

“Proposal Routing Approval” in 3 Easy Steps

Workflow Approver Quick Reference Guide

Principal Investigator

Revised 10/15/15

Step One: Log into Banner Workflow

In Internet Explorer, enter the url: <https://patriotweb.gmu.edu/admin/>
Then click on the “Workflow” link.



GEORGE MASON UNIVERSITY

ADMINISTRATIVE SYSTEMS

Production

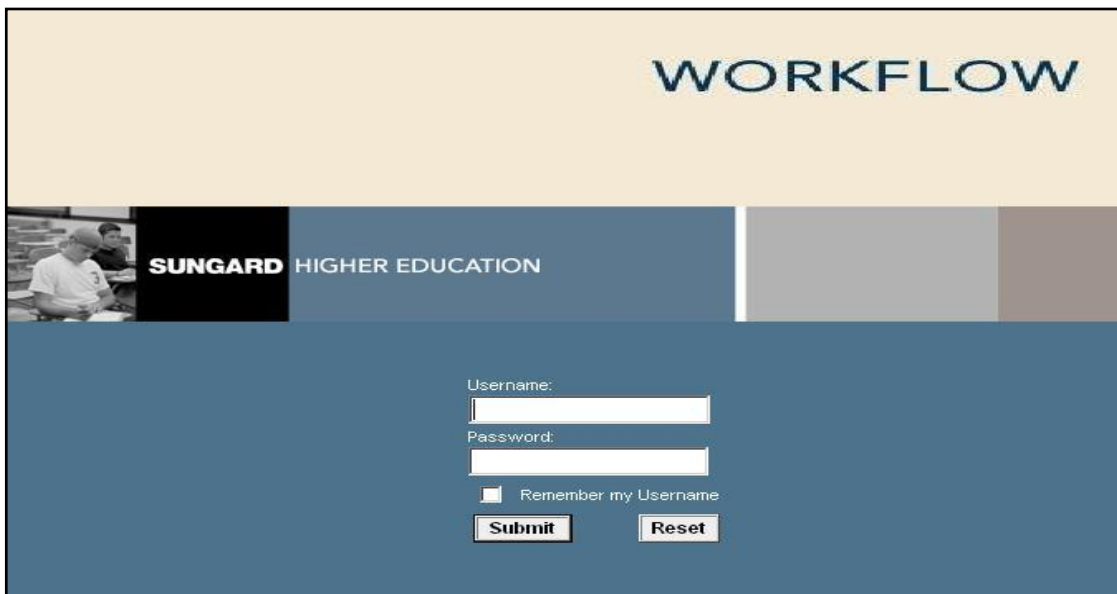
Patriot Web Self Service

Internet Native Banner
Warning: Duplicate G numbers may be present in Production. Please read an **Important Message** before accessing Production.

> For Windows Users
Important Note: This version of the Internet Native Banner Interface now uses the Java Plug-in instead of the Oracle JInitiator. The Java Plug-in should install automatically. If you want to download the Java Plug-in directly, please get the **Mason supported version of the Java Plug-in** software. This software is required for you to be able to login above.

- Customer Service
 - Patriot Web Alerts
- Reporting
 - Discoverer
 - e-Print Reports
 - Oracle Reports
- Other Applications
 - Evisions IntelleCheck
 - Foundation Accounts System
 - Fund/Org Lookup Form
 - Pooled Position Lookup Form
- WorkFlow**
- Resources

At the login screen, enter your email user name (e.g., ccourtn1).
The password is your email password.



WORKFLOW

SUNGARD HIGHER EDUCATION

Username:

Password:

Remember my Username

Submit **Reset**

The user's inbox is displayed, containing all workflow instances that require the approver's attention.

Select a workflow transaction from the Worklist to review and approve.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains sections for 'Home', 'User Profile', and 'Administration'. The main content area is titled 'Worklist' and contains a table with the following data:

Orgn	Workflow	Activity	Priority	Created
Root	New Orgn - Workflow Education	EnterNewOrgnInfo	Normal	11-Dec-2007 02:30:10 PM

Below the table, there is a status 'Ready' and a 'Show Reserved Items' link. At the bottom, there is a pagination control showing '1 - 1 of 1' and navigation buttons for 'First', 'Previous', 'Next', and 'Last', along with a 'Go to page:' dropdown menu.

Step Two: Review Transaction information

The transaction information will be displayed. The PI Certifications and Representations are incorporated into Workflow. Please select from the drop down menu for each certification. A sample page is shown below.

The screenshot shows a detailed view of a workflow transaction titled 'PI Proposal Review'. The page includes a sidebar on the left and a main content area with the following information:

Date: 02-Oct-2015 09:07:19 AM
Grants Admin Name: Jennifer Fortney
Grants Admin NetID: jfortne1
Grant Admin Comments: Example

Proposed Cost Share Fund/Org:
PI Name: Jennifer Fortney
PI NetID: jfortne1
Proposal #: 999999
Sponsor Name: Test
Lead Unit: OSP
PI Dept Chair Name: Jennifer Fortney
PI Dept Chair NetID: jfortne1
Approval Required?: No
PI Center Director Name:
PI Center Director NetID:
Approval Required?: No
PI Dean/Director Name: Jennifer Fortney
PI Dean/Director NetID: jfortne1
Approval Required?: No

=====**PI CERTIFICATIONS AND REPRESENTATIONS**=====

Research Compliance

Will any of the following be involved in this project? If yes, approval of institutional review boards may be required before award can be made. Please refer to the following websites for information:

Website for the Office of Research Integrity and Assurance: <http://oria.gmu.edu/>
Website for Environmental Health and Safety Office: <http://ehs.gmu.edu>

1. Human Subject Research:

2. Vertebrate Animals Used:

3. Laboratory Hazards:

(See the laboratory hazards information sheet for more details.)

If 'Yes', indicate laboratory hazards below:

4. Ionizing Radiation (Radioactive material or instruments that produce ionizing):

5. Infectious Materials (Risk Group 2 agents, human or non-human primate tissue, bodily fluids, cell culture, etc.):

6. Recombinant DNA:

7. Biologically-derived Toxins:

8. Environmental Samples:

9. Other Biological Materials:

Financial Conflict of Interest in University Contracts with Businesses Under Virginia Law Policy (University Policy Number 4001)

Disclosure to the Vice President for Research and a formal waiver, if necessary, must occur before any award is made. The full policy can be found at: <http://universitypolicy.gmu.edu/policies/financial-conflicts-of-interest-in-university-contracts-with-businesses-under-virginia-law/>

10. With regards to the Comprehensive Conflict of Interest Act, Section 2.2-3100 through 2.2-3127 of the Code of Virginia:

Certification Regarding Financial Conflicts of Interest in Federally-Funded Research (University Policy Number 4010)

<http://universitypolicy.gmu.edu/policies/financial-conflicts-of-interest-in-federally-funded-research/>

Investigators (the Project Director/Principal Investigator (PD/PI) and any other person, regardless of title or position, who is independently responsible for the design, conduct or reporting of federally funded research) who apply for any federally funded research must disclose situations where "significant financial interests" are present.

Certifications and any required disclosures must be provided prior to the University's submission of an application for federal funds.

11. Regarding financial conflict of interest as defined in Policy Number 4010:

Certification Regarding Proposal Personnel

If a faculty member or administrator might exercise or appear to exercise control over any personnel action associated with a person with whom he or she has a family or close personal relationship, the supervisor of the faculty member or administrator must designate a disinterested person to substitute for the individual who might have a personal interest. The Faculty Handbook (<http://www.gmu.edu/resources/facstaff/handbook/>) contains detailed information on this requirement.

12. Please indicate if you have any family or close personal relationships with the proposed project personnel.

13. Project Description: Provide three key words that describe the work done on this project and the scope.

Key word 1:

Key word 2:

Key word 3:

14. Project Scope:

* Countries impacted by project:

Location, Facilities and/or Specialized Equipment Needs: These must be negotiated with the appropriate University officials PRIOR to submission of proposal. Please indicate where project activities will be conducted and/or any facility and/or equipment needed.

15. Location

GMU building/room no(s):

If off campus, total sq ft:

Off campus address:

Specialized facilities/equip:

16. Export Control:

a. Does the program involve MILITARY (technology specially designed or developed for a military or intelligence application), SPACE or ENCRYPTION (other than ancillary encryption capabilities associated with a commercial item)?

b. Will Mason receive technical information that is not publicly available (e.g., proprietary information or U.S. Government limited access/distribution)? This does not include information that may be considered confidential but is not technical in nature.

c. Will Mason take, ship or send any equipment or software (other than open source) outside the U.S.?

d. Will Mason take or send any software (including open source) to the Crimea region of Ukraine, Cuba, Iran, North Korea, Sudan or Syria?

If 'Yes', select to which country below:

e. Will Mason need to transfer export controlled equipment or technology to a foreign party (in or outside the U.S.)?

f. Will foreign nationals supporting the contract (e.g., students, faculty) need access to export controlled equipment or technology?

g. Will research occur outside the U.S. or is international travel anticipated?
 -- Please Select --

If 'Yes', will there be travel to any of the sanctioned countries below?

Cuba: -- Please Select --

Iran: -- Please Select --

North Korea: -- Please Select --

Sudan: -- Please Select --

Syria: -- Please Select --

17. Course Release: Will course releases be requested for any personnel on this project? NOTE: Discussions regarding course releases are handled entirely by the department and college or school.
 -- Please Select --

18. Participation: Are you currently debarred, suspended, proposed for debarment or suspension or otherwise excluded from participating in Federally funded grant projects?
 -- Please Select --

19. Lobbying: Have lobbying activities been conducted on behalf of this proposal?
 -- Please Select --

To view the routing form and the F&A distribution, please click on the attached PDF. The document will open for your review.

* Review documents below and select an action:

Approve

Return to Initiator (Enter comments below)

PI Comments:

Complete Save & Close Cancel

Attachments

test routing form
 Blank Test Routing Form.pdf (43 KB)
 12-May-2010 11:06:42 AM
[\[Update\]](#) [\[Remove\]](#)

Attach File

Step Three: Choose an Action

When finished reviewing, the approver chooses an action: Approve or Return to Initiator. If the information is correct, select “Approve” and press the “Complete” button.

If modifications are necessary, please describe the actions required in the “Comment” field, select “Return to Initiator” and press the “Complete” button.

If you are unable to complete the transaction during this session, press the “Save & Close” button and exit Workflow.