

## 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](mailto: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.**

<b>Department Org ID</b>	
<b>Department Name Short</b>	
<b>Department Name Long</b>	
<b>General Approvals</b>	
Is Business Officer / Grants Admin approval required?	If Yes, then provide names/GTIDs of People to <b>add or remove</b>
Is School Chair / Center or Dept. Head approval required?	If Yes, then provide names/GTIDs of People to <b>add or remove</b>
Is Dean / VP (or higher) approval required?	If Yes, then provide names/GTIDs of People to <b>add or remove</b>
<b>PD/PI Approvals</b>	
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 <b>add or remove</b>
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 <b>add or remove</b>
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 <b>add or remove</b>
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 <b>add or remove</b>

**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**

Is Business Officer / Grants Admin approval required?	If Yes, then provide names/GTIDs of People to <b>add or remove</b>
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Is Dean / VP (or higher) approval required?	If Yes, then provide names/GTIDs of People to <b>add or remove</b>
OSA Rate review/approval is <b>always required</b> by the AVPRA	MUST include in approval workflow: Cindy Hope, AVPRA and Kevin Wozniak, Executive Director

**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 <b>add or remove</b>
Is Dean / VP (or higher) approval required?	If Yes, then provide names/GTIDs of People to <b>add or remove</b>
OCI review/approval is <b>always required</b> 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](mailto: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).

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](mailto: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.**

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