WRG-SP
Roles, Access, & Responsibilities
## WRG-SP: Roles, Access, and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Access</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposal Administrator</strong></td>
<td>View and Edit Access for all PIs in Department/Division</td>
<td>Proposal Creation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Budget Preparation</td>
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<tr>
<td></td>
<td></td>
<td>Route Initiation</td>
</tr>
<tr>
<td><strong>Salary Manager</strong></td>
<td>Receives Salary Release Requests from system*</td>
<td>Approves Salary Visibility for Department Personnel</td>
</tr>
<tr>
<td><strong>Department/Division Financial Approver</strong></td>
<td>Full View and Edit Access Across Department/Division</td>
<td>Proposal Creation</td>
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<tr>
<td><strong>Approver in Route</strong></td>
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<td>Budget Preparation</td>
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<td>Route Initiation</td>
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<td></td>
<td></td>
<td>Routing Approval</td>
</tr>
<tr>
<td><strong>Department Head</strong></td>
<td>Full View Access Across Department</td>
<td>Routing Approval</td>
</tr>
<tr>
<td><strong>Approver in Route</strong></td>
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*Faculty will receive system notifications and may also manage the salary release process if desired*
Proposal Administrators

Anyone involved in proposal preparation and application submission:

• Departmental/Divisional Administrators
• Grants Administrators
• Financial Specialists
• Post Docs
• Graduate Students
• Study Coordinators
• Administrative Assistants
• Research Technicians
# Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Proposal Preparation</th>
<th>Budget Preparation</th>
<th>Submit for Routing</th>
<th>Approve Salary Visibility on Budget</th>
<th>Department Financial Approval</th>
<th>Department Head Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Administrator</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
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</tr>
<tr>
<td>Salary Manager</td>
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<td>✗</td>
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</tr>
<tr>
<td>Departmental Financial Approver</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
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<tr>
<td>Department Head</td>
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<td>✗</td>
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</table>
Delegation Opportunities

- Faculty and Department Administrators will determine eligibility of staff for delegation.

- Department Head delegation will be subject to minimum criteria and may be limited to such roles as Division Chief, Vice-Chair of Research, Department Administrator, etc.

Principal Investigator

- Delegate

- Departmental Staff
  - Proposal Preparation
  - Budget Assembly
  - Route Initiation
  - **Cannot Delegate PI Approval**

Department Head

- Delegate

- Departmental Staff
  - Departmental Approval in Route
Next Steps
Role Assignment

• Role Assignment Survey
• In Person Meetings
• Presentation at DA Meeting
• Training Schedule
• Access Provisioning
WRG-SP
Faculty Town Hall
Tuesday, November 15th, 4:30pm
Room A250 – 1330 York Avenue
NIH Updates
Final Research Performance Progress Report (RPPR) to replace Final Progress Report

- Submission through the eRA Commons
- Mirrors annual RPPR format, excluding a few sections
- Additional section on Outcomes
- Tentatively Scheduled for January 1st, 2017
eRA Commons Prior Approval Link

Application Withdrawal Request

• Applicant organizations are now able to submit requests to withdraw a processed application via the eRA Commons

• The Center for Scientific Review’s Division of Receipt and Referral (DRR) will review and act on all withdrawal requests

• Applicants can follow the status of their application in the eRA Commons and will see a status of “Withdrawn” if DRR approves

• Use of the link is optional; a letter with ink signature from AOR/SO may still be sent via email to DRR
Direct Cost Request of 500K or more

- Requests to submit an unsolicited application that will exceed $500K in Direct Costs in any year can be submitted through eRA Commons.
- Applicant is required to contact their Program Officer to discuss at least six weeks prior to application submission via email.
- If agreed, the Program Officer will initiate an invitation to the PI and open the request in the eRA Commons, notifying WCM and the PI via a system email.
- The option to submit a $500K or more request will not be visible until the Program Officer initiates the request.
Changes to Post-Submission Materials & Appendix Policies

- Beginning with the January 25, 2017 application due dates, NIH will update the list of allowable post-submission materials and will eliminate most appendix materials currently allowed in applications.

- Updates to the application guide and all funding opportunity announcements are expected to be made later this month.

Post-Submission Material: NOT-OD-16-129
Appendix Material: NOT-OD-16-130