How a Proposal Progresses Through grantsERA

Status	Description	Responsible Role	Action(s)	Tabs To Be Reviewed/Completed
In Progress	From the creation of a proposal until it is marked "completed"	PI and/or AA	-Department Coordinators (AA) can work on a proposal with a PI once they have been selected as an Admin. Assistant (AA). (Note: This is the suggested time to verify that the selected sponsor is the correct *sponsor-type* for the proposal). -The AA can initiate a proposal on behalf of a PI if necessary. -PI or AA sends the proposal to "Completed". -Review the Routing Process Tab to see which Authorizing Officials (AO) and Other Approvers (OA) will be required to review and electronically approve the grantsERA file. Contact the Sponsored Programs Office is adjustments need to be made approval queue.	• Title Page • Proposal • Routing • Routing Process
Completed	Proposal is finished and ready for internal review	AA	-PI has "read only" access but is able to move the proposal back to "In Progress" if necessary. (Note: This action deletes the Pre-Award tab, however, all attachment remain with the file when it is resent to "Completed"). -AA uploads all required documents into the Pre-Award "Attachments" section and sends the proposal to "Routing & Approval". -Once the file is sent to Routing & Approval, all sections are locked and cannot be edited. -Review the Routing Process Tab to see which Authorizing Officials (AO) and Other Approvers (OA) will be required to review and electronically approve the grantsERA file. Contact the Sponsored Programs Office is adjustments need to be made approval queue.	• Title Page • Proposal • Pre-Award • Routing • Routing Process
Routing & Approval	Proposal is in the internal review process	AO,OA,RA	-The approval process is sequential in a pre-determined routing and approve queue. -An email is generated sequentially to each Authorizing Official (AO) as notification that a proposal is ready for their review. If the proposal is sent back to the PI or AA for corrections, the proposal will be re-sent through Routing & Approval. -Other Approvers (OA) receive email notifications after all AOs have reviewed and approved the proposal. -After all AOs and OAs have approved the proposal, an email is generated notifying Sponsored Programs (RA) that the file is ready for final review. -RA reviews the proposal and changes the status to "Approved".	• Title Page • Proposal • Pre-Award • Routing • Routing Process
Approved	Proposal has been reviewed and approved by Sponsored Programs' Proposal & Contract Administrator	RA	-Proposal is sent to the Director of Sponsored Programs for final review and sign-off.	• Complete proposal Package • gERA Proposal Status
Disapproved	Proposal did not pass internal review	AO, RA	-The College or Sponsored Programs elects to not move the proposal forward. -The explanation box should be completed so the PI knows what actions, if any, will allow for re-submission. -RA changes the status of the proposal to "Disapproved".	• gERA proposal status
Submitted	Application has been approved for submission to sponsoring agency	RA,ERA	-Director of Sponsored Programs has approved the proposal. -PI is given approval to submit the proposal directly to the sponsor. -For electronic or system-to-system submissions, Sponsored Programs (ERA) submits the proposal to sponsoring agency.	• gERA proposal Status
Awarded	Project has been awarded by sponsoring agency.	RA	-Post-Award documentation is prepared and verified by the Research Accounting Office. -RA changes the status of the proposal to "Awarded". -Post-Award information is entered in grantsERA. -An email notification is generated communicating that the GNEW Budget Transfer can be processed to set-up the account.	• Post-Award • gERA Proposal Status

Rejected	Funding has been denied by sponsoring agency	RA	-Copy of "Not –Funded" notification is uploaded in the Pre-Award "Attachments section. -An email is generated to notify PI.	• gERA Proposal Status
Closed	Project has been completed and all deliverables have been met.	RA	-Copy of Final reports, if any, are uploaded into Post-Award "Reports Due" section. -An email is generated to notify PI.	• gERA Proposal Status
Withdrawn	Proposal has been completed but a decision was made to not submit it to sponsoring agency.	PI,RA	-PI may withdraw proposal while it is the "In Progress" or "Completed" status. -Sponsored programs (RA) may withdraw the proposal after the "Completed" status.	• gERA Proposal Status