

e-IAF

Electronic Internal Approval Form

Office of Sponsored Projects Administration

This power point, a step by step document, a quick reference document
and a Q&A document are located on the OSPA website at

<http://www.research.uky.edu/ospa/forms.html>

Where to begin to create an e-IAF?

Open myUK portal – Enterprise Services tab – then the Workflow tab – eIAF will come up on the screen.

The screenshot displays the myUK portal interface. At the top left is the myUK logo. The user is logged in as Rhonda, with the greeting "Good afternoon Rhonda" and a "Sign Off" link. A horizontal navigation bar contains several tabs: Launch Pad, ESS Testers - WDESS, Employee Self-Service, Student Services, Student Administration, Financial Aid View of Student, Enterprise Services, myUK, Faculty Services, myReports, IRIS Launch Pad, and Email. A red arrow points to the "Enterprise Services" tab. Below this bar is a secondary navigation bar with tabs: Time Tracker, Financials, Materials Management, Workflow, UAMS, and Customer Service Center. A red arrow points to the "Workflow" tab. The main content area shows the "OSPA Grants PreApproval" page. On the left, a "Detailed Navigation" menu is expanded, showing "OSPA Grants PreApproval" and "Workflow Items". A red arrow points to "OSPA Grants PreApproval". To the right of the menu is a link "Open in full window.". Below the navigation is a search box with the text "Select saved project to retrieve..." and a "Search:" label. To the right of the search box are "Get" and "New" buttons. The text "Internal Approval Form" is centered below the search area.

LinkBlue ID - is required for each person, PI and Co-I(s). This information triggers the workflow process for electronic routing. How do I find someone's LinkBlue ID? Use Outlook's address book – under Alias.

Select Names: Global Address List

Search: Name only More columns **Address Book**

[Advanced Find](#)

Name	Title	Business Phone	Location	Department	E-mail Address	Company	Alias
Davis, Darlene M					darlene.davis@uky.edu		dmdavi3
Davis, Daron					dgdavi00@email.uky.edu		dgdavi00
Davis, David H	Graduate Research Assistant			Plant and Soil Sci...	david.davis@uky.edu	UK-Lexington Campus	dhda222
Davis, Deanna L					deanna.davis@uky.edu		dida236
Davis, Deborah	Office Sponsored Projects A...	859 257-8311	112 Kinkead Hall 4050...	Sponsored Proje...	deborah.davis@uky.edu	UK-VP Research	ddavis
Davis, Della D					dddavi2@uky.edu	University of Kentucky	dddavi2
Davis, Denice	Account Clerk Senior/UKHC	859 257-8117	C101 A B Chandler M...	Patient Accounts	ddavi2@email.uky.edu	UK-HealthCare	ddavi2

1. Investigator Information

Principal Investigator LinkBlue ID:*

Enter the link blue ID that is used to logon to the University Exchange email system and the myUK portal and then click on Get PI button.

PI Name: Deborah K Davis PI Email:*

PI Person ID: 000

PI Unit: 40130 - Sponsored Projects Administrat

Co-I(s) - as many as needed can be added to the form. If one needs to be deleted from the list, use the delete option by the user name. The LinkBlue ID is entered for each individual.

To delete a current Co-I

To add new Co-I, fill in LinkBlue ID, then hit "Add Co-I" button

Co-Investigator(s)				
	User Name	Department	Name	Person ID
Delete	smstar2	7H060 - College of Medicine	Susan Stark	1102

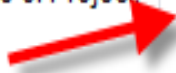
Co-Investigator Link Blue ID:

Enter the link blue ID that is used to logon to the University Exchange email system and the myUK portal and then click on Add Co-I button.

Title of Project – this field needs to be completed before the form can be saved. The save feature is at the bottom of the form. Go to the top of the form to retrieve a saved or submitted form.

2. Project Information

Title of Project*



Good afternoon Rhonda

[Sign Off](#)

[Employee Self-Service](#) | [Student Services](#) | [Student Administration](#) | [Financial Aid View of Student](#) | [Enterprise Services](#) | [myUK](#) | [Faculty Services](#) | [myReports](#) | [IRIS Launch Pad](#) | [Email](#) | [SLCM Testers](#)

[Management](#) | [Workflow](#) | [UAMS](#) | [Customer Service Center](#)

| [History](#) | [Back](#) | [Forward](#)

Select saved project to retrieve...

Search:

Get

New

Internal Approval Form

[Internal Approval Form Instructions](#) [http://www.research.uky.edu/iaa/forms.html](#)

Sponsor – this field is a table containing our current funded sponsors list. If you have a new sponsor, choose Other and a separate field will appear – Other Sponsoring Agency. Enter the sponsor’s name here.


2. Project Information ?

Title of Project:

Sponsoring Agency: **Other** Other Sponsoring Agency:


Address: Contact: Phone: Fax:

Sponsoring Agency Deadline: **Receipt/Electronic** Deadline Date: mm/dd/yyyy



Get PI – once an e-IAF is saved, the Get PI must be executed again before another action such as *save* or *submit* can be completed.

1. Investigator Information

Principal Investigator LinkBlue ID:*  Enter the link blue ID that is used to logon to the University Exchange email system and the myUK portal and then click on Get PI button.

PI Name: Deborah K Davis PI Email:* PI Person ID: 000

PI Unit: 40130 - Sponsored Projects Administrat

Notification number – appears at the top of the form once you submit. Print the form to pdf for future reference. You are now ready to go to Workflow. The CGO is the only person who can change the form once it has been submitted.

Notification number: 003000000525

1. Investigator Information

Principal Investigator Username:* Enter the link blue ID that is used to logon to the University Exchange email system and the myUK portal and then click on Get PI button.

PI Name: Kathryn Furnish Crouch PI Email:* PI Person ID: 00006103

PI Unit: 3F001 - Enterprise Applications Group

Physical location of Proposed Activity (Building)

Email notification – example of a PI notice

From: Batch User [mailto:wfbatch@email.uky.edu]
Sent: Sunday, June 26, 2011 3:43 PM
To: Hagan, Rhonda
Subject: Internal Approval Form -- action required

An Internal Approval Form titled 'Analysis of Algebra Problems' to Sponsoring Agency National Science Foundation by PI Rhonda C Hagan is waiting for you for review, addition of any needed attachments and certification/approval. The notification number associated with the e-IAF is 00300000940.

Attach the following documents under 'manage attachments' in workflow that apply to your submission.

Budget

Budget Justification

Abstract

Sponsor guidelines if cost sharing is required, salary or F&A is limited or any other sponsor restrictions
IACUC and IRB approval letter, if applicable.

After logging into the 'myUK' portal, select the Enterprise Services tab, then the Workflow tab and finally the Workflow Items link on the left.

Click Here to Login to myUK (<https://myUK.uky.edu/irj/portal>).

For more detailed instructions about accessing the e-IAF through the myUK portal click on the following link:
<http://www.research.uky.edu/ospa/forms.html>.

If you have any questions, please contact your College Grants Officer. If you have no CGO, contact your Research Administrator.

This email was produced from an automated process.
Do not reply to this email as this address is not monitored.

Email notification – example of a Co-I, Chair/Director/ADR notice

From: Batch User [mailto:wfbatch@email.uky.edu]
Sent: Wednesday, June 15, 2011 1:46 PM
To: Daugherty, Alan
Subject: Internal Approval Form -- action required

An Internal Approval Form titled Epigenetic Function of Telomerase in Angiotensin II-induced Aneurysm Formation to Sponsoring Agency National Institute of Health by PI Dennis C Bruemmer is waiting for your review and certification/approval. The notification number associated with the e-IAF is 00300000724.

After logging into the 'myUK' portal, select the Enterprise Services tab, then the Workflow tab and finally the Workflow Items link on the left.

Click Here to Login to myUK (<https://myUK.uky.edu/irj/portal>).

For more detailed instructions about accessing the e-IAF through the myUK portal click on the following link:
<http://www.research.uky.edu/ospa/forms.html>.

If you have any questions, please contact your College Grants Officer. If you have no CGO, contact your Research Administrator.

This email was produced from an automated process.
Do not reply to this email as this address is not monitored.

Workflow – where do you find it? Add attachments – where do you go?

The screenshot shows the myUK interface with the following elements:

- Navigation Bar:** Includes "myUK", "Faculty Services", and "myReports".
- Menu Bar:** Contains "Launch Pad", "ESS Testers - WDESS", "Employee Self-Service", "Student Services", "Student Administration", "Financial Aid View of Student", "Enterprise Services", "myUK", "Faculty Services", and "myReports".
- Workflow Items Section:** Includes "Work On:" (My Items, Items on Behalf Of, All Items), "Detailed Navigation" (Tasks, Alerts, Notifications, Tracking), and "Show:" (New and in Progress Tasks, All).
- Table:** A table with columns: Subject, From, Sent, Priority, Due, Status. The first row is highlighted in yellow.
- Task Details:** A section titled "Validating the, Sponsor: 3M Co, PI: Kathryn Furnish Crouch" with fields for Sent, Due, Priority, Status, Notification Number, and Proposal Title.
- Right Panel:** A section titled "You can also:" with links for "Manage Attachments" and "View History".

Red arrows point to the following elements:

- The "Workflow Items" link in the Detailed Navigation menu.
- The "Validating the, Sponsor: 3M Co, PI: Kathryn Furnish Crouch" row in the table.
- The "Manage Attachments" link in the right panel.

Subject	From	Sent	Priority	Due	Status
Validating the, Sponsor: 3M Co, PI: Kathryn Furnish Crouch	Crouch, Kathy	Today	Normal	Today	New




Validating the, Sponsor: 3M Co, PI: Kathryn Furnish Crouch
Sent: Today by Crouch, Kathy Priority: Normal
Due: Today Status: New
Notification Number: 3000000982.
Proposal Title: Validating the Workflow Processes

You can also:
[Manage Attachments](#)
[View History](#)

Where does the PI certify the form? How do I view the form?

ALL INVESTIGATORS' CERTIFICATION: My signature below indicates that 1) I am not presently debarred or suspended from receiving federal funds, 2) no federal funds were used for lobbying activities in connection with this proposal, 3) I am not delinquent on any federal debt, 4) the budget represents the best estimate of the full costs of the project and identifies all sources of funds to cover full costs, and 5) if the proposal is funded I will adhere to University policies including those pertaining to conflict of interest, ethical standards in the conduct of research, intellectual properties, the use of humans and animals in research and financial management of sponsored projects. I have completed a "Research Financial Interest Disclosure Statement"
[Go to Form](#) and submitted it to my Dean's or Director's office.

Attachments

Type	Title
	DescriptionWork-11.pdf by Hagan, Rhonda (PDF 51 KB)
	budget.xls by Hagan, Rhonda (XLS 60 KB)
	Budget justification.pdf by Hagan, Rhonda (PDF 24 KB)

Analysis of Alg, Sponsor: National Scienc, PI: Rhonda C Hagan:

Principal Investigator Certification

Resubmit

Assign To Me

Display Form

Manage Attachments: Brings up a separate window to browse for documents

Task - myUK : University of Kentucky - Windows Internet Explorer

myUK Good afternoon Rhonda Sign Off

Launch Pad ESS Testers - WDESS Employee Self-Service Student Services Student Administration Financial Aid View of Student Enterprise Services myUK Faculty Services IRIS Systems

Task | History Back Forward

Manage Attachments: Analysis of Alg, Sponsor: National Scienc, PI: Rhonda C Hagan
You can remove existing attachments here or upload more files

Remove

Subject	From	Type	Size
DescriptionWork-11.pdf	Hagan, Rhonda	PDF	51 KB
Budget justification.pdf	Hagan, Rhonda	PDF	24 KB
budget.xls	Hagan, Rhonda	XLS	60 KB

Row 1 of 3

To upload an attachment, choose "Browse" and select the file from your file system. Then choose "Upload".

Trusted sites | Protected Mode: Off | 100%

Email notification – example of a ‘Creator’ notice

From: Batch User [mailto:wfbatch@email.uky.edu]
Sent: Sunday, June 26, 2011 4:02 PM
To: Hagan, Rhonda
Subject: Internal Approval Form -- action required

An Internal Approval Form titled 'Analysis of Algebra Problems II' to Sponsoring Agency National Science Foundation has been submitted by Principal Investigator Deborah K Davis. The notification number for this e-IAF is 003000000924.

Attach the following documents under 'manage attachments' in workflow that apply to your submission.

Budget

Budget Justification

Abstract

Sponsor guidelines if cost sharing is required, salary or F&A is limited or any other sponsor restrictions

IACUC and IRB approval letter, if applicable

Click Here to Login to myUK (<https://myUK.uky.edu/irj/portal>).

After you have attached the applicable documents and verified data in workflow, workflow will then proceed to the PI for certification.

This email was produced from an automated process.

Do not reply to this email as this address is not monitored.

Data Verified, Attachments Added:

Need to see the, Sponsor: I B Moore Compa, PI: Benjamin F Collins

Sent: Today by Crouch, Kathy

Priority: Normal

Status: New

Notification Number: 3000000877.

Proposal Title: Need to see the validation screen for 1st step review

Your verification completes the processing of this step. Before your verification, please ensure that all files have been attached.

Need to see the, Sponsor: I B Moore Compa, PI: Benjamin F Collins:

Data Verified, Attachments Added



Resubmit

Assign To Me

Display Form

Delegates: To begin, go to Enterprise Services/Workflow/Workflow Items, and then go to the menu option to Manage Substitution Rules

The screenshot shows the myUK portal interface. At the top left is the myUK logo. The user is logged in as Rhonda, with a greeting "Good afternoon Rhonda" and a "Sign Off" link. A navigation bar contains various service links, with "Enterprise Services" selected. Below this, a sub-menu shows "Workflow" selected. The main content area is titled "Workflow Items" and includes a "Detailed Navigation" sidebar with "Workflow Items" highlighted. The main area shows a list of tasks with columns for Subject, From, Sent, and Priority. A context menu is open over the first task, with "Manage Substitution Rules" highlighted. Red arrows point to the "Workflow Items" link in the sidebar and the "Manage Substitution Rules" option in the context menu.

myUK

Good afternoon Rhonda

Sign Off

Launch Pad | ESS Testers - WDESS | Employee Self-Service | Student Services | Student Administration | Financial Aid View of Student | Enterprise Services | myUK | Faculty Services | myReports | IRIS Launch Pad | Email | SLCM Testers

Time Tracker | Financials | Materials Management | Workflow | UAMS | Customer Service Center

Workflow Items | History | Back | Forward

Detailed Navigation

- OSPA Grants PreApproval
- Workflow Items

Tasks (2/2) | Alerts | Notifications | Tracking

Show: New and In Progress Tasks (2/2) | All

Subject	From	Sent	Priority
Analysis of Alg. Sponsor: National Scienc. Pl: Rhonda C Hagan	Hagan, Rhonda	Today	Normal
Analysis of Alg. Sponsor: National Scienc. Pl: Deborah K Davis	Hagan, Rhonda	Today	Normal

Create Task | Show Filters | Hide Preview

- Refresh
- Personalize View
- Manage Substitution Rules
- Display Connection Status

Delegates: then go to Other Users' Substitution Rules and select the Take Over button beside each person listed.

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

My Substitution Rules

Create Rule ... Delete Refresh

Tasks	Nominee	What To Do	Status	Rule Activation	
All	Collins, Benjamin	Fills In For Me	Ongoing	Problems reported (repairable)	Turn Off

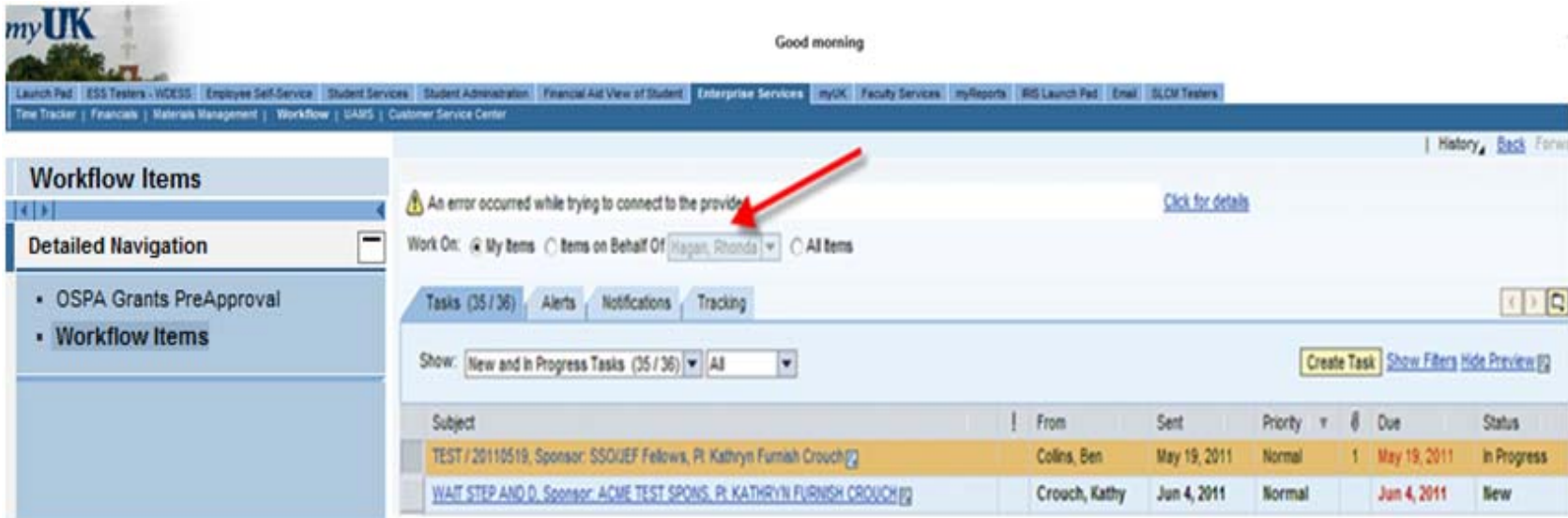
Row 1 of 1

Other Users' Substitution Rules

Task Owner	Tasks	What To Do	Status	
Collins, Benjamin	All	Fill In	Ongoing	Take over

Row 1 of 1

Delegates: final step to begin review as delegate



The screenshot shows the myUK portal interface. At the top left is the myUK logo. Below it is a navigation bar with various service links. The main content area is titled "Workflow Items" and includes a "Detailed Navigation" sidebar with links to "OSPA Grants PreApproval" and "Workflow Items". The main content area displays an error message: "An error occurred while trying to connect to the provider." A red arrow points to this message. Below the error message is a "Work On:" section with radio buttons for "My Items", "Items on Behalf Of" (with a dropdown menu showing "Hagan, Rhonda"), and "All Items". There are also tabs for "Tasks (35 / 36)", "Alerts", "Notifications", and "Tracking". A "Show:" section allows filtering by "New and In Progress Tasks (35 / 36)" and "All". A "Create Task" button and "Show Filters Hide Preview" link are also present. At the bottom, a table lists tasks with columns for Subject, From, Sent, Priority, Due, and Status.

Subject	From	Sent	Priority	Due	Status
TEST / 20110519, Sponsor: SSOUEF Fellows, PI Kathryn Furnish Crouch	Collins, Ben	May 19, 2011	Normal	1 May 19, 2011	In Progress
WAIT STEP AND D, Sponsor: ACME TEST SPONS, PI KATHRYN FURNISH CROUCH	Crouch, Kathy	Jun 4, 2011	Normal	Jun 4, 2011	New

Workflow Processing Flow:

Notify College Grants Officer (CGO) of PI that the e-IAF has been submitted

1. Submitter adds attachments (if not PI)
2. PI certifies
3. College Grants Officer of PI reviews (CGO for Alternate Dept if filled in, then CGO of primary organization unit)
4. Additional Investigators certify
5. Person at 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.
6. If Additional Investigators are in a different college from PI, their CGO reviews
7. Person at 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.

Notify PI by email that all approvals are completed

Notify OSPA by email that all approvals are completed

Additional Items:

Your first point of contact for any issue is the CGO.

If the PI or Co-I fail to certify, a reminder email will be sent after 6 hours.

If the 1st or 2nd level approver fail to approve, they also receive a reminder email after 6 hours. After 24 hours of no action, an email will be sent to the approver's delegate for action.

T-code ZGM_SWI6 is used to view the e-IAF or follow the workflow in SAP. Auto forward email can also be used to have the business officer in the review.

Available for campus wide use after July 1, 2011!

The Conflict of Interest (COI) form will be an annual process within the next year. Until then, follow your college recommendation for submission of the form. However, once an attachment is added, it may be viewed by each subsequent person in the workflow.

In the near future, the e-IAF will be required before the proposal will be submitted by OSPA to the sponsor.