

Module 7: Routing/Review/Approval

- Welcome to the Cayuse424 **Routing/Review/Approval** Module.
- In this module you will learn basic routing concepts, rules and how to use Cayuse424 to:
 - Create a routing chain
 - Edit a routing chain
 - Initiate the proposal routing process



Basic Concepts

- Routing is designed to be incremental and assumes that:
 - Participants know where a proposal should go next.
 - The actual route taken could vary by proposal and therefore must be specified for each proposal.



Routing Roles

Initiator	Starts the routing process. This generally is the Principal Investigator, but could be an administrator to whom this task is delegated.
Proposer	Is the PI on the proposal and is the root of the routing chain.
Delegates	Are users who are given rights to act on behalf of another user during routing and approval.
Approver	Anyone on proposal routing chain.
Submitters	Are users who submit proposals to Grants.gov.
AORs	Authorized Organizational Representatives - users who have the authority to submit proposals to Federal agencies on behalf of the institution.

The Routing Chain

- When a proposal is initiated, a nominal routing chain is established based on the Professional Profile for the PI
- Whoever creates a grant proposal can specify the review and approval route by setting up a Routing Chain in the proposal.
- To review or update a Routing Chain, open the proposal and click the icon on the menu or at the top of the page.

The screenshot displays a web-based interface for managing grant proposals. On the left, a sidebar menu titled 'All Proposals > Revised triage methodologies for the contemporary ER' lists various proposal components. The 'Approval' icon, represented by a green document with a checkmark, is circled in red. The main content area shows a form for 'Revised triage methodologies for the contemporary ER' with the following sections:

- APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)**
- 2. DATE SUBMITTED** and **Applicant Identifier**
- 3. DATE RECEIVED BY STATE** and **State Application Identifier**
- 4. Federal Identifier**
- 1. * TYPE OF SUBMISSION** (Pre-application, Application, Changed/Corrected Application)
- 5. APPLICANT INFORMATION** (Legal Name: The Ohio State University Research Foundation, Department, Street: 1960 Kenny Road, City: Columbus, State/Province: Ohio, Country: United States of America, Organizational DUNS: 071650709, Division, Street2, County: Franklin, Zip/Postal Code: 43210)
- Person to be contacted on matters involving this application** (Prefix, First Name, Middle Name, Last Name, Suffix, Phone Number, Fax Number, Email)
- 6. * EMPLOYER IDENTIFICATION NUMBER(EN) or (TIN):** 1316401599A1
- 7. * TYPE OF APPLICANT:** H: Public/State Controlled Institution of Higher Education
- Small Business Organization Type** (Women Owned, Socially and Economically Disadvantaged)
- 8. * TYPE OF APPLICATION:** New, Resubmission, Renewal, Continuation, Revision
- 9. * NAME OF FEDERAL AGENCY:** National Institutes of Health

Creating a Routing Chain

- The PI who created the grant proposal automatically appears in the Routing Chain
- If the AOR (Sponsored Program Officer) for the PI is designated in his/her Professional Profile, that individual also will appear in the Routing Chain

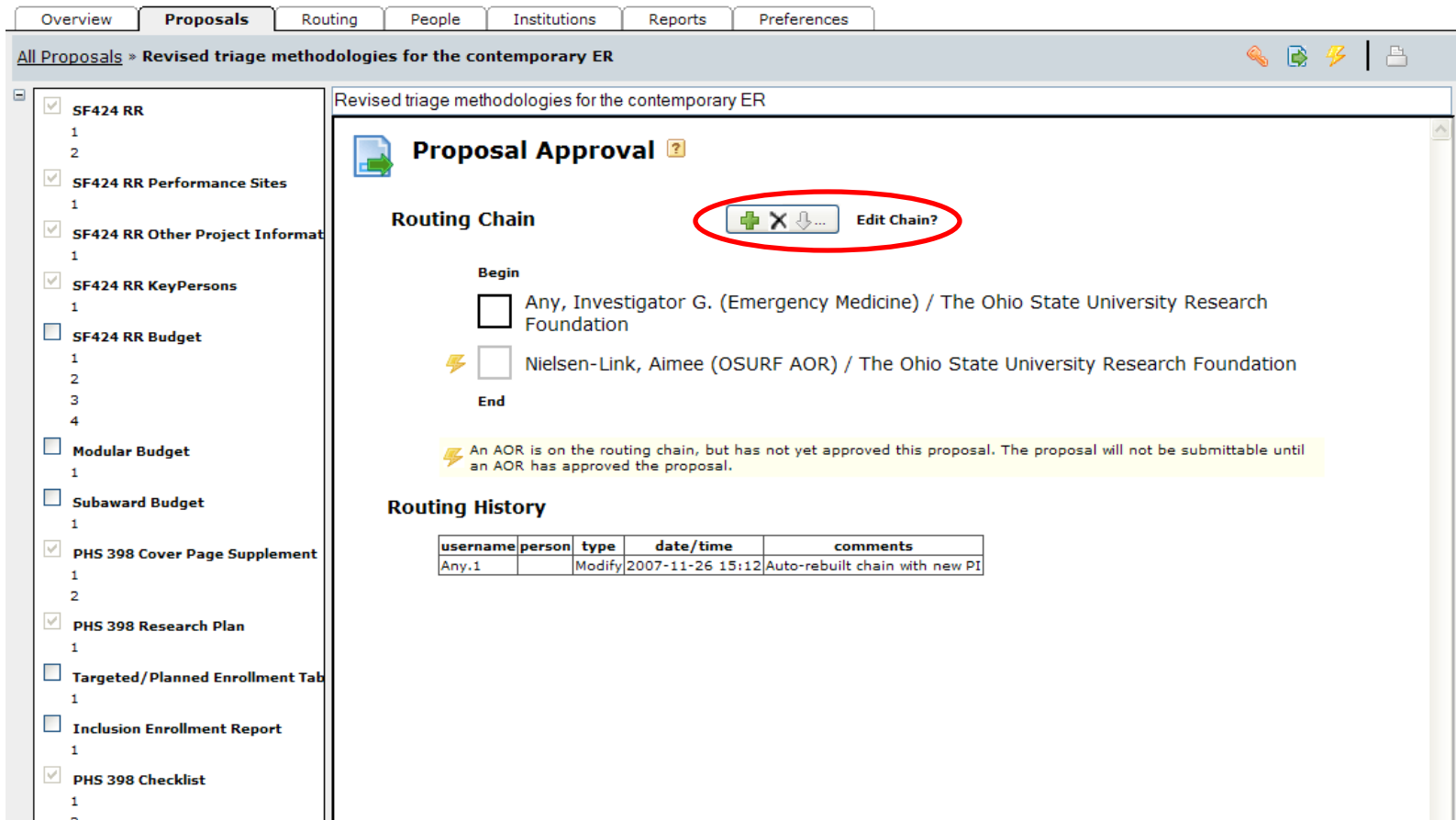


The screenshot displays a web application interface with a navigation menu at the top containing tabs for Overview, Proposals, Routing, People, Institutions, Reports, and Preferences. The main content area is titled "Revised triage methodologies for the contemporary ER" and features a "Proposal Approval" section. On the left, a sidebar lists various proposal components, some with checkboxes. The "Routing Chain" section includes a "Begin" step with a checkbox for "Any, Investigator G. (Emergency Medicine) / The Ohio State University Research Foundation" and a lightning bolt icon next to a checkbox for "Nielsen-Link, Aimee (OSURF AOR) / The Ohio State University Research Foundation". An "End" step is also present. A yellow warning box states: "An AOR is on the routing chain, but has not yet approved this proposal. The proposal will not be submittable until an AOR has approved the proposal." Below this, the "Routing History" section contains a table with the following data:

username	person	type	date/time	comments
Any.1		Modify	2007-11-26 15:12	Auto-rebuilt chain with new PI

Creating a Routing Chain


- To add reviewers to the Routing Chain, click the **Edit Chain** bar.

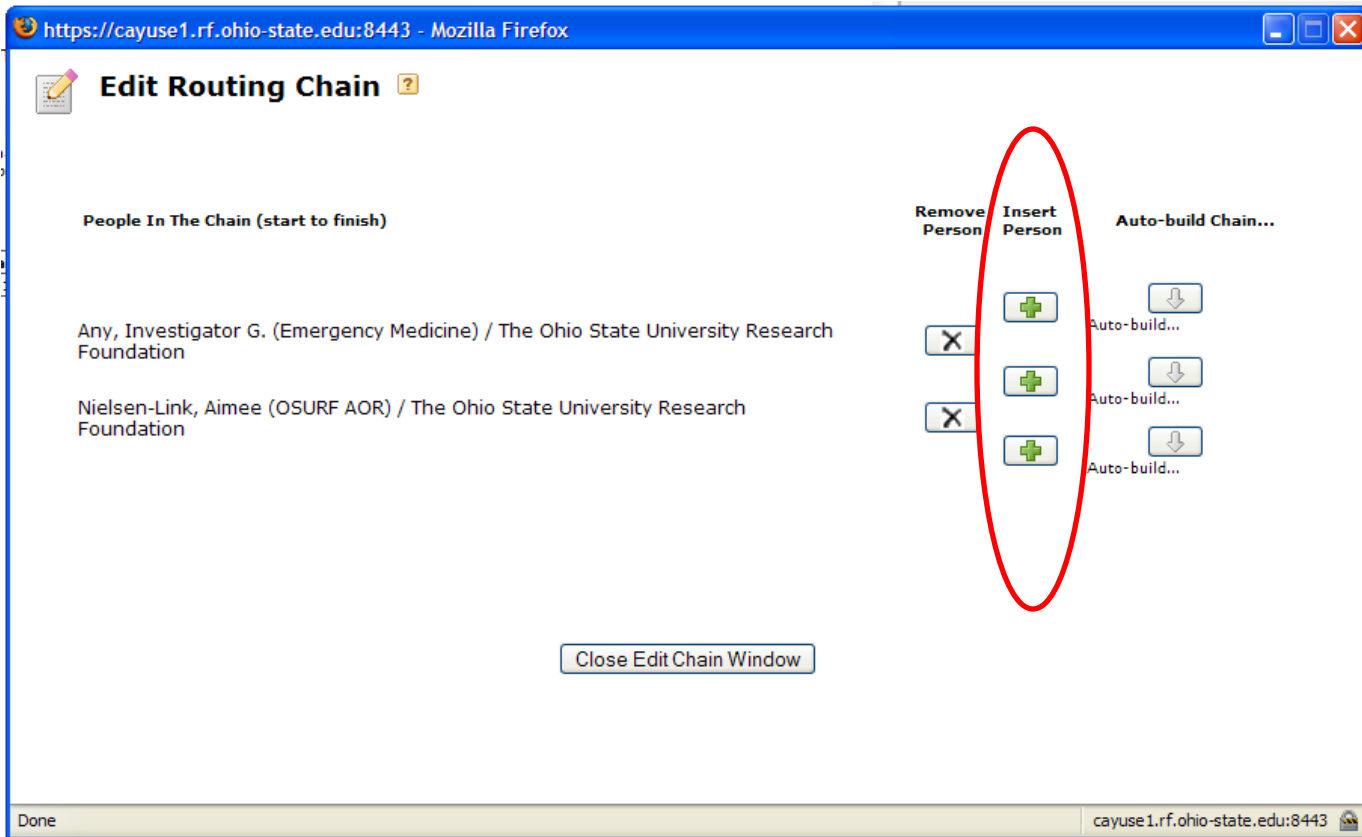


The screenshot shows a web application interface with a navigation bar at the top containing tabs for Overview, Proposals, Routing, People, Institutions, Reports, and Preferences. The main content area is titled 'Revised triage methodologies for the contemporary ER'. On the left, there is a sidebar with a list of proposals, each with a checkbox and a sub-item number. The main content area displays the 'Proposal Approval' page for the selected proposal. The 'Routing Chain' section is highlighted, and the 'Edit Chain?' button is circled in red. Below the routing chain, there is a 'Begin' section with two checkboxes and labels for 'Any, Investigator G. (Emergency Medicine) / The Ohio State University Research Foundation' and 'Nielsen-Link, Aimee (OSURF AOR) / The Ohio State University Research Foundation'. An 'End' section is also present. A yellow warning box indicates that an AOR is on the routing chain but has not yet approved the proposal. Below the routing chain, there is a 'Routing History' section with a table showing the history of changes.

username	person	type	date/time	comments
Any.1		Modify	2007-11-26 15:12	Auto-rebuilt chain with new PI

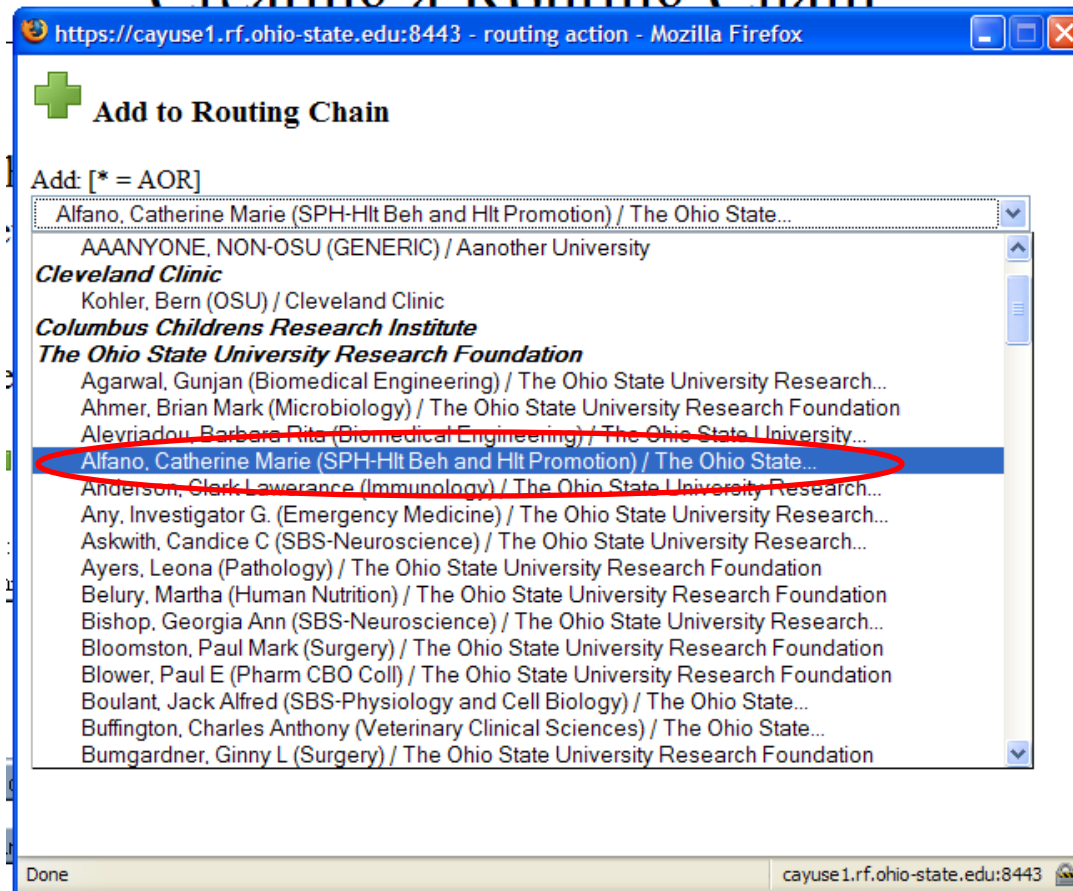
Creating a Routing Chain

- You can insert a person into the chain by clicking the  icon.
 - Click on the appropriate icon to add above or below members of the existing chain.



Creating a Routing Chain

- Click on the name of the required reviewer.
 - All reviewers must have an established Professional Profile, otherwise they will not be on the list.
 - You can only select reviewers if you have permission to view their Professional Profile.



Creating a Routing Chain

- Enter any comments for the update
- Click **Add to Chain**.
- Repeat for additional reviewers.



https://cayuse1.rf.ohio-state.edu:8443 - routing action - Mozilla Firefox

 **Add to Routing Chain**

Add: [* = AOR]
Alfano, Catherine Marie (SPH-Hlt Beh and Hlt Promotion) / The Ohio State...

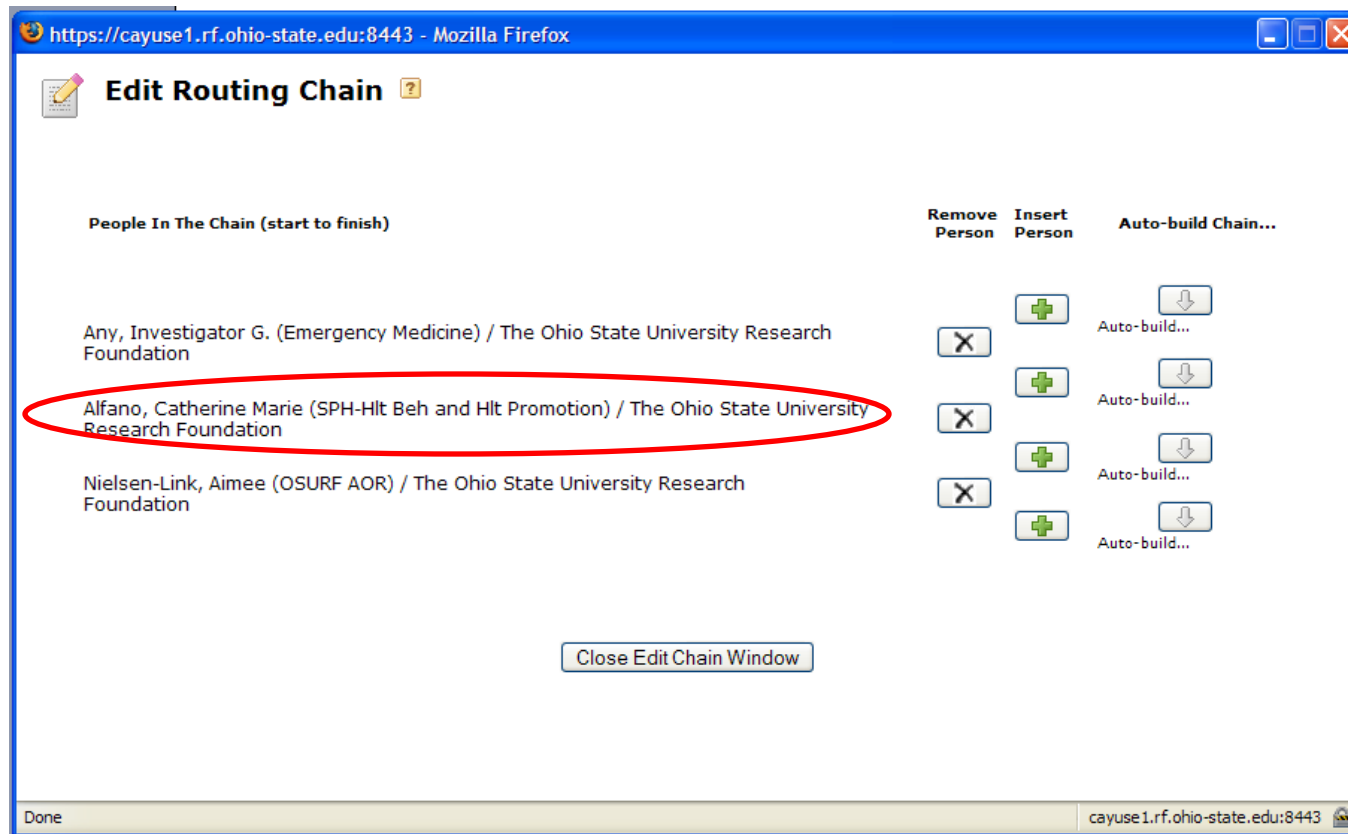
Comments:
Added for review by School of Public Health

Add To Chain

Cancel

Creating a Routing Chain

- The new investigator was added to the Routing Chain
- Select **Close Edit Chain Window** to return to the proposal



Creating a Routing Chain

- The new investigator is on the proposal Routing Chain
- Comments were captured in the Routing History

Revised triage methodologies for the contemporary ER

Proposal Approval ?

Routing Chain Edit Chain?

Begin

- Any, Investigator G. (Emergency Medicine) / The Ohio State University Research Foundation
- Alfano, Catherine Marie (SPH-Hlt Beh and Hlt Promotion) / The Ohio State University Research Foundation
- Nielsen-Link, Aimee (OSURF AOR) / The Ohio State University Research Foundation

End

An AOR is on the routing chain, but has not yet approved this proposal. The proposal will not be submittable until an AOR has approved the proposal.

Routing History

username	person	type	date/time	comments
Any.1		Modify	2007-11-26 15:35	Added for review by School of Public Health
Any.1		Modify	2007-11-26 15:12	Auto-rebuilt chain with new PI

Creating a Routing Chain

- You can remove persons from the routing chain once it's defined by clicking on the appropriate icon and following the system prompts.

Edit Routing Chain

People In The Chain (start to finish)

Any, Investigator G. (Emergency Medicine) / The Ohio State University Research Foundation

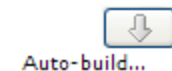
Carter, Kim (OSURF AOR) / The Ohio State University Research Foundation

Nielsen-Link, Aimee (OSURF AOR) / The Ohio State University Research Foundation

Remove Person


Insert Person

Auto-build Chain...



Close Edit Chain Window

Creating a Routing Chain

- There will be cases when the reviewer you have selected will have set up a Mandatory Next Reviewer or Delegate in their Professional Profile. To ensure that these individuals are added to your Routing Chain, click the  icon. Cayuse424 will automatically add any default reviewer(s) to the Routing Chain.















Edit Routing Chain

People In The Chain (start to finish)

Any, Investigator G. (Emergency Medicine) / The Ohio State University Research Foundation

Carter, Kim (OSURF AOR) / The Ohio State University Research Foundation

Nielsen-Link, Aimee (OSURF AOR) / The Ohio State University Research Foundation

Remove Person	Insert Person	Auto-build Chain...
		 Auto-build...
		 Auto-build...
		 Auto-build...
		 Auto-build...




Close Edit Chain Window

Initiating a Routing Chain

- Once you have completed the routing chain, the proposal creator can **initiate** the chain by clicking the box adjacent to their name.


Revised triage methodologies for the contemporary ER

Proposal Approval


Routing Chain    ... [Edit Chain?](#)

Begin

Any, Investigator G. (Emergency Medicine) / The Ohio State University Research Foundation

 Nielsen-Link, Aimee (OSURF AOR) / The Ohio State University Research Foundation

End

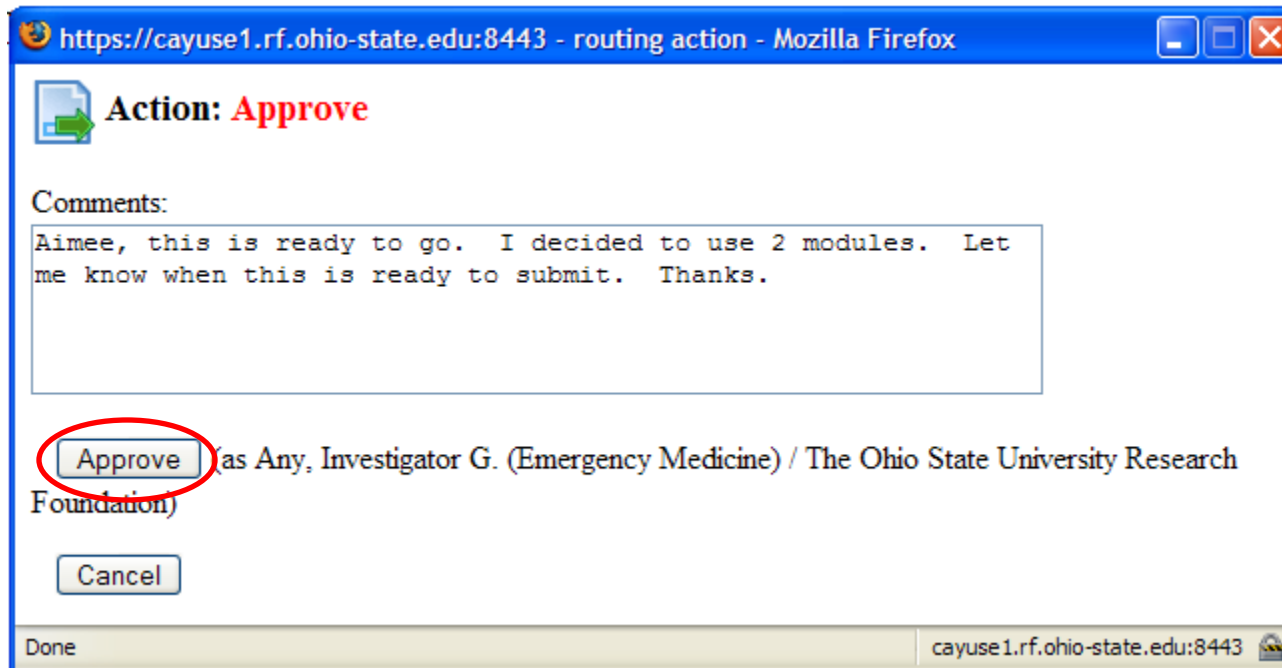
 An AOR is on the routing chain, but has not yet approved this proposal. The proposal will not be submittable until an AOR has approved the proposal.

Routing History

username	person	type	date/time	comments
Any.1		Modify	2007-11-26 15:46	Adding in case of delegates
Any.1		Modify	2007-11-26 15:35	Added for review by School of Public Health
Any.1		Modify	2007-11-26 15:12	Auto-rebuilt chain with new PI

Initiating a Routing Chain

- Whenever a proposal is initiated or approved by someone on the routing chain Cayuse424 will prompt you to approve the action.
- Click **Approve**.




Initiating a Routing Chain

- The checked box signifies that the routing chain has been initiated.
- The Routing History contains any comments that were entered.
- The form sections of the proposal cannot be edited by the PI at this point.
- Once the Routing Chain is initiated email is sent to the first reviewer on the list.
- At the same time, the proposal is added to the **Routing List** of all reviewers. This list is accessed by clicking the **Routing** tab on the Overview page of the web application.

Routing: Warm/Hot List

Overview Proposals **Routing** People Institutions Reports Preferences

Routing Warm/Hot List

2 proposals which may soon require action... 

	Proposal	Steps away	Days old
*	Updated versioning test plan	0	0
*	USDA Test	0	0

- Each user has their own routing list that is accessed from the **Routing** tab (or from the Routing link on the Overview page).
 - All proposals this reviewer is requested to review are listed.
 - Each proposal shows how long it's been in a review process.
 - Click on the proposal title link to be given access to the proposal for review purposes only.

Routing “Rules”

- Proposal approval must follow the routing chain. Reviewers can look at a proposal once it hits their Routing list, but they cannot approve it until the previous reviewers on the routing chain have signified their approval.
- Once a proposal is routed, Cayuse424 grants temporary permission to reviewers to access the proposal in read-only format.
- The form pages (including budget pages) are locked once routing is initiated.
- In case of an emergency a reviewer may be deleted from the chain (skipped).
- The Initiator (PI or delegate) can stop routing by deselecting the box next to the PI name. This action is captured in the Routing History and returns the Routing Chain to the beginning.

Approving the Proposal

- Reviewers indicate their approval by checking the box adjacent to their name.
- Once approved, the next reviewer on the routing chain is notified via email and the proposal moves to their list on the Routing tab.
- As soon as the AOR (or the AOR's delegate) checks their box, electronic submission to Grants.gov can proceed.

Revised triage methodologies for the contemporary ER

 **Proposal Approval** 

Routing Chain  [Edit Chain?](#)

Begin

Any, Investigator G. (Emergency Medicine) / The Ohio State University Research Foundation

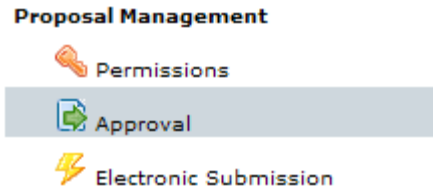
 Moffat, Anne J. M. () / The Ohio State University Research Foundation

End

 An AOR has approved this proposal, so it is now submittable by a suitably authorized user.

Routing History

- All user actions during the proposal routing, review, and approval process are logged in the proposal's Routing History.
- Access from main menu  or by using  icon



Routing History

username	person	type	date/time	comments
moffat.1	Moffat, Anne J. M. () / The Ohio State University Research Foundation	Approve	2007-11-27 11:24	Aimee had to leave unexpectedly and asked me to ok this for submission. It's ready to go!
conrad.68		Modify	2007-11-27 11:06	
conrad.68		Modify	2007-11-27 11:05	
Any.1	Any, Investigator G. (Emergency Medicine) / The Ohio State University Research Foundation	Approve	2007-11-27 08:49	Aimee, this is ready to go. I decided to use 2 modules. Let me know when this is ready to submit. Thanks.
Any.1		Modify	2007-11-26 15:46	Adding in case of delegates
Any.1		Modify	2007-11-26 15:35	Added for review by School of Public Health
Any.1		Modify	2007-11-26 15:12	Auto-rebuilt chain with new PI




Routing Completion

- The proposal is ready to submit when the AOR has reviewed and approved it
 - The Principal Investigator (or delegate) can submit the proposal to Grants.gov
 - If the PI prefers, the Sponsored Program Officer (AOR) can submit the proposal


Routing Configuration: Delegates


- If a reviewer has named delegate(s) in the Routing Profile of their Professional Profiles, the following rules apply:
 - Delegates receive the same notifications as the Primary.
 - Delegates can perform the same actions as the Primary.
 - Delegates must have Professional Profiles that can be viewed by the proposal initiator.
 - Multiple delegates are allowed; however, delegates have to establish their own “pecking order” for the list

Professional Profile: **Any, Investigator G.** 


General Personal Information

- Name
- Degrees
- Demographics
- Biosketches


1 Institutional Association 

-  **Emergency Medicine**
- Inst. association "nickname"
- Contact Info
- eRA Role
- Dept / Division / Title
- Salary and Fringe Worksheet
- Routing Profile ▶

"Emergency Medicine"

Routing Profile 

Next Reviewer

Nielsen-Link, Aimee (OSURF AOR) 

1 Delegate

1. Alfano, Catherine Marie (SPH-Hlt Beh and Hlt Promotion) [X]

Add a delegate?

Please select... 