



New and Improved OGC Routing Process Changes

Effective: July 1, 2020

Overview

As a result of internal process improvement efforts and collaboration with numerous university department partners, the Office of Grants and Contracts (OGC) is revising the routing process to streamline the routing process and reduce administrative burden. Effective July 1, 2020 only new proposal applications and new contract agreements will need to be formally routed using InfoED. Each routing record will tie to one award in Peoplesoft, rather than having multiple routings for multiple budget periods. The proposal routing should include all anticipated funding for the proposed project.

Under the new process, Contract Amendments and Research Performance Progress Reports (RPPRs) will utilize a more efficient Formstack form to expediate the OGC review and approval process. You can preview the new request form here:

https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form

Noncompeting continuation award notices may be sent directly to OGC Award Set-up by emailing OGC.AwardsIntake@ucdenver.edu.

The two tables below identify when formal routing using the Routing form in InfoED eRA is required as well as what action is needed based on what your request is.

Award Type	New Project	Non-Competing Continuation	Competing Continuation / Supplement	Amendment (Same Project)	RPPR
Federal Grants	InfoED Routing Required	Email award directly to OGC Award Set Up	InfoED Routing Required	N/A	Submit via Formstack
Federal Flow Through Grants/Contracts	InfoED Routing Required	N/A	N/A	Submit via Formstack	N/A
Foundation Grants	InfoED Routing Required	Email applicable documentation directly to OGC Award Set Up	N/A	Submit via Formstack	N/A
Contracts	InfoED Routing Required	N/A	N/A	Submit via Formstack	N/A

I Need to...	Required Actions
Route an amendment document to contracts for negotiation and setup a pre-award speedtype	Submit the continuation Formstack for an amendment and select “Yes” for the question “Would you like to request a Preaward?”
Request a pre-award speedtype for a future amendment routing	Submit Pre-award request via Formstack
Route an amendment needing a signature or negotiation and I do not need a pre-award speedtype	Submit the continuation Formstack for an amendment and select “No” for the question “Would you like to request a Preaward?”
Route for a brand new award or a competing continuation proposal and would like to request a pre-award speedtype	First, complete the InfoED routing form. Once the routing is in the “submitted” status, then complete the Pre-award request via Formstack .
Request a pre-award speedtype for a future award or competing continuation period that has already been routed in InfoED	Submit Pre-award request via Formstack

PI Notifications

Please help us in communicating this change to your PIs. The biggest change for them is that they will receive a Formstack email notice rather than an InfoED routing notice.

Contact

Please send any questions regarding this new process to TK Keith, Manager of Compliance, Training, and Real Estate Services, at THOMAS.KEITHIII@CUANSCHUTZ.EDU.

Frequently Asked Questions Regarding the New Routing Process

Q: When does this new process take effect?

A: The new process is effective July 1, 2020 and applies to all applicable University awards.

Q: What happens to open routings I submitted prior to the new process going into effect?

A: For any previous routing, you can just use that previous routing and follow the new process going forward.

Q: What should I do if I receive a noncompeting continuation award notice on or after July 1, 2020 for an existing award?

A: You will use the new process.

Q: Where is the Routing Form?

A: The Routing Form is located in InfoED eRA.

Q: Where is the form for amendments and RPPRs?

A: The Proposal Continuation Form is located at:

https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form

Q: What is the email address I use to send noncompeting continuation award notices?

A: If you receive a noncompeting continuation award notice, please send the entire award notice to OGC.AwardsIntake@ucdenver.edu.

Q: Are the internal deadline dates for routing and RPPRs changing?

A: No. The internal deadlines remain the same. The deadlines are explained at <http://www.ucdenver.edu/research/OGC/awardadmin/preaward/Pages/routing.aspx> under “Routing Requirements.”

Q: What is considered a “Federal Flow-Through Grant/Contract?”

A: A federal flow-through grant is when another non-federal organization is providing federal funding to our University. For example, the National Institutes of Health may make an award or issuing a contract to the University of Nebraska, which in turns makes a subaward/subcontract to our University.

Q: What is the difference between a grant and a contract?

A: A grant is a project seeking funding from the federal government, a pass-through entity, or a non-profit organization that requires a proposal or Letter of Intent (LOI) that is submitted to OGC Pre-Award for review. A contract is an agreement, typically from an industry sponsor, that did not require a proposal or LOI.

Q: What is a noncompeting continuation award?

A: A noncompeting continuation award is a notice for a subsequent budget period within a previously approved project period. A new routing is not required and you may send the award notice to OGC.AwardsIntake@ucdenver.edu.

Q: What is a competing continuation application?

A: A competing continuation application, also called a renewal application, is a request for additional funding for a period subsequent to that provide by the current award. Since this is a request for a new project, a routing form is required. This would include competing continuations for Cooperative Agreements or Type 2 NIH grants.

Q: What is a supplement?

A: A supplement request, also called administrative supplements, is for additional funds during a current project period. A supplement request must be routed to OGC via the Routing form in InfoED eRA.

Q: When do I need to route an amendment for an industry sponsored clinical trial through Infoed?

A: There should not be a reason to route an amendment for an industry sponsored clinical trial; all amendments can go through Formstack if for the same trial.

Q: I received a letter from a foundation that releases funding for a new budget year. Do I route this?

A: No, routing is not required. You may email OGC the letter to OGC.AwardsIntake@ucdenver.edu.

Q: For a project that’s funded under a Master contract, when do I need to complete the routing form?

A: You would only complete the routing form when a new amendment or task order is issued under the Master contract because this would be considered a new project.

Q: Where can I find more information about routing proposals?

A: The OGC Routing page is located at: <http://www.ucdenver.edu/research/OGC/awardadmin/preaward/Pages/routing.aspx>

Q: Where can I find more information about routing RPPRs?

A: The OGC RPPR page is located at:

<http://www.ucdenver.edu/research/OGC/awardadmin/preaward/Pages/procedures.aspx>

Q: Where can I find the status of my routing?

A: For proposals, check the InfoED status history. For Contracts and Amendments, you can check the Agreements tab in the InfoED Routing. For RPPRs, you can check the Activity log.

Q: What are potential impacts to current reports that I run?

A: Depending on what reports you run, things like proposal routing count and proposed dollars may decrease (because of the elimination of duplicate routings), but should actually paint a more accurate picture.

Q: Which office receives and reviews the Formstack submission form?

A: The following chart details which office is responsible for Formstack submission forms.

Request Type	Responsible Office	Intake Email for Office
RPPR Submission	OGC Pre-Award	Xenia@ucdenver.edu
Pre-Award Request	OGC Set-ups	OGC.AwardsIntake@ucdenver.edu
Contract Amendment (not involving Industry Sponsored Human Subjects Research)	OGC Contracting Services	OGC.Contracts@ucdenver.edu
Contract Amendments (involving Industry Sponsored Human Subjects Research)	CRAO	Crao_contracts@ucdenver.edu

Q: How should I handle a Letter of Intent (LOI)s required for Incoming Subcontracts?

A: For the first year of a project, there is no change to the LOI process and the LOI should be submitted with the original subaward request. For subsequent project years, a LOI may be routed via formstack like an RPPR.

Q: Does the new routing process change the process for prior approval requests?

A: No. The new routing process does not affect prior approval request processes.

Q: Can my administrative unit run reports from Formstack?

A: OGC is developing procedures to enable Formstack to run reports. This function is not currently available, but an announcement will be made once it is available.

Q: What should I do for sponsor approved contract no cost extension (NCE) requests?

A: If an NCE request requires a signature, then this request must be routed as an amendment. If a signature is not required, then the request can go directly to OGC.AwardsIntake@ucdenver.edu.

Q: How should proposal and awards with the State of Colorado be submitted if we do not know the budget for future years?

A: For the first year, the proposal needs an InfoED routing and should include all anticipated years and funding (even if only a guess). For each subsequent year, you should use the Formstack contract amendment request.

Q: How will an RPPR be reviewed?

A: The review process is not changing. OGC Pre-Award will review the RPPR and will provide comments and instructions to the individual(s) listed on the Formstack request form.

Q: What if the amendment is supposed to be signed via DocuSign?

A: Put a comment in the notes and the contracts team will reach out to you.

Routing Decision Tree - Effective July 1, 2020

