinical _____							
Other Professional _____							
(Please check all that apply)							
YES	NO	COST SHARE/MATCH					
Is Cost Share/Match required? _____ \$ _____							
If "no", then attach a signed statement explaining why on file and that no substantial changes will be made to the budget or additional approvals will be needed.							
YES	NO	INVESTMENT/CONTRIBUTION					
Is Investment/Contribution required? _____ \$ _____							
If "no", then attach a signed statement explaining why on file and that no substantial changes will be made to the budget or additional approvals will be needed.							
YES	NO	CONFLICT OF INTEREST					
Is there a conflict of interest with an environmental agency (e.g. EPA or OSHA) or with "y" a conflict of interest must be resolved with CRSP prior to receipt of funding?							
YES	NO	INVESTMENT/CONTRIBUTION					
Does project offer academic credit through CBT, Ed? _____							
If "no", then attach a signed statement explaining why on file and that no substantial changes will be made to the budget or additional approvals will be needed.							
YES	NO	ESPECIAL COMPENSATION					
(IRB - Human Subjects [interventions/subjects])							
(ACUO - Animal Use [species/numbers])							
(BSU - Human/Animal/Chemical [thorough])							
If "no", appropriate Committee approval must be in place to award the project.							
YES	NO	INVESTMENT/CONTRIBUTION					
Is additional or special space needed for the project? _____							
Is funding requested for renovation or construction? _____							
Is additional or special equipment needed for the project? _____							
Is additional technical support requested? If "yes", consult CRSP _____							
If routing through BizFlow, no signatures are required.							
BPR/Mgr: _____ Budget and PI are update, correct and in compliance with proposal/funding, policies and funding agency guidelines							
Signature: _____ Date: _____							
Prev or AWP for Research or Designee _____							
Signature: _____ Date: _____							
For Admin Use: CRG or AWP for Finance							
Signature: _____ Date: _____							
Describe special space/facilities/equipment/tech needs:							

## PIF PAPER FORM & THE ELECTRONIC APPROVAL PROCESS



# OBJECTIVES

- Reducing the duration of approval time
- Ability to track the Project Information Form during all stages of the approval
- Reduction of duplication of forms
- Ensuring compliance

# PROCESS

ORSP collaborated closely with Fresno State's Information Systems personnel to incorporate the new automated process into the existing web-based management platform (BizFlow). Below are the documents created by ORSP for the requirements:

Name of the Document	Brief Description	Person Hours
<b>ORSP Work Flow-Chart</b>	Detailed flow-chart of all work processes for the grants and contracts submissions and approvals	40 hours
<b>PIF Requirements and Specifications</b>	Defining the goals, terminology, perimeters and process specifications for the approval routing process	120 hours
<b>PIF Approval Process</b>	Mapping of the PIF Approval Process for the electronic routing system	20 hours
<b>BizFlow Testing Plan</b>	Planning and execution of the BETA testing of all aspects the routing system	15 hours
<b>BizFlow Notification and Announcement Plan</b>	Campus notifications including faculty and staff on the new system	8 hours
<b>BizFlow Training Plan</b>	Planning and execution of the training all users from ORSP staff to administrators, faculty and staff	20 hours
<b>BizFlow Training Presentations</b>	Multiple power point presentations for training different users	120 hours
<b>BizFlow Grant Manager Manual</b>	User manual for the ORSP Grant managers	40 hours
<b>BizFlow PI &amp; Approvers Manual</b>	User manual for all approvers 3 major editions	80 hours