# Funding Proposal

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| **#** | **Activity Name** | **Name** | **Description** | **Notification Sent To** |
| 1 | Notify SPO of Grant Status | Notify SPO of Grant Status | Notification sent to the Specialist when an update is provided in the activity. | Specialist (owner) assigned to the record. |
| 2 | Email Proposal Team | Email Sent to Proposal Team | Notification sent when activity is executed. | PI, Administrative Contact, Research Coordinator listed on the record. |
| 3 | Email Specialist | Email sent to Specialist | Notification sent to specialist when activity is executed. | Specialist (owner) assigned to the record. |
| 4 | Sponsor Changes Requested | Sponsor Changes Requested | Notification sent to the PI when a specialist returns the record to the PI for sponsor changes. | Principal Investigator |
| 5 | Award Letter Received | Award Letter Received | Notification sent when activity is executed by the specialist. | Specialist, Proposal Readers, Proposal Team Members (Edit rights). This will include the PI, Research Coordinator, Administrative Contact, team members that have edit rights, and team members that have read rights. |
| 7 | Review Proposal | Proposal Reviewed | Notification sent when the activity is executed and the user has selected ‘Disapproved’ in the activity. | Specialist, Principal Investigator |
| 7a | Review Proposal | Proposal Reviewed | Notification sent when the activity is executed, the user has selected ‘Approved’ in the activity and the proposal is ready to go to the next reviewer(s) in the approval process. | Varies per proposal and where in the overall department review process the record is. The notification goes to the next reviewer(s) when it is their turn in the review process. |
| 8 | Submit for Department Review | Submitted for Department Review | Notification when activity is executed to initiate the department review process. | The reviewer(s) who are in Step 1 of the department review process. |
| 8a | Submit for Department Review | Submitted for Department Review | A campus may have specific questions that trigger notifications to specific users. These are unique per campus. | Varies per campus |
| 9 | Bypass Department Review | Department Reviewer Bypassed | The reviewer selected in the activity will receive notification that their review is bypassed. If “Bypass All Reviews” is selected, then it will send an email to all current reviewers who have not completed their review. This notification will not go to reviewers in the process who had not yet been notified during the process. | The reviewer selected in the activity will receive notification that their review is bypassed. If “Bypass All Reviews” is selected, then it will send an email to all current reviewers who have not completed their review. This notification will not go to reviewers in the process who had not yet been notified during the process. |
| 9a | Bypass Department Review | Department Reviewer Bypassed | If the activity is executed and an individual is selected, there may be a notification to the next reviewer in the process. | Varies per proposal and where in the overall department review process the record is. The notification goes to the next reviewer(s) when it is their turn in the review process. |
| 10 | Specialist Requests Changes | Changes Requested By Specialist | This activity can be executed by the specialist when the state is ‘Specialist Review’ and moves the record into a state of ‘Specialist Review: Pending Changes by PI’. | PI, Administrative Contact, Research Coordinator listed on the record. |

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| **#** | **State transition** | **Name** | **Description** | **Notification Sent To** |
| 1 | Specialist Review: Pending Changes by PI -> Department Review | Specialist Review: Pending Changes by PI -> Department Review | The “Submit Changes To Specialist” activity is executed. If the specialist indicated that a department review is required when the specialist executed the ‘Specialist Requests Changes’ activity then this state transition will occur.  Notification sent to the first reviewer(s) in the department review process . | The reviewer(s) who are in Step 1 of the department review process. |
| 2 | Specialist Review: Pending Changes by PI | Specialist Review | This state transition can occur when the “Submit Changes To Specialist” activity and where the submission does not need to go through department review. | Specialist assigned to the record. |
| 3 | Department Review -> Specialist Review | Department Review -> Specialist Review | This state transition can occur when the “Review Proposal” activity is executed by the last reviewer in the department review process or if the Bypass Department Review activity is executed and all reviews are bypassed. | Specialist assigned to the record. |