

Quick Reference Guide – New OSPA eIAF

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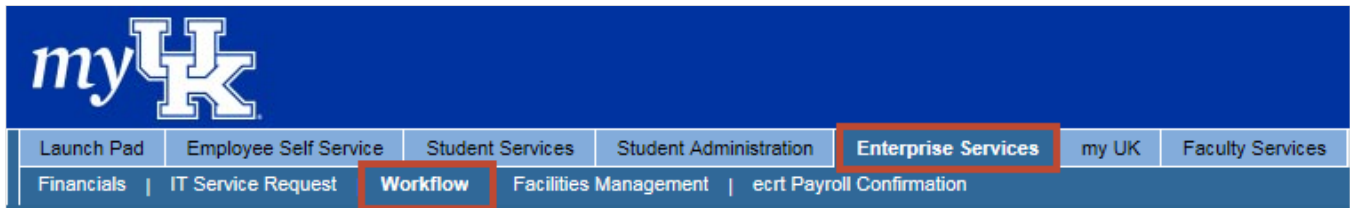
Part I: Navigation

- To access go to: <https://myuk.uky.edu/irj/portal>. Log in with your Link Blue username and password.

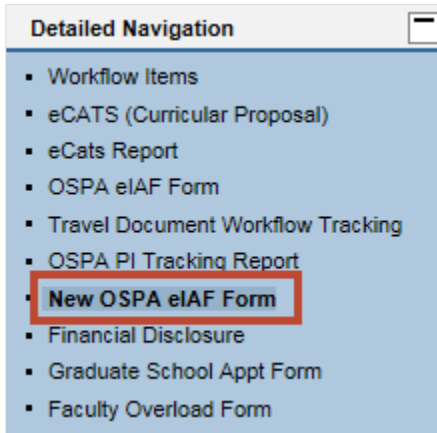


The image shows the myUK login page. At the top is the myUK logo. Below it, the text reads "Use your link blue ID and password below". There are two input fields: "Username:" and "Password:". Below the password field is a blue "Log in" button.

- Go to the [Enterprise Services](#) tab; then go to the [Workflow](#) tab (just below the tabs).







- On the left in the Detailed Navigation section execute the [New OSPA eIAF Form](#).




You are now on the Internal Approval Overview screen.


From here you can:

- ❖ Create a new eIAF form by executing the  icon,
- ❖ Search for saved and submitted eIAF forms with the  icon, or
- ❖ Certify/Approve eIAF form from the  icon.
- ❖ Note: If you have nothing waiting for certification/approval you will not have an  icon.


Part II: Creating a New eIAF Form

To create a new eIAF form execute the  icon. You will now be on the eIAF form; all fields marked with an asterisk (*) are required.


1. General

- Principal Investigator*
 - You can enter the Person ID of the PI if you know it, otherwise execute the search icon  just to the right of the blank field—this search box will open.






Last name	is	
First name	is	
Person ID	is	
Employee/AppI.Name	is	
<input type="button" value="Search"/> <input type="button" value="Clear Entries"/> <input type="button" value="Reset to Default"/>		


- You will have the search options above but most will search by last name. Just enter your search criteria and press Enter or execute the search icon  and the results will appear. Select the correct person by executing that line and their Person ID will populate on the form; press Enter to populate the name and the associated responsible department.

- Co-Investigator(s)
 - Select the **Include Co-I** icon to add a Co-I. Search as listed above.


- Alternate Department (optional)
 - Use this field if the PI's responsible department is anything other than the one listed.
 - You can enter the PI's responsible department if you know it, otherwise execute the search icon  just to the right of the blank field—this search box will open.

Valid to	is later than or on	03-16-2017
Valid From	is earlier than or on	03-16-2017
Department	is	
Department Name	is	
<input checked="" type="checkbox"/> Maximum Number of Results: <input type="text" value="500"/>		
<input type="button" value="Search"/> <input type="button" value="Clear Entries"/> <input type="button" value="Reset to Default"/>		

- Title of Project*
 - Enter the title of the project in the blank field.
 - Physical Location*
 - Execute the search icon  just to the right of the blank field—this search box will open.
- | | | |
|--|----|--|
| Speed Sort | is | |
| Physical Location | is | |
| <input checked="" type="checkbox"/> Maximum Number of Results: <input type="text" value="500"/> | | |
| <input type="button" value="Search"/> <input type="button" value="Clear Entries"/> <input type="button" value="Reset to Default"/> | | |
- If the location is not in the list, select the **Other Physical Location (not found in list)** to enter it.
 - Sponsoring Agency*
 - Execute the selection arrow  to choose the sponsoring agency from the list.
 - Sponsor Agency Deadline*
 - Execute the selection arrow  to choose the sponsoring agency deadline.
 - Proposal Is*
 - Execute the selection arrow  to choose the proposal type from the list.
 - Activity Is*
 - Execute the selection arrow  to choose the activity type from the list.

- To move to the next section, execute the  icon.


2. Budget

- Total Project Period
 - Enter the project to and from dates and total request amount.
- Proposal Budget Summary
 - Fill in the categories as appropriate on the budget summary.
 - Indicate any cost share in the University column; if requesting less than full F&A indicate the difference in the University column. Fill in the University Expense section for any amounts listed in the University column.
 - Pressing Enter or execute the total  icon will give totals.
 - The following box will be displayed for the proposal budget.

Proposal Budget Summary				University Expense
Type	Sponsor	University	Total	
Personnel				<input type="checkbox"/> Explain why you are not requesting the sponsor to cover the full cost of the project: Attach commitment letters if applicable. If the sponsor will not pay full Facilities & Administrative costs attach a copy of their written policy. <input type="checkbox"/> Indicate the specific source of any University funds to be used to conduct this project. <input type="radio"/> Cost Center <input type="radio"/> Other
Travel				
Equipment				
Tuition				
Patient Care				
Rent				
Subaward(s)				
Other Direct Costs				
Facilities & Administrative				
Total				

- If the project will be funded by a fixed-price award, check the **Is this fixed-price?** box. The following boxes will open. Fill in the categories as appropriate.


Proposal Budget Summary			Fixed Price
Type	Projected Budget	University	
Personnel - PI			Projected Program Support Residual Balance: <input type="text"/> Explain Reason for Residual: <input type="text"/> Total Funding From Sponsor: <input type="text"/>
Personnel - Other Faculty			
Personnel - Technician			
Personnel - Nurse			
Personnel - Other			
Research Subject Reimbursement			
Patient Care Costs			
Equipment			
Travel			
Supplies			
Other Direct Costs			
Facilities & Administrative Costs			
Total			

- Press Enter or execute the  icon for the totals.

3. Enrichment Award

- This section is populated with the PIs responsible department and any Co-I(s) department(s) number(s). Enter the appropriate percentages.
- A responsible department with a zero percent allocation can be included on the eIAF. The eIAF would route to the department with the zero allocation for certification/approval.

Enrichment Award		
*Department/Unit	Department Description	Percent Allocation
		100.00
		0.00
	Total	100.00

- To move to the next section, execute the  icon.

4. **Project Information***

- Project Information
 - Answer yes/no to all the following project information questions.
 - Does this project involve Human Subjects?
 - Does this project involve Animal Subjects?
 - Does this project involve Biohazards/rDNA?
 - Does this project involve Radioactive Mat/Radiation?
 - Will this project require purchase of additional equipment?
 - Does this project require Additional University Space?
 - Will any part of the project be conducted in non-University facilities?
 - Does this project require alterations or renovations of existing facilities?
 - Does this project require faculty or staff overload?
 - Does this project require subrecipient or outside consultants?
 - Does this project require center for clinical and translational science resources?
 - Is this project subject to Export Control Regulations, and/or does the research involve potential military application (i.e. funded by DoD, NASA)?
 - Will the sponsor or the government need to approve: a) the publication of your research results and/or b) the involvement of foreign nationals on the project?
 - If prompted for additional information, complete the required fields.
For example, if the IRB is pending indicate if the IRB application has been submitted for review, or if an IRB meeting is scheduled and the date, etc.

*Does this project involve Human Subjects: Yes No Approved Pending Date Approved: IRB#:
Explain:

- To move to the next section, execute the icon.
- Keywords
 - Select the appropriate keywords from the list provided.
 - Select the Other Other box to include additional keywords. The following box will open.

*Keyword

- Attachments
 - The eIAF needs to be saved prior to attaching the documents.
 - Execute the icon at the top to create the eIAF number.
 - Upload attachments on the right of the form. Use the dropdown to select the required files that are applicable. Select the Other icon to upload file(s) not on the list. Name each attachment.


Upload File
*Description: *Other Description:
*File Name:




5. **Save & Submit for Approval**

- Execute the icon to create the eIAF number. You can retrieve later for completion/changes.
- Execute the icon to submit the eIAF for approval. This will move the eIAF from your workflow to the next person for certification/approval.

Part III: Certifying/Approving eIAF

➤ Option 1: Retrieving eIAF from New OSPA eIAF link (Preferred Method)

1. Execute the New OSPA eIAF **New OSPA eIAF Form** Form link
2. If you have an "action item", that is, a form requiring your certification/approval, you will have an **Action Required** icon on your Internal Approval Overview page.
3. Execute the **Action Required** icon and any item(s) waiting for you will be listed.
4. Execute the process  icon and you will be taken to the form for your certification/approval.

Process	IAF#	Principal Investigator
	004000000	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX

5. Proceed to the Review and Certifying/Approving the eIAF section.

➤ Option 2: Retrieving eIAF from Workflow


1. Execute the eIAF link in workflow

Show: New and In Progress Tasks (4 / 5) All

Subject
XXXXXXXXXX
Approval Role
XXXXXXXXXX
Primary CGO Approval for eIAF # 4000000

2. Execute Process eIAF


Attachments:

Type	Title	Created On	Created By
	OSPA eIAF Workflow C: 004000000		

Process eIAF

3. Once you execute **Process eIAF** the Internal Approval Form will appear.
4. Proceed to the Review and Certifying/Approving the eIAF section.

➤ Review and Certifying/Approving the eIAF

1. Review the criteria based on your certification role.
2. Execute the glasses icon  to view the attachments.
3. The Workflow section, on the right, shows the completed workflow steps.

Completed Workflow Steps


Step	Agent	Decision	Comment	Created	Completed
XXXXXX/XXXXXX/XXXXXX	XXXXXXXXXX	Certified		XXXXXXXXXX	XXXXXXXXXX
Primary CGO Review	XXXXXXXXXX	Reviewed		XXXXXXXXXX	XXXXXXXXXX
Principal Investigator Certification on Submit	XXXXXXXXXX	Certified		XXXXXXXXXX	XXXXXXXXXX

4. The Current Agents section, just above, shows who currently has the form for certification/approval. Also, any delegates are listed here indicated by an X in the Is Substitute column.


Current Agents

ID	Status	User Name	Complete Name	Is Substitute	Agent ID
XXXXXXXXXX	SELECTED	XXXXXXXXXX	XXXXXXXXXX		
XXXXXXXXXX	SELECTED	XXXXXXXXXX	XXXXXXXXXX	X	XXXXXXXXXX

Part IV: Searching for a New eIAF Form

1. Go to the Internal Approval Overview page and execute the  icon.

You can search by:

- eIAF number (for submitted forms)
 - Status (Approved, Rejected, In Process, Cancelled and Draft)
 - Created By (the creator of the form)
 - PI
 - Department
 - Sponsor
 - Physical location
 - Deadline dates
2. Once your search criteria is entered, execute the search  Search icon and the results will appear at the bottom.
 - Select the form number and you will be taken to the form.