Quick Reference Guide – OSPA eIAF

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Part I: Navigation

- To access go to: https://myuk.uky.edu/irj/portal. Log in with your Link Blue username and password.

- Go to the Enterprise Services tab; then go to the Workflow tab (just below the tabs).

- On the left in the Detailed Navigation section execute the OSPA eIAF Form.

You are now on the Internal Approval Overview screen.

From here you can:
- Create a new eIAF form by executing the icon,
- Search for saved and submitted eIAF forms with the icon, or
- Certify/Approve eIAF form from the icon.
- Note: If you have nothing waiting for certification/approval you will not have an icon.
Part II: Creating a New eIAF Form

To create a new eIAF form execute the New icon. You will now be on the eIAF form; all fields marked with an asterisk (*) are required.

1. General

- Principal Investigator*
  - You can enter the Person ID of the PI if you know it, otherwise execute the search icon just to the right of the blank field—this search box will open.
    
    | Lastname | Is |  
    |-----------|----|  
    | Firstname | Is |  
    | Person ID | Is |  
    | Employee/Apt Name | Is |  
  
  - You will have the search options above but most will search by last name. Just enter your search criteria and press Enter or execute the search icon and the results will appear. Select the correct person by executing that line and their Person ID will populate on the form; press Enter to populate the name and the associated responsible department.

- Co-Investigator(s)
  - Select the Include Co-Investigator icon to add a Co-I. Search as listed above.

- Alternate Department (optional)
  - Use this field if the PI's responsible department is anything other than the one listed.
  - You can enter the PI's responsible department if you know it, otherwise execute the search icon just to the right of the blank field—this search box will open.

- Title of Project*
  - Enter the title of the project in the blank field.

- Physical Location*
  - Execute the search icon just to the right of the blank field—this search box will open.
  
  - If the location is not in the list, select the Other Physical Location (not found in list) to enter it.

- Sponsoring Agency*
  - Execute the selection arrow to choose the sponsoring agency from the list.

- Sponsor Agency Deadline*
  - Execute the selection arrow to choose the sponsoring agency deadline.

- Proposal Is*
  - Execute the selection arrow to choose the proposal type from the list.

- Activity Is*
  - Execute the selection arrow to choose the activity type from the list.
• To move to the next section, execute the Continue icon.

2. Budget

- **Total Project Period**
  - Enter the project to and from dates and total request amount.

- **Proposal Budget Summary**
  - Fill in the categories as appropriate on the budget summary.
  - Indicate any cost share in the University column; if requesting less than full F&A indicate the difference in the University column. Fill in the University Expense section for any amounts listed in the University column.
  - Pressing Enter or execute the total icon will give totals.
  - The following box will be displayed for the proposal budget.

- If the project will be funded by a fixed-price award, check the Is this fixed-price box.
  - The following boxes will open. Fill in the categories as appropriate.

- Press Enter or execute the icon for the totals.

3. Enrichment Award

- This section is populated with the PIs responsible department and any Co-I(s) department(s) number(s).
  - Enter the appropriate percentages.
  - A responsible department with a zero percent allocation can be included on the eIAF. The eIAF would route to the department with the zero allocation for certification/approval.

- To move to the next section, execute the Continue icon.
4. **Project Information**

- **Project Information**
  - Answer yes/no to all the following project information questions.
    - Does this project involve Human Subjects?
    - Does this project involve Animal Subjects?
    - Does this project involve Biohazards/rDNA?
    - Does this project involve Radioactive Mat/Radiation?
    - Will this project require purchase of additional equipment?
    - Does this project require Additional University Space?
    - Will any part of the project be conducted in non-University facilities?
    - Does this project require alterations or renovations of existing facilities?
    - Does this project require faculty or staff overload?
    - Does this project require subrecipient or outside consultants?
    - Is this project subject to Export Control Regulations, and/or does the research involve potential military application (i.e. funded by DoD, NASA)?
    - Will the sponsor or the government need to approve: a) the publication of your research results and/or b) the involvement of foreign nationals on the project?
    - Is this proposal a Multi-PI submission? If so, enter linkblue (separated by comma if multiple) in explanation box.
    - Is this proposal related to a consortium membership? If so, please identify the consortium.
    - Does the sponsor require payment of a research project award assessment (or similar) if awarded? Please attach a letter from the responsible unit specifying commitment to pay the assessment.
    - Did you receive services, assistance or support from the Center for Clinical and Translational Science (CCTS) in developing this proposal?
  - If prompted for additional information, complete the required fields. For example, if the IRB is pending indicate if the IRB application has been submitted for review, or if an IRB meeting is scheduled and the date, etc.
  - To move to the next section, execute the icon.

- **Keywords**
  - Select the appropriate keywords from the list provided.
  - Select the Other box to include additional keywords. The following box will open.

- **Attachments**
  - The eIAF needs to be saved prior to attaching the documents.
  - Execute the icon at the top to create the eIAF number.
  - Upload attachments on the right of the form. Use the dropdown to select the required files that are applicable.
  - Select the Other icon to upload file(s) not on the list. Name each attachment.

5. **Save & Submit for Approval**

- Execute the icon to create the eIAF number. You can retrieve later for completion/changes.
- Execute the icon to submit the eIAF for approval. This will move the eIAF from your workflow to the next person for certification/approval.
Part III: Certifying/Approving eIAF

➤ Option 1: Retrieving eIAF from OSPA eIAF Form link (Preferred Method)

1. Execute the New OSPA eIAF Form link
2. If you have an “action item”, that is, a form requiring your certification/approval, you will have an Action Required icon on your Internal Approval Overview page.
3. Execute the Action Required icon and any item(s) waiting for you will be listed.
4. Execute the process icon and you will be taken to the form for your certification/approval.

5. Proceed to the Review and Certifying/Approving the eIAF section.

➤ Option 2: Retrieving eIAF from Workflow

1. Execute the eIAF link in workflow
2. Execute Process eIAF
3. Once you execute Process eIAF, the Internal Approval Form will appear.
4. Proceed to the Review and Certifying/Approving the eIAF section.

➤ Review and Certifying/Approving the eIAF

1. Review the criteria based on your certification role.
2. Execute the glasses icon to view the attachments.
3. The Workflow section, on the right, shows the completed workflow steps.
4. The Current Agents section, just above, shows who currently has the form for certification/approval. Also, any delegates are listed here indicated by an X in the Is Substitute column.
5. After your review is complete and everything looks okay, execute the **Review** icon near the top of the form, below the word “Internal Approval Form” you will find the certification/approval icon appropriate for your role, that is, PI, Co-I, ADR, Center Director, etc.

6. If the eIAF needs to be revised, execute the **eIAF REVISED and returned to PI for Cert** icon to return the eIAF to the PI for certification. The following comment box will display. Indicate the reason the eIAF is being rejected for modification. Execute the submit **Submit** icon. For example, the enrichments needs to be adjusted during the routing.

7. The PIs and Co-Is will be asked that they have read and agree to the certification language—if so check the box. Then execute the **Certify** icon.

8. You will be given a comment box (optional) and a **Submit** icon. Please execute the submit **Submit** icon as this as the final step of the certification/approval of the IAF.

> Once all these steps are complete, the form will move to the next person to review, certify/approve.
Part IV: Searching for a New eIAF Form

1. Go to the Internal Approval Overview page and execute the Search All eIAFs icon.
   You can search by:
   - eIAF number (for submitted forms)
   - Status (Approved, Rejected, In Process, Cancelled and Draft)
   - Created By (the creator of the form)
   - PI
   - Department
   - Sponsor
   - Physical location
   - Deadline dates

2. Once your search criteria is entered, execute the search icon and the results will appear at the bottom.
   - Select the form number and you will be taken to the form.