



OSP Announcements and Updates

Date: June 27, 2023

The Office of Sponsored Programs (OSP) will be sharing Tips and Information related to OSP monthly. This month is dedicated to Novelution.

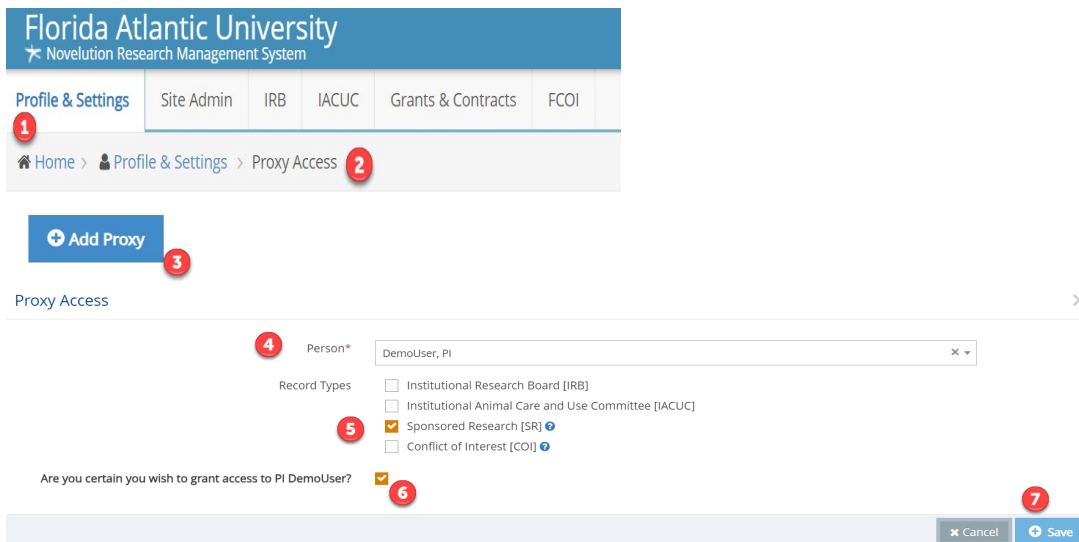
DID YOU KNOW a PI can assign Proxy Access in Novelution?

The purpose of proxy access is to provide an individual that is outside of a PI’s College or unit the ability to initiate and/or edit a Novelution proposal file on the PIs behalf. **Proxy access does not allow an individual to respond to compliance requirements such SFI, PSD, FCOI, or act as an approver on the PIs behalf.**

To grant Proxy Access:

Log into Novelution

1. Click the Profile & Settings Tab
2. Select “Proxy Access”
3. Click “Add Proxy” Button
4. Enter the person’s name who will serve as the proxy.
5. Select Record Types “Sponsored Research”
6. Click the checkbox to confirm access.
7. Click Save



DID YOU KNOW the status of your award can be tracked in Novelution as it goes through the review/approval process?

The Stage/Status section in the Novelution file shows the current status of the project and allows you to see what actions have been completed and which actions are still pending. When an action is ready to be completed, the status changes to Green. Depending on the type of action, either the OSP Award Administrator or the Researcher is responsible and must take an action.

***Researchers are required to complete their project specific disclosure and CITI FCOI training as part of this review process.**

Once the requirement is completed, it is date stamped, and then the next action turns Green. Actions that are Red cannot be completed until a previous action in the status bar is completed.

This tool is a useful feature that assists both faculty and research administrators in staying up to date on the progress of awards going through the review and approval process.

If you have questions about your award, please reach out to your OSP Award Administrator for more information.

Status	Requirement	Completion State	Revision	Completed by	Completed Date
Award Received by OSP	Award Intake	✔Completed	#2.1	Bone, Karen	05/11/2023 9:55 AM
Award Setup and Review ⓘ	OSP Review	✔Completed	#2.1	Bone, Karen	05/18/2023 9:58 AM
Signatures, Distribution, and FCOI ⓘ	Signed by FAU	Ready			
	Signed by Sponsor	Ready			
	OSP PostAward Approval/Submission to Research Accounting	Ready			
	Project-specific Disclosure for Xing-Hai Zhang	Ready			
	FCOI Training for Xing-Hai Zhang	Ready			
Award Account Information	AWD/TAG/GT entered	Not ready			