

eRouting Approval Workflow Template

This form is used when your department needs to update the eRouting Approval Workflow (ex. new Chair approvers). See page 3 of this document for an example.

If the approval names are different for the departments under the college, please identify those departments on **separate forms** for clarity.

If the approvers are the same for multiple department ID's, you can put all those on a single form.

Once completed, please submit via email to erouting-support@gtri.gatech.edu which will create a help desk ticket that will allow for you to respond to any questions about your request, check on the status, and receive confirmation once it has been completed.

Department Org ID	
Department Name Short	
Department Name Long	
General Approvals	
Is Business Officer / Grants Admin approval required?	If Yes, then provide names/GTIDs of People to add or remove
Is School Chair / Center or Dept. Head approval required?	If Yes, then provide names/GTIDs of People to add or remove
Is Dean / VP (or higher) approval required?	If Yes, then provide names/GTIDs of People to add or remove
PD/PI Approvals	
If a PD/PI from this organization is assigned as a Co-PD/PI on other organizations proposals does the Co-PD/PI need to approve the proposal.	If Yes, then provide names/GTIDs of People to add or remove
If a PD/PI from this organization is assigned as a Co-PD/PI on other organizations proposals does the proposal need to get Business Officer / Grants Admin approval.	If Yes, then provide names/GTIDs of People to add or remove
If a PD/PI from this organization is assigned as a Co-PD/PI on other organizations proposals does the proposal need to get School Chair / Center or Dept. Head approval.	If Yes, then provide names/GTIDs of People to add or remove
If a PD from this organization is assigned as a Co-PD/PI on other organizations proposals does the proposals need to get Dean / VP (or higher) approval.	If Yes, then provide names/GTIDs of People to add or remove

OSA (Other Sponsored Activities) Approvals

F&A Rates - <https://osp.gatech.edu/rates>

NOTE: If you would like to add a departmental review of the OSA rate, please add names here

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OSA Rate review/approval is always required by the VPRA	MUST include in approval workflow: Vannessa Daniels and Roberta Burke

**OCI Review/Approval
(Organizational Conflict of Interest)**

Is School Chair / Center or Dept. Head approval required?	If Yes, then provide names/GTIDs of People to add or remove
Is Dean / VP (or higher) approval required?	If Yes, then provide names/GTIDs of People to add or remove
OCI review/approval is always required by the EVPR	MUST include in approval workflow: Gail Spatt, Susan Roche or Kathy McGinnis (alternate)

If you need assistance with this form, please contact training@osp.gatech.edu.

eRouting Approval Workflow EXAMPLE

This page includes an example of how the form is used when your department needs to update the eRouting Approval Workflow (ex. adding a new Chair approver, and removing the prior Chair).

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please identify those departments on **separate forms** for clarity.

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