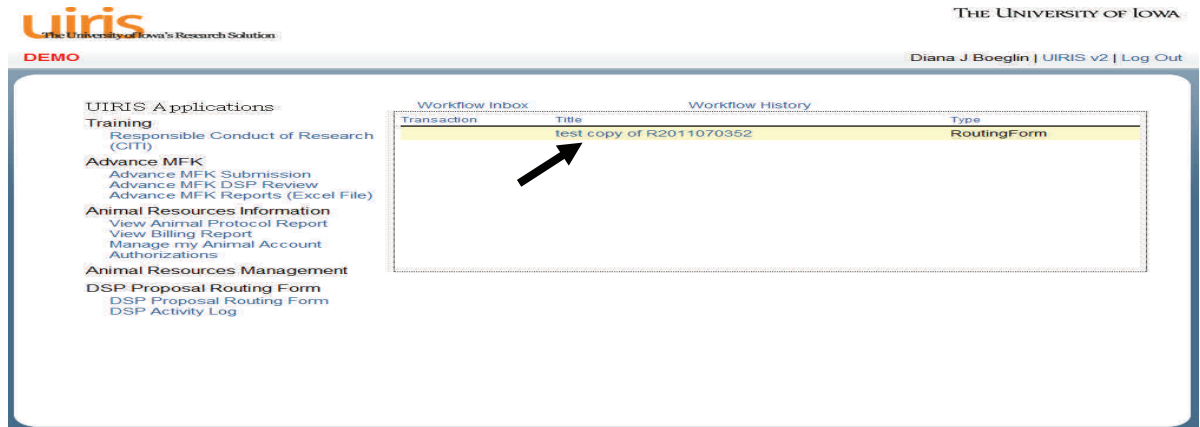


# DSP eRouting Training Guide

## PI Approval Process

Once the Initiator submits the eRouting form, the PI is the first person required to approve. Unlike later steps, PI approval takes place in UIRIS instead of Workflow. If the PI is also the Initiator, they will need to approve the form (in addition to submitting it) before it can proceed to the next step. The eRouting system automatically emails individuals when an eRouting form enters their inbox. However, you might not see the email for a variety of reasons (security settings, etc.). If you expect an email notice but don't receive it, you can enter this site: <https://uiris.uiowa.edu/> to see a dashboard listing all eRouting forms awaiting your approval.

**Step 1:** Login to UIRIS Dashboard (<https://uiris.uiowa.edu/>) and select your form. Do not enter through the DSP Proposal Routing Form Link.



If you don't see the routing form listed, or if you don't see approval buttons upon opening the routing form, click the orange UIRIS logo on the upper left side of the UIRIS page. **Approval buttons do not exist on eRouting forms accessed via the DSP Proposal Routing Form Link—you must access the form via the dashboard as seen above to approve it.**

**Step 2:** Review the form carefully then click "Approve" at the bottom of the page.

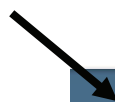
**NOTE:** If there are errors on the form you should correct them. While you do have the option to click "Do Not Approve", this will kill the form rather than sending it back to previous levels for correction.

### 11. Workflow Information

#### 11.1. Principal Investigator Workflow

Workflow path I am Approving Diana J Boeglin - Division Of Sponsored Programs - 04/0205

Name	Appr
HOOGERWERF REARDON, CHERYL	Rec
HUDACHEK, M L	May
STROUD, JESSICA RENEE	May
BOEGLIN, DIANA J	Rec



Approve

Do Not Approve

# DSP eRouting Training Guide

## PI Approval Process

**Step 3:** The PI Assurances Statement opens. Review it carefully before accepting and approving. Please note this requires 2 separate clicks.

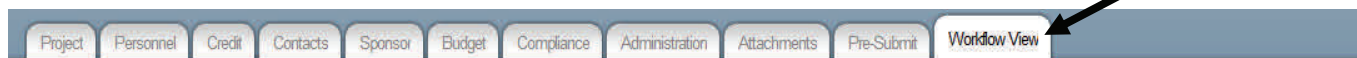
PI Assurances:  
The undersigned certify that:

- The information submitted within the application is true, complete and accurate to the best of the PI's knowledge;
- Incorrect responses on this form or failure to obtain required approvals may result in the University's withdrawal of the proposal or refusal to accept an award;
- Any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties;
- The PI and all UI project personnel will comply with the University of Iowa Intellectual Property Policy (Part V, Chapter 30, of the UI Operations Manual); and will report fully and promptly to The University of Iowa Research Foundation (UIRF) any invention conceived or first actually reduced to practice in the performance of this project, in order that the UI can comply with the provisions of the grant, contract or federal regulations as applicable;
- This application has been prepared consistent with standards for the ethical conduct of research at the University of Iowa (Part II, 27.6 Operations Manual);
- In its preparation, releases for all proprietary materials have been obtained and the intellectual work of others has been appropriately recognized and cited;
- No member of the project staff is presently debarred, suspended, proposed for debarment or declared ineligible for transactions by any federal department or agency nor delinquent in repaying any Federal debt. We have reviewed and concur with the answers to all questions on this form;
- If it is funded, the PI agrees to accept responsibility for the scientific conduct of the project in accordance with the University and Sponsor's guidelines and the scope of work and to provide the required deliverables, progress reports, and quality assurances;
- The PI will assume the following project management responsibilities: to expend funds under this project in accordance with sponsor and University policies; to review project expenditures monthly and take timely action to assure accurate accounting; to resolve any over-expenditures or unallowable costs and; to channel through the Division of Sponsored Programs or the Clinical Trials Office all documents requiring the countersignature of the University Authorizing Official, including revised budgets and project extension requests.
- If seeking funding from the National Institutes of Health, the PI is aware of the NIH Public Access Policy requirements and, if funded, will fully comply with all requirements, ensuring research-related manuscripts are submitted to the NIH PubMed Central digital archive upon acceptance for publication and made publicly available within 12 months following publication.

I Accept Assurances

Now the form will enter Workflow. After approval by all required individuals on the Workflow path it will reach DSP for review and processing.

**Note:** It is the PI's responsibility to ensure that all necessary approvals are received in a timely manner, particularly when faced with a deadline. Use the UIRIS dashboard to track progress of your routing forms. Click the "Workflow View" tab if you're working in tabbed format, or simply scroll to the bottom if you're working in full view mode. Clicking the arrow in front of your name will reveal current status. Initiators cannot see any names in this path until after the PIs approve the form.



Full View of Routing Form

1.1. This Routing Form has been submitted.

1.1.1. Principal Investigator Workflow

▼ Diana J Boeglin - Division Of Sponsored Programs - 04/0205 (Workflow Transaction ID 2895351)

Seq#	Approval Date	Approver	Approval	Routing	Status
1		STROUD, JESSICA RENEE	May Approve	DEPT	Pending
1		HUDACHEK, M L	May Approve	DEPT	Pending
	08/03/2011	BOEGLIN, DIANA J	Required	ALTERNATE	Approved
	08/03/2011	BOEGLIN, DIANA JEAN	Required	INITIATOR	