New and Improved OGC Routing Process Changes

Effective: July 1, 2020

Overview

As a result of internal process improvement efforts and collaboration with numerous university department partners, the Office of Grants and Contracts (OGC) is revising the routing process to streamline the routing process and reduce administrative burden. Effective July 1, 2020 only new proposal applications and new contract agreements will need to be formally routed using Infoed. Each routing record will tie to one award in Peoplesoft, rather than having multiple routings for multiple budget periods. The proposal routing should include all anticipated funding for the proposed project.

Under the new process, Contract Amendments and Research Performance Progress Reports (RPPRs) will utilize a more efficient Formstack form to expedite the OGC review and approval process. You can preview the new request form here:

https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form

Noncompeting continuation award notices may be sent directly to OGC Award Set-up by emailing OGC.AwardsIntake@ucdenver.edu.

The table below identifies when formal routing using the Routing form in InfoED eRA is required.

Award Type	New Project	Non-Competing Continuation	Competing Continuation / Supplement	Amendment (Same Project)	RPPR
Federal Grants	Infoed Routing Required	Email award directly to OGC Award Set Up	Infoed Routing Required	N/A	Submit via Formstack
Federal Flow Through Grants/Contracts	Infoed Routing Required	N/A	N/A	Submit via Formstack	N/A
Foundation Grants	Infoed Routing Required	Email applicable documentation directly to OGC Award Set Up	N/A	Submit via Formstack	N/A
Contracts	Infoed Routing Required	N/A	N/A	Submit via Formstack	N/A

Please help us in communicating this change to your PIs. The biggest change for them is that they will receive a Formstack email notice rather than an Infoed routing notice.

Contact
Please send any questions regarding this new process to TK Keith, Manager of Compliance, Training, and Real Estate Services, at THOMAS.KEITHIII@CUANSCHUTZ.EDU.

Frequently Asked Questions Regarding the New Routing Process

Q: When does this new process take effect?
A: The new process is effective July 1, 2020 and applies to all applicable University awards.

Q: What happens to open routings I submitted prior to the new process going into effect?
A: For any previous routing, you can just use that previous routing and follow the new process going forward.

Q: What should I do if I receive a noncompeting continuation award notice on or after July 1, 2020 for an existing award?
A: You will use the new process.

Q: Where is the Routing Form?
A: The Routing Form is located in InfoED eRA.

Q: Where is the form for amendments and RPPRs?
A: The Proposal Continuation Form is located at:
https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form

Q: What is the email address I use to send noncompeting continuation award notices?
A: If you receive a noncompeting continuation award notice, please send the entire award notice to OGC.AwardsIntake@ucdenver.edu.

Q: Are the internal deadline dates for routing and RPPRs changing?
A: No. The internal deadlines remain the same. The deadlines are explained at http://www.ucdenver.edu/research/OGC/awardadmin/preaward/Pages/routing.aspx under "Routing Requirements."

Q: What is considered a "Federal Flow-Through Grant/Contract?"
A: A federal flow-through grant is when another non-federal organization is providing federal funding to our University. For example, the National Institutes of Health may make an award or issuing a contract to the University of Nebraska, which in turns makes a subaward/subcontract to our University.

Q: What is the difference between a grant and a contract?

A: A grant is a project seeking funding from the federal government, a pass-through entity, or a non-profit organization that requires a proposal or Letter of Intent (LOI) that is submitted to OGC Pre-Award for review. A contract is an agreement, typically from an industry sponsor, that did not require a proposal or LOI.

Q: What is a noncompeting continuation award?
A: A noncompeting continuation award is a notice for a subsequent budget period within a previously approved project period. A new routing is not required and you may send the award notice to OGC.AwardsIntake@ucdenver.edu.

Q: What is a competing continuation application?
A: A competing continuation application, also called a renewal application, is a request for additional funding for a period subsequent to that provide by the current award. Since this is a request for a new project, a routing form is required. This would include competing continuations for Cooperative Agreements or Type 2 NIH grants.

Q: What is a supplement?
A. A supplement request, also called administrative supplements, is for additional funds during a current project period. A supplement request must be routed to OGC via the Routing form in InfoED eRA.

Q: When do I need to route for an industry sponsored clinical trial?
A: You only need to route an industry sponsored clinical trial when the scope of work for the project has substantially changed from the original scope of work.

Q: I received a letter from a foundation that releases funding for a new budget year. Do I route this?
A: No, routing is not required. You may email OGC the letter to OGC.AwardsIntake@ucdenver.edu.

Q: For a project that's funded under a Master contract, when do I need to complete the routing form?
A: You would only complete the routing form when a new amendment or task order is issued under the Master contract because this would be considered a new project.

Q: Where can I find more information about routing proposals?
A: The OGC Routing page is located at:
http://www.ucdenver.edu/research/OGC/awardadmin/preaward/Pages/routing.aspx

Q: Where can I find more information about routing RPPRs?
A: The OGC RPPR page is located at:
http://www.ucdenver.edu/research/OGC/awardadmin/preaward/Pages/procedures.aspx

Q: Where can I find the status of my routing?
A: For proposals, check the Infoed status history. For Contracts and Amendments, you can check the Agreements tab in the Infoed Routing. For RPPRs, you can check the Activity log.

Q: What are potential impacts to reports that I run?
A: Depending on what reports you run, things like proposal routing count and proposed dollars may decrease (because of the elimination of duplicate routings), but should actually paint a more accurate picture.

Routing Decision Tree - Effective July 1, 2020

Are you routing for a brand new proposal that has no prior awards?	→ **Yes** →	Complete Infoed Proposal routing.
↓ **No**		
Are you routing for a competing federal segment or supplement?	→ **Yes** →	Complete Infoed Proposal routing.
↓ **No**		
Are you routing an RPPR for a federal non-competing year?	→ **Yes** →	Please complete Formstack form to request review of submitted RPPR. No new InfoEd routing is required.
↓ **No**		
Are you routing a continuation/modification or amendment document that requires an Authorized Signature, or sponsor submission?	→ **Yes** →	Please complete Formstack form to request review of submitted modification or amendment. No new Infoed routing is required
↓ **No**		
Are you routing an award document to extend or add additional funding to an existing award	→ **Yes** →	Please send award notice to OGC.AwardsIntake@ucdenver.edu. No additional routing is required.
↓ **No**		
Please contact Preaward, Contracting or Award setup for additional guidance.		