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**ORSP  
GRANT MANAGER (GM) TEAM**

			
<b>Doug Carey</b> <u>Grant Mgr.</u>	<b>Dr. Daniel Griffin</b> <u>Associate Director</u>	<b>Grace I. Liu</b> <u>Grant Mgr.</u>	<b>Nancy Myers Sims</b> <u>Grants and Contracts</u> <u>Development Specialist</u>
<ul style="list-style-type: none"> <li>— College of Social Sciences</li> <li>— HHS</li> <li>— Arts &amp; Hum</li> <li>— Education</li> </ul>	<ul style="list-style-type: none"> <li>— Administration</li> <li>— Business</li> <li>— Engineering (Except NSF or SCORE)</li> <li>— Library</li> <li>— Student Serv.</li> </ul>	<ul style="list-style-type: none"> <li>— JCAST</li> <li>— IP</li> </ul>	<ul style="list-style-type: none"> <li>— Science and Math</li> <li>— Engineering (only NSF or SCORE)</li> </ul>

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**The PIF Process**

- The University currently utilizes a Project Information Form (PIF) for its review and approval process. Proposals for sponsored programs shall not be submitted to a potential sponsor on behalf of the University and/or Foundation without prior official approval obtained through the PIF routing process. (APM Policy 501)
- The PIF form is processed through the Grant Application Routing and Approval Form (GRAF) through the Biz Flow system. The GRAF form can only be initiated by a grant manager (GM) through the Office of Research and Sponsored Programs.
- Please contact your assigned GM at least two weeks in advance to start the GRAF routing process.
- This approval process is for both proposals and contracts. In the proposal stage, the approvals are allowing us to submit the proposal whereas in a contract, it is allowing us to start negotiating with the funding agency. **You must get these approvals before you submit a proposal or start negotiating a contract.**
- You can login to Bizflow by going through my.fresnostate.edu ; using your email username and password

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### Transitioning from an OLD to a NEW PIF routing system

- GM and PI meet to discuss available grants/set deadlines/gather documents
- PI starts PIF routing process.
- PIF is sent to Department Chair for signatures.
- PIF is routed to the appropriate Dean.
- PIF is then routed to ORSP via campus mail or walked over.

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### Transitioning from an OLD to a NEW PIF routing system

- Grant Manager and PI will discuss future proposals or grants/set a deadline/gather documents/.....
- Grant Manager will initiate PIF routing process through Bizflow.
- PI will receive an email notification, will approve/deny through Bizflow.
- Department Chair will approve/deny PIF, then Dean will approve/deny.
- PIF will be routed to Director of Sponsored Programs then to AVP of Research /VP of Admin via Bizflow.
- PIF notification to GM/Analyst
- PIF will be entered in to our system (SAR).

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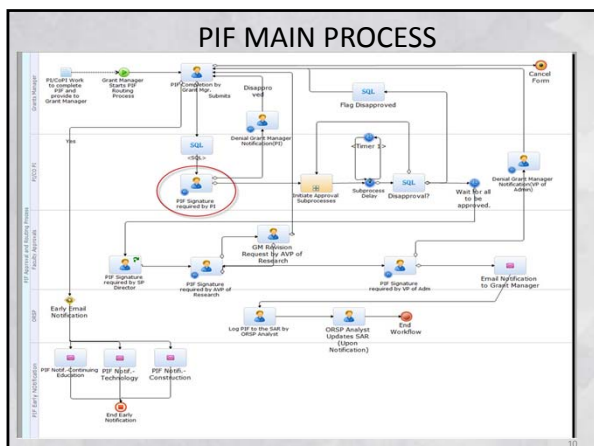
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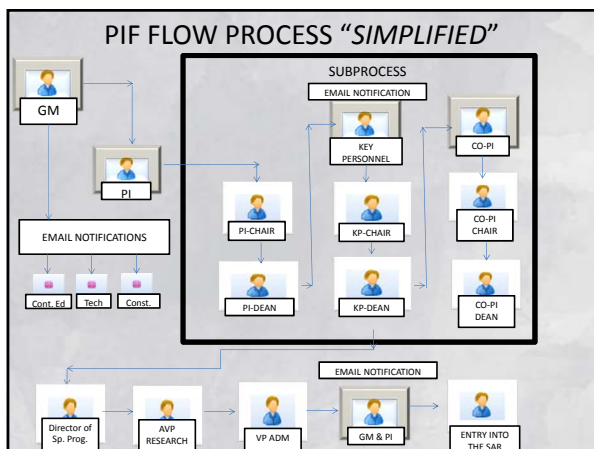
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### PI - EMAIL NOTIFICATION

**Zimbra** mksmettan@csufresno.edu

**PIF requires your review and approval - 2252** PARENT ID

From: bizflow@handysoft.com Tue, Nov 13, 2012 08:42 AM

Subject: PIF requires your review and approval - 2252

To: mksmettan@csufresno.edu

**BizFlow** If You've got work

Mksmettan, Maral: Your PIF form was submitted and needs your review and approval.

From: Grant Application Tracking and Approval  
Request ID: 2252

Description: Testing for the new e-mail language - 2252

Activity: PIF Signature required by PI

Grant Manager for PIF: Maral Mksmettan

Principal Investigator: Mksmettan, Maral

Funding Agency: **Aryata LifeScience**

Funding Agency Other:

Current Year Cost: 3,250,000

Total Cost: 3,500,000

Please review the PIF form and read any comments contained within the form. To review/complete this request, log into My Fresno State, select "Forms Partials" from My Home. Then select "My Worklist". A full list of items needing your attention will be shown.

This e-mail message has been automatically generated. Please do not reply as this account is not monitored.

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2252

ACTIVITY LEVEL

INSTRUCTIONS

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**PI- EMAIL REMINDER**

Zimbra https://zimbra.csufresno.edu/zimbra/h/printmessage?id=95143&cm=1

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**Zimbra** **PARENT ID** mkiametian@csufresno.edu

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**Principal Investigator - Please review/approve recent email/task sent to you Id# 1090**

From: mkiametian@csufresno.edu Fri, Sep 28, 2012 09:49 AM

Subject: Principal Investigator - Please review/approve recent email/task sent to you Id# 1090

To: mkiametian@csufresno.edu **FROM THE GRANT MANAGER**

Principal Investigator -

Please review the PIF that was recently sent to you via email. The PIF waits for your response before continuing on in the approval process. Your timely response is needed.

Thank you.

Grant Manager

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**GM and PI - EMAIL NOTIFICATION**

**Notice Of Approved PIF**

From: ORSP@csufresno.edu Tue, Sep 28, 2012 11:33 AM

Subject: Notice Of Approved PIF **SUMMARY**

To: mkiametian@csufresno.edu

Note: Customer Portals.

The following PIF has received all the required Approvals. It will now be routed to the ORSP Admin. Analysts for logging.

Grant/Contract PIF ID: 1049  
 Project Title: Test # - 1049  
 Principal Investigator: Carmen Portales, Boca  
 Funding Agency: ORSP  
 Current Year Cost: \$ 130000000  
 Current Total Cost: \$ 130000000

Please do not reply to this email.

**ATTACHMENTS**

- Qualifiers.pdf 34 KB
- Narrative.pdf 79 KB
- ORSP CHECKLIST.xlsx 21 KB
- Sample Instructions.pdf 13 KB
- Sample State Foundation Private Budget.xlsx 74 KB
- Cost1049.txt 50 B

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**REVISED - E-MAIL NOTIFICATION** **PARENT ID**

Zimbra https://zimbra.csufresno.edu/zimbra/h/printmessage?id=95143&cm=1

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**Zimbra** **PARENT ID** mkiametian@csufresno.edu

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**\*\*REVISED\*\* PIF requires your review and approval - 944**

From: lboff@csufresno.edu Tue, Sep 11, 2012 04:59 PM

Subject: \*\*REVISED\*\* PIF requires your review and approval - 944

To: mkiametian@csufresno.edu

**Bliflow** - You've got work.

Kiametian, Maral, The following PIF has been submitted and needs your review and approval.

Name: Grant Applications Review and Approval  
 Approved PIF ID: 944 **ACTIVITY LEVEL**

Project Title: Predefined Test 9: Randomize Notifications RFP level - 944

Activity: PIF signatures required by RFP of Research

Grant Manager for PIF: Maral Kiametian

Principal Investigator: Kiametian, Maral

Funding Agency: Aquas Pfluy Inc.

Current Year Cost: \$ 967500 **INSTRUCTIONS**

Total Cost: \$ 970000

Please review the PIF form and read any comments contained within the form. To review/signature PIFs required, log into the Parent Portal, select "Review Activities" from the menu, then select "My Activities", a list of PIFs awaiting your attention will be shown.

This e-mail message has been automatically generated. Please do not reply as this account is not monitored.

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**DENIAL NOTIFICATION**

Zimbra https://zimbra.andrews.edu/zimbra/jsp/printmessage?id=02413&size=1

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**Zimbra** **PARENT ID**

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**Grant Manager Notification of Denial(VP of Admin)- 1840**

From: l.helfon@andrews.edu Wed, 07/25/2012 11:39 AM

Subject: Grant Manager Notification of Denial(VP of Admin)- 1840  
 To: information@andrews.edu

**InfoFlow** (1) You've got work

Hi **Information**,  
 The following RFP has been closed. Please contact the person(s) that designated the RFP. After review of Comments/Approval history on the form, this can be reopened and the RFP will be placed back in the Grant Manager's Queue for reevaluation/revision into the approval process.

Name: Grant Application Review and Approval  
 Request ID: 1840  
 Description: VP Check - \$3,284,000. (Needs doing again at VP Mattson level) - 1840  
 Activity: Request Grant Manager Notification(VP of Admin)  
 Grant Manager for RFP: Michael Klauerman  
 Principal Investigator: Klemm, Michael  
 Funding Agency Other: American Chemical Society (Petroleum Research Fund)  
 Funding Agency Other:  
 Current Year Code: 43800  
 Total Cost: 49023

**INSTRUCTIONS**

Please review the RFP form and read any comments contained within the form. To review/complete this request, log into My Finance Study, select "Process Portfolio" from My Home, then select "My Workflow". A full list of items needing your attention will be shown.

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**CONTACT INFORMATION**

**IT- Help Desk**  
ext. 8-5000

- Issues with browser
- Login problems

**ORSP**  
ext. 8-0840

- Grant Routing and Approval Form (GRAF) Status/Completion
- Issues with viewing the Grant Routing and Approval Form (GRAF) or Attachments
- Problems writing Comments
- Recommendations

**Grant Manager @ ORSP**

- Questions regarding Grant Routing and Approval Form (GRAF) budget, Cost share, IDC, etc.
- New Approvers (Dean/Chair)
- PI, CO-PI, Deans/Chairs out of Office (more than 3 days)

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# QUESTIONS

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