eRouting Information Specific to Faculty (PD/PI)
Quick Reference Sheet

eRouting website may be found at:  https://erouting.gatech.edu/erouting/home

For full instructions on routing and submitting proposals visit:
http://www.osp.gatech.edu/proposal-development

- For more in-depth information and step-by-step instructions about eRouting, please see the eRouting manual (OSP Document Library).
- For answers to common questions see the eRouting FAQs (PDF).

Provided you answer eRouting questions appropriately, eRouting will automatically route your proposals to the correct Research Administration department. For example:

1) Corporate or International proposals will automatically be routed to the Corporate and International Contracting Directorate.
2) Proposals sponsored by corporate entities, but involving federal flow-through funding will require you to choose the appropriate Contracting Officer based on your unit/department.
3) Proposals where you indicated “Yes” to a Conflict of Interest (COI), an email notification will be routed to the Office of the General Counsel’s Conflict of Interest Review Committee for follow-up.
4) Proposals requiring mandatory cost share approval should first be routed via GT-TRACS for signature approvals. The GT-TRACS confirmation page (screenshot or PDF) should then be uploaded in this section for documentation purposes and will be viewable to those in the routing workflow.

If someone other than the Project Director (PD)/Principal Investigator (PI) initiates the proposal routing sheet within eRouting, then the PD/PI will receive an email that looks like this which means a proposal requires review/approval:

From: erouting-admin@gtresearch.gatech.edu [mailto:erouting-admin@gtresearch.gatech.edu]
Sent: Thursday, January 24, 2019 12:49 PM
To: D'Urbano, Christopher <Christopher.D'Urbano@osp.gatech.edu>
Subject: eRouting: A Proposal Routing Sheet is ready for your review.

The following proposal P18385, due on 1/25/2019 requires your attention:

PD/PI: Sholl, David S
Sponsor: AMERICAN INSTITUTE OF CHEMICAL ENGINEERS (AIChE)/NEW YORK, NY Proposal Title: RAPID: Focus Area Lead

Please visit https://erouting.gatech.edu/erouting/prsys/viewProposalList?proposalId=P18385#takeAction at your earliest convenience.

NOTE: The PD/PI MUST complete the steps explained below in the “Special Review Checklist” and “Approval” sections. It is not sufficient for the PD/PI to reply approved in response to this email.

Special Review Checklist:
This is one of the most important parts of the routing form. It signals any additional reviews your proposal may need before it is submitted.

While you may have had someone create and initiate the routing sheet, you need to verify those responses during your review/approval as part of the certification process.
Special Review Checklist (Continued):

EHS – if none of these situations apply to your research project, then select the last bullet:

Lab & Chemical Hazards
- Chemicals
- Highly Reactive Chemicals (ie pyrophoric, explosives)

Biological Hazards
- Humans/Human Primate/Other Mammalian Materials
- Microorganisms
- Biological Toxins
- Recombinant/Synthetic Nucleic Acid Molecules

Laser Hazards
- Additional information here
- Class 3B or 4 Laser
- System containing embedded Class 3B or 4 Laser (such as laser cutters, engravers, etc.)

Radiation Hazards
- Radioactive Material (RAM)
- X-Ray Generating Devices (such as XRDs, e-beam evaporators, etc.)

Other Hazards
- Machine Shop Hazards

EHS Not Applicable
- EHS Hazards Not Applicable for this proposal
OCI – Organizational Conflict of Interest:
If your proposal requires an Organizational Conflict of Interest (OCI) representation or certification, select "Yes" and include the language from the solicitation. Also include any information about potential conflicts. If you aren’t sure, speak with your Contracting Officer or check “I Don’t Know”. Answering “Yes” or “I Don’t Know” will automatically route to the Research Operations Directorate within the Office of the Vice President for Research Development and Operations (VPRDO) for review.

NOTE: The simplest way to look for an OCI requirement is to search for the word ‘conflict’ in your solicitation. If you find something that is outside of standard personal or reviewer conflict of interest, then select “Yes” for OCI review.

Conflict of Interest and IP (Intellectual Property):

THIS SECTION MUST BE ANSWERED BY THE PD/PI AS WELL AS ANY CO-PD/PI LISTED ON THE PROPOSAL

Each PD/PI or Co-PD/PI must answer the following questions about financial conflict of interest and intellectual property. Answering “Yes” will route to the appropriate Research Administration office for follow-up.

Final Step to Submit:
You must check the box to certify to the statements, then click the Submit button at the bottom. This will forward your proposal to the next level approval.
Approval:

If you are listed as an approver on a proposal routing sheet, you will also use the **Take Actions** tab to route the proposal to the next level. When you click on the tab, you will be able to see any actions you need to perform. You may enter any comments and then click approve to send the proposal to the next approver.

![BO/Grants Admin Approval](image)

**Automated eRouting E-mails:**

As a PD/PI, you will receive e-mails directly from eRouting. Some will require action and some are only informative. You only need to take action on those that state “requires your attention”.

**E-mail requiring action: Requires your attention**

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The following proposal P9056, due on 5/31/2022 requires your attention:

OCI Approval has been requested.

PD/PI: Williams, Jessica Nicole
Sponsor: CDC FOUNDATION/ATLANTA, GA
Proposal Title: DO NOT USE - Test Case for DD254


Note - the following comments were included with the action:

None

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**Informative e-mail: No action is required**

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The following proposal P9056, due on 5/31/2022 has been submitted by the PD/PI.

**No action is required.**

PD/PI: Williams, Jessica Nicole
Sponsor: CDC FOUNDATION/ATLANTA, GA
Proposal Title: DO NOT USE - Test Case for DD254

Please keep this link to check the status of this proposal [https://testerouting.gatech.edu/erouting/prsyst/viewProposalRS?proposalid=P9056#/?proposalHistory](https://testerouting.gatech.edu/erouting/prsyst/viewProposalRS?proposalid=P9056#/?proposalHistory)
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**DO NOT REPLY TO THOSE E-MAILS.** Please use the link within the e-mail to submit a comment within the eRouting system.
OTHER FEATURES

When you know there is a task to complete, but can’t find it, log in to eRouting and click on the My Actions tab at the top. If you have actions to take, you will see a number in the My Actions tab upon login (as highlighted above). Once you click on that tab, see the instructions below for more information.

**My Actions Tab:**
To access a proposal, click on the link under the ID column.

This table displays Proposal Routing Sheets assigned to you and require your attention.
My Proposals Tab:
The My Proposals screen shows any proposals on which you are one of the following roles:
PD/PI, Co-PD/PI, Initiator, Lead Admin POC (Point of Contact), or CO (Contracting Officer)

Search:
You can search for proposals in eRouting using any of the following criteria by clicking into the search bar located in the top right:

HINT: You should first click the red Clear button, then enter or choose data in any of the fields before clicking the Search button.