

InfoEd: Proposal Review Workflow

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Northwestern

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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
 - Training feedback loops

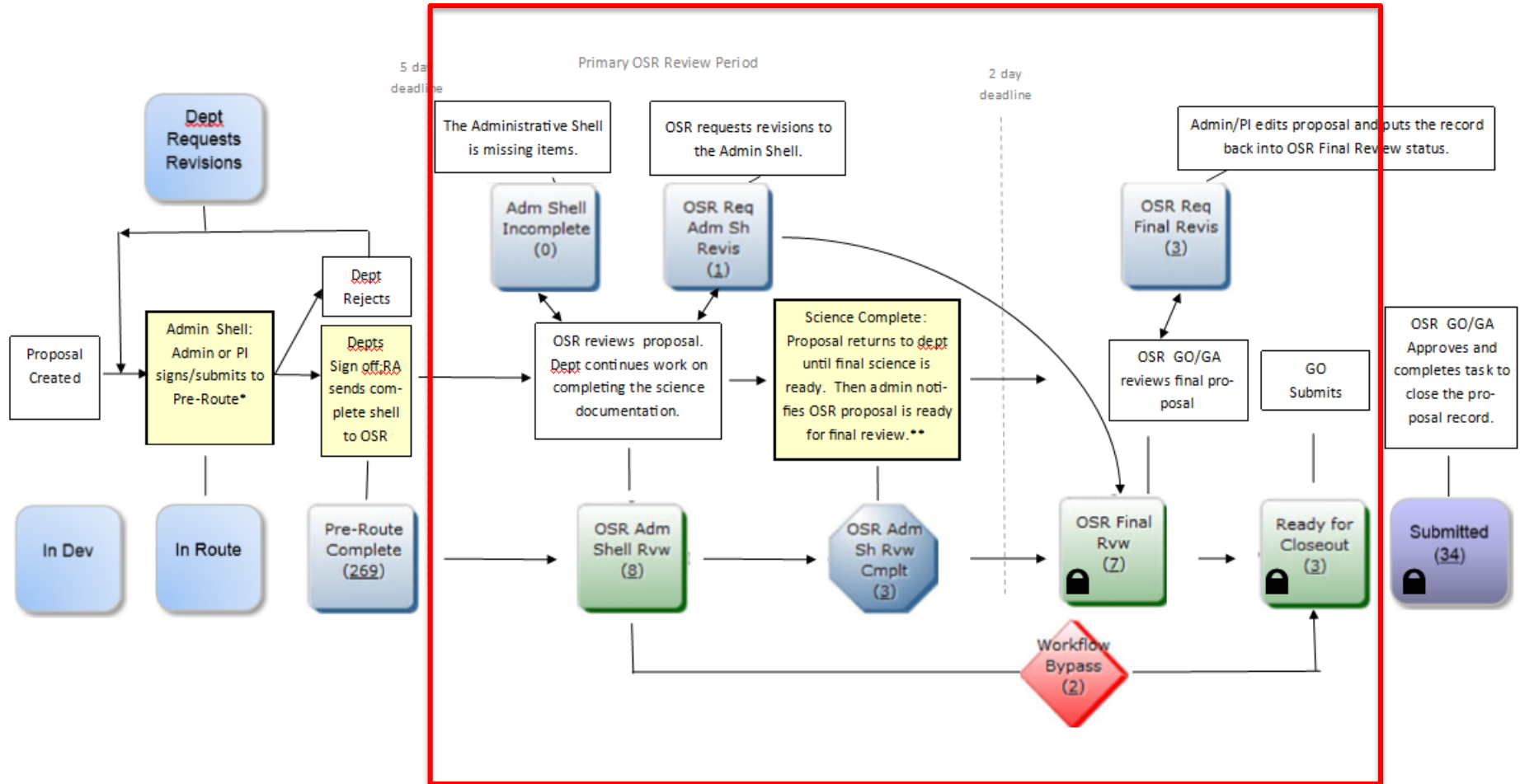
What's changing?

- Adding a clear *system* 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

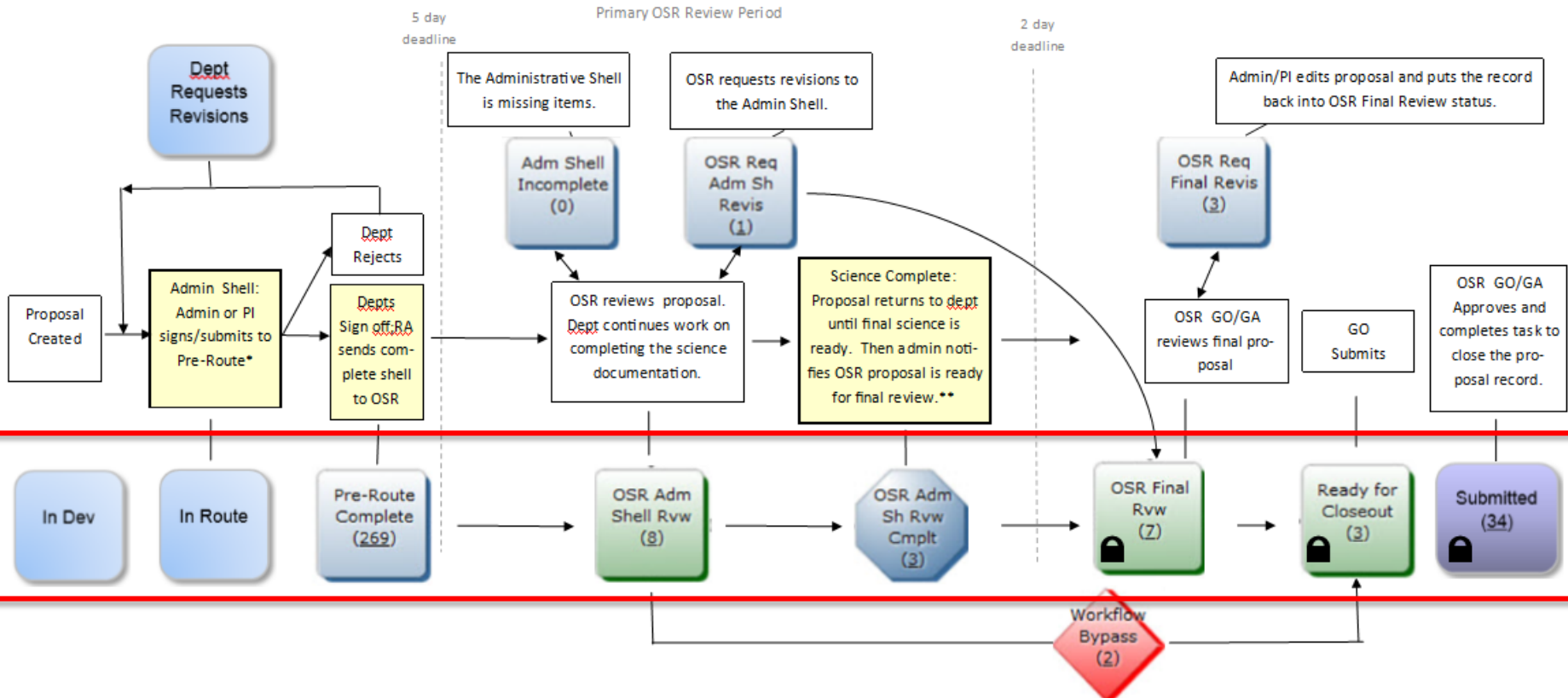
What's Changing?

- 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
 - Offline back-and-forth will still occur related to comments
- 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



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.
OSR Admin Shell Rvw Complete	Y	OSR has completed the review of the Administrative Shell.
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.

Business Process

- One consolidated GA/GO review for initial administrative shell comments
- Goal for one email chain to track entire proposal review – which OSR will “kick-off”
- Comments in the system vs. email comments
- Review of “OSR Admin Shell Complete”
- When does something get put into “workflow bypass”? Who changes this status?
- FAQ documents prior to go-live

HOW'S IT GOING TO AFFECT ME?

What's in it for me?

- System-generated 'to-do' list of items awaiting your action
- 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 many proposals are meeting internal deadlines, administrative and final
 - How long it takes for an initial review of admin shell
 - Data associated with specific workflow "loops" in the process
 - When final science is ready vs. when is proposal submitted

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"/>	
My Proposals	My Open Action Items Virginia Robbins	
My Profile	<div style="display: flex; justify-content: space-between;"> <div data-bbox="575 439 1062 696">  Pre-Route Complete Proposal - SP0034873 PI: Vendor, InfoEd NU-Q Communications Program Title: test enhancement 2-12-16 Open Action Items: 36 </div> <div data-bbox="1155 444 1727 558"> Status: Pre-Route Complete Submission Type: Initial Application Assigned: 12-Feb-2016 1:28:03 PM </div> </div>	
Administration	<div style="display: flex; justify-content: space-between;"> <div data-bbox="575 704 1062 925">  Pre-Route Complete Proposal - SP0034875 PI: Cafe 30, Project Chemistry Title: Proposal for Training 1, vlr Open Action Items: 36 </div> <div data-bbox="1155 708 1727 822"> Status: Pre-Route Complete Submission Type: Initial Application Assigned: 14-Feb-2016 6:26:23 AM </div> </div>	
	<div style="display: flex; justify-content: space-between;"> <div data-bbox="575 932 1062 1153">  Pre-Route Complete Proposal - SP0034876 PI: Cafe 30, Project Chemistry Title: Proposal for Training 2, vlr Open Action Items: 36 </div> <div data-bbox="1155 936 1727 1051"> Status: Pre-Route Complete Submission Type: Initial Application Assigned: 14-Feb-2016 6:44:58 AM </div> </div>	

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

-->Select 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"/>
PI	<input type="text"/>	Primary Assoc Dept	<input type="text"/>

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

On the right side of the interface, there is a "My Calendar" widget showing the month of February 2016. The calendar grid is as follows:

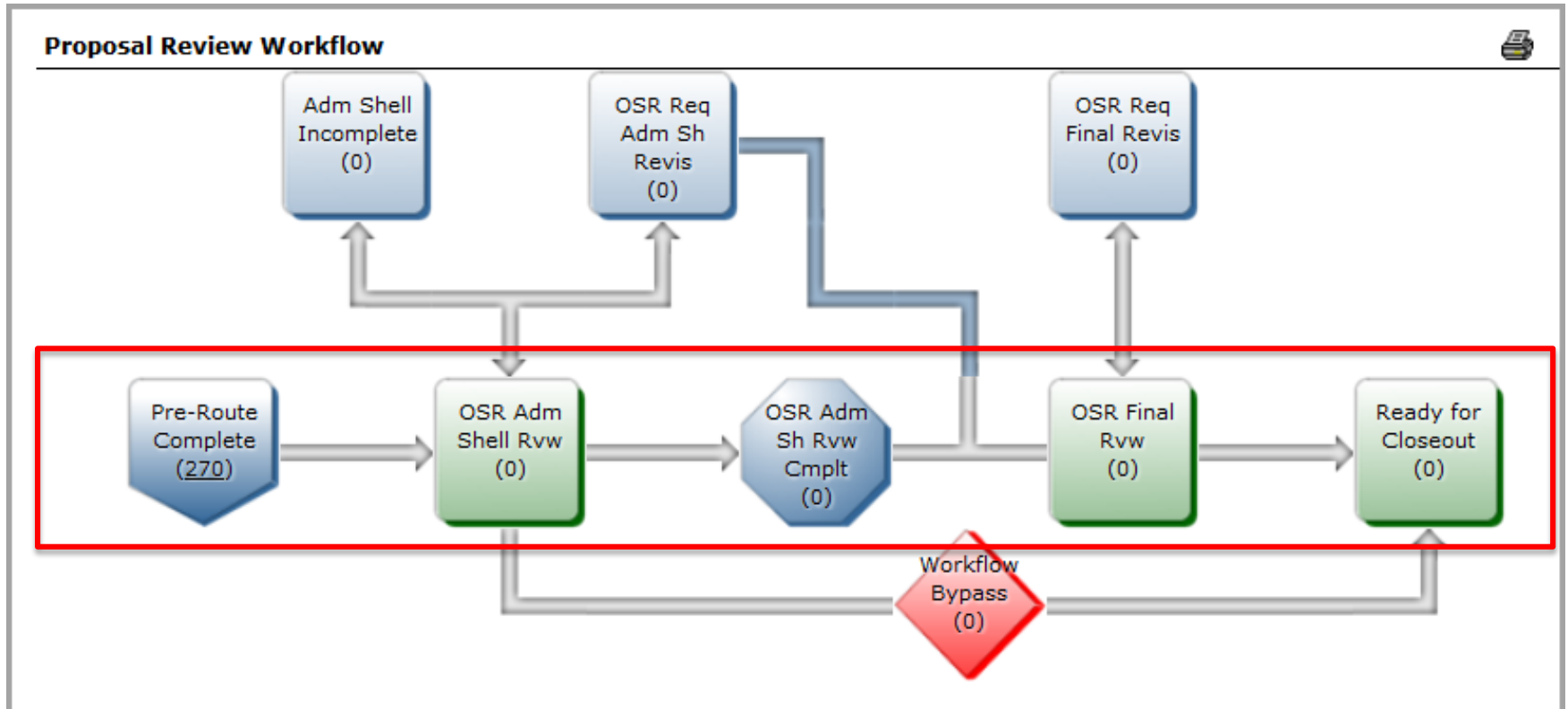
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Below the calendar is a "My Action Items" widget and a "My Workflow Maps" widget. The "My Workflow Maps" widget lists the following items:

- OSR Pre-Spend Setup
- OSR Award Setup
- Proposal Review Workflow
- Clinical Trial Admin Review
- Agreement Statuses

A speech bubble points to the "My Workflow Maps" widget with the text: "Check out My Workflow Maps!".


Proposal Review 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!