

## Department Proposal Status History Update Procedure

In effort to assist in the production of more accurate research funding data, we have updated permissions in InfoEd for PIs and department staff to allow for the update of specific proposal status history updates when the sponsor of an application has made a funding decision. This will aide in closing data loops that exist in research funding reports. The statuses available for update will be **1.) 'Not Used'**, **2.) 'Withdraw – PI Request'**, **3.) 'PI/Dept – Submitted to Sponsor'** and **4.) 'Turned Down.'** The *'Submitted to Sponsor'* and *'Awarded'* status updates will continue to be updated by OGC.

**Note:** These statuses can be found toward the top of the 'Status' drop down menu right below 'In Development.' Please be sure you are making the correct selection prior to clicking 'Add' to update the status. The system will only allow PIs and department staff to make changes to the eligible listed statuses.

- **'PI/Dept – Submitted to Sponsor' (PI/Dept Access)** – Used when the department staff submits a proposal to the sponsor. This applies to all application types that do not require submission by the University SO or AOR.
- **'Not Used' (PI/Dept Access)** –Used when a proposal is routed to OGC for review but the PI decides not to submit to the sponsor. Applies to all proposals that reach OGC for review.

**Note:** If the PI wishes to submit a proposal currently marked as 'Not Used' in a different grant submission cycle, they should notify [erasupport@ucdenver.edu](mailto:erasupport@ucdenver.edu) or [xenia@ucdenver.edu](mailto:xenia@ucdenver.edu) to change the proposal status to 'In Development.' This will allow for the proposal to be routed to OGC for review. These proposals must be routed for OGC review in the current cycle.

- **'Withdraw – PI Request' (PI/Dept Access)** – Used when the PI has submitted a proposal to the sponsor but has decided to withdraw prior to a funding decision or sponsor review.
- **'Turned Down' (PI/Dept Access)** –Used when the PI has submitted a proposal to the sponsor and a decision was made by the sponsor not to fund the project.
- **'Submitted to Sponsor' (SO Access Only)** – This status is reserved for the University SO or AOR use only. The SO will update this status for all applications that require submission by an institution authorized official. **PIs and department staff are not authorized to update proposals to this status. Doing so will cause tracking errors for the SO and could delay other submissions required by the institution authorized official.**
- **'Awarded' (OGC Access Only)** – OGC accounting will continue to manage the status for awarded proposals. Continue to send award notices sent directly to the department to [xenia@ucdenver.edu](mailto:xenia@ucdenver.edu) and contracts received ready for execution (partially or fully executed) to [ogc.contacts@ucdenver.edu](mailto:ogc.contacts@ucdenver.edu). **PIs and department staff are not authorized to update proposals to this status. Doing so may cause delays in receiving a speedtype.**

The screenshot displays the InfoEd system interface for a proposal titled "RM1 - Biomaterial Modification of Inflammation in Correction of Diabetic Wound Healing". The proposal ID is 151230. The interface shows a "Status History" table with the following data:

Status	Effective Date
Submitted To Sponsor	25-Jan-2017

Below the table is a "Comments" section with an "Add" button. Three red callout boxes provide instructions:

- 1.) Select applicable status here. Verify status prior to clicking.
- 2.) Enter actual date of decision.
- 3.) Click 'Add' when appropriate status and effective date are entered.

**This step applies to PI/Dept submitted proposals only**

Advanced Practice Nursing Integrated Primary Care The Frontline Answer to Primary Care Access Challenge

Mrs. Pamela J Jones PhD - 21374--CON-REA Sponsrd Service (MacArthur Foundation)

Proposal 170523

Done Save Help History Access Show

Submissions (1)

New

Summary

Sponsor

Personnel (16)

Admin Staff

Budget

Agreements (0)

SubContracts (0)

SubProjects (0)

Communications (0)

Attachments (10)

Approvals (0)

Last Updated: 29-Sep-2016 10:14:19 AM

Status: Grant Pending Merge Template

Proposal Type: New Institution Number: 170523

Processed Date: 12-Sep-2016 Submitted: [Alert] Initial Notif.: [Alert] Returned to Opt: 29-Sep-2016 [Alert] Disapproved: [Alert]

Deadline Date: 03-Oct-2016 [Alert] Deadline Type: Sponsor Receipt Deadline Time: 5:00 PM Previous Prop No:

Time Zone: (UTC-07:00) Mountain Standard Time [Mountain Time (US & Canada)] Password:

Campus: Conflict of Interest: Recovery: [Alert]

Ch Off Yes No Reduced - Sponsor Policy

PI/Dept - Submitted to Sponsor - Enter the actual date the application was submitted.

Note: This step is necessary in order to keep FRPA and like reports up to date

**Troubleshooting** – Please notify [erasupport@ucdenver.edu](mailto:erasupport@ucdenver.edu) if you require any assistance with updating the status of a proposal.