

RAMS-SPOT Getting Started Guide – Route for Approval

1) After the PI has completed the Funding Proposal and Budget, they should click on “Route for Approval” to begin routing the proposal through the school review process.

Grants > Routing & Notifications Training Proposal

Routing & Notifications Training Proposal

FP000000 Logged In as PI (Dr. Q)

Current State

In Development

Edit Funding Proposal

Printer Version

View Differences

View SmartForm Progress

My Current Actions

Inactivate Proposal

Route for Approval

Log Public Comment

(Funding Proposal - Proposed)

PROPOSAL INFORMATION

PD/PI: Dr. Q

Fiscally Administering Unit: Medicine

Sponsor: American Cancer Society, Inc.

OSP Reviewer:

Team: Green

BUDGET INFORMATION

Starting Date: 6/1/2015

Project End Date: 5/31/2016

Total Sponsor: \$10,240.00

Working Budgets

Name	SmartForm	State
Primary Budget	[Edit]	In Development

History Personnel Attachments Change Log Reviewer Notes Linked Reviews

Activity	Author	Activity Date
Created	Short, Catherine F	4/7/2015 8:20 AM

2) After clicking on “Route for Approval”, the PI must certify that their funding proposal is ready for school review. This certification is the electronic equivalent of the PI’s signature on the IAF.

Grants > Routing & Notifications Training Proposal

Routing & Notifications Training Proposal

Execute "Route for Approval" on FP00000052 - Google Chrome

https://grantsstage.research.vcu.edu/grantsstage/ResourceAdministration/Activity/RouteForApproval

Logged In as PI (Dr. Q)

FP00000052 - Dr. Q

Routing & Notifications Training Proposal

Route for Approval

This proposal is due to OSP on .

1. By signing* below I certify that I have read and understand the following statements and further certify that the statements contained herein are accurate and truthful to the best of my knowledge and belief:

- The information presented in this proposal is, to the best of my knowledge, true, complete, accurate, and developed according to practices commonly accepted within the scientific community.
- All applicable items contained in the **Compliance Review** section have been identified. Investigator agrees to abide by any obligations applicable under VCU policies or other legal requirements (e.g., obtaining protocol approvals, adhering to export control laws, maintaining confidentiality, etc.).
- Investigator has read and understands VCU's Conflict of Interest and Conflict of Interests in Research policies, has designated and informed all "COI Investigators," has reported required financial interests in the Activity and Interest Reporting System (AIRS), and prior to the expenditure of any awarded funds, if applicable, shall have reached an agreement with VCU for conditions or restrictions to reduce, manage or eliminate any conflicts of interest under University policy.
- The enclosed proposal is complete in technical content, adheres to norms of proper scholarship and responsible conduct of research, including proper citation and attribution for all text and graphics, complies with federal guidance on research integrity (e.g., see VCU policy on Responsible Conduct in Research and Scholarship), and is in accordance with all specifications from the sponsoring agency.
- The space/facilities and other VCU resources necessary to conduct the proposed project are currently available to the investigators and if not currently available, arrangements will be made with the Department/School/Division to make all necessary resources available in the event an award is made by the sponsor.
- If the proposal enclosed is funded and accepted by VCU, Investigator agrees to conduct the project in accordance with all terms and conditions stipulated by the sponsoring agency and all applicable VCU policies and procedures; furthermore, Investigator agrees to be fully responsible in meeting the requirements of the award, including but not limited to, proper and ethical stewardship of funds, timely submission of all required technical reports and deliverables, proper disclosure of all inventions to VCU's technology transfer office, Innovation Gateway, and also adhering to all federal compliance requirements (e.g., Export Control, HIPAA, IRB, IACUC, other Human Research protections, etc.).

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As part of the certification process, the PI will select which units should approve this proposal.

fp workflow routing and notifications part 2

Routing & Notifications Training Proposal

Execute "Route for Approval" on FP00000052 - Google Chrome

https://grantsstage.research.vcu.edu/grantsstage/ResourceAdministration/Activity

Logged In as PI (Dr. Q)

Current State

In Development

Edit Funding Proposal

Printer Version

View Differences

View SmartForm Progress

My Current Actions

Inactivate Proposal

Route for Approval

Log Public Comment

(Funding Proposal - Proposed)

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PROPOSAL INFORMATION

PD/PI: Dr. Q

Fiscally Administering Unit: Medicine

Sponsor: American Cancer Society, Inc.

OSP Reviewer: Catherine Short

Team: Green

Working Budgets

Name	SmartForm	State
Primary Budget	[Edit]	In Development

History

Activity	Author	Activity Date
Route for Approval	Q, Dr.	4/7/2015 10:20 AM
Created	Short, Catherine F	4/7/2015 8:20 AM

7. Investigator acknowledges that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

*I understand that use of my EID and password to make these certifications represents my signature.

2. * Select which units should approve this proposal:

Unit	Approver(s)
Medicine	Ms. K Catherine Short Amy Lutero

3. Additional comments (will be shown in History Log):

OK Cancel

3) By clicking OK and completing the certification, the funding proposal is now in a state of "School Review."

Grants > Routing & Notifications Training Proposal

Routing & Notifications Training Proposal

FP00000052

Logged In as PI (Dr. Q)

Current State

School Review

Edit Funding Proposal

Printer Version

View Differences

View SmartForm Progress

My Current Actions

Update School Approval List

Log Public Comment

(Funding Proposal - Proposed)

PROPOSAL INFORMATION

PD/PI: Dr. Q

Fiscally Administering Unit: Medicine

Sponsor: American Cancer Society, Inc.

OSP Reviewer: Catherine Short

Team: Green

BUDGET INFORMATION

Starting Date: 6/1/2015

Project End Date: 5/31/2016

Total Sponsor: \$10,240.00

Working Budgets

Name	SmartForm	State
Primary Budget	[Edit]	In Development

History

Activity	Author	Activity Date
Route for Approval	Q, Dr.	4/7/2015 10:20 AM
Created	Short, Catherine F	4/7/2015 8:20 AM

4) After the funding proposal has entered the state of “School Review”, it should now be reviewed by the School Approvers.

Page for Ms. K

Welcome to your Personal Workspace. From this workspace you can

- **Create Funding Proposals using SmartForms** that will guide you through all VCU requirements for federal grants, SF424 submissions through grants.gov. Begin by completing the Funding Proposal and Budget SmartForms. If submitting electronically through Grants.gov, create and complete your submission is complete, use the ROUTE FOR APPROVAL activity to start the proposal through the review process.
- **Submit Documents for Review** by different teams within the Office of Research and Innovation. Documents submitted this way should NOT BE D PROPOSAL IN PROGRESS. Instead, this should be used for submission of CDAs, MTAs, Post-Award Materials, and other documents related to a complete list of acceptable documents is available when uploading a document).
- **Manage your submissions.** All submissions in your INBOX currently require your action. The STATE of the submission determines which ACTIVITIES are available in the project workspace. Check the top of each tab below for details about what is contained inside.

My Inbox **Approvals Required** My Proposals Archive

Items in the School Approval state in which the logged on user is part of the pending approvals set.

Filter by ID [dropdown] Go Clear Advanced

ID	Name	SmartForm	Execute Activity	State	Deadline	Team	Sponsor
FP00000037	New Budget Proposal Test - JWS	[Edit]	Execute Activity...	PI Action Required: School Review	6/5/2015	Blue	National Institutes of Health
FP00000048	Test Proposal 4/2	[Edit]	Execute Activity...	School Review		Green	National Institutes of Health
FP00000052	Routing & Notifications Training Proposal	[Edit]	Execute Activity...	School Review		Green	American Cancer Society, Inc.

Page 1 of 1

5) School Approvers have the options of “Disapprove”, “Approve”, or “Request Changes.”

- If “Disapprove” is selected, the reason will need to be resolved and the entire approval process will need to be re-initiated.

Grants > Routing & Notifications Training Proposal

Routing & Notifications Training Proposal **FP00000052** **Logged In as SOM Approver (Ms. K)**

Current State

School Review

Edit Funding Proposal
Printer Version
View Differences
View SmartForm Progress

My Current Actions

Disapprove
Approve
Request Changes
Log Public Comment

(Funding Proposal - Proposed)

PROPOSAL INFORMATION

PD/PI: Dr. Q
Fiscally Administering Unit: Medicine
Sponsor: American Cancer Society, Inc.
OSP Reviewer:
Team: Green

BUDGET INFORMATION

Starting Date: 6/1/2015
Project End Date: 5/31/2016
Total Sponsor: \$10,240.00

Working Budgets

Name	SmartForm	State
Primary Budget	[Edit]	In Development

History Personnel Attachments Change Log Reviewer Notes Linked Reviews

Activity	Author	Activity Date
Route for Approval	Q, Dr.	4/7/2015 10:20 AM
Created	Short, Catherine F	4/7/2015 8:20 AM

- For "Request Changes", the reason will need to be resolved and the funding proposal will need to be approved by the approver who requested the change. The Funding proposal will move between the states "PI Action Required" and "School Review" throughout this process.

Grants > Routing & Notifications Training Proposal

Routing & Notifications Training Proposal

Execute "Request Changes" on FP00000052 - Google Chrome
<https://grantsstage.research.vcu.edu/grantsstage/ResourceAdministration/Activity/>

Logged In as SOM Approver (Ms. K)

Current State

School Review

Edit Funding Proposal
 Printer Version
 View Differences
 View SmartForm Progress

My Current Actions

Disapprove
 Approve
 Request Changes
 Log Public Comment

(Funding Proposal - Proposed)

PROPOSAL INFORMATION

PD/PI: Dr. Q
 Fiscally Administering Unit: Medicine
 Sponsor: American Cancer Society, Inc.
 OSP Reviewer:
 Team: Green

Working Budgets

Name	SmartForm	State
Primary Budget	[Edit]	In Development

History | Personnel | Attachments | Change Log | Reviewer Notes | Linked Reviews

Activity	Author	Activity Date
Request Changes	K, Ms.	4/7/2015 10:25 AM
Route for Approval	Q, Dr.	4/7/2015 10:20 AM
Created	Short, Catherine F	4/7/2015 8:20 AM

Request Changes

By pressing OK below this proposal will be sent to the study team to make edits. Existing approvals from units and schools will not be cleared.

1. Additional comments (will be shown in History Log):

I

OK Cancel

Grants > Routing & Notifications Training Proposal

Routing & Notifications Training Proposal

FP00000052

Logged In as SOM Approver (Ms. K)

Current State

PI Action Required: School Review

Edit Funding Proposal
 Printer Version
 View Differences
 View SmartForm Progress

My Current Actions

Disapprove
 Approve
 Log Public Comment

(Funding Proposal - Proposed)

PROPOSAL INFORMATION

PD/PI: Dr. Q
 Fiscally Administering Unit: Medicine
 Sponsor: American Cancer Society, Inc.
 OSP Reviewer:
 Team: Green

BUDGET INFORMATION

Starting Date: 6/1/2015
 Project End Date: 5/31/2016
 Total Sponsor: \$10,240.00

Working Budgets

Name	SmartForm	State
Primary Budget	[Edit]	In Development

History | Personnel | Attachments | Change Log | Reviewer Notes | Linked Reviews

Activity	Author	Activity Date
Request Changes	K, Ms.	4/7/2015 10:25 AM
Route for Approval	Q, Dr.	4/7/2015 10:20 AM
Created	Short, Catherine F	4/7/2015 8:20 AM

- For "Approve", the funding proposal will move forward in the process.

Grants > Routing & Notifications Training Proposal

Routing & Notifications Training Proposal

Execute "Approve" on FP00000052 - Google Chrome
https://grantsstage.research.vcu.edu/grantsstage/ResourceAdministration/Activity/

Logged In as SOM Approver (Ms. K)

Current State
PI Action Required: School Review
Edit Funding Proposal
Printer Version
View Differences
View SmartForm Progress

My Current Actions
Disapprove
Approve
Log Public Comment
(Funding Proposal - Proposed)

PROPOSAL INFORMATION
PD/PI:
Fiscally Administering Unit:
Sponsor:
OSP Reviewer:
Team:

Working Budgets
Name
Primary Budget

History
Activity
Request Changes
Add Biostatistics with
Route for Approval
Created

Approve

FP00000052 - Dr. Q
Routing & Notifications Training Proposal

1. We, the undersigned*, do certify to the best of our knowledge and belief that:

1. the designated faculty will be released for the effort indicated;
2. personnel costs are correctly estimated;
3. adequate and suitable space is/will be provided for completion of the project;
4. no named participant is debarred from this application;
5. this project is consistent with the educational and research objectives of the University;
6. the Principal Investigator is eligible to serve in this role or has been approved through the exception process;
7. If applicable, signature of the Dean or Dean's designee verifies that all joint VCU/VA appointees have a current Memo of Understanding (MOU) on file in their Dean's office.

***I understand that use of my EID and password to make these certifications represents my signature and certify that I am authorized to approve proposals for this unit.**

2. * Select all units you are approving for:
☐ Medicine

3. Additional comments (will be shown in History Log):

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Grants > Routing & Notifications Training Proposal

Routing & Notifications Training Proposal

Execute "Approve" on FP00000052 - Google Chrome
https://grantsstage.research.vcu.edu/grantsstage/ResourceAdministration/Activity/

Logged In as SOM Approver (Ms. K)

Current State
PI Action Required: School Review
Edit Funding Proposal
Printer Version
View Differences
View SmartForm Progress

My Current Actions
Disapprove
Approve
Log Public Comment
(Funding Proposal - Proposed)

PROPOSAL INFORMATION
PD/PI:
Fiscally Administering Unit:
Sponsor:
OSP Reviewer:
Team:

Working Budgets
Name
Primary Budget

History
Activity
Request Changes
Add Biostatistics with
Route for Approval
Created

Approve

FP00000052 - Dr. Q
Routing & Notifications Training Proposal

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1. the designated faculty will be released for the effort indicated;
2. personnel costs are correctly estimated;
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4. no named participant is debarred from this application;
5. this project is consistent with the educational and research objectives of the University;
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☒ Medicine

3. Additional comments (will be shown in History Log):

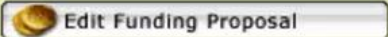
OK Cancel

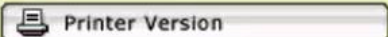
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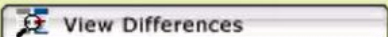
6) Once all School Approvers have approved the funding proposal, the state will change to "Proposal Delivered to OSP."

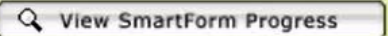
Current State

Proposal Delivered to OSP

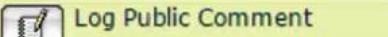
 Edit Funding Proposal

 Printer Version

 View Differences

 View SmartForm Progress

My Current Actions

 Log Public Comment

(Funding Proposal - Proposed)

PROPOSAL INFORMATION

PD/PI:Dr. Q

Fiscally Administering Unit:Medicine

Sponsor:American Cancer Society, Inc.

OSP Reviewer:

Team:Green

Logged In as SOM Approver (Ms. K)




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Project Ei

Total Spo

Working Budgets

 Name	SmartForm	State
 Primary Budget	[Edit] 	In Develop





History

Personnel

Attachments

Change Log

Reviewer No

	Activity	Author	 Activity Date
	Approve	K, Ms.	4/10/2015 11:51
	Route for Approval	Q, Dr.	4/10/2015 11:51
	Created	Q, Dr.	4/10/2015 11:40