

Magnolia Requisition Flowchart

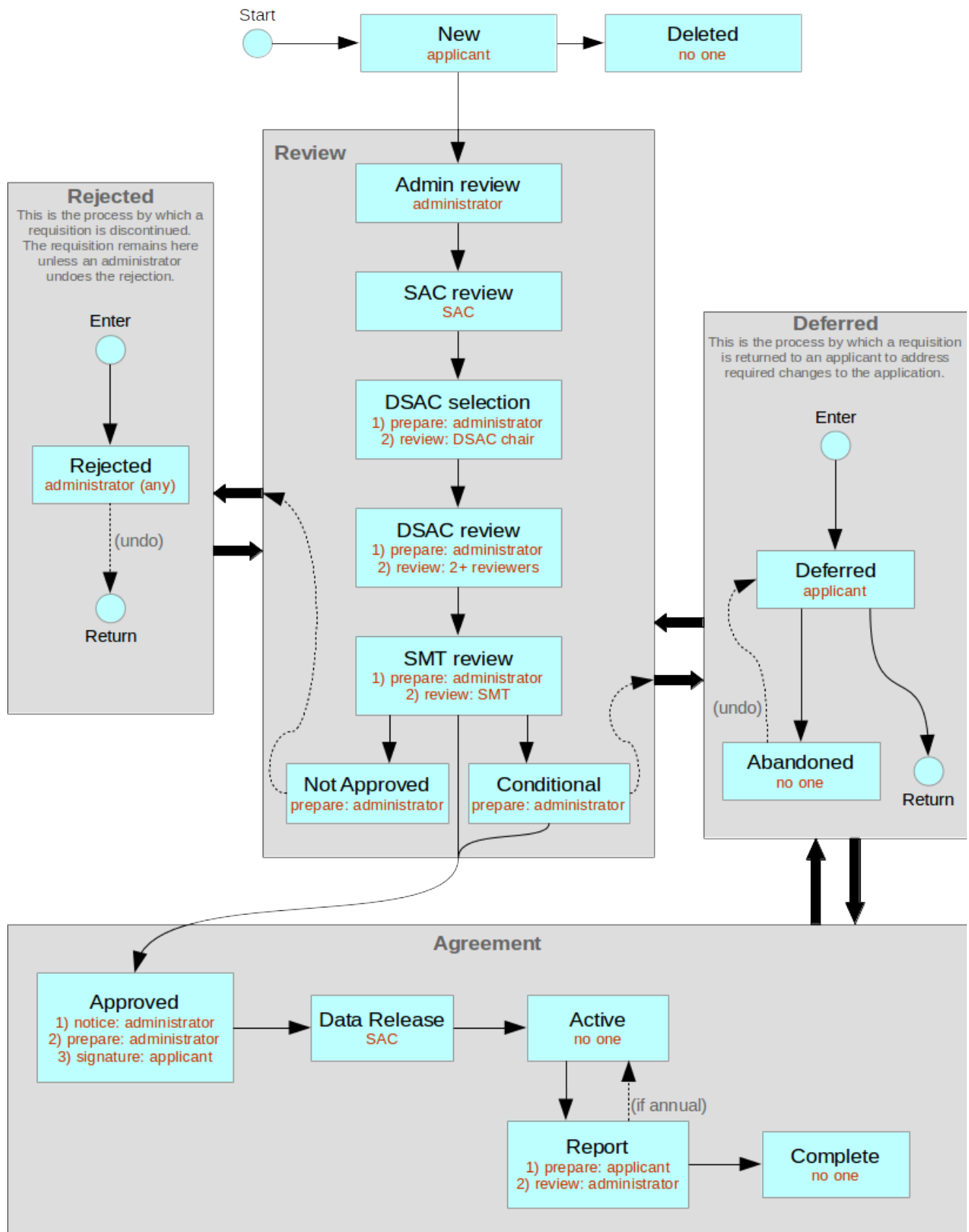
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Phases and Stages

Phases (numbered below) describe one of four major parts of the review process that a requisition may fall under. Each *phase* contains multiple *stages* which can be thought of as “sub-phases” belonging exclusively to its parent *phase*.

The “active” and “final” *phases* are part of the usual process that every requisition goes through. The “hold” and “deferred” *phases* are special and used in situations where a requisition cannot move forward in the review process until some other actions have been performed. Whenever entering the “hold” or “deferred” *phases* the current “active” *stage* is frozen so that, if the requisition returns to the “active” *phase*, it is returned to the same *stage* that it was previously in.

Stages (listed within each *phase* below) describe the life-cycle of a requisition as it is processed through each *phase*. During each *stage* a particular role is responsible for the requisition. Once a user of that role completes the *stage*’s necessary tasks the requisition may move to the next *stage*, or potentially the next *phase*.



1) Active

- *Description:* This is the regular phase under which the requisition traverses through all review and approval processes.
- *Sub-Stages*
 - a) **New**
 - *Responsible person(s):* applicant
 - *Description:* This is the first Stage which is entered when an applicant creates a new requisition.
 - *Necessary tasks:* The applicant must fill out the requisition form and, once finished, click a “submit” button to send the requisition to the next Stage. Alternatively, the applicant may click the “delete” button to delete the requisition.
 - *Applicant sees:* “New”
 - *Note:* The software will allow deadline dates to be defined such that when a requisition is submitted the next (future) deadline date will be associated with the requisition.
 - *Question:* Do we want to include an ‘opt-in’ box for our newsletter in this stage when they enter their email?
 - b) **Deleted**
 - *Responsible person(s):* no one
 - *Description:* If the applicant deletes the requisition before it is ever submitted it will be permanently deleted from the system.
 - *Necessary tasks:* none
 - *Applicant sees:* n/a
 - c) **Admin review**
 - *Responsible person(s):* administrator
 - *Description:* During this Stage the requisition is being reviewed by administrators at the NCC.
 - *Necessary tasks:* Tasks to-be-determined must be performed. Once complete an administrator may click the “proceed” button to send the requisition to the next Stage.
 - *Applicant sees:* “Waiting for Review”, if the deadline under which the requisition was submitted has not yet been reached or, “Under Review”, if the deadline has been reached.
 - d) **SAC review**
 - *Responsible person(s):* SAC
 - *Description:* During this Stage the requisition is being reviewed by administrators at the SAC.
 - *Necessary tasks:* Feasibility and statistical review, generating notes for DSAC committee and concomitant review by CLSA liaison to DSAC must be completed. Once complete an administrator may click the “proceed” button to send the requisition to the next Stage.
 - *Applicant sees:* “Under Review”
 - e) **DSAC selection**
 - *Responsible person(s):* 1) administrator, 2) DSAC chair
 - *Description:* During this stage the DSAC chair is identifying DSAC reviewers.
 - *Necessary tasks:* 1) The results of the Admin and SAC review are compiled. The administrator then assigns the DSAC chair. 2) The chair reviews the requisition and

selects the reviewers for the DSAC review and clicks the “assign” button to send the requisition to the next Stage.

- *Applicant sees:* “Under Review”

f) DSAC review

- *Responsible person(s):* 1) administrator, 2) reviewer
- *Description:* During this stage the requisition is being reviewed by DSAC reviewers.
- *Necessary tasks:* 1) An administrator must compile the necessary information for each reviewer and send the information to them. 2) Each reviewer must provide a review of the requisition and click the “proceed” button once finished. Once all reviewers have clicked the “proceed” button the requisition will automatically be sent to the next Stage.
- *Applicant sees:* “Under Review”



g) SMT review

- *Responsible person(s):* 1) administrator, 2) SMT
- *Description:* During this stage the requisition is being reviewed by the SMT.
- *Necessary tasks:* 1) An administrator must compile the necessary information and send the information to the SMT. 2) SMT must decide whether to approve, conditionally approve or reject the requisition at which point the requisition proceeds to the next appropriate stage.
- *Applicant sees:* “Under Review”

h) Not Approved

- *Responsible person(s):* administrator
- *Description:* The requisition has not been approved by SMT but the applicant has yet to be notified.
- *Necessary tasks:* A form letter is prepared for the applicant indicating that the requisition has not been approved. Once complete the NCC administrator must click the “Proceed” button to send the notification to the applicant, which will move the requisition to the “Rejected” stage.
- *Applicant sees:* “Notice of decision”

i) Conditional

- *Responsible person(s):* administrator
- *Description:* The requisition has been conditionally approved by SMT but the applicant has yet to be notified.
- *Necessary tasks:* A form letter is prepared for the applicant indicating that the requisition has been conditionally approved, outlining the conditions and terms for a response. Once complete the NCC administrator must click the “Proceed” button to send the notification to the applicant, which will move the requisition to the “deferral” phase. Once they re-submit the requisition may then be moved to the Agreement phase by an administrator. The process of passing to/from the applicant may be cyclical.
- *Applicant sees:* “Notice of decision”

j) Approved

- See “approved” stage in the Agreement Phase

2) Deferred

- *Description:* Used when the requisition has been sent back to the applicant for further editing.
- *Sub-Stages*
 - a) **Deferred**
 - *Responsible person(s):* applicant
 - *Description:* When in this sub-Stage the requisition has been re-assigned to the applicant with instructions on what needs to be changed in the requisition before it may proceed.
 - *Necessary tasks:* The applicant must edit the requisition after which they may click the “re-submit” button to send it back to its previous active Stage.
 - *Application sees:* “Action required”
 - *Note:* Deadline date may be added.
 - b) **Abandoned**
 - *Responsible person(s):* no one
 - *Description:* The applicant has decided to permanently abandon the requisition.
 - *Necessary tasks:* none
 - *Application sees:* the requisition is no longer visible to the applicant
 - *Note:* Administrators can re-activate any requisition that has been put in this stage

3) Rejected

- *Description:* This phase is used to describe a requisition after it has been rejected.
- *Necessary tasks:* None (though an administrator may “undo” the rejection to return it to its previous stage)
- *Application sees:* “Rejected”

4) Agreement

- *Description:* Once a requisition has been accepted this phase describes each of the finalizing steps which need to be taken.
- *Sub-Stages*
 - a) **Approved**
 - *Responsible person(s):* 1) administrator, 2) administrator, 3) applicant
 - *Description:* The requisition has been approved but data has not yet been sent to the applicant. During this phase the requisition is waiting for an agreement letter to be signed and ethics to be confirmed.
 - *Necessary tasks:* 1) A form letter is prepared for the applicant indicating that the requisition has been approved. 2) An administrator drafts an agreement letter for the applicant along with instructions to upload their ethics documents if they have not already done so. 3) The applicant signs the agreement letter and all ethics documents are provided. Once finished (and accepted by an administrator) the “complete” button must be clicked to send the requisition to the next phase.
 - *Application sees:* “Agreement in preparation”
 - *Note:* The requisition may no longer be edited, discontinued or deferred.
 - *Note:* The requisition’s details may now marked for publication to the CLSA website.
 - b) **Data Release**
 - *Responsible person(s):* SAC

- *Description:* During this phase the requested study data is being prepared to be sent to the applicant.
 - *Necessary tasks:* Administrators from the SAC must prepare and send the required study data to the applicant. Once finished the “complete” button must be clicked to send the requisition to the next phase.
 - *Application sees:* “Preparing Data”
- c) Active**
- *Responsible person(s):* no one
 - *Description:* The requisition is now active - documentation is in place and data have been released.
 - *Necessary tasks:* none
 - *Application sees:* “Active”
- d) Report**
- *Responsible person(s):* 1) applicant, 2) administrator
 - *Description:* The requisition requires an update report (either annual or final)
 - *Necessary tasks:* 1) The applicant fills out a progress report (once per year and one final report). 2) An administrator reviews the progress report and deffers it back to the applicant if it requires changes. Once acceptable the “complete” button must be clicked to either return the requisition to the Active stage (for annual reports) or to the Complete stage (for final reports).
 - *Application sees:* “Progress Report Required”
- e) Complete**
- *Responsible person(s):* no one
 - *Description:* The requisition is complete and no longer active. No further work is required.
 - *Necessary tasks:* none
 - *Application sees:* “Complete”