EPCS Approve Screens
January 31, 2014

New Approve Screen for Approvers:
When Approvers click the Approve link in an EPCS record, they will now be presented with a series of certifications based on information that has been included in the EPCS record.

Triggers that Add Approvers to an EPCS Record:
This section describes new triggers that have been implemented in EPCS which will prompt certain unit head and dean Approvers to be added to the Approve tab of the EPCS record.

- Effort: When effort is included for any key personnel on the Add/View Effort page of the Key Personnel tab, the unit head associated with that person’s home department will be added as an Approver to the EPCS record.
• **NIH Salary Cap:** For NIH Proposals only, there is a new NIH Salary Cap check box on the Add/View Effort page of the Key Personnel tab. When this box is checked for any Key Personnel, the unit head and dean associated with that person’s home department will be added as Approvers to the EPCS record.

• **Course Release/Sabbatical:** When the Course Release “Yes” box is checked or the Sabbatical box is checked on the Add/View Effort page of the Key Personnel tab, the unit head associated with that key personnel’s home department will be added as an Approver to the EPCS record.
- **Cost Share (Source UO):** When a cost share record is added to the Costshare tab of the EPCS record and the source unit is indicated as a UO department, the unit head and dean for that department will be added as Approvers to the EPCS record.

- **Cost Share (Third Party):** When a cost share record is added to the Costshare tab of the EPCS record and the source unit is indicated as a third party, then the unit head and dean for the department listed as the “Unit Administering Grant” on the Award tab will be added as Approvers to the EPCS record.
Targeted Certifications for Unit Heads/Deans:
This section describes the newly added certifications that will be included when a unit head or dean clicks the “Approve” button in an EPCS record.

- **No Triggers:** When none of the above triggers are included in an EPCS record, then department head associated with the PI and Co-PI’s (if applicable) home department will be required to approve the EPCS record. Standard, general certification language will be included in the case that none of the special certification areas are triggered.
• **Effort Certification:** When effort has been included for any of the key personnel on the Key Personnel tab of the EPCS record, the unit head for that person’s home department will see the following certification statement when clicking the “Approve” button.

• **NIH Salary Cap Certification:** When the NIH Salary Cap box has been checked on the Add/View Effort page of the Key Personnel tab, the unit head and dean for that person’s home department will see the following certification statement when clicking the Approve button.
- **Course Release/Sabbatical Certification:** When the Course Release or Sabbatical boxes are checked on the Add/View Effort page of the Key Personnel tab, the unit head for that person’s home department will see the following certification statement when clicking the Approve button.

  The proposal has not been finalized by the PI. It cannot be approved until finalized.

  APPROVING THE PROPOSAL AS UNIT DIRECTOR/HEAD OR DEAN

  The Principal investigator has finalized the proposal indicating that it is complete and ready for institutional review and Approval.

  By Approving this proposal and budget in my role as Unit Director/Head or Dean, I am providing my electronic signature on the application and am approving the proposal information contained therein.

  By Approving this proposal and budget in my role as Unit Director/Head or other supervisory position, I certify that:

  - I am aware that one or more of the project personnel have requested course release or will be on sabbatical during the life of this project and that this has been approved in my Unit.
  - If the proposal is awarded, my Unit is responsible for monitoring committed effort compared to actual effort and properly documenting and tracking all salary charged to the project.

  Direct questions regarding your approval of this proposal to sponsoredprojects@uoregon.edu.

- **Cost Share (Source UO) Certification:** When a cost share record has been added to the Costshare tab of the EPCS record with a UO department as the source unit, the unit head and dean for that department will see the following certification statement when clicking the Approve button.

  The proposal has not been finalized by the PI. It cannot be approved until finalized.

  APPROVING THE PROPOSAL AS UNIT DIRECTOR/HEAD OR DEAN

  The Principal investigator has finalized the proposal indicating that it is complete and ready for institutional review and Approval.

  By Approving this proposal and budget in my role as Unit Director/Head or Dean, I am providing my electronic signature on the application and am approving the proposal information contained therein.

  By Approving this proposal and budget in my role as Unit Director/Head or other supervisory position, I certify that:

  - If the proposal is awarded, my Unit is responsible for monitoring committed effort compared to actual effort and properly documenting and tracking all salary charged to the project.

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- **Cost Share (Third Party) Certification:** When a cost share record has been added to the Costshare tab of the EPCS record with a third party as the source unit, then the unit head and dean for the “Award Administering Grant” department indicated on the Award tab will see the following certification statement when clicking the Approve button.

- **Multiple Triggers:** If multiple triggers are included in the EPCS record, then the associated unit head and/or dean will see multiple certifications when clicking the “Approve” button in the EPCS record. In the below example, the PI has effort on the project, NIH Salary cap box has been checked, the Sabbatical box is checked, and there is cost share dedicated by a UO department included.
• **PI/Co-PI is also the Unit Head**: In cases where the PI or Co-PI on the project is also the unit head, then when he/she clicks the “Finalize” button, he/she will see both the PI/Co-PI Finalize page certifications plus the unit head Approve screen certifications all on one page.

**Updated Certifications for PI/Co-PI’s:**
The Finalize screen for PI’s and Approve screen for Co-PI’s has been updated to include a certification regarding effort certification.

• **New Finalize screen for PI**
New Approve Screen for Co-PI

Example Approve Screen

Please find below an example of what the Approve screen would look like if the proposal included all three compliance items:

APPROVING THE PROPOSAL AS DIRECTOR/HEAD OR DEAN

The Principal Investigator has Finalized the proposal indicating that it is complete and ready for institutional review and Approval.

By Approving this proposal and budget in my role as Unit Director/Head or Dean, I am providing my electronic signature on the application and am approving the proposal information contained therein.

By Approving this proposal and budget in my role as Unit Director/Head or other supervisory position, I certify that

- If the proposal is awarded, my Unit is responsible for monitoring committed effort compared to actual effort and properly documenting and tracking all salary charged to the project.

- If the proposal is awarded, my Unit is responsible for properly documenting and tracking salary charged to the project including any salary in excess of the current NIH Salary Cap. Salary for project personnel in my department in excess of the NIH Salary Cap will be charged to one of my department’s non-grant indexes.
I am aware that one or more of the project personnel have requested course release or will be on sabbatical during the life of this project and that this has been approved in my Unit.

If the proposal is awarded, my Unit is responsible for funding and properly tracking all cost-share obligated costs identified in this proposal and budget, which have been committed by my Unit as shown on the Costshare tab of this EPCS record. Please remember cost share is contractually binding.

If the proposal is awarded, my Unit, as the Unit Administering Grant, is responsible for documenting and tracking all third-party cost-share identified in this proposal and budget, as committed on the Cost Share tab of this EPCS record. Please remember cost share is contractually binding.

I understand my Unit is at risk and is obligated to document the entire amount of any non-UO, or third-party cost-share obligation by providing cash or in-kind cost-sharing from my Unit in the event any non-UO, or third-party cost-share is not provided by a non-UO, or third-party source following award.

Direct questions regarding your approval of this proposal to sponsoredprojects@uoregon.edu.

Click the button to Approve and certify that this proposal is ready for SPS Approval:

[Approve]

Once the proposal is fully approved, your Pre-Award Sponsored Projects Administrator in SPS will complete a final review of the application and provide the final institutional approval.