Administrative Proposal Review: Routing and Workflow
Once the proposal is in Pre-Route Complete and you are ready for OSR to complete the administrative review:

- Update the action item to the **Under OSR Admin Review** status and click “I am done”. It will be sent to your GO / GA automatically.
- For industry-sponsored clinical trials select **Under OSR Clinical Trial Admin Review**
Routing & Workflow: Admin Review

- After OSR completes its administrative review, the GO will update the status to **OSR Admin Review Complete** and the action item will be sent to the RA.
- When the PI has finalized the science and is ready for the proposal to be submitted, the RA sends it back to OSR by updating the status in the action item to **Ready for OSR Final Review**
Routing & Workflow: Final Review

- Only if there are significant changes needed prior to submission, the GO will send back to the RA using **OSR Requests Final Revisions**
- Otherwise the GO will submit (for S2S) and change the status to **Ready for Closeout**
- The **Workflow Bypass** status will only be used for after-the-fact proposals
The Happy Path

- Goal is for vast majority of proposals to travel the “happy path”
- Send-backs during final review should be rare
- To see which proposals are with
  - OSR: Click on the numbers in green boxes
  - Department: Click on the numbers in blue boxes