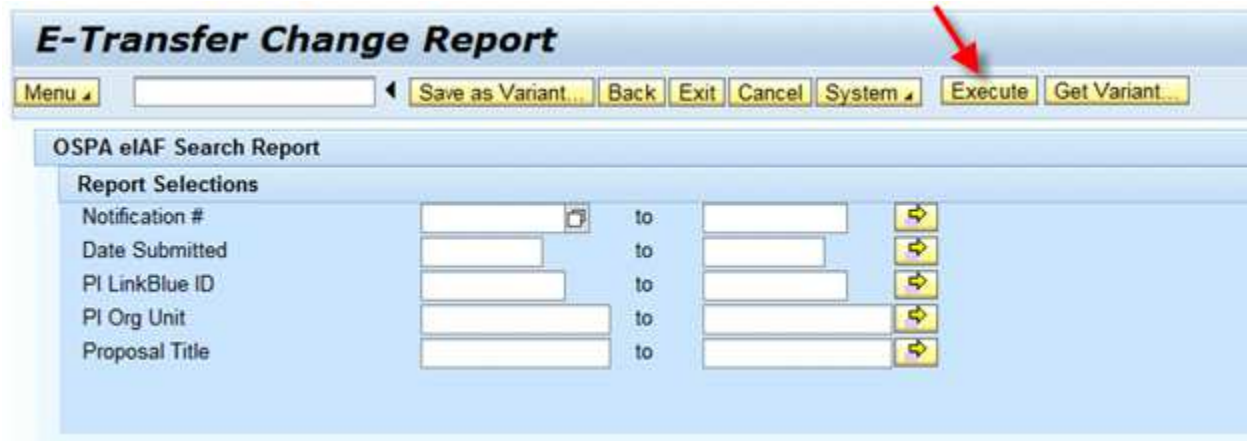


OSPA PI Tracking Report Instructions

Investigators now have a way to track their own eIAF routing. The directions below explain how to view your workflow status on any eIAF in the system. If you are having any issue, please contact your College Grants Officer for assistance.

1. Log on to myUK portal
2. Select 'Enterprise Services'
3. Select 'Workflow'
4. Select the **OSPA PI Tracking Report** from the listing
5. Select any of the following options to review the eIAF routing
 - Notification Number – can be entered as * and last four digits of the number
 - Date Submitted
 - LinkBlue ID
6. Click on the Execute icon located in screen shot below (red arrow)



Once a specific notification number has been selected, execute the notification number.

Notification	PI Name	PI Org Unit	Project Title	Date	Time
3000003222	APESCATO	81070 - ANIMAL AND FOO	USE OF NATURAL REMEDIES TO ALLEVIATE ENTERIC PATHOGENS IN	04/12/2012	14:42:25
3000003885	APESCATO	81070 - ANIMAL AND FOO	PROFITABLE AND SUSTAINABLE POULTRY PRODUCTION ON SMALL	06/13/2012	12:39:20
3000004037	APESCATO	81070 - ANIMAL AND FOO	FARMING FOR CASH: AN APPRENTICESHIP PROGRAM FOR KENTUCK	06/28/2012	15:57:26
3000004088	APESCATO	81070 - ANIMAL AND FOO	STUDENT SPONSORSHIP GOOD	07/05/2012	14:52:05
3000004093	APESCATO	81070 - ANIMAL AND FOO	STUDENT SPONSORSHIP VAN BENSCHOTEN	07/05/2012	15:41:38
3000004096	APESCATO	81070 - ANIMAL AND FOO	STUDENT SPONSORSHIP FISHER	07/05/2012	15:57:34
3000006200	APESCATO	81070 - ANIMAL AND FOO	USE OF NATURAL REMEDIES TO ALLEVIATE ENTERIC PATHOGENSIN	02/25/2013	11:14:00
3000006372	APESCATO	81070 - ANIMAL AND FOO	FISHING FOR A NOVEL PROTEIN SOURCE FOR METHIONINE IN ORGAN	03/18/2013	14:42:43
3000007749	APESCATO	81070 - ANIMAL AND FOO	SMALL AND BACKYARD FLOCKS COP	09/05/2013	23:04:31

OSPA PI Tracking Report Instructions

In the **Status text** column find the word **Ready**. Right next to this column is **Last agent** column. Locate the word **Information**. Once you click on **Information**, a box comes up and gives you the name and position of the person workflow is waiting on for review/certification.

SWI6								
Notification: 003000007763								
User: RHAGAN								
Date: 09/06/2013								
ID	Work item text of task	Task text	Result of workflow step	Date	Time	Status text	Last agent	Actual Agent
13645287	PREPaRE: Prepar, Sponsor: East	IAF Co-I decision task		09/06/2013	11:04:05	Ready	Information	Information

Workflow will process as follows:

1. College Grants Officer (CGO) is notified that the e-IAF has been submitted
2. Submitter adds attachments (if not PI)
3. PI certifies
4. College Grants Officer of PI reviews (CGO for Alternate Dept if filled in, then CGO of primary organization unit)
5. Additional Investigators certify
6. 1st level reviews and approves if appropriate. This could be the Chair, Center Director, ADR, etc. depending on the approval flow for this particular work item.
7. If Additional Investigators are in a different college from PI, their CGO reviews
8. 2nd level reviews and approves if appropriate. This could be the Center Director, ADR, Dean, etc. depending on the approval flow for the particular work item.
9. PI is notified by email that all approvals are completed
10. OSPA is notified by email that all approvals are completed

Each step must be completed before workflow can move on to the next step. For example, all the Co-Investigators must complete their certifications before workflow will be released to go to the 1st level reviewers (chairs).