

InfoEd:

Proposal Review Workflow

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Northwestern

WHAT'S THIS ALL ABOUT?

Workflow in InfoEd

- Transparency
 - Where is my proposal in the review process?
 - Admin Shell Review
 - Final Review
- Predictable process
- Clear hand-offs between department and OSR
 - Identify areas for improvement
 - Accountability

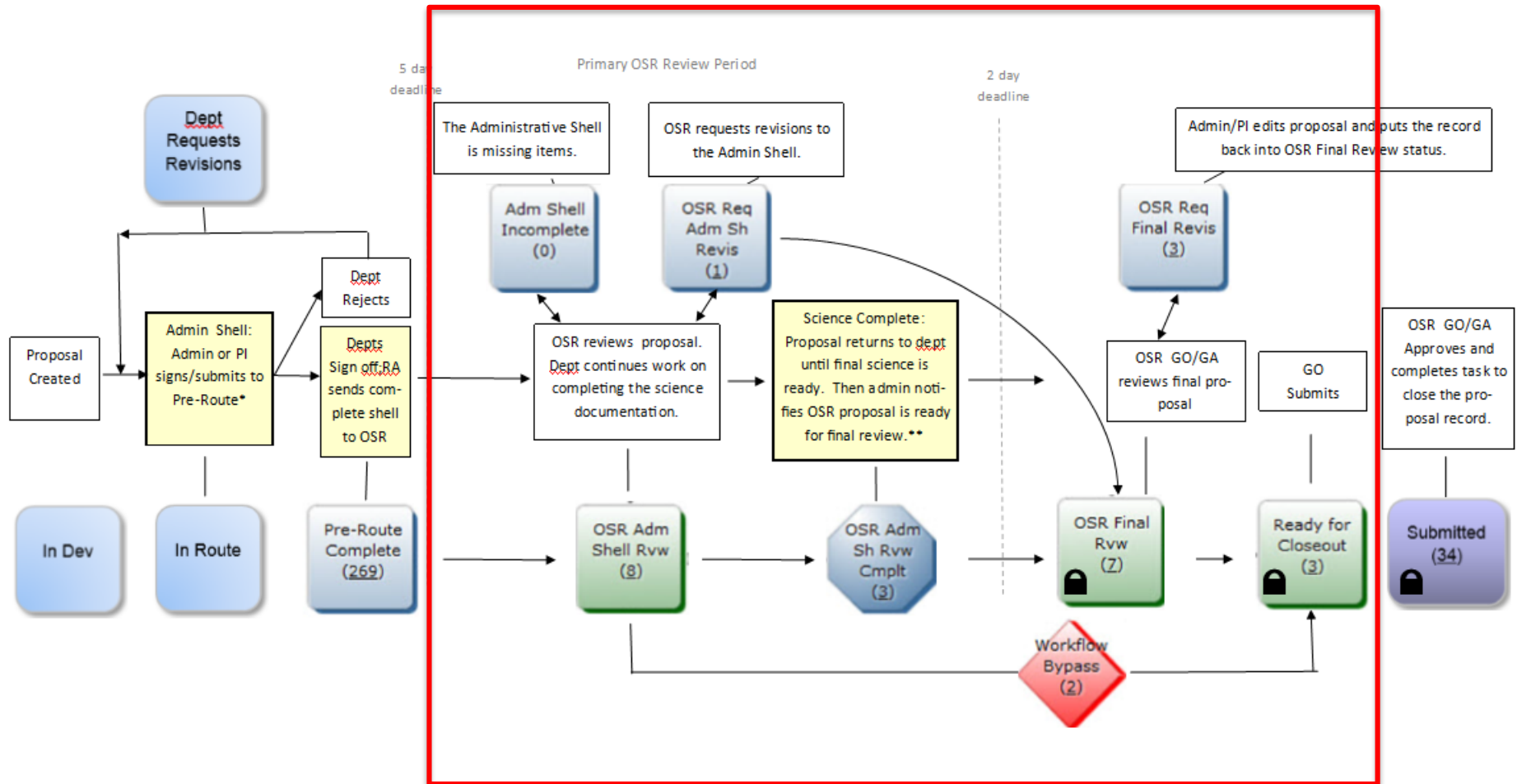
What's changing?

- Adding a clear step for the department to indicate to OSR that the administrative shell is complete and ready to review
 - http://osr.northwestern.edu/sites/default/files/admin_shell_checklist.pdf
- Formalizing the final review step piloted previously
 - The department submits to OSR when the science is final and the proposal is ready to submit

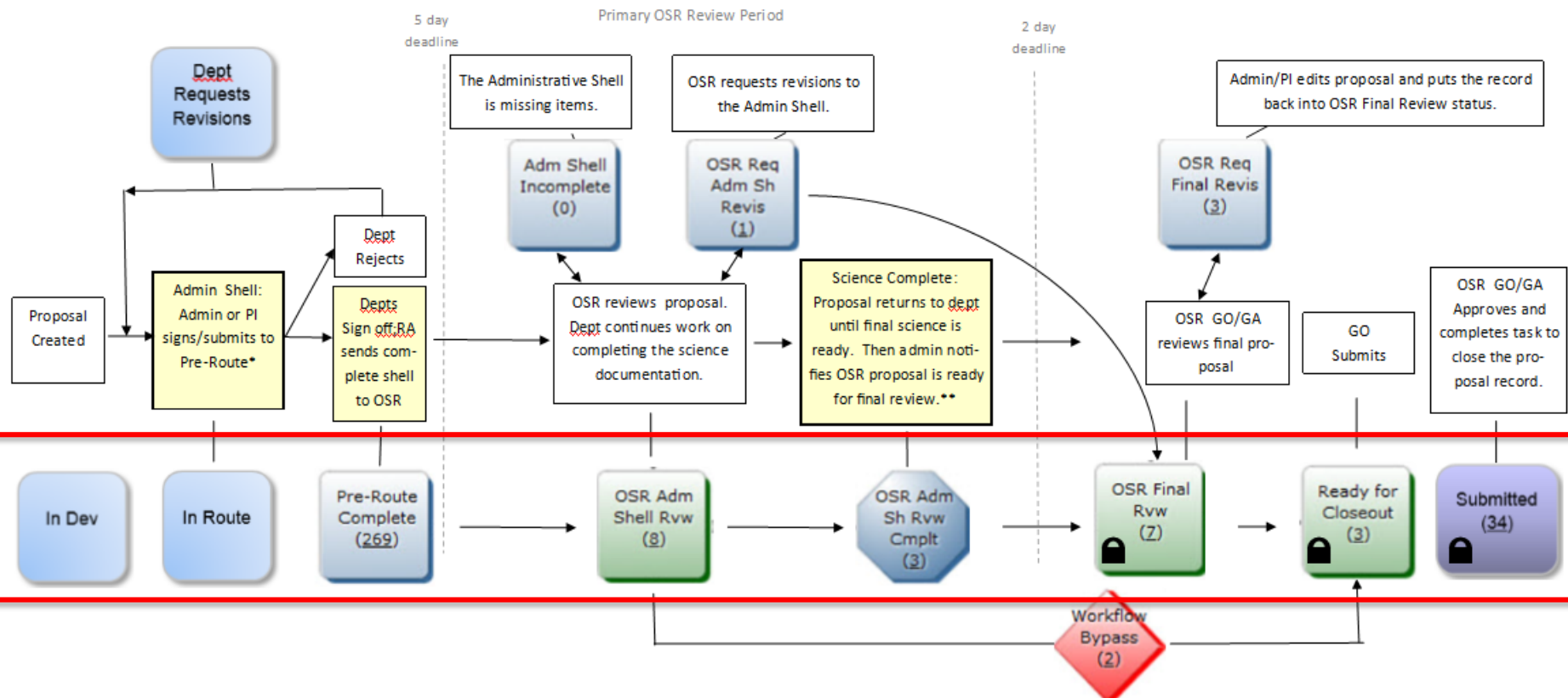
What's Changing?

- Instead of offline back-and-forth in proposal review, the system will generate notifications
 - Similar to workflow in PeopleSoft/NUFinancials, the system will send emails at status changes
- InfoEd will include a system-generated 'to-do' list showing all items awaiting your action
- Through delegate assignments, colleagues can cover for absences

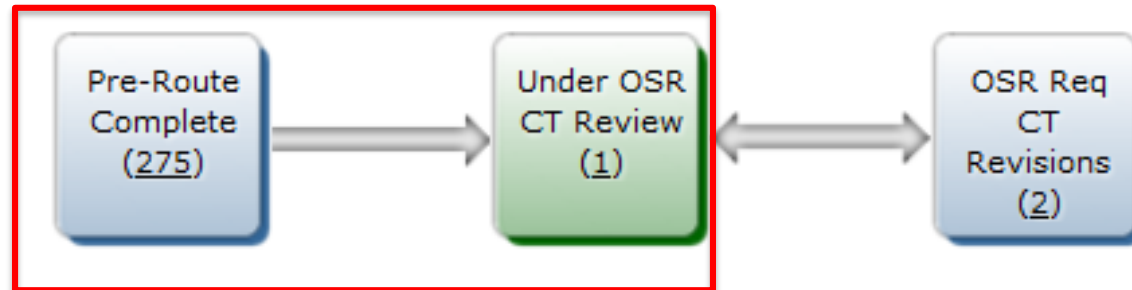
What's New?



Happy Path



Happy Path – Clinical Trials



Existing Statuses- Pre-Route

InfoEd Status	Proposal Record Editable or Not?*	Definition
*Editable from the perspective of the departments. OSR can edit records until submission.		
Creation to Pre-Route Complete		
In Development	Y	The proposal record has been created.
In Pre-Route	Y	The proposal record has been submitted into a Pre-Route.
Department Requests Revisions	Y	One of the Pre-Route Approvers has sent back/not approved the proposal. (All Approvals have been removed from the record and must be re-applied.)
Pre-Route Complete	Y	The most recent Pre-Route has been completed for this proposal.

New Statuses – Proposal Review

InfoEd Status	Proposal Record Editable or Not?*	Definition
*Editable from the perspective of the departments. OSR can edit records until submission.		
Proposal Review Workflow		
Under OSR Admin Shell Review	Y	The OSR staff is reviewing the proposal Administrative Shell.
Admin Shell Incomplete	Y	The OSR staff has concluded the the Administrative Shell is missing items.
OSR Requests Admin Shell Revisions	Y	The OSR staff requests revisions from the managing department via an Action Item.
Admin Shell Complete	Y	OSR has completed the review of the Administrative Shell including all revisions.
Ready for OSR Final Review	N	The Administrative Shell, Science and all other documentation and information is complete and ready for OSR final review.
OSR Requests Final Revisions	Y	OSR has revisions for the proposal before it is submitted.
Proposal Ready for Closeout	N	The proposal has been submitted to the sponsor. OSR completes close-out tasks for the proposal. (Proposal Close-Out is different from Award Close-Out.)
Workflow Bypass	Y	This status is used for proposals arriving to OSR for initial review less than 2 business days before the sponsor deadline (including proposals arriving after-the-fact).
Submitted	N	The proposal has been submitted to the sponsor and OSR has completed proposal close-out tasks.

New Statuses – Clinical Trials

InfoEd Status	Proposal Record Editable or Not?*	Definition
*Editable from the perspective of the departments. OSR can edit records until submission.		
Clinical Trials Statuses		
Under Negotiation	N	The proposal is being negotiated with the sponsor.
Negotiated Pending Sponsor Execution	N	The proposal is negotiated and awaiting the sponsor's execution.
Negotiated Pending Administrative	N	The proposal is being finalized to be awarded.
Under OSR Clinical Trial Admin Review	Y	The OSR Corporate team is reviewing the Clinical Trial proposal.
OSR Requests Clinical Trial Admin Revisions	Y	The OSR Corporate team requests revisions from the managing department via an Action item.

HOW'S IT GOING TO AFFECT ME?

What's in it for me?

- System-generated 'to-do' list of items awaiting your action
- Key comments tracked in status history
 - More in-depth comments at review stage will still be sent by email
- Ability to view a visual map of the process, and see a list of proposals from your area in each status
- A query in Cognos listing proposals at all stages of proposal development and review
- OSR will track and publish how long it takes for an initial review of admin shell

InfoEd Workflow: Cognos Report

- Cognos ad hoc report will be available in the InfoEd Ad Hoc/Schools folder
- Prompts for a school, then lists all proposals in statuses prior to ‘Submitted’, including ‘In Development’

Proposals in Process							
Proposal Submit Date: missing values only AND Main Proposals AND NOT Proposal Type: Non-Funded Negotiations AND NOT Current Proposal Status: Awarded, Awarded QA Check Complete, Delete, Sponsor Denied, Withdrawn AND Level 3 Description: Feinberg School of Medicine AND Proposal Due Date: Between Mar 1, 2016 and Mar 5, 2016 Proposal Due Date: Ascending order							
Level 3 Description: Feinberg School of Medicine							
Current Proposal Status: In Development							
GCO 1 Full Name	Department Description	Institution Number	Full Name	Proposal Title	Proposal Type	Proposal Due Date ▲	Modified Date
Elena C Zvirbulis	Nephrology	SP0037740	Xunrong Luo	LNFP3 and GAS6 Signaling Nanoparticles for Tolerance Delivery in T1D	New	03/02/2016	02/09/2016
Elena C Zvirbulis		1					
Jacqueline Rosalin Simon-Flowers	Neurological Surgery	SP0037790	Atique Uddin Ahmed	Cellular plasticity and equilibrium in GBM progression	Resubmission	03/02/2016	02/11/2016
Jacqueline Rosalin Simon-Flowers		1					
Jen Thennes	Alzheimer's Disease Ctr	SP0037784	Darby J Morhardt	KARE: Korean American Alzheimer Research and Education	New	03/01/2016	02/10/2016
Jen Thennes		1					
Michael S Ferguson	Rheumatology	SP0037773	Rosalind Ramsey-Goldman	Lupus Intervention Fatigue Trial (LIFT)	New	03/01/2016	02/10/2016
	Center for Healthcare Studies	SP0037229	Elizabeth R Alpern	PED Screen: Pediatric Sepsis EHR Registry, Clinical Outcomes, and Predictive Model	Resubmission	03/05/2016	02/05/2016
	Rheumatology	SP0037600	Richard M Pope	Inflammatory arthritis: mechanistic insights into initiation and progression	Resubmission	03/05/2016	02/04/2016

Who gets notifications?

- When pre-route completes, all people assigned the Administrator role in InfoEd will be notified
 - Review the spreadsheet linked at <http://ffra.northwestern.edu/grants/roles.html>
 - Confirm that appropriate people are assigned for notifications
- When the department sends back to OSR, it automatically goes to the GO/GA assigned to your department

WHEN'S IT GOING TO HAPPEN?

Workflow in InfoEd

- Award workflow implemented in October 2015
- Proposal workflow coming **March 17**
 - OSR working now to close out submitted or abandoned proposals
 - Proposals in process will be transitioned to the new workflow

OK, SO HOW DOES THIS ALL WORK?

Action Items and Emails

- Action Items are used to advance a proposal record through the process in InfoEd.
- Essentially, it is a toggling of status and assignment between the department (RA) and OSR (GO/GA).

Action Items and Emails

- Action Items are created when a status is changed and the record assigned to someone else.
- Email notifications are generated when Action Items are created.
 - Emails have links into InfoEd to the Action Items.

My Open Action Items

Exit Help Portal Support	Records Found: 4. Order by <input type="text" value="Assigned"/> <input type="text" value="Ascending"/> <input type="button" value="Sort"/>										
<input type="button" value="My Proposals"/>	My Open Action Items Virginia Robbins										
<input type="button" value="My Profile"/>	<table border="0"> <tr> <td data-bbox="562 431 1149 484"> Pre-Route Complete Proposal - SP0034873 </td> <td data-bbox="1149 431 1734 484"> Status: Pre-Route Complete </td> </tr> <tr> <td data-bbox="562 484 1149 536"> PI: Vendor, InfoEd NU-Q Communications </td> <td data-bbox="1149 484 1734 536"> Submission Type: Initial Application </td> </tr> <tr> <td data-bbox="562 536 1149 589"> Program </td> <td data-bbox="1149 536 1734 589"> Assigned: 12-Feb-2016 1:28:03 PM </td> </tr> <tr> <td data-bbox="562 589 1149 642"> Title: test enhancement 2-12-16 </td> <td></td> </tr> <tr> <td data-bbox="562 642 1149 701"> Open Action Items: 36 </td> <td></td> </tr> </table>	Pre-Route Complete Proposal - SP0034873	Status: Pre-Route Complete	PI: Vendor, InfoEd NU-Q Communications	Submission Type: Initial Application	Program	Assigned: 12-Feb-2016 1:28:03 PM	Title: test enhancement 2-12-16		Open Action Items: 36	
Pre-Route Complete Proposal - SP0034873	Status: Pre-Route Complete										
PI: Vendor, InfoEd NU-Q Communications	Submission Type: Initial Application										
Program	Assigned: 12-Feb-2016 1:28:03 PM										
Title: test enhancement 2-12-16											
Open Action Items: 36											
<input type="button" value="Administration"/>	<table border="0"> <tr> <td data-bbox="562 701 1149 753"> Pre-Route Complete Proposal - SP0034875 </td> <td data-bbox="1149 701 1734 753"> Status: Pre-Route Complete </td> </tr> <tr> <td data-bbox="562 753 1149 806"> PI: Cafe 30, Project Chemistry </td> <td data-bbox="1149 753 1734 806"> Submission Type: Initial Application </td> </tr> <tr> <td data-bbox="562 806 1149 859"> Title: Proposal for Training 1, vlr </td> <td data-bbox="1149 806 1734 859"> Assigned: 14-Feb-2016 6:26:23 AM </td> </tr> <tr> <td data-bbox="562 859 1149 912"> Open Action Items: 36 </td> <td></td> </tr> </table>	Pre-Route Complete Proposal - SP0034875	Status: Pre-Route Complete	PI: Cafe 30, Project Chemistry	Submission Type: Initial Application	Title: Proposal for Training 1, vlr	Assigned: 14-Feb-2016 6:26:23 AM	Open Action Items: 36			
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PI: Cafe 30, Project Chemistry	Submission Type: Initial Application										
Title: Proposal for Training 1, vlr	Assigned: 14-Feb-2016 6:26:23 AM										
Open Action Items: 36											
	<table border="0"> <tr> <td data-bbox="562 929 1149 982"> Pre-Route Complete Proposal - SP0034876 </td> <td data-bbox="1149 929 1734 982"> Status: Pre-Route Complete </td> </tr> <tr> <td data-bbox="562 982 1149 1035"> PI: Cafe 30, Project Chemistry </td> <td data-bbox="1149 982 1734 1035"> Submission Type: Initial Application </td> </tr> <tr> <td data-bbox="562 1035 1149 1088"> Title: Proposal for Training 2, vlr </td> <td data-bbox="1149 1035 1734 1088"> Assigned: 14-Feb-2016 6:44:58 AM </td> </tr> <tr> <td data-bbox="562 1088 1149 1160"> Open Action Items: 36 </td> <td></td> </tr> </table>	Pre-Route Complete Proposal - SP0034876	Status: Pre-Route Complete	PI: Cafe 30, Project Chemistry	Submission Type: Initial Application	Title: Proposal for Training 2, vlr	Assigned: 14-Feb-2016 6:44:58 AM	Open Action Items: 36			
Pre-Route Complete Proposal - SP0034876	Status: Pre-Route Complete										
PI: Cafe 30, Project Chemistry	Submission Type: Initial Application										
Title: Proposal for Training 2, vlr	Assigned: 14-Feb-2016 6:44:58 AM										
Open Action Items: 36											

Sample Action Items


Proposal SP0034875 Proposal for Training 1, vlr

Instructions

[Assign To Self](#) [Close](#)

PI: Project Cafe 30 Sponsor: National Institutes of Health Deadline: 07-May-2016 Dept: Chemistry This record has received all Pre-Route approvals. If you are the administrator responsible for this proposal, please log in and assign this action item to yourself. When you have finished the [Administrative Shell](#), change the status on this action item to Under OSR Admin Shell Review or Under OSR Clinical Trial Admin Review. It will automatically be sent to your GO/GA in OSR when you click "I am done".

Item

System	Item	Action Item Operating Status	Number	Submitted By	Open
PT Proposal	Initial Application	Pre-Route Complete	SP0034875	Virginia L Robbins	

Your Action/Decision

Next Status

Assign to:

Please select a Status

Comments

Current Assignments

Assigned	Assigned To	Action
14-Feb-2016 6:26:32 AM	nwtester nwtester	Pre-Route Complete
14-Feb-2016 6:26:32 AM	Arlene Buhay-Castro	Pre-Route Complete

Sample Email

Instructions: PI: Dr. John Smith
Sponsor: National Institutes of Health
Deadline: 07-May-2016
Dept: Chemistry

This record has received all Pre-Route approvals. If you are the administrator responsible for this proposal, please log in and assign this action item to yourself.

When you have finished the [Administrative Shell](#), change the status on this action item to Under OSR Admin Shell Review or Under OSR Clinical Trial Admin Review. It will automatically be sent to your GO/GA in OSR when you click "I am done".

[Log In](#)

Demonstration of an Action Item

How am I going to remember this?

Have you ever used the InfoEd Workflow Maps?

The screenshot displays the InfoEd web application interface. The main content area is titled "Proposals - Search For" and contains a search form with the following fields:

Property	Value	Property	Value
Proposal number	<input type="text"/>	No Entry	<input type="text"/>
Sponsor/Scheme	<input type="text"/>	Proposal Status	<input type="text"/>
Set			
PI	<input type="text"/>	Primary Assoc Dept	<input type="text"/>
Set		Set	

Below the search form is a button labeled "Show Additional Search Options".

The sidebar on the left contains the following sections:

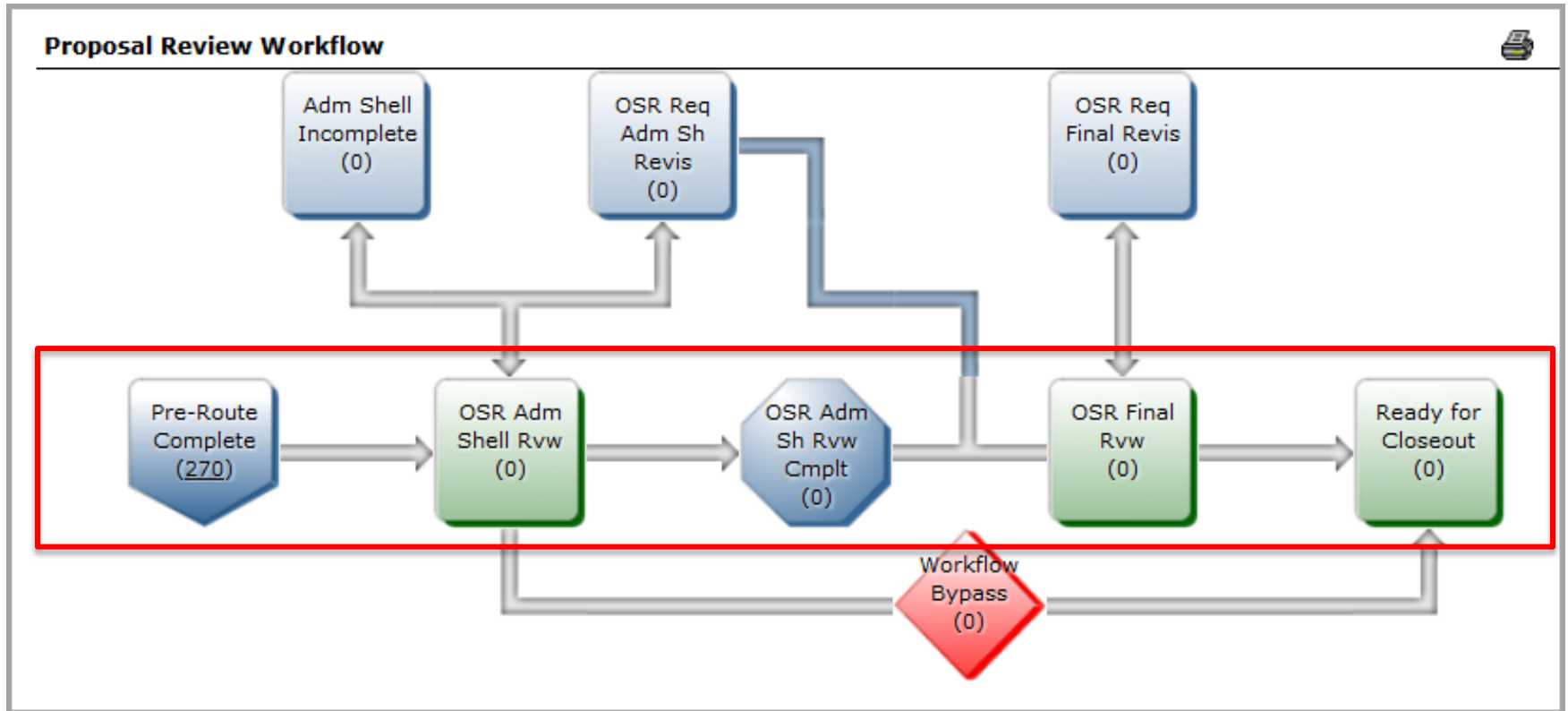
- My Proposals**
 - Show/List
 - Search For
 - Create New Proposal
 - Create New PT Record
 - Help - PD
 - Help - PT
- My Profile**
- Administration**

The right sidebar contains the following sections:

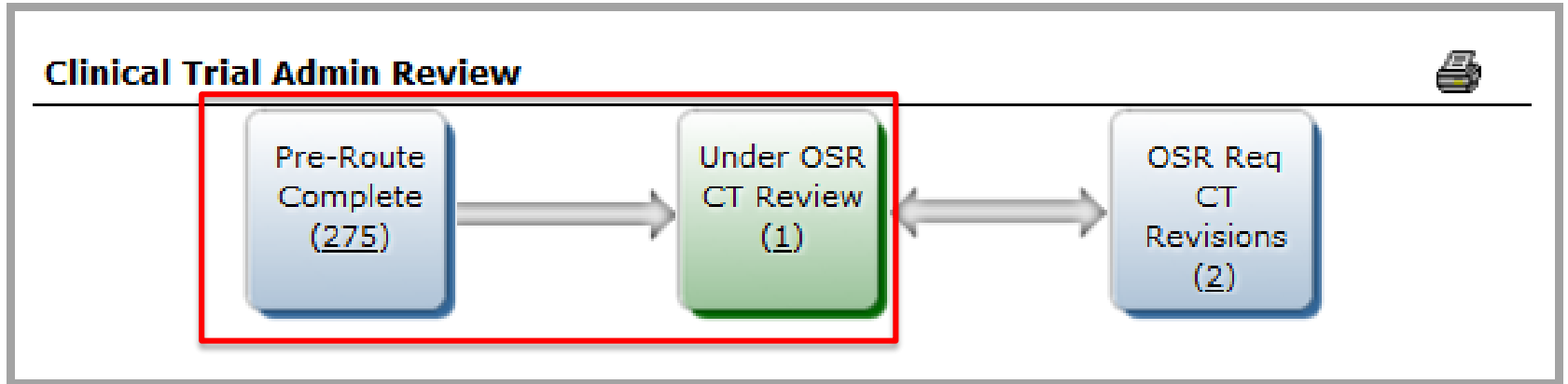
- Powered By**
 - infoEd
 - InfoEd International, Inc.
 - Version: 14.806.03
- My Calendar**
 - February 2016
 - Calendar grid showing dates 1 through 29.
 - Month: Feb, Year: 2016
 - View: 1-Day, Duration: 1 hr.
- My Action Items**
- My Workflow Maps**
 - OSR Pre-Spend Setup
 - OSR Award Setup
 - Proposal Review Workflow
 - Clinical Trial Admin Review
 - Agreement Statuses
- My Messages**

A speech bubble with the text "Check out My Workflow Maps!" points to the "My Workflow Maps" section in the right sidebar.

Proposal Review Workflow




Clinical Trial Workflow



What questions may we answer?

So let's try something to see how much you remember!

Wrap Up!

- March 17, 2016:  Go-Live date!
- OSR for help
- FFRA for help
 - Webinar coming soon!
 - Job aid for status definitions
 - Job aid for process
- Support Center for help
- Join us in Open Labs!